This is the Epson FF-680W FastFoto Scanner. In this picture the scanner doors are closed to protect it when moved or from dust. The FastFoto scanner scans photographs and is equipped with an Automatic Document Feeder (ADF) which enables it to quickly scan up to 30 photographs in one operation. The scanner assembly is in a fixed location in the scan path. As the ADF moves the pictures through the path, the scan is captured. In addition, it has software that can optionally:

- Auto Enhance (automatically adjust the brightness, contrast and saturation of photos) in "Enhancements" tab.
- Remove Red Eye in "Enhancements" tab.
- Restore Faded Colors (which also reduces yellowing in aged photos) in "Enhancements" tab.
- Correct for curled photos (corrects edge brightness of photos that have excessive curling) in "Automatic Settings" tab.
- Reduce lines and streaks in "Automatic Settings" tab.
- While scanning the photograph, the scanner can also scan the backside if it detects and text or writing.
- It can scan pictures between 2 to 8 ½ inches wide. The user selects the width by setting the guides (see the next page). The scanner automatically detects the height of the picture and can scan pictures up to 15.5 inches high. With a setting described later it can scan up to 36 inches high. Note that it is easy to rotate a picture if it is scanned sideways to make it work in the ADF.

It can scan documents but the **HP ScanJet G3110 Flatbed Scanner** is likely a better choice scanning text documents. Since **the FastFoto Scanner uses an ADF it should not be used with delicate photos or photos with a stiff back or mounted on cardboard**. These should also be scanned on the HP flatbed scanner. While the FastFoto scanner has a plastic sleeve for scanning photos that are too small for the ADF guides, they would be easier and safer to scan on the HP flatbed scanner as well.

Hardware Overview

In this picture the scanner doors are extended and it is ready for scanning.

The top door opens to reveal the auto feeder guides and the slot that the pictures enter to be scanned.

The bottom door opens to collect the scanned photos as the ADF scans and ejects them. In the center at the end of the door is a gray plastic piece that can be rotated up to keep ejected photos from ending up on the floor by stopping and stacking them for you. Note that when scanning landscape images this needs to be left down to keep longer pictures from being jammed in the ADF.

Jammed Photo Recovery: The scanner may jam, particularly if the photos have ragged edges, are misshapen or torn. If that happens, push the grey button at the top left of the scanner and left of the 5x7 label and pull the top of the scanner body forward to expose the scan path where you can remove the jammed photos. A picture of the scanner opened appear at the end of this document.

In this picture, the gray ADF slides are at their widest setting. You can see markings for a 7 inch width for scanning 5x7 photographs and 6 inch width for 4x6 photographs.
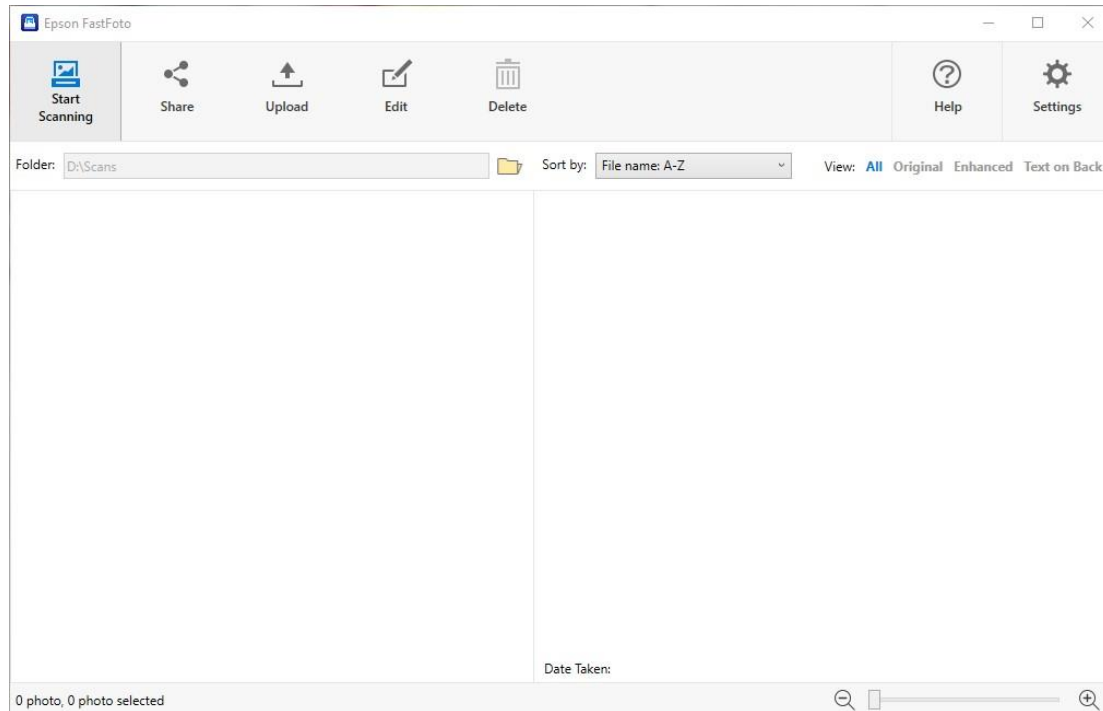
To scan, sort your pictures into sets with the same width, place them in the scanner between the adjustment guides with the picture side facing you and top of the picture pointing down (upside down). Then adjust the guides to snugly fit the photos.

