

## User's Guide



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## Guide to the Scanner Parts

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## Paper Handling

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## How to Scan

Follow the step-by-step instructions here to scan your originals using any of the available scanning methods.

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## Maintenance

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## Solving Problems

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## Technical Specifications

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 **Note:**

Epson offers a recycling program for end of life products. Please go to [www.epson.com/recycle](http://www.epson.com/recycle) for information on how to return your products for proper disposal.

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## Important Safety Instructions

### [Restrictions on Copying](#)

In this document, warnings, cautions, and notes indicate the following:

#### Warnings

must be followed carefully to avoid bodily injury.

#### Cautions

must be observed to avoid damage to your equipment.

#### Notes

contain important information and useful tips on the operation of this product.

Read all these instructions, and follow all warnings and instructions marked on the scanner.

#### Warning:

Use of this product may be restricted in places such as an aircraft or hospital. Follow regulations as necessary.

#### WARNING:

The cords included with this product contain chemicals, including lead, known to the State of California to cause birth defects or other reproductive harm. **Wash hands after handling.** (This notice is provided in accordance with Proposition 65 in Cal. Health & Safety Code § 25249.5 and following.)

- Place the scanner close enough to the computer for the USB cable to reach it easily. Do not place or store the scanner outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity. Do not use with wet hands.
- When connecting this product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Never disassemble, modify, or attempt to repair the scanner or scanner option by yourself except as specifically explained in the scanner's guides.
- Do not insert objects into any opening as they may touch voltage points or short out parts.
- Unplug the USB cable before cleaning. Clean with a damp cloth only. Do not use liquid or aerosol cleaners.
- Unplug the scanner and the USB cable, and refer servicing to qualified service personnel under the following



conditions: The USB cable or plug is damaged; liquid has entered the scanner or the USB cable; the scanner has been dropped or the case has been damaged; the scanner or the USB cable does not operate normally or exhibits a distinct change in performance. (Do not adjust controls that are not covered by the operating instructions.)

## Restrictions on Copying

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Observe the following restrictions to ensure responsible and legal use of your scanner.

### Copying of the following items is prohibited by law:

- Bank bills, government-issued marketable securities, government bond securities, and municipal securities
- Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage
- Government-issued revenue stamps, and securities issued according to legal procedure

### Exercise caution when copying the following items:

- Private marketable securities (stock certificates, negotiable notes, checks, etc.), monthly passes, concession tickets, etc.
- Driver's licenses, warrants of fitness, road passes, food stamps, tickets, etc.



#### Note:

Copying these items may also be prohibited by law.

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### Restriction on disassembling and decompiling

You may not disassemble, decompile or otherwise attempt to derive the source code of any software included with this product.

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libtiff

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## ■ Operating System Versions

In this manual, the following abbreviations are used.

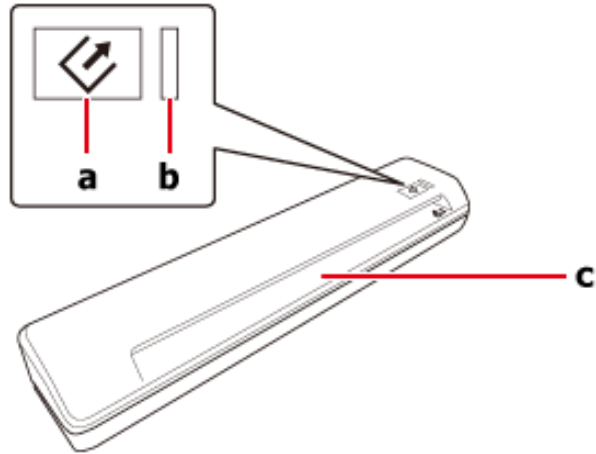
### **Windows refers to Windows 7, Vista, XP, and XP x64.**


- Windows 7 refers to Windows 7 Home Basic, Windows 7 Home Premium, Windows 7 Professional, and Windows 7 Ultimate.
- Windows Vista refers to Windows Vista Home Basic Edition, Windows Vista Home Premium Edition, Windows Vista Business Edition, Windows Vista Enterprise Edition, and Windows Vista Ultimate Edition.
- Windows XP refers to Windows XP Home Edition, Windows XP Professional x64 Edition, and Windows XP Professional.

### **Mac refers to Mac OS X.**

- Mac OS X refers to Mac OS X 10.5.8, Mac OS X 10.6.x, and Mac OS X 10.7.x.

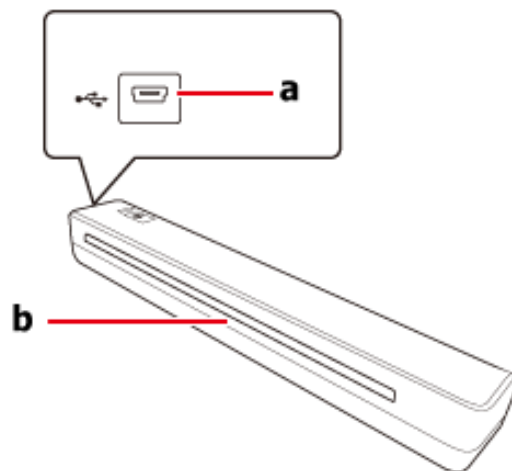
## Scanner Parts



- a.  button
- b. Light

Color	Indicator Status	Meaning
Green	On	Ready to scan images.
	Flashing	Initializing or scanning.
(None)	Off	The scanner is off or the connected computer may be running in a power-saving mode, such as sleep or standby.

- c. Input slot



- a. USB interface connector
- b. Output slot

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## Document Specifications

The table below lists the sizes of paper you can load into the input slot.

Paper size	Measurements
A4	8.3 × 11.7 inches (210 × 297 mm)
Letter	8.5 × 11 inches (215.9 × 279.4 mm)
Legal	8.5 × 14 inches (215.9 × 355.6 mm)
B5	7.2 × 10.1 inches (182 × 257 mm)
A5	5.8 × 8.3 inches (148.5 × 210 mm)
A6	4.1 × 5.8 inches (105 × 148.5 mm)
A8*, **	2.0 × 2.9 inches (52 × 74 mm)
Business card	up to 1.2-mm thickness
Plastic card (including embossed cards) ***, ****	3.3 × 2.1 inches (85.6 × 54 mm) up to 1.2-mm thickness

\* For Windows only

\*\* Load A8 paper in portrait orientation.

\*\*\* When scanning plastic cards with shiny surfaces, the scan quality may decline.

\*\*\*\* Load plastic cards in landscape orientation.

Load only documents that meet the following specifications:

Size	Width: 2.0 to 8.5 inches (52 to 216 mm) Length: 2.9 to 14 inches (73.7 to 356 mm)
Weight	0.1 to 0.6 lb/m <sup>2</sup> (35 to 270 g/m <sup>2</sup> )
Paper type	High-quality paper, Recycled paper

Do not load a document if any of the following conditions apply:

- The ink is wet.
- The document is ripped or wrinkled.
- The document has staples, paper clips, or other objects attached to it; these may damage the feeder mechanism.
- The document has folds or two or more sheets are overlapping.
- The document has cut-out areas other than holes from a hole punch.
- The document is a multi-part form or bound.
- The document has rear carbon coating.
- The document is not paper or a plastic card. Do not load transparencies or photo paper.

See [Loading a Document](#) for instructions on loading your document.

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## ■ Loading a Document

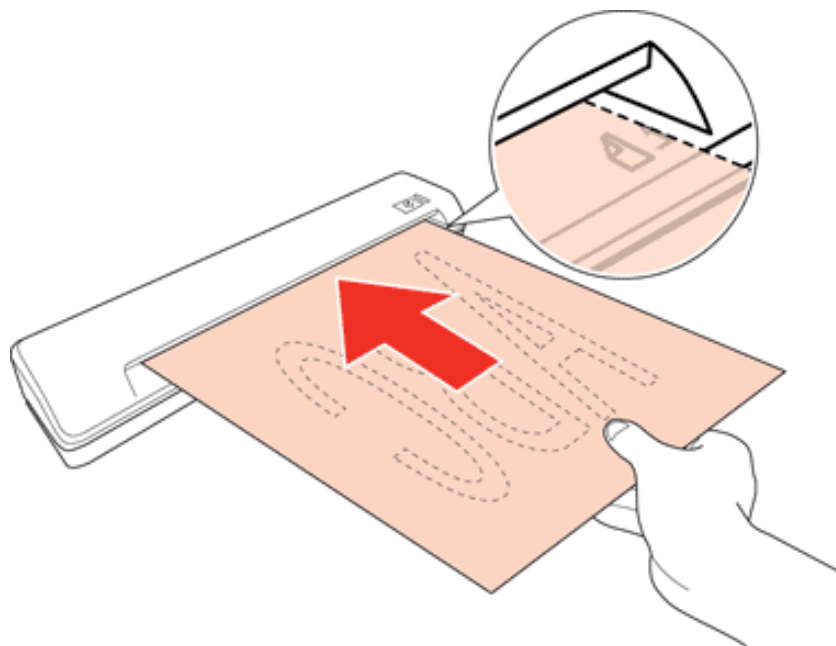
### ⚠ Caution:

Do not feed valuable original artwork into the scanner directly. Misfeeding may wrinkle or damage the original.

### ✓ Note:

Make sure there is enough space around the scanner, and then load your document into the scanner.

- 1 Load your document with the printed side face down and the right edge aligned with the arrow mark on the scanner.





### ✓ Note:

- Only load one document at a time.
- If your document has holes punched in it, load it so that the holes are on the left of the input slot.
- If the paper is not taken in correctly when previewing or scanning, try sliding the paper gently into the scanner.


To start scanning, see [Scanning from the Scanner Button](#), [Scanning Using Document Capture Pro \(for Windows\)](#) or [Scanning Using EPSON Scan](#) for instructions.

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## ■ Scanning from the Scanner Button

- 1 Load your document into the input slot. See [Loading a Document](#) for instructions.
- 2 Press the  button on the scanner. If you're using a Mac, press the  button again when EPSON Scan opens.


The scanned image is saved to the location specified in Document Capture Pro (Windows) or EPSON Scan (Mac OS X).

With Windows, you can customize the action performed when you press the  button. See [Assigning a Function to the Scanner Button \(for Windows\)](#) for instructions.




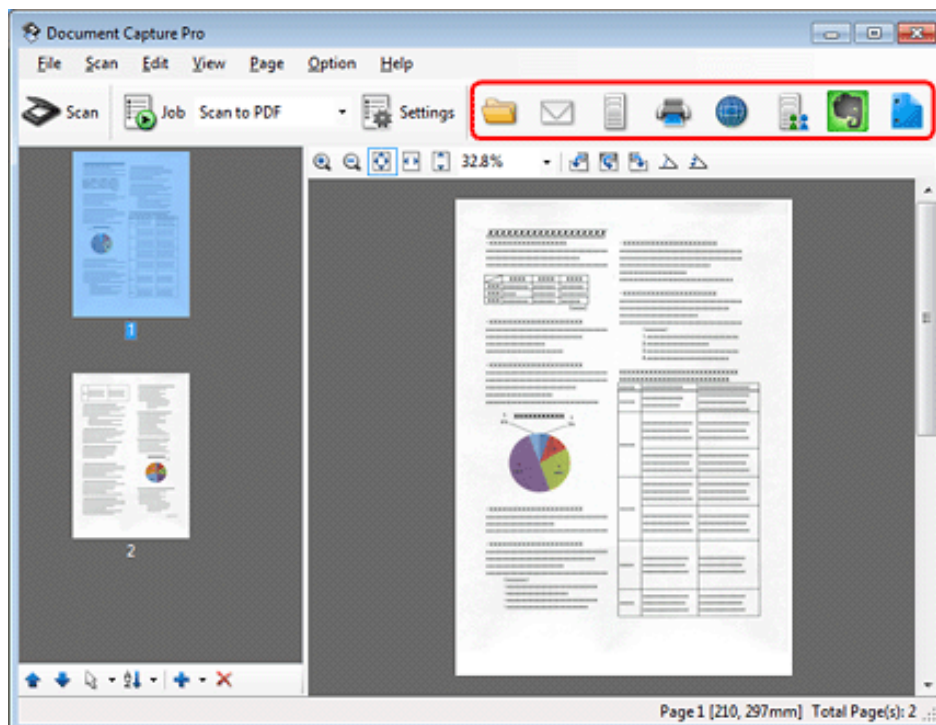
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## Scanning Using Document Capture Pro (for Windows)

This software allows you to perform various tasks with a scanned image, such as sending it by e-mail, printing it, or uploading it to a server. You can also customize the action performed when you press the  button on the scanner (see [Assigning a Function to the Scanner Button \(for Windows\)](#) for instructions) and save frequently used scanning settings.

