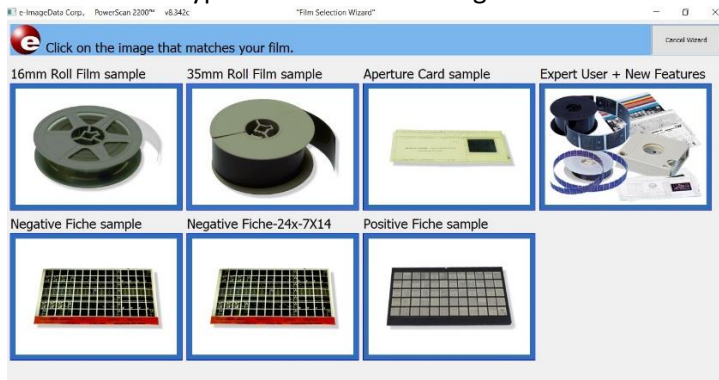**Using Microfilm Machine -** Please Read Before Operating

1. The computer does not require a password, hit enter at login.
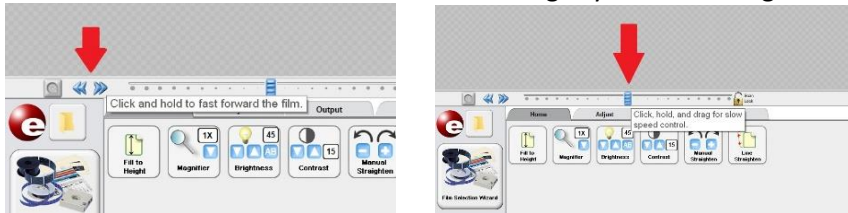   - Select Microfilm software on the computer desktop.

   - Select the type of film or fiche being used.

   - If you are not sure what option to choose please ask (or call 520-621-6442) the Help Desk on the Main floor for assistance.
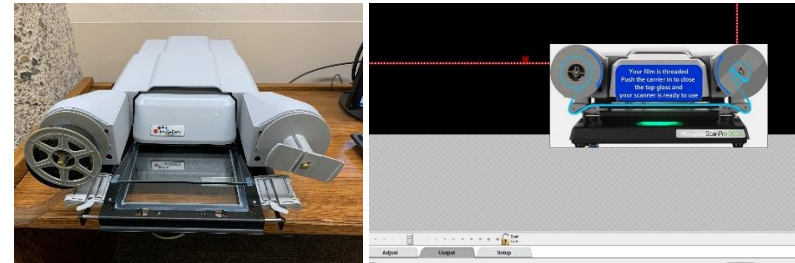
2. Loading Film/Fiche (do this **after** you have selected the type).
   - Pull glass tray of scanner fully forward to load film or fiche.
   - Instructions will appear onscreen showing how to load.

   - 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.
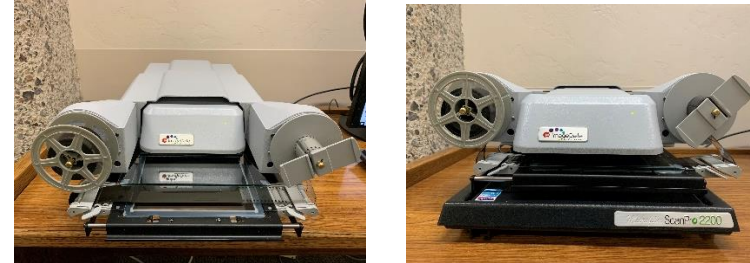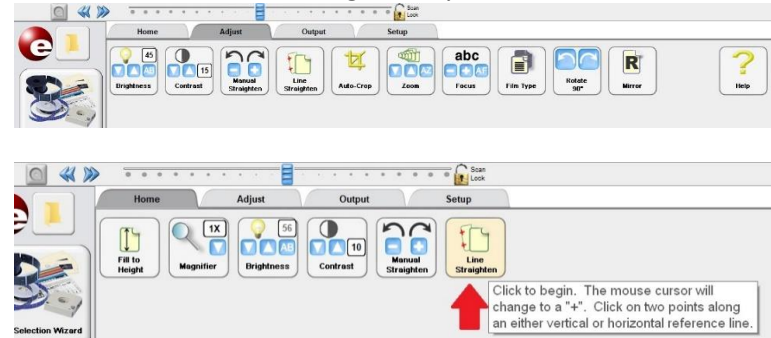

   - The **Double Arrows** are for fast movement, the **Slider (**click and hold to move) is for slower and more precise movement.
   - When viewing **microfiche** you simply move the glass tray manually to change pages.

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.
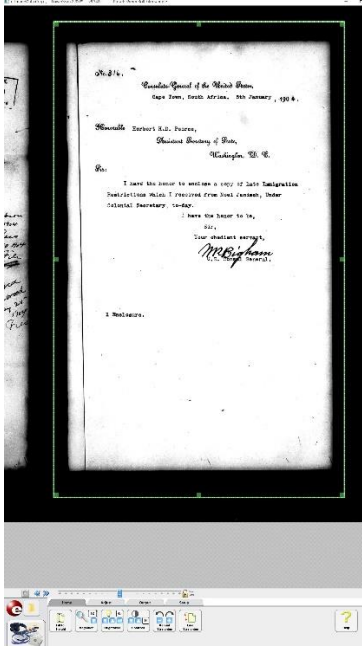
7. Removing Film/Fiche.
   - When you have completed scanning first **pull the glass tray fully forward** then double click the button below to rewind film.
   - Fiche you can simply remove from the tray once it has been pulled forward.
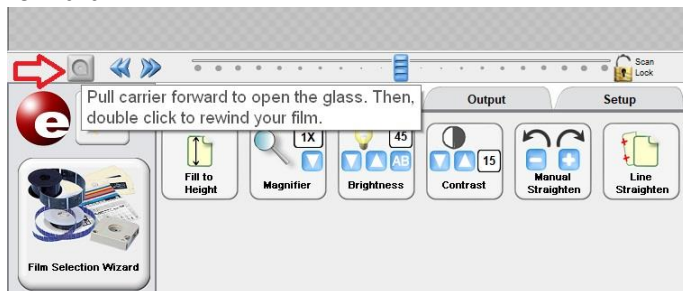
6. Saving images
   - Go to the **OUTPUT** tab and select "**Scan to Drive #1**" when you have the image setup and ready to be saved, **this station does not print**.
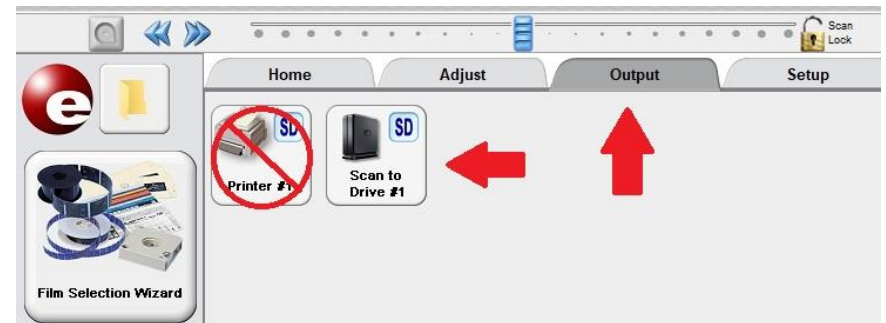
   - Scans are saved as PDFs in the My Scans folder on the desktop.
   - Minimize or close scanning software to see desktop folder with scans.
   - You will need to transfer your files onto a USB drive in order to take them with you, there are no email functions available.
   - You can borrow a USB drive from the Library help desk if needed.

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.