

How to Digitize Film and Slides Using the **Film, Slide and Negative** **Scanner**



Introduction

The *Film, Slide, and Negative Scanner* converts 35mm, 126KPK, 110, Super 8 and Negatives into premium high resolution 24MP digital photo JPEG files. It can be used in the Digital Studio for a 3-hour loan period. See staff at the Digital Studio Service Desk to sign out equipment. Please bring an SD card to save your files. When finished, return all contents directly to BPL Digital Studio staff.

Film, Slide and Negative Scanner

Equipment

1. Magnasonic Film Scanner.
2. Negative film adapter.
3. Slide adapter.
4. 110 slide insert.
5. 110 film insert.
6. Super8 film insert.
7. Mini USB to USB-A cable.
8. USB wall power adapter.
9. Cleaning brush.
10. Cleaning cloth (for screen).

Cleaning the Scanner

1. Before you start scanning, make sure the scanner lens is clean.
2. Insert the soft end of the cleaning brush, **face down**, into the film/slider holder slot.
3. Carefully push the brush around inside to remove any dust or debris.

Preparing Film/Slides for Scanning

1. Optional: Adjust the image resolution by navigating to **Resolution** and selecting an option. Press **OK**. Press the **Home** button to return to the main menu.
2. Plug in the machine and press the **Power** button.
3. Use the **Arrow** buttons to navigate to **Film Type** and press **OK**.
4. Use the **Arrows** to select the film type you would like to scan. The screen will show what type of adapter you need.
5. Press **OK** to enter **Capture** mode.
6. Carefully load your film or slides, face up, into the correct adapter. Attach an insert to the adapter if needed.
7. Insert the adapter into the slot on the right side of the scanner. Use the arrow images and “this side up” label on the adapter to ensure you are inserting it correctly.

Scanning Your Images

1. If you are not already in **Capture** mode, select it from the main menu or press the **Capture** button. The image you are scanning will appear on the screen.
2. Move the medium you are scanning in the slide adapter left or right to line up the frame.
3. Use the **Arrows** to rotate and/or mirror the image.
4. To adjust colour and brightness, press **OK**. Use the **Arrows** to navigate the menu, and press **OK** to select the setting you want to adjust.

5. Use the **Arrows** to make adjustments within each setting. Press **OK** to save your changes.
6. Press the **Capture** button to return to scanning mode.
7. Press the **Capture** button again to scan your image.
8. Move the next slide or film image into the correct position in the adapter. Repeat these steps until you have scanned all of your images.

Reviewing Your Images

1. Press the **Home** button, navigate to **Gallery**, and press **OK**.
2. Your images will play automatically. If you would like to review the images manually, press **OK** and use the **Arrows** to scroll.
3. To delete an image, press **OK** then use the **Arrow** to select **Delete**. Press **OK** again.

Saving Your Images

1. Press the **Home** button to return to the main menu.
2. Navigate to **USB Upload** and press **OK**.
3. On the computer, go to the **File Explorer** and select **USB Drive** on the left-hand menu. Your images will be in a folder.
4. Transfer the images to your own email, cloud drive, or USB.
5. Optional: Before proceeding with scanning, insert an SD card (up to 128 MB) into the back of the scanner.

6. Images will now be saved to the SD card and not in the memory of the scanner.

Deleting Your Images from the Scanner

1. Press the **Home** button on the scanner and navigate to **Format**.
2. Wait until the display says “Format the media?” and select **Yes**.
3. All images will be removed from the scanner.

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