This section explains basic scanning procedures using Document Capture Pro. For more details, select **Document Capture Pro Help** from the application's Help menu.

- 1 Load your document into the input slot. See [Loading a Document](#) for instructions.
- 2 Select  or **Start > All Programs** or **Programs > Epson Software > Document Capture Pro**.
- 3 Click **Scan**.
- 4 Adjust settings in the Main Settings window as necessary.  
  
Click **Detailed Settings** if you want to make more detailed image adjustments using the EPSON Scan window. See [Previewing and Adjusting the Scan Area](#) and [Adjusting the Color and Other Image Settings](#) for more information.
- 5 Click **Scan**. The document is scanned and displayed as an image in Document Capture Pro.
- 6 Check the scanned image, then edit it if necessary.
- 7 When you're finished, click a destination icon or select **Save As** from the File menu.



8 Adjust settings in the Save As window or the Print Settings window as necessary, then click **OK**.

Depending on the destination you selected, you may also be prompted to enter additional information such as a server's **Address**, a **User Name**, or a **Password**.

 **Note:**

- If you are scanning to a PDF file, click **Options** for PDF related features such as document security and search functionality. See [Selecting PDF Options](#) for more information.
- If you want the software to detect blank pages or bar codes and split your scanned documents into separate files based on these markers, click **Apply job separation**. Then click **Separation Settings** to select your preferences.

The scanned image is saved or uploaded to the location you specified.

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## ■ Scanning Using EPSON Scan

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- ▾ Selecting File Save Settings
- ▾ Previewing and Adjusting the Scan Area
- ▾ Adjusting the Color and Other Image Settings
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### Scanning a Document

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This software lets you control all aspects of scanning. You can use EPSON Scan as a standalone scanning program or use it with another TWAIN-compliant scanning program.

 **Note:**

With Mac OS X, do not use the Fast User Switching function while using your scanner.

- 1 Load your document into the input slot. See [Loading a Document](#) for instructions.
- 2 Do one of the following to open EPSON Scan:

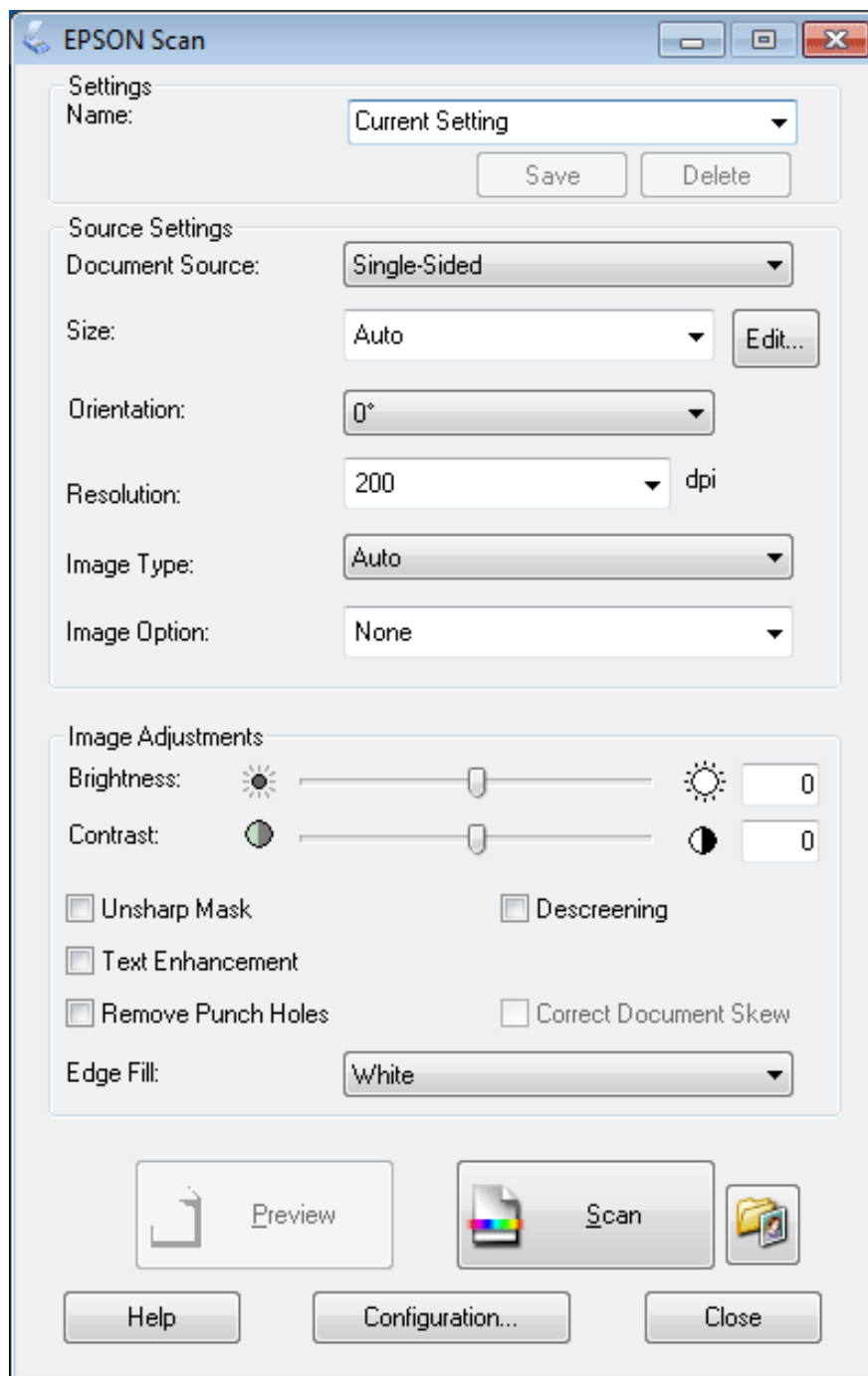
**Windows:**

Select  or **Start > All Programs** or **Programs > EPSON > EPSON Scan > EPSON Scan**.

**Mac OS X:**

Select **Applications > EPSON Scan**.

You see a window like the following:



- 3 Select the size of your document as the **Size** setting.
- 4 Select an **Orientation** setting.
- 5 Select a **Resolution** setting.
- 6 Select **Auto**, **Color**, **Grayscale**, or **Black & White** as the **Image Type** setting.

 **Note:**

If you select **Grayscale** or **Black & White**, you can also select an **Image Option** setting, as described below.

Image Option Setting	Description
None	No Image Option setting is applied.
Dropout: Red	Drops out red from the scan.
Dropout: Green	Drops out green from the scan.
Dropout: Blue	Drops out blue from the scan.
Color Enhance: Red	Enhances red in the scan.
Color Enhance: Green	Enhances green in the scan.
Color Enhance: Blue	Enhances blue in the scan.

Below are some examples of these features:

Dropout	Scans without the selected color.
Color Enhance	Enhances the selected color.

- Click **Preview** to preview your image. The scanner loads your document, and EPSON Scan prescans it and displays it in the Preview window. The scanner then ejects your document.

**Note:**

The Preview function is not available when you select **Auto** or **Auto (Card/Business Card)** as the **Size** setting. If you selected one of these settings, skip to step 11.

- If necessary, you can draw a marquee (a line marking the scan area) around the portion of your document page that you want to scan. See [Creating a Marquee on a Preview Image](#) for instructions.
- Adjust settings in the Image Adjustments section of the window as necessary. See [Adjusting the Color and Other Image Settings](#) for more information.
- After checking the preview, reload your document into the scanner.
- Click **Scan**.

- Adjust settings in the File Save Settings window as necessary (see [Selecting File Save Settings](#) for more information), then click **OK**.

 **Note:**


If the **Show this dialog box before next scan** check box is unchecked, EPSON Scan starts scanning immediately without displaying the File Save Settings window.

The scanned image is saved to the folder you specified.

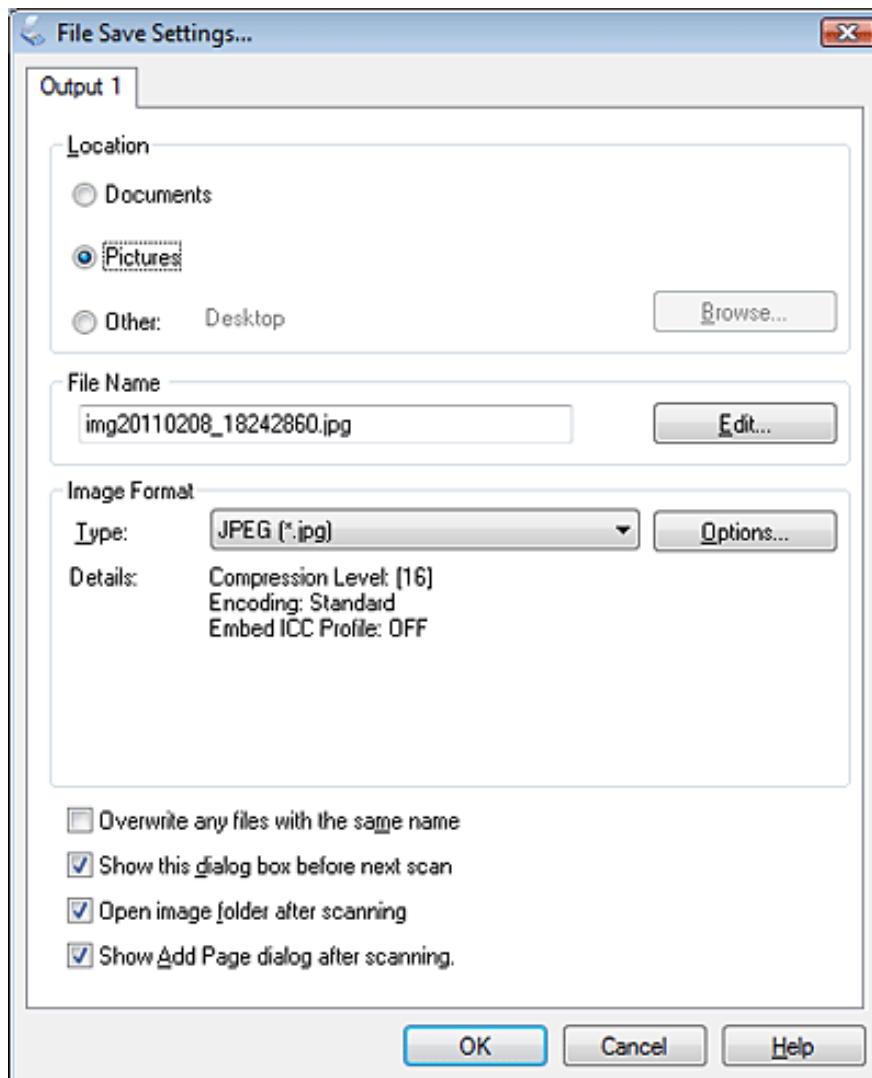
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## Selecting File Save Settings


When you see the File Save Settings window, you can select the location, name, and format of the scanned image file.

