

MEMORY LAB: EPSON SCANNER GUIDE

01.

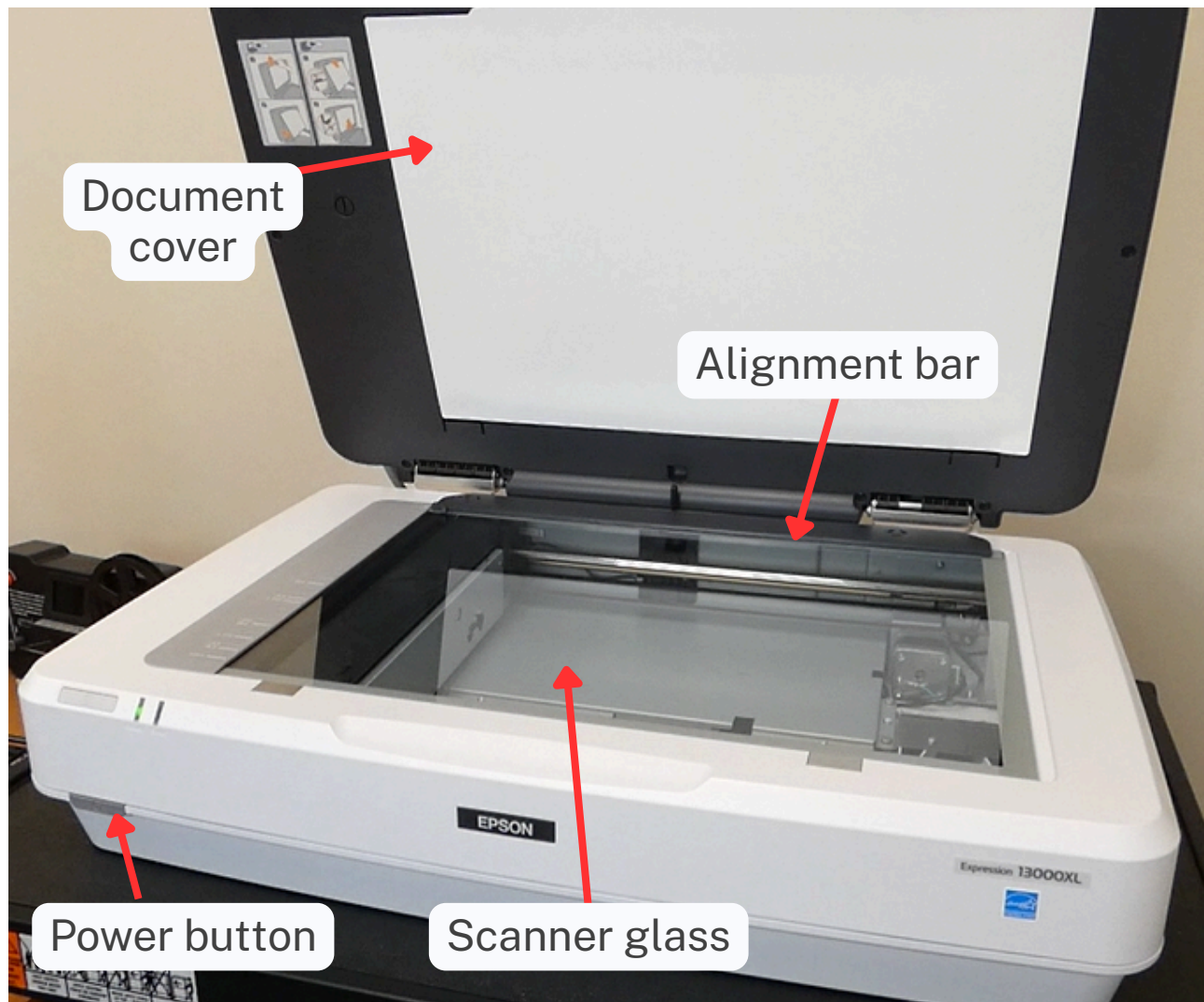
What you'll need to bring with you:

Documents/Negatives/Photos/Slides
Flash drive

02.

