

Scanning Printed Photos

Preparing Photos for Scanning

1. Organize your photos by subject, date, or location.
2. Group your photos by size.
3. Fan your stack of photos and make sure they are not stuck together.

Caution: Stuck photos can feed through the scanner at the same time or jam in the scanner, potentially damaging your photos or the scanner.

4. Use a soft, dry cloth to wipe the front and back of your photos to remove dust, dirt, or other particles that could potentially scratch your photos.

Caution: Because of the speed at which photos are scanned, dust particles on your photos can cause white lines to appear in scanned images, and in extreme cases can lightly scratch the protective finish on your photos. For best results, wipe off the front and back of your photos before scanning.



Tips for different image/photo types

Caution: Do not load the following types of originals in the scanner, or they may be damaged or may damage the scanner:

- Polaroid or self-processed photos
- Sticky photos
- Photos thicker than .011 inch (.31 mm)
- Photos larger than 8 × 10 inches
- Torn photos
- Wrinkled photos
- Curved photos where the thickness of the stack is greater than .07 inch (2 mm)

DO NOT use this scanner for large or thick photos, fragile or irreplaceable photos, valuable original documents, or artwork - use the larger EPSON flatbed scanner instead.

- Scan smaller images at higher resolution (600dpi) (even large sheets of paper with smaller images should be scanned this way)

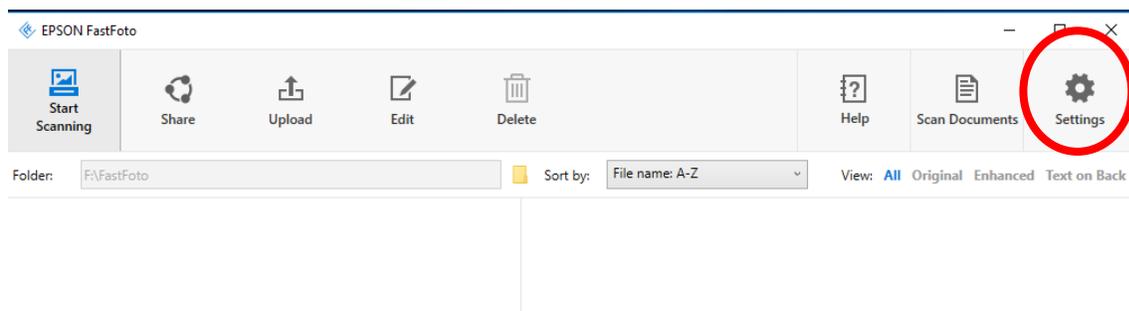
- You can correct for pictures facing the wrong direction before you save them. If you have multiples that need the same adjustment, you can choose them all at one time to make the same change.
- If you have a large stack, it is possible for the scanner to miss a few images. If the number of scanned images showing on the screen is less than the number of photos you put through, make sure to check and see which ones were missed so you can put those images through the scanner again.
- You can scan smaller photos 1 ½" x 2" (wallet size school photos) - don't want to feed too many in at one time
- Make sure that batches contain photos of the same size (4" x 6" or 5" x 7" for example)
- Don't place photos into the scanner mixing vertical and horizontal positions or you're likely to jam the scanner. You can either group vertical photos of the same size together and do horizontal photos of the same paper size together, or just scan them all at one time with the paper size going the same direction - and correct the orientation using the program.

Using the software

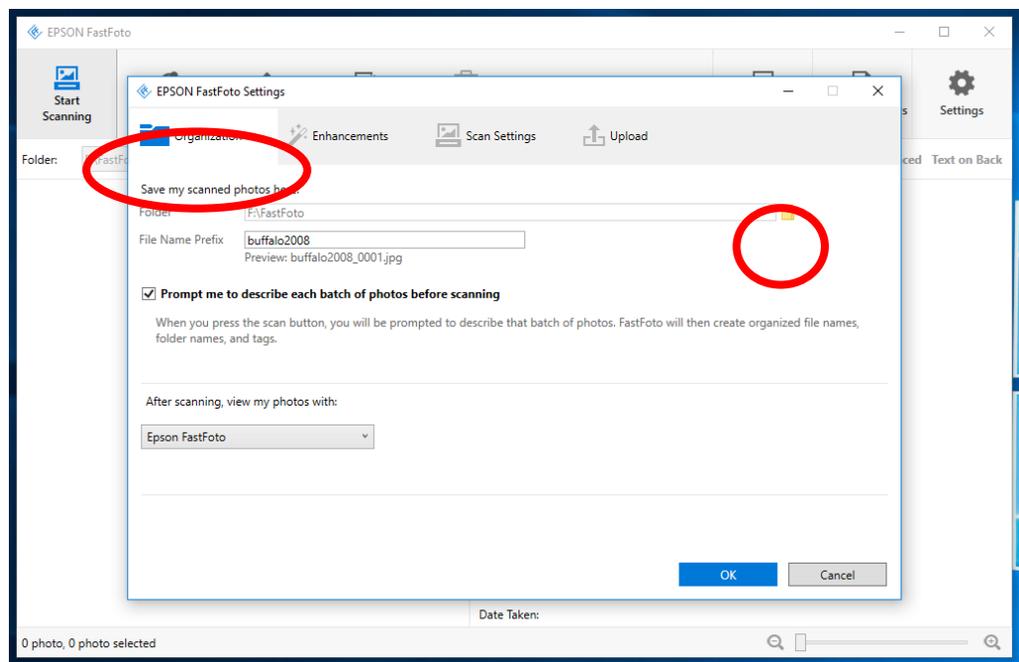
Open the FastFoto software by clicking this icon on the desktop of the computer:



