

DS-410

User's Guide

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Contents

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About This Manual

Introducing the Manuals.	6
Marks and Symbols.	6
Descriptions Used in this Manual.	6
Operating System References.	7

Important Instructions

Safety Instructions.	8
Restrictions on Copying.	9

Scanner Basics

Part Names and Functions.	10
Buttons and Lights on the Control Panel.	12
Buttons and Lights.	12
Error Indicators.	13
Page Separation Lever.	13
Information on Applications.	14
Epson Scan 2.	14
Document Capture Pro / Document Capture.	14
EPSON Software Updater.	15
Option Items and Consumables Information.	15
Carrier Sheet Codes.	15
Roller Assembly Kit Codes.	16

Specifications of Originals and Placing Originals

Specifications of Originals.	17
General Specifications for Originals being Scanned.	17
Types of Originals that Require Attention.	20
Types of Originals that Must Not be Scanned.	21
Placing Originals.	22
Standard Size Originals.	22
Long Paper.	25
Receipts.	28
Plastic Cards.	29
Large Size Originals.	32
Irregular Shaped Originals.	37
Photographs.	40

Envelopes.	43
Mixture of Originals.	45

Basic Scanning

Scanning Using Epson Scan 2.	48
Required Settings for Special Originals in Epson Scan 2.	51
Setting a Resolution That Suits the Scanning Purpose.	51
Scanning Using Document Capture Pro (Windows).	52
Scanning Using Document Capture (Mac OS).	57
Enabling a Job to Run from the Control Panel (Button Assignment).	63
Assigning a Job to the Control Panel (Windows).	64
Assigning a Job to the Control Panel (Mac OS).	64
Scanning Using a Scanner Button.	65

Advanced Scanning

Scanning Different Sizes or Types of Originals One by One (Automatic Feeding Mode).	66
Creating Scanned Images to Suit Your Needs.	67
Image Adjustment Features.	67
Saving as a Searchable PDF.	73
Saving as an Office Format File (for Windows Only).	74
Setting a Job (Scan, Save, and Send).	76
Creating and Registering a Job (Windows).	76
Creating and Registering a Job (Mac OS).	77
Separation Feature (for Windows Only).	77
Sorting and Saving Scanned Images into a Separate Folder.	79

Maintenance

Cleaning Outside the Scanner.	85
Cleaning Inside the Scanner.	85
Replacing the Roller Assembly Kit.	89
Resetting the Number of Scans.	93
Energy Saving.	94
Transporting the Scanner.	95
Updating Applications and Firmware.	96

Contents

Solving Problems

Scanner Problems.	98
Scanner Lights Indicate an Error.	98
The Scanner Does Not Turn On.	98
Problems Starting Scanning.	98
Cannot Start Epson Scan 2.	98
Pressing a Scanner Button Does Not Start the Correct Application.	99
Paper Feeding Problems.	99
Multiple Originals Are Fed.	99
Removing Jammed Originals from the Scanner.	99
The Original Jams in the Scanner Frequently.	101
Detect Double Feed Does Not Work.	101
Paper Protection Does Not Work.	102
The Originals Get Dirty.	102
Scanning Takes a Long Time.	102
Scanned Image Problems.	103
Straight Lines Appear when Scanning from ADF.	103
The Image Quality is Rough.	103
Colors Bleed.	103
Expanding or Contracting the Scanned Image.	104
Offset Appears in the Background of Images.	104
Text is Blurred.	104
Moiré Patterns (Web-Like Shadows) Appear.	105
The Edge of the Original is Not Scanned when Automatically Detecting the Size of the Original.	105
Text is Not Recognized Correctly when Saving as a Searchable PDF.	105
Cannot Solve Problems in the Scanned Image.	106
Uninstalling and Installing Applications.	107
Uninstalling Your Applications.	107
Installing Your Applications.	108

Technical Specifications

General Scanner Specifications.	109
Dimensional Specifications.	110
Electrical Specifications.	110
Scanner Electrical Specifications.	110
AC Adapter Electrical Specifications.	110
Environmental Specifications.	110
System Requirements.	111

Standards and Approvals

Standards and Approvals for U.S. Models.	112
Standards and Approvals for European Models.	112

Where to Get Help

Technical Support Web Site.	113
Contacting Epson Support.	113
Before Contacting Epson.	113
Help for Users in Europe.	113
Help for Users in Singapore.	114
Help for Users in Thailand.	114
Help for Users in Vietnam.	114
Help for Users in Indonesia.	115
Help for Users in Malaysia.	116
Help for Users in India.	117
Help for Users in the Philippines.	117

About This Manual

Introducing the Manuals

The latest versions of the following manuals are available from the Epson support website.

<http://www.epson.eu/Support> (Europe)

<http://support.epson.net/> (outside Europe)

❑ Setup Guide (paper manual)

Provides you with information on setting up the product and installing the application.

❑ User's Guide (digital manual)

Provides instructions on using the product, maintenance, and solving problems.

As well as the manuals above, see the help included in the various Epson applications.

Marks and Symbols



Caution:

Instructions that must be followed carefully to avoid bodily injury.



Important:

Instructions that must be observed to avoid damage to your equipment.

Note:

Provides complementary and reference information.

Related Information

➔ Links to related sections.

Descriptions Used in this Manual

- ❑ Screenshots for the applications are from Windows 10 or macOS Sierra. The content displayed on the screens varies depending on the model and situation.
- ❑ Illustrations used in this manual are for reference only. Although they may differ slightly from the actual product, the operating methods are the same.

Operating System References

Windows

In this manual, terms such as "Windows 10", "Windows 8.1", "Windows 8", "Windows 7", "Windows Vista", "Windows XP", "Windows Server 2016", "Windows Server 2012 R2", "Windows Server 2012", "Windows Server 2008 R2", "Windows Server 2008", "Windows Server 2003 R2", and "Windows Server 2003" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions and "Windows Server" is used to refer to "Windows Server 2016", "Windows Server 2012 R2", "Windows Server 2012", "Windows Server 2008 R2", "Windows Server 2008", "Windows Server 2003 R2", and "Windows Server 2003".

- ☐ Microsoft® Windows® 10 operating system
- ☐ Microsoft® Windows® 8.1 operating system
- ☐ Microsoft® Windows® 8 operating system
- ☐ Microsoft® Windows® 7 operating system
- ☐ Microsoft® Windows Vista® operating system
- ☐ Microsoft® Windows® XP operating system Service Pack 3
- ☐ Microsoft® Windows® XP Professional x64 Edition operating system Service Pack 2
- ☐ Microsoft® Windows Server® 2016 operating system
- ☐ Microsoft® Windows Server® 2012 R2 operating system
- ☐ Microsoft® Windows Server® 2012 operating system
- ☐ Microsoft® Windows Server® 2008 R2 operating system
- ☐ Microsoft® Windows Server® 2008 operating system
- ☐ Microsoft® Windows Server® 2003 R2 operating system
- ☐ Microsoft® Windows Server® 2003 operating system Service Pack 2

Mac OS

In this manual, "Mac OS" is used to refer to macOS Sierra, OS X El Capitan, OS X Yosemite, OS X Mavericks, OS X Mountain Lion, Mac OS X v10.7.x, and Mac OS X v10.6.8.

Important Instructions

Safety Instructions

Read and follow these instructions to ensure safe use of this product and options. Make sure you keep this manual for future reference. Also, be sure to follow all warnings and instructions marked on the product and options.

- ☐ Some of the symbols used on your product and options are to ensure safety and proper use of the product. Visit the following Web site to learn the meaning of the symbols.
<http://support.epson.net/symbols>
- ☐ Place the product and options on a flat, stable surface that extends beyond the base of the product and options in all directions. If you place the product and options by the wall, leave more than 10 cm between the back of the product and options and the wall.
- ☐ Place the product and options close enough to the computer for the interface cable to reach it easily. Do not place or store the product and options or the AC adapter outdoors, near excessive dirt or dust, water, heat sources, or in locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity.
- ☐ Do not use with wet hands.
- ☐ Place the product and options near an electrical outlet where the adapter can be easily unplugged.
- ☐ The AC adapter cord should be placed to avoid abrasions, cuts, fraying, crimping, and kinking. Do not place objects on top of the cord and do not allow the AC adapter or the cord to be stepped on or run over. Be particularly careful to keep the cord straight at the end.
- ☐ Use only the power cord supplied with the product and do not use the cord with any other equipment. Use of other cords with this product or the use of the supplied power cord with other equipment may result in fire or electric shock.
- ☐ Use only the AC adapter that comes with your product. Using any other adapter could cause fire, electrical shock, or injury.
- ☐ The AC adapter is designed for use with the product with which it was included. Do not attempt to use it with other electronic devices unless specified.
- ☐ Use only the type of power source indicated on the AC adapter's label, and always supply power directly from a standard domestic electrical outlet with the AC adapter that meets the relevant local safety standards.
- ☐ When connecting this product and options to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- ☐ Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.
- ☐ If you use an extension cord with the product, make sure the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total ampere rating of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- ☐ Never disassemble, modify, or attempt to repair the AC adapter, product, or product options by yourself except as specifically explained in the product's guides.
- ☐ Do not insert objects into any opening as they may touch dangerous voltage points or short out parts. Beware of electrical shock hazards.
- ☐ If damage occurs to the plug, replace the cord set or consult a qualified electrician. If there are fuses in the plug, make sure you replace them with fuses of the correct size and rating.

Important Instructions

- ❑ Unplug the product, options, and the AC adapter, and refer servicing to qualified service personnel under the following conditions: The AC adapter or plug is damaged; liquid has entered the product, options, or the AC adapter; the product or the AC adapter has been dropped or the case has been damaged; the product, options, or the AC adapter does not operate normally or exhibits a distinct change in performance. (Do not adjust controls that are not covered by the operating instructions.)
- ❑ Unplug the product and the AC adapter before cleaning. Clean with a damp cloth only. Do not use liquid or aerosol cleaners except as specifically explained in the product's guides.
- ❑ If you are not going to use the product for a long period, be sure to unplug the AC adapter from the electrical outlet.
- ❑ After replacing consumable parts, dispose of them correctly following the rules of your local authority. Do not disassemble them.

Restrictions on Copying

Observe the following restrictions to ensure the responsible and legal use of your product.

Copying of the following items is prohibited by law:

- ❑ Bank bills, coins, government-issued marketable securities, government bond securities, and municipal securities
- ❑ Unused postage stamps, pre-stamped postcards, and other official postal items bearing valid postage
- ❑ Government-issued revenue stamps, and securities issued according to legal procedure

Exercise caution when copying the following items:

- ❑ Private marketable securities (stock certificates, negotiable notes, checks, etc.), monthly passes, concession tickets, etc.
- ❑ Passports, driver's licenses, warrants of fitness, road passes, food stamps, tickets, etc.

Note:

Copying these items may also be prohibited by law.

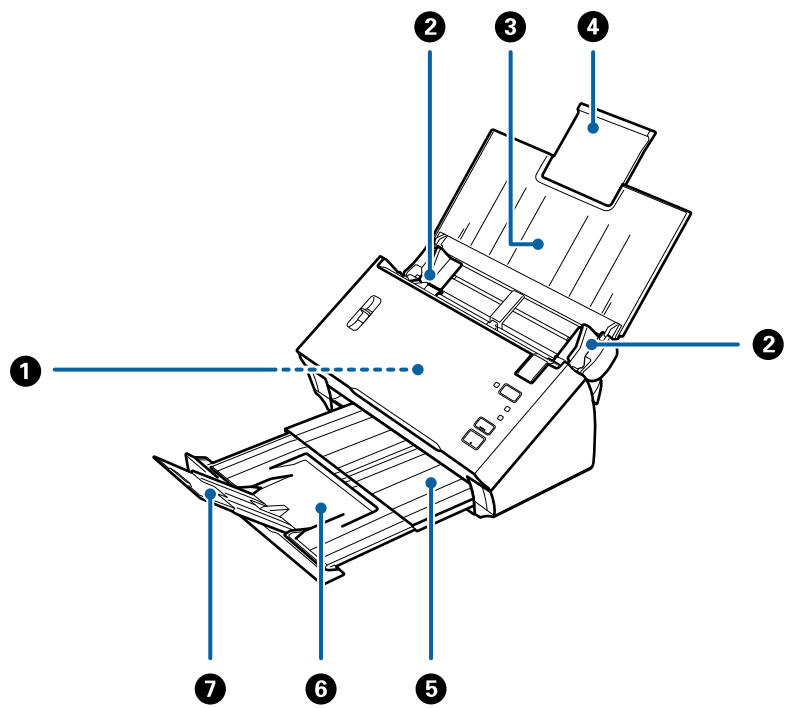
Responsible use of copyrighted materials:

Products can be misused by improperly copying copyrighted materials. Unless acting on the advice of a knowledgeable attorney, be responsible and respectful by obtaining the permission of the copyright holder before copying published material.

Scanner Basics

Part Names and Functions

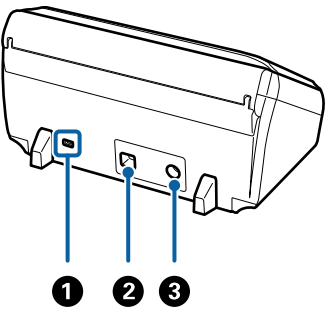
Front



❶	ADF (Automatic Document Feeder)	Feeds loaded originals automatically.
❷	Edge guides	Feeds originals straight into the scanner. Slide to the edges of the originals.
❸	Input tray	Loads originals. Pull out the tray extension if originals are too big for the input tray. This prevents paper from curling and causing paper jams.
❹	Input tray extension	
❺	Output tray	Holds originals ejected from the scanner. Pull out the extension tray to the length of the originals.
❻	Output tray extension	
❼	Stopper	Prevents ejected originals from falling off the extension tray. Adjust it to the length of the originals.

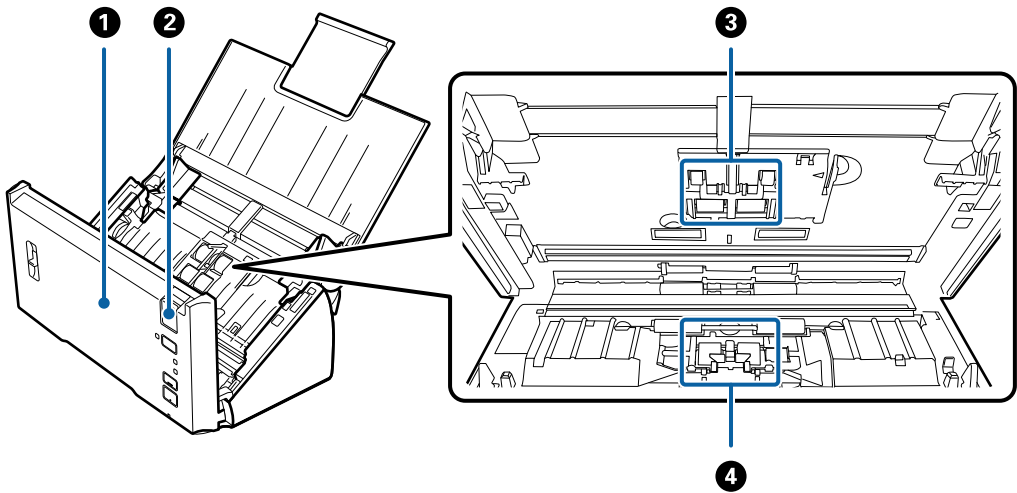
Scanner Basics

Back



1	Security slot	Inserts a security lock for theft prevention.
2	USB port	Connects a USB cable.
3	DC inlet	Connects the AC adapter.

Inside



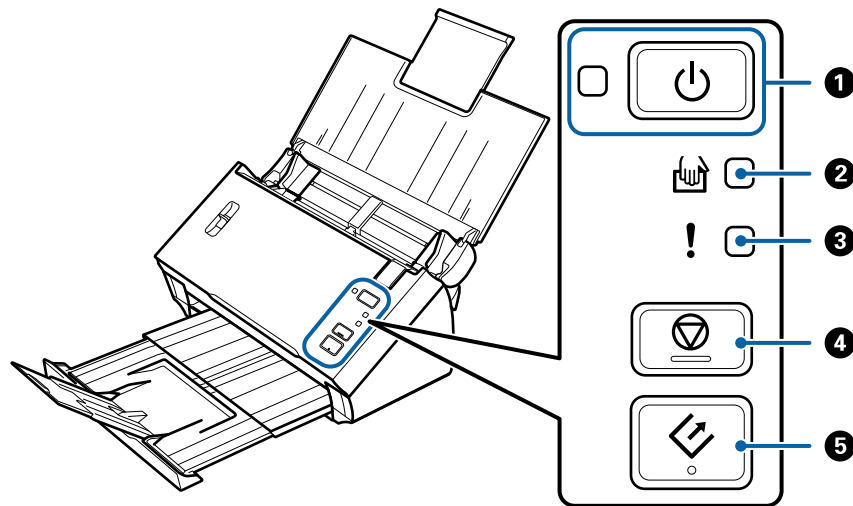
1	Scanner cover	Pull the cover open lever and open the scanner cover when cleaning inside of the scanner and removing jammed paper.
2	Cover open lever	Pull the cover open lever and open the scanner cover.
3	Pickup roller	Feeds originals. This needs to be replaced when the number of scans exceeds the service number of papers. Replace both upper and lower rollers.
4	Separation roller	Feeds originals separately one by one. This needs to be replaced when the number of scans exceeds the service number of papers.

Related Information

- ➡ [“Cleaning Inside the Scanner” on page 85](#)
- ➡ [“Replacing the Roller Assembly Kit” on page 89](#)

Buttons and Lights on the Control Panel

Buttons and Lights



❶		Power button	Turns the scanner on or off.	
		Power light	On:	The scanner is ready to be used.
			Flashing:	The scanner is scanning, waiting to scan, processing, or sleeping.
			Off:	The scanner cannot be used because the power is off or an error has occurred.
❷		Automatic Feeding Mode light	The scanner is in Automatic Feeding Mode. Scanning starts when an original is placed in the input tray.	
❸		Error light	An error has occurred. See “Error Indicators” for more details.	
❹		Stop button	☐ Cancels scanning. ☐ Finishes Automatic Feeding Mode.	
❺		Start button	☐ Starts scanning. ☐ Press this when cleaning the inside of the scanner.	

Related Information

- ➔ [“Error Indicators” on page 13](#)
- ➔ [“Scanning Different Sizes or Types of Originals One by One \(Automatic Feeding Mode\)” on page 66](#)
- ➔ [“Cleaning Inside the Scanner” on page 85](#)

Error Indicators

Scanner errors

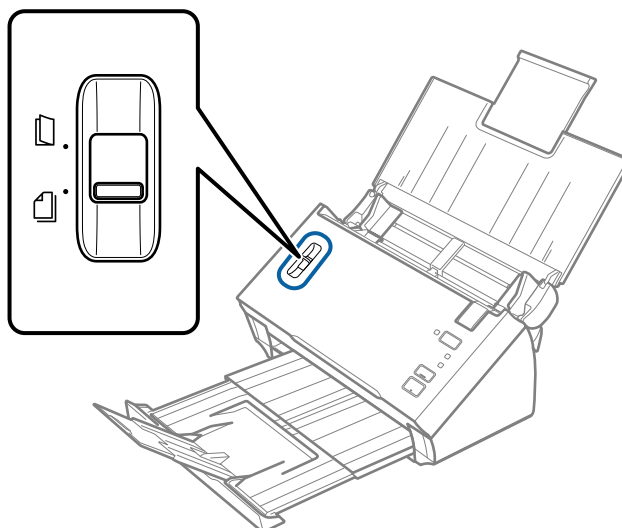
Indicators	Situation	Solutions
 Flashing  On	A paper jam or double feed occurred.	Open the scanner cover, and then remove jammed originals. Close the cover to release the error. Load the originals again.
	The scanner cover is opened.	Close the scanner cover.
 Flashing  Flashing Flashing simultaneously	A fatal error has occurred.	Turn the power off and on again. If the error continues to occur, contact your local dealer.
 Off  On  On	The scanner has started in recovery mode because the firmware update failed.	Follow the steps below to try to update the firmware again. 1. Connect the computer and the scanner with a USB cable. (During recovery mode, you cannot update the firmware over a network connection.) 2. Visit your local Epson website for further instructions.

Related Information

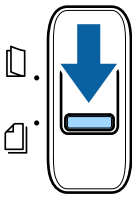
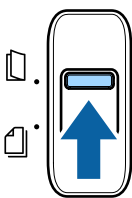
➔ [“Removing Jammed Originals from the Scanner” on page 99](#)

Page Separation Lever

Change the position of the page separation lever depending on the type of document you are going to scan.



Scanner Basics

	Separation feeding	You should normally use separation feeding. Documents with multiple pages are fed one sheet at a time.
	Non Separation feeding	Use this when scanning special documents such as folded documents, plastic cards, carrier sheets, and so on. Scanning is performed without separating the documents.

Information on Applications

This section introduces the software products available for your scanner. The latest software can be installed at the Epson Web site.

Epson Scan 2

Epson Scan 2 is a driver for controlling your scanner, enabling a variety of scan settings. This also allows you to start either as a standalone application or by using TWAIN-compliant application software.

See the Epson Scan 2 help for details on using the application.

Document Capture Pro / Document Capture

Document Capture Pro is an application that allows you to easily digitize originals such as documents and forms.

You can save scanned images to a specified folder, send by email, and perform copying functions by linking to a printer. You can also split documents by using separation information such as barcodes and automatically process new files. This allows you to streamline the way electronic documents are handled, such as reading large documents and making best use of network capabilities.

Document Capture Pro is for Windows only. For Mac OS, use Document Capture.

See the Document Capture Pro help (Windows) or Document Capture help (Mac OS) for details on using the application.

Note:

Document Capture Pro does not support Windows Vista, Windows XP, and Windows Server.

Job:

When performed in order, the following operations are known as a job: **1. Scan > 2. Save > 3. Send.**

By registering a series of operations in advance as a job, you can perform all of the operations by simply selecting the job. By assigning a job to the scanner's control panel, you can start a job from the control panel (Button Assignment).

Scanner Basics

Separation Function:

You can automatically process complicated sorting or organizing by using a variety of detection methods such as blank pages with/without barcodes which are inserted between the originals, or barcodes on the originals.

You can also sort multiple scanned images as separate files and save each file in specific folders by using these methods or by setting specific pages.

EPSON Software Updater

EPSON Software Updater is an application that checks for new or updated applications on the internet and installs them.

You can also update the scanner's digital manual.

Note:

Windows Server operating systems are not supported.

Option Items and Consumables Information

Carrier Sheet Codes

Using a Carrier Sheet allows you to scan irregular shaped originals or photos that can be easily scratched. You can scan originals larger than A4 size with a carrier sheet by folding it in half.

Part name	Codes*
Carrier Sheet	B12B813431

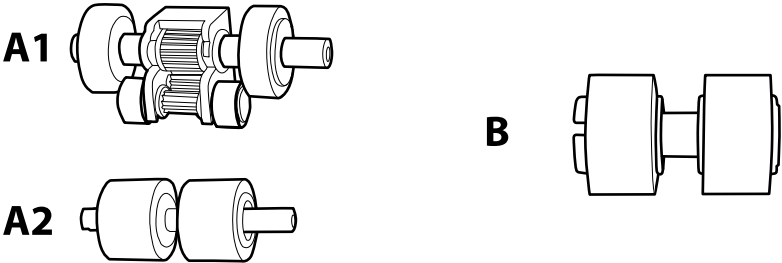
* You can only use the carrier sheet with the code.

Related Information

- ➡ [“Specifications for Originals Using the Carrier Sheet” on page 19](#)
- ➡ [“Placing Large Size Originals with the Carrier Sheet” on page 35](#)
- ➡ [“Placing Irregular Shaped Originals” on page 38](#)
- ➡ [“Placing Photographs” on page 40](#)

Roller Assembly Kit Codes

Parts (the pickup roller and a separation roller) should be replaced when the number of scans exceeds the service number. Use dedicated parts with the roller axis in blue. You can check the latest number of scans in Epson Scan 2 Utility.



A1: upper pickup roller, A2: lower pickup roller, B: separation roller

Part name	Codes ^{*1}	Life cycle
Roller Assembly Kit	B12B819381 B12B819391 (China only) B12B819401 (India only)	100,000 ^{*2}

^{*1} You cannot use any parts except for the codes specified.

^{*2} This number was reached by consecutively scanning using Epson test original papers, and is a guide to the replacement cycle. The replacement cycle may vary depending on different paper types, such as paper that generates a lot of paper dust or paper with a rough surface that may shorten the life cycle.

Related Information

- ➡ [“Replacing the Roller Assembly Kit” on page 89](#)
- ➡ [“Resetting the Number of Scans” on page 93](#)

Specifications of Originals and Placing Originals

Specifications of Originals

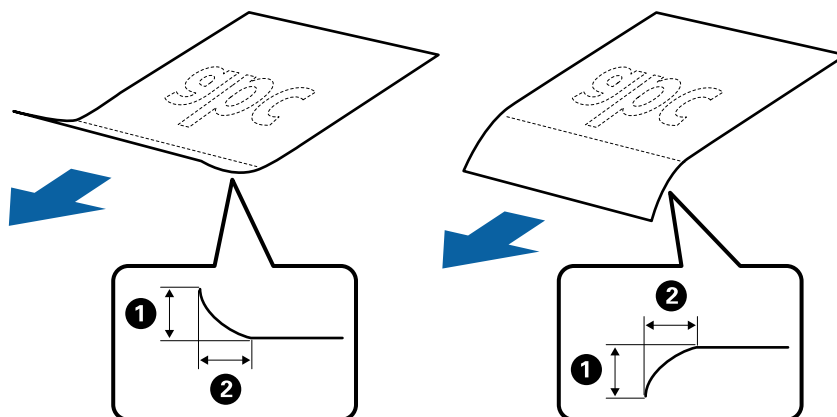
This section explains the specifications and conditions of originals that can be loaded in the ADF.

General Specifications for Originals being Scanned

Type of Original	Thickness	Size
Plain paper	50 to 209 g/m ²	Maximum (single sided): 215.9×3,048 mm (8.5×120 in.)
Fine paper	Plastic cards: 1.24 mm (0.05 in.) or less (including emboss)	Maximum (double sided): 215.9×2,032 mm (8.5×80 in.)
Recycled paper		Minimum: 50.8×50.8 mm (2.0×2.0 in.)
Post card		The loadable size varies depending on the type of originals.
Business card		
Envelopes		
Plastic cards complying with ISO7810 ID-1 type (with or without emboss)		

Note:

- ❑ All originals must be flat and straight at the leading edge.
- ❑ Make sure ① is less than 5 mm, if the leading edge of the original is curled.
 if ① is from 5 mm or less than 30 mm, and ② is 30 mm or more, the original may not be scanned successfully.
 You cannot scan originals for which ① is 5 mm or more, and ② is less than 30 mm.
 Try to flatten the curled originals before scanning.



- ❑ Even when the original meets the specifications for originals that can be placed in the ADF, it may not feed from the ADF or the scan quality may decline depending on the paper properties or quality.

Specifications of Originals and Placing Originals

Specifications of Standard Size Originals

The list of the standard size originals you can load on the scanner.

Size	Measurement	Thickness	Paper Type	Loading Capacity *
Legal	215.9×355.6 mm (8.5×14 in.)	50 to 209 g/m ²	Plain paper Fine paper Recycled paper	Thickness of the originals stack: under 8 mm (0.31 in.) 80 g/m ² : 50 sheets The loading capacity varies depending on the paper type.
Letter	215.9×279.4 mm (8.5×11 in.)			Thickness of the originals stack: under 8 mm (0.31 in.) 50 g/m ² : 70 sheets 80 g/m ² : 50 sheets 130 g/m ² : 30 sheets 209 g/m ² : 15 sheets The loading capacity varies depending on the paper type.
A4	210×297 mm (8.3×11.7 in.)			
B5	182×257 mm (7.2×10.1 in.)			
A5	148×210 mm (5.8×8.3 in.)			
B6	128×182 mm (5.0×7.2 in.)			
A6	105×148 mm (4.1×5.8 in.)			
A8	52×74 mm (2.1×2.9 in.)			
Business Card	55×89 mm (2.1×3.4 in.)	210 g/m ²		Thickness of the originals stack: under 8 mm (0.31 in.) 15 sheets

* You can refill the originals up to the maximum capacity during scanning.

Specifications of Long Paper

The specification of long paper you can load into the scanner.

Specifications of Originals and Placing Originals

Size	Thickness	Paper Type	Loading Capacity
Width: 50.8 to 215.9 mm (2.0 to 8.5 in.) Length (single sided): 393.8 to 3048.0 mm (15.5 to 120.0 in.) Length (double sided): 393.8 to 2032.0 mm (15.5 to 80.0 in.)	50 to 130 g/m ²	Plain paper Fine paper Recycled paper	1 sheet

Specifications of Receipts

The specifications of receipts that you can load into the scanner.

Size	Thickness	Paper Type	Loading Capacity
Width: 76.2 to 215.9 mm (3.0 to 8.5 in.) Length: 76.2 to 393.7 mm (3.0 to 15.5 in.)	50 to 130 g/m ²	Plain paper Fine paper Recycled paper Thermal paper *	50 sheets
Width: 76.2 to 215.9 mm (3.0 to 8.5 in.) Length: 393.8 to 3048.0 mm (15.5 to 120.0 in.)	50 to 130 g/m ²	Plain paper Fine paper Recycled paper Thermal paper *	1 sheet

* Thermal paper may not be successfully scanned.

Specifications of Plastic Cards

The specification of plastic card you can load into the scanner.

Size	Card Type	Thickness	Loading Capacity	Loading Direction
ISO7810 ID-1 Type 54.0×85.6 mm (2.1×3.3 in.)	With embossing	1.24 mm (0.05 in.) or less	1 card	Horizontal (Landscape)
	Without embossing	1.00 mm (0.04 in.) or less	1 card	

Specifications for Originals Using the Carrier Sheet

The optional Carrier Sheet is a sheet designed to transport originals through the scanner. You can scan originals that are larger than A4/Letter size, important documents or photos which must not be damaged, thin paper, irregular shaped originals, and so on.

The following table provides the conditions for using the Carrier Sheet.

Specifications of Originals and Placing Originals

Type	Size	Thickness	Loading Capacity of the Carrier Sheet
Originals that cannot be loaded directly into the scanner	A3* ¹ A4 B4* ¹ Letter Legal* ¹ B5 A5 B6 A6 A8 Custom size: ☐ Width: up to 431.8 mm (17 in.) * ² ☐ Length: up to 297 mm (11.7 in.) * ³	0.3 mm (0.012 in.) or less (excluding the thickness of the Carrier Sheet)	1 sheet

*1 Fold in half to set.

*2 Originals that are wider than 215.9 mm (8.5 in.) need to be folded in half.

*3 The leading edge of the original must be placed at the binding part of the Carrier Sheet when scanning an original approximately 297 mm (11.7 in.) long. Otherwise, the length of the scanned image may be longer than intended as the scanner scans to the end of the Carrier Sheet when you select **Auto Detect** as the **Document Size** setting in Epson Scan 2.

