

MOBILE MEMORY LAB: EPSON SCANNER GUIDE

01.

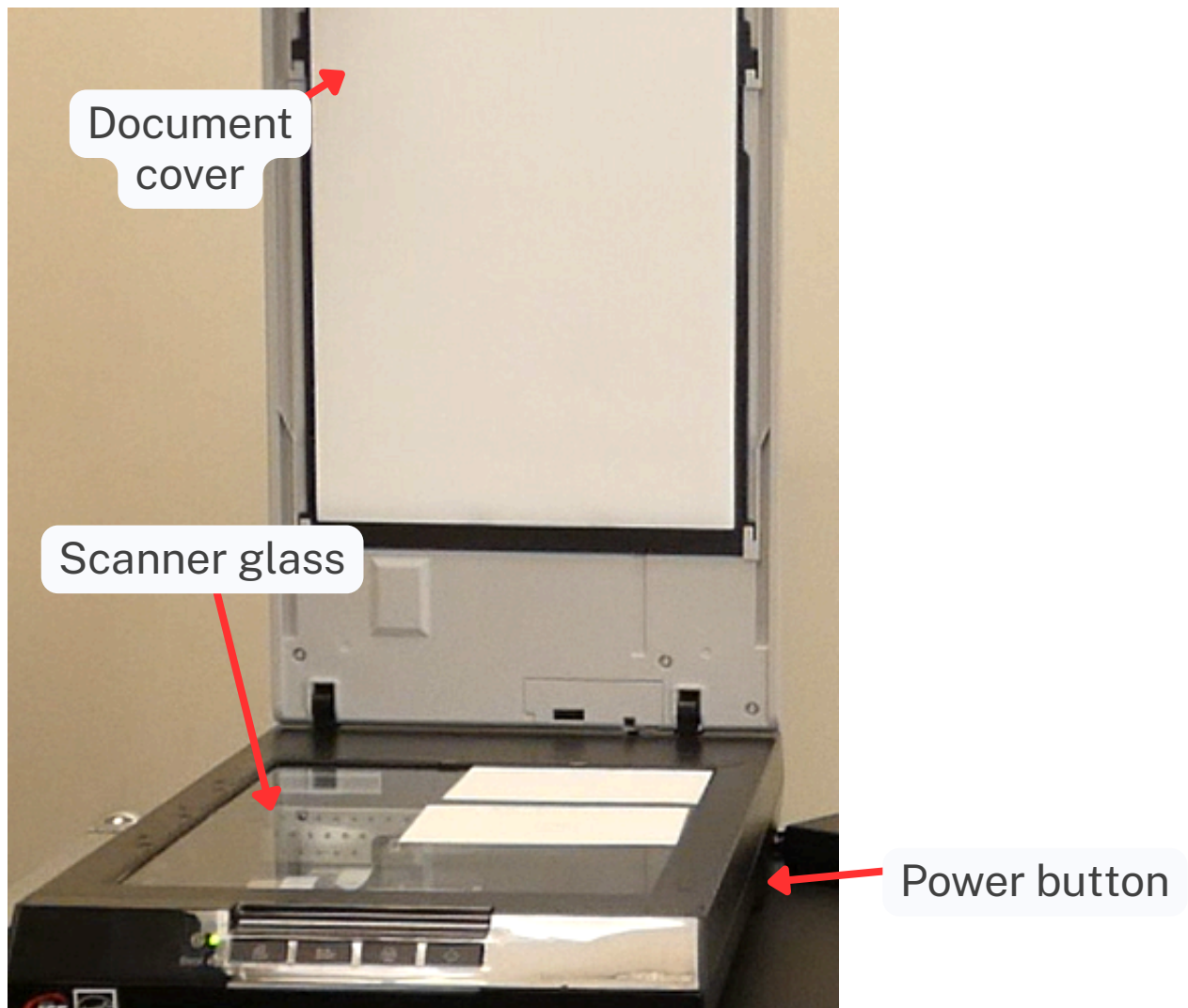
What you'll need to bring with you:

Documents/Negatives/Photos/Slides
Flash drive

02.

Equipment:

Scanner



- If you are scanning negatives or slides, see Appendix A for additional equipment.



