

Microfilm scanner instructions

Turn on the microfilm machine before you start the computer.

Printing from Microfilm

- 1) Place the reel of film, the **supply reel**, onto the **supply spindle** (the empty spindle on the left) such that the reel will spin clockwise when it is fed through the microfilm machine.
- 2) Insert the film leading end between the 2 black Guide Rollers as shown in the picture on the back.
- 3) When you see the film on the screen, press the **Reset Key** (the blue button next to the counter) to automatically thread the film through the **Takeup Reel** (on the right).
- 4) Locate the page you wish to print by turning the film **Transport Control Knob** (the big round knob on the right). The image may be enlarged and resized with the horizontal wheels above the lens.
- 5) Double-click the **Capture Perfect** icon on the desktop of the computer.
- 6) From the File menu, select **Scan to Page**. The microfilm page will move and the image will appear on the computer screen.
- 7) From the File menu, select **Print**.
- 8) From the drop-down menu, choose the **Public: Black & White** printer, assign a password (1-digit number) and click on the **OK** button. The cost of each print is 10 cents.