A Guide for Digital Conversion

Epson FastFoto
Photos & Documents

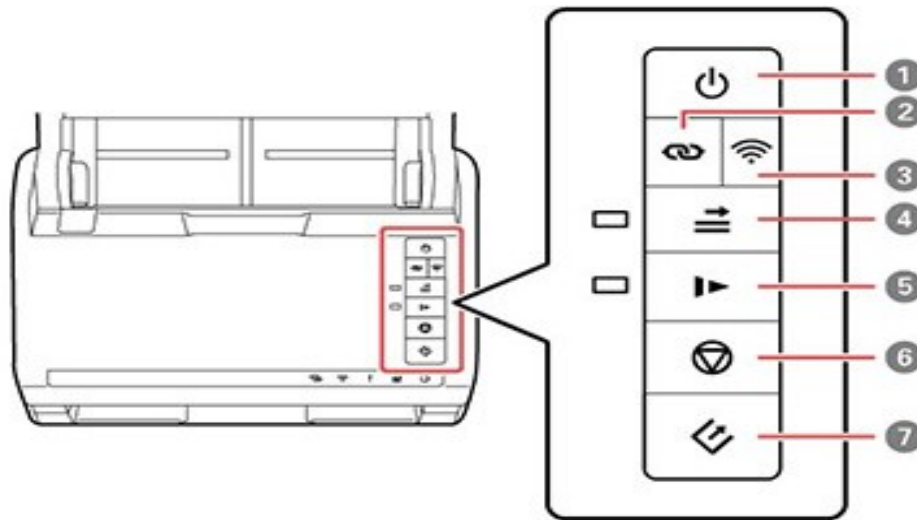# A Guide for Digital Conversion | **Photo & Document Scanning**

1 Power On *Epson FastFoto*

Open the scanner, and on the right side of the front panel you can click the power button to turn on the device. (Labeled 1 ⏻ below).

A blue light under the button panel will illuminate on the front of the machine, indicating it is on and ready to use.

2 Prepare and Setup Your *Photos or Documents*

Collect all of your Photos or Documents of the same size and insert up to 35 of them at once into the top feeding slot on the FastFoto.

For Photos, insert them with the photo facing towards you and the top edge pointed down into the feeder of the scanner.

For Documents, insert them with the document facing away from you, with the top edge pointed down into the scanner as well.
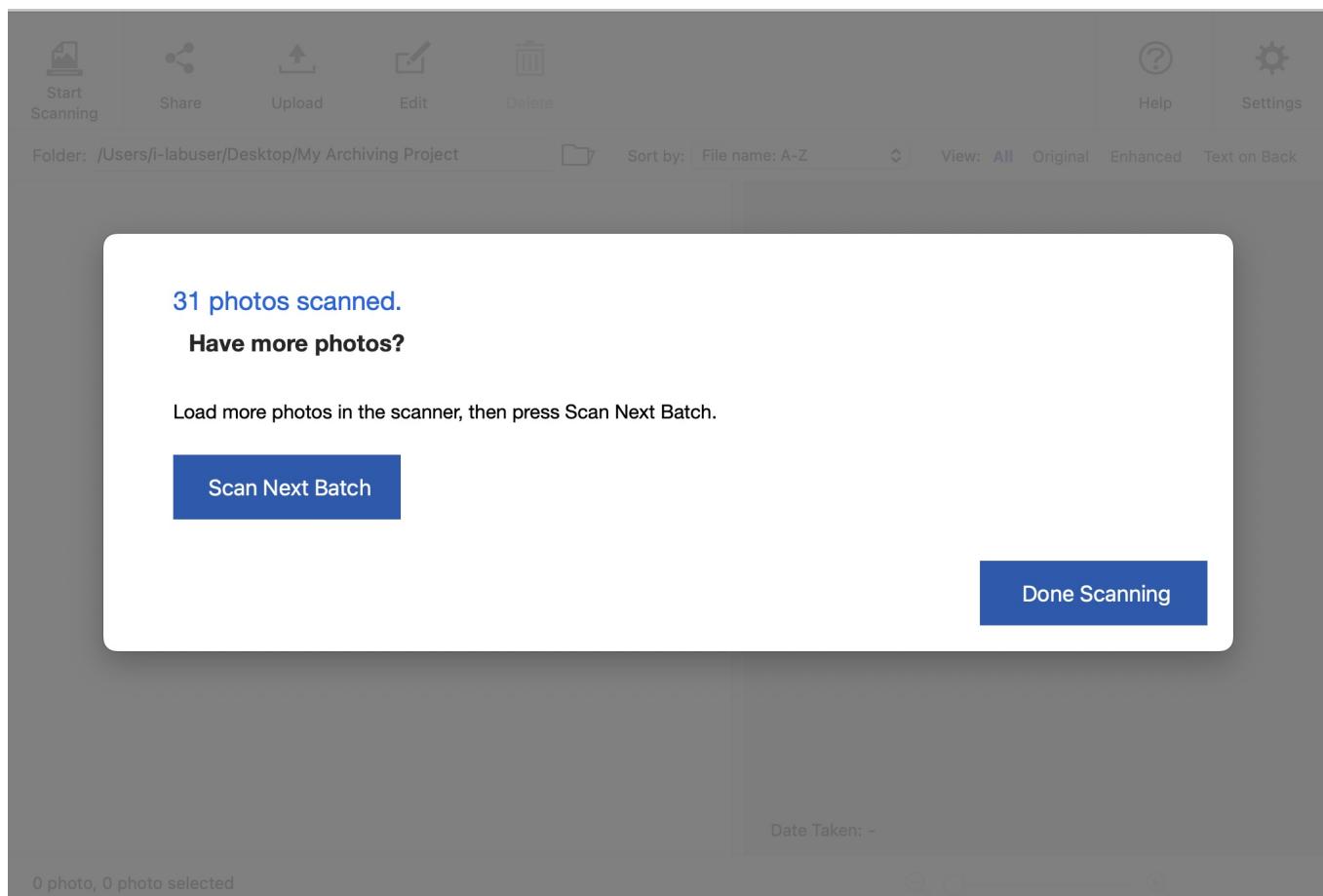
3 Scan Your *Photos or Documents*

