

A Guide for Digital Conversion Paper Scanning



1

Power On *Epson Expression 12000XL*

Located on the left side of the front of the machine is the **POWER** button. Press the grey button to start the scanner.

It will make a beeping sound and a **green light** will illuminate on the front of the machine, indicating it is on.

2

Lift Open Lid of *Epson Expression 12000XL*

Make sure the scanner glass is clean and free of dust.

If there any items were left in the scanner, give it to a staff member.

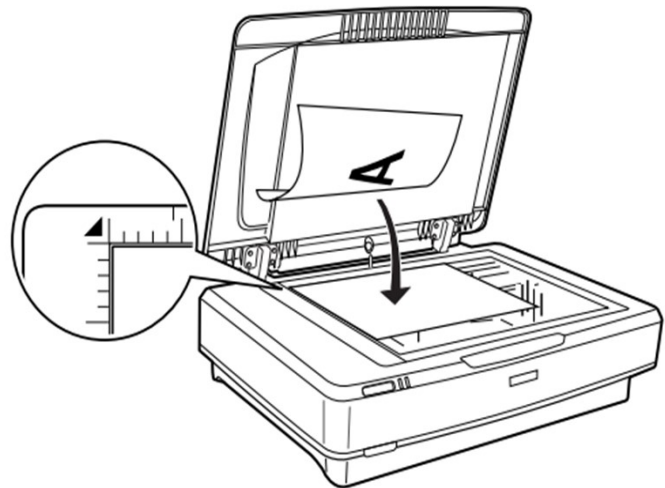
3

Prepare and Set your Documents

Open the scanner cover (lid) and place your original **documents** face down on the glass, making sure that the top corner of the side you want to scan is aligned with the arrow in the upper left hand corner of the scanner glass.

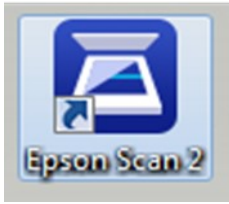
Close the scanner cover gently so that your original does not move.

Note: When placing multiple **documents** on the scanner glass, make sure that there is a gap of at least 20 mm (0.8in) between each **document**.



4

Launch Program - 'Epson Scan 2'



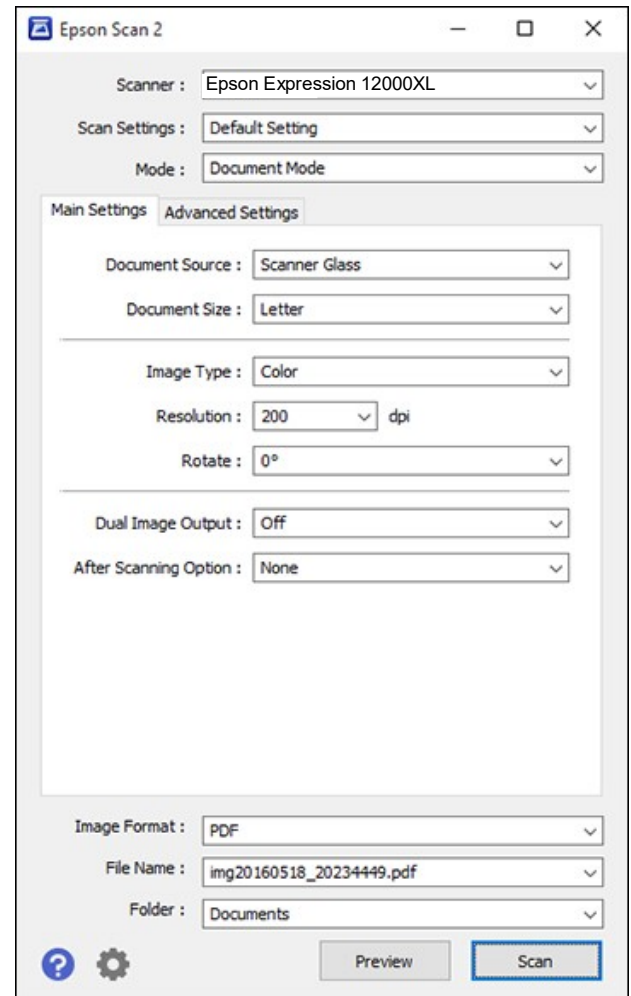
Connect your personal storage device to the Windows computer then launch the program '**Epson Scan 2**' by clicking on the icon located on the desktop.

