

## Epson V850 Perfection Flatbed Scanner



### **Instruction Booklet**

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MCMLS is not responsible for damages incurred to your media (photographic, audio, video or digital) thru use of this scanning equipment. By using the EPSON V850 Flatbed Scanner, you are consenting to use this equipment at your own risk and discretion.

# Using the EPSON V850 Perfection Flatbed Scanner



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## INTRODUCTION / GENERAL SETUP

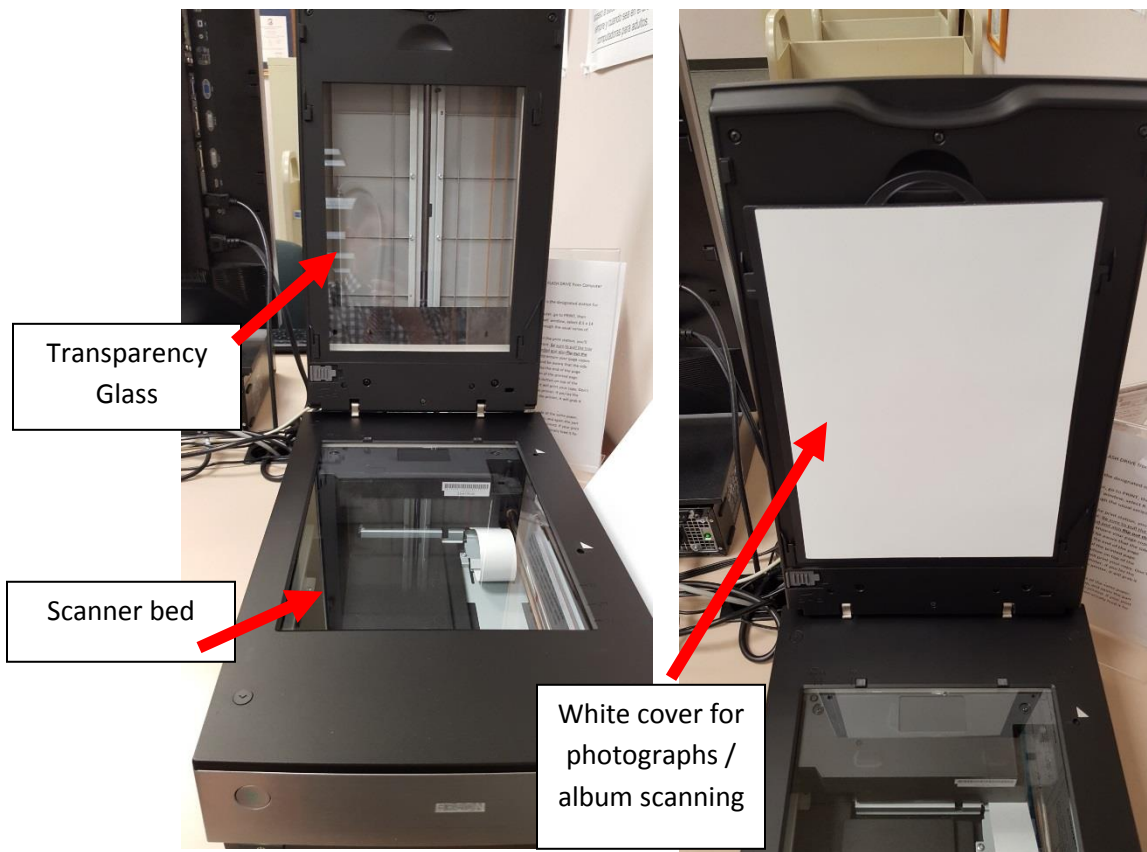
The EPSON V850 Perfection Flatbed Scanner is a power scanner capable of creating a high-resolution digital image from your photo albums, slides, and negatives. Its software and interface make it especially useful for magnetic albums and irregular sized negatives and slides.

The following is a step-by-step guide that will walk you through how to use the Epson V850 Flatbed Scanner with the accompanying EPSON scan software:

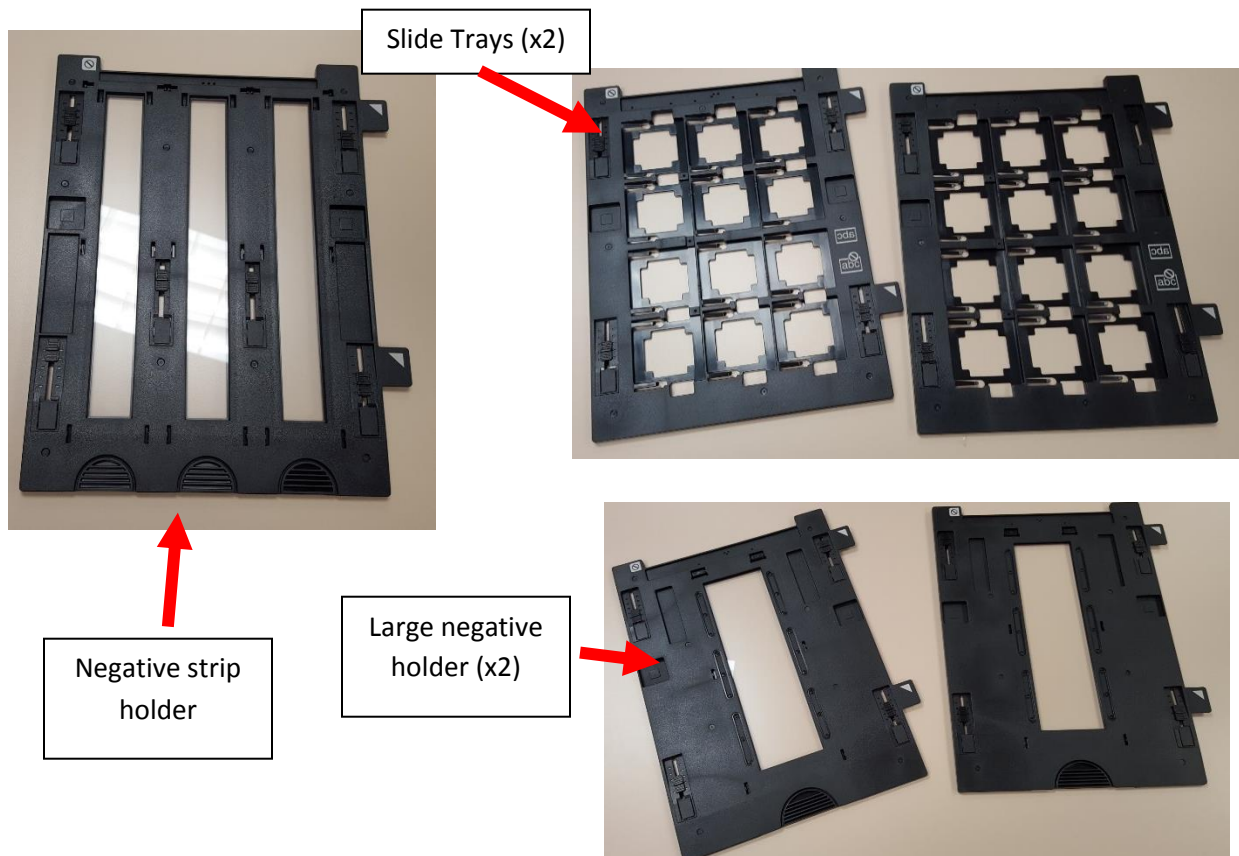
1. Familiarize yourself with Epson V850 Flatbed Scanner and its accessories:

### SCANNER





## ACCESSORIES



2. First turn the scanner on by pressing the POWER button located on the bottom left corner on the front of the EPSON V850 scanner.



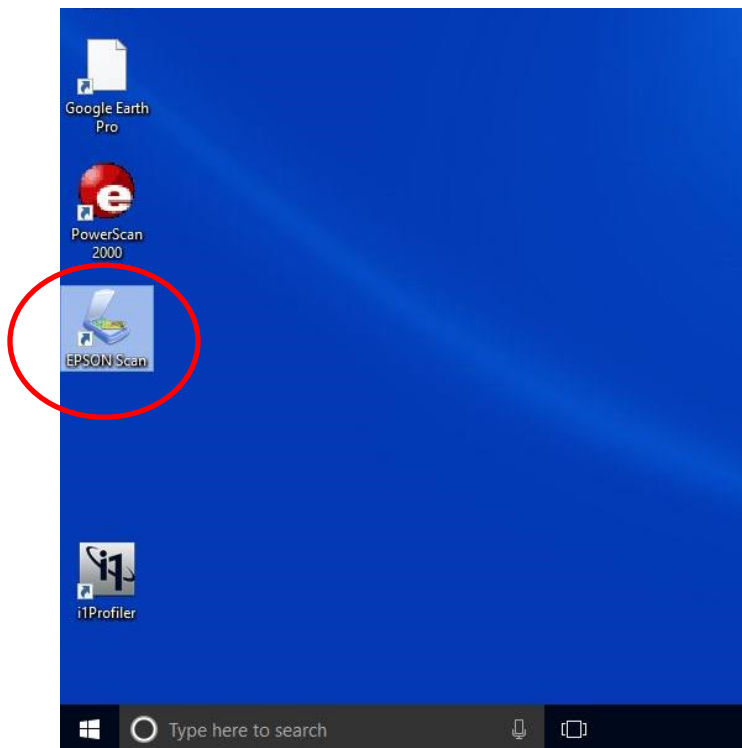
A green light indicates the scanner is on.



3. Insert your USB flash drive into an open USB port on the front of the PC unit.



4. Using the mouse on the PC, double click on the EPSON scan software to open the scanning program.





## DESCRIPTION OF SCANNING MODES

The EPSON Scan software comes with three different scanning modes:

**Full Auto Mode** - This is the most basic interface and best for beginner users scanning photo albums, 35mm slides, and standard sized negatives. Full auto mode will automatically detect the type of material you are scanning, find edges automatically, and split multiple images for you into separate files. Users just specify save settings and resolution and the software does the rest!

NOTE: If you are having trouble with Full Auto mode cropping or cutting portions of your source material, you might want to try using the Home mode instead.

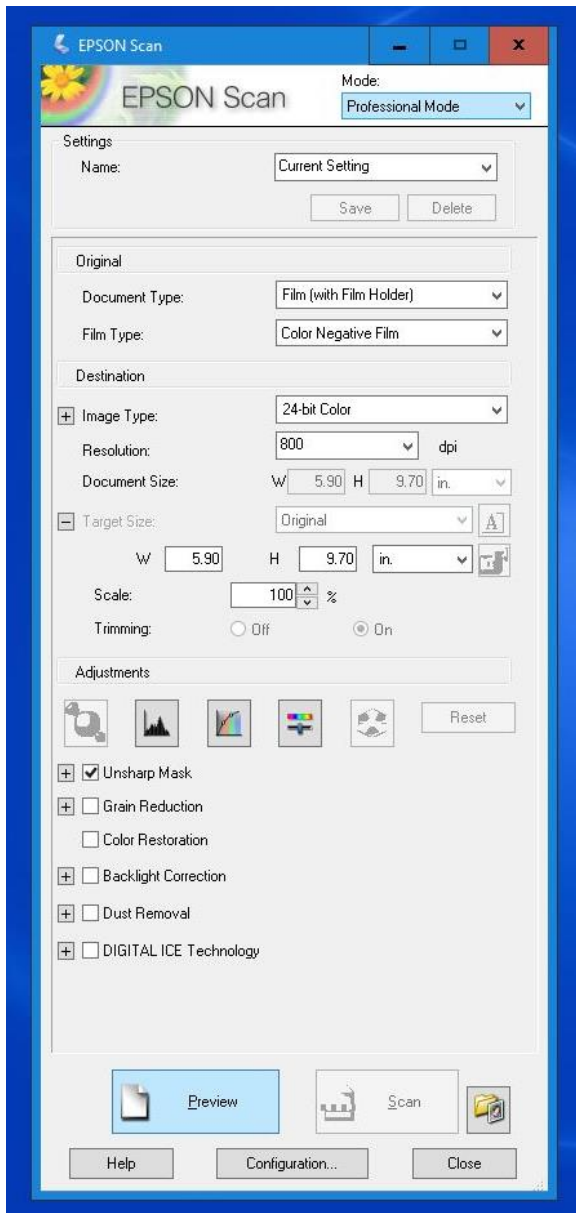


**Home Mode** - Using the Home mode provides you with a few more customization options than the Full Auto mode. You are given the ability to specify the Document type (print photograph, positive film (slides) color or b&w negative film etc.) and more advanced settings for resolution and target size.



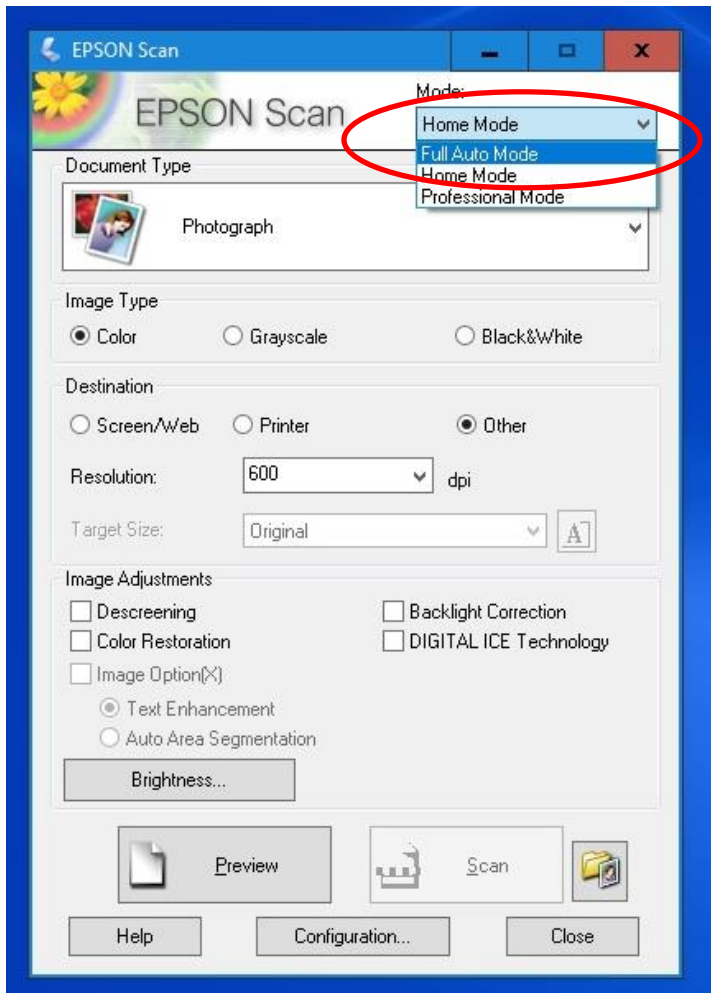


**Professional Mode** - Professional mode is for advanced users only. It provides access to the full customization offered by the EPSON Scan software, including color and gamma correction.

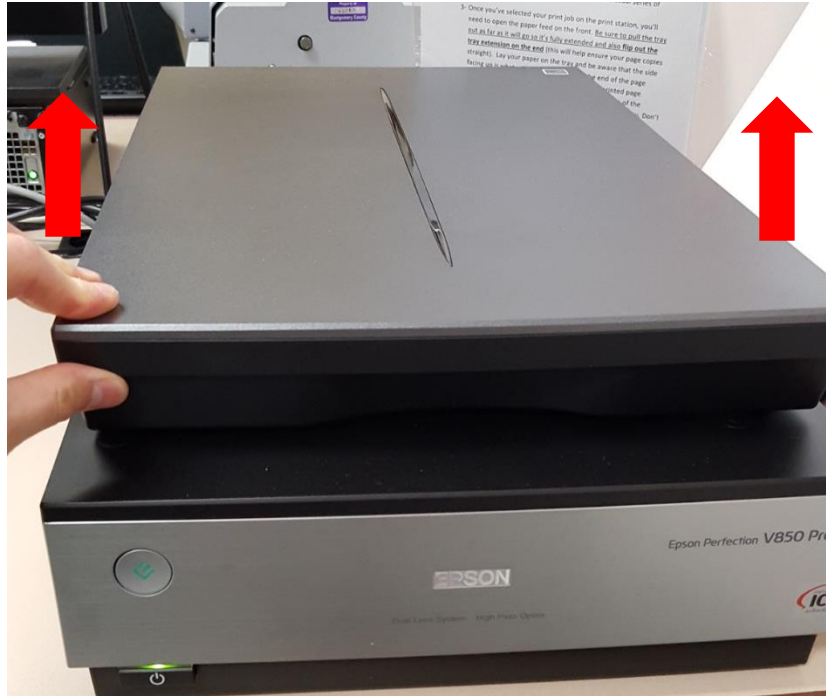


## Scanning Albums and Print Photos

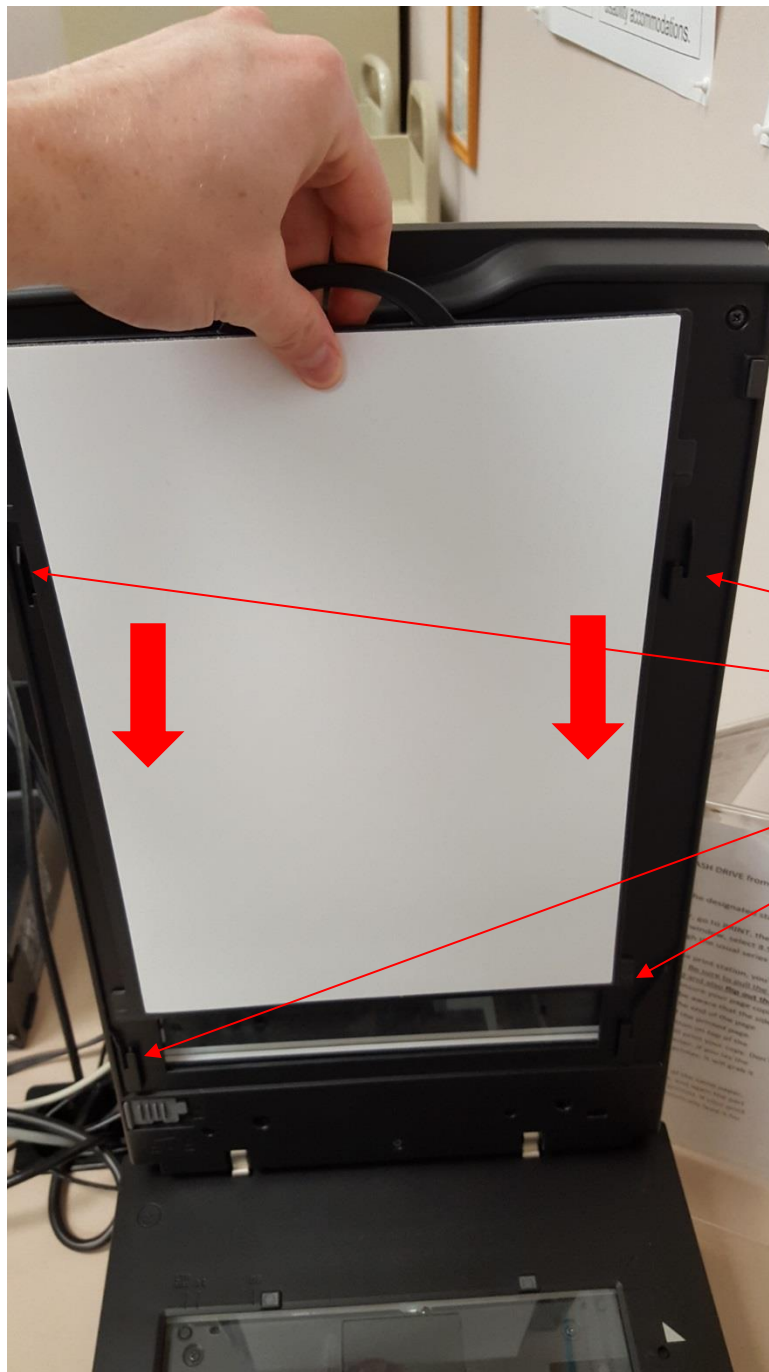
It is recommended you use the **Full Auto Mode** to scan your Albums and print photographs if this is your first time scanning. If needed, click on the Mode menu and change it to Full Auto Mode



1. To start scanning, first open the cover on the scanner and verify that the white photograph cover is in place over the glass on the inside of the scanner cover.



Missing Cover!  
The cover  
should be to the  
right of scanner  
on the table

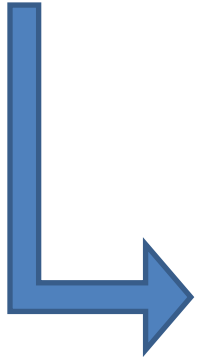


Line white cover above the four tabs, then push down to secure.

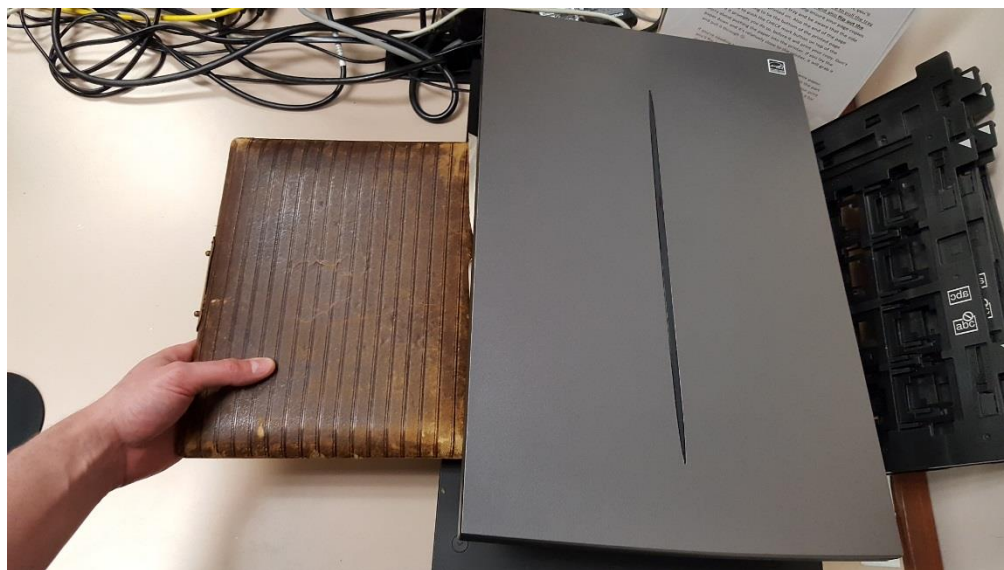


2. Place album or print photograph facedown on the bottom glass. Try to center the albums or photographs on the middle of glass for best results.



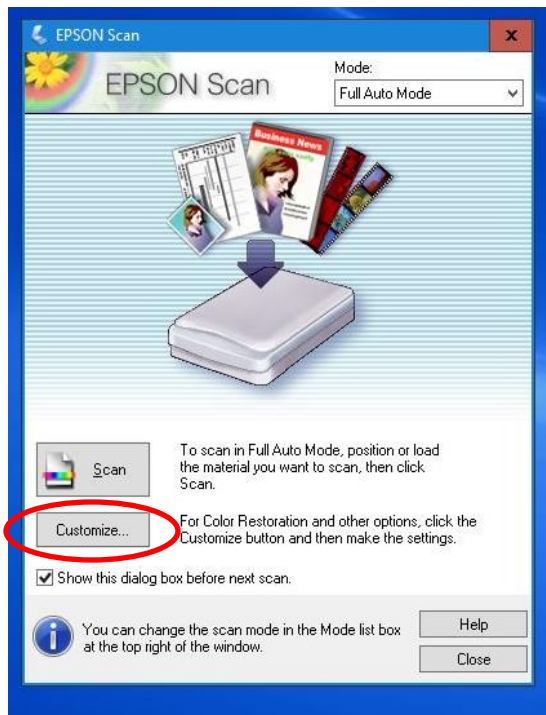


3. Close scanner cover to secure photographs into place.

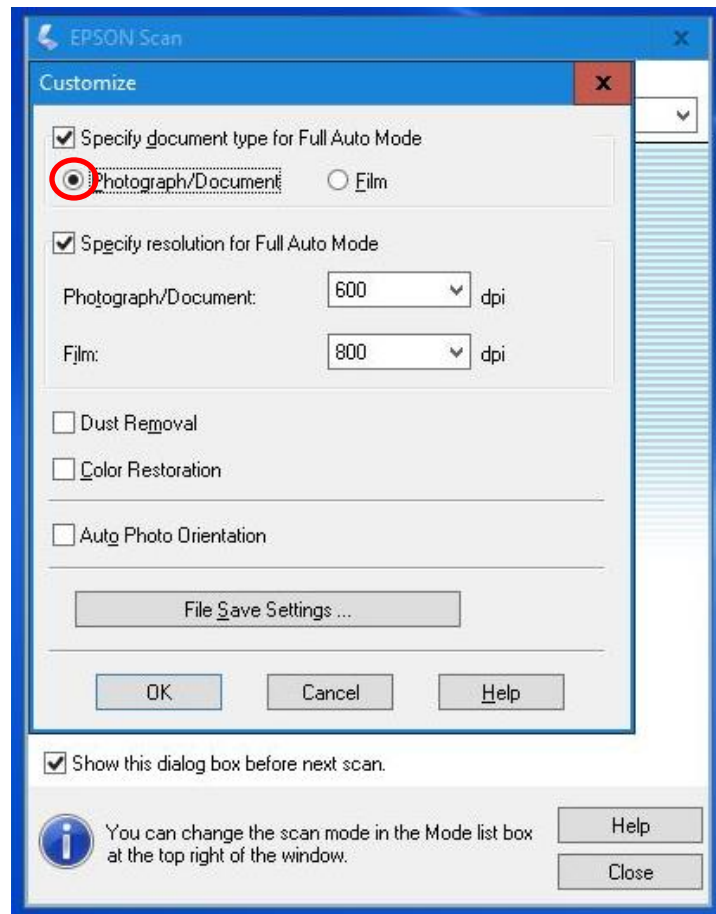




4. Back in the EPSON Scan program, click on the Customize button.

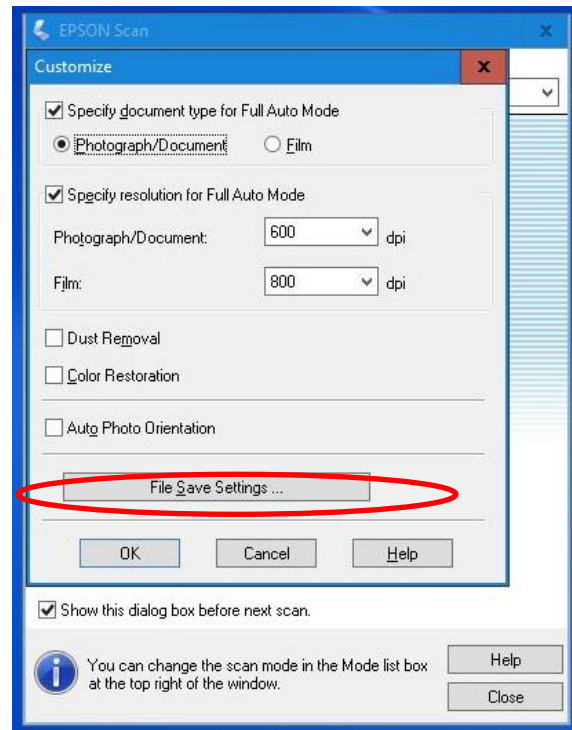


5. The Customize window appears. Here you can specify which type of document you are scanning. Choose: **Photograph/Document** for print photos and albums.

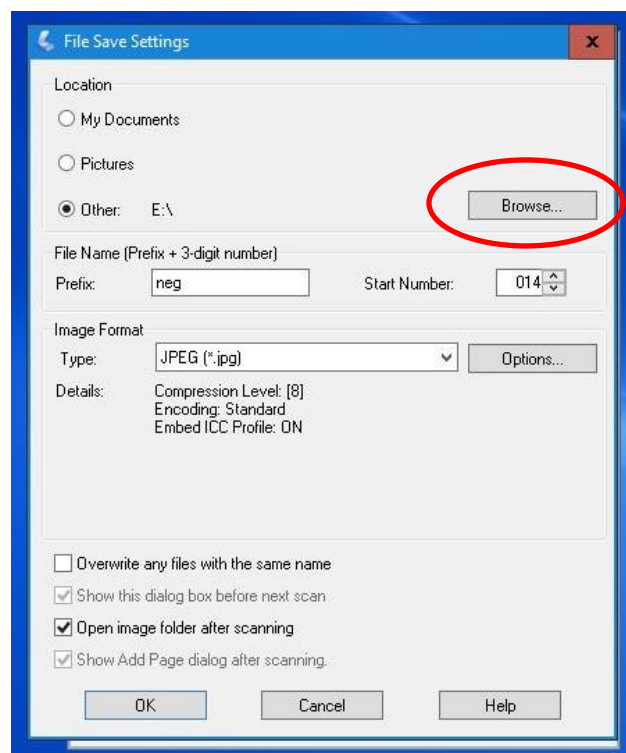


6. You also have the ability to change the resolution of the scan. The default settings of **600 dpi** for Photographs and **800 dpi** for film is recommended for most users.

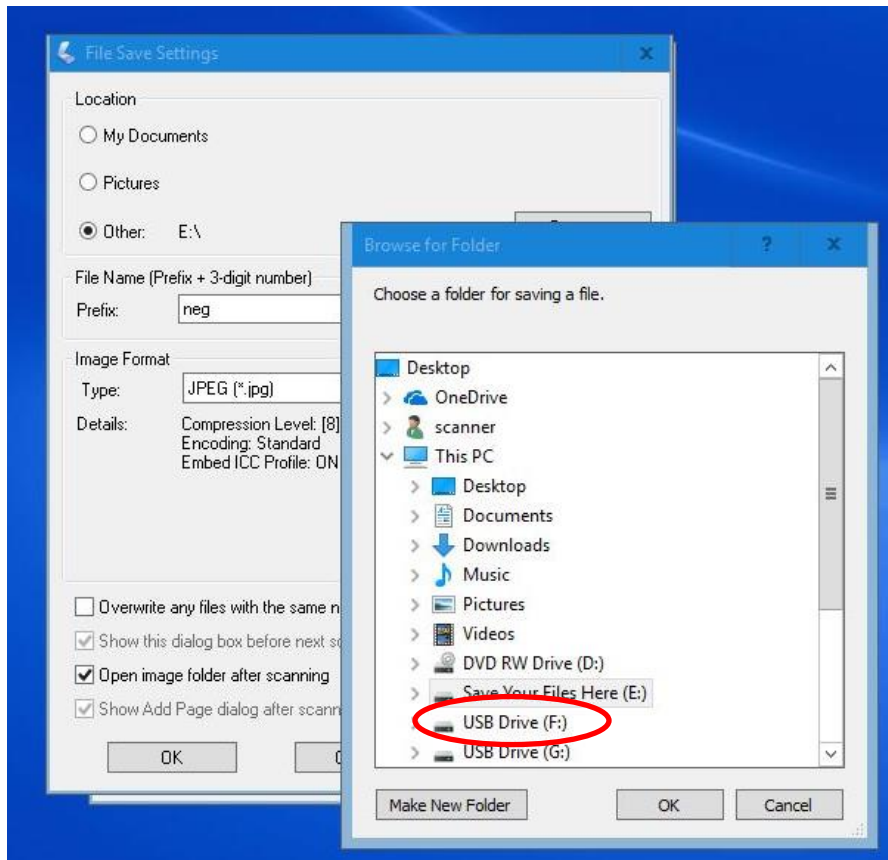
Once you have verified the document type and resolution, Click on **File Save Settings** to determine where and how to save your digital scans.



