EPSON

DS-900WN DS-800WN
Epson Print Admin Serverless

How to Use

Contents

Introduction

The Contents of This Document

This guide describes how to perform the following for Epson Print Admin Serverless.

❏ Authentication methods

❏ Registering an authentication card

❏ Scanning

Note:
See the scanner's User's Guide for information not included in this guide, such as how to load originals or troubleshoot scanning problems.

Using this Guide

Marks and Symbols

> ⚠ *Caution:*
> *Instructions that must be followed carefully to avoid bodily injury.*

> 🔲 *Important:*
> *Instructions that must be observed to avoid damage to your equipment.*

Note:
Provides complementary and reference information.

Related Information

➡ Links to related sections.

Screenshots Used in This Guide

Setting items may vary depending on products and setting conditions.

Operating System References

Windows

In this manual, terms such as "Windows 11", "Windows 10", "Windows 8.1", "Windows 8", "Windows 7", "Windows Server 2022", "Windows Server 2019", "Windows Server 2016", "Windows Server 2012 R2", "Windows Server 2012",

Introduction

"Windows Server 2008 R2", and "Windows Server 2008" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions.

❑ Microsoft® Windows® 11 operating system

❑ Microsoft® Windows® 10 operating system

❑ Microsoft® Windows® 8.1 operating system

❑ Microsoft® Windows® 8 operating system

❑ Microsoft® Windows® 7 operating system

❑ Microsoft® Windows Server® 2022 operating system

❑ Microsoft® Windows Server® 2019 operating system

❑ Microsoft® Windows Server® 2016 operating system

❑ Microsoft® Windows Server® 2012 R2 operating system

❑ Microsoft® Windows Server® 2012 operating system

❑ Microsoft® Windows Server® 2008 R2 operating system

❑ Microsoft® Windows Server® 2008 operating system

Mac OS

In this manual, "Mac OS" is used to refer to Mac OS X 10.9 or later as well as macOS 11 or later.

Overview

Epson Print Admin Serverless provides a safe and efficient environment for using scanners on networks such as office or school networks.
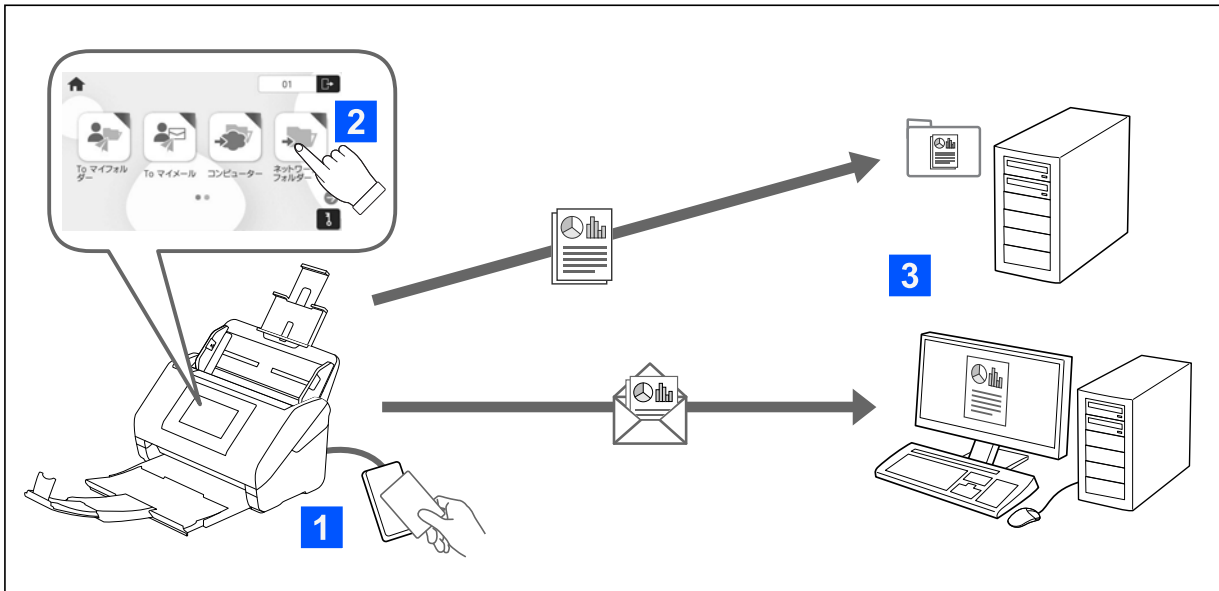
The following solutions are provided.

