

A Guide for Digital Conversion **Transparency** **Scanning**



1

Power On *Epson Expression 12000XL*

Located on the left side of the front of the machine is the **POWER** button. Press the grey button to start the scanner.

It will make a beeping sound and a **green light** will illuminate on the front of the machine, indicating it is on.

2

Lift Open Lid of *Epson Expression 12000XL*

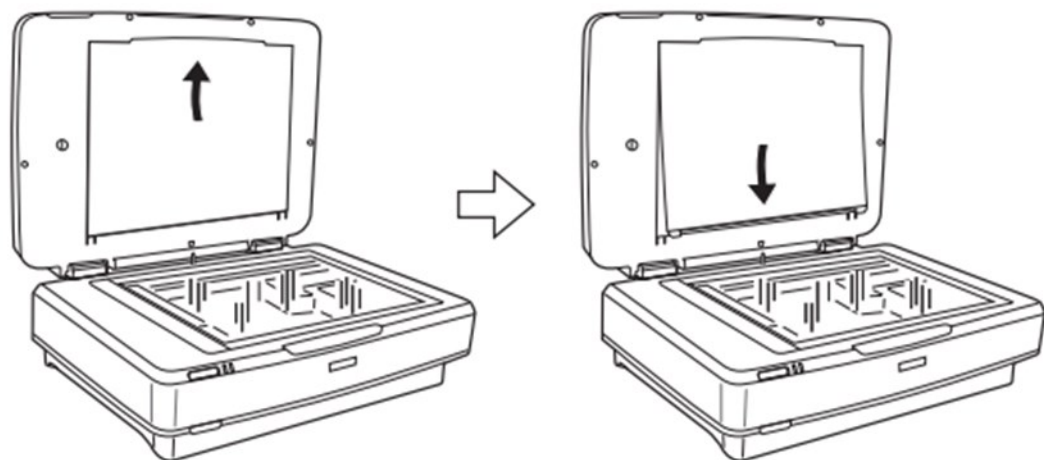
Make sure the scanner glass is clean and free of dust.

If there any items were left in the scanner, give it to a staff member.

3

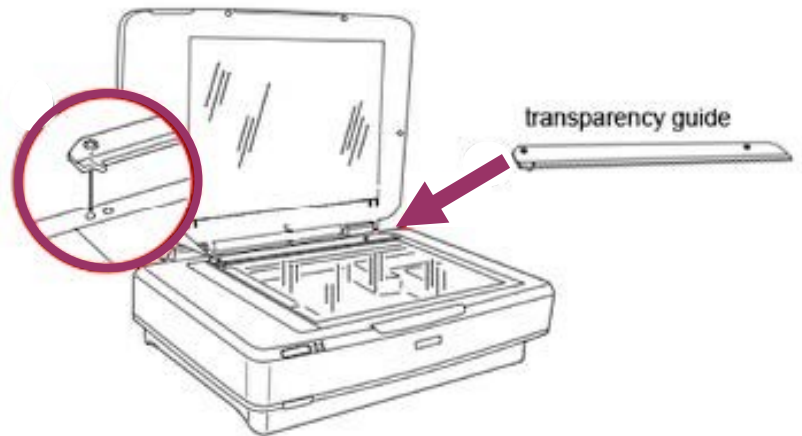
Remove the Document Mat from *Epson Expression 12000XL*

Grasp the white reflective Document Mat by its top edge and slide it upward to free the bottom edge. Lower the mat slightly to free the tabs at the top edge, then remove the mat. Place the mat in the storage pocket located on the top of the scanner lid.



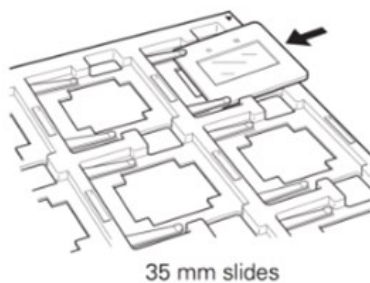
4 Prepare the *Epson Expression 12000XL* Transparency Unit

Open the Transparency Unit and use a soft cloth to wipe the scanner glass. Place the **'Transparency Guide'** at the top edge of the scanner glass.

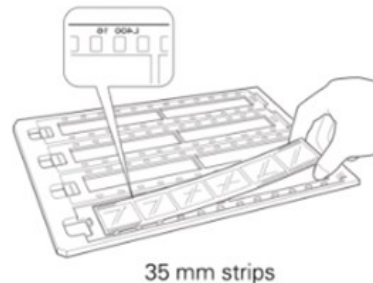


5 Prepare and Set Your Transparencies

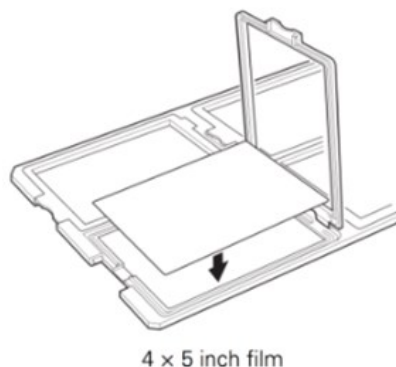
Load your transparencies with the shiny side face-down and the film emulsion layer face-up into the appropriately-sized film holder. Repeat this step for all the transparencies you want to scan. Place the film holder on the document glass, aligning it with the arrow marks on the upper left corner of the transparency guide. Gently close the scanner lid.



