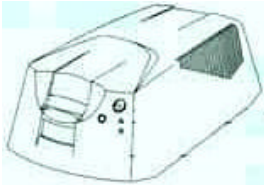# Operating the ArtixScan 4000t
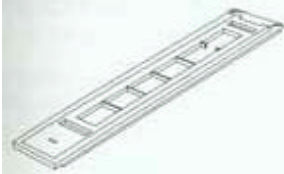
1. The 2 lights (Orange and Green) on the front of the scanner should be on and steady. If this is not the case, contact a technician before using.
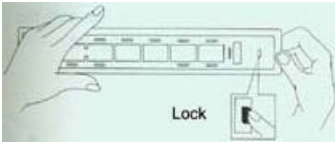
Front of Scanner

Q. Scanning slides or negatives? If you are scanning slides, continue to step 3 below.

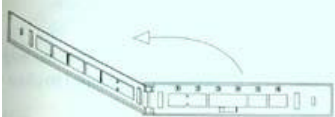**2**. **Using the 35mm filmstrip holder.**

35mm Filmstrip Holder

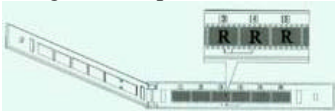If the filmstrip holder is closed, locate the lock.

Lock

Opening the Holder

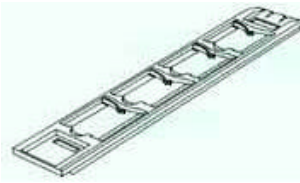Push the lock from the back panel of the holder to open it.

Open Holder

Remember to handle your negatives only by the edges to avoid fingerprints or dirt particles. The less you get on your negatives now, the less work you have to do in Photoshop later. Place the negative strip, emulsion side down, carefully into the holder. Make sure the negative is straight, line up with the holder frame, and are flat.

R   R   R

Negative Placement

Once the negative is lined up, close the 35mm filmstrip holder until you hear a click. Continue to step 4.

3. **Using the 35mm slide holder.**

35mm Slide Holder

Place up to four individual slides in the holder, emulsion side down.

Placing Slides

4. Start Photoshop or ScanWizard Pro TX.
Now would be a good time to open Photoshop or the ScanWizard Pro TX software, if you haven't already.

5. Inserting the applicable Film Holder.
To insert the film holder, push the holder in the direction of the arrow indicated on the top end of the holder. When the scanner detects the holder, the orange LED light will turn off. The scanner then auto loads the holder, after which the orange LED light goes back on again.
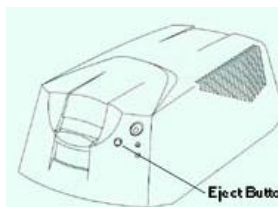
6. Scan images.

7. Ejecting the film holder.
There are two way to eject the film holder: from the ScanWizard Pro TX interface (Icon used is the common bitmap for eject), or from the Eject button on the 4000t scanner.

Eject button

Software Eject

Eject Button

Hardware Eject

8. Remove and Return. Remove your negative film strip or slides. Return Filmstrip Holders for check-in.