The scanner has several controls on the front panel, but don't use them. It is best to control the scanner from the software on the connected computer which provides more options. Working with the software is described below.

The Epson FastFoto Software

The FastFoto software is started from the adjacent computer using the Epson FastFoto icon. Select the icon to start the software. It should be visible on the home screen to the left of the monitor. (There is a second icon below it, titled "Epson FF-680W …" This icon starts up the FF-680W User's Guide, if you want more information.) When the software starts you see the window depicted below. We will refer to this as the home page. The software has two functions. Controlling scanning is the primary one.
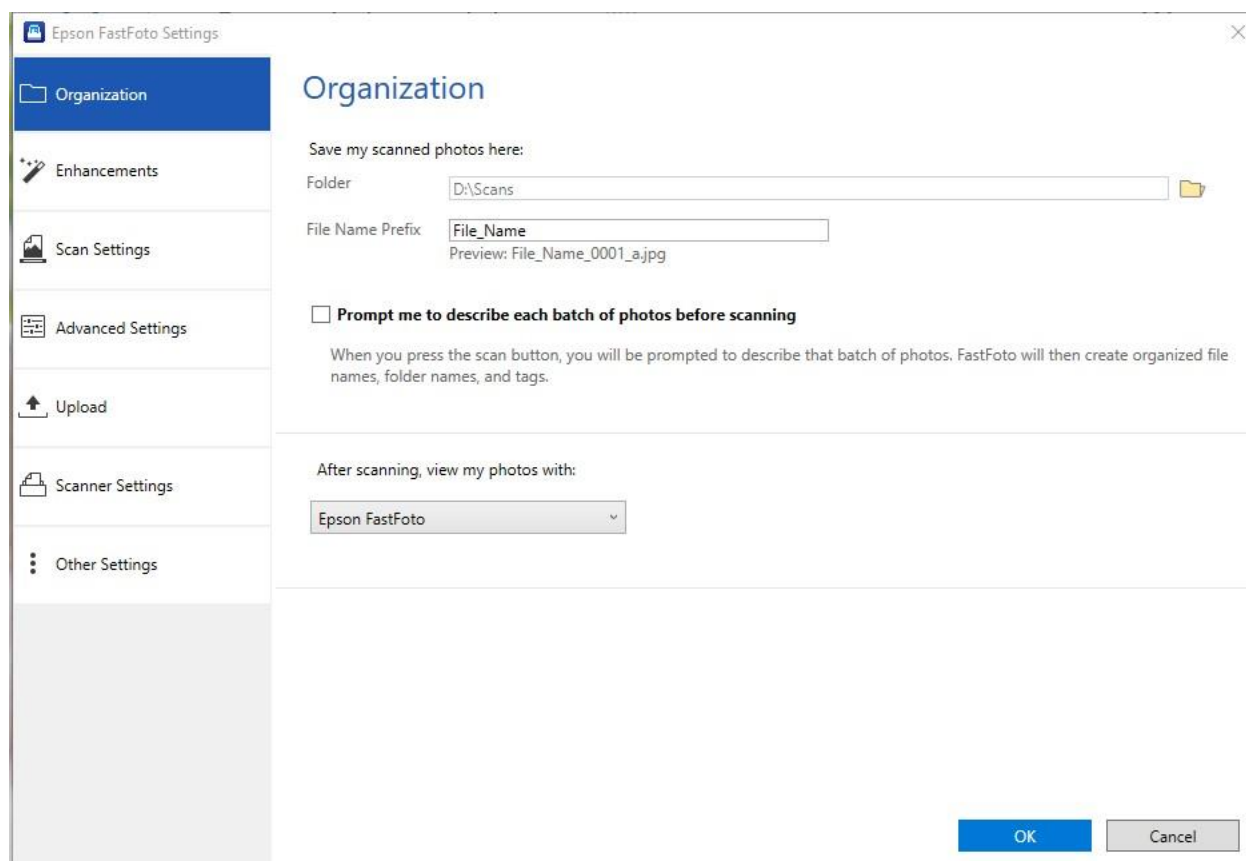

