

# **PHOTO DIGITIZATION EQUIPMENT -QUICK START GUIDE-**

**at the Beebe Digital Media Lab**

# GLOSSARY

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# PHOTO DIGITIZATION EQUIPMENT

## EQUIPMENT LIST

### Photo Digitization Station

TechLab1 PC - Dell Optiplex 7440 AIO/Intel i5-6500/3.2GHz/8GB RAM

Flatbed Scanner - Epson Perfection V600

Sheet Fed Scanner - FastFoto FF-680W

USB Hub - Sabrent 4-port HB-MC3B

### Other

Headphones w/ Microphone - Sennheiser HD 400S

Headphones w/ Microphone (2) - Logitech H151

### Our photo digitization equipment can accommodate the following formats:

35mm film strip

6cm medium format film

35mm slides

A4 or US letter size flat document

Photos measuring 3.5in to 10in

Polaroid photos

Panoramic photos up to 36in

# PHOTO DIGITIZATION EQUIPMENT

## Epson Perfection V600 Flatbed Scanner


### Flatbed Scanner - Printed Photographs

*For more detailed information, including photo editing settings, please see the User Guide located on the PC desktop.*



The scanner should be on during your appointment, but if not, turn on the scanner by pressing the power button located on the right side of the scanner. Place your document or photo facedown on the document table, making sure that the upper-right corner of the photo is against the corner of the scanner, next to the arrow mark. Close the scanner cover gently so that your original doesn't move.

*Note: Always keep the document table clean and do not leave photos on the document table for an extended period of time as they may stick to the glass.*

You can start Epson Scan just by pressing the Start button on the scanner (  ). The Epson Scan window automatically opens and defaults to Full Auto Mode. To change the scan mode, click the arrow in the Mode box in the upper-right corner of the Epson Scan window and choose the mode you want to use.

**Full Auto Mode** lets you scan quickly and easily, without selecting any settings or previewing your image.

**Home Mode** lets you customize some scanning settings and check their effects with a preview image.

**Professional Mode** lets you review your image and make extensive, detailed corrections to it before scanning.

*Note: The mode you select remains in effect when you start Epson Scan next time.*

# PHOTO DIGITIZATION EQUIPMENT

After choosing your Mode, click Scan to begin scanning or Customize to set specific settings.

*Note: If the “Show this dialog box before next scan” check box is cleared, the Epson Scan starts scanning immediately without displaying this screen. To return to this screen, click Cancel in the Scanning dialog box during scanning.*

Epson Scan previews each image, detects which type of original it is, and selects the scan settings automatically. After a moment, you see a small preview of each image in the Epson Scan window.

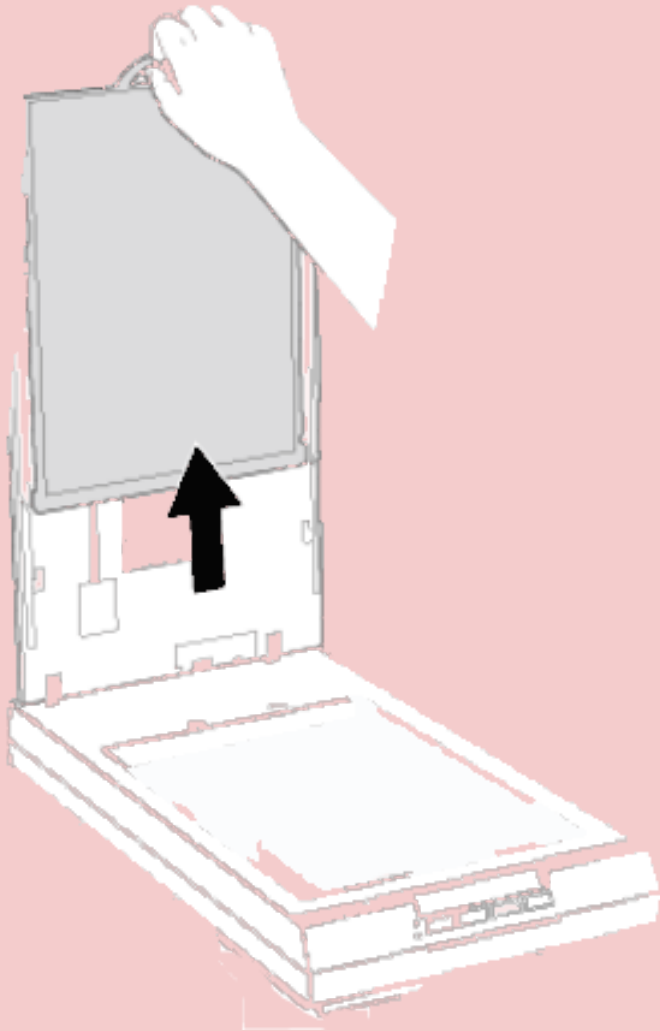
*Note: If you need to change any settings, click Pause to return to the Epson Scan window.*

