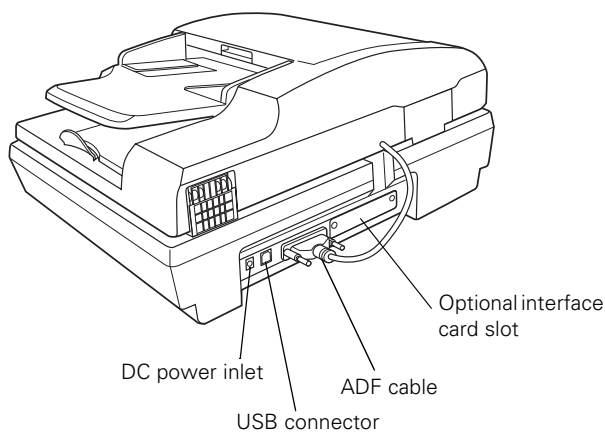
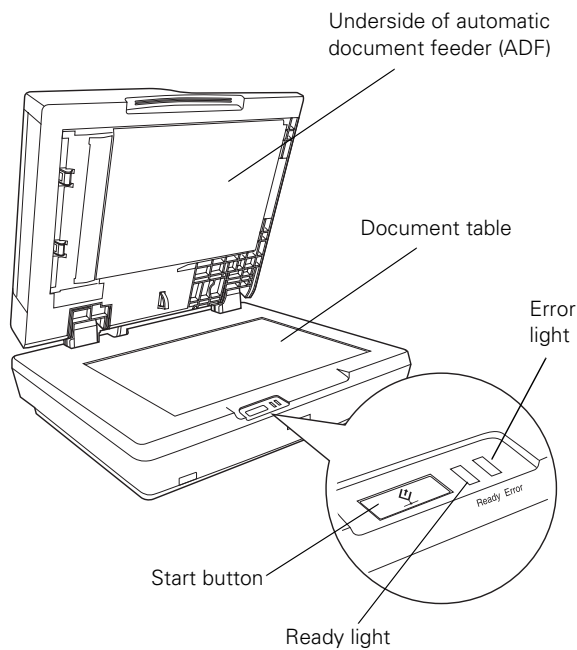
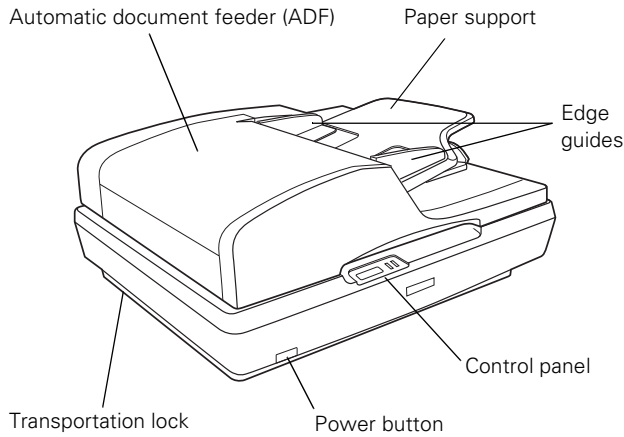


## Scanner Parts



## Option and Bundled Software

The Epson Network Image Express Card (B12B808393) is pre-installed in the Epson GT-2500 Plus. It is an option for the Epson GT-2500. The network card lets you use your scanner over a network without having to connect the scanner to a server PC. For details on using the card, see the manual that comes with the card.

Depending on your scanner version (GT-2500 or GT-2500 Plus), your scanner may come with the following additional software:

- ❑ Captiva® ISIS® driver (GT-2500 and GT-2500 Plus)  
The Image and Scanner Interface Specification (ISIS) is a flexible, modular standard for acquiring, viewing, converting, printing, and storing document images.
- ❑ Adobe® Acrobat® (GT-2500 Plus only)  
Lets you create and share Adobe PDF documents reliably and securely. PDF files accurately represent the original document. Includes robust tools for sharing information and commenting on electronic files.
- ❑ ScanSoft® PaperPort® (GT-2500 Plus only)  
Document management software that lets you scan your paper documents and then organize, file, edit, copy, fax, and e-mail them from one convenient screen.

