

EPSON®

Personal Document Station

GRAYSCALE SCANNER



Getting Started



Printed on recycled paper with at least 10% post-consumer content

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Introduction

This package contains everything you need for professional quality document scanning and processing:

- EPSON® Personal Document Station™ (ES-300GS) scanner, which scans in 8 bit monochrome grayscale at up to 400 dpi and includes a built-in document feeder and an attachable business card guide
- Bidirectional parallel interface card, which provides an additional parallel interface for your computer
- Bidirectional parallel interface cable
- Xerox® Desktop Document Management Suite® for Microsoft® Windows,™ an integrated software package including image editing, faxing, e-mail, optical character recognition (OCR), printing, and file creation capabilities for processing your scanned images
- Additional TWAIN driver for using your scanner with other image editing programs, such as Adobe® Photoshop™ and Micrografx® Picture Publisher.® (See page 14 for more information.)

To fax or e-mail your scanned images, you must also have one of the following fax and e-mail application programs:

Fax applications:

Delrina® WinFax™ Pro or WinFax LITE
SofNet® FaxWorks™
Bit Software® BitFax™ Professional

E-mail applications:

Microsoft Mail
Lotus® cc:Mail™
Lotus Notes Mail®

Note:

Other programs may be supported; see the release notes and installation program screens as you install the Desktop Document Management Suite for the latest information.

This booklet tells you how to set up your scanner, install the software, and scan a document. For additional instructions, see the manual for the ES300GS scanner and the manuals, quick reference cards, and on-line help utilities for the Desktop Document Management Suite.

System and Memory Requirements

For the scanner hardware and software to work properly, your system must include the following minimum configuration:

- A 386-based (or higher) IBM@ compatible computer or an IBM PS/2®
- MS-DOS® version 5.0 or higher
- Microsoft Windows 3.1 or higher, or Windows NT, running in enhanced mode only
- 3.5-inch, high-density diskette drive
- At least 100MB of hard disk space for scanner applications and images
- 8MB of system RAM plus a permanent Windows swap file providing 8MB to 16MB of virtual memory (a swap file of contiguous space on your hard disk drive which Windows can use; see your Microsoft Windows manual)
- A mouse or other compatible pointing device
- A Video Graphics Array (VGA) or other Windows compatible display adapter card or built-in interface
- A monitor compatible with the card or interface you are using.

Installing the Parallel Interface Card

Follow the steps in this section if you need to install the bidirectional parallel interface card in your computer. You may also need to configure the card before you install it.

Some computers come with a built-in bidirectional parallel interface. You do not need to install the parallel interface board if your computer has a built-in interface that you are not currently using. If you will connect the scanner to an existing interface, skip to “Setting Up the Scanner” on page 6.

Note:

Standard (unidirectional) and bidirectional parallel interfaces look the same but operate differently. Your scanner does not work with a standard parallel interface, so check your computer manual to make sure you have an unused bidirectional parallel interface before you connect the scanner to it.

Configuring the Card

The parallel interface board contains jumpers that select the port address (LPT 1 or LPT 2) and interrupt (IRQ 5 or IRQ 7) the card uses. You may need to change the jumper settings if there is a conflict with your computer’s parallel port settings. See your computer manual for information about the port address and interrupt used by its parallel port.

The bidirectional parallel interface card default settings are:

- Port address LPT2
- Interrupt IRQ5.

Your computer’s parallel port probably uses LPT1 and a different IRQ setting. However, if it uses LPT2 or IRQ5, follow the steps below to change the interface card’s jumper settings.

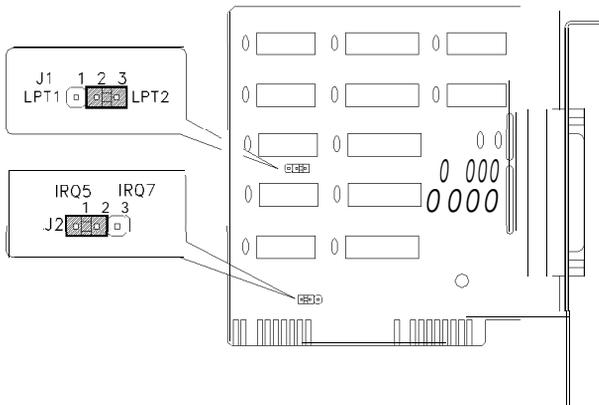
1. Carefully remove the interface board from its packaging, holding it only by its top edges. Then place it on a flat, clean surface.



Caution:

Avoid touching the components or the gold contacts on the interface board; they can be damaged by static electricity.

2. Locate jumpers J1 and J2 on the interface board, as shown below.



3. The settings are printed on the circuit board next to the jumpers. To change a setting, lift off the jumper cap and reinstall it over the appropriate pair of pins.



Caution:

Be careful not to bend the jumper pins.

Installing the Card

Follow these steps to install the card in your computer:

1. Turn off the computer and any peripheral devices.
2. Disconnect the computer's power cable from the electrical outlet and from the back panel. Also disconnect any other cables, including the keyboard cable.
3. Remove the cover from your computer. If you need detailed instructions, see your computer manual.
4. Before you touch any of the computer's internal components, touch an unpainted metal surface inside the computer case to discharge any static electricity.
5. Choose an option slot for the interface card. You can install the card in any available slot.
6. Remove the retaining screw from the option slot cover and remove the slot cover. Keep the screw to secure the interface card to the computer. Store the slot cover in a safe place in case you remove the interface card later.
7. Insert the interface card into the slot, guiding it straight down. Push the card down firmly (but carefully); you should feel it fit into place.
8. Secure the card to the computer with the retaining screw.
9. Replace the computer's cover, reconnect all the cables, and plug the power cord into an electrical outlet.

Setting Up the Scanner

Follow these steps to set up the scanner:

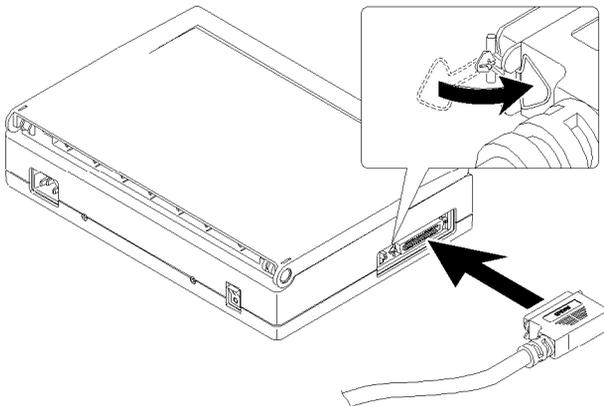
1. Take the scanner out of its box and place it on a flat, stable surface with the rear panel facing you.
2. Remove the tape securing the scanner cover and pull out any packing material from underneath the cover.
3. Turn off your computer, scanner, and any other peripheral devices. The scanner is turned off when the  end of the power switch on the rear panel is pressed down.



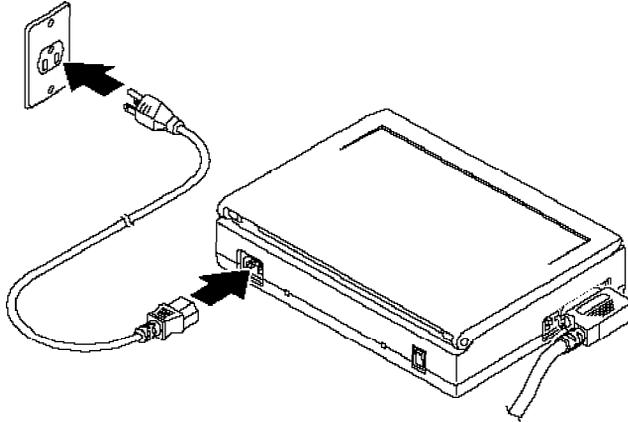
Caution:

Be sure that your computer, scanner, and any other peripheral devices are turned off before you plug in any cables.

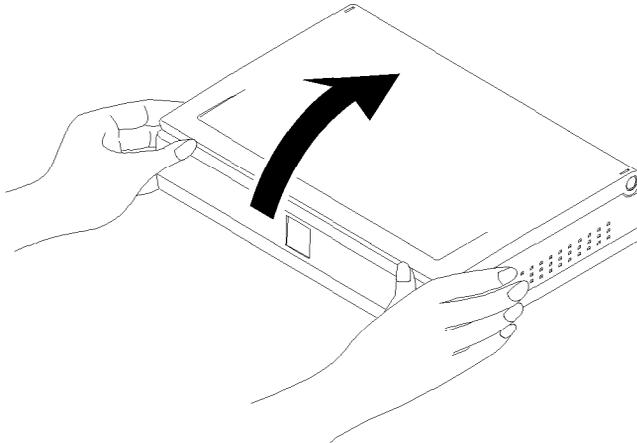
4. Connect the 25-pin end of the parallel cable to the parallel port on your computer; then tighten the screws on the connector.
5. Connect the other end of the cable to the parallel interface on the side of the scanner and fasten it with the wire clamps.



6. Connect the scanner's power cable to the power inlet on the rear of the scanner and plug the other end into a grounded electrical outlet.



7. Turn the scanner around and lift up the cover.



8. Turn on the scanner by pressing the end of the power switch. The green POWER light on the top right side of the scanner comes on. The Ready light also flashes while the scanner warms up.
9. Turn on your monitor and all your other peripheral devices. Then turn on the computer. (Always turn on the scanner before the computer.)

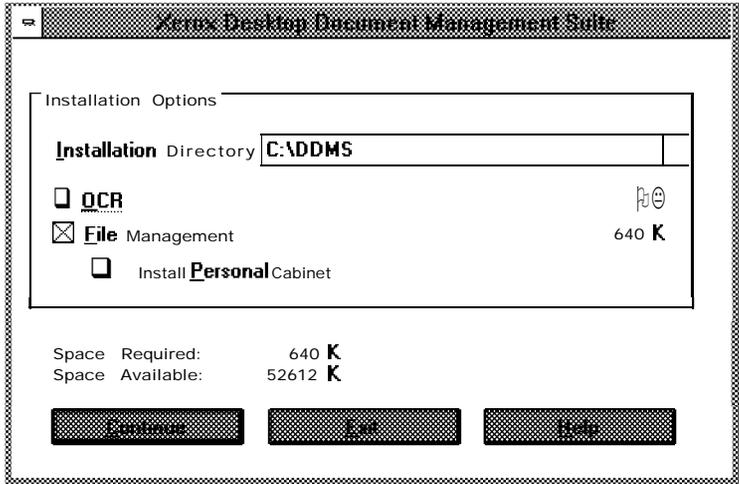
The scanner's Ready light goes out when you turn on the computer and then comes on again once the computer boots.

Installing the Xerox Desktop Document Management Suite

Follow these steps to install the Desktop Document Management Suite (or DDMS) software on your computer's hard disk drive:

1. Start Windows, if necessary.
2. Insert the Xerox DDMS Disk 1 into a diskette drive.
3. From the Program Manager, open the File menu and choose Run. You see the Run dialog box.
4. Type **A: SETUP** (or **B: SETUP** if you inserted the diskette in drive B) in the Command Line Box and choose OK.
5. After a few moments, you see the installation program dialog box; choose Continue.

- The next screen asks you for the directory in which you want to install the program files. Accept the default directory or delete it and enter a new directory.



Checkboxes on this screen let you exclude certain components of the program from the installation process. In most cases, install all the program components (the default setting) and choose Continue. (For more information on the program components, see the Xerox DDMS manual.)

- At the next screen, select the e-mail application program you'll be using (or select none) and choose Continue.
- Then select your fax application program (or select none) and choose Continue.
- If you selected not to install the OCR component in step 6, skip to step 10 now. Otherwise, you see the OCR Language Packs screen. You can install up to five language packs for your OCR program. English is selected by default; select the checkbox for any other languages you want to install and choose Continue.

10. If you selected not to install the File Management or Personal Cabinet components in step 6, skip to step 11.

Otherwise, you see the Visual Recall Setup screen. Accept the default directory in which to install the program files or delete it and enter a new directory. Then choose OK.
11. The program begins copying files to your hard disk drive and prompts you to insert the rest of the diskettes. Follow the instructions on the screen.
12. After all the files are copied, you see a dialog box where you must enter your name, company (optional), and the serial number of the DDMS program. The serial number is usually printed inside the manual or on the registration card. Enter this information and choose Continue.
13. The program creates a Windows program group and icons. Then you see the Exit Setup screen; choose OK.
14. The program starts the Windows Write program and displays the Release Notes file. Read this file for the latest information about your software, and print it if you like.
15. Open the File menu and select Exit to exit Write.
16. Remove the last installation diskette from the diskette drive.
17. Exit Windows.

The installation program placed the Xerox DDMS Control Panel and Paper Sensor icons in your Windows Startup group and created a Xerox Applications group.

See the instructions in the next section to scan a test document. Then read the Xerox Desktop Document Management Suite manuals, quick reference guides, and on-line help utilities for instructions on using the programs to process your scanned documents.

Scanning Documents

Now you are ready to start scanning using the built-in document feeder. For instructions on using the attachable business card guide, see your *ES300GS User's Guide*.

When scanning documents, respect the rights of the copyright holders. Don't scan published materials without first checking the copyright status.

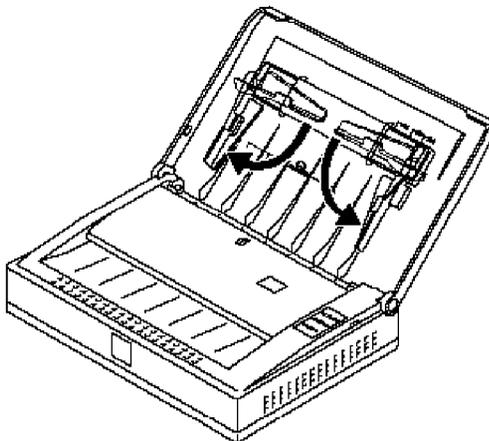
1. First, select a multiple page document to scan (up to 10 pages on standard bond paper). Make sure all the pages are the same size and paper weight. Also remove any paper clips, staples, tape, glue, or other foreign objects from the document.



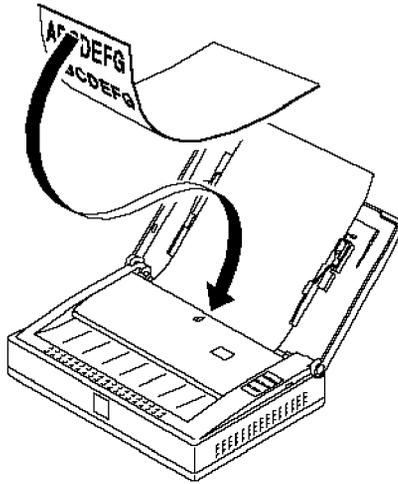
Caution:

Scanning documents that contain foreign objects, such as paper clips or staples, can damage the scanner mechanism and the glass scanning window.

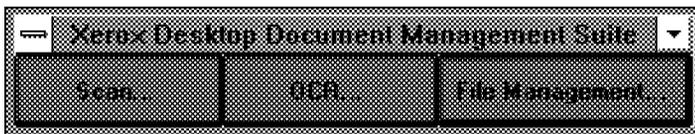
2. Beneath the scanner cover, flip down both paper guides to the operating position, as shown below.



3. Fan the edges of your document; then level the stack by tapping it on a flat surface.
4. Hold the document with the side to be scanned facing down and guide it into the scanner's document feeder, as shown.



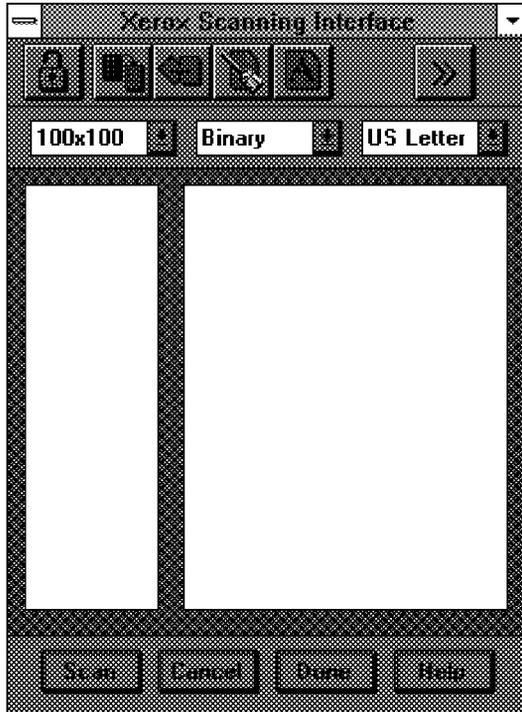
5. Adjust the paper guides to fit the width of the paper. The scanner feeds the first page into scanning position.
6. Start Windows. You see the Xerox DDMS Control Panel window, shown below, and the Paper Sensor icon on your Windows desktop.



Note:

If your Program Manager window is maximized, you do not see the Control Panel or Paper Sensor icon. Reduce the window size.

7. After a few moments, the Xerox Scanning Interface dialog box appears as the active window.

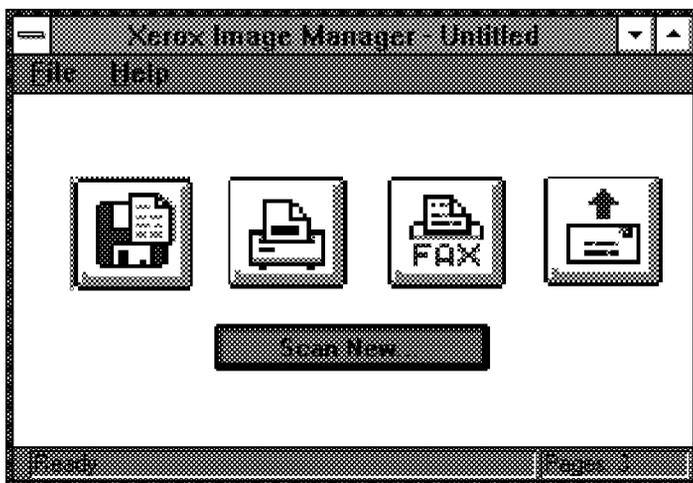


Note:

The Xerox Scanning Interface dialog box appears automatically only after the Paper Sensor detects paper loaded in the scanner.

8. For this first scan, do not adjust any of the other image settings available in the dialog box. Choose Scan.
9. The scanner reads the first page, and after a moment a scanned image of the page appears in the Preview area, the large rectangle in the dialog box. It also displays a reduced view of the page in the Thumbnail area on the left side of the dialog box.

10. Click Done. You see the Xerox Image Manager window.



From the Image Manager, you can save your scanned document to a file, or print, fax, or e-mail the document without saving it.

See the manuals, quick reference cards, and on-line help utilities that came with the Desktop Document Management Suite to process your scanned image using the various program components.

Installing the EPSON TWAIN Driver

The EPSON Personal Document Station TWAIN Driver diskette that came with your scanner contains the TWAIN driver, its installation program, and a README file. You do not need to install this driver to use the Personal Document Station; you need it only if you use an image editing program (such as Photoshop or Picture Publisher) that requires a TWAIN driver.

Follow these steps to install the driver and print the README file :

1. Insert the EPSON PDS TWAIN Driver diskette in a diskette drive.
2. From the Windows Program Manager, select RUN from the File menu. You see the Run dialog box.
3. In the Command Line box, type **A: SETUP** (or **B: SETUP**) and choose OK.
4. At the installation program title screen, choose OK.
5. At the next screen, confirm or correct the Windows directory and choose OK. The program installs the driver files.
6. In the Scanner Setup dialog box, open the Interface pull-down menu and select BiD Parallel and choose OK.
7. The program creates the EPSON Scanner group containing a READ ME icon. Double-click the READ ME icon; the Windows Write program starts and displays the README file contents.
8. Select Print from the File menu to print the file.

Follow the instructions in the README file to use the TWAIN driver with your image editing program.

Where to Get Help

If you purchased your scanner in the United States or Canada, EPSON provides customer support and service through a network of Authorized EPSON Customer Care Centers. EPSON also provides support services through the EPSON Connection.” In the United States and Canada, dial (800) 922-4911.

Call the EPSON Connection for the following:

- Technical assistance with the installation, configuration, and operation of EPSON products
- Assistance in locating your nearest Authorized EPSON Reseller or Customer Care Center
- Customer relations
- EPSON technical information library fax service
- Product literature on current and new products.

You can purchase ink cartridges, paper, parts, and accessories for EPSON products from EPSON Accessories at (800) 873-7766 (U.S. sales only). In Canada, call (800) BUY-EPSON for sales locations.

When you call for technical assistance, be ready to identify your scanner and system configuration, and describe any error conditions to the support staff.

If you purchased your scanner outside the United States or Canada, contact your EPSON dealer or the marketing location nearest you for customer support and service.

CompuServe on-line support

If you have a modem, the fastest way to access helpful tips, specifications, drivers, application notes, tables for DIP switch or jumper settings, and bulletins for EPSON products is through the Epson America Forum on CompuServe®

If you are already a CompuServe member, simply type **GO EPSON** at the menu prompt to reach the Epson America Forum.