1. Scanning Control. While the scanner itself has a number of buttons on the device, scanning is better controlled from this software since it provides more options. The settings button on the far-right accesses critical settings for setting up a scan. **This scanner retains the previous users scan configuration is always necessary to configure the scanner**. Scanning is started from "Start Scanning" icon on the top left. Finally at the right is a 'Help' icon to open the help menu.

2. Editing and Sharing Photos. The software includes photo editing and sharing capabilities that are independent of scanning. The "Folder:" field sets the path to the folder for editing pictures (and not for scanning pictures). It is set by browsing using the folder icon. Once a picture is selected the "Edit" button provides photo editing options like cropping. The "Delete" button will delete a selected photo. The "Share" and "Upload" icons are not usable in the library environment. One advantage of setting this path to the folder you select for scanning (which is done later in these instructions) is that you can see the scanned images appear in the file at the conclusion of the scan. This document is only concerned with scanning and not with editing or sharing.

Configuration

Select "Settings" (gear cog icon) at the top right of the home page. The "Epson FastFoto Settings" window opens. The window has seven selectable tabs on the left. Start at the top with "Organization" and work down the list. Here is the Settings window with "Organization" selected.
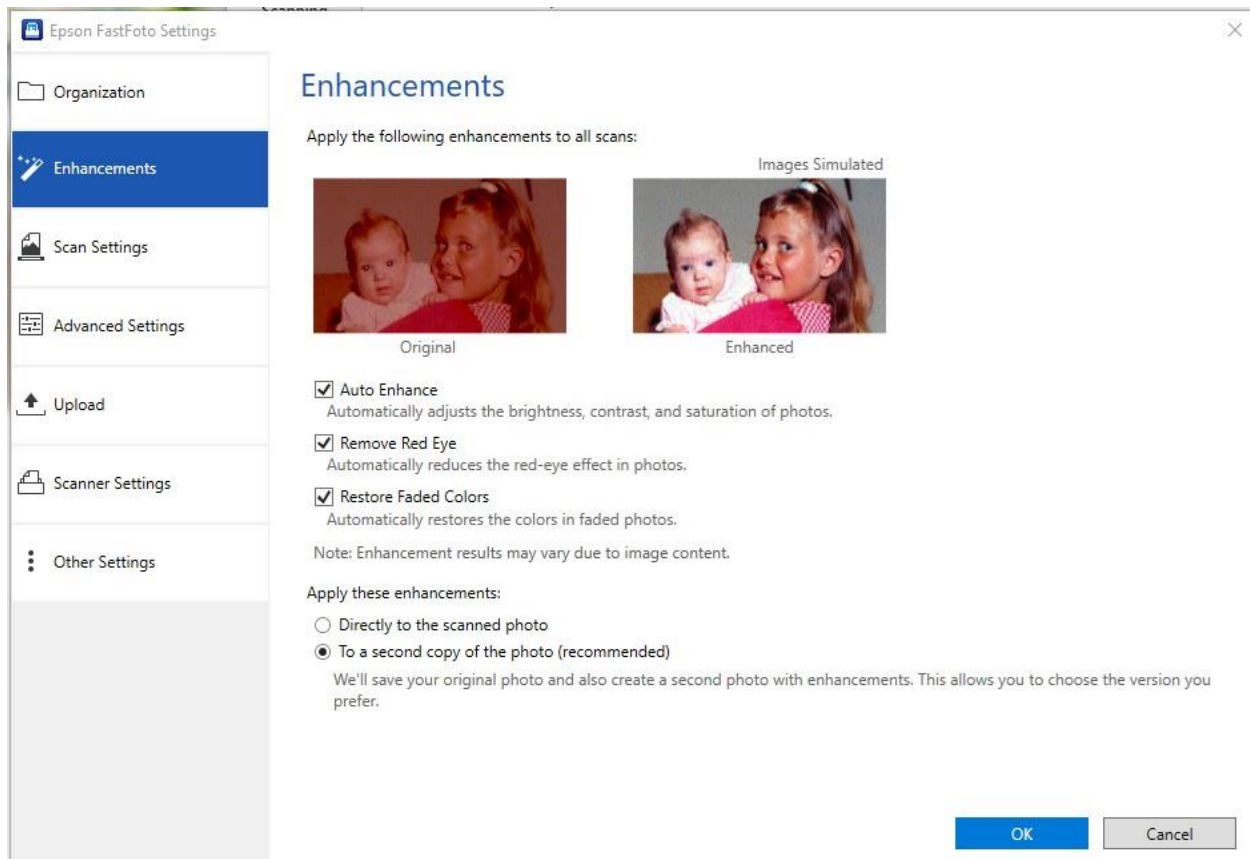

