

DIGITAL CONVERTING: 35MM FILM, SLIDES, PHOTOS



Epson Perfection V850 Scanner

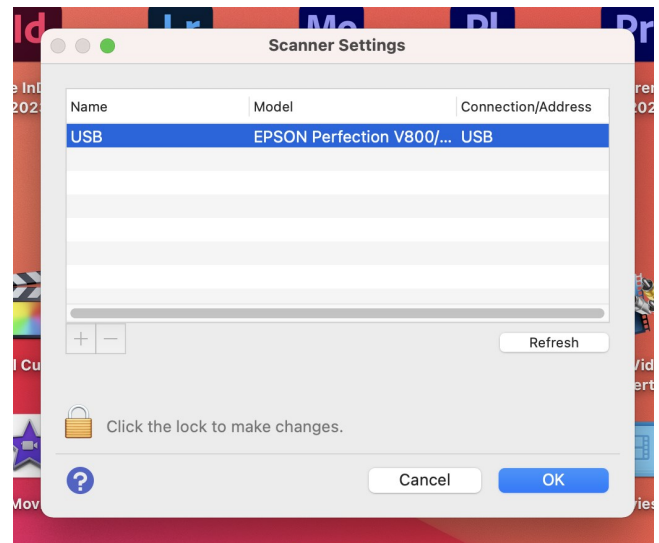
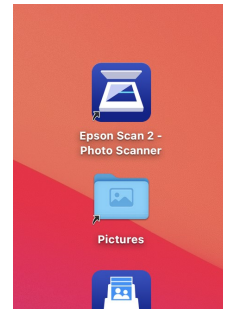
The Epson Perfection V850 is a flatbed scanner. You can place documents, photos, film, or slides on the flatbed, and the Epson will scan it. When scanning film or slides, the Epson will “digitally develop” the image using automated brightness, exposure, and colorization features.

The Epson scans:

- ◆ Documents and Photos up to 8.5” x 11.7”
- ◆ 35mm film negatives
- ◆ 35mm slide negatives
- ◆ 4”x5” film negatives
- ◆ Medium format film

Opening Epson Scan 2

1. Make sure the **Epson Perfection V850 Pro** is turned on.
2. Find the icon for **Epson Scan 2—Photo Scanner** on the Desktop.
3. Double-click the icon to open.
4. There are 2 scanners set up in the Sound Studio: the Epson Perfection V850 and the Epson FastFoto FF-680W. If the Scanner Settings Menu pops up when opening Epson Scan 2, make sure you select **EPSON Perfection V800/V850** and click **OK**.

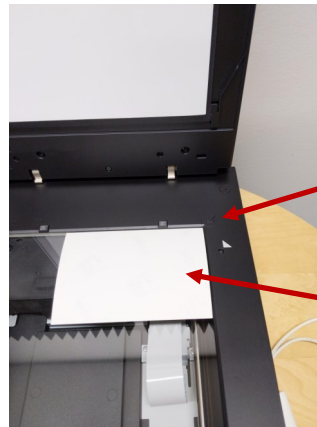


Scanning Documents and Print Photos

1. Make sure the **Document Mat** is loaded into the lid of the Epson Perfection V850. *Note: If you are scanning film, remove the Document Mat and use the Film or Slider Holders.*
2. Place your document or photo face down on the glass line up with the back left corner. The back left corner is marked with a black arrow. The glass fits documents and photos up to 8.5" x 11.7."



