

Epson FastFoto Scanner

1) Turn on the scanner with the top button on the right of the scanner.

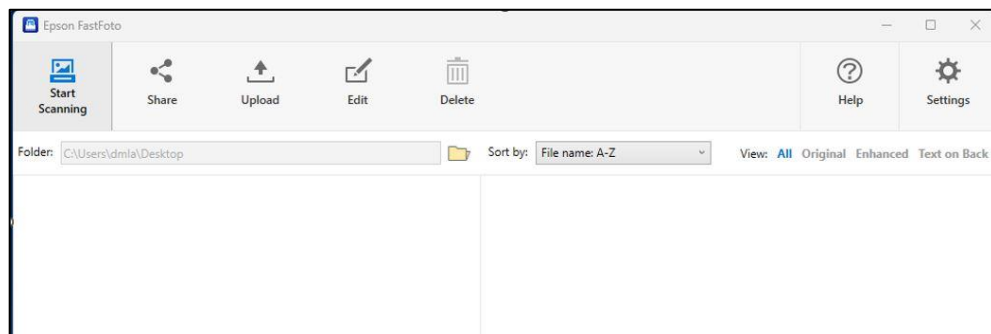


2) Place a stack of photos into the scanner as shown below.

- You can adjust the photo width by moving the grey adjusters in or out.
- (Note that you have the following two photo sizes marked on the scanner: 4 X 6 and 5 X 7).



3) Click the Epson FastFoto icon on the left of the desktop to open the program.



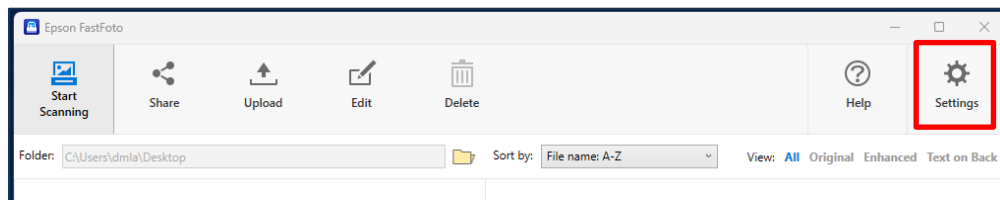
4) Plug in your flashdrive.

- Most likely, you will save your photos to a flashdrive. You can use the USB ports behind the computer on the back of the table (as shown below).

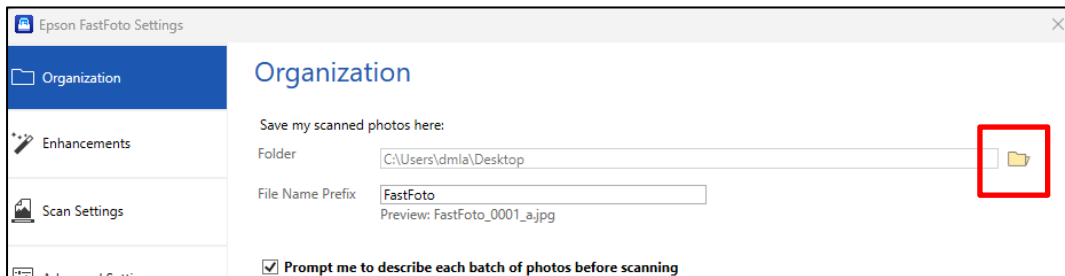


5) Set up FastFoto to scan directly into your flashdrive.

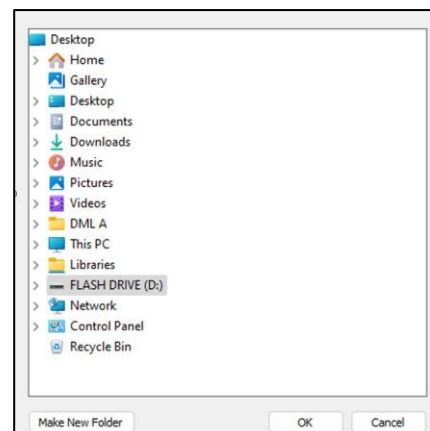
- Click **Settings** in the upper left of the program.



- While in the **Settings**, select “Organization” from the top of menu on the left. Then click the manilla folder on the right where it reads “Save my scanned photos here.”

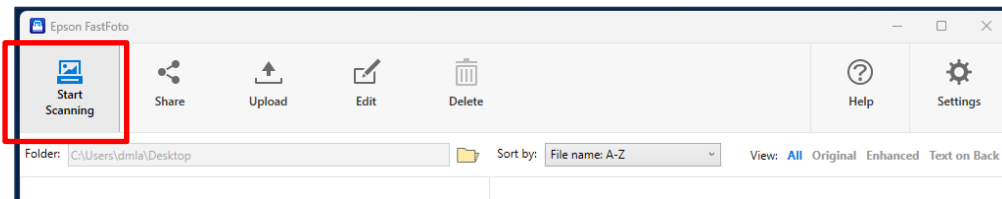


- The manilla folder will open a “Browse for Folder” window. Here you can direct the scan into the flashdrive (or into whichever location you prefer).
- Then click **OK** in the lower right of the window.
- Then click **OK** in the lower right of the **Settings** window.

