



MICROFILM READER SCAN INSTRUCTION

The Microfilm printer is no longer functioning and has been eliminated. Please scan use the PC to scan images onto a USB/ thumb drive. If you do not have a USB drive, you may purchase one at a service desk.

Scanning instructions:

1. Open Laptop
2. Password: microfilm
3. Double click on the picture of the Dog
4. You will see a black screen
5. Click on "file"
6. Select "acquire batch scanning"
7. Select "single image"
8. Select "scan setting"
9. Select "scan"
10. Once the image appears, go to "file" and select "save as"
11. When the dialog box opens select "computer" on the left.
12. Select the thumb drive you inserted
13. Repeat for each page you would like to scan

Button Identification

Printer = 1

Laptop = PC

Don't forget to take your thump drive when you're done!

If you need any assistance, please don't hesitate to ask a librarian! You can print from a thumb drive at our public access computers.