❏ Enhanced Security

Only authenticated users can use the scanners.

❏ Business Efficiency

Without making any complex operations, you can send the scanned data to your email address or save it to the registered destination folder.

About Scanning

You can use the control panel functions by logging in to the scanner as an authenticated user.

In addition to the standard functions, Epson Print Admin Serverless allows the following scanning methods.

❏ Scan to My Email

You can send the scan results to your registered email address.

❏ Scan to My Folder

You can save the scan results to the personal folder named after your user ID under the target folder (network folder or FTP server) registered in Epson Print Admin Serverless, or in a dedicated folder that you can set yourself.

Authentication Methods

The authentication method is set up by the system administrator, and the screen on the control panel is displayed accordingly. The available authentication methods are as follows.

❏ user ID and password

❏ user ID

❏ ID number

❏ authentication card (if an authentication device is connected)

Preparing for Use

You need to prepare to use Epson Print Admin Serverless. Preparation is different depending on the authentication method and whether an authentication device is used.

Registering an Authentication Card

If you are using an authentication card for the authentication method, you need to register the user authentication card.

Note:
❏ *The card may have been registered by your system administrator already. For more information, follow the instructions given by your system administrator.*

❏ *For scanners connected by wireless LAN that have entered sleep mode (energy saving mode), it may take some time to recognize the authentication card. You may need to hold your card over the authentication device again.*

1. Hold the authentication card over the authentication card reader.

   The message for entering the user ID and password is displayed.
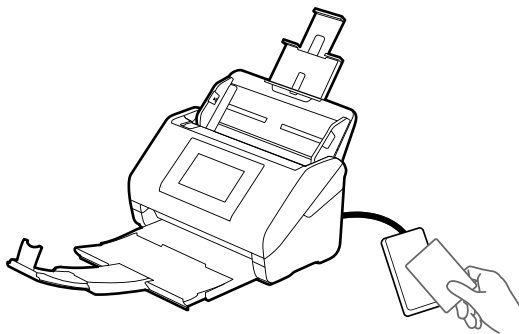
2. Enter the user ID and password on the control panel.

   If you do not know your user ID and password, contact your system administrator.

3. Tap **Log in**.

   The registration completion message is displayed.

4. Tap OK.

   When you log in, the full name is displayed automatically at the top right of the menu.

5. To log out, tap at the top of the screen or press the button.

   Return to the authentication screen. In the future, you will be authenticated only by holding the authentication card.

Checking the ID Number

For ID number authentication, a unique ID number is issued. You can log in to the scanner by entering the ID number on its control panel. Contact your system administrator for your ID number.

Logging in and Logging out on a Scanner

You need to log in to the scanner when scanning using a scanner on which the authentication function is enabled.

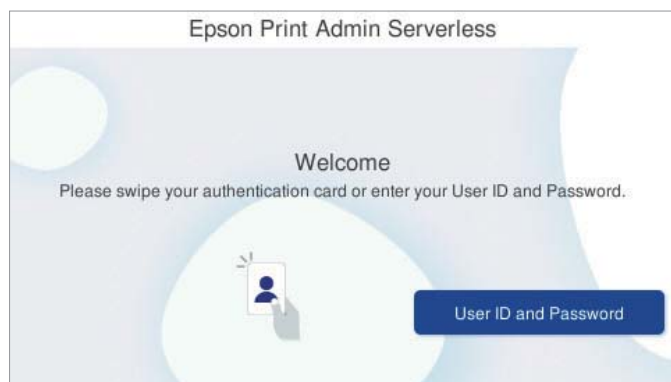## Logging in

You can log in from the scanner's control panel.

If the Authentication Device Is Connected

You can log in by holding the authentication card over the authentication device.

Note:
When one of the following items is displayed on the scanner's control panel, you can also log in by tapping it and entering your user information.