To learn more about your software, check the user's guides included with them. Captiva ISIS driver, Adobe Acrobat, and PaperPort all include electronic manuals in PDF format.

## Scanner Specifications

### General

Scanner type	Flatbed color
Photoelectric device	Color CCD line sensor
Effective pixels	10,200 × 14,040 pixels
Document size	Flatbed: 8.5 × 11.7 inches (216 × 297 mm) US letter or A4 size  Automatic Document Feeder (ADF): 8.5 × 14 inches (216 × 356 mm) US legal size
ADF paper input	Face-up loading
ADF paper output	Face-down ejection
ADF paper capacity	50 sheets of 75 g/m <sup>2</sup> paper; maximum total thickness under 0.2 inches (5 mm)

Paper types	Bond paper, fine-quality paper, check paper, and recycled paper
Scanning resolution	1200 dpi (main scan) 1200 dpi with Micro Step Drive™ (sub scan)
Output resolution (flatbed)	50 to 4800 (in 1 dpi increments), 7200, and 9600 dpi
Scanning speed	Approximately 0.4 msec per line at 300 dpi B/W Approximately 1.2 msec per line at 300 dpi color
Image data	16 bits per pixel per color internal 16 bits per pixel per color external (maximum)
Interface	One USB 2.0 Hi-speed port One optional network card slot
Light source	White cold cathode fluorescent lamp

## Mechanical

Dimensions	Width: 18.4 inches (468 mm) Depth: 15.6 inches (395 mm) Height: 7.9 inches (200 mm)
Weight	Approx. 22 lb (10 kg)

## Electrical

### Note:

Check the label on the AC adapter or on the back of the scanner for voltage information.

### Scanner

Input voltage	DC 24 to 26.4 V
Rated voltage	DC 24 V
Rated current	1.4 A
Power consumption	43 W operating with ADF 25 W operating without ADF 15 W stand-by mode 5 W sleep mode

### AC Adapter (A371B)

Rated input voltage	AC 100 to 120 V
Rated input current	0.8 A
Rated frequency	50 to 60 Hz
Rated output voltage	DC 24 V
Rated output current	1.4 A

## Environmental

Temperature	Operating	41 to 95 °F (5 to 35 °C) (when scanning with ADF: 50 to 90 °F (10 to 32 °C))
	Storage	-13 to 140 °F (-25 to 60 °C)
Humidity	Operating	10 to 80%, without condensation (when scanning with ADF: 20 to 80%)
	Storage	10 to 85%, without condensation
Operating conditions		Ordinary office or home conditions. Avoid operating the scanner in direct sunlight, near a strong light source, or in extremely dusty conditions.

## Interfaces

### USB Interface

Interface type	Universal Serial Bus Specification Revision 2.0
Electrical standard	Full Speed mode (12 Mbits per second) and Hi-Speed mode (480 Mbits per second) of Universal Serial Bus Specification Revision 2.0.
Connector type	One Type B port

### Network Card Interface

Connector type	50 pin
Output voltage	DC 24.0 to 26.4 V DC 4.75 to 5.25 V
Supported option	Network Image Express Card

## Standards and Approvals

### Scanner

EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B
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### AC Adapter

Safety	UL 60950-1 CAN/CSA C22.2 No. 60950-1
EMC	FCC Part 15 Subpart B Class B CAN/CSA-CEI/IEC CISPR 22 Class B

## Loading Documents in the Automatic Document Feeder

You can load up to 50 sheets of paper in the ADF (a stack thickness of 0.2 inches [5.0 mm] or less). See “Document Specifications” to the right for details.