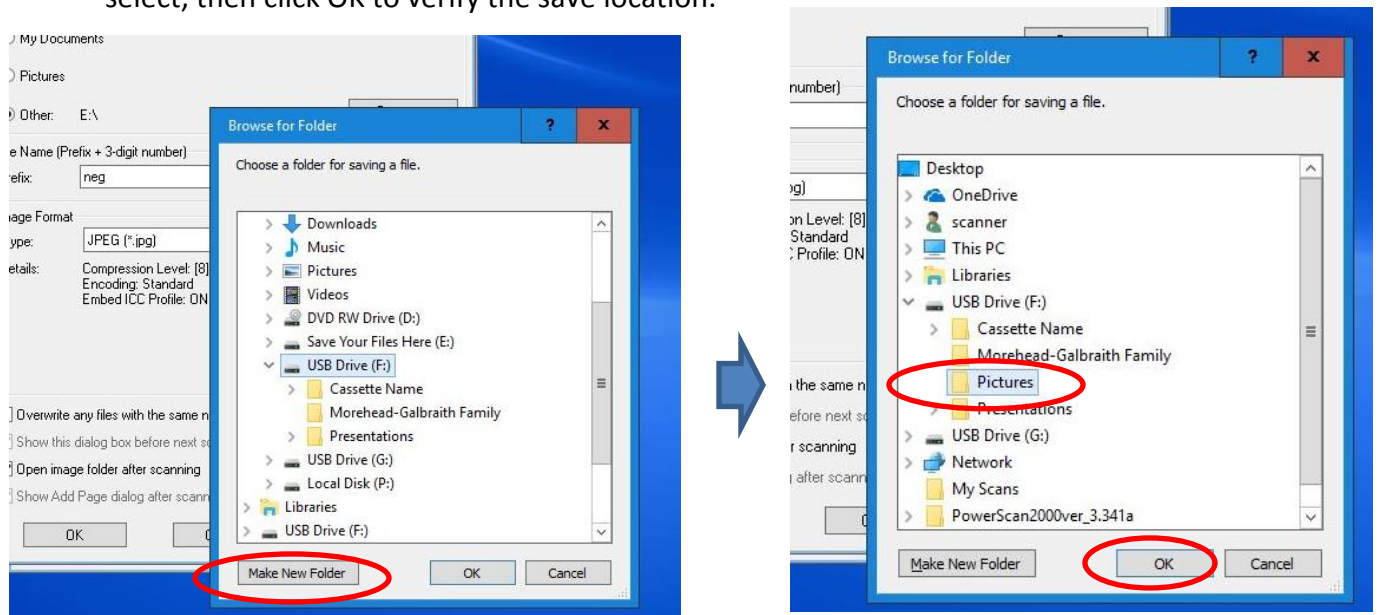
7. The File save settings window opens. First you will want to specify where you want to save your scanned files. Under where is says **Location** is an **Other** option. Choose that and click on the **BROWSE** button.



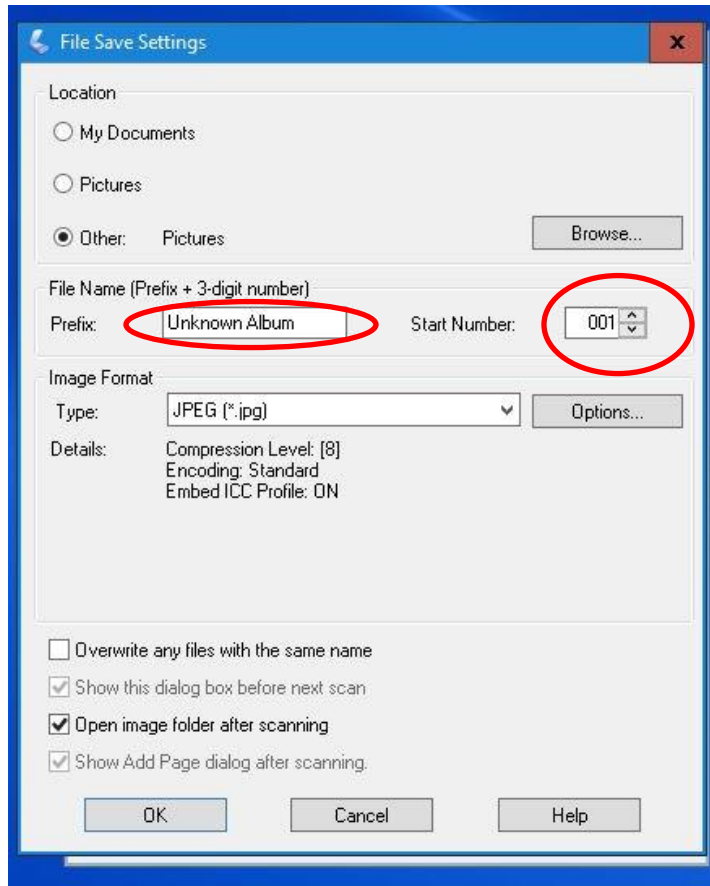
8. A new window opens with options of where to save. In the list, choose the USB drive port your USB flash drive is attached to (usually USB Drive F:).



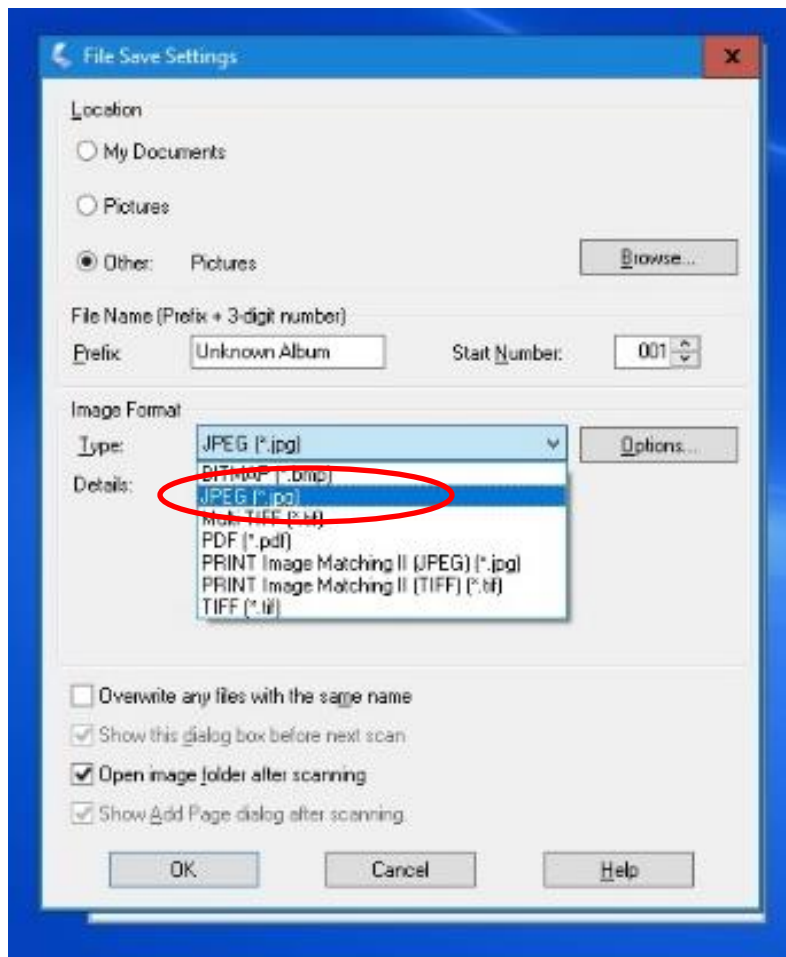
If you want, you can create a new folder inside of your USB drive to save the photos in. Just click of make new folder and give the folder a name. Click on the new folder to select, then click OK to verify the save location.



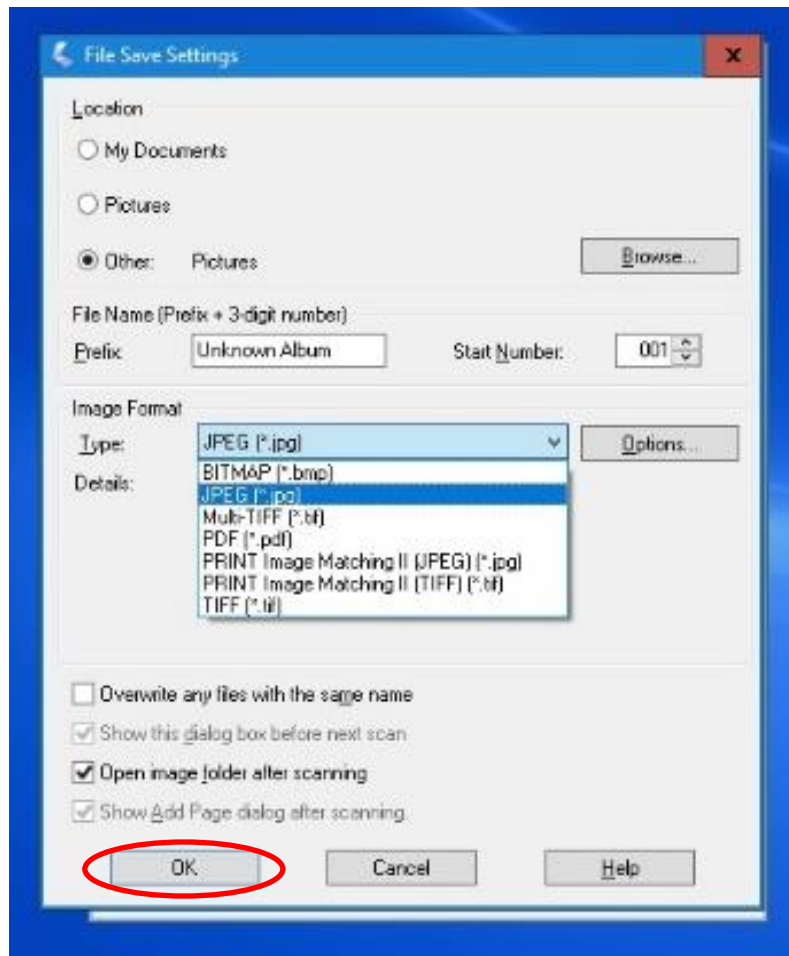
9. You will now be back on the file save setting screen. Under File Name you can specify the filename prefix and what number to start the save counter with. In the example below the filename will be Unknown Album001 for the first picture scan, and each additional picture will be named sequentially : Unknown Album002, Unknown Album003, etc.)



10. Next, you can specify what image format you want to save your digital images in. JPEG is recommend for most users. For Lossless, larger file-sized images you might choose the TIFF format as well.

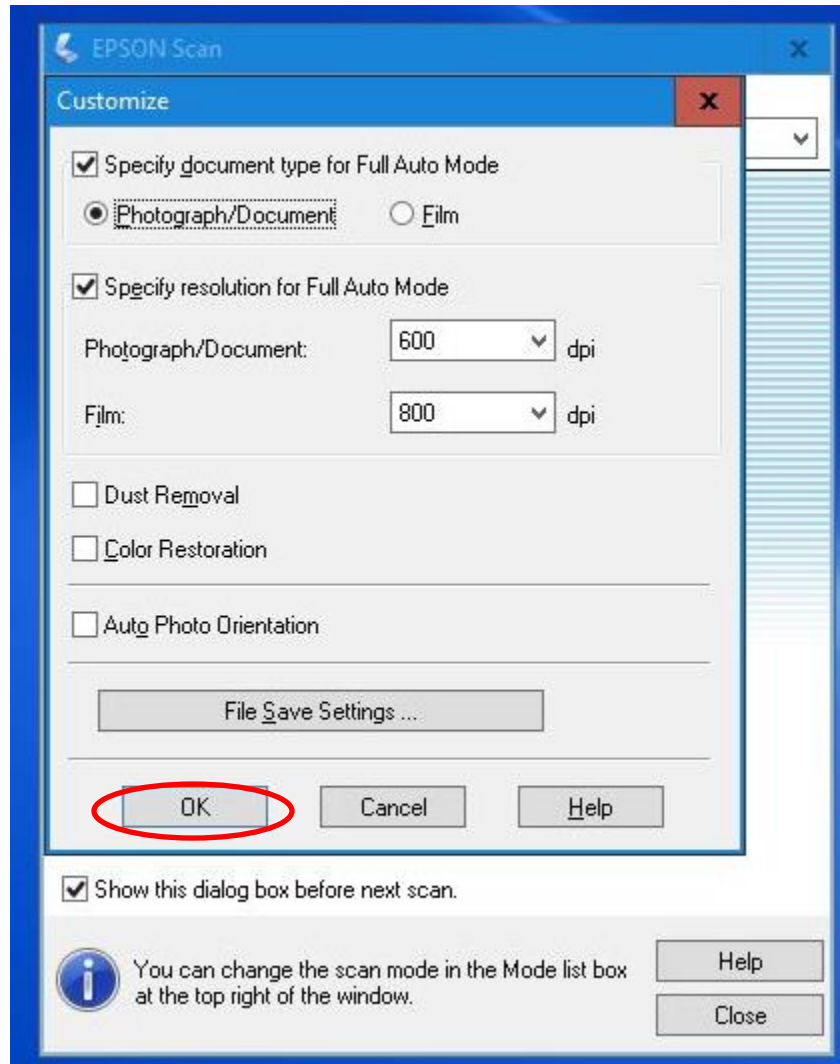


11. Then left click with mouse on **OK** to save the selected settings.

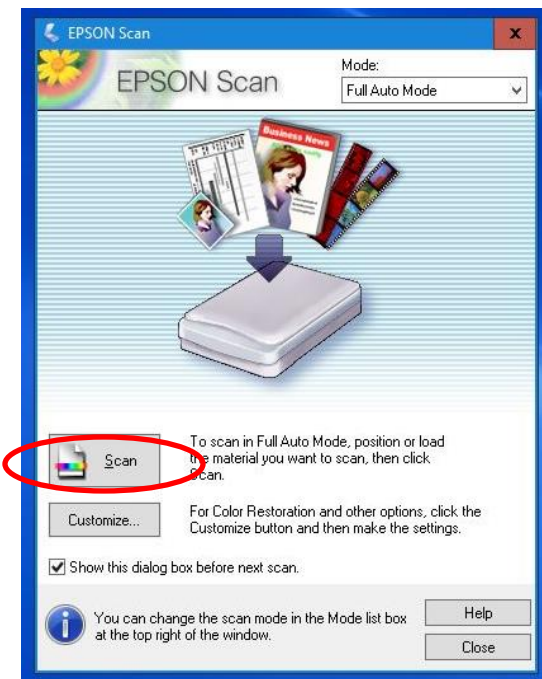




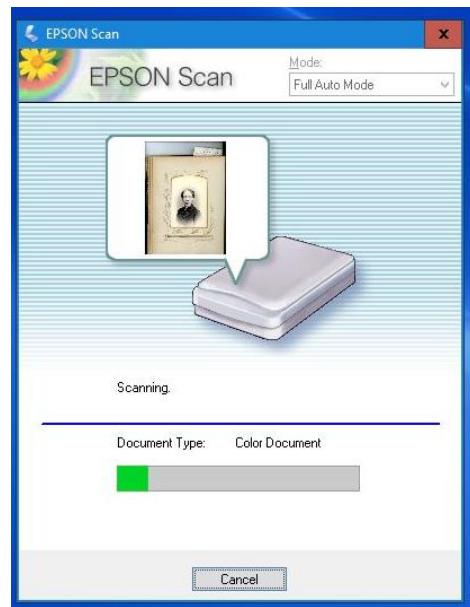
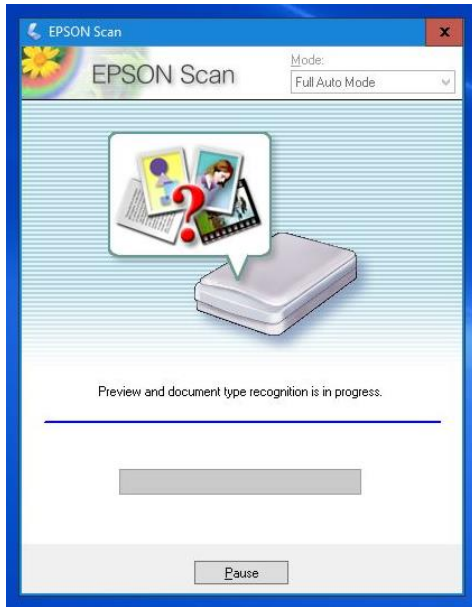
12. You will be back on the customize window now. With the save settings set, you are ready to go back to the welcome screen and start scanning. Click OK.



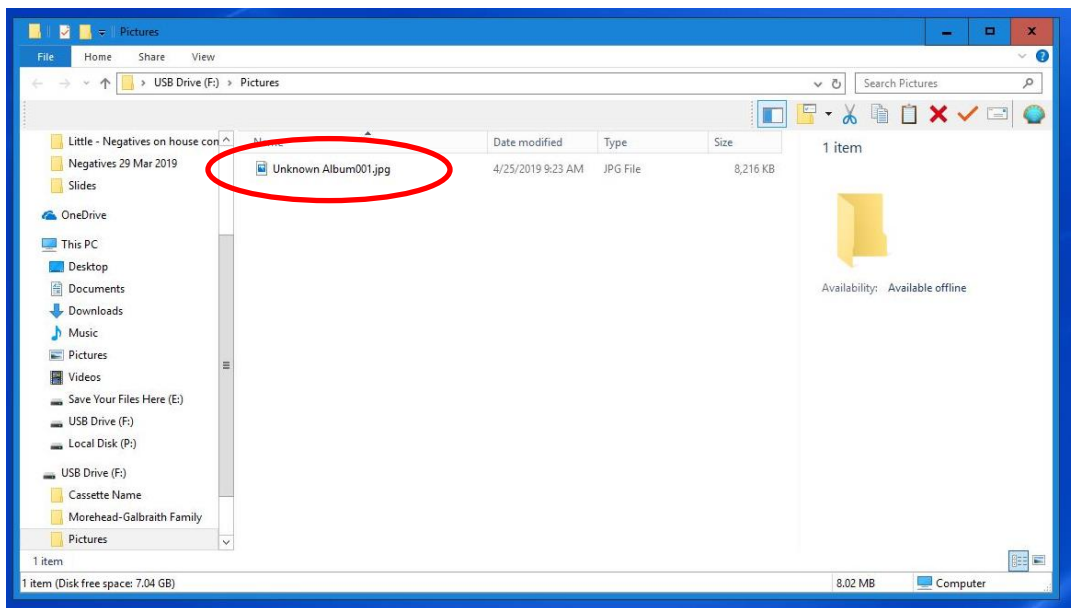
13. Click on the Scan button to begin the scanning process.



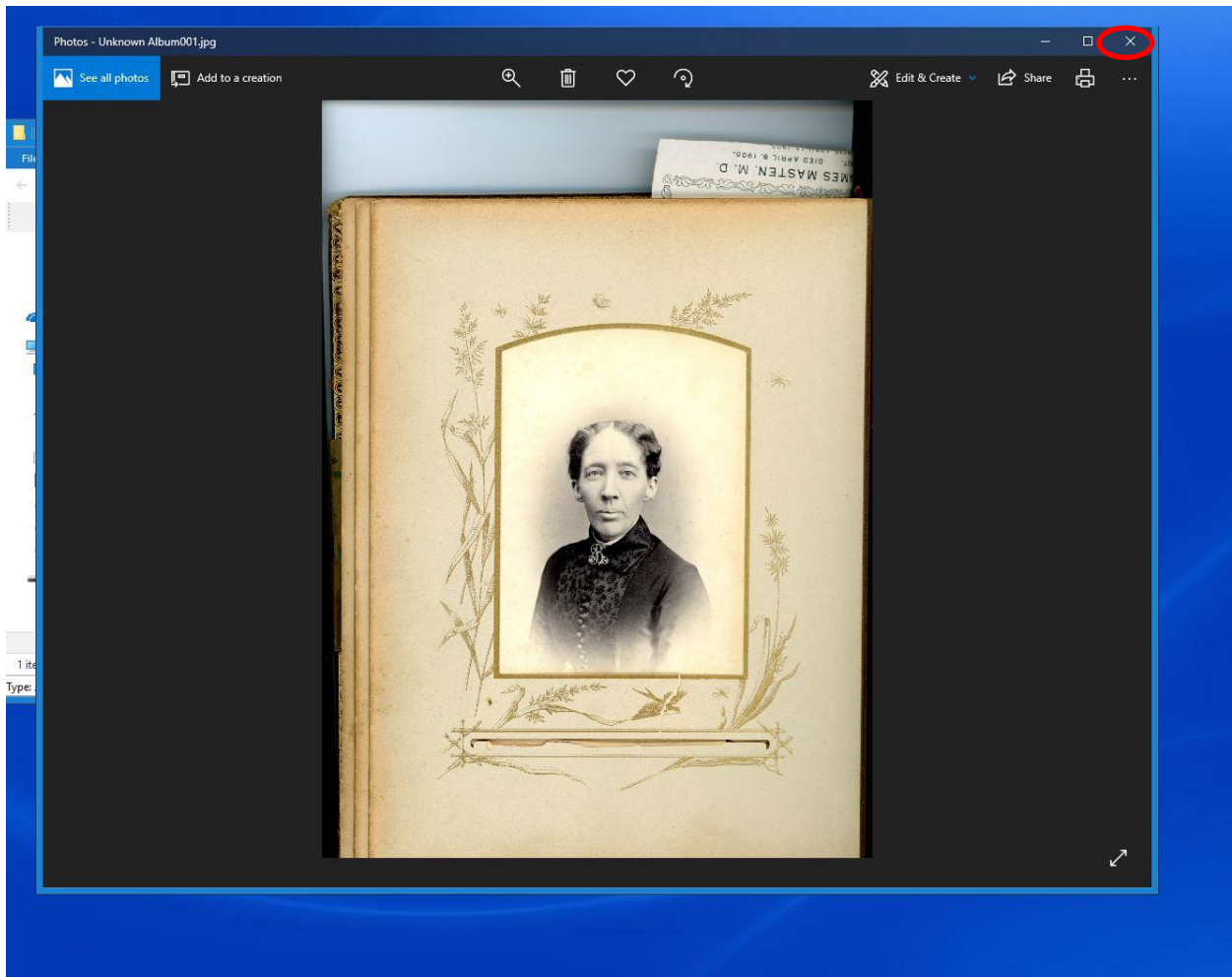
14. The scanner will scan the images on the glass.



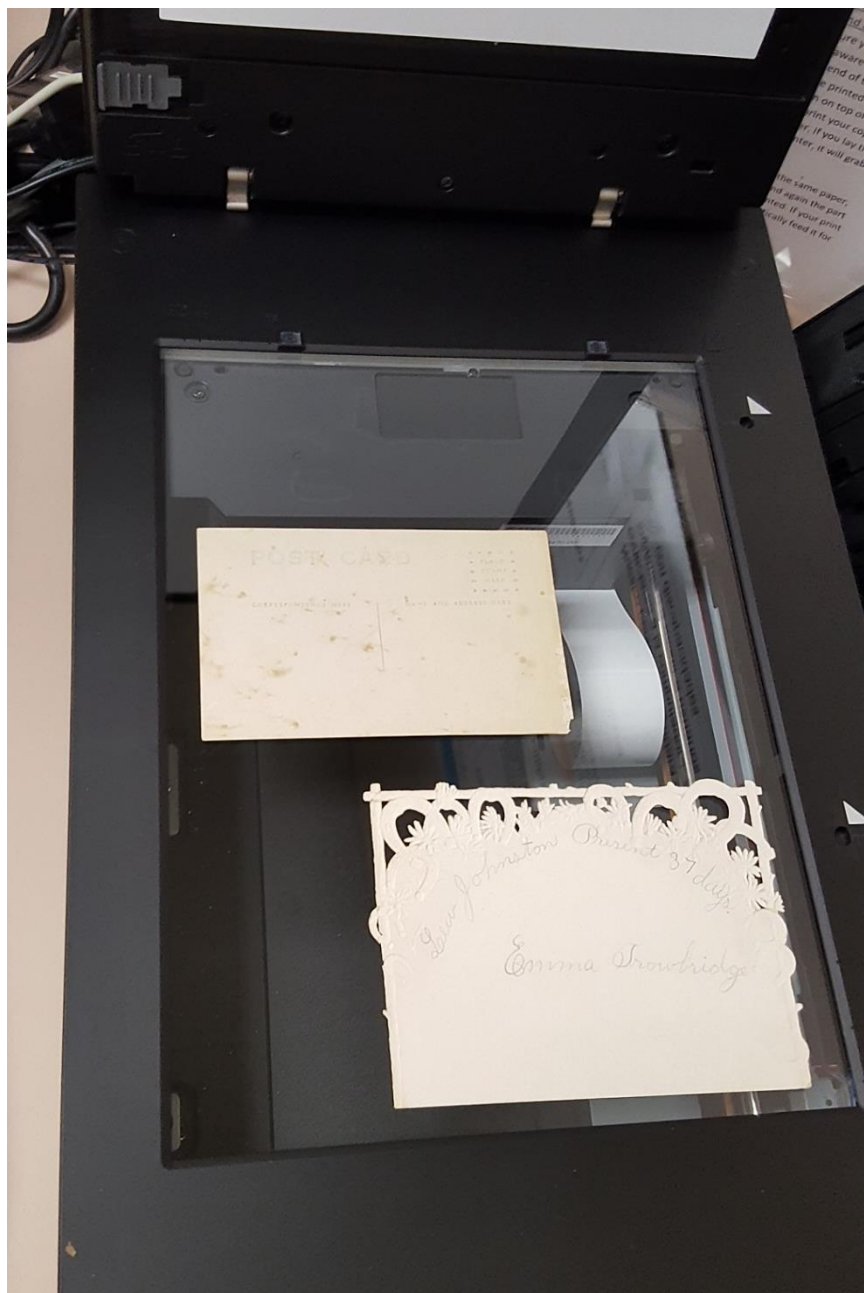
15. Once the scanner has finished, the EPSON Scan software will close, and a window will pop up showing the saved files. You can click on the photo filename to see the results.



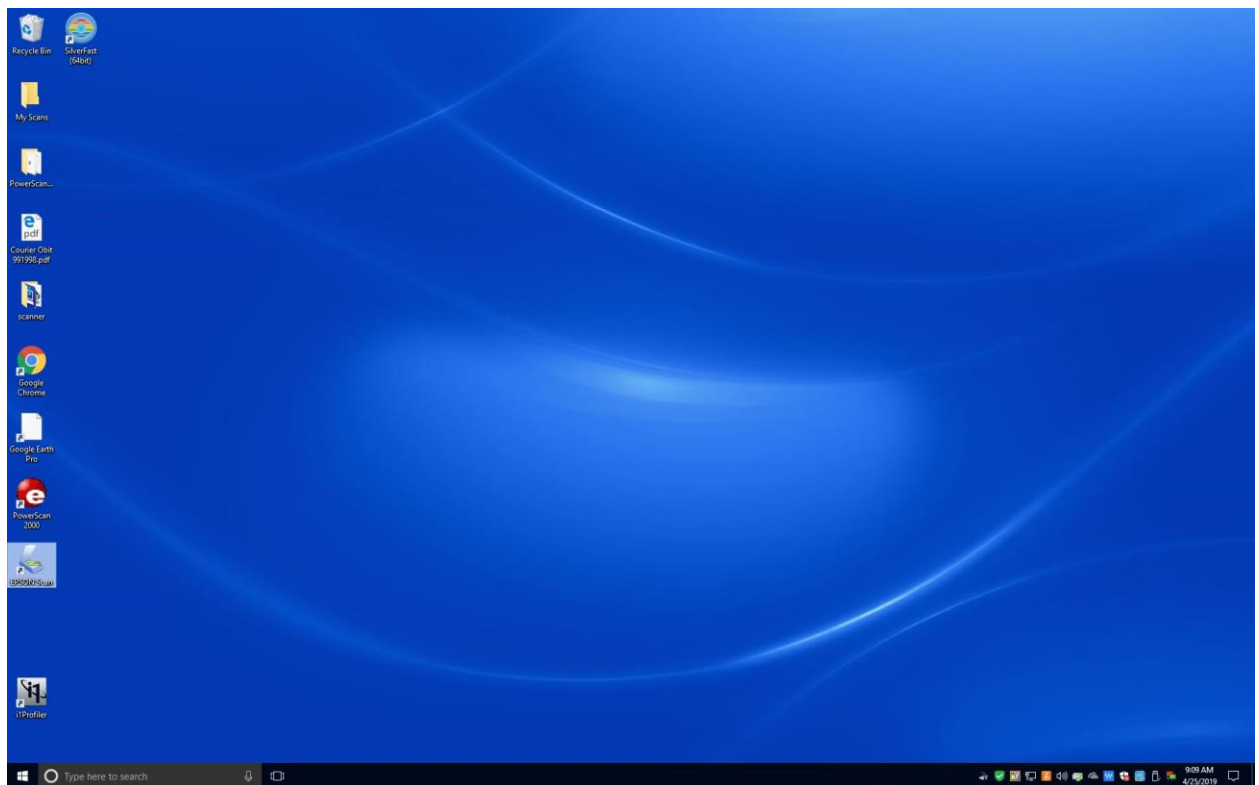
Click the X to close the photos app and return back to the desktop.



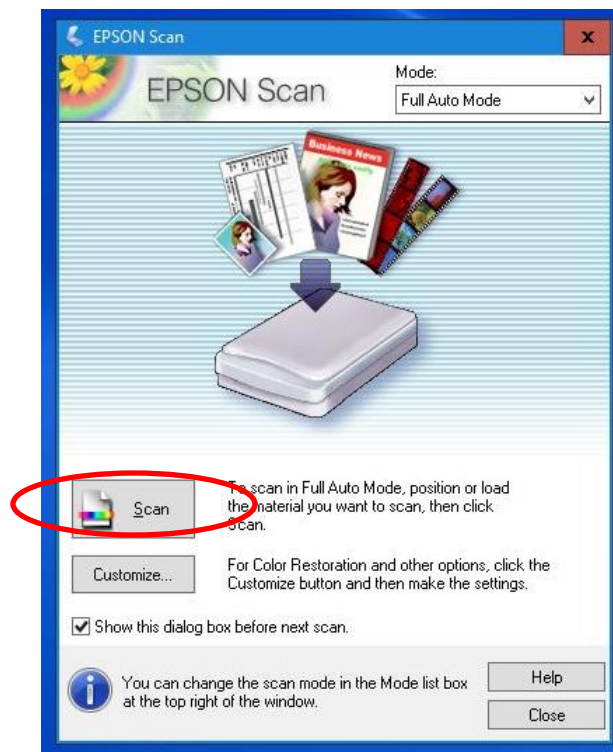
16. If you have more photographs to scan, remove the photo that was just scanned and place the next photograph or sets of photos down on the glass, and close the cover.



