



Epson V850 Scanner Instruction Guide

Welcome to the Creation Station.

Please borrow the scanner kit from the front desk for equipment to clean the scanner, remove dust from photos and negatives, and to scan slides and other mediums.

I. Getting Started

- Login to the Creation Station Computer (Must have a valid Buena Vista Library Card and have signed a use agreement and waiver).
- Remove the fabric cover from the scanner and set aside.
- Turn on the Scanner.




- Place your USB Storage into one of the USB ports on the computer tower.

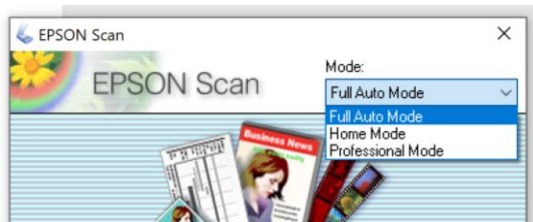


(All data stored to this device is deleted as part of the logoff process. See the front desk for USB drive purchase options, if available.)

II. Setting Configuration

A. Open the Epson scanning software on the computer

- To open the software, click the Epson icon  in the lower toolbar on the computer screen or on the desktop.
- Choose a scanning mode in the top dropdown menu:



- ***Full Auto Mode:*** Fewest settings; may not detect multiple image scans; not recommended.
- ***Home Mode:*** Used for quick and easy scanning, provides excellent results for all document types. Can be used for photos, text, and line art when advanced control over image settings is not desired.
- ***Professional Mode:*** This allows the user to have the greatest degree of control of image color and quality. You can manually adjust various settings, such as color, tone, brightness, and so on. *If you are scanning film slides, film negatives, or transparencies, professional mode is required.*

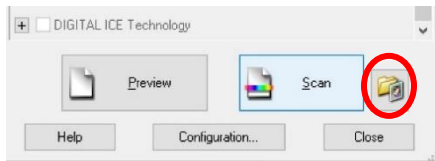
* The following Instructions continue in Professional Mode.

B. Determine the scanning settings.

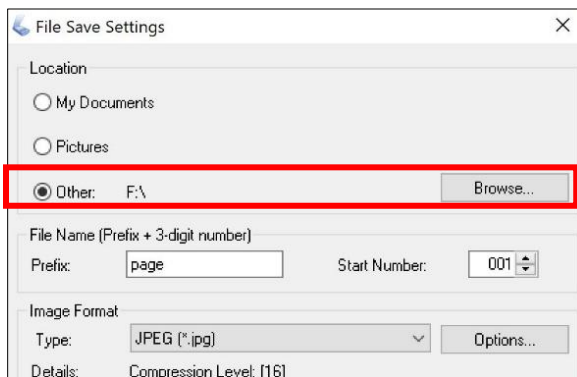
- Choose the Document Type to be scanned. Use “Reflective” for drawings, photos, or documents. Use “Film” for slides or negatives (See separate instructions for slides or negatives).
- Adjust the settings to best fit your document. These settings may be adjusted now or after a preview to best determine what works best.
- Choose a resolution: 300dpi (dots per inch) is a standard for documents and images. Warning: Higher resolution increases file size and scan time.

C. Determine the File Save Settings

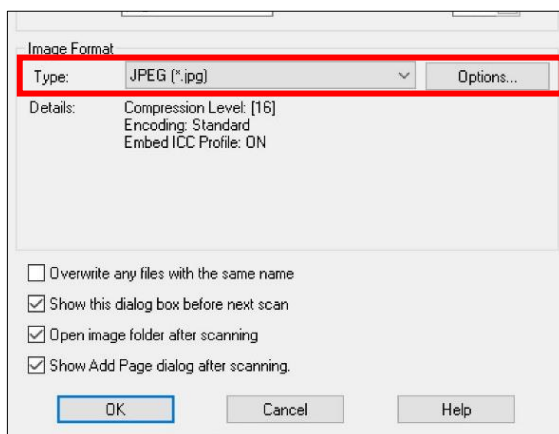
- Adjust file save setting by selecting the folder icon in the lower righthand corner (see image below). The File Save Settings screen will also be used to determine where to save scans.



- 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.**



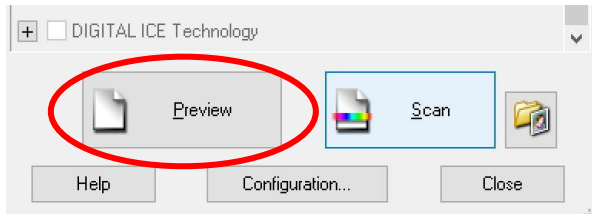
- Choose a file type (JPG, PNG, TIFF, etc.) and other settings as desired.



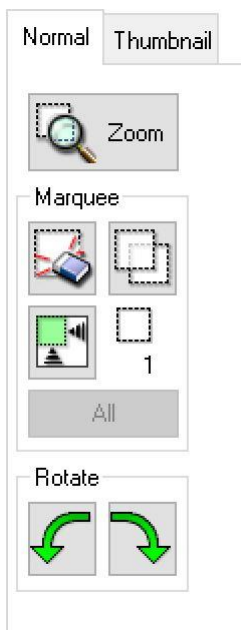
- Click “**OK**”

III. Scanning

- Place the flat item on the scanning flatbed. Be sure to leave some extra space between the item and the edge of the glass.
- 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.)



- Select "**Scan**" and it will open the File Save Settings screen. Select "**OK**" to scan and save.

When Finished

- Remove all personal items from the scanner.
- Turn off the scanner by selecting the power button on the scanner.
- Slide the Document Mat back in to the scanner cover if it was removed.
- Unplug the cover cable if it was plugged in (make sure the scanner is off before unplugging).
- Eject your USB drive.
- Cover the Scanner with the fabric cover.
- Exit out of all the programs and select “End Session”.
- Return the slide and film trays to the front desk if borrowed.

Troubleshooting

Software will not open.

- Make sure the scanner is turned on *before* you open the software. If you attempt to open the software before the machine is completely turned on, the software will not open.

Image is getting cut off.

- Move the item on the flatbed as needed.
- Adjust the scanning area on "Preview" window.
- Try changing the mode or the document type you are scanning. For example, if it is a photo and set to “Reflective” make sure it is set as “Photo” and not “Document”. If you are trying to scan slides or film, make sure it is set to “Film (with film holder)”, and you are using the correct film holder for your film size.

Unclear scan.

- Adjust the scanning settings such as brightness, exposure, or contrast. This is very much trial and error so it may take some time to find what works.
- Adjust the resolution of the scan.
- Try changing the mode, document type, or film type.
- If using the slide or film holder, make sure the tray is placed correctly on the glass.

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The law is not only for copyright holders. Users have rights too.

Fair Use (Title 17, U.S. Code §107) allows users to make certain uses of copyrighted works without permission. **Learn about fair use then use your best judgement.**

User's Manual

<https://files.support.epson.com/docid/cpd4/cpd41530.pdf>

If you are having trouble using this scanner and do not know how to trouble shoot it, consult the user's guide provided by Epson