❑ *User ID and Password*

❑ *ID Number*

Related Information

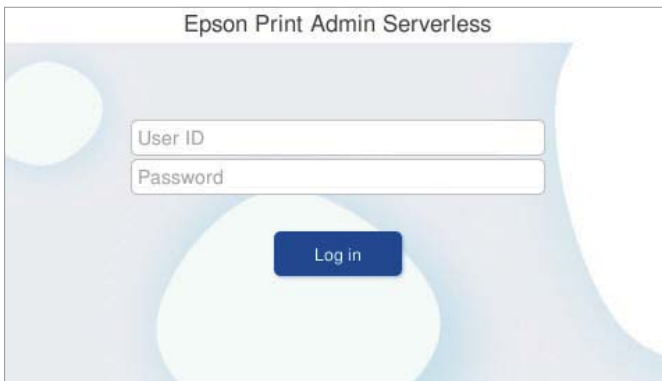➡ "Registering an Authentication Card" on page 6

If the Authentication Device Is Not Connected

Enter the user information on the scanner's control panel to log in.

1. Enter any of the following information according to the items displayed on the scanner's control panel.

   ❑ **User ID** and **Password**

   ❑ **User ID**

❏ **ID Number**

2. Tap **Log in**.

Logging Out

To log out, tap at the top of the screen or press the button.

If the authentication device is connected, you can log out by holding the authentication card over the authentication device.

Note:
Log out automatically when no operations have been performed for a predetermined amount of time set by your system administrator.

When Control Panel Functions Are Available Without Authentication

When your system administrator allows use of the control panel functions without authentication, the following authentication screen is displayed.

For users registered in Epson Print Admin Serverless:

Log in using the control panel, and then use the scanning functions from the control panel.

For users not registered in Epson Print Admin Serverless:

Tap the menu icon on the authentication screen to use the scanning functions.

Menus That Can be Displayed When You are not Logged In

You can display the home screen by pressing the ⌂ button even when you are not logged in to the scanner.

See the scanner's User's Guide for an explanation of each menu.

Note:
*Log out before using the **Scanner Maintenance**, **Settings**, and **Help** menus.*

Changing the User Information

Changing the Password

When a password is used as the authentication method and [icon] is displayed on the scanner's control panel, users can change their passwords themselves.

1. Log in.

   The menu that is allowed to you is displayed.

2. Tap [icon] on the home screen.
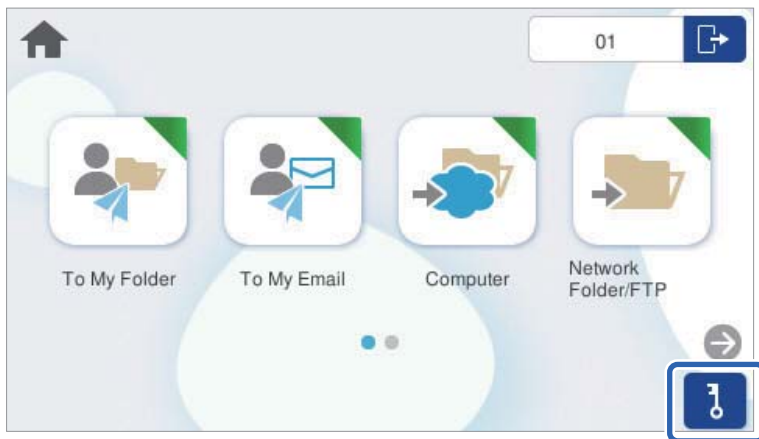
3. Enter the current password, the new password, and the confirmation of the new password.

   Note:

   If you do not want to change the password, press the [icon] or [icon] button to return to the home screen.

4. Tap **OK**.

   The completion message of password change is displayed.

Changing the ID Number

When an ID number is used as the authentication method and [icon] is displayed on the scanner's control panel, users can change their ID numbers themselves.

1. Log in.

   The menu that is allowed to you is displayed.

Changing the User Information

2. Tap [icon].
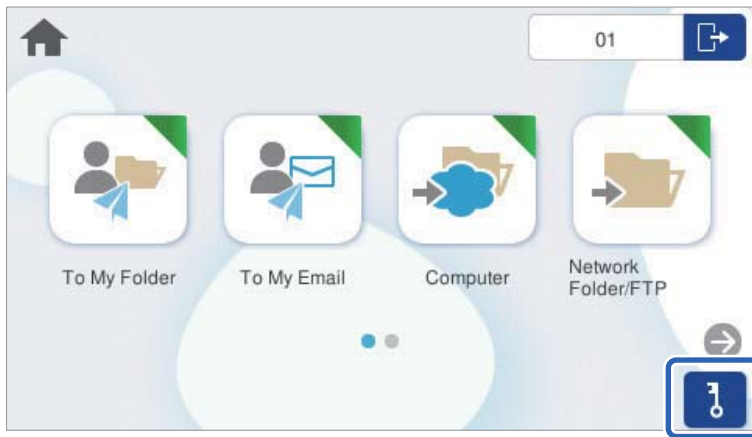
3. Enter the current ID number, the new ID number, and the confirmation of the new ID number from 4 to 8 digits.

