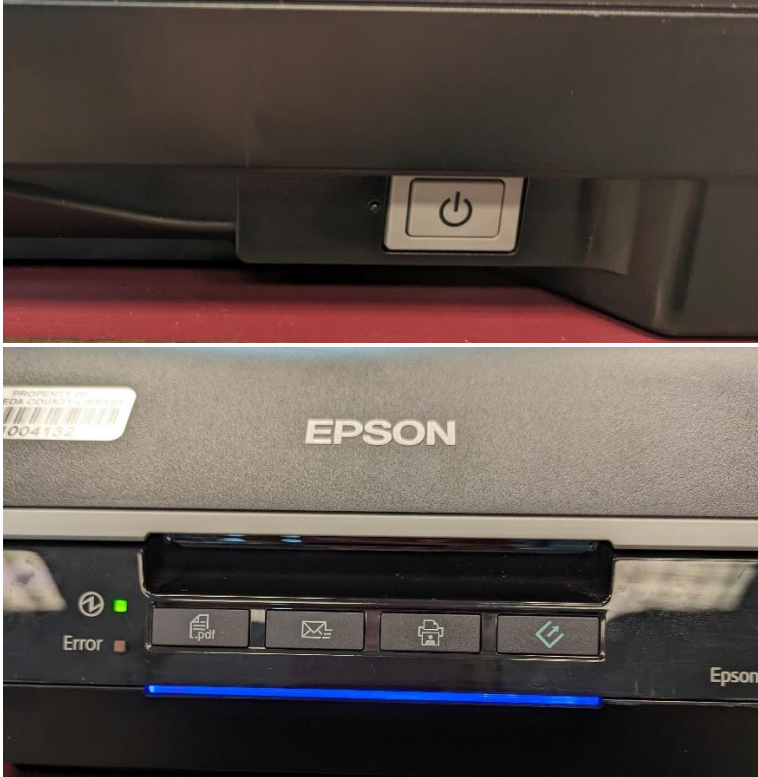# Epson Document/Slide/Photo Scanner

Setup

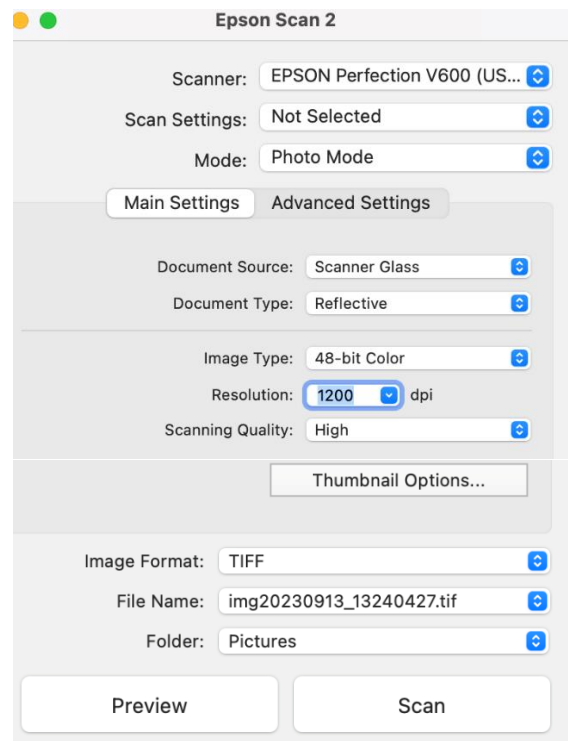1. Power on scanner (button on right-hand side of scanner)

2. Open Epson Scan 2 from dock

Scanning Photographs

1. Recommended Settings for photographs:
   a. Photo Mode
   b. Document Type: Reflective
   c. 48-bit color
   d. 1200 DPI
   e. Scanning Resolution: High
   f. File Format: TIFF

2. Place photo face-down on glass; align to the arrow in the upper-right corner. Close cover
3. Click "Preview." After scanning completes, check the preview for any problems, then click "Scan." Remove photo from glass when scan completes.
4. Repeat steps 2-4 for remaining photos.
5. Remove originals and power off scanner. Move scanned files to a USB or Cloud Drive.

