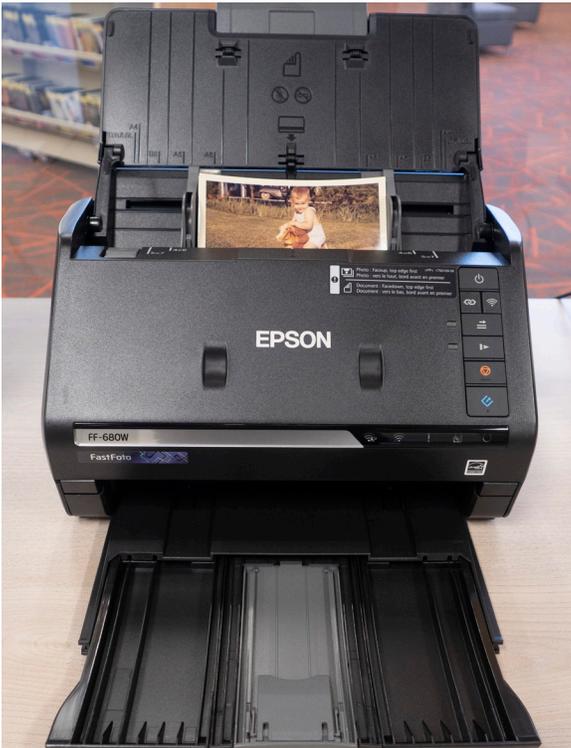


# Memory Lab

## FastFoto Scanner Instructions



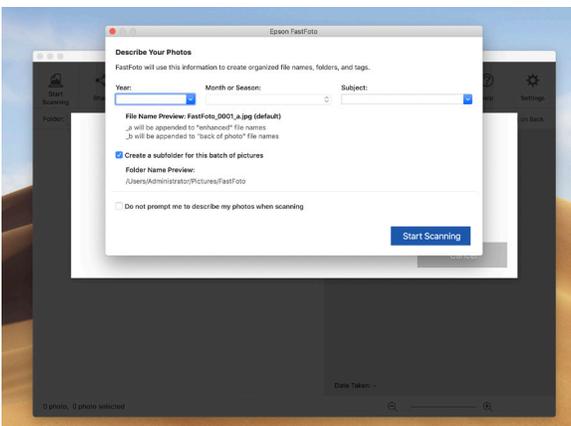
### Step 1:

The Epson FastFoto photo scanner allows for quickly scanning large volumes of photos. The scanner will work with photos ranging from 3.5 x 5 inches to 8 x 10 inches.

**Photos must be thin and flexible and not include any staples, clips, or other items attached. Photos must not be instant or Polaroid photos. Photos must be rectangular in size and not have curled corners.**

The scanner will scan up to 30 photos at a time for 5 x 7 or smaller. It will scan up to 10 photos for those sized 8 x 10. Each batch of photos should be of the same size.

To start scanning, take your first batch of the same sized photos and place on the top tray and adjust the gray guide bars for the size of the photos. Make sure photos are facing up.

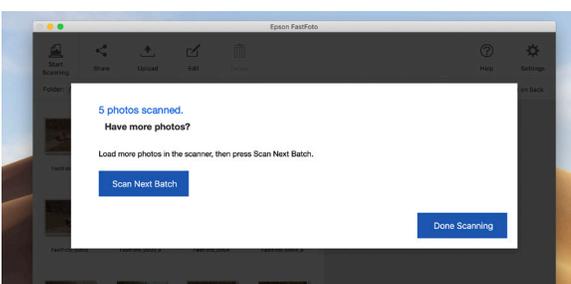


### Step 2:

Press the blue marked scan button on the right side of the FastFoto scanner to begin scanning.

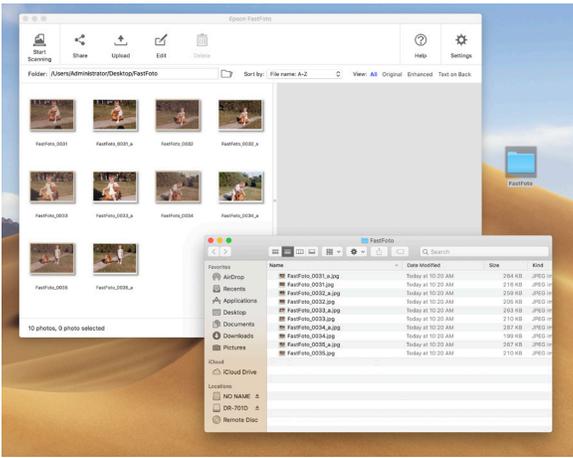
After pressing the scan button, the Epson FastFoto software will load on the computer. The batch of photos can be described by year, month, and subject and will be included in the filenames given to the photos.

Once done with the description, click the "Start Scanning" button.



### Step 3:

After scanning the first batch of photos, another batch can be scanned after loading more into the scanner and clicking on the "Scan Next Batch" button. If you're done scanning, click the "Done Scanning" button.



## Step 4:

When finished scanning all photos, the files will be saved to a folder called “FastFoto” on the desktop of the computer. During the saving process, the software will also create a second file that will have enhancements automatically applied

After finishing scanning, please ask at the circulation desk for help with file transfer.