If you use **Full Auto Mode**, your scanned image is saved in the file format and location you selected in the File Save Settings window. If you did not select any settings previously, it is saved as a JPEG in the computer’s Pictures folder (there is a shortcut on the desktop). If you use **Home or Professional Modes**, you will see the File Save Settings window after your scan. This lets you select the name and location of your saved scan files.

**For more detailed information, including photo editing settings, please see the User Guide located on the PC desktop.**

# PHOTO DIGITIZATION EQUIPMENT

## Flatbed Scanner - Scanning Film or Slides



To scan film strips or slides, you need to remove the document mat from the scanner cover. Gently slide up the document mat to remove it.

You may need to wipe the transparency unit window and the document table before placing film or slides. Please use the provided microfiber cloth.

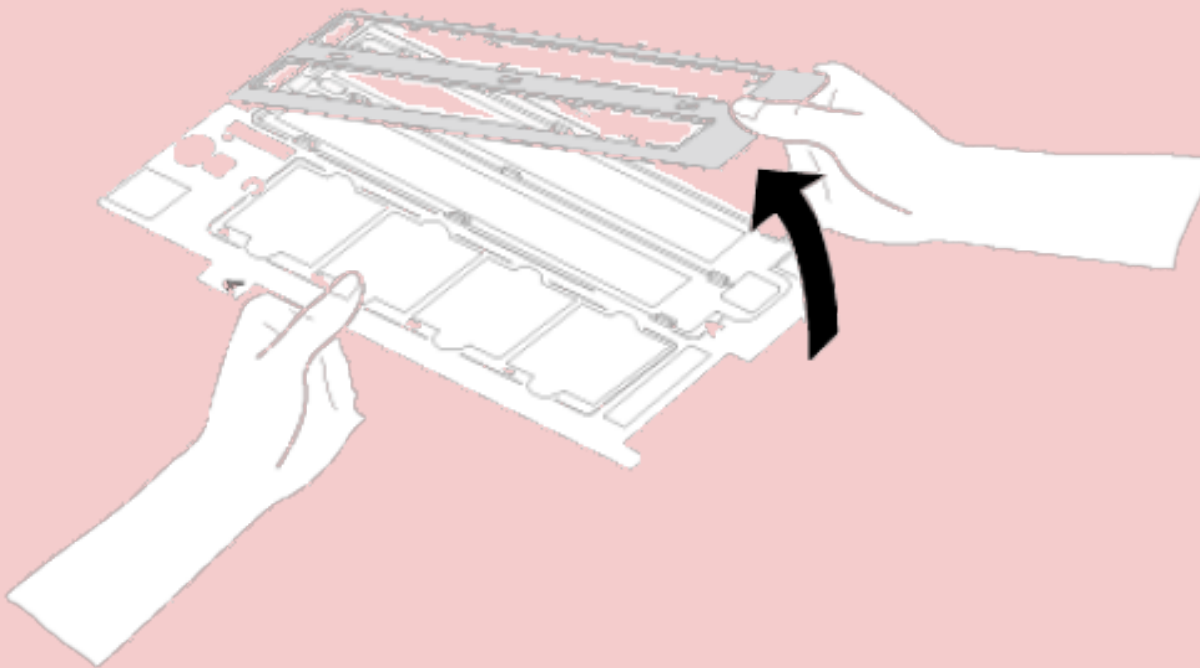
# PHOTO DIGITIZATION EQUIPMENT

## Flatbed Scanner - Scanning 35mm Film Strips

To place film for scanning, use the 35mm film strip holder. Slide one or two film strips all the way into the film holder with the shiny base side facing down.