Document Mat

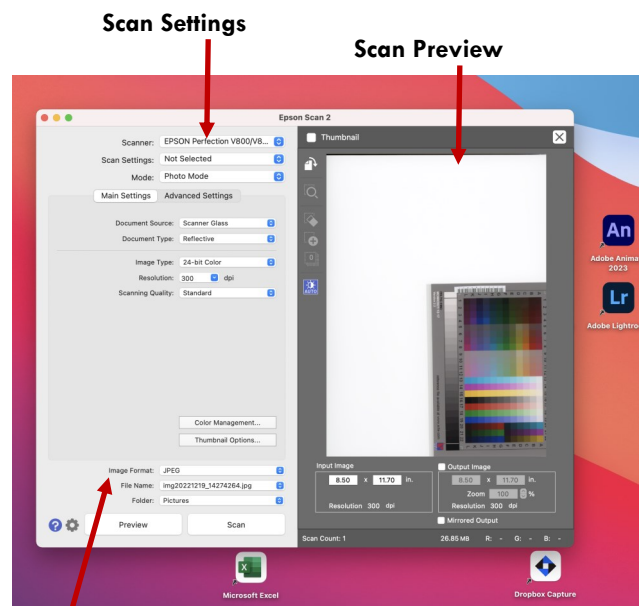


Black arrow for placement

5" x 7" photo faced down

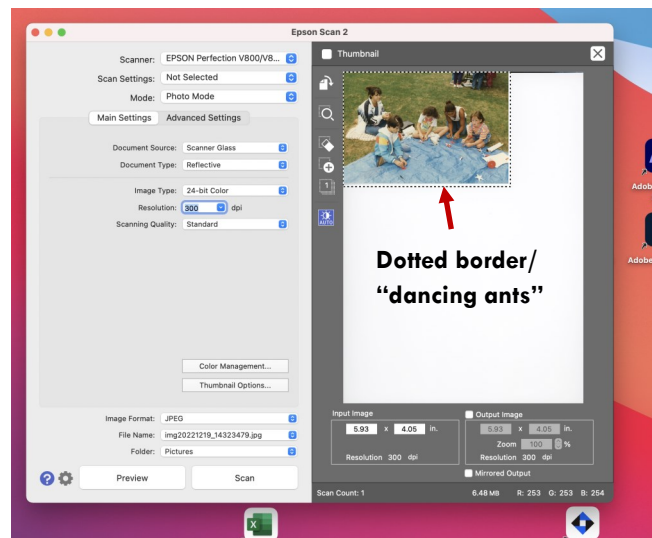
3. Epson Scan 2 is divided into two sections. The left side has all settings for the scanner. The right side is the scan preview. Adjust your scan settings as needed:

- ◆ **Scanner:** Epson Perfection V800/V850
 - ◇ *Should not say Epson FastFoto FF-680W*
- ◆ **Scan Settings:** Not Selected is fine
- ◆ **Mode:** Photo Mode recommended
- ◆ **Document Source:** Scanner Glass
- ◆ **Document Type:** Reflective
- ◆ **Image Type:** 24-bit Color recommended
- ◆ **Resolution:** 300 DPI is minimum recommended
 - ◇ The higher the DPI, the better the quality, but also the longer the scanning will take.
- ◆ **Scan Quality:** Standard recommended
- ◆ **Image Format:** Choose JPEG, PDF, PNG, or TIFF
- ◆ **Folder:** Pictures is the default
 - ◇ Switch to USB if preferred



Scanned format and file location

4. Once you've selected your settings, click **Preview**.
5. On the right side, you'll get a preview of your document or photo based on the settings you chose.
6. Click and drag around the edges of your document or photo. This will create a **dotted border** (sometimes called "dancing ants") around your image. The scanner will **only scan the selected area** and auto-crop everything else.
7. Click **Scan**.
8. Wait for the Epson to scan your document or photo. Once done, it will save the image in the designated folder ("Pictures" is the default folder).
9. Open the **Pictures** folder on the Desktop. **Copy and paste** your image from the Pictures folder to your USB flash drive.



