

How to use the

# Epson Perfection V850 Pro Photo Scanner to Scan Negatives and Slides



## Introduction

The *Epson Perfection V850 Pro Photo Scanner* is a pro-quality scanner that can be used to scan multiple forms of film, photos, and documents. It is connected to Studio Station 2. To use the scanner, make a booking for Studio Station 2 at any Service Desk. Please bring a storage device or have an online storage account for saving your photos.

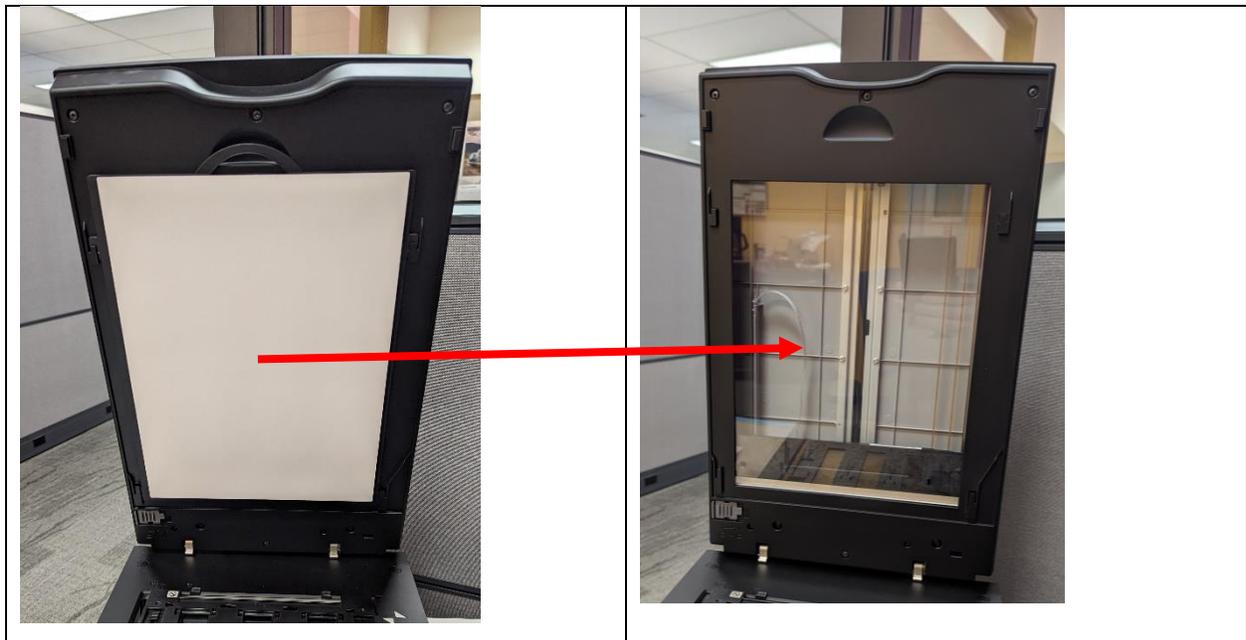
## Instructions – Scanning Slides or Film

What you will need:

1. Slides or negatives to be digitized.
2. Storage device.

Prepare the scanner:

