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.

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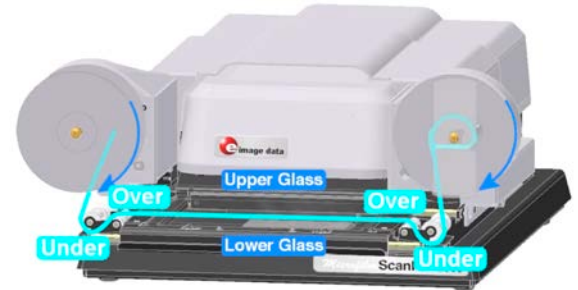
4. If image needs adjustment, click on **VIEW** and/or **ADJUST** tabs. Hover mouse over icons for description of functions of icons
and/or see **Quick Start Guide.**

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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 Mulit-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

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

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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.

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

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10. Close session on desktop

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11. Remove your UBS drive.

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