

Imaging Station



Photo & Document Scanning

The Epson V850 Professional scanner is connected to the Imaging Station and can be used to scan your photos and documents. Scans can then be copied to a USB stick.



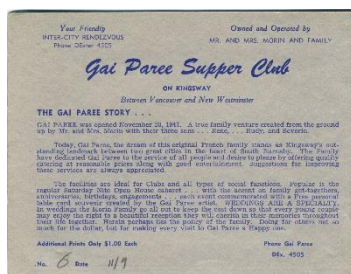
***** WARNING *****

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 photos and/or documents

2



A USB Memory Stick

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

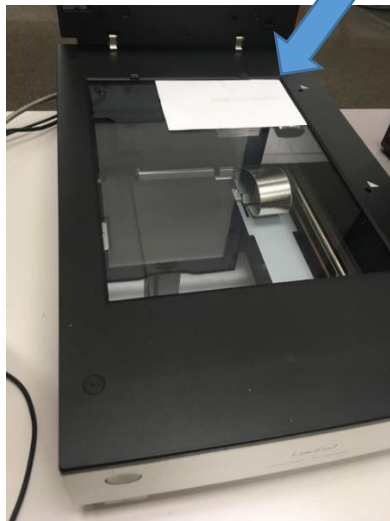
Prepare the Scanner

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 Photo or Document

1 Open the lid of the scanner, and place your photo or document face-down in the upper right corner of the document table (next to the arrow mark)

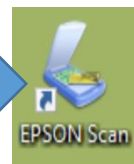


2 Close the lid gently so your document doesn't move

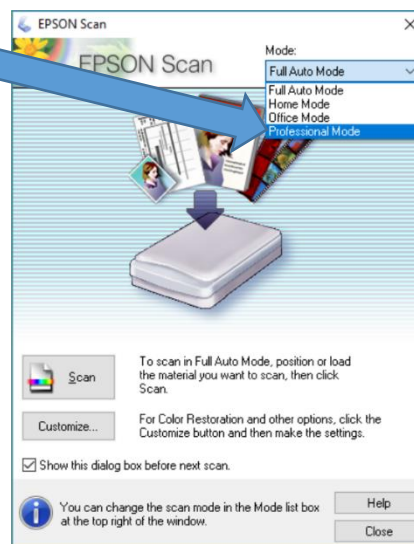
Start Scanning

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

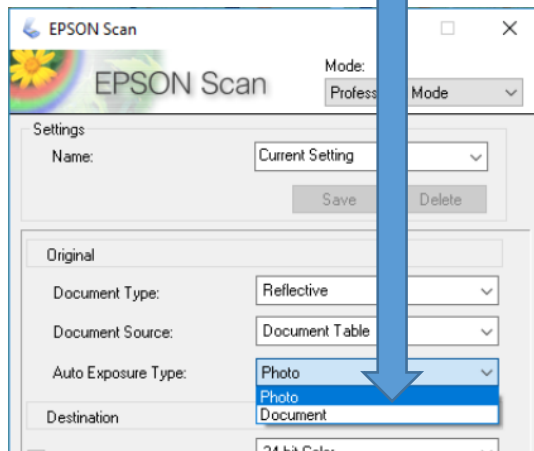
2 Double-click on the EPSON Scan icon located on the computer desktop



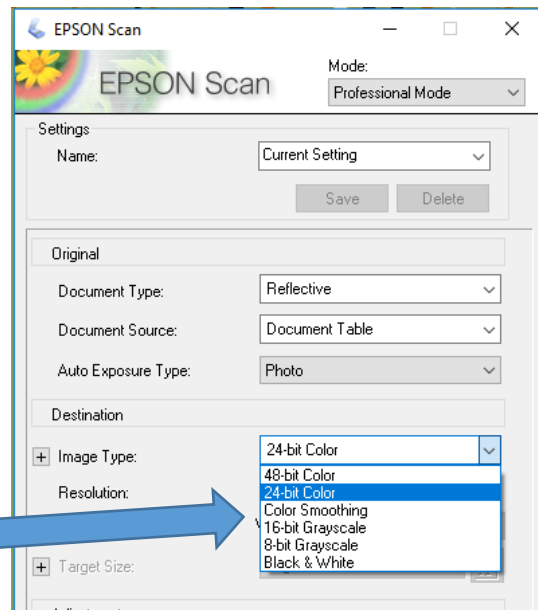
3 When the program opens, choose Professional Mode from the menu



- 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



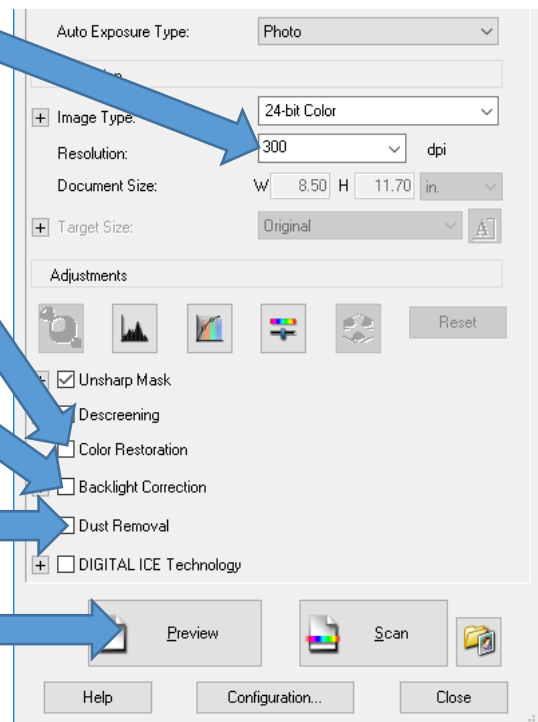
- 6 Choose the **Resolution (dpi)**
300 works well for text documents. 300 is also okay for photos **unless** you plan to reprint them to a larger size.
Increasing the dpi creates a larger file and your scans will take longer.