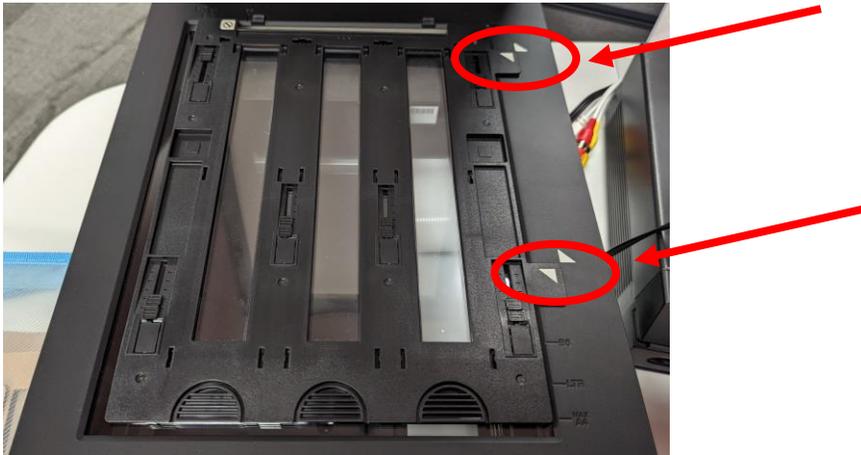
1. Log into the computer using your library card and PIN.
2. Before scanning, remove the document mat from the lid of the scanner by opening the lid of the scanner and gently sliding the document mat upwards to remove it.



3. Turn on the scanner by pressing the power button on the front of the scanner.



4. Place your media into the correct holder (4x5 film, medium format film, 35mm film, 35mm slides and 40mm slides). The general method for loading film into the holders is the same for the different sizes of media:
  - a. For film strips and film sheets, pop open the cover holder. Slide the film into the film frame with the shiny side facing down. Ensure that the cover is closed by pressing down all the edges. Flip film holder and place on the document table. Align white triangles on the holder to the white triangles on the scanner so that the nubs on the tabs go into the holes on the scanner. (See photo below.)
  - b. For slides, place slides into slide holder with the shiny side facing down. Flip film holder and place on the document table. Align white triangles on the holder to the white triangles on the scanner so that the nubs on the tabs go into the holes on the scanner. (See photo below.)



- c. For odd-sized film, use the **Film Area Guide**. Place the film area guide on the document table with the tab facing the bottom left side of the scanner. Place your film within the film area guide with the shiny base side facing down.
- d. Close the scanner lid.

### Start scanning:

1. Insert your USB memory stick into the computer.
2. Double-click on the *EPSON Scan icon* located on the computer desktop.
3. When the program opens, choose *Professional Mode*.
4. Choose the Document Type to match how you mounted your media, either **Film (with Film Holder)** or **Film (with Film Area Guide)**.
5. Choose the Film Type to match your media. For slides, choose Positive Film. For negatives, choose either **Color Negative Film** or **B&W Negative Film (Black & White)**.
6. Choose the *Image Type*, typically 24-bit colour for colour media or 16-bit greyscale for B&W media.

7. Choose the *Resolution (dpi)*. 1200 dpi is recommended to capture a good scan of a small image, such as a slide. Scan time will be long.
8. Most slides and negatives can be scanned at 300 dpi for use with sharing or printing at a photo shop.
9. Click the *Preview* button.
10. In the preview window under *Normal*, select the area of the photo or document you want to scan. Click and drag the mouse pointer to make a box around the area you want to scan for each image.
11. If you are using the Film Area Guide for odd size negatives, you may have to manually select the negative you want to scan. Click and drag the mouse pointer to make a box around the area you want to scan.
12. Click the *Scan* button.
13. Select *Other* and click on *Browse*.
14. Scroll down and click on your USB stick (F:) and then *OK*.
15. Under “File Name,” you may change the default img file name to something of your choosing (e.g. Jack’s Birthday002). Click *OK*.
16. Wait for scanning to complete, remove your film, and put in the next set. Repeat steps 8 to 10 until you are finished scanning.

## Ending your session:

**\*\*\* It is recommended you check your USB memory stick to ensure the files are there before proceeding with the steps below. Any photos or documents that may have been saved to the computer will be deleted at the end of your session and are not recoverable once deleted. \*\*\***

1. Remove your photos/documents from the scanner.
2. Close the scanner lid and turn off the scanner.
3. Open a File Explorer Window and left click on the USB drive (F:).
  - a. Choose *Eject*.
  - b. Once ejected, safely remove your USB from the computer.
4. Click on *End Session* on the computer.

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