Once your Photos or Documents are ready to be scanned, press the Scan button on the FastFoto (Labeled 7 Above) to begin scanning, then continue onto the iMac to process your scans.
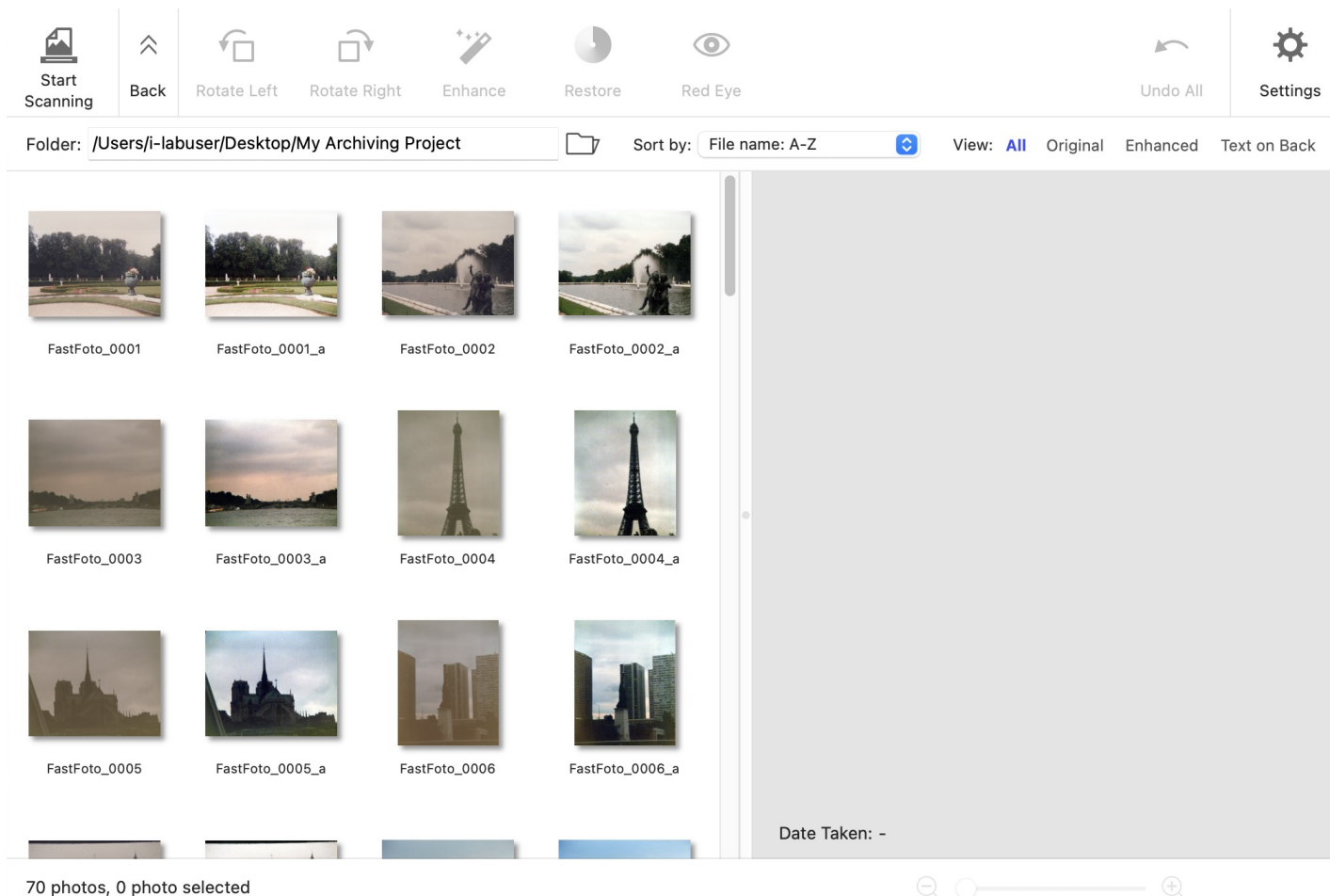
4 Confirm your Scans