The "Save my scanned photos here:" Folder identifies the path for saving picture. You need to instruct the program where to store your scanned pictures. Otherwise, the program may crash or the pictures may be lost. The best policy is to plug your own USB thumb drive into the USB port on the left side of the monitor and save the scans there rather than on the FHC computer.

Under the text "Save my scanned photos here:" Use the file icon to navigate to your thumb drive "USB Drive (D:)". The "Folder" field will display the path you selected. Set the "File Name Prefix" field with an appropriate title for the pictures you intend to scan. Below the field display, you will see a "Preview" of the naming convention that will be applied to your scans. For simplicity don't select the "Prompt me to describe each batch of photos." This option will be described later in this document on page 9. The scans will be sequentially numbered continuing through each batch.

Set the "File Name Prefix" field with an appropriate title for the pictures you intend to scan. Below the field display, you will see a "Preview" of the naming convention that will be applied to your scans. For simplicity don't select the "Prompt me to describe each batch of photos." The scans will be sequentially numbered continuing through each batch.

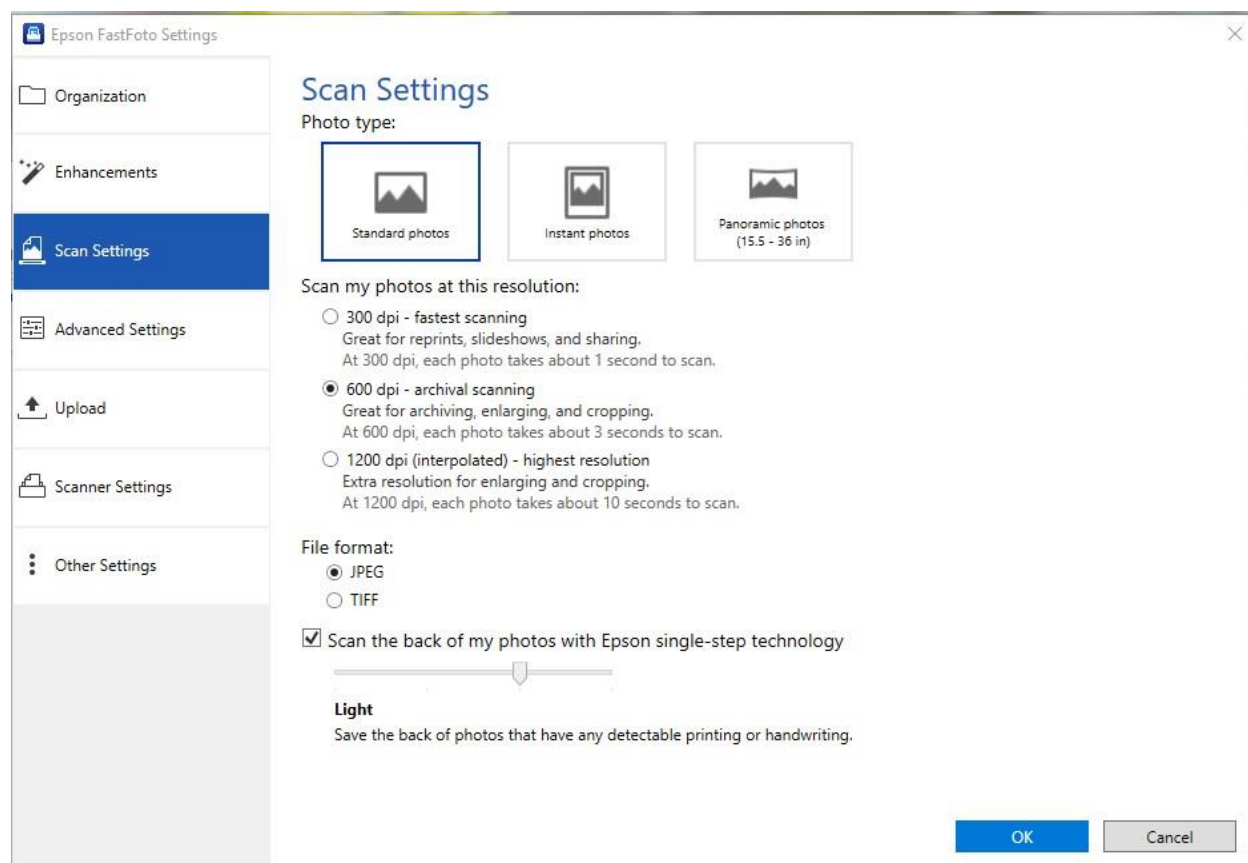Then select the "Enhancements" Tab and the Settings Enhancement Window opens.