*Hold the edge of the film gently or use gloves to touch the film to avoid damage.*

Your images and any wording on the film strips should appear backwards on the side that faces up.



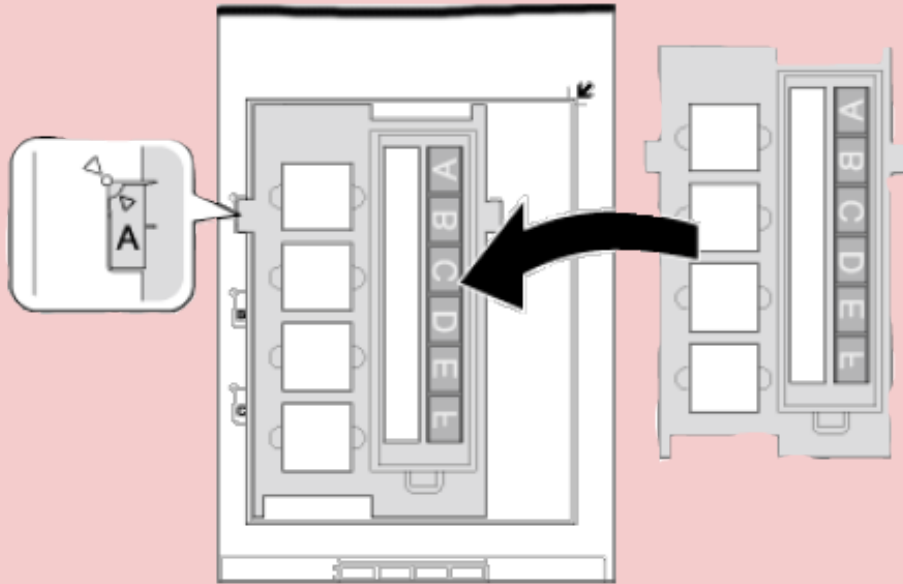
Make sure the white stickers on the back of the film holder and the areas around them are not covered, dusty, or scratched. If the areas are obscured, the scanner may have trouble recognizing your film. Also, do not cover the small holes in the film holder.

Close the cover of the film strip holder and press it down until you hear a click. Then press all of the edges of the covers to secure them.

# PHOTO DIGITIZATION EQUIPMENT

## Flatbed Scanner - Scanning 35mm Film Strips cont.

Place the film holder on the document table so that it is aligned as shown. Make sure the tab labeled “A” on the film holder fits into the area labelled “A” on the scanner. (Shown below.)



Make sure you have removed the document mat (see p.5) and close the scanner cover.

You can start Epson Scan just by pressing the Start button on the scanner. The Epson Scan window automatically opens and defaults to Full Auto Mode. To change the scan mode, click the arrow in the Mode box in the upper-right corner of the Epson Scan window and choose the mode you want to use. (See p. 3-4 for more information).

*Note: In Full Auto Mode, you can scan only 35 mm color film strips or color positive slides. To scan other types of film, use Home Mode or Professional Mode. To change the scan mode, see p. 3-4.*

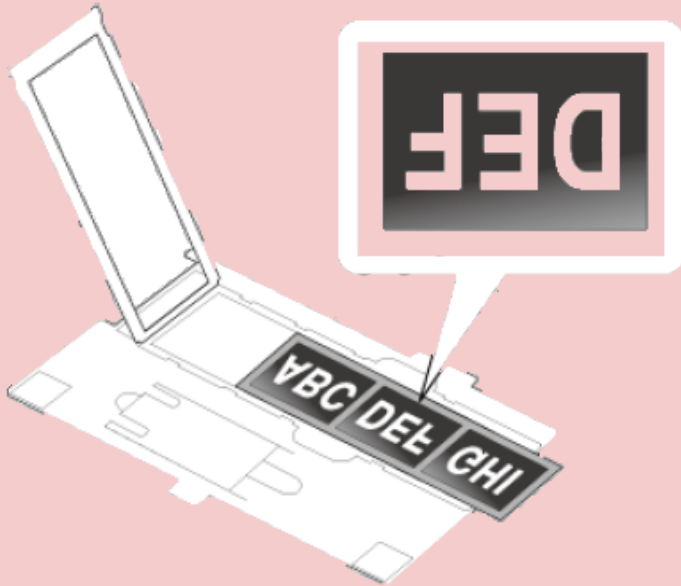
It takes a few minutes to scan a full film strip. When you are finished scanning film, be sure to replace the document mat before scanning documents or photos (see p. 11).



