

WS4
Scanning Workstation with 4 Scanners

Choose from 4 scanners:

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| HP Scanjet 2400 | Ordinary flatbed scanner, use for scanning gels etc |
| HP Scanjet 4570c | High quality flatbed scanner with OCR |
| SmartScan 2700 | 35mm projection slides & 35mm film |
| Imacon | Large format negatives, inc. EM negatives |

Operating Instructions for HP Scanjet 2400 / HP Scanjet 4570c

1. Log in to network: (don't tick box)
Username: your ox-path username
Password: your ox-path password
2. Log in to windows:
Username: pguest
Password: please ask
3. Create your own new folder, inside the existing folder User Data on C-drive
4. Double click 'HP Photo & Imaging Gallery' icon on desktop
5. Using the file tree on the left of the interface, navigate to the folder named User Data on C-drive, and select your newly created folder
6. Click on the 'Scan' icon, and choose either HP Scanjet 2400 or HP Scanjet 4570c from the Select Source pop-up window. The HP software will open and carry out a preview scan
7. Use the preview window to adjust the selected area, and also the resolution, contrast, brightness etc if necessary
8. Click 'Accept' icon, and the image will be scanned and automatically saved (to the selected folder you created inside User Data)
9. When you have finished scanning, close the HP Photo & Imaging Gallery, find and select your folder containing the scanned images, and copy it onto your network drive. Delete your original folder on C-drive.

Operating Instructions for Imacon Scanner

1. Log in to network: (don't tick box)
Username: your ox-path username
Password: your ox-path password
2. Log in to windows:
Username=pguest
Password=please ask
3. Turn on Imacon Scanner with big red button, and pull front flap down.
4. Find the Flextight Custom Holder; lift the flexible black flap up then place negative over hole, with emulsion (matt) side down. Slide the Holder gently into Imacon slot.
5. Double click 'FlexColor 363' icon to open software
6. For EM negatives, adjust FlexColor settings as follows:
Setup: B – W
Frame: 4" x 5"
Mode: Greyscale
Optomise: True Resolution
PP!: 600
7. Preview, make any necessary adjustments, then scan the negative
8. Create your own new folder, inside the existing folder User Data on C-drive and save your scan(s) to this folder.
9. When you have finished scanning, close the FlexColor 363 software, find and select your folder containing the scanned images, and copy it onto your network drive. Delete your original folder on C-drive.