

# A Guide for Digital Conversion **Photo & Document Scanning**



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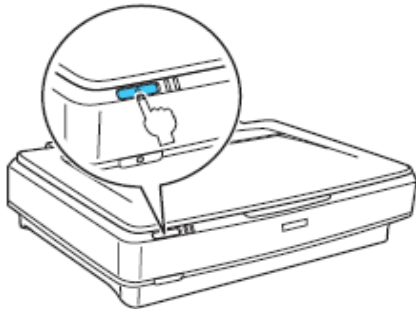
1

## 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 and ready to use (see image).

This light needs to stay green



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## 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

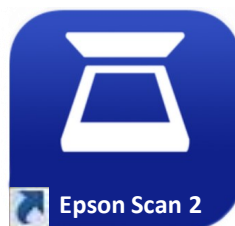
## Leave the Document Mat on the *Epson Expression 12000XL*

Grasp the white reflective Document Mat by its top edge and slide it upward to free the bottom edge. Lower the mat slightly to free the

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## Launch the '*Epson Scan 2*' Program

Double-click on the '**Epson Scan 2**' icon located on your desktop to open the software (see image). Once your device is on and the software is ready to go, it's time for you to get your documents prepared to scan.



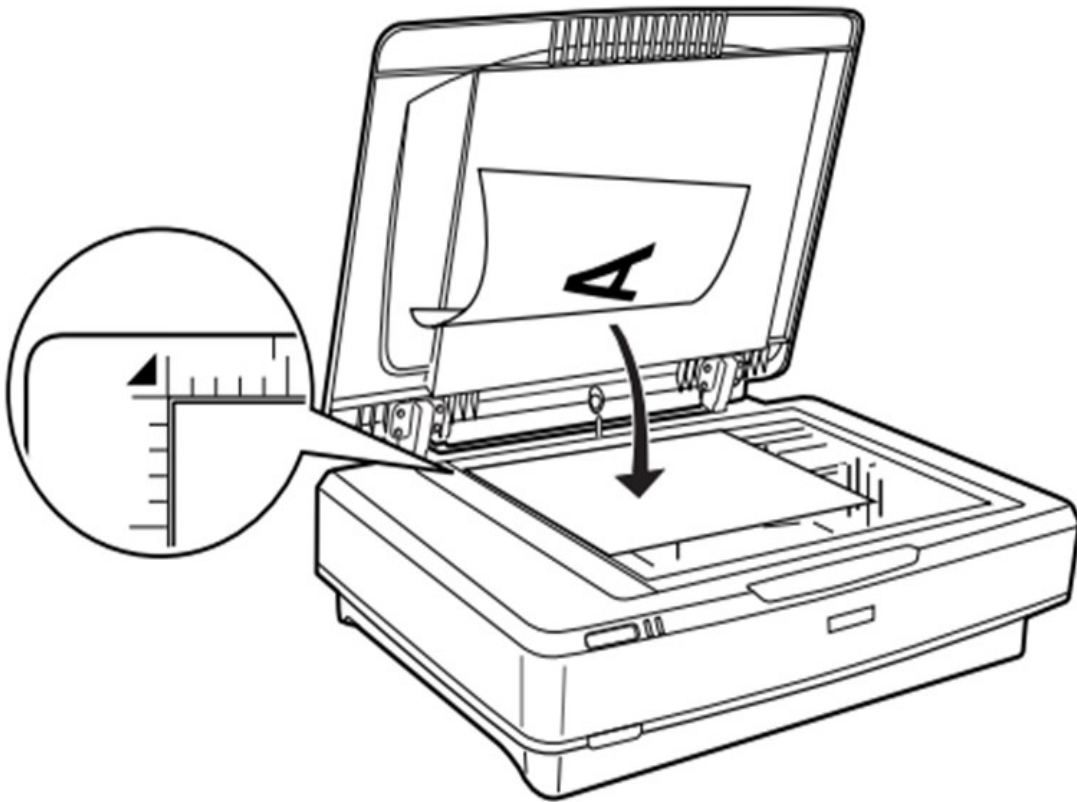
## 5

**Prepare and Setup Your *Photos or Documents***

Open the scanner cover (lid) and place your original **photos** or **documents** face down on the scanner 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 originals do not move.

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



## 6

## Select and Edit Your *Scan Settings*

Before you begin scanning, you will need to select your preferred settings for your documents *Your Epson Scan 2 settings for your documents* should look something like this:

- **Scanner:** Epson Expression 12000XL (USB)
- **Scan Settings:** Make a selection based on the item being scanned, or use Default.
- **Mode:** Photo or Document Mode
- **Document Source:** Scanner Glass
- **Document Type:** Reflective
- **Image Type:** Make a selection based on your desired image output.
- **Resolution:** Make a selection based on your desired image output.
- **Scanning Quality:** 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. Select " from the dropdown list.

