

1. **Open Program:** On monitor, double click



2. **Select Film Type**



3a. To **load Microfiche / Microcards:**

Pull carrier towards you as far as it will go.

Place fiche/microcard under glass & push carrier in.

b. To **load Microfilm:** **Pull carrier towards you as far as it will go.**

Glass will pop up & animated "Motorized Roll Film Controller" graphic will open @ lower lower right corner of monitor.

Load film as shown on graphic.

c. To **Advance film:** → select either:

High Speed: leave carrier out & select **High Speed** icon

Fast Speed: push carrier in, so carrier is even with front edge of & select **Fast** icon.

Slow Speed: select center blue tab, hold & drag to advance or rewind.

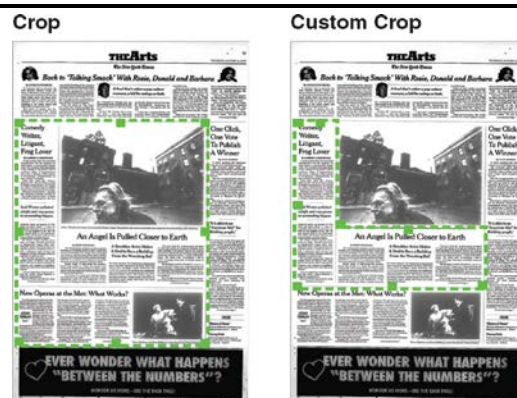
d. To **Center Page:** on monitor, adjust carrier by moving in/out and/or left/right until image on monitor is centered.



4. If image needs adjustment, click on **VIEW** and/or **ADJUST** tabs. Hover mouse over icons for description of functions of icons and/or see **Quick Start Guide**.

5. On monitor, **green dotted lines** represent the target image the scanner will capture.

To decrease / enlarge area of target, point mouse on the **green tabs** inside of **green box**, hold & drag to desired size.



6a. To **SCAN to USB drive** plug **USB drive** into one of the **USB ports** on computer tower

→ Select **PRINT** or **Scan** tab → click **SCAN** icon

then, a "Save-As" window will open.

b. for **SINGLE PAGE files:** → from pull-down menu, for **save as type** select: **JPEG, PDF or TIFF**.

→ assign file a name → click **SAVE**

→ repeat process for additional scans

c. or, for **MULTI-PAGE files:** from pull-down menu, to **save as type** select: **PDF Multit-page or Tiff Multi-page**.

→ **assign file name** → click **SCAN** icon

→ for 2nd page, move reel/fiche to next page. → click **SCAN** & repeat for additional pages.

→ after scanning last page, click **FINISH** button

7. to **PREVIEW** scans, → minimize screen on desktop; → click **USB Drive** icon on desktop → double click on scanned files to view

8a. **Printing with CAL 1 card:** → select **SCAN** or **PRINT** tab. → click on **PRINT** icon

→ Window will open prompting you for CalNet #ID (same # as AirBears).

→ Assign job a name.

b. **Printing with GuestCard:** → select **SCAN** or **PRINT** tab. → click on **PRINT** icon

→ Window will open prompting you for GuestCard username.

This # is on back lower left of GuestCard.

→ type GuestCard user #. → Assign job a name.

c. to **PRINT** jobs, go to **Print Release Station** & follow instructions for printing.

9. After printing, return to scanner. Rewind film remove film/fiche.

10. Close session on desktop

11. Remove your UBS drive.

12. Do **not** turn off computer or scanner.