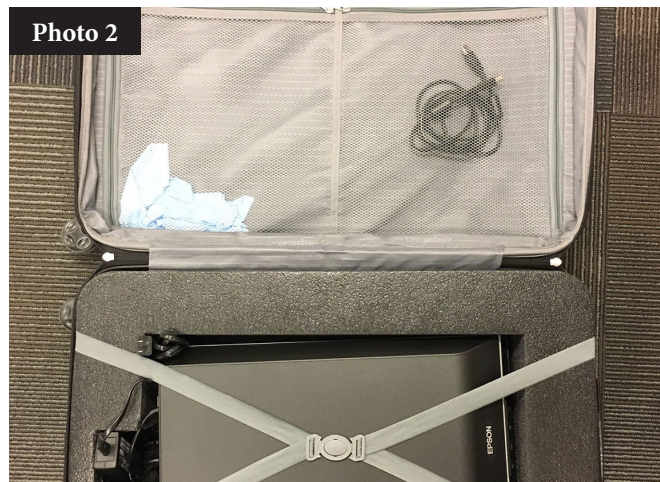
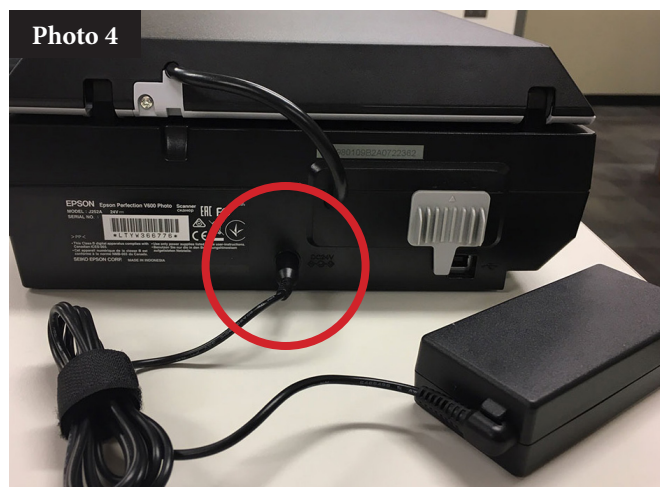


CONVERSION CASE: Print, Slides, or Negatives to Digital



1. Open the Suitcase

- Lay the suitcase on edge on a flat surface with the side handle facing up (see Photo 1).
- Unzip the zipper that has two pulls (see Photo 1) and open the halves of the suitcase like a clamshell (see Photo 2).

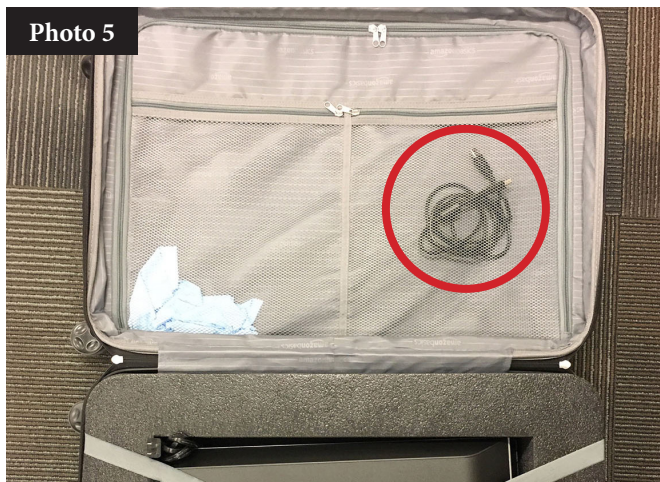


2. Remove and Set Up the Scanner

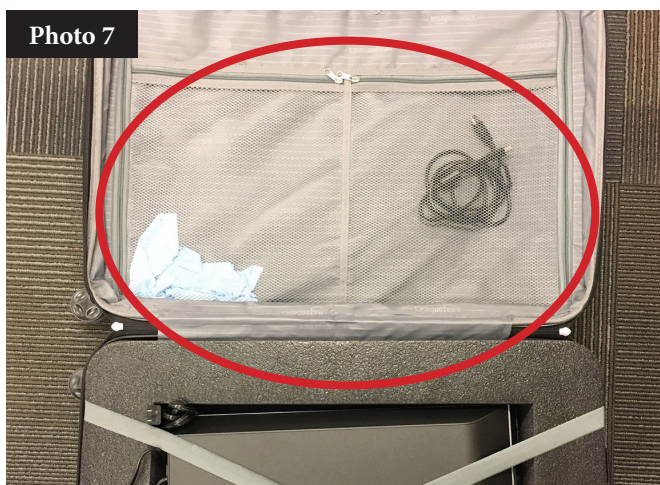
The scanner is held in place with an elastic strap.