Related Information

➔ [“Carrier Sheet Codes” on page 15](#)

Specifications of Envelopes

The specification of envelopes you can load into the scanner.

Size	Measurement	Thickness	Loading Capacity
C6	114×162 mm (4.49×6.38 in.) (standard size)	0.38 mm (0.015 in.) or less	1 envelope
DL	110×220 mm (4.33×8.66 in.) (standard size)		

Types of Originals that Require Attention

The following types of originals may not be successfully scanned.

- ☐ Originals with an uneven surface such as letter head paper.
- ☐ Originals with crinkles or fold lines
- ☐ Original with labels or stickers

Specifications of Originals and Placing Originals

- ☐ Curled originals
- ☐ Coated paper
- ☐ Thermal paper
- ☐ Originals with punch holes
- ☐ Originals with folded corners
- ☐ Thick originals
- ☐ Laminated cards

Note:

- ☐ *To scan delicate originals or originals that are easily crinkled, use the Carrier Sheet (sold separately).*
- ☐ *Labels or stickers must be firmly stuck to the originals with no glue protruding.*
- ☐ *Try to flatten the curled originals before scanning.*

Related Information

- ➔ [“Scanner Basics” on page 10](#)
- ➔ [“Maintenance” on page 85](#)

Types of Originals that Must Not be Scanned

The following types of originals must not be scanned.

- ☐ Photos
- ☐ Photo paper
- ☐ Booklets
- ☐ Non-paper original (such as clear files, fabric, and metal foil)
- ☐ Originals with staples or paper clips
- ☐ Originals with glue attached
- ☐ Ripped originals
- ☐ Heavily wrinkled or curled originals
- ☐ Transparent originals such as OHP film
- ☐ Originals with carbon paper on the back
- ☐ Carbon-less paper
- ☐ Originals with wet ink
- ☐ Originals with sticky notes attached
- ☐ Perforated originals

Note:

- ☐ *Do not feed photos, valuable original artwork, or important documents which you do not want to damage or deface into the scanner directly. Misfeeding may wrinkle or damage the original. When scanning such originals, make sure you use the Carrier Sheet (sold separately).*
- ☐ *Rippled, wrinkled, or curled originals can also be scanned if you use the Carrier Sheet (sold separately).*

Specifications of Originals and Placing Originals

Related Information

➔ [“Photographs” on page 40](#)

Placing Originals

Standard Size Originals

Specifications of Standard Size Originals

The list of the standard size originals you can load on the scanner.

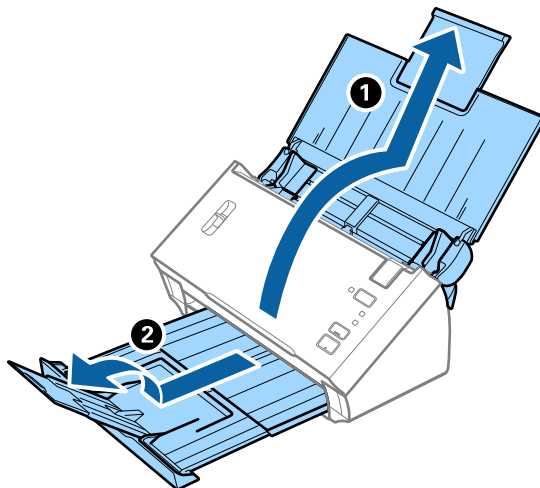
Size	Measurement	Thickness	Paper Type	Loading Capacity *
Legal	215.9×355.6 mm (8.5×14 in.)	50 to 209 g/m ²	Plain paper Fine paper Recycled paper	Thickness of the originals stack: under 8 mm (0.31 in.) 80 g/m ² : 50 sheets The loading capacity varies depending on the paper type.
Letter	215.9×279.4 mm (8.5×11 in.)			Thickness of the originals stack: under 8 mm (0.31 in.) 50 g/m ² : 70 sheets 80 g/m ² : 50 sheets 130 g/m ² : 30 sheets 209 g/m ² : 15 sheets The loading capacity varies depending on the paper type.
A4	210×297 mm (8.3×11.7 in.)			
B5	182×257 mm (7.2×10.1 in.)			
A5	148×210 mm (5.8×8.3 in.)			
B6	128×182 mm (5.0×7.2 in.)			
A6	105×148 mm (4.1×5.8 in.)			
A8	52×74 mm (2.1×2.9 in.)			
Business Card	55×89 mm (2.1×3.4 in.)	210 g/m ²		Thickness of the originals stack: under 8 mm (0.31 in.) 15 sheets

* You can refill the originals up to the maximum capacity during scanning.

Specifications of Originals and Placing Originals

Placing Standard Size Originals

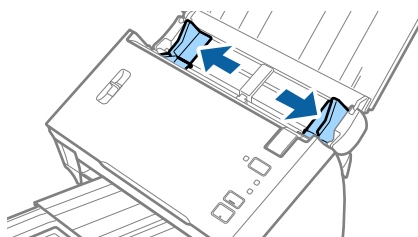
1. Open the input tray and extend the input tray extension. Slide out the output tray, extend the output tray extension, and then raise the stopper.



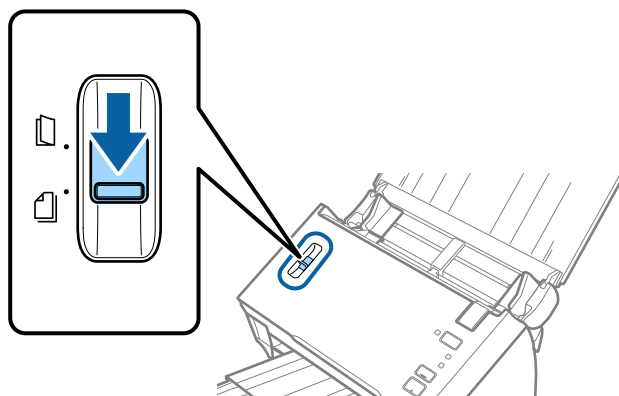
Note:

- ❑ For A4 size or larger originals, make sure you pull out and extend the input tray extension.
- ❑ Make sure you pull out and extend the output tray extensions, and raise the stopper so that the ejected originals can be stacked comfortably on the output tray.
- ❑ If originals bump into the output tray and fall from it, store the output tray and do not use it to stack the ejected originals.
- ❑ If scanned images are still affected by ejected originals hitting the surface below the scanner, we recommend placing the scanner on the edge of a table where the ejected originals can drop freely and you can catch them.

2. Slide the edge guides on the input tray all the way out.



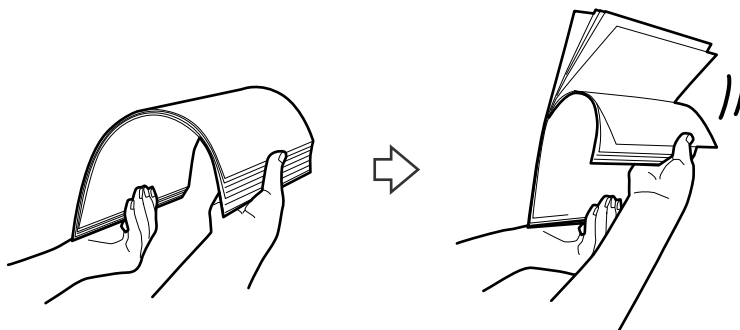
3. Lower the page separation lever.



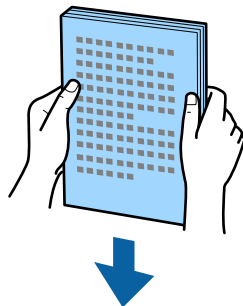
Specifications of Originals and Placing Originals

4. Fan the originals.

Hold both ends of the originals and fan them a few times.

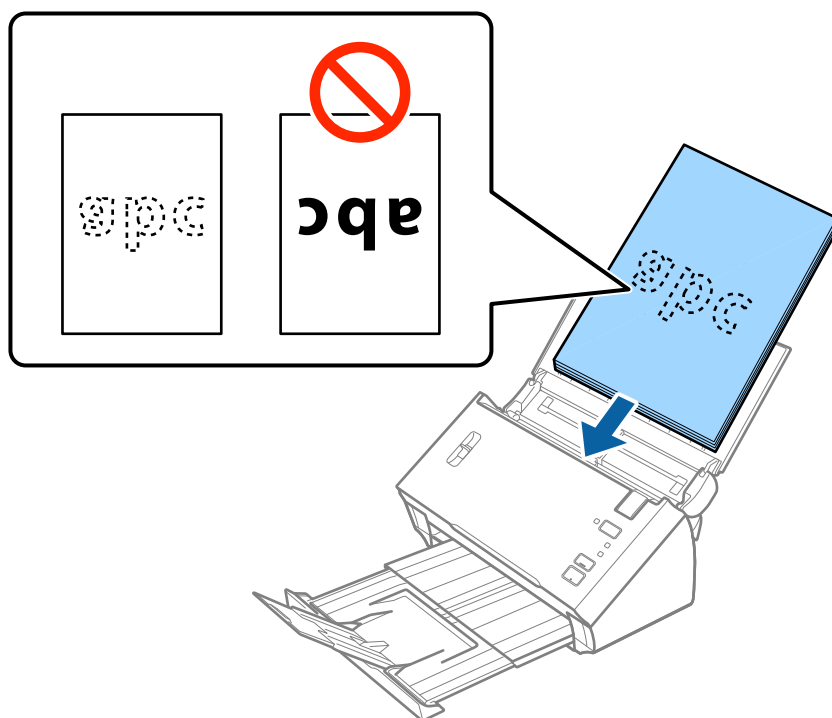


5. Align the edges of the originals.



6. Load the originals into the input tray facing down with the top edge facing into the ADF.

Slide the originals into the ADF until they meet resistance.

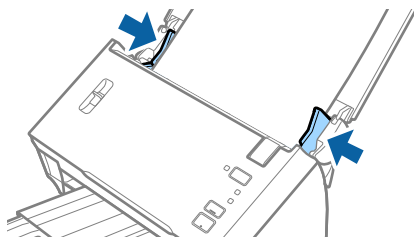


Note:

Load business cards horizontally.

Specifications of Originals and Placing Originals

- Slide the edge guides to fit the edge of the originals making sure there are no gaps between the originals and the edge guides. Otherwise, the originals may be fed skewed.



Note:

When scanning originals with punch holes such as loose leaf paper, load the originals with the holes facing the side or facing down. Make sure that the edges of the punch holes do not have burrs or curls.

Long Paper

Specifications of Long Paper

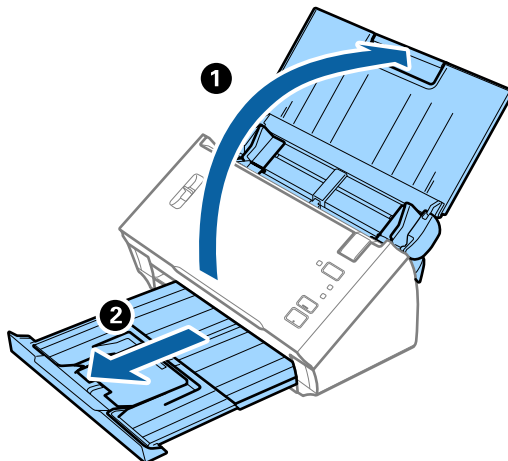
The specification of long paper you can load into the scanner.

Size	Thickness	Paper Type	Loading Capacity
Width: 50.8 to 215.9 mm (2.0 to 8.5 in.) Length (single sided): 393.8 to 3048.0 mm (15.5 to 120.0 in.) Length (double sided): 393.8 to 2032.0 mm (15.5 to 80.0 in.)	50 to 130 g/m ²	Plain paper Fine paper Recycled paper	1 sheet

Specifications of Originals and Placing Originals

Placing Long Paper

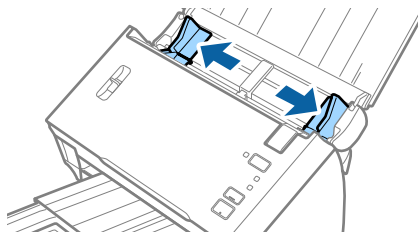
1. Open the input tray, and then slide out the output tray.



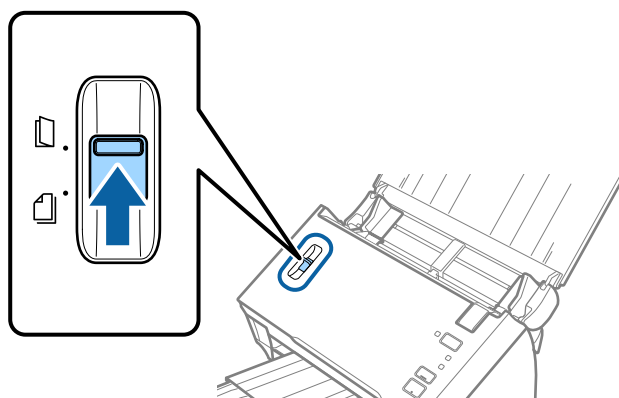
Note:

Do not extend the input tray extension and output tray extensions and do not raise the stopper.

2. Slide the edge guides on the input tray all the way out.

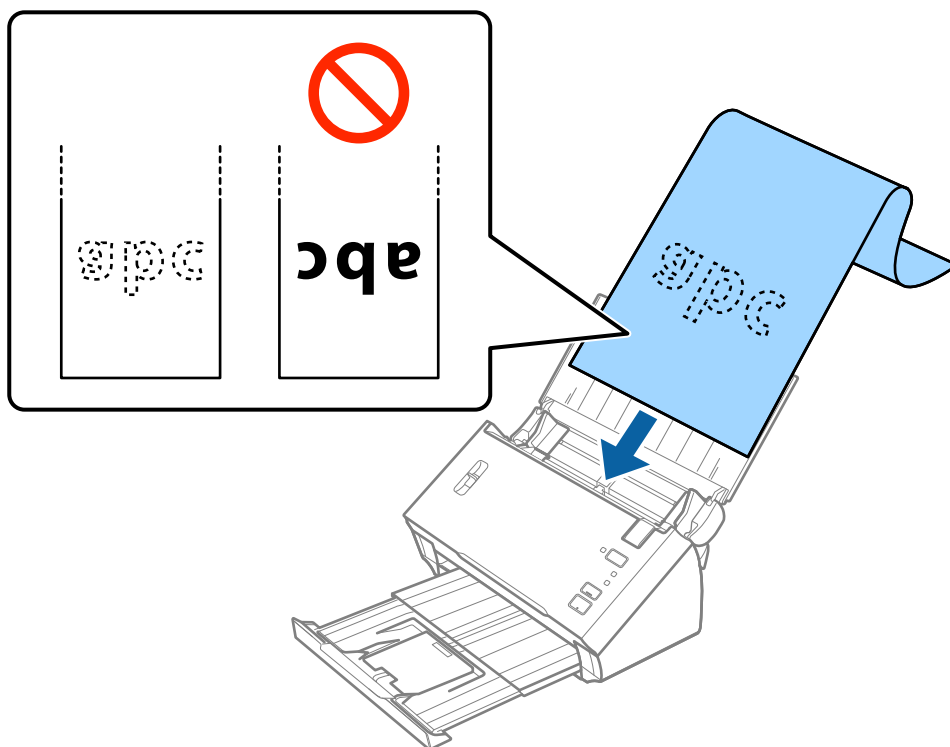


3. Raise the page separation lever.

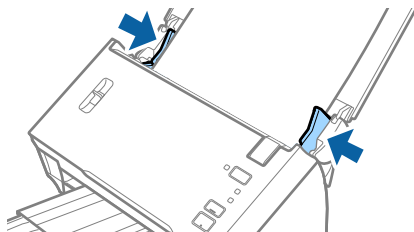


Specifications of Originals and Placing Originals

4. Load the original straight into the input tray, facing down with the top edge facing into the ADF.
Slide the original into the ADF until it meets resistance.



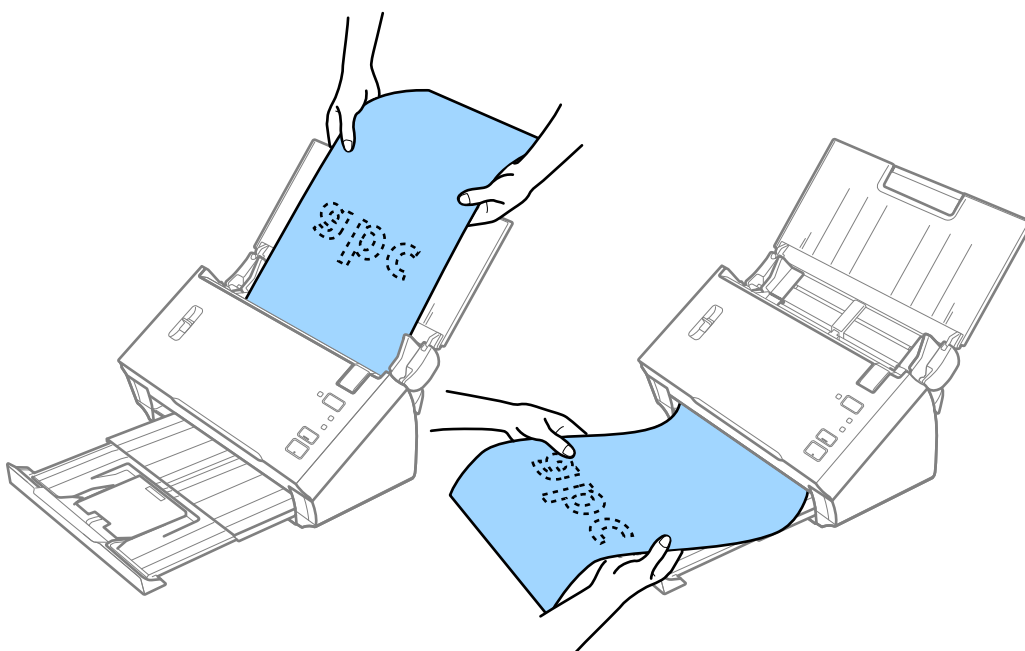
5. Adjust the edge guides to fit the edge of the long paper making sure there are no gaps between the edge of the paper and the edge guides. Otherwise, the originals may be fed skewed.



Specifications of Originals and Placing Originals

Note:

- ❑ You can scan single sided long paper up to 3,048 mm (120 inches) in length with a resolution of 300 dpi or less, double sided long paper up to 2,032 mm (80 inches) with a resolution of 300 dpi or less.
- ❑ You need to specify the paper size in Epson Scan 2. There are three ways to specify the paper size in Epson Scan 2. Select **Auto Detect (Long Paper)** to detect the size automatically.
To specify the paper size yourself, select **Customize**, and then select the size of the paper. To detect only the paper length automatically, use **Detect paper length**.
- ❑ Support the long paper at the input side so that it does not drop out of the ADF, and the output side so that the ejected paper does not fall from the output tray.



Related Information

➡ [“Required Settings for Special Originals in Epson Scan 2” on page 51](#)

Receipts

Specifications of Receipts

The specifications of receipts that you can load into the scanner.

Size	Thickness	Paper Type	Loading Capacity
Width: 76.2 to 215.9 mm (3.0 to 8.5 in.) Length: 76.2 to 393.7 mm (3.0 to 15.5 in.)	50 to 130 g/m ²	Plain paper Fine paper Recycled paper Thermal paper *	50 sheets

Specifications of Originals and Placing Originals

Size	Thickness	Paper Type	Loading Capacity
Width: 76.2 to 215.9 mm (3.0 to 8.5 in.) Length: 393.8 to 3048.0 mm (15.5 to 120.0 in.)	50 to 130 g/m ²	Plain paper Fine paper Recycled paper Thermal paper *	1 sheet

* Thermal paper may not be successfully scanned.

Placing Receipts

To place receipts, see the section on placing long paper.

Related Information

➡ [“Placing Long Paper” on page 26](#)

Plastic Cards

Specifications of Plastic Cards

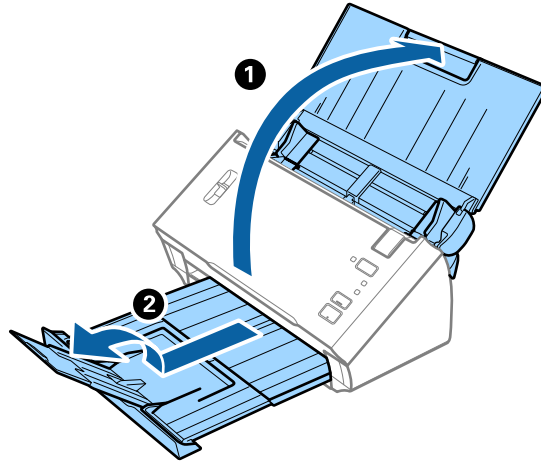
The specification of plastic card you can load into the scanner.

Size	Card Type	Thickness	Loading Capacity	Loading Direction
ISO7810 ID-1 Type 54.0×85.6 mm (2.1×3.3 in.)	With embossing	1.24 mm (0.05 in.) or less	1 card	Horizontal (Landscape)
	Without embossing	1.00 mm (0.04 in.) or less	1 card	

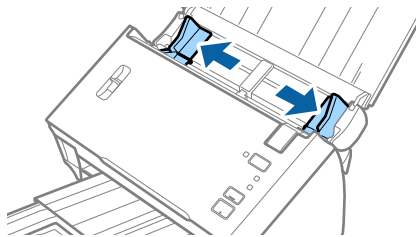
Specifications of Originals and Placing Originals

Placing Plastic Cards

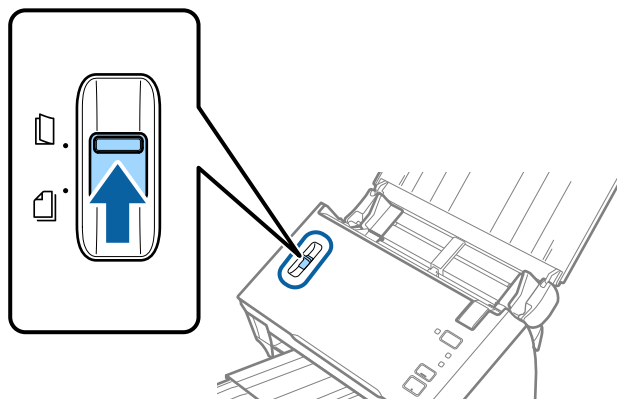
1. Open the input tray, and then slide out the output tray and raise the stopper.



2. Slide the edge guides on the input tray all the way out.

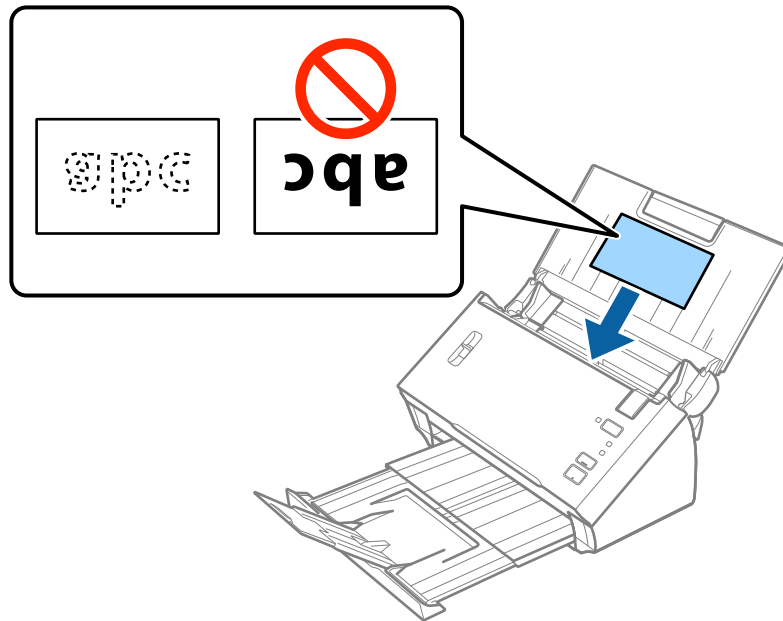


3. Raise the page separation lever.



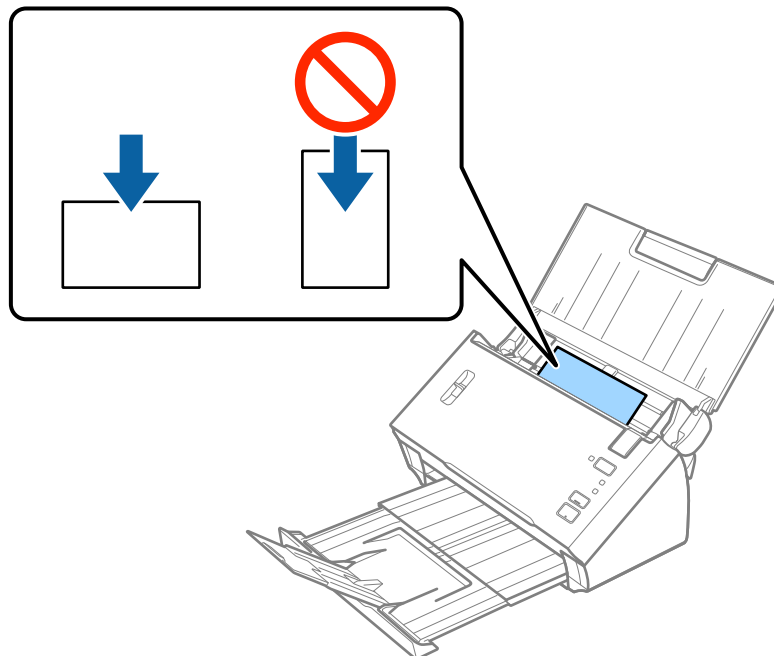
Specifications of Originals and Placing Originals

4. Load the plastic cards into the input tray facing down with the top edge facing into the ADF.
Slide the plastic cards into the ADF until they meet resistance.



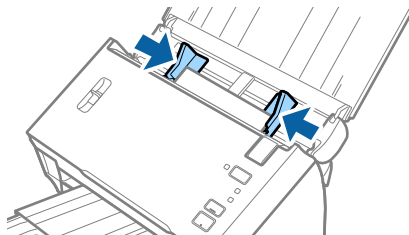
Important:

Do not load plastic cards vertically.



Specifications of Originals and Placing Originals

- Slide the edge guides to fit the edge of the plastic cards.



Related Information

➡ [“Required Settings for Special Originals in Epson Scan 2” on page 51](#)

Large Size Originals

Specifications of Large Size Originals

By folding the originals in half, you can scan originals larger than A4 size, such as A3 or B4 sizes. You can also use the Carrier Sheet sold separately.

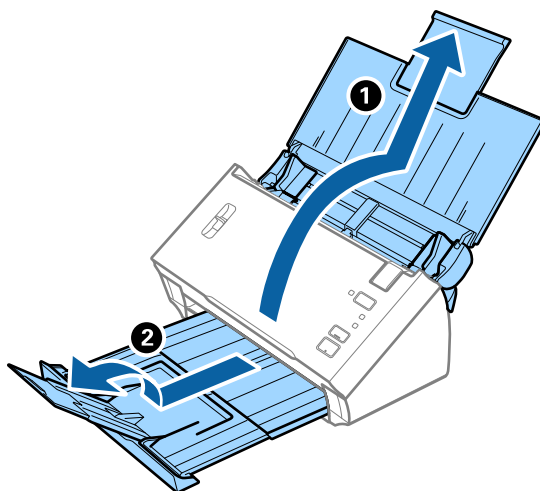
Size	Thickness	Paper Type	Loading Capacity
Up to A3	50 to 130 g/m ²	Plain paper Fine paper Recycled paper	1 sheet
Up to A3	0.3 mm (0.012 in.) or less (excluding the thickness of the Carrier Sheet)	Plain paper Fine paper Recycled paper	1 carrier sheet

Specifications of Originals and Placing Originals

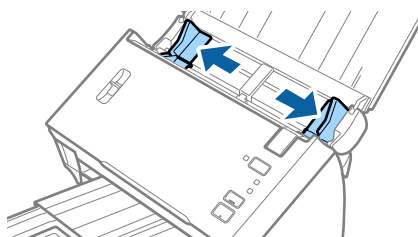
Placing Large Size Originals

Placing Large Size Originals without the Carrier Sheet

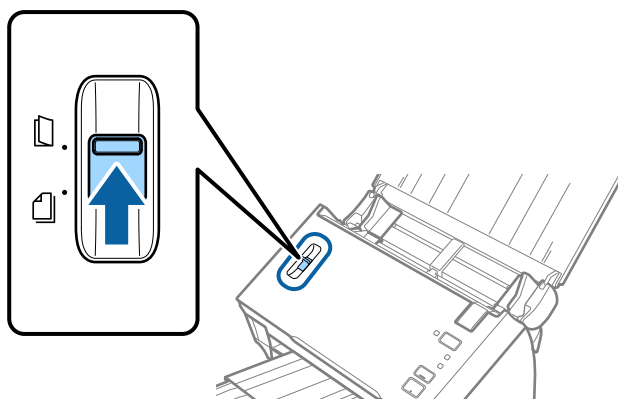
1. Open the input tray and extend the input tray extension. Slide out the output tray, extend the output tray extension, and then raise the stopper.



2. Slide the edge guides on the input tray all the way out.



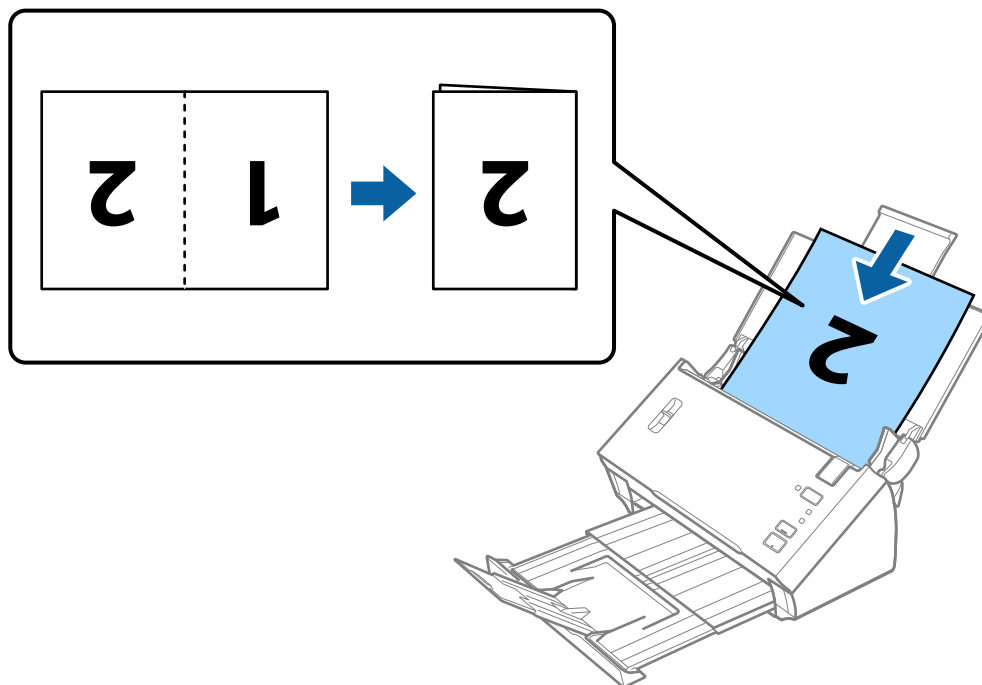
3. Raise the page separation lever.