17. Back on the desktop, double click on the EPSON Scan software to re-open the program.



18. The welcome screen shows up. Even though the software closed with the last scan, it retains all the settings from the last scan. Just click the scan button to scan the next image.



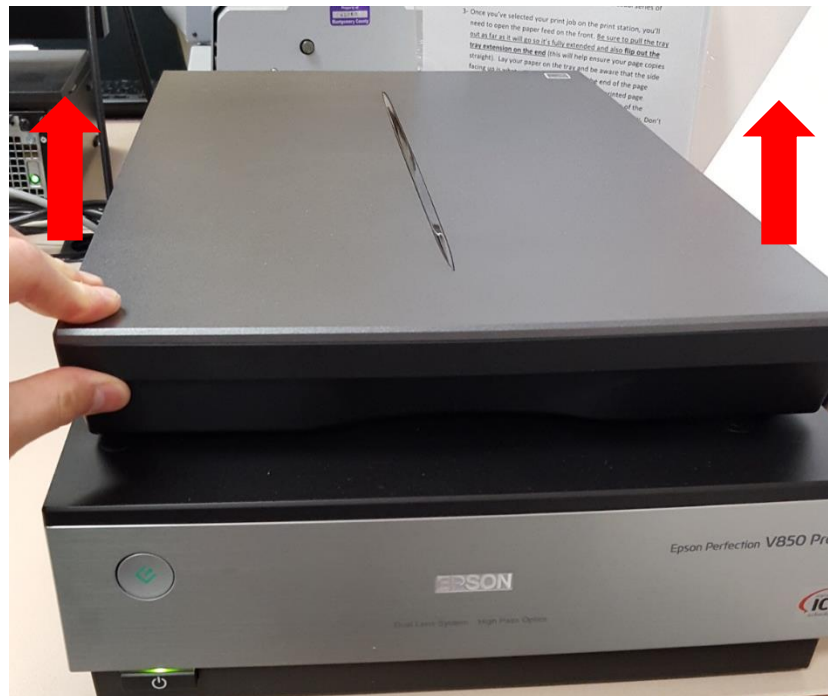
19. You can keep doing steps 15 thru 18 until you have finished scanning all your photographs. Once finished, be sure to remove all your photos from the scanner glass, remove your USB flash drive, and close all the windows on the computer

## Scanning Negatives

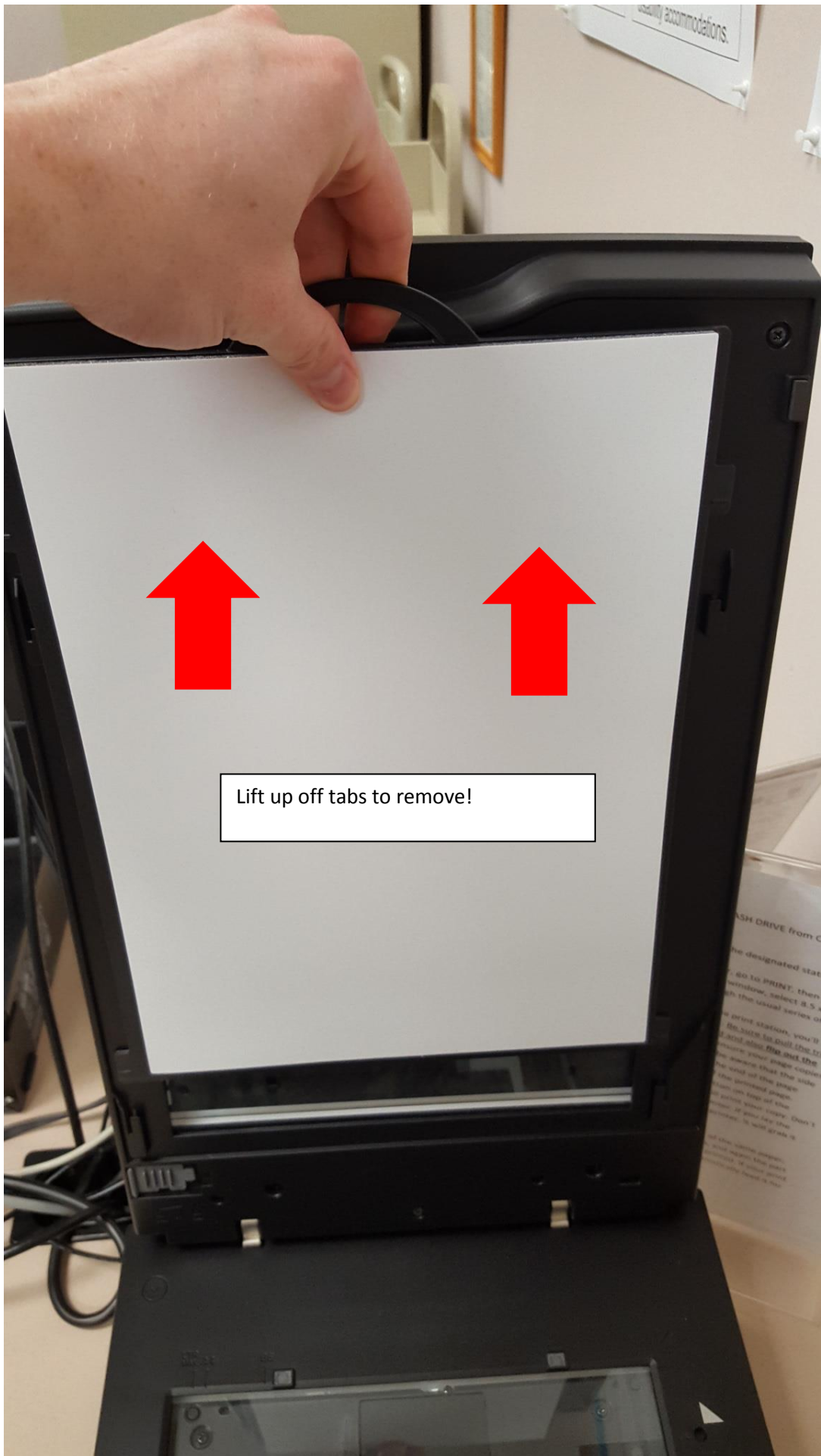
You can successfully utilize the Full Auto mode to scan when scanning negatives that are 24mm x 35mm (these generally come in strips of 4- 6 photographs). Other sized negatives will require you to use the Home Mode in order to get the best results. The following steps will guide you thru using both modes to scan your negatives.

### Preparing Negatives for Scanning

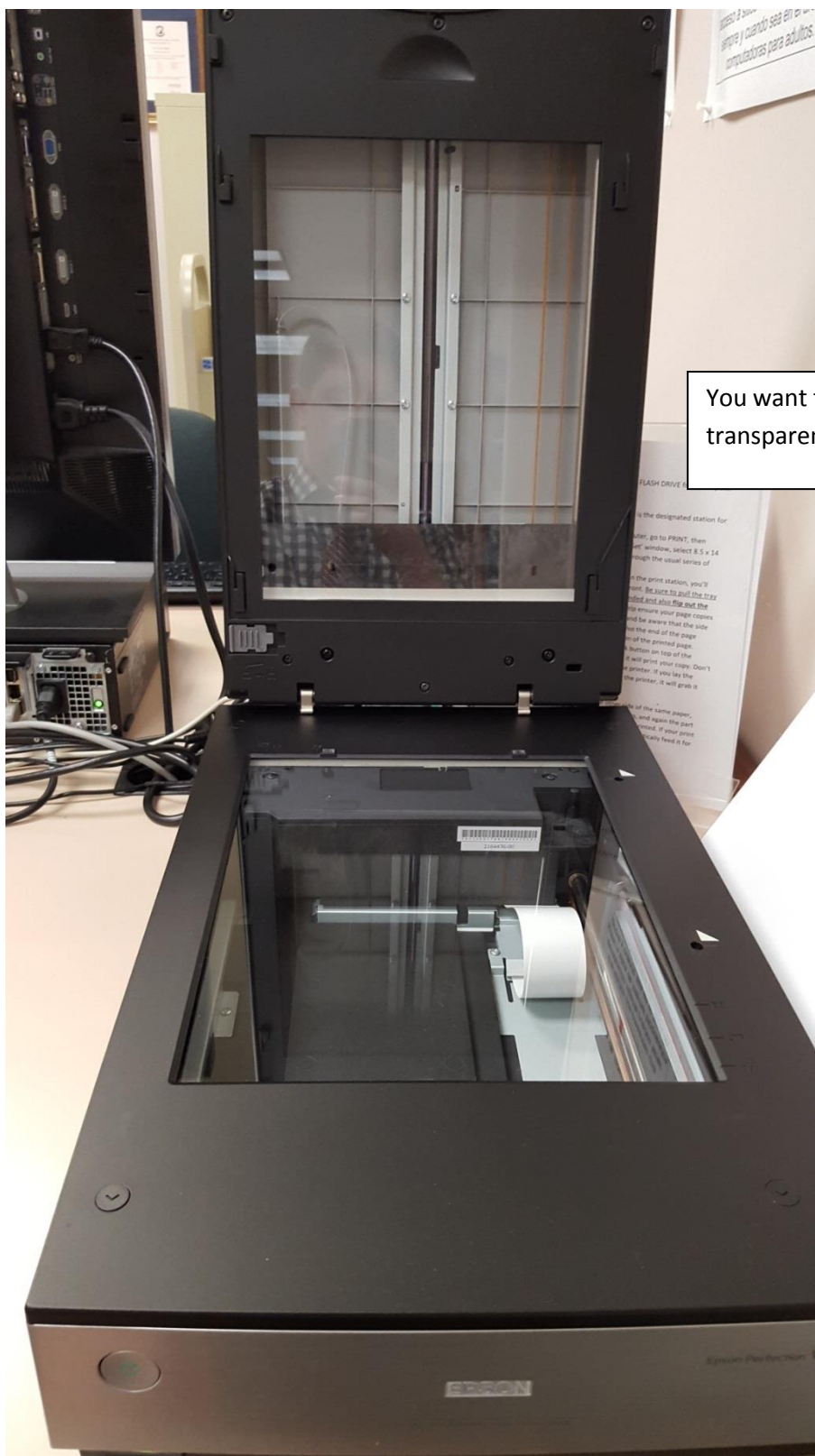
1. To start scanning, first open the cover on the scanner and verify that the white photograph cover is REMOVED from the top scanner glass.







Lift up off tabs to remove!



You want the top glass open for scanning transparencies (negatives, Slides).

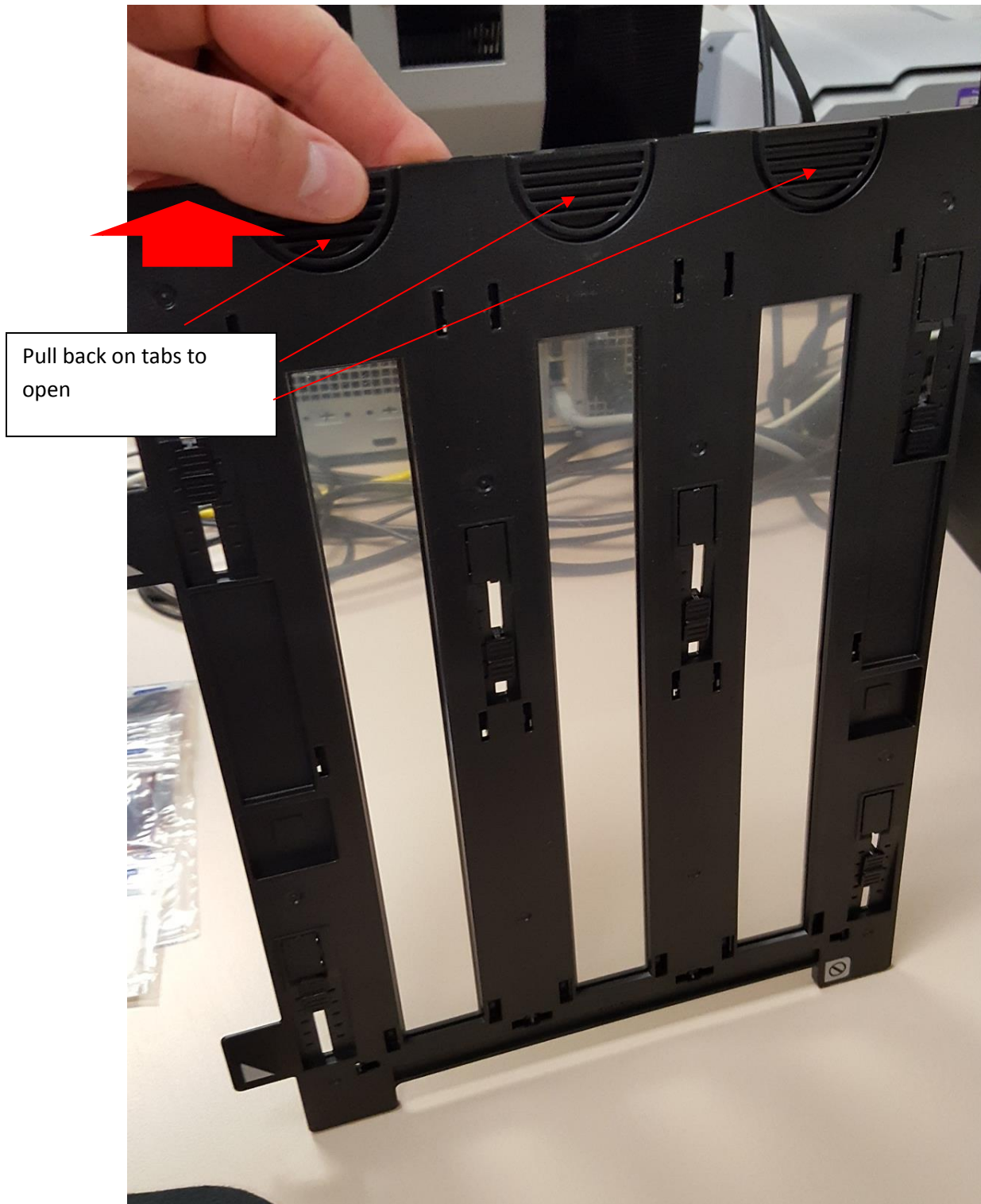


2. Locate the negative adapter located to the right side of the scanner.



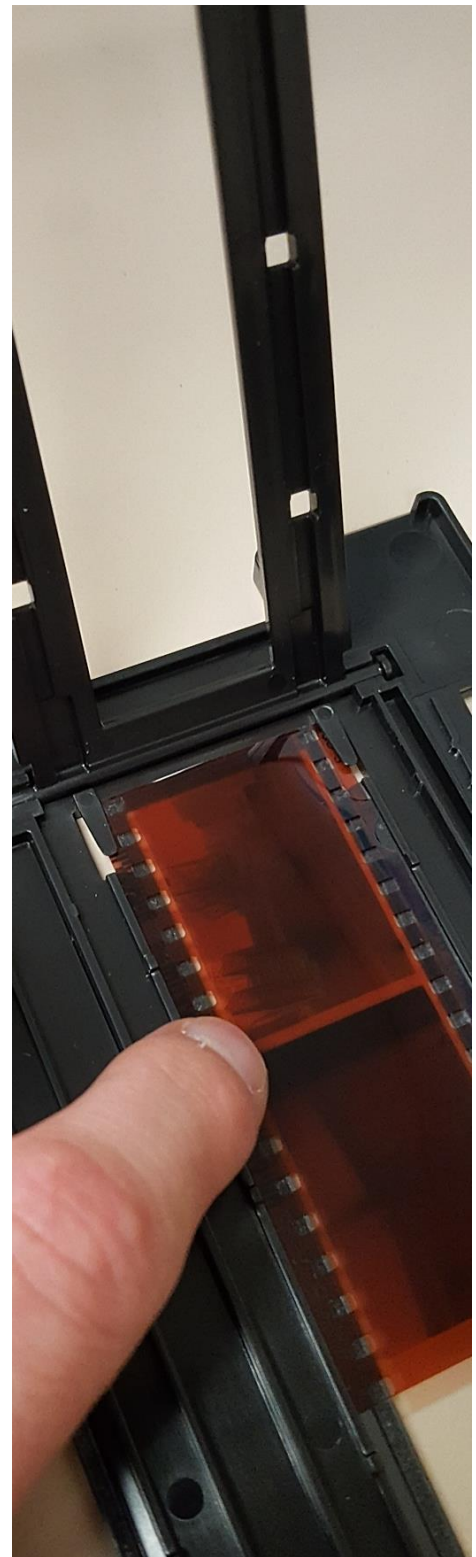
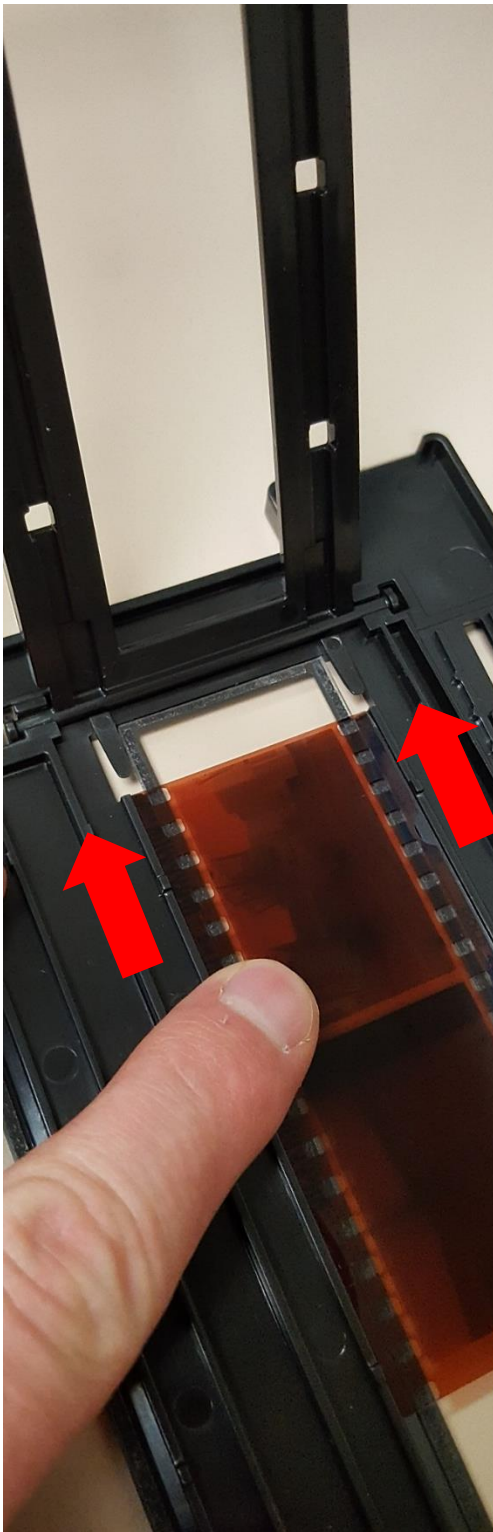


3. On the front of the negative adapter are three tabs to open the trays. Pull the tabs to open the trays. Then place the adapter face down to load the negative strips.



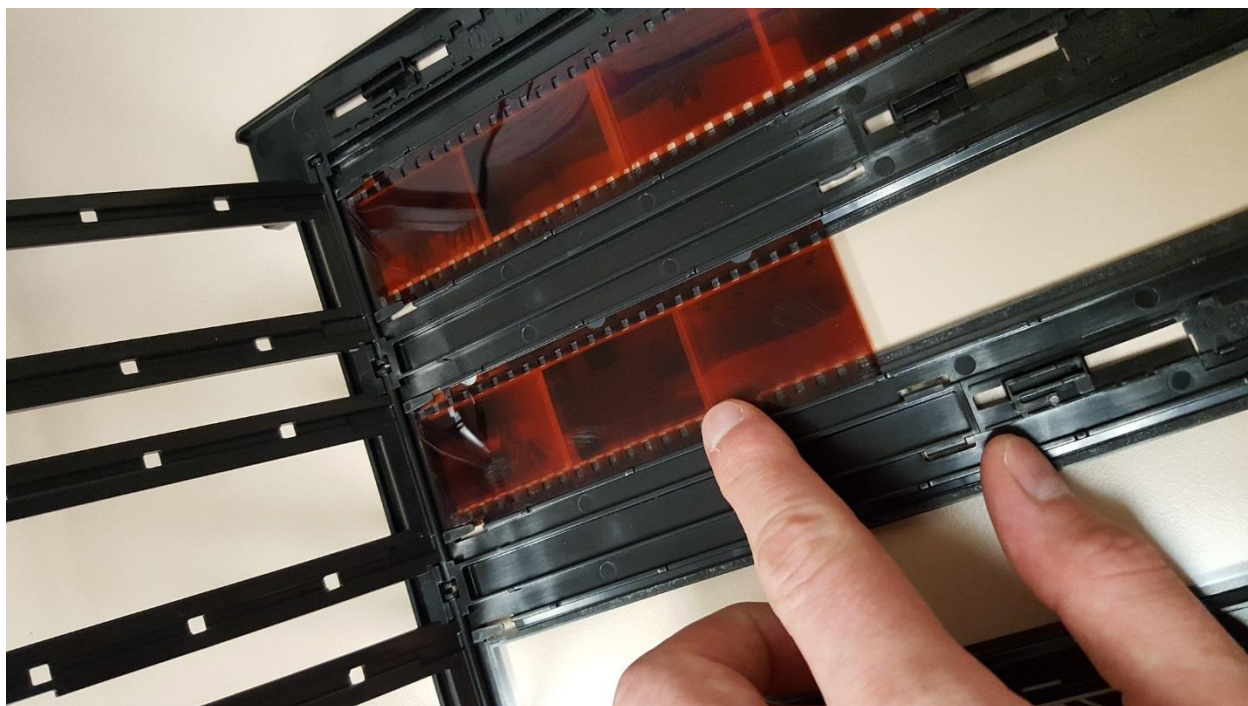


4. Beginning at the top tray, insert your negative filmstrips into the tray. The numbers on the filmstrips should be facing up towards you. Slide the left edge of the filmstrip under the two tabs in the tray to hold in place.





5. Repeat to add negatives to the tray. Each row holds up to 6 negatives.

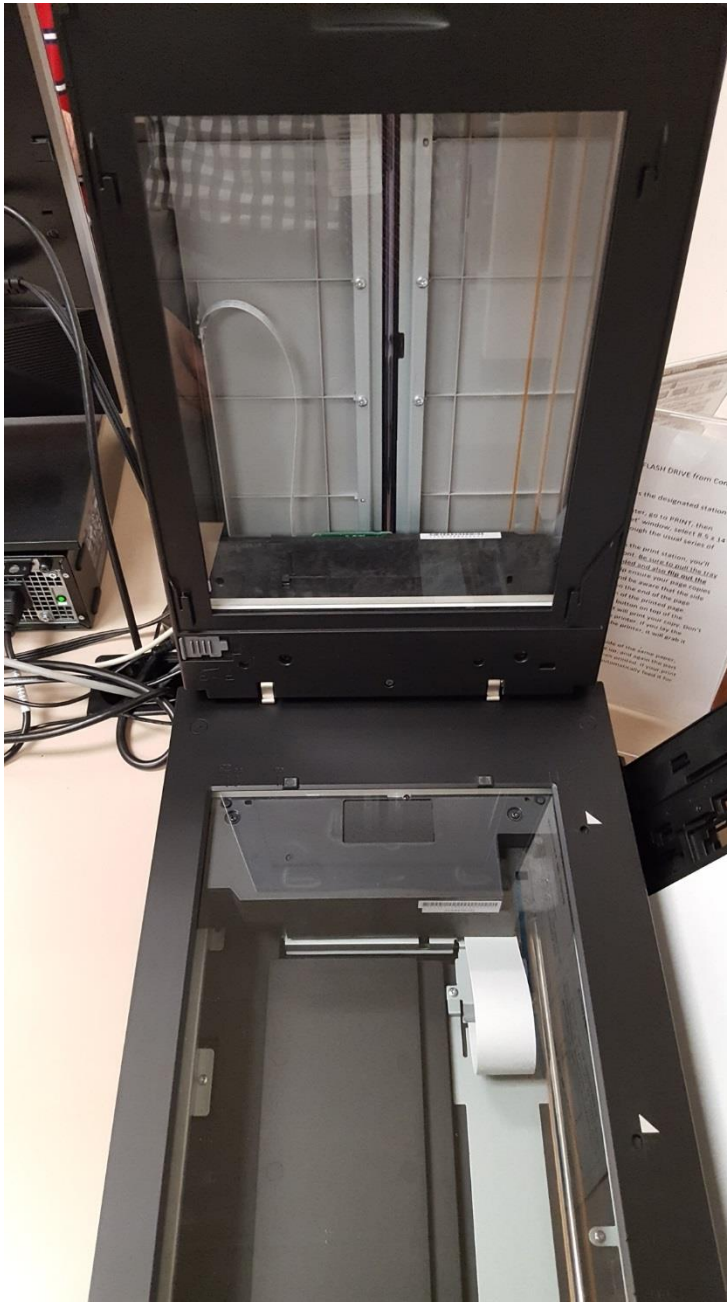


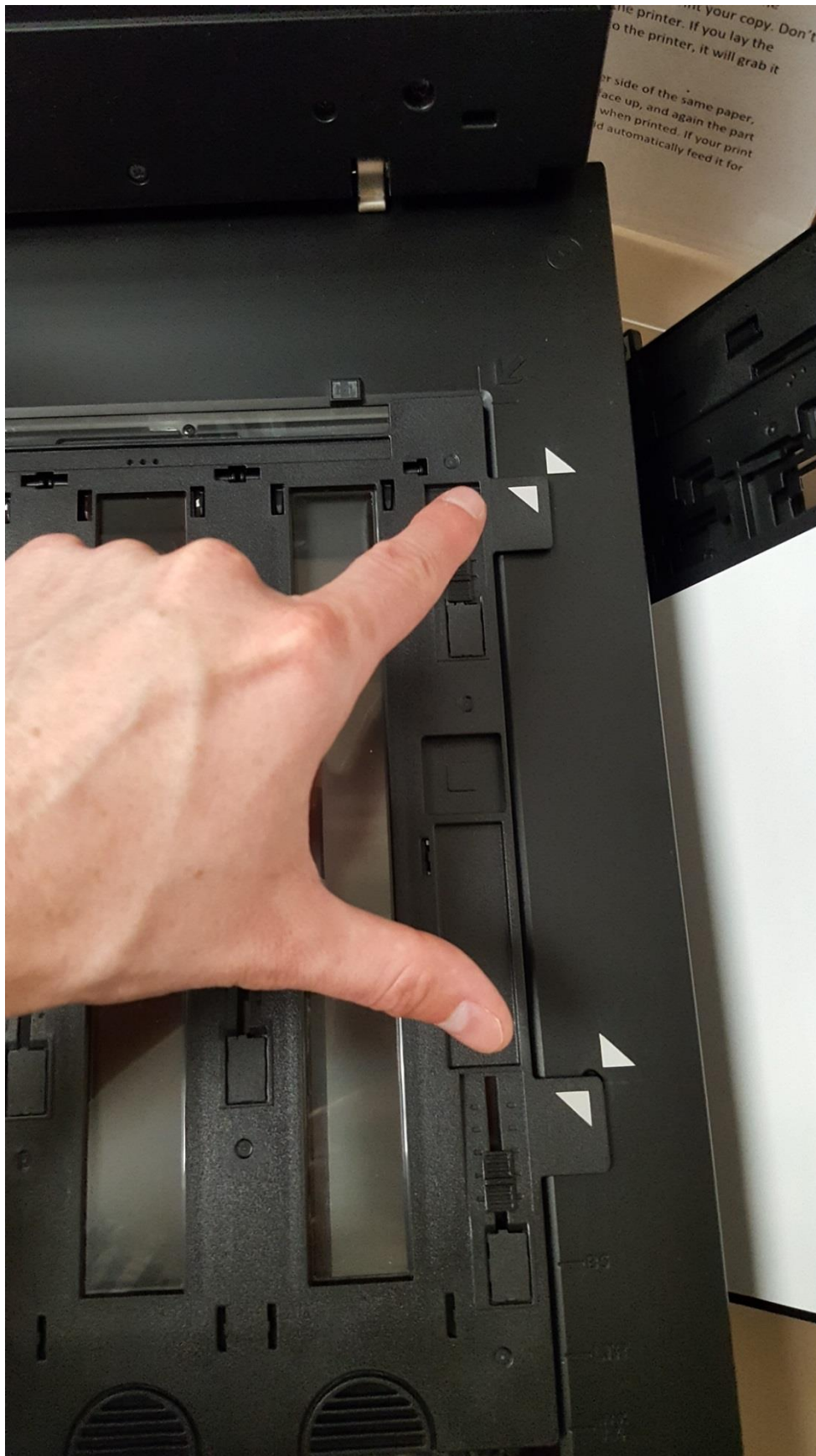
6. Next, secure the filmstrips in place by closing the three tabs. Press all around so the entire sockets on the side of the tab to lock negatives into place.



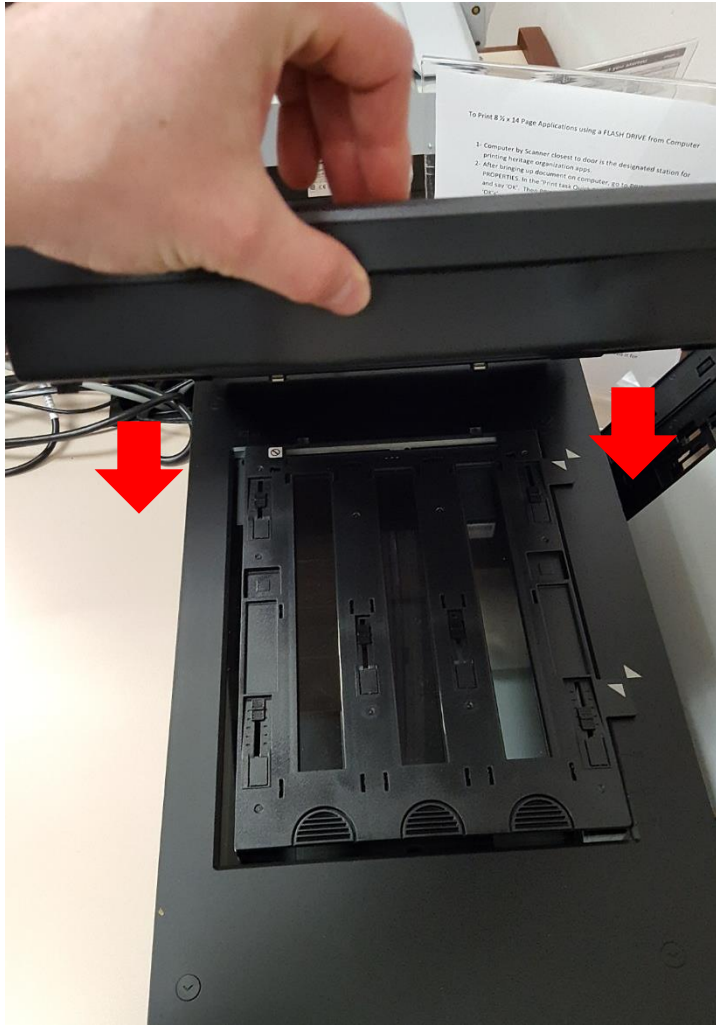


- Next, flip the negative adapter over, and line up the two small feet on the bottom left side of the negative adapter with the two openings on the scanner bed (by the two white triangles). (The white triangles on the adapter will line up with the ones on the scanner when installed correctly)





8. Close the scanner cover.

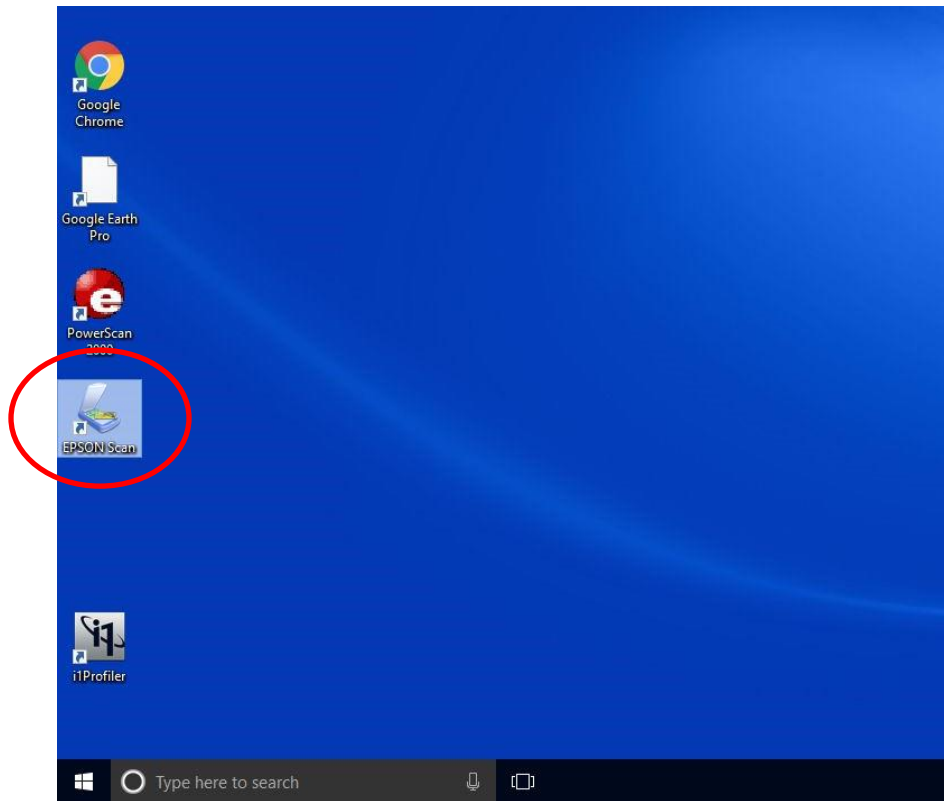


9. With the negatives loaded on the scanner, you are now ready to scan using the EPSON Scan software.



## Scanning Negatives in Full Auto Mode

1. Double click on the EPSON Scan program to open the software.

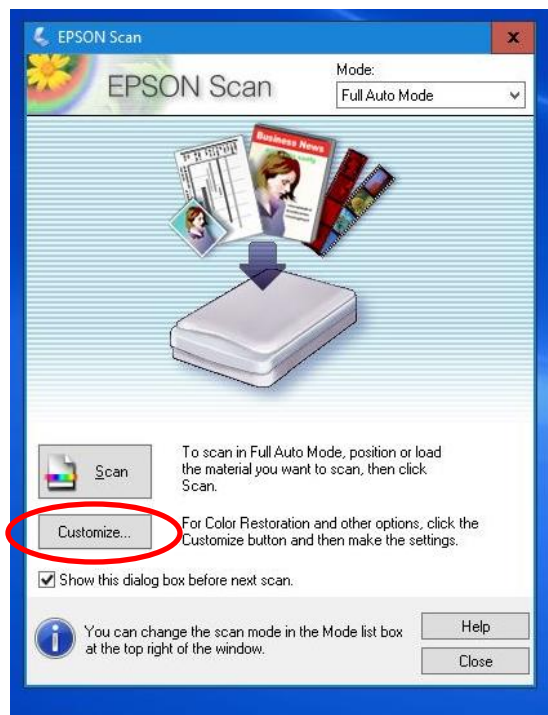


2. Verify that you are in Full Auto Mode.

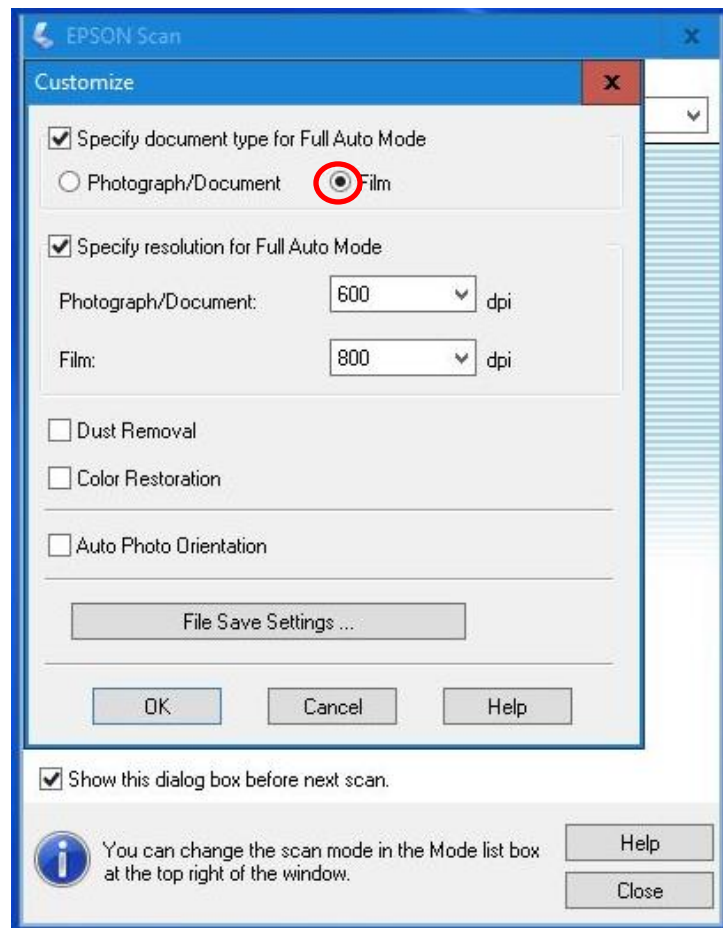




3. Click on the Customize button.

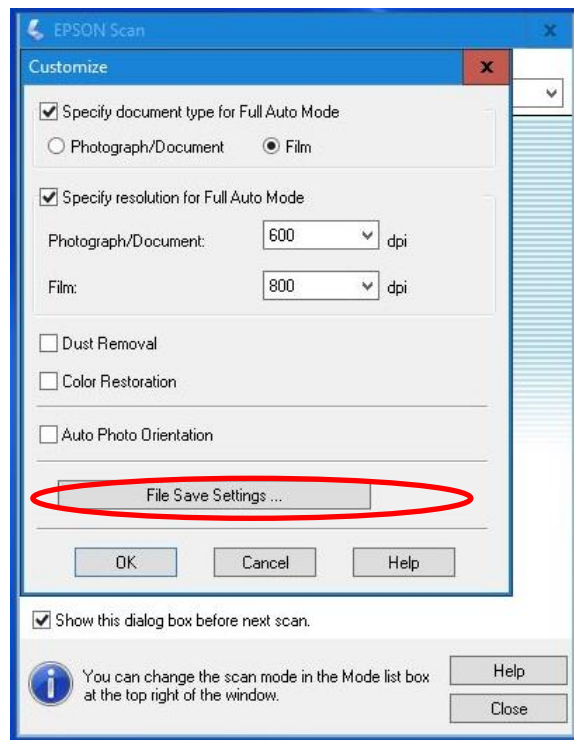


4. The Customize window appears. Here you can specify which type of document you are scanning. Choose **Film** for negatives.

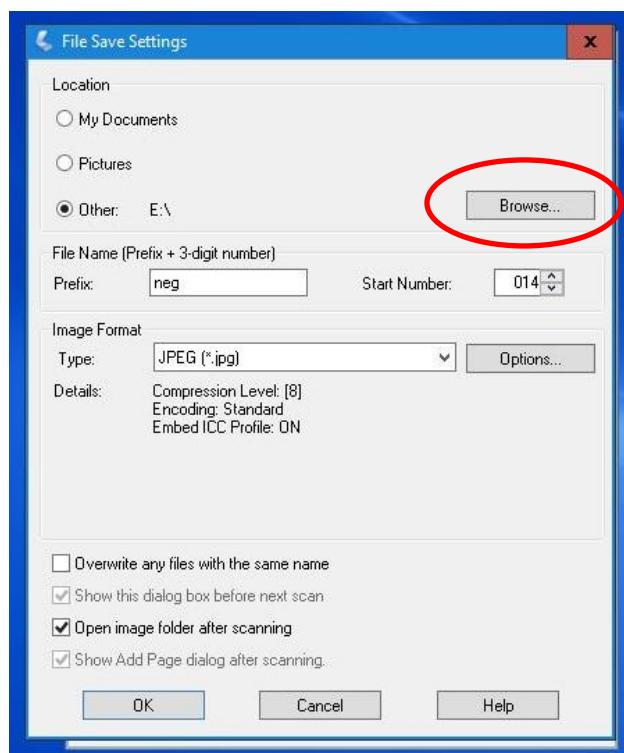


5. You also have the ability to change the resolution of the scan. The default settings of **600 DPI** for Photographs and **800 dpi** for film is recommended for most users.

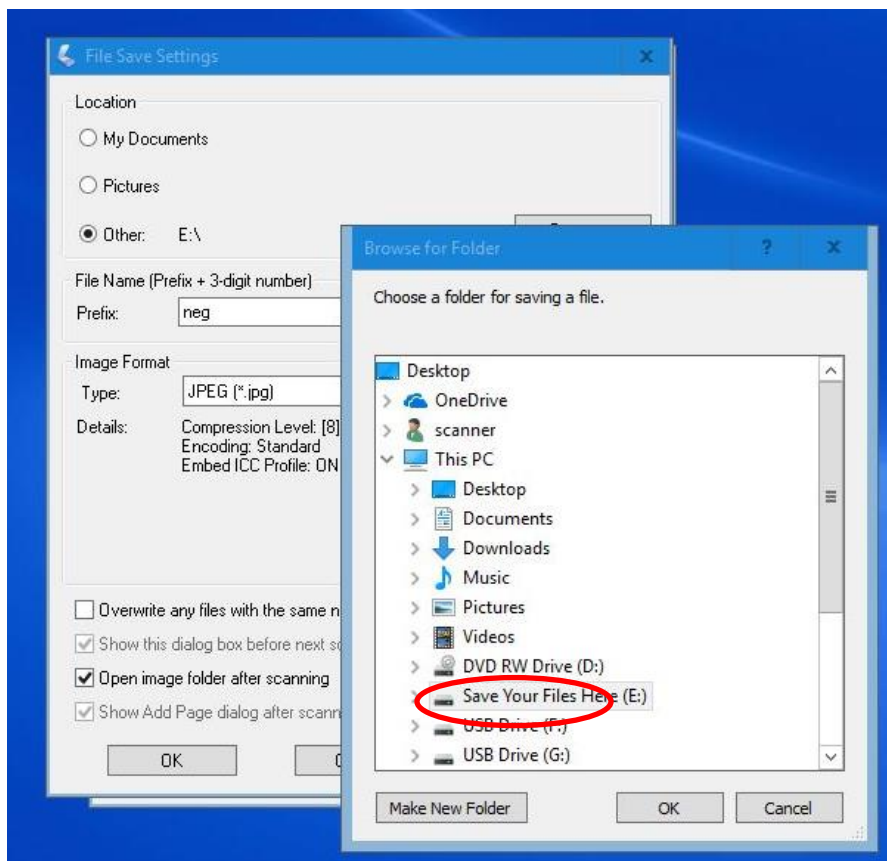
Once you have verified the document type and resolution, Click on File Save Settings to determine where and how to save your digital scans.



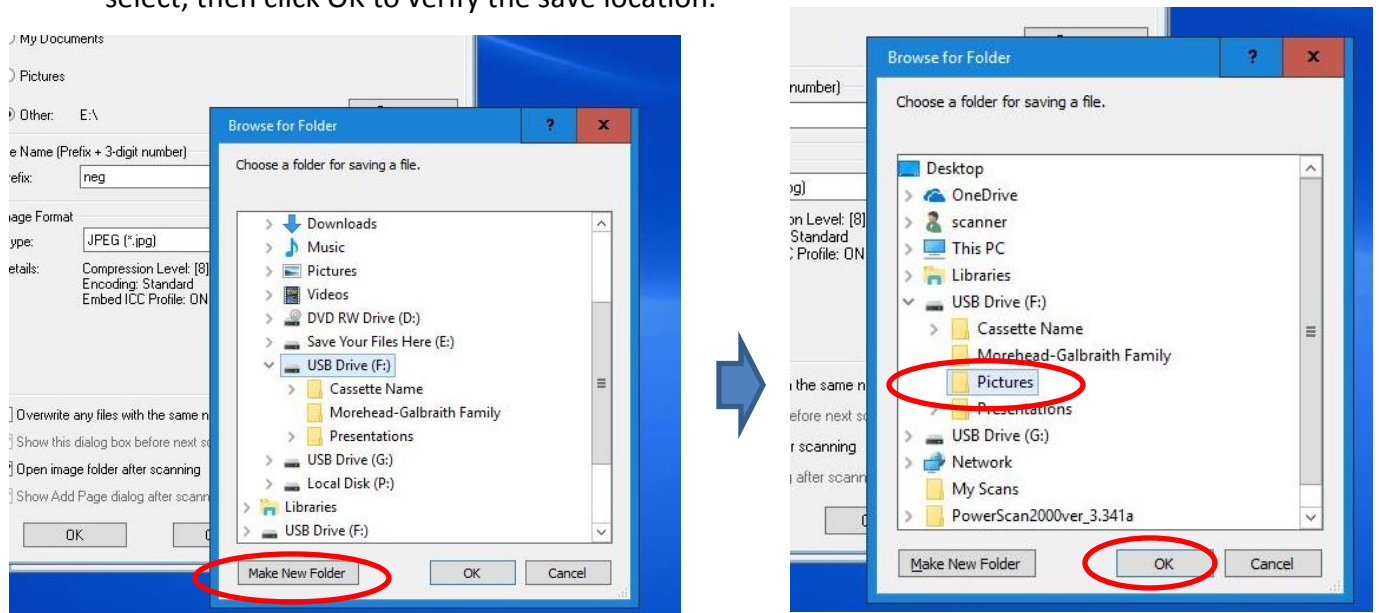
6. The File save settings window opens. First you will want to specify where you want to save your scanned files. Under where is says **Location** is an **Other** option. Choose that and click on the **BROWSE** button.



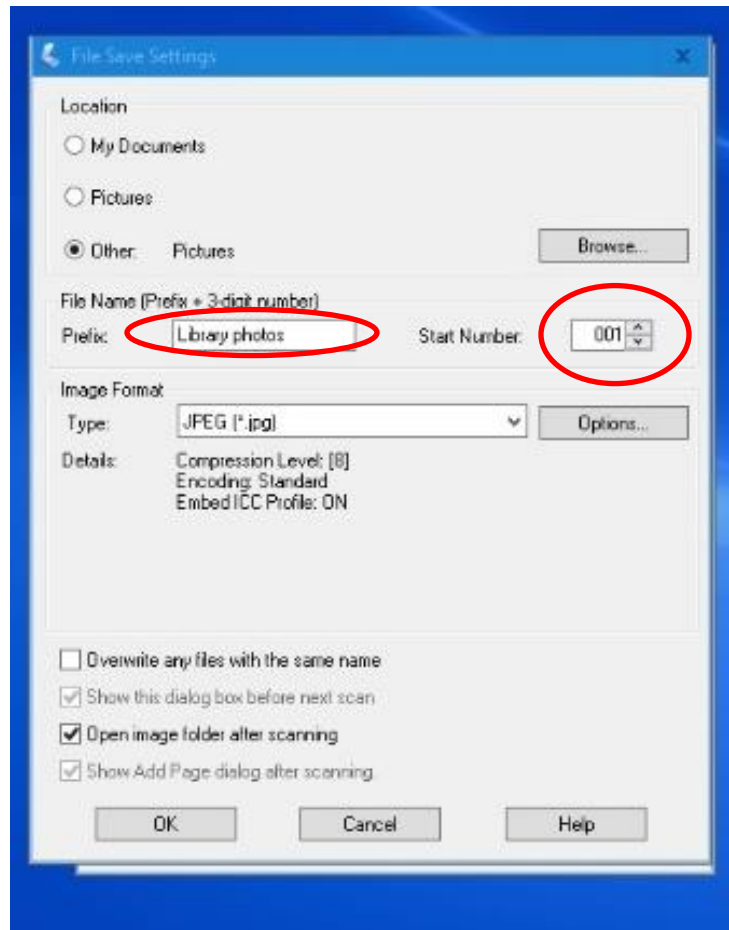
7. A new window opens with options of where to save. In the list, choose the USB drive port your USB flash drive is attached to (usually **USB Drive F:**).



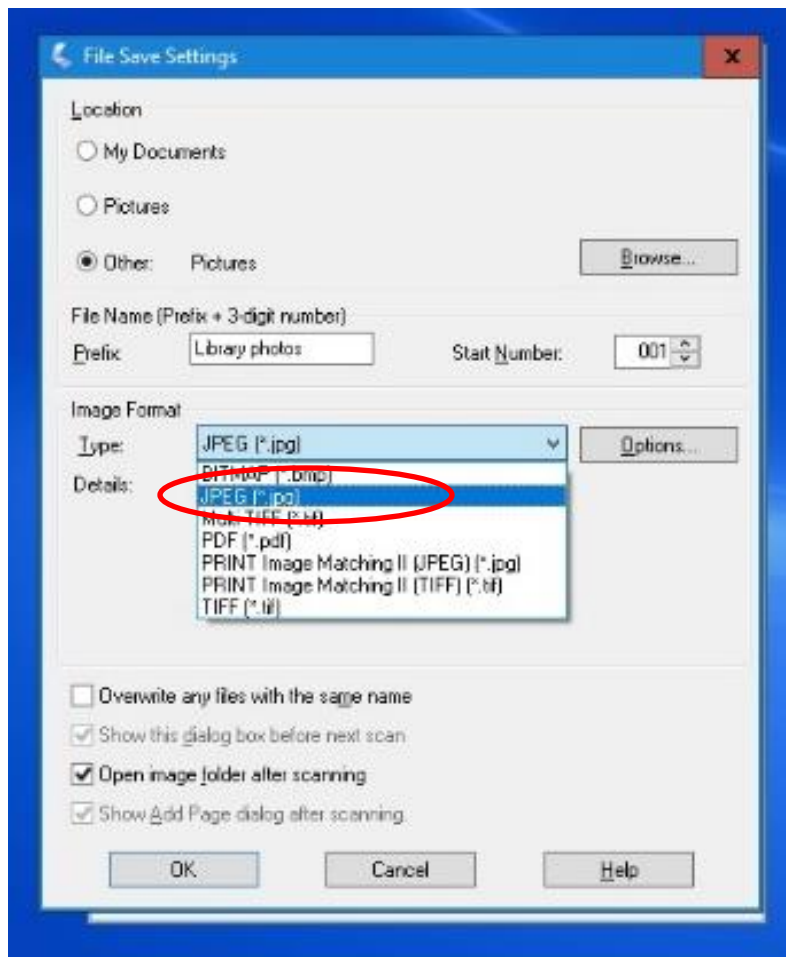
If you want, you can create a new folder inside of your USB drive to save the photos in. Just click of make new folder and give the folder a name. Click on the new folder to select, then click OK to verify the save location.



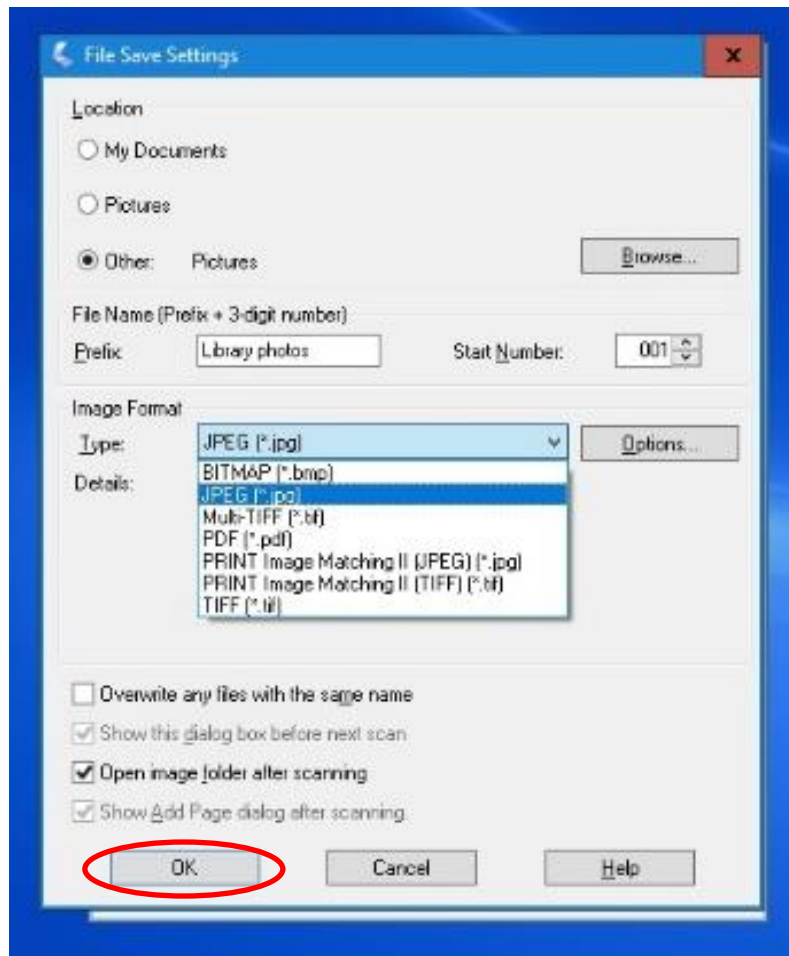
8. You will now be back on the file save setting screen. Under *File Name* you can specify the filename prefix and what number to start the save counter with. In the example below the filename will be *Library photos* for the first picture scan, and each additional picture will be named sequentially: Library Photos001, Library Photos002, etc.)



9. Next you can specify what image format you want to save your digital images in. JPEG is recommend for most users. For Lossless, larger file-sized images you might choose the TIFF format as well.

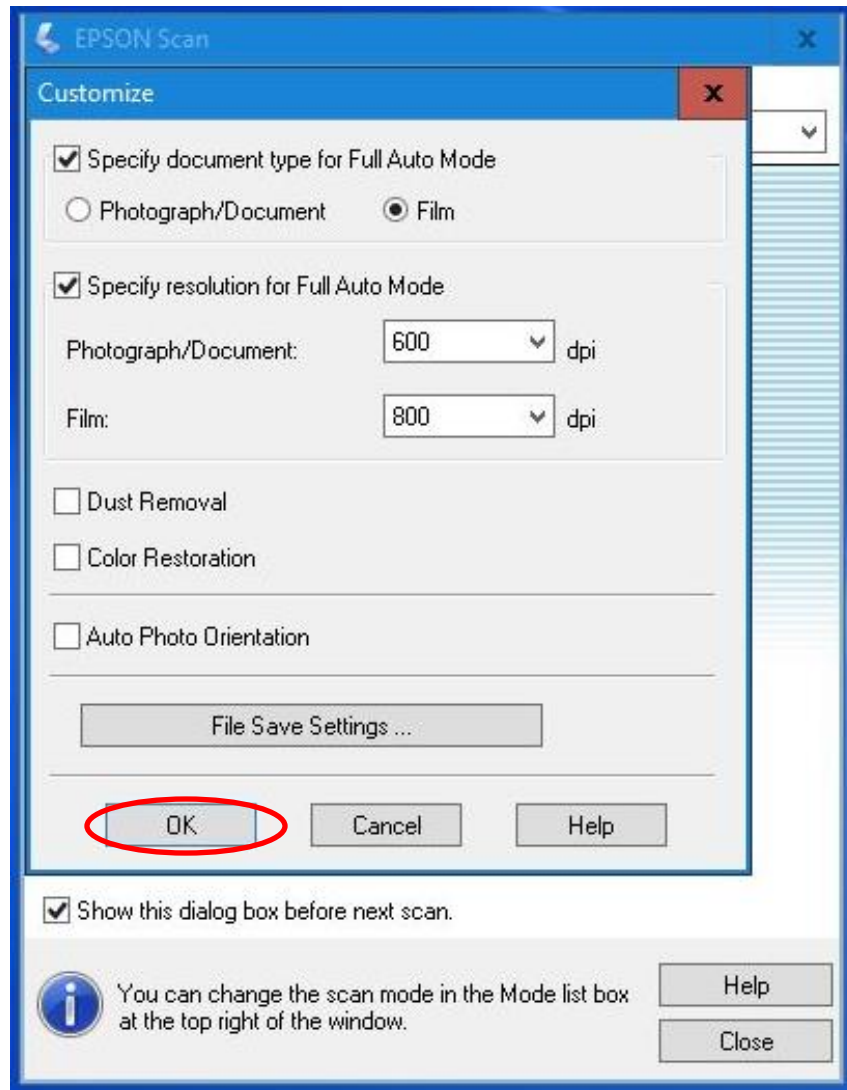


10. Then Click on OK to save the selected settings.

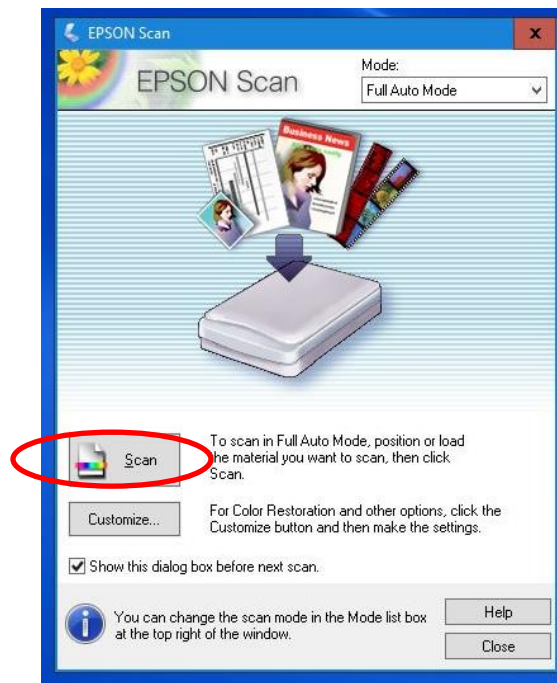




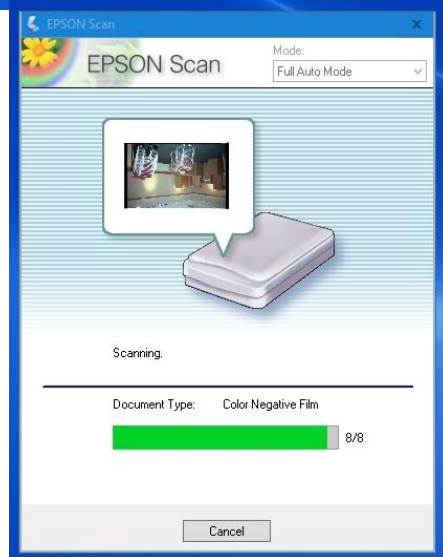
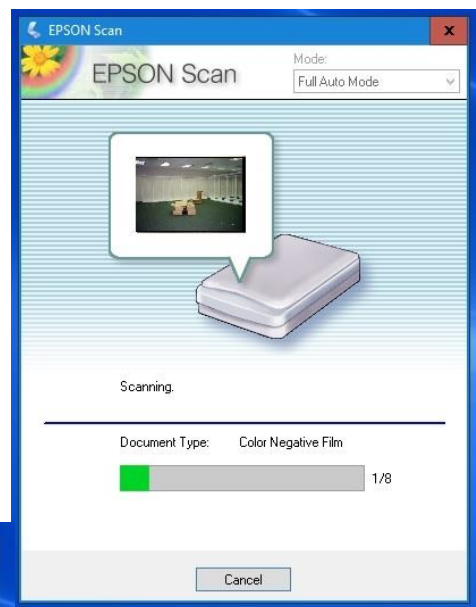
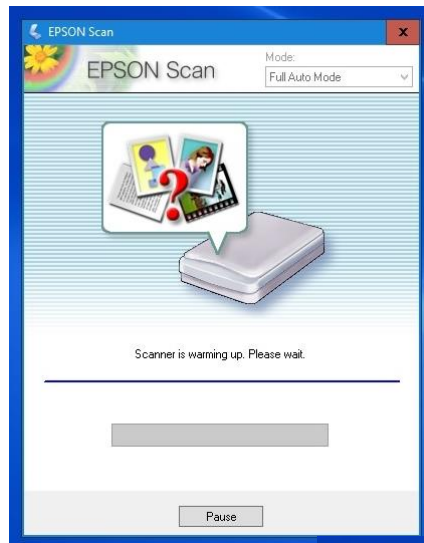
11. You will be back on the customize window now. With the save settings set, you are ready to go back to the welcome screen and start scanning. Click OK.



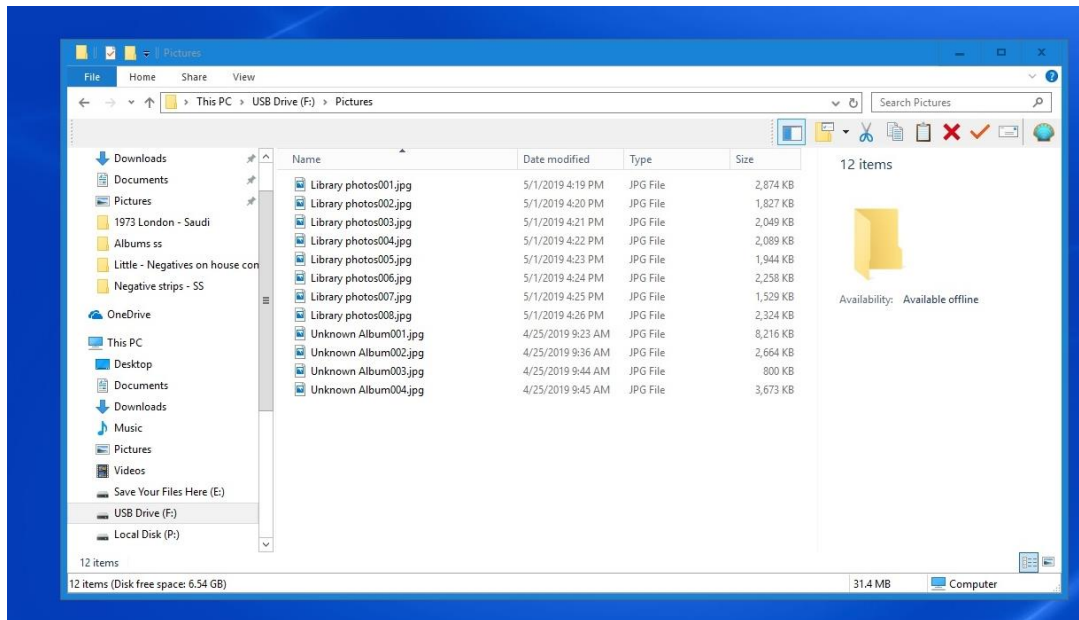
12. Click on the Scan button to begin the scanning process.



