FastFoto Scanner
(Epson FastFoto FF-680W)

What to bring:

- Photographic Prints, Postcards, Documents
    - Best for standard-sized photos (up to 8" x 10") created after 1950s
    - Not suitable for fragile, delicate items
    - No transparent media (slides, negatives)
    - No media that is thick (and can't be run through a document feeder)
- Flash Drive

What is provided:

- Scanner
- Epson Scan software for scanning
- Photoshop, GNU Image Manipulation Program, Vivid-Pix Restore software for editing

Instructions:

See below for…

- Getting Started
- Loading Photos
- Software Settings & Scanning
    1. Launch software.
    2. Select scanner.
    3. Select a location to save your photos.
    4. Name your photos.
    5. Select your photo enhancement settings.
    6. Select your resolution and file type.
    7. Describe and scan your photos.
    8. Scan completed.
    9. Editing.
- Clearing a Jam

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Getting Started

- **At any time during the process do not hesitate to ask a staff member for assistance.**
- Login to the computer with your library card number and your last name as password.
- Insert your flash drive into a USB port on the front of the computer.
- Verify that the Epson FastFoto scanner is turned on.

Power Button

The blue power light should <u>not</u> be flashing.

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Loading Photos

Prior to loading photos…
- Count your photos so you can verify they all scanned.
- Inspect your photos to ensure they are not sticking together and that there is no foreign material that may cause a jam (tape, staples, etc.).
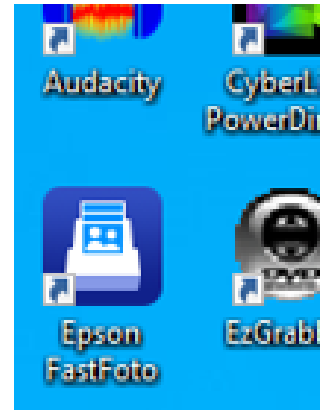- Do not mix photo sizes in the same scan batch as this may cause a jam.

When loading photos in the Automatic Document Feeder (ADF)…
- Photos are loaded face up and top edge first
- Documents are loaded face down and top edge first
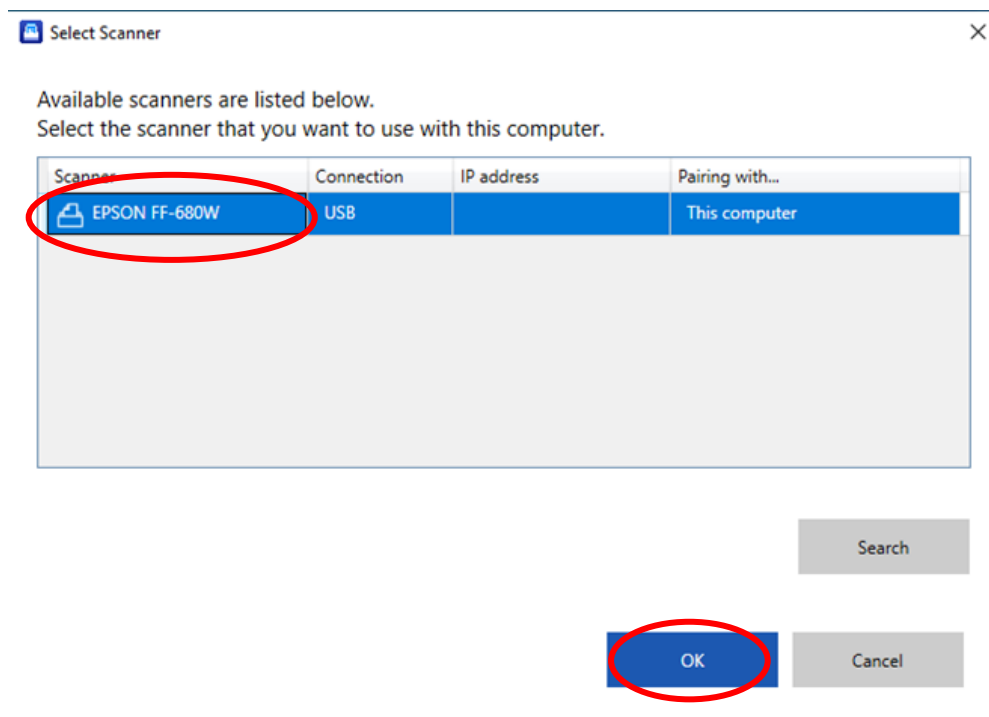- Adjust document guides to the size of your photos or documents.

