

## Foto Scanner Instructions

- Make sure computer and scanner are both on.
- Plug in USB drive to computer.
- Select the Epson Fast Foto icon on the computer screen (or the Documents icon if doing documents).
- Look at the Folder back-up location and make sure it is set to your USB drive.
- Select the settings icon (gear icon)
  - a. Check box if you want the computer to prompt you to enter descriptions of each batch of photos.
  - b. Select scan setting. 600 dpi is recommended for most photo projects.
- Put photos in scanner. Photos go in upside down and facing towards you.
- Press “Start Scan.”
- Select date and description of photos (if you chose that option in settings).
- Press “Scan.” The pictures will quickly go through the scanner.
- If you have more photos for this batch (the same description), add to scanner and Press “Scan additional photos to batch.”
- If you are done scanning, or want to scan to a different batch, press “Done Scanning.”

The photos will process and eventually pop up to view. (This may take a while, especially if you have scanned many photos—**wait for it!**)

Press “Start scanning” to continue the process with a new batch.

When you are completely done scanning, X out the program. Click on the green arrow icon at the bottom of the screen (sometimes you have to click on the ^ at the bottom of the screen to pop up the green arrow). Click on “Eject USB Drive”.

A message will come up saying that it is safe to eject hardware. Take out your USB drive.