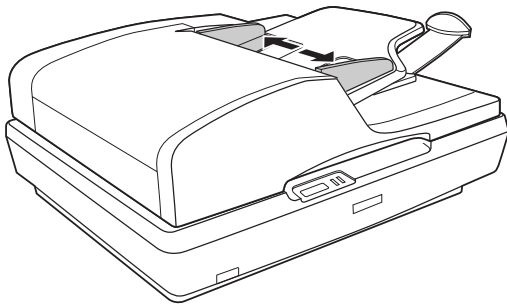
Only load sheets that are all the same size.

### Caution:

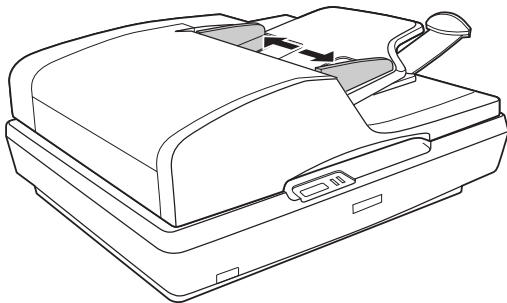
Do not feed photographs or valuable original artwork into the ADF. Misfeeding may wrinkle or damage the original. Scan high-quality color or halftone documents on the document table instead.

Remove any documents from the document table and make sure there is no dust on the glass before loading documents in the ADF.

1. Extend the paper support at the end of the output tray on the ADF.

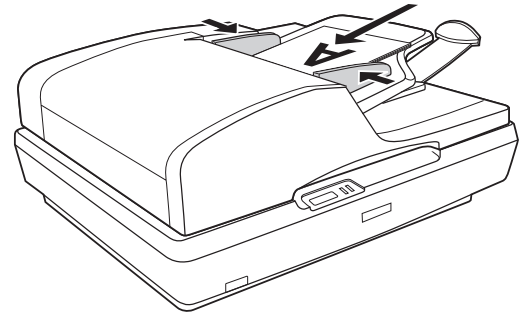


2. Slide the edge guides on the input tray of the ADF all the way outward.



3. Place your document in the input tray with the printed side facing up and the top edge facing into the feeder. Slide the paper into the feeder until it meets resistance.

Then slide the edge guides over to the edge of the paper.



## Document Specifications

The table below listed the sizes of paper you can load in the ADF.

Paper name	Size
Letter	8.5 × 11 inches (215.9 × 279.4 mm)
A4	8.3 × 11.7 inches (210 × 297 mm)
Legal	8.5 × 14 inches (215.9 × 355.6 mm)
B5	7.2 × 10.1 inches (182 × 257 mm)
A5	5.9 × 8.3 inches (148.5 × 210 mm)

Load only documents that meet the following specifications in the ADF:

Size	Width: 5.9 to 8.5 inches (148.5 to 215.9 mm) Length: 5.9 to 14 inches (148.5 to 355.6 mm)
Weight	60 to 105 g/m <sup>2</sup>
Paper type	High-quality bond paper

Make sure your documents meet the following conditions before loading them into the ADF:

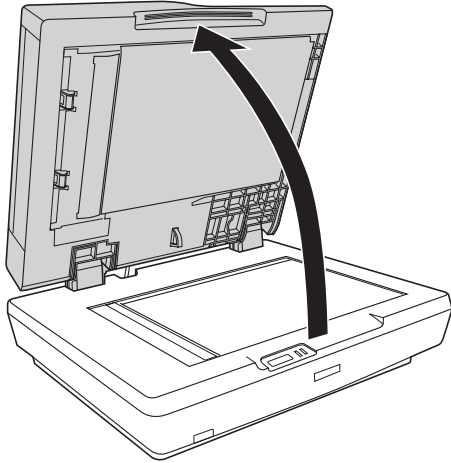
- The ink is dry.
- The document has no holes and is not ripped or wrinkled.
- The document has no staples, paper clips, or other objects attached to it; these may damage the feeder mechanism.
- The document has no folds.
- The document has no cut-out areas.
- The document is not a multipart form or bound.
- The document has no rear carbon coating.