- 7 Check off **Color Restoration** to transform an old, faded, or badly exposed photo into one with true-to-life color and sharpness

- 8 Check off **Backlight Correction** for photos that have too much background light

- 9 Check off **Dust Removal** to attempt to remove dust specks on photos. **Do not use** Dust Removal if there are no dust or scratch marks; otherwise your scanned image may be distorted or blurred.

- 10 Click the **Preview** button

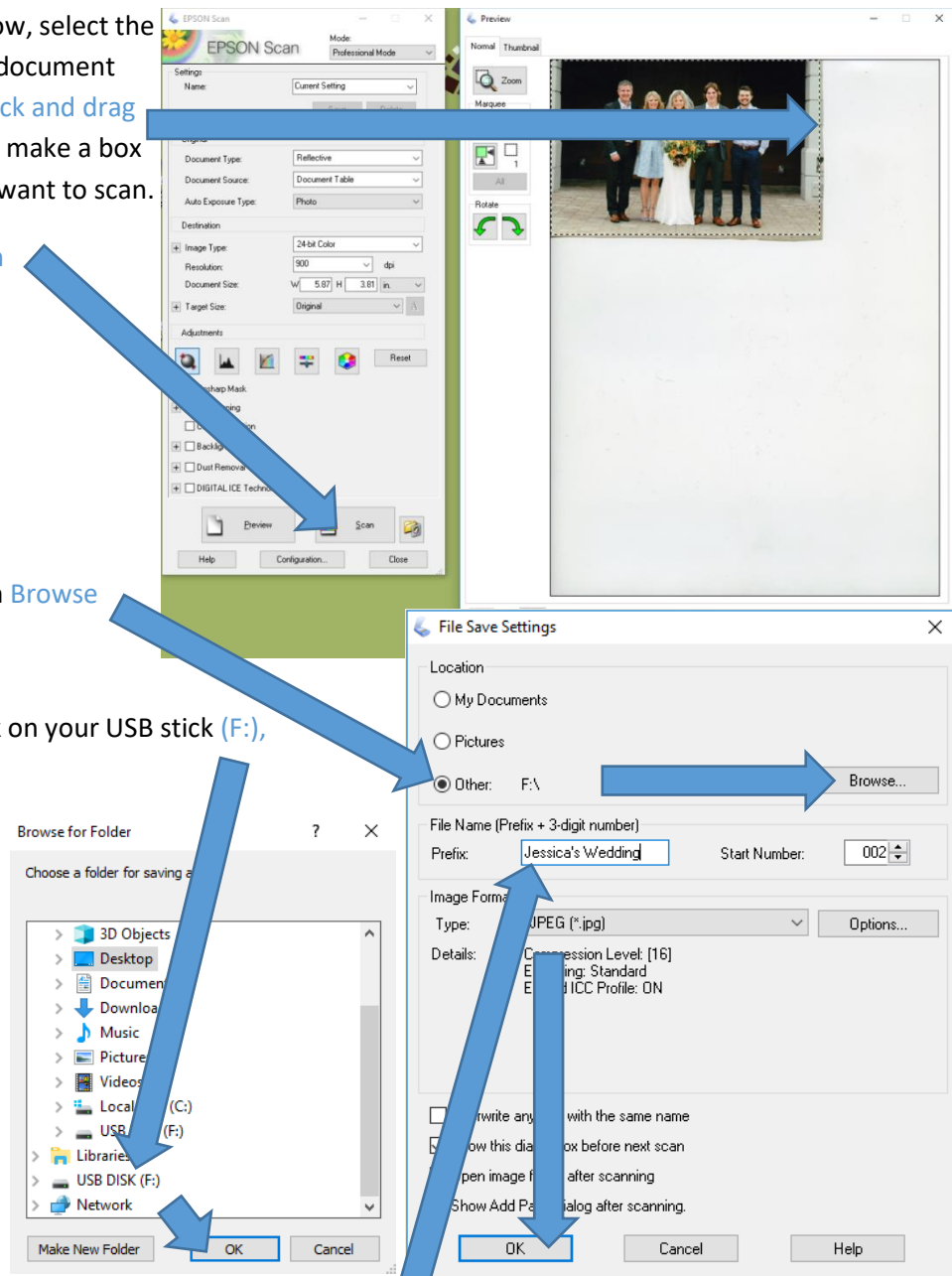


11 In the preview window, select the area of the photo or document you want to scan. Click and drag the mouse pointer to make a box around the area you want to scan.

12 Click the Scan button

13 Select Other, click on Browse

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



15 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

16 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

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 photos or documents from the scanner

2 Close the scanner lid, and turn off the scanner.

3 Click on End Session on the computer

4 Remove your USB memory stick from the computer

5 Close the History Room door, and make sure it is locked behind you. If it does not lock behind you, please alert Library staff.

