



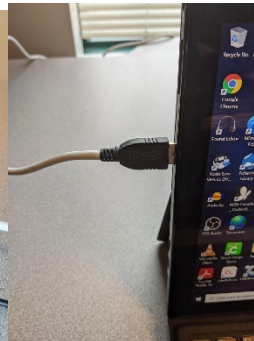
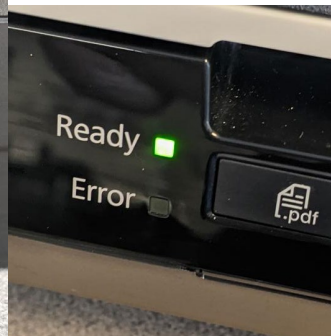
## What is the Photo Scanner?

The Photo Scanner allows clients to scan Photographs in higher quality than our Photocopier, as well as scan Film and Slides/Microfiche. The Photo Scanner is part of the Analog to Digital Conversion Station and the cables/other parts are kept in a container.



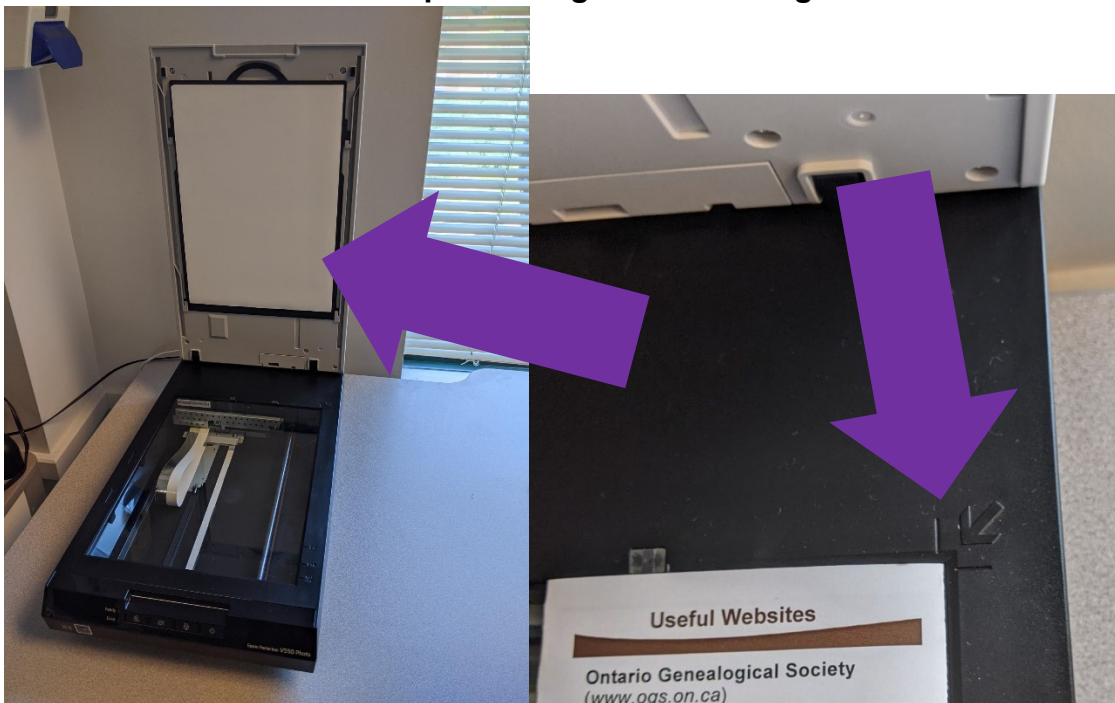
## Setting Up the Photo Scanner

1. **Plug-in and turn on the Photo Scanner**  
(The light on the front should turn green)