As a default, select "Auto Enhance", "Remove Red Eye" and "Restore Faded Colors". Under "Apply these enhancements" select "To a second copy of the photo".

With this setting, the scanner will create two copies of the image. Given that the File Name Prefix field set in the Organization tab was set to "File_Name", the first scan will be File_Name_0001.jpg and will not include any enhancements. The second copy will be File_Name_0001_a.jpg and will have all of the enhancements (think of A as "adjusted or altered"). From an archival perspective this is the optimum selection. You have both the original image and an enhanced and repaired copy.

The three enhancement options are described in the window next to the check box.

Next select the "Scan Settings" tab and Scan Settings window opens:

Select the Photo type. Standard photos are most common. Instant photos refer to Polaroid type pictures. Panoramic photos are wide and short that match the width in the description. The scanner will scan them sideways. This field only needs to be selected if the width is greater than 15.5 inches. If it is greater than 36 inches it cannot be scanned.
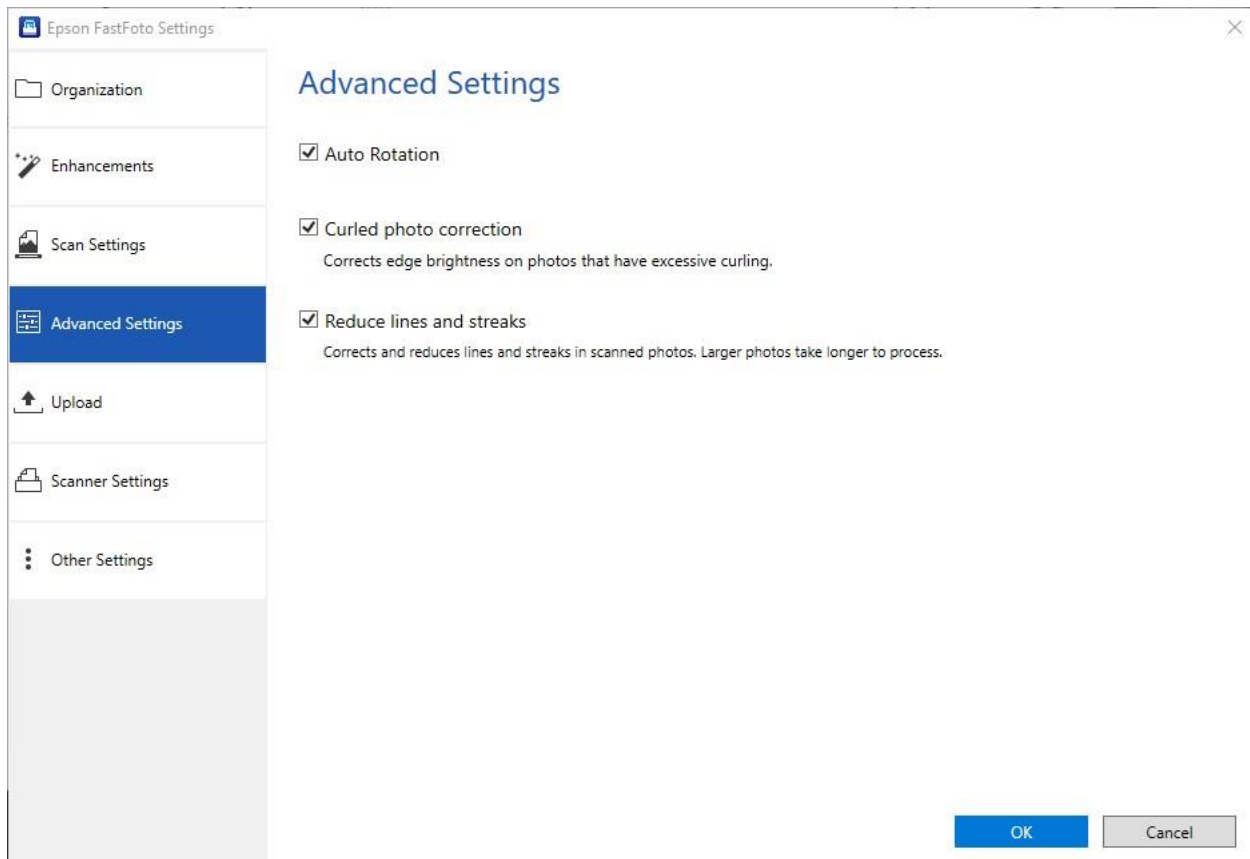
FastFoto scanning describes resolution as dpi which stands for dots per inch. Other scanners use the term ppi for pixels per inch. These are equivalent in this setting. Higher dpi settings will increase the resolution of the photo while dramatically increasing the size of the scan file and the time to complete each scan. For good quality pictures 600 dpi is a good starting point. For lower quality pictures, a higher dpi setting will create a larger file with worse quality. Start with 600 dpi and if the file is larger than you want try 300 dpi and see if the quality is acceptable. Optimally the scan resolution (ppi) should match the resolution of the original print being scanned.

