

Epson V39 Scanner Guide

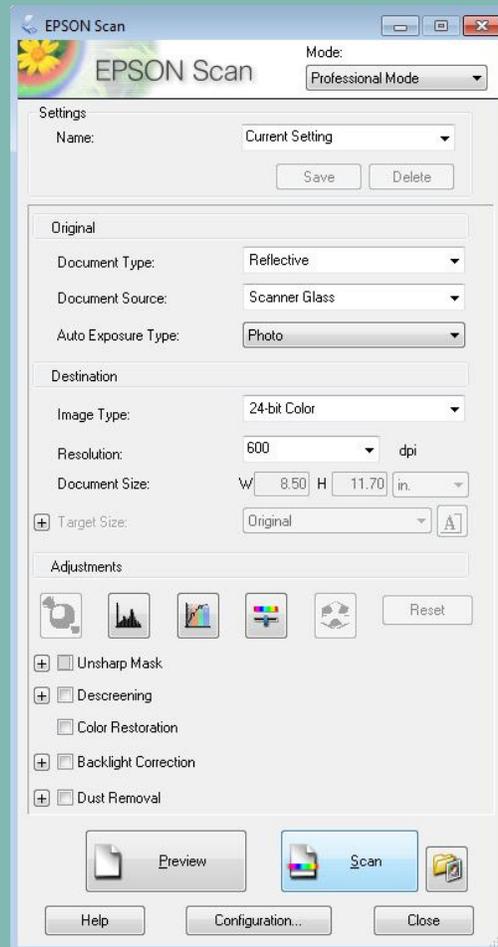
Set-Up

- Unpack scanner, CD, and USB cable
- Remove all packing materials
- Install software: Use the included CD in the computer's CD drive **OR** Download the driver from Epson's site: <https://tinyurl.com/scannerGuide> (Use the "Recommended for You" section). Click "Run" when asked and wait for the download to complete.
- Connect scanner to a computer using the USB cable (which is also the power source)
- The scanner will automatically turn on once connected and drivers are installed
- Even if you installed the software beforehand, the computer will still need a minute to recognize and install the drivers to the scanner
- A blue light will appear on the scanner to let you know it is ready

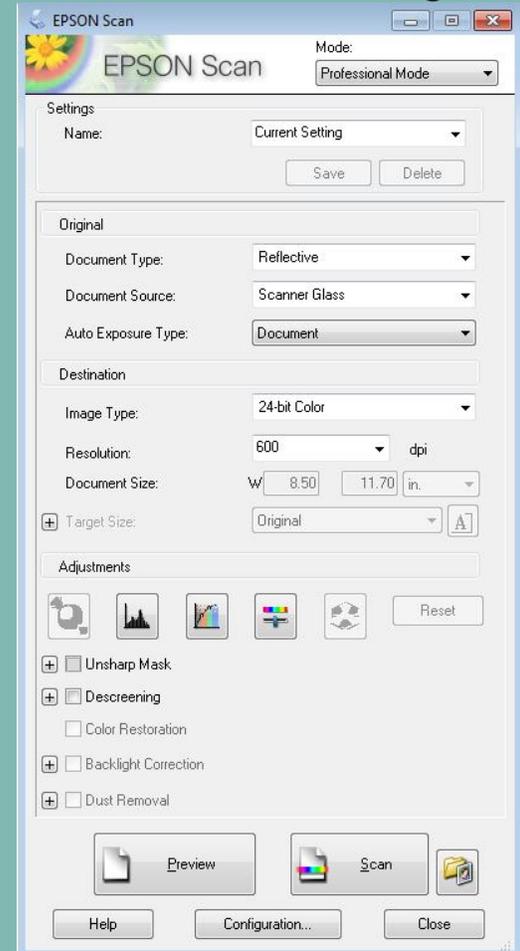
Recommended Settings

- Open the Epson Scan program from the desktop
- **Mode:** Professional Mode
- **Document Type:** Reflective
- **Auto-Exposure Type:** Select **Document** for documents, and **Photograph** for photographs
- **Image Type:** 24-bit Color
- **Resolution:**
 - 300dpi minimum normal use (documents);
 - 600dpi minimum to enlarge materials (photographs)

