

Document Scanner Agreement

Policy for Borrowing and Use Outside of the Library

- You must have a valid library card to checkout.
- Patron must be a resident of Clinton or Macomb Township's service area.
- Patron must be in good standing with the library and have no fines above \$15.00.

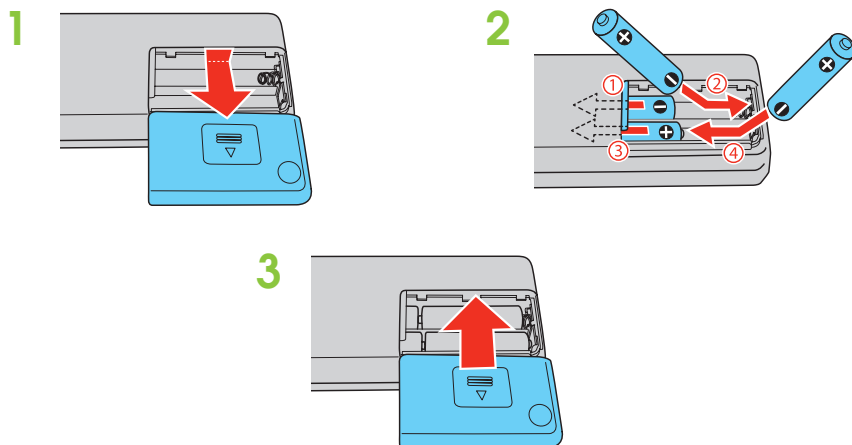


Epson WorkForce DS-40

START HERE

Read these instructions before using the item

Install batteries



Document Scanner Agreement

Policy for Borrowing and Use Outside of the Library

- You must have a valid library card to checkout.
- Patron must be a resident of Clinton or Macomb Township's service area.
- Patron must be in good standing with the library and have no fines above \$15.00.

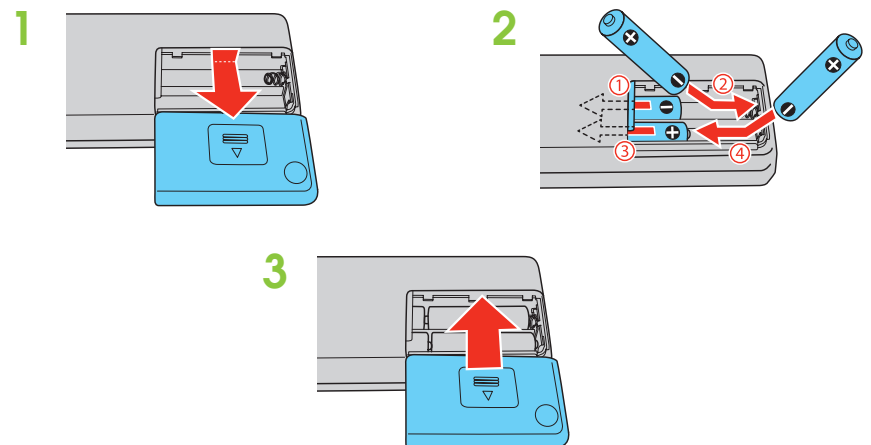


Epson WorkForce DS-40

START HERE

Read these instructions before using the item

Install batteries



Fines and Liability

- The overdue fine is \$1.00 per day until returned.
- The patron is responsible for costs associated with the loss or damage of the Document Scanner and/or peripherals.

Replacement Costs:

Document Scanner = \$119.95

USB Cable = \$9.00

Calibration Sheet = \$1.00

Instructions = \$1.00

Carrying Case = \$16.00

Fines and Liability

- The overdue fine is \$1.00 per day until returned.
- The patron is responsible for costs associated with the loss or damage of the Document Scanner and/or peripherals.

Replacement Costs:

Document Scanner = \$119.95

USB Cable = \$9.00

Calibration Sheet = \$1.00

Instructions = \$1.00

Carrying Case = \$16.00

Install software



Note: Do not connect the USB cable unless directed to do so by the on-screen instructions.

- 1 Download the **Drivers and Utilities Combo Package** from the Epson support website:
www.epson.com/support/ds40
- 2 Run the installer, Select **English**, and follow the on-screen instructions to install your software and set up your wireless or USB connection. Uncheck box about registering the product.

Install software

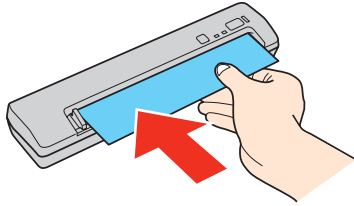


Note: Do not connect the USB cable unless directed to do so by the on-screen instructions.

- 1 Download the **Drivers and Utilities Combo Package** from the Epson support website:
www.epson.com/support/ds40
- 2 Run the installer, Select **English**, and follow the on-screen instructions to install your software and set up your wireless or USB connection. Uncheck box about registering the product.

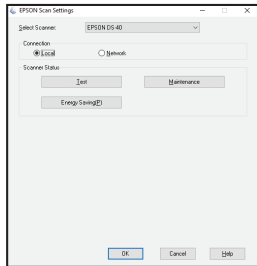
Calibrate the scanner

1



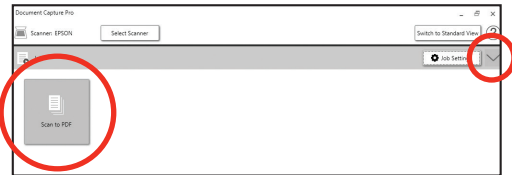
Load the included calibration sheet into the scanner. Make sure the scanner is turned on and connected to your computer through a wireless or USB connection.

2




Open **EPSON Scan Settings**:
Windows® 10: Click > All apps > EPSON > **EPSON Scan Settings**
Mac: Select Applications > Epson Software > **EPSON Scan Settings**.

Click the **Maintenance** button, then click the **Calibration** button.




Customizing the start button (Windows)

You can scan from the  start button using custom job settings. See the online User's Guide for more information.

1

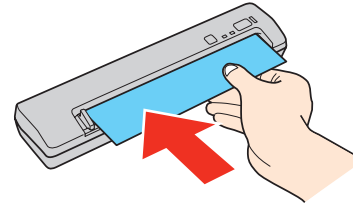
Start **Document Capture Pro**.

Windows 10: Click > All apps > Epson Software > **Document Capture Pro**.

Note: Mac users, see the online User's Guide for more information about customizing the  start button.

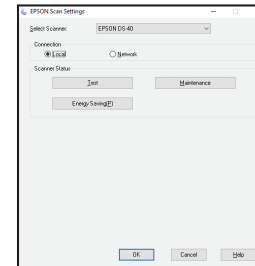
Calibrate the scanner

1



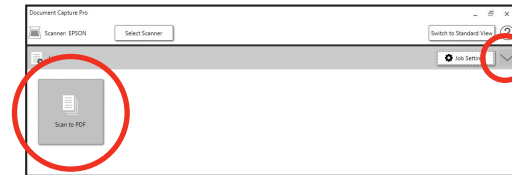
Load the included calibration sheet into the scanner. Make sure the scanner is turned on and connected to your computer through a wireless or USB connection.

2




Open **EPSON Scan Settings**:
Windows® 10: Click > All apps > EPSON > **EPSON Scan Settings**
Mac: Select Applications > Epson Software > **EPSON Scan Settings**.

Click the **Maintenance** button, then click the **Calibration** button.




Customizing the start button (Windows)

You can scan from the  start button using custom job settings. See the online User's Guide for more information.

1

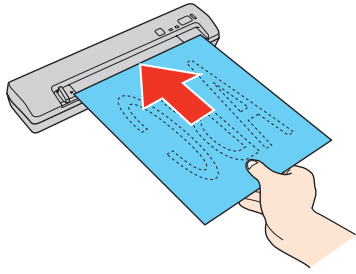
Start **Document Capture Pro**.

Windows 10: Click > All apps > Epson Software > **Document Capture Pro**.

Note: Mac users, see the online User's Guide for more information about customizing the  start button.

Scan a document

1



Load your document or business card facedown and top edge first. Align it with the right edge of the input slot. Then, slide the edge guide to the edge of the document.

2

Open **Document Capture Pro** (Windows) or **Document Capture** (Mac).

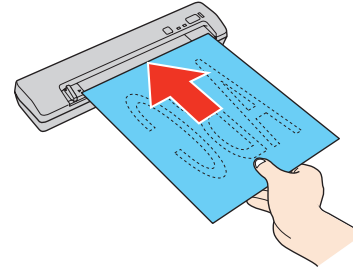
Windows 10: Click > All apps > Epson Software > **Document Capture Pro**.

Mac: Select Applications > Epson Software > **Document Capture**.

Click **Scan to PDF** or click the arrow to select a different format.

Scan a document

1



Load your document or business card facedown and top edge first. Align it with the right edge of the input slot. Then, slide the edge guide to the edge of the document.

2

Open **Document Capture Pro** (Windows) or **Document Capture** (Mac).

Windows 10: Click > All apps > Epson Software > **Document Capture Pro**.

Mac: Select Applications > Epson Software > **Document Capture**.

Click **Scan to PDF** or click the arrow to select a different format.

2

Create a new job.

Click the **Job Settings** button, then click **New Job** in the job management window. Specify desired Job Settings, such as image quality and destination, then click **OK**.

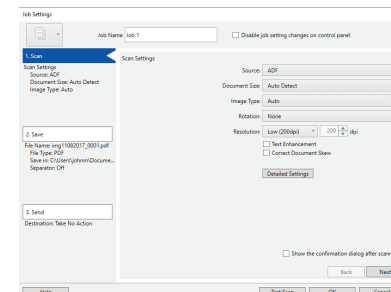
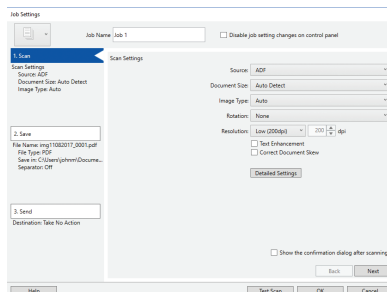
Repeat this process to create additional jobs.

2



Create a new job.

Click the **Job Settings** button, then click **New Job** in the job management window. Specify desired Job Settings, such as image quality and destination, then click **OK**.

Repeat this process to create additional jobs.



3 Assign a job to the start button.


Click  **Button Assignment** in the job management window.
Click the  job 1 field and select the job you want to assign,
then click **OK**. Close the job management window.

Mobile Devices

To scan to an iOS or Android™ device, download and install the free Epson DocumentScan app from the App Store or Google Play™.

Help



Scanner software help

Click **Help** or the  button on your scanner software screen.

User's Guide

Double-click the **Epson DS-40 User's Guide** icon on your desktop
(or in the **Applications/Epson Software/Guide** folder on a Mac).

3 Assign a job to the start button.


Click  **Button Assignment** in the job management window.
Click the  job 1 field and select the job you want to assign,
then click **OK**. Close the job management window.

Mobile Devices

To scan to an iOS or Android™ device, download and install the free Epson DocumentScan app from the App Store or Google Play™.

Help

Scanner software help

Click **Help** or the  button on your scanner software screen.

User's Guide

Double-click the **Epson DS-40 User's Guide** icon on your desktop
(or in the **Applications/Epson Software/Guide** folder on a Mac).