- Click the  File Save Settings icon on the right of the Scan button.

The File Save Settings window appears.



 **Note:**

If you start EPSON Scan from a TWAIN-compliant program, the  File Save Settings icon does not appear.

**2** Specify the file folder in which you want to save your scanned image.

Click the **Documents** or **Pictures** radio button, or the **My Documents** or **My Pictures** radio button.

If you want to select another folder, click the **Other** radio button, then click **Browse** (Windows) or **Choose** (Mac OS X) and select the folder. If you want to save your image on the desktop, simply click the **Other** radio button.

**3** The image's file name, based on current naming rule settings, is shown in the File Name field. To change the naming rules, click **Edit**.

In the File Name Setting window, specify a file name prefix with an alphanumeric character string. Then specify the Number of Characters and Start Number. If you are scanning multiple images at once, each image will receive a different number.

For more details on file name settings, click **Help**.

 **Note:**

The following characters cannot be used in the prefix.

Windows: \, /, :, \_, \*, ?, ", <, >, |

Mac OS X: :

**4** Select a **Type** setting to choose your file format (see the table below for more information). Depending on the format, the Options button may be available for making detailed settings.

Format (File Extension)	Description
BITMAP (*.bmp) (Windows only)	A standard image file format for Windows. Most Windows programs, including word processing programs, can read images in this format.
JPEG (*.jpg)	A compressed file format in which the Compression Level can be selected. The JPEG format lets you highly compress image data. However, the higher the compression, the lower the image quality. Any lost image quality data cannot be restored, and the quality deteriorates each time the data is saved. The TIFF format is recommended when modification and retouching are required.
Multi-TIFF (*.tif)	A TIFF format where multiple pages are saved to the same file. You can also edit the scanned images before saving them. See Epson Scan Help for details. To open Multi-TIFF files, you need a program that supports this format.
PDF (*.pdf)	A document format that can be read on both Windows and Mac OS X systems (platform independent). To use PDF documents in Windows, you need Adobe Reader or Acrobat. Multi-page documents can be saved as one PDF file. When you save color or grayscale images in PDF, you can select a Compression Level.
PICT(*.pct) (Mac OS X only)	A standard image file format for Mac OS X. Most Mac OS X programs, including word processing programs, can read images in this format.
TIFF (*.tif)	A file format created for exchanging data between many programs, such as graphic and DTP software. When scanning black & white images, you can specify the Compression type.


**5** The check boxes at the bottom of the window give you these options.

■ **Overwrite any files with the same name**

Select this option if you want to reuse the selected file name and location and overwrite previous files with the same names.

■ **Show this dialog box before next scan**

Select this option if you want the File Save Settings window to appear automatically before you scan. If you

deselect it, you must click the  File Save Settings icon to open the window before clicking the Scan button.

■ **Open image folder after scanning**

Select this option if you want Windows Explorer or the Mac OS X Finder to automatically open the folder where your scanned image file is saved when EPSON Scan finishes scanning.

■ **Show Add Page dialog after scanning**

Select this option if you want the Add Page Confirmation window to appear automatically after each scan in PDF or multi-Tiff. The Add Page Confirmation window includes the **Add page**, **Edit page**, and **Save File** buttons.

6 Click **OK**.

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## Previewing and Adjusting the Scan Area

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Once you have selected your basic settings and resolution, you can preview your image and select or adjust the scan area.

 **Note:**

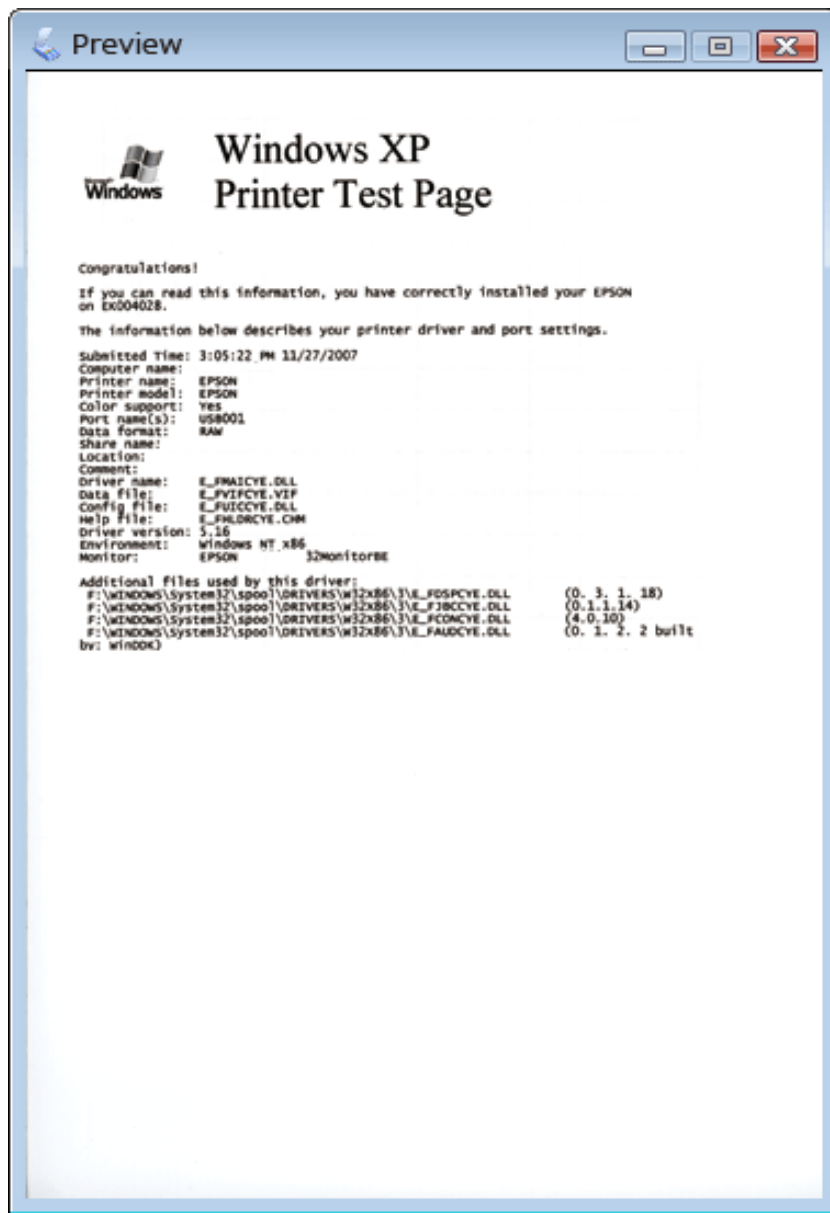
The Preview function is not available when you select **Auto** or **Auto (Card/Business Card)** as the **Document Size** or **Size** setting.

1 Click **Preview**.



EPSON Scan prescans your image and displays it in the Preview window.





- 2 Select the scan area. See [Creating a Marquee on a Preview Image](#) for instructions.

### Creating a Marquee on a Preview Image

A marquee is a moving dotted line that appears on the edges of your preview image to indicate the scan area.

#### **Note:**

Once you set the scan area using the marquee, it applies to all pages.



You can move the marquee and adjust its size. You can create only one marquee.

- 1 To draw a marquee, move your cursor over a preview image. The pointer becomes a set of cross-hairs.
- 2 Position the pointer in the area where you want to place the corner of your marquee and click. Hold down the mouse button and drag the cross-hairs over the image to the opposite corner of the desired scan area. Then release the mouse button. You see the moving dotted line of the marquee.



3 Do one of the following to adjust the marquee.

- To move the marquee, position your cursor inside the marquee. The pointer becomes a hand. Click and drag the marquee to desired location.



- To resize the marquee, position your cursor over the edge or corner of the marquee. The pointer becomes a straight or angled double-arrow. Click and drag the edge or corner to the desired size.



**Note:**

- To restrict the movement of the marquee to vertical or horizontal only, hold down the **Shift** key on your keyboard as you move the marquee.
- To restrict the size of the marquee to the current proportions, hold down the **Shift** key on your keyboard as you resize the marquee.
- For best results and image exposure, make sure all four sides of the marquee are located inside the preview image. Do not include any of the area around the preview image in the marquee.
- To delete the marquee, press the **Delete** key on your keyboard.

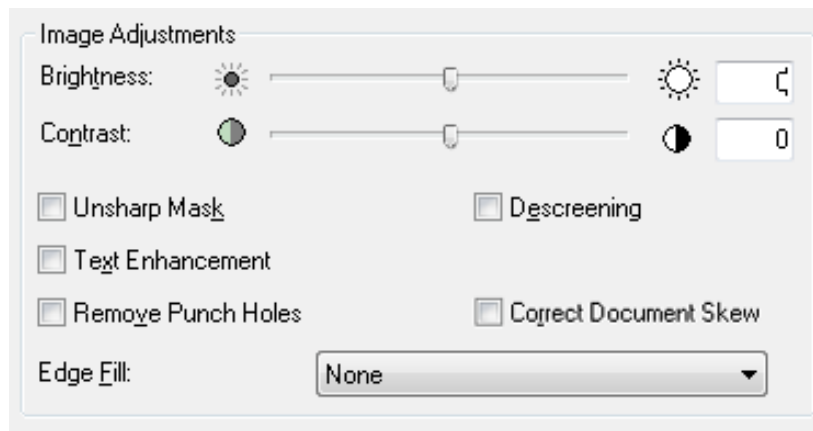
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## Adjusting the Color and Other Image Settings

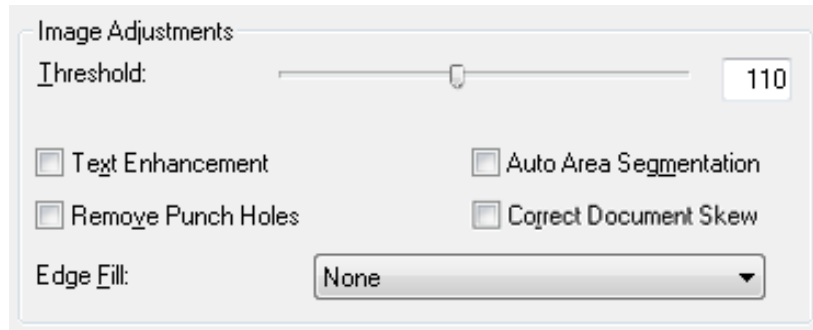
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EPSON Scan offers a variety of settings for improving color, sharpness, contrast, and other aspects affecting image quality.