Specifications of Originals and Placing Originals

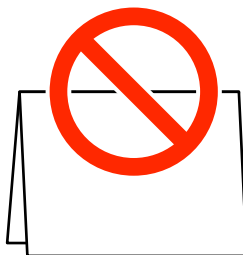
- Fold the original in half so that the side to be scanned is facing out, with the right side at the front, and then load it into the input tray with the top edge facing into the ADF.

Slide the original into the ADF until it meets resistance.

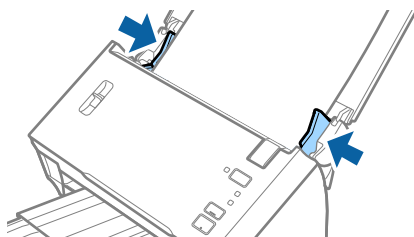


Important:

Do not load the document with the open side facing down.



- Slide the edge guides to fit the edge of the document making sure there are no gaps between the document and the edge guides. Otherwise, the document may be fed skewed.



Note:

- ☐ Clear **Detect Double Feed** in Epson Scan 2. See the Epson Scan 2 help for details.
- ☐ To scan both sides and stitch them together, select **Double-Sided** from **Scanning Side** and select **Left & Right** from **Stitch Images** in Epson Scan 2. See the Epson Scan 2 help for details.

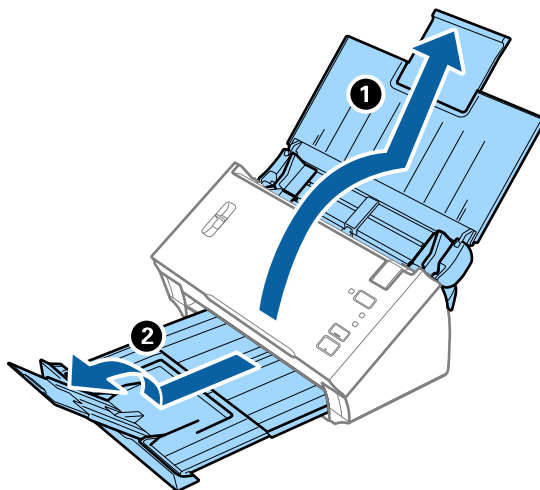
Specifications of Originals and Placing Originals

Related Information

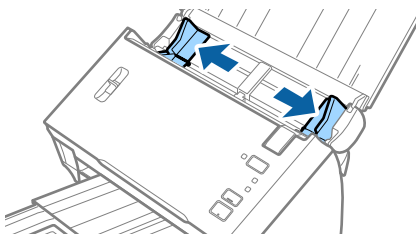
➡ [“Required Settings for Special Originals in Epson Scan 2” on page 51](#)

Placing Large Size Originals with the Carrier Sheet

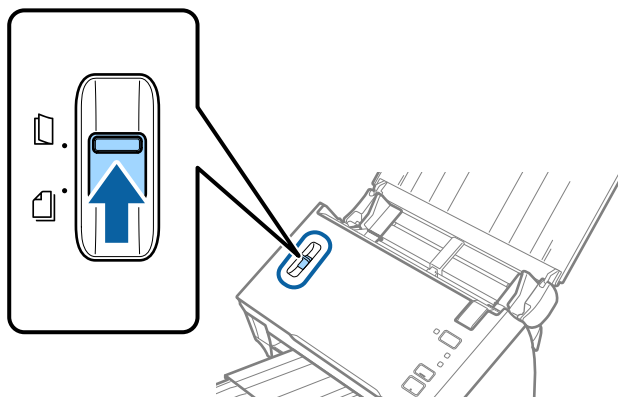
1. Open the input tray and extend the input tray extension. Slide out the output tray, extend the output tray extension, and then raise the stopper.



2. Slide the edge guides on the input tray all the way out.

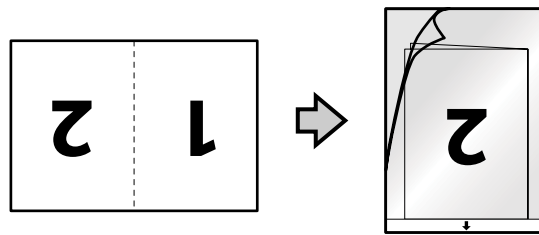


3. Raise the page separation lever.

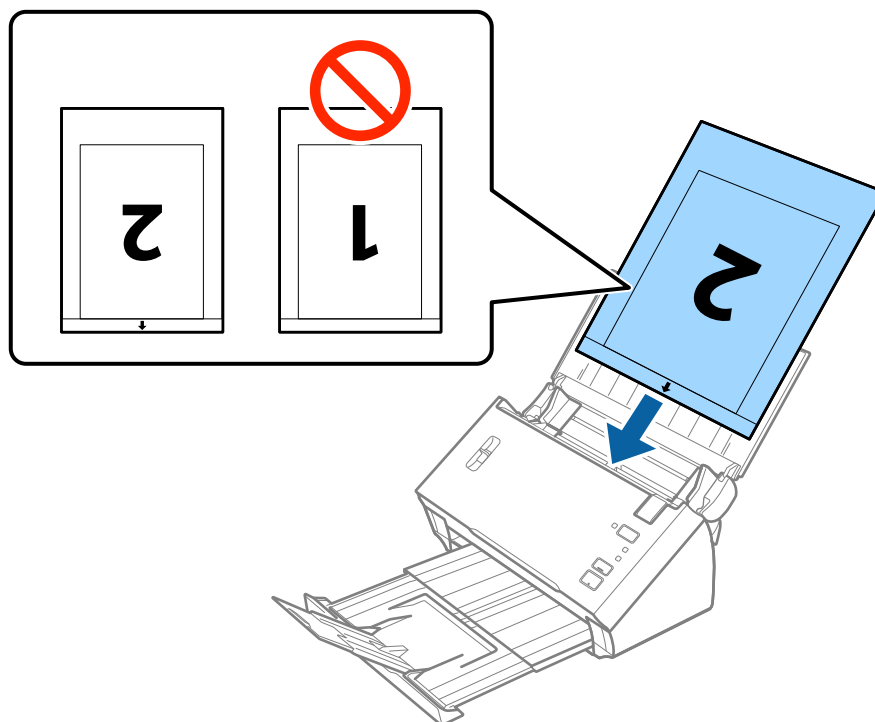


Specifications of Originals and Placing Originals

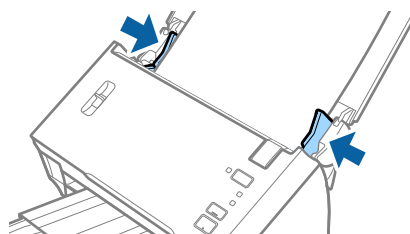
4. Place the Carrier Sheet with the illustration on the front edge facing up and place the original in the carrier sheet by folding it in half so that the side to be scanned is facing out, with the right side at the front.



5. Load the Carrier Sheet into the input tray with the top edge facing into the ADF. Slide the Carrier Sheet into the ADF until it meets resistance.



6. Slide the edge guides to fit the edge of the Carrier Sheet making sure there are no gaps between the Carrier Sheet and the edge guides. Otherwise, the carrier sheet may be fed skewed.



Specifications of Originals and Placing Originals

Note:

- ☐ You may need to stop using a Carrier Sheet that is scratched or has been scanned more than 3,000 times.
- ☐ To scan both sides and stitch them together, select **Double-Sided** from **Scanning Side** and select **Left & Right** from **Stitch Images** in Epson Scan 2. See the Epson Scan 2 help for details.
- ☐ To use the **Auto Detect** function from the **Document Size** setting, select Carrier Sheet as the **Document Source**.
- ☐ When scanning a Carrier Sheet by selecting **Auto Detect** as the **Document Size** setting, the image is automatically scanned by applying **Paper Skew** in the **Correct Document Skew** setting.
- ☐ The leading edge of the original must be placed at the binding part of the Carrier Sheet when scanning an original approximately 297 mm long. Otherwise, the length of the scanned image may be longer than intended as the scanner scans to the end of the Carrier Sheet when you select **Auto Detect** as the **Document Size** setting in Epson Scan 2.
- ☐ Only use the Carrier Sheet designed for your scanner.

Related Information

- ➡ [“Carrier Sheet Codes” on page 15](#)
- ➡ [“Required Settings for Special Originals in Epson Scan 2” on page 51](#)

Irregular Shaped Originals

Specifications of Irregular Shaped Originals

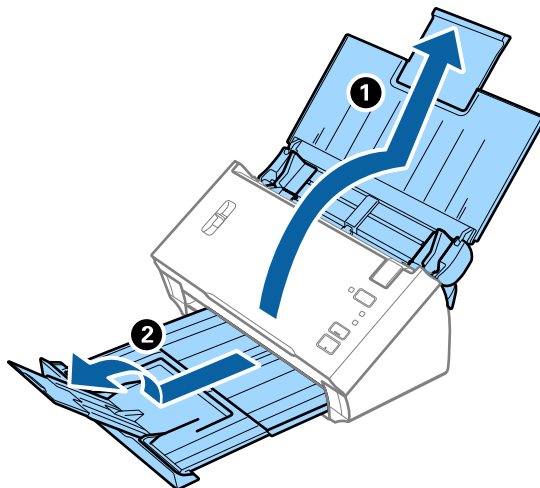
By using the Carrier Sheet sold separately, you can scan originals that are wrinkled, curled, very thin, or irregularly shaped.

Size	Thickness	Loading Capacity of the Carrier Sheet
Up to A4	0.3 mm (0.012 in.) or less (excluding the thickness of the Carrier Sheet)	1 sheet

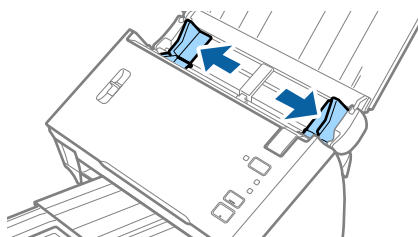
Specifications of Originals and Placing Originals

Placing Irregular Shaped Originals

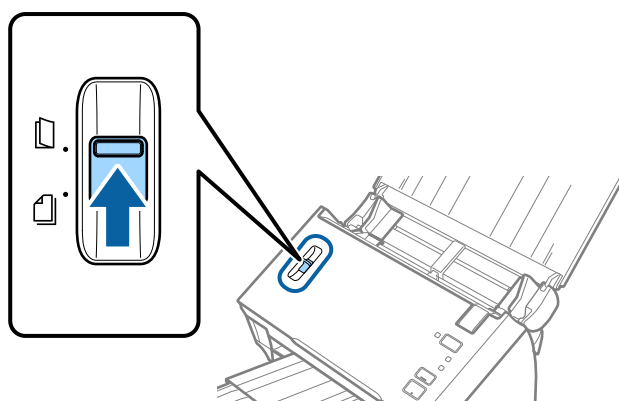
1. Open the input tray and extend the input tray extension. Slide out the output tray, extend the output tray extension, and then raise the stopper.



2. Slide the edge guides on the input tray all the way out.

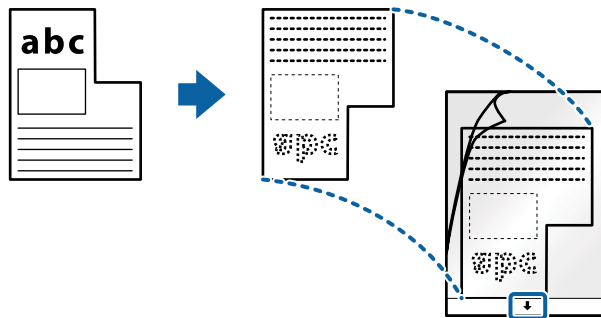


3. Raise the page separation lever.

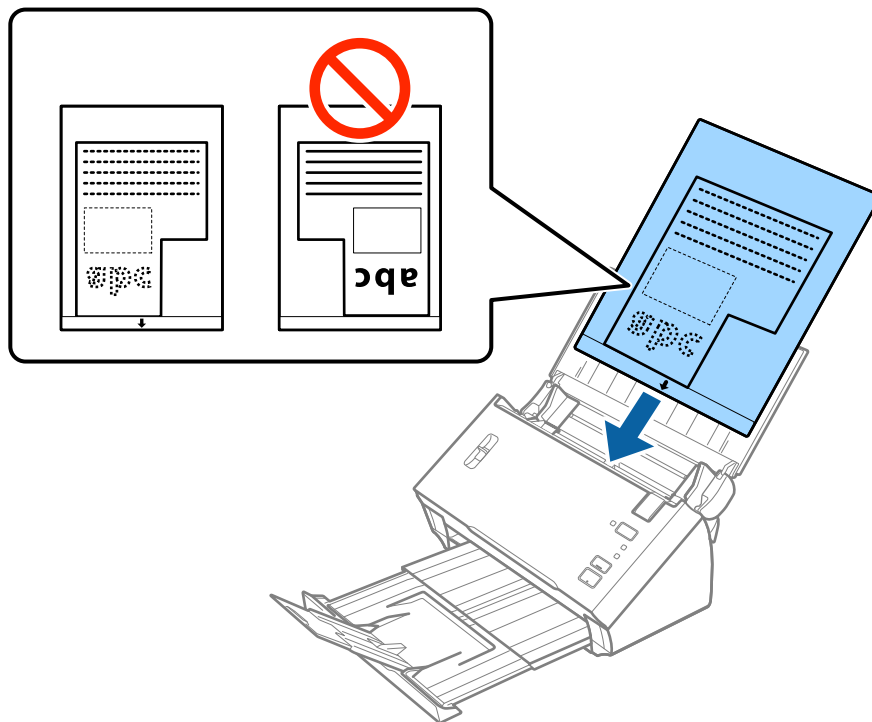


Specifications of Originals and Placing Originals

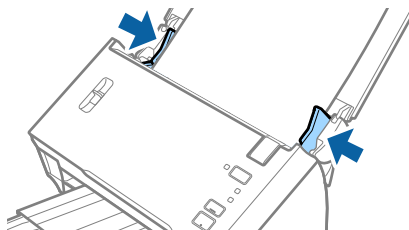
4. Place the Carrier Sheet with the illustration on the front edge facing up and place the original in the center of the Carrier Sheet with the side to be scanned facing down.



5. Load the Carrier Sheet into the input tray with the top edge facing into the ADF. Slide the Carrier Sheet into the ADF until it meets resistance.



6. Slide the edge guides to fit the edge of the Carrier Sheet making sure there are no gaps between the Carrier Sheet and the edge guides. Otherwise, the carrier sheet may be fed skewed.



Specifications of Originals and Placing Originals

Note:

- ❑ You may need to stop using a Carrier Sheet that is scratched or has been scanned more than 3,000 times.
- ❑ If you cannot find an appropriate size for the original you want to scan in the **Document Size** list in Epson Scan 2, select **Auto Detect** or select **Customize** to create a custom document size.

To use the **Auto Detect** function from the **Document Size** setting, select Carrier Sheet as the **Document Source**.

When scanning a Carrier Sheet by selecting **Auto Detect** as the **Document Size** setting, the image is automatically scanned by applying **Paper Skew** in the **Correct Document Skew** setting.

- ❑ Only use the Carrier Sheet designed for your scanner.

Related Information

➔ [“Carrier Sheet Codes” on page 15](#)

➔ [“Required Settings for Special Originals in Epson Scan 2” on page 51](#)

Photographs

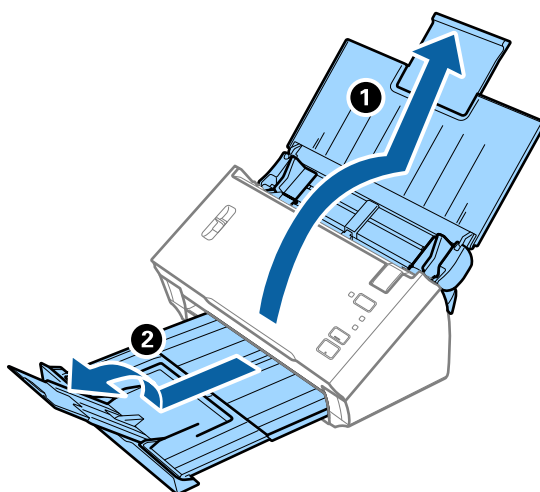
Specifications of Photographs

By using the Carrier Sheet sold separately, you can scan photographs without worrying about them being damaged.

Size	Thickness	Loading Capacity of the Carrier Sheet
Up to A4	0.3 mm (0.012 in.) or less (excluding the thickness of the Carrier Sheet)	1 sheet

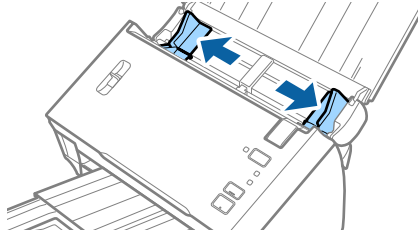
Placing Photographs

1. Open the input tray and extend the input tray extension. Slide out the output tray, extend the output tray extension, and then raise the stopper.

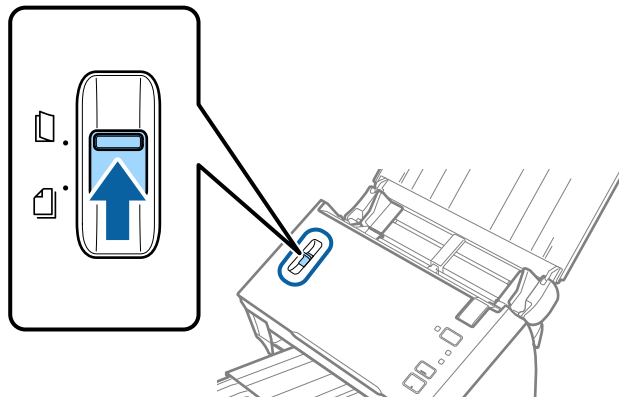


Specifications of Originals and Placing Originals

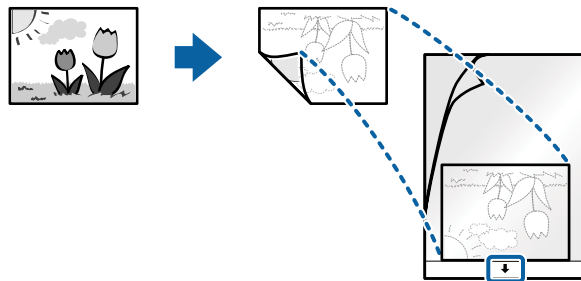
- Slide the edge guides on the input tray all the way out.



- Raise the page separation lever.

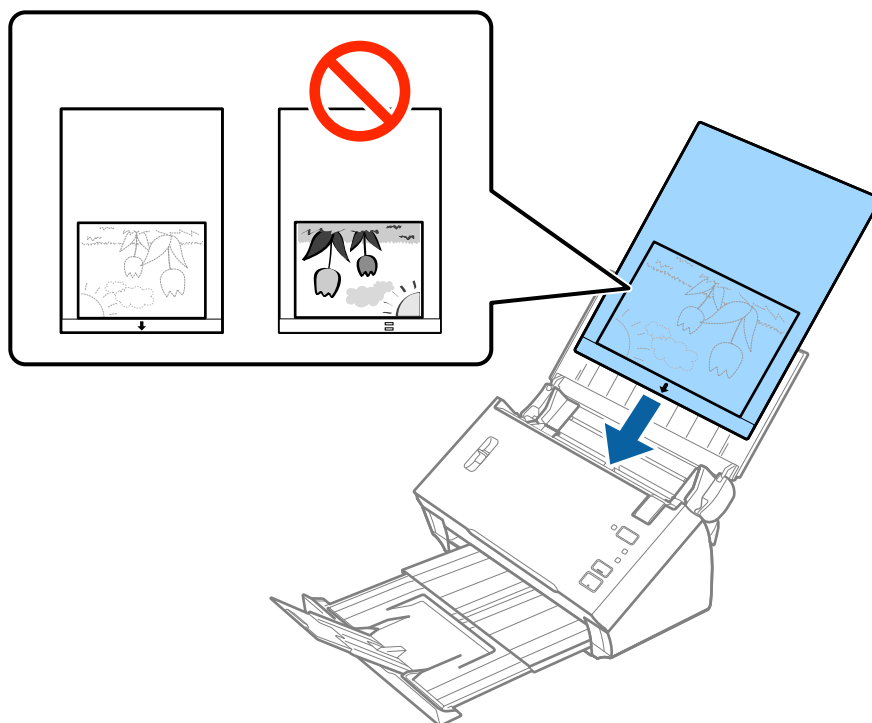


- Place the Carrier Sheet with the illustration on the front edge facing up and place the photo in the center of the Carrier Sheet with the side to be scanned facing down.

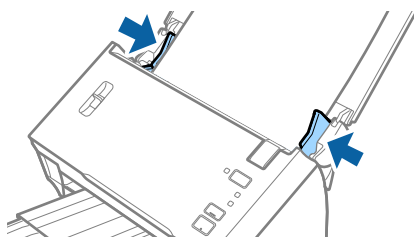


Specifications of Originals and Placing Originals

5. Load the Carrier Sheet into the input tray with the top edge facing into the ADF.
Slide the Carrier Sheet into the ADF until it meets resistance.



6. Slide the edge guides to fit the edge of the Carrier Sheet making sure there are no gaps between the Carrier Sheet and the edge guides. Otherwise, the carrier sheet may be fed skewed.



Note:

- ☐ You may need to stop using a Carrier Sheet that is scratched or has been scanned more than 3,000 times.
- ☐ If you cannot find an appropriate size for the original you want to scan in the **Document Size** list in Epson Scan 2, select **Auto Detect** or select **Customize** to create a custom document size.
To use the **Auto Detect** function from the **Document Size** setting, select Carrier Sheet as the **Document Source**.
When scanning a Carrier Sheet by selecting **Auto Detect** as the **Document Size** setting, the image is automatically scanned by applying **Paper Skew** in the **Correct Document Skew** setting.
- ☐ Do not leave photos inside the Carrier Sheet for a long time.
- ☐ Only use the Carrier Sheet designed for your scanner.

Related Information

- ➔ [“Carrier Sheet Codes” on page 15](#)
- ➔ [“Required Settings for Special Originals in Epson Scan 2” on page 51](#)

Specifications of Originals and Placing Originals

Envelopes

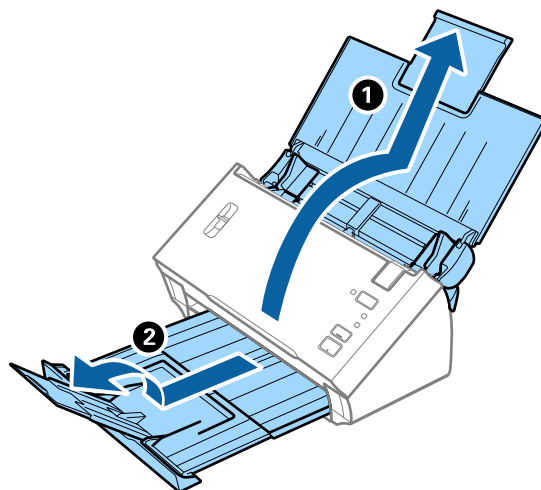
Specifications of Envelopes

The specification of envelopes you can load into the scanner.

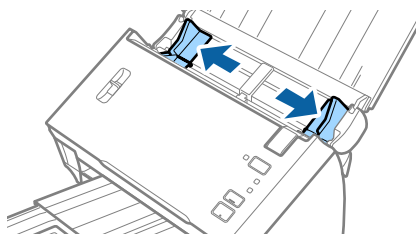
Size	Measurement	Thickness	Loading Capacity
C6	114×162 mm (4.49×6.38 in.) (standard size)	0.38 mm (0.015 in.) or less	1 envelope
DL	110×220 mm (4.33×8.66 in.) (standard size)		

Placing Envelopes

1. Open the input tray and extend the input tray extension. Slide out the output tray, extend the output tray extension, and then raise the stopper.

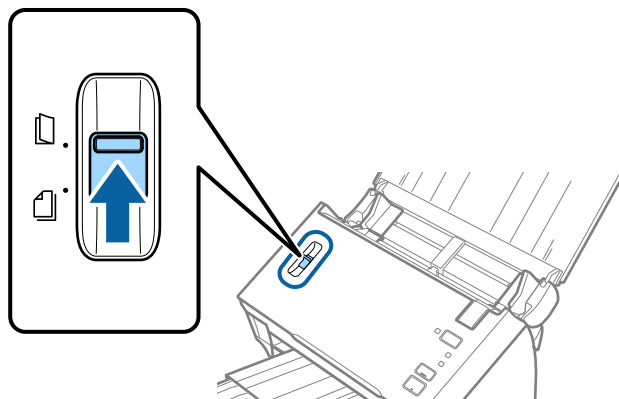


2. Slide the edge guides on the input tray all the way out.



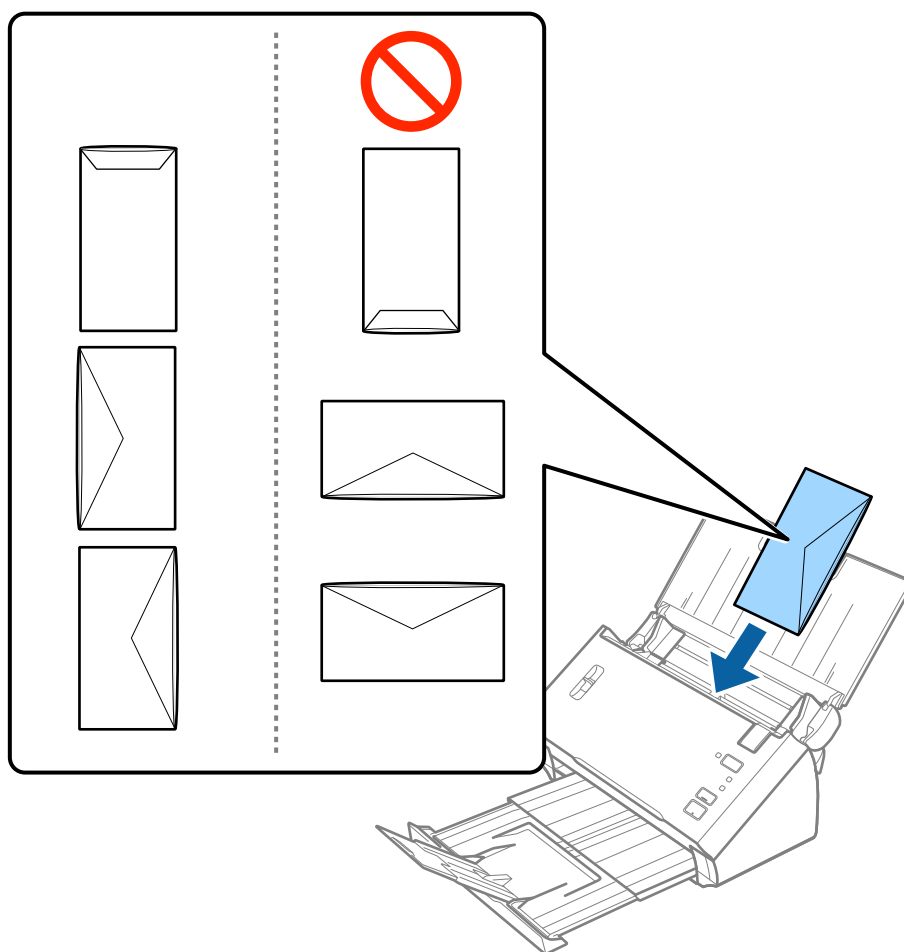
Specifications of Originals and Placing Originals

3. Raise the page separation lever.



4. Load the envelopes into the input tray facing down making sure that the opened edge (flap side) of the envelope is facing to the side. For envelopes with the opened edge (flap side) on the shorter side, you can load the envelope with the opened edge (flap side) facing up.

Slide the envelopes into the ADF until they meet resistance.



Important:

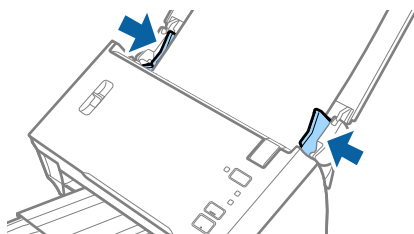
Do not load envelopes with adhesives on them.

Specifications of Originals and Placing Originals

Note:

- ☐ Envelopes that are not opened by cutting sharply at the flap edge may not be scanned correctly.
- ☐ Envelopes that have not yet been sealed can be loaded with the flap open and facing up.

5. Slide the edge guides to fit the edge of the envelopes making sure there are no gaps between the envelopes and the edge guides. Otherwise, the envelopes may be fed skewed.



Note:

To scan envelopes, we recommend selecting the appropriate rotation angle or **Auto** in **Rotate** on the **Main Settings** tab in Epson Scan 2 before scanning. See the Epson Scan 2 help for details.

Related Information

- ➔ [“Required Settings for Special Originals in Epson Scan 2” on page 51](#)

Mixture of Originals

Specifications of Originals that are a Mixture of Different Sizes

You can load a mixture of originals from A6 to A4 (or Letter) size. You can also load a mixture of paper types or thickness.

Note:

- ☐ Depending on the combination of paper types or sizes, the originals may not be fed correctly and may be skewed or jammed. We recommend that you check the scanned image if the original was skewed.
- ☐ Alternatively, you can scan originals of different paper sizes and types by loading them one by one using **Automatic Feeding Mode**.

Related Information

- ➔ [“Scanning Different Sizes or Types of Originals One by One \(Automatic Feeding Mode\)” on page 66](#)

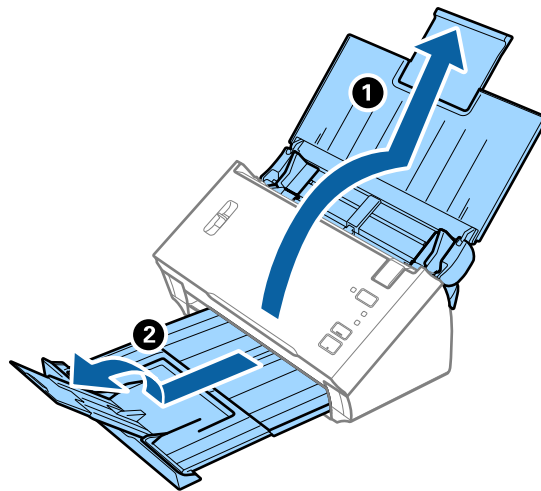
Specifications of Originals and Placing Originals

Placing a Mixture of Originals at Different Sizes

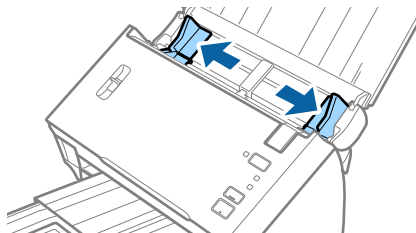
1. Open the input tray and extend the input tray extension. Slide out the output tray, extend the output tray extension, and then raise the stopper.