1200 dpi would require a very high-quality photograph being scanned with the expectation that it will be printed as an enlargement like for a poster.

"File Format:" select JPEG unless you prefer TIFF which is the other option.

Select "Scan the back of my photos with Epson single-step technology". This will cause the scanner to scan the back of the photo if there is any detectable text there. This scan will be named File_Name_0001_b.jpg. (Think of the "b" as standing for "back".)

Select the Advanced Settings Tab. The Advanced Settings window opens:

Leave all three settings selected. The Auto Rotation selection will enable the software to rotate the picture so it is facing up correctly even if it was scanned sideways. The other two settings are explained in the window.
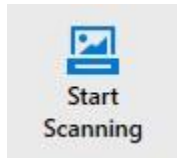
Other Tabs

The "Upload" tab provides options for sharing scans on social media which is not supported in the library. The "Scanner Settings" and "Other Settings" tabs do not provide any useful options for the library patron.

With the scanner software configured, you are ready to scan. Select "OK" at the bottom of any of the Setting Tabs. The setting window closes and the home window opens.
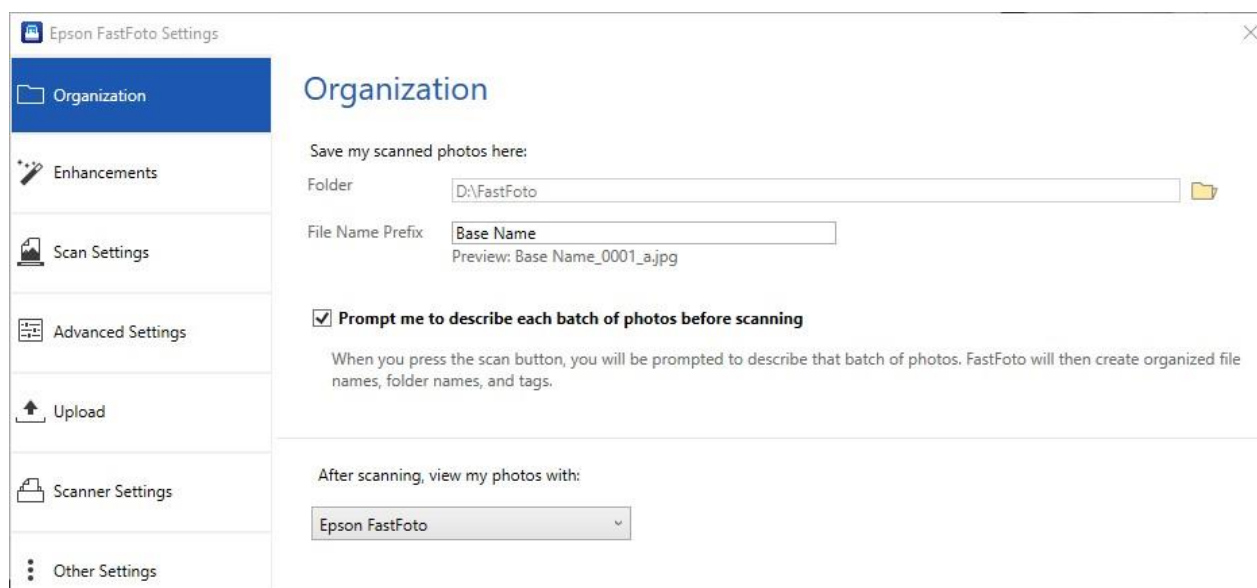
The auto feeder can accommodate up to 30 photos of the same width in a single scan operation. Load the photos picture side forward, with the top of the picture top pointing down. Adjust the guides to match the width of the picture. Select the Start Scanning Icon at the top left of the Epson FastFoto Page. The scanner will generate an exact copy of the picture, an enhanced copy (suffix a) and copy of the backside if it contains text (suffix b).