Automatic Document Feeder

Document Guides
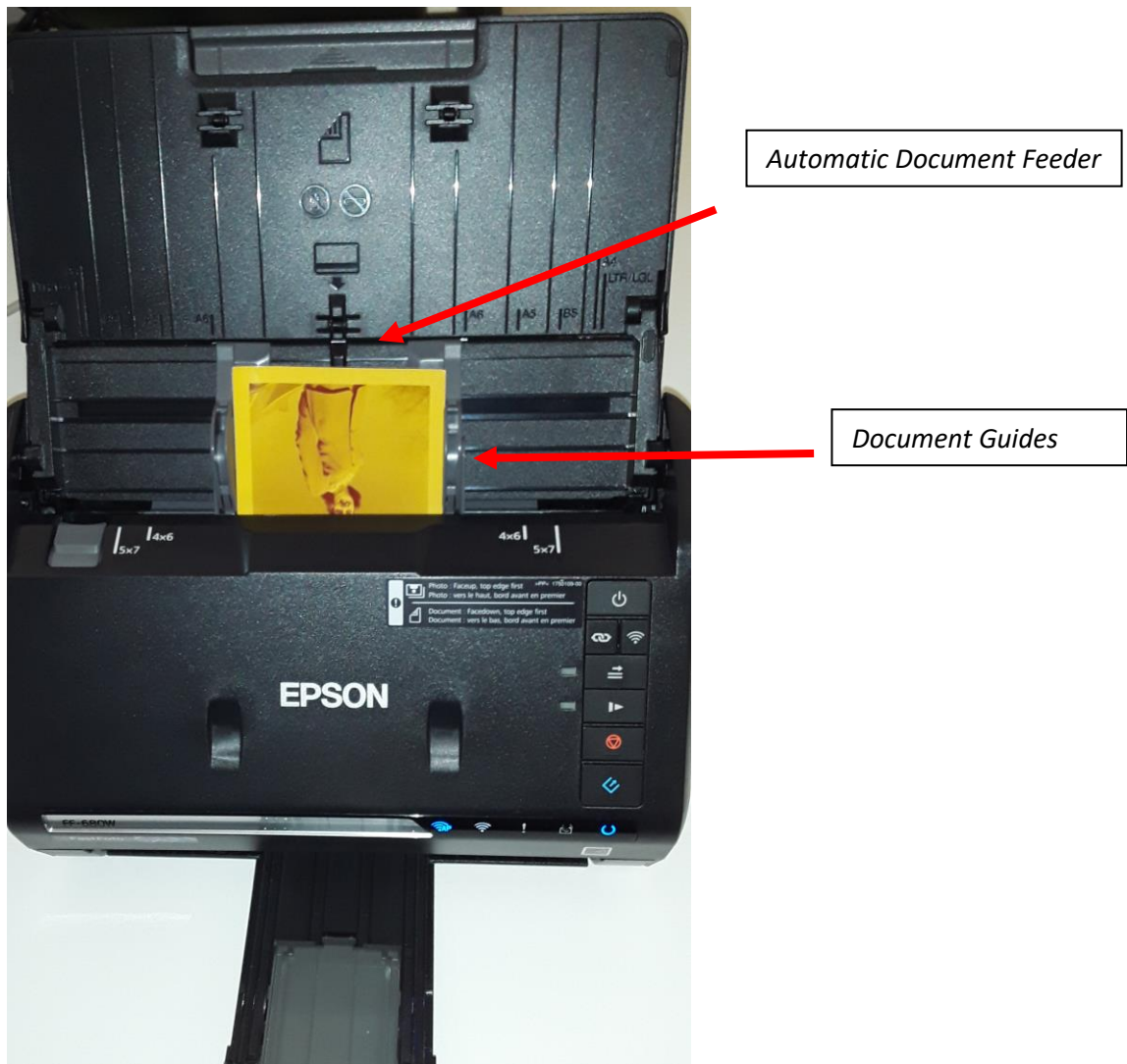
Software Settings & Scanning

1. **Launch software.** To start scanning, double left mouse click the "Epson FastFoto" icon on the desktop. Wait patiently as the application may take a minute or so to fully launch.

2. **Select scanner.** Left mouse click on Epson FF-680W then left mouse click on OK.
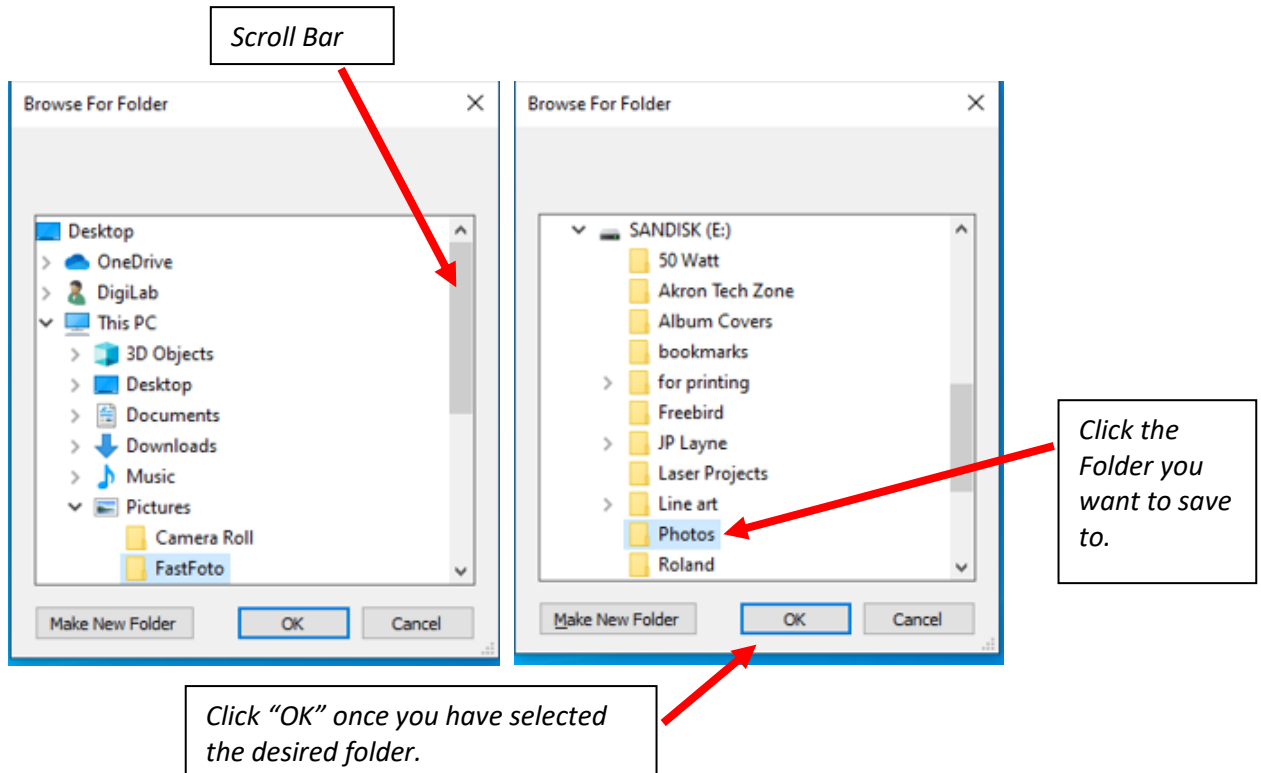