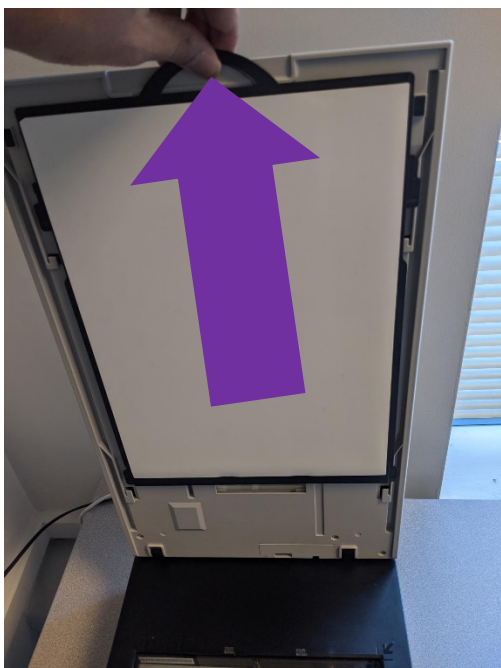


## Setting Up the Photo Scanner

1. To Scan Regular Photographs, keep the Document Mat in the top of the scanner. Place the photograph on the scanning bed in the top right, close the Scanner and skip to Using the Scanning Software



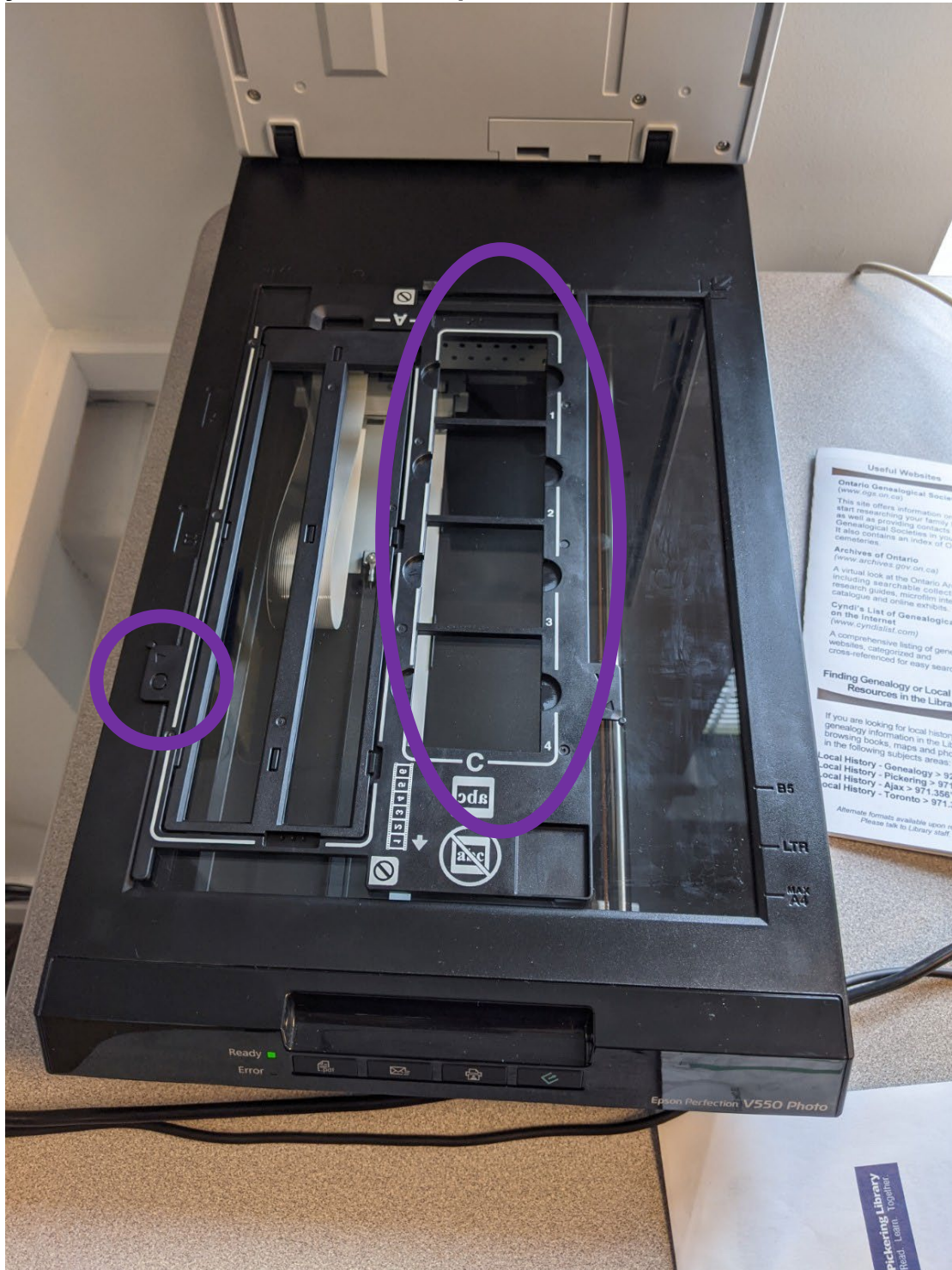
2. To scan film or slides/microfiche, remove the Document Mat



