

## Auto Feeder Scanner Tutorial

The Epson FastFoto FF680W scanner can scan photographs and documents up to 8.5 x 11 inches. All scans are at least high resolution at 300 dpi.

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### Preparing Photos

Before coming to the Digital Legacy Lab, prepare your photos and documents for easy scanning.

1. Use a soft, dry cloth (like the microfiber cloth, one is available in the Digital Legacy Lab) to wipe the front and back of your photos to remove dust, dirt, or other particles that could potentially scratch your photos.
  - a. **Caution:** Because of the speed at which photos are scanned, dust particles on your photos can cause straight lines to appear in scanned images, and in extreme cases can lightly scratch the protective finish on your photos.
2. Organize your photos by date or subject.
  - a. When scanning, you can name the images using the year, month or season, and subject, such as "1970\_Summer\_Vacation".
  - b. Organizing the photos can save time in the future.
3. Check the following if you are scanning various sizes of photos:
  - a. If you have both landscape and portrait photos of the same size, you can stack them together and scan them in one batch. You can rotate the images as necessary after scanning by clicking Edit > Rotate Left or Rotate Right.
  - b. You can scan 4x6" and 5x7" photos in the same batch when the photos are grouped by size, with the larger photos at the back.
  - c. Do not mix documents and photos. Scan documents separately.
4. Make sure the photos:
  - a. NOT curled
  - b. Have NO sticky notes or adhesives on the back
  - c. Have staples and paperclips REMOVED
  - d. Do NOT stick to each other when shuffled.
5. Next, place the organized photos into the scanner.

## Original Document Specifications

Photo Size	Loading Capacity
3.5 x 5 in	36 photos (thickness less than 0.009 in without photo curling) 30 photos (thickness more than 0.009 to 0.01 in without photo curling)
4 x 6 in	
5 x 7 in	
8 x 10 in	10 photos
Polaroid Photos	1 photo
Photos in the carrier sheet	1 photo
Panoramic Photos under 12 in	10 photos
Panoramic Photos between 12.1 and 36 in	1 photo

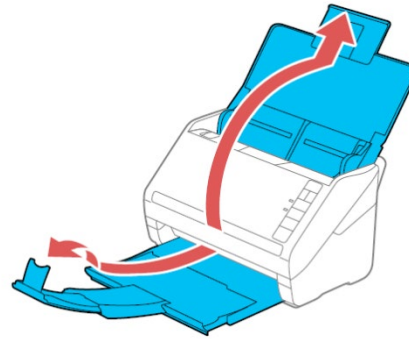
Paper Type	Paper Size	Paper Weight	Loading Capacity
Plain Paper Fine Paper Recycled Paper	Letter (8.5 x 11 in)	7 to 110 lb	21 lb: 50 sheets
	Legal (8.5 x 14 in)		24 lb: 43 sheets
	A4 (8.3 x 11.7 in)		28 lb: 37 sheets
	A5 (5.8 x 8.2 in)		34 lb: 31 sheets
	A6 (4.1 x 5.8 in)		42 lb: 25 sheets
	B5 (7.2 x 10.1 in)		56 lb: 19 sheets
	B6 (5 x 7.2 in)		68 lb: 15 sheets
	A8 (2.1 x 2.9 in)	34 to 110 lb	110 lb: 9 sheets
			Loading capacity may vary depending on paper type
Paper Business Cards	3.5 x 2 in	Up to 56 lb	15 cards loaded horizontally

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

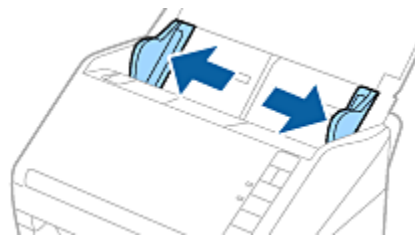
- Photos with oil, correction fluid or tape, or other liquid or residue
- Photos with materials stuck on the back sides
- Photos with tape or stickers attached
- Sticky photos
- Photos that have been freshly printed or processed
- Photos with staples or clips
- Photos with curled corners
- Photos in shapes other than squares or rectangles (unless loaded in carrier sheet)
- Photos in large, uneven shapes (unless loaded in carrier sheet)
- Photos that are peeling
- Instant camera photo paper, including peel-apart or thermal-transfer types (other than sheet film types 3.5 to 4 inches [89 to 102 mm])
- Photos thicker than .011 inch (.3 mm)
- Photos longer than 36 inches (914.4 mm)
- Photos smaller than 2 x 2 inches (50.8 x 50.8 mm) (unless loaded in carrier sheet)
- Perforated photos (unless loaded in carrier sheet)
- Torn photos (unless loaded in carrier sheet)
- Fragile or aging photos (unless loaded in carrier sheet)
- Curved or wrinkled photos where the thickness of the stack is greater than .07 inch (2 mm) (unless loaded in carrier sheet)