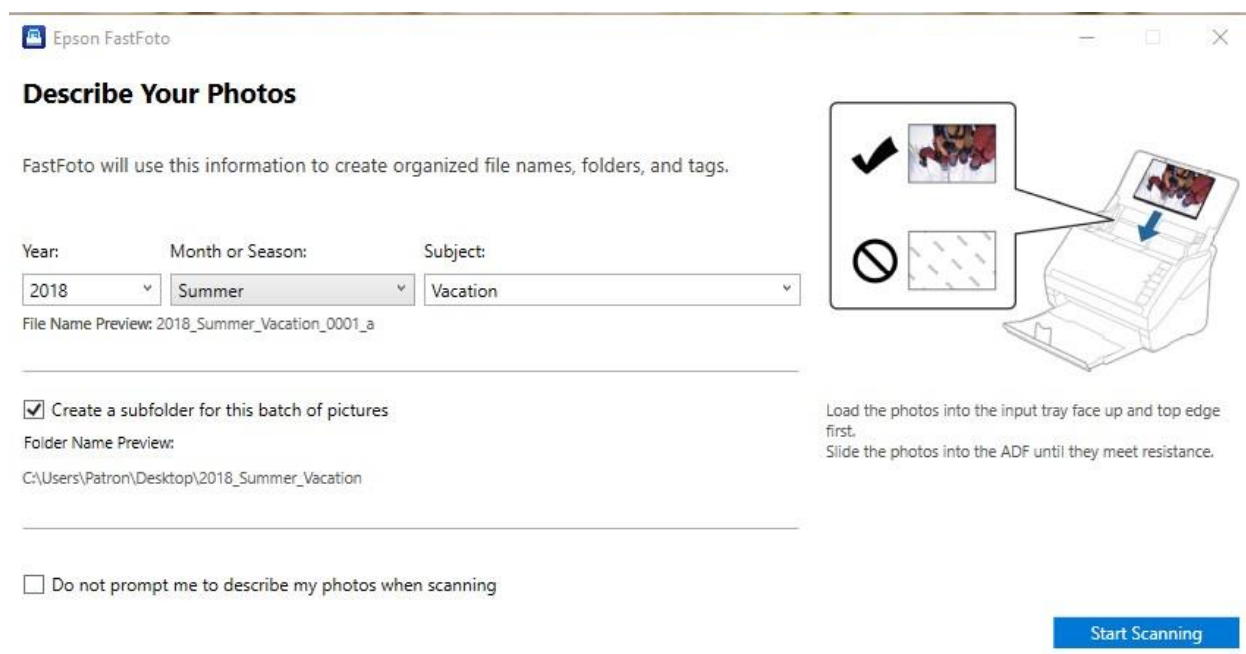On the main menu select the Start Scanning button at top left of the page.

The scanner will automatically feed up to 30 similar size pictures and store them in the selected folder. The name will include an incrementing number from 0001 to up to 0030 depending on the number of pictures you have loaded. When it has finished you can load more pictures of the same size or adjust the guides to a different size and select Start Scanning again. The scanner will include an incrementing number starting one larger than was used in the previous scan.

But what if you selected "Prompt me to describe each batch of photos before scanning" box in the Settings Organization tab?