3. Place the correct strip holder on the scanner surface depending on what the client wants to scan  
(Each strip has a tab with a letter the indicates where it should be placed on the scanner)



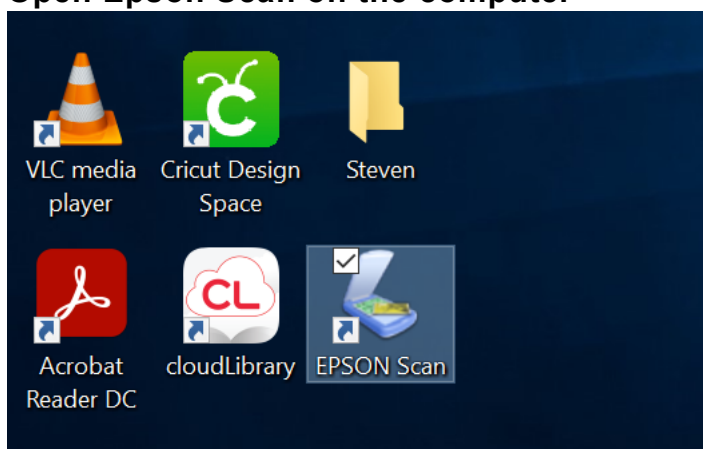
**NOTE:** In the example below, the client wants to use the C clots so they matched the C Tab in the C slot. If they wanted to use the A section, you would have to instead line up the A tab with the A slot.



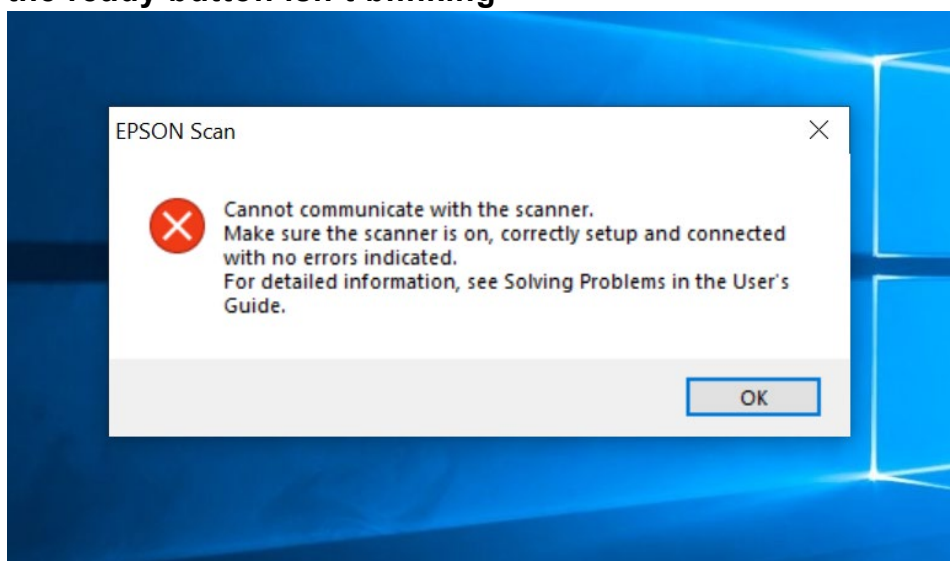
4. Have the client place the materials they want to scan into the slots on the strip and close the scanner

