A quick guide to scanning photos on the Epson scanner:

1. Carefully open the scanner and keep the white document mat lid in place.

Image 1

2. Place your photographs face-down on the glass plate. You can place up to four photographs on the scanner at a time. Ensure that the photos are placed in the corners, as in Image 2, so that the scanner is able to automatically distinguish one photo from another.

Image 2

3. Once the photographs are in place, close the lid of the scanner and double-click on EPSON Scan from amongst the list of icons on the computer desktop.
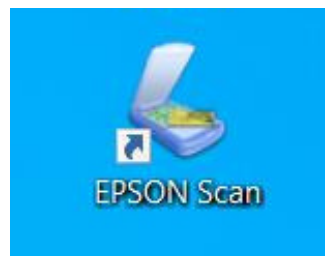

Image 3

4. This will take you to the main menu for the scanner. At the top-right of the screen, ensure that 'Full Auto Mode' is selected. Once this is done, click on 'Customize'.

Image 4

5. From here, ensure you've removed the tick next to the 'Specify document type for Full Auto Mode' box at the top of the screen. You can also click on 'File Save Settings' to select where your files will be saved.
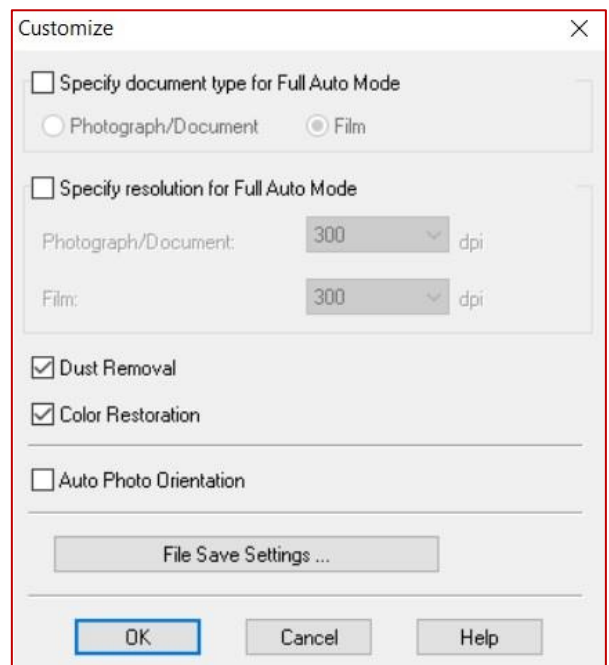

Image 5

6. Once you've done this, click on 'OK', then click on 'Scan'. The scanning process will now start.
Depending on the number of photos, it can sometimes take several minutes.
Once the scan is complete, the Epson Scan program will close.

7. To scan more photos, simply repeat the process above by replacing the photos and scanning again.

8. When you've finished scanning, locate the files that you've scanned open 'this PC' in the desktop, then go into Pictures and transfer these to a USB storage device, external hard drive, or to a cloud storage program. You should then delete the files from the computer.
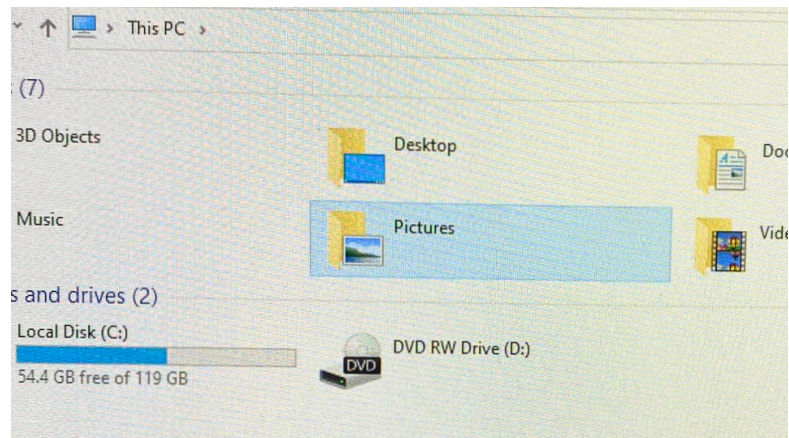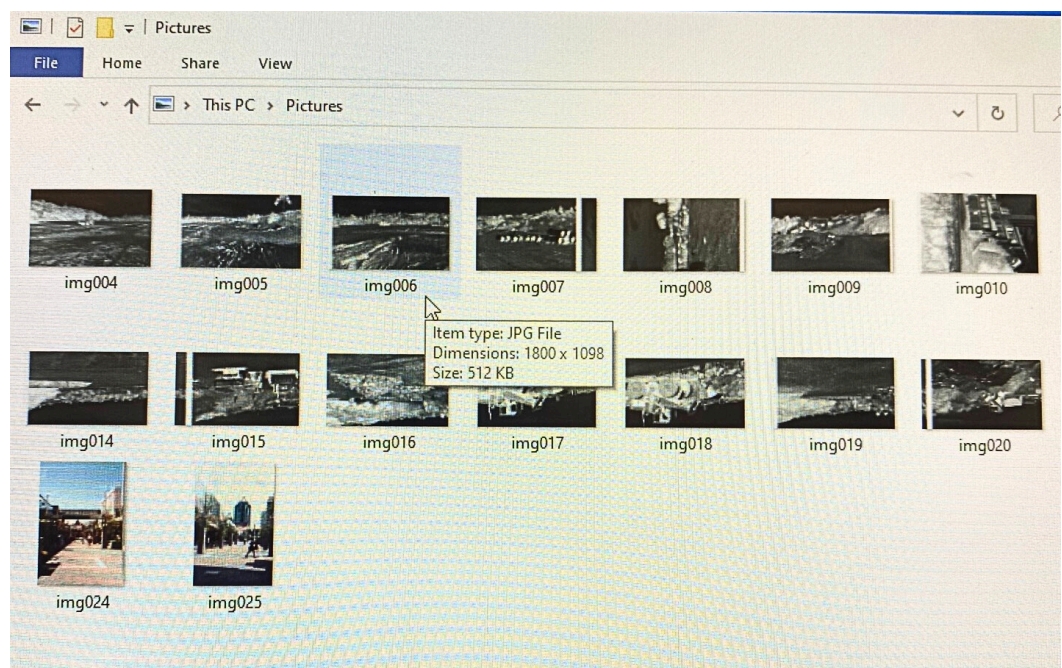

Image 6

Image 7

Image 8