

Network Setup & Scanning with Epson Scan 2

Technical Tip

This technical tip will help assist you in setting up Epson Scan 2 when using your scanner in a network environment and guide you through how to use Epson Scan 2. At the end of the document you will find the answers to some frequently asked questions. Additional assistance can be found in the help menu which is accessible by clicking on the ? icon located in the lower left of Epson Scan 2. If this guide does not help you or you require additional assistance, then please to not hesitate to contact Epson Customer Support on 1300 361 054.

Network Setup

Scanning

<u>FAQ</u>

Scanning with Epson Scan 2 Technical Tip Page 1



Configuring Epson Scan 2 for Network Scanning

After connecting the scanner or multifunction printer to the network and installing the Epson Scan 2 driver you will need to set up the device using Epson Scan 2 Utility.

- 1) Perform one of the following depending on the operating system:
 - Windows 10: Click the Start button <a>> All apps > EPSON > Epson Scan 2 Utility
 - Windows 8: Navigate to the Apps screen and select Epson Scan 2 Utility
 - Windows (older versions): Click on the Start button
 > All Programs (or Programs) > EPSON > Epson Scan 2 > Epson Scan 2 Utility.

Note: On all Windows operating systems the user can just type in "**Epson Scan 2 Utility**" to search for the application after opening the Start Menu. The same can be done on Mac OSX by searching in Spotlight.

If you do not see the below screen then you will need to click the **Scanner** dropdown menu and select **Settings**.

Scanner Settings			×
Name	Model	Connection/Address	
WF-4745	EPSON WF-4740 Series	192.168.1.2	
Add Delete			
Eashle Edition			
0		ОК Са	ancel

Note: If a window appears that is entirely greyed out with no buttons to interact is displayed, then you will need to close the application and run it again as Administrator. To do this you will need to right-click "Epson Scan 2 Utility" and select "Run as Administrator".

 Click on the Enable Editing button. A prompt will appear asking if you "want this application to make changes to your device", click Yes. After this you will be returned to the same window. Click on Add. 3) Click on the refresh button . You should see your printer network address listed, similar to below. Select the set of numbers that correspond to your printer (eg. 192.168.1.2) and then click **Add**.

Add Network Scann	er		×
Model :	EPSON WF-4740 Series	\ \	*
Name :	WF-4745		
Search for Netwo	vrk		(€) ⊗
Address FE80::9EAE:1 192.168.1.2	03FF:FEBC:E04F%7		
) Enter address Address :			
0		Add	Cancel

4) You should be back to the original window (pictured below). Click **OK**. Congratulations, you have now completed the setup.

VF-4745	EDSON WE-4740 Series		And in case of the local division of the loc
	EPSON WI -17-10 Selles	192.168.1.2	
Add Delete			
Add Delete			



Scanning Using Epson Scan 2

To start you will need to open Epson Scan 2. This can be done by following the step below that matches your operating system:

Windows 10: Click the *Start* button $\square > All apps > EPSON > Epson Scan 2$ Windows 8: Navigate to the Apps screen and select Epson Scan 2 Windows (older versions): Click on the Start button $\bigcirc > All Programs$ (or Programs) > EPSON > Epson Scan 2 > Epson Scan 2

Note: On all Windows operating systems you are able to just type in "**Epson Scan 2**" to search for the application after opening the Start Menu. The same can be done on Mac OSX by searching in Spotlight.

	■ Apps 🗅 🖨 Filters ∨
ŵ	Best match for apps
0	Epson Scan 2 Utility Desktop app
	Apps
	🖻 Epson Scan 2 룾
ŝ	
£	
	0 🗇 🐂 🤌 📓 📓 🔳 🕿 🌾 🌜
	Windows

- 1) Select the **Document Source** setting that matches where the original was placed (ADF or Flatbed).
- Select the Document Size setting that matches the size of the original. You can select Customize to enter a custom size if necessary by using the drop down menu.