**Image Type: Auto, Color or Grayscale**


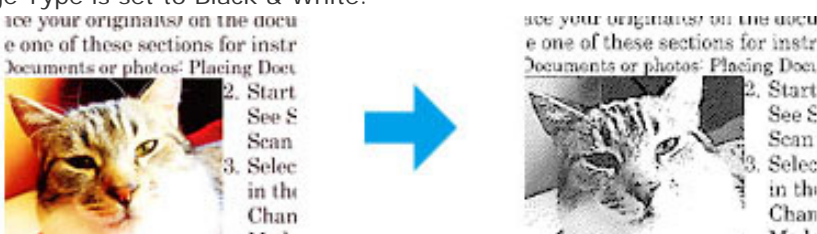


**Image Type: Black & White**



The table below describes the settings available. For details on adjusting these settings, click **Help**.


Setting	Description
Brightness	Adjusts the overall image lightness and darkness. When the Image Type is set to Black & White, this setting is available only if the Auto Area Segmentation checkbox is selected.
Contrast	Adjusts the difference between the light and dark areas of the overall image. When the Image Type is set to Black & White, this setting is available only if the Auto Area Segmentation checkbox is selected.
Unsharp Mask	Turn on to make the edges of image areas clearer for an overall sharper image. Turn off to leave softer edges. This setting is available only when the Image Type is set to Auto, Color, or Grayscale. <div style="text-align: center;">   </div>
Descreening	Removes the rippled pattern (called moiré) that can appear in subtly shaded image areas such as skin tones. Also improves results when scanning magazine or newspaper images which include screening in their original print processes. This setting is available only when the Image Type is set to Auto, Color, or Grayscale. The results of descreening do not appear in the preview, only in your scanned image. <div style="text-align: center;">   </div>

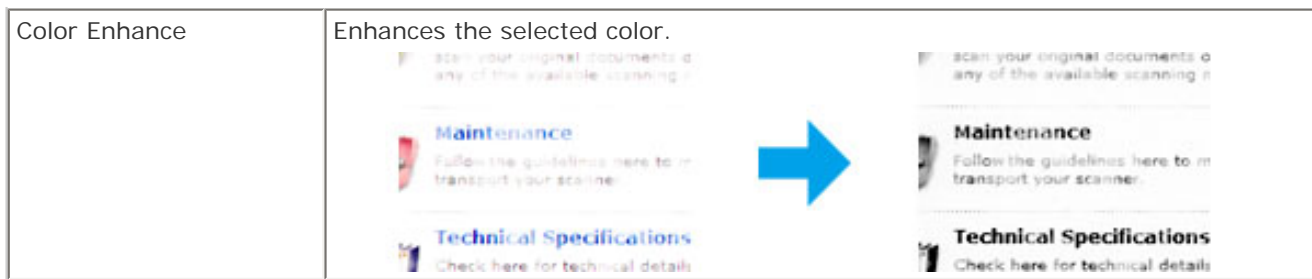
Text Enhancement	Enhances text recognition when scanning a text document. 
Threshold	Adjusts the level at which the black areas in text and line art are delineated, improving text recognition in OCR programs. This setting is available only when the Image Type is set to Black & White.
Auto Area Segmentation	Makes grayscale images clearer and text recognition more accurate by separating the text from the graphics. This setting is available only when the Image Type is set to Black & White. 
Remove Punch Holes	Removes the hole punch marks from the output image.
Correct Document Skew	Detects the skew of the original images and corrects them.
Edge Fill	Corrects shadowing around the borders (the edges of the scanned document) by filling them with the selected color.

If you select **Grayscale** or **Black & White** as your **Image Type** setting, you can also select an **Image Option** setting, as described below.

Image Option Setting	Description
None	No Image Option setting is applied.
Dropout: Red	Drops out red from the scan.
Dropout: Green	Drops out green from the scan.
Dropout: Blue	Drops out blue from the scan.
Color Enhance: Red	Enhances red in the scan.
Color Enhance: Green	Enhances green in the scan.
Color Enhance: Blue	Enhances blue in the scan.

Below are some examples of these features:

Dropout	Scans without the selected color. 
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 **Note:**

- Certain settings may not be available, or may be automatically selected, depending on the type of image you are previewing and other settings you have selected.
- You can customize how certain EPSON Scan settings behave by clicking **Configuration** and changing settings in the window that appears. Click **Help** for details.

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## Scanning to a PDF File

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Using EPSON Scan, you can create a PDF file and you have the following options:

**Scanning multiple document pages into a single PDF file:** You can scan multiple document pages and save them in a single PDF file.

**Assigning document security settings:** You can assign a password to the PDF file.

**Creating a searchable PDF file (Windows only):** You can create a PDF file with search functionality, so that you can look for words in the file.

**Specifying the number of pages in a single PDF file:** You can specify the maximum number of pages that can be included in one PDF file. For example, if you are scanning a 20-page document, and specify the maximum pages per PDF as 4, 5 PDF files are automatically created.

 **Note:**

You need ABBYY FineReader (included with your scanner) to use some of these features. If you have installed your scanning software as described in the *Start Here* sheet, ABBYY FineReader has already been installed.

**1** Load your document into the input slot. See [Loading a Document](#) for instructions.

**2** Do one of the following to open EPSON Scan:

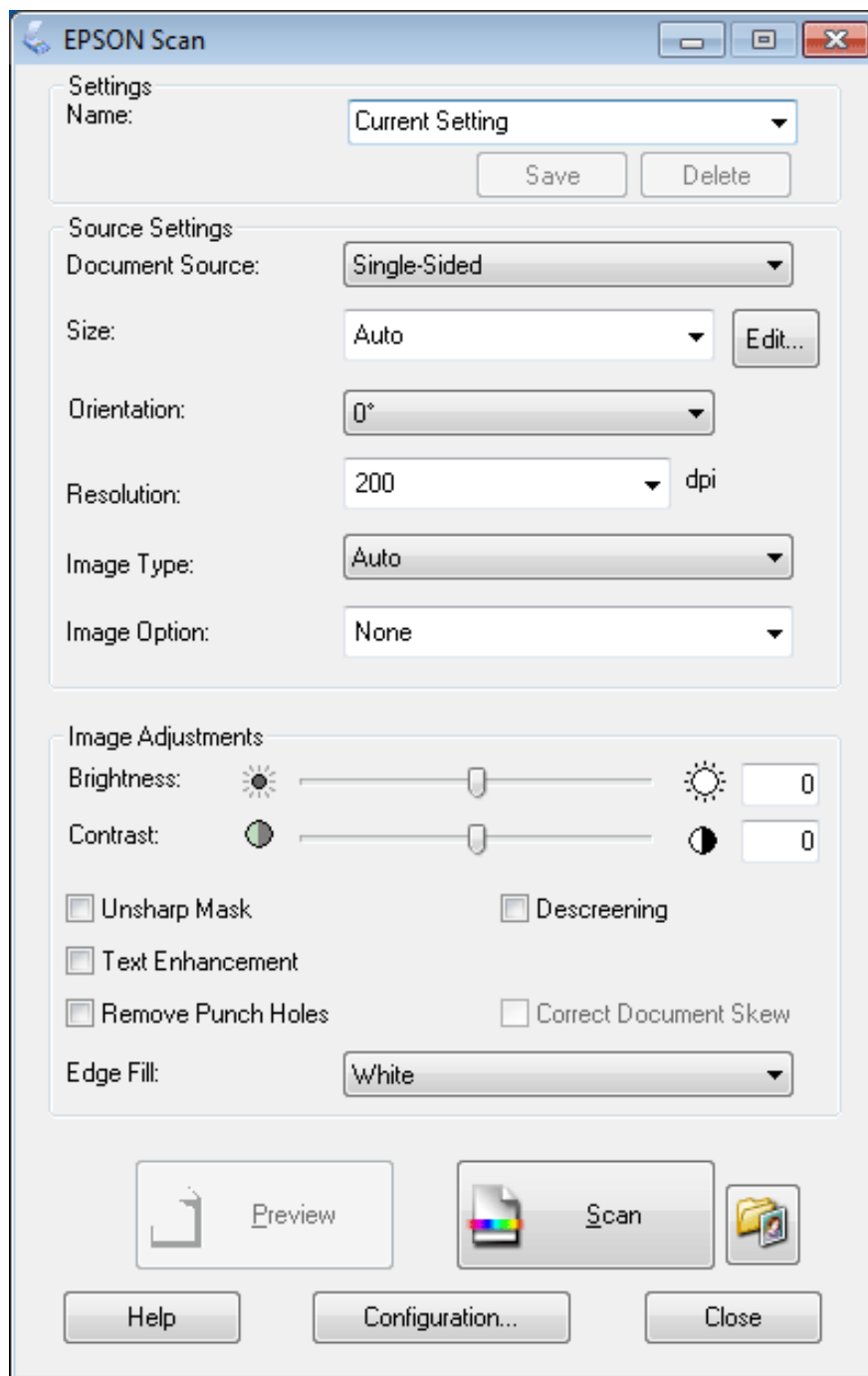
**Windows:**

Select  or **Start > All Programs** or **Programs > EPSON > EPSON Scan > EPSON Scan**.

**Mac OS X:**

Select **Applications > Epson Software > EPSON Scan**.

You see a window like the following:

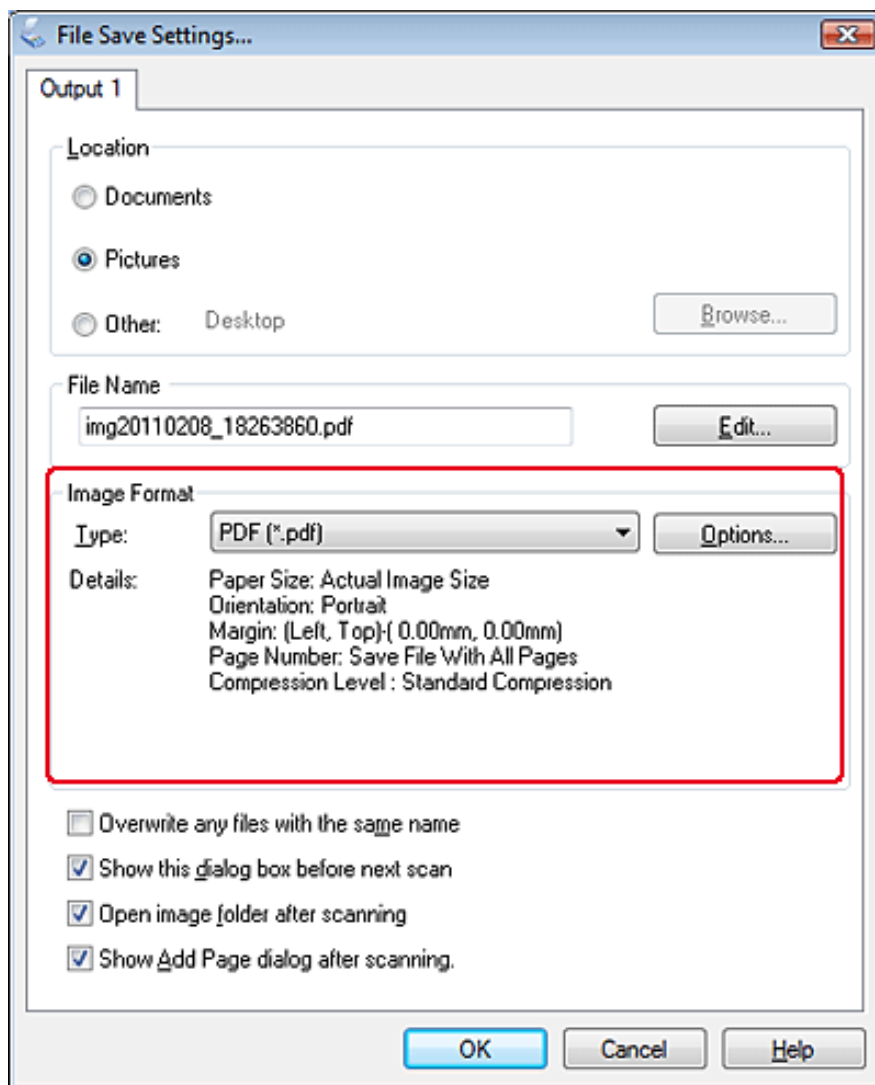


- 3 Adjust settings in the Source Settings section of the window as necessary. See [Scanning a Document](#) for more information.
- 4 Click **Preview** to preview your image. The scanner loads your document, and EPSON Scan prescans it and displays it in the Preview window. The scanner then ejects your document.