    Note:
    ❏ *Your system administrator sets the minimum number of digits for the ID number. Contact your system administrator for more information.*

    ❏ *If you do not want to change the ID number, press the* 🏠 *or* ↩ *button to return to the home screen.*

4. Tap **OK**.

    The completion message of ID number change is displayed.

Scanning

Available Scanning Functions for Epson Print Admin Serverless

You can use the following scanning methods on scanners with Epson Print Admin Serverless enabled. The administrator may restrict the available functions. For more information, contact your system administrator.

Scan to My Email

Send the scanned image to the user's email address associated with the account.

Scan to My Folder

Save the scanned image to the folder assigned to each user. You can set the following as a dedicated folder.

❏ Specify one network folder for the entire Epson Print Admin Serverless to automatically create a personal folder below the specified folder using the name of the user ID.

❏ Assign different network folders individually to each user.

Computer*

You can save scanned images to a computer connected to the scanner.

Network Folder/FTP*

You can save the scanned image to a pre-configured network folder.

Email*

You can send the scanned image by email directly from the scanner through a pre-configured email server.

Cloud*

You can send the scanned image directly to cloud services that have been registered in advance.

USB Drive*

This is available only when no authentication device is connected to the scanner.

You can save the scanned image directly to a USB drive connected to the scanner.

Presets

Use the pre-registered settings to scan.

*: The scanning procedures after logging in are the same as the procedures when Epson Print Admin Serverless is disabled. See the scanner's User's Guide for more details.

Note:
See the scanner's User's Guide for information not included in this guide, such as how to load originals or troubleshoot scanning problems.

Using Scan to My Email

You can send the scanned data to your email address.

1. Log in.

   The menu that is allowed to you is displayed.

2. Place the originals.

3. Select **Scan to My Email** on the home screen on the scanner's control panel.
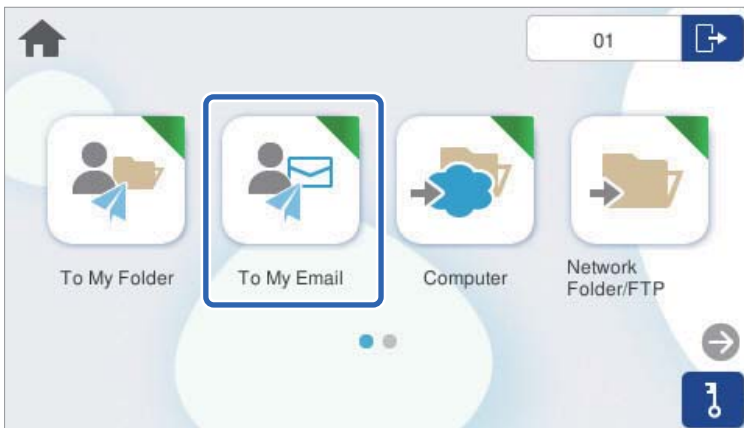
4. Check settings such as the save format, and change them if necessary.
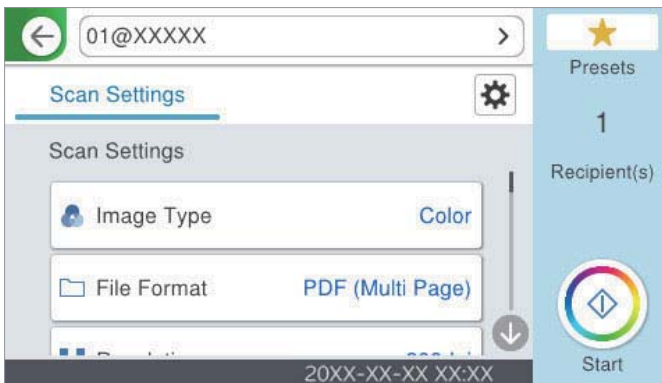
5. Tap ◇.

   Scanning starts.