Equipment:

Scanner



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

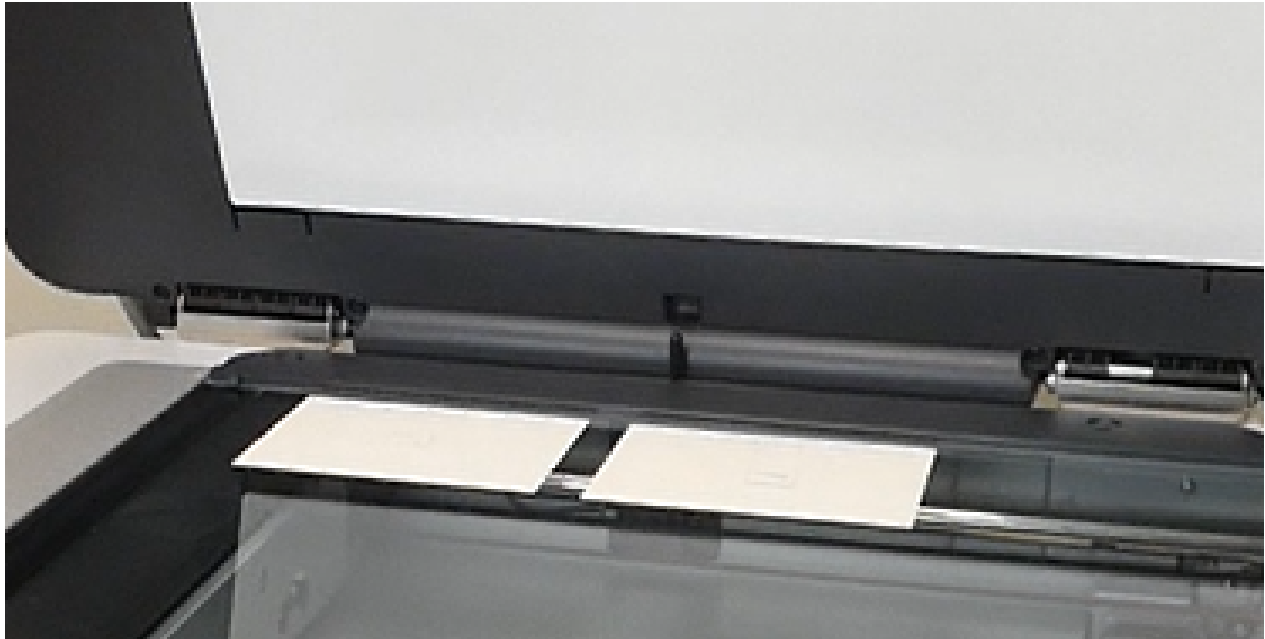
MEMORY LAB: EPSON SCANNER GUIDE

03.

Prepare:

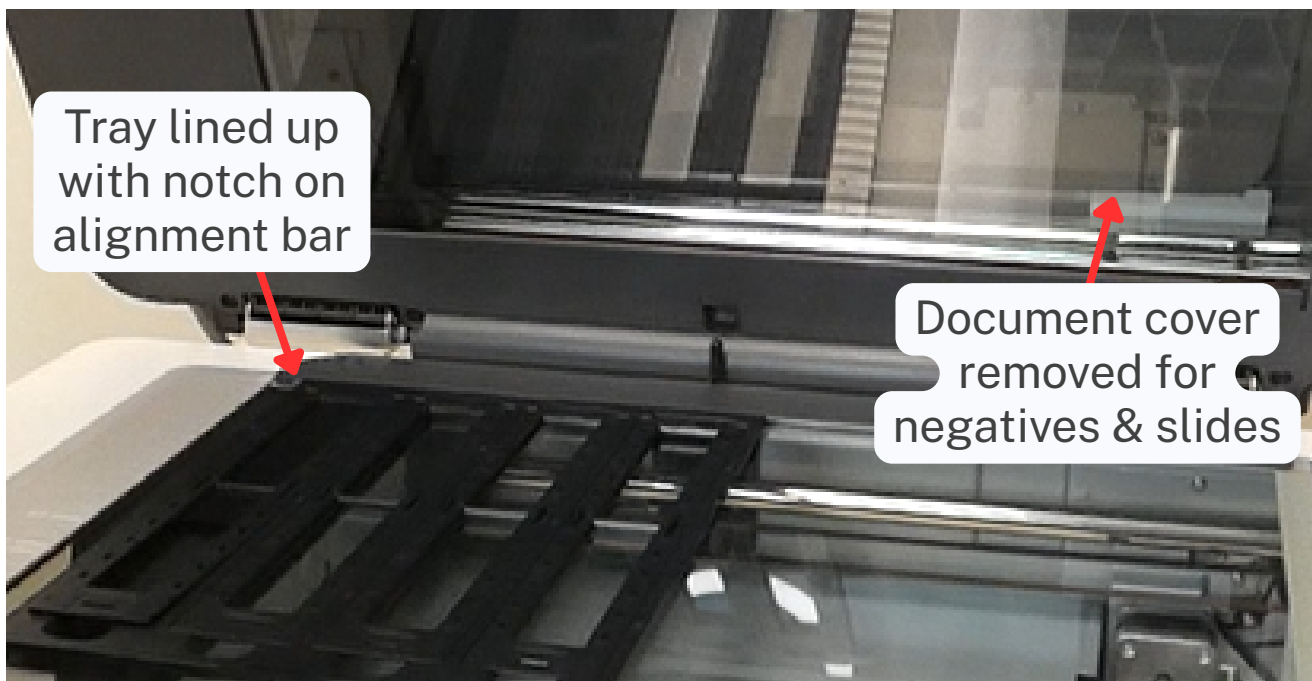
Placing items onto scanner glass

- 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 anywhere inside the alignment bar notch.
 - 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



MEMORY LAB: EPSON SCANNER GUIDE

- Negatives/slides: Use the provided trays to arrange your negatives/slides (see Appendix A)
 - Place the tray onto the scanner glass
 - align the small arrow in the upper left of the tray with the notch on the left of the alignment bar
 - **Remove the white document cover carefully, from the lid of the scanner, then carefully close the lid.**



04.

Scan to the computer

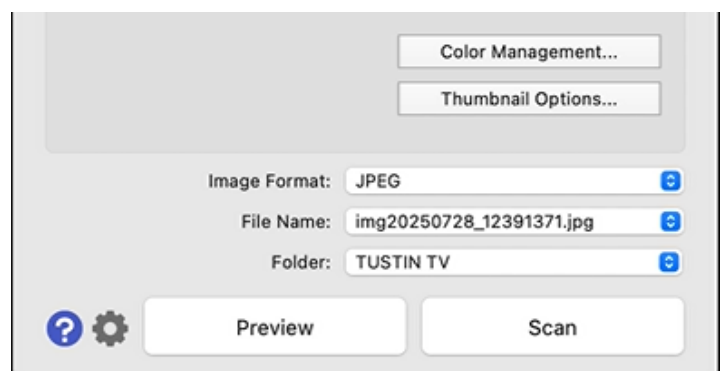
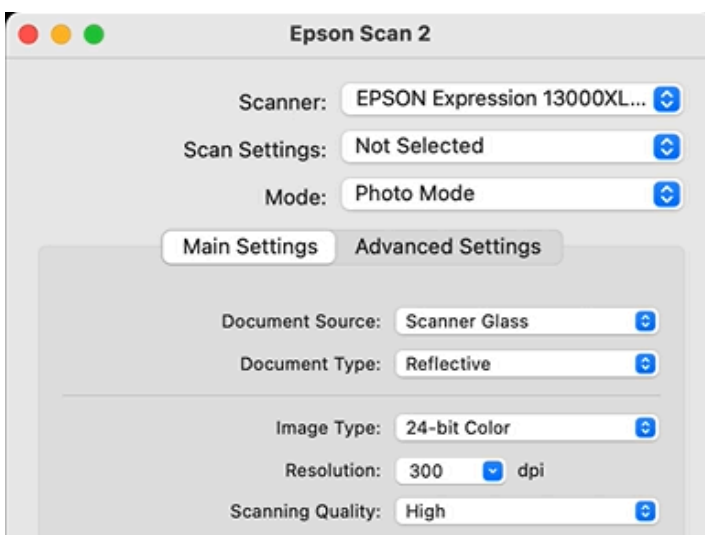
Move to the desktop computer

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



MEMORY LAB EPSON SCANNER: GUIDE

- Settings should be as follows for scanning:
 - Scanner: EPSON Expression 13000XL...
 - 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: High
- 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*.



MEMORY LAB: GUIDE

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.

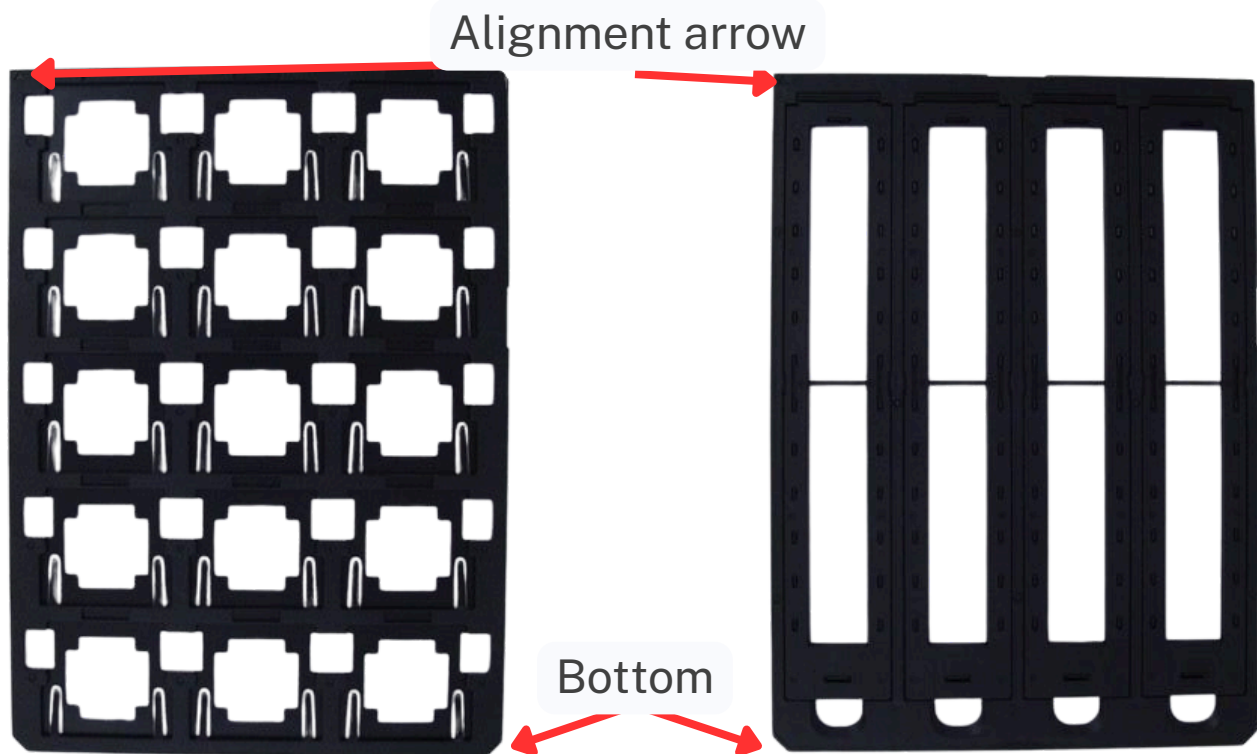
MEMORY LAB: EPSON SCANNER GUIDE

APPENDIX

Additional equipment

A.

Trays for negatives or slides



- If you are using slides, use this tray:
 - It has slots big enough to fit an individual slide
 - Place one slide into each slot
 - Fill as needed
- If you are using negatives, use this tray:
 - It has slots big enough to fit individual film strips
 - Lift the cover of each section to place your negatives
 - Carefully close to lock the negatives in place