

Imaging Station



Microfilm & Microfiche

The ST Imaging ViewScan Scanner is connected to the Imaging Station computer and can be used to view and scan microfilm and microfiche. Images can (optionally) be printed to the pay-per-use printer in the Library or saved to a USB memory stick.



Microfilm reels and microfiche are located in the History room filing cabinet, and are also available through Interlibrary Loan from other institutions.

*** WARNING ***

Media is susceptible to damage. Should you choose to use your own microfilm or microfiche in the equipment, the Coquitlam Public Library is not responsible for any damage that may occur.

By using the equipment, you also agree that the Coquitlam Public Library will take no responsibility for any copyright violations you may incur as a result of using the room, its' equipment and/or software.

What you will need

1



microfilm **or** microfiche

2



a USB Memory Stick
if you wish to save
images

3

or



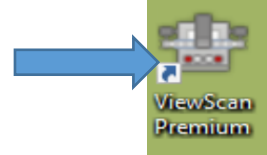
cash for pay-per-use
printing if you wish
to print images

**USB Memory sticks are available for purchase
at the front counter of the library**

Login & Start the Software

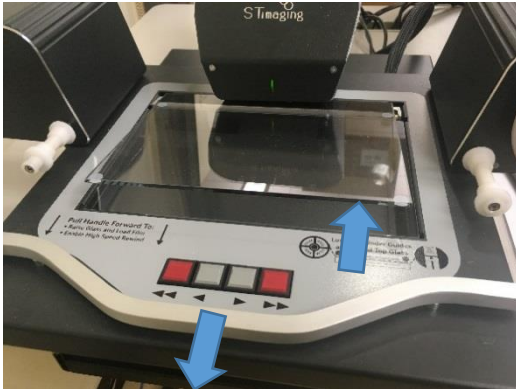
1 Log in to the computer using your library card number and PIN

2 Double-click on the **ViewScan Premium** icon located on the computer desktop



Loading Microfilm

1 Select a reel from the filing cabinet. Remove the reel from its case, and remove any elastic bands or paper coverings around the film

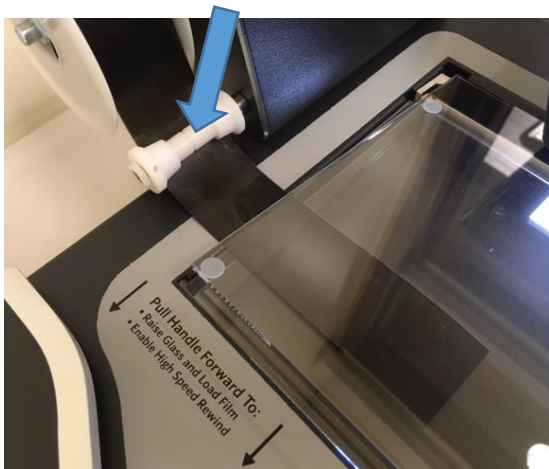


2 Pull the metal handle on the microfilm machine towards you until the glass plate in the middle raises

3 Ensure that the film is coming from the **top of the reel**, not from underneath. Slide the reel onto the metal spindle, ensuring that the reel is pushed all the way back. The film should line up with the white plastic arm



4 Feed the film under the white plastic arm, and gently pull the film underneath the raised glass plate until it reaches the white plastic arm on the right side of the plate

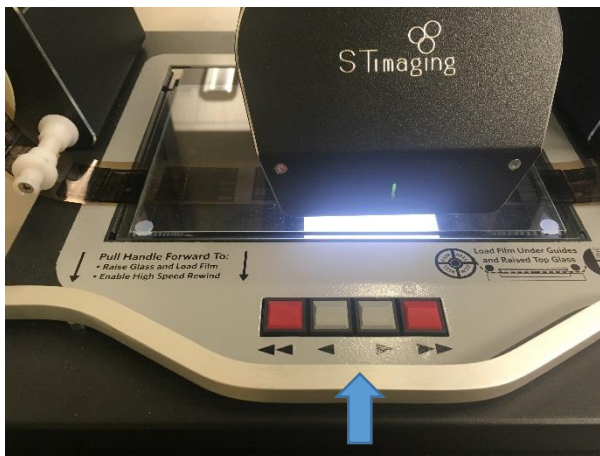


5 Feed the film underneath the white plastic arm on the right side, and push the end of the film into the narrow gap in the middle of the take up reel. Do not leave a long tail of film hanging out the other side of the gap.

6 Use the Forward or Fast-Forward button to spin the reels, feeding the film across the machine until you see images appearing on the film



7 Use the metal handle to push the plate back until you see images on the computer. You may need to push and pull the plate a few times for the image to line up correctly on the computer screen.