- Unclip the elastic strap (see Photo 3), remove the scanner from the foam, and place the scanner on a stable flat surface.
- Remove the scanner power cord from the foam and plug into the back of the scanner (see Photo 4) and an electrical outlet.

CONVERSION CASE: Print, Slides, or Negatives to Digital



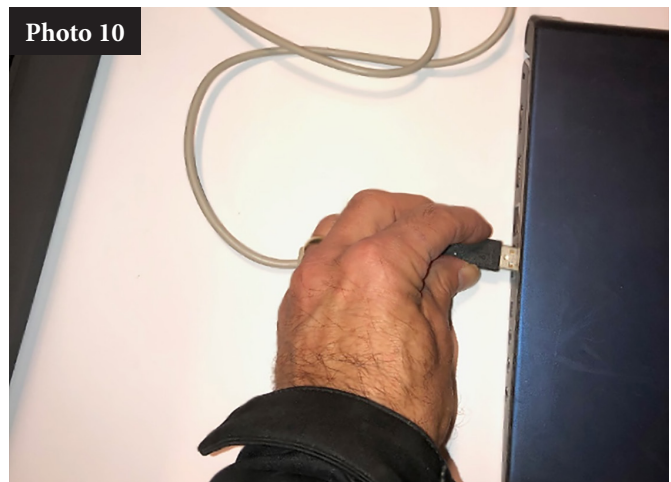
- c. Remove the USB cable from the zipper pocket of the suitcase (see Photo 5) and plug it into the back of the scanner (see Photo 6). Slide the grey scanner lock to the left if it is in the way.



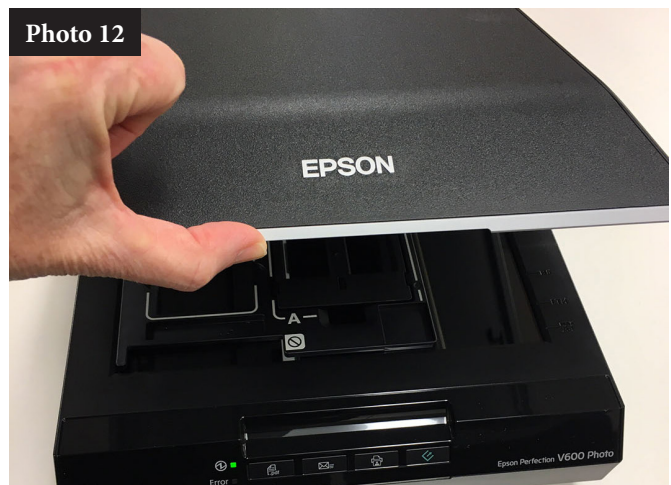
3. Remove and Set Up the Laptop

The laptop computer is located inside a zipped compartment in the half of the suitcase opposite the scanner (see Photo 7). There are two laptop bags in the suitcase (see Photo 8). One contains the laptop and the other contains the scanner accessories.

CONVERSION CASE: Print, Slides, or Negatives to Digital



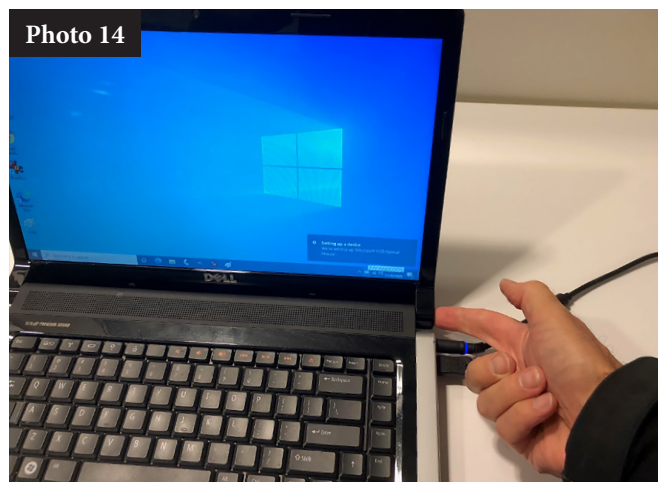
- Unzip the large compartment and remove the laptop bag that contains the laptop.
- Remove the laptop, charging cord, and mouse from the laptop bag.
- Connect the charging cord to the side of the laptop and plug the charging cord into an electrical outlet.
- Connect the mouse to the side of the laptop (see Photo 9).
- Connect the USB cord from the scanner to laptop left side USB port (see Photo 10).



