

Baltimore County Public Schools Division of Information Technology

Instructions for Setting Up and Scanning with the EPSON DS-70 Portable Scanner

The following instructions are for installing and setting up the Epson DS-70 portable document scanner.

1. Download the EPSON DS-70 Scanner Driver from the Intune Web Portal.

NEW

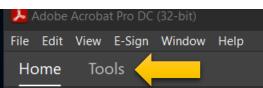




- 2. Connect scanner using USB cable provided
- Launch Adobe Acrobat DC (Note: If you do not have Adobe Acrobat DC (part of the Adobe Creative Cloud Suite) on your computer you can download it from the <u>Intune Web Portal</u>)



4. Click on 'Tools' in the upper left corner



5. Click on 'Scan & OCR'





Baltimore County Public Schools Division of Information Technology

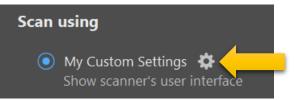
6. Select 'Scan a document' and then click 'Start Scan'

Select a file or scan a document to begin				
	Select a file		Scan a document	
Start Scan				

7. From the drop down select 'WIA-EPSON DS-70'

Sc	anner	
	WIA-EPSON DS-70	
	Append to Existing File	

8. Click on the gear icon next to 'My Custom Settings'



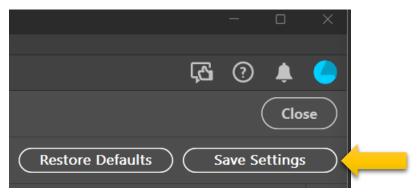
9. Ensure that WIA-EPSON DS-70 is the selected scanner and then check the box next to 'Prompt to scan more

pages'		
Scanner	WIA-EPSON DS-70	-
	Show scanner's user interface	
Pages	Front Sides	S
10/2022		

Date 5/10/2022 Version 1.0



10. Click 'Save Settings' in the upper right corner



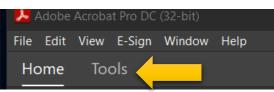
The scanner is now setup and configured.

Instructions for Scanning Documents

 Launch Adobe Acrobat DC (Note: If you do not have Adobe Acrobat DC (part of the Adobe Creative Cloud Suite) on your computer, you can download it from the <u>Intune Web Portal</u>)



2. Click on 'Tools' in the upper left



3. Click on 'Scan & OCR'





4. Select 'Scan a document' and click 'Start Scan'

Select a file or scan a document to begin				
	Select a file		Scan a document	
Start Scan				

5. Ensure scanner is set to 'WIA-EPSON DS-70' and then click 'Scan'

Scanner	
WIA-EPSON DS-70	
Append to Existing File	
Scan	Help

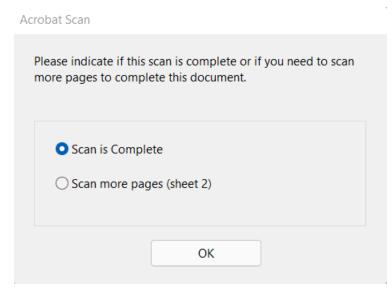


Baltimore County Public Schools Division of Information Technology

6. Select the appropriate page size from the drop down.

What do you want to scan? Paper source Document Feeder	×
Document Feeder Select an option below for the type of picture you want to scan.	
Select an option below for the type of picture you want to scan.	
want to scan.	
Grayscale picture	
Black and white picture or text	
Custom Settings	
You can also:	
Adjust the quality of the scanned picture	
Page size: Legal 8.5 x 14 inches (216 x 356 V	an Cancel

- 7. Insert document into scanner and then click 'Scan'
- 8. Once document is scanned you will be prompted to complete document or scan more pages



 Once done you will then be able to name the document and save it to the chosen location by clicking on File > Save As