Select Scanner

Available scanners are listed below.
Select the scanner that you want to use with this computer.

Scanner	Connection	IP address	Pairing with...
EPSON FF-680W	USB		This computer

Search

OK   Cancel

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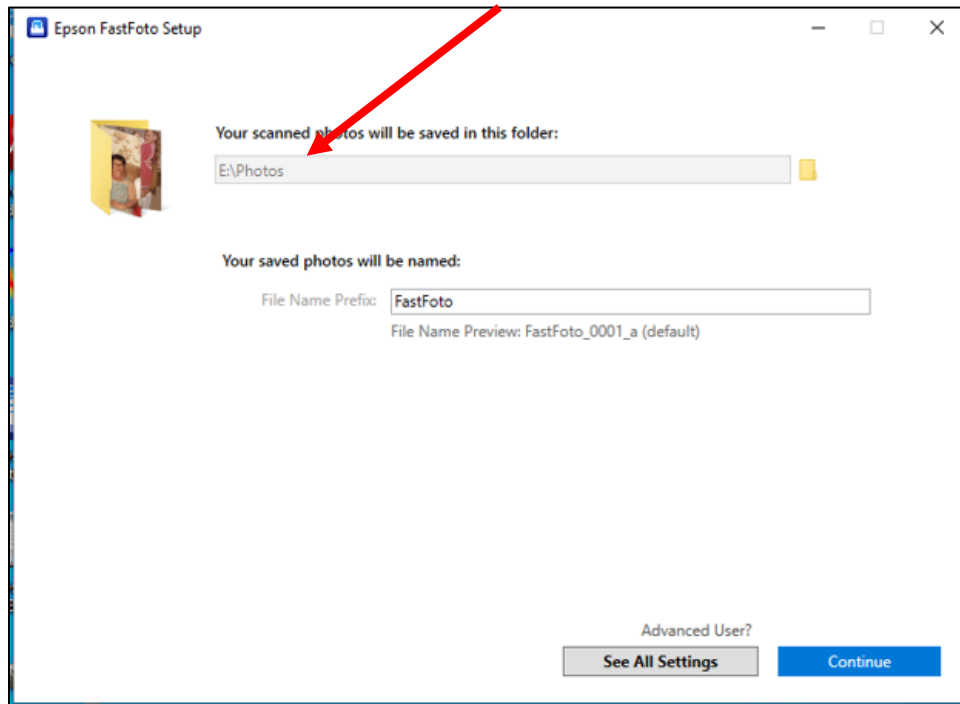
3. **Select a location to save your photos.**
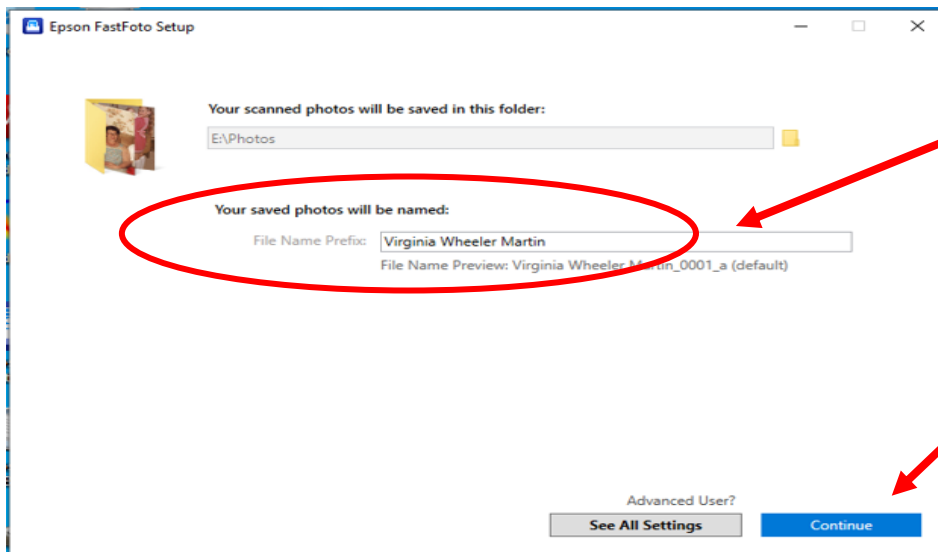   o Left mouse clicking the folder icon. This will pop up the "browse folder" window.
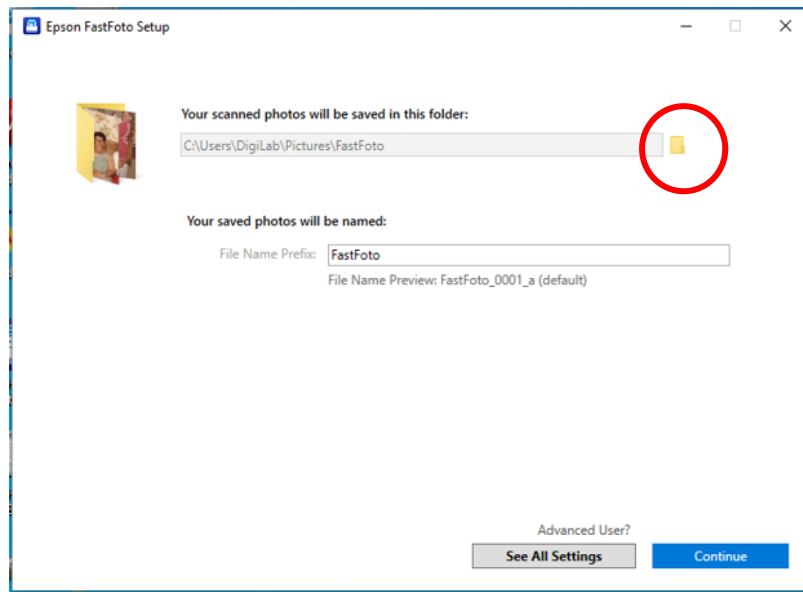
   o In the pop up window, use the Scroll Bar and browse to the Folder where you want your scanned photos to be saved. (In this example, photos are saved to a USB drive to a folder called "Photos.")