8 Skip to the section: [Using the Software](#)

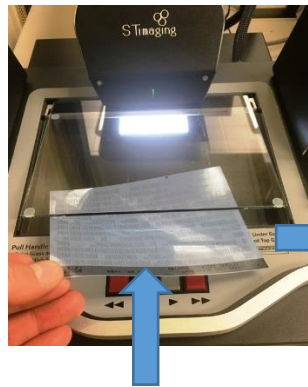
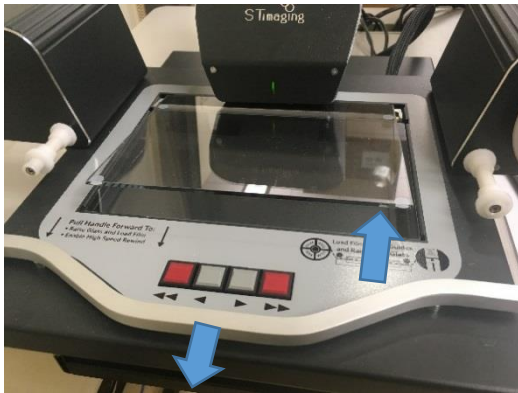
Do not watch the computer screen too closely or for too long while spinning the reels at high speed. The fast moving images can cause motion-sickness

Loading Microfiche

1 Select the microfiche from the filing cabinet. Remove any elastic bands or paper coverings around the fiche and remove the sheet you would like to view



2 Pull the metal handle on the microfilm machine towards you until the glass plate in the middle raises



3 Slide the microfiche under the glass, face down and top edge towards you

4 Use the metal handle to push the plate back until you see images on the computer (the glass will lower). The image will likely be blurry at this point, you will adjust this through the software

5 Skip to the section: *Using the Software*



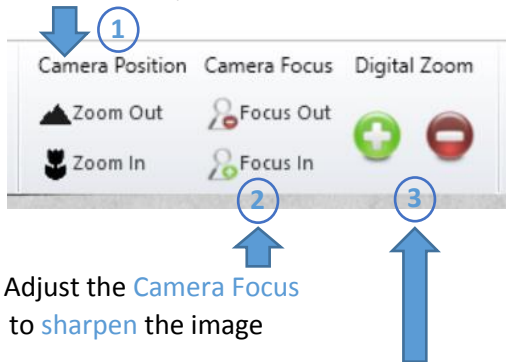
Do not watch the computer screen too closely or for too long while spinning the reels at high speed. The fast moving images can cause motion-sickness

Using the Software

The software controls the spinning reels (microfilm only), and enhances the image on the computer screen through adjustments for position, focus, zoom, mirror image, rotate, etc.

1 Adjust the **Camera Position** until the **image is readable** by clicking **Zoom In** or **Zoom Out**

For Microfiche, click the **Zoom In** button continually until the button is greyed out



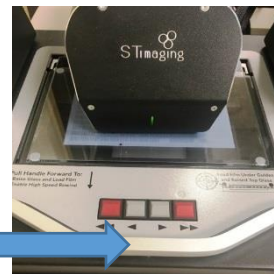
Important: Always adjust the image in this order:

1. **Camera Position** (major adjustment)
2. **Camera Focus** (minor adjustment)
3. **Digital Zoom** (minor adjustment)

2 Adjust the **Camera Focus** to **sharpen** the image

3 Adjust the **Digital Zoom** to **enlarge** the image

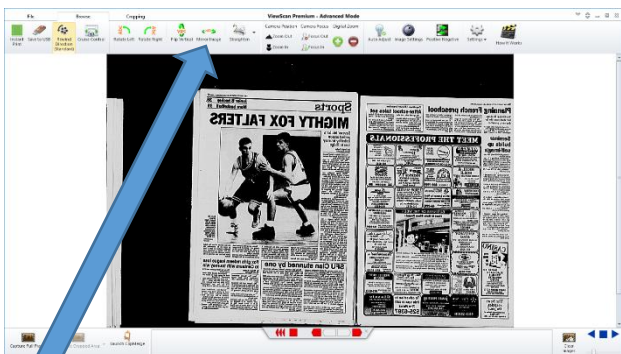
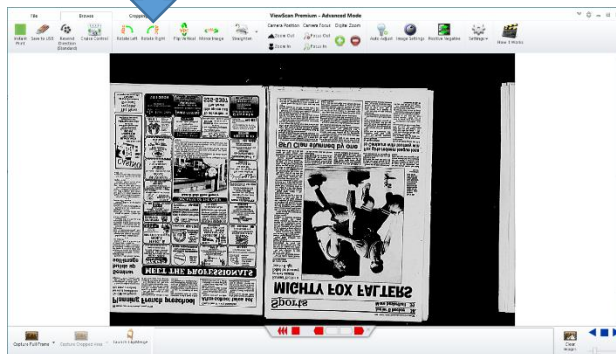
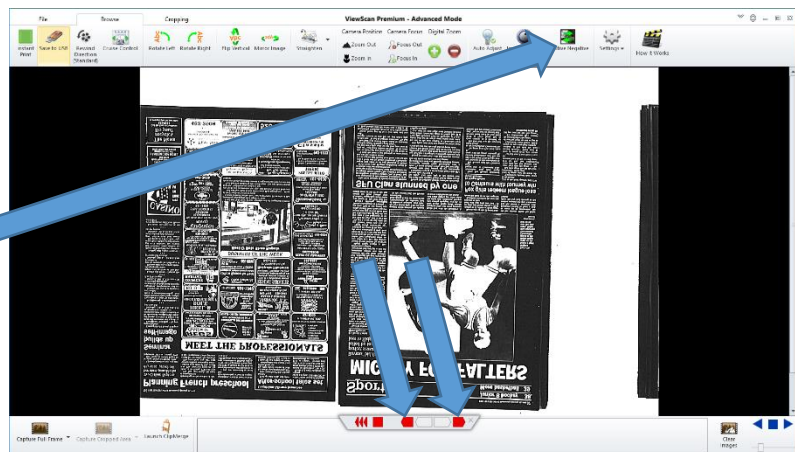
4 For **microfiche only**, move the bed of the scanner using the **handle** to view other images on the fiche