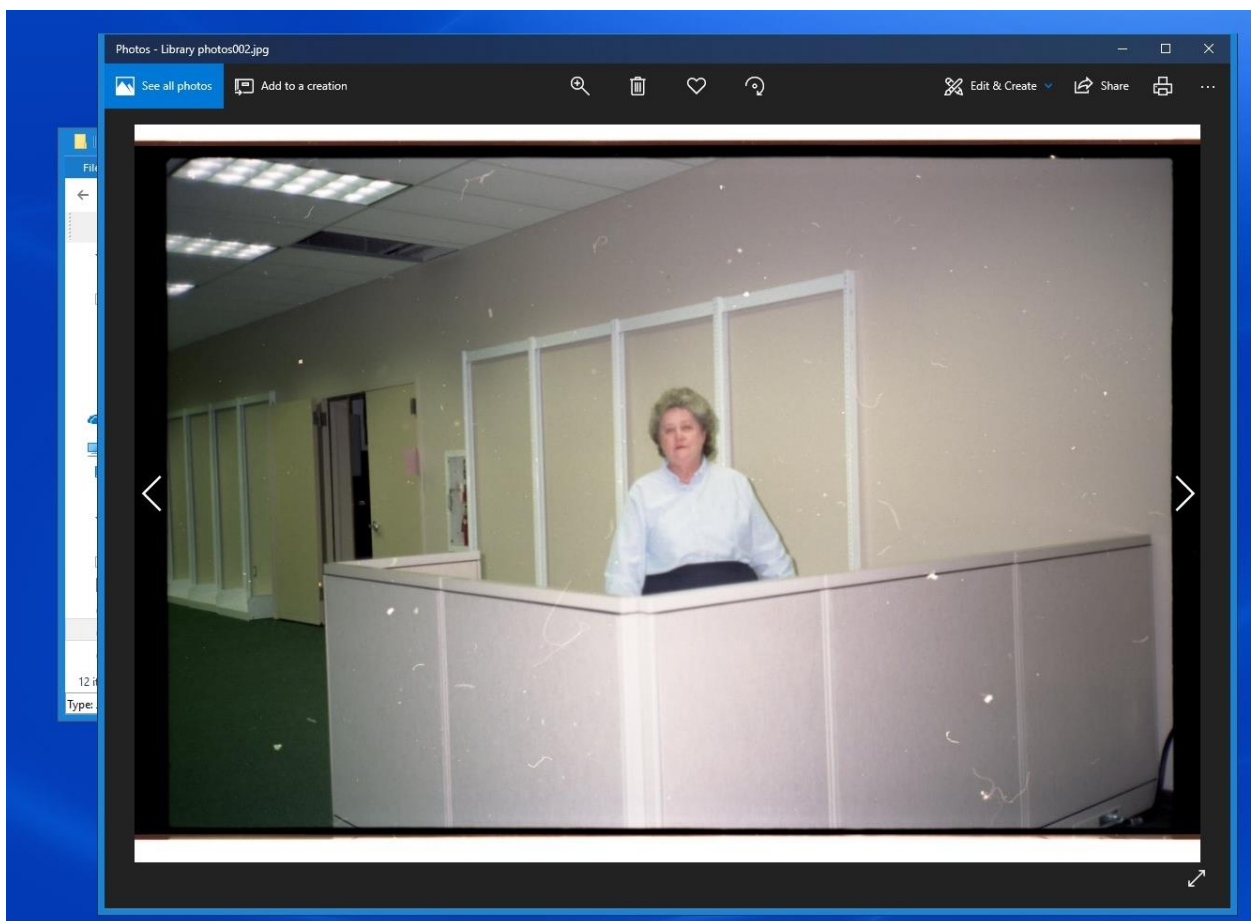
13. Your negatives will be scanned.



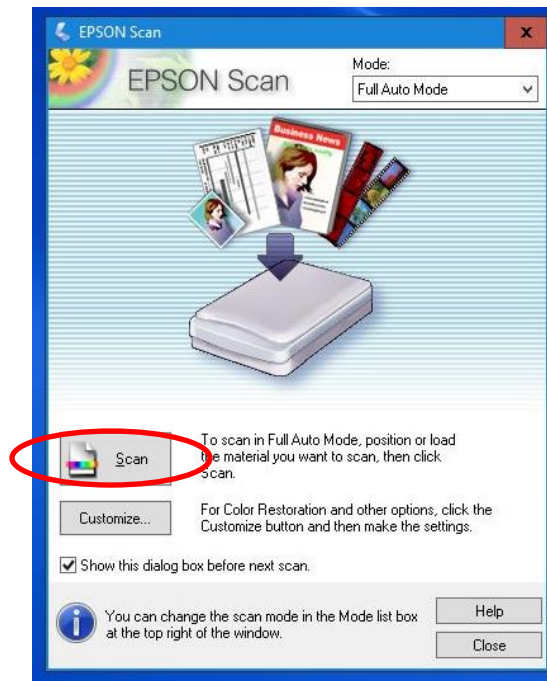
14. Once the scanner has finished, the EPSON Scan software will close, and a window will pop up showing the saved files. You can click on the photo filename to see the results.



Click on the X in the top right corner to close the preview



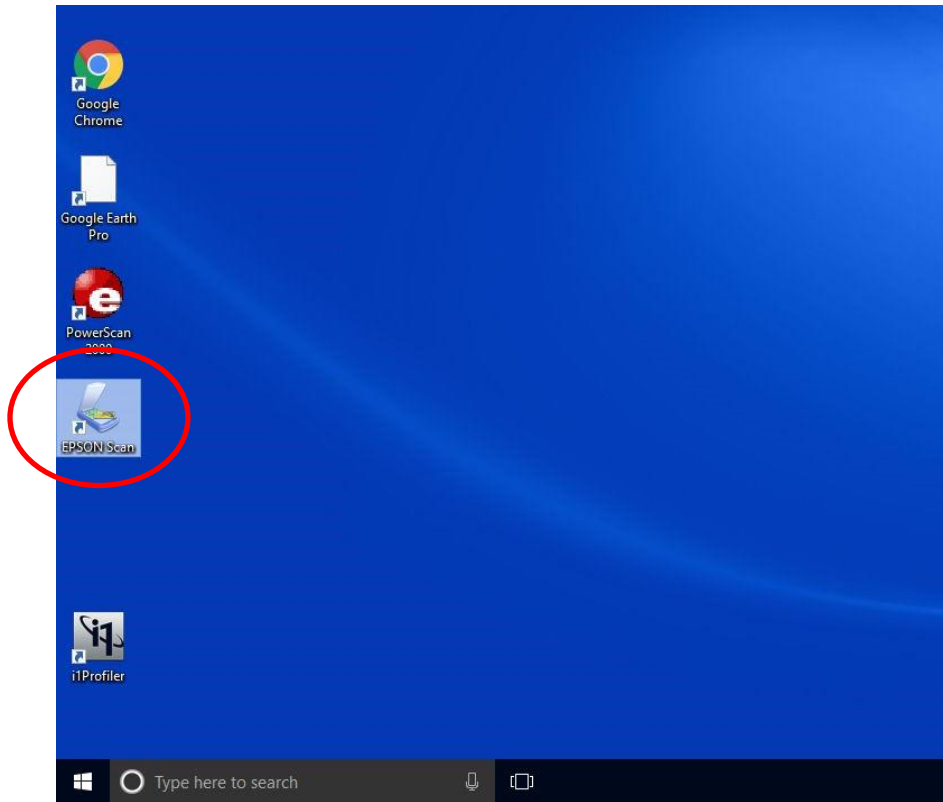
15. You can now open the scanner and remove the scanned negative strips. Repeat the process if you have more negatives to scan. The scanner software will remember your file save settings, so once you load the negative tray and place it on the scanner, simply open the EPSON Scan software, and click on Scan to process the next batch.



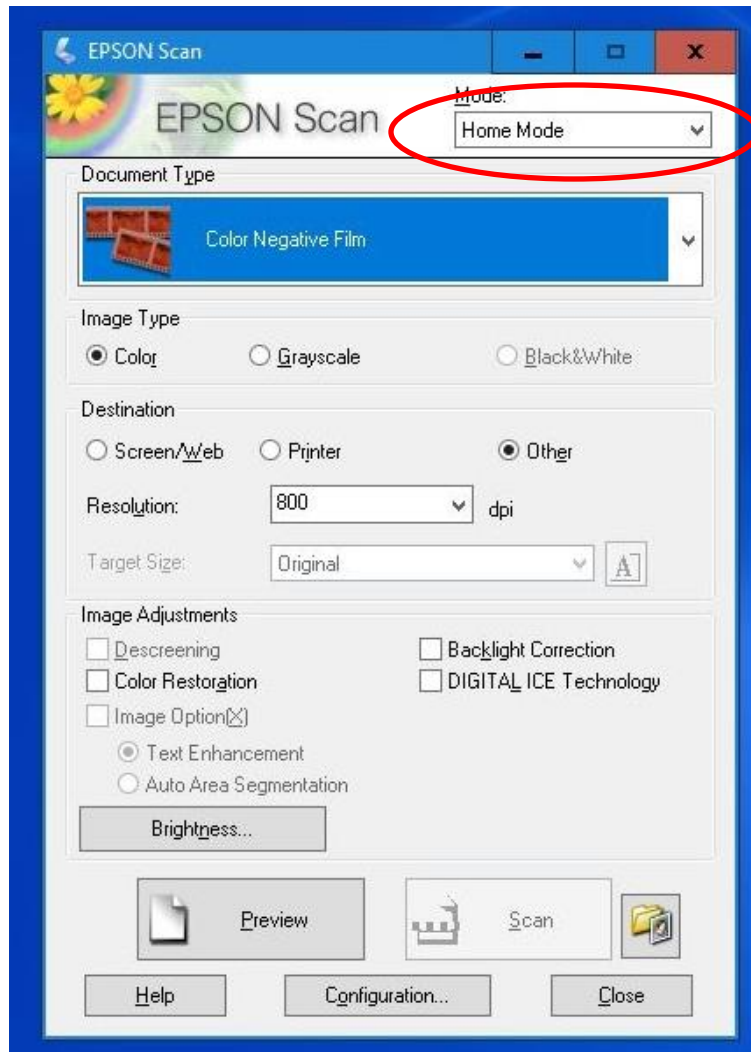
16. Once finished, be sure to remove all your photos from the scanner glass, remove your USB flash drive, and close all the windows on the computer

## Scanning Negatives in Home Mode

1. Follow the steps in the Preparing Negatives for Scanning section on page ##### to get your negatives in place on the scanner.
2. Double click on the EPSON Scan program to open the software.

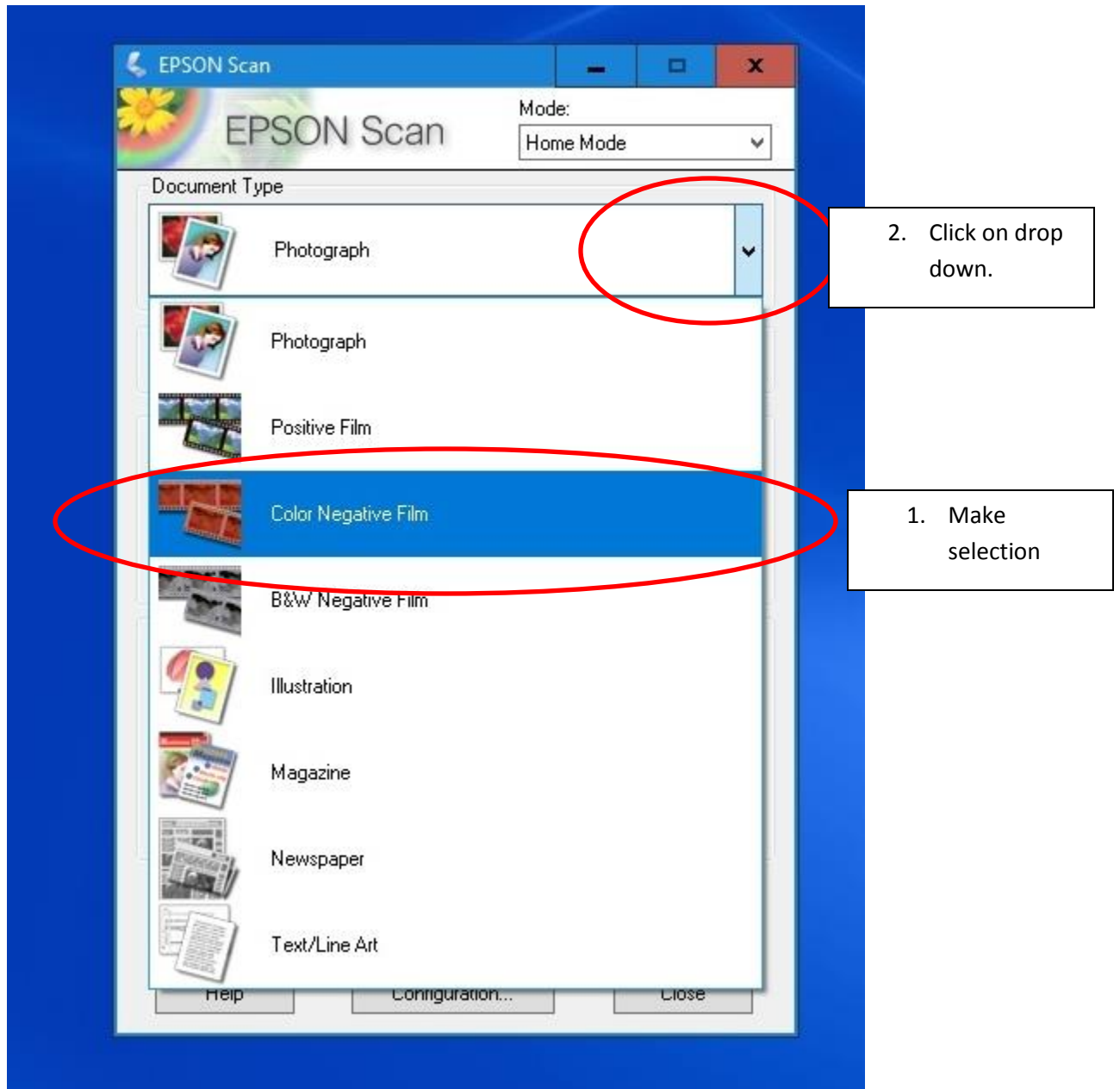


3. Verify that the program is in Home mode. Change modes if needed.

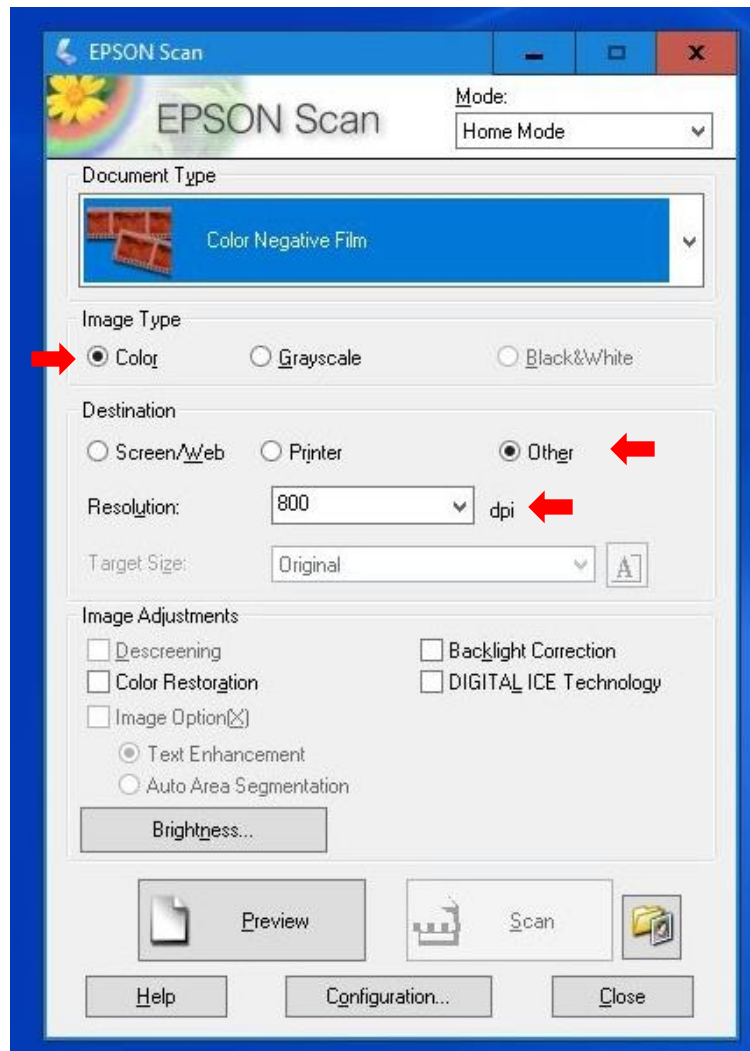




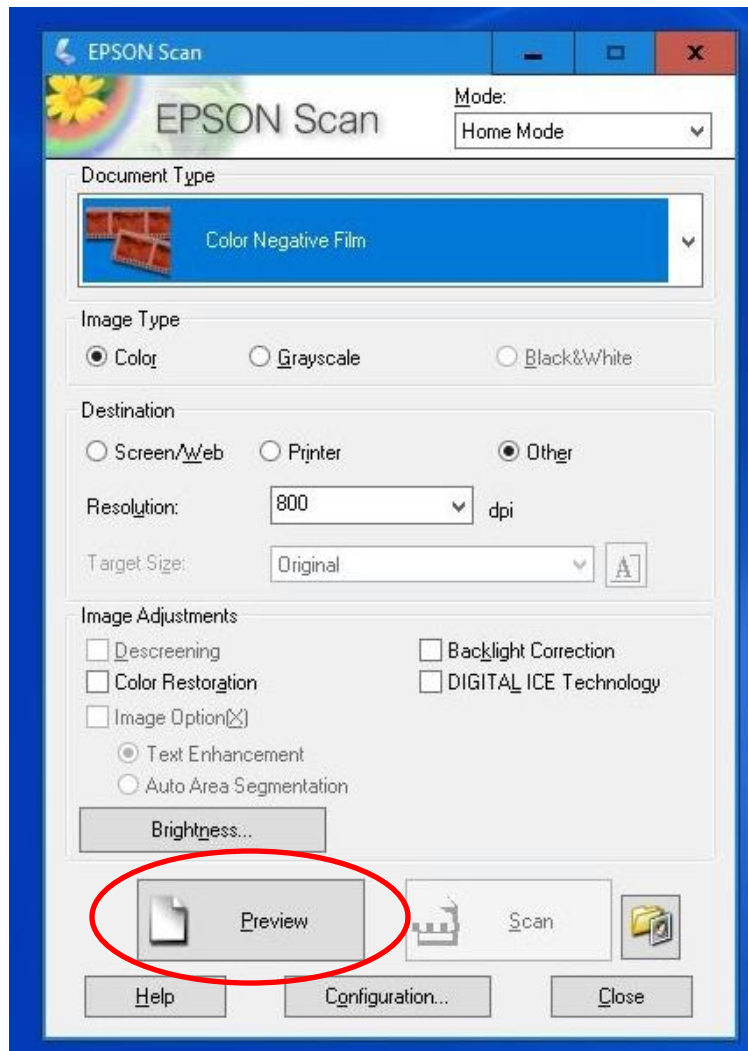
4. Verify the correct mode for your film (most newer negative film is color, but if you have B&W you can specify under DOCUMENT TYPE)



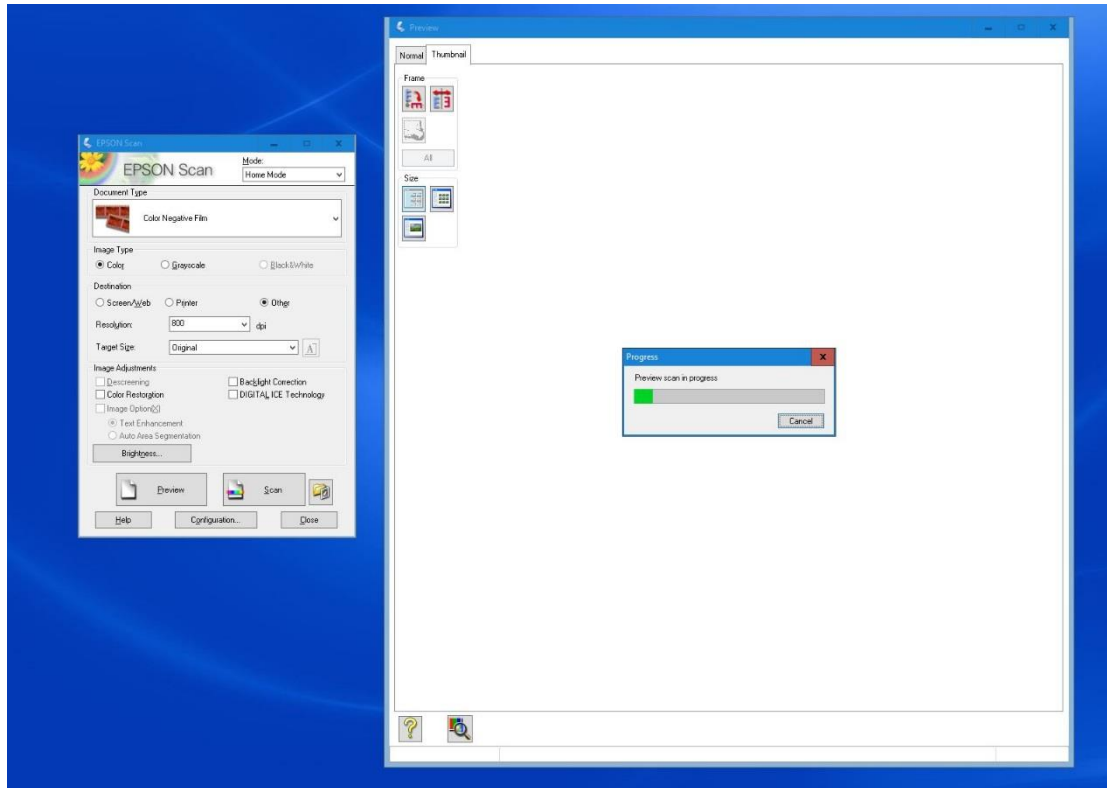
5. Next specify verify the settings for Image Type (Color or grayscale) and Destination. The destination settings will affect how many Dots per inch (DPI) or resolution of the image. For film it's recommended you use 600 to 800 dpi. Click on *Other* and use the Resolution box to choose this setting if needed.



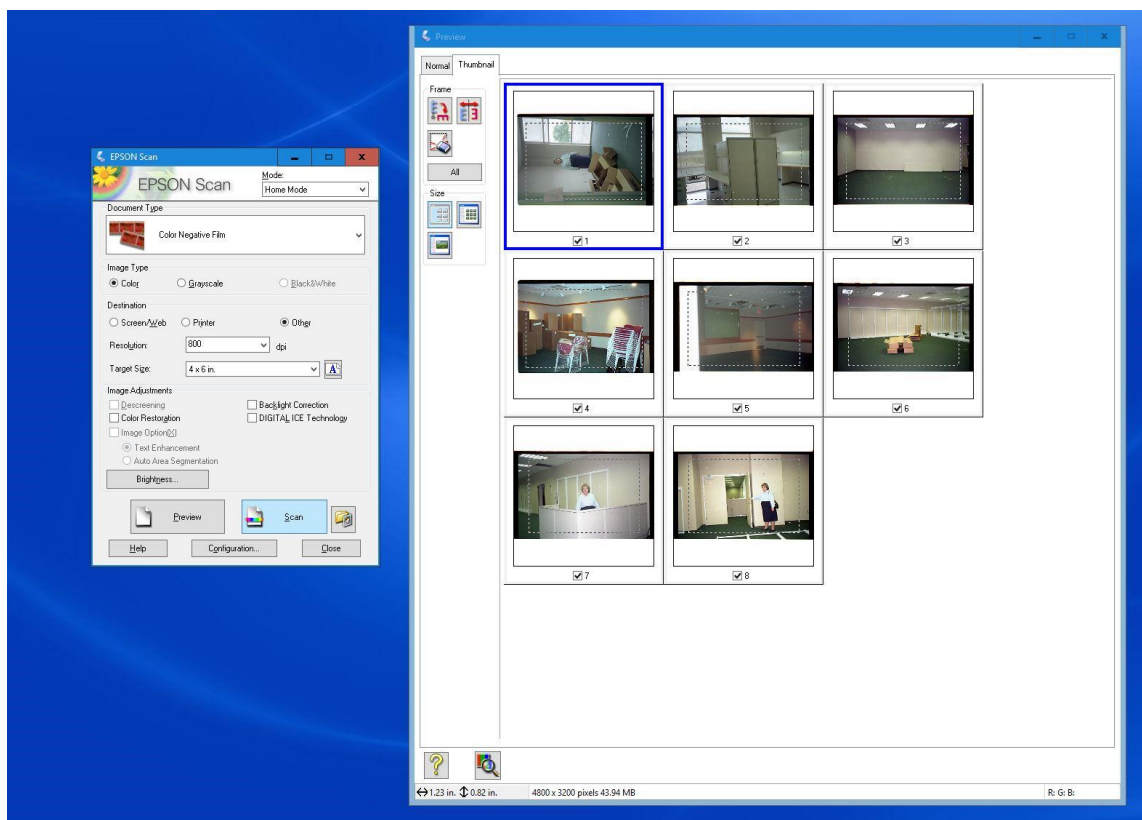
6. Once the settings are correct, click on the preview button to bring up a preview scan on the negatives.



7. The scanner will run a preview of the scanner bed. A preview window opens as well.

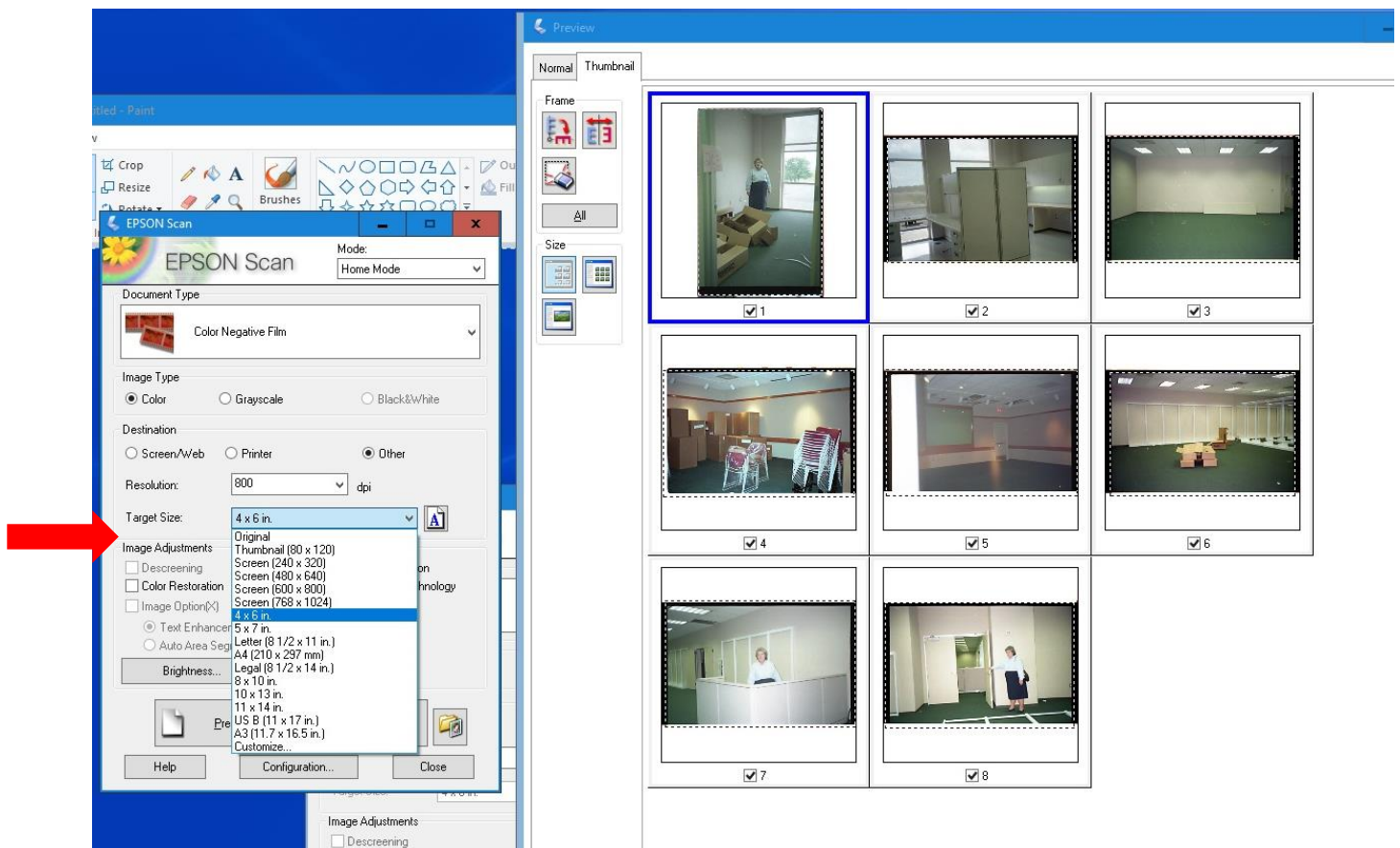


8. By default the preview opens up on the thumbnail mode. This sets a standard target size and crops negatives to fit for each thumbnail. You notice that the selection marquees (rectangles with dotted lines) are slightly smaller than the whole thumbnail.

