Amherst Village Library Slide Scanner – Glanz UA-01

Contents of Bag
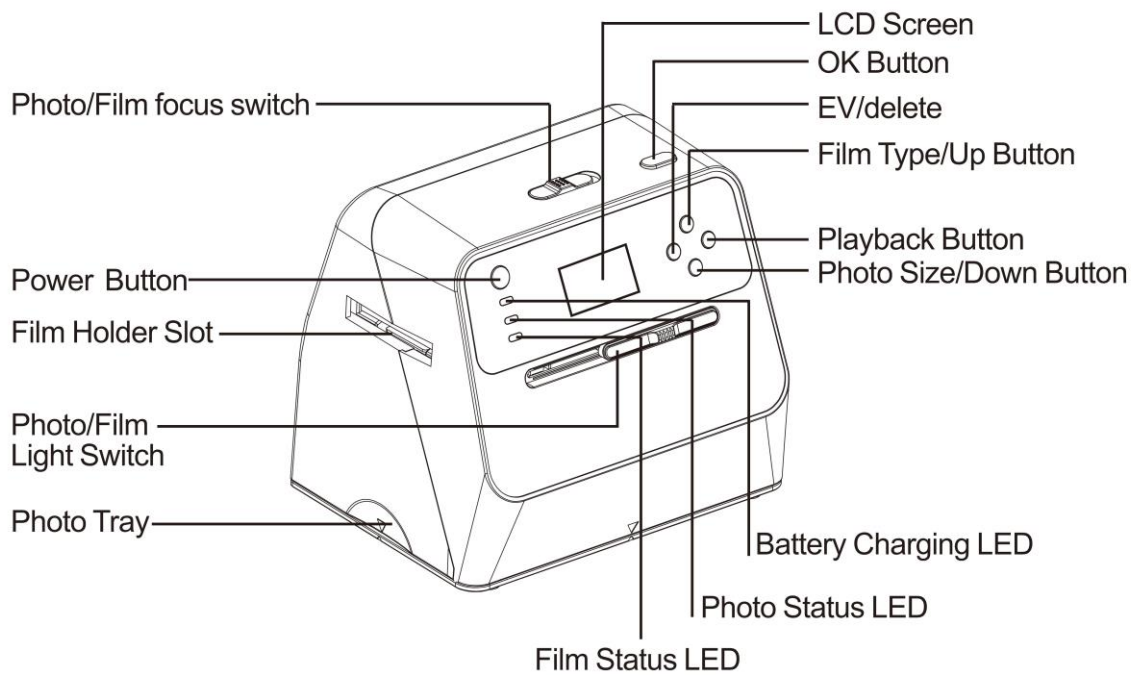
Scanner

Clean Brush

Negative Holder

Slide Holder

USB Cable

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Set Up

Start by connecting the USB cable to the back of the scanner and the USB port on the computer/laptop.

The scanner must be plugged into a PC/laptop via a USB cable, as this will act as a power source.

There is a sliding switch on the top and on the front of the scanner. Both will let you choose between **Photo** and **Film**.

Choose Film if scanning slides or negatives, and select Photo if scanning photographs.

Scanning Slides and Negatives

(power) Turn the scanner on with the **power** button.

PC – SD Link? Choose **Yes** or **No**

Selecting **No** will allow you to scan new photos, negatives, or slides.

To toggle your decision, press **Type** or the **Up** arrow.

Click **OK** (on the top of the scanner) when you have made your selection.

Select **Film** on top and front of scanner.

Open Negative Holder or Slide Holder (whichever you are using).

Place slides/negatives into holder.

Close holder.

Insert holder into side of machine until slide/negative is visible on the screen. The holder with the arrow should be inserted into the side of the machine with the arrow on it.

Click **OK** button on top to take a photo.

Push holder further in to see next slide/negative.

Repeat the process until all slides/negatives are scanned.

Scanning Photos

Turn the scanner on with the **power** button.

PC – SD Link? Choose **Yes** or **No**

>   Selecting **No** will allow you to scan new photos, negatives, or slides.

To toggle your decision, press **Type** or the **Up** arrow.

Click **OK** (on the top of the scanner) when you have made your selection.

Select **Photo** on top and front of scanner.

Pull bottom of scanner off.

Place photograph face up.

Put bottom back on.

Photo should be visible on scanner screen.

Press OK (top of scanner) to scan photo.

Accessing Photos and Slides from PC or Laptop

Turn scanner off and back on again with the **power** button.

PC – SD Link? Choose **Yes** or **No**

>   Selecting **Yes** will link the scanner with the PC, so that you can access photos saved on the scanner SD card.

To toggle your decision, press **Type** or the **Up** arrow.

Click **OK** (on the top of the scanner) when you have made your selection.

Open the **USB drive** on your PC/laptop.

Open the **DCIM** folder.

Open the **100MEDIA** folder.

Transfer saved images to another USB or another folder.

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