

# Microfilm Reader Instructions

1. Turn on all three power buttons on the microfilm reader:
  - a. The main power button in the back right corner of the machine (circular button with tan ring around it)
  - b. The switch on the microfilm reel unit on the right
  - c. The switch on the back of the central unit that holds the microfiche/microfilm
2. Make sure the microfilm reader arm with the lens is in the correct position:
  - a. Use Fiche for microfiche (flat sheet)
  - b. Use Roll for microfilm (roll)
3. Load the microfilm or microfiche. Detailed instructions with images can be found in the Pictorial User's Guide:
  - a. Microfilm = pages 2-3.
  - b. Microfiche = page 4. *Also make sure to turn on the microfiche power switch [see image 2 on page 4 for the location of this switch].*
4. Press the power button on the computer tower (on the floor to the left of the desk) to turn it on.
5. Turn on the computer monitor.
6. On the microfilm reader, press the Viewer → PC button.
7. Login to the computer with the following info:
  - a. User: ScanWrite
  - b. Password: scanwrite [all lowercase]
8. On the monitor, doubleclick on ScanWrite. A screen should pop up saying "Welcome to Scanwrite!"
9. Click anywhere on the screen to begin.
10. Enter a file name prefix for the scanned images, and click OK.
11. For the Source, select: ST200X ViewScan 1.10, and click "Select."
12. Click the "Live Preview" button.
13. You can now use either the controls on the ViewScan program, or on the microfilm reader itself, to adjust the brightness, focus, invert the image, zoom in or out so that you can read it. Once you have it viewable enough:
  - a. If using microfilm, use the buttons (red and grey) to advance the film to the location you want.
  - b. If using microfiche, you can manually move the part of the machine that holds the fiche forward to situate it under the lens. From there, move the black knob (attached to the glass lid) left-to-right or front-to-back to find the correct location on the fiche.
14. Finally, click on AF in either the ViewScan program or on the microfilm reader to autofocus the image you want. Please note: The saved image is often more readable than it appears in the preview screen once you have used autofocus.
15. Click "Capture"
16. Click "Send to PC"
17. Repeat Steps 12-16 for all images you wish to capture

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To save the images:

1. Plug a USB drive into the computer tower. (This computer is not connected to the Internet or to printers, so USB is your main option).
2. Close out of the Viewing/Live Preview Screen (box entitled "ST200X ViewScan TWAIN DS")
3. Click on the scans you would like to save to your USB (hold down ctrl or shift to select more than one)
4. Then click on "Send to USB"
5. Choose your Destination File Type, and then click "Send to USB"
6. The file will be saved onto your USB in a folder labeled "scanwrite"

When you are finished, please turn everything off:

1. Use the Start Menu to Shut Down the computer (You can leave the ShareScan program open when you do this – just make sure you've saved everything you want!).
2. Turn off the monitor.
3. Unwind the microfilm reel or remove the microfiche.
4. Turn off all three power buttons on the microfilm reader. Also, turn off the microfiche reader light if you used that.

- **When Inserting AN External flash/USB to save pdf files, you may get an error message that says it is not readable.**
- **Please Note that there will be a separate explorer window that popped-up in the background (Alt-Tab to view) that validates the drive**
- **If you are unable To Save or are unsure, please contact a librarian**

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- **TURN SCANNER ON**



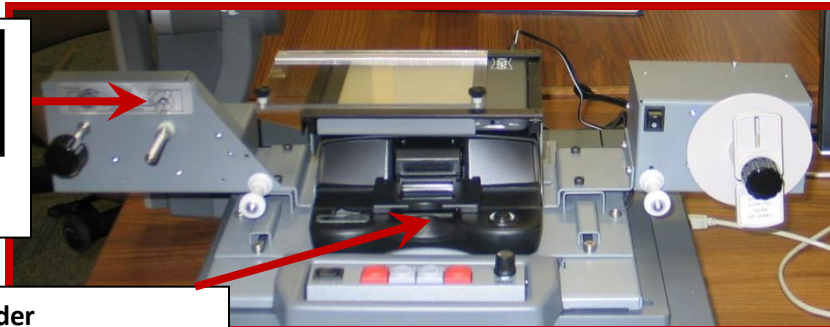
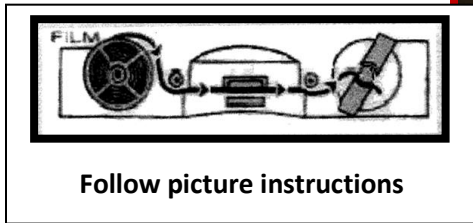
The base power switch is located near the back, on the right hand side; turns on film light

- **ADJUST ARM HEIGHT FOR VIEWING MICROFILM**



- **LOAD MICROFILM**

# Microfilm Reader Instructions



Press to release film holder  
Close film holder when done loading film

## SCANNER CONTROLS