6. Log out when scanning is complete.

   Return to the authentication screen.

Related Information

➡ "Logging in" on page 8
➡ "Logging Out" on page 9

Scanning Menu Options for Scan to My Email

Note:
The items may not be available depending on other settings you made.

Image Type:

Select the color of the output image.

When you select the following, the scanner detects the color of the originals automatically and saves the images using the detected colors.

❏ Color/Grayscale/B&W

Converts the scanned image into 24-bit color, 8-bit gray, or monochrome (black and white binary). When this is selected, set the sensitivity to determine whether the original is grayscale or monochrome when scanning a non-color original.

❏ Color/Grayscale:

Converts the scanned image into 24-bit color or 8-bit gray.

❏ Color/Black & White:

Converts the scanned image into 24-bit color or monochrome (black and white binary).

The available image types may vary depending on the File Format you selected. See the following for more details.

"Combinations for Available File Format and Image Type" on page 21

File Format:

Select the format in which to save the scanned image.

When you want to save as PDF, PDF/A, or TIFF, select whether to save all originals as one file (multi-page) or save each original separately (single page).

❏ Compression Ratio:

Select how much to compress the scanned image.

❏ PDF Settings:

When you have selected PDF as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

Scanning Side:

Select the side of the original you want to scan.

❏ Binding(Original):

Select the binding direction of the original.

Original Size:

Select the size of the original you placed.

❏ Crop Margins for Size "Auto":

Adjust the cropping area when selecting **Auto Detect**.

Scanning

❏ Scan laminated card:

For laminated originals, transparent areas around the edges are also scanned.

Note:
The appropriate effects may not be achieved depending on the original.

Rotate:

Rotate the scanned image clockwise. Select the rotation angle depending on the original you want to scan.

Density:

Select the contrast of the scanned image.

Remove Background:

Remove the background color of the originals from the scanned image.

To use this feature, the background color of the originals should be the lightest color in the originals, and should be uniform. This feature is not applied correctly if there are patterns in the background, or there are text or illustrations which are a lighter color than the background.

Text Enhancement:

You can make blurred letters in the original clear and sharp. You can also reduce the offset or unevenness of the background.

❏ Emphasize light letters / Remove background:

You can set the level of correction between text and background. When you move the slider closer to **Emphasize light letters**, the light letters in the scanned image are emphasized. When you move the slider closer to **Remove background**, the background color, pattern, wrinkles, or offset in the scanned image is removed.

❏ Remove spot noise:

You can remove black dots in the background of the original that cannot be removed by lightening the background. You can adjust the level of the effect.

Note:
When you select this feature, it may also remove small dots as well as the black dots in the background.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Frame:

Remove the shadows at the edge of the original.

Correct Document Skew:

Correct skew in the scanned image.

This feature may not be able to correct documents that have been over skewed.

Skip Blank Pages:

Skip blank pages when scanning if there are any in the originals.

If the result is not what you expected, adjust detection level.

Scanning

Note:
❏ *Some pages may be incorrectly skipped as blank pages.*

❏ *This feature is not available when scanning double-sided originals that are stitched.*

Automatic Feeding Mode:

Set Automatic Feeding Mode. This feature allows you to continue scanning automatically after the originals are scanned. This feature is useful when scanning different sizes or types of originals one by one.

Adjust the edge guides of the scanner before placing each original.

❏ On (Full-Auto): Start scanning when an original is set while the continuation confirmation message is displayed.

❏ On (Semi-Auto): Start scanning when the **Start Scanning** button is pressed while the continuation confirmation message is displayed.

Detect Double Feed:

Display a warning when multiple originals are fed at the same time.

❏ Ultrasonic sensor: Detect a double feed using an ultrasonic sensor. You can specify the detection range.

❏ Length: Detect a double feed by the length. When the length of the second original scanned is different from the first, this is identified as a double feed. You can specify the difference in length for detection.

Subject:

Enter a subject for the email in alphanumeric characters and symbols.

Attached File Max Size:

Select the maximum file size that can be attached to the email.

File Name:

❏ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❏ Add Date:

Add the date to the file name.

❏ Add Time:

Add the time to the file name.

Clear All Settings

Resets the scan settings to their defaults.

Using Scan to My Folder

You can save scanned data to a personal storage folder. If you do not know your target folder, contact your system administrator.