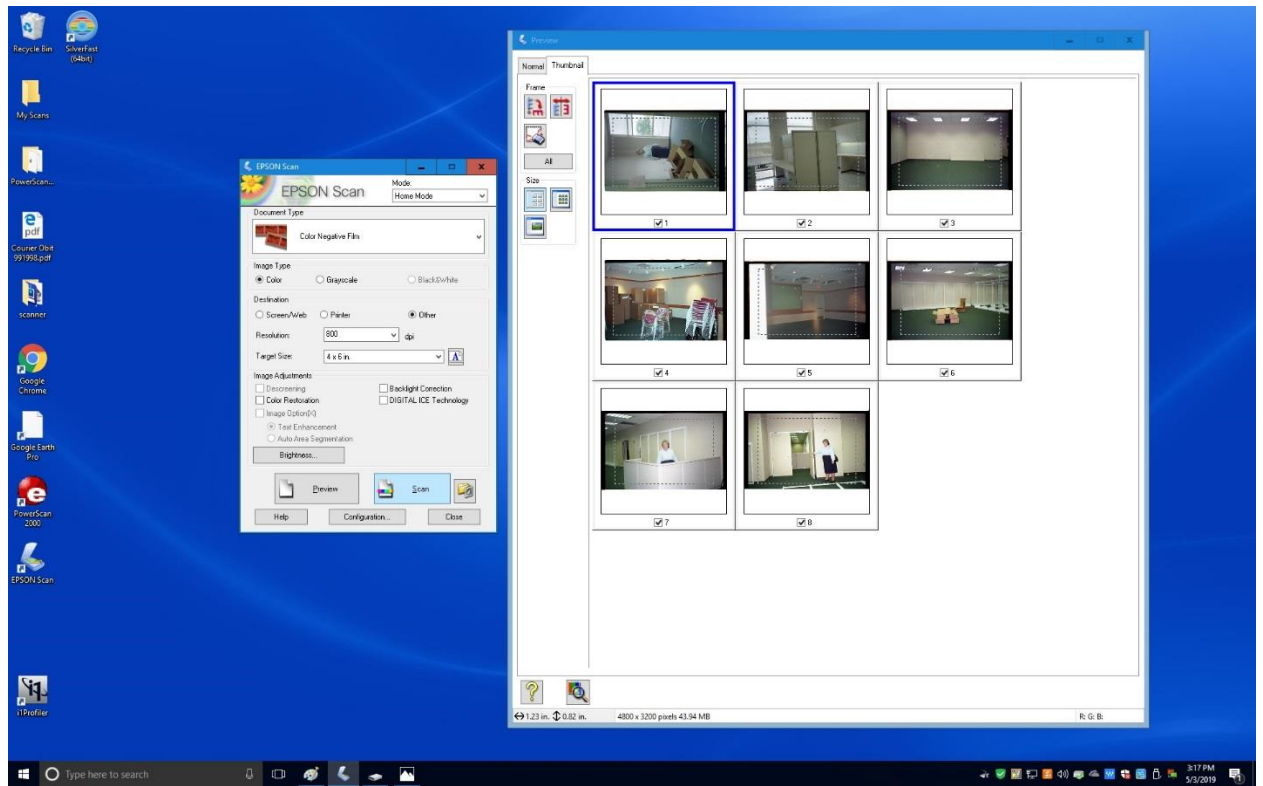


Each individual marquee has an assigned target size. The target size is the size of the image if you were to print out the photograph. By default the program has selected 4x6 inches, but if you click the dropdown arrow under target size you can change the settings. The original setting means that the file will be the size of the original (in this case 24mm x 35mm for these negatives, which results in a small file size that won't give a good resolution when enlarged. If you are planning on enlarging the negatives and printing them out some day, select the appropriate size.

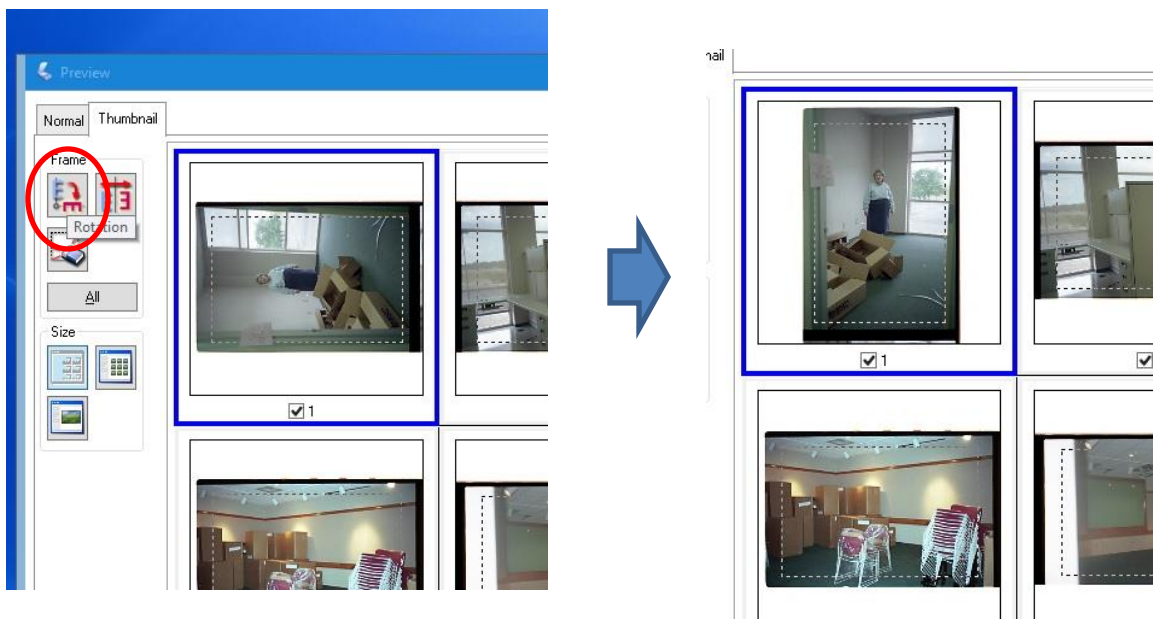
**NOTE:** selecting a larger target size will result in a larger image file, requiring more storage space and taking longer to scan!



9. Left clicking with the mouse on a thumbnail will select it in blue.

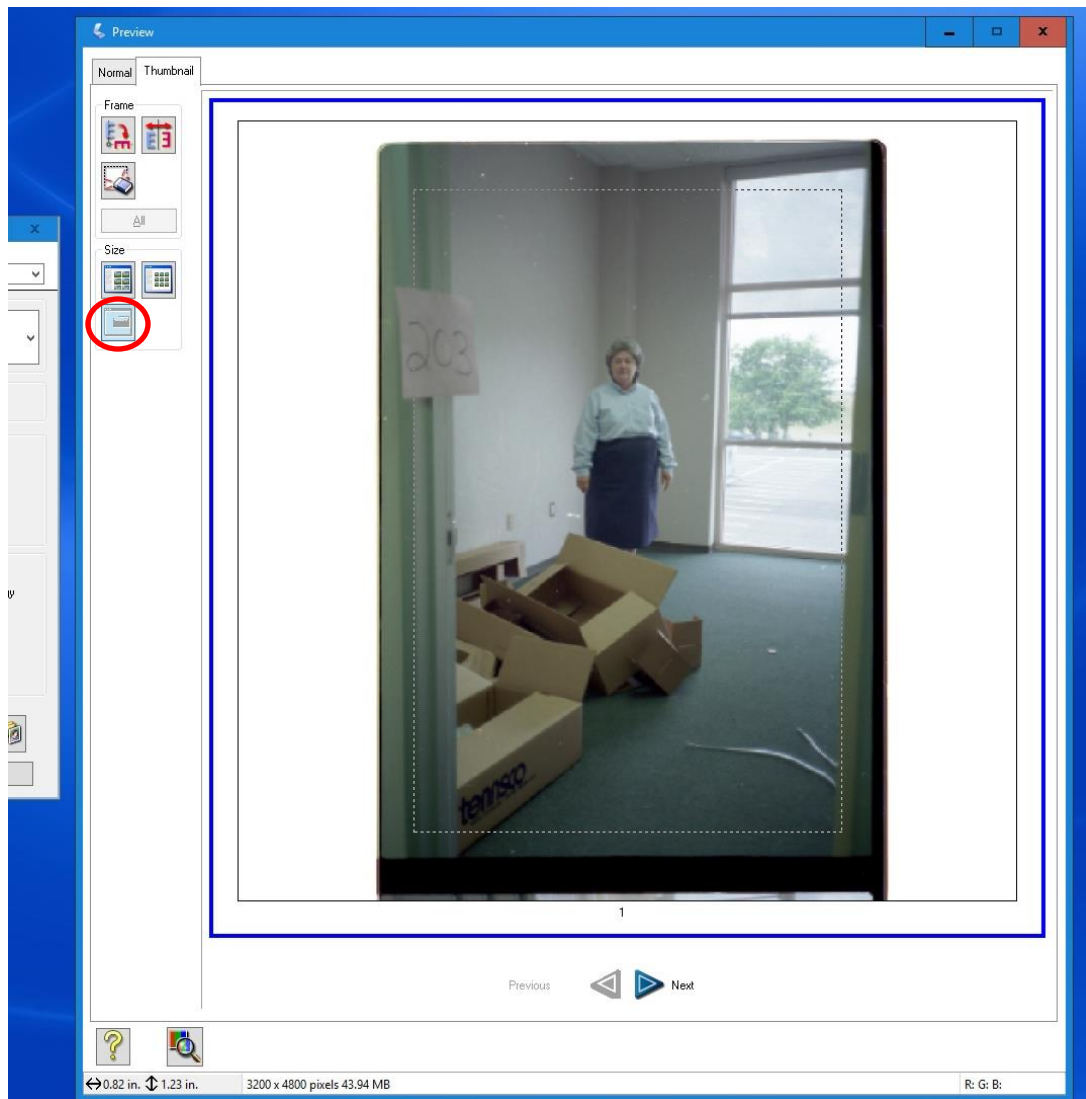


10. This first image is sideways. Clicking the rotate button will turn it 90 degrees.

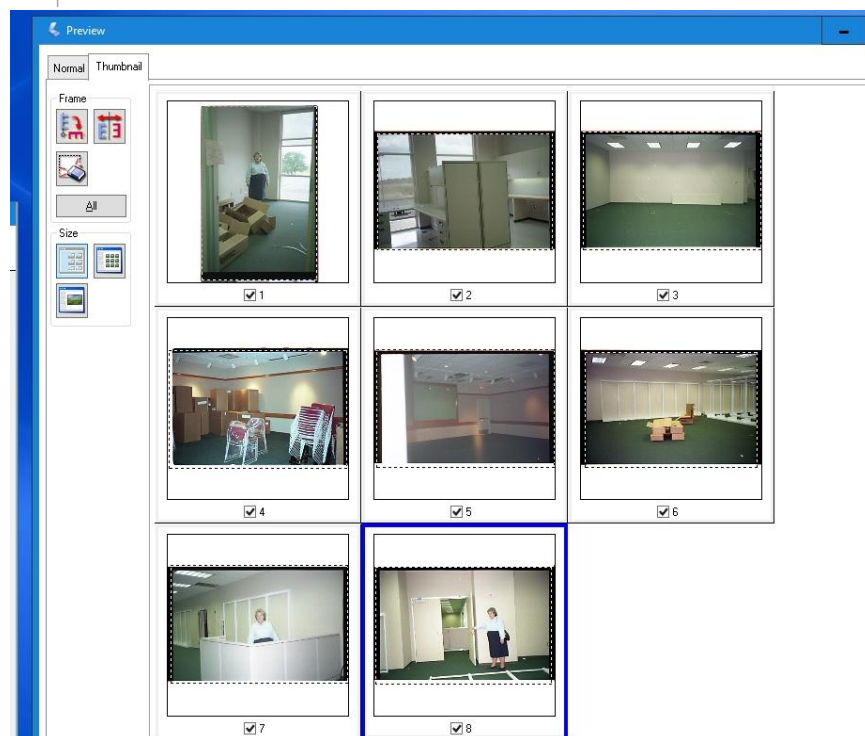
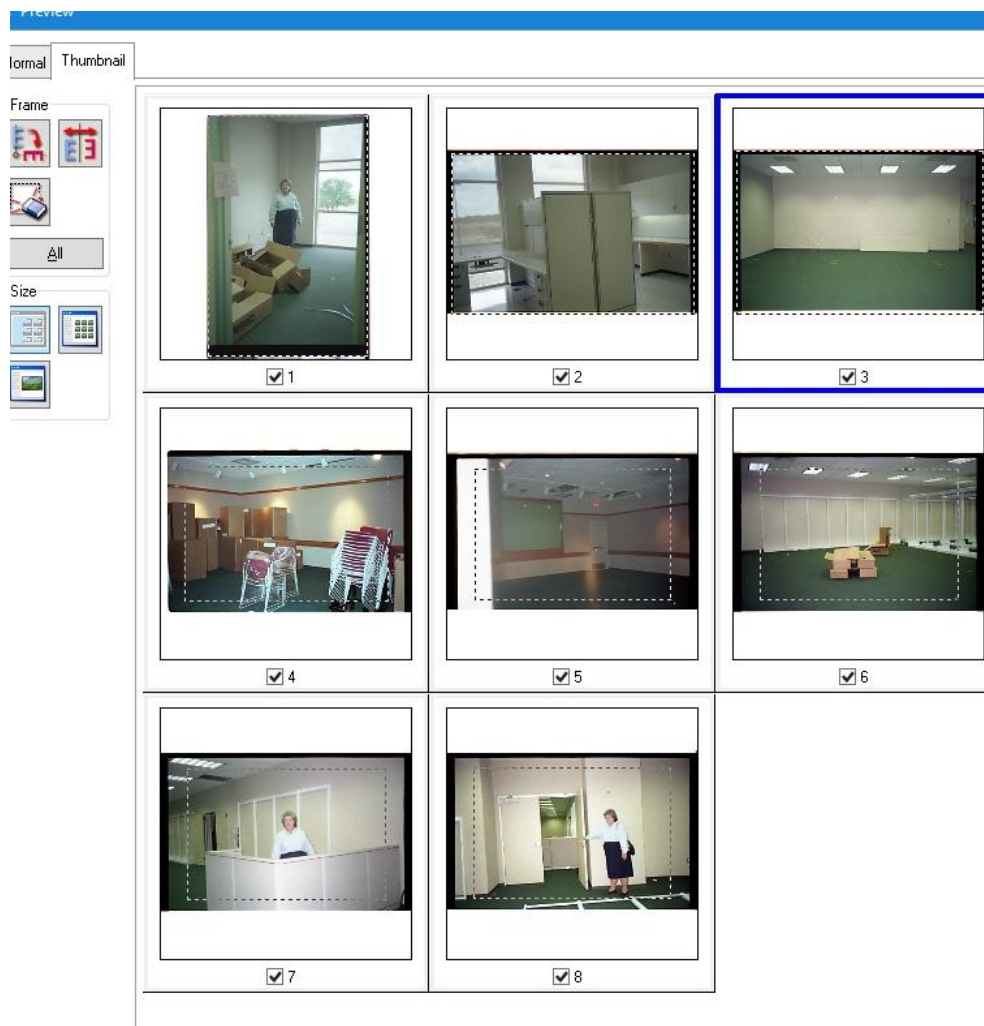




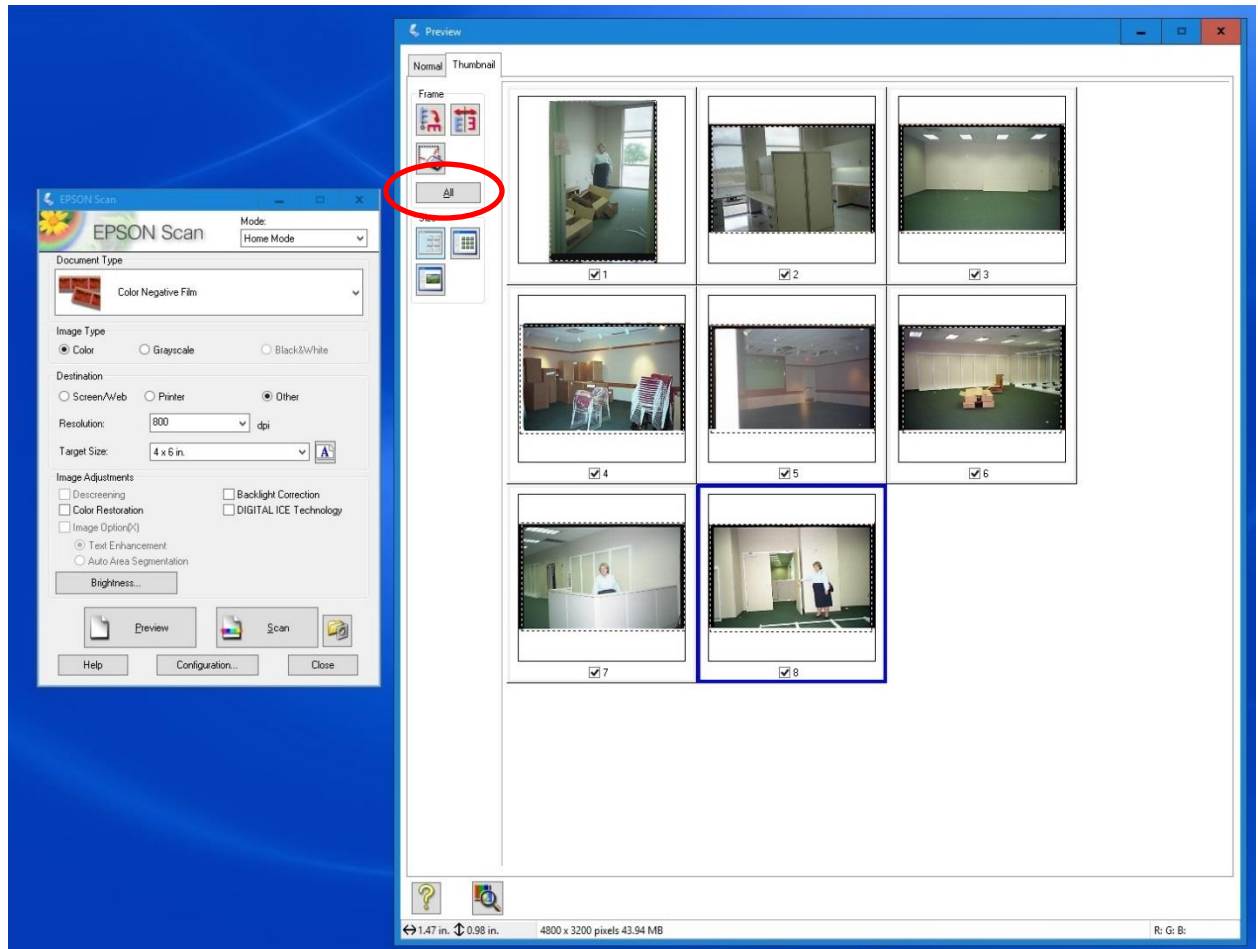
11. You also can click on the enlarge button under size to view each thumbnail individually and larger, using the arrows below to toggle between all the thumbnails.



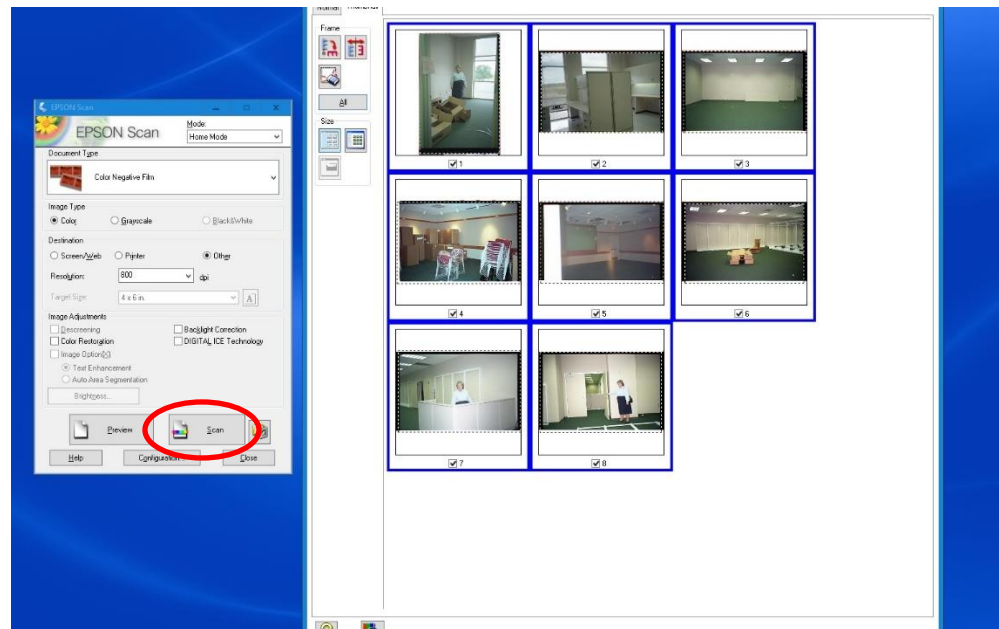
12. For this example we will stay with the large multiple thumbnail view. Using the mouse you can resize the marquee boxes. Hover the mouse over the dotted lines to change the size. Resize the rectangles to that they include the entire thumbnail.



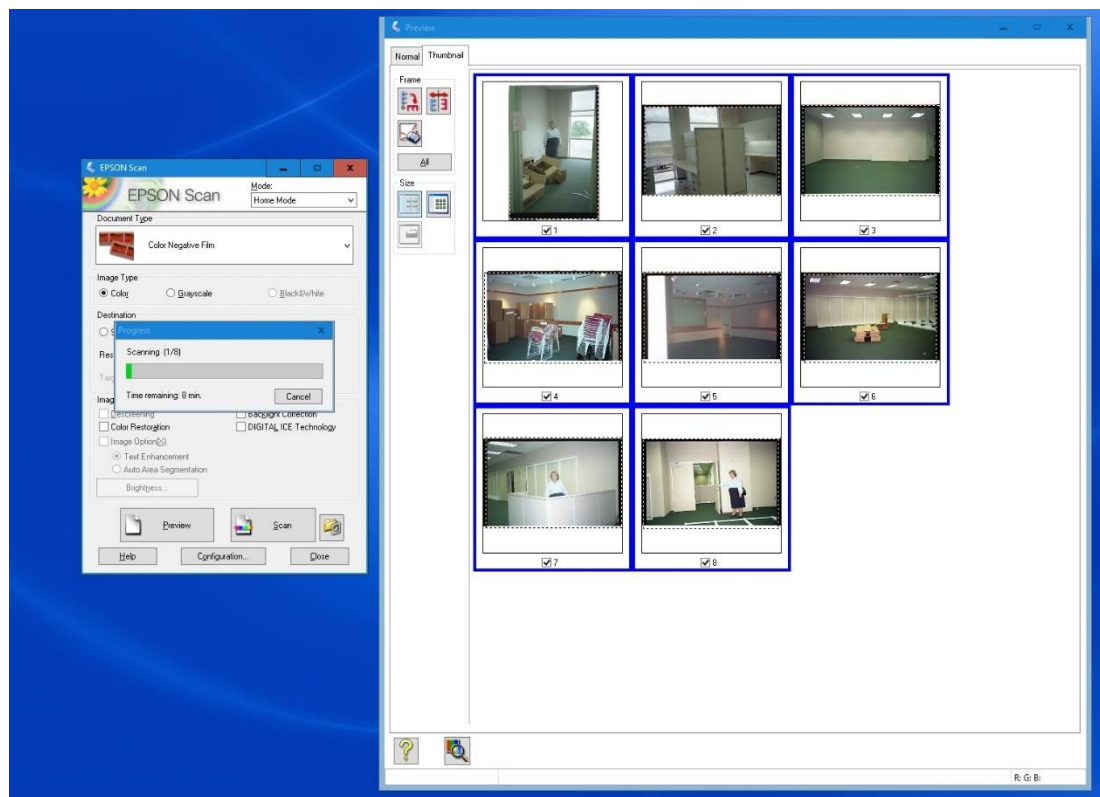
13. We are almost ready to scan our images. First we need to select all the marquees, by clicking the All button on the preview page.



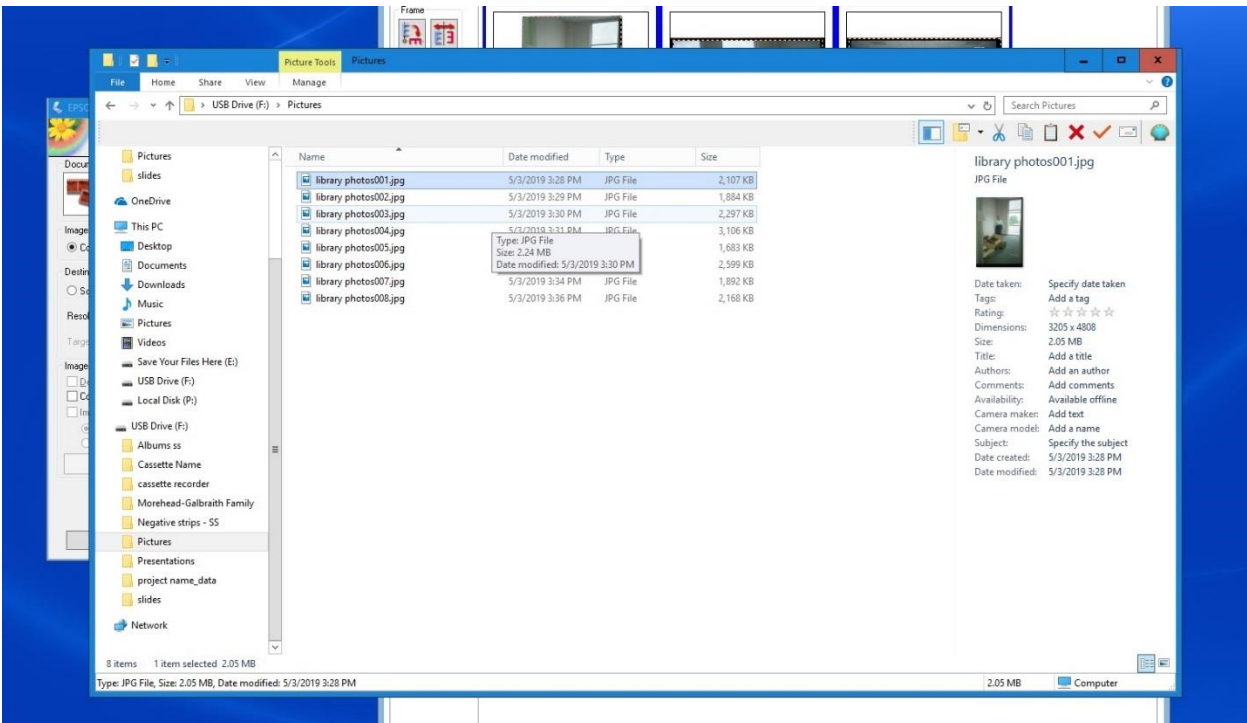
14. All the thumbnails will be highlighted in blue with the section marquees showing dotted lines. Next click on the SCAN button on the left-hand window to begin the scanning process.



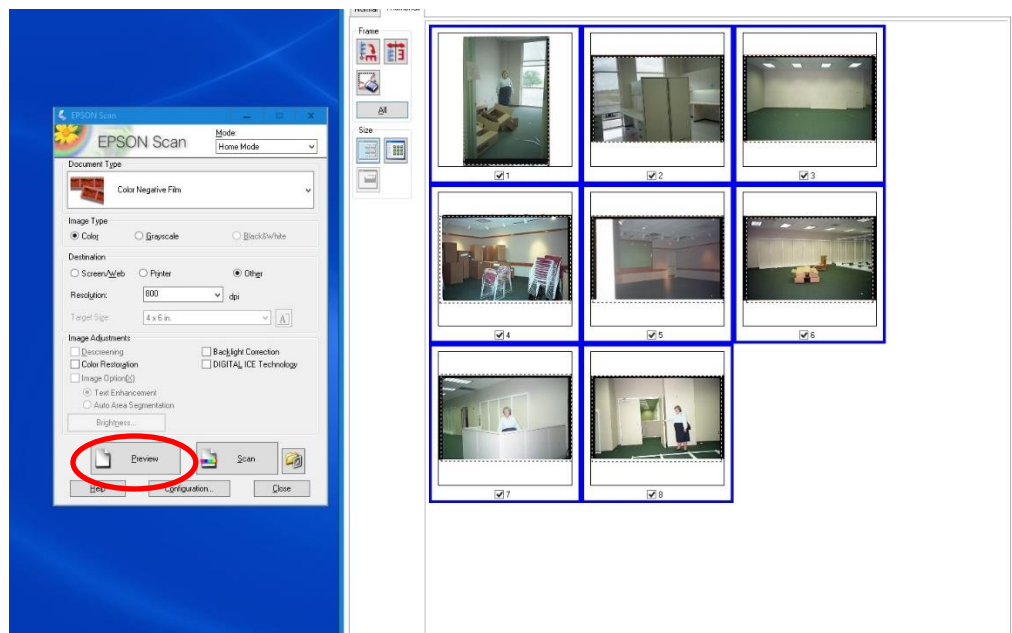
15. The software will scan the selected photos.



16. Once finished, a window will open showing the scanned image files. You can double click to verify everything scanned okay. Then click the X on the top right corner of the window to close the file explorer.



17. If you have more negatives to scan, remove the negative tray from the scanner bed and replace with new negative strips. Place the negative tray back on the bed, close the tray, and click on the Preview button to scan the next batch. Follow the steps again to process the next batch of photos.





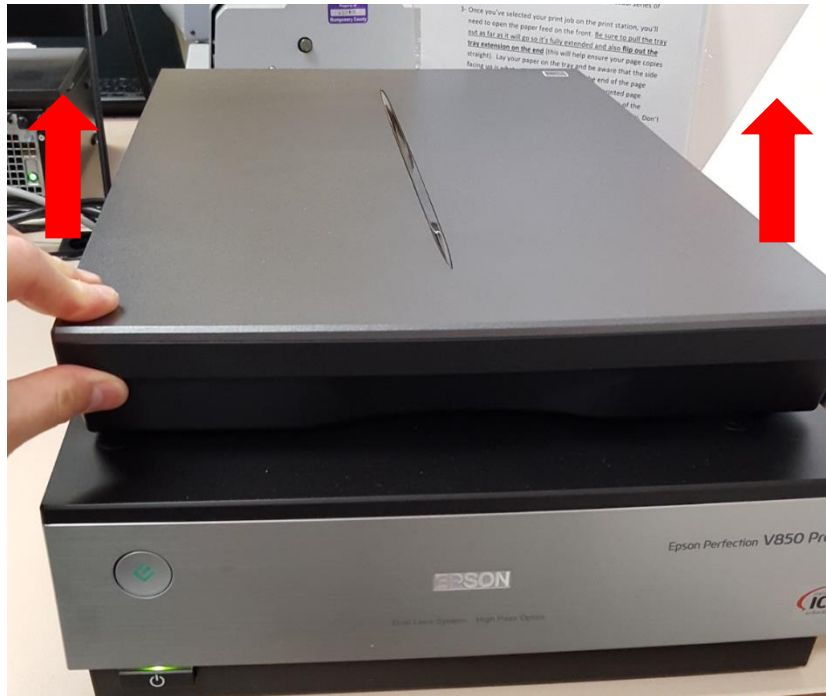
18. When finished, click on the CLOSE button in the EPSON scan software to close the program. Remember to remove your negatives from the negative tray, and to remove and take your USB flash drive with you.

