



**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

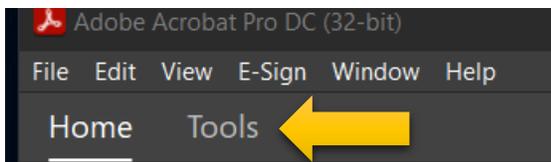


Epson DS-70
Scanner Driver
Epson

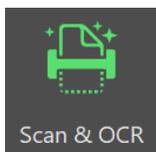
2. Connect scanner using USB cable provided
3. Launch Adobe Acrobat DC (Note: If you do not have Adobe Acrobat DC (part of the Adobe Creative Cloud Suite) on your computer you can download it from the [Intune Web Portal](#))



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



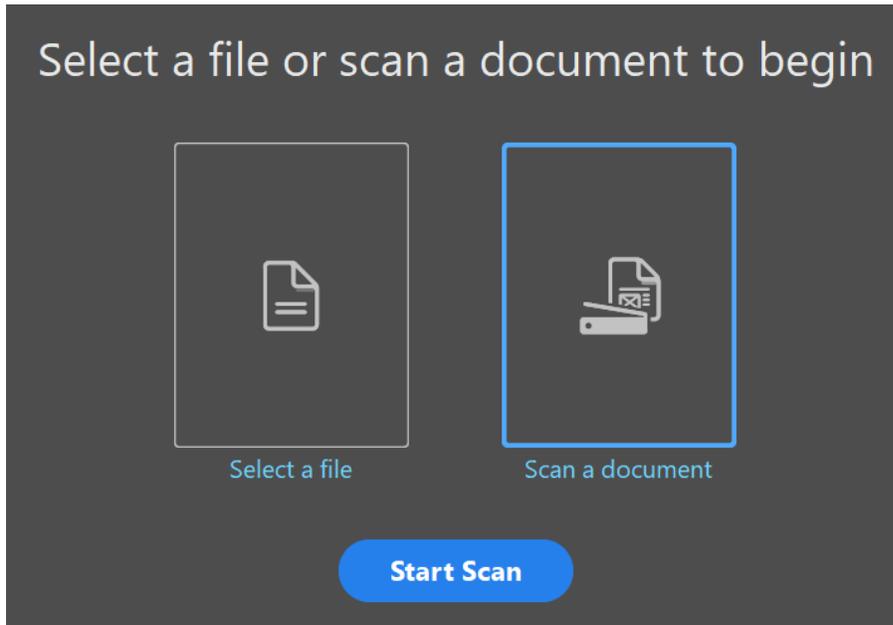
5. Click on 'Scan & OCR'



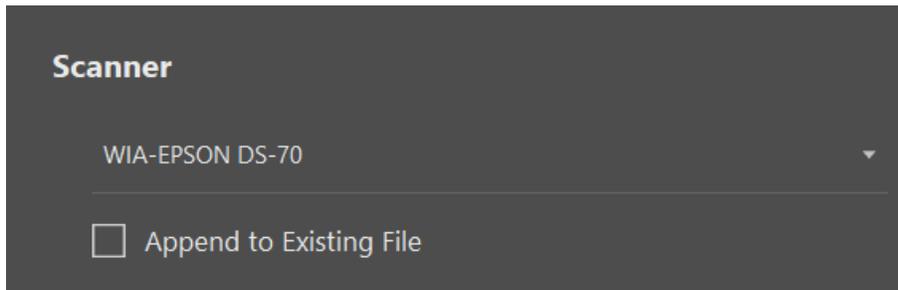


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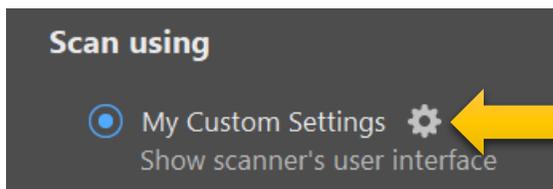
6. Select 'Scan a document' and then click 'Start Scan'



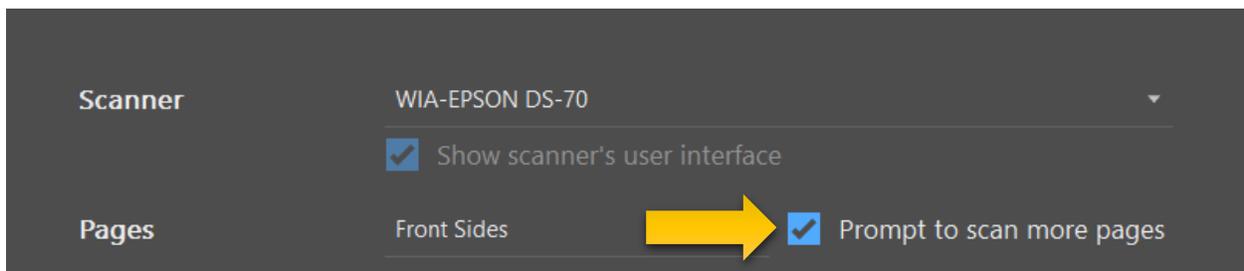
7. From the drop down select 'WIA-EPSON DS-70'