 **Note:**

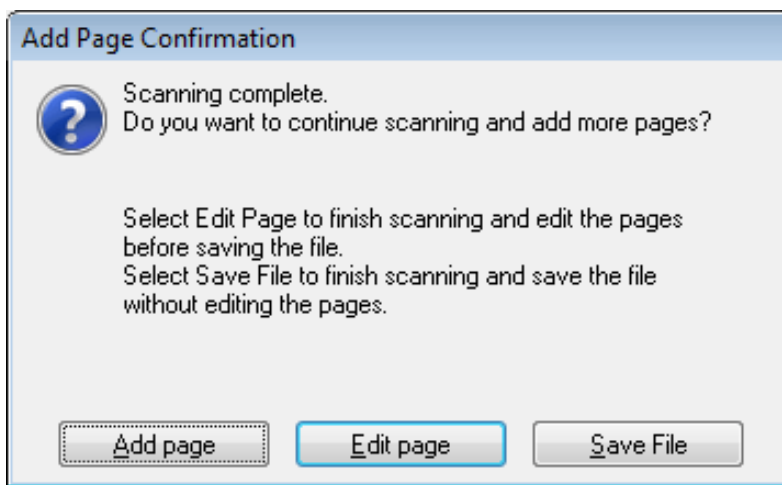
The Preview function is not available when you select **Auto** or **Auto (Card/Business Card)** as the **Size** setting. If you selected one of these settings, skip to step 8.

- 5 If necessary, you can draw a marquee (a line marking the scan area) around the portion of your document page that you want to scan. See [Creating a Marquee on a Preview Image](#) for instructions.
- 6 Adjust settings in the Image Adjustments section of the window as necessary. See [Adjusting the Color and Other Image Settings](#) for more information.
- 7 After checking the preview, reload your document into the scanner.
- 8 Click **Scan**. The File Save Settings window appears.
- 9 Select **PDF** as the Type setting. The current Paper Size, Orientation, Margin, and other settings are displayed below it.



- 10 Click **Options**, then adjust settings in the EPSON PDF Plug-in Settings window as necessary. See [Selecting PDF Options](#) for more information.
- 11 When you've finished selecting options, click **OK**. You return to the File Save Settings window.
- 12 Adjust any other file save settings as necessary, then click **OK**. EPSON Scan scans your document and displays the window below.





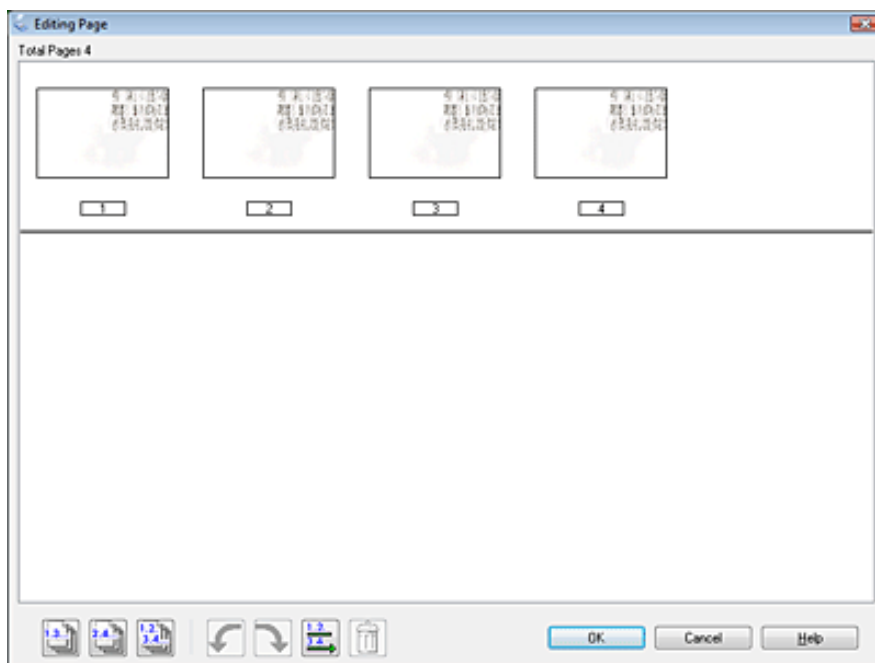
**Note:**

If you deselect the **Show Add Page dialog after scanning** check box in the File Save Settings window, this window does not appear and EPSON Scan automatically saves your document.






**13** Select one of the following options.




- **Add page:** Click this button to scan the next page of your document. Insert the next page, then click **Scan**. Repeat this step for each page in your document. When you are finished, click **Edit page** and go to step 14.
- **Edit page:** Click this button if you have scanned all the necessary pages and you would like to edit them before creating your PDF file. Then go to step 14.
- **Save File:** Click this button when you've finished scanning and you want to save the scanned pages into one PDF without editing them. Then skip to step 16.

**14** You see the Editing Page window displaying thumbnail images of each scanned page.




Use the buttons at the bottom of the Editing Page window to select, rotate, reorder, and delete pages. If you want to include all the document pages in your PDF files as they currently look, go to step 15.

If you want to rotate pages, click the pages, or click the  odd pages,  even pages, or  all pages icon to select the pages, then click the  left or  right rotate icon to rotate them.

If you want to delete pages, click the pages, or click the  odd pages, or  even pages icon to select the pages, then click the  delete icon to delete them.

 **Note:**

The  delete icon is not available when all pages are selected.

For further details on the tools in the Editing Page window, click **Help**.

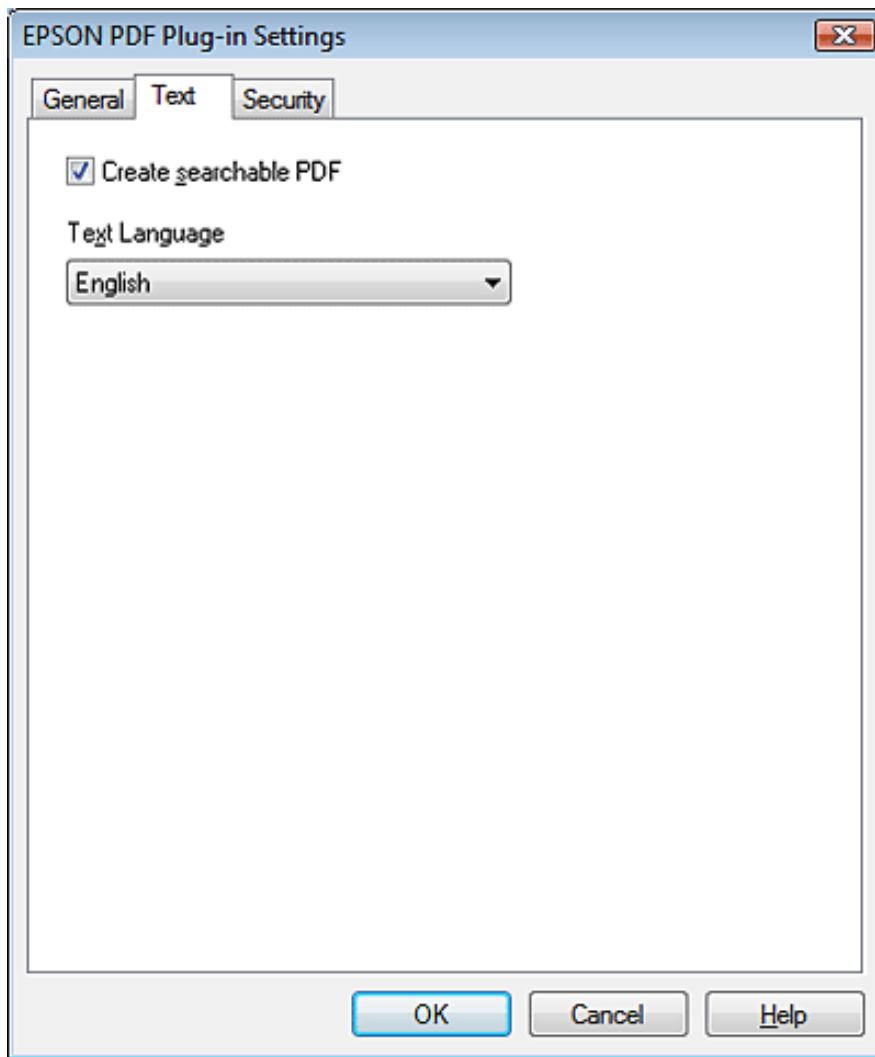
**15** When you have finished editing your pages, click **OK**. The pages are saved in one PDF file in Pictures, My Pictures, or the location you selected in the File Save Settings window, and you return to the EPSON Scan window.

**16** Click **Close** to exit EPSON Scan.

### Selecting PDF Options

You can select various PDF options using the EPSON PDF Plug-in Settings window.

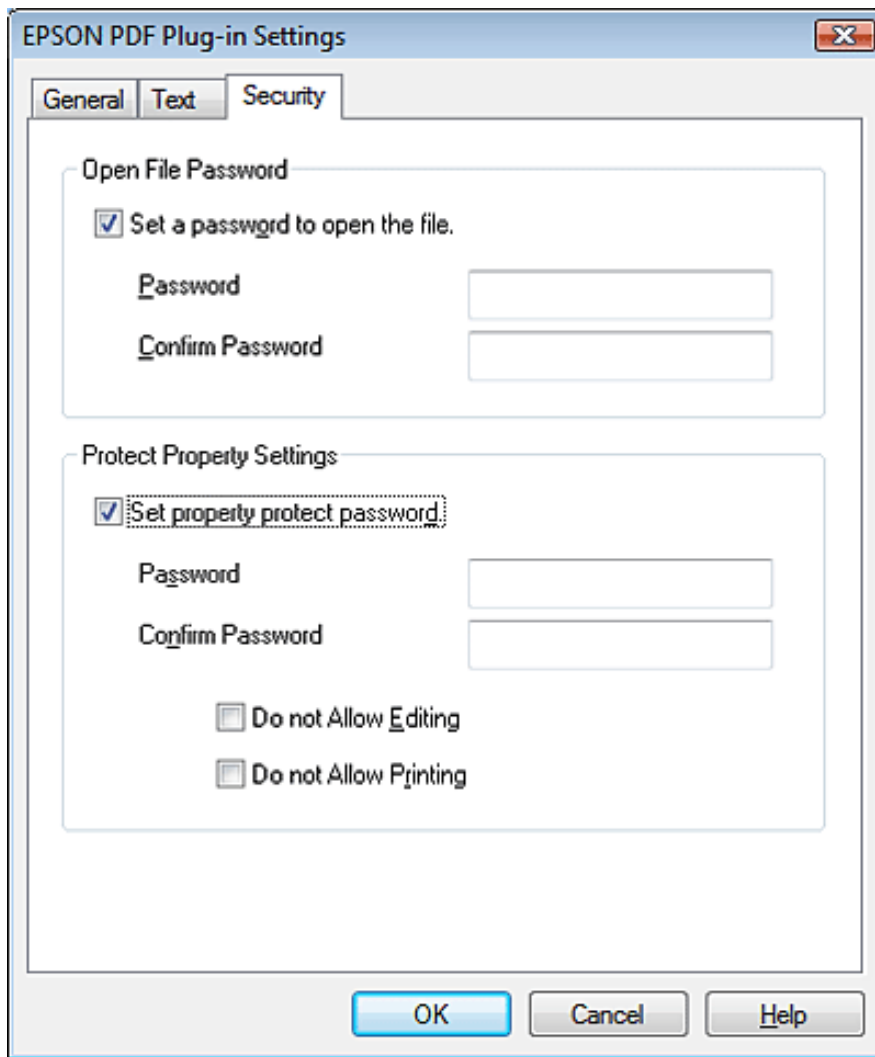
To create a searchable PDF file, click the **Text** tab, select the **Create searchable PDF** check box, then select your language from the **Text Language** list.