On the first screen, you'll want to tell the program where you would like to save your photos. Plug in your flash drive / SD Card / external hard drive, then click on the **"Settings"** button on the right side.

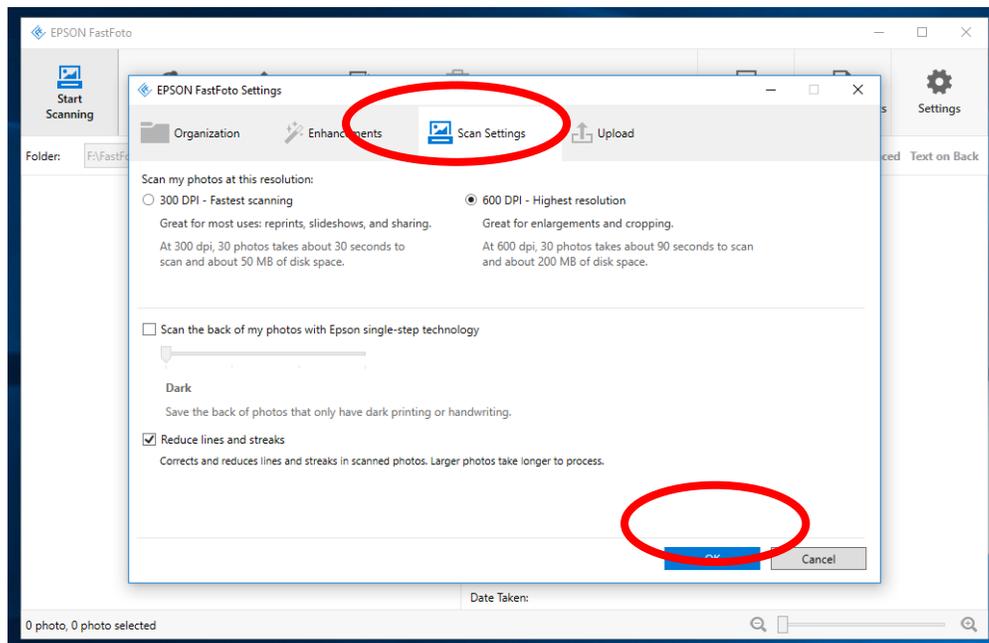


Then go to the **"Organization"** tab, click on the folder icon on the right side of the text box and find the location of your storage device and select it. If you want to put the same text in front of each of your photos (for



identification purposes), you can fill in the **"File Name Prefix"** box.

Next on the **"Scan Settings"** tab you can choose the resolution of your scanned photos, either 300dpi or 600dpi. If you will be enlarging the photos, want an archival copy or just want the best quality, choose 600dpi. At 600dpi, the scans will take longer and they will have a larger file size, so take that into account if time or space is an issue for you.



Click **"OK"** when done. Then you are ready to load the photos into the scanner.

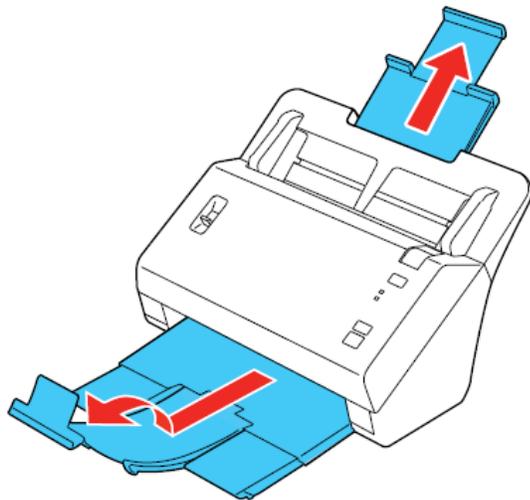
Loading Photos in the Input Tray

You can load up to 30 photos (see below) that meet the scanner's photo specifications in the input tray.