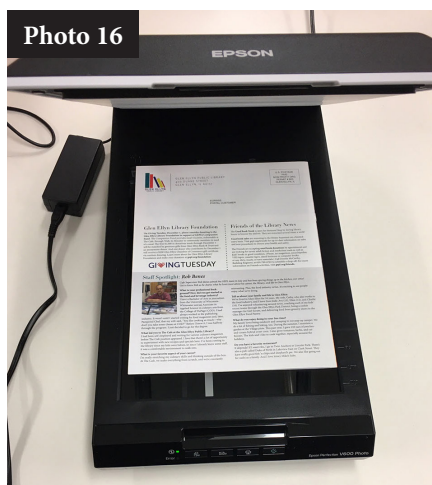
4. Prepare to Scan

- Turn on the scanner using the grey button on the right side (see Photo 11).
- Open the scanner by lifting the lid (see Photo 12).

CONVERSION CASE: Print, Slides, or Negatives to Digital



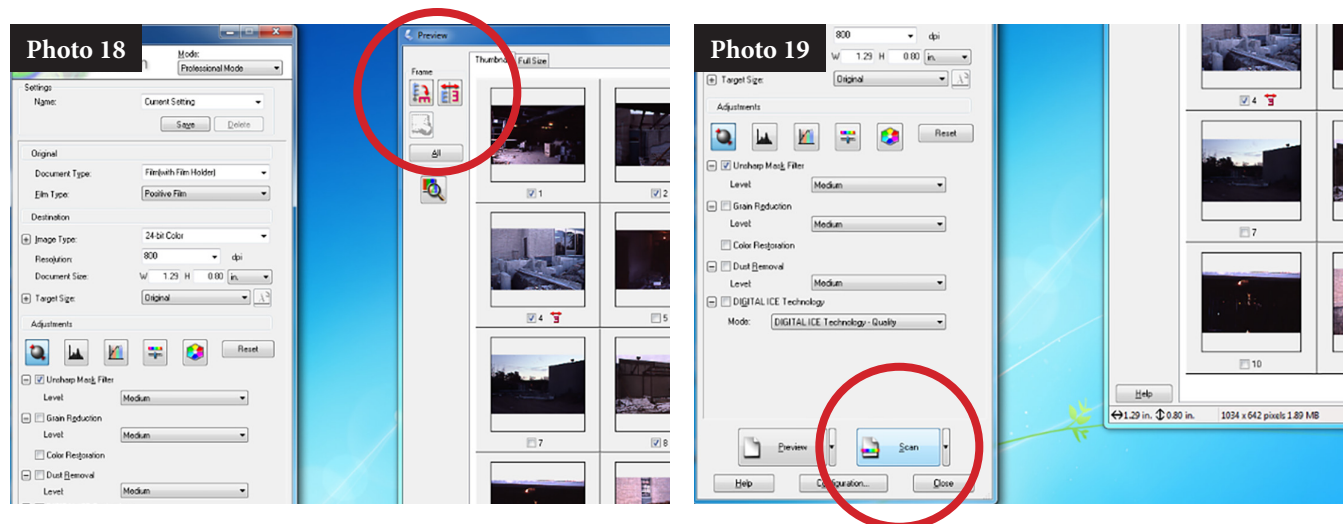
- c. If needed, remove a blue cleaning cloth from the zipper pocket of the suitcase to clean the glass scanner platen (see Photo 13).
- d. Turn on the laptop using the power button on the right side near the hinge (see Photo 14).
- e. Double click the “EPSON Scan” link on the computer desktop to open the EPSON Scan application. If prompted, choose EPSON Perfection V600 and click OK.



