iSP

iScanPhotoApp
The family photo organizer for Windows

Getting ready *for scan day*

A little preparation makes the most of your session. Keep this handy until we arrive.

BEFORE WE COME

- ✓ **Gather everything in one place:** boxes, albums, envelopes, frames, slides, negatives and papers
- ✓ **Most important on top:** if time runs short, those are already done
- ✓ **Leave photos in their albums:** we scan pages whole and save each photo on its own; please don't peel sticky albums
- ✓ **Invite whoever knows the faces:** naming people as we scan is quickest while they're in the room
- ✓ **Clear a table near a power outlet**, with good light and a chair for you beside us
- ✓ **Wi-Fi password handy** (helpful for framed and oversized items)
- ✓ **How many copies?** One USB drive is included; extra copies $25, M-DISC $100
- ✓ **Video tapes:** set them aside; we digitize them at our studio and bring them back

WHAT WE CAN SCAN

Prints & Polaroids
Cropped, straightened, each its own photo; backs kept

Albums
Pages scanned whole, every photo saved too

Slides & negatives
Each frame a photo, negatives made positive

Documents & letters
Clean, searchable PDFs

Oversized & framed
Photographed, left in the frame

Video tapes
Digitized at our studio and returned; $25 a tape

ON THE DAY

1. **We set up**
   A scanner and a laptop at your table: a few minutes.
2. **We ask first**
   Face recognition only with your OK; nothing is uploaded.
3. **You name faces**
   The app asks “Who is this?” as we scan.
4. **Most important first**
   We let you know before the booked time is up.
5. **We check your copy**
   Your USB drive, opened and checked with you.
6. **Pay the rest by card**
   Your deposit comes off the bill. Finished early? Pay for the time used (2-hour minimum).

Afterward: your originals never left the house. We delete our working copies once you've confirmed you have everything. Keep your copies in two places, like one at home and one with family. Need to reschedule? Free to cancel or reschedule with 48 hours' notice. With less notice, your deposit can be used once toward a new date within 90 days. A family emergency is always free to reschedule.