Epson 12000XL
Graphics/Photo Scanner

Introduction:
The Epson 12000XL Graphics scanner is a large format scanner capable of scanning images up to 12”x18” in size. With 2400 dpi, you can get incredibly detailed scans of your images. This scanner is also equipped with a transparency unit allowing for the scanning of transparent images like slides and negatives.

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General Information

Parts of the scanner

DPI differences

The DPI you select for your scan will change the output quality. Typically 300 DPI is a good baseline if you want to scan your image and keep roughly the same size image. For instance, if you're scanning a 4x6 image and want to print another 4x6 copy, then a 300 DPI image is a good quality. That said, the larger the image you want it to be on the other end, or if you're scanning these images for an archival ability, a higher DPI will result in a better image on the other end.

75 dpi 4.4 seconds to scan	300 dpi 6.4 seconds to scan
600 dpi (cropped to match 300) 21.55 seconds to scan	1200 dpi (cropped to match 300) 76.13 seconds to scan

In the previous example, we have an image scanned at 75 dpi. This is the lowest the flatbed scanner will handle. This is good if you only want to share it online as most websites will compress the image to that quality anyway.

However, if you want to print the image, then select a higher quality. The 600 and 1200 DPI examples are larger files but were cropped down to the size of the 300 DPI example to fit the page.

A thing to note, if you are scanning slides or negatives, then 300 DPI will result in an image that is similar in size to the original size of the slide or negative. If you want a larger image than that, the software defaults you to 1200 DPI, though you can go higher.

As evidenced by the examples, the higher the resolution, the better quality the image will be, but the longer it takes to scan. There's a balancing act with this that you'll have to decide on based on the images you're planning to scan.

Scanner Set Up

Setting up for scanning a flat image

1. Open the lid to the scanner. If the white scanning mat isn't present, continue with the following steps. If it is, you can proceed to the section for "Scanning a Flat Image."
2. Take the scanning mat and hold it so the flat edge is facing downwards.
3. Align the tabs on the bottom side with the slots on the left and right of the bottom of the transparency unit. Insert those tabs gently.

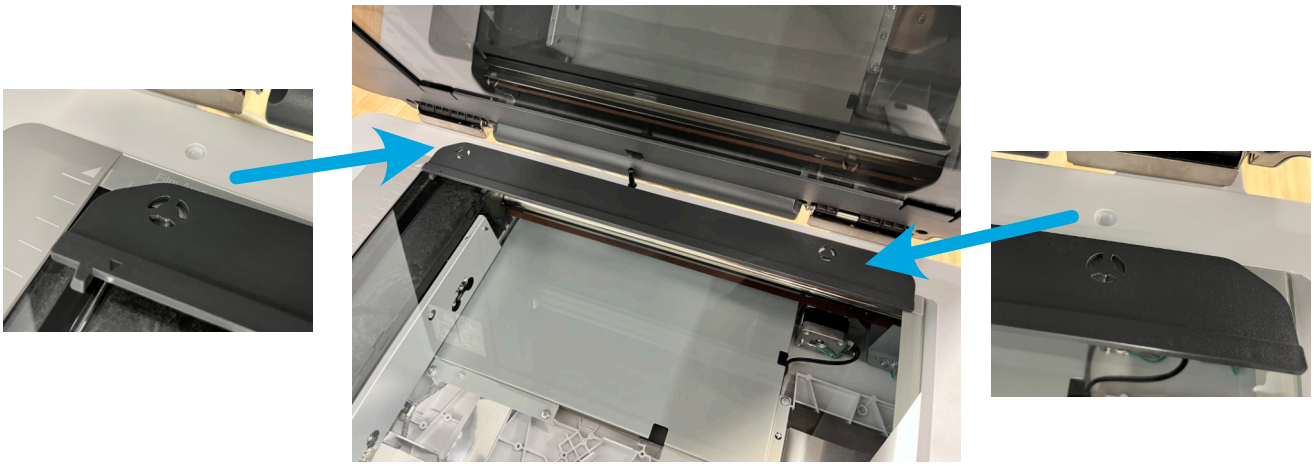
4. Gently bend the scanning mat to insert the top tabs into the slots at the top of the transparency unit.