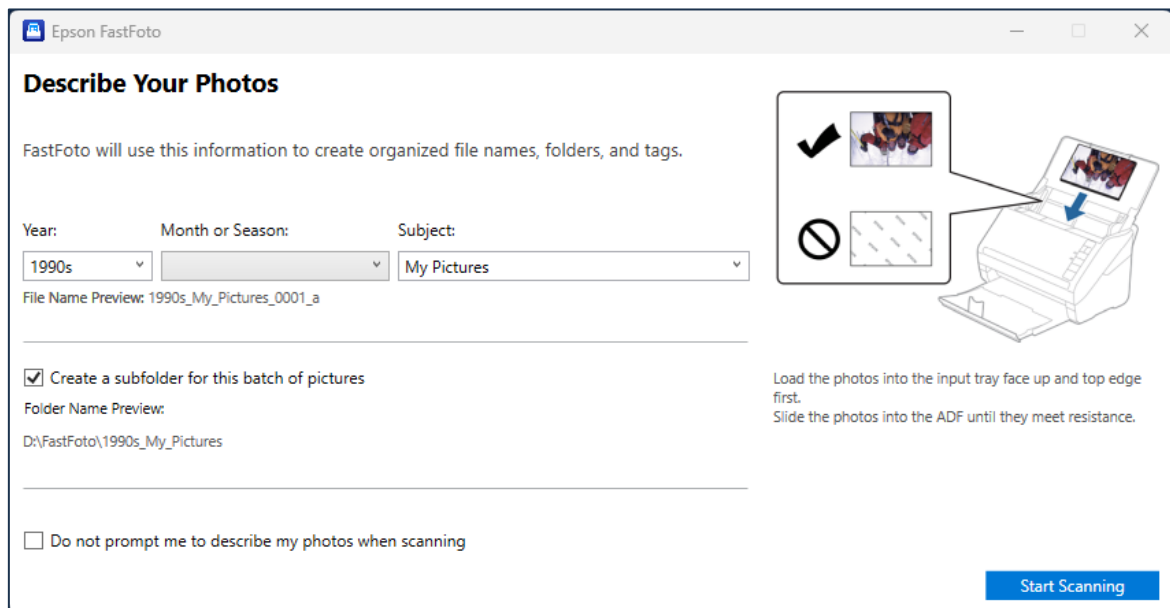


6) Scan your photos.

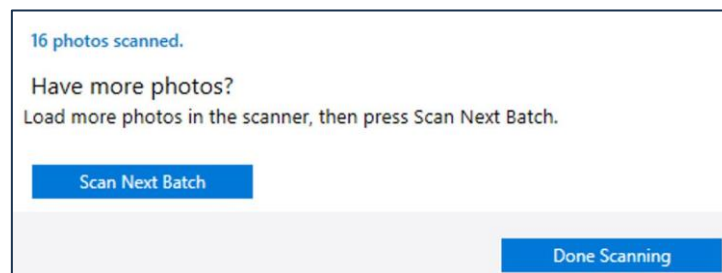
- Click the **Start Scanning** button in the upper left of the program.



- Another window will open in which you can describe your photos (for example, by the year or subject). Then click **Start Scanning** in the lower left.