# PHOTO DIGITIZATION EQUIPMENT

## Flatbed Scanner - Scanning Medium Format Film

To place film for scanning, open the cover on the medium format film holder.



Slide one medium format film image into the film holder with the shiny base side facing down. *(Hold the edge of the film gently or use gloves to touch the film to avoid damage.)* Your images and any wording on the film strips should appear backwards on the side that faces up. Do not cover the small holes in the film holder.

## Using the Scanning Support Sheet

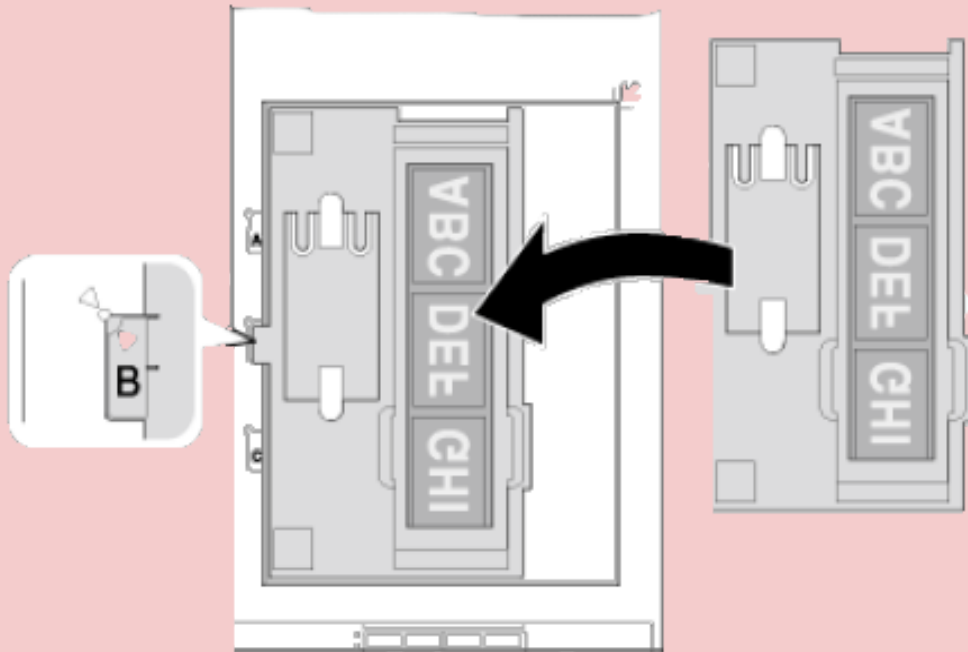
When your film is curved downwards, place the scanning support sheet under the film with the glossy surface facing up. Then, close the holder cover.

When your film is curved upwards, place the scanning support sheet on the film with the glossy surface facing down. Then, close the holder cover.


# PHOTO DIGITIZATION EQUIPMENT

## Flatbed Scanner - Scanning Medium Format Film cont.

Place the film holder on the document table so that it is aligned as shown. Make sure the tab labeled “B” on the film holder fits into the area labelled “B” on the scanner. (Shown below.)



Make sure you removed the document mat (see p.5) and close the scanner cover.

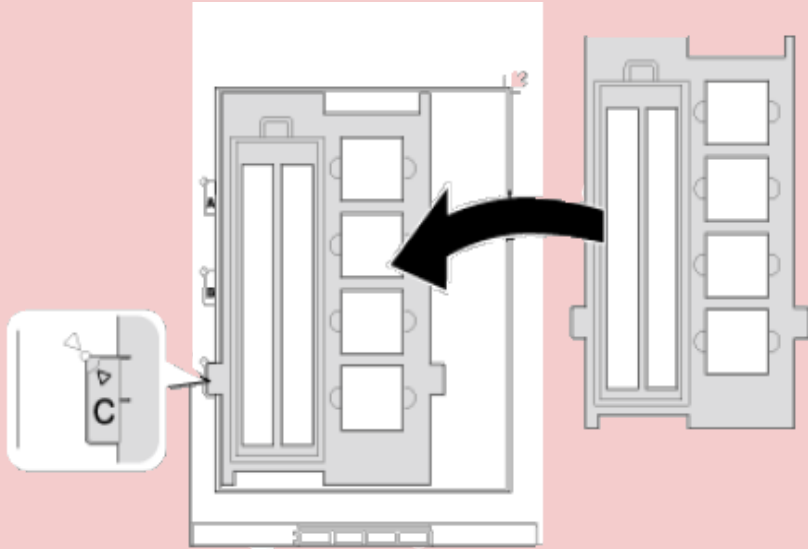
You can start Epson Scan just by pressing the Start button on the scanner (  ). The Epson Scan window automatically opens and defaults to Full Auto Mode. **However, you cannot use Full Auto Mode to scan medium format film.** To change the scan mode, click the arrow in the Mode box in the upper-right corner of the Epson Scan window and choose the mode you want to use. (See p. 3-4 for more information).

It takes a few minutes to scan a full film strip. When you are finished scanning film, be sure to replace the document mat before scanning documents or photos (see p. 11).

# PHOTO DIGITIZATION EQUIPMENT

## Flatbed Scanner - Scanning Slides

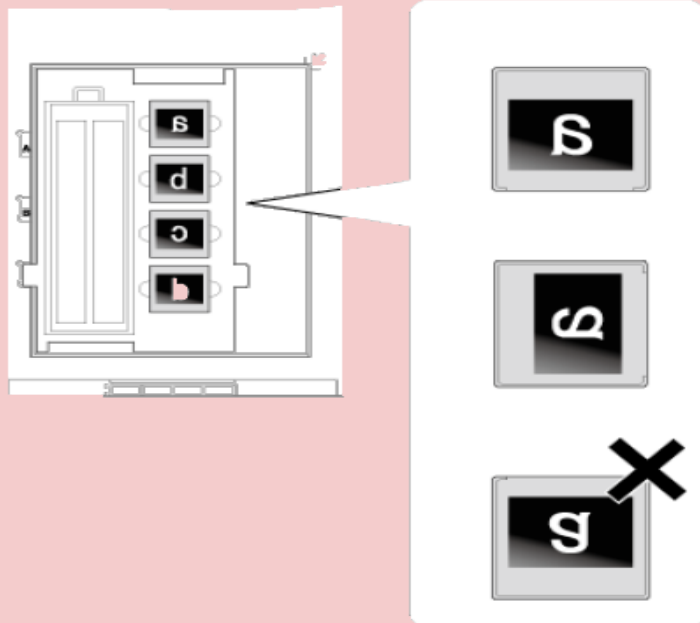
You can scan up to four 35 mm slides at a time using the slide portion of the film holder.



Place the film holder on the document table so that it is aligned as shown. Make sure the tab labelled “C” on the film holder fits into the area labelled “C” on the scanner. (Shown left.)

Make sure the white stickers on the back of the film holder and the areas around them are not covered, dusty, or scratched. If the areas are obscured, the scanner may have trouble recognizing your film. Also, do not cover the small holes in the film holder.

Place up to four slides in the film holder with the shiny base side facing down. Your images should appear backwards on the side that faces up.



Place the long edge of the slide in the film holder as shown (left).