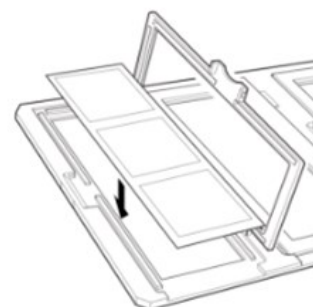
35 mm slides



35 mm strips



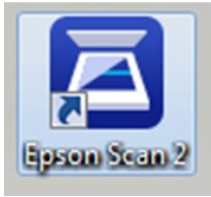
4 x 5 inch film



Medium format film

6

Launch Program - 'Epson Scan 2'



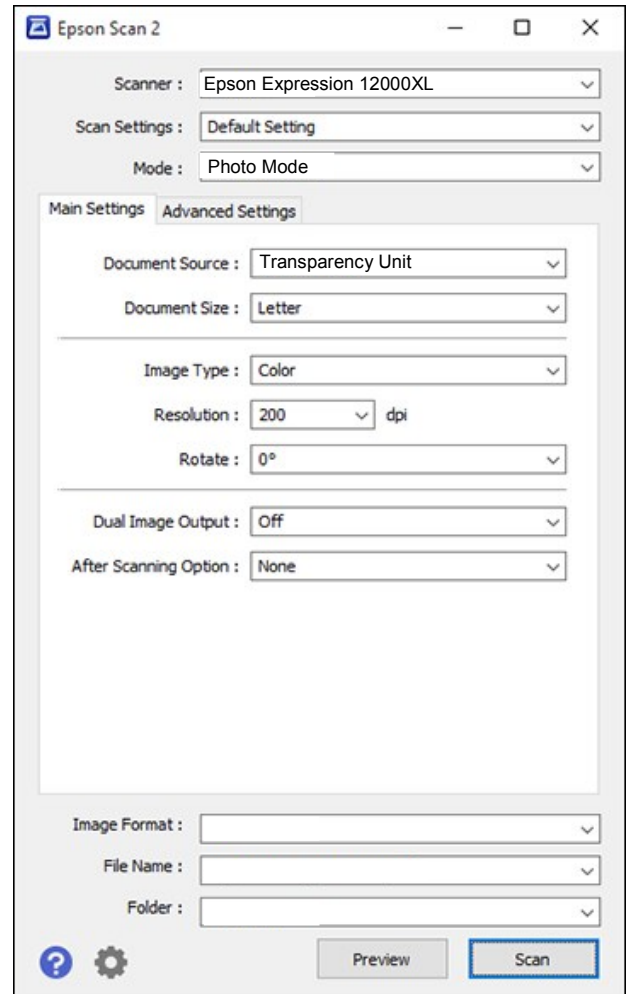
Connect your personal storage device to the Windows computer then launch the program 'Epson Scan 2' by clicking on the icon located on the desktop.

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Select Your Scan Settings

Before you begin scanning, select your preferred settings:

- **Scanner:** Epson Expression 12000XL (USB)
- **Scan Settings:** Make a selection based on the item being scanned, or use Default.
- **Mode:** Photo Mode
- **Document Source:** Transparency Unit
- **Document Size:** Make a selection based on the item being scanned.
- **Image Type:** Make a selection based on your desired image output.
- **Resolution:** Make a selection based on your desired image output.
- **Image Format:** Make a selection based on your desired image output.
- **File Name:** Make a selection based on your desired image output.



Note: You can change settings for the file name by selecting "Settings" from the dropdown list.

- **Folder:** Save to your personal storage device.

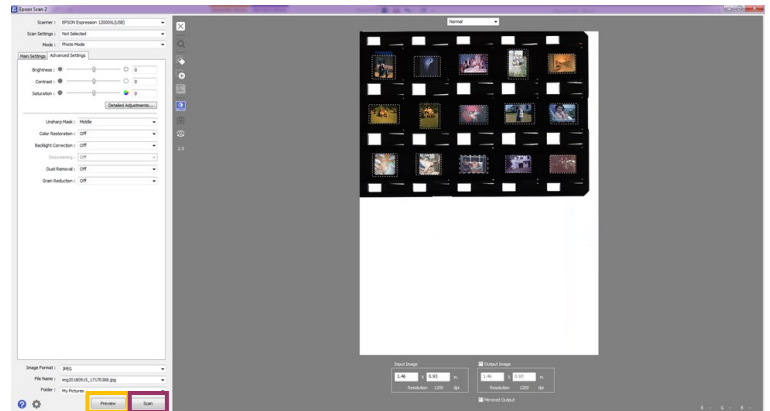
Note: you can select your desired location by selecting "Select" from the dropdown list.