## Using the Scanning Software

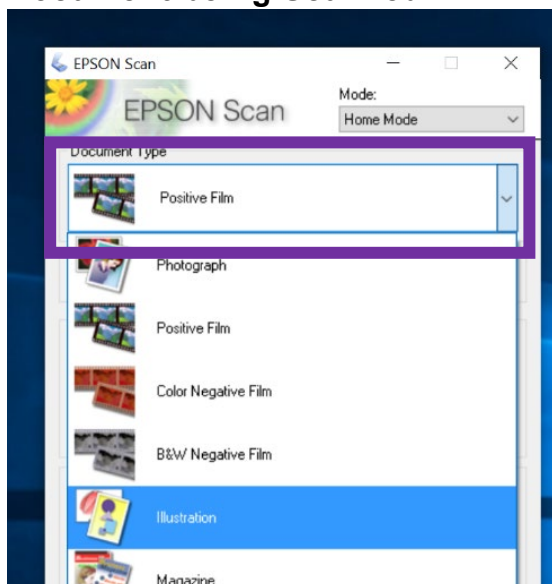
1. Open Epson Scan on the computer



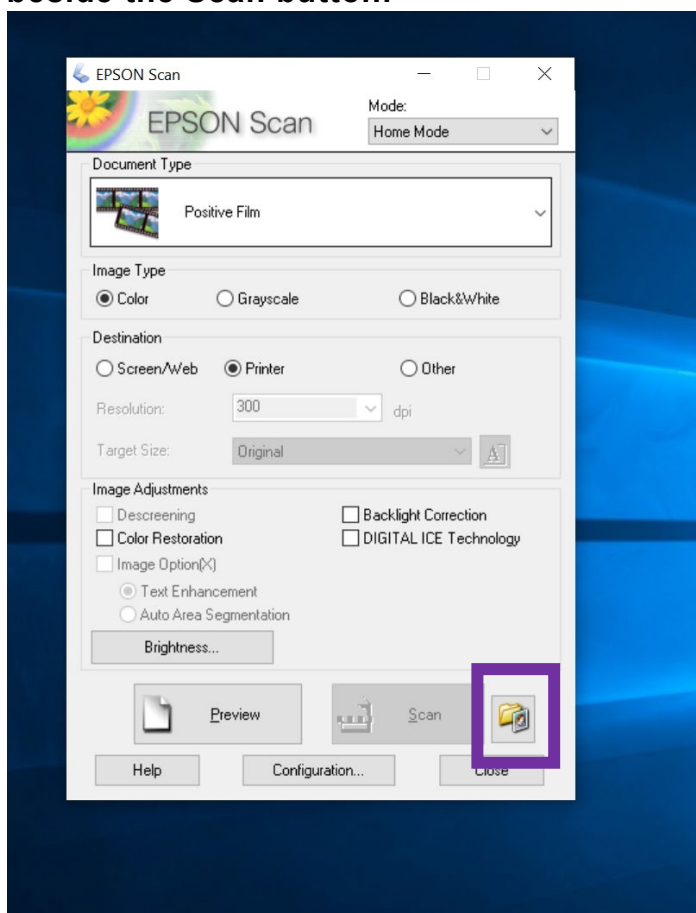
**NOTE: If you get an error check if the scanner is on, if it is make sure the ready button isn't blinking**



