

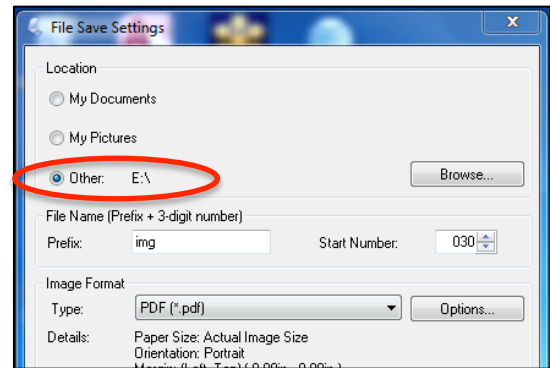
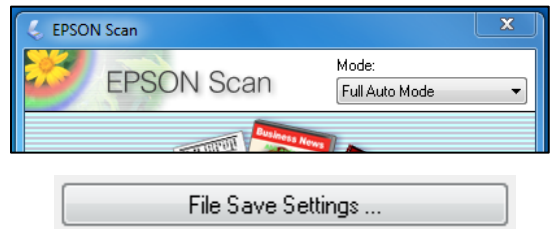
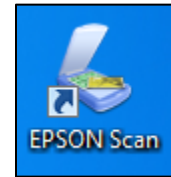
USING THE EPSON PERFECTION V500 SCANNER

Scan your documents, photos, slides and negatives into a variety of file types, and save them to a flash drive.

If you do not own a flash drive, one may be purchased at the Check-Out Desk for a low price.

Before You Begin

- Login to the scanner's computer using your library card barcode.
- Plug your flash drive into the computer's USB port.
- Double-click the EPSON Scan button
- Make sure the mode is set to **Full Auto Mode**
- Click the **Customize** button
- Click the **File Save Settings** button
- Navigate to your flash drive:
 - Select **Other** radio button
 - A new window will open; click on the **Browse** button
 - In the next window, click on + next to 'Computer'
 - Select **E:\ Removable Disk** for your flash drive
- Choose an image format (JPG for photo/slide/negative; PDF for document) in the File Setting Window, click **OK**.
- Close all windows



Basic Scanning

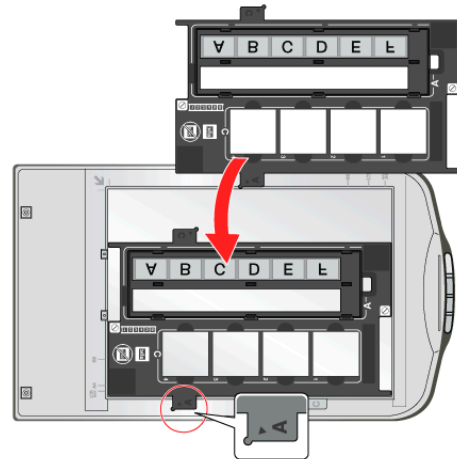
1. With a flash drive already inserted, open the cover and align your document or photo to the upper-right corner, which is designated with an arrow. Close the cover.
2. On the Computer, click **Scan**. The scanner will perform a preview, determine the format and set a resolution to be scanned. Then it will scan and save the file. You will see your flash drive content window displayed.
3. Close the window



Using the Film/Slide Holders

If you need to scan negatives or slides, you will need to use a film/slide holder.

- Remove the document mat from the underside of the lid.
- Place your slides or negatives face down into the holders.
- Each type of material corresponds with a letter on the holder, e.g. slides = C.
- Align the corresponding lettered tab with its slot on the left side of the flatbed. (The item to be scanned should line up with the glass window in the lid, in the middle.)




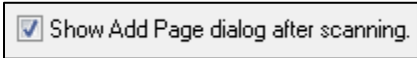
From here, follow the “Basic Scanning” instructions on p.1. The scanner will detect the type of material and select an appropriate resolution.

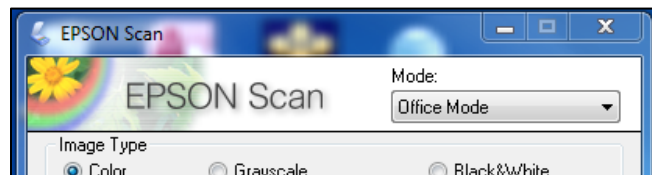
To Scan a Multi-Page Document into a Single File

Set up:

- Follow the steps outlined in the “Before you Begin” and “Basic Scanning” sections.

Scan:

- When the software is open, choose **Office Mode**
- Click the **File Save Settings** icon: 
- If not already selected, choose a location (E:\ Removable Disk for your flash drive). See the “Before you Begin” section on p.1 for instructions.
- Choose a format (PDF for documents)
- Check the box labeled **Show Add Page** dialog after scanning. 
- After each page, you may choose to add additional pages or save the file.



For documents longer than 10 pages per file (up to 30 pages total), install the Automatic Document Feeder by disconnecting and removing the cover. Pages go face up in the Automatic Document Feeder.

The scanner will not scan two-sided documents, but you may scan both sides of all pages, then arrange the pages in the file.

- Follow the previous instructions to be sure that the **Add Page** dialog box is checked.
- When the box appears, choose **Edit Page** to manipulate the individual pages within a document:

