![FamilySearch logo]

Africa Oral Genealogies & Family Histories Project

Scanner Setup

Preliminary Preparation

1. After removing the scanner from the box, remove all plastic tabs from the scanner.

2. Plug the power cord into the back of the scanner and connect with the outlet. **Do not** plug the USB cable into the back of the scanner or your computer. You will connect the scanner to your computer *after* you have installed the scanner software.

3. Lift the scanner lid, extend the paper guide and the output tray.

Install Software

Note: must be connected to the internet to download software.

1. Make sure the scanner is **not** connected to your computer. If you have connected the scanner to a Windows computer and see a "Found New Hardware" screen, click **cancel** and disconnect the USB cable.

2. On your computer, download the software for your scanner from one of the links below:

Epson Workforce 575W II

> Windows 7 (32 bit)

> Windows 10 (32 bit)

Epson Workforce 575W

> Windows 7 (32 bit)

> Windows 10 (32 bit)

Epson Workforce 680

> Windows 7 (32 bit)

> Windows 10 (32 bit)

3. Double-click on the software package you downloaded in the previous step. The file will be in the downloads folder.

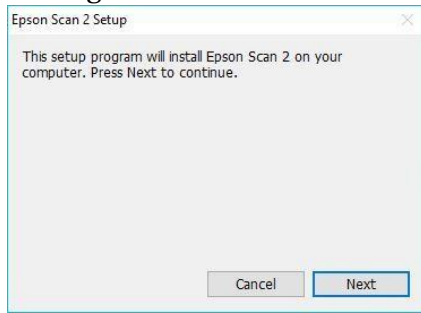4. A new window will appear titled "User Account Control." Click yes.

5. A new window will appear with a progress bar. Wait until the progress bar finishes loading and a new window will appear. Click next.

6. A new window will appear showing the terms and conditions. You cannot continue unless you accept the terms and conditions. Click the checkbox to show you accept the terms and conditions then click next.
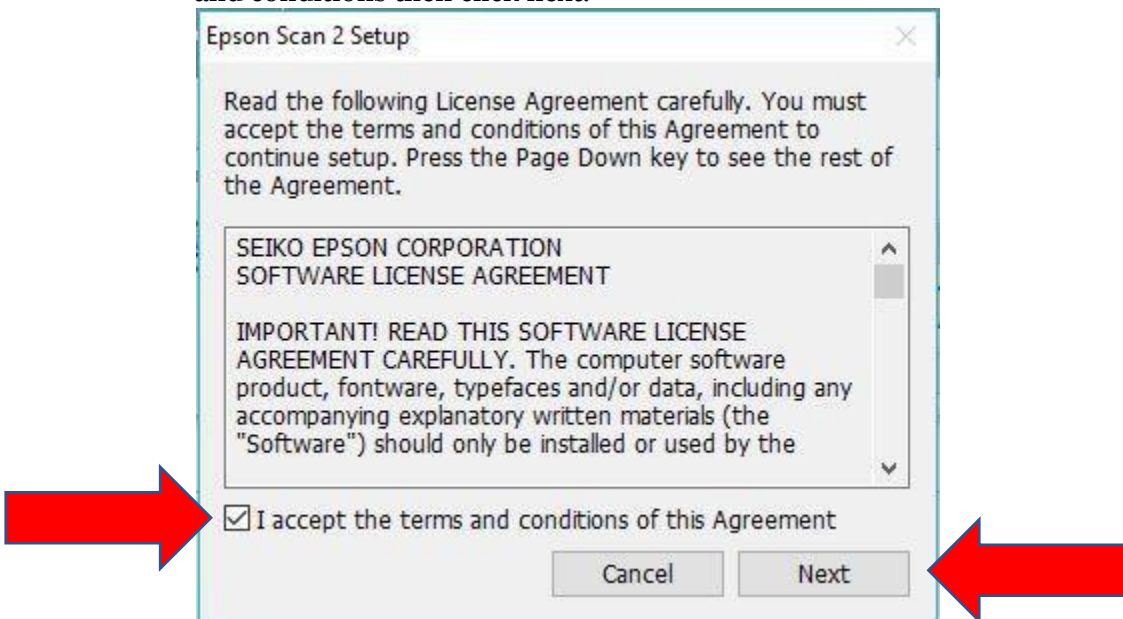
7. Another progress bar will appear. Once the progress bar has finished loading, a new window will appear. Uncheck the automatically update software box. Click finish.
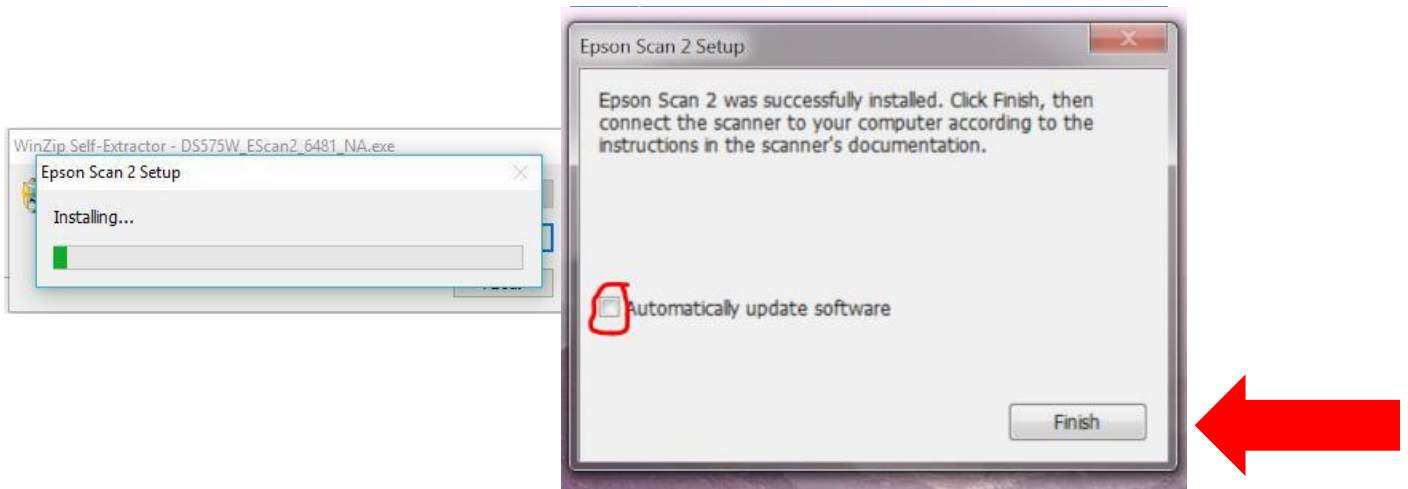
8. Turn on the scanner by pushing and holding this button for a few seconds:

Then plug the USB cable into your computer.

9. On your computer, use the search bar in the bottom left corner of your screen to search for "EPSON." Select "EPSON Scan"
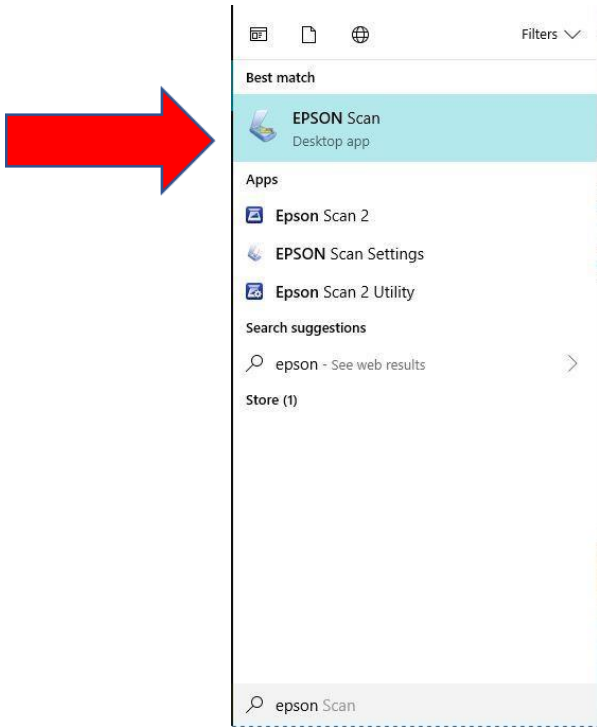
10. The computer will connect with the scanner. Then, you will see the EPSON Scan software window on the screen.
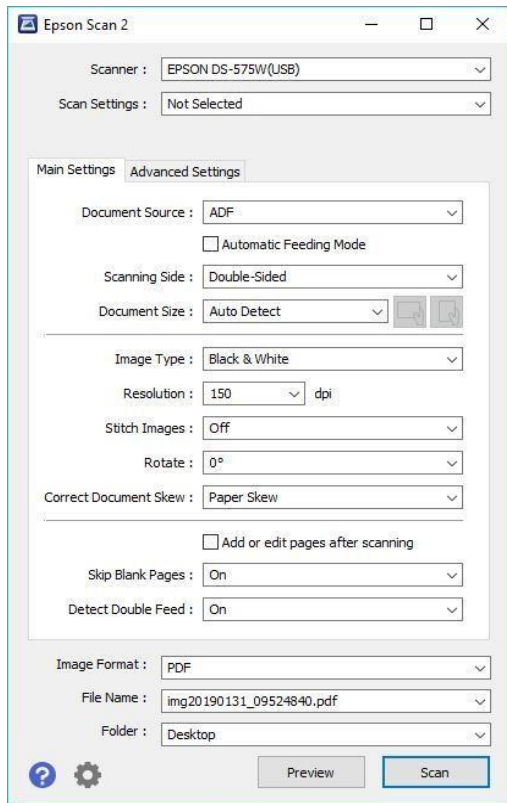
11. Next you will set up the scanner software settings:

   a. Change the Resolution to 150 dpi

   b. Make sure Skip Blank Pages is On

c. Check the "Add or edit pages after scanning" box.

Epson Scan 2 — □ ✕

Scanner : EPSON DS-575W(USB)

Scan Settings : Not Selected

Main Settings   Advanced Settings

Document Source : ADF

☐ Automatic Feeding Mode

Scanning Side : Double-Sided

Document Size : Auto Detect

Image Type : Black & White

Resolution : 150   dpi   ⬅

Stitch Images : Off

Rotate : 0°

Correct Document Skew : Paper Skew

⬅   ☑ Add or edit pages after scanning

Skip Blank Pages : On   ⬅

Detect Double Feed : On

Image Format : PDF

File Name : img20190211_10465823.pdf

Folder : Documents

Preview   Scan

12. Set up the scanned document folder:

   a. Click the arrow on the folder section of the Epson Scan software window.

   b. Click select. Then click desktop.
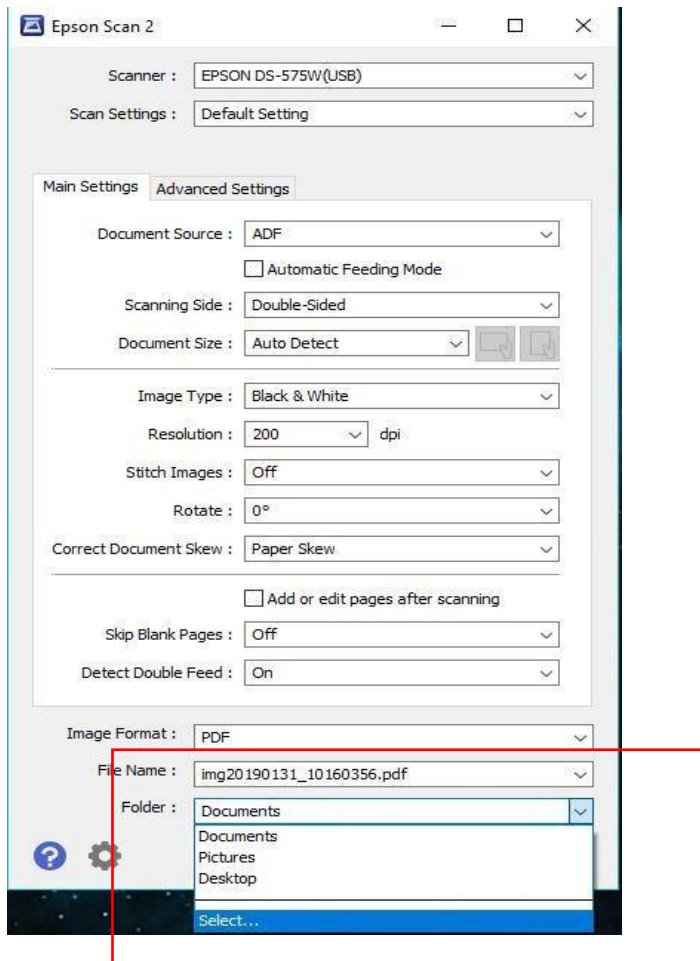
c. Click "Make New Folder".

d. Name the folder "Interview Scans." Click OK.

Browse For Folder   ✕

Choose a folder for saving a file.

> 🖥️ Desktop
  > ☁️ OneDrive
  > 👤 Bryce Taylor Jacobson
  ∨ 🖥️ This PC
    > 📦 3D Objects
    ∨ 🖥️ Desktop
      > 📁 Audit Interviews
        📁 CAT New Screenshots
        📁 CAT Surveys
        📁 CAT Training
      > 📁 Data Management For The ROC
        📁 Direction
      > 📁 Encrypted MA
      > 📁 GH02
        📁 GH10 CAT
      > 📁 Instructions
        📁 Interview Scans   ⬅️
      > 📁 Output
      > 📁 Scanners
        📁 SharepointDocs
        📁 Steps
        📁 Training
        📁 UpToDateCountryInfo
      > 📁 v2.7.0b
        📁 WikiDocs
      > 📁 Working Folder
    > 📄 Documents
    > ⬇️ Downloads
    > 🎵 Music
    > 🖼️ Pictures
    > 🎞️ Videos
    > 💽 Windows (C:)
    > 💽 Local Disk (D:)
    > 🖥️ FH_DATA (P:)

Make New Folder   OK   Cancel