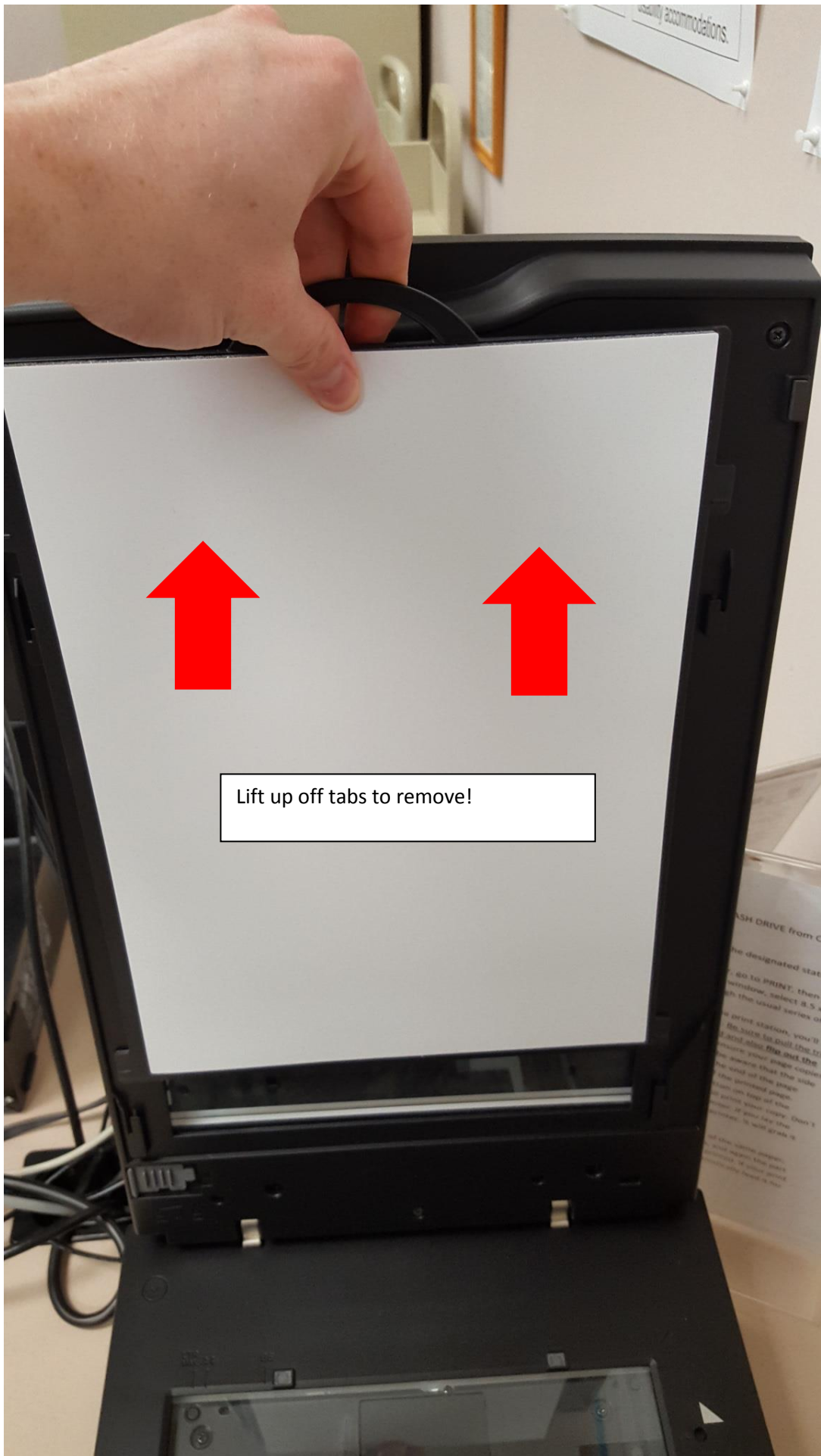
## Scanning Slides

You can successfully utilize the Full Auto mode to scan when scanning slides that are 24mm x 35mm. The following steps will guide you thru scan your slides.

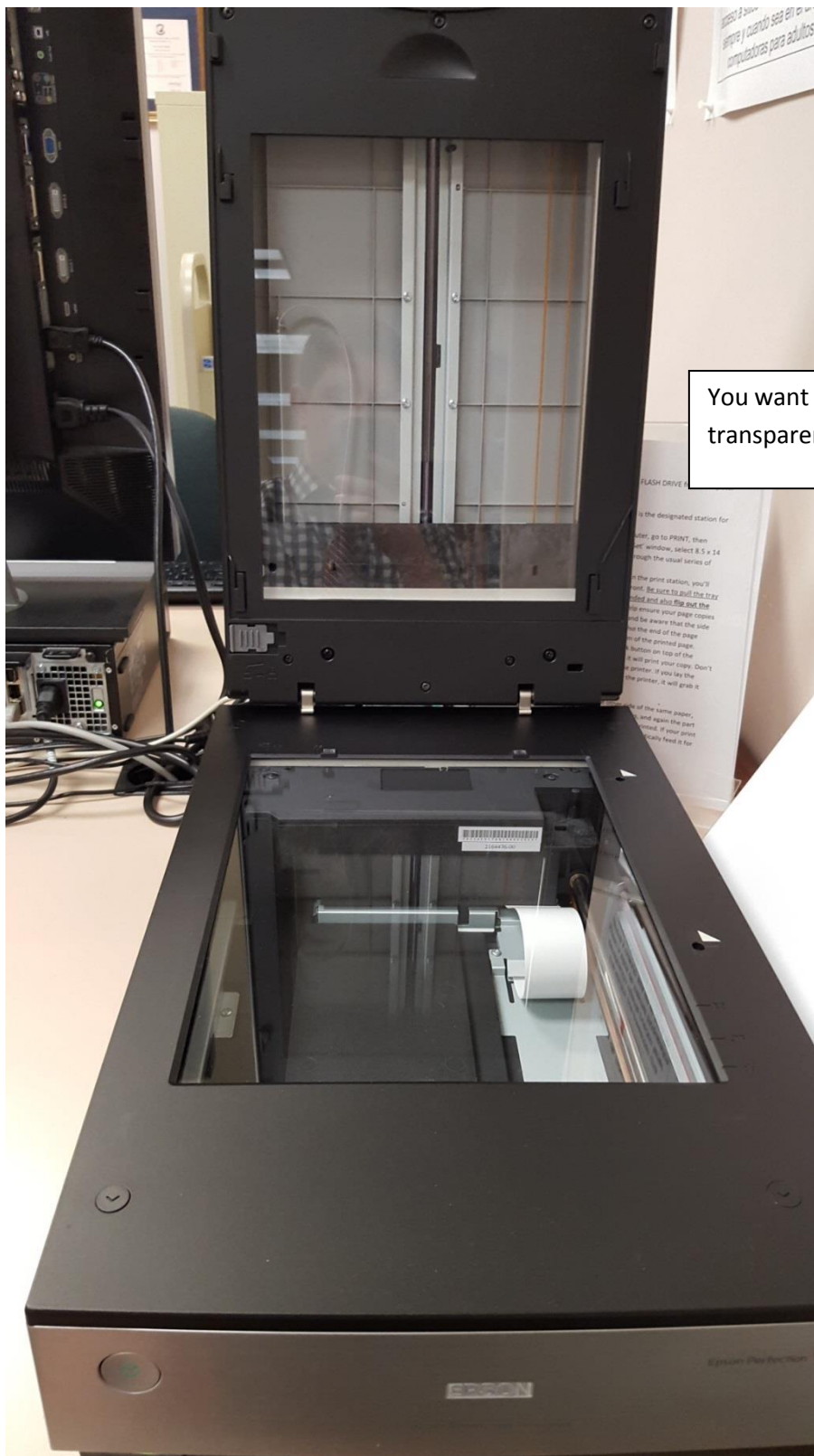
### Preparing Slides for Scanning

1. To start scanning, first open the cover on the scanner and verify that the white photograph cover is REMOVED from the top scanner glass.





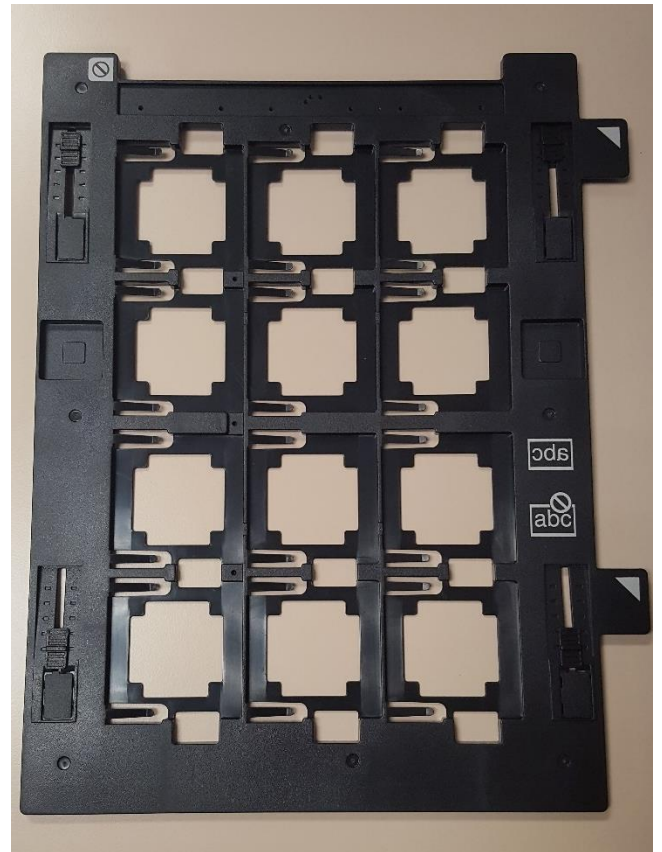
Lift up off tabs to remove!



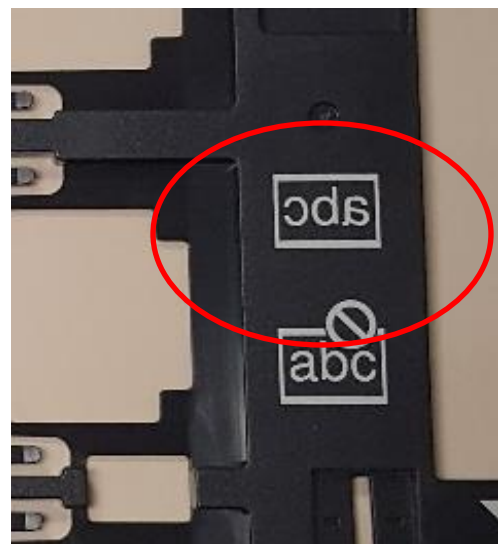
You want the top glass open for scanning transparencies (negatives, Slides).



2. Locate the slide adapters (there are two adapter trays, and can be found on the table to the right side of the scanner).

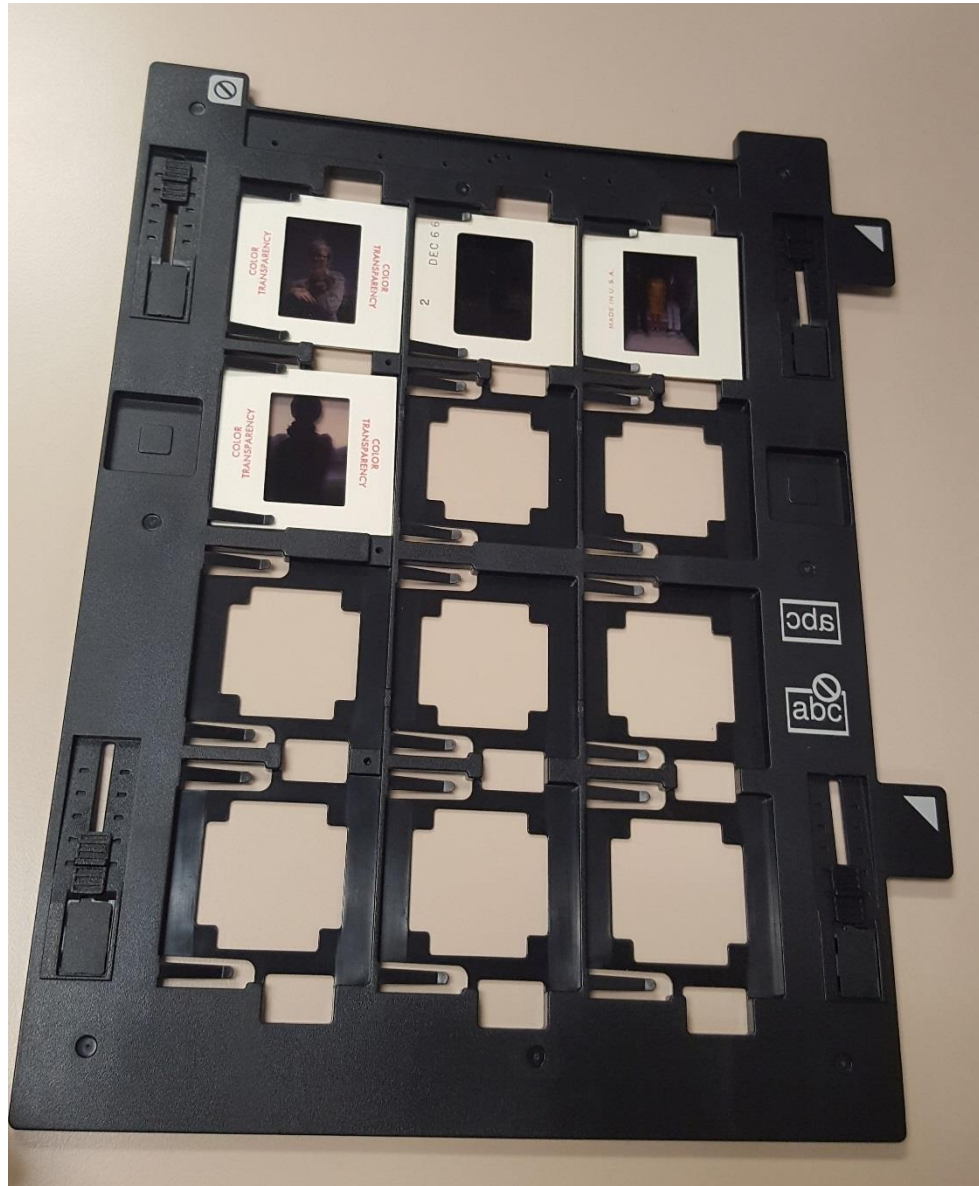


3. Load slides into the slide tray. Position slides as indicated on the side of the slide tray, so they appear backwards when facing you. Slide the left side of the slide under that tab to secure it in place.

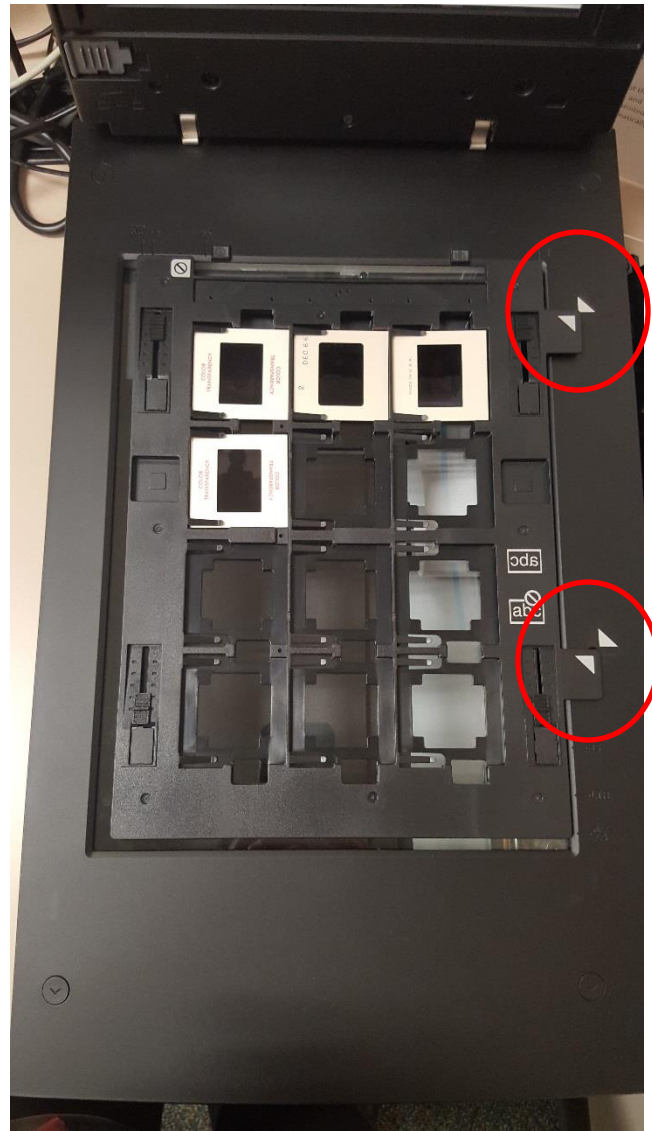
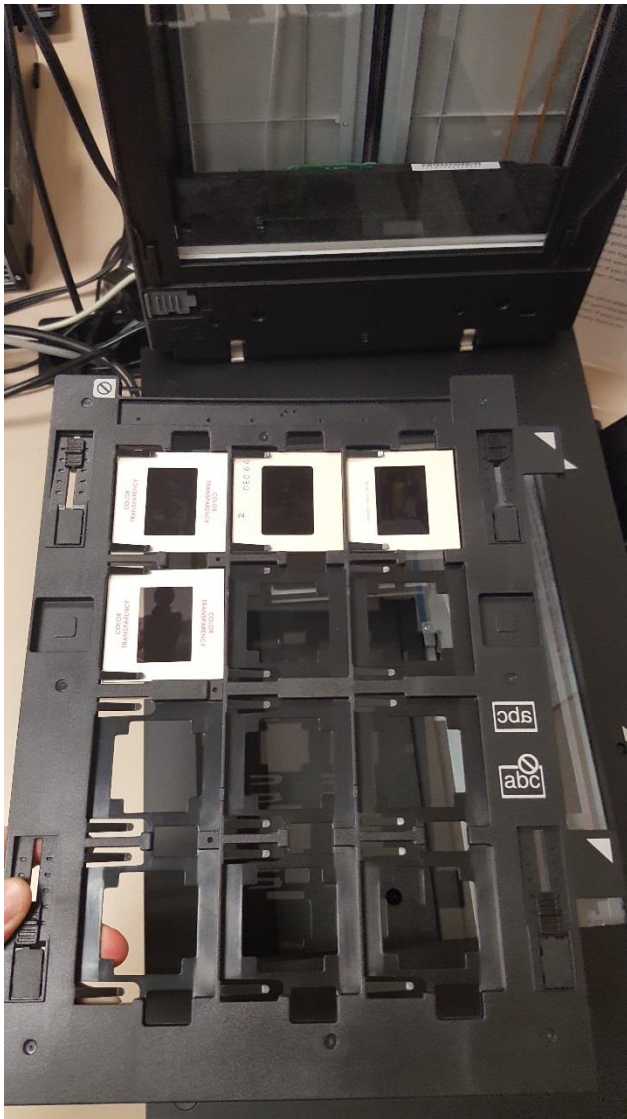




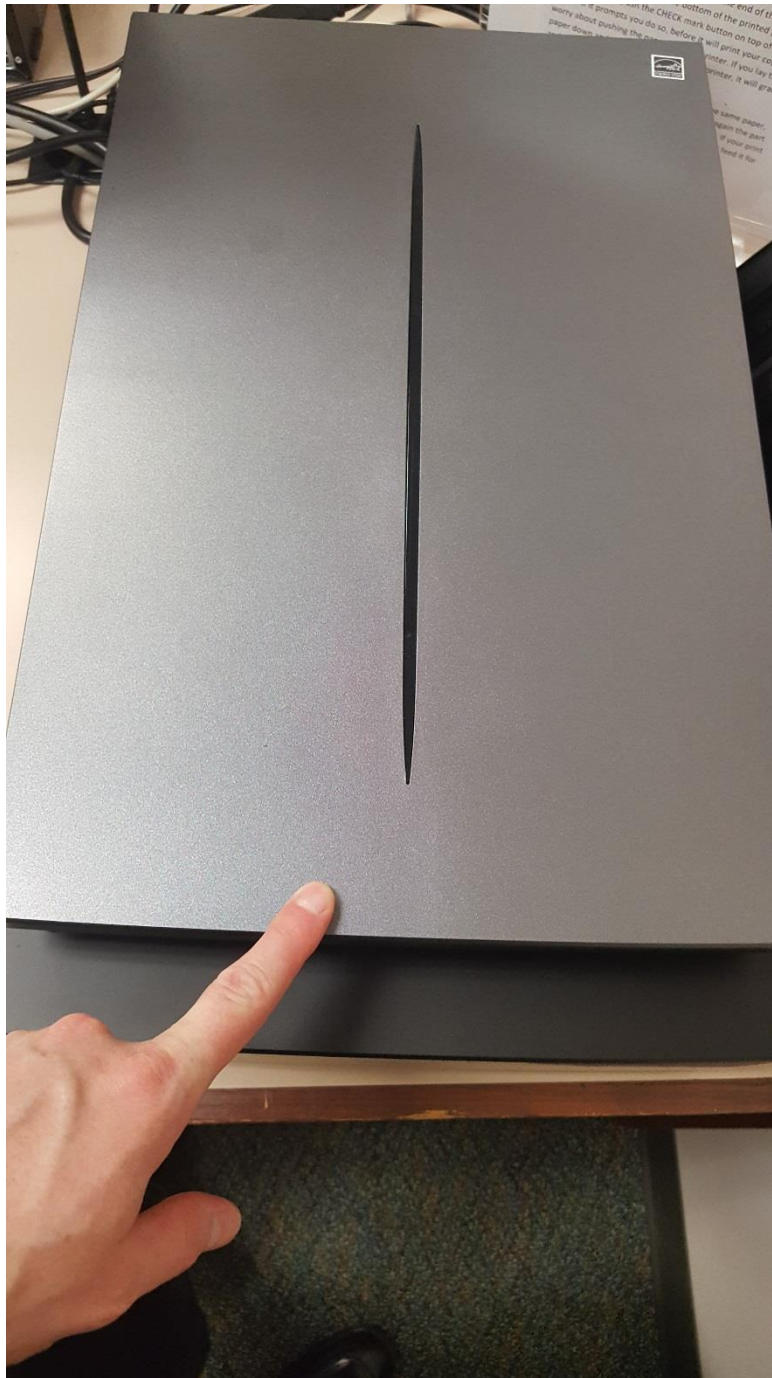
Each tray can hold up to 12 slides at a time. (TIP: if you have several slides to scan, fill just one tray now, and while the machine is scanning the first tray, load the second tray with slides).



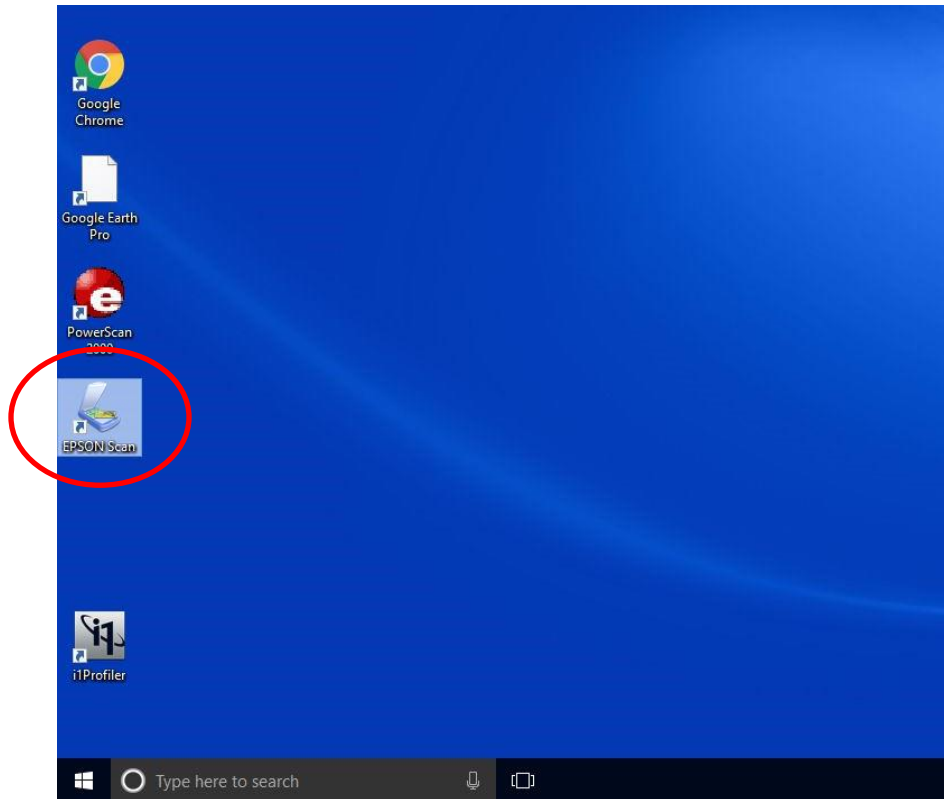
4. Next, open the scanner cover and insert the slide adapter with the two foot pegs into the holes on the left of the scanner glass. This will hold the tray into the correct place over the glass for scanning. The arrows on the slide tray will line up with the ones on the scanner bed as seen below.



5. Close the scanner cover.



6. Double click on the EPSON Scan program to open the software.

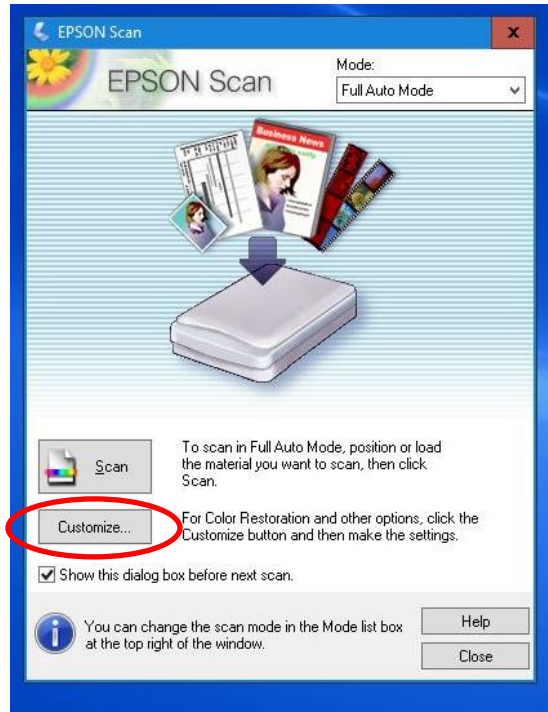


7. Verify that you are in Full Auto Mode.

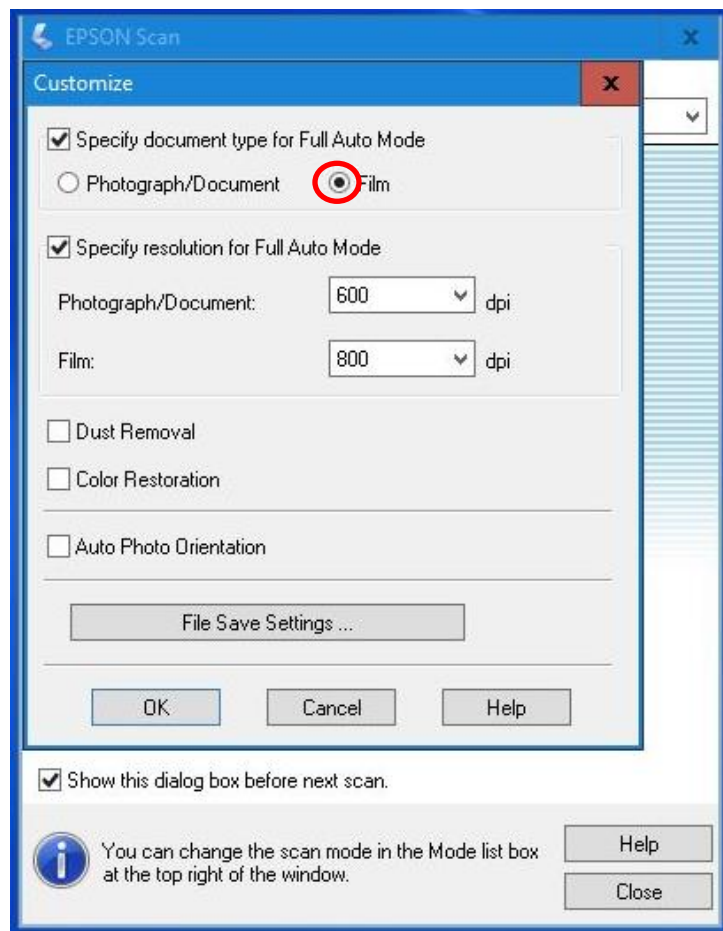




- click on the Customize button.



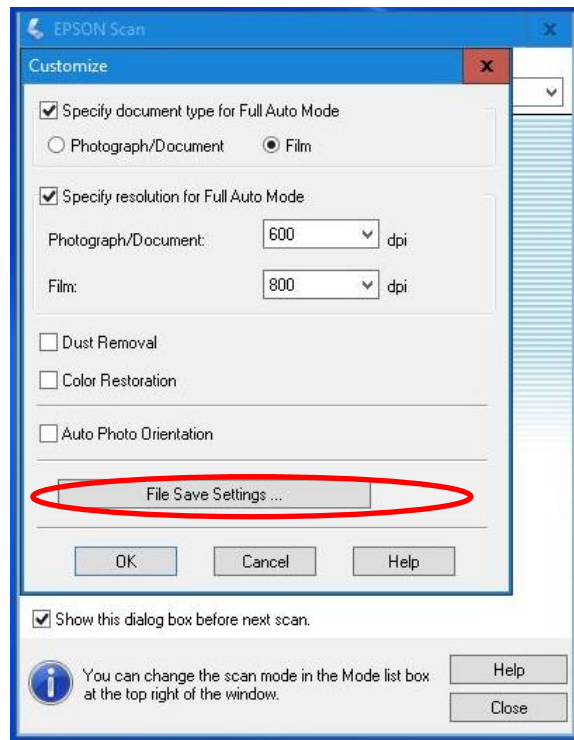
- The Customize window appears. Here you can specify which type of document you are scanning. Choose Film for slides.



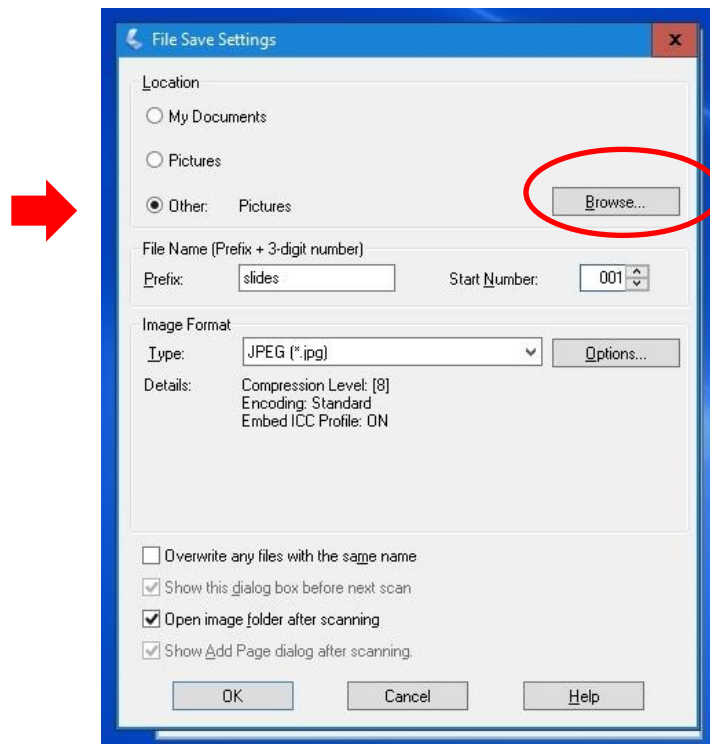


10. You also have the ability to change the resolution of the scan. The default settings of **600 DPI** for Photographs and **800 dpi** for film is recommended for most users.