5. Scan Print (Photos) to Digital

- a. Remove the white scan background from the scanner accessories laptop bag and slide it into the scanner lid (see Photo 15).
- b. Place the print media or photo you would like to scan on the scanner platen face down and tight against the top right corner (see Photo 16) and close the scanner lid.
- c. In the EPSON Scan application on the laptop, set the Mode to Professional Mode and Document Type to Reflective (photos) (see Photo 17) and click Preview.

CONVERSION CASE: Print, Slides, or Negatives to Digital



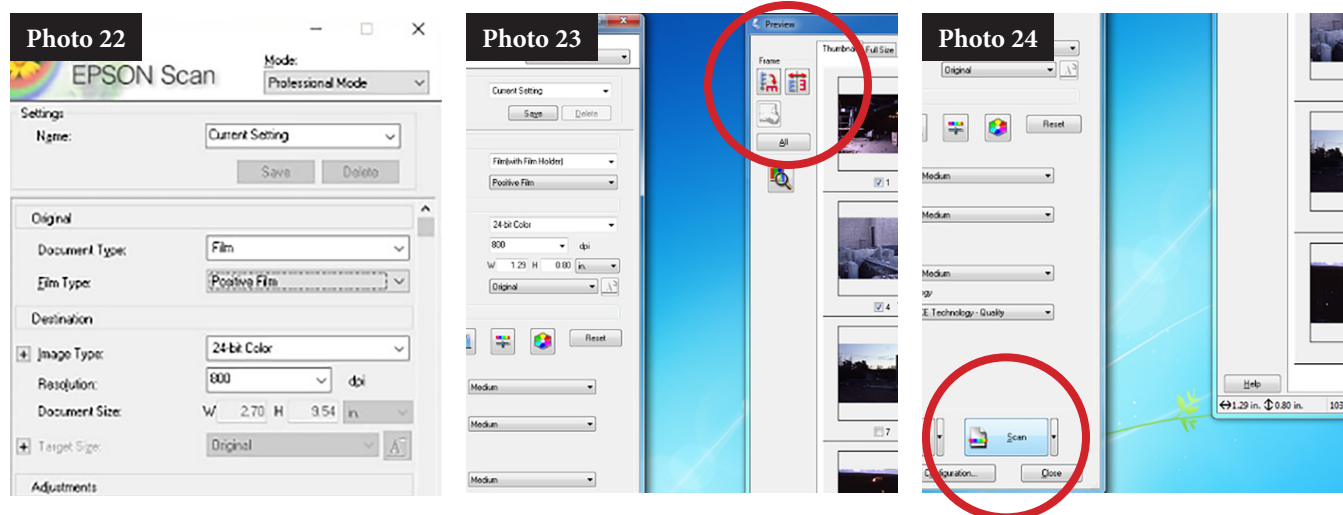
- d. View the images that the scanner has generated and if necessary, use the tools in the Preview window to rotate or un-check images that you do not want to scan (see Photo 18).
- e. When you are satisfied with the Preview, click Scan (see Photo 19).
- f. Confirm the location where your digital files will be saved and click OK.



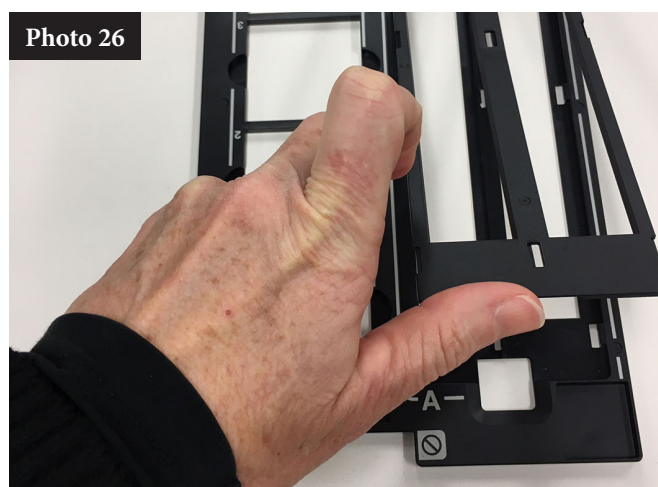
6. Scan Slides to Digital

- a. Ensure that the white scan background is not in the scanner lid.
- b. Remove the slide holder (see Photo 20) from the scanner accessories laptop bag and place the slide holder on the scanner platen with the tab labeled C aligned with the C notch on the scanner bed (see Photo 21).
- c. Insert up to four slides into the slide holder and close the scanner lid.

CONVERSION CASE: Print, Slides, or Negatives to Digital



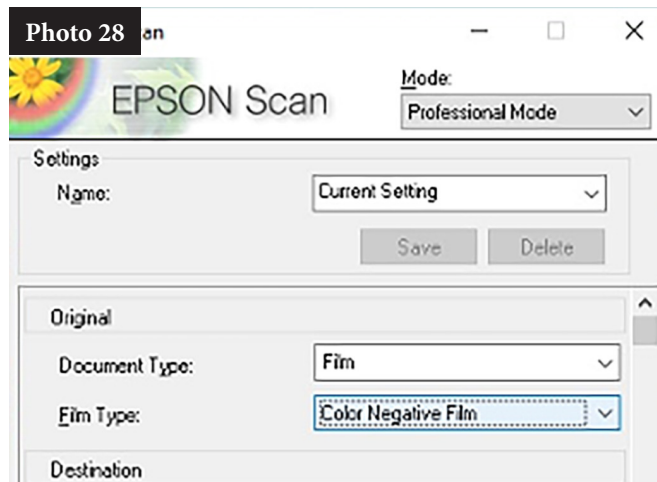
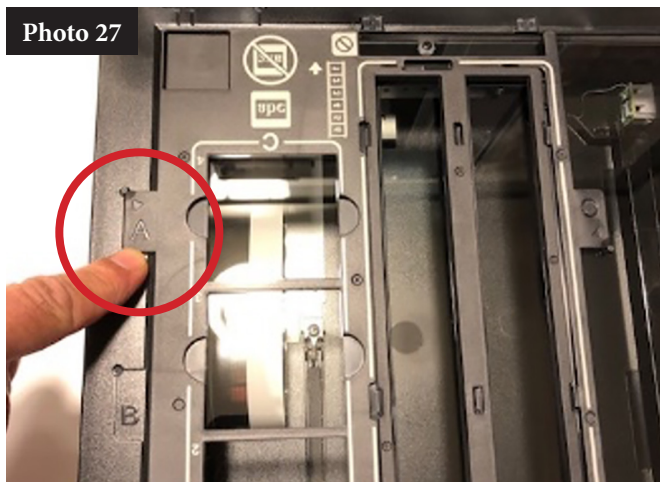
- d. In the EPSON Scan application on the laptop, set the Mode to Professional Mode and Document Type to Film and Film Type to Positive Film (see Photo 22) and click Preview.
- e. View the images that the scanner has generated and if necessary, use the tools in the Preview window to rotate or un-check images that you do not want to scan (see Photo 23).
- f. When you are satisfied with the Preview, click Scan (see Photo 24).
- g. Confirm the location where your digital files will be saved and click OK.



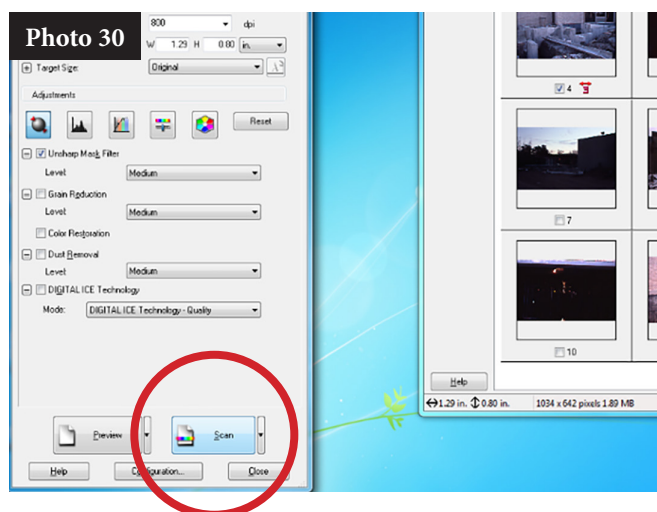
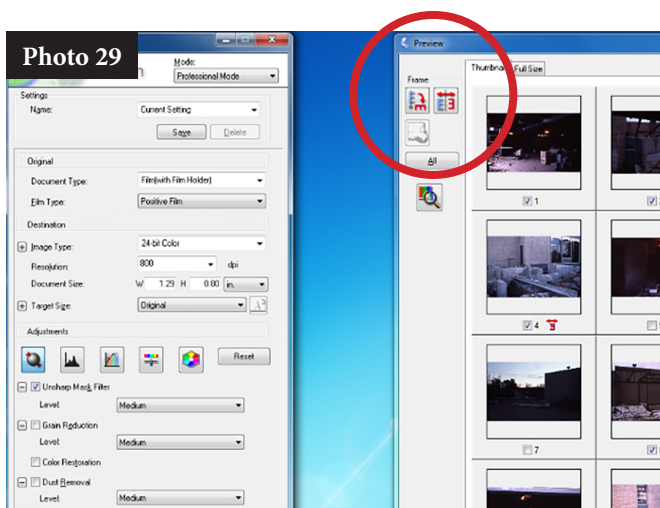
7. Scan Negatives to Digital

