

Using the Epson Scanner on a PC

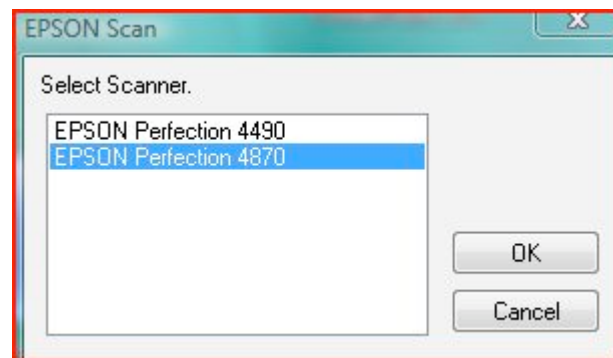
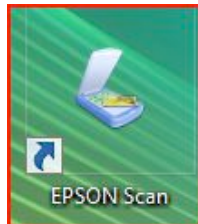
The model 4870 scanner is connected to the nearby PC through a USB switch; locate the switch box which is at the rear of the table and left of the scanner. If the light is red (B), the 4870 scanner will operate with the PC on its right. If the light is green (A), push the button which is located on the top of the switch box.

Open the lid and look for the white backing plate which is located on the underside of the lid. The plate must be in place in order to scan pictures and printed pages but it must be removed to scan positive or negative film.

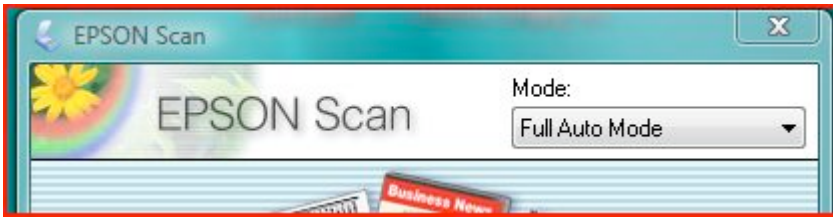
Scan a picture or a printed page:

The white backing plate must be in position. Place the item which is to be scanned face down on the glass and close the lid. Check the green scanner light. If it is off, press the power button on the scanner. The button is located on the front of the 4870 scanner. Find the Epson Scan

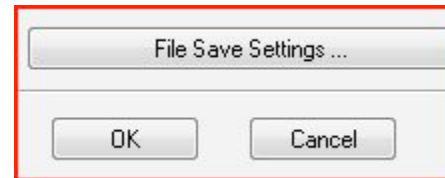
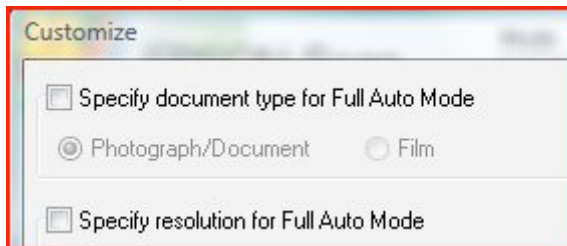
icon on the desktop and double click it; the Epson Scan window will appear.



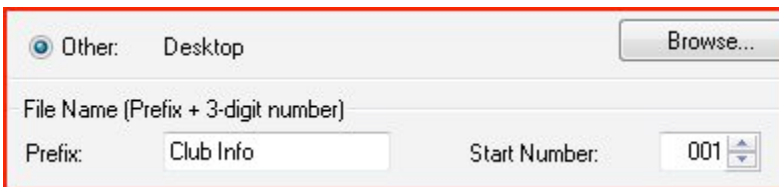
Select 4870 and then click OK. Look at the upper right corner of the new EPSON Scan window to see if the scanner is in the Full Auto Mode*. If that mode is selected, click the Customize button** which is on the left near the bottom of the window.



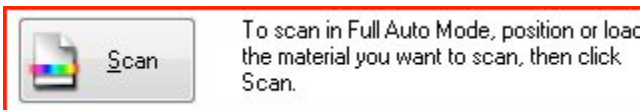
On the Customize window, click to remove the check marks from the two boxes on the top left if they are present and then click on the File Save Settings button which is near the bottom of the window.



On the File Save Settings window, look for a dot in the circle which is labeled Other. If the dot is not in the circle, click the circle to place the dot in it.



