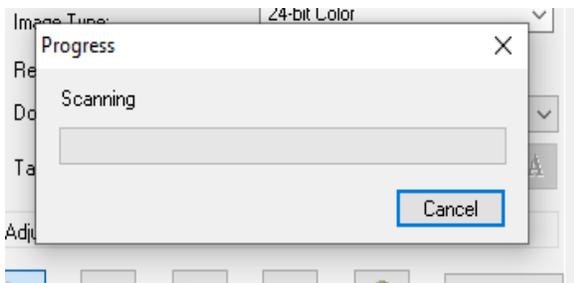


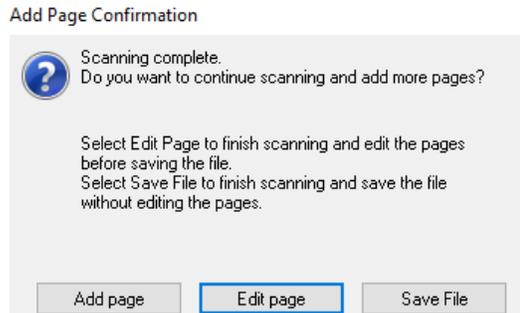
Epson V850 Pro Scanner

Scanning Documents or Photos:

1. Insert personal USB drive into computer.
2. Turn on scanner.
 - a. Hold power button (bottom left) until green light above it begins to blink.
3. Place photo or document face down on the scanner.
 - a. Line item up with the top right corner of scanner screen.
 - i. There is a black arrow pointing to this location on the machine to help guide you.
4. Press the scanning button (front left of machine).
 - a. Button has the icon to the right on it.
5. Epson Scan screen will pop up on computer.
6. Click on the File Save icon.
7. Choose saving location.
 - a. Select Other under location.
 - b. Then Browse...
 - c. Find and click your USB drive.
 - d. Click OK.
8. Give your document a name under File name.
 - a. On the right, select which number you want your document to start on.
9. Choose the Saving Format: JPEG or PDF.
 - a. Where it says 'Type,' open the drop down menu and make your selection between JPEG or PDF.
 - i. For the PDF option, you will be able to create a single document with multiple pages if you want (this will be done after the first item is scanned).
10. When you have put in all of your preferences, click OK on the File Save screen.
11. If you want to see the scan before it is saved, click Preview.
 - a. A preview window will pop up allowing you to view what the scanned document will look like.
12. Press Scan.
 - a. File Saving window will pop up again for you to double check your selections
 - b. Press OK
 - i. Scanning will begin immediately after you select OK
13. A progress screen will appear (below). Just let the scanner do its thing here.



14. When the scanning is complete, a confirmation page will appear (picture below).
 - a. If you want a multi-page PDF, you will press 'Add page.'
 - i. This will take you back to the scanning screen where you can repeat step 3 and press scan after you have put the new document in.
 - ii. Continue to select 'Add page' until you have scanned all of the documents you want saved in one PDF file.
 - b. If you are not wanting to create a multi-page PDF, just click Save File.

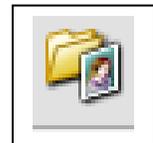


15. A few more popups will appear as the document is finalized.
16. Finally, the location where you saved the file will appear.
 - a. Double click on the name that you gave your file to open and view it.
 - i. Click 'X' out of it when you are done viewing.
17. Right click on your USB name.
 - a. Select Eject.
 - b. Remove USB drive when the pop up says you may 'safely remove hardware.'

Epson V850 Pro Scanner

Scanning Film/Negatives:

1. Insert personal USB drive into the computer.
2. Turn on scanner:
 - a. Hold power button (bottom left) until green light above it begins to blink.
3. Open scanner lid and remove the white document mat by sliding it upwards.
4. Retrieve a Film tray from the Epson Scanner bag.
5. Inserting Negative in the tray:
 - a. Set tray on table so that the side with a numbered film strip is facing up
 - b. Lift tray lids
 - i. There are three film columns. The side, nearest to which the film strip labeled six is, is the end which you pull up to open the lid.
 - ii. Following the diagram of the numbered film strip, place your film in one of the tray columns—shiny side up.
 - iii. Close the lid on that individual negative
 - iv. Flip over the tray, so that the side with the numbered film is now facing down
 - v. There are two square pieces that jut out from the rectangular tray that have white arrows on them. Line up these arrows with the arrows on the Epson scanner. When you do this, the pegs will go in place and this is how you know the tray is positioned correctly.
6. Shut the scanner lid
7. Press the scanning button (front left of machine).
 - a. Button has the icon to the right on it.
8. Epson Scan screen will pop up on computer.
9. Where it says 'Document Type:' select Film (with Film Holder)
10. Next to 'Film Type,' select whether you are using Positive Film, Black and White Negative Film, or Color Negative Film.
11. Now, select the image/color type. If you are using a Color negative, select 48-bit Color (highest quality option offered by scanner). If you are doing a B&W Negative, choose Black and White or a Grayscale option
12. For Resolution, select 3200 (not too big)
13. Click Preview
 - a. This will scan the images and show you them on a new screen
 - b. If you need to rotate a photo, you can do that on the new screen by selecting the image so that it is outlined in blue and then clicking the rotate button under 'Frame.'
14. Now, go back to the EPSON Scan screen and click on the File Save icon.
15. Choose saving location.
 - a. Select 'Other,' under location.
 - b. Then Browse...
 - c. Find and click your USB drive.
 - d. Click OK.
16. Give your document a name under File name.
 - a. The box labeled 'Prefix' is where you type your file name



- b. On the right, select which number you want your images to start on.
17. Choose the Saving Format: JPEG or TIFF
 - a. Where it says 'Type,' open the drop down menu and make your selection between JPEG and TIFF.
 - *A TIFF file is much larger than a JPEG and should only be used if you plan on editing your images later. If not, just save as JPEG*
18. When you have put in all of your preferences, click OK on the File Save screen.
19. Then, press Scan (next to Preview)
20. When the scanning is complete, the computer will automatically open up the location you previously selected to save to so that you can click on your images and examine them.
21. When you are done and happy with the product you can safely remove your USB drive.
 - a. Right click the name of your drive and select 'eject.' When a messages appears saying that it is 'Safe to remove your hardware,' go ahead and remove the USB drive.
22. Enjoy your newly digitized images!

Epson V850 Pro Scanner

Scanning Slides:

1. Insert personal USB drive into the computer.
2. Turn on scanner:
 - a. Hold power button (bottom left) until green light above it begins to blink.
3. Open scanner lid and remove the white document mat by sliding it upwards.
4. Retrieve a slide's tray from the Epson Scanner bag.
5. Set tray on table so that the side that says 'abc' is facing up.
6. Load your slides into the tray starting with the top right square moving left. Repeat this for each row, loading slides from right to left.
 - a. Put the slides in with the shiny side facing down.
7. Line up the two blocks with white arrows of the tray with the white arrows of the scanning deck.
 - a. Doing this will ensure that the pegs of the tray drop into place. When this happens, you know the tray is secure and ready to be scanned.
8. Close the scanning lid.
9. Press the scanning button (front left of machine).
 - a. Button has the icon to the right on it. 
10. Epson Scan screen will pop up on computer.
11. Where it says 'Document Type:' select Film (with Film Holder)
12. Next to 'Film Type,' select whether you are using Positive Film, Black and White Negative Film, or Color Negative Film.
13. Now, select the image/color type (Recommendation: 24-bit Color).
14. For Resolution, select 2400 dpi.
15. Tick the box for Unsharp Mask.
16. Put the Grain Reduction on medium.
17. Click Preview
18. If you are happy with what you see in the preview, click Scan.
19. After you click scan, a window to input your saving options will appear.
 - a. Select 'Other,' under location.
 - b. Then 'Browse...'
 - c. Find and click your USB drive.
 - d. Click OK.
20. Give your document a name under File name.
 - a. The box labeled 'Prefix' is where you type your file name
 - b. On the right, select which number you want your images to start on.
21. Choose the Saving Format: JPEG or TIFF
 - a. Where it says 'Type,' open the drop down menu and make your selection between JPEG and TIFF.

A TIFF file is much larger than a JPEG and should only be used if you plan on editing your images later. If not, just save as JPEG
22. Then hit OK
 - a. The scanner will now begin officially scanning the images and saving them to the desired location.

23. When the scanning is complete, the computer will automatically open up the location you previously selected to save to so that you can click on your images and examine them.
24. When you are done and happy with the product you can safely remove your USB drive.
 - a. Right click the name of your drive and select 'eject.' When a messages appears saying that it is 'Safe to remove your hardware,' go ahead and remove the USB drive.
25. Enjoy your newly digitized images!