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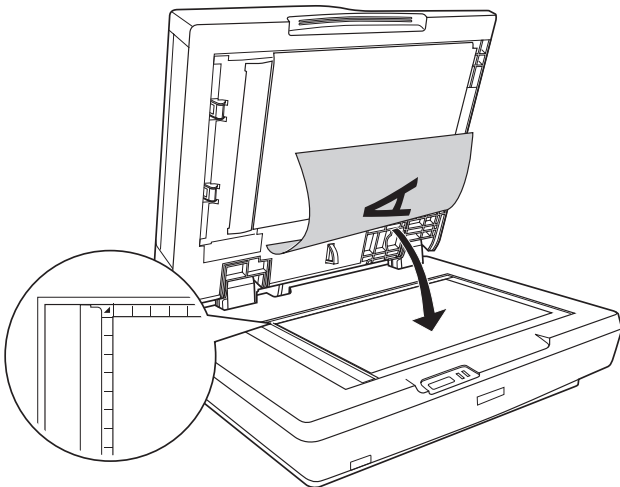
## Placing Originals on the Document Table

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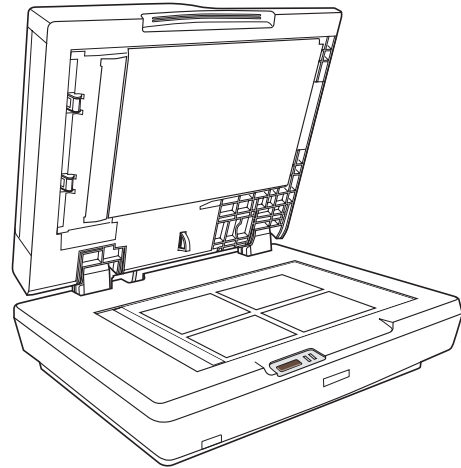
1. Open the ADF.



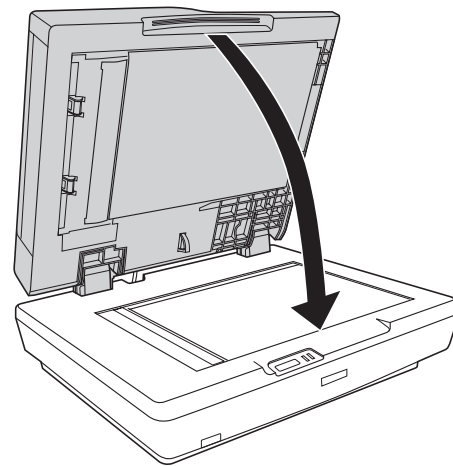
2. Place your document or photo on the document table, face down on the glass. Make sure the top of the document or photo is against the upper left corner of the document table.



3. If you are scanning multiple documents or photos at once, position each one at least 0.8 inches (20 mm) away from the others.



4. Close the ADF gently so that your original does not move.



**Note:**

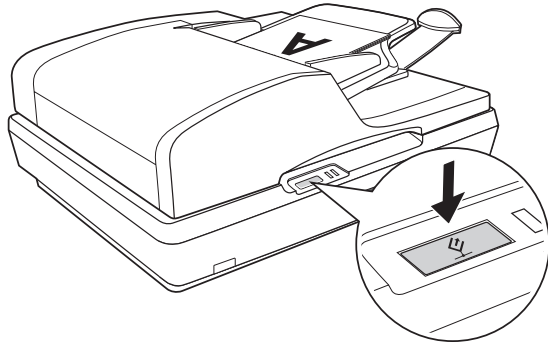
Always keep the document table and the underside of the ADF clean. See page 9 for instructions.



Do not leave photos on the document table for an extended period of time as they may stick to the glass.

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## Scanning Using the Start Button

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To start a basic scan, press the  Start button on the scanner. Your computer automatically starts Epson Scan in Office Mode. From Epson Scan, you can select scan settings, and then scan and save your image to a file on your computer. See the on-screen *User's Guide* for details on using the  Start button.