Notice that the word Desktop*** is highlighted and that is where the scanned image will be placed. Also look at the Prefix and the Start number boxes; the entries in those boxes will be combined to name the first image file which is produced by the scanner. Click OK at the bottom of the open windows and then click Scan on the Epson Scan window.



While the scanning is being done, a window on the screen displays the operation which is currently in progress.

After the item has been scanned, the desktop folder opens with the image

file icon on it. Double click the icon to display the image in the Windows Picture & Fax Viewer. The image may be small and appear blurred; change the size of the image on the screen by clicking on the + sign which is at the bottom of the window.

The image may be printed by clicking on the printer icon at the bottom of the window, clicking next on the Photo Printing Wizard and then clicking next which is at the bottom of the new window. Follow the instructions to print the image. Close all the windows when the process is completed.

Scan 35mm slides

The scanned images may be placed on the desktop using the procedure covered in the previous section. However, for a large number of slides it is preferable to save them on a flash drive or on a CD-R.

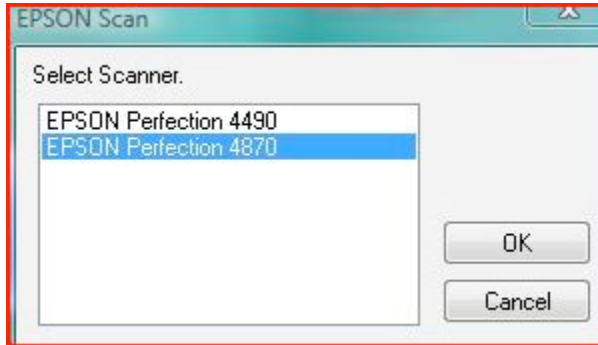
To save onto a CD-R, open the burner and place a new disk in it with the label up. Push the drive to the closed position. Wait for a menu to appear and then click on "Open a Writable CD Folder using Windows Explorer"; next click OK at the bottom of the menu. The CD Drive (D:) window will appear. Right click in the white area and place the mouse pointer on the word "New"; slide the pointer onto the word "Folder" and left click. Type a name for the folder such as Old Slides and then press Enter. This is the burn folder which will be burned onto the CD at the end of your session. Minimize the CD Drive(D:) window using the dash at the top right of the window. It will appear as a button on the taskbar and that will make it easy to open again in order to burn the images on the CD.

Remove the backing plate to scan slides. Look for the small handle which is at the top of the plate when the lid is open. Pull the handle up and the backing plate will slide out of the four retaining slots. Notice the position of the slots; the four ears on the backing plate will be inside of the slots when the backing plate is installed.

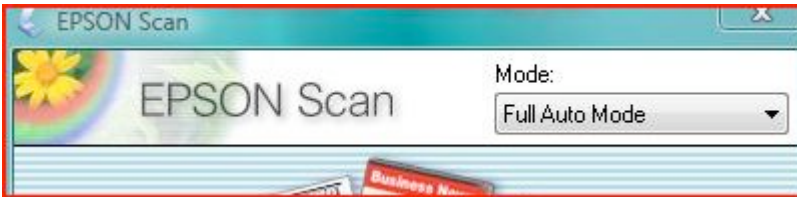
The model 4870 scanner is connected to the nearby PC through a USB switch; locate the switch box which is at the rear of the table and left of the scanner. If the light is red (B), the 4870 scanner will operate with the PC on its right. If the light is green (A), push the button which is located on the top of the switch box.

The slide holder has eight 2x2 holes; place it on the glass with the small white triangle the right upper corner of the glass. Place the slides in the holder with the sky toward the hinge of the lid; the slide number should be down. Close the lid.