5

Select Your Scan Settings

Before you begin scanning, select your preferred settings:

- **Scanner:** **Epson Expression 12000XL (USB)**
- **Scan Settings:** Make a selection based on the item being scanned, or use Default.
- **Mode:** **Document Mode**
- **Document Source:** **Scanner Glass**
- **Document Size:** Make a selection based on the item being scanned.
- **Image Type:** Make a selection based on your desired image output.
- **Resolution:** Make a selection based on your desired image output.
- **Image Format:** Make a selection based on your desired image output.
- **File Name:** Make a selection based on your desired image output.



Note: You can change settings for the file name by selecting "Settings" from the dropdown list.

- **Folder:** Save to your personal storage device.

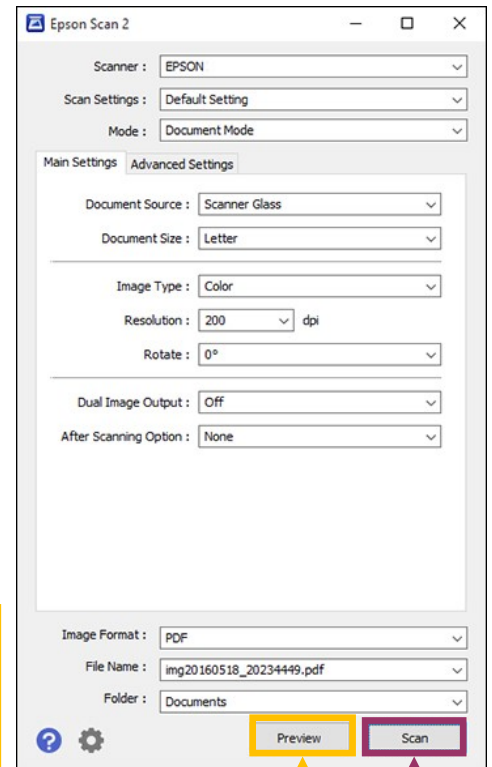
Note: you can select your desired location by selecting "Select" from the dropdown list.

6

Preview Your Scan from *Epson Expression 12000XL* in 'Epson Scan 2'

Make any necessary adjustments in the **Settings** or **Advanced Settings** tab. Repeat this step as many times as needed.

Click the '**Preview**' button to preview your scans. Repeat this step as many times as needed.



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Confirm Your Scan

Once you are satisfied with your preview, click the '**Scan**' button to complete the full, high-resolution scan. Your photos will be automatically saved to the previously specified destination folder when the scan is finished.

Note: the total scanning time will be dependent on how many images you are scanning, as well as your specific export settings. Generally, the higher the export quality, the longer the scan will take.

8

Finishing Your Scan

Once you are finished, remove all of your original materials from the scanner glass. Close the scanner lid gently and press the power button to shut down the scanner.

9

Save Multiple Scans to One File

- Check box next to “Add or edit pages after scanning”
- Place the document face down on the scan bed, then click “Scan”
- Place next document face down on scan bed, then click “Add”
- Click “Add” to scan each subsequent document
- Click “Save” to finish the session.

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Close ‘Epson Scan 2’ and Eject Your USB

When you are finished, close out of **Epson Scan 2**. Open the “My Archiving Project” Folder on the desktop then transfer your files to your personal storage device. Right-click your personal storage device and select “**EJECT**” in order to safely remove it once you are done transferring your files.

11

Finished!

You have now successfully scanned your documents! Congratulations on your new digital docs!

Don't forget!

Remember to do the following:

- Take your external device and any personal belongings with you
- Delete your documents off the computer, and empty