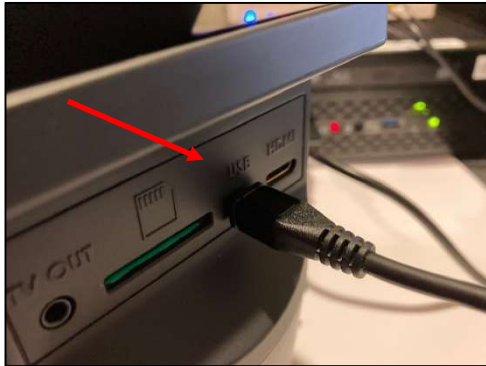


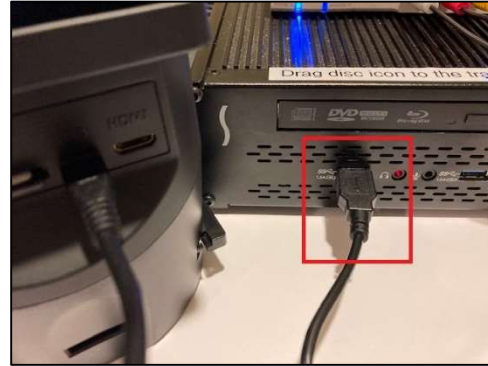
# Kodak Scanza Digital Film Scanner

## 1) How to power on the Scanner

- Use the USB cable to attach to the computer (to the right of the monitor). One side of the cable connects to the back of the scanner and the other side connects to the computer.

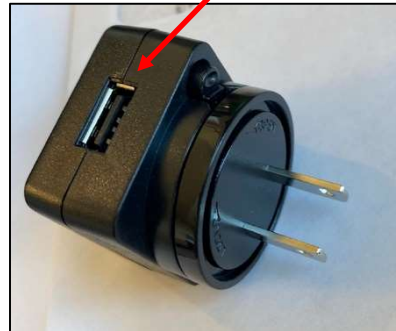


*Back of Kodak Scanza*



*Media Lab USB Port*

- You can also use the scanner without a computer by connecting the USB cable to the power adapter shown below. Then you can directly plug it into an outlet.



- ***The Scanza does not have a built-in memory.*** To scan, you will need an SD card which inserts in the back of the scanner to the left of the USB cable.



## 2) Scanza Operating Instructions

- *See the next page for Scanza operating instructions.*

## 6. OPERATING INSTRUCTIONS



NOTE: Illustrations are for instructional purposes only, and may be different from the actual product.

1. Function Keys
2. Power On/Off Button
3. Capture Button
4. Tilt-up LCD Screen
5. Home Button

### 6A. CONTROLS

1. Function keys (soft keys): The function is indicated by the text that will appear on the screen above the corresponding key.
2. Power button: Press and hold to turn the device on and off.
3. Capture button: Captures the image or brings up the capture view screen.
4. Tilt-up LCD screen: Displays the image to be captured and scanned as well as functions and menus.
5. Home button: Takes you to the Home screen.

### 3) Power and Settings

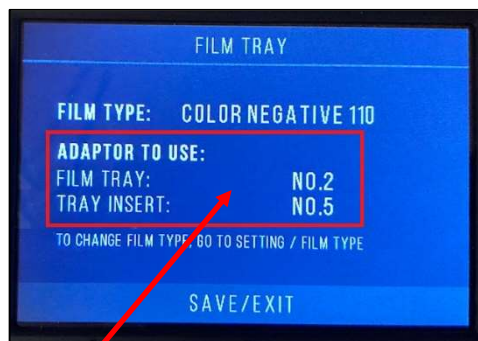
- Power on the scanner with the **power** button on the left front side of the device just below the screen. Your screen should appear as shown below (if not, press the **home** button on the right):



- You can adjust the screen angle by tilting it upwards.
- To select the type of film, push the grey button under settings.
- Click the middle grey button under film type. You can change the options with the buttons on the right or left.



- Select the type of media to scan. The options are: Negative, Slide, or Black & White. Use the right button to change options. The left button brings you back to the previous screen.
- Select the size of your slide or negative. Then select **SAVE/EXIT**.



- **NOTE:** The **SAVE/EXIT** screen shows you the type of media tray(s) that you will need to use for scanning (see part 4).

### 4) Media Trays

- The Scanza has 6 trays: 3 **adapters** (1 - 3) and 3 **inserts** (4 - 6) that fit into the adapters. **See the next page for the Scanza tray directory.**

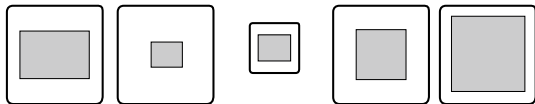
## TRAY DIRECTORY

FILM TYPE	FILM TYPE	ADAPTER NEEDED	INSERT NEEDED
Negative	Color Negative 135	No. 2	None
	Color Negative 126	No. 1	None
	Color Negative 110	No. 2	No. 5
Slide	Slide Positive 135	No. 1*	None
	Slide Positive 126KPK	No. 1*	None
	Slide Positive 110	No. 1*	No. 6
	Slide Positive Super 8	None	No. 4
	Slide Positive 8MM	None	No. 4
Black & White	Black & White 135	No. 2	None
	Black & White 126KPK	No. 1	None
	Black & White 110	No. 2	No. 5

**\*Note:** Use adapter # 3 for slides with a thicker casing (plastic).

Use adapter # 1 for slides with a thin cardboard casing.

Slides	35mm	110	110	126	127
Mount	2"x2"	2"x2"	1"x1"	2"x2"	2"x2"
Film Size	24x36mm	13x17mm	13x17mm	28x28mm	40x40mm



## 5) Scanning Slides

- Select the correct tray for your slide (most likely you will use adapter 1).
- Open the adapter via the tab on the side and apply the slide as shown (face down). For slides, you will not need to use an insert with the adapter.



- Close the adapter and insert it into the slot on the right side of the scanner until it stops.



- Click the **home** button and then choose the capture option. You should be able to see the slide on the screen. Click the middle button (the camera button) to capture the image of your slide