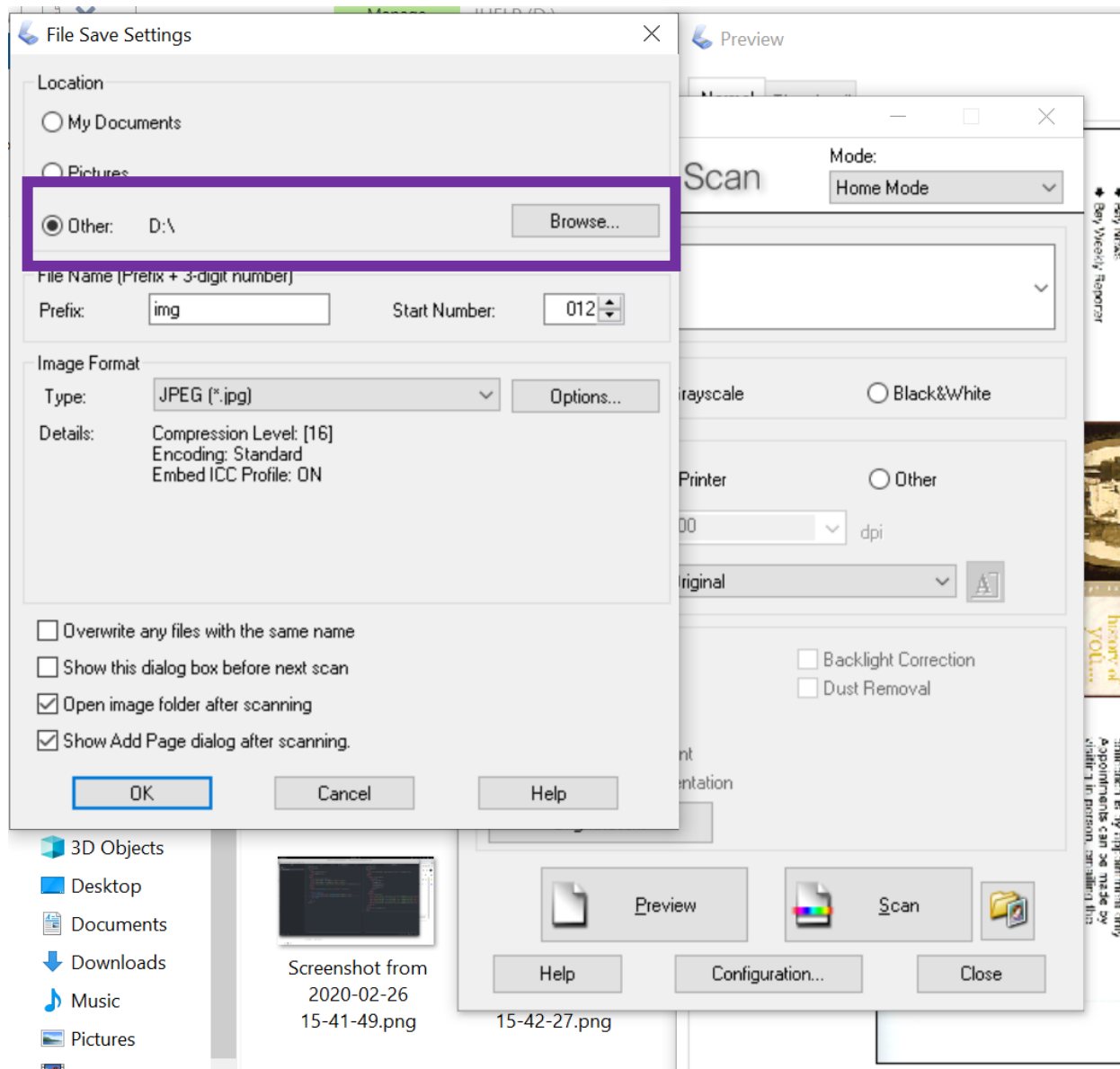
## 2. Select the type of Document being Scanned