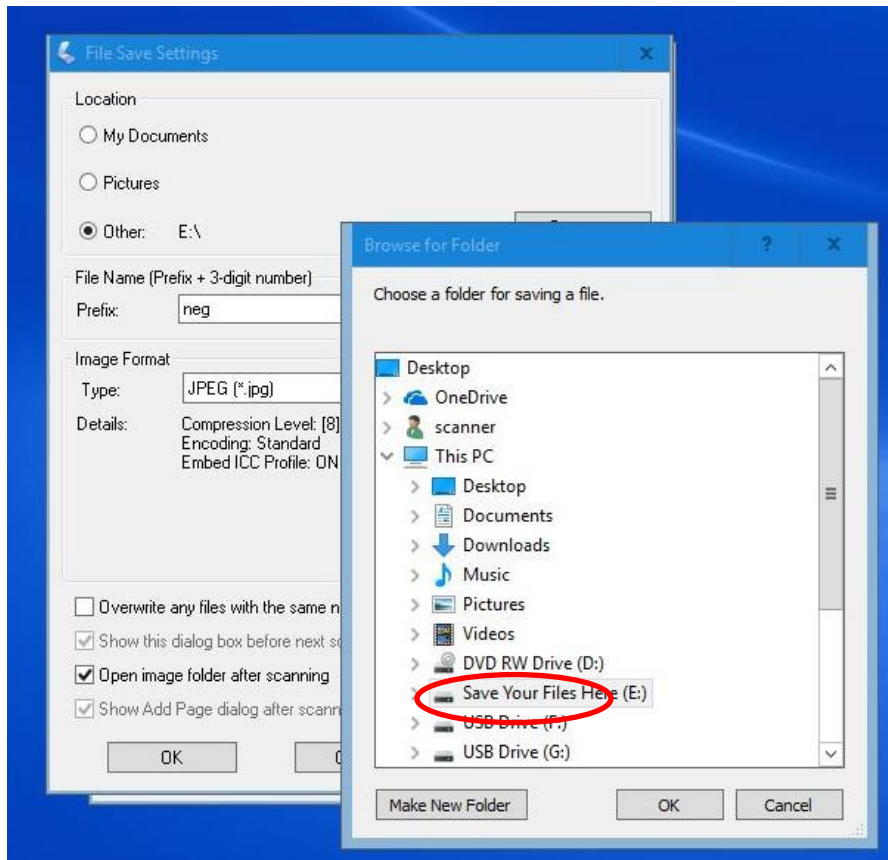
Once you have verified the document type and resolution, Click on **File Save Settings** to determine where and how to save your digital scans.



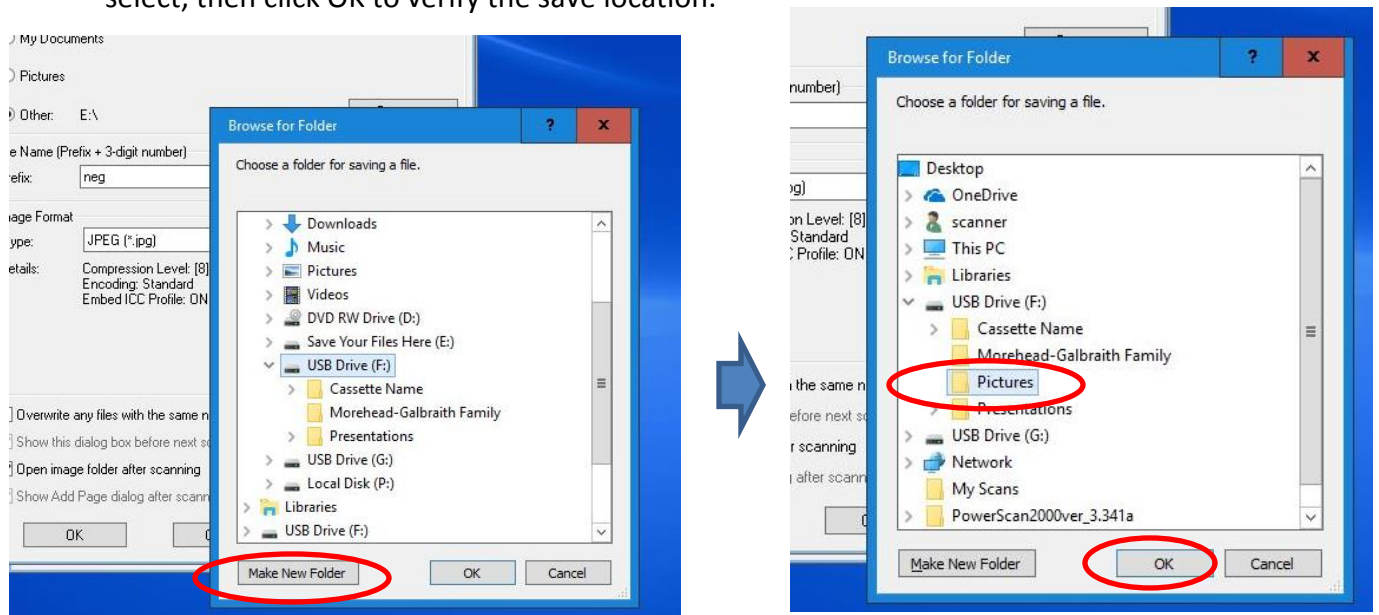
11. The File save settings window opens. First you will want to specify where you want to save your scanned files. Under where is says **Location** is an **OTHER** option. Choose that and click on the **BROWSE** button.



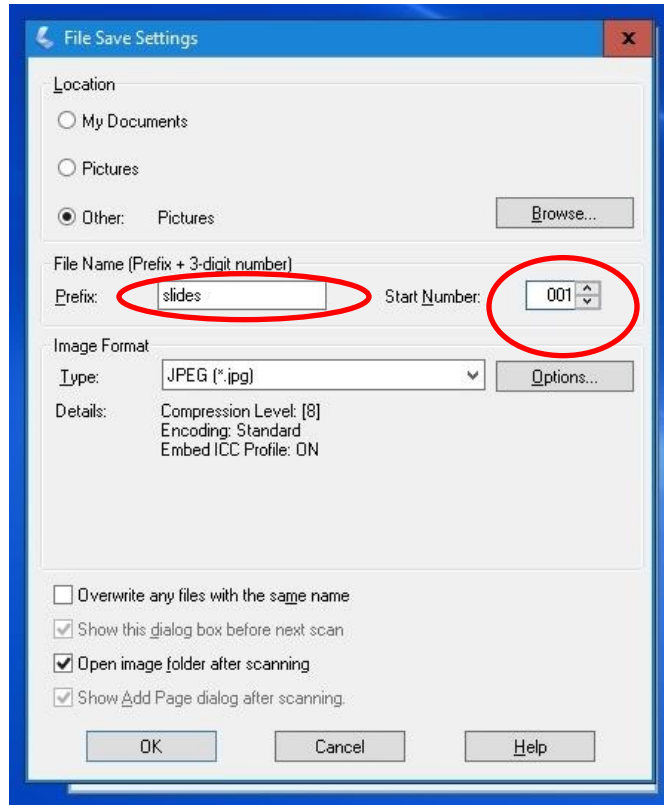
12. A new window opens with options of where to save. In the list, choose the USB drive port your USB flash drive is attached to (usually USB Drive F:).



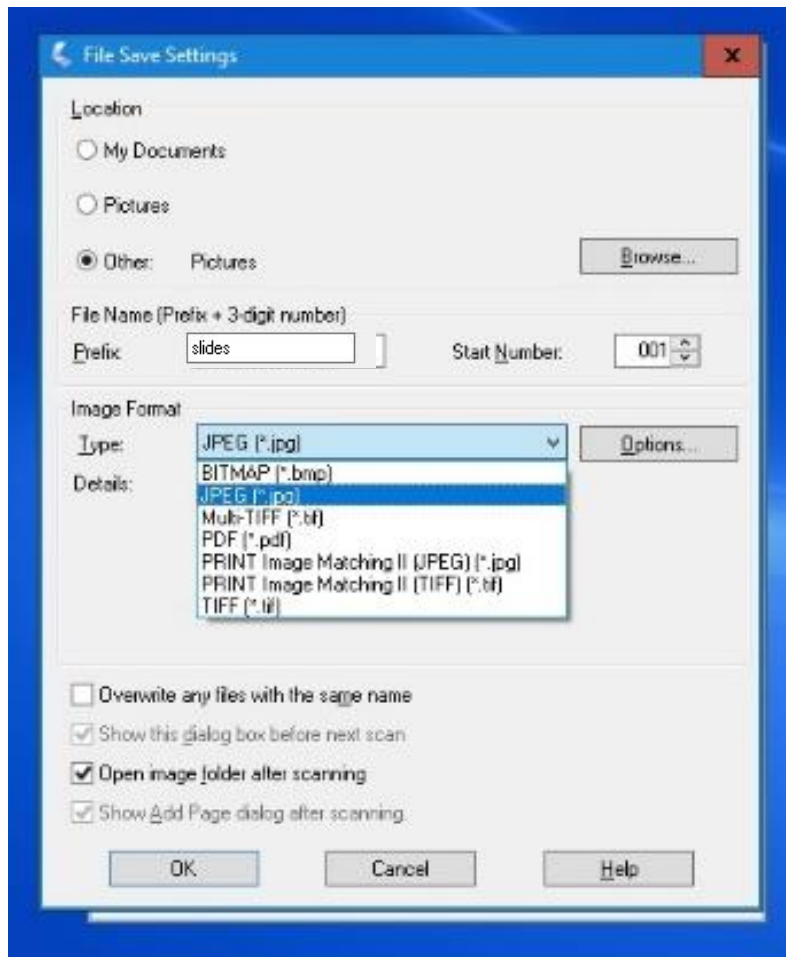
If you want, you can create a new folder inside of your USB drive to save the photos in. Just click of make new folder and give the folder a name. Click on the new folder to select, then click OK to verify the save location.



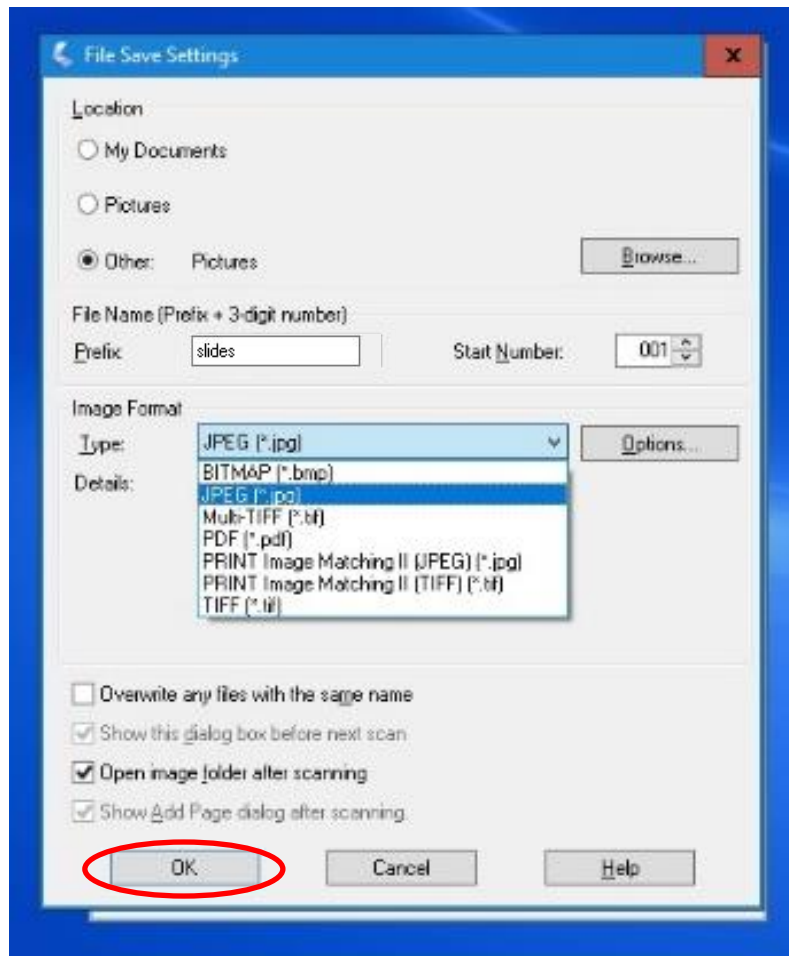
13. You will now be back on the file save setting screen. Under **File Name** you can specify the filename prefix and what number to start the save counter with. In the example below the filename will be *Slides* for the first picture scan, and each additional picture will be named sequentially: Slides001, Slides002, etc.)



14. Next you can specify what image format you want to save your digital images in. JPEG is recommend for most users. For Lossless, larger file-sized images you might choose the TIFF format as well.

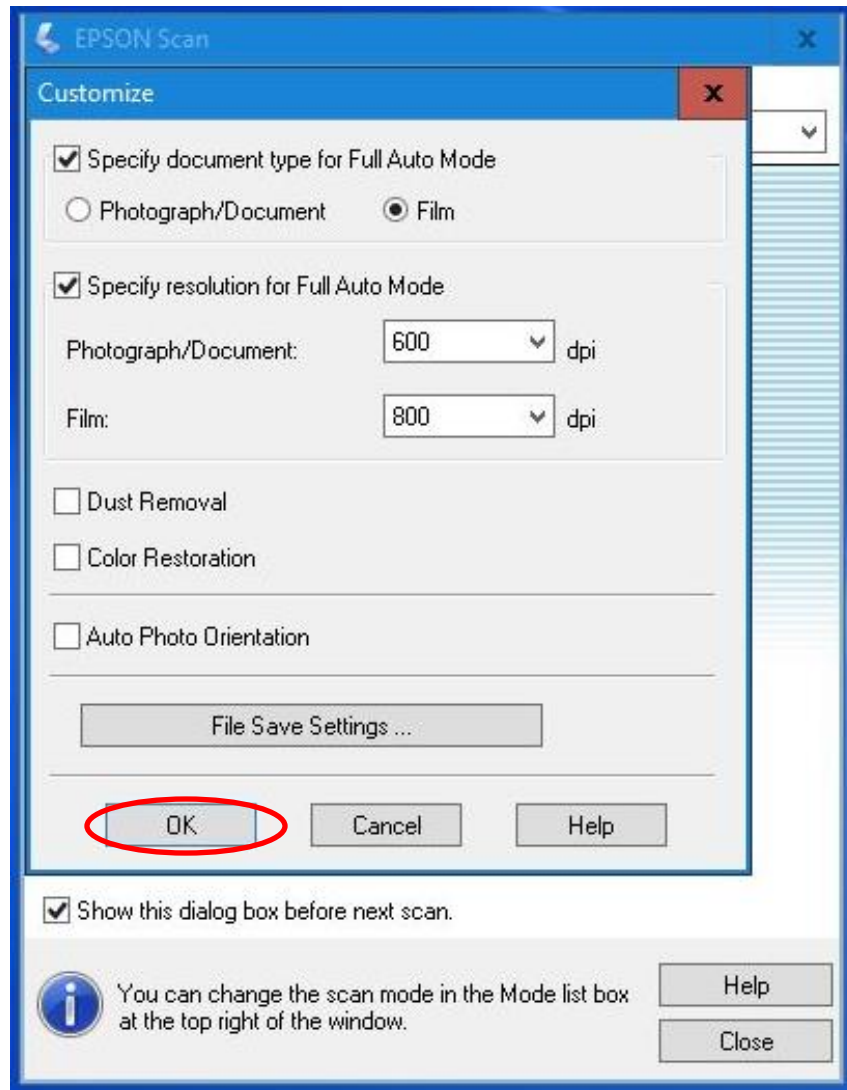


15. Then Click on **OK** to save the selected settings.

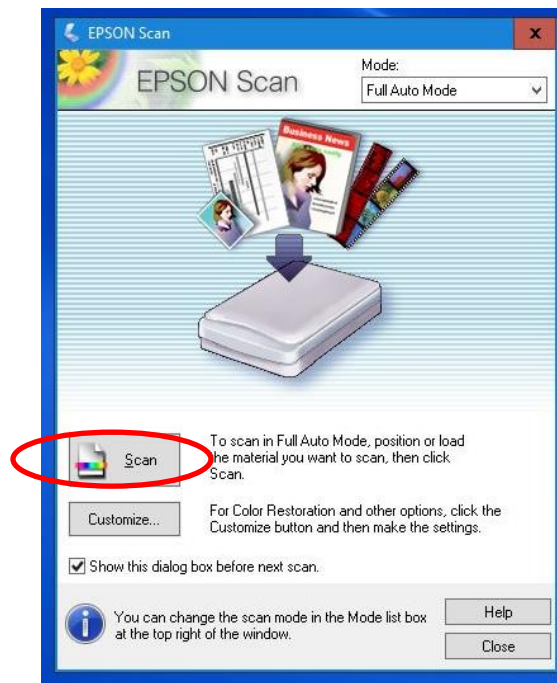




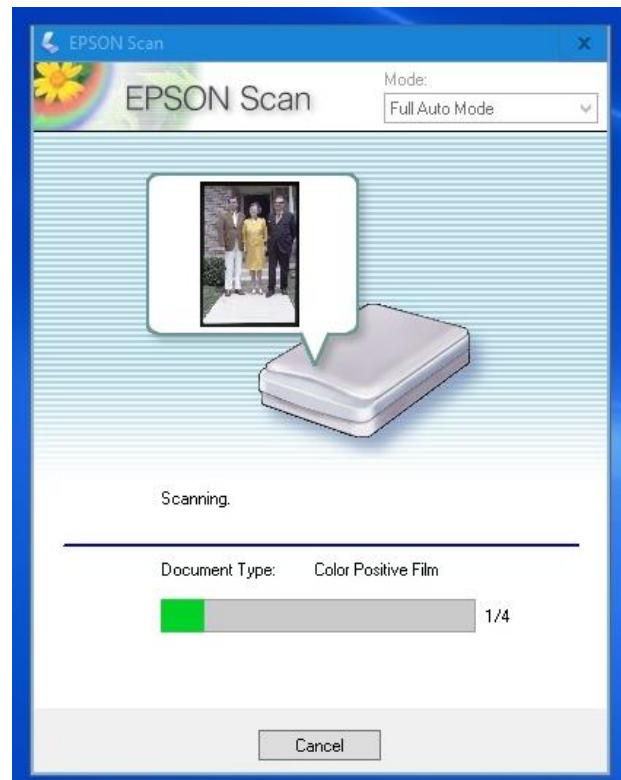
16. You will be back on the customize window now. With the save settings set, you are ready to go back to the welcome screen and start scanning. Click **OK**.



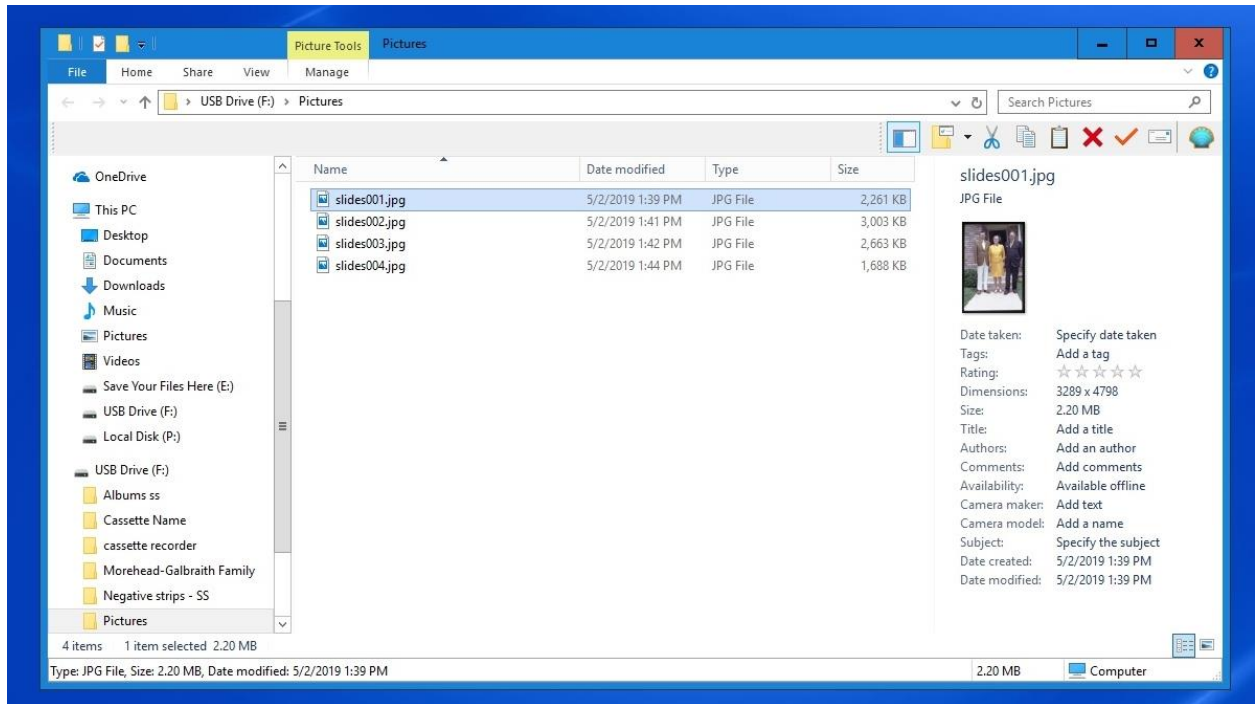
17. Click on the **Scan** button to begin the scanning process.



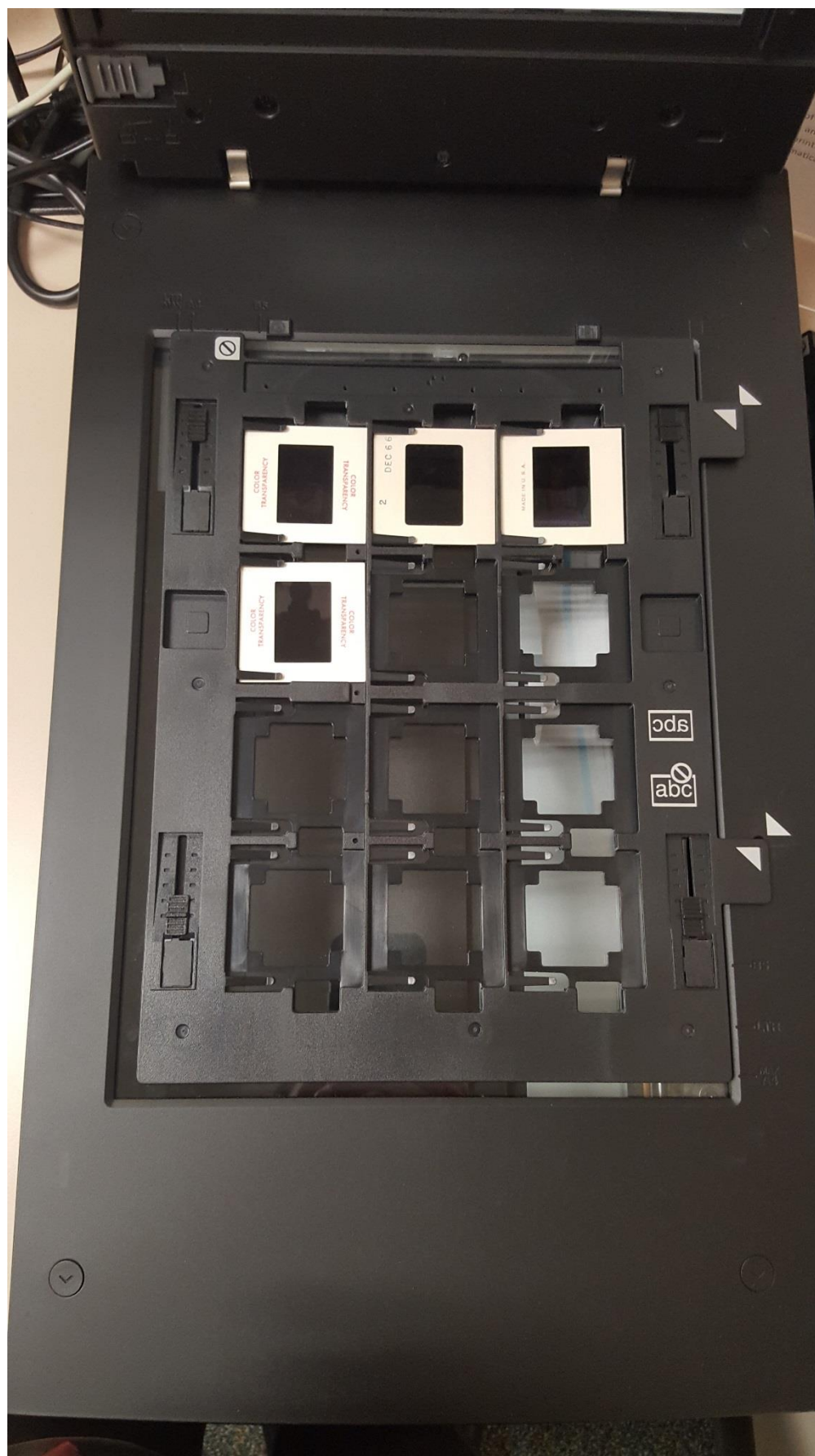
Your slides will be scanned.



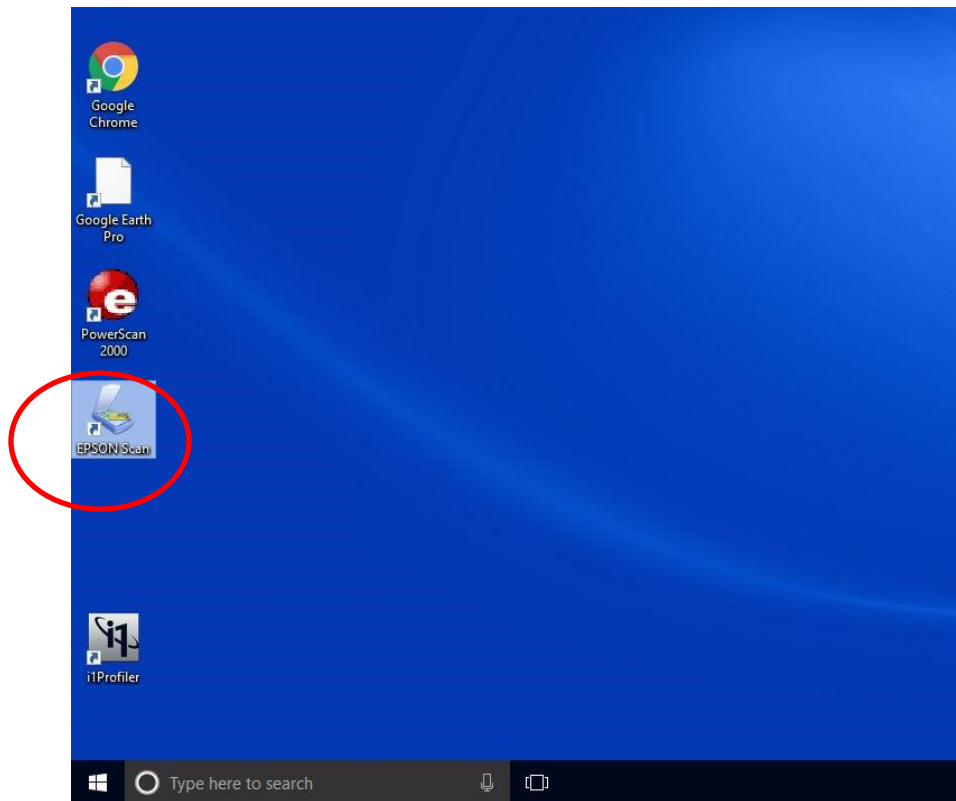
18. Once finished the EPSON Scan program will close, and a file explorer window will open showing the image files that were recently created. You can left click on the files to verify that the slides were scanned correctly. Click the **red and black X** in the top right of the file explorer to close the window and return to the computer desktop.



19. Open the scanner cover and remove the slide tray. Remove your slides from the tray. If you have more scanning to do, Insert the other slide tray with un-scanned slides to begin processing the next batch.



20. If you have more slides to scan click again on the EPSON scan program to open it.





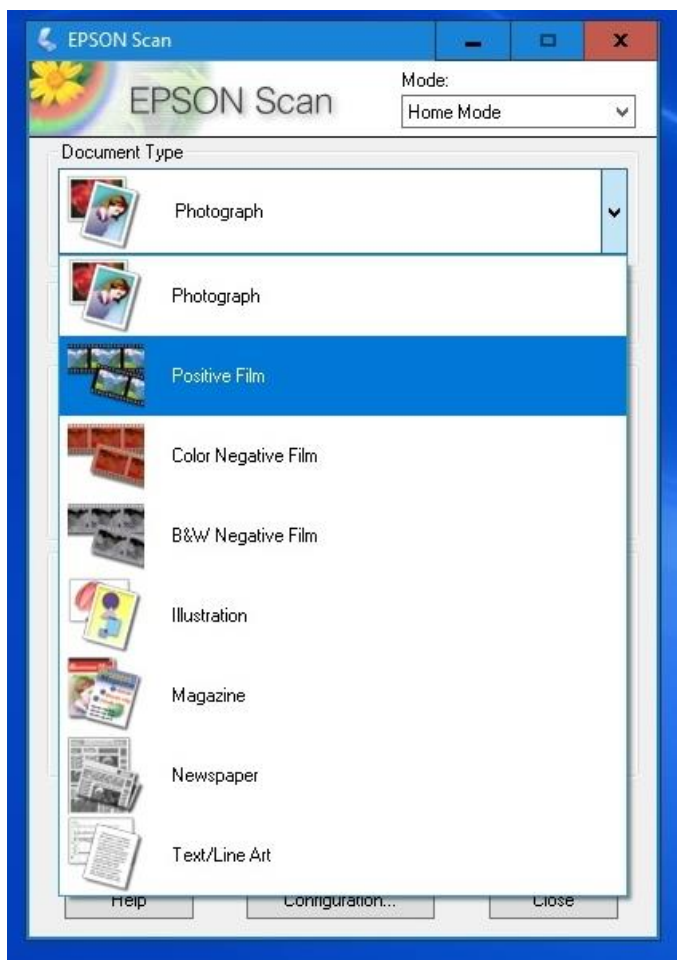
21. The EPSON scan software retains all the file settings from before. Simply click the **Scan** button to continue scanning the next batch of slides.



22. Repeat the last several steps until all your slides are scanned.

23. Once finished, replace the slide trays to the right of the scanner. Be sure to close out of all the windows. Remember to take your slides and your USB drive home with you.

Troubleshooting NOTE : if you are having problems with cropping of slides in Full Auto Mode, you can try scanning your slides in Home Mode. For slides choose the POSITIVE Film option for the document type, and then follow the rest of the instructions under Scanning Negatives in Home mode found on page 48.



## Conclusion

Be sure to close out of all the windows once you are finished scanning. Please remember to take your photos, albums, negatives, or slides and your USB drive home with you.

*Thank you for using our Epson V850 Perfection Flatbed Scanner! Please feel free to leave a comment in the comment box. We'd love to hear about your experience.*

