A Guide for Digital Conversion

Transparency 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

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 Remove the Document Mat from *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 tabs at the top edge, then remove the mat. Place the mat in the storage pocket located on the top of the scanner lid.
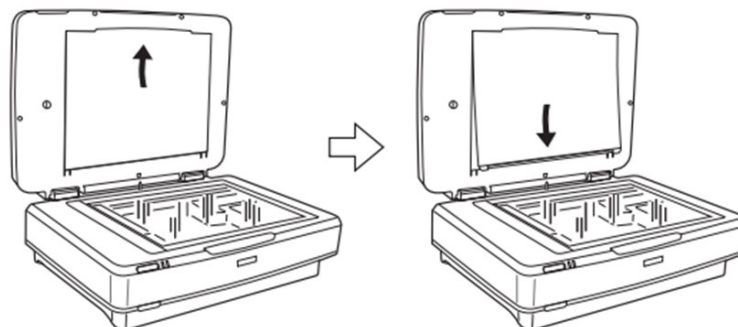
(4) Launch the *'Epson Scan 2' Program*

Double-click on the **'Epson Scan 2'** icon located on your desktop to open the software (see image).

Epson Scan 2

Once your device is on and the software is ready to go, it's be time for you to get your media prepared to scan.

(5) Prepare the Epson Expression 12000XL *Transparency Unit*

Open the Transparency Unit and use a soft cloth to wipe the scanner glass. Place the **'Transparency Guide'** at the top edge of the scanner glass. There will be two circular indents. Ensure that the guide aligns with these two indents (see images).
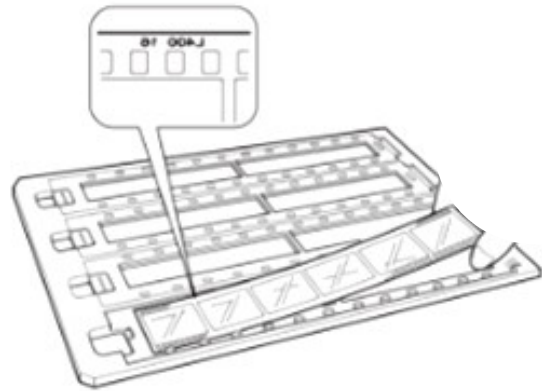

transparency guide
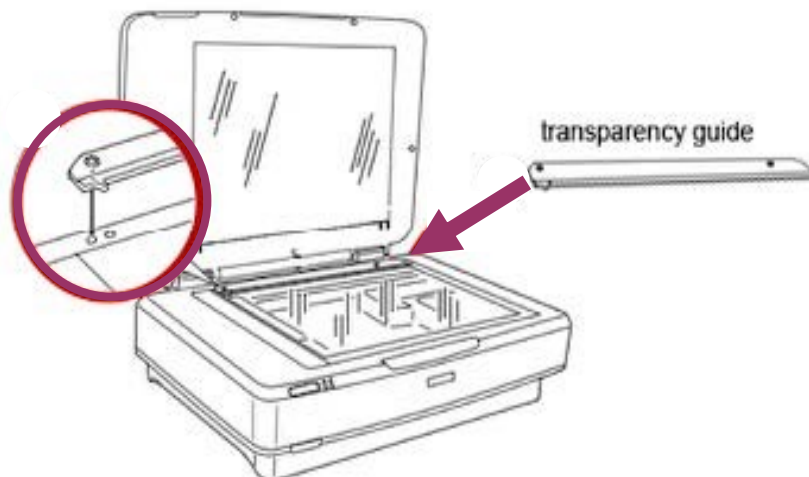
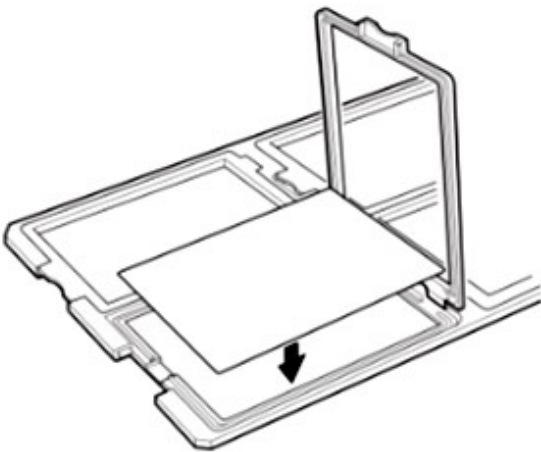## ⑥ Prepare and Setup Your *media to be scanned*