1. Log in.

    The menu that is allowed to you is displayed.

2. Place the originals.

3. Select **Scan to My Folder** on the home screen on the scanner's control panel.
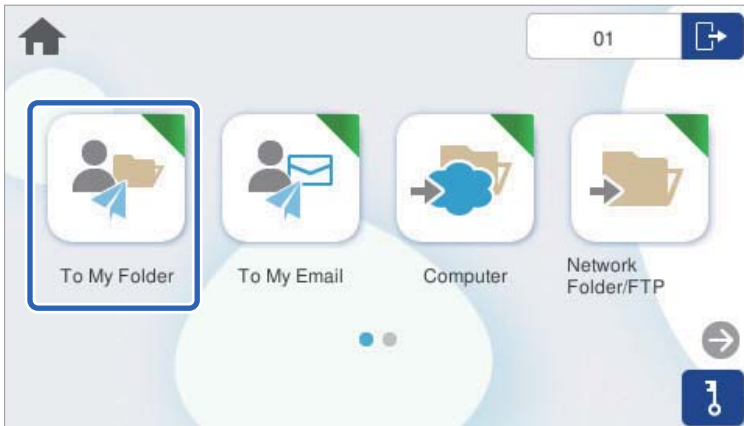
4. Check settings such as the save format, and change them if necessary.
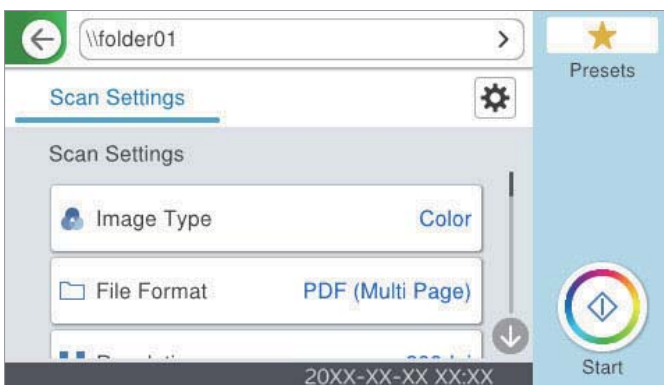
5. Tap ⬦.

    If you are prompted for a password, enter your password to access your personal folder. When authentication is successful, the password is saved and will not be required the next time.

    Scanning starts.

6. Log out when scanning is complete.

    Return to the authentication screen.

Related Information

➡ "Logging in" on page 8
➡ "Logging Out" on page 9

Scanning Menu Options for Scan to My Folder

Note:
The items may not be available depending on other settings you made.

Scanning

Image Type:

Select the color of the output image.

When you select the following, the scanner detects the color of the originals automatically and saves the images using the detected colors.

❏ Color/Grayscale/B&W

Converts the scanned image into 24-bit color, 8-bit gray, or monochrome (black and white binary). When this is selected, set the sensitivity to determine whether the original is grayscale or monochrome when scanning a non-color original.

❏ Color/Grayscale:

Converts the scanned image into 24-bit color or 8-bit gray.

❏ Color/Black & White:

Converts the scanned image into 24-bit color or monochrome (black and white binary).

The available image types may vary depending on the File Format you selected. See the following for more details.

"Combinations for Available File Format and Image Type" on page 21

File Format:

Select the format in which to save the scanned image.

When you want to save as PDF, PDF/A, or TIFF, select whether to save all originals as one file (multi-page) or save each original separately (single page).

❏ Compression Ratio:

Select how much to compress the scanned image.

❏ PDF Settings:

When you have selected PDF as the save format setting, use these settings to protect PDF files.

To create a PDF file that requires a password when opening, set Document Open Password. To create a PDF file that requires a password when printing or editing, set Permissions Password.

Resolution:

Select the scanning resolution.

Scanning Side:

Select the side of the original you want to scan.

❏ Binding(Original):

Select the binding direction of the original.

Original Size:

Select the size of the original you placed.

❏ Crop Margins for Size "Auto":

Adjust the cropping area when selecting **Auto Detect**.

❏ Scan laminated card:

For laminated originals, transparent areas around the edges are also scanned.

Note:
The appropriate effects may not be achieved depending on the original.

Scanning

Rotate:

Rotate the scanned image clockwise. Select the rotation angle depending on the original you want to scan.

Density:

Select the contrast of the scanned image.