## Scanning

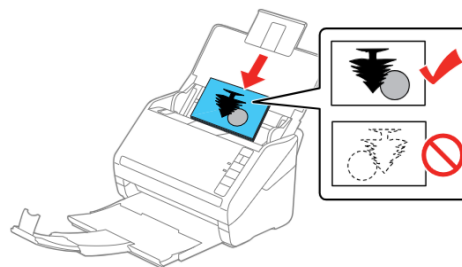
1. Make sure the scanner is on.
2. Open the input tray, slide out the output tray, and then raise the stopper.



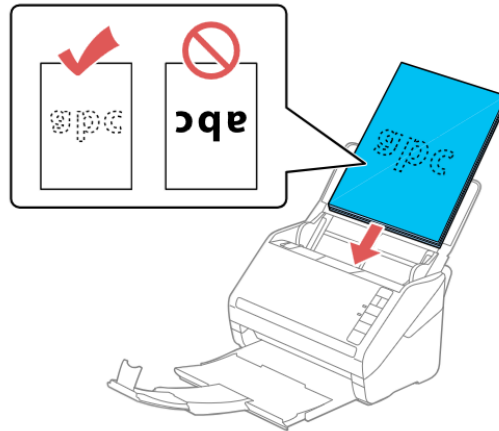
- a. If you want to scan large size photos such as 5×7" or 8×10", extend the input and output tray extensions.
  - b. Make sure you adjust the position of the stopper to correctly fit the size of the ejected photos. If not, photos may scatter.
3. Slide the edge guides on the input tray all the way out.



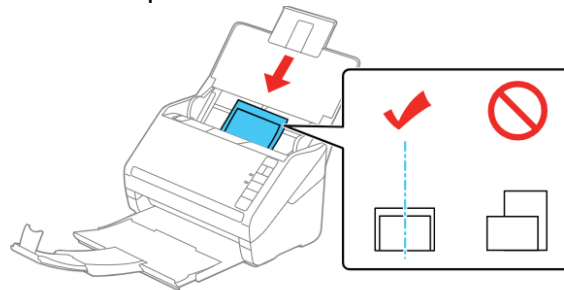
4. Load the photos into the input tray face up and top edge first. Slide the photos into the scanner until they meet resistance.




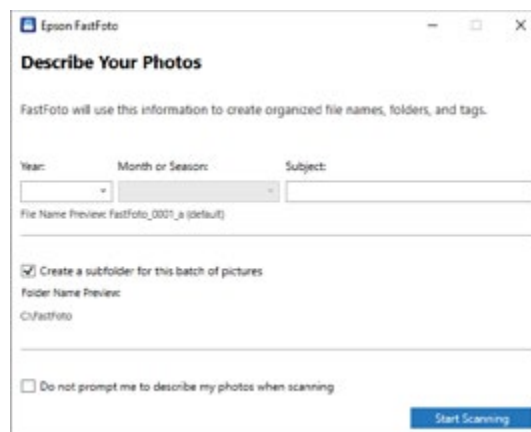
- a. For documents, place them face down and top edge first.



- b. Note: it is recommended to place the photos horizontally.
- c. If you are loading 4×6" and 5×7" photos in the same batch, align the middle of the photos and load them at the center of the input tray with the 5×7" photos at the back and the 4×6" photos at the front.



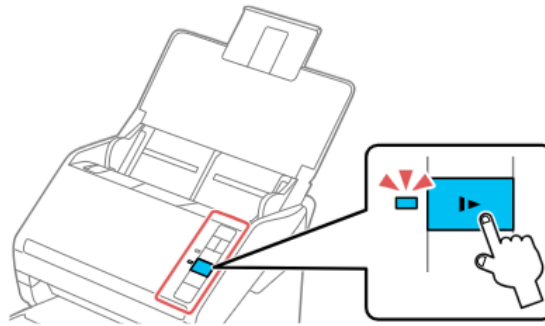
- 5. Slide the edge guides to fit the edge of the photos making sure there are no gaps between the photos and the edge guides. Otherwise, the photos may be fed skewed.
- 6. Click the button on the scanner to start scanning.  The software will launch automatically.
- 7. Set the save settings on the Describe Your Photos screen.



