

Scanning Policy and Guide

This guide includes instructions for scanning.

Contex 18"x24" Flat-Bed Scanners

All student use of the Contex 18"x24" scanner is by reservation. There is no walk-in access.

You must bring your own USB Storage device with a male USB-A connector. The Media Lab has no conversion cable for USB-C connections.

Touch the touchscreen on the righthand side of the scanner to "wake" it.

insert your USB storage device into the USB-A slot behind the touchscreen.

Place your document to scan on the Contex scanner glass platen centered with the arrows in the X and Y orientations. The scanner platen can accommodate scans up to 18"x24".

Touch the USB Drive icon on the touchscreen. That will take you to a screen where you can set your scan settings, such as Document Type, Scan Quality (resolution), and File Format (TIFF, JPG, or PDF).

Touch the Green Diamond icon on the screen to scan.

Your file will be saved in a folder labeled DCIM on your USB storage device.

Epson Flat-Bed Scanners

Sign in to the computer with your KSU ID and password.

Click the EpsonScan icon on the computer desktop. The Epson Scan software will load and check to make sure the Epson scanner is powered on.

Place your document to scan on the Epson scanner glass platen oriented with the arrow in the upper left corner. The scanner platen can accommodate scans up to 12.25"x17.25".

Click the Preview button in Epson Scan and it will display a preview on screen of what is on the scanner platen. You can use the Marquee tool to crop the scan area if necessary.

When you are satisfied with the Preview, click the Scan button in Epson Scan. The first time you select Scan it will bring up the Save File menu box, where you can set the File Destination, File Type (JPG, PDF, etc.), and File Name.

When you are satisfied with all these settings, click Save and your file will be saved. If you selected PDF file type, you will be prompted to Save File or Add Another Page to the PDF file.

If you need a scan of a drawing larger than the platen of the Epson scanner, you can scan the drawing in multiple pieces that have overlap on common edges.

In PhotoShop there is an application called PhotoMerge. In PhotoMerge select the filenames you wish to put together into one file and click Continue. PhotoMerge will analyze the files for common edges and re-assemble them for you into 1 file.

Please clean and wipe down and clean the Epson Scanner glass platen with the alcohol wipes provided after use.

HP Roll-Feed Scanner

Students are only allowed to use the HP Roll-Feed Scanner under the direct supervision of Media Lab staff.

The HP Roll-Feed Scanner was designed to scan ink and blueline drawings and that is the only media that can be directly fed into the Roll-Feed Scanner.

Any media which can rub off, (such as graphite pencil, color pencil or charcoal drawings or sketches) can damage the feed rollers and scanning platen, resulting in damage to media subsequently sent through the roll-feed scanner. Spray fixative does not solve the problem, it only makes it worse, as it is a glue material which remains sticky and gums up the feed rollers. Any drawings which are not ink or blueline drawings must be placed in an acetate sleeve, provided by the student, before going through the rollfeed scanner.

The HP Roll-Feed Scanner is a stand-alone unit, not connected to a computer or the campus network, so students wishing to use it must bring their own USB media drive with a male USB-A connector to save files from the scanner.