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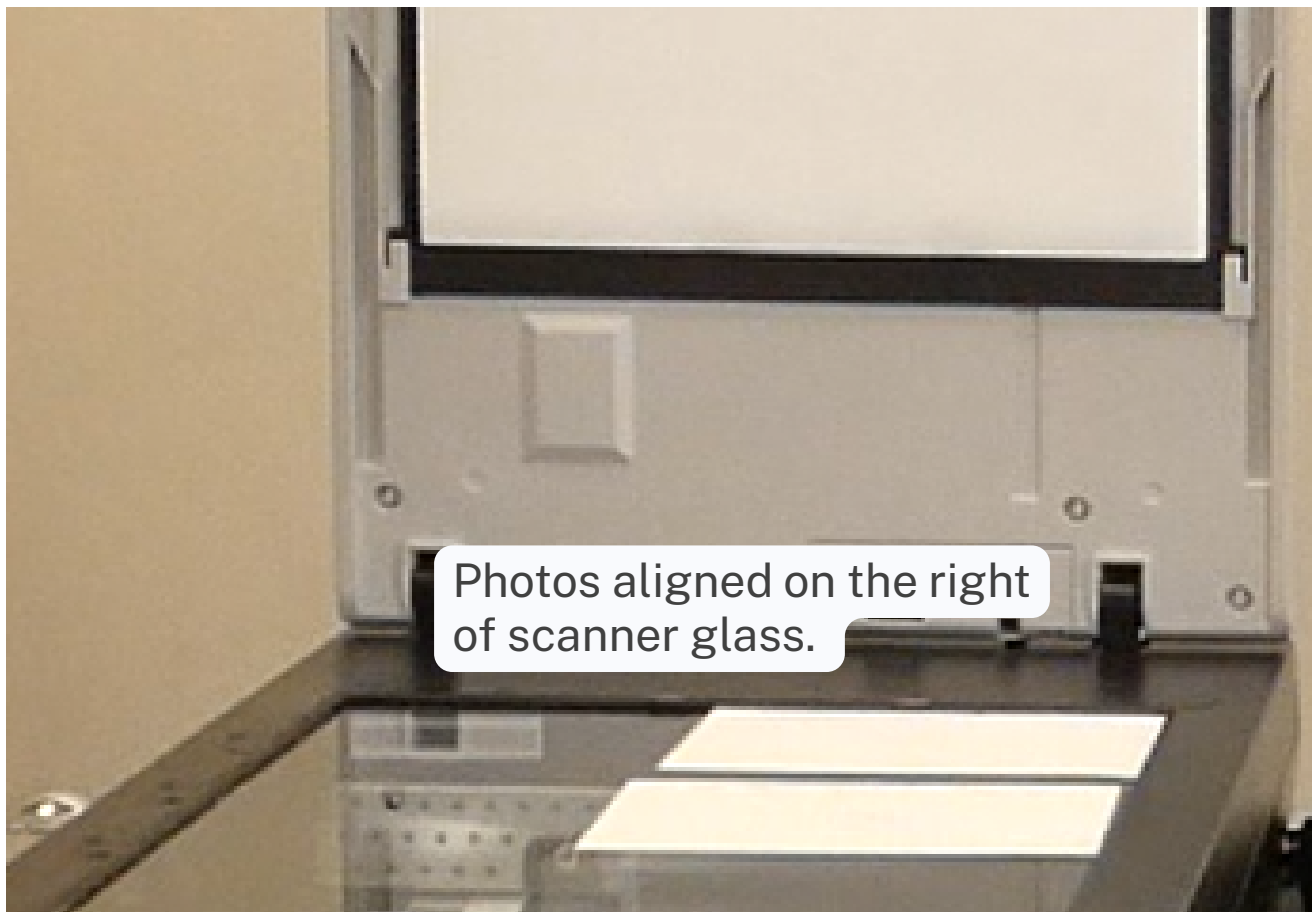
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03.

