

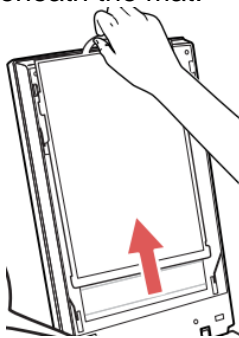


Scanning Slides

I. Getting Started

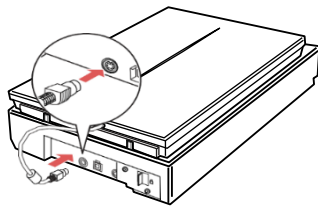
A. Remove the Document Mat and Plug in the Cover Cable

- *Remove the document mat from the scanner to scan film or slides.* This uncovers the transparency unit window beneath the mat.



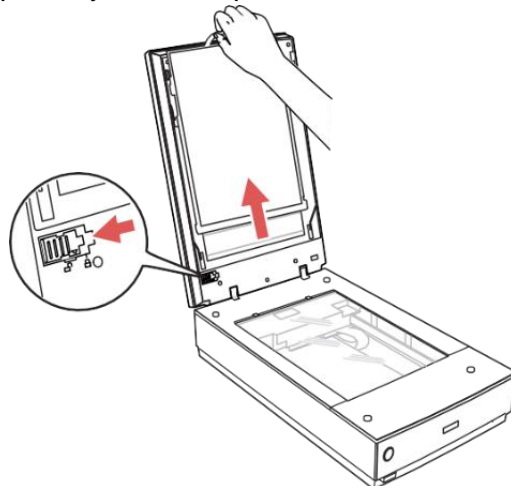
- Make sure the cover cable is connected to the **Option** port. (See image below)

Note: Always turn off the scanner before connecting or disconnecting the cover cable.



- Use the handle on document mat to slide the mat out from inside the scanner cover. (See image below)

Note: Make sure the transparency unit transportation lock is unlocked.



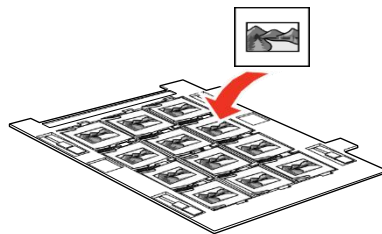
II. Place the 35 mm Slides on the Scanner

- You can scan up to twelve 35 mm slides using the slide holder.

Caution: Hold only the edges of the slides or use gloves, or you may damage the film.

Note: Make sure the white areas on the back of the holder are not scratched, dirty, or covered in any way or the scanner may not correctly detect the holder during scanning. You cannot scan negative slides.

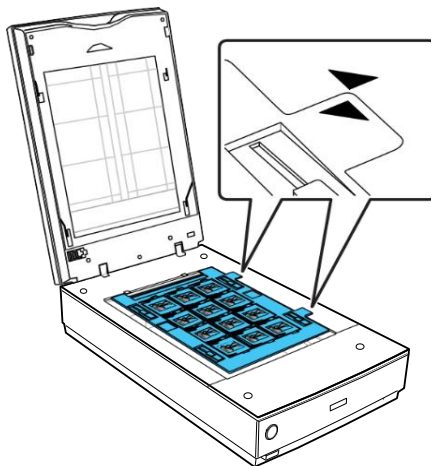
- Place up to twelve slides into the slide holder with the shiny sides of the slide holder facing down. (see image below)



Note: The images and any wording on the slides should appear backward; the top of the images should face the open end of the slide holder. Do not cover any of the small holes in the slide holder.

- Open the scanner cover
- Place the holder on the scanner glass as shown. Align the arrows on the holder with the arrows on the scanner.

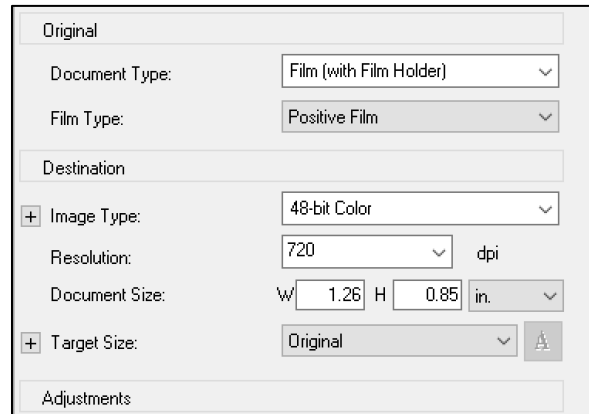
Note: There are two pieces of the slide holder that will fit in to the holes below the arrows.



- Close the scanner cover gently to keep the film holder in place. If the scanner cover does not close completely, then you will need to make sure the slide holder is properly placed on the scanner glass.

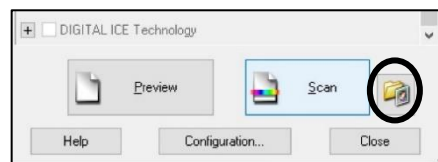
C. Adjust your Settings

- Select “Film (with Film Holder)” for “Document Type”.
- For “Film Type”, select “Positive Film” if scanning slides.
- Set your Resolution. Warning: Higher resolution increases file size and scan time.