- a. Ensure that the white scan background is not in the scanner.
- b. Remove the negative holder (see Photo 25) from the scanner accessories laptop bag. Lift the negative holder cover off of the negative holder (see Photo 26) and insert up to two strips of negatives into the holder. Snap the cover back into place.

CONVERSION CASE: Print, Slides, or Negatives to Digital

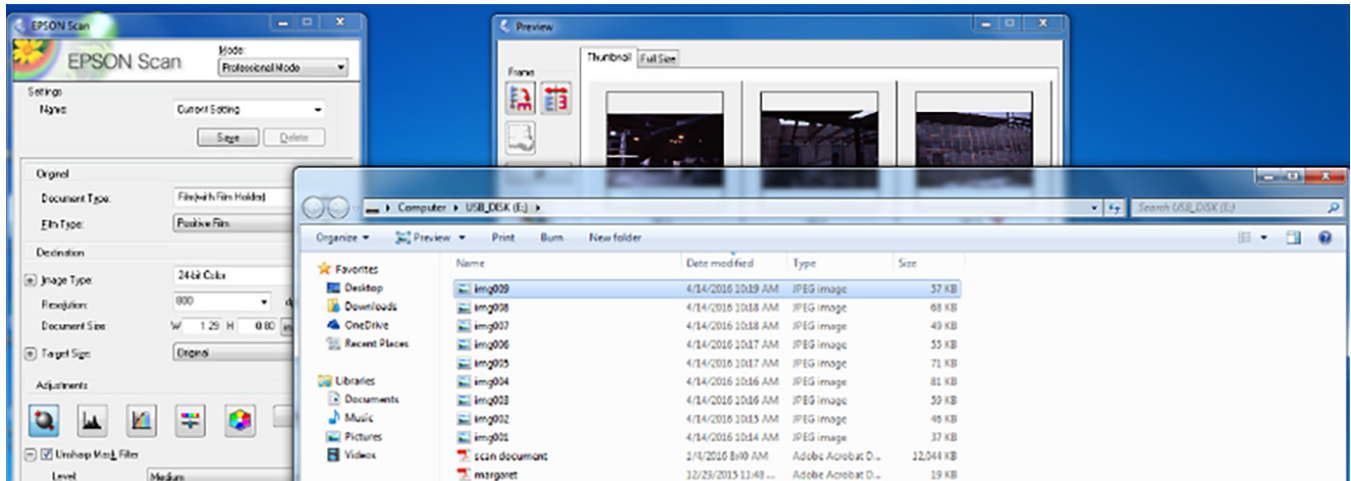


- c. Place the slide holder on the scanner platen with the tab labeled A aligned with the A notch on the scanner bed (see Photo 27) and close the scanner lid.
- d. In the EPSON Scan application on the laptop, set the Mode to Professional Mode and Document Type to Film and Film Type to Color Negative Film (see Photo 27) and click Preview.



- e. View the images that the scanner has generated and if necessary, use the tools in the Preview window to rotate or un-check images that you do not want to scan (see Photo 29).
- f. When you are satisfied with the Preview, click Scan (see Photo 30).
- g. Confirm the location where your digital files will be saved and click OK.

CONVERSION CASE: Print, Slides, or Negatives to Digital



8. Save Scanned Media

By default, scans are typically saved in the Pictures folder on the laptop.

You may take your scans with you by saving them to a flash drive or cloud storage such as Google Drive, OneDrive iCloud, or Dropbox. Any scans that remain on the laptop when you return it will be deleted.



Questions? Contact Joe Halter at 630-423-6664 or jhalter@gepl.org