5 For **microfilm only**, click on the **buttons at the bottom of the screen** to move to the next or previous image (reels will spin)

6 This image is a **negative**, click on the **Positive Negative** button to make it more readable

7 The image is upside down, click on the **Rotate Right** button twice

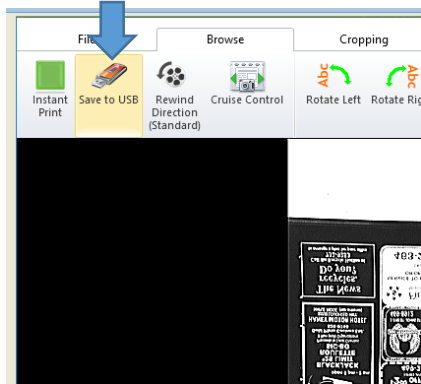


8 The image is mirrored, click on the **Mirror image** button

Save Image to USB Memory Stick

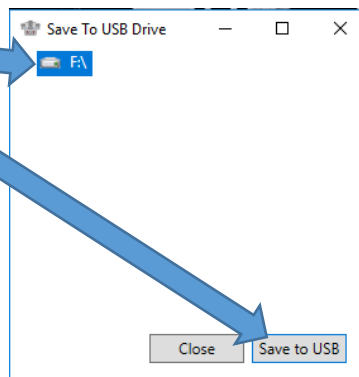
1 Insert your USB memory stick into the **blue USB port** on the top of the computer

2 Click on **Save to USB**



3 Click on **F:**

4 Click on the **Save to USB** button



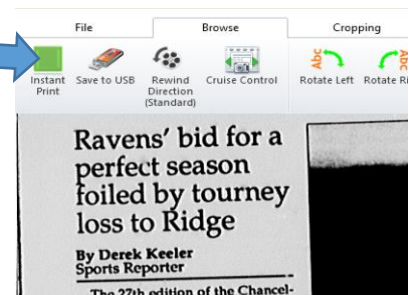
Print Image

The Imaging computer is connected to the public pay-per-use printer located near the front of the library. You will need cash to release your print job at the printer terminal.

1 Click on **Instant Print**

2 Go to the **printer located near the front entrance of the Library.**

Type in your library card on the terminal and select the print job you want to release. Insert the appropriate funds into the coin box and collect your printout.



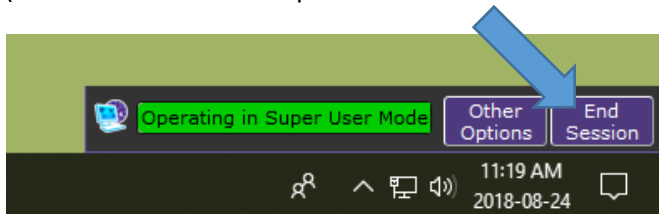
Remove Reel or Fiche and Shutdown the Equipment



- 1 **Important:** pull the plate towards yourself until the glass plate raises
- 2 For microfilm, Reverse the direction of the reels by using the [High Speed Rewind](#) button
For microfiche, simply slide the fiche back out of the equipment



- 3 Once microfilm is re-wound, gently [remove the reel](#) from the arm
- 4 [Replace](#) any paper covering, elastic band or case around the film or fiche, and [return](#) them back to the location you found them in the filing cabinet.
- 5 Click on [End Session](#) on the computer
(this will restart the computer and shut down the microfilm machine)



- 6 [Remove your USB memory stick](#) from the computer
- 7 [Close the History Room door](#), and make sure it is [locked behind you](#). If it does not lock behind you, please alert Library staff.