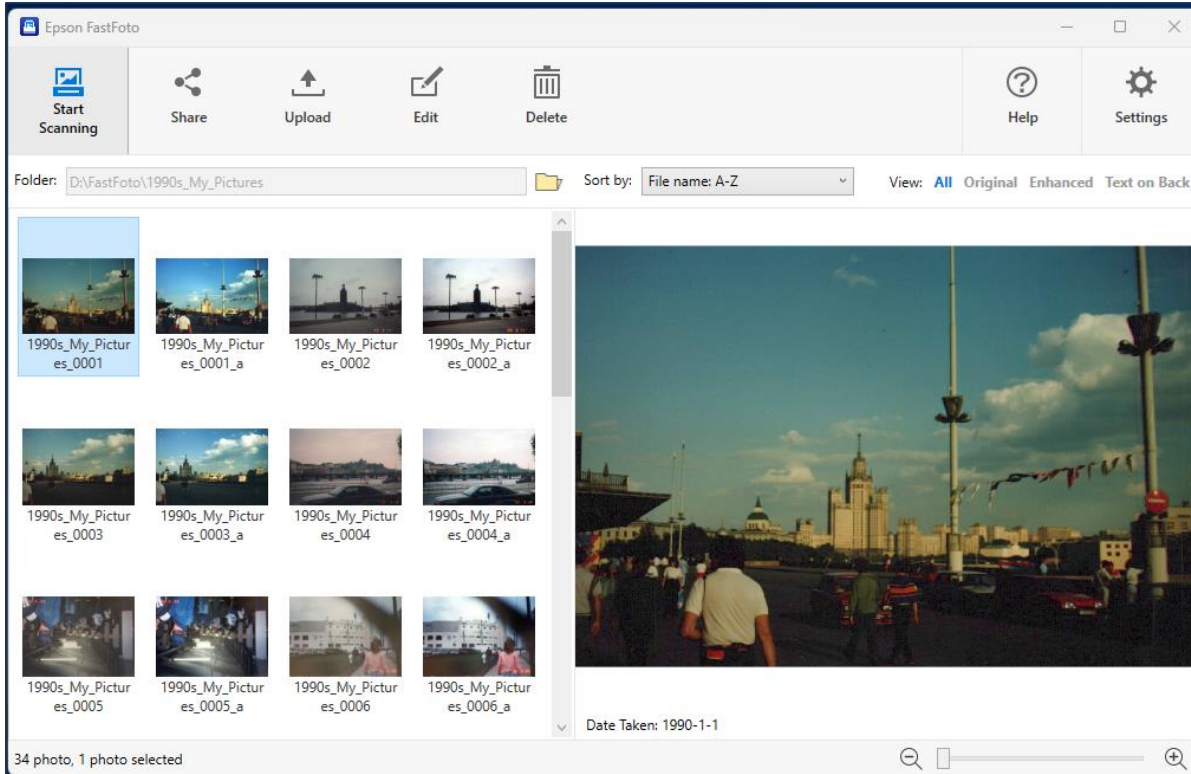


- If you check “Create a subfolder for this batch of pictures” the photos will appear in a sub folder based on your descriptors. Otherwise, they will appear directly in a folder called **FastFoto**.
- (If you don’t want to describe the photos, check the box in the lower left that reads “Do not prompt me to describe my photos when scanning.”)
- After your photos scan, you will have the option to add another batch of photos or to select **Done Scanning**.



7) Viewing your scanned photos.

- Your photos will save into your flashdrive.
- In addition, you will be able to view the thumbnails of your scanned photos in the FastFoto program as shown below:



- Click on a thumbnail to view a larger image of the photo on the right.
- **Note:** the scanner will scan **TWO** copies of each photo – the original version and an enhanced version.

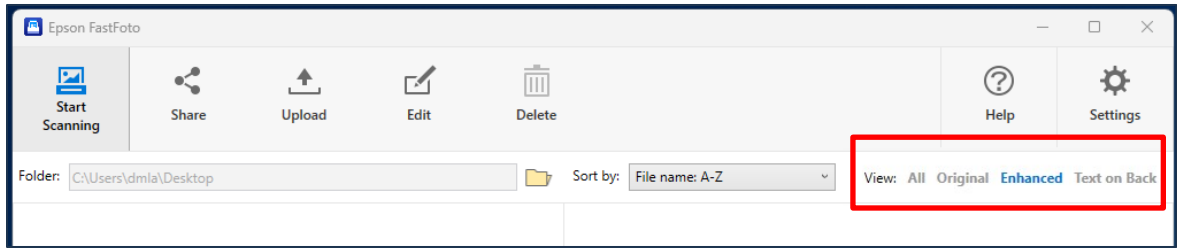


Original Version

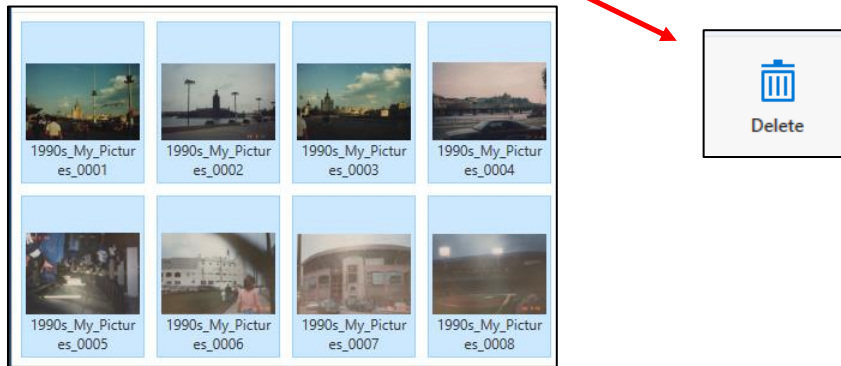


Enhanced Version

- If you only want to view only one of the versions of the photos click on the specific version (under View:) on the upper right of the program.

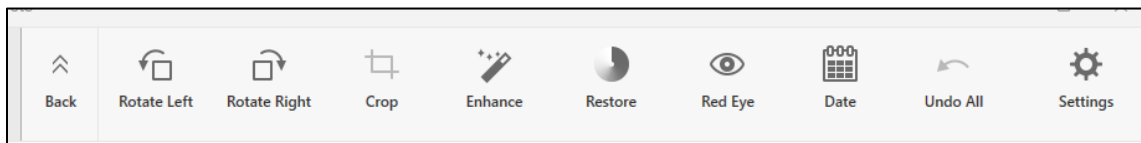


- If you wish to delete one of the versions (the original, for example), select the option at the upper right. Then highlight all the original thumbnails on the left (the photos will be blue when highlighted) and click **Delete** at the top.



8) Simple Photo Edits.

- The FastFoto program provides simple editing options such as auto enhance and cropping.
- Click **Edit** at the top to open the menu shown below for available editing options.



- When you are finished making edits, click back on the left.
- When you are done, simply close the program and remove your flashdrive with your photos.