Scanning Slides & Negatives

1. Recommended Settings for Slides/Negatives:
   a. Photo Mode
   b. Transparency Unit
   c. Document Type: Dependent on type of slides/negatives
   d. 48-bit color
   e. 1200 DPI
   f. Scanning Quality High
   g. File Format TIFF
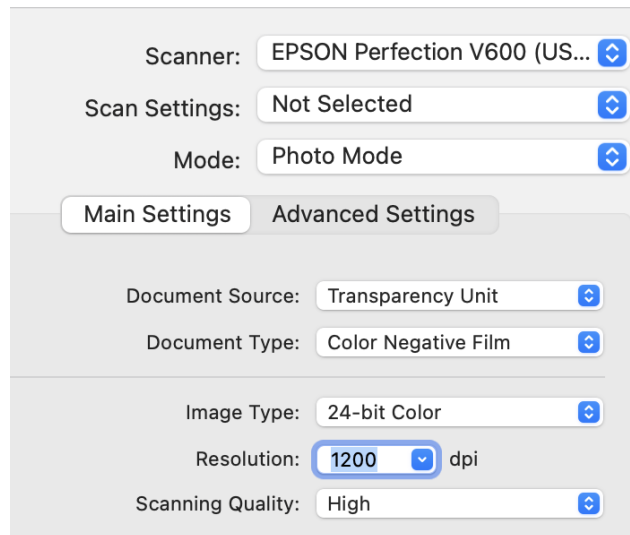
2. Remove scanner lid insert.