MIGH	🕫 🖣 🔳 Wed 9:36 AM 🛛 Mac 📿 🖃
X	
Q Epson Scan 2 Utili	tv 🗖
to with	· ·
Epson Scan 2 Utility	
🖸 Epson Scan 2 🔶 🗕	
	Mac OSX
Scanner : EPSC	N WF-4740 Series(Network 01) -
Scan Settings : Not S	Selected
Main Settings Advanced	Settings
Document Source :	Auto Detect 🔹
Scanning Side :	Double-Sided 🗸
Document Size :	85 [JIS] 🗸
Image Type :	Auto
Resolution :	200 🗸 dpi
Stitch Images :	Left & Right 👻
Rotate :	0° 🗸
Correct Document Skew :	Off 🗸
	Add or edit pages after scanning
Skip Blank Pages :	Off
Image Format : TIFF	•
File Name : img2	0171219_15215120.tif 🗸
Folder : My D	ocuments 👻
o #	Draviau Scar
Q Q	Preview Scan

- 3) Select the colour type with how the image to be scanned with the **Image Type** setting. (Auto/Colour/Black & White/Greyscale)
- 4) Select the **Resolution** setting desired for the scan. The range depends on the scanner being used. For most users 200dpi is enough, for photography it is often recommended to be set to double the dpi that you wish to print.
- 5) Click the **Preview** button. A preview will be displayed based on your current settings (similar to the picture below). Changes made should alter the preview. This step is not advised when using an Automatic Document Feeder as the user will need to re-feed the document.

San Settings : Not Selected	Scanner : E	PSON WF-4740 Series(Netv	work 01)	•		
In Settings Advanced Settings Irrage Option : None Remove Background Standard Text Enhancement Standard Auto Area Segmentation Color Enhance Red Descreening Edge Fil : Black Dual Image Output : Triff Hie Name : Ing2D180110_09495359.bf Folder : My Documents	Scan Settings : N	ot Selected				•
Image Option : None Remove Background Islandard Remove Background Islandard Remove Background Islandard Red Red Red Red Red Red Red R		10.00			-	· ····································
Image Option : @ None	in Settings Advance	ed Settings				In the set
Remove Background Standard Text Erhancement Standard Auto Area Segmentation Contrast: 0 Contrast: 0 Contrast: 0 2.2 Unshurp Mask Descreening Edge Fil: Black Dual Image Output: Image Format: TIFF File Name : ing20180110_09495859.bf Folder: My Documents	Image Option :	None				South All
Text Enhancement Standard Auto Area Segmentation Color Enhance Red Brightness : 0 Contrast : 0 Genma : 2.2 Unshurp Mask Descreening Edge Fil : Black Dual Image Output : Time Text : TIFF File Name : ing20180110_09495359.tbf Folder : My Documents		Remove Background	Standard		See See	
Auto Area Segmentation Color Enhance Red Brightness : 0 Contrast : 0 Gamma : 2.2 Cunsharp Mask Descreening Edge Fil : Black Dual Image Output : 1 File Name : mg20180110_09495359.tbf Folder : My Documents		Text Enhancement	Standard	- 1 0		
Color Enhance Red Brightness : 0 Contrast : 0 Garma : 2.2 Unsharp Mask Descreening Edge Fill : Black Dual Image Output : Off File Name : ing20180110_09495359.tf File Name : ing20180110_09495359.tf		🖱 Auto Area Segmentati	on		A Fat - A	
Brightness : 0 Contrast : 0 Germa : 2.2 Unshurp Mask Descreening Edge Fill : Black • Dual Image Output : 0ff File Name : mg20180110_09495359.tf File Name : mg20180110_09495359.tf File Name : mg20180110_09495359.tf		Color Enhance	Red	-	TERS AN	
Contrast: Gamma: Cushurp Mask Descreening Edge Fil: Black Dual Image Output: Tiff File Name: mg20180110_09495359.tf File Name: My Documents	Brightness :	0	0			
Gamma : 2.2 Unsharp Mask Descreening Edge Fil : Black Dual Image Output : Off File Name : Ing20180110_09495359.tf File Name : My Documents	Contrast :	0	0		1012	
□ Unsharp Mask □ Descreening Edge Fil : Black	Gamma :		2.2		ALCONDER .	
Descreening Edge Fil : Black Dual Image Output : Off Image Format : TIFF File Name : Ing20180110_09495359.tf Folder : My Documents		Unsharp Mask				
Edge Fil : Black		Descreening			State 1/	TOP PLAN
Dual Image Output : Dff Image Format : TIFF File Name : Img20180110_09495359.tf Folder : My Documents	Edge	Fill : Black		-		
Image Format : TIFF File Name : Img20180110_09495359.tbf Folder : My Documents	Dual Image Out	put : Off		-	E OF	
Image Format : TIFF • • • • • • • • • • • • • • • • • •					Part in the	
Inage Format : TIFF File Name : img20180110_09495859.tf - Folder : My Documents -					6 6 4	
Image Format : TIFF File Name : Img20180110_09495859.tf Folder : My Documents	-					A Carton
File Name : Img20180110_09495859.tf Folder : My Documents	Image Format : T	IFF				Kils B
Folder : My Documents	File Name : in	ng20180110_09495859.tif		•	20 - 2 - 2 - C	- Alle
	Folder : M	ly Documents		- I		