Photograph settings



Document settings

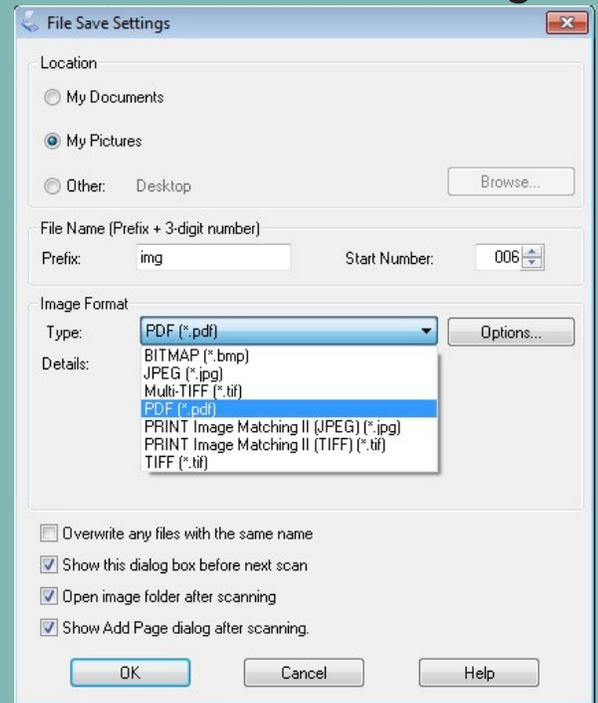


To see how to scan your materials, see the back 

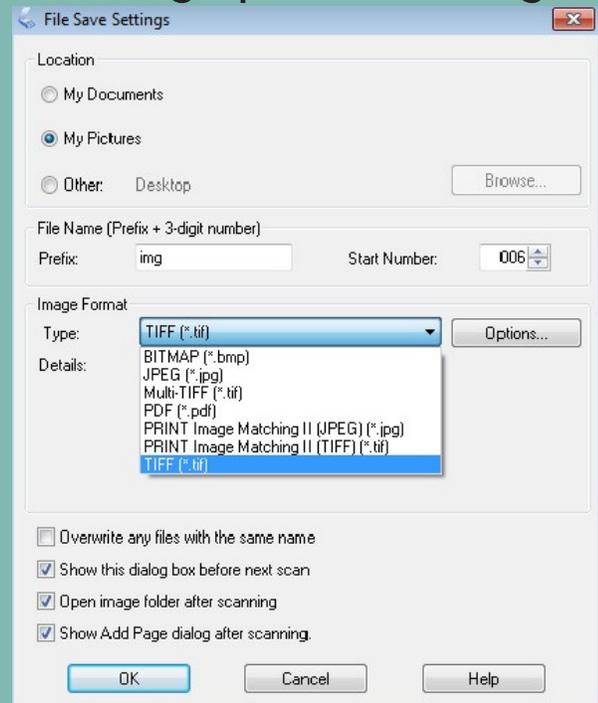
Scanning a Document

- Lift scanner lid and place document **face down and upside down** on the scanner, with the bottom right corner of the document against the bottom right corner of the scanner, away from the edge and with even sides.
- Close scanner lid.
- Auto Exposure Type: Select **Document** or **Photograph**
- In Epson Scan program, click **“Preview”**, and use the cross icon to draw a square around the image, leaving a 1/2 inch border around the image.
- Click **“Scan”**.
- Under File Save Settings, select **Other**, then click **“Browse”** and navigate to the folder (or make a new one!) where you would like to save your scans. You should only have to do this once.
- **Prefix (file name for scan):** Rename if needed (will be set to “img” at first) with the date (YYYYMMDD) and the last name of the owner of materials., with an underscore separating them
Example: 20180403_Edwards_.
- If it is the back of a photograph, add an underscore and "Verso".
Example: 20180403_Edwards_Verso_.
- **Start Number:** Set to 001 to begin automatically numbering your scans. If you are scanning the back of a photograph, make sure your front and back image have the same Start Number.
- Change the Image Format to:
 - **TIFF** file for a high quality ("archival") scan of a photograph.
 - **JPG** for a more compressed scan of a photograph (smaller file size for sharing)
 - **PDF** for a non-photographic document.
- Click **“OK”** and your scan will start
- If you are scanning a multi-page **document**, turn the page of the physical document on the scanner, and then click **“Add Page”** in the box on the screen (see right).
- If you are scanning a **new document**, click **“Save File”** and then begin the process again.

Document save settings



Photograph save settings



Add Page Confirmation box