Figure 1-Scanner Insert

Figure 2-Scanner Insert Removed

3. Remove the insert on the slide/negative adapter. Use section "C" for slides or section "A" for negatives (see image below). Slides and negatives should be face down in the adapter (e.g., the slide/negative image will appear backwards). Replace the negative insert (if used).
    a. **Note:** You can scan up to 2 rows of negatives or 4 slides at a time. The software creates individual files for each image.
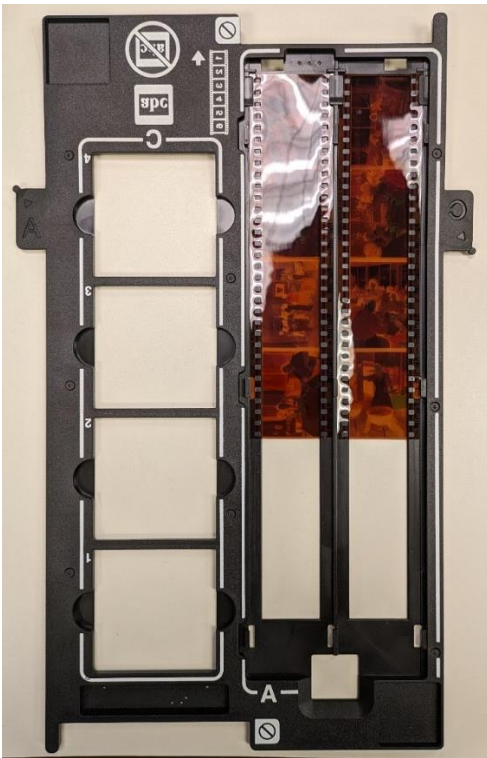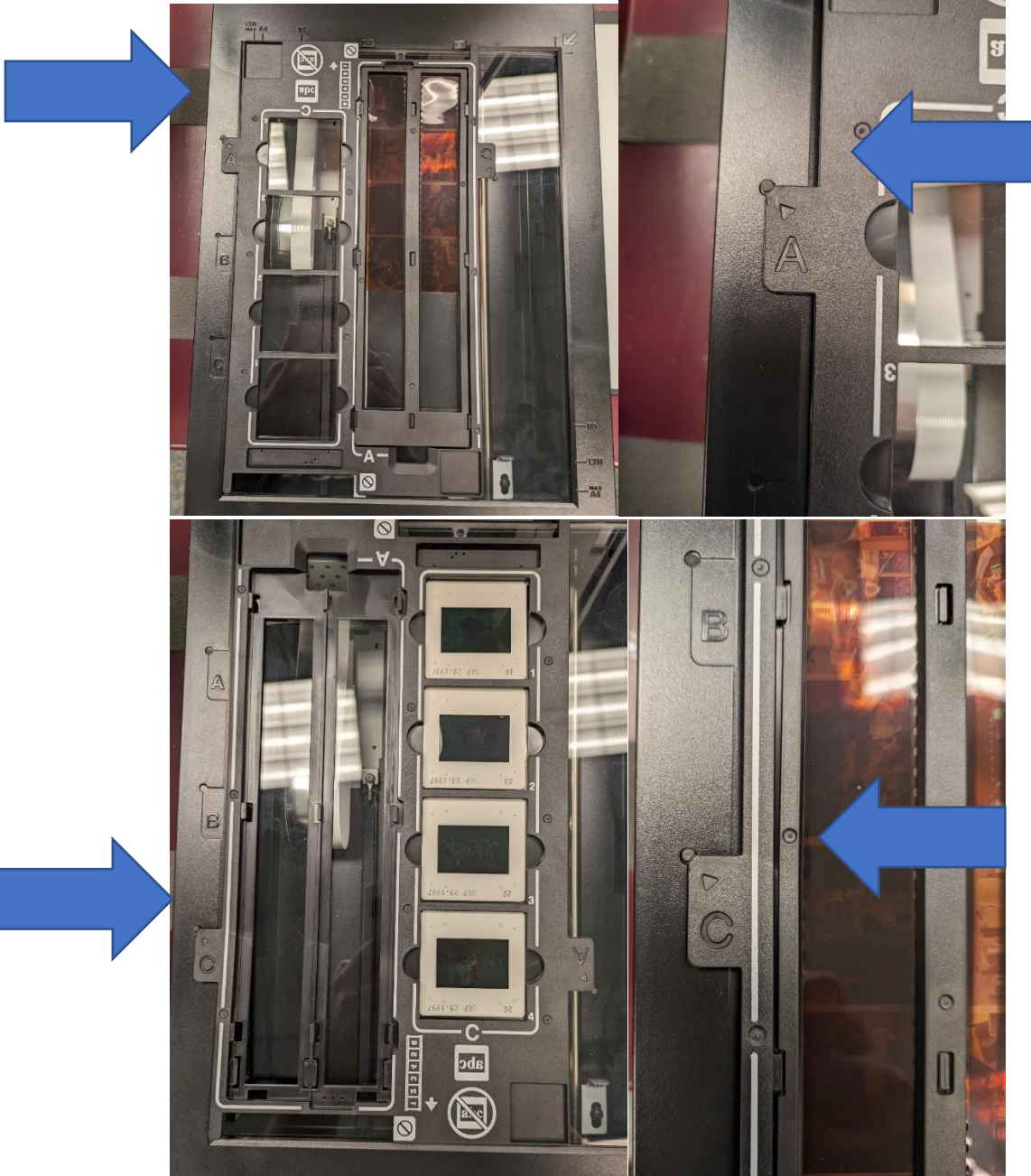
Figure 3-Negative/Slide Adapter with insert removed

Figure 4-Negatives in adapter

4. Place the adapter onto the scanner glass. Align the adapter as shown for the type of film being scanned (e.g., Match "A" tab to slot "A" for Negatives or "C" to slot "C" for slides).

5. Click "Preview." After scanning completes, check the preview for any problems, then click "Scan." When scan completes, remove negatives from adapter.
6. Repeat steps 3-5 for remaining slides/negatives.
7. Replace scanner lid insert.
8. Slides/Negatives are saved to the computer. Move scanned files to a USB or Cloud Drive.