(Continued on next page)



- 6) Perform one of the following:
 - If scanning in **Document Mode**, select any of the additional settings on the Main Settings tab.
 - If scanning in **Photo Mode**, select the **Color Management** and Thumbnail Options settings as necessary.
- 7) Click the **Advanced Settings** tab and select any additional desired settings.
- Select the format which to save the scanned file as with the Image Format setting. If necessary, select Options and select any desired format options. These change based on the file format select.
- 9) Enter the file name for the scanned file in the **File Name** field. If necessary, select **Settings** to modify the file name settings.
- 10) Select the file location in which to save the scanned file with the **Folder** setting. If necessary, click Select to create a new folder.
- 11) Click **Scan**. The device will scan the original and save it in the predetermined location. If the **Add or edit pages after scanning feature** is enabled then a dialog box will appear asking if any more scans need to be added after the first scan has completed.

FAQ

- Q) What resolution should I scan at?
- A) For most people 200dpi is more than enough for everyday scanning and 300dpi for general photo scanning. If you plan to enlarge the image then a higher dpi will maintain the quality. Please note that a higher dpi will increase scan time and file size.
- Q) What format should I scan to?
- A) If you are scanning a document then PDF is suggested. For pictures it is suggested to scan in JPEG for best compatibility or TIFF for best quality.
- Q) How do I scan only part of an image?
- A) After performing a preview you scan select the area to scan by selecting it with your mouse.
- Q) How to I change the unit of measurement?
- A) Click the ticon, you may then set inch or mm by using the Units drop down menu.
- Q) How can I get it to open my folder when a scan is completed?
- A) Click on the click on the Save File tab. Ensure that the Open image folder after scanning option is checked.
- Q) How can I add additional pages to my scan?
- A) This feature is only available if you are saving to either PDF or Multi-TIFF. You will need to ensure that the Add or edit pages after scanning setting is enabled on the Main Settings page (pictured to the right).

Epson Scan 2		-	-	-	_		
Scanner :	EPSO	N WF-474) Series	(Networl	k 01)		
Scan Settings :	Not S	elected					
Main Settings Adva	anced S	ettings					
Document So	ource :	Auto Det	ect				-
Scanning	Side :	Single-Sic	ded				-
Document	t Size :	A4			Ŧ		
Image	Type :	Color					Ŧ
Resol	ution :	300	•	dpi			
Stitch Im	ages :	Off					Ŧ
R	otate :	0°					-
Correct Document	Skew :	Contents	Skew				Ŧ
	→ (dd or	edit pa	ges afte	r scan	ning	
Skip Blank P	ages :	Off					•
Image Format :	PDF						
File Name :	img20	180117_1	318581	2.pdf			
Folder :	My Do	ocuments					
•		ſ	Dre		ר ר	-	Scan