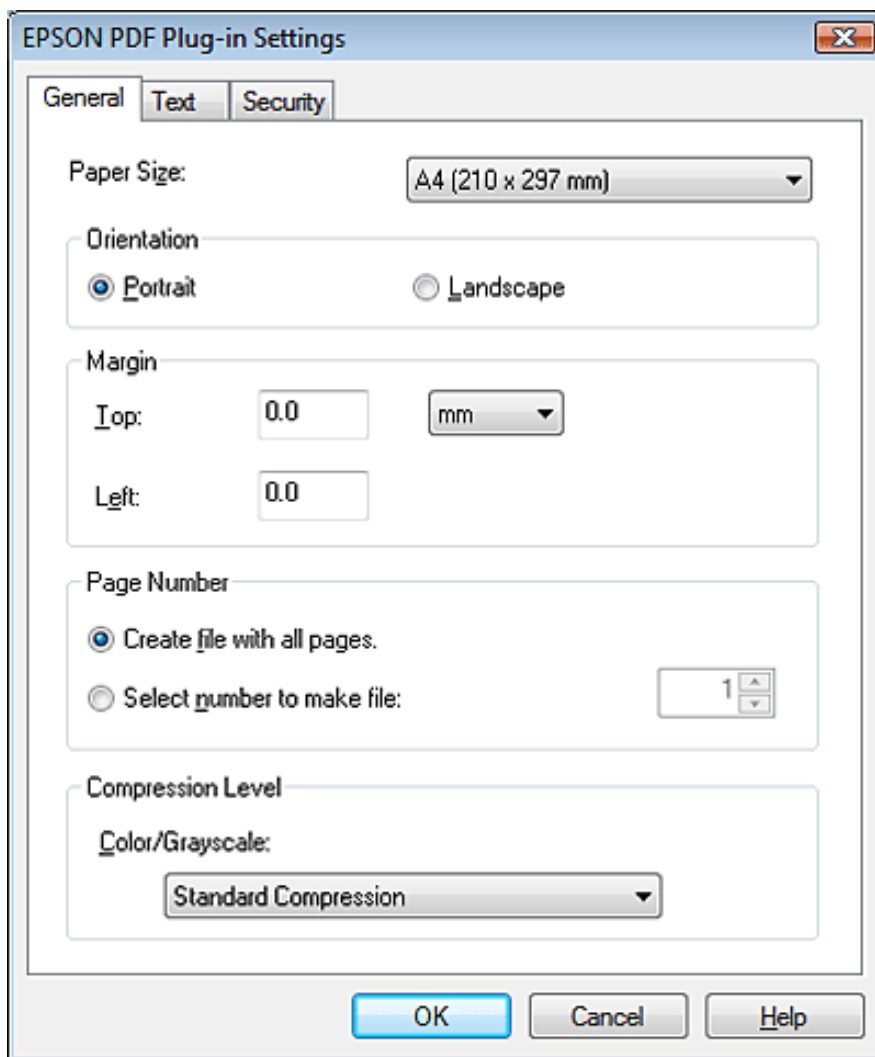
 **Note:**

The Text tab is available only when ABBYY FineReader is installed.

To assign a password to the PDF file, click the **Security** tab and select password settings.



To specify the maximum number of pages that can be included in one PDF file, click the **General** tab and adjust the **Select number to make file** setting.



For more information on other settings in the EPSON PDF Plug-in Settings window, click **Help**.

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## ■ Scanning Using Another Scanning Program

You can use any TWAIN-compliant scanning program to scan with your scanner. Open the program, select EPSON Scan, and scan. When you are finished scanning, the scanned image opens in your scanning program so you can modify, print, and save it.

- 1 Load your document into the input slot. See [Loading a Document](#) for instructions.
- 2 Start a TWAIN-compliant scanning program. Double-click the program icon on the desktop, if it is available, or do one of the following:

### Windows:

Select  or **Start** > **All Programs** or **Programs** > program folder > program icon.

### Mac OS X:

Open the **Applications** in your hard drive, select the program folder, and double-click the program icon.

- 3 Do one of the following:

### ABBYY Fine Reader:

See [Converting a Scanned Document Into Editable Text](#) for instructions.

### Presto! BizCard:

See [Scanning Business Cards](#) for instructions.

In some programs, you must select the scanner as the “source” first. If you see a Select Source option, select it and select your scanner there first.


### **Note for Windows users:**

Do not select a WIA option for your scanner from the Import or Acquire list; you will not be able to use all the features of your scanner.

The EPSON Scan window automatically opens. See [Scanning Using EPSON Scan](#) for instructions on scanning with EPSON Scan.

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## ■ Scanning to the Cloud (for Windows)

Using Document Capture Pro, you can upload a scanned image to a cloud service such as SharePoint, Google Docs, or Evernote. You can also set up one touch scanning to the cloud by customizing the action performed when you press the  button on the scanner (see [Assigning a Function to the Scanner Button \(for Windows\)](#) for instructions).

This section explains basic scanning procedures using Document Capture Pro. For more details, select **Document Capture Pro Help** from the application's Help menu.

**1** Load your document into the input slot. See [Loading a Document](#) for instructions.

**2** Select  or **Start > All Programs** or **Programs > Epson Software > Document Capture Pro**.

**3** Click **Scan**.

**4** Adjust settings in the Main Settings window as necessary.

Click **Detailed Settings** if you want to make more detailed image adjustments using the EPSON Scan window. See [Previewing and Adjusting the Scan Area](#) and [Adjusting the Color and Other Image Settings](#) for more information.

**5** Click **Scan**. The document is scanned and displayed as an image in Document Capture Pro.

**6** Check the scanned image, then edit it if necessary.

**7** When you're finished, click the  SharePoint,  Google Docs, or  Evernote destination icon.

**8** Adjust settings in the Save As window as necessary, then click **OK**.

**9** Enter additional information as prompted (such as a server **Address**, a **User Name**, and a **Password** for SharePoint).

### **Note:**

- If you are scanning to a PDF file, click **Options** for PDF related features such as document security and search functionality. See [Selecting PDF Options](#) for more information.
- If you want the software to detect blank pages or bar codes and split your scanned documents into separate files based on these markers, click **Apply job separation**. Then click **Separation Settings** to select your preferences.

The scanned image is uploaded to the location you specified.

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## Converting a Scanned Document Into Editable Text

You can scan and convert a document into text that you can edit with a word processing program. This process is called Optical Character Recognition (OCR). To scan and use OCR, you need an OCR program such as ABBYY FineReader (included with your scanner).

 **Note:**

OCR software has difficulty recognizing the following types of documents or text.

- Handwritten characters
- Items that have been copied from other copies
- Faxes
- Text with tightly spaced characters or line pitch
- Text that is in tables or underlined
- Cursive or italic fonts, and font sizes less than 8 points
- Documents that are wrinkled or have folds

Follow the steps below to scan and convert text using ABBYY FineReader.

**1** Load your document into the input slot. See [Loading a Document](#) for instructions.

**2** Do one of the following to start ABBYY FineReader:

**Windows:** Select  or **Start** > **Programs** or **All Programs** > **ABBYY FineReader XXX\*** > **ABBYY FineReader XXX\***.

**Mac OS X:** Select **Applications** > **ABBYY FineReader XXX\***.

\* XXX indicates the software version.

The ABBYY FineReader window appears.

**3** For instructions on scanning and saving your document, see the ABBYY FineReader Help menu.




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## ■ Scanning Business Cards

You can scan business cards and convert them to editable text using the Presto! BizCard software that came with your scanner.

- 1 Load the card into the input slot.
- 2 Do one of the following to start Presto! BizCard.

**Windows:** Select  or **Start > Programs** or **All Programs > NewSoft > Presto! BizCard XXX\* > Presto! BizCard XXX\***.

**Mac OS X:** Select **Applications > Presto! BizCard XXX\* > Presto! BizCard XXX\***.

\* XXX indicates the software version.

The Presto! BizCard window appears.

- 3 Click the **Scan** icon in the upper left corner of the window. EPSON Scan starts.
- 4 Select **Auto (Card/Business Card)** as the **Size** setting.
- 5 Select an **Orientation** setting.
- 6 Select **400** as the **Resolution** setting.
- 7 Select **Auto, Color, Grayscale, or Black & White** as the **Image Type** setting.
- 8 Adjust settings in the Image Adjustments section of the window as necessary. See [Adjusting the Color and Other Image Settings](#) for more information.
- 9 Click **Scan**. Your document is scanned, processed into editable text, and opened in the Presto! BizCard window.


 **Note:**


If the characters in your text are not recognized very well, you can improve recognition by selecting the **Text Enhancement** check box or adjusting the **Threshold** setting. See [Adjusting the Color and Other Image Settings](#) for instructions.

- 10 For instructions on editing and saving your document, see the Presto! BizCard Help menu.

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## ■ Assigning a Function to the Scanner Button (for Windows)

Using Document Capture Pro, you can set a specific scanning function to occur when you press the  button on the scanner.

- 1 Select  or **Start** > **All Programs** or **Programs** > **Epson Software** > **Document Capture Pro**.
- 2 Click **Settings**.
- 3 Click **Add** in the Job Management window.
- 4 In the Job Settings window, enter a **Job Name** and select settings on the **Scan** and **Output** tabs as necessary. Then select a **Destination** and click **OK**. For more information on settings in the Job Settings window, click **Help**.
- 5 Click **Event Settings** in the Job Management window.
- 6 Select your job name from the **Start button** list, then click **OK**.
- 7 Click **OK** in the Job Management window.

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## ■ **Cleaning the Scanner**

To keep your scanner operating at its best, clean it periodically using the following procedure.

 **Caution:**

- Never use alcohol, thinner, or corrosive solvent to clean the scanner. These chemicals can damage the scanner components and the case.
- Be careful not to spill liquid into the scanner mechanism or electronic components. This could permanently damage the mechanism and circuitry.
- Do not spray lubricants inside the scanner.

- 1** Unplug the USB cable from the scanner and your computer.
- 2** Clean the outer case with a cloth dampened with mild detergent and water.

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## Cleaning Inside the Scanner

 [Cleaning the Scanner Using the Cleaning Sheet](#)

When scanned images have streaks or when scanned documents become dirty, clean inside the scanner.