Scanning Documents

1. Adjust settings for paper documents
   a. Recommended Settings:
      i. Document Mode
      ii. Document Source: Scanner Glass
      iii. 600 or 1200 DPI (1200 DPI is better quality, but longer scan time)
      iv. File Format: PDF
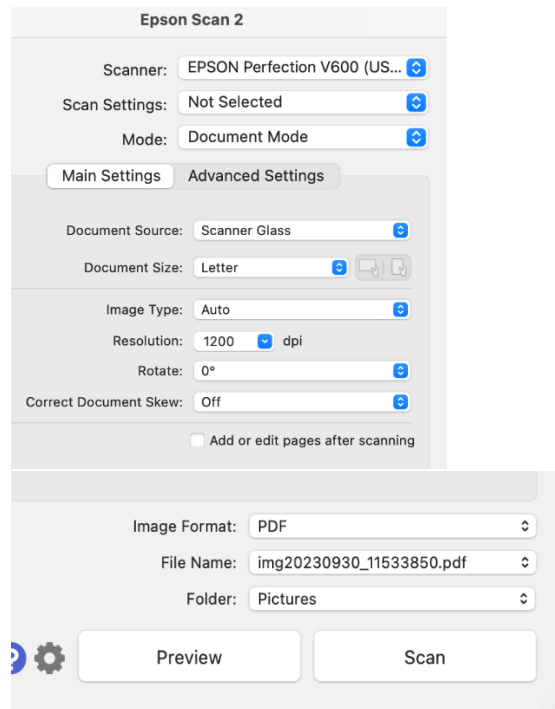
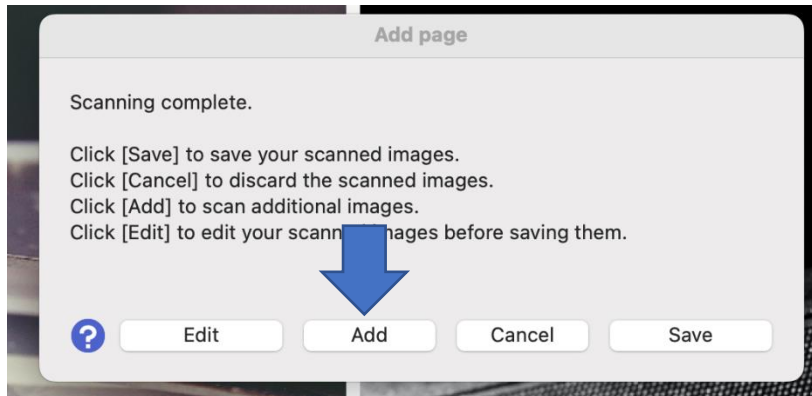
2. Place document face-down on glass; align to the arrow in the upper-right corner. Close cover.
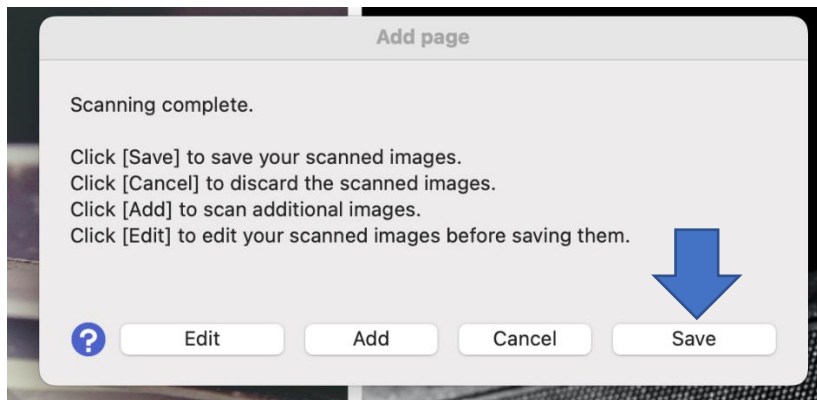3. **Multiple Page Documents:**
   a. Select "PDF" format

