

How to use the

Epson Perfection V850 Pro Photo Scanner to Scan Photos



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.

Epson Perfection V850 Pro Perfect Scanner

Instructions – Scanning Photos

What you will need:

1. Photos to be digitized.
2. Storage device.

Prepare the scanner:

1. Log in to the computer using your library card number and PIN.
2. Turn the scanner on via the power button on the front of the machine.



3. Place your photo or document face down in the upper-right corner of the document table (next to the arrow mark).
4. Ensure the white document mat is attached to the scanner cover.



Start Scanning:

1. Insert your USB memory stick into a USB port on the computer.
2. Double-click on the EPSON Scan icon located on the computer desktop.
3. Under “Mode,” select “Professional Mode” from the dropdown menu.
4. Choose Photo or Document to match what you have put in the scanner.
5. Choose the Image Type, typically: 24-bit colour for colour media 16-bit greyscale for B&W media.
6. Choose the Resolution (dpi) 300 works well for text documents. 300 is also okay for photos, unless you plan to reprint them to a larger size. Increasing the dpi creates a larger file and your scans will take longer.
 - a. Check off *Color Restoration* to transform an old, faded, or badly exposed photo into one with true-to-life color and sharpness.
 - b. Check off *Backlight Correction* for photos that have too much background light.
 - c. Check off *Dust Removal* to attempt to remove dust specks on photos. Do not use Dust Removal if there is no dust or scratch marks; otherwise, your scanned image may be distorted or blurred.
7. Click the *Preview* button.
8. In the preview window, 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.
9. Click the *Scan* button.

10. Under “Location,” select *Other* and then click on *Browse*.
11. Scroll down and click on your USB stick (F:). Then click OK.
12. Under “File Name,” you may change the default img file name to something of your choosing (e.g. Jack’s Birthday002). Click OK.
13. Wait for scanning to complete, remove your photo or document, and put in the next one. Repeat Steps 10 to 12 until you are finished scanning.

Instructions – 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.

Last updated February 02, 2024 by JM