5. Remove the transparency bar from the bed of the scanner. It is not used for this process.

Setting up for transparency scan

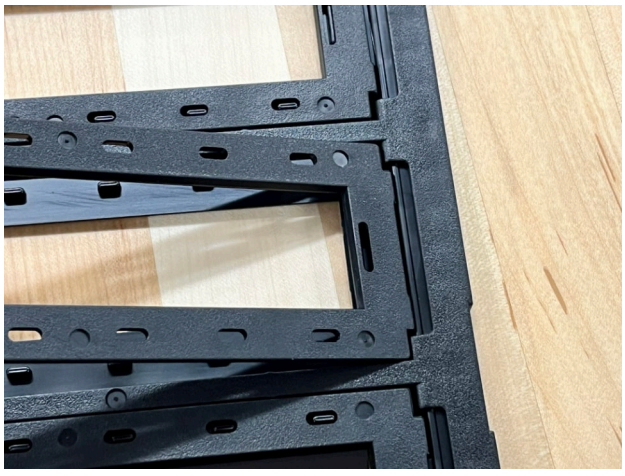
1. Lift the lid of the scanner. If the white scanning mat is present, continue with the following steps. If it has already been removed, you can proceed to the sections for "Scanning Slices and Negatives."
2. Gently pull the cover off of the transparency unit by pulling at the corners to release the tabs. Set this carefully off to the side.