b. Check the box for "Add or edit pages after scanning" option before scanning. (image)
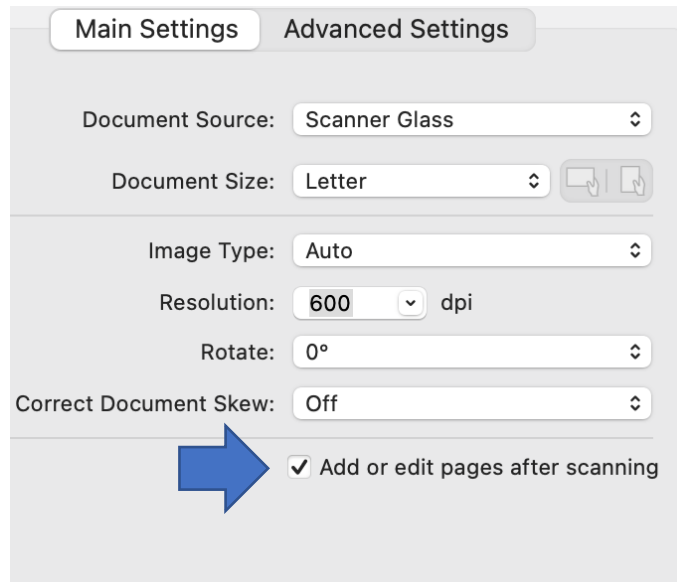
c. Click "Scan."
d. When scan completes, open cover, change document to the next page, close cover.
e. Click "Add" to scan next page.
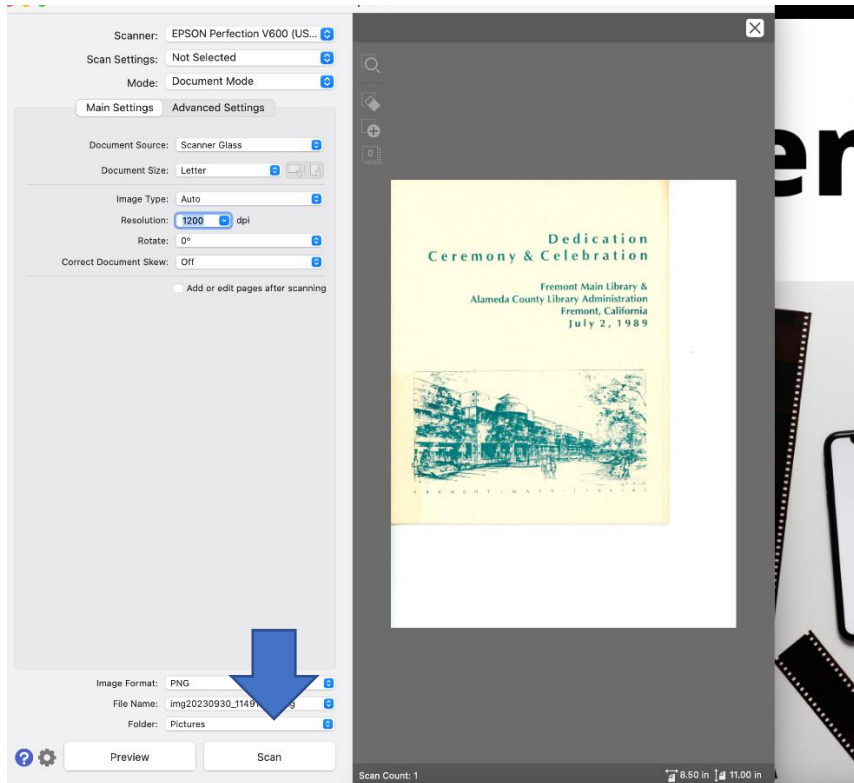

f. Click "Save" when entire document is scanned. File will be saved to the computer.

4. **Single Page Documents:**
    a. Click "Preview." After scanning completes, check the preview for any problems, then click "Scan." File will be saved to the computer.

5. Remove document from glass when scan completes.
6. Move scanned files to a USB or Cloud Drive.