EPSON DS-7500/DS-6500
EXCEED YOUR VISION

Scanning Using Document Capture Pro (for Windows)

This section explains basic scanning procedures using Document Capture Pro.

See help for details on Document Capture Pro.

1 Place your original(s).

- Loading Documents in the Automatic Document Feeder (ADF)
- Placing Documents on the Scanner Glass
- Placing Large or Thick Documents on the Scanner Glass

2 Start Document Capture Pro.

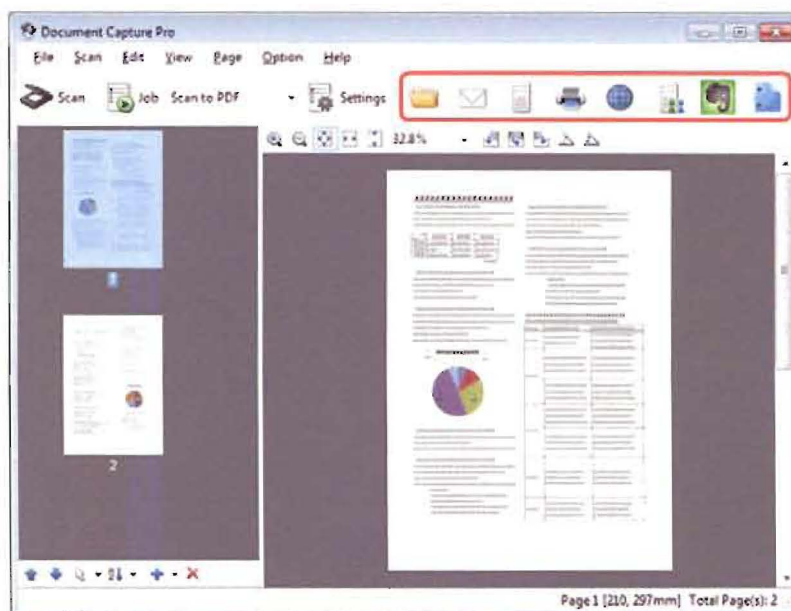- Document Capture Pro (for Windows)

3 Click **Scan**.

4 Adjust settings in the Main Settings window as necessary, and then click **Scan**.

Click **Detailed Settings** if you want to make more detailed adjustments using the EPSON Scan window.

The document is scanned and displayed as an image in Document Capture Pro.

5 Check the scanned images (pages), and then edit as needed.

6 When you have finished checking the image, click the destination icon.

7 Adjust settings in the Save As window or the Print Settings window as necessary, and then click **OK**.

🖉 **Note:**

> Selecting **Apply job separation** on the Save As window activates the function to sort the documents into separate files by detecting blank pages or barcodes in your scanned images.

The scanned image is saved or uploaded to the location you specified.

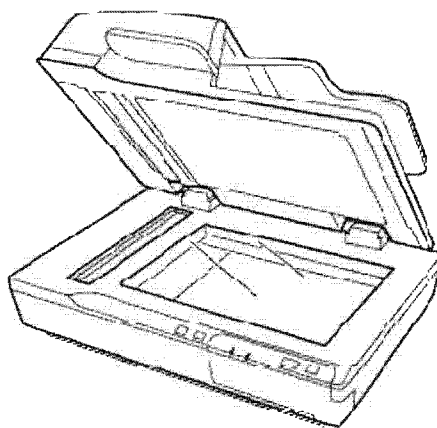🏠 Home   📖 Contents   ⓘ Index   ❓ Help
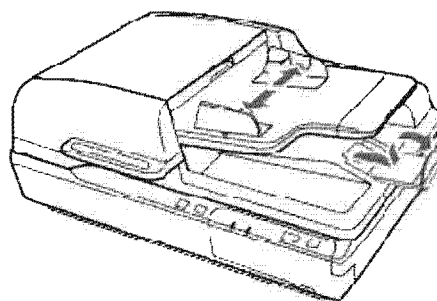
Loading documents in the ADF

Important:

Do not feed photographs or valuable original artwork into the ADF. Misfeeding may wrinkle or damage the original. Scan these documents on the scanner glass instead.
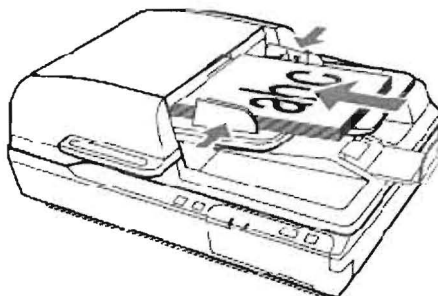
Remove any documents from the scanner glass. Make sure there is no dust on the glass before loading documents in the ADF.

1 Slide the edge guides on the ADF input tray all the way outward.

2 Place the first page of your document in the ADF input tray with the printed side up and the top edge first. Slide the paper into the feeder until it meets resistance. Then slide the edge guides to the edges of the paper.

⚡ **Important:**

> Do not load paper past the line just under the ▼ arrow mark on the edge guides.
>
> When loading a stack of paper, fan the paper to remove any paper powder, tap the edges of the paper on a flat surface to align the sheets, and then load it correctly.
>
> Do not load additional documents while the current document is being scanned.

⬆ Document Capture Pro (for Windows)

⬆ EPSON Scan

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