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



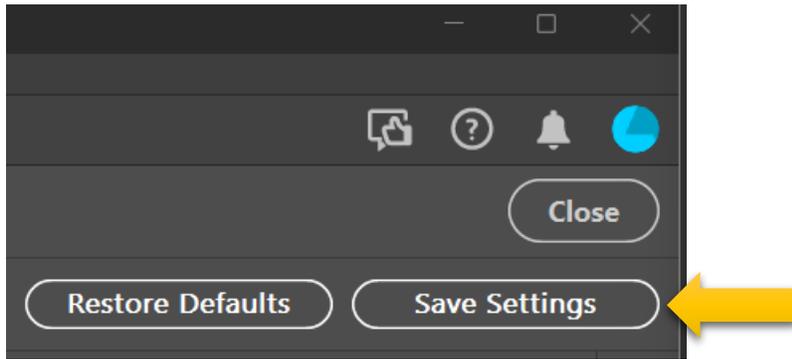
9. Ensure that WIA-EPSON DS-70 is the selected scanner and then check the box next to 'Prompt to scan more pages'





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



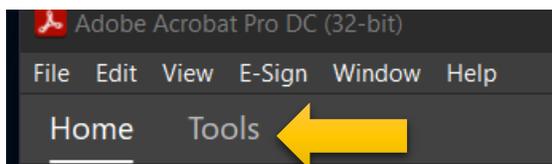
The scanner is now setup and configured.

Instructions for Scanning Documents

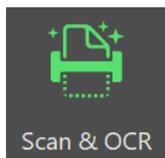
1. Launch Adobe Acrobat DC (Note: If you do not have Adobe Acrobat DC (part of the Adobe Creative Cloud Suite) on your computer, you can download it from the [Intune Web Portal](#))



2. Click on 'Tools' in the upper left



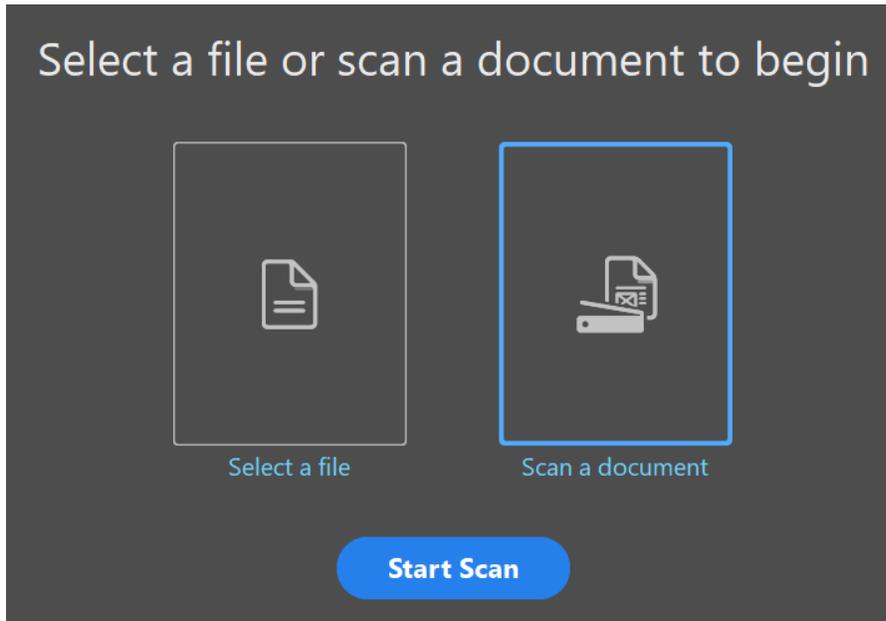
3. Click on 'Scan & OCR'



