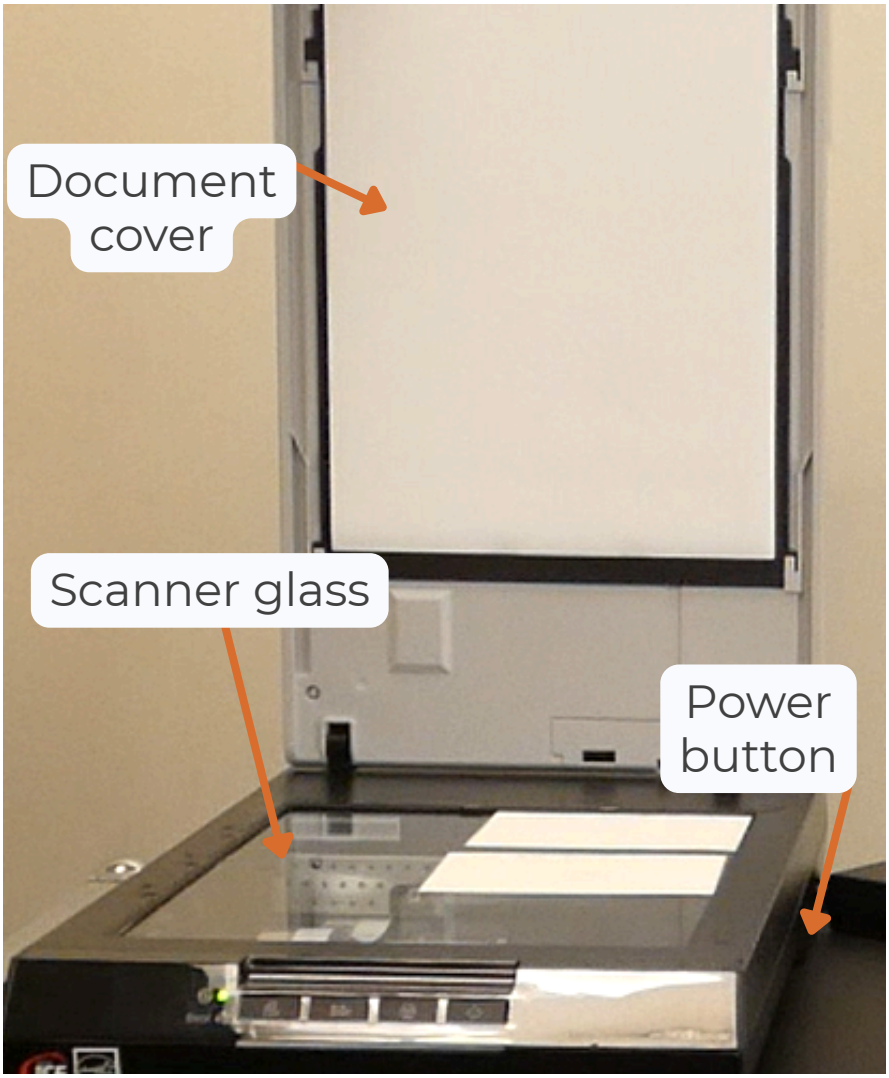
OC MEMORY LAB

Mobile Lab: Epson Scanner
Digitizing Documents/Photos & Slides/Negatives

1. **What you'll need to bring with you:**
   Documents/Negatives/Photos/Slides
   Flash drive