8

Preview Your Scan from *Epson Expression 12000XL* in 'Epson Scan 2'

Make any necessary adjustments in the **Settings** or **Advanced Settings** tab. Repeat this step as many times as needed.

Click the '**Preview**' button to preview your scans. Repeat this step as many times as needed.



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Confirm Your Scan

Once you are satisfied with your preview, click the '**Scan**' button to complete the full, high-resolution scan. Your photos will be automatically saved to the previously specified destination folder when the scan is finished.

Note: the total scanning time will be dependent on how many images you are scanning, as well as your specific export settings. Generally, the higher the export quality, the longer the scan will take.

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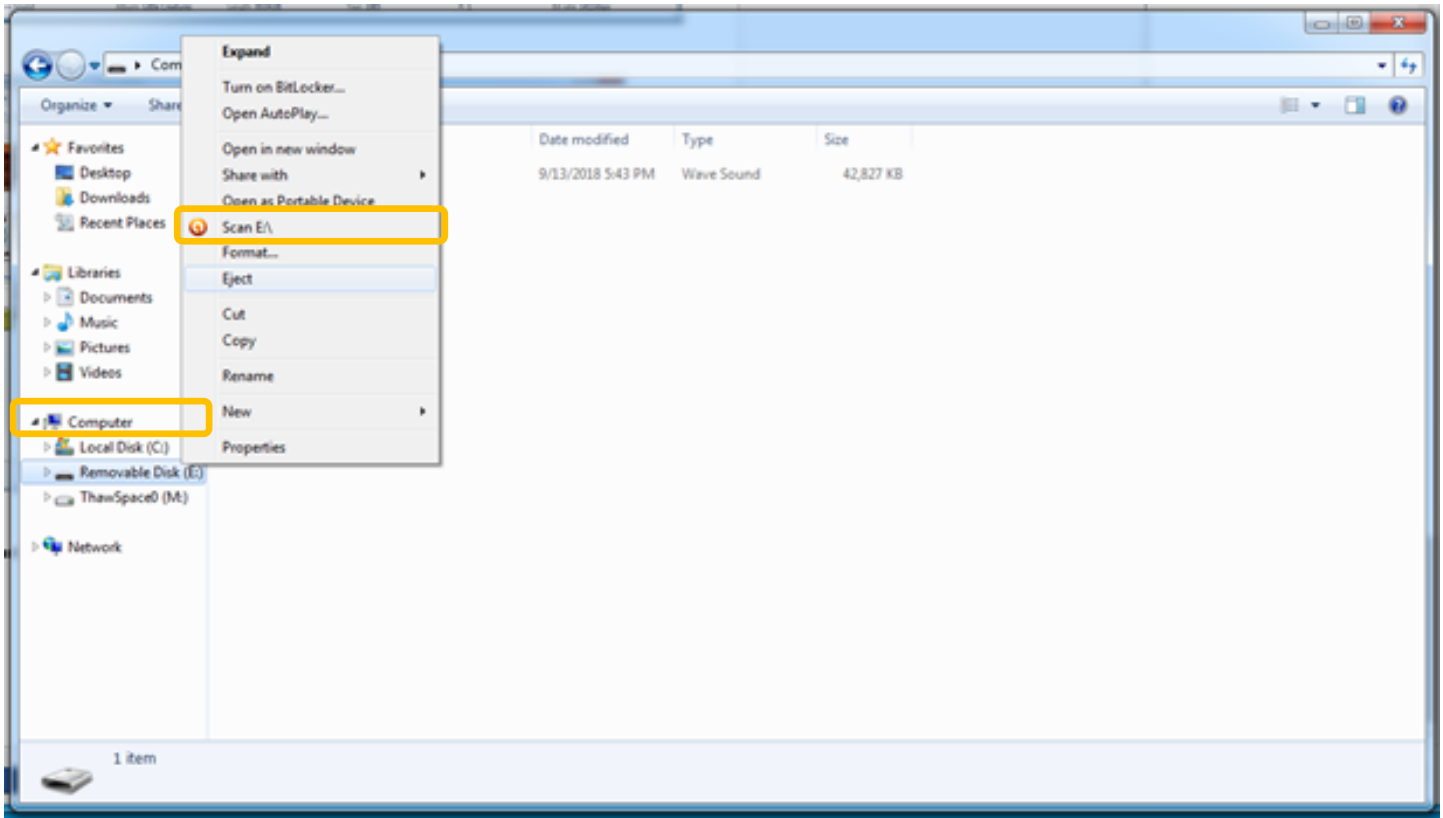
Finishing Your Scan

Once you are finished, remove all transparency holders and take out your original materials. Remove the Transparency Guide from the scanner glass and return the Document Mat to the Transparency Unit. Close the scanner lid and press the power button to shut down the scanner.

11

Close 'Epson Scan 2' and Eject Your USB

When you are finished, close out of *Epson Scan 2*. Right-click your personal storage device and select "EJECT" in order to safely remove it.



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Done!

You are done! Congratulations on your new digital images!

Don't forget!

Remember to take your external device, as well as any personal belongings with you. (e.g. Original Documents/Photos/Slides/Negatives).