Photo Loading capacity by photo size

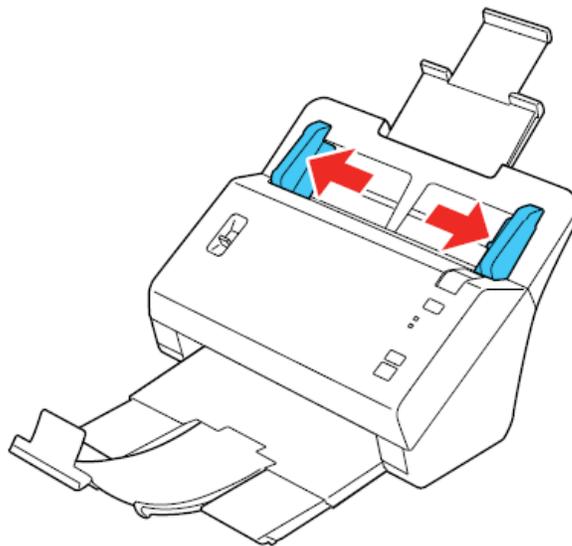
Photo Size	Number of photos loaded at a time for scanning
3 × 5 inches	30 photos (thickness less than 0.009 inch without photo curling)
4 × 6 inches	
5 × 7 inches	
6 × 8 inches	20 photos (thickness between 0.009 and 0.011 inch without photo curling)
8 × 10 inches	
	1 photo

Pull up the input tray extension, extend the output tray, and flip up the stopper.

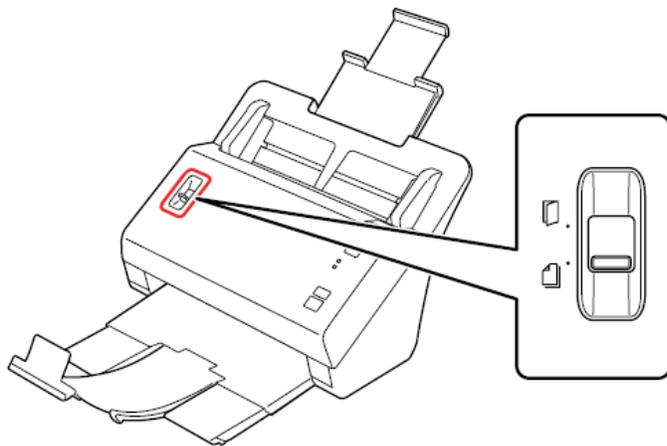


Note: If you are scanning large photos, do not flip up the stopper.

Slide the input tray edge guides all the way out.



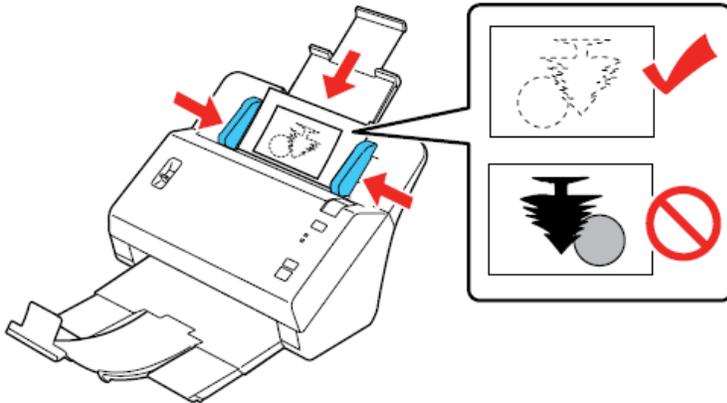
Check to make sure that the page separation lever is in the position shown here.



Note: To prevent paper jams, keep the lever in this position for most types of photos. If you are scanning a photo using a carrier sheet, slide it to the upper position.