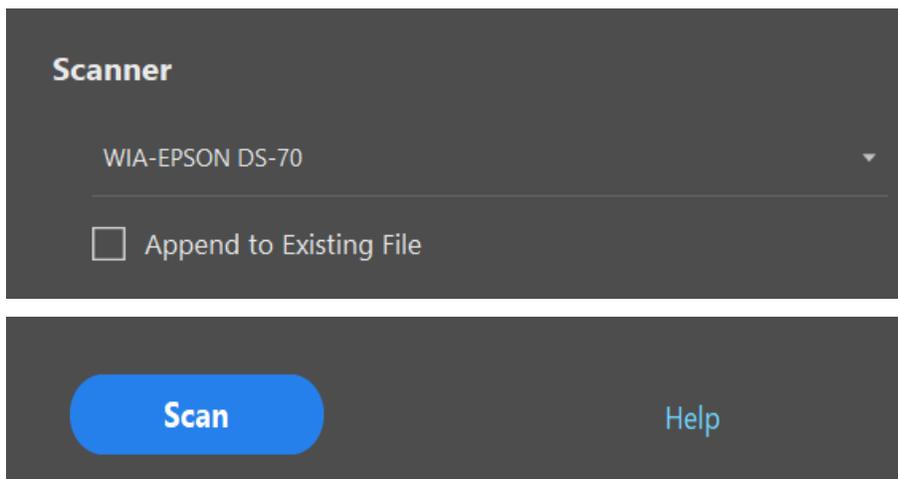


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4. Select 'Scan a document' and click 'Start Scan'



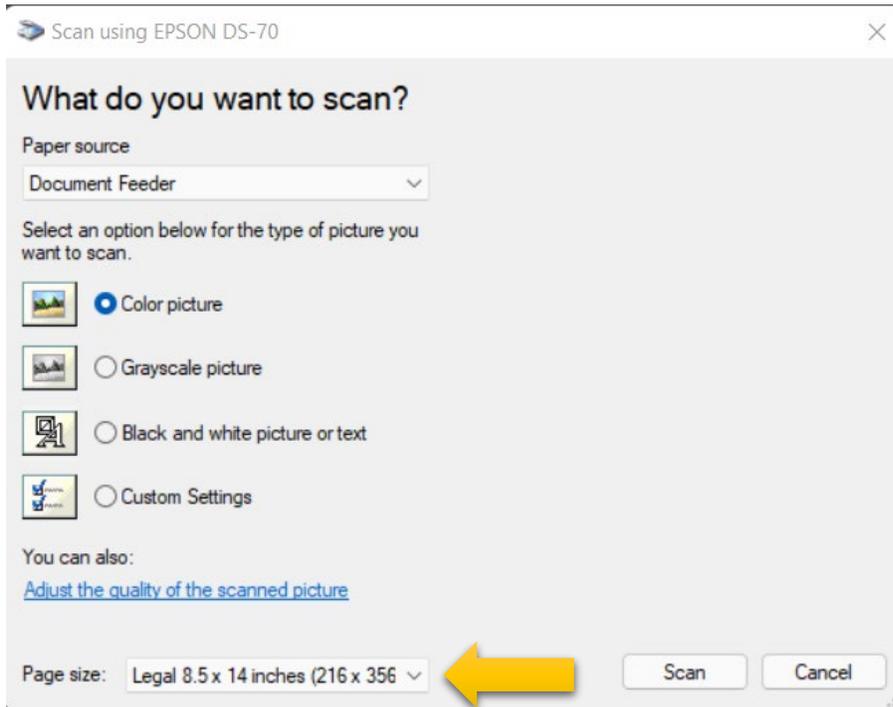
5. Ensure scanner is set to 'WIA-EPSON DS-70' and then click 'Scan'



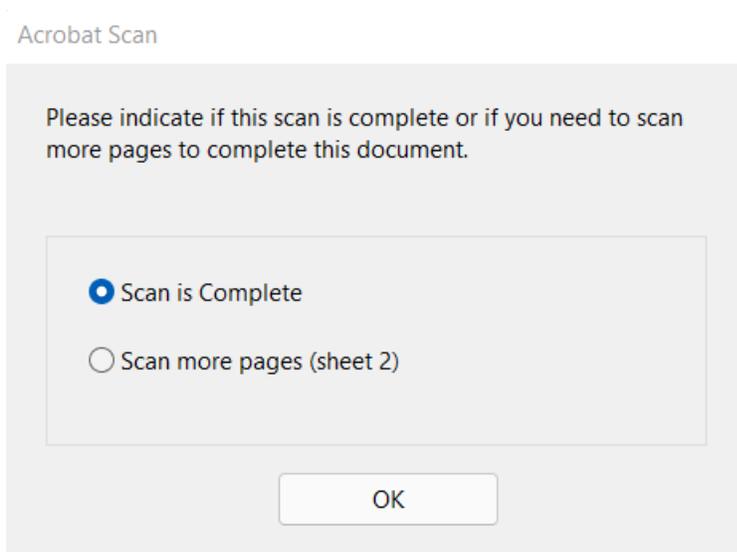


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6. Select the appropriate page size from the drop down.



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



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