Remove Background:

Remove the background color of the originals from the scanned image.

To use this feature, the background color of the originals should be the lightest color in the originals, and should be uniform. This feature is not applied correctly if there are patterns in the background, or there are text or illustrations which are a lighter color than the background.

Text Enhancement:

You can make blurred letters in the original clear and sharp. You can also reduce the offset or unevenness of the background.

❏ Emphasize light letters / Remove background:

You can set the level of correction between text and background. When you move the slider closer to **Emphasize light letters**, the light letters in the scanned image are emphasized. When you move the slider closer to **Remove background**, the background color, pattern, wrinkles, or offset in the scanned image is removed.

❏ Remove spot noise:

You can remove black dots in the background of the original that cannot be removed by lightening the background. You can adjust the level of the effect.

Note:
When you select this feature, it may also remove small dots as well as the black dots in the background.

Remove Shadow:

Remove the shadows of the original that appear in the scanned image.

❏ Frame:

Remove the shadows at the edge of the original.

Correct Document Skew:

Correct skew in the scanned image.

This feature may not be able to correct documents that have been over skewed.

Skip Blank Pages:

Skip blank pages when scanning if there are any in the originals.

If the result is not what you expected, adjust detection level.

Note:
❏ *Some pages may be incorrectly skipped as blank pages.*

❏ *This feature is not available when scanning double-sided originals that are stitched.*

Automatic Feeding Mode:

Set Automatic Feeding Mode. This feature allows you to continue scanning automatically after the originals are scanned. This feature is useful when scanning different sizes or types of originals one by one.

Adjust the edge guides of the scanner before placing each original.

❑ On (Full-Auto): Start scanning when an original is set while the continuation confirmation message is displayed.

❑ On (Semi-Auto): Start scanning when the **Start Scanning** button is pressed while the continuation confirmation message is displayed.

Detect Double Feed:

Display a warning when multiple originals are fed at the same time.

❑ Ultrasonic sensor: Detect a double feed using an ultrasonic sensor. You can specify the detection range.

❑ Length: Detect a double feed by the length. When the length of the second original scanned is different from the first, this is identified as a double feed. You can specify the difference in length for detection.

File Name:

❑ Filename Prefix:

Enter a prefix for the name of the images in alphanumeric characters and symbols.

❑ Add Date:

Add the date to the file name.

❑ Add Time:

Add the time to the file name.

Clear All Settings

Resets the scan settings to their defaults.

Combinations for Available File Format and Image Type

You can select the following image types according to the feature being used and the File Format in which they will be saved.

Scan to Computer Feature

Depends on the Document Capture Pro settings.

Scan to USB Drive Feature, Scan to Network Folder/FTP Feature

✓ : Can be selected. - : Cannot be selected.

Scanning

Image Type	File Format			
	JPEG	PDF (Single Page) PDF (Multi Page) PDF/A (Single Page) PDF/A (Multi Page)	TIFF (Single Page)	TIFF (Multi Page)
Color	✓	✓	✓	-
B&W	-	✓	✓	✓
Gray	✓	✓	✓	-
Color/Grayscale/B&W	-	✓	✓	-
Color/Black & White	-	✓	✓	-
Color/Grayscale	✓	✓	✓	-

Scan to Cloud Feature

✓ : Can be selected. - : Cannot be selected.

Image Type	File Format			
	JPEG	PDF (Single Page) PDF (Multi Page)	TIFF (Single Page)	TIFF (Multi Page)
Color	✓	✓	-	-
B&W	-	✓	-	-
Gray	✓	✓	-	-
Color/Grayscale/B&W	-	-	-	-
Color/Black & White	-	-	-	-
Color/Grayscale	✓	✓	-	-

Scan to Email Feature

✓ : Can be selected. - : Cannot be selected.

Image Type	File Format			
	JPEG	PDF (Single Page) PDF (Multi Page) PDF/A (Single Page) PDF/A (Multi Page)	TIFF (Single Page)	TIFF (Multi Page)
Color	✓	✓	-	-
B&W	-	✓	✓	✓
Gray	✓	✓	-	-

Scanning

| Image Type	File Format			
	JPEG	**PDF (Single Page)** **PDF (Multi Page)** **PDF/A (Single Page)** **PDF/A (Multi Page)**	**TIFF (Single Page)**	**TIFF (Multi Page)**
Color/ Grayscale/B&W	-	✓	-	-
Color/Black & White	-	✓	-	-
Color/Grayscale	✓	✓	-	-

Scanning from the Computer

If you want to scan from a computer, register user restrictions in the scanner driver (Epson Scan 2) in advance. If you do not know the user ID and password that allows you to make settings in the driver, contact your system administrator.