First, you'll want to ensure that you have the correct film holder (if needed). There are 4 different types of film holders. They are as shown:
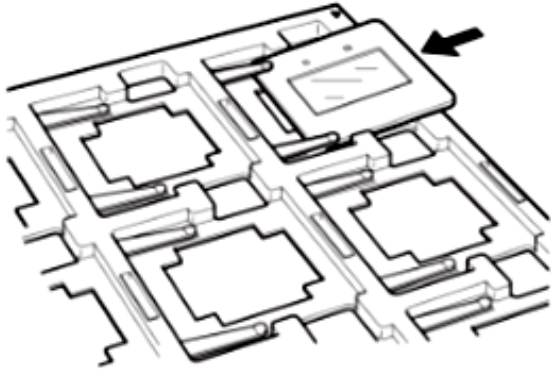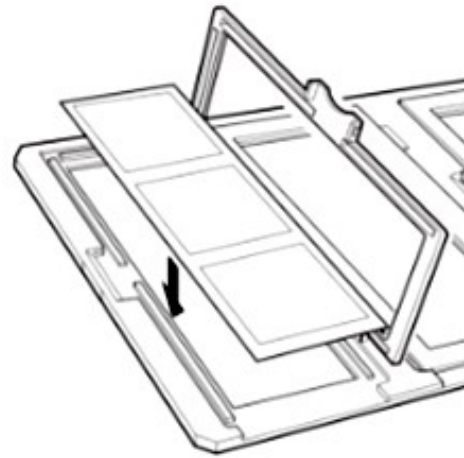

**a) slides**

b) 35 mm film strips

c) 4 x 5 inch film

d) Medium format film 120/220

6a Prepare and Setup Your *slides*

Load your slides according to the film holder. You will want to set the shiny side face-down towards the floor (the side which usually has no logos or text), with the dull, mirrored side of the slide face up towards you. Lastly, you will want to ensure that your slide image fills in the provided outline *as much as possible* for the best results.

Slides will snap into place
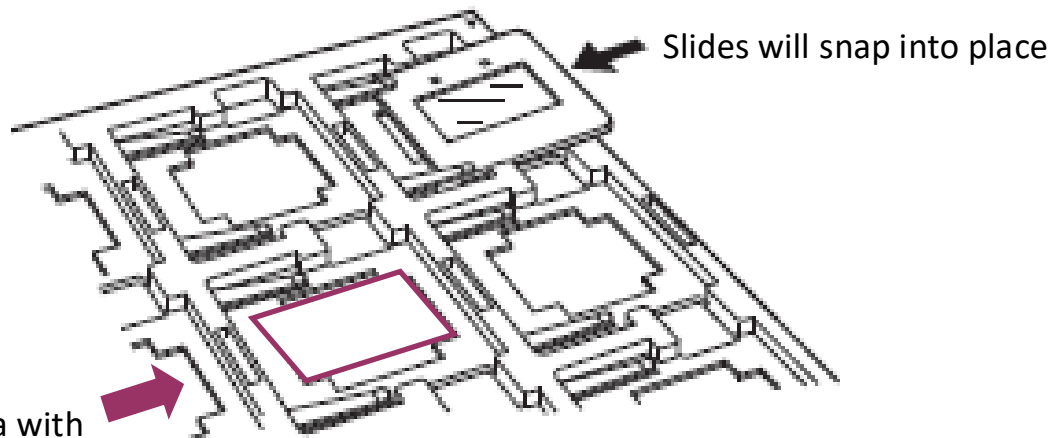
Try to fill in this area with

Your photo

This side will be facing you

This side will be facing away from you

Dull

Glossy

(6b) Prepare and Setup Your *35mm film strips*

Load your strips according to the strip holder. You can only load four film strips at a time into the strip holder. You will first need to remove the covers. You will want to ensure that your film strips fit into their holders, without overlapping the hollowed area. Lastly, remember to clasp the covers back over each film strip, to ensure that they will not move around.