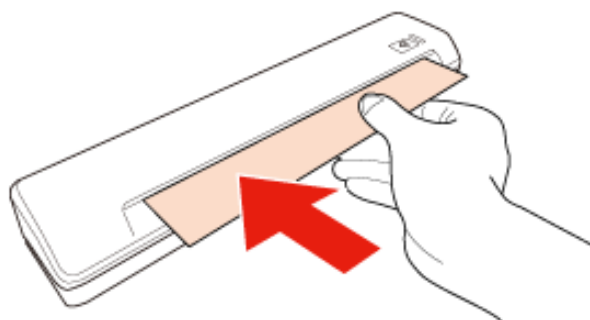
### **Caution:**

- Only use the dry and wet cleaning sheets supplied with your product; otherwise scanner components could be damaged.
- Be careful not to spill liquid into the scanner mechanism or electronic components. This could permanently damage the mechanism and circuitry.
- Do not spray lubricants inside the scanner.

## Cleaning the Scanner Using the Cleaning Sheet

You can clean inside your scanner using the dry cleaning sheet supplied with your product.

- 1 Make sure that the scanner is connected to your computer.
- 2 Load the dry cleaning sheet into the scanner.



- 3 Do one of the following to open EPSON Scan settings:

#### Windows:

Select  or **Start** > **All Programs** or **Programs** > **EPSON** > **EPSON Scan** > **EPSON Scan Settings**.

#### Mac OS X:

Select **Applications** > **Utilities** > **EPSON Scan Settings**.

- 4 Click the **Maintenance** button.
- 5 Click the **Cleaning** button in the Maintenance window.

Cleaning starts. Wait about 20 seconds.

The dry cleaning sheet is ejected automatically when cleaning is complete. Return the sheet to its storage pouch.

Try repeating this procedure if you don't see any improvement after the first cleaning.



**Note:**

- If you don't see any improvement after using the dry cleaning sheet, try using the wet cleaning sheet supplied with your product. Remove the wet cleaning sheet from its bag, unfold it, and then follow the same steps as when cleaning the scanner using the dry cleaning sheet. The wet cleaning sheet can only be used once. For best results, the wet cleaning sheet should be used within two years from the production date printed on its package.
- If you don't see any improvement after using both the dry and wet cleaning sheets, [contact Epson](#). Do not disassemble your scanner.
- The dry cleaning sheet can be used more than once. However, if it begins to lose its effect, purchase a new sheet.
- The dry cleaning sheet, wet cleaning sheet, and calibration sheet can be purchased together in the Maintenance Sheets kit (part number B12B818291). You can purchase genuine EPSON accessories from an EPSON authorized reseller. To find the nearest reseller, call 800-GO-EPSON (800-463-7766). Or you can purchase online at [www.epsonstore.com](http://www.epsonstore.com) (U.S. sales) or [www.epson.ca](http://www.epson.ca) (Canadian sales).

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## Calibrating the Scanner

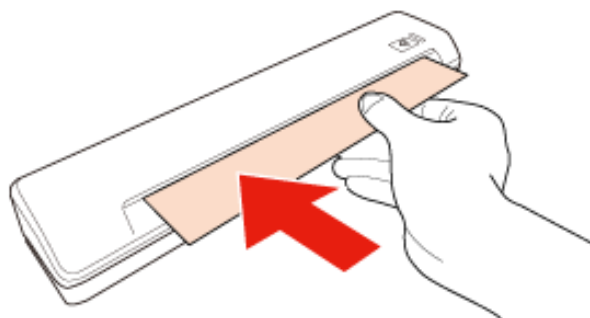
You can adjust the scanned image quality using the calibration sheet supplied with your product.

Perform calibration in the following situations:

- The scanned image is blurry.
- The colors differ from the original.
- The density differs from the original.
- Vertical lines appear in the scanned image.

**1** Make sure the scanner is connected to your computer.

**2** Load the calibration sheet into the scanner.



**3** Do one of the following to open EPSON Scan settings.

### Windows:

Select  or **Start > All Programs** or **Programs > EPSON > EPSON Scan > EPSON Scan Settings**.

### Mac OS X:

Select **Applications > Utilities > EPSON Scan Settings**.

**4** Click the **Maintenance** button.

**5** Click the **Calibration** button in the Maintenance window.

Calibration starts. Wait about 60 seconds.

The calibration sheet is ejected automatically when calibration is complete.

 **Note:**

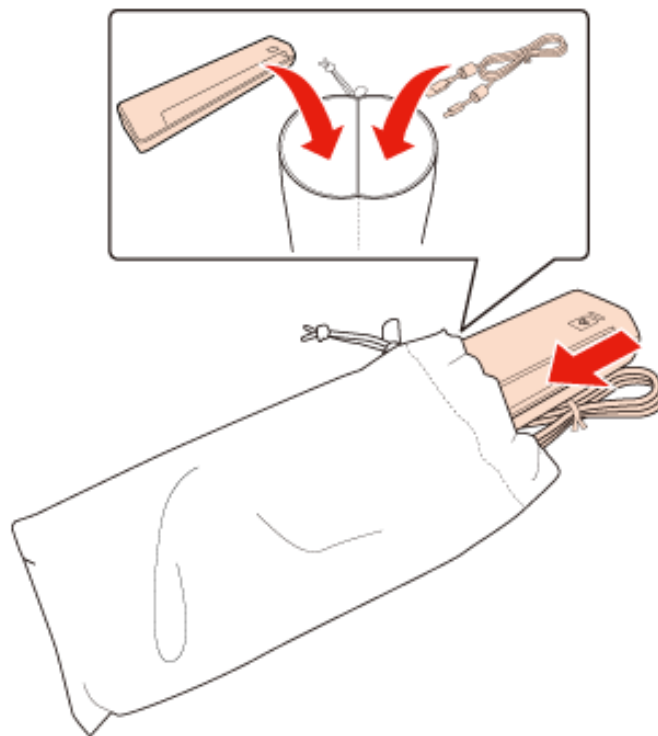
- If performing calibration does not improve the image quality, [contact Epson](#).
- The calibration sheet can be used more than once.
- The dry cleaning sheet, wet cleaning sheet, and calibration sheet can be purchased together in the Maintenance Sheets kit (part number B12B818291). You can purchase genuine EPSON accessories from an EPSON authorized reseller. To find the nearest reseller, call 800-GO-EPSON (800-463-7766). Or you can purchase online at [www.epsonstore.com](http://www.epsonstore.com) (U.S. sales) or [www.epson.ca](http://www.epson.ca) (Canadian sales).

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## ■ Transporting the Scanner

If you need to transport your scanner, carefully prepare and repack it as described below.

- 1 Unplug the USB cable from the scanner and your computer.
- 2 Store the USB cable and the scanner in the case supplied with your product.





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## Scanner Problems

- [You Cannot Start EPSON Scan or EPSON Scan Settings](#)
- [Pressing the Start Button Does Not Start the Correct Program](#)

### You Cannot Start EPSON Scan or EPSON Scan Settings

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- Wait until the LED indicator turns on.
- Check the USB cable connection between the scanner and computer to make sure it is secure.
- Unplug the USB cable from the scanner, wait five seconds, and then plug it again.
- Use the USB cable that came with your scanner.
- Connect the scanner directly to the computer's USB port or through one USB hub only. The scanner may not work properly when connected to the computer through more than one USB hub.
- Make sure your computer supports USB.
- Make sure the scanning software is fully installed. See the *Start Here* sheet for instructions on installing the software.
- If you are using any TWAIN-compliant program, make sure that the correct scanner is selected as the Scanner or Source setting.
- If you upgraded your computer's operating system, you need to reinstall EPSON Scan and EPSON Scan Settings. Uninstall EPSON Scan as described in [Uninstalling Your EPSON Scanning Software](#), then reinstall it as described in the *Start Here* sheet.

#### For Windows only:

Make sure your scanner's name appears under Imaging device without a (?) or an exclamation (!) mark in the Device Manager window. If the scanner's name appears with one of these marks or as an Unknown device, uninstall EPSON Scan as described in [Uninstalling Your EPSON Scanning Software](#), then reinstall it as described in the *Start Here* sheet.

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### Pressing the Start Button Does Not Start the Correct Program

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- Make sure the scanning software is fully installed. See the *Start Here* sheet for instructions on installing the software.

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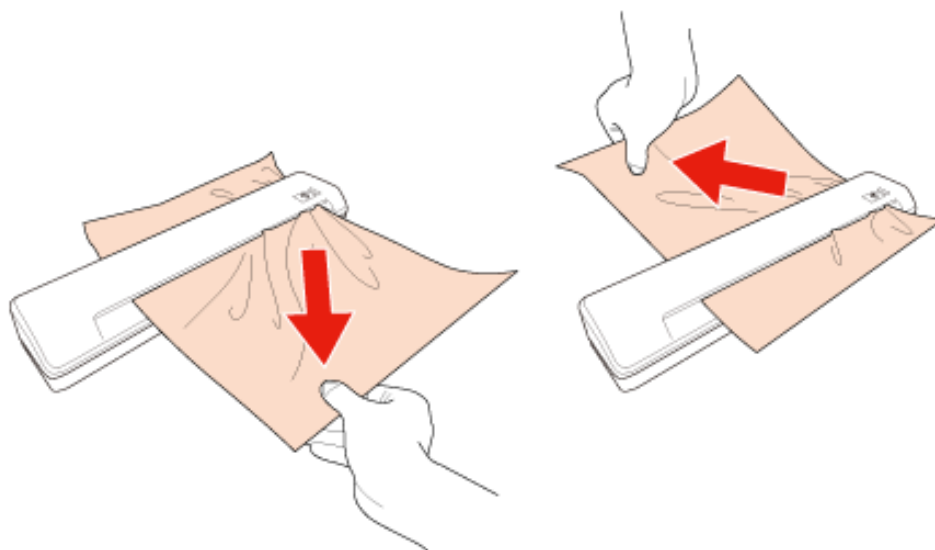
## ■ Paper Feeding Problems

📄 Paper Jams in the scanner

### Paper Jams in the scanner

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If paper jams inside the scanner, unplug the USB cable from the scanner and your computer. Next, slowly remove the jammed paper by gently pulling it in whichever direction offers the least resistance.



 **Note:**

If a piece of paper gets stuck in the roller and remains inside the scanner, remove it slowly with a pair of tweezers by pulling it in the direction of the output slot. If the jammed paper is pulled in the opposite direction, the document may be damaged slightly. If you cannot remove it, [contact Epson](#).

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## ■ Scanning Problems

 [The Preview Button in the EPSON Scan Window is Not Available](#)

 [Scanning Takes a Long Time](#)

### The Preview Button in the EPSON Scan Window is Not Available

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The Preview function is not available when you select **Auto** or **Auto (Card/Business Card)** as the Size setting.

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### Scanning Takes a Long Time

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- Try scanning your original at a lower resolution setting to speed up scanning.
- Computers with USB 2.0 (high speed) ports can scan faster than those with USB 1.1 ports. If you are using a USB 2.0 port with your scanner, make sure it meets the system requirements. See [System Requirements](#) for details.

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## ■ Scan Quality Problems

- ▾ You See Only a Few Dots in Your Scanned Image
- ▾ A Line or Line of Dots Always Appears in Your Scanned Images
- ▾ Straight Lines in Your Image Come Out Crooked
- ▾ Your Image Is Distorted or Blurred
- ▾ Your Scanned Image Is Too Dark
- ▾ Ripple Patterns Appear in Your Scanned Image
- ▾ Characters Are Not Recognized Well When Converted into Editable Text (OCR)
- ▾ Scanned Colors Differ From the Original Colors
- ▾ The edges of your original are not scanned

### You See Only a Few Dots in Your Scanned Image

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When scanning with the **BW** or **Black & White** setting, change the **Threshold** setting in the EPSON Scan window.