3. Take the transparency bar and align the pins on the bottom with the grooves in the scanner bed.



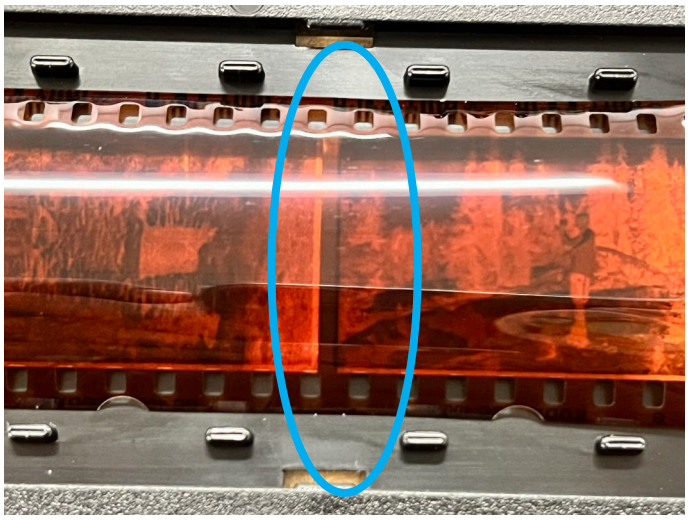
Loading negatives into a tray

1. Take a negative tray and gently pull the tab on the side to release the lid.

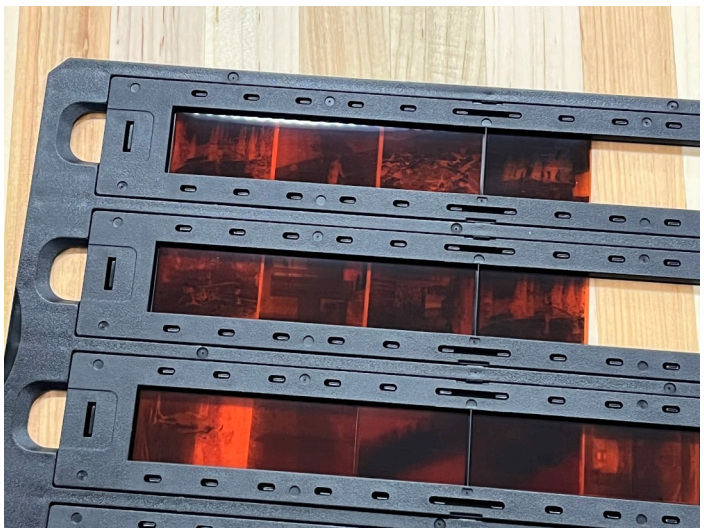


2. Place your negatives so that they align with the left side of the opening.

3. Ensure that the negatives are spaced so the bar in the center of the opening aligns with the gap between two images.

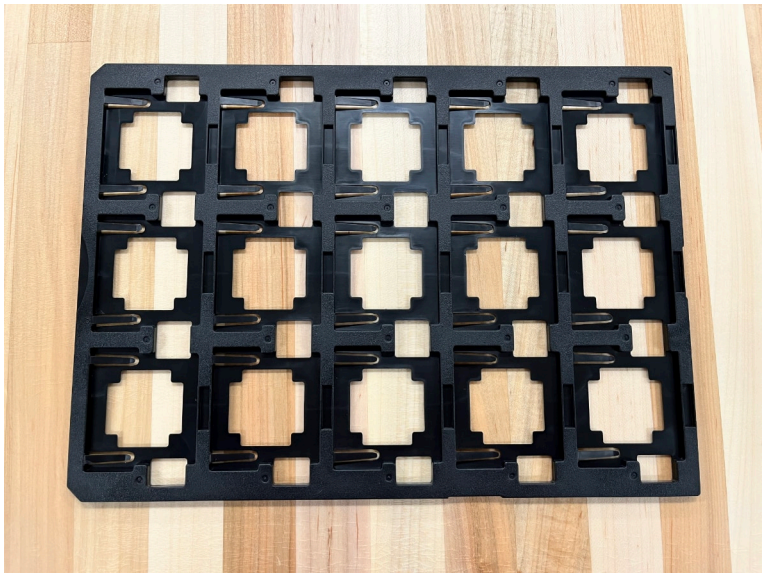


4. Replace the tray by inserting the tabs into the side and pressing the tray lid down until it clicks and lays flat.

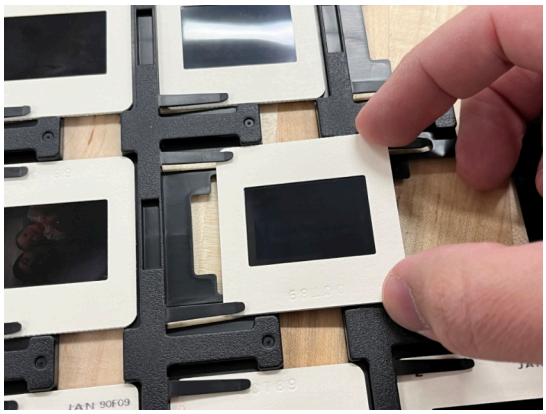


Loading slides into a tray

1. Take a slide tray and set it sideways.

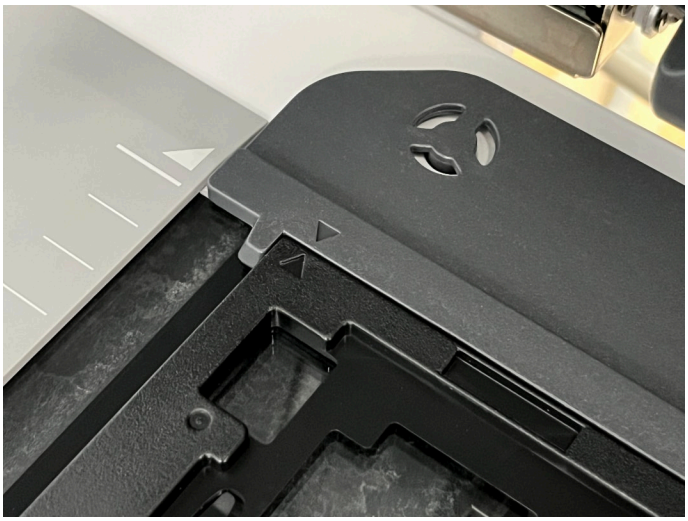


2. Take a slide and insert it under the two tabs so that the images are horizontal.