Note:

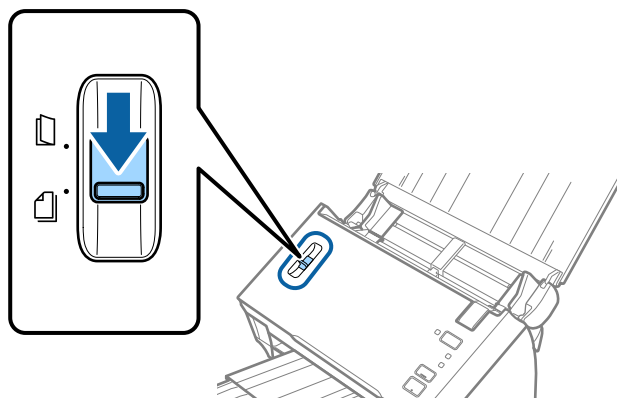
To stop the originals from bumping into the output tray and falling off the tray, store the output tray and do not use it to stack the ejected originals.



2. Slide the edge guides on the input tray all the way out.

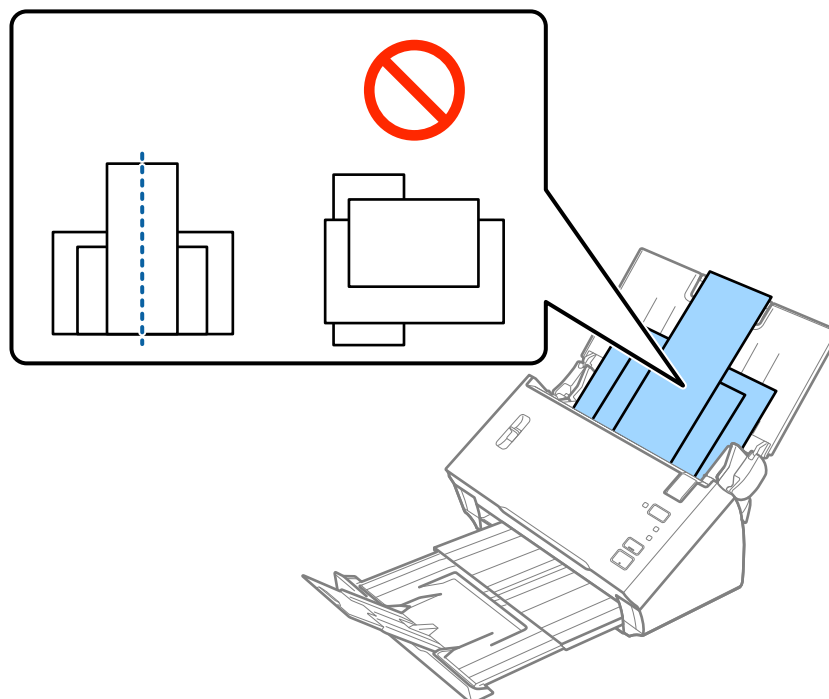


3. Lower the page separation lever.



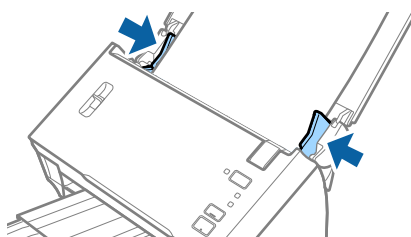
Specifications of Originals and Placing Originals

4. Load the originals at the center of the input tray in descending order of paper size with the widest at the back and the narrowest at the front.



Note:

- ❑ Load the originals into the input tray facing down with the top edge facing into the ADF.
 - ❑ Slide the originals into the ADF until they meet resistance.
5. Slide the edge guides to fit the edges of the widest original.



Related Information

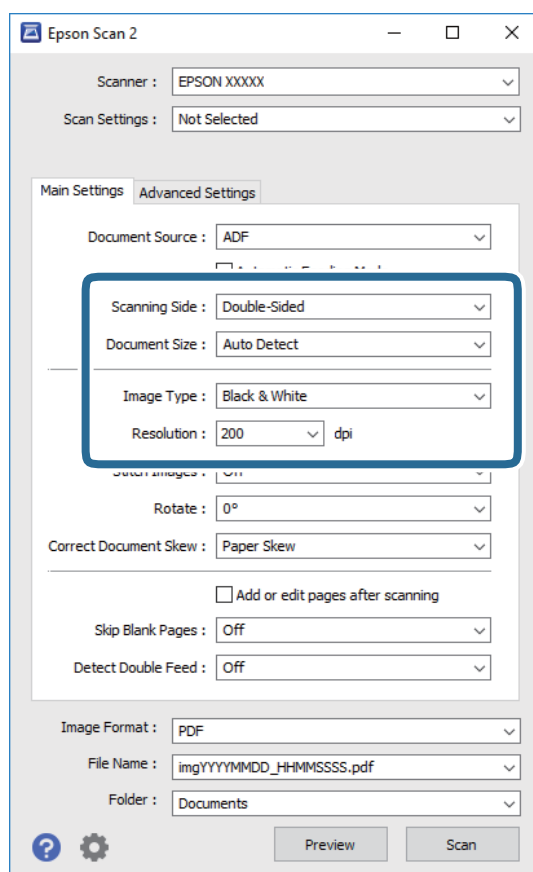
- ➡ [“Scanning Different Sizes or Types of Originals One by One \(Automatic Feeding Mode\)”](#) on page 66

Basic Scanning

Scanning Using Epson Scan 2

You can scan the originals using detailed settings that are suitable for text documents.

1. Place the original.
2. Start Epson Scan 2.
 - ❑ Windows 10/Windows Server 2016
Click the start button, and then select **EPSON > Epson Scan 2**.
 - ❑ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Enter the application name in the search charm, and then select the displayed icon.
 - ❑ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
Click the start button, and then select **All Programs** or **Programs > EPSON > Epson Scan 2 > Epson Scan 2**.
 - ❑ Mac OS
Select **Go > Applications > Epson Software > Epson Scan 2**.
3. Make the following settings on the **Main Settings** tab.



Basic Scanning

- ☐ **Scanning Side:** Select the side of the original you want to scan. Select **Double-Sided** to scan both sides of the originals.
- ☐ **Document Size:** Select the size of the original you placed.
- ☐ **Image Type:** Select the color for saving the scanned image.
- ☐ **Resolution:** Select the resolution.

Note:

- ☐ *ADF is set as the **Document Source** automatically.*
- ☐ *On the **Main Settings** tab, you can also make the following settings.*
 - ☐ **Stitch Images:** *Select to stitch the images on the front and rear when scanning both sides of the original.*
 - ☐ **Rotate:** *Select to rotate the original clockwise and scan it.*
 - ☐ **Correct Document Skew:** *Select to correct the slant of the original.*
 - ☐ **Add or edit pages after scanning:** *Select to add different originals or edit (rotate, move, and delete) the scanned pages after scanning.*
 - ☐ **Skip Blank Pages:** *Select to skip blank pages if there are any in the originals.*
 - ☐ **Detect Double Feed:** *Select to display a warning when multiple originals are fed at the same time.*

4. Make other scan settings if necessary.

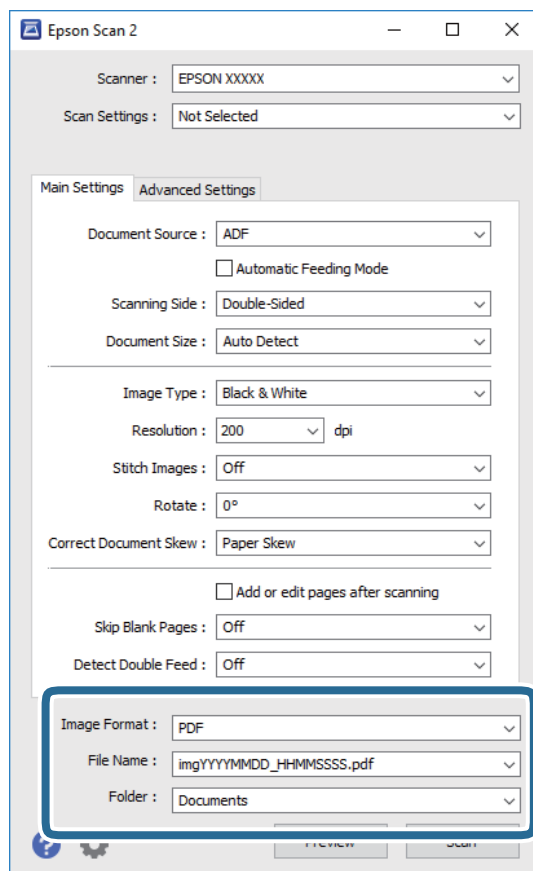
- ☐ You can preview the scanned image of the first side of the first page of the originals. Load only the first page of your originals into the input tray and click the **Preview** button. The preview window opens, the previewed image is displayed, and the page is ejected from the ADF.
Replace the ejected page together with the rest of the originals.
- ☐ On the **Advanced Settings** tab, you can make image adjustments using detailed settings which are suitable for text documents, such as the following.
 - ☐ **Remove Background:** Select to remove the background from the originals.
 - ☐ **Text Enhancement:** Select to make blurred letters in the original clear and sharp.
 - ☐ **Auto Area Segmentation:** Select to make letters clear and images smooth when performing black and white scanning for a document that contains images.
 - ☐ **Dropout:** Select to remove the color specified from the scanned image, and then save it in grayscale or black and white. For example, you can erase marks or notes you wrote in the margins with color pen when scanning.
 - ☐ **Color Enhance:** Select to enhance the color specified for the scanned image, and then save it in grayscale or black and white. For example, you can enhance letters or lines that are in light colors.

Note:

Some items may not be available depending on other settings you made.

Basic Scanning

- Set the file saving settings.



- ☐ **Image Format:** Select the save format from the list.

You can make detailed settings for each save format except BITMAP and PNG. After selecting the save format, select **Options** from the list.

- ☐ **File Name:** Check the save file name displayed.

You can change settings for file name by selecting **Settings** from the list.

- ☐ **Folder:** Select the save folder for the scanned image from the list.

You can select other folder or create a new folder by selecting **Select** from the list.

- Make sure the page separation lever on the scanner is set correctly.

To scan normal originals such as A4 paper, set the lever to  (separation feeding). To scan special originals such as folded documents, plastic cards, or carrier sheets, set the lever to  (non separation feeding).

- Click **Scan**.

The scanned image is saved to the folder you specified.

Related Information

- ➡ [“Placing Originals” on page 22](#)
- ➡ [“Epson Scan 2” on page 14](#)
- ➡ [“Setting a Resolution That Suits the Scanning Purpose” on page 51](#)
- ➡ [“Image Adjustment Features” on page 67](#)

Basic Scanning

Required Settings for Special Originals in Epson Scan 2

You need to set certain items on the **Main Settings** tab in Epson Scan 2 when scanning special originals.

Type of Original	Required Settings
Plastic cards	Select Plastic Card (Landscape) from the Document Size list.
Carrier Sheet	☐ To use the Auto Detect function from the Document Size setting, select Carrier Sheet as the Document Source. ☐ If you select Auto Detect from the Document Size list, paper skew in the original is automatically corrected even if you select Off in Correct Document Skew. ☐ If you select a other size than Auto Detect from the Document Size list, you can only use Contents Skew when using Correct Document Skew. Paper Skew is not applied when this is selected. When you select Paper and Contents Skew, only contents skew is corrected.
Large size originals	☐ If you are scanning large originals that are folded without the Carrier Sheet, clear Detect Double Feed. ☐ If the size of the original you want to scan is not on the Document Size list, select Customize to open the Document Size Settings window. Next, create the size manually on the window.
Long paper	If the size is not listed on the Document Size list, select Auto Detect (Long Paper) or select Customize to create a custom document size.

Related Information

➔ [“Placing Originals” on page 22](#)

Setting a Resolution That Suits the Scanning Purpose

Advantages and Disadvantages of Increasing the Resolution

Resolution indicates the number of pixels (smallest area of an image) for each inch (25.4 mm), and is measured in dpi (dots per inch). The advantage of increasing the resolution is that the details in the image become fine. The disadvantage is that the file size becomes large.

- ☐ File size becomes large
(When you double the resolution, the file size becomes about four times larger.)
- ☐ Scanning, saving, and reading the image takes a long time
- ☐ Sending and receiving emails or faxes takes a long time
- ☐ The image becomes too large to fit the display or print on the paper

List of Recommended Resolutions to Suit Your Purpose

See the table and set the appropriate resolution for the purpose of your scanned image.

Basic Scanning

Purpose	Resolution (Reference)
Displaying on a screen Sending by email	Up to 200 dpi
Using Optical Character Recognition (OCR) Creating a text searchable PDF	200 to 300 dpi
Printing using a printer Sending by fax	200 to 300 dpi

Scanning Using Document Capture Pro (Windows)

This application allows you to perform various tasks such as saving the image to your computer, sending it by email, printing, and uploading to a server or a cloud service. You can also use a variety of methods to sort the documents into separate files, such as detecting barcodes or characters on the pages. You can also register scanning settings for a job to simplify scanning operations.

See the Document Capture Pro help for details on the features.

Note:

Document Capture Pro does not support Windows Vista, Windows XP, and Windows Server.

1. Start Document Capture Pro.

☐ Windows 10

Click the start button, and then select **Epson Software > Document Capture Pro**.

☐ Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

☐ Windows 7

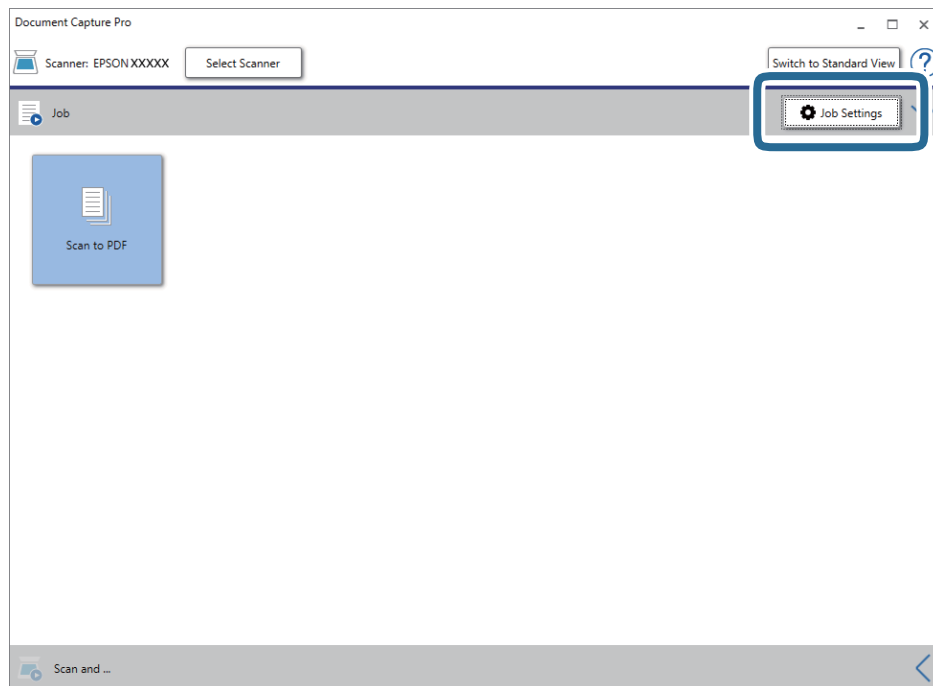
Click the start button, and then select **All Programs > Epson Software > Document Capture Pro**.

Note:

You may need to select the scanner you want to use from the scanners list.

Basic Scanning

- Click **Job Settings**.

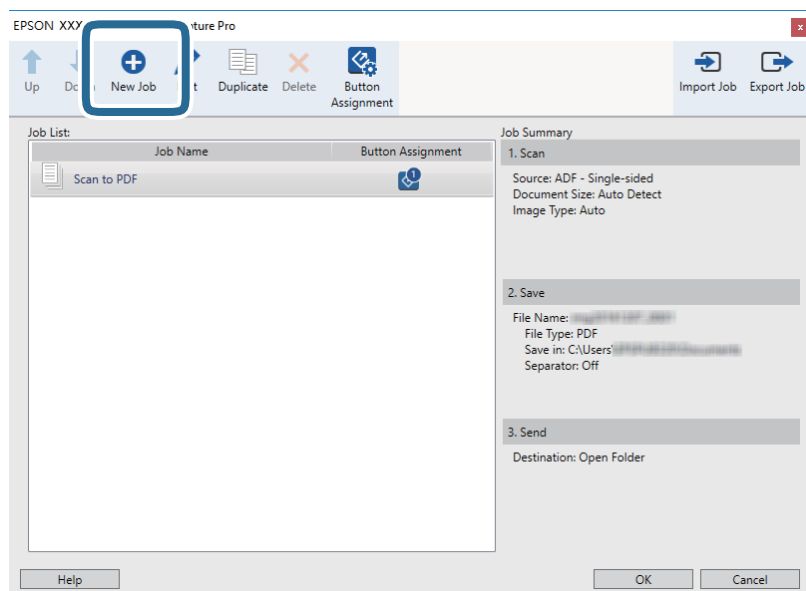


The job list screen is displayed.

Note:

A preset job is available that allows you to save scanned images as a PDF. When using this job, skip this procedure and go to procedure 10.

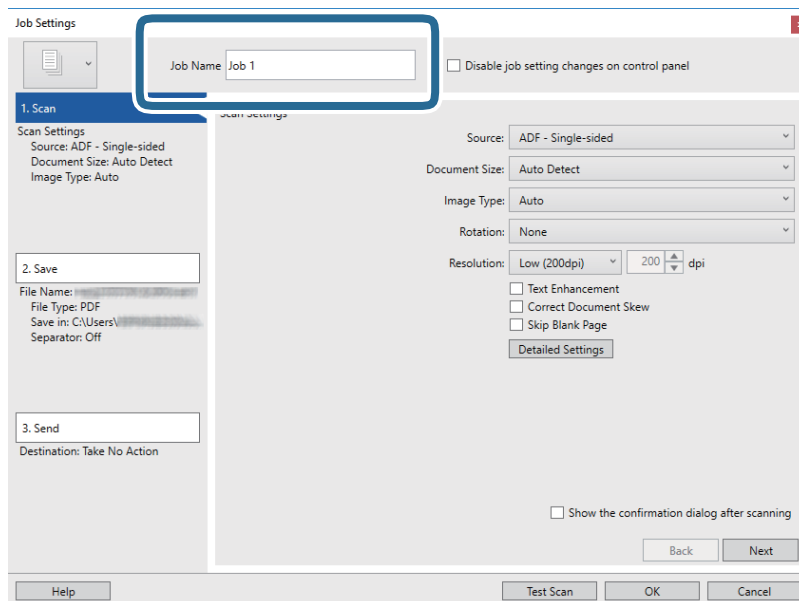
- Click **New Job**.



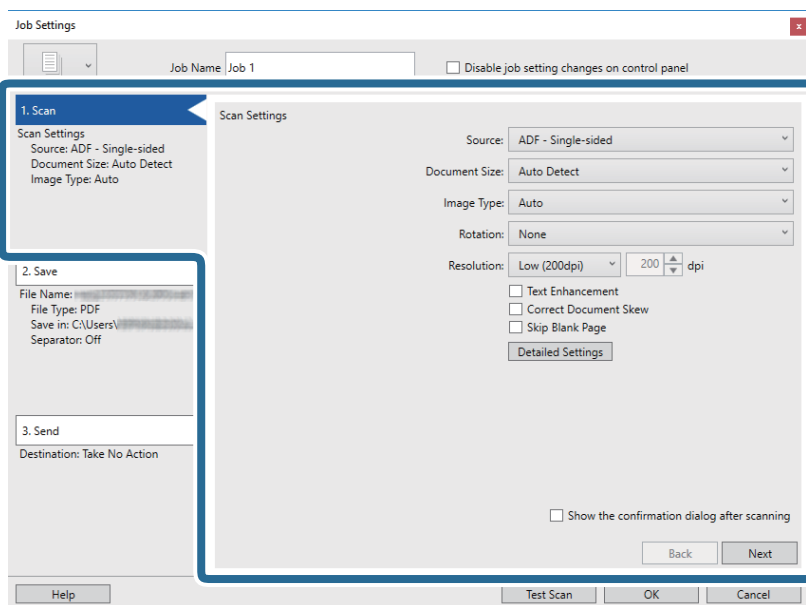
The **Job Settings** screen is displayed.

Basic Scanning

4. Set the **Job Name**.



5. Make scanning settings on the **1. Scan** tab.



- ❑ **Source:** Select the source where the original is placed. Select double-sided to scan both sides of the originals.
- ❑ **Document Size:** Select the size of the original you placed.
- ❑ **Image Type:** Select the color you want to use to save the scanned image.
- ❑ **Rotation:** Select the rotation angle depending on the original you want to scan.
- ❑ **Resolution:** Select the resolution.

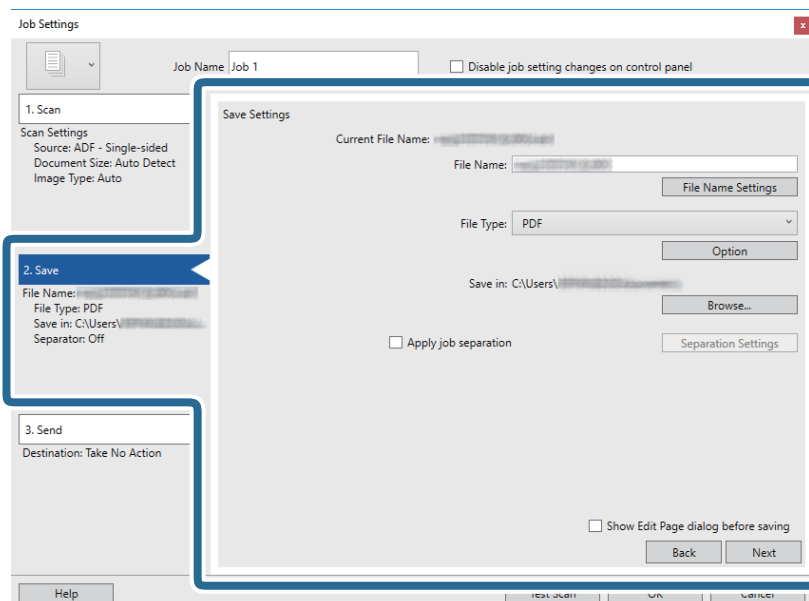
Basic Scanning

Note:

You can also adjust the image using following items.

- ☐ **Text Enhancement:** Select to make blurred letters in the original clear and sharp.
- ☐ **Correct Document Skew:** Select to correct the slant of the original.
- ☐ **Skip Blank Page:** Select to skip blank pages if there are any in the originals.
- ☐ **Detailed Settings** button: Select to use Epson Scan 2 features to adjust scanned images.

6. Click **2. Save**, and then make the save settings.

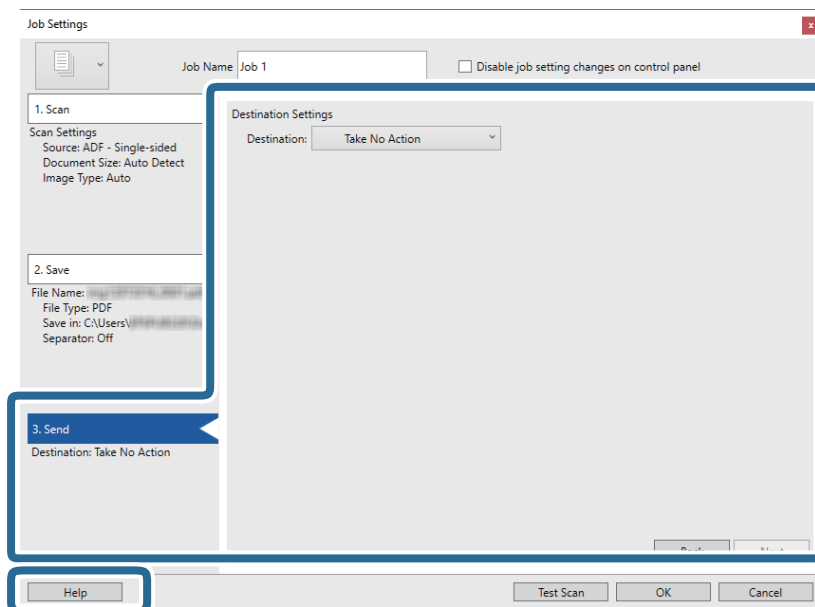


- ☐ **File Name:** Set the file name for saving the scanned image. Click **File Name Settings** to add a time stamp or file number counter to the file name.
- ☐ **File Type:** Select the save format from the list. Click **Option** to make detailed settings for the file.
- ☐ **Browse:** Select the save folder for the scanned image.
- ☐ **Apply job separation:** Select to make separation settings.

Basic Scanning

7. Click **3. Send**, and then select the **Destination**.

Destination setting items are displayed according to the destination you selected. Make detailed settings as necessary. Click **Help** for details on each item.



Note:

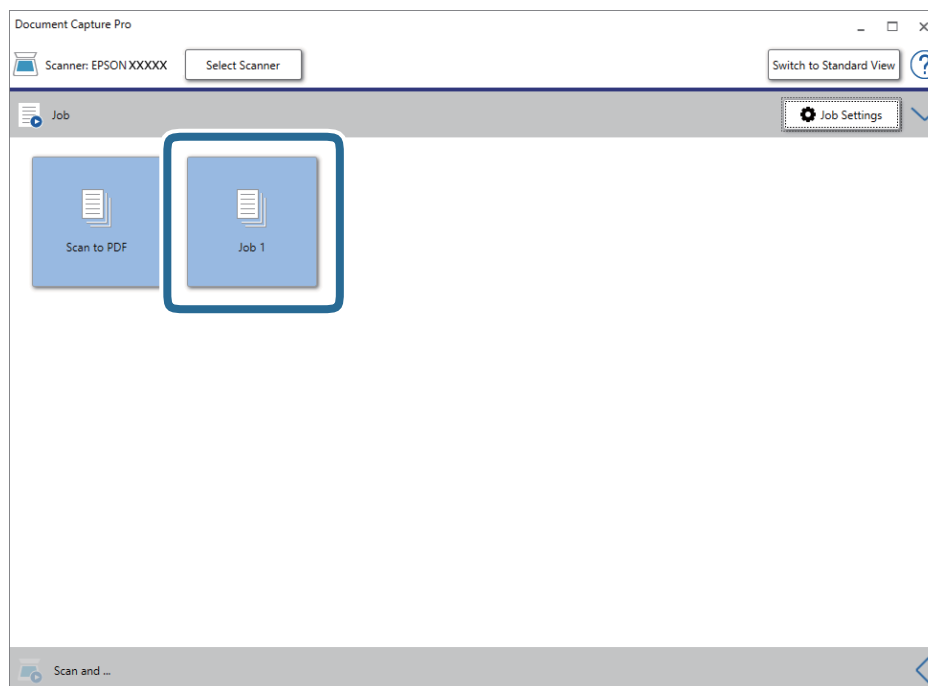
- ❑ If you want to upload to a cloud service, you need to set up your account with the cloud service in advance.
- ❑ If you want to use Evernote as the destination, download the Evernote application from the Evernote Corporation Website and install it before using this feature.

8. Click **OK** to close the **Job Settings** screen.
9. Click **OK** to close the job list screen.
10. Place the original.
11. Make sure the page separation lever on the scanner is set correctly.

To scan normal originals such as A4 paper, set the lever to  (separation feeding). To scan special originals such as folded documents, plastic cards, or carrier sheets, set the lever to  (non separation feeding).

Basic Scanning

12. Click the job icon.



The selected job is performed.

13. Follow the on-screen instructions.

The scanned image is saved using the settings you made for the job.

Note:

You can scan the originals and send the scanned image without using the job. Click  on the **Scan and** bar, and then click the destination to which you want to send the scanned image.

Related Information

- ➔ [“Placing Originals” on page 22](#)
- ➔ [“Document Capture Pro / Document Capture” on page 14](#)
- ➔ [“Setting a Resolution That Suits the Scanning Purpose” on page 51](#)

Scanning Using Document Capture (Mac OS)

This application allows you to perform various tasks such as saving the image to your computer, sending it by email, printing, and uploading to a server or a cloud service. You can also register scanning settings for a job to simplify scanning operations.

See the Document Capture help for details on the features.

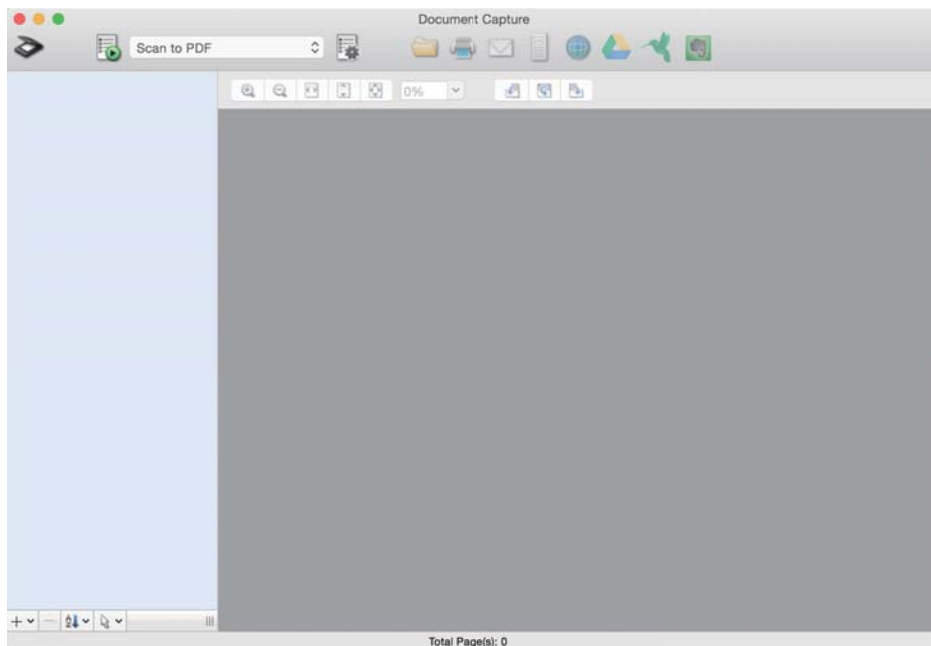
Note:

Do not use the Fast User Switching function while using your scanner.