Ensure that this part of your film strips are fitted within the hollow holding area.

After you finish loading your film strips, ensure that the covers are clasped through these holes.
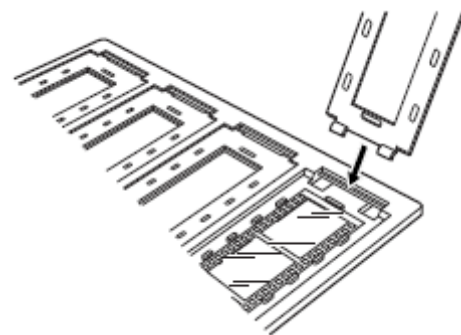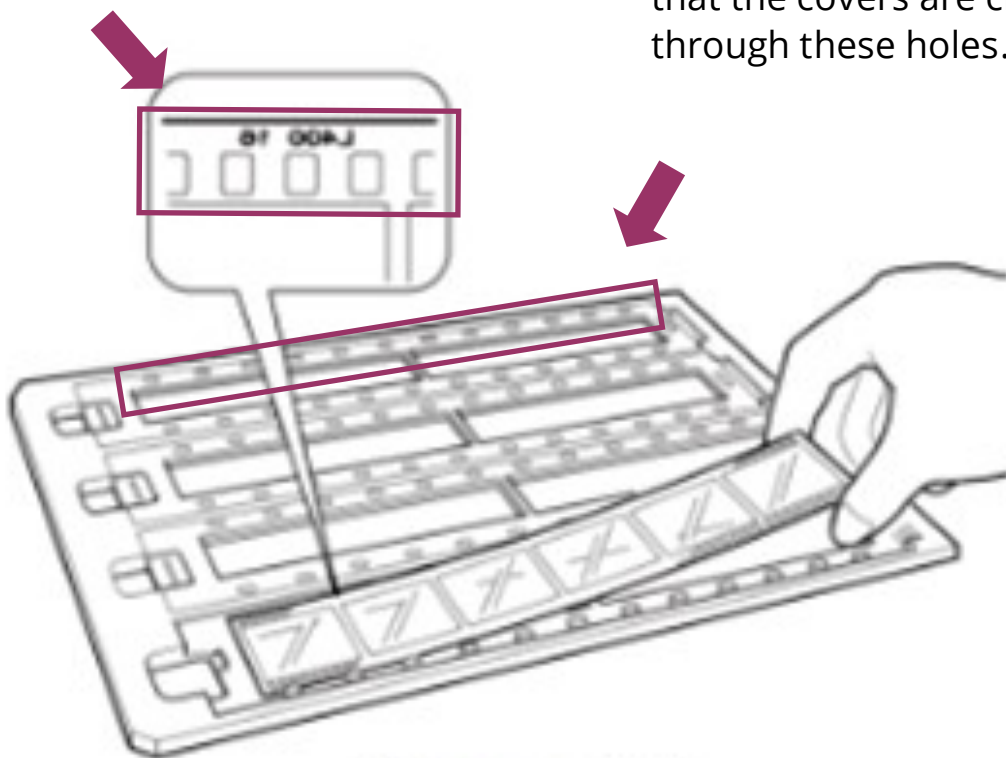
6c   Prepare and Setup Your *4 x 5 inch film*

Load your 4 x 5 photos according to the film holders. You will want to set the photos face-down towards the floor with the plain white side facing towards you. Lastly, you will want to ensure that your 4 x 5 inch films fill in the provided outline *as much as possible* for the best results.