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## Scanning Using Epson Scan

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If you want to scan a document and save it directly to a file, you can start Epson Scan as a “standalone” program.

- Place your original document on the scanner. See one of these sections for instructions:
  - If you are scanning using the ADF, load your document as described on page 3.

**Note:**

Do not open the ADF while you are scanning or you will see an ADF error message and paper feeding will stop.

- If you are scanning from the document table, place your document or photo as described on page 4.
- Do one of the following to start Epson Scan:

**Windows®:**

Double-click the EPSON Scan icon on your desktop.

Or select **Start > All Programs or Programs > EPSON Scan > EPSON Scan**.

**Mac OS X:**

Open the **Applications** folder and click the **EPSON Scan** icon.

- Epson Scan starts in Office Mode the first time you open it. If necessary, click the arrow in the Mode box at the top right of the Epson Scan window and select **Office Mode**.

You see the Office Mode window:



For instructions on using Office Mode, see the on-screen *User's Guide*.

If the Mode setting in the upper right corner of the window is set to **Professional Mode**, you see a different Epson Scan settings window. For instructions on using Professional Mode, see the on-screen *User's Guide*.

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## Scanning to a PDF File

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You can scan multiple pages of a document using the ADF and save them as one PDF file on your computer. Epson Scan displays an editing page so you can view the pages as you scan them and reorder, rotate, or delete them as necessary. You can also scan one page at a time on the document table and save it as a PDF file.

**Note:**

If you are scanning from Adobe Acrobat 7 on a Macintosh® system, you may not be able to use the ADF to scan multiple pages. Use the document table to scan your pages individually, or scan multiple pages using Epson Scan as described on page 6.

- Place your original document on the scanner. See one of these sections for instructions:

- If you are scanning using the ADF, load your document as described on page 3.

**Note:**

Do not open the ADF while you are scanning or you will see an ADF error message and paper feeding will stop.

- If you are scanning from the document table, place your document as described on page 4.

- Do one of the following to start Epson Scan:

**Windows:**

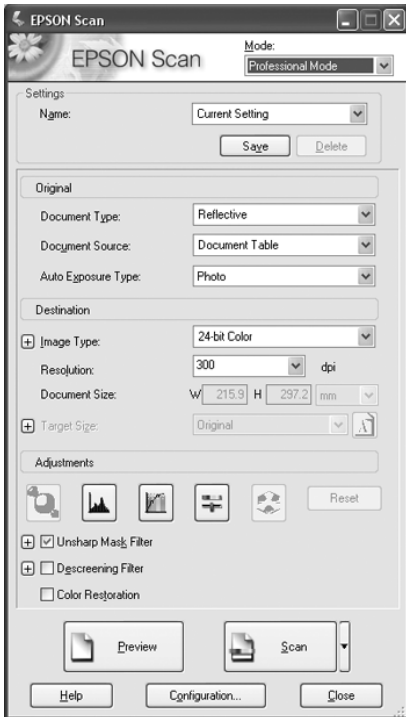
Double-click the EPSON Scan icon on your desktop.

Or select Start > All Programs or Programs > EPSON Scan > EPSON Scan.

**Mac OS X:**

Open the Applications folder and click the EPSON Scan icon.

- If the Mode setting in the top right of the Epson Scan window is not set to Professional Mode, click the arrow in the box and select Professional Mode.



- If you are scanning using the ADF, select ADF - Single-sided or ADF - Double-sided as the Document Source setting.

If you are scanning one page on the document table, select Document Table.