Basic Scanning

1. Start Document Capture.

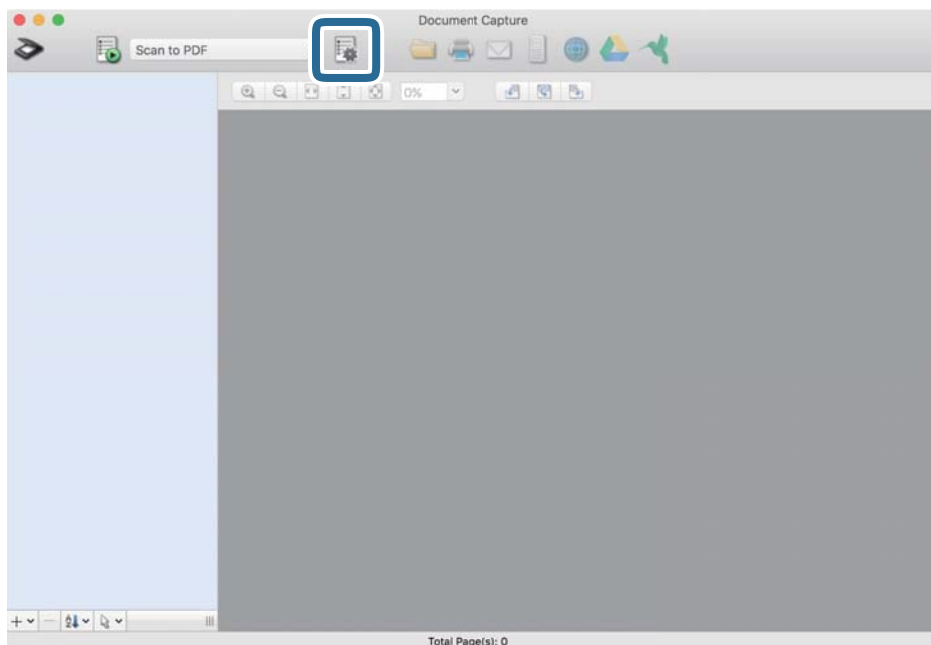
Select **Finder** > **Go** > **Applications** > **Epson Software** > **Document Capture**.



Note:

You may need to select the scanner you want to use from the scanners list.

2. Click .



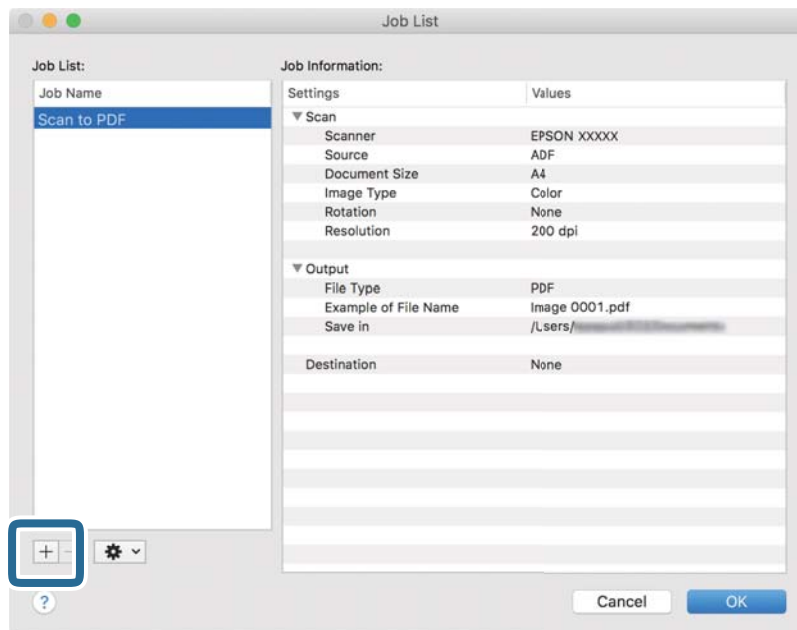
The **Job List** screen is displayed.

Note:

A preset job is available that allows you to save scanned images as a PDF. When using this job, skip this procedure and go to procedure 10.

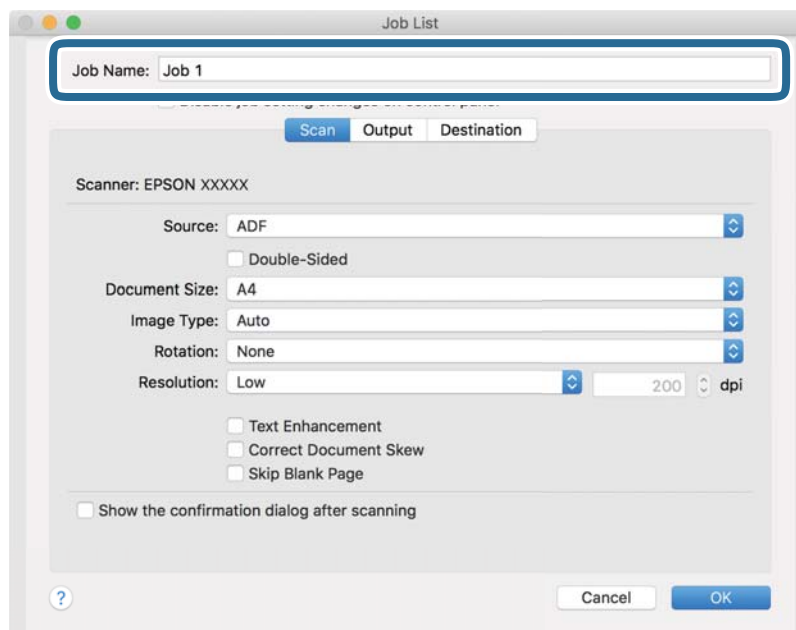
Basic Scanning

- Click the + icon.



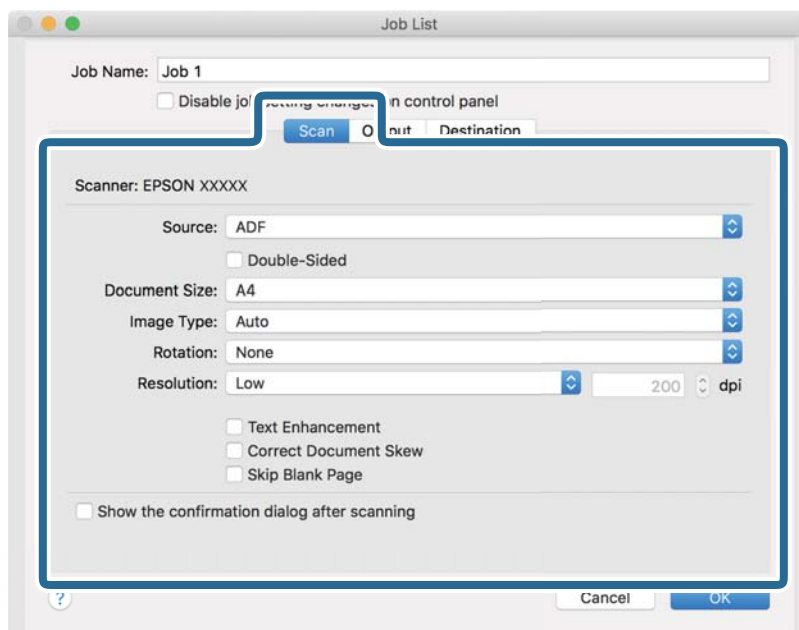
The job setting screen is displayed.

- Set the **Job Name**.



Basic Scanning

5. Make scanning settings on the **Scan** tab.



- ☐ **Source:** Select the source where the original is placed. Select double-sided to scan both sides of the originals.
- ☐ **Document Size:** Select the size of the original you placed.
- ☐ **Image Type:** Select the color you want to use to save the scanned image.
- ☐ **Rotation:** Select the rotation angle depending on the original you want to scan.
- ☐ **Resolution:** Select the resolution.

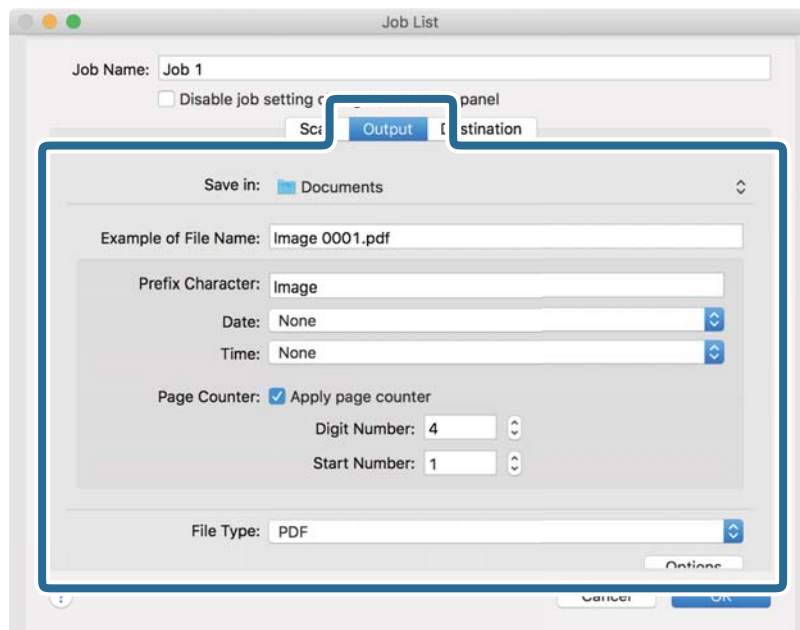
Note:

You can also adjust the image using following items.

- ☐ **Text Enhancement:** Select to make blurred letters in the original clear and sharp.
- ☐ **Correct Document Skew:** Select to correct the slant of the original.
- ☐ **Skip Blank Page:** Select to skip blank pages if there are any in the originals.

Basic Scanning

6. Click **Output**, and then make the output settings.

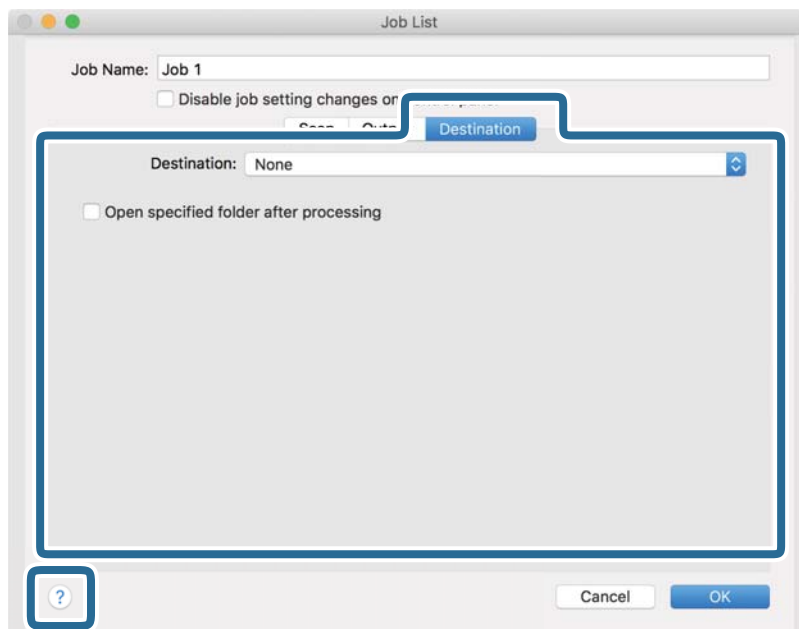


- ❑ **Save in:** Select the save folder for the scanned image.
- ❑ **Example of File Name:** Display an example of the file name for the current settings.
- ❑ **Prefix Character:** Set a prefix for the file name.
- ❑ **Date:** Add the date to the file name.
- ❑ **Time:** Add the time to the file name.
- ❑ **Page Counter:** Add the page counter to the file name.
- ❑ **File Type:** Select the save format from the list. Click **Options** to make detailed settings for the file.

Basic Scanning

- Click **Destination**, and then select the **Destination**.

Destination setting items are displayed according to the destination you selected. Make detailed settings as necessary. Click the ? (Help) icon for details on each item.



Note:

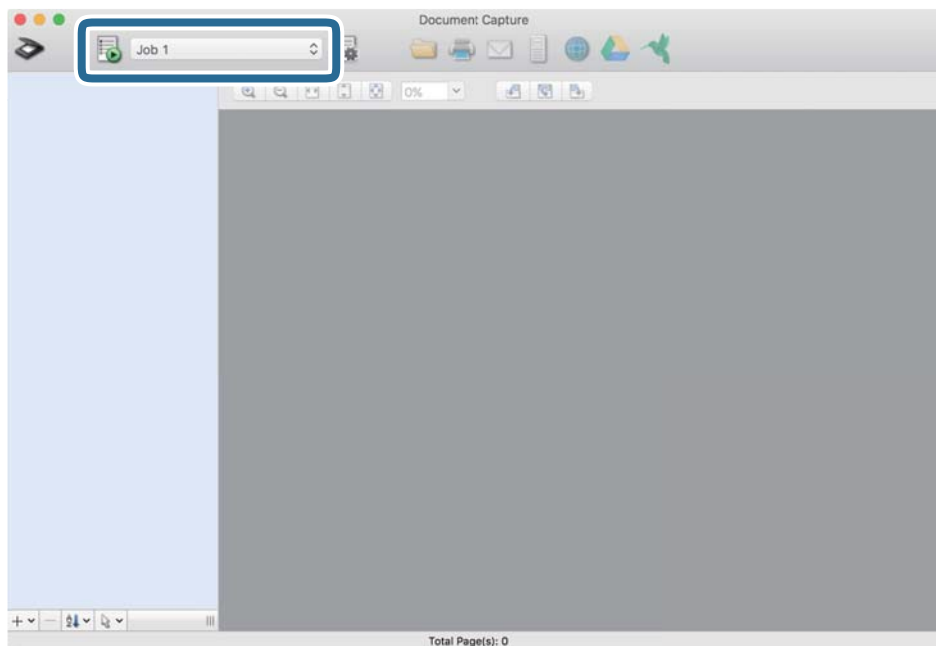
- ❑ If you want to upload to a cloud service, you need to set up your account with the cloud service in advance.
- ❑ If you want to use Evernote as the destination, download the Evernote application from the Evernote Corporation Website and install it before using this feature.

- Click **OK** to close the job settings screen.
- Click **OK** to close the **Job List** screen.
- Place the original.
- Make sure the page separation lever on the scanner is set correctly.

To scan normal originals such as A4 paper, set the lever to  (separation feeding). To scan special originals such as folded documents, plastic cards, or carrier sheets, set the lever to  (non separation feeding).

Basic Scanning

12. Select the job from the pull down list, and then click the  icon.



The selected job is performed.

13. Follow the on-screen instructions.

The scanned image is saved using the settings you made for the job.

Note:

You can scan the originals and send the scanned image without using the job. Click  and make scanning settings, and then click **Scan**. Next, click the destination to which you want to send the scanned image.

Related Information

- ➔ [“Placing Originals” on page 22](#)
- ➔ [“Document Capture Pro / Document Capture” on page 14](#)
- ➔ [“Setting a Resolution That Suits the Scanning Purpose” on page 51](#)

Enabling a Job to Run from the Control Panel (Button Assignment)

By registering a series of operations in advance as a job using Document Capture Pro (Windows) or Document Capture (Mac OS), you can perform all of the operations by simply selecting the job.

Note:

Document Capture Pro does not support Windows Vista, Windows XP, and Windows Server.

Assigning a Job to the Control Panel (Windows)

Explains how to assign a job to the scanner's control panel in Document Capture Pro. See the Document Capture Pro help for details on the features.

1. Start Document Capture Pro.
2. Click **Job Settings** on the top screen
The **Job List** is displayed.
3. Click **Button Assignment**.
The **Button Assignment** screen is displayed.
4. Select the job you want to run on the control panel from the pull-down menu.
5. Click **OK** to return to the **Job List** screen.
The job is assigned to the scanner's control panel.
6. Click **OK** to return to the top screen.

Related Information

- ➔ [“Scanning Using Document Capture Pro \(Windows\)” on page 52](#)
- ➔ [“Scanning Using a Scanner Button” on page 65](#)

Assigning a Job to the Control Panel (Mac OS)

Explains how to assign a job to the scanner's control panel in Document Capture. See the Document Capture help for details on the features.

1. Start Document Capture.
2. Click the  icon on the main window.
The **Job List** window is displayed.
3. Click the  icon and select **Event Settings**.
4. Select the job you want to run on the control panel from the pull-down menu.
5. Click **OK** to return to the **Job List** window.
The job is assigned to the scanner's control panel.
6. Click **OK** to return to the main window.

Related Information

- ➔ [“Scanning Using Document Capture \(Mac OS\)” on page 57](#)
- ➔ [“Scanning Using a Scanner Button” on page 65](#)

Scanning Using a Scanner Button

You can scan using the button on your scanner.

Note:

- ❑ *Make sure that Epson Scan 2 is installed on your computer and the scanner is connected to your computer correctly.*
- ❑ *When Document Capture Pro (Windows) or Document Capture (Mac OS) is installed on your computer, you can assign the job to a button on the scanner and run the job by pressing it.*

1. Place the original.
2. Make sure the page separation lever on the scanner is set correctly.

To scan normal originals such as A4 paper, set the lever to  (separation feeding). To scan special originals such as folded documents, plastic cards, or carrier sheets, set the lever to  (non separation feeding).

3. Press the  button.

Note:

*When using Document Capture Pro (Windows) or Document Capture (Mac OS), the product starts the job that was assigned in the **Job Settings** window.*

Related Information

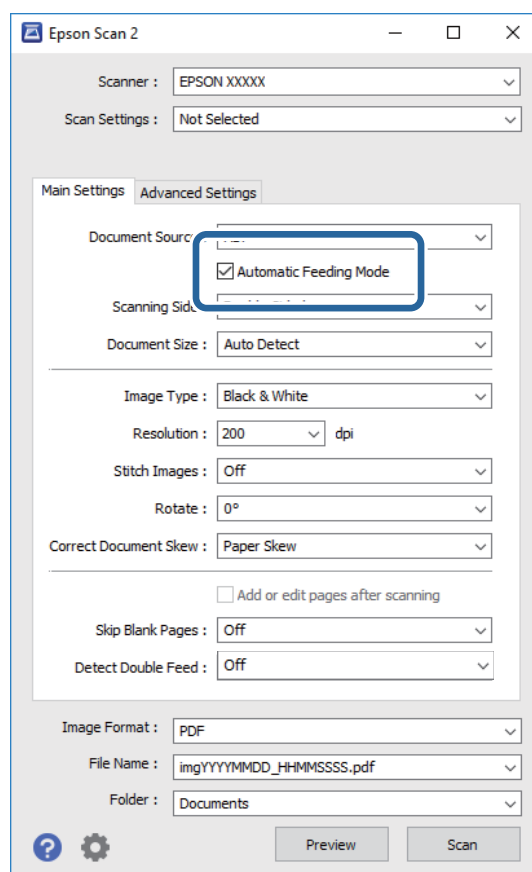
- ➔ [“Placing Originals” on page 22](#)
- ➔ [“Buttons and Lights” on page 12](#)
- ➔ [“Scanning Using Document Capture Pro \(Windows\)” on page 52](#)
- ➔ [“Scanning Using Document Capture \(Mac OS\)” on page 57](#)

Advanced Scanning

Scanning Different Sizes or Types of Originals One by One (Automatic Feeding Mode)

You can scan different sizes or types of originals one by one using Automatic Feeding Mode. In this mode, the scanner starts scanning automatically when originals are loaded in the ADF.

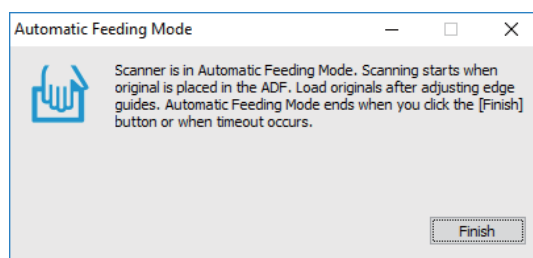
1. Start Epson Scan 2.
2. Select **Automatic Feeding Mode** on the **Main Settings** tab.



3. Make other settings for scanning on the Epson Scan 2 main window.
4. Click **Scan**.
Automatic Feeding Mode starts.

Advanced Scanning

The  light on the scanner turns on, and the **Automatic Feeding Mode** window is displayed on your computer.



5. Make sure the page separation lever on the scanner is set correctly.

To scan normal originals such as A4 paper, set the lever to  (separation feeding). To scan special originals such as folded documents, plastic cards, or carrier sheets, set the lever to  (non separation feeding).

6. Adjust the edge guides, and then place the original in the ADF until it is fed automatically into the ADF. Scanning starts automatically.
7. After scanning stops, place the next original in the ADF.
Repeat this procedure until you have scanned all originals.

Note:

Make sure that the page separation lever is set correctly before placing originals.

8. After you have scanned all originals, press the  button on the scanner to close Automatic Feeding Mode.

Note:

☐ You can also close Automatic Feeding Mode by pressing **Finish** on the **Automatic Feeding Mode** window displayed on your computer.

☐ You can make timeout settings to finish **Automatic Feeding Mode**.

Select **Settings** on the **Document Source** list to open the **Document Source Settings** window. Set **Automatic Feeding Mode Timeout (minutes)** on the window.

The scanned image is saved to the folder you specified.

Related Information

➔ [“Placing Originals” on page 22](#)

Creating Scanned Images to Suit Your Needs

Image Adjustment Features

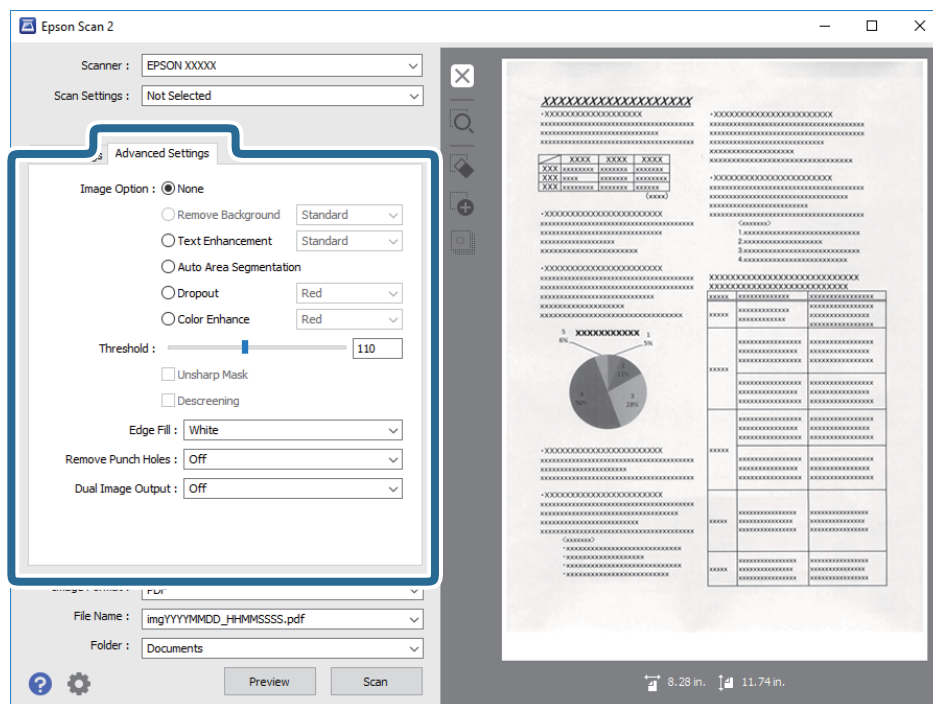
You can adjust scanned images using the features on the **Advanced Settings** tab in Epson Scan 2.

Except for a few features, you can check the adjustment results in the preview window.

Advanced Scanning

Note:

- ❑ Some items may not be available depending on other settings you made.
- ❑ Depending on the original, the scanned images may not be adjusted correctly.



Related Information

➔ “Remove Background” on page 69

You can remove the background of the originals.

➔ “Text Enhancement” on page 69

You can make blurred letters in the original clear and sharp. You can also reduce the offset or unevenness of the background.

➔ “Auto Area Segmentation” on page 70

You can make letters clear and images smooth when performing black and white scanning for a document that contains images.

➔ “Dropout” on page 70

You can remove the color specified from the scanned image, and then save it in grayscale or black and white. For example, you can erase marks or notes you wrote in the margins with color pen when scanning.

➔ “Color Enhance” on page 70

You can enhance the color specified for the scanned image, and then save it in grayscale or black and white. For example, you can enhance letters or lines that are in light colors.

➔ “Brightness” on page 71

You can adjust the brightness for the whole image.

➔ “Contrast” on page 71

You can adjust the contrast for the whole image. If you increase the contrast, the bright areas become brighter, and the dark areas become darker. On the other hand, if you lower the contrast, the differences between the bright and dark areas of the image are less defined.

➔ “Gamma” on page 71

You can adjust the gamma (brightness of the intermediate range) for the whole image. If the image is too light or too dark, you can adjust the brightness.

➔ “Threshold” on page 72

Advanced Scanning

You can adjust the border for monochrome binary (black and white). Increase the threshold, the black color area becomes larger. Decrease the threshold, the white color area becomes larger.

➔ **“Unsharp Mask” on page 72**

You can enhance and sharpen the outlines of the image.

➔ **“Descreening” on page 72**

You can remove moiré patterns (web-like shadows) that appear when scanning printed paper such as a magazine.

➔ **“Edge Fill” on page 73**

You can remove the shadow created around the scanned image.

➔ **“Remove Punch Holes” on page 73**

You can remove the shadows of holes on the scanned image when scanning originals with punched holes.

➔ **“Dual Image Output (for Windows Only)” on page 73**

You can scan once and save two images with different output settings at the same time.

Image Option

You can select the effect for the scanned image.

Remove Background

You can remove the background of the originals.

You can select the level of the effect by selecting the **Main Settings** tab > **Image Type** > **Color**. If you select **High**, you can remove the background color of the originals, such as colored papers, or papers discolored by sunlight or time.

To use this feature, the background color of the originals should be the lightest color in the originals, and should be uniform. This feature is not applied correctly if there are patterns in the background, or there are text or illustrations which are a lighter color than the background.

Note:

*This feature is not available when you select the **Main Settings** tab > **Image Type** > **Black & White**.*

Text Enhancement

You can make blurred letters in the original clear and sharp. You can also reduce the offset or unevenness of the background.



When you select the **Main Settings** tab > **Image Type** > **Color** or **Grayscale**, you can select the level of the effect from **Standard** or **High**.

When you select the **Main Settings** tab > **Image Type** > **Black & White**, the **Settings** button is available which allows you to make detailed settings for the level of the effect in the **Text Enhancement Settings** screen.

Note:

*To use this feature, set the **Resolution** on the **Main Settings** tab to 600 dpi or less.*

Advanced Scanning

Auto Area Segmentation

You can make letters clear and images smooth when performing black and white scanning for a document that contains images.



You can adjust the quality of the image part of the original from **Brightness** and **Contrast**.

Note:

- ☐ You can only make settings for this feature when selecting the **Main Settings** tab > **Image Type** > **Black & White**.
- ☐ To use this feature, set the **Resolution** on the **Main Settings** tab to 600 dpi or less.

Dropout

You can remove the color specified from the scanned image, and then save it in grayscale or black and white. For example, you can erase marks or notes you wrote in the margins with color pen when scanning.



If you select **Customize** from the color list in **Dropout**, you can make settings for the color you want to remove while checking the preview window (for Windows only).

Note:

This feature is not available when selecting the **Main Settings** tab > **Image Type** > **Auto** or **Color**.

Color Enhance

You can enhance the color specified for the scanned image, and then save it in grayscale or black and white. For example, you can enhance letters or lines that are in light colors.



If you select **Customize** from the color list in **Color Enhance**, you can make settings for the color you want to enhance while checking the preview window (for Windows only).

Note:

This feature is not available when selecting the **Main Settings** tab > **Image Type** > **Auto** or **Color**.

Advanced Scanning

Brightness

You can adjust the brightness for the whole image.



Note:

*This feature is not available depending on the settings on the **Main Settings** tab > **Image Type** or the settings on the **Advanced Settings** tab.*

Contrast

You can adjust the contrast for the whole image. If you increase the contrast, the bright areas become brighter, and the dark areas become darker. On the other hand, if you lower the contrast, the differences between the bright and dark areas of the image are less defined.



Note:

*This feature is not available depending on the settings on the **Main Settings** tab > **Image Type** or the settings on the **Advanced Settings** tab.*

Gamma

You can adjust the gamma (brightness of the intermediate range) for the whole image. If the image is too light or too dark, you can adjust the brightness.



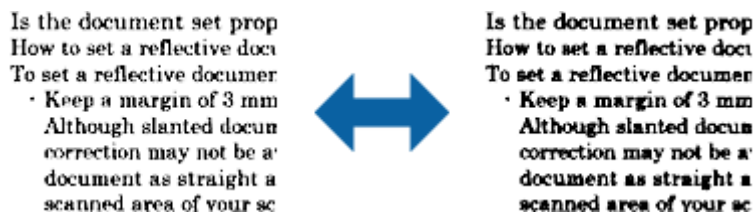
Note:

*This feature is not available depending on the settings on the **Main Settings** tab > **Image Type** or the settings on the **Advanced Settings** tab.*

Advanced Scanning

Threshold

You can adjust the border for monochrome binary (black and white). Increase the threshold, the black color area becomes larger. Decrease the threshold, the white color area becomes larger.



Note:

This feature may not be available depending on the settings on the **Main Settings** tab > **Image Type** or the settings on the **Advanced Settings** tab.

Unsharp Mask

You can enhance and sharpen the outlines of the image.



Note:

This feature is not available when selecting the **Main Settings** tab > **Image Type** > **Black & White**.

Descreening

You can remove moiré patterns (web-like shadows) that appear when scanning printed paper such as a magazine.



To check for moiré patterns, display the image at 100 % (1:1). If the displayed image is zoomed out, the image appears rough and may look like it has moiré patterns.

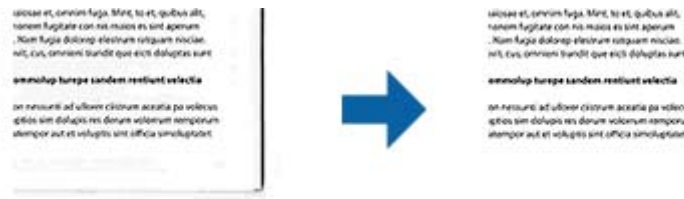
Note:

- ☐ To use this feature, set the **Resolution** on the **Main Settings** tab to 600 dpi or less.
- ☐ This feature is not available when selecting the **Main Settings** tab > **Image Type** > **Black & White**.
- ☐ The effect of this feature cannot be checked in the preview window.
- ☐ This feature softens the sharpness of the scanned image.

Advanced Scanning

Edge Fill

You can remove the shadow created around the scanned image.



For double-sided scanning, the settings for the edge fill range are mirror-reversed for the back of the original.

If you select **Settings**, the **Edge Fill Level** screen is displayed, and you can adjust the edge fill ranges for the top, bottom, left, and right.

Note:

The effect of this feature cannot be checked in the preview window.

Remove Punch Holes

You can remove the shadows of holes on the scanned image when scanning originals with punched holes.

You can remove the shadows of round or square punch holes that are within a range of 20 mm (0.79 in.) from the edges of the original.



Note:

- ☐ This feature is only available when you are scanning white or light colored originals.
- ☐ Depending on the scanned originals, the shadows of the punch holes may not be removed.
- ☐ The effect of this feature cannot be checked in the preview window.

