

# Instructions for the Microform Machine

1. Log on to the Computer  
Username: SSCGuest  
Password: *pbirkbypbirkby*
2. Choose the "Powerscan 2000" icon in the lower left corner of the screen.
3. Select your choice of microform/film/fiche from the window.
4. Pull the glass forward until it opens,
  - For microfilm
    - Use the left-hand spool to load your film thread it as shown in the diagram,
    - Push the glass back until it closes.
  - For microfiche
    - Place your fiche on the glass,
    - Push the glass back until it closes.
5. You should see the images on the computer monitor.

## Helpful Notes

### **Controlling the Microform Speed**

- Choose your desired direction from the "Motorized Roll Film Control" window.
  - **For slow:** Drag the blue rectangle above the arrows to the right for forward, left for backward.
  - **For fast:** Use the arrows as indicated.

### **To Save to PDF**

- Choose the "Output" tab on the left-hand side of the screen,
- Choose "AutoScan Pro,"
- Choose to save items on the Desktop (**NOTE: All files saved to Desktop will be deleted at the end of the day**),
- Change the file names and file types if you desire,
- Choose "Start" and choose "Stop" when you are done scanning,
- Email or transfer the files to a USB from the Desktop.

### **To Print**

- Use the green crop marks to mark your selection on the screen,
- Choose the "Output" tab on the left-hand side of the screen,
- Choose "Printer 1".


**NOTE: Special Collections offers free printing for up to 40 pages. After 40 pages, we charge \$0.05/page. Please pay at the reference desk (cash or card). We do not charge for using USBs or creating PDFs.**

### **To Save to USB**


- Insert USB into computer,
- Choose "Scan to Drive #2,"
- Choose your USB name from the file list,
- Name the files as you choose,
- Choose "Save".

# Instructions for the Solo8+ Hovercam (Baseless Hovercam)

## First Time Mac Users

1. Plug the orange FlexCam 8 cable into the “Install” port on the back of the Hovercam,
2. Plug the cable into the USB port on your computer,
3. Install the software,
  - a. Wait for the computer to recognize the device (up to 15 seconds),
  - b. If you have a **Mac**, choose the DMG file, and complete the prompts. If your computer states that your security settings won't allow you to open the software, open the “Settings” -- “Security and Privacy” -- “General” -- choose “Open Anyway”.
  - c. If you have a **PC**, the installation dialogue window will guide you through the installation process.
4. Close the Flex software,
5. Unplug the cable from your computer AND the “Install” port,
6. Plug the cable into the  (USB) port,
7. Plug the cable into the USB port on your computer,
8. Launch the Flex10 software.

## First Time PC Users & Continual Users

1. Plug the orange FlexCam 8 cable into the  (USB) port,
2. Plug the cable into the USB port on your computer,
3. Launch the Flex10 software.

## Helpful Notes

### Right-hand menu

- Change your display size,
- Change your file-saving location.

### Bottom menu

- Choose “Snapshot” to take a photo,
- Choose “Video” to take a video,
- Adjust camera settings.

### Left-hand menu

- View thumbnails of the photos/videos you've taken

### Camera angle

- Turn the wheel above the camera lens,
- Use the buttons on the base of the Hovercam.

### Troubleshooting

- If the camera won't stay focused, choose “AF-L” on the base of the Hovercam to lock the focus when it's clear.
- The Flex software might freeze if you have too many applications open. If this happens, close the software, re-insert the cable, re-open the Flex software.

# Instructions for the **Ultra8 Hovercam** (Hovercam with base)

## First Time Users

1. Download the Flex software from the Hovercam website (**PCs: Flex11; Macs: Flex10**)  
<https://www.thehovercam.com/software-downloads/>

\*If your computer states that your security settings won't allow you to open the software, open the "Settings" -- "Security and Privacy" -- "General" -- choose "Open Anyway".

## Continual Users

1. Plug the orange, Ultra8 cable into the **SS** (USB) port,
2. Plug the power cord into the Hovercam and into an outlet,
3. Press the "On" button on the base of the Hovercam, wait until the display shows,
4. Plug the cord into the USB port on your computer,
5. Launch the Flex software.

## Helpful Notes

### Right-hand menu

- Change your display size,
- Change your file-saving location.

### Bottom menu

- Choose "Snapshot" to take a photo,
- Choose "Video" to take a video,
- Adjust camera settings.

### Left-hand menu

- View thumbnails of the photos/videos you've taken

### Camera angle

- Turn the wheel above the camera lens,
- Use the buttons on the base of the Hovercam.

### Troubleshooting

- If the camera won't stay focused, choose "AF-L" on the base of the Hovercam to lock the focus when it's clear.
- The Flex software might freeze if you have too many applications open. If this happens, close the software, re-insert the cable, re-open the Flex software.