Using a scanning tray

1. Take your tray and place it so that the arrow aligns with the arrow on the transparency bar.

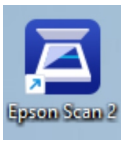


2. If using a second tray, place it next to the first tray with the arrow pointing in the same direction.

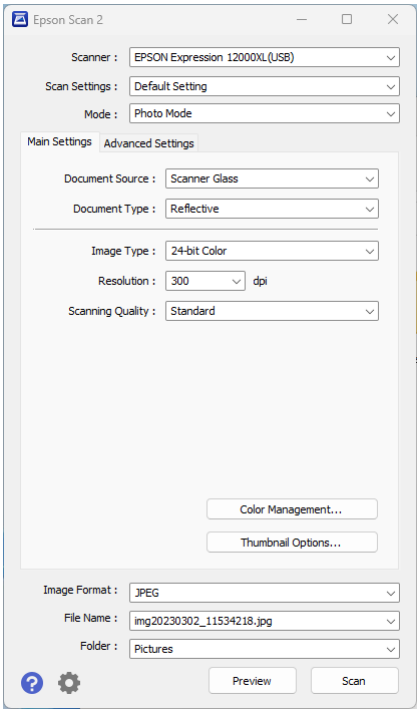
Using the scanner

Scanning slides and negatives

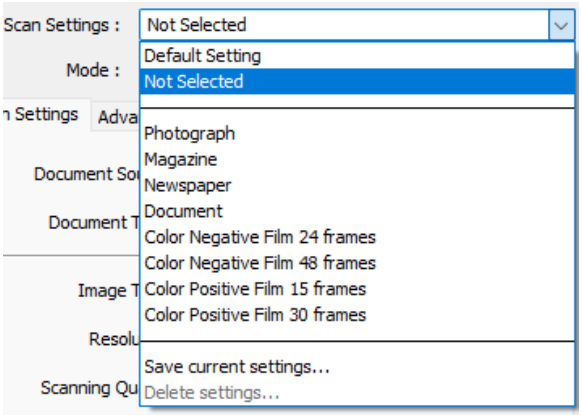
1. On the desktop, double click the “Epson Scan 2” icon.



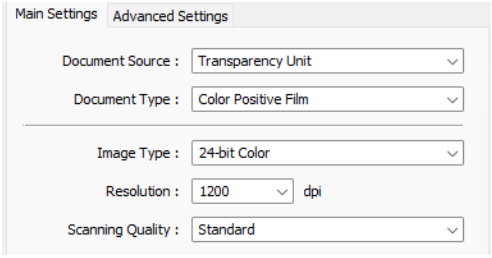
2. You’ll be presented with the following screen of the scanning software.



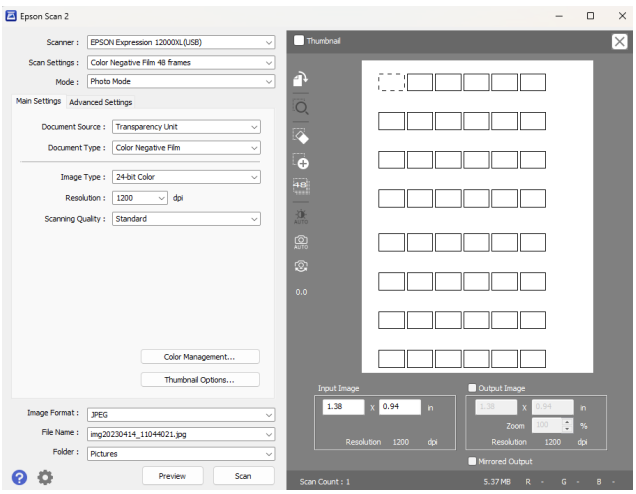
3. You’ll want to set your Scan Settings to the current planned method of scanning. This is typically Photograph or Document for flat image scan, color negative for negatives, or color positives for slides.