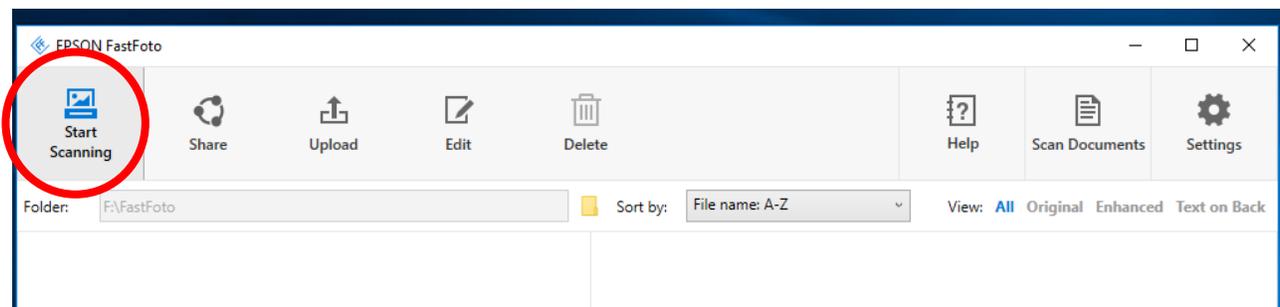
Load your photos into the center of the input tray facedown, in landscape orientation and top edge first, then slide them in until they meet resistance.

Note: If you have both portrait- and landscape-oriented photos in the same stack, you can rotate the portrait images after scanning.



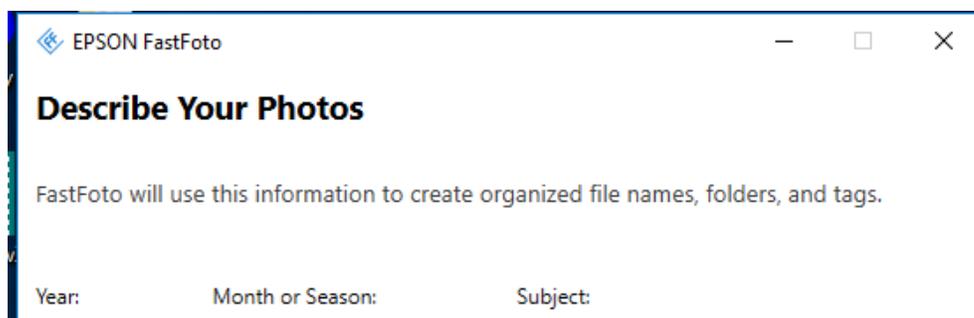
Slide the edge guides against the edges of the photos.

Once the photos are loaded, you should be ready to scan. Click on the

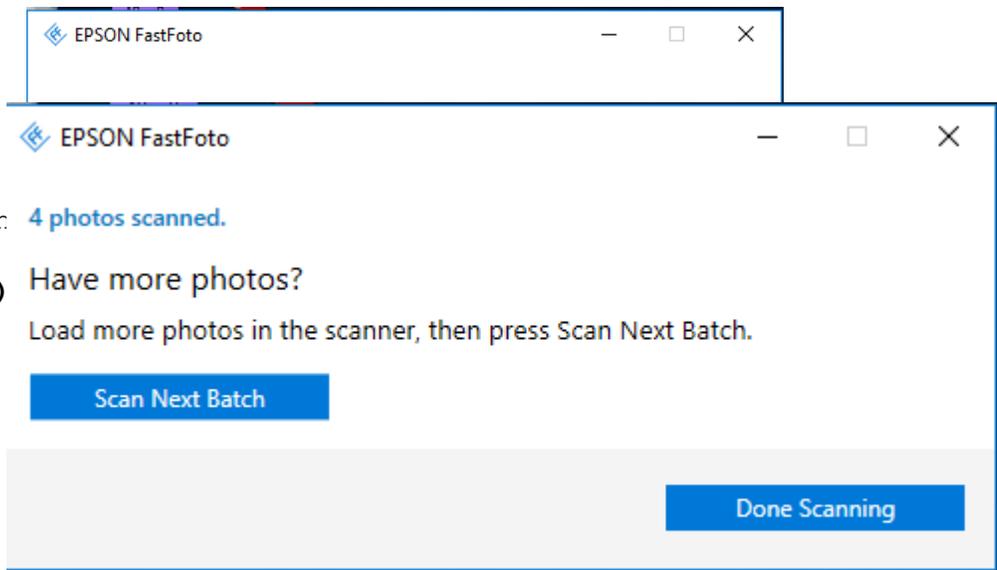


"Start Scanning" button.

If you want, you can enter an even more detailed description of your photo set. Then click on the **"Start Scanning"** button



The batch of photos will begin scanning.



When the 4 photos scanned.

to add

Batch")

Have more photos?

Load more photos in the scanner, then press Scan Next Batch.

Scan Next Batch

Done Scanning

unity

Then you will see your finished photos in the view below - make sure the scanner didn't skip any of the photos you intended to scan. If everything looks good, you're finished. Close the program and eject your