Locate the EPSON Scan icon on the desktop and double click it; the first Epson Scan window will appear. Select 4870 and then click OK. Look at



the upper right corner of the next EPSON Scan window to see if the scanner is in the Full Auto Mode*. If that mode is selected,

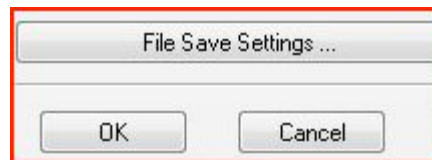
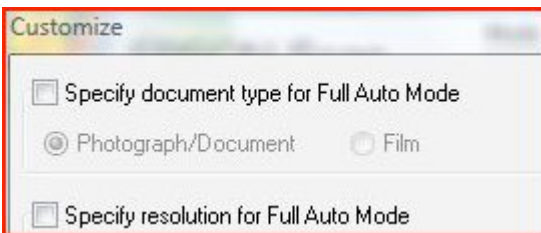


click on the Customize button** which is on the left near the bottom of the

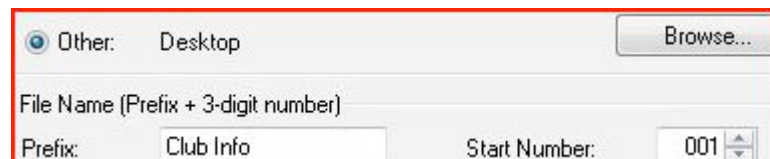


window.

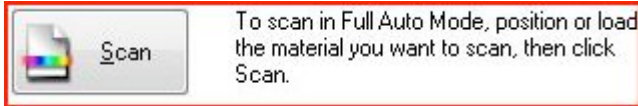
On the Customize , click to remove the check marks from the two boxes on the top left if they are present and then click on the File Save Settings button which is near the bottom of the window. On the



File Save Settings window, look for a dot in the circle which is labeled Other. If the dot is not in the circle, click the circle to place the dot in it.



Click on the Browse button, click on My Computer and then click on CD Drive (D:). Find “Old Slides” and click on those words; at the bottom of the window click on OK. Also look at the Prefix and the Start number boxes; the entries in those boxes (they may be changed by you) will be combined to name the first image file which is produced by the scanner. The Start number will be increased by one for each new image file. Next, look for the Type box; it should contain the characters “JPEG (*.jpg)”. Click OK at the bottom of the two open windows and then click Scan on the Epson Scan window.



While the scanning is being done, a window on the screen displays the operation which is currently in progress. When the slides have been scanned, the Old Slides folder will be displayed on the screen. Double click on one of the image file icons to display that image in the Windows Picture & Fax Viewer. Minimize the Old Slides folder; use the minus sign at the top right of the window.

Place a new set of slides in the holder and scan them using the steps discussed above except skip Customize and File Save Settings. When all the slides have been scanned, the image files should be in the burn folder.

The final step is to burn the CD. Open the CD Drive(D:) window by clicking on its button which is on the taskbar. Find the CD Writing Tasks column which is on the left and click on the words “Write these files to CD”. The CD Writing Wizard opens; type a name for the CD such as MY PICTURES and then click Next at the bottom of the window. Wait a minute or two until the drawer opens and then click Finish at the bottom of the window.

Always check to be certain that the images are on the flash drive or the disk. Push the drawer in and wait for a menu to appear; click on the sentence “ Open folder to view files using Windows Explorer” and click on OK at the bottom of the window. The MY PICTURES(D:) window will appear; double click on the folder Old Slides. Click View on the Menu bar and then click Thumbnails. Any image may be enlarged or printed. Please close any open windows, remove the slides from the scanner and leave the scanner power on. Remove the CD from the drawer by pressing the button which is located at the lower right on the burner;

wait for the drawer to open.

The same CD may be used many times until it is full. When the next scanning session is initiated, it is necessary to create a new folder with a new name such as Old Slides 2. Place the CD in the drawer and close it. Wait for a menu to appear and then click on “Open Folder to view files using Windows Explorer”; click OK at the bottom of the menu. The MY PICTURES(D:) window will appear. Place the pointer in the white space but not on Old Slides and right click; on the menu which appears, place the pointer on New and then slide it over to Folder. Click on folder; type a name such as Old Slides 2 and press Enter on the keyboard. Minimize the MY PICTURES(D:) window and then proceed as before except using Old Slides 2.

* If it is not in the Full Auto Mode, click on the V which is right of the Mode box and then click on the words “Full Auto Mode” on the drop down menu.

** If the Customize button does not appear on the Epson Scan window, click the Pause button which is located at the bottom of the window and start again.

***If the word “Desktop” is not shown, click on the Browse button which is on the right. The Browse for Folder window will open; find the word “Desktop” and click it. Then click OK at the bottom of the window.

G. Hans May 2010