Scroll Bar

Click the Folder you want to save to.

Click "OK" once you have selected the desired folder.

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The folder you selected will now be displayed here.

Epson FastFoto Setup — □ ×

Your scanned photos will be saved in this folder:

E:\Photos

Your saved photos will be named:

File Name Prefix: FastFoto

File Name Preview: FastFoto_0001_a (default)

Advanced User?

See All Settings   Continue

4. **Name your photos.** The File Name Prefix is what each scanned photo's file name will begin with, followed by an ascending number. To make the photos easier to identify later, we recommend using something meaningful to the photos, such as Vacation, Family Reunion, etc.

Epson FastFoto Setup — □ ×

Your scanned photos will be saved in this folder:

E:\Photos

Your saved photos will be named:

File Name Prefix: Virginia Wheeler Martin

File Name Preview: Virginia Wheeler Martin_0001_a (default)

Advanced User?

See All Settings   Continue

This is where you enter the file name prefix. Click in the box and type.

Click "Continue" once you have selected the folder to save to and entered the file name prefix you want to use.
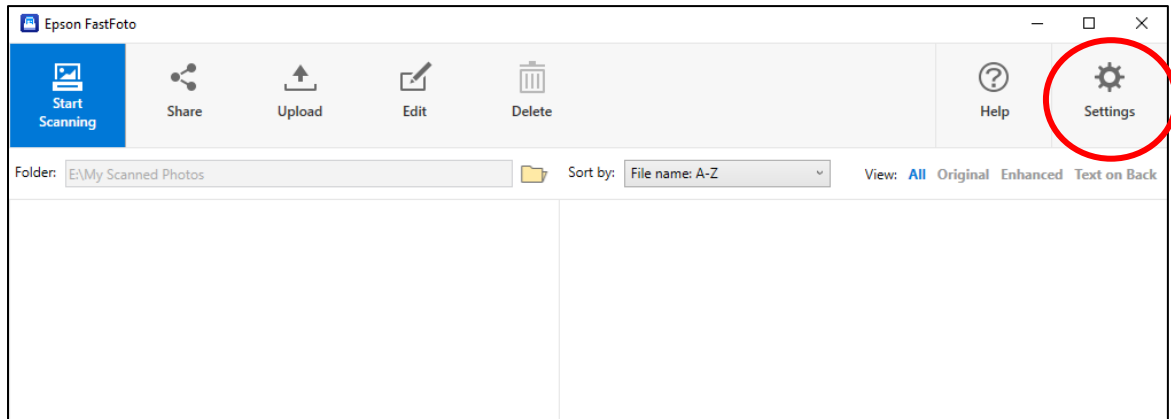
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5. **Select your photo enhancement settings.**

   o The following screen gives you the option to enhance your scanned photos. We recommend using the default selections.


Click "Continue" once you have made your selections.

Click "Close."

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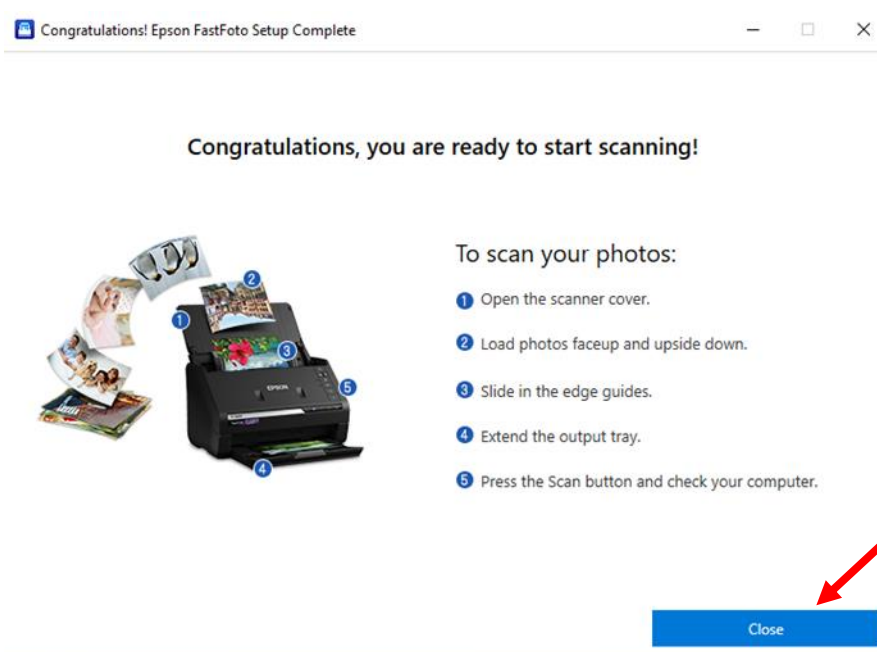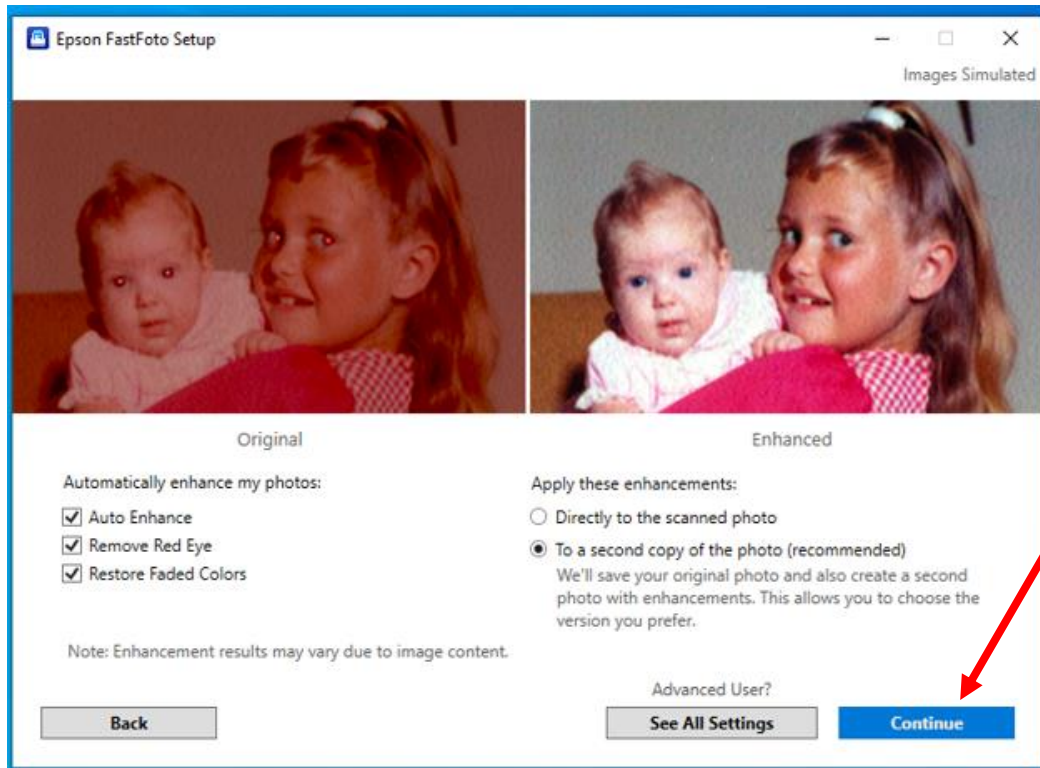
6. **Select your resolution and file type.**

o Click "Settings" then left mouse click "Scan Settings."

o Click "Scan Settings" on the left.
o Select your resolution by clicking the appropriate radio button.
   o 300 dpi is the fastest and 1200 dpi is best quality.
   o The higher the resolution the longer it will take to scan.
o Select your file format by clicking the appropriate radio button.
   o JPEG or TIFF. TIFF files are considered archival quality.
o Click "OK" after making your selections.
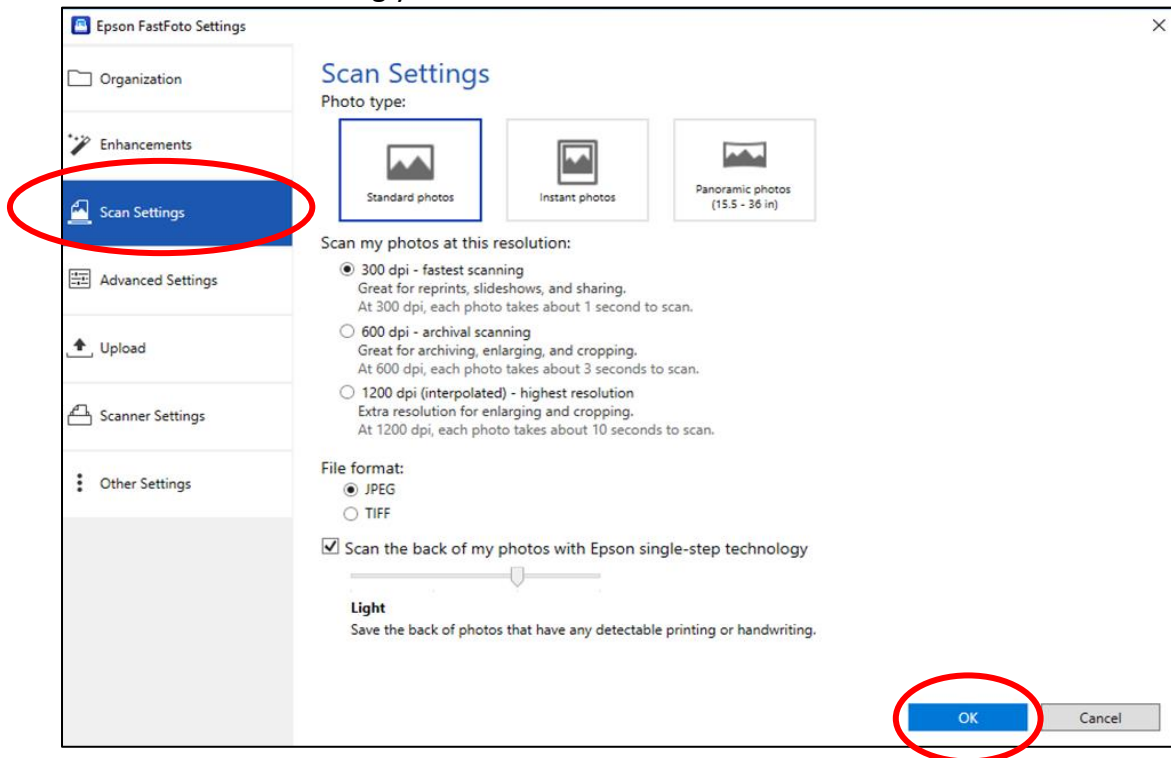
7. **Describe and scan your photos.**

- Click "Scanning."
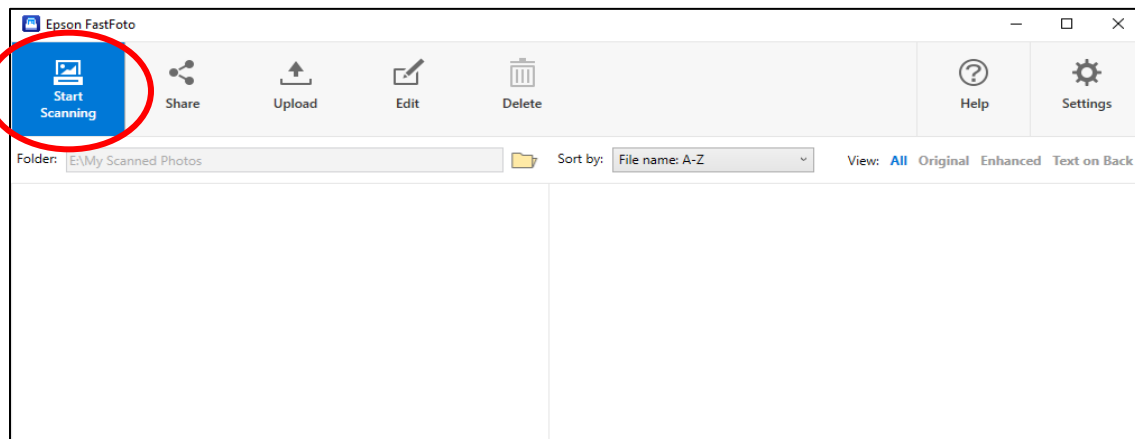
- You are now presented with the opportunity to describe your photos again and see a preview of the file name structure.
  - You can enter a year/decade, month/season, and subject.
  - **** NOTE: Entering information here will override/replace the file name prefix information you entered in Step 4. ****
  - When you view your scanned photos, file names ending in a number only are not enhanced, file names with _a are the enhanced version and file names with _b will be the back of the photo if something is detected during the scan process.
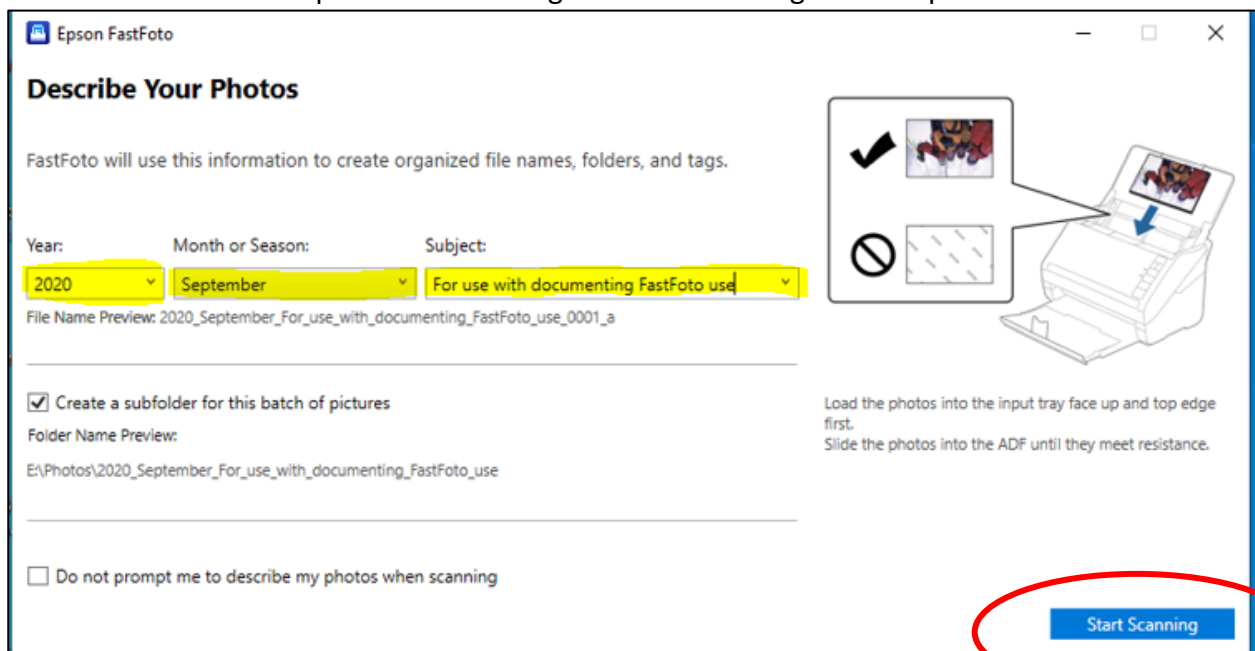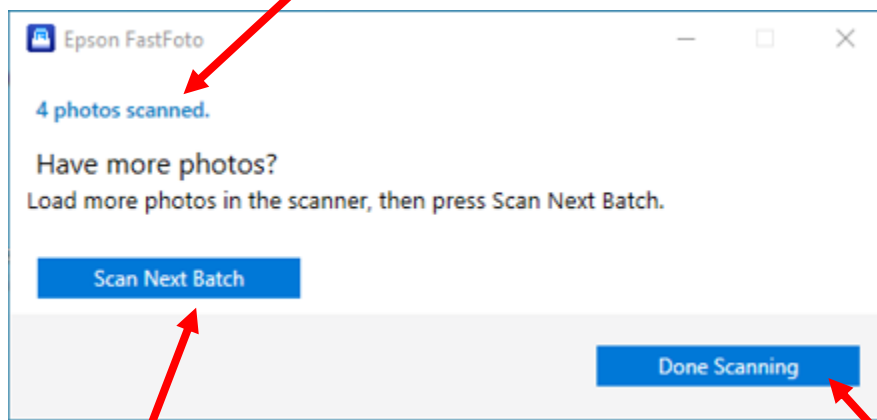

  - **When you've completed describing your photos, click "Start Scanning."**

8. **Scan completed.** When scanning finishes, the following pop up window will appear.

Note the number of photos scanned to ensure it matches the number of photos you loaded.

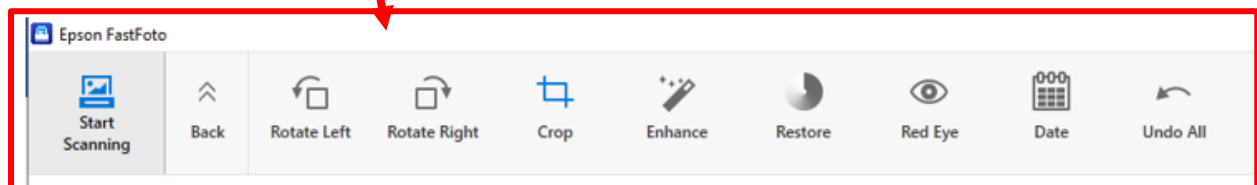If you have additional photos to scan, load them into the Automatic Document Feeder and click "Scan Next Batch".
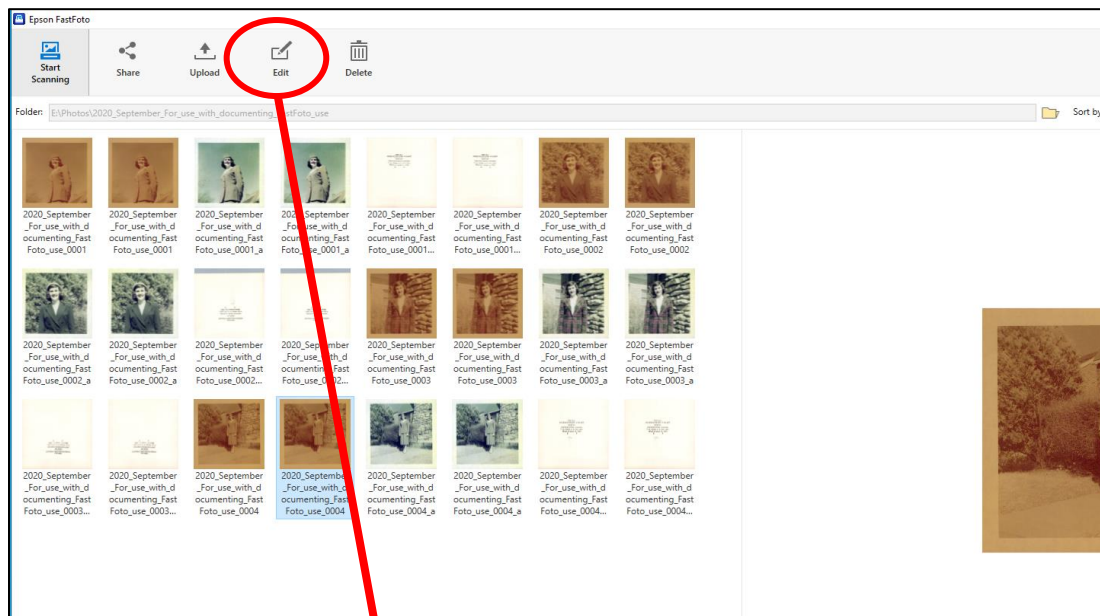
If you are finished scanning, click "Done Scanning".

o Once you have clicked "Done Scanning" a pop up window containing thumbnails of your scanned photos will appear.
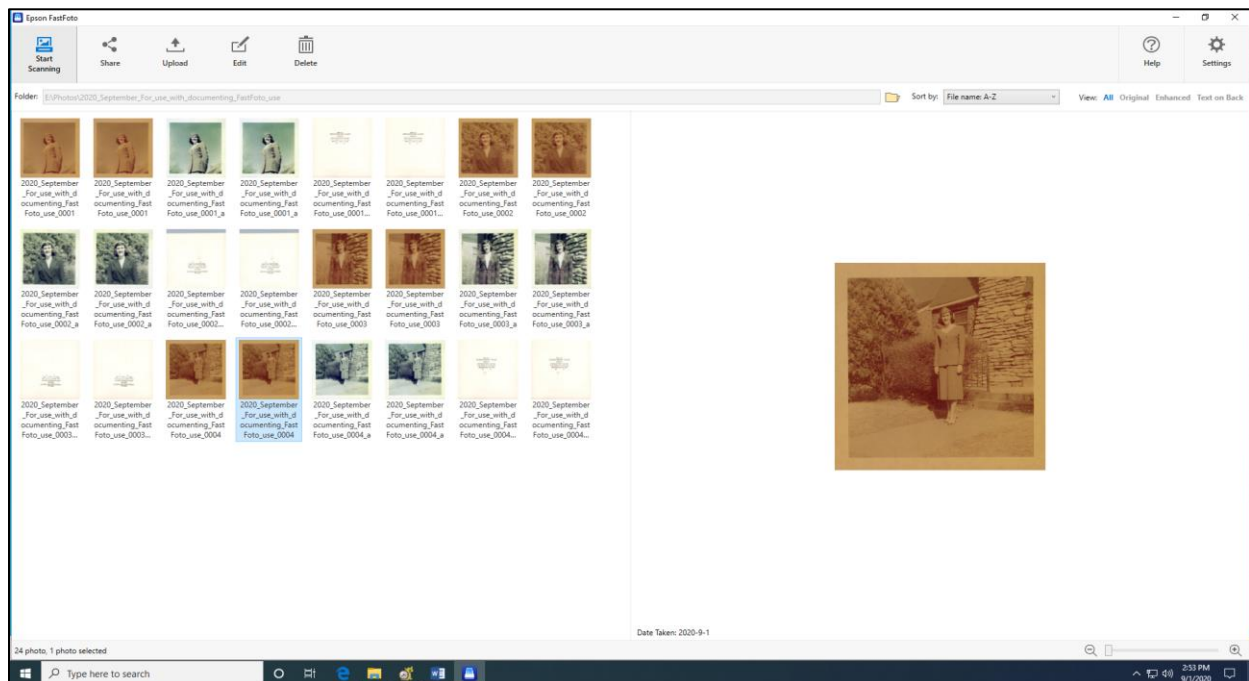
9. **Editing. (Optional)**

o Click the "Edit" icon for a basic photo editing interface.

o Use the editing tools to rotate, crop, enhance, restore, correct red eye, etc.
o Additional editing software is available in the MCDL Digital Lab.

o When finished editing, click the "X" (top right) to close the application.
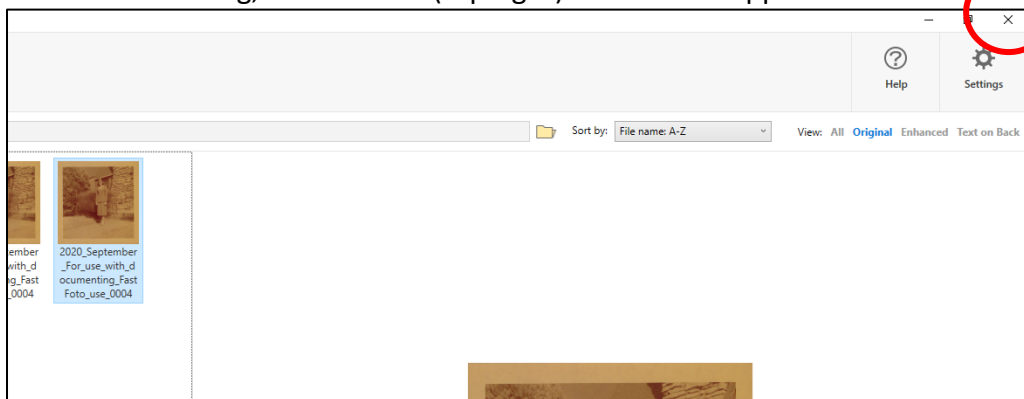
Clearing a Jam

In the event of a jam when scanning, remove your photos or documents from the document feeder and pull forward on the feeder release switch. **If you are unsure or uncomfortable clearing a jam, please ask a staff member for assistance**.

Pull forward to open the automatic document feeder door.

Remove your jammed photos and close the automatic document feeder door.
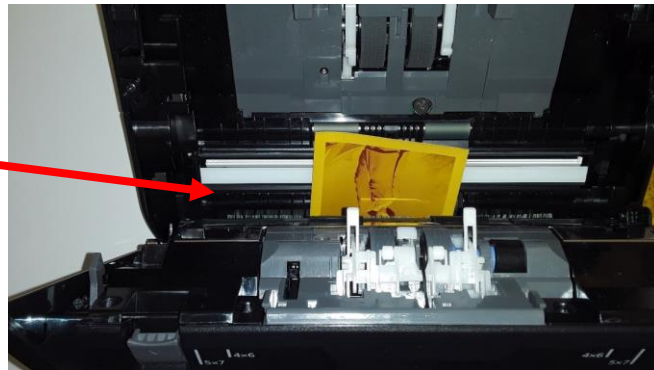
Close the door, reload your photos and attempt to scan again.