Dual Image Output (for Windows Only)

You can scan once and save two images with different output settings at the same time.

The **Settings for Output 2** screen is displayed when you select **On** or **Settings**. Change the settings for the second scanned image (image 2).

Saving as a Searchable PDF

You can save the scanned image as a Searchable PDF. This is a PDF in which searchable text data is embedded.

Advanced Scanning

Note:

- ❑ *Text on the originals is recognized using Optical Character Recognition (OCR), and then embedded in the scanned image.*
- ❑ *This feature is only available when the EPSON Scan OCR component (Windows) or Epson Scan 2 OCR component (Mac OS) is installed.*

1. Place the original.
2. Start Epson Scan 2.
3. Make settings for each item on the **Main Settings** tab.
4. Click **Preview**.
5. Place the ejected original again when using the ADF.
6. Check the preview, and make other settings on the **Advanced Settings** tab if necessary.
7. Select **Searchable PDF** from the **Image Format** list.
8. Select **Options** from the **Image Format** list to open the **Image Format Options** window.
9. Select the **Text** tab on the **Image Format Options** window.
10. Check that the language of the original is selected in the **Text Language** list.
11. Click **OK** to close the **Image Format Options** window.
12. Check the save file name displayed in **File Name**.
13. Select the save folder for the scanned image from the **Folder** list.
14. Click **Scan**.

The scanned image is saved as a Searchable PDF.

Related Information

- ➡ [“Scanning Using Epson Scan 2” on page 48](#)
- ➡ [“Placing Originals” on page 22](#)
- ➡ [“Text is Not Recognized Correctly when Saving as a Searchable PDF” on page 105](#)

Saving as an Office Format File (for Windows Only)

You can save the scanned image as a Microsoft® Office format file using Document Capture Pro.

You can select the following formats.

- ❑ Microsoft® Word (.docx)
- ❑ Microsoft® Excel® (.xlsx)
- ❑ Microsoft® PowerPoint® (.pptx)

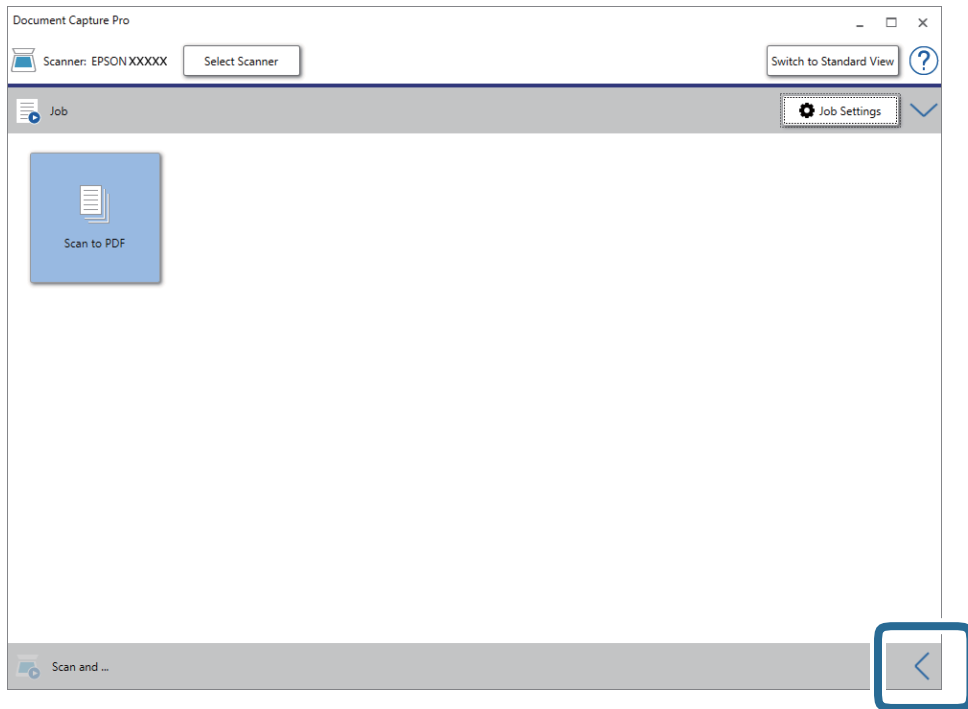
Note:

This feature is only available when the EPSON Scan OCR component is installed.

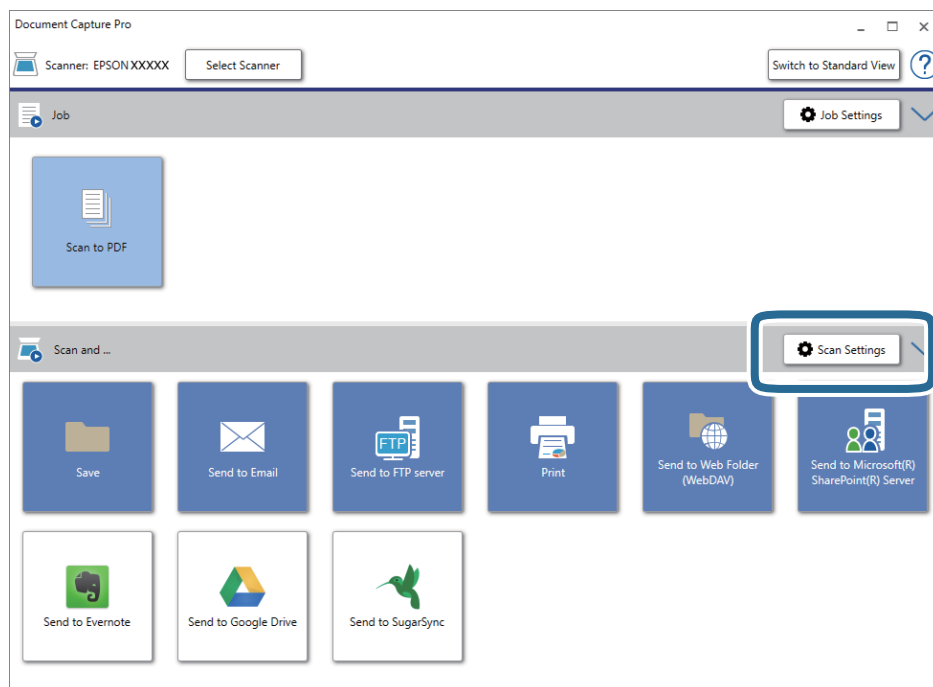
Advanced Scanning

1. Place the original.
2. Start Document Capture Pro.
3. Click  on the **Scan and** bar to display the destination screen.

If you have already displayed the destination screen, skip this procedure.



4. Click **Scan Settings** to display the **Scan Settings** screen.



5. Make the scanning settings, and then click **OK**.

Advanced Scanning

6. Click one of the destination icons.

Scanning starts. After scanning, the **Save Settings** window or **Transfer Settings** window is displayed.

7. Select the Office format file you want to save as from the **File Type** list.
8. Click **Option** to display the optional settings window.
9. Make settings for each item in the window, and then click **OK**.
10. Make other settings on the **Save Settings** window or the **Transfer Settings** window, and then click **OK**.

The scanned image is saved as an Office format file.

Related Information

- ➡ [“Scanning Using Document Capture Pro \(Windows\)” on page 52](#)
- ➡ [“Placing Originals” on page 22](#)

Setting a Job (Scan, Save, and Send)

When performed in order, the following operations are known as a job: **1. Scan > 2. Save > 3. Send**.

By registering a series of operations in advance as a job using Document Capture Pro (Windows) or Document Capture (Mac OS), you can perform all of the operations by simply selecting the job.

Note:

Document Capture Pro does not support Windows Vista, Windows XP, and Windows Server.

Creating and Registering a Job (Windows)

Explains how to set a job in Document Capture Pro. See the Document Capture Pro help for details on the features.

1. Start Document Capture Pro.
2. Click **Job Settings** on the top screen.

The **Job List** is displayed.
3. Click **New Job**.

The **Job Settings** screen is displayed.
4. Make job settings on the **Job Settings** screen.
 - ☐ **Job Name:** Enter the name of the job you want to register.
 - ☐ **Scan Settings:** Make scan settings such as the size of the originals or the resolution.
 - ☐ **Save Settings:** Set the saving destination, the saving format, the naming rules of the files, and so on. You can sort and save continued scanned images automatically by using detection methods such as blank pages inserted between the originals or barcodes on the originals.
 - ☐ **Destination Settings:** Select the destination of the scanned images. You can send them by email or forward them to an FTP server or Web server.

Advanced Scanning

5. Click **OK** to return to the **Job List** screen.
The created job is registered in the **Job List**.
6. Click **OK** to return to the top screen.

Related Information

- ➔ [“Document Capture Pro / Document Capture” on page 14](#)
- ➔ [“Scanning Using Document Capture Pro \(Windows\)” on page 52](#)

Creating and Registering a Job (Mac OS)

Explains how to set a job in Document Capture. See the Document Capture help for details on the features.

1. Start Document Capture.
2. Click the  icon on the main window.
The **Job List** window is displayed.
3. Click the + icon.
The **Job Settings** window is displayed.
4. Make the job settings on the **Job Settings** window.
 - ☐ **Job Name:** Enter the name of the job you want to register.
 - ☐ **Scan:** Make scan settings such as the size of the originals or the resolution.
 - ☐ **Output:** Set the saving destination, the saving format, the naming rules of the files, and so on.
 - ☐ **Destination:** Select the destination of the scanned images. You can send them by email or forward them to an FTP server or Web server.
5. Click **OK** to return to the **Job List** window.
The created job is registered in the **Job List**.
6. Click **OK** to return to the main window.

Related Information

- ➔ [“Document Capture Pro / Document Capture” on page 14](#)
- ➔ [“Scanning Using Document Capture \(Mac OS\)” on page 57](#)

Separation Feature (for Windows Only)

You can use the separation feature when using Document Capture Pro.

By entering barcode or text information, you can automatically identify and separate or sort complicated documents using the barcode information on the document, or by inserting blank pages in between pages in a document.

Advanced Scanning

When scanning multiple documents and using separator information or a specified number of pages to separate the document into multiple files, each separated file can be saved to a specific folder.

For example, you can make separation settings such as the following.

Note:

Document Capture Pro does not support Windows Vista, Windows XP, and Windows Server.

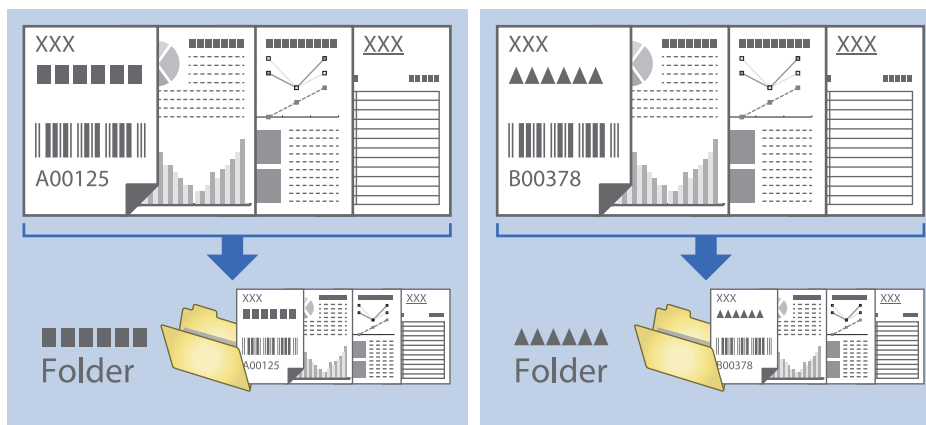
Split the data every three pages and save as multi-page PDFs (fixed pages)



Enter barcode information and save as multi-page PDFs



Enter barcode information and separate into folders



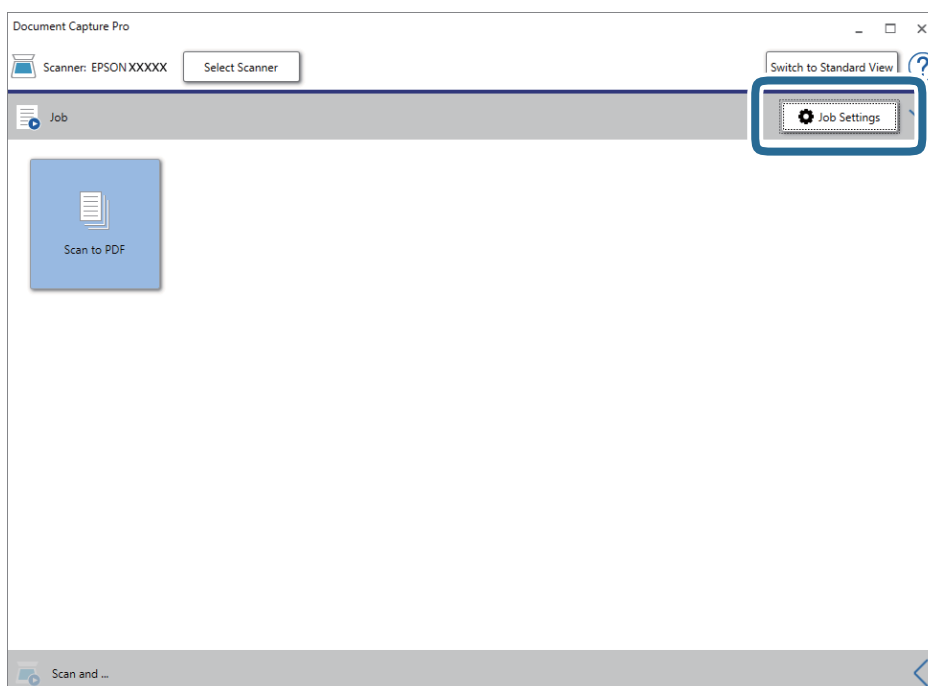
Advanced Scanning

Sorting and Saving Scanned Images into a Separate Folder

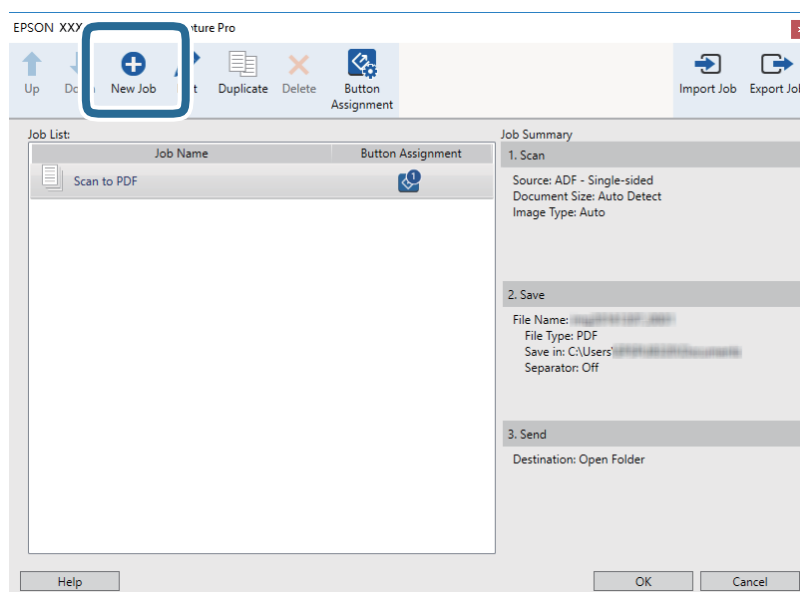
You can sort scanned images automatically and save them to a separate folder using Document Capture Pro.

To sort scanned images, you can use a variety of detection methods such as blank pages inserted between the originals or barcodes on the originals.

1. Place the originals including indicators, such as blank pages, between the pages where you want to separate the scanned images.
2. Start Document Capture Pro.
3. Click **Job Settings**.

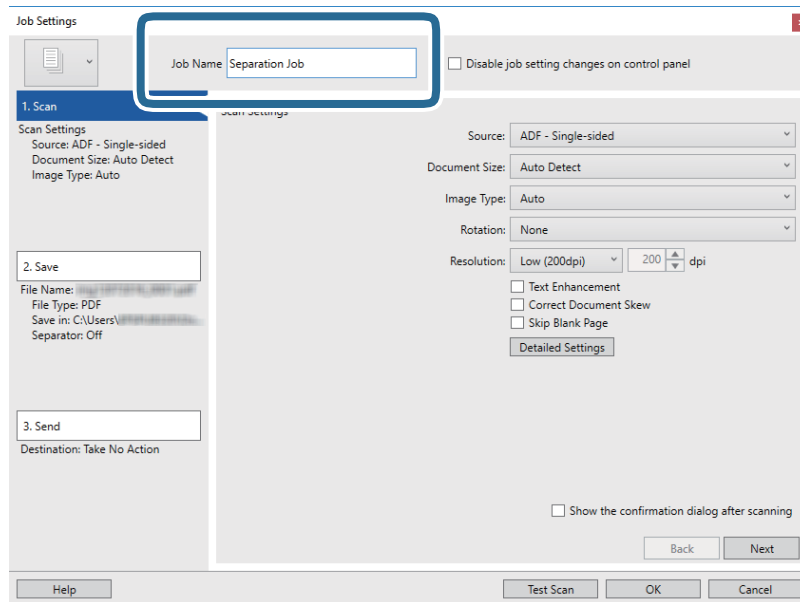


4. Click **New Job**.

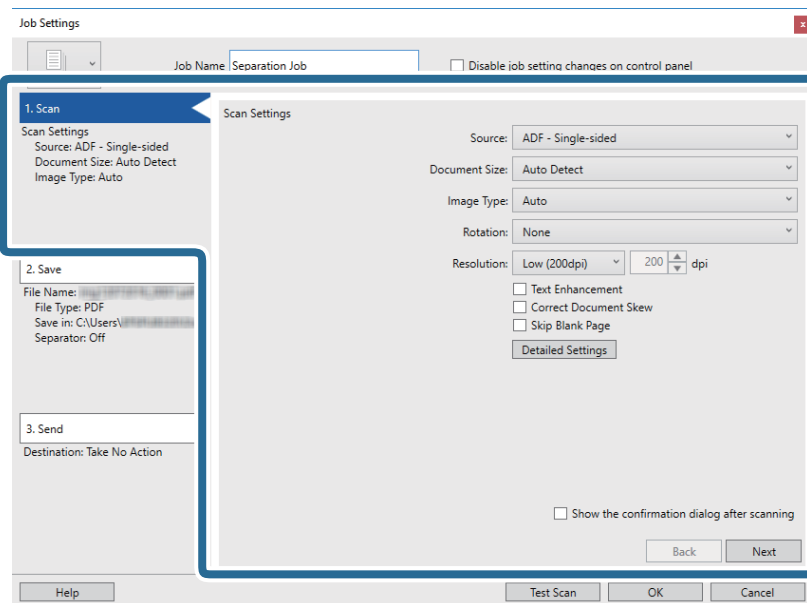


Advanced Scanning

5. Set the **Job Name**.

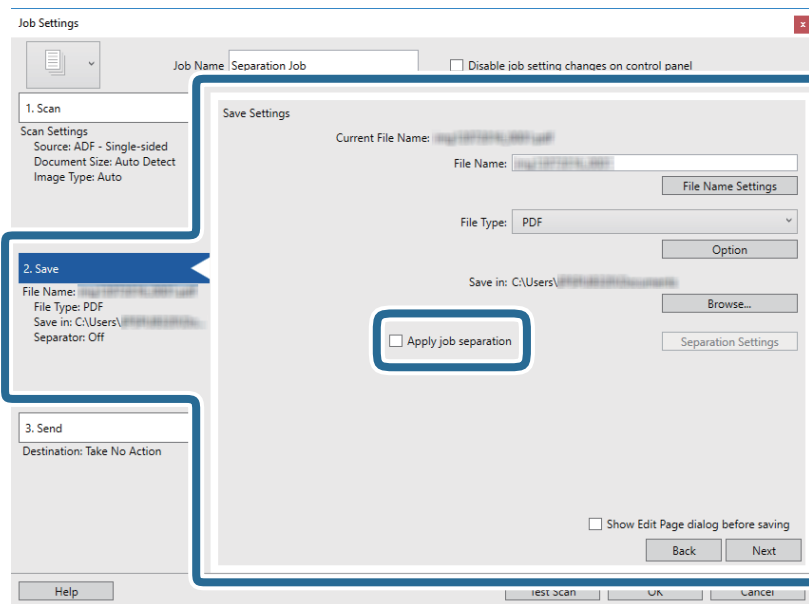


6. Make scanning settings on the **1. Scan** tab.

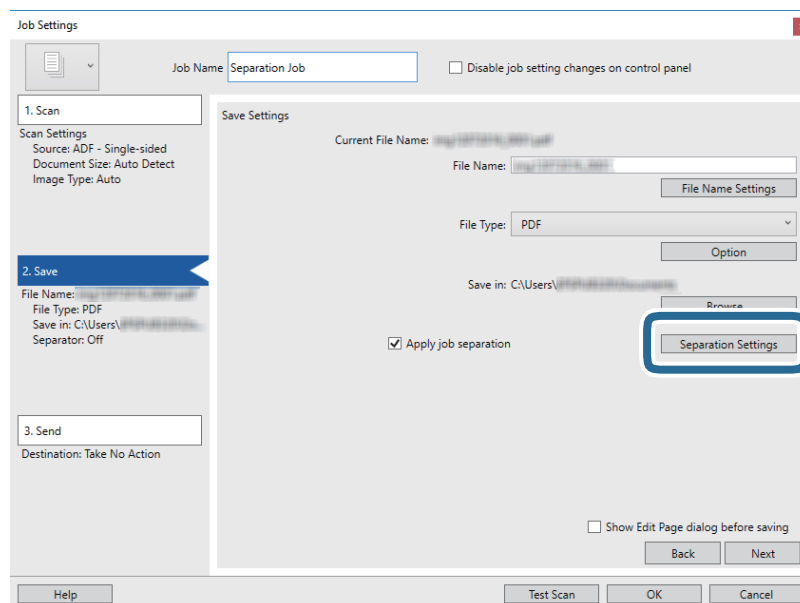


Advanced Scanning

7. Click **2. Save**, make the save settings, and then select **Apply job separation**.



8. Click **Separation Settings**.



Advanced Scanning

9. Select **Separator** on the **Job Separation Settings** screen.

Job Separation Settings

Separator: Fixed Page

Page: 3

☐ Count blank pages in total

☐ Create Folder

Folder Name: Customizing

Prefix: folder

Digit Number: 3

Start Number: 1

Current Folder Name:

☐ Add job separation

Separator: Barcode

Settings

Help OK Cancel

- ☐ **Fixed Page:** Select to separate by each specified page and split into files.
- ☐ **Blank Page:** Select to separate by detecting blank pages.
- ☐ **Barcode:** Select to separate by detecting barcodes.
- ☐ **OCR:** Select to detect characters using OCR (Optical Character Recognition) and separate accordingly.
- ☐ **Patch Code:** Select to separate by detecting the **Patch Code**.

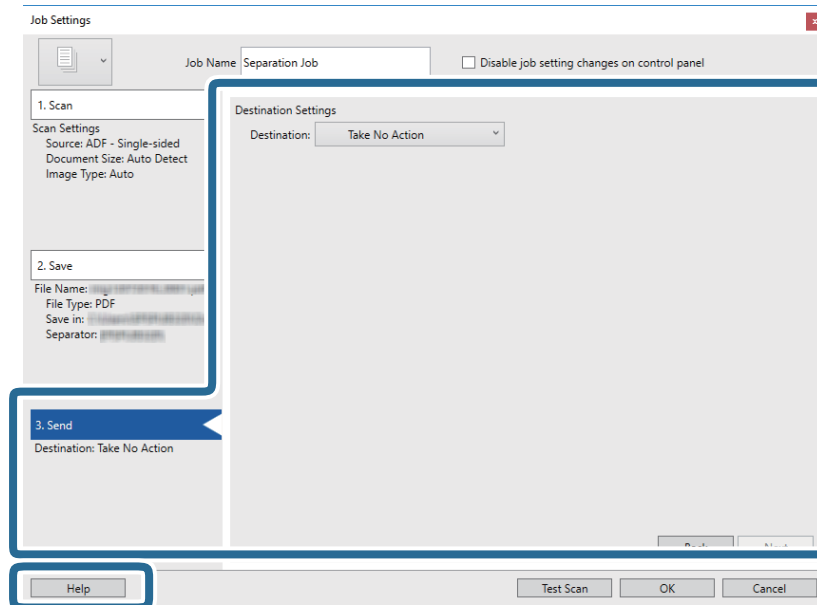
10. Set detailed settings for separation, and then click **OK**.

Settings for separation vary depending on the **Separator** you selected. For details on the settings for separation, click **Help** on the window and see the help for Document Capture Pro.

Advanced Scanning

11. Click **3. Send**, and then select the **Destination**.

Destination setting items are displayed according to the destination you selected. Make detailed settings as necessary. Click **Help** for details on each item.



12. Click **OK** to close the **Job Settings** screen.

13. Click **OK** to close the job list screen.

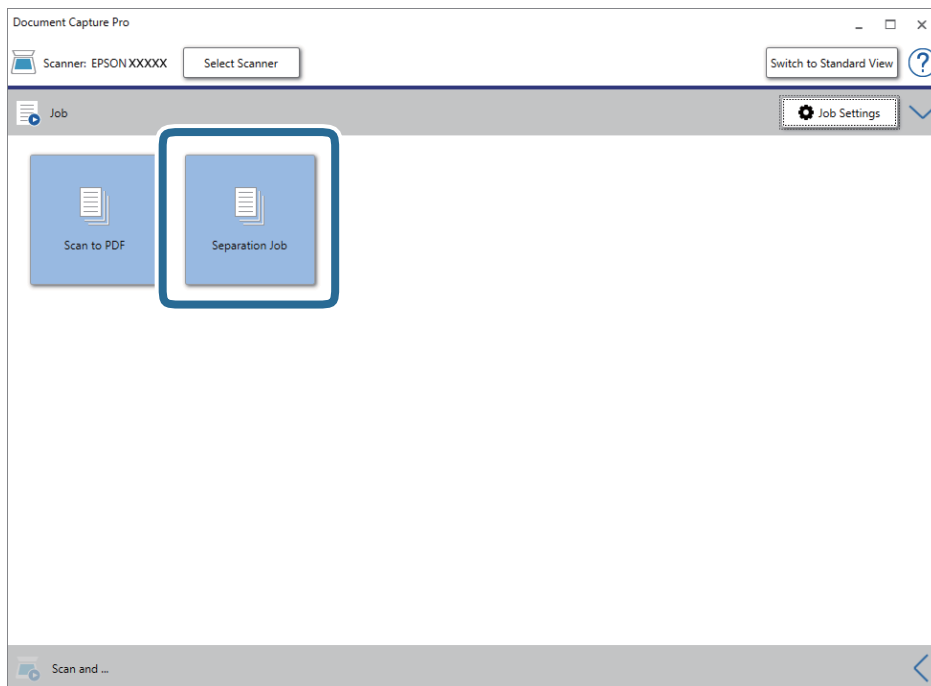
The separation job is created.

14. Make sure the page separation lever on the scanner is set correctly.

To scan normal originals such as A4 paper, set the lever to  (separation feeding). To scan special originals such as folded documents, plastic cards, or carrier sheets, set the lever to  (non separation feeding).

Advanced Scanning

15. Click the job icon.



The separation job is performed.

16. Follow the on-screen instructions.

The scanned image is separated and saved using the settings you made for the job.

Related Information

- ➡ [“Scanning Using Document Capture Pro \(Windows\)” on page 52](#)
- ➡ [“Placing Originals” on page 22](#)

Maintenance

Cleaning Outside the Scanner

Wipe off any stains on the outer case with a dry cloth or a cloth dampened with mild detergent and water.

**Important:**

- ☐ *Never use alcohol, thinner, or any corrosive solvent to clean the scanner. Deformation or discoloration may occur.*
- ☐ *Do not let water get inside the product. This could cause a malfunction to occur.*
- ☐ *Never open the scanner case.*

1. Press the  button to turn off the scanner.
2. Unplug the AC adapter from the scanner.
3. Clean the outer case with a cloth dampened with mild detergent and water.

Cleaning Inside the Scanner

After using the scanner for a while, paper and room dust on the roller or the glass part inside the scanner may cause paper feed or scanned image quality problems. Clean the inside of the scanner every 5,000 scans. You can check the latest number of scans in Epson Scan 2 Utility.

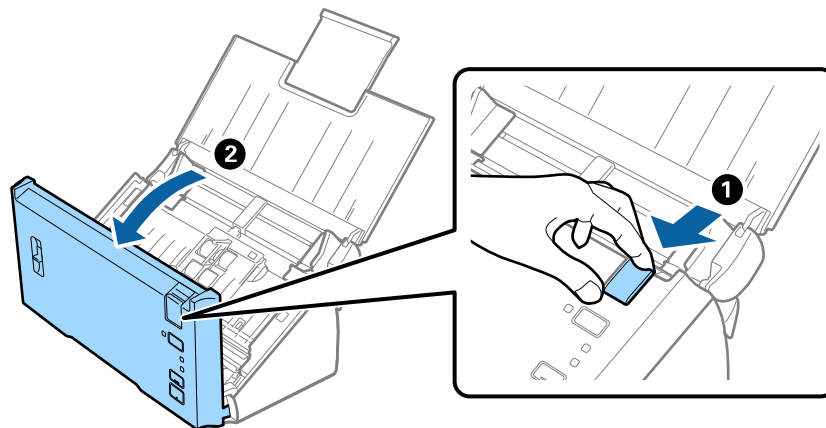
**Important:**

- ☐ *Never use alcohol, thinner, or any corrosive solvent to clean the scanner. Deformation or discoloration may occur.*
- ☐ *Never spray any liquid or lubricant on the scanner. Damage to equipment or circuits may cause abnormal operations.*
- ☐ *Never open the scanner case.*

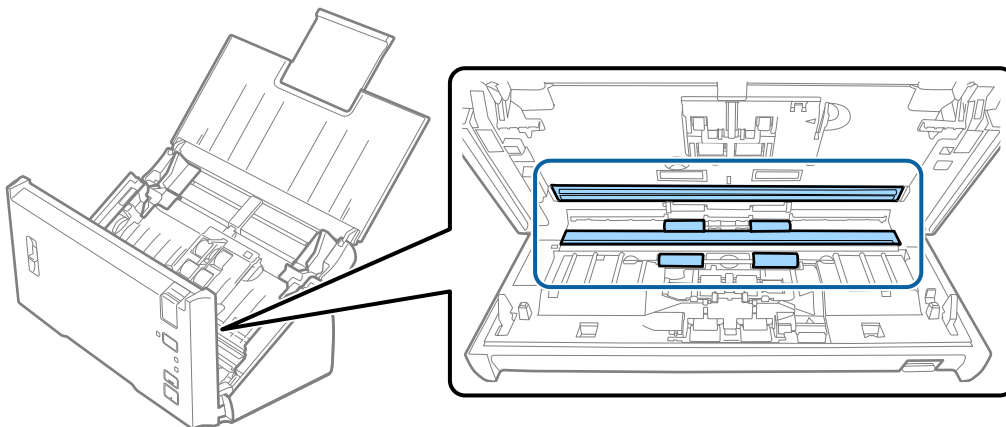
1. Press the  button to turn off the scanner.
2. Unplug the AC adapter from the scanner.