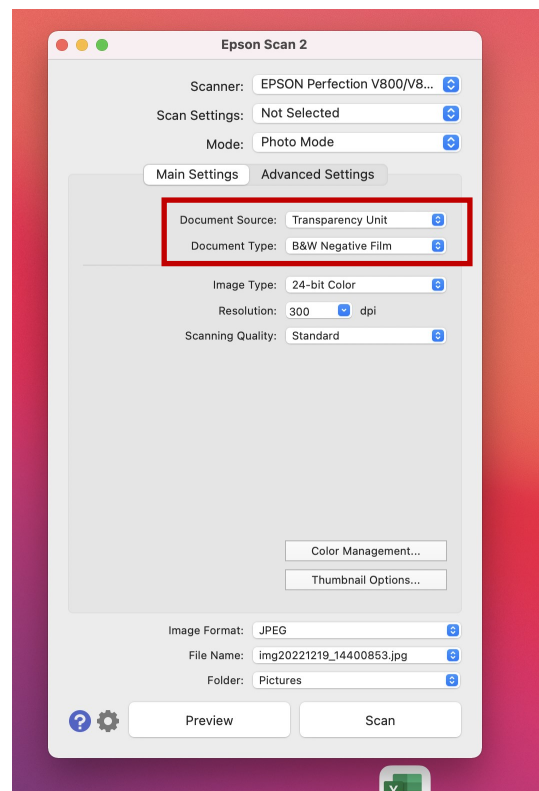
Scanning 35mm Film Negatives

1. Remove the **Document Mat** and ask staff for the **35mm Film Holder**.
2. There are half-circle tabs on the 35mm Film Holder. These tabs help open and close holders for the film.
3. Push the tab until the holder swings open.
4. Lay your 35mm film in the holder. Each row can fit 6 frames and there are 3 rows, for a total of 18 frames.
5. Close the holder and make sure the holder snaps in place.
6. Place the 35mm Film Holder on the glass surface lining up the **white arrows**. The notches from the 35mm Film Holder should rest into the Epson scanner.



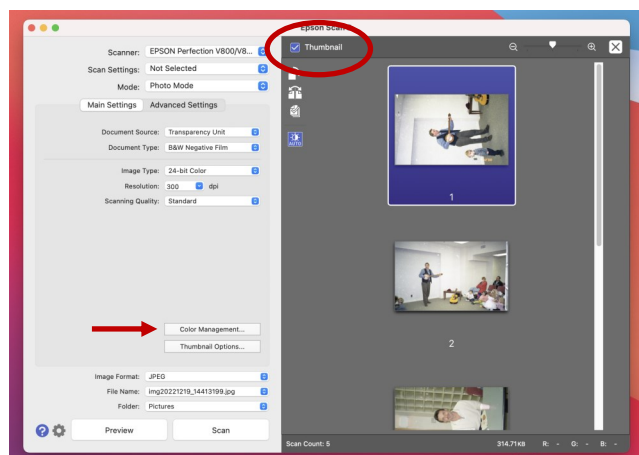
7. Epson Scan 2 is divided into two sections. The left side has all settings for the scanner. The right side is the scan preview. Adjust your scan settings as needed:

- ◆ **Scanner:** Epson Perfection V800/V850
 - ◇ *Should not say Epson FastFoto FF-680W*
- ◆ **Scan Settings:** Not Selected is fine
- ◆ **Mode:** Photo Mode recommended
- ◆ **Document Source:** Transparency Unit
- ◆ **Document Type:** B&W Negative Film, Color Negative Film, or Color Positive Film
- ◆ **Image Type:** 24-bit Color recommended
- ◆ **Resolution:** 600 DPI is minimum recommended
 - ◇ The higher the DPI, the better the quality, but also the longer the scanning will take.
- ◆ **Scan Quality:** Standard recommended
- ◆ **Image Format:** Choose JPEG, PDF, PNG, or TIFF
- ◆ **Folder:** Pictures is the default
 - ◇ Switch to USB if preferred



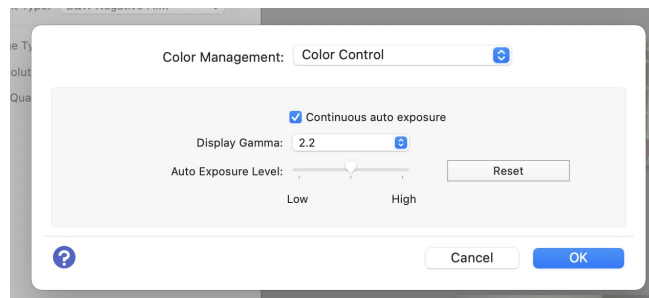
8. Once your settings are adjusted, click **Preview**.

9. **Thumbnail** is usually checked by default. (If it's not, check **Thumbnail** and **Preview** again.)
Thumbnail automatically scans and crops each frame so the pictures are separated.

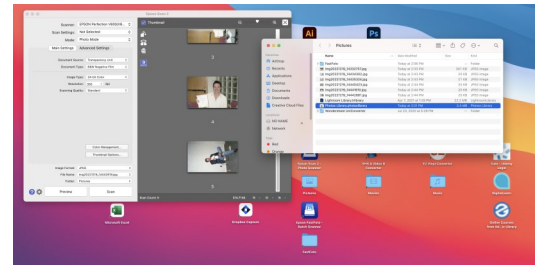
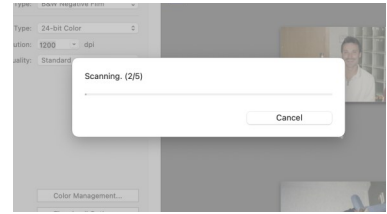


10. Epson will “digitally develop” the negatives. If the Preview looks like the color isn't right, click **Color Management**.