Ensure that you clamp the holders back over your 4 x 5 film to keep them from moving.
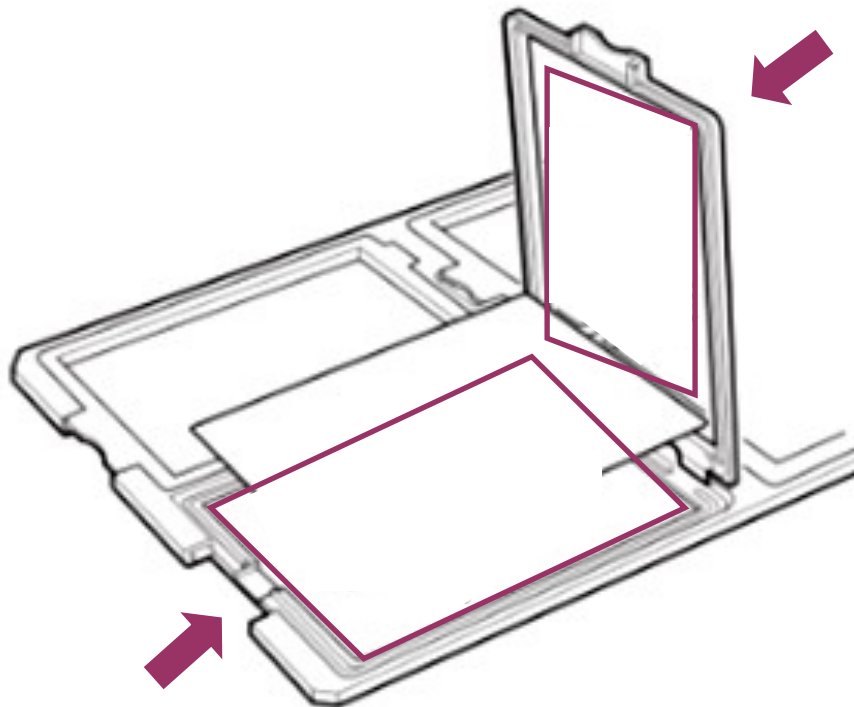
You will want to ensure that your film/photos fit into this area.
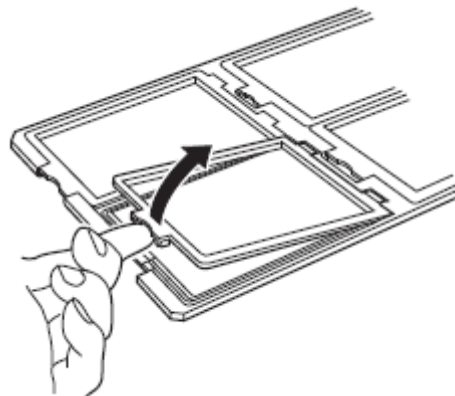
6d Prepare and Setup Your *medium format 120/220 film*

Load your medium format into the holder. You will want to set the images face-down, with the plain, white side of the medium format facing up towards you. Lastly, you will want to ensure that you clamp the cover closed and have the images fill in *as much of the holder as possible* for the best results.