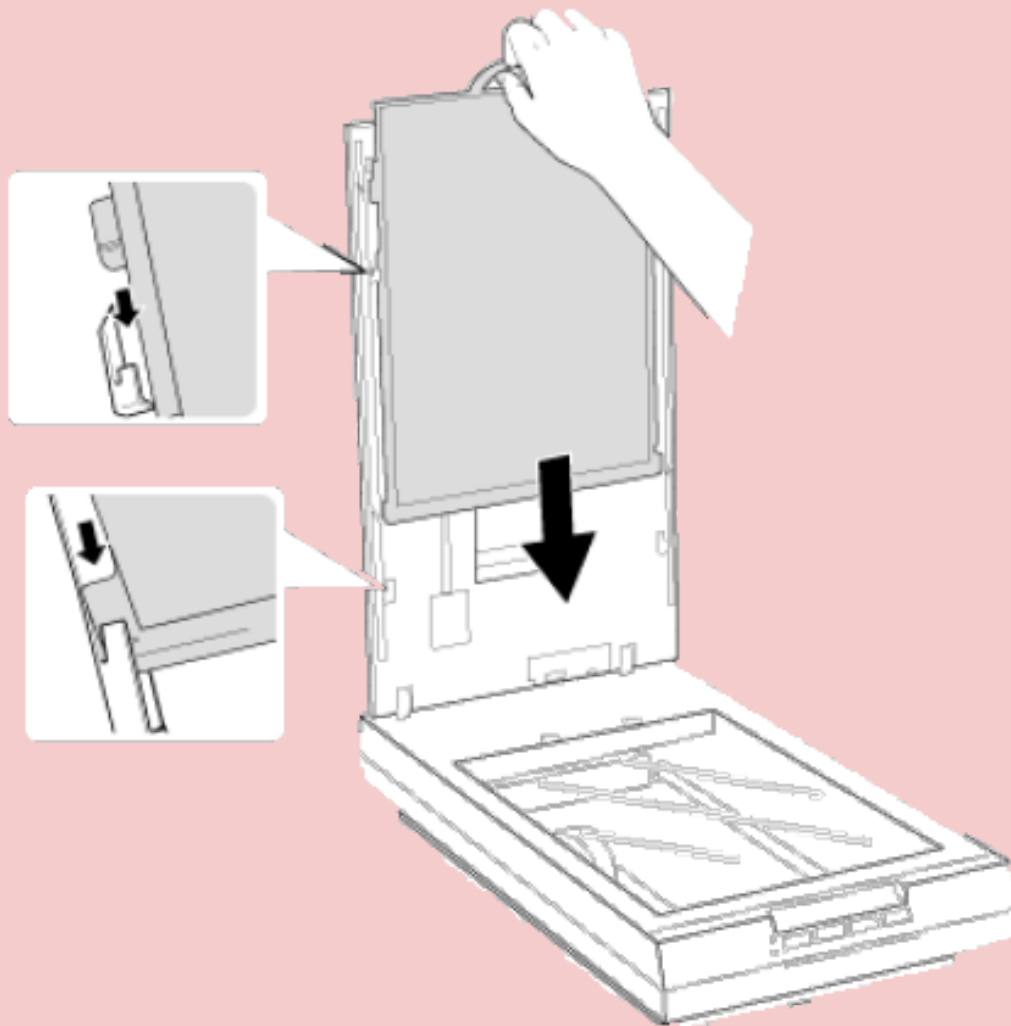
Make sure you have removed the document mat (see p. 5) and close the scanner cover.

When you are finished scanning slides, be sure to replace the document mat before scanning documents or photos (see p. 11).

# PHOTO DIGITIZATION EQUIPMENT

## Flatbed Scanner - Replacing the Document Mat

Replace the document mat by sliding it into the notches in the scanner cover. Make sure the white surface faces outwards.



# PHOTO DIGITIZATION EQUIPMENT

## FastFoto FF-680W Sheet Fed Scanner

### Sheet Fed Scanner - Preparing Photos for Scanning



Epson FastFoto can best scan batches of photos if they are all the same size. However, Epson FastFoto can scan photos in these different sizes in a single batch: 4 × 6 inches and 5 × 7 inches. To do this, you must group photos of the same size next to each other with the largest at the back.

*Note: If you are loading a Polaroid or other instant photo, a photo that is longer than 12.1 inches (307.3 mm), or a photo inside the carrier sheet, load only one photo at a time.*

Epson FastFoto also allows you to add file names to photos as you scan them. Enter a subject or date when you scan a batch of photos and Epson FastFoto will add the subject or date to the file name of each image. Organizing your photos by subject, date, or location before scanning lets Epson FastFoto add a descriptive file name to every photo in a batch, if desired.

# PHOTO DIGITIZATION EQUIPMENT

## Sheet Fed Scanner - Organizing & Cleaning Your Photos

*Before scanning multiple photos, organize and clean your photos as described here.*

1. Organize your photos by subject, date, or location.
2. Group your photos by size in landscape orientation and top edge first.  
*Note: You can rotate the portrait images after scanning.*
3. Fan your stack of photos to make sure they are not stuck together. If photos are stuck together, scan them one at a time. (Photos may stick together if you scan the same batch of photos several times.)
4. Use a soft, dry cloth to wipe the front and back of your photos to remove dust, dirt, or other particles that could potentially scratch your photos.