The screenshot shows the Epson Scan 2 application window. The 'Main Settings' tab is active, displaying the following configuration:

- Scanner: EPSON Expression 12000XL (USB)
- Scan Settings: Document
- Mode: Document Mode
- Document Source: Scanner Glass
- Document Type: Letter/A4
- Image Type: Black & White
- Resolution: 300/600 dpi
- Rotate: 0
- Add or edit pages after scanning
- Dual Image Output: Off
- Image Format: JPEG/PNG/TIFF
- File Name: (empty dropdown)
- Folder: My Archiving Project

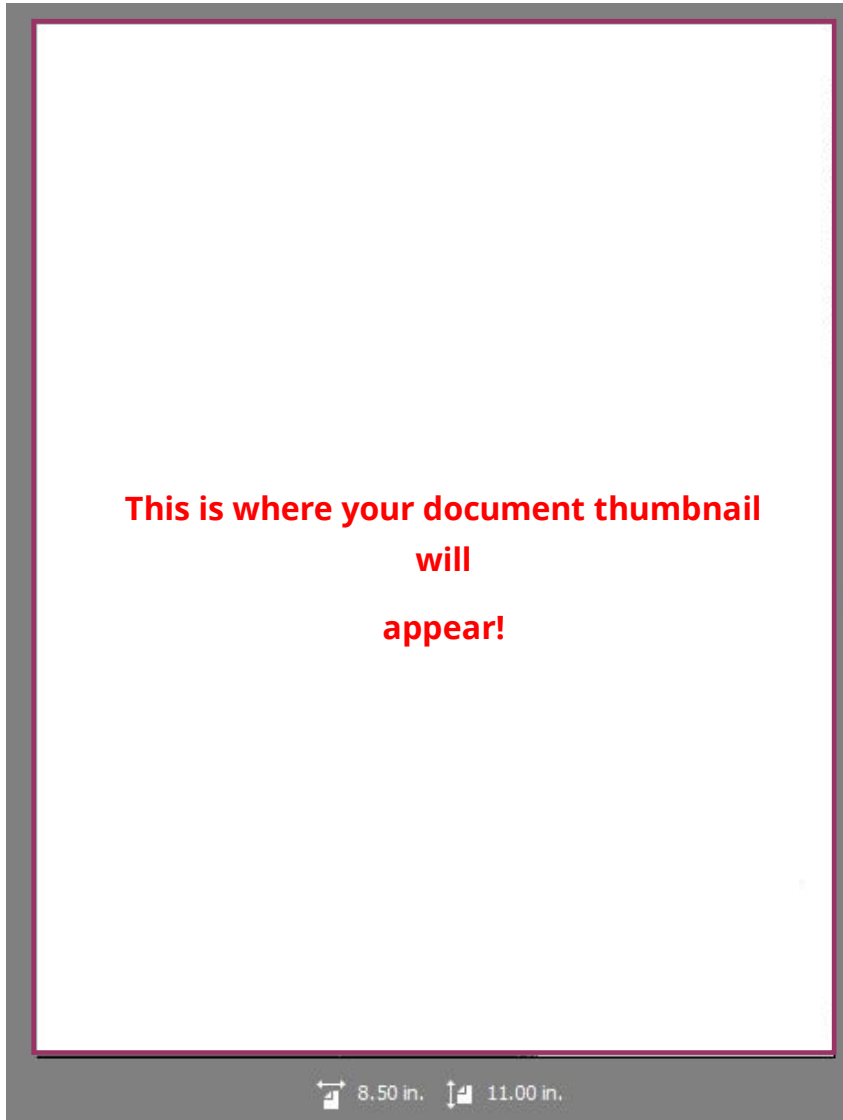
At the bottom of the window, there are buttons for 'Preview' and 'Scan', along with a help icon and a settings gear icon.

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

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## Preview Your Scans and *make any adjustments*

Make any necessary adjustments in the **Settings** or **Advanced Settings** tab. Click the **'Preview'** button to preview your scans. Repeat this step as many times as needed.



(a)



(b)



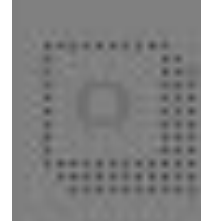
(c)



(d)



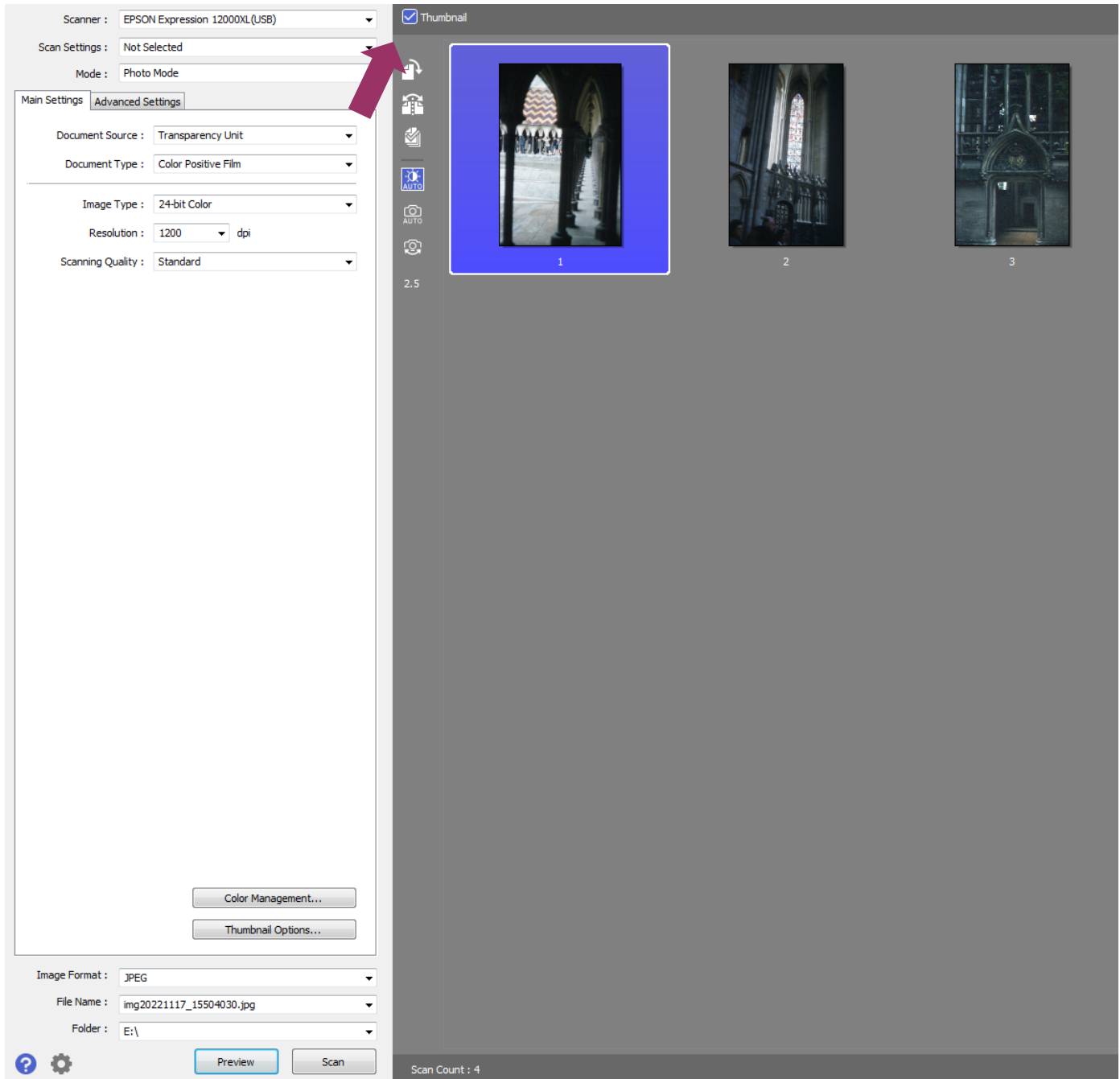
(e)



- (a) **Close:** Close the preview panel
- (b) **Zoom:** Zoom in on a manually selected document (will preview it)
- (c) **Marquee Deletion:** Removes the last made marquee from the selection tool
- (d) **Marquee Copy:** copies the content within the selected marquee
- (e) **Select All:** Selects all scanned documents

## 8 Separating Images

When scanning multiple images, such as slides, make sure the checkbox next to “Thumbnail” is selected. This will allow images to be scanned as separate files.



## 9 Confirm Your Settings and *Finalize Your Scans*

Once you are satisfied with your preview, click the **'Scan'** button to begin saving your scans. Your documents will be automatically saved to the previously specified destination folder when they are finished scanning.

**Note:** the total scanning time will be dependent upon the following: how many documents you are scanning, your dpi settings, your resolution settings, and the quality settings. Generally, the higher the quality and dpi, the longer it will take to finish scanning your documents.

Document Source: **Scanner Glass** (dropdown menu)

Document Type: **Letter/A4** (dropdown menu)

Remember to select your document type!

Remember to select your image format!

Image Format : **PDF/JPEG** (dropdown menu)

File Name : (text input field)

Folder : **Desktop** (dropdown menu)

Buttons: ? (help), ⚙️ (settings), Preview, **Scan** (highlighted with a red box)

Don't forget to select 'Scan'—**NOT PREVIEW!**

## 10 Finalizing Your Scans: *Saving & Transferring*

Once you are finished, remove all transparency holders and take out your original materials. Remove the Transparency Guide from the scanner glass and return the Document Mat to the Transparency Unit. Close the scanner lid and press the power button to shut down the scanner.



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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.

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## 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 the recycling bin