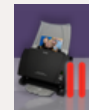# Kodak Photo Scanner

Scanning Photos

The Kodak Photo Scanner PS410 at **editing station #7** lets you quickly digitize photo prints (min. size 2'' x 2.5'') and save them as JPEG images. To minimize dirt and dust build-up in the scanner, it is **important to clean your photos** (vacuum, microfibre cloth) and **cover the Kodak photo scanner** after usage. If you notice streaks in your scanned images, please ask a staff member for assistance.

1. Uncover and power on the Kodak Photo Scanner (power switch located in the back).

2. On the dock, click the *Kodak Picture Saver Scanning System* application icon.

3. In the KODAK window, enter a name in the ORDER # field. This will identify the folder where your scanned photos will be saved to. Ignore the other info fields and click the CONTINUE button.

4. Flip back the input tray and adjust the photo feed guides. Load your photos face up and upside down and gently push them all the way in. You can load up to 25 photos per batch scan, but it is recommended to work in smaller batches (10 photos or less) due to possible dust errors.

5. To check the settings, click the SETTINGS button in the SCAN IMAGES window. A resolution setting of **600dpi** at **superior compression** is recommended.

6. In the SCAN IMAGES window, click the BATCH SCAN button to begin scanning. Full-size images will be displayed in the SCAN VIEWER window as the photos are being scanned. When the batch is done, thumbnails of your images will show in the SCAN IMAGES window.

7. Click on a thumbnail if you want to make basic adjustments. Click the RETURN button to return to the thumbnails.
    Note: You can restore older photos by selecting RETOUCH. It will digitally adjust brightness, contrast, and color balance (see picture). To restore an entire batch, select RETOUCH BATCH in the SCAN IMAGES window.

8. If you have additional photos to scan, load them in the scanner and return to **step 6**. The new batch of photos will appear in the thumbnail viewer. All previously scanned images have been automatically saved to the designated folder.

9. When you are done scanning, click on the SCANNING COMPLETED button and select YES to confirm. To review all scanned photos, click on the FOLDER icon. To exit, click the EXIT button in the lower right corner of the window.

10. To access your image files, go to the **HOME>PICTURES>KODAK** folder. Open the folder that corresponds with the name you entered in the order # field (STEP 3). You can copy all image files inside the FD_01 folder to your flash drive or MyFiles share account or burn the files to a CD.

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