*Caution: Because of the speed at which photos are scanned, dust particles on your photos can cause white lines to appear in scanned images, and in extreme cases can lightly scratch the protective finish on your photos.*

5. Flatten any curled photos.

## Sheet-Fed Scanner - Loading Photos in the Input Tray

You can load up to 36 photos (depending on size) in the input tray.

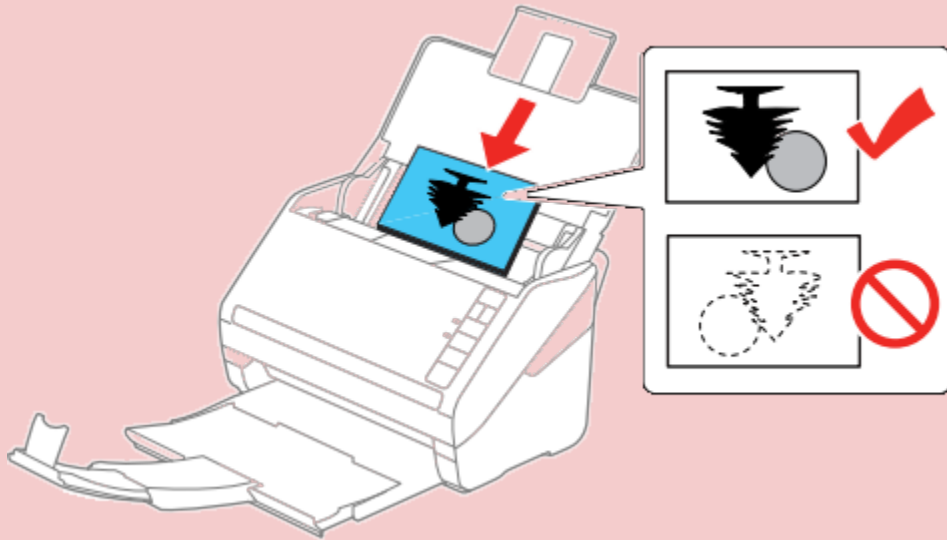
*Caution: Do not load fragile or irreplaceable photos, or valuable original documents or artwork, directly into the input tray. This may wrinkle or damage the original. Load these originals one at a time using a carrier sheet.*

Follow these guidelines when loading photos:

- Do not mix photos and documents. Scan documents separately.
- Scan photos of the same size in a batch.
- Do not add more photos during scanning.
- The total thickness of the photo stack must be less than 0.3 in. including any curve in the photos.

# PHOTO DIGITIZATION EQUIPMENT

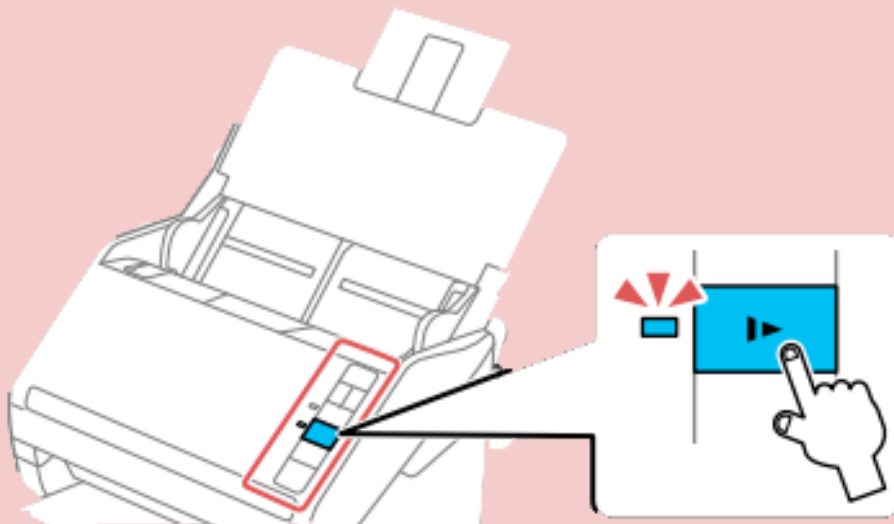
## Sheet-Fed Scanner - Loading Photos in the Input Tray cont.



Load your photos in the center of the input tray faceup, in landscape orientation and top edge first, then slide them in until they meet resistance.