Maintenance

3. Pull the cover open lever and open the scanner cover.



4. Wipe off any stains on the plastic roller and glass surface at the bottom inside of the scanner cover using a soft cloth.

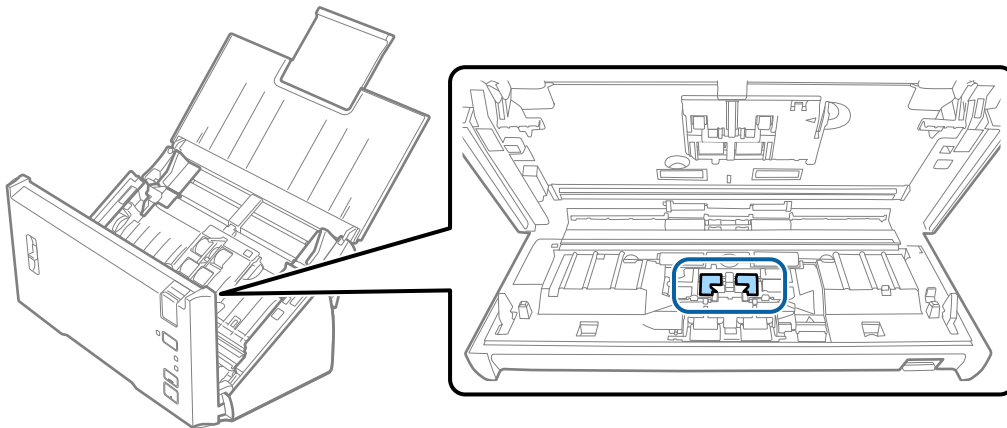


! Important:

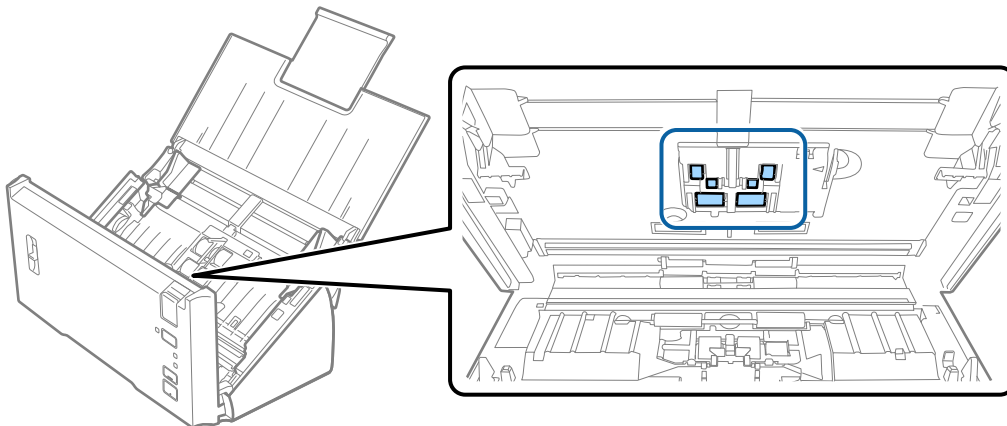
- ☐ Do not place too much force on the glass surface.
- ☐ Do not use a brush or a hard tool. Any scratches on the glass may affect the scan quality.
- ☐ Do not spray cleaner directly onto the glass surface.

Maintenance

5. Wipe off any dust or dirt on the separation roller using a soft cloth.



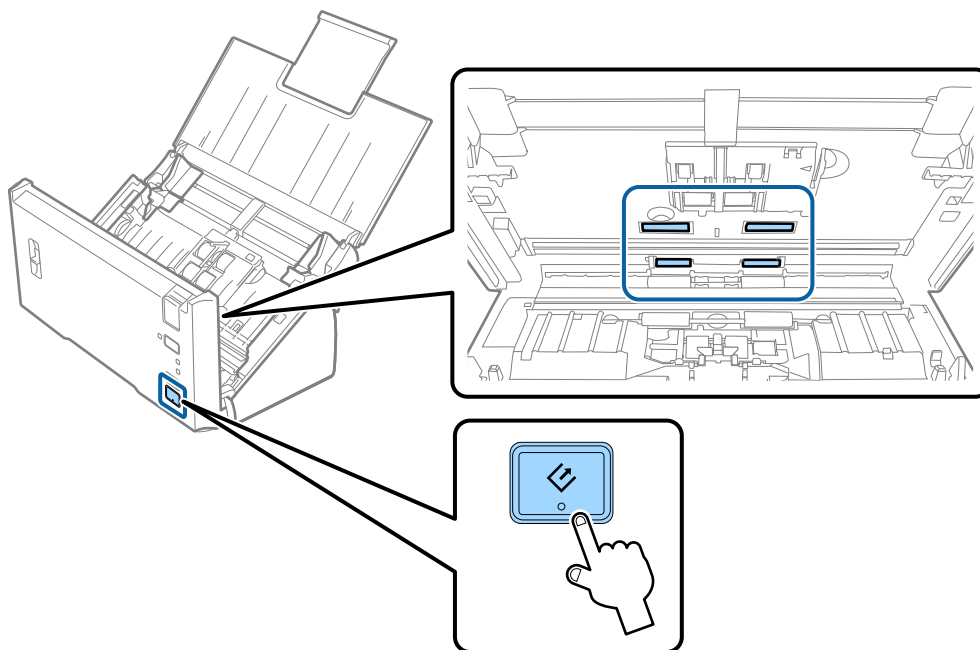
6. Wipe off any dust or dirt on the pickup roller using a soft cloth.



7. Plug in the AC adapter, and then turn on the scanner.

Maintenance

8. Hold down the  button for at least two seconds while opening the scanner cover. The rollers on the bottom move momentarily, and then the scanner enters cleaning mode. The rollers rotate a bit each time you press the  button. Press the  button several times to rotate the rollers. Use a soft cloth to clean the rollers as they rotate. Repeat this step until the rollers are clean.

**Caution:**

Be careful not to get your hands or hair caught in the mechanism when operating the roller. This could cause an injury.

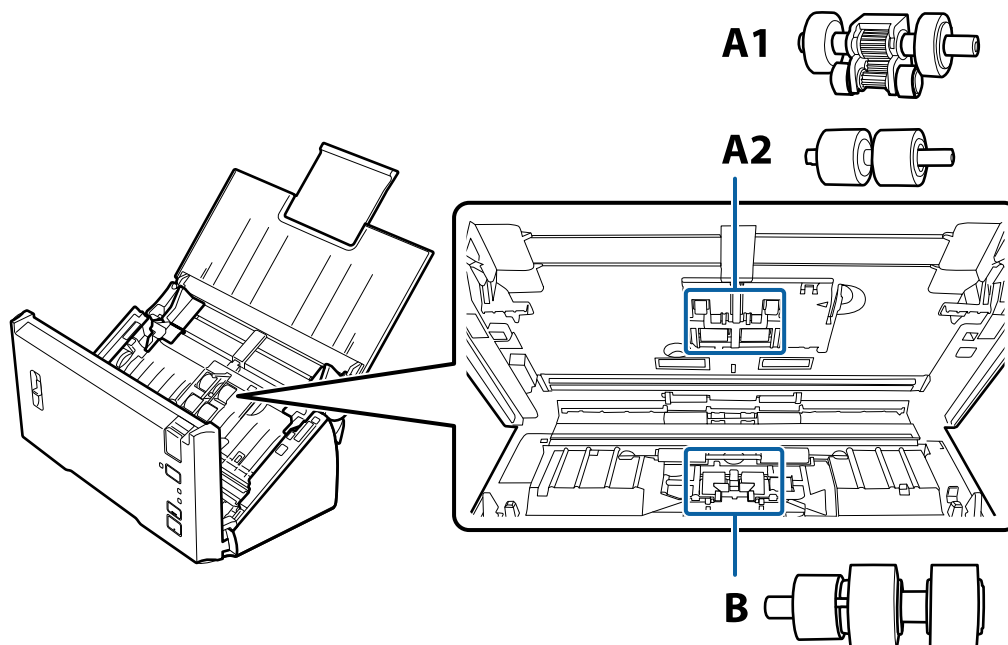
9. Close the scanner cover.
The scanner exits cleaning mode.

Related Information

➔ [“Replacing the Roller Assembly Kit” on page 89](#)

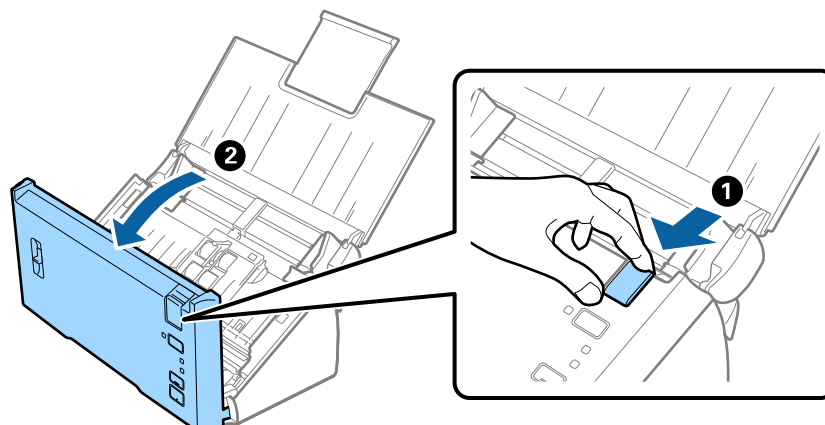
Replacing the Roller Assembly Kit

The roller assembly kit (the pickup roller and the separation roller) needs to be replaced when the number of scans exceeds the Life Cycle of the rollers. When a replacement message is displayed on your computer, follow the steps below to replace it.



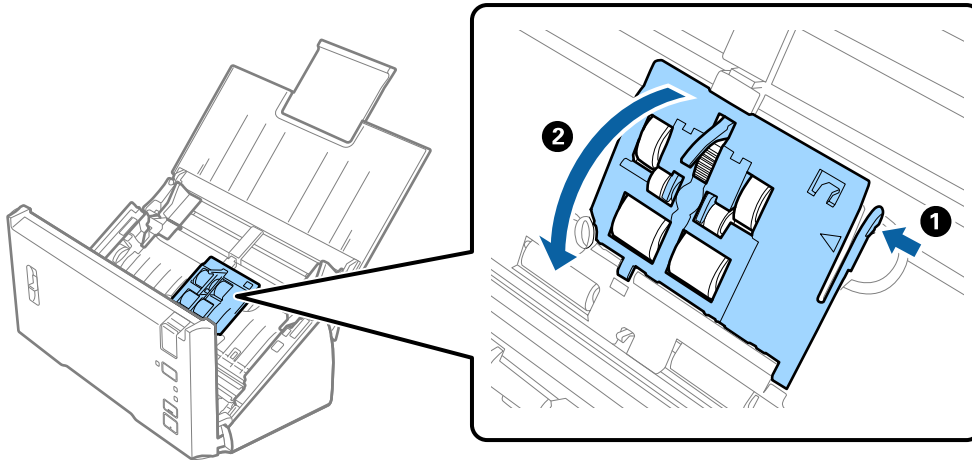
A1: upper pickup roller, A2: lower pickup roller, B: separation roller

1. Press the  button to turn off the scanner.
2. Unplug the AC adapter from the scanner.
3. Pull the cover open lever and open the scanner cover.

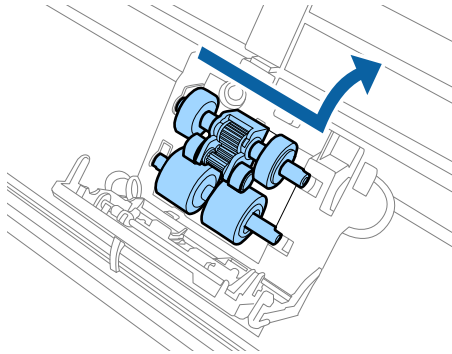


Maintenance

4. Press the hook on the right side of the pickup roller cover, and then open the cover.

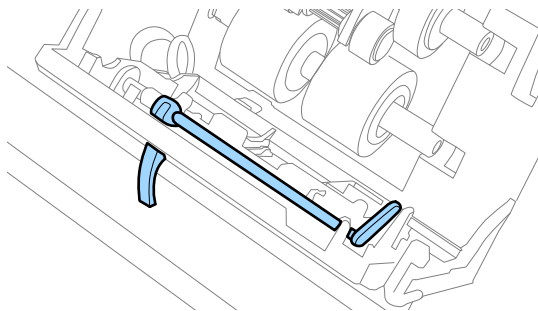


5. Slide and remove the installed pickup rollers.



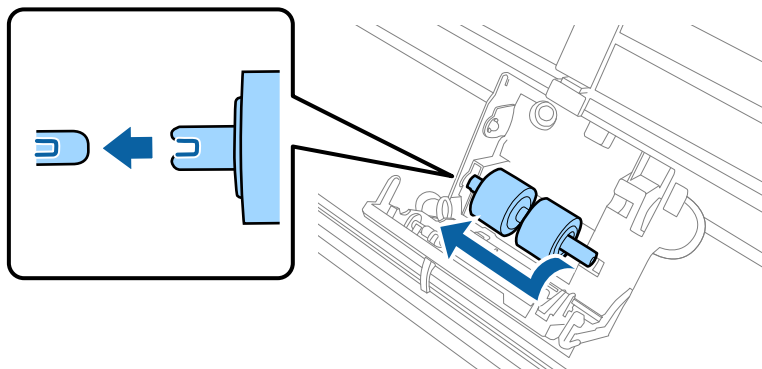
Important:

Do not place too much force on the arm. This could damage the inside of the scanner.

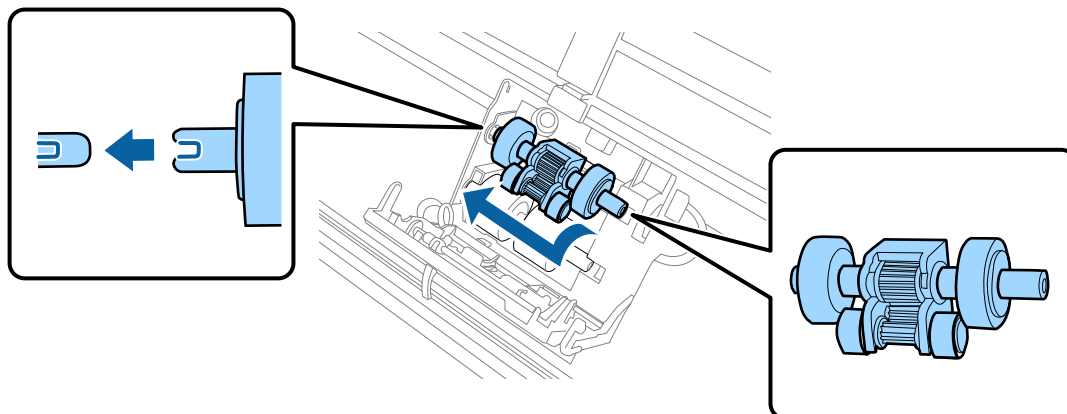


Maintenance

6. Attach the new lower pickup roller.
Align the notches.



7. Attach the new upper pickup roller.
Align the notches, and check that the smaller roller is on the bottom.

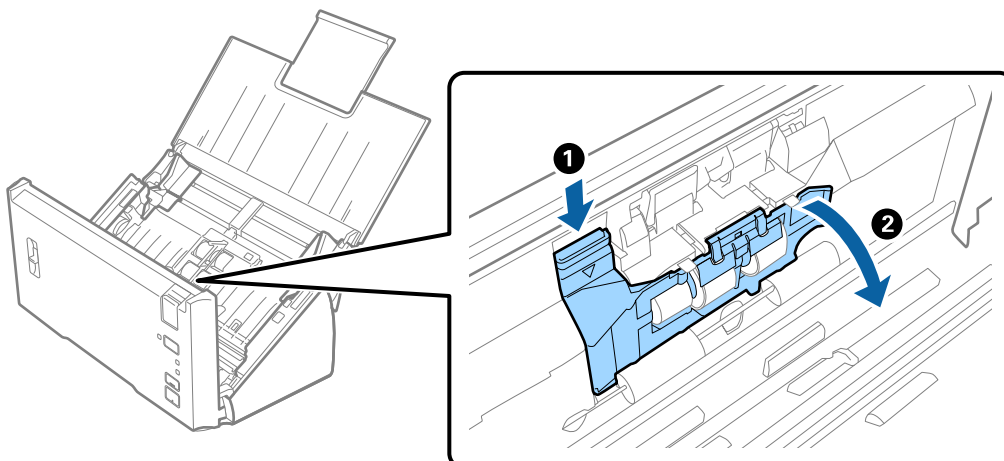


8. Close the pickup roller cover firmly.

**Important:**

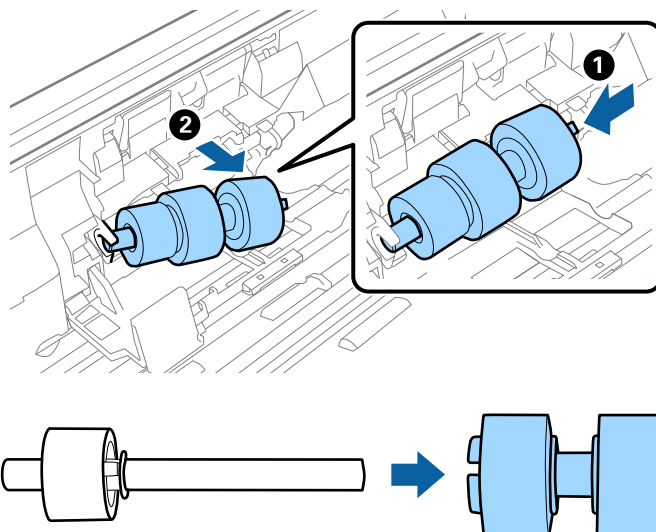
Make sure the pickup rollers are installed correctly if the cover is hard to close.

9. Push the hook of the separation roller cover to open the cover.



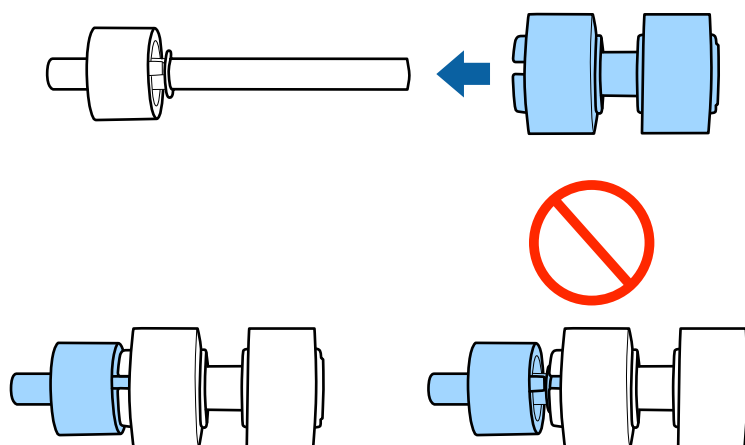
Maintenance

10. Slide and remove the installed separation roller, and then remove the roller from the axis.



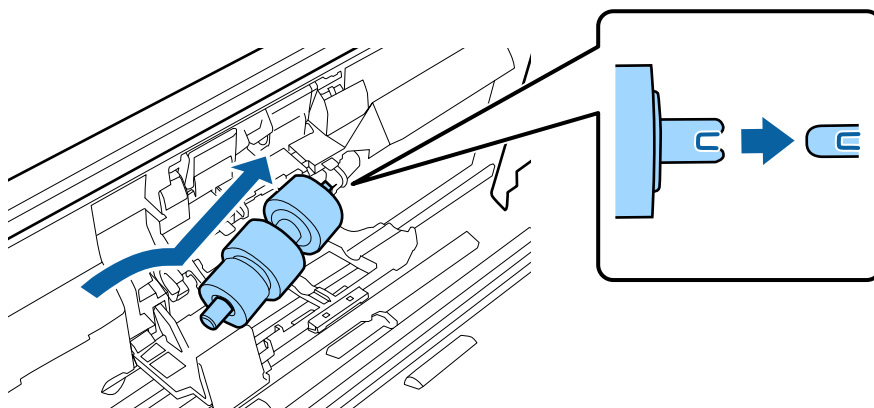
11. Attach the new separation roller to the axis, and make sure the notches align.

Check that there are no gaps, and make sure the roller does not come off the axis.



12. Attach the new separation roller in the correct position.

Align the notches.



Maintenance

13. While pressing the roller, close the separation roller cover.

**Important:**

Make sure the separation rollers are installed correctly if the cover is hard to close.

14. Close the scanner cover.
15. Plug in the AC adapter, and then turn on the scanner.
16. Reset the scan number using Epson Scan 2 Utility.

Note:

Dispose of the pickup roller and the separation roller following the rules and regulations of your local authority. Do not disassemble them.

Related Information

➡ [“Roller Assembly Kit Codes” on page 16](#)

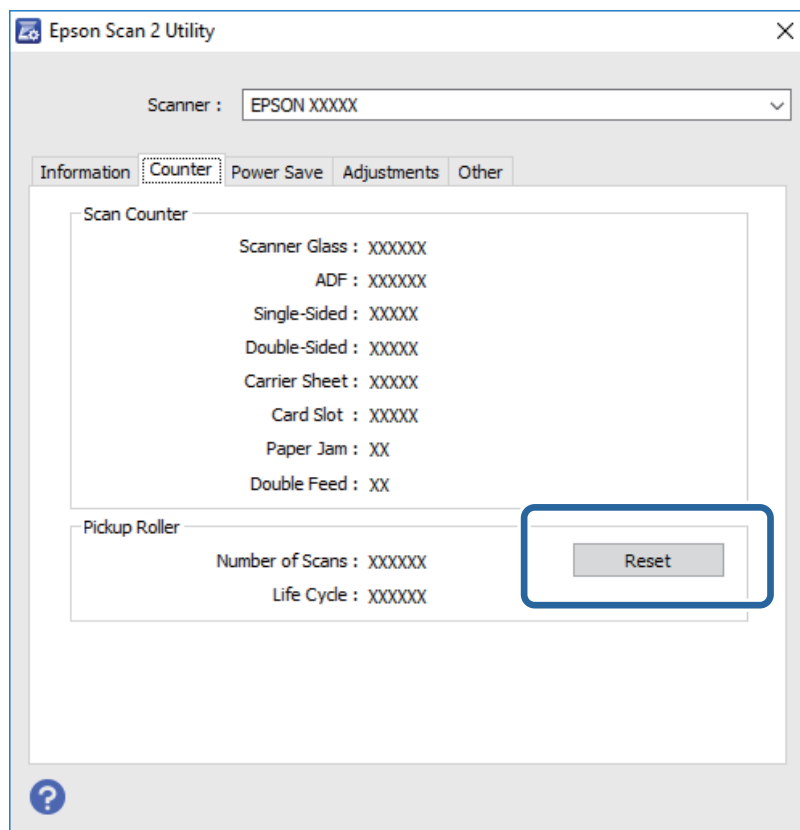
Resetting the Number of Scans

Reset the number of scans using Epson Scan 2 Utility after replacing the Roller Assembly Kit.

1. Turn on the scanner.
2. Start Epson Scan 2 Utility.
 - ☐ Windows 10/Windows Server 2016
Click the start button, and then select **EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
 - ☐ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Start screen > Apps > Epson > Epson Scan 2 Utility.
 - ☐ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
Click the start button, and then select **All Programs (or Programs) > EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
 - ☐ Mac OS
Select **Go > Applications > EPSON Software > Epson Scan 2 Utility**.
3. Click the **Counter** tab.

Maintenance

- Click **Reset** for the roller assembly kit.



Related Information

- ➔ [“Replacing the Roller Assembly Kit” on page 89](#)

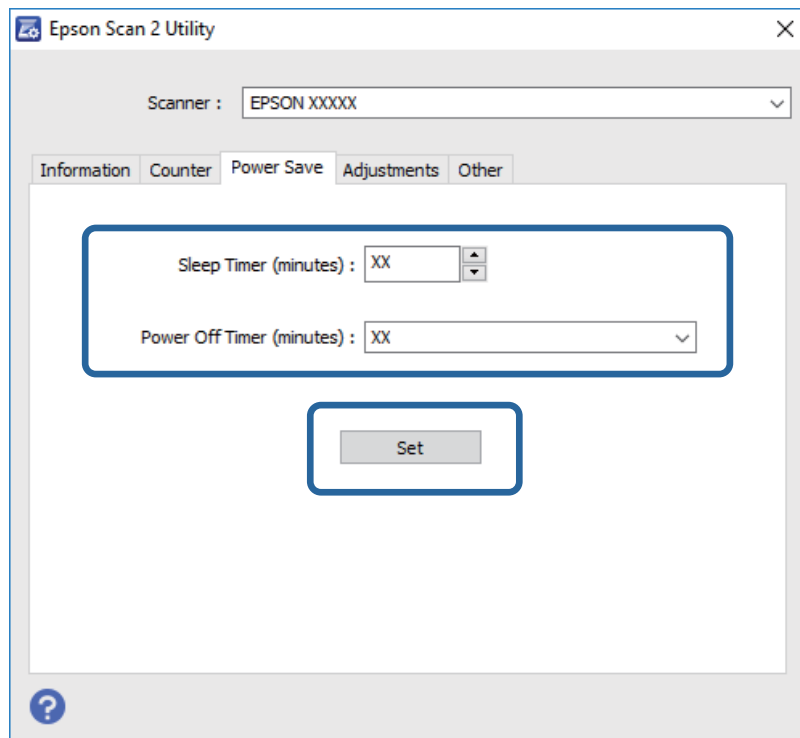
Energy Saving

You can save energy by using the sleep mode or auto power off mode when no operations are performed by the scanner. You can set the time period before the scanner enters sleep mode and turns off automatically. Any increase will affect the product's energy efficiency. Consider the environment before making any changes.

- Start Epson Scan 2 Utility.
 - ❑ Windows 10/Windows Server 2016
Click the start button, and then select **EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
 - ❑ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Start screen > Apps > Epson > Epson Scan 2 Utility.
 - ❑ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
Click the start button, and then select **All Programs (or Programs) > EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
 - ❑ Mac OS
Select **Go > Applications > EPSON Software > Epson Scan 2 Utility**.

Maintenance

2. Click the **Power Save** tab.
3. Set the **Sleep Timer (minutes)** or **Power Off Timer (minutes)**, and then click **Set**.



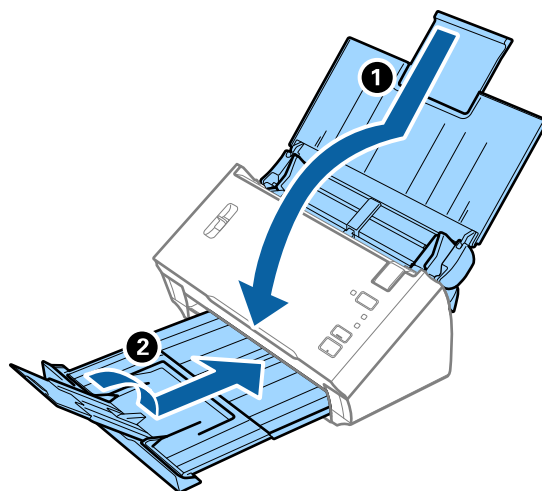
Transporting the Scanner

When you need to transport the scanner to move or for repairs, follow the steps below to pack the scanner.

1. Press the  button to turn off the scanner.
2. Unplug the AC adapter from the scanner.
3. Remove the USB cable.

Maintenance

4. Close the input tray and output tray.

**Important:**

Make sure you close the output tray securely; otherwise it may be damaged during transport.

5. Attach the packing materials that came with the scanner, and then repack the scanner in its original box or a sturdy box.

Updating Applications and Firmware

You may be able to clear certain problems and improve or add functions by updating the applications and the firmware. Make sure you use the latest version of the applications and firmware.

1. Make sure that the scanner and the computer are connected, and the computer is connected to the internet.
2. Start EPSON Software Updater, and update the applications or the firmware.

Note:

Windows Server operating systems are not supported.

☐ Windows 10

Click the start button, and select **Epson Software** > **EPSON Software Updater**.

☐ Windows 8.1/Windows 8

Enter the application name in the search charm, and then select the displayed icon.

☐ Windows 7/Windows Vista/Windows XP

Click the start button, and then select **All Programs** or **Programs** > **Epson Software** > **EPSON Software Updater**.

☐ Mac OS

Select **Finder** > **Go** > **Applications** > **Epson Software** > **EPSON Software Updater**.

**Important:**

Do not turn off the computer or the scanner while updating.

Maintenance

Note:

If you cannot find the application you want to update in the list, you cannot update using the EPSON Software Updater. Check for the latest versions of the applications on your local Epson website.

<http://www.epson.com>

Solving Problems

Scanner Problems

Scanner Lights Indicate an Error

Check the following if the scanner lights indicate an error.

- ☐ Make sure there are no originals jammed in the scanner.
- ☐ When feeding multiple originals, open the ADF cover and remove the originals. Next, close the ADF cover.
- ☐ Make sure the scanner cover is closed.
- ☐ Make sure the scanner is connected to your computer properly.
- ☐ Make sure Epson Scan 2 is installed correctly.
- ☐ If the firmware update fails and the scanner enters recovery mode, update the firmware again using a USB connection.
- ☐ Turn off the scanner and turn it on again. If this does not solve the problem, the scanner may be malfunctioning, or the light source in the scanner unit may need to be replaced. Contact your dealer.

Related Information

- ➔ [“Error Indicators” on page 13](#)
- ➔ [“The Original Jams in the Scanner Frequently” on page 101](#)

The Scanner Does Not Turn On

- ☐ Make sure the AC adapter is securely connected to the scanner and an electrical outlet.
- ☐ Check that the electrical outlet is working. Plug another device into the electrical outlet and check that you can turn the power on.

Problems Starting Scanning

Cannot Start Epson Scan 2

Make sure the scanner is connected to your computer properly.

- ☐ Check the USB cable connection.
 - ☐ Make sure the USB cable is securely connected to the scanner and the computer.
 - ☐ Use the USB cable that came with the scanner.
 - ☐ Connect the scanner directly to the computer's USB port. The scanner may not work properly when connected to the computer through one or more USB hubs.
- ☐ Make sure the scanner is turned on.

Solving Problems

- ☐ Wait until the status light stops flashing indicating that the scanner is ready to scan.
- ☐ If you are using any TWAIN-compliant applications, make sure that the correct scanner is selected as the scanner or source setting.

Pressing a Scanner Button Does Not Start the Correct Application

- ☐ Make sure the scanner is connected to your computer properly.
- ☐ Make sure Epson Scan 2 and other applications are installed correctly.
- ☐ Make sure Document Capture Pro (Windows) or Document Capture (Mac OS) is installed correctly.
- ☐ Check the correct setting is assigned to the scanner button in Document Capture Pro (Windows) or Document Capture (Mac OS).

