Using Microfilm Machine - Please Read Before Operating

1. The computer does not require a password, hit enter at login.
   - Select Microfilm software on the computer desktop.
   - Select the type of film or fiche being used.

2. Loading Film/Fiche (do this after you have selected the type).
   - Pull glass tray of scanner fully forward to load film or fiche.
   - Instructions will appear onscreen showing how to load.
   - Push the glass tray closed once film or fiche has been loaded.

3. Use the various move buttons to find the images you are looking for.
   - The Double Arrows are for fast movement, the Slider (click and hold to move) is for slower and more precise movement.
   - When viewing microfiche you simply move the glass tray manually to change pages.

4. To adjust the image, use the buttons under the HOME and ADJUST tabs if needed. You can also move the glass tray in or out to be able to see the film.
5. The green box shows what will be scanned.
   - Use the mouse to adjust its size as needed.

6. Saving images
   - Go to the **OUTPUT** tab and select “**Scan to Drive #1**” when you have the image setup and ready to be saved, **this station does not print**.
   - Scans are saved as PDFs in the My Scans folder on the desktop.
   - Minimize or close scanning software to see desktop folder with scans.
   - You will need to transfer your files onto a USB drive in order to take them with you, there are no email functions available.
   - You can borrow a USB drive from the Library help desk if needed.

7. Removing Film/Fiche.
   - When you have completed scanning first **pull the glass tray fully forward** then double click the button below to rewind film.
   - Fiche you can simply remove from the tray once it has been pulled forward.

8. Once you have completed using the scanner and software please close the software (clicking the X in the top right corner).
   - Remember to delete your files from the My Scan folder once copied.
   - Please **DO NOT** turn off the scanner or computer.
   - If you need to look at a new film, you can load the new reel without closing the software.
   - If you are changing from film to a fiche, or vice versa, you will need to select the Film Selection Wizard in the bottom corner of the software so it can change the settings to match the type of microfilm/fiche being loaded.
   - You can also close and open the software again to get the film selection option to load automatically.