- a. Year/Month or Season/Subject: Set the file name settings.

8. Click **Start Scanning**.


- a. Note: If the glass surface dirt alert appeared when scanning, clean the glass surface inside the scanner after scanning.
- b. If multiple photos feed through at the same time, press the Slow Mode on the machine button to slow down the feeding speed. Press the button again to return to normal speed.



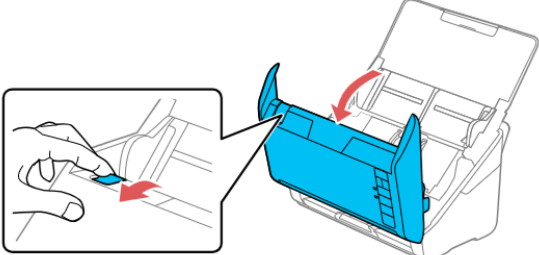
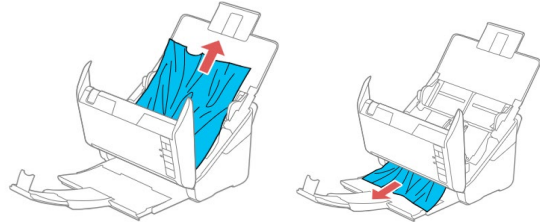
## 9. After scanning is completed, the following screen is displayed:



- a. If you want to continue scanning, click **Scan Next Batch**.
  - b. When you are finished scanning, click **Done Scanning**.
10. The photos are scanned and saved in the folder on the desktop or the location you choose.
11. Check the scanned images.
- a. The following rules apply to file naming:
    - i. No identifier is added: These are the original scanned images. No enhancements were applied.
    - ii. Added "\_a" at the end: These images include automatic color enhancements.
    - iii. Added "\_b" at the end: These are the scanned back sides of the photo.
      1. You can enable back side scanning from **Settings > Scan Settings** tab.
12. After scanning, you can share, upload, or edit the images using the photo scanner. You can also change the view setting of thumbnails.
- a. You can rotate the scanned images automatically when scanning using Epson FastFoto.

- i. In the Epson FastFoto software, select the **Settings > Advanced Settings** tab, and then enable **Auto Rotation**.
- ii. Depending on the photos, they may not be rotated correctly.
  1. To rotate the scanned images manually, while in the software, select the image you want to rotate, and then click **Edit > Rotate Left/Rotate Right**.

## Auto Feeder Scanner Troubleshooting

Problem	Solution
<p>Photo or document jam in scanner</p>	<ol style="list-style-type: none"> <li>1. Turn off scanner</li> <li>2. Remove docs and photos from input tray</li> <li>3. Pull down cover open lever to open the scanner cover</li> </ol>  <ol style="list-style-type: none"> <li>4. Gently pull out any jammed originals from inside the scanner and from the output tray</li> </ol>  <ol style="list-style-type: none"> <li>5. Close the scanner cover. Turn scanner on and resume scanning.</li> </ol>
<p>Image is distorted or blurry</p>	<p>Make sure your original media is not wrinkled or warped, as this will distort the scan. If the image is still distorted,</p> <ol style="list-style-type: none"> <li>1. In the Epson FastFoto software, select <b>Settings &gt; Scan Settings</b></li> <li>2. In <b>Main Settings</b>, be sure to select the correct <b>Image Type</b> for your media</li> <li>3. In <b>Advanced Settings</b>, select <b>Curled photo correction</b> if your photos are curled.</li> </ol>
<p>Scanned image colors do not match original colors</p>	<p>Printed colors never exactly match colors on the computer monitor because printers and monitors use different color systems.</p> <p>If you would like to adjust the colors in the scanned image:</p> <ol style="list-style-type: none"> <li>1. In the FastFoto software, select <b>Settings &gt; Scan Settings</b>. Make sure to select the correct <b>Image Type</b> for your media</li> <li>2. In the FastFoto software, select <b>Enhance</b> to let the program adjust the image resolution.</li> <li>3. You can also adjust the image using editing software such as Adobe Photoshop.</li> </ol>