Slide the edge guides against the edges of the photos.

If you are scanning a photo that is longer than 12 inches, support the photo as it enters into and ejects from the scanner.



If you encounter a paper jam, press the slow mode button once before scanning to slow down the feeding speed. Press it again when you finish to return to normal speed.

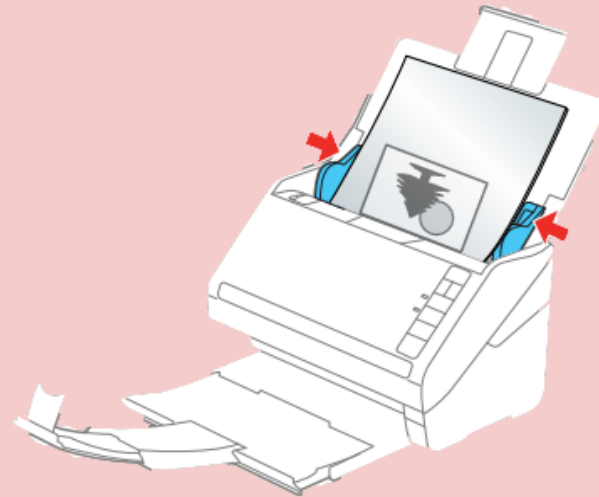
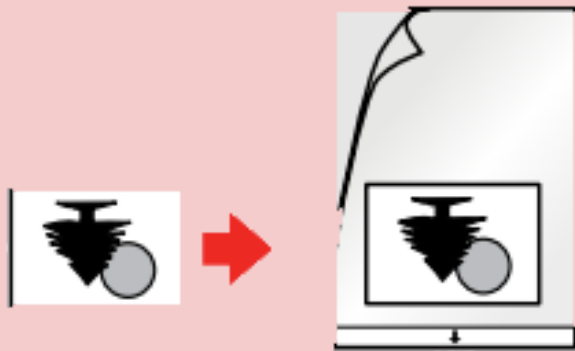
# PHOTO DIGITIZATION EQUIPMENT

## Sheet Fed Scanner - Loading Photos with a Carrier Sheet

You can load a large, folded, fragile, or irregularly shaped photo in the input tray using the carrier sheet included with your scanner. The carrier sheet is located to the left of the scanner in a file folder.

**The following photos must be put into a carrier sheet when scanning:**

- Photos in large or uneven shapes
- Photos smaller than 2 x 2 in.
- Perforated photos
- Torn or fragile photos
- Curved or wrinkled photo




Insert your photo in the center of the carrier sheet with the printed side faceup and the top edge facing the arrow on the sheet.

Load the carrier sheet in the input tray face-up with the arrow leading into the scanner until it meets resistance. Slide the edge guides against the edges of the carrier sheet.



# PHOTO DIGITIZATION EQUIPMENT

## Sheet Fed Scanner - Scanning Photos

Load your photos on the photo tray (see p. 14-15). Begin scanning by pressing the scan  button on the scanner. You will see a new window open up. Fill in the necessary fields depending on how you want the software to organize your scanned images. If you enter a subject or date, Epson FastFoto will add the subject or date to the file name of each image.

By default, your images will automatically be saved to the Pictures folder, which has a shortcut on the desktop.

To change the file save location, open the Epson FastFoto software and click Settings in the upper-right corner. In the Organization menu, click the folder icon and choose a file save location. You may also choose a file name prefix to help organize your photos.

# PHOTO DIGITIZATION EQUIPMENT

## Sheet Fed Scanner - Photo Loading Capacity

Photo size	Loading capacity
3.5 × 5 inches (89 × 127 mm)	30-36 photos
4 × 6 inches (102 × 152 mm)	30-36 photos
5 × 7 inches (127 × 178 mm)	30-36 photos
8 × 10 inches (203 × 254 mm)	10 photos
Polaroid photos	1 photo
Photos in the carrier sheet	1 photo
Panoramic photos under 12 inches (304.8 mm)	10 photos
Panoramic photos between 12.1 and 36 inches (307.3 and 914.4 mm)	1 photo

**Caution - Do not load the following types of originals in the scanner, or they may be damaged or may damage the scanner:**

- Photos with any wet or sticky residue, including tape
- Photos with staples or clips
- Photos that are peeling
- Peel-apart or thermal-transfer photos