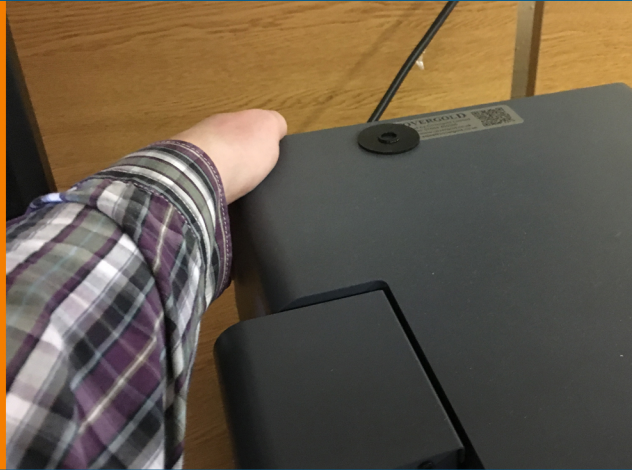


Quick guide for setting up Microfilm Scanner

1 To power up Microfilm Scanner, press switch located at back of machine.



2 Mount the film onto the Reel Shaft and be sure to set the film so that its winding direction is clockwise.



3 Pull the handle of the carry case so the glass plate opens. Now insert the Leading Edge of the film between the glass plates.



4 Insert the Leading Edge of the film into the slit in the Take-Up Reel.



5 Rotate the Take-Up Reel two or three times so that film is wound around the Take-Up Reel.



6 With the film mounted in both reels you can now use the handle to push drawer back to begin viewing the film



Quick guide for setting up computer with Microfilm Software

Before continuing, it is advisable to power up the Microfilm Scanner and complete the above steps to load your film into the machine.

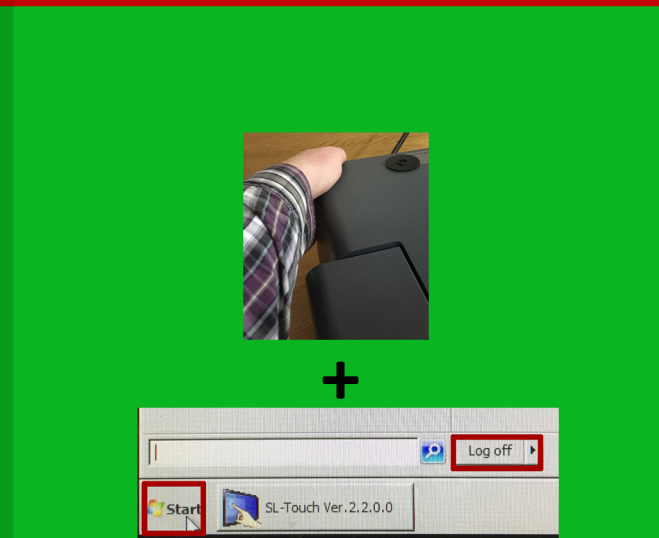
1 Ensure the Microfilm Scanner is powered up before you commence using the software on the computer.



2 No login is required for the computer, the Microfilm software should automatically start and appear on the desktop.



3 If you find the Microfilm software does not appear automatically, check the Microfilm Scanner to make sure it's powered on. You may have to log off the computer, power up the Microfilm Scanner and then log back into the computer



If you need assistance, speak to staff at the Welcome Desk on Level 2