

Imaging Station



Film Scanning (slides, strips & negatives)

The Epson V850 Professional scanner is connected to the Imaging Station and can be used to scan various film formats (e.g. slides, strips & negatives). Scans can then be copied to a USB stick.



The scanner cannot scan *negative slides*

However, it will scan other types of negatives

*** WARNING ***

Media is susceptible to damage. The Coquitlam Public Library is not responsible for any damage that may occur to your media by using this equipment.

By using the equipment you are confirming that you are the copyright holder for all media and content that you digitize. You also agree that the Coquitlam Public Library will take no responsibility for any copyright violations you may incur as a result of using the room, its' equipment and/or software.

What you will need

1



Your slides, film and/or negatives



2



A USB Memory Stick

**USB Memory sticks are available for purchase
at the front counter of the library**

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. If the scanner is already on, a green light will be glowing

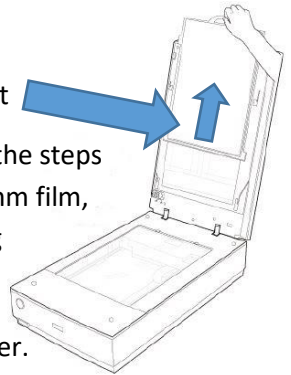


Place your media on the Scanner

Important! Before scanning remove the document mat.

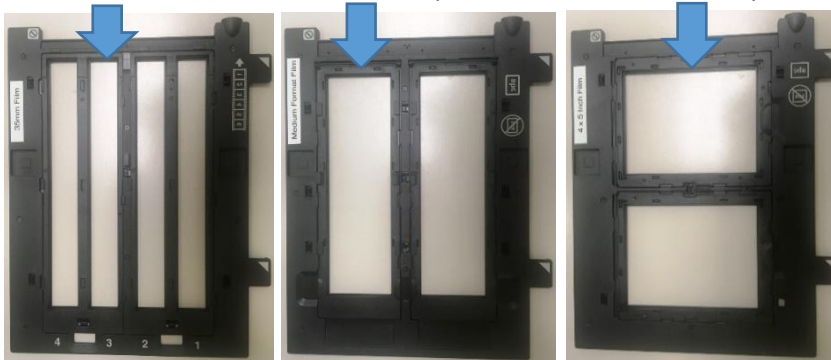
1 Open the lid of the scanner, and **gently** slide the document mat upwards to remove it

2 Place your media into a holder. If your media will not fit into a holder, skip down to the steps for the *Film Area Guide (d.)*. Available holders are 4x5 film, medium format film, 35mm film, 35mm slides and 40mm slides. Though the sizes vary, the general method for loading film into the holder is the same:



a. For film strips and film sheets, pop open the cover(s) on the film frame of the holder.

Slide the film into the film frame with the shiny side facing down. Your images and any wording should appear backwards. The top of your images should face the top, open end of the film holder. Place the cover(s) over the film and press them down until they click.



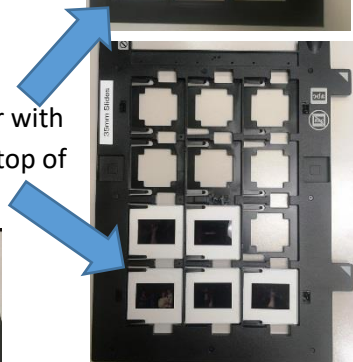
b. For slides, place up to twelve slides in the 35 mm or 40mm slide holder with the shiny side facing down. Your image should appear backwards. The top of your images should face the top of the film holder.

c. Place the film holder on the document table so that the nubs on the tabs go into the holes on the scanner.

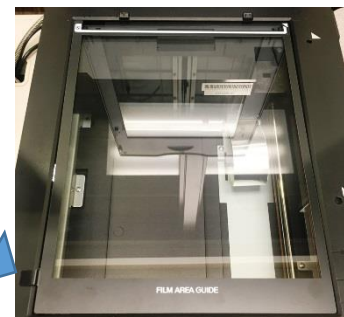


d. For odd sized film, use the Film Area Guide.

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. Any wording on the film should appear backwards.



e. Close the scanner lid.



