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Title: Use of the Epson Perfection V700 Photo Scanner

Version: v2

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Valid to:	31/12/2022

SOP History		
Number	Date	Reason for Change
v1	01/01/2013	Original
V2	01/01/2018	Update

1.0 Purpose –

The purpose of this SOP is to outline the principles of the routine use of the Epson V700 Photo Scanner in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –

This SOP applies to routine use and maintenance of the Epson V700 Photo Scanner within the SASoM.

3.0 Responsibilities –

It is the responsibility of all users of the Epson V700 Photo Scanner within the SASoM to comply with this SOP.

4.0 Procedure –

Turn on the mains switch in the lower front.

Open the lid and put the paper facing down.

Open the scanning software by double click on the icon 'EPSON scan'.

Parameter settings.

Mode:	Professional mode
Document Type:	Reflective



Equipment Operation Procedure

Document Source:	Document table
Auto Exposure Type:	Photo
Image type:	24-bit colour
Resolution:	200dpi
Target Size:	Original

Click 'Preview' button and select the area you want to scan.

Click 'Scan' button and a dialog box will pop up to let you know where your image will be stored and you can also chose your own pathway, name and format of the image.

Click 'OK' to initiate the scan.

5.0 Personal protection –

Howie coat must be worn at all times.

6.0 Training –

All users have to be trained before using the Instrument by a designated person.

7.0 Related documents –

- 7.1 Equipment manual
- 7.2 Equipment Maintenance Information sheet
- 7.3 Risk assessments – Display Screen



8.0 Approval and sign off –

Author:

Name: Peter Mullen

Position: Research Fellow

Signature: _____ Date: _____

Management Approval:

Name: Mary Wilson

Position: Laboratory Manger

Signature: _____ Date: _____

QA release by:

Name: Alex MacLellan

Position: QA Manager

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