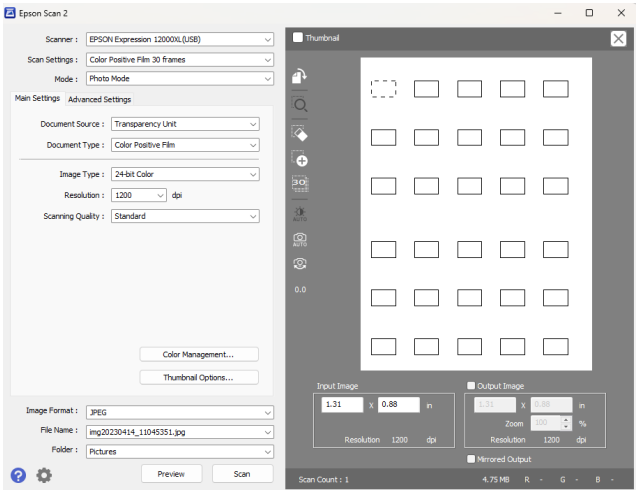


4. If you choose Color Negative or Color Positive film, you'll be given a screen that lets you apply your resolution settings, your image type, and the direction your image is on the bed.

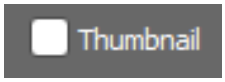


5. You'll need to select how many frames you're using. The smaller number is just one scan tray, the larger number is if using two trays. It will also display your preview showing where the images are expected to be.

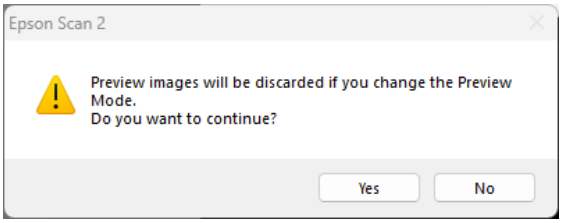




6. Regardless of which method you're doing, click the box beside Thumbnail in the top left of the preview.



7. When it asks if you want to proceed with a preview, say Yes.

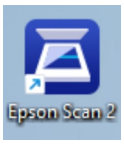


8. After the preview scan completes you'll be given a view showing your slides or negatives as individual pictures.

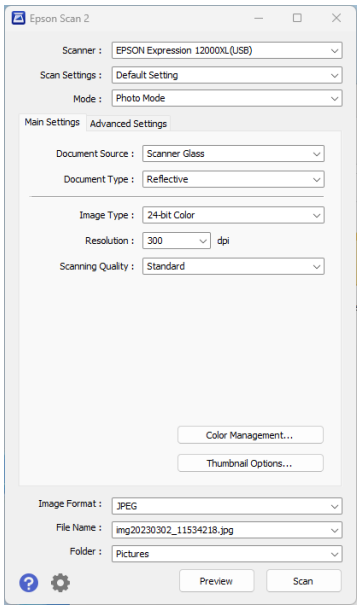
9. On the left side of the preview are a few tools allowing you to modify the images. The top is rotate, the next is mirror. The third button lets you select all the images if you wish to apply these settings to everything all at once.
10. You can delete images you don't want to actually scan by hovering over the image and clicking the X in the top right corner of the image.
11. Once you're happy with how the images look, click Scan and the scanner will begin the process of making your files.
12. Once it is done, the images are located in the Pictures folder of the computer. You can transfer them to a flash drive or cloud storage platform of your choice.
    a. Note: The computer erases any saved files when you log out. Be sure to transfer your images otherwise they will be lost on restart.