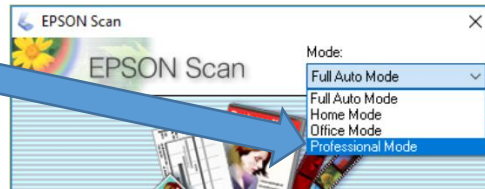
*This machine **cannot scan negative slides**
However, it will scan other types of negatives*

Start Scanning

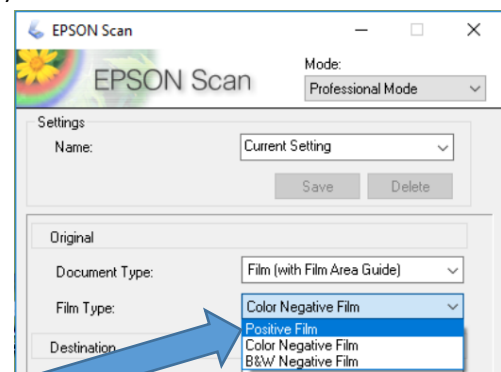
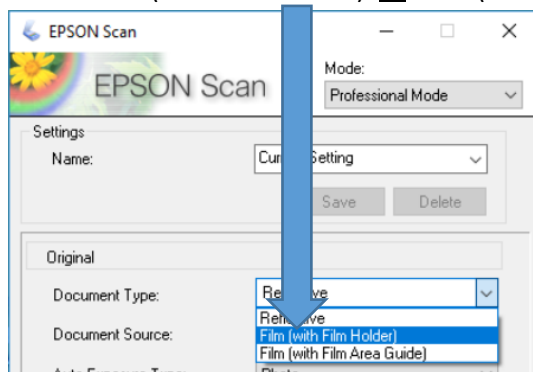
1 Insert your USB memory stick into the blue USB port on the top of the computer

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)'



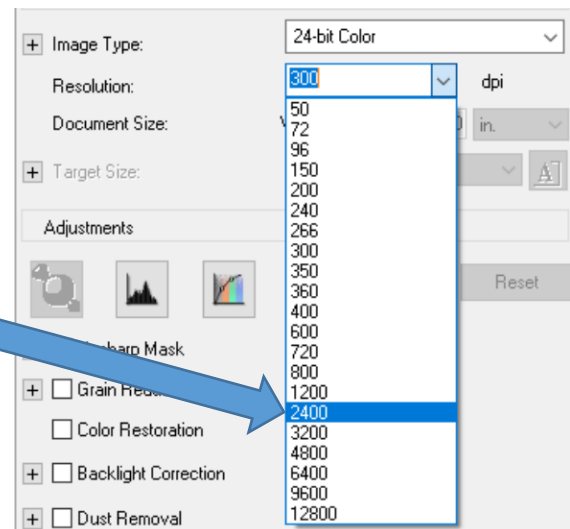
5 Choose the Film Type to match your media. For slides, choose Positive Film. For negatives, choose either Color Negative Film or B&W Negative Film (Black & White)

6 Choose the Image Type, typically 24-bit colour for colour media or 16-bit greyscale for B&W media

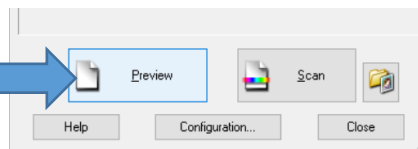


7 Choose the Resolution (dpi)

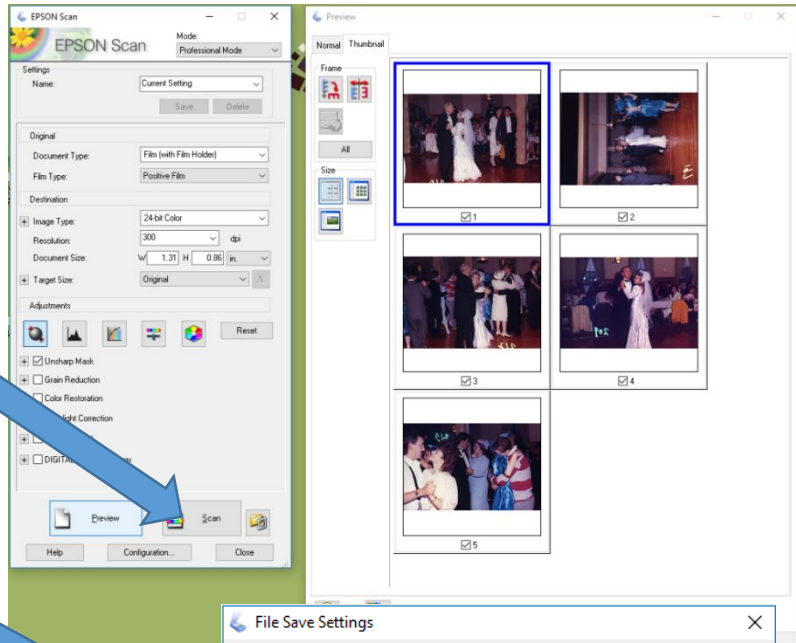
2400 dpi is recommended to capture a good scan of a small image, such as a slide. Increasing the dpi creates a larger file and your scans will take longer.