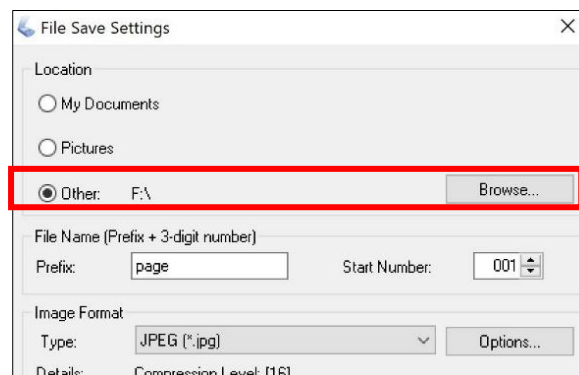


D. Determine the File Save Settings

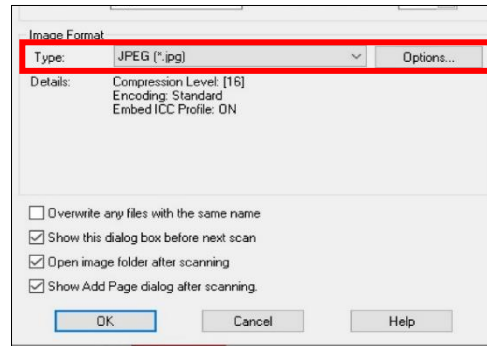
- Adjust file save setting by selecting the folder icon in the lower righthand corner (see image below). The File Save Settings screen will also be used to determine where to save scans.



- Choose a location for your scans. Choose “**Other**” and “**Browse**” to identify your USB or external memory drive. **DO NOT SAVE TO THIS COMPUTER. ALL DATA WILL BE ERASED UPON LOGOFF.**



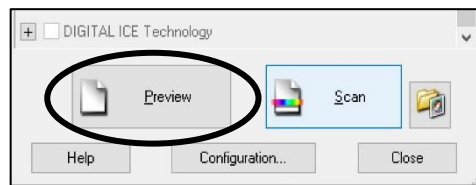
- Choose a file type (JPG, PNG, TIFF, etc.) and other settings as desired.



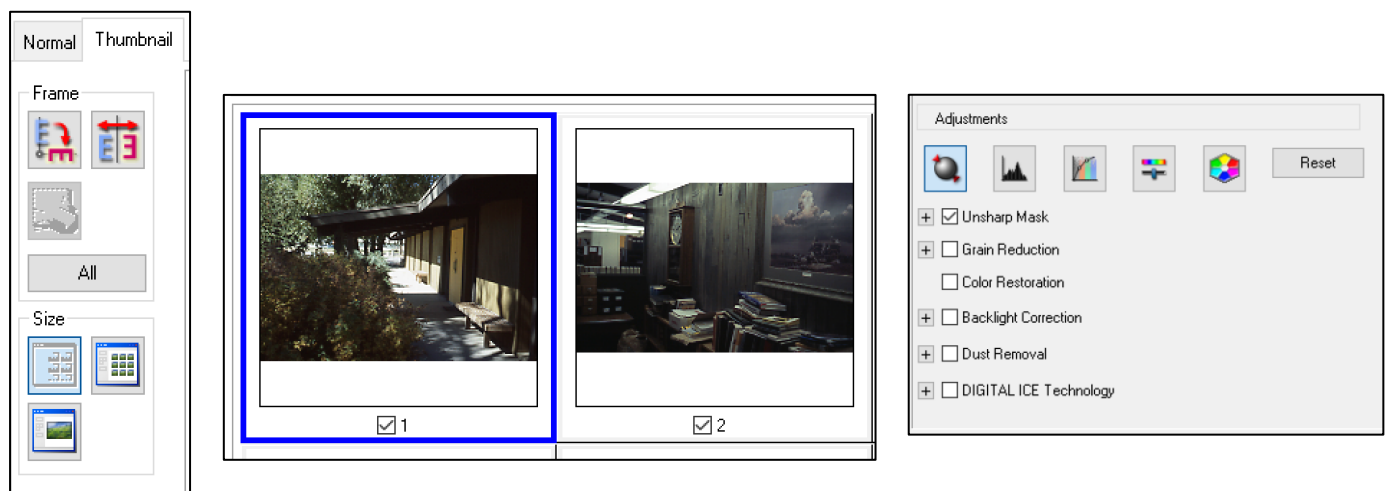
- Click “OK”

III. Scanning

- Make sure the slide tray is placed properly on the glass. Close the scanner cover.
- Click the "**Preview**" option.



- Adjust the scan area. (Please note that the resolution of the preview may not be the same resolution as the completed scan.) By using the Thumbnail view, you can select each slide and make individual adjustments as needed.



- Select “Scan” and it will open the File Save Settings screen. Select “OK” to scan all 12 slides and save.