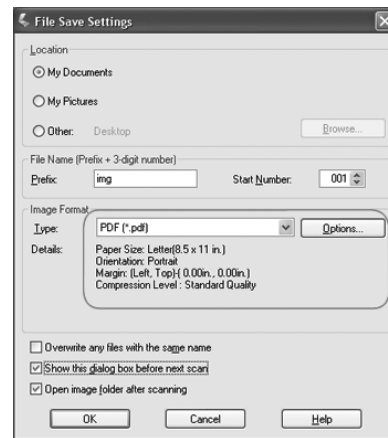
- Click the arrow in the Auto Exposure Type list and select your original document type; either Document or Photo.
- Click the arrow to open the Image Type list and select the detailed image type you are scanning:

Image Type setting	Type of image you are scanning
48-bit Color	Color photo that you may want to modify in a 48-bit image-editing program
24-bit Color	Color photo
Color Smoothing	Color graphics, such as a chart or graph
16-bit Grayscale	Black-and-white photo with many shades of gray
8-bit Grayscale	Black-and-white photo with just a few shades of gray
Black & White	Document with black text and/or line art

- Click the arrow next to the Resolution list and select the number of dots per inch at which you want to scan. See the table below for some guidelines:

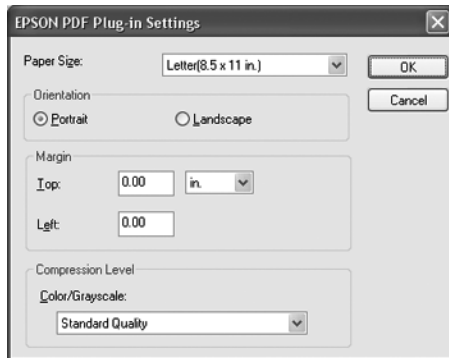
What you will do with the scanned image	Suggested scan resolution
Send via e-mail, upload to web, view only on the screen	96 to 150 dpi
Print, convert to editable text (OCR)	300 dpi
Fax	200 dpi

- Click the Scan button to scan your document pages.
- The File Save Settings window appears:



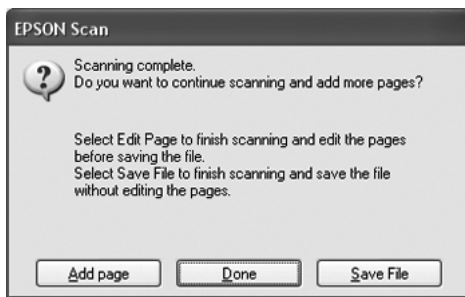
Select PDF as the file type setting. The current Paper Size, Orientation, Margin, and Compression setting are displayed below it.

10. If you need to change any of the current PDF settings, click the **Options** button. You see the EPSON PDF Plug-in Settings window:



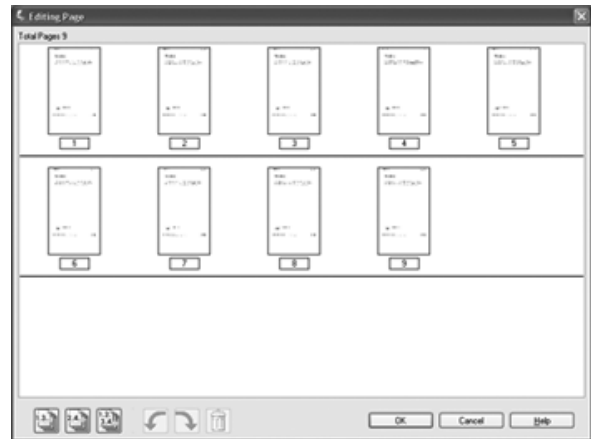
Select the settings that match your document and click **OK**. You return to the File Save Settings window.

11. When you are finished selecting file settings, click **OK**. Epson Scan scans your pages and displays this window:



12. If you have finished scanning your document and want to view thumbnail images of the scanned pages, click **Done** and go to step 13.
- If you need to load or place more pages for scanning, click **Add page**. Then load or place your originals and click **Scan**. When you are finished, click **Done** and go to step 13.
- If you have finished scanning and want to save the file without editing the pages, click **Save File** and go to step 15.

13. You see the Editing Page window displaying thumbnail images of each scanned page:



If you want to include all the document pages in your PDF file as they currently look, go to step 14.