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### A Line or Line of Dots Always Appears in Your Scanned Images

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- The glass surface inside the scanner may need cleaning. See [Cleaning Inside the Scanner](#).  
If you still have the problem, the glass surface inside the scanner may be scratched. [Contact Epson](#).
- If you scan a plastic card with a shiny surface, a line may appear.
- You may need to perform a calibration. See [Calibrating the Scanner](#) for details.

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### Straight Lines in Your Image Come Out Crooked

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Make sure the document lies perfectly straight in the input slot.

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### Your Image Is Distorted or Blurred

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- Make sure your document is not wrinkled or warped.
- Make sure you do not move the document or your scanner while scanning.
- Make sure the scanner is placed on a flat, stable surface.
- Select the **Unsharp Mask** check box in the EPSON Scan window.

## Your Scanned Image Is Too Dark

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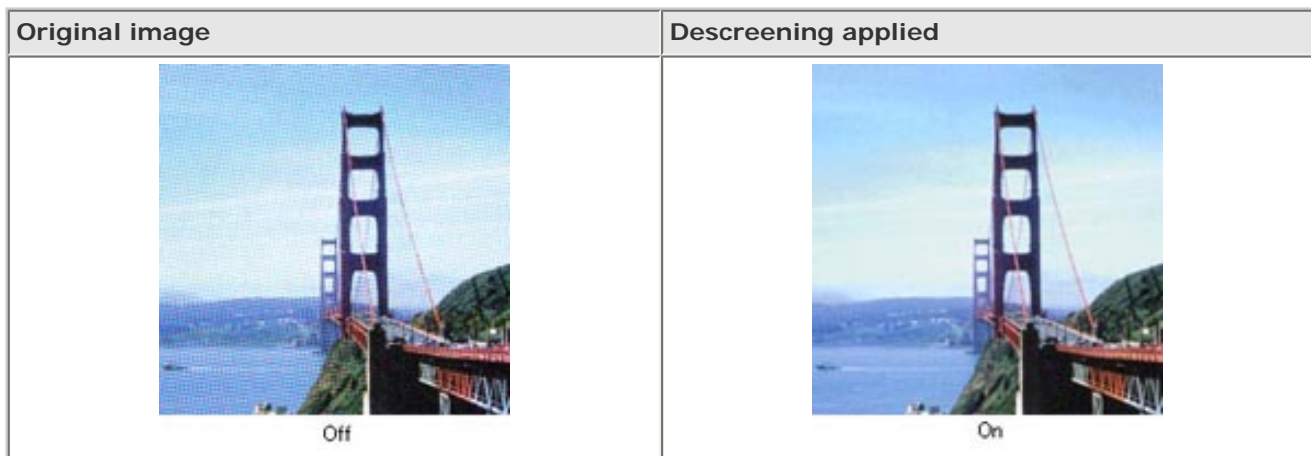
- Check the **Brightness** setting. See EPSON Scan Help for details.
- Check the brightness and contrast settings of your computer monitor.

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## Ripple Patterns Appear in Your Scanned Image

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A ripple or cross-hatch pattern (called moiré) may appear in a scanned image of a printed document. It is caused by interference from the differing pitches in the scanner's screen and the halftone screen in your original.



- Select the **Descreening** check box in the EPSON Scan window.
- Select a lower resolution setting.

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## Characters Are Not Recognized Well When Converted into Editable Text (OCR)

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- Make sure the document lies perfectly straight in the input slot.
- Select the **Text Enhancement** check box in the EPSON Scan window.
- Select **BW** or **Black & White** as the Image Type setting, then try adjusting the **Threshold** setting in the EPSON Scan window.
- Check your OCR software manual to see if there are any settings you can adjust in your OCR software.

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## Scanned Colors Differ From the Original Colors

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- You may need to perform a calibration. See [Calibrating the Scanner](#) for details.
- Make sure the **Image Type** setting is correct.
- Make sure to enable the **Embed ICC Profile** setting. In the Save As or File Save Settings window, select **JPEG** or **TIFF** as the File Type or Type setting. Click **Options**, then select the **Embed ICC Profile** check box.

- Printed colors can never exactly match the colors on your monitor because printers and monitors use different color systems: monitors use RGB (red, green, and blue) and printers typically use CMYK (cyan, magenta, yellow, and black).

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## The edges of your original are not scanned

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- Make sure the document is loaded correctly. See [Loading a Document](#) for more information.
- In the EPSON Scan window, set the Size to **Auto** or **Auto (Card/Business Card)**, click the **Configuration** button, then adjust the **Crop Margins for Size "Auto"** setting (and the **Units** setting if necessary).

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## ■ Uninstalling Your EPSON Scanning Software

 [For Windows](#)

 [For Mac OS X](#)

You may need to uninstall and then reinstall your EPSON scanner software to solve certain problems or if you upgrade your operating system.


### For Windows

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 **Note:**

- With Windows 7 and Vista, you need an administrator account and password if you log on as a standard user.
- With Windows XP, you must log on to a Computer Administrator account.

**1** Disconnect the scanner's USB cable from your computer.

**2** Click  or **Start** and select **Control Panel**.

**3** Do one of the following:

**Windows 7/Vista:** Select **Uninstall a program** from the Programs category.

**Windows XP:** Select **Add or Remove Programs**.

**4** Select the software you want to uninstall (EPSON Scan or Document Capture Pro, for example) from the list.

**5** Do one of the following:

**Windows 7:** Click **Uninstall/Change** or **Uninstall**.

**Windows Vista:** Click **Uninstall/Change** or **Uninstall**, and then click **Continue** in the User Account Control window, if necessary.

**Windows XP:** Click **Change/Remove** or **Remove**.

**6** When the confirmation window appears, click **Next**, **Yes**, or **OK**.

**7** Follow the on-screen instructions.

In some cases, a message may appear to prompt you to restart your computer. If so, make sure **I want to restart my computer now** is selected and click **Finish**.

## For Mac OS X

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 **Note:**

To uninstall applications, you must log on to a Computer Administrator account. You cannot uninstall programs if you log on as a Limited account user.

- 1 Disconnect the scanner's USB cable from your computer.
- 2 Quit all running applications.
- 3 Insert the scanner software CD-ROM into your Mac.
- 4 Open the **Epson** CD-ROM desktop icon, if necessary.
- 5 Double-click the **Common** folder, then double-click the **EPSON Scan** folder.

 **Note:**

You may have to scroll down to see these folders.

- 6 Double-click the **EPSON Scan uninstaller** icon.

 **Note:**

If the Authenticate window appears, enter your password or phrase and click **OK**.

- 7 Select **Uninstall** from the pull-down menu at the top, then click the **Uninstall** button at the bottom.
- 8 Follow the on-screen instructions to uninstall EPSON Scan.



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## EPSON Technical Support

 [Internet Support](#)

 [Speak to a Support Representative](#)

 [Purchase Accessories](#)

### Internet Support

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Visit Epson's support website at [www.epson.com/support](http://www.epson.com/support) (U.S.) or [www.epson.ca/support](http://www.epson.ca/support) (Canada) and select your product for solutions to common problems. You can download drivers and documentation, get FAQs and troubleshooting advice, or e-mail Epson with your questions.

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### Speak to a Support Representative

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Before you call Epson for support, please have the following information ready:

- Product name
- Product serial number (located on a label on the product)
- Proof of purchase (such as a store receipt) and date of purchase
- Computer configuration
- Description of the problem

Then call:

- U.S.: (562) 276-4382, 6 AM to 8 PM, Pacific Time, Monday through Friday, and 7 AM to 4 PM, Pacific Time, Saturday
- Canada: (905) 709-3839, 6 AM to 8 PM, Pacific Time, Monday through Friday

Days and hours of support are subject to change without notice. Toll or long distance charges may apply.

 **Note:**

For help using any other software on your system, see the documentation for that software or [Other Software Technical Support](#).

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### Purchase Accessories

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You can purchase genuine EPSON accessories from an EPSON authorized reseller. To find the nearest reseller, call 800-GO-EPSON (800-463-7766). Or you can purchase online at [www.epsonstore.com](http://www.epsonstore.com) (U.S. sales) or [www.epson.ca](http://www.epson.ca) (Canadian sales).



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## ■ Other Software Technical Support

 [ABBY FineReader](#)

 [NewSoft Presto! PageManager and NewSoft Presto! BizCard](#)

### ABBY FineReader

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(408) 457-9777

[www.abby.com](http://www.abby.com)

[support@abbyusa.com](mailto:support@abbyusa.com)

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### NewSoft Presto! PageManager and NewSoft Presto! BizCard

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## ■ System Requirements

[Windows System Requirements](#)

[Mac System Requirements](#)

Make sure your system meets the requirements in these sections before using it with your scanner.

### Windows System Requirements

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System	Windows 7, Windows Vista, Windows XP Professional x64 Edition, or Windows XP SP2 or SP3
Interface	USB port (Type A) built into the main board

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### Mac System Requirements

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System	PowerPC or Intel processor-based Mac computers running Mac OS X 10.5.8, 10.6.x, or 10.7.x. Fast User Switching on Mac OS X or later is not supported.
Interface	Mac USB


 **Note:**

EPSON Scan does not support the UNIX File System (UFS) for Mac OS X. You must install EPSON Scan on a disk or in a partition that does not use UFS.

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## Scanner Specifications

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 **Note:**

Specifications are subject to change without notice.

### General

Scanner type	Portable scanner
Photoelectric device	600 dpi Color CIS with 10368 pixels
Effective pixels	5,100 × 8,400 pixels at 600 dpi
Document size	Max: 8.5 × 14.0 inches (216 × 356 mm) Min: 2.0 × 2.9 inches (52 × 73.7 mm) (Portrait) 3.4 × 2.1 inches (85.6 × 54 mm) (Landscape)
Paper input	Face-down loading
Paper output	Face-down ejection
Paper capacity	Single sheet of paper at 35 to 270 g/m <sup>2</sup>
Scanning resolution	600 dpi (main scan) 600 dpi (sub scan)
Output resolution	75, 100, 150, 200, 240, 300, 400, 600 dpi
Image data	16 bits per pixel per color internal 1 to 8 bits per pixel per color external
Interface	One USB 2.0 Hi-speed port
Light source	RGB 3 color LED

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### Mechanical

Dimensions	Width: 10.9 inches (276 mm) Depth: 2.0 inches (50 mm) Height: 1.4 inches (36.5 mm)
Weight	Approx. 0.7 lb (0.3 kg)

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## Electrical

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### Scanner

Rated voltage	DC 5 V	
Rated input current	0.5 A	
Power consumption	Operating mode	2.5 W
	Ready mode	1.3 W
	Suspend mode	0.0125 W

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## Environmental

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Temperature	Operating	50 to 95 ° F (10 to 35 ° C)
	Storage	-13 to 140 ° F (-25 to 60 ° C)
Humidity	Operating	10 to 80%, without condensation
	Storage	10 to 85%, without condensation
Operating conditions	Ordinary office or home conditions. Avoid operating the scanner in direct sunlight, near a strong light source, or in extremely dusty conditions.	

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## Interfaces

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### USB Interface

Interface type	Universal Serial Bus Specification Revision 2.0
Connector type	One Type-Mini B standard Connector

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## Standards and Approvals

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EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR22 Class B
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<b>Default Delay Times for Power Management for EPSON Products</b>
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This product will enter sleep mode after a period of nonuse. The time interval has been set at the factory to ensure that the product meets Energy Star standards of energy efficiency, and cannot be modified by the consumer.

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