After registering user restrictions, the scanning procedure is the same as for normal software operations. See the "Scanning" explanation in the scanner's "User's Guide".
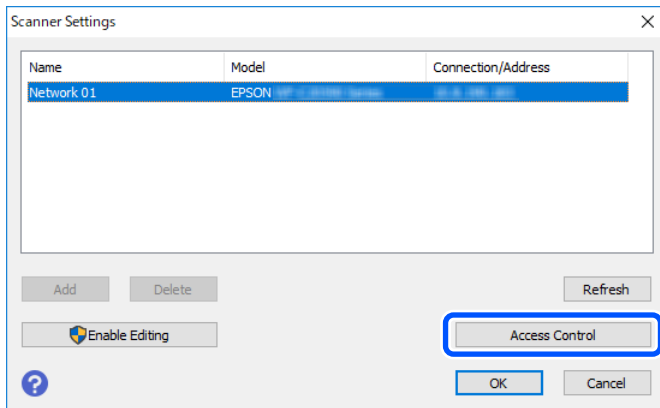
Scanning from the Computer

If you want to scan from the computer, set information for access limitations in Epson Scan 2.

1. Run Epson Scan 2.

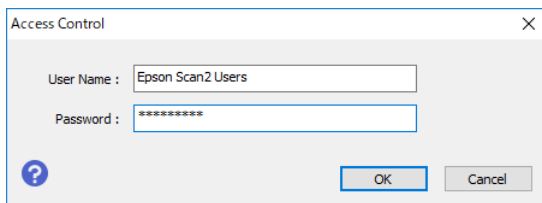2. Select **Settings** from **Scanner**.
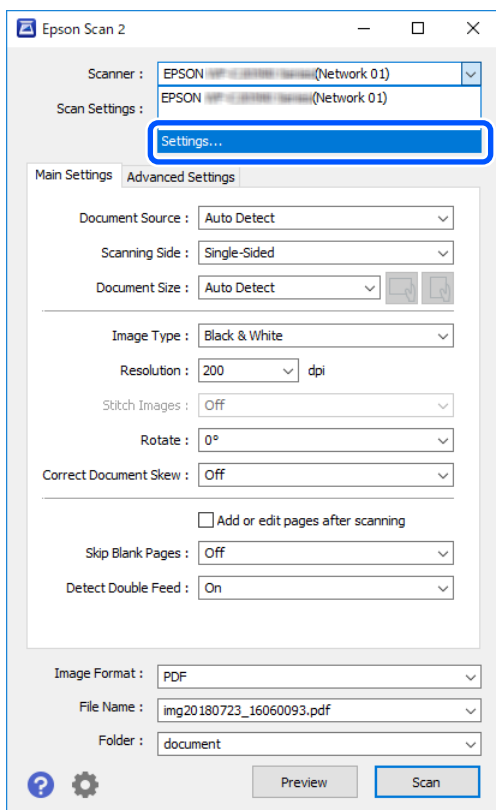
Scanning from the Computer

3. Select the scanner, and then click **Access Control**.

4. Set the **User Name** and **Password**, and then click **OK**.

5. Click **OK**.

Solving Problems

Forgot Your Password or ID Number

If you forget your password or ID number, contact your system administrator.

Other Problems

No Authentication Sound Is Emitted Even When the Card Is Held Over the Authentication Device

❏ If the scanner does not show the panel display in sleep mode (energy saving mode), the authentication sound may not be emitted.

❏ The administrator may have made settings so that the panel does not make any operation sounds.

Appendix

System Requirements

Supported operating systems may vary depending on the application.

Windows[1]	Windows 11 or later
	Windows 10
	Windows 8/8.1
	Windows 7
	Windows Server 2008 or later
Mac OS[2][3]	Mac OS X 10.9 or later, macOS 11 or later

[1]   Document Capture Pro does not support Windows Vista/Windows XP, and Windows Server.

[3]   The UNIX File System (UFS) for Mac OS is not supported.

[2]   Fast User Switching on Mac OS or later is not supported.

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