Once you click the scan button on the FastFoto, the iMac will open up a new window for the Epson Software which will prompt you to scan more photos or finish scanning. Click "Done Scanning" to confirm the current batch of photos scanned properly. If you have more photos/documents to scan, you can repeat steps 2 & 3 now, or return back to them after processing each batch.
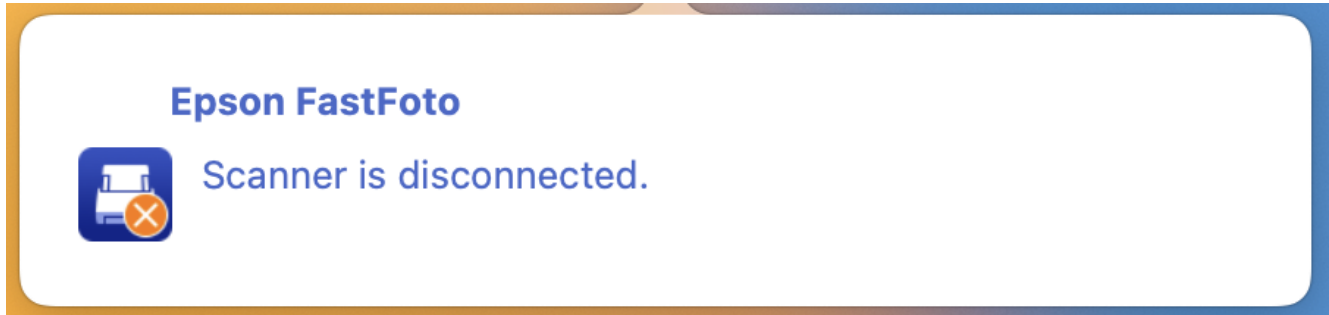
5 Image Adjustments

By Default, the FastFoto software will create two files for each photo/ document you scan, named FastFoto_### and FastFoto_###_a. The files ending in "_a" are a copy of the original image with the basic edits the software comes with applied to them (Color Restoration, Enhancement, and Red Eye Filtering). At this point you can also go through and rotate any pictures that may have been scanned facing the wrong direction.

6 **Power Off** *Epson FastFoto*

When you are finished, press the power button once more to turn off the FastFoto scanner. You will know this is done when you see the notification below appear on the desktop for the iMac.

Epson FastFoto

Scanner is disconnected.

7 **Transfer Files and Eject Your USB**

Open the "My Archiving Project" Folder on the desktop then transfer your files to your personal storage device. Right-click your personal storage device and select "**EJECT**" in order to safely remove it once you are done transferring your files.

8 **Finished!**

You have now successfully scanned your documents! Congratulations on your new digital docs!

Don't forget!

Remember to do the following:

- Take your external device and any personal belongings with you
- Delete your documents off the computer, and empty the recycling bin

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