Related Information

- ➔ [“Scanning Using a Scanner Button” on page 65](#)

Paper Feeding Problems

Multiple Originals Are Fed

If multiple originals are fed and an error occurred, open the scanner cover and remove the originals. Next, close the scanner cover.

If multiple originals are fed frequently, try the following.

- ☐ Make sure the page separation lever is set to .
- ☐ Clean the rollers inside the scanner.
- ☐ Reduce the number of originals being placed at a time.
- ☐ Use **Automatic Feeding Mode** in Epson Scan 2, and scan originals one by one.

Related Information

- ➔ [“Cleaning Inside the Scanner” on page 85](#)
- ➔ [“Scanning Different Sizes or Types of Originals One by One \(Automatic Feeding Mode\)” on page 66](#)

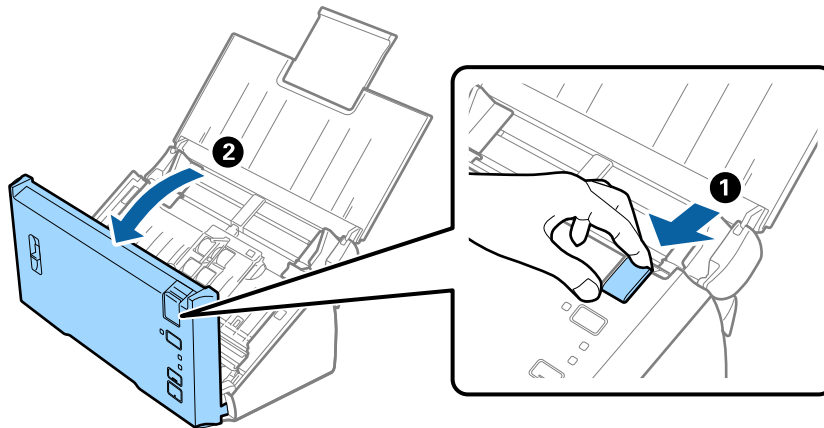
Removing Jammed Originals from the Scanner

If an original has jammed inside the scanner, follow these steps to remove it.

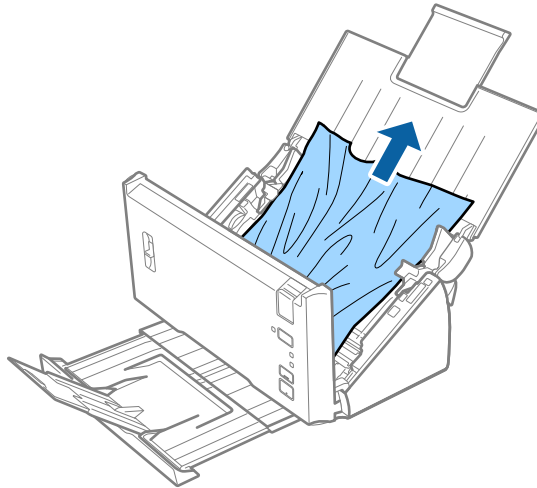
1. Remove all originals remaining in the input tray.

Solving Problems

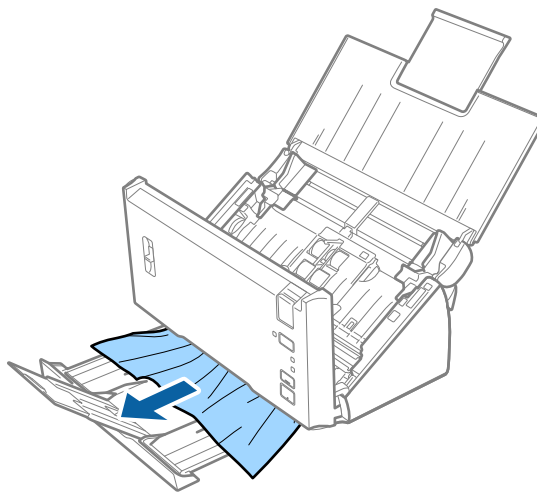
2. Pull the cover open lever and open the scanner cover.



3. Carefully remove any originals remaining inside the scanner.



4. Carefully pull out any jammed originals from the output tray in the direction of the arrow if you cannot pull originals straight up.



Solving Problems

**Important:**

Make sure there is no paper inside the scanner.

5. Close the scanner cover.

The Original Jams in the Scanner Frequently

- ☐ Clean the rollers inside the scanner.
- ☐ If the ejected originals get stuck in the output tray, store the output tray and do not use it.
- ☐ If you enabled **Scanned image**, originals may be misdetected as double feeds and scanning stops in the following situations.
 - ☐ Originals of different sizes are scanned at the same time
 - ☐ Originals with lines or bands across the full width are scanned
 - ☐ Originals with creases are scanned
 - ☐ Originals with a border frame are scanned
- ☐ If you enabled **Paper Protection**, originals may be misdetected as a feed error and scanning stops in the following situations.
 - ☐ Irregular shaped originals are scanned
 - ☐ Originals are scanned askew

Note:

When you select **Settings** from **Detect Double Feed** in Epson Scan 2, you can set the **Scanned image** or **Paper Protection** settings.

Related Information

➔ [“Cleaning Inside the Scanner” on page 85](#)

Detect Double Feed Does Not Work

Double feeds may not be detected in the following situations.

- ☐ Originals of different sizes are scanned at the same time
- ☐ The gap at the top and bottom edges of the double fed originals is small
- ☐ The gap at the left and right edges of the double fed originals is large
- ☐ Originals are scanned askew
- ☐ Originals have dark background colors
- ☐ Originals have damaged edges
- ☐ Originals are irregular shaped

Note:

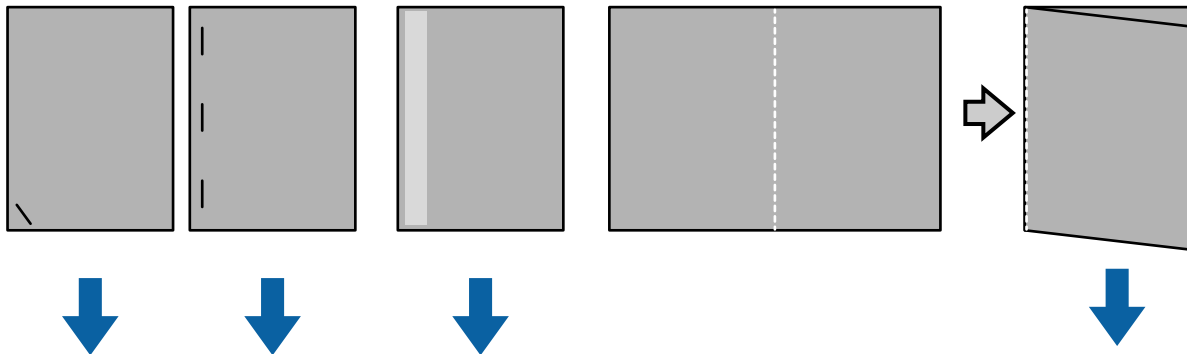
When you select **Settings** from **Detect Double Feed** in Epson Scan 2, you can set the **Scanned image** or **Paper Protection** settings.

Solving Problems

Paper Protection Does Not Work

If unsupported originals such as the following are fed by mistake, you can detect paper jams by analyzing the scanned image. You can reduce damage to the originals by stopping scanning immediately.

- ☐ Stapled originals
- ☐ Glued originals
- ☐ Folded originals



You cannot detect an error when scanning in the following situations.

- ☐ The originals are fed to the scanning sensor without skewing, such as when the end (the opposite side to the feeding direction) of the original is stapled.
- ☐ The edge of the original is a dark gray color.

The Originals Get Dirty

Clean the inside of the scanner.

Related Information

➔ [“Cleaning Inside the Scanner” on page 85](#)

Scanning Takes a Long Time

- ☐ When the resolution is high, scanning may take some time.
- ☐ If you enabled **Scanned image**, the originals are analyzed when they are scanned. Feeding may pause before outputting the originals, and scanning may take a long time for the following originals.
 - ☐ Originals with many lines or creases
 - ☐ Originals scanned at high resolution such as more than 300 dpi

Note:

When you select **Settings** from the **Detect Double Feed** in Epson Scan 2, you can set the **Scanned image** settings.

- ☐ If you enabled **Paper Protection** while setting the resolution to more than 300 dpi and the **Image Type** as **Black & White**, scanning may take some time.

Note:

When you select **Settings** from the **Detect Double Feed** in Epson Scan 2, you can set the **Paper Protection** settings.

Solving Problems

- ❑ Computers with USB 2.0 (Hi-Speed) ports can scan faster than those with USB 1.1 ports. If you are using USB 2.0 port with the scanner, make sure that the computer meets the system requirements.
- ❑ When using security software, exclude the TWAIN.log file from monitoring, or set the TWAIN.log as a read-only file. For more information on your security software's functions, see the help and so on supplied with the software. The TWAIN.log file is saved in the following locations.
 - ❑ Windows 10/Windows 8.1/ Windows 8/ Windows 7/ Windows Vista:
C:\Users\user name\AppData\Local\Temp
 - ❑ Windows XP:
C:\Documents and Settings\user name\Local Settings\Temp

Scanned Image Problems

Straight Lines Appear when Scanning from ADF

- ❑ Clean the ADF.
Straight lines may appear in the image when trash or dirt gets into the ADF.
- ❑ Remove any trash or dirt that adheres to the original.

Related Information

➔ [“Cleaning Inside the Scanner” on page 85](#)

The Image Quality is Rough

- ❑ If the resolution is low, try increasing the resolution and then scanning.
- ❑ In Epson Scan 2, adjust the image using items on the **Advanced Settings** tab, and then scan.

Related Information

- ➔ [“Setting a Resolution That Suits the Scanning Purpose” on page 51](#)
- ➔ [“Image Adjustment Features” on page 67](#)

Colors Bleed

On the **Configuration** screen in Epson Scan 2, select **Color Slip Reduction** on the **Scan** tab.



Note:

Depending on the state of the original, color bleeding may not be sufficiently reduced.

Expanding or Contracting the Scanned Image

When expanding or contracting the scanned image, you can adjust the expansion ratio by using the **Adjustments** feature in Epson Scan 2 Utility. This feature is only available for Windows.

Note:

Epson Scan 2 Utility is an application that comes with Epson Scan 2.

1. Start Epson Scan 2 Utility.
 - ☐ Windows 10/Windows Server 2016
Click the start button, and then select **EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
 - ☐ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Enter the application name in the search charm, and then select the displayed icon.
 - ☐ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
Click the start button, and then select **All Programs** or **Programs > EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
2. Select the **Adjustments** tab.
3. Use **Expansion/Contraction** to adjust the expansion ratio for scanned images.
4. Click **Set** to apply the settings to the scanner.

Offset Appears in the Background of Images

Images on the back of the original may appear in the scanned image.

- ☐ In Epson Scan 2, select the **Advanced Settings** tab, and then adjust the **Brightness**.
This feature may not be available depending on the settings on the **Main Settings** tab > **Image Type** or other settings on the **Advanced Settings** tab.
- ☐ In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option > Text Enhancement**.

Related Information

- ➡ [“Brightness” on page 71](#)
You can adjust the brightness for the whole image.
- ➡ [“Text Enhancement” on page 69](#)
You can make blurred letters in the original clear and sharp. You can also reduce the offset or unevenness of the background.

Text is Blurred

- ☐ In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option > Text Enhancement**.
- ☐ In Epson Scan 2, when **Image Type** on the **Main Settings** tab is set to **Black & White**, adjust the **Threshold** on the **Advanced Settings** tab. When you increase the **Threshold**, black becomes stronger.
- ☐ If the resolution is low, try increasing the resolution and then scanning.

Solving Problems

Related Information

➔ [“Text Enhancement” on page 69](#)

You can make blurred letters in the original clear and sharp. You can also reduce the offset or unevenness of the background.

➔ [“Threshold” on page 72](#)

You can adjust the border for monochrome binary (black and white). Increase the threshold, the black color area becomes larger. Decrease the threshold, the white color area becomes larger.

➔ [“Setting a Resolution That Suits the Scanning Purpose” on page 51](#)

Moiré Patterns (Web-Like Shadows) Appear

If the original is a printed document, moiré patterns (web-like shadows) may appear in the scanned image.

- ❑ On the **Advanced Settings** tab in Epson Scan 2, set **Descreeing**.



- ❑ Change the resolution, and then scan again.

Related Information

➔ [“Descreeing” on page 72](#)

You can remove moiré patterns (web-like shadows) that appear when scanning printed paper such as a magazine.

➔ [“Setting a Resolution That Suits the Scanning Purpose” on page 51](#)

The Edge of the Original is Not Scanned when Automatically Detecting the Size of the Original

- ❑ In Epson Scan 2, select the **Main Settings** tab, and then select **Document Size > Settings**. On the **Document Size Settings** window, adjust **Crop Margins for Size "Auto"**.
- ❑ Depending on the original, the area of the original may not be detected correctly when using the **Auto Detect** feature. Select the appropriate size of the original from the **Document Size** list.

Note:

If the size of the original you want to scan is not on the list, select **Customize**, and then create the size manually.

Text is Not Recognized Correctly when Saving as a Searchable PDF

- ❑ On the **Image Format Options** window in Epson Scan 2, check that **Text Language** is set correctly on the **Text** tab.
- ❑ Check that the original is placed straight.

Solving Problems

- ❑ Use an original with clear text. Text recognition may decline for the following types of originals.
 - ❑ Originals that have been copied a number of times
 - ❑ Originals received by fax (at low resolutions)
 - ❑ Originals on which the letter spacing or line spacing is too small
 - ❑ Originals with ruled lines or underlining over the text
 - ❑ Originals with hand-written text
 - ❑ Originals with creases or wrinkles
- ❑ In Epson Scan 2, when **Image Type** on the **Main Settings** tab is set to **Black & White**, adjust the **Threshold** on the **Advanced Settings** tab. When you increase the **Threshold**, the black color area becomes larger.
- ❑ In Epson Scan 2, select the **Advanced Settings** tab, and then **Image Option > Text Enhancement**.

Related Information

➔ [“Saving as a Searchable PDF” on page 73](#)

➔ [“Text Enhancement” on page 69](#)

You can make blurred letters in the original clear and sharp. You can also reduce the offset or unevenness of the background.

➔ [“Threshold” on page 72](#)

You can adjust the border for monochrome binary (black and white). Increase the threshold, the black color area becomes larger. Decrease the threshold, the white color area becomes larger.

Cannot Solve Problems in the Scanned Image

If you have tried all of the solutions and have not solved the problem, initialize the Epson Scan 2 settings using Epson Scan 2 Utility.

Note:

Epson Scan 2 Utility is an application that comes with Epson Scan 2.

1. Start Epson Scan 2 Utility.
 - ❑ Windows 10/Windows Server 2016
Click the start button, and then select **EPSON > Epson Scan 2 Utility**.
 - ❑ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Enter the application name in the search charm, and then select the displayed icon.
 - ❑ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
Click the start button, and then select **All Programs or Programs > EPSON > Epson Scan 2 > Epson Scan 2 Utility**.
 - ❑ Mac OS
Select **Go > Applications > Epson Software > Epson Scan 2 Utility**.
2. Select the **Other** tab.
3. Click **Reset**.

Note:

If initialization does not solve the problem, uninstall and re-install Epson Scan 2.

Uninstalling and Installing Applications

Uninstalling Your Applications

You may need to uninstall and then reinstall your applications to solve certain problems or if you upgrade your operating system. Log on to your computer as an administrator. Enter the administrator password if the computer prompts you.

Uninstalling Your Applications for Windows

1. Quit all running applications.
 2. Disconnect the scanner from your computer.
 3. Open the Control Panel:
 - ☐ Windows 10/Windows Server 2016
Right-click the start button or press and hold it, and then select **Control Panel**.
 - ☐ Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012
Select **Desktop > Settings > Control Panel**.
 - ☐ Windows 7/Windows Vista/Windows XP/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 R2/Windows Server 2003
Click the start button and select **Control Panel**.
 4. Open **Uninstall a program** (or **Add or Remove Programs**):
 - ☐ Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008
Select **Uninstall a program** in **Programs**.
 - ☐ Windows XP/Windows Server 2003 R2/Windows Server 2003
Click **Add or Remove Programs**.
 5. Select the application you want to uninstall.
 6. Uninstall the applications:
 - ☐ Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista/Windows Server 2016/Windows Server 2012 R2/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008
Click **Uninstall/Change** or **Uninstall**.
 - ☐ Windows XP/Windows Server 2003 R2/Windows Server 2003
Click **Change/Remove** or **Remove**.
- Note:**
If the User Account Control window is displayed, click Continue.
7. Follow the on-screen instructions.

Note:

*A message may be displayed prompting you to restart your computer. If it is displayed, make sure **I want to restart my computer now** is selected, and then click **Finish**.*

Uninstalling Your Applications for Mac OS

Note:

Make sure you installed EPSON Software Updater.

1. Download the Uninstaller using EPSON Software Updater.
Once you have downloaded the Uninstaller, you do not need to download it again each time you uninstall the application.
2. Disconnect the scanner from your computer.
3. To uninstall the scanner driver, select **System Preferences** from the  menu > **Printers & Scanners** (or **Print & Scan, Print & Fax**), and then remove the scanner from the enabled scanner list.
4. Quit all running applications.
5. Select **Finder** > **Go** > **Applications** > **Epson Software** > **Uninstaller**.
6. Select the application you want to uninstall, and then click Uninstall.

**Important:**

The Uninstaller removes all drivers for Epson scanners on the computer. If you use multiple Epson scanners and you only want to delete some of the drivers, delete all of them first, and then install the necessary scanner drivers again.

Note:

If you cannot find the application you want to uninstall in the application list, you cannot uninstall using the Uninstaller. In this situation, select **Finder** > **Go** > **Applications** > **Epson Software**, select the application you want to uninstall, and then drag it to the trash icon.

Installing Your Applications

Follow the steps below to install the necessary applications.

Note:

- ☐ Log on to your computer as an administrator. Enter the administrator password if the computer prompts you.
- ☐ When reinstalling applications, you need to uninstall them first.

1. Quit all running applications.
2. When installing Epson Scan 2, disconnect the scanner and the computer temporarily.

Note:

Do not connect the scanner and the computer until you are instructed to do so.

3. Install the application by following the instructions on the Website below.

<http://epson.sn>

Note:

For Windows, you can also use the software disc that came with the scanner.

Technical Specifications

General Scanner Specifications

Note:

Specifications are subject to change without notice.

Scanner type	Sheet Feed, one pass duplex color scanner		
Photoelectric device	CIS		
Effective pixels	5,100×9,300 at 600 dpi 2,550×36,000 at 300 dpi (long paper)		
Light source	RGB LED		
Scanning resolution	600 dpi (main scan) 600 dpi (sub scan)		
Output resolution	50 to 1200 dpi (in 1 dpi increments) *1		
Document Size	Min:	50.8×50.8 mm (2×2 inches)	
	Max:	215.9×393.7 mm (8.5×15.5 inches)	
		215.9×3,048 mm (8.5×120 inches) *2	
		215.9×2,032 mm (8.5×80 inches) *3	
Paper input	Face-down loading		
Paper output	Face-down ejection		
Paper capacity	50 sheets of paper at 80 g/m ²		
Color Depth	Color ☐ 48 bits per pixel internal (16 bits per pixel per color internal) ☐ 24 bits per pixel external (8 bits per pixel per color external) Grayscale ☐ 16 bits per pixel internal ☐ 8 bits per pixel external Black and white ☐ 16 bits per pixel internal ☐ 1 bit per pixel external		
Interface	Hi-Speed USB		

*1 50 to 300 dpi for long paper

*2 Long paper single sided (up to 300 dpi)

*3 Long paper double sided (up to 300 dpi)

Technical Specifications

Dimensional Specifications

Dimensions *	Width: 297 mm (11.7 inches) Depth: 152 mm (6.0 inches) Height: 154 mm (6.1 inches)
Weight	Approx. 2.5 kg (5.5 lb)

* Without protruding parts.

Electrical Specifications

Scanner Electrical Specifications

Rated DC Input Power Supply Voltage	DC 24 V
Rated DC Input Current	1 A
Power Consumption	☐ Operating: Approx. 15 W ☐ Ready mode: Approx. 4.1 W ☐ Sleep mode: Approx. 0.6 W ☐ Power off: Approx. 0.2 W

AC Adapter Electrical Specifications

Model	A461H (AC 100 to 240 V) A462E (AC 220 to 240 V)
Rated Input Current	1 A
Rated Frequency Range	50 to 60 Hz
Rated Output Power Supply Voltage	DC 24 V
Rated Output Current	1 A

Environmental Specifications

Temperature	When operating	5 to 35 °C (41 to 95 °F)
	When stored	–25 to 60 °C (–13 to 140 °F)
Humidity	When operating	10 to 80% (without condensation)
	When stored	10 to 85% (without condensation)

Technical Specifications

Operating conditions	Ordinary office or home conditions. Avoid operating the scanner in direct sunlight, near a strong light source, or in extremely dusty conditions.
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System Requirements

The system requirements for Epson Scan 2 are as follows, some applications may not support all of the operating systems.

Windows	Windows 10 (32-bit, 64-bit) Windows 8.1 (32-bit, 64-bit) Windows 8 (32-bit, 64-bit) Windows 7 (32-bit, 64-bit) Windows Vista (32-bit, 64-bit) Windows XP Professional x64 Edition Service Pack 2 Windows XP (32-bit) Service Pack 3 Windows Server 2016 Windows Server 2012 R2 Windows Server 2012 Windows Server 2008 R2 Windows Server 2008 (32-bit, 64-bit) Windows Server 2003 R2 (32-bit, 64-bit) Windows Server 2003 (32-bit, 64-bit) Service Pack 2
Mac OS ^{*1 *2}	macOS Sierra OS X El Capitan OS X Yosemite OS X Mavericks OS X Mountain Lion Mac OS X v10.7.x Mac OS X v10.6.8

*1 Fast User Switching on Mac OS or later is not supported.

*2 The UNIX File System (UFS) for Mac OS is not supported.

Standards and Approvals

Standards and Approvals for U.S. Models

Product

EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B
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AC adapter (A461H)

Safety	UL60950-1 CAN/CSA-C22.2 No.60950-1
EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B

Standards and Approvals for European Models

Product and AC adapter

The following models are CE marked and in compliance with all the applicable EU Directives. For further details, visit the following website to access the full declaration of conformities containing reference to the Directives and harmonized standards used to declare conformity.

<http://www.epson.eu/conformity>

J342A

A461H, A462E

Where to Get Help

Technical Support Web Site

If you need further help, visit the Epson support website shown below. Select your country or region and go to the support section of your local Epson website. The latest drivers, FAQs, manuals, or other downloadables are also available from the site.

<http://support.epson.net/>

<http://www.epson.eu/Support> (Europe)

If your Epson product is not operating properly and you cannot solve the problem, contact Epson support services for assistance.

Contacting Epson Support

Before Contacting Epson

If your Epson product is not operating properly and you cannot solve the problem using the troubleshooting information in your product manuals, contact Epson support services for assistance. If Epson support for your area is not listed below, contact the dealer where you purchased your product.

Epson support will be able to help you much more quickly if you give them the following information:

- ☐ Product serial number
(The serial number label is usually on the back of the product.)
- ☐ Product model
- ☐ Product software version
(Click **About**, **Version Info**, or a similar button in the product software.)
- ☐ Brand and model of your computer
- ☐ Your computer operating system name and version
- ☐ Names and versions of the software applications you normally use with your product

Note:

Depending on the product, the dial list data for fax and/or network settings may be stored in the product's memory. Due to breakdown or repair of a product, data and/or settings may be lost. Epson shall not be responsible for the loss of any data, for backing up or recovering data and/or settings even during a warranty period. We recommend that you make your own backup data or take notes.

Help for Users in Europe

Check your Pan-European Warranty Document for information on how to contact Epson support.

Where to Get Help

Help for Users in Singapore

Sources of information, support, and services available from Epson Singapore are:

World Wide Web

<http://www.epson.com.sg>

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), Sales Enquiries, and Technical Support via e-mail are available.

Epson HelpDesk

Toll Free: 800-120-5564

Our HelpDesk team can help you with the following over the phone:

- ☐ Sales enquiries and product information
- ☐ Product usage questions or problem troubleshooting
- ☐ Enquiries on repair service and warranty

Help for Users in Thailand

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.co.th>

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and e-mail are available.

Epson Hotline

Phone: 66-2685-9899

Email: support@eth.epson.co.th

Our Hotline team can help you with the following over the phone:

- ☐ Sales enquiries and product information
- ☐ Product usage questions or problems
- ☐ Enquiries on repair service and warranty

Help for Users in Vietnam

Contacts for information, support, and services are:

Epson Hotline

Phone(Ho Chi Minh City): 84-8-823-9239

Phone(Hanoi City): 84-4-3978-4785, 84-4-3978-4775

Where to Get Help

Epson Service Center

65 Truong Dinh Street, District 1, Hochiminh City, Vietnam.

29 Tue Tinh, Quan Hai Ba Trung, Hanoi City, Vietnam

Help for Users in Indonesia

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.co.id>

- ☐ Information on product specifications, drivers for download
- ☐ Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Epson Hotline

Phone: +62-1500-766

Fax: +62-21-808-66-799

Our Hotline team can help you with the following over the phone or fax:

- ☐ Sales enquiries and product information
- ☐ Technical support

Epson Service Center

Province	Company Name	Address	Phone E-mail
DKI JAKARTA	ESS Jakarta MG. DUA	RUKO MANGGA DUA MALL NO. 48 JL. ARTERI MANGGA DUA - JAKARTA UTARA-DKI	(+6221)62301104 jkt-technical1@epson-indonesia.co.id
NORTH SUMATERA	ESC Medan	Kompleks Graha Niaga, Jl. Bambu II No. A-4, Medan- 20114	(+6261)42066090/42066091 mdn-technical@epson-indonesia.co.id
WEST JAWA	ESC Bandung	JL. CIHAMPELAS NO. 48A-BANDUNG JABAR 40116	(+6222)4207033 bdg-technical@epson-indonesia.co.id
DI YOGYAKARTA	ESC Yogyakarta	YAP Square, Blok A No.6 Jl. C Simanjutak YOGYAKARTA - DIY	(+62274)581065 ygy-technical@epson-indonesia.co.id
EAST JAWA	ESC Surabaya	HITECH MALL LT.2 BLOK A NO. 24 JL. KUSUMA BANGSA NO. 116 -118 - SURABAYA JATIM	(+6231)5355035 sby-technical@epson-indonesia.co.id
SOUTH SULAWESI	ESC Makassar	JL. GUNUNG BAWAKARAENG NO. 68E - MAKASSAR SULSEL	(+62411)328212 mksr-technical@epson-indonesia.co.id

Where to Get Help

Province	Company Name	Address	Phone E-mail
WEST KALIMANTAN	ESC Pontianak	JL. NUSA INDAH I NO. 40A PONTIANAK KALBAR 78117	(+62561)735507 pontianak-technical@epson-indonesia.co.id
PEKANBARU	ESC PEKANBARU	JL. TUANKU TAMBUSAI NO. 353 - PEKANBARU RIAU	(+62761)21420 pkb-technical@epson-indonesia.co.id
DKI JAKARTA	ESS JAKARTA KEIAI	WISMA KEIAI LT. 1 JL. JEND. SUDIRMAN KAV. 3 JAKPUS DKI JAKARTA	(+6221)5724335 ess.support@epson-indonesia.co.id
EAST JAWA	ESS SURABAYA	JL. JAWA NO. 2-4 KAV. 29, RUKO SURYA INTI, SURABAYA - JATIM	(+6231)5014949 esssby.support@epson-indonesia.co.id
BANTEN	ESS SERPONG	Ruko mall WTC MATAHARI no. 953 SERPONG - Banten	(+6221)53167051 esstag.support@epson-indonesia.co.id
CENTRAL JAWA	ESS SEMARANG	Komplek Ruko Metro Plaza Blok C20 , Jl. MT Haryono No 970 Semarang - Jawa tengah	(+6224)8313807 esssmg.support@epson-indonesia.co.id
EAST KALIMANTAN	ESC SAMARINDA	Jl. KH. Wahid Hasyim (M. Yamin) Kel. Sempaja Selatan Kec. Samarinda Utara Samarinda- Kalimantan Timur (samping kantor pos)	(+62541)7272904 escsmd.support@epson-indonesia.co.id
SOUTH SUMATERA	ESC PALEMBANG	Jl. H.M. Rasyid Nawawi no.249, kelurahan 9 ilir Palembang - Sumsel	(+62711)311330 escplg.support@epson-indonesia.co.id
EAST JAVA	ESC JEMBER	Jl. Panglima Besar Sudirman No.1 D JEMBER - JAWA TIMUR (Depan Balai Penelitian dan Pengolahan Kakao)	(+62331) 486468,488373 jmr-admin@epson-indonesia.co.id jmr-technical@epson-indonesia.co.id
NORTH SULAWESI	ESC MANADO	Tekno @Megamall, Megamall LG TK-21 Jl. Piere Tendean Kawasan Megamas Boulevard Manado 95111	(+62431)7210033 MND-ADMIN@EPSON-INDONESIA.CO.ID

For other cities not listed here, call the Hot Line: 08071137766.

Help for Users in Malaysia

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.com.my>

Where to Get Help

- ☐ Information on product specifications, drivers for download
- ☐ Frequently Asked Questions (FAQ), Sales Enquiries, questions through e-mail

Epson Call Centre

Phone: +60 1800-8-17349

- ☐ Sales enquiries and product information
- ☐ Product usage questions or problems
- ☐ Enquiries on repair services and warranty

Head Office

Phone: 603-56288288

Fax: 603-5628 8388/603-5621 2088

Help for Users in India

Contacts for information, support, and services are:

World Wide Web

<http://www.epson.co.in>

Information on product specifications, drivers for download, and products enquiry are available.

Helpline

- ☐ Service, product information, and ordering consumables (BSNL Lines)
 - Toll-free number: 18004250011
 - Accessible 9am to 6pm, Monday through Saturday (Except public holidays)
- ☐ Service (CDMA & Mobile Users)
 - Toll-free number: 186030001600
 - Accessible 9am to 6pm, Monday through Saturday (Except public holidays)

Help for Users in the Philippines

To obtain technical support as well as other after sales services, users are welcome to contact the Epson Philippines Corporation at the telephone, fax numbers and e-mail address below:

World Wide Web

<http://www.epson.com.ph>

Information on product specifications, drivers for download, Frequently Asked Questions (FAQ), and E-mail Enquiries are available.

Epson Philippines Customer Care

Toll Free: (PLDT) 1800-1069-37766

Toll Free: (Digital) 1800-3-0037766

Where to Get Help

Metro Manila: (+632)441-9030

Web Site: <https://www.epson.com.ph/contact>

E-mail: customercare@epc.epson.som.ph

Our Customer Care team can help you with the following over the phone:

- ☐ Sales enquiries and product information
- ☐ Product usage questions or problems
- ☐ Enquiries on repair service and warranty

Epson Philippines Corporation

Trunk Line: +632-706-2609

Fax: +632-706-2665