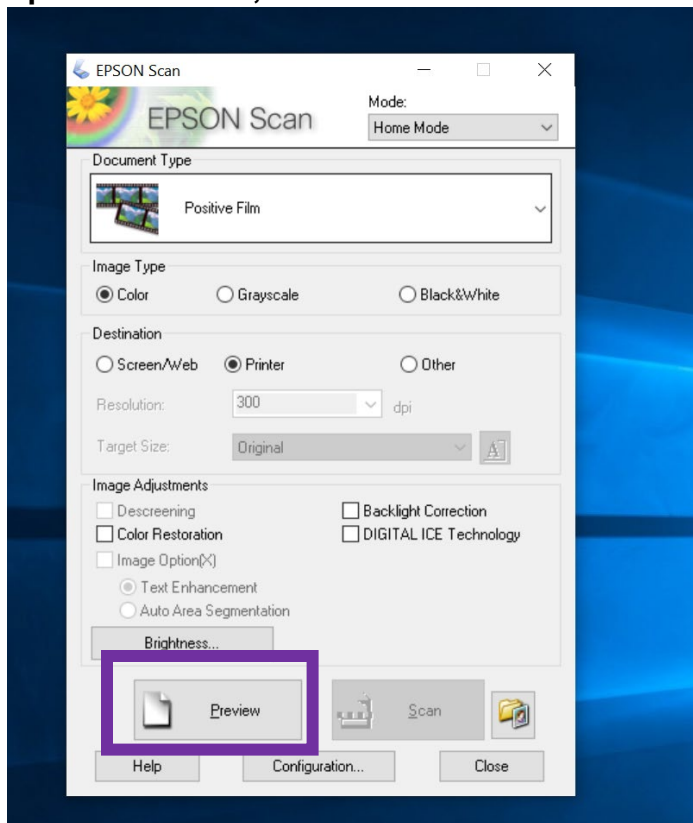
## 3. If the client has a USB, have them plug it in and click the folder button beside the Scan button.



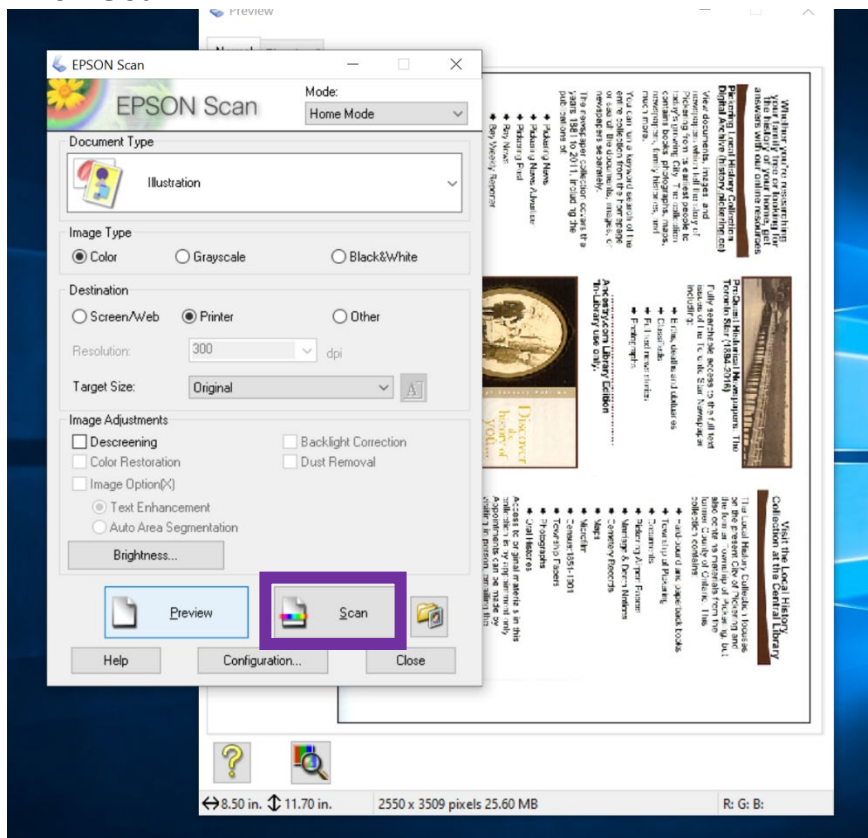
4. Click Other and then click the Browse button. The client can then choose their USB as the save location.



5. Click Preview to start up the Scanner, wait for it to finish



## 6. Click Scan



7. After the scan, open the scanner and place the next item to be scanned
8. Close the scanner and repeat from Step 3
9. When done scanning, you can close the program and clients can move over their files onto a USB/Portable Hard Drive/Email if they didn't set that up previously.