2. **Equipment:**
   Scanner



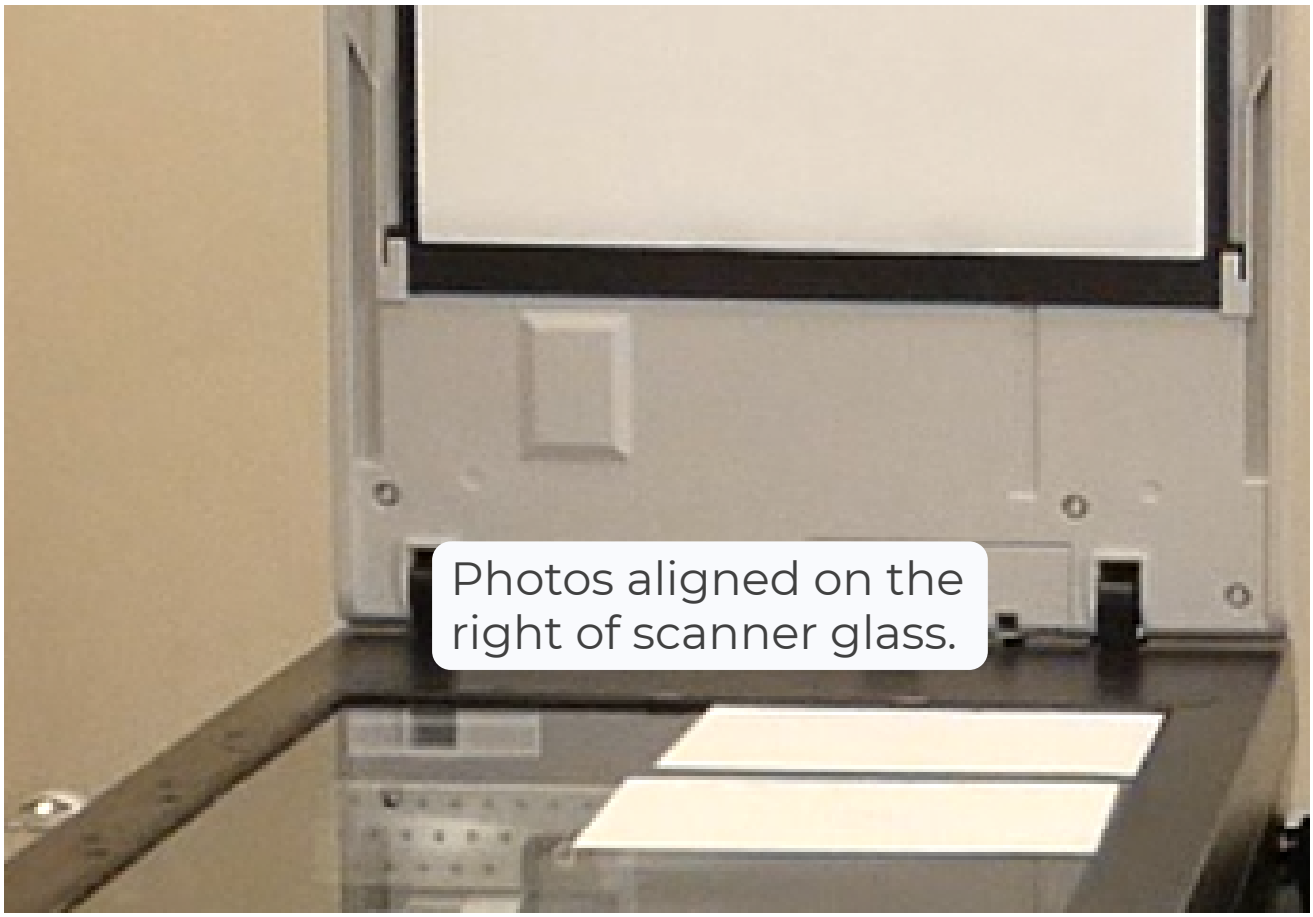
- If you are scanning negatives or slides, see Appendix A for additional equipment.

Orange County, CA Public Libraries
Open Doors. Free Access. Community.

