1. Master unit (switch in back right)
2. S-T Imaging Scanner (switch in back right)
3. Motorized Film Roll Carrier (switch is next to take-up reel)
4. Base Unit Lamp (on/off button on front panel)
5. Microfiche Lamp (on front of microfiche unit)
1. Slide the microfiche unit rearward so that it is out of the way of the camera and the microfilm path.

2. Maneuver the camera so that it is directly over the microfilm guide:
   a. Depress the release button in the back left of the unit and pivot the camera arm until the camera lens is over the microfilm guide.
   b. Pivot the camera so that it is completely vertical. It will snap into place.

3. Place the film cartridge on the spool holder on the left; film feeds over the TOP of the spool.
4. Feed the film leader under the left roller.
5. Press the release button on the left of the black guide cover.
6. Thread the film under the black guide.
7. Pass the film under the right roller.
8. Place the end of the film in the slot in the take-up reel.
9. Manually wind the take-up reel clockwise several turns.
10. Snap the black guide cover back into place (routing depicted on following page).
FINDING A MICROFILM IMAGE:
1. On the front panel, press the “Viewer Mode” button
2. Use the Forward and Back buttons to move through the reel
   a. Red buttons = fast
   b. Grey buttons = slow
3. Browse forward and backwards using the black Browse button on the left
   a. “Browse Speed” knob on the right controls speed
4. Use grey handle in front of the browse buttons to move image up and down
5. Use Zoom In and Zoom Out buttons to see more or less of the page
6. Use “Mirror Image,” “Image Rotation,” and “Invert Image” buttons to adjust image
7. Press focus button ONCE to focus; When green light stops blinking, image should be in focus
1. Slide the microfiche unit forward so that it is directly over the microfilm path

2. Maneuver the camera so that it is directly over the microfiche unit:
   a. Depress the release button in the back left of the unit and pivot the camera arm until the camera lens is over the microfilm guide
   b. Pivot the camera so that it is completely vertical. It will snap into place.
   c. Procedures for steps 1 and 2 are the reverse of those in Steps 1 and 2 of “Loading and Viewing Microfilm,” p. 2

3. Turn on the lamp for the microfiche unit (front right of the unit; see p. 1)
4. On the front panel, press the “Viewer Mode” button (see p. 4)
5. Insert the microfiche in the microfiche holder

6. Place the holder on the microfiche unit and move the holder manually to center your selected image in the frame
7. Use the buttons on the front panel to adjust the image appearance (see p. 4)
1. Press the “PC1” button on the front panel of the microfilm reader

2. Click anywhere with the mouse to launch the scanning software

3. Click “Preview Snapshot” to scan a preview of the image:

4. Make any necessary adjustments to the alignment, orientation, or zoom of the image on the microfilm reader itself

5. Click “Send to PC” to scan the image:
6. Click “Finish” to close the Snapshot Viewer:

7. Within Scan-Write, you can edit the scanned image(s), burn to a CD, save to the hard drive (“Send to HD”), or save to a USB drive: