

# 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 do not hesitate to contact Epson Customer Support on 1300 361 054.

[Network Setup](#)

[Scanning](#)

[FAQ](#)

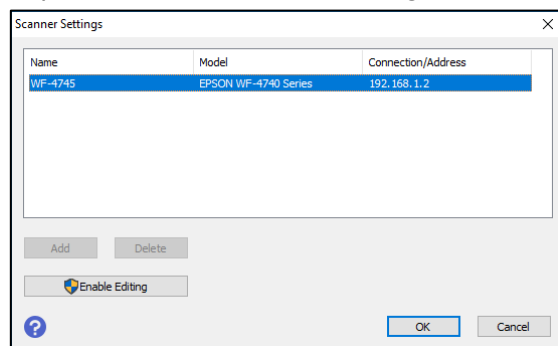
## Configuring Epson Scan 2 for Network Scanning

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  > **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.

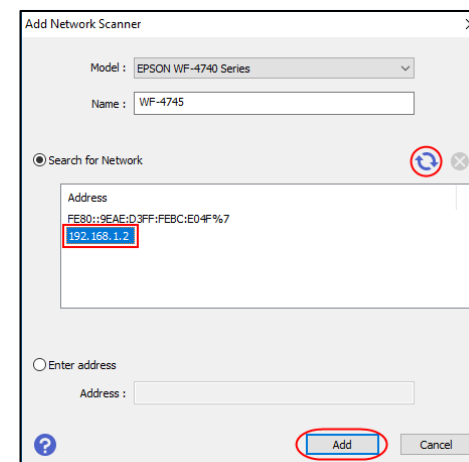
If you do not see the below screen then you will need to click the **Scanner** dropdown menu and select **Settings**.



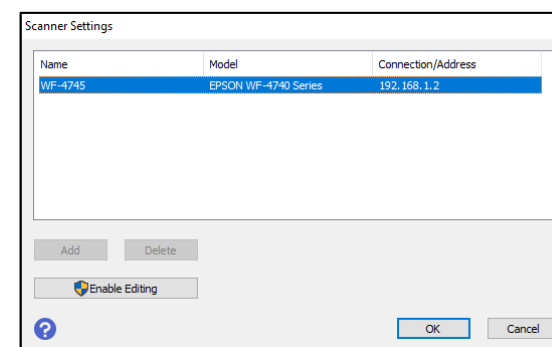
**Note:** If a window appears that is entirely greyed out with no buttons to interact is displayed, then you will need to close the application and run it again as Administrator. To do this you will need to right-click "Epson Scan 2 Utility" and select "Run as Administrator".

- 2) 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**.



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



## Scanning Using Epson Scan 2

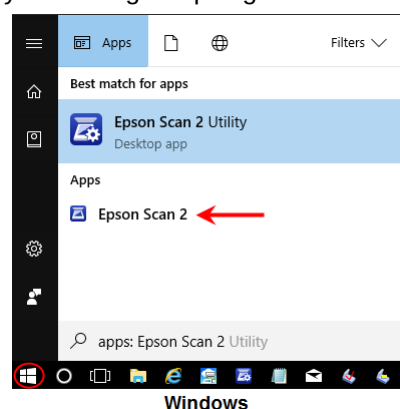
To start you will need to open Epson Scan 2. This can be done by following the step below that matches your operating system:

**Windows 10:** Click the **Start** button  > **All apps** > **EPSON** > **Epson Scan 2**

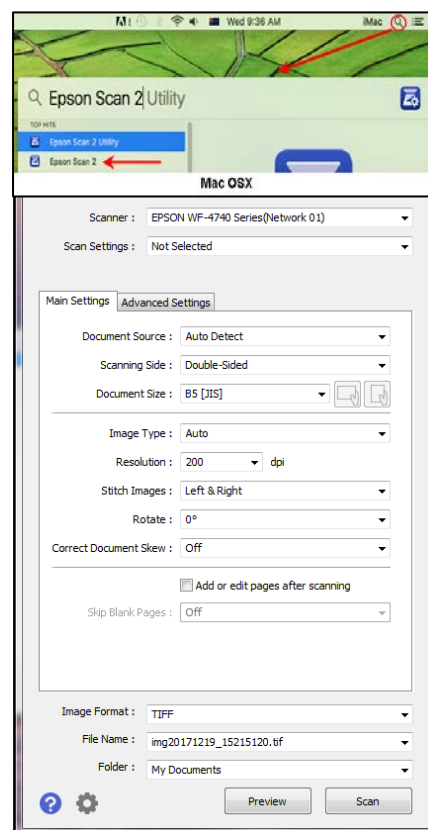
**Windows 8:** Navigate to the **Apps** screen and select **Epson Scan 2**

**Windows (older versions):** Click on the **Start** button  > **All Programs** (or **Programs**) > **EPSON** > **Epson Scan 2** > **Epson Scan 2**

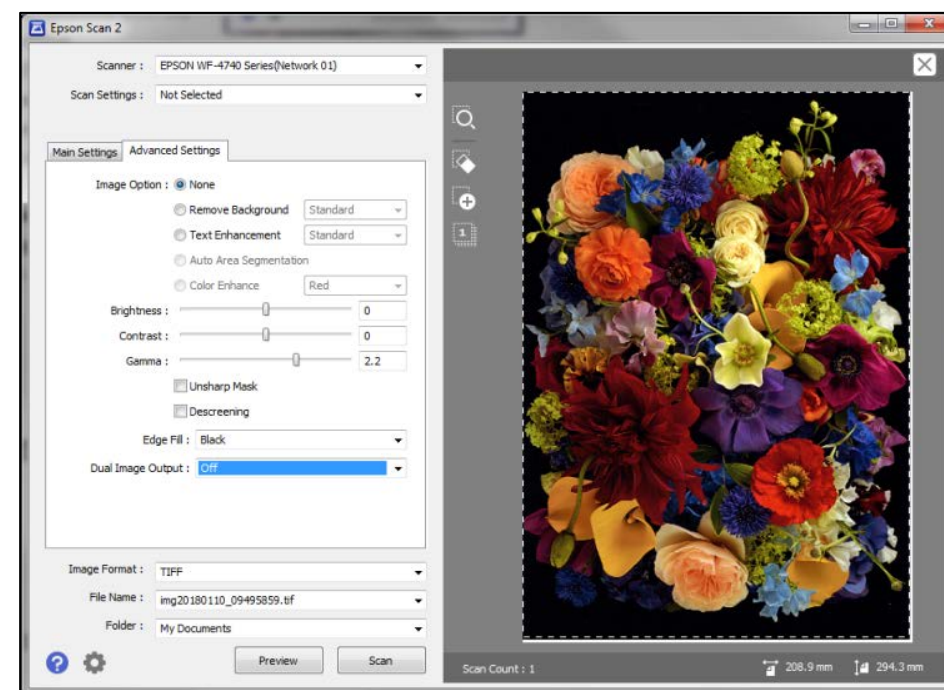
Note: On all Windows operating systems you are able to just type in “**Epson Scan 2**” to search for the application after opening the Start Menu. The same can be done on Mac OSX by searching in Spotlight.



- 1) Select the **Document Source** setting that matches where the original was placed (ADF or Flatbed).
- 2) 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.



- 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.**



(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.
- 8) 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  icon, 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  icon then 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).

