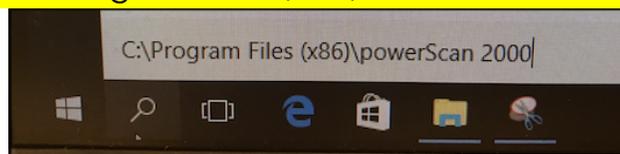# Equipment – Microfilm/Microfiche

The microfilm/microfiche scanner scans to email or a USB device. This machine is located on the second floor.

Instructions

- Log in to workstation.
    - User Name**: library**
    - Password: **MichiganTech1885**
- If shortcut to PowerScan2000.exe isn't on the desktop
    - Click the Windows start menu and select **All Programs**
    - Or
    - Browse to C:\Program Files (x86)\PowerScan\PowerScan2000.exe

- Open **PowerScan2000.exe** by click the icon in the folder
- **Film Selection Wizard:** Click on the image that matches your film.
- Machine will automatically power **ON**
    - **(power switch is located in the back of the scanner)**
- **Plug USB flash drive into the front of the workstation located underneath the table on the lower left side.**

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Microfilm/Fiche or Card

- Click on the image that matches your film type
  - The instructions for loading film will display on the monitor when you slide the glass to the front.
- Pull the glass tab slightly/slowly to the right/left & forward/backward to orientate the desired image on the screen
  - Define your field by shaping the Green Box or choose **Auto-Crop** in the **ADJUST Tab.**
- Use controls on bottom right screen of the monitor to advance slides forward and backwards.
    - Image contrast, resolutions and setup preferences can be changed on the left **Control Panel**.

OUTPUT – Defines the destination of the images saved.

Default - Drive #1- **Local - Users - Public - Public Desktop - My Scans**

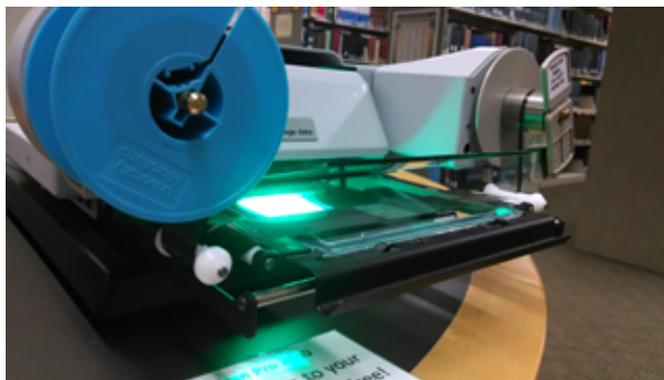**(Naming convention: ScanProAutonumber.pdf)**

For direct save to USB drive: **Setup – Restore Settings – Load Default2017.ini**

Drive #2 – E:\(Prefix ScanProAutonumber.pdf)

Drive #3 – F:\(Prefix ScanProAutonumber.pdf)

- Click the ?/Help icon for more information.

PLEASE REMEMBER TO REMOVE YOUR USB DRIVE WHEN YOU ARE FINISHED!

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