With this option enabled when you select the Start Scanning Icon, the "Describe Your Photos" window opens:
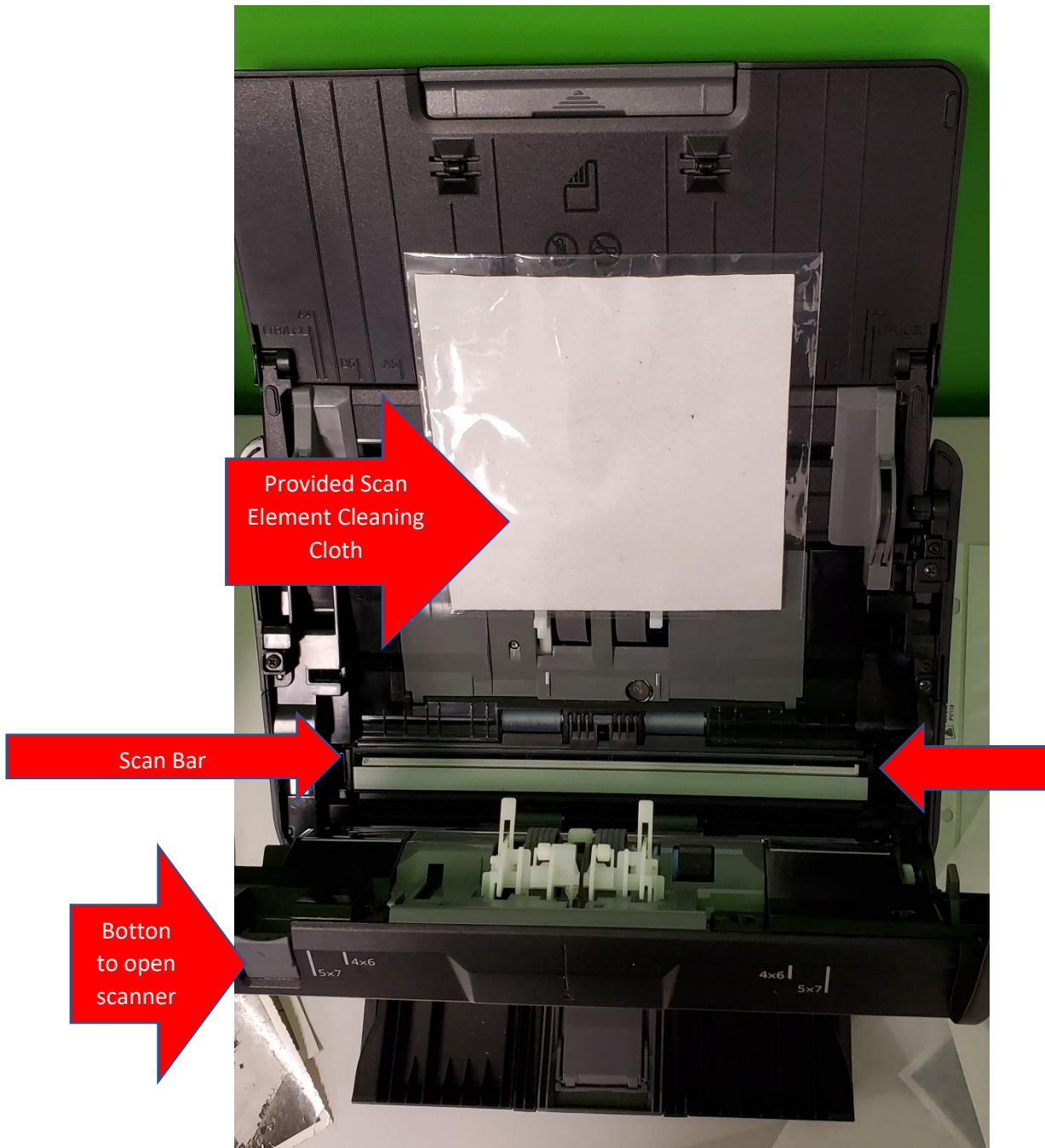

The "File Name Prefix" setting is ignored and file name will be the created from the selections chosen in the three drop down menus: Year, Month or Season, and Subject. Once you have selected your options, the Folder Name Preview describes the current path and name. There are two more selection boxes. You can optionally create a subfolder for each batch and/or open this window on each subsequent scan. Finally select the "Start Scanning" button and scanning begins as before.

Scanning small photos: If the photograph is narrower than the minimum position of the guides (2 inches), they can be scanned using the provided sleeve.

The sleeve is stored with a tissue to keep it from sticking. Remove the tissue and insert the pictures. Load the sleeve and scan the pictures. However, the HP flatbed scanner is likely a better choice for scanning small pictures.

Provided Scan Element Cleaning Cloth

Scan Bar

Botton to open scanner

Cleaning the scanner. The scanning assembly is a long, thin glass element that runs the width of the scanner, With the scanner open to expose the scan path, the scanning assembly can be seen between the red arrows. It needs to be cleaned periodically. Dust or dirt on the assembly can cause vertical lines in the scan output. The manufacturer provided a cleaning cloth that is stored with the sleeve. Use it to wipe off the scanning assembly as needed. **Never use cleaning agents or solvents on the scanning assembly.**