11. Test out different Color Management settings. Click **OK**. Then click **Preview** again to see the updated scans. *Note: Color Management settings apply to the entire strip of film.*

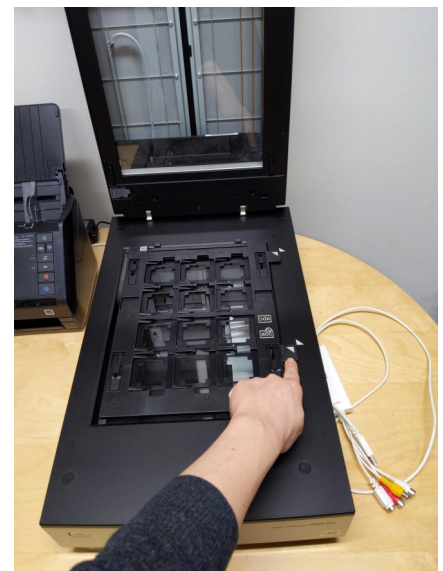


12. Once you have your settings adjusted, click **Scan**.
13. The **Scanning** window will track the progress by showing how many frames it has scanned compared to the total number of frames loaded into the holder. Depending on DPI and other settings, it can take 1-minute per frame to scan.
14. After scanning is complete, it will automatically save the images to the designated folder ("Pictures" is the default folder.)
15. Open **Pictures** on the Desktop. **Copy and paste** your images to your USB flash drive.



Scanning 35mm Slides

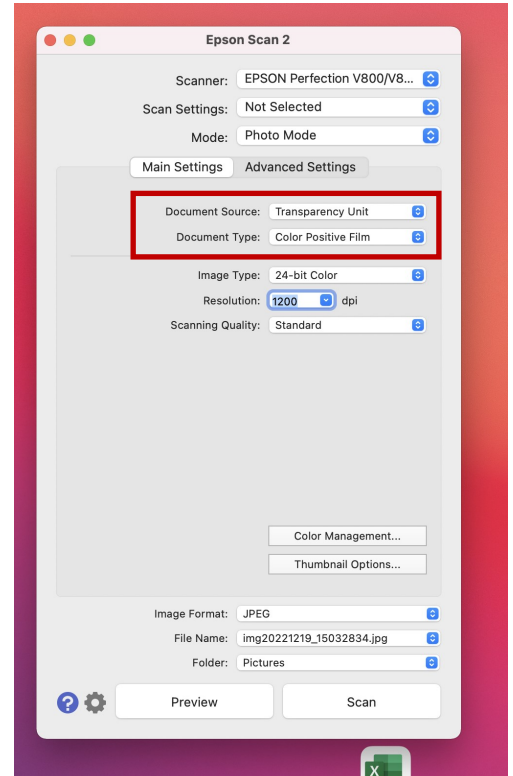
1. Remove the **Document Mat** and ask staff for the **35mm Slide Holder**.
2. The 35mm Slide Holder has openings for 12 slides.
3. Insert the 35mm Slide right-to-left so that it is under the clip holder. Insert the 35mm slide so that the image is mirrored and backwards. *Note: If you're not sure what way to insert your slide, the digital scan can always be rotated and mirrored as needed.*
4. Place the 35mm Slide Holder on the glass lining up the **white arrows**. The notches should rest into the Epson scanner.



5. Epson Scan 2 is divided into two sections. The left side has all settings for the scanner. The right side is the scan preview.

Adjust your scan settings as needed:

- ◆ **Scanner:** Epson Perfection V800/V850
 - ◇ *Should not say Epson FastFoto FF-680W*
- ◆ **Scan Settings:** Not Selected is fine
- ◆ **Mode:** Photo Mode recommended
- ◆ **Document Source:** Transparency Unit
- ◆ **Document Type:** Color Positive Film
- ◆ **Image Type:** 24-bit Color recommended
- ◆ **Resolution:** 600 DPI is minimum recommended
 - ◇ The higher the DPI, the better the quality, but also the longer the scanning will take.
- ◆ **Scan Quality:** Standard recommended
- ◆ **Image Format:** Choose JPEG, PDF, PNG, or TIFF
- ◆ **Folder:** Pictures is the default
 - ◇ Switch to USB if preferred