If you want to include only some of the pages, click the odd pages or even pages icons, or click the individual pages you want to include.

If you want to rotate or delete pages, click the pages or use the odd pages, even pages, or all pages icon to select the pages. Then click the left or right rotate icon to rotate them or the delete icon to delete them.

**Note:**

The delete icon is not available when all document pages are selected.

14. When you have finished editing your document pages, click **OK**. Your document is saved in a PDF file in the location you selected.
15. Click **Close** to exit Epson Scan.

## Converting Scanned Documents into Editable Text

You can scan a document and convert the text into data that you can edit with a word processing program. This process is called OCR (Optical Character Recognition). To scan and use OCR, you need to use an OCR program, such as Adobe Acrobat.

### OCR Software Limitations

OCR software cannot recognize handwritten characters, and certain types of documents or text are difficult for OCR software to recognize, such as:

- Items that have been copied from other copies
- Faxes
- Text with tightly spaced characters or line pitch
- Text that is in tables or underlined
- Cursive or italic fonts, and font sizes less than 8 points

### Scanning Using an OCR Program

Follow these steps to scan and convert text using an OCR program. See your OCR program documentation for detailed instructions.

1. Place your original document on the scanner. See one of these sections for instructions:
  - If you are scanning using the ADF, load your document as described on page 3.
- Note:**  
Do not open the ADF while you are scanning or you will see an ADF error message and paper feeding will stop.
- If you are scanning from the document table, place your document as described on page 4.
2. Start your OCR program.
3. Start your OCR program's scan function. Epson Scan starts in the last mode you used.
4. Select your scan settings as follows, depending on the mode you are using:

#### Office Mode

- Select **Auto Detect**, **ADF - Single-sided**, **ADF - Double-sided**, or **Document Table** as the Document Source.
- Select **Black&White** or **Color** as the Image Type.
- Select **300 dpi** as the Resolution.

#### Home Mode

- Select **Magazine**, **Newspaper**, or **Text/Line Art** as the Document Type.
- Select **Black&White** or **Color** as the Image Type.
- Choose **Printer** or **Other** as your Destination setting.
- Preview and select your scan area. See the on-screen *User's Guide* for instructions.

#### Professional Mode

- Select **ADF - Single-sided**, **ADF - Double-sided**, or **Document Table** as the Document Source.
- Select **Document** as the Auto Exposure Type.
- Select **Black&White**, **24-bit Color**, or **48-bit Color** as the Image Type.
- Select **300 dpi** as the Resolution.

#### Note:

If the characters in your text are not recognized very well, you can improve recognition by adjusting the **Threshold** setting. See the on-screen *User's Guide* for instructions.

5. Click **Scan**. Your document is scanned, processed into editable text, and opened in your OCR program window.
6. Follow the instructions in OCR program Help to edit and save your document.

## Reading the Scanner Lights

The scanner lights indicate the scanner status.

Ready light	Error light	Meaning
On	Off	Ready to scan images.
Flashing	Off	Initializing or scanning.
On	On	A command error has occurred.
Flashing	Flashing	A fatal error has occurred.

If an error occurs, the scanner stops operating and the **Ready** and **Error** lights flash. This indicates one of the following problems:

- The scanner is not connected to your computer properly or your software is not fully installed. See the *Start Here* sheet that came with your scanner for instructions on installing the scanner software and connecting the scanner to your computer.
- The scanner transportation lock is locked. Slide the lock to the unlock position. See the *Start Here* sheet that came with the scanner for instructions.



After trying these solutions, turn off the scanner using its power button, then turn it back on. If the **Ready** and **Error** lights are still flashing:

- ❑ The scanner may be malfunctioning.
- ❑ The scanner lamp may need to be replaced (not a user-replaceable part).
- ❑ The ADF may be malfunctioning.