Scanning a flat image

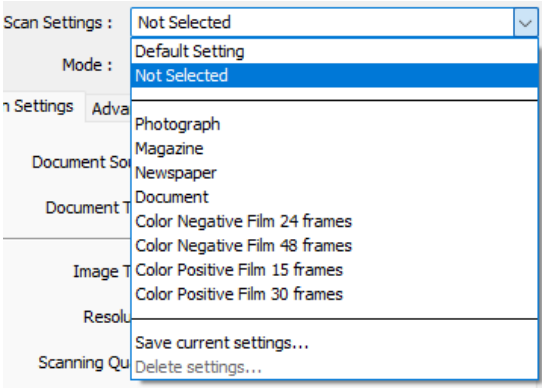
1. On the desktop, double click the "Epson Scan 2" icon.



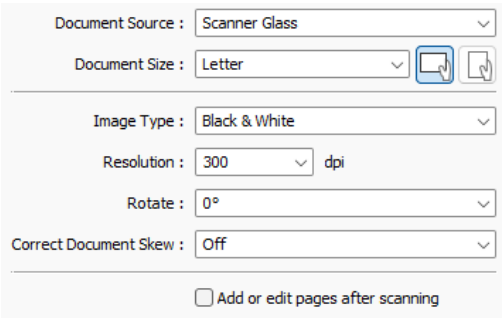
2. You'll be presented with the following screen of the scanning software.

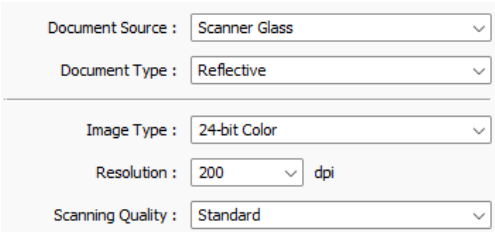


3. You'll want to set your Scan Settings to the current planned method of scanning. This is typically Photograph, Magazine, Newspaper, or Document for flat image scan.



4. If you choose Photograph or Document you'll be given a screen that lets you apply your resolution settings, your image type, and the direction your image is on the bed.





5. Click on Preview in the bottom of the screen. It will begin to scan a preview image of what is on the bed.
6. When the preview scan is done you'll see an image of the complete bed on the right side of the window.

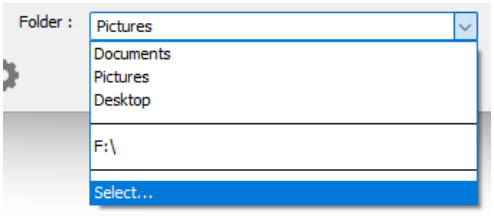
7. Using your cursor, you can click and drag to select just a portion of the screen to scan so you save time not scanning empty space. This area will have a dashed line around it once selected. You can select multiple regions to save at the same time if you choose. If you do this, click the select all option to choose all the regions at once.

8. Once you've select all the regions you wish, click the Scan button at the bottom of the screen to begin scanning. Each selected region will be created as their own image file.
9. Once it is done, the images are located in the Pictures folder of the computer. You can transfer them to a flash drive or cloud storage platform of your choice.
   a. Note: The computer erases any saved files when you log out. Be sure to transfer your images otherwise they will be lost on restart.

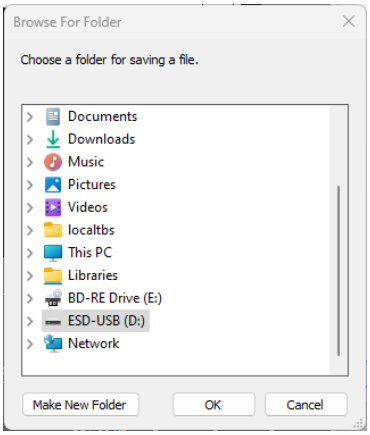
Changing the default save location

If you wish to change the default location the images save to, such as directly to a flash drive, in the bottom of the Epson Scan 2 screen there is a drop down menu labeled “Folder.”

1. In the drop down, choose “Select…” at the bottom of the list.



2. A pop up will appear letting you save to a new location, choose your desired location and click OK.



3. After scanning your first batch of images, be sure to double check that the images have saved to the correct location before scanning any further.