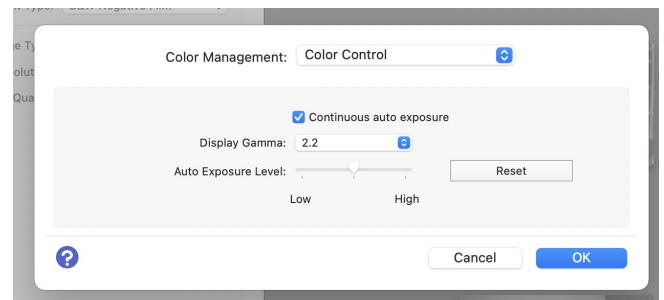
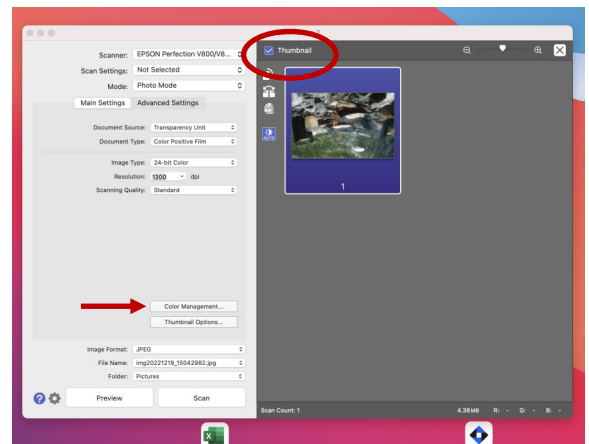


6. Once your settings are adjusted, click **Preview**.

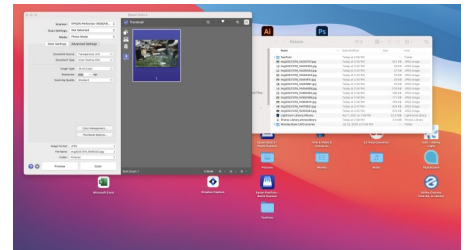
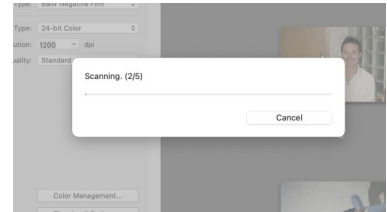
7. **Thumbnail** is usually checked by default. (If it's not, check **Thumbnail** and **Preview** again.)
Thumbnail automatically scans and crops each frame so the pictures are separated.

8. Epson will “digitally develop” the slides. If the Preview looks like the color isn't right, click **Color Management**.

9. Test out different Color Management settings. Click **OK**. Then click **Preview** again to see the updated scans. *Note: Color Management settings apply to the entire holder of slides.*



10. Once you have your settings adjusted, click **Scan**.
11. The **Scanning** window will track the progress by showing how many frames it has scanned compared to the total number of frames loaded into the holder. Depending on DPI and other settings, it can take 1-minute per slide to scan.
12. After scanning is complete, it will automatically save the images to the designated folder ("Pictures" is the default folder.)
13. Open **Pictures** on the Desktop. **Copy and paste** your images to your USB flash drive.



Troubleshooting

Epson Scan 2 says there is no scanner connected / The Epson Perfection V850 isn't working when I click "Scan"

- There are 2 scanners set up in the Sound Studio: the Epson Perfection V850 and the Epson FastFoto FF-680W. Sometimes, the Epson Scan 2 software gets confused which one you are using.
- Make sure the Epson Perfection V850 is **ON** and that the Epson FastFoto FF-680W is **OFF**
- Make sure the Epson Perfection V850 is plugged into the iMac's USB port or USB-hub
- In the Epson Scan 2 settings, make sure it says "**Scanner: Epson Perfection V800/V850.**"

The Epson lid won't close with the 35mm Film Holder / The Epson lid won't close with the 35mm Slide Holder

- Make sure the **Document Mat** is removed. The lid **cannot** close with both the Document Mat and Film/Slide holder sitting on the glass.

It is not scanning/cropping the film/slides

- Make sure the Epson Scan 2 settings are set to "**Document Source: Transparency Unit**" and that "**Document Type**" is set for B&W Negative Film, Color Negative Film, or Color Positive Film
- After clicking **Preview**, make sure that the **Thumbnail** option is checked.

I can't find my scanned images

- By default, the images save to the **Pictures** folder found on the **Desktop**.