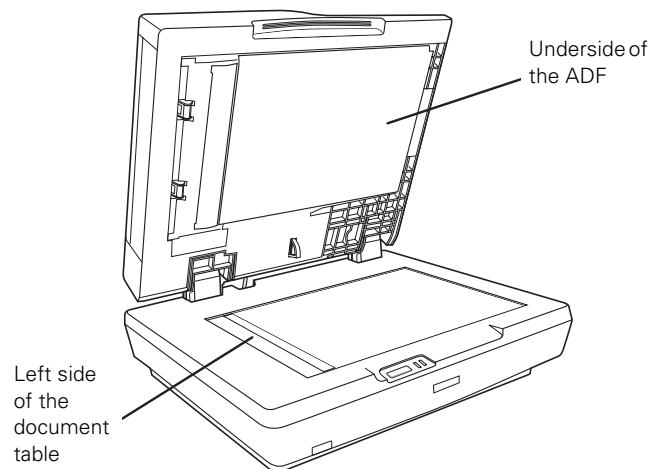
## Cleaning the Scanner

To keep your scanner operating at its best, clean it periodically using the following procedure.

1. Turn off the scanner using its power button.
2. Unplug the AC adapter cord from the scanner.
3. Clean the outer case with a cloth dampened with mild detergent and water.
4. If the glass surface of the document table gets dirty, clean it with a soft dry cloth. If the glass surface is stained with grease or some other hard-to-remove material, use a small amount of glass cleaner and a soft cloth to remove it. Do not apply cleaner directly to the glass; apply it to the cloth and then clean the glass. Wipe off any remaining moisture.

Make sure that no dust builds up on the surface of the document table. Dust can cause spots in your scanned images.

5. If the underside of the ADF gets dirty, clean it as described in step 4. Also be sure to clean the left side of the document table.



### Caution:

Do not press the glass surface of the document table with any force.

Be careful not to scratch or damage the glass surface of the document table, and do not use a hard or abrasive brush to clean it. A damaged glass surface can decrease the scan quality.

Never use alcohol, thinner, or corrosive solvent to clean the scanner. These chemicals can damage the scanner components and the case.

Be careful not to spill liquid into the scanner mechanism or electronic components. This could permanently damage the mechanism and circuitry.

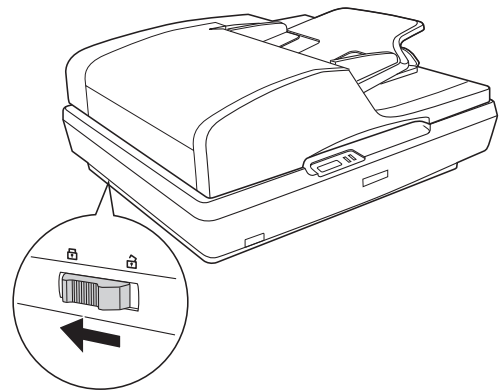
Do not spray lubricants inside the scanner.

Never open the scanner case.

## Transporting the Scanner

Before transporting the scanner for a long distance or storing it for an extended period of time, you need to lock the scanner's carriage to prevent damage.

1. Plug in the scanner, connect it to your computer, turn on the scanner using its power button, and wait until the lights stop flashing.
2. When the **Ready** light is green, turn off the scanner using its power button.
3. On the side of the scanner, slide the transportation lock to the locked position to secure the scanner carriage.



4. Attach the protective materials, then repack the scanner in its original box or a similar box that fits the scanner snugly.

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## **Related Documentation**

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CPD-21597	Epson GT-2500 and GT-2500 Plus <i>Start Here</i> sheet
CPD-21598	Epson GT-2500 and GT-2500 Plus <i>Notices and Warranty</i> booklet
CPD-21599	Epson GT-2500 Scanner Software CD-ROM (English/French/Spanish)
CPD-21662	Epson GT-2500 Plus Scanner Software CD-ROM (English)
CPD-21821	<i>Notice for Windows XP x64 Users</i> (GT-2500 Plus only)
—	Epson GT-2500 and GT-2500 Plus <i>User's Guide</i> (HTML on CD-ROM)