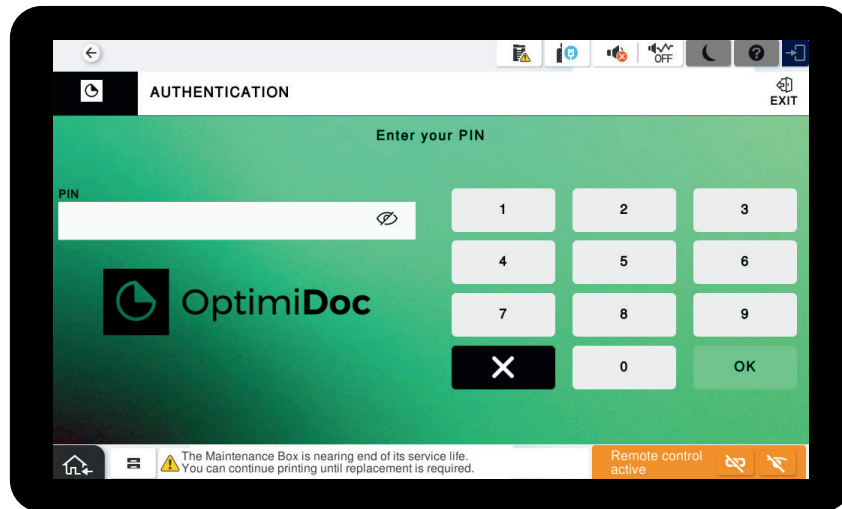


# Epson Scan User Guide

The Epson embedded application provides **authentication, printing, and capture** functionality. This guide offers a quick overview of how to use the application on Epson multifunction devices. Available login methods and functionality may vary depending on your company's configuration and administrator settings.

## Authentication

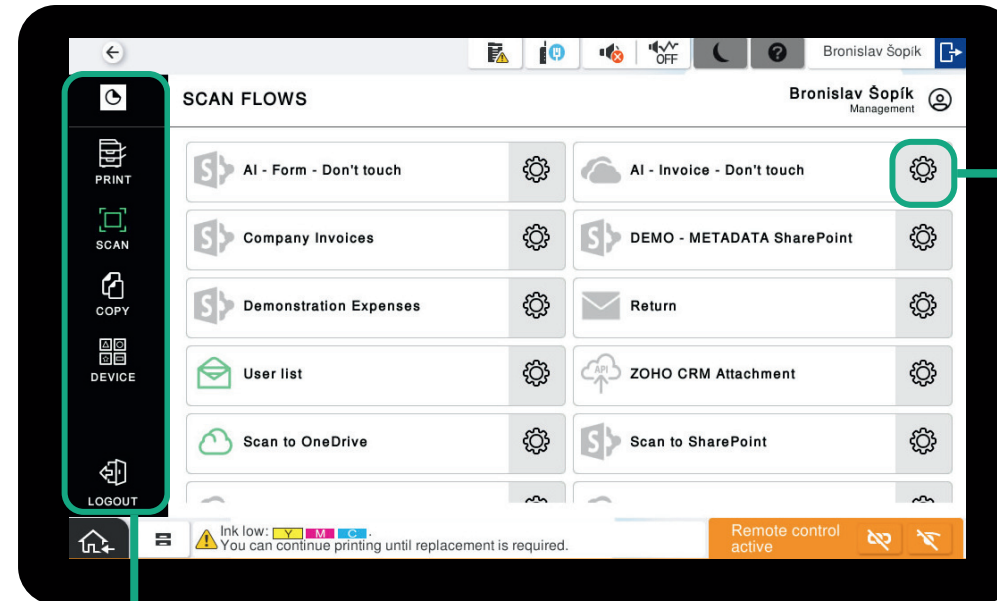


**Before using the device,** you must authenticate using one of the available login methods:

- **User list** - select you account from list of users.
- **PIN** - Enter your OptimIDoc Cloud PIN directly on the device.
- **ID Card** - Authenticate by swiping your ID card on the device card reader.

## Scan workflows

The Scan section lists all scan workflows available for your account. You can either **perform a quick scan** by clicking the workflow icon or name, or access **advanced settings** by clicking the setup icon.

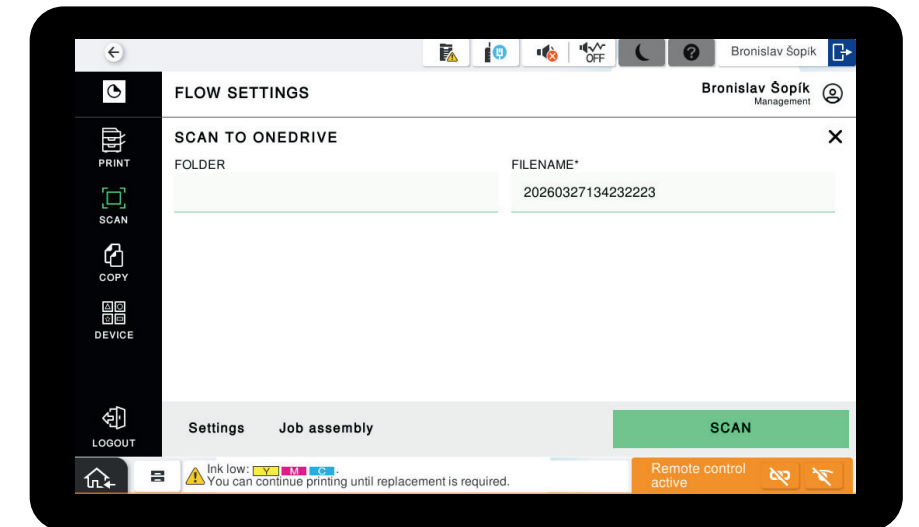


## Main menu

The **Main Menu** allows you to navigate between the device's native functions and OptimIDoc Cloud features.

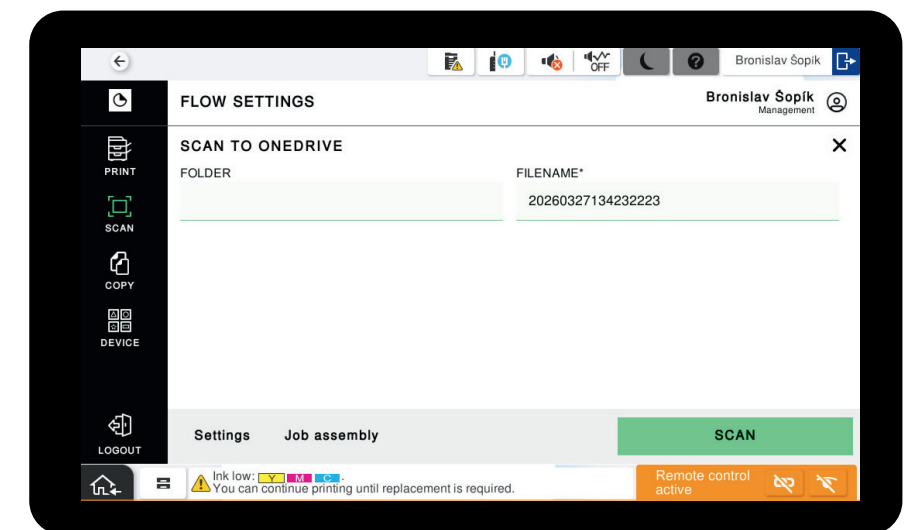
- **Print** – Opens the OptimIDoc Cloud printing section.
- **Scan** – Displays the list of available document workflows.
- **Copy** – Opens the device's native copy function.
- **Device** – Opens the main menu of the multifunction device.
- **Logout** – Signs out of the device. You can also log out by clicking the Logout icon in the top-right corner.

## Scan settings



You can modify the final scan parameters by adjusting the document resolution, colour mode, or selecting single- or double-sided scanning. Once you have completed the configuration, select **Save**. To revert to the default workflow settings, select **Reset**.

## Document workflow detail



In the Document Workflow Details, you can enter manual parameters for the document, if required. Mandatory fields are marked with an asterisk (\*), and the scan cannot be started until all required parameters are completed. To start scanning, select **Scan**. If you need to adjust the scan parameters, select **Scan settings** to modify the scan configuration before starting the scan. Once the scan is completed, you are redirected back to the list of workflows.