Prepare:

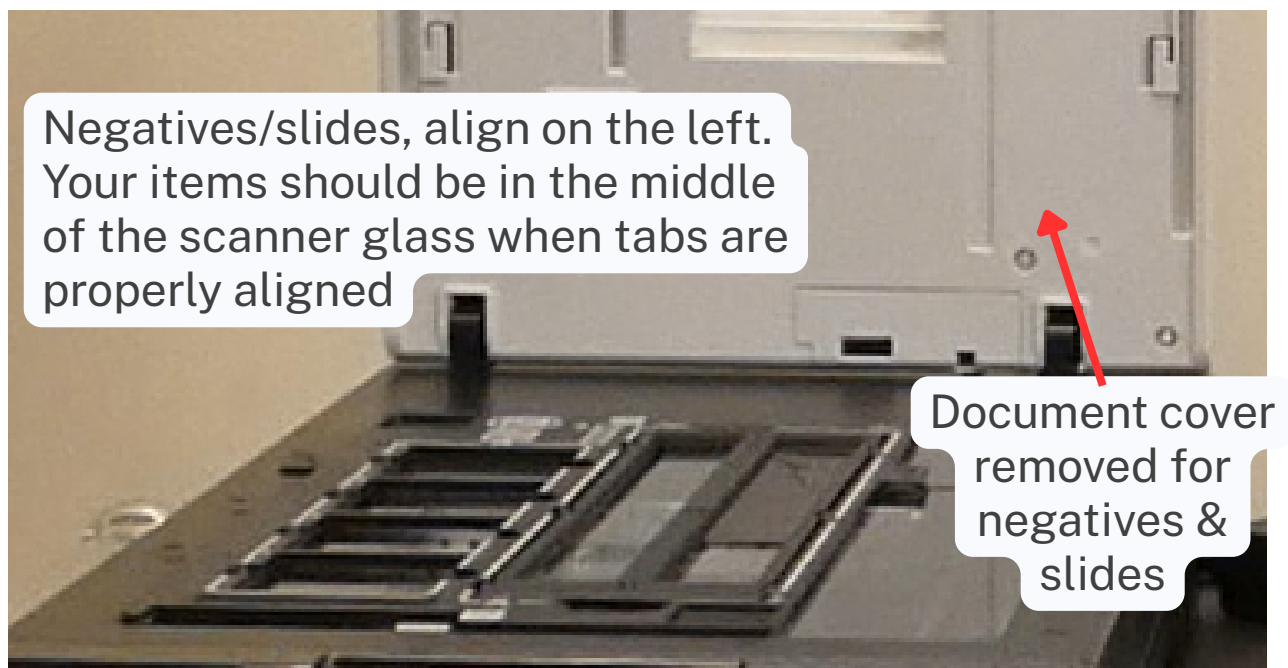
Placing items onto scanner glass

- Turn on the scanner by pressing the gray power button.
- Open the lid of the scanner to reveal the scanner glass.
- Photos/documents: place these items face down on the scanner glass.
 - if you are scanning more than one item at a time, place these items at least 0.8 inch apart.
 - Once placed, carefully close the lid



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- Negatives/slides: Use the provided tray to arrange your negatives/slides (see Appendix A)
 - Place the tray onto the scanner glass
 - align the respective tab on the side of the tray with the lettered space to the left of the scanner glass
 - **Remove the white document cover carefully, from the lid of the scanner**, then carefully close the lid.



04.

Scan to the computer

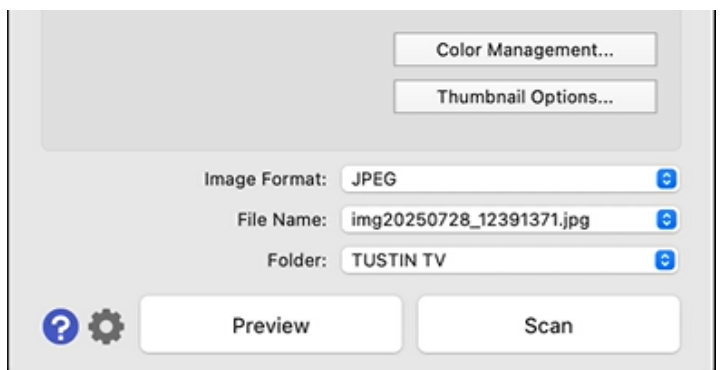
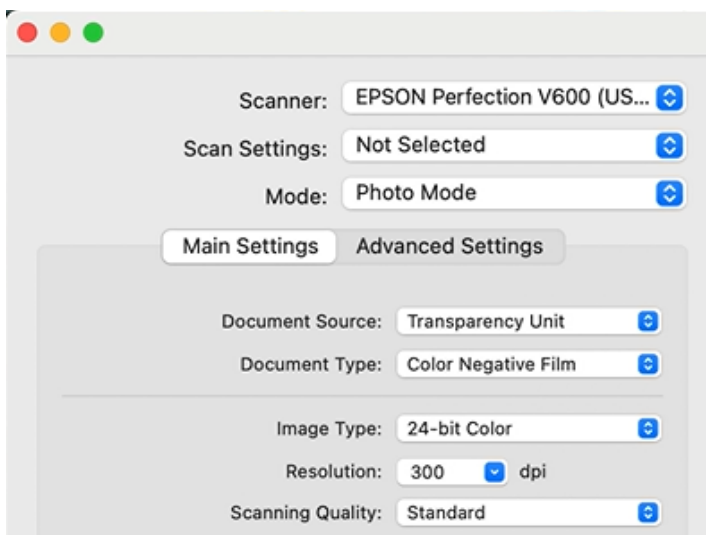
Move to the laptop computer