Remember to snap the holder closed, so that the medium formatted photos do not move around.
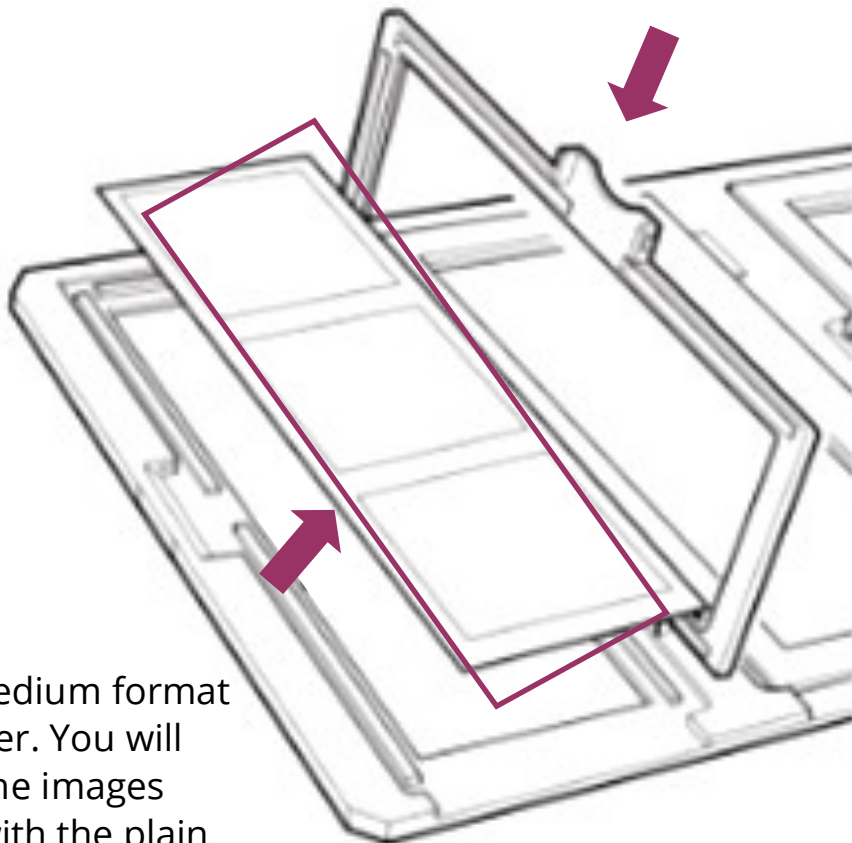
Load your medium format into the holder. You will want to set the images face-down, with the plain, white side of the medium format facing up towards you.

(6e) Prepare and Setup Your *formats on the scanner*

Load your medium format into the correct holder. You will want to ensure that you clamp the holders closed and have all images fill in *as much of the holder as possible* for the best results. After loading your holder, you will need to place it onto the scanner glass against the transparency guide. There will be an arrow on the guide, and an arrow on each holder. Ensure that both of these arrows are facing each other. Please refer to the images below:
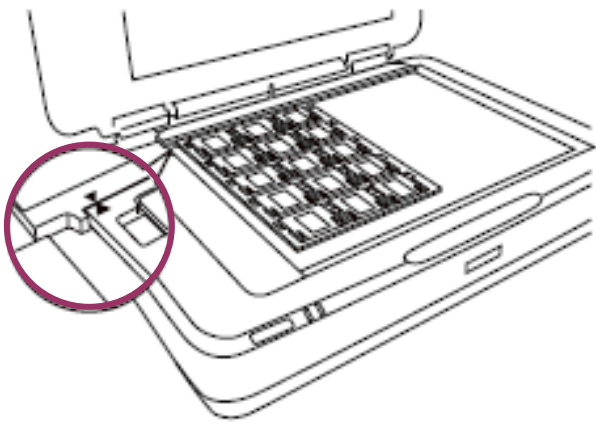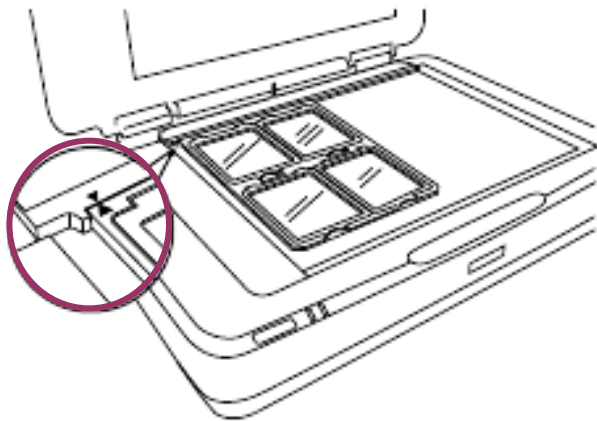

a) 35 mm slides
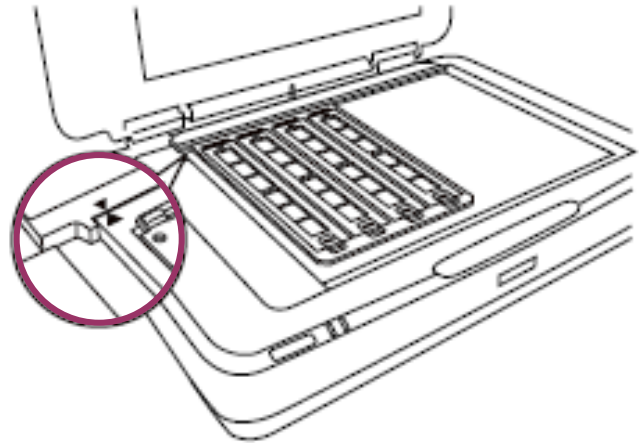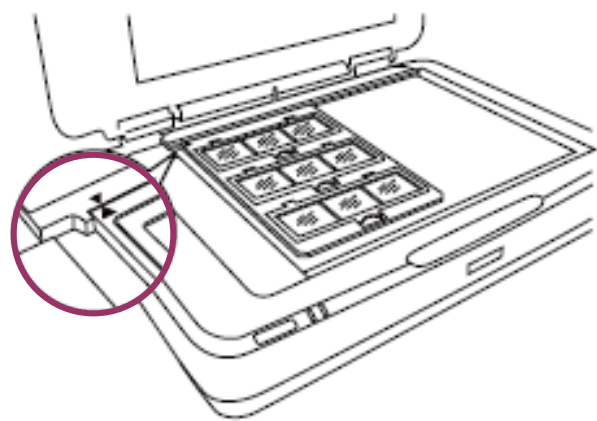

b) 35 mm film strips

c) 4 x 5 inch film

d) Medium format film

7 Select and Edit Your *Scan Settings*

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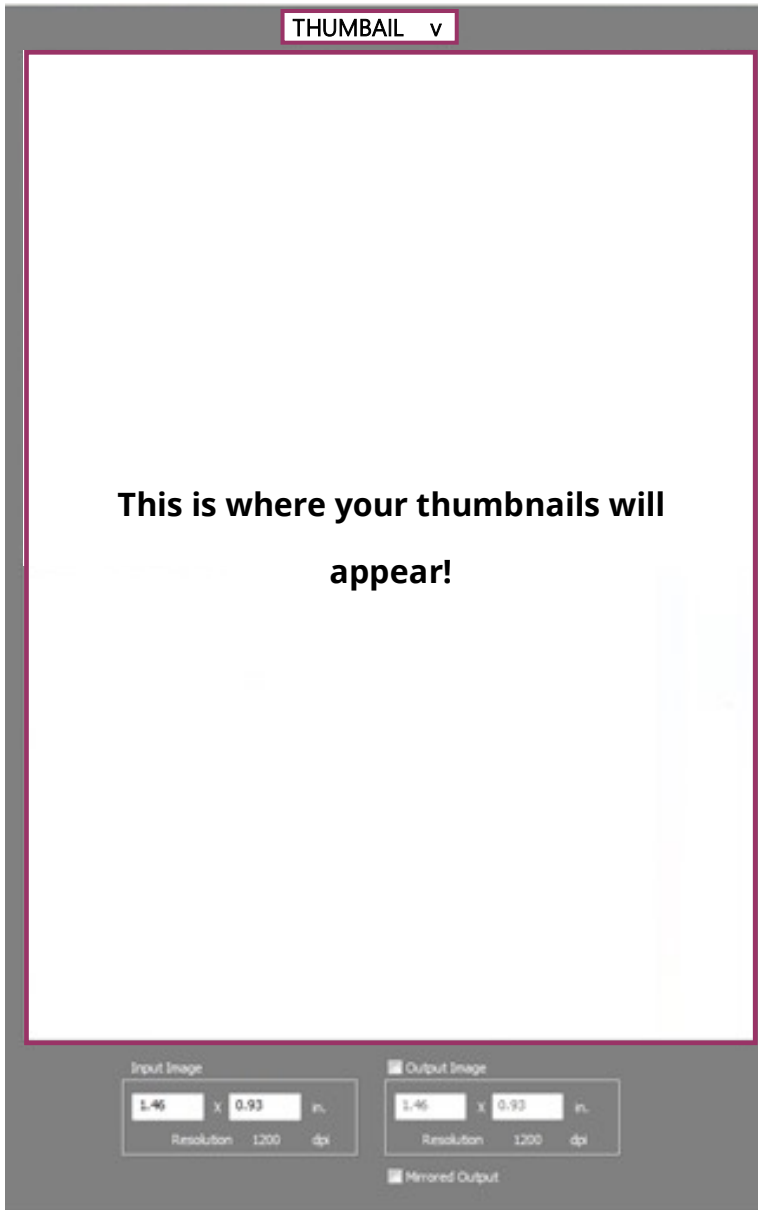

Note: You can change settings for the file name by selecting "Settings" from the File Name dropdown list.

8 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.

THUMBAIL v

This is where your thumbnails will appear!

Input Image
1.46 x 0.93 in.
Resolution 1200 dpi

Output Image
1.46 x 0.93 in.
Resolution 1200 dpi

Mirrored Output

(a)
(b)
(c)
(d)
(e)
(f)
(g)
(h)

(a) **Close:** Close the preview panel
(b) **Zoom:** Zoom in on a manually selected photo (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 photos
(f) **Auto Exposure:** Automatically adjusts the lighting of the photos
(g) **Auto Focus:** Automatically adjusts the focus of the photos
(h) **Manual Focus:** Allows the user to manually set the areas of focus points for photos

9 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.
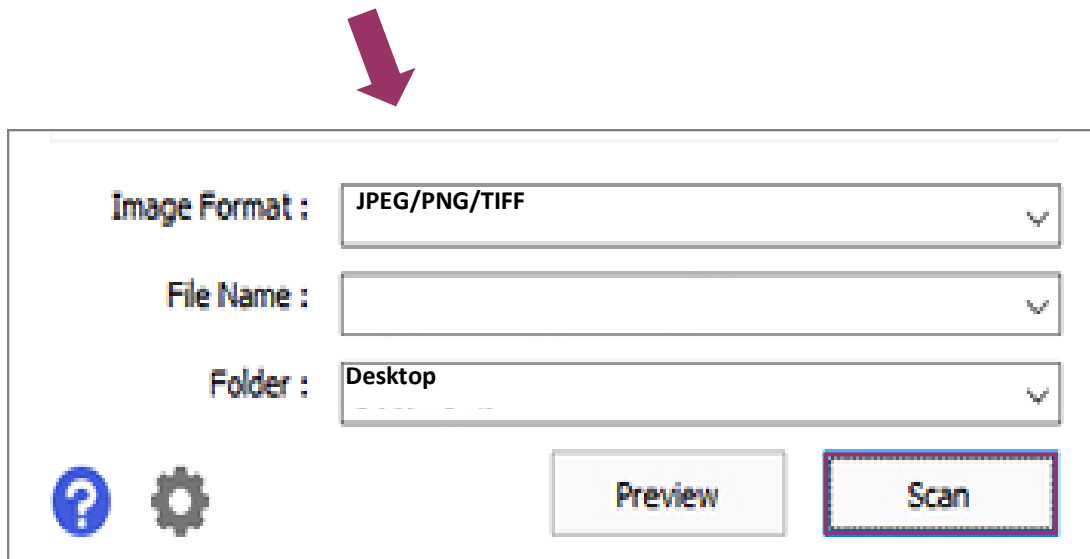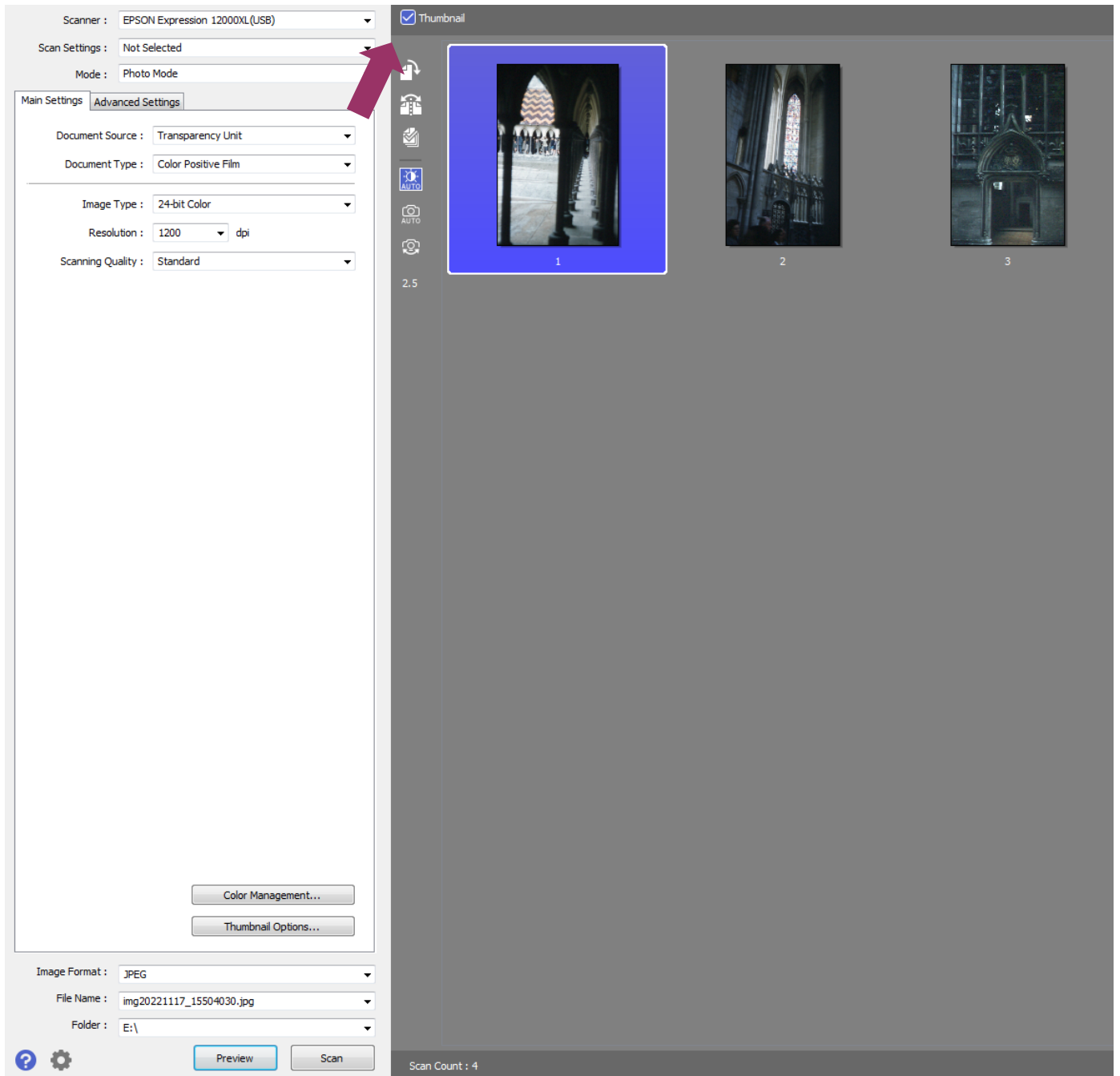
10 Confirm Your Settings and *Finalize Your Scans*

Once you are satisfied with your preview, click the '**Scan'** button to begin saving your 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 upon the following: how many images 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 photos.

Remember to select your image format!

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

11 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.

(12) 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.

(13) Finished!

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

Remember to do the following:

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