8 Click the **Preview** button



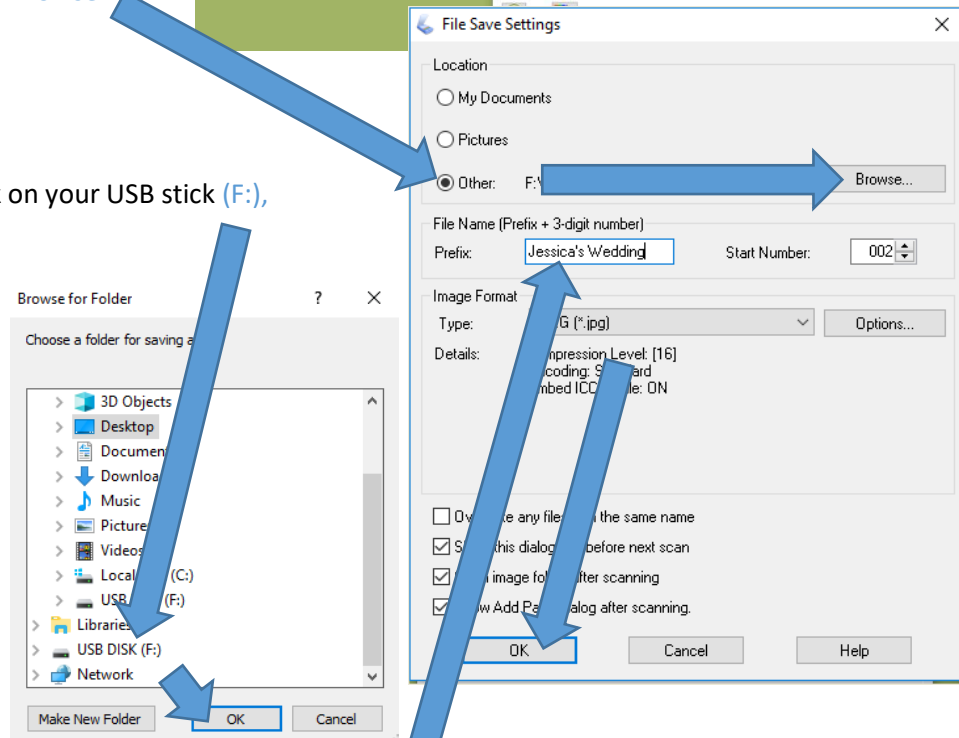
9 If you are using the **Film Area Guide** for odd size negatives, you may have to manually select the negative you want to scan. **Click and drag the mouse pointer** to make a box around the area you want to scan.



10 Click the **Scan** button

11 Select **Other**, click on **Browse**

12 Scroll down and click on your USB stick (F:), click **OK**



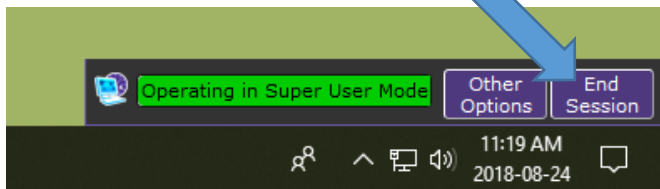
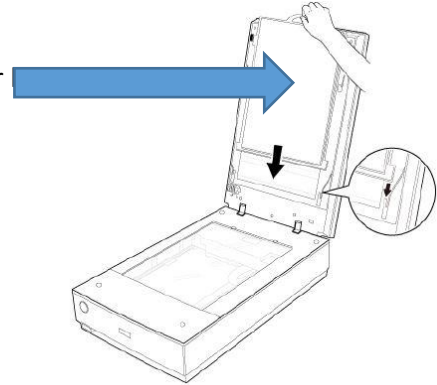
13 Adjust how the file names will start (**Prefix:**). You may want to start the file names with a date, or the name of the event they were taken at. The software will automatically add an incrementing number after the name you give it (e.g. *Jessica's Wedding002*). Click **OK**

14 Wait for scanning to complete, **remove** your film and **put in the next set**. Repeat Steps 8 to 10 until you are finished scanning

Shutdown the Equipment

It is recommended that you test your USB memory stick before proceeding with the steps below. Any photos or documents that may have been saved to the computer will be deleted. Files are not recoverable once deleted.

- 1 Remove your media from the scanner
- 2 Slide the white document mat back into the notches in the scanner facing outwards
- 3 Close the scanner lid and turn off the scanner
- 4 Return all film holders to their previous location
- 5 Click on End Session on the computer



- 6 Remove your USB memory stick from the computer
- 7 Close the History Room door, and make sure it is locked behind you. If it does not lock behind you, please alert staff.