- Plug your flash drive into the USB port adapter connected to the laptop
- Find the Epson Scan 2 icon and double click to open
- A preview of your scan will appear along with the scanner settings.



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- Settings should be as follows for scanning:
 - Scanner: EPSON Perfection V600 (US...
 - Scan settings: Not Selected
 - Mode: Photo Mode
 - Document Source: Scanner Glass
 - Select “Transparency Unit” for negatives/slides
 - Document Type: Reflective
 - Select “Color Negative Film” for negatives
 - Select “Color Positive Film” for slides
 - Image Type: 24-bit Color
 - Resolution: Default is 300, you may change this
 - Scanning Quality: Default is High, , you may change this
- Click the *Folder* drop down menu and click *Select* in order to scan to your flash drive. Locate the name of your flash drive in the left navigation panel of the window that pops up and click *Choose*.
- Click *Preview*.
- In the preview pane, click to select each picture and adjust as needed using the icons on the left.
- When you’ve finished adjusting, be sure that “Thumbnail” is selected at the top of the window.
- Click *Scan*.



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05.

Check & repeat:

Double-check your scans
Repeat as needed

- When the scan finishes, a window of your flash drive will open up and you can check your new scans.
- Feel free to rescan and adjust if needed.
- Repeat steps 3 & 4 as needed.

06.

Before you leave:

Please leave the room the way it was when you entered.

- Before you leave the Memory Lab, close all your files and eject your drives for proper removal.
- Remember to remove your original scan from the scanner.
- Please turn off all equipment that you used.
- Return items back to where you found them, please replace the document cover of the scanner if you removed it.
- Double-check that you have all your belongings.

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APPENDIX

A.

Additional equipment

Trays for negatives or slides

Alignment Tabs



Fig. 1

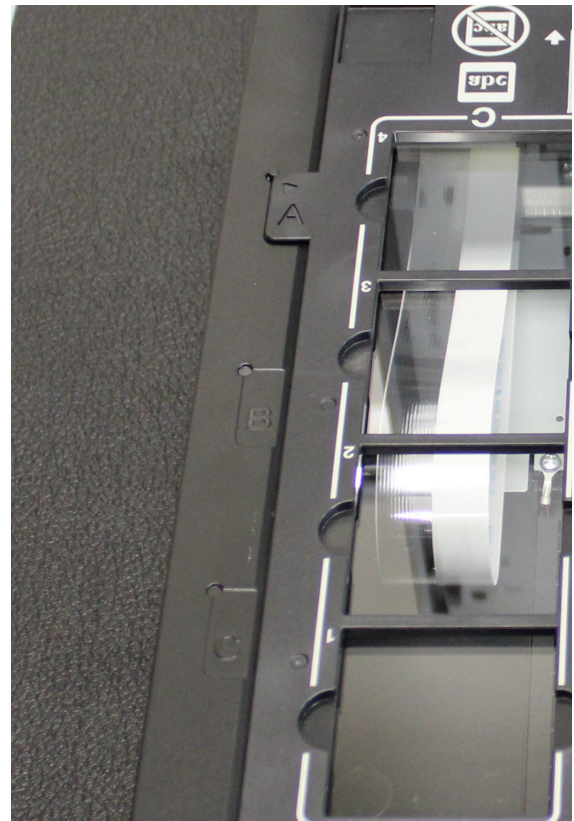


Fig. 2

- If you are using slides or negatives, use the tray in Fig. 1
 - Side A: for negatives
 - Side C: for photo slides
- Use the alignment tabs and match them up with the slots on the side of scanner glass (Fig. 2)