3. Prepare:

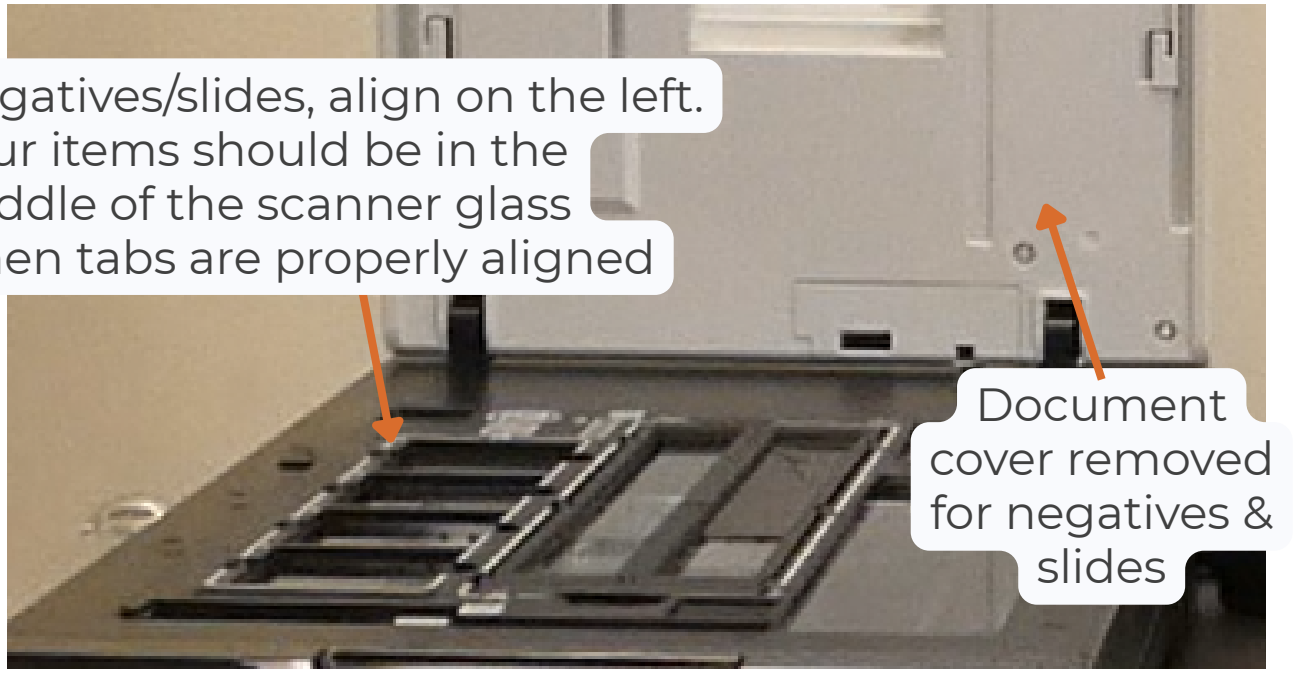
Placing items onto scanner glass.

- 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.
  - 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



Photos aligned on the right of scanner glass.

- Negatives/slides: Use the provided tray to arrange your negatives/slides (see Appendix A)
  - Place the tray onto the scanner glass
    - align the respective tab on the side of the tray with the lettered space to the left of the scanner glass
  - Remove the white document cover carefully, from the lid of the scanner, then carefully close the lid.



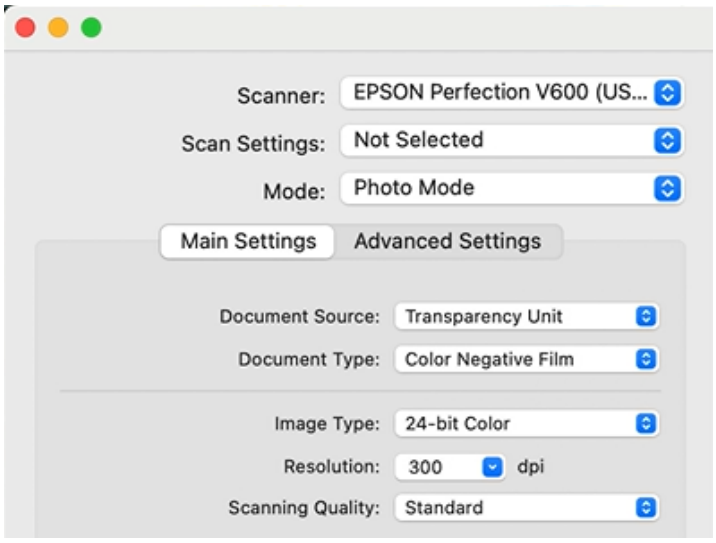
4. **Scan to the computer:**
   Move to the desktop computer to start the scan

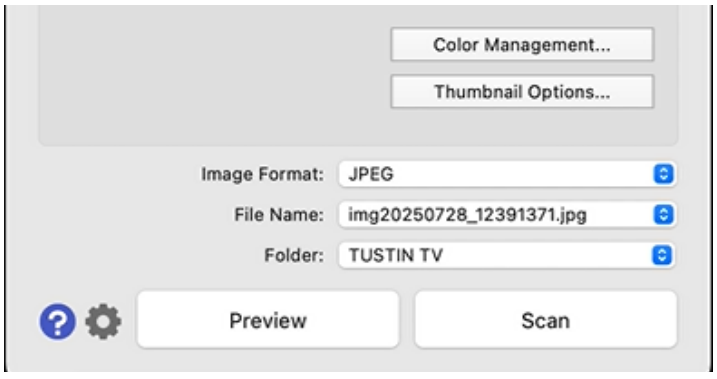
- Plug your flash drive into the USB port adapter connected to the laptop
- Find the Epson Scan 2 icon and double click to open
- A preview of your scan will appear along with the scanner settings.

OC MEMORY LAB

Mobile Lab: Epson Scanner
Digitizing Documents/Photos
Slides/Negatives

- Settings should be as follows for scanning:
  - Scanner: EPSON Perfection V600 (US...
  - 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: Default is High, , you may change this
- 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*.





Check & repeat:

5. 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.

Before you leave:

6. 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.

A. Additional equipment:

Trays for negatives or slides.



Fig. 1

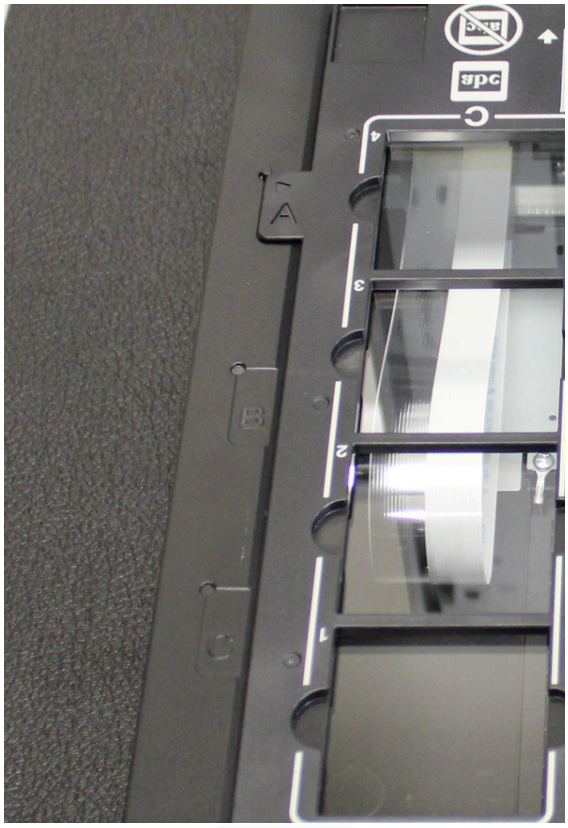


Fig. 2

- If you are using slides or negatives, use the tray in Fig. 1
  - Side A: for negatives
  - Side C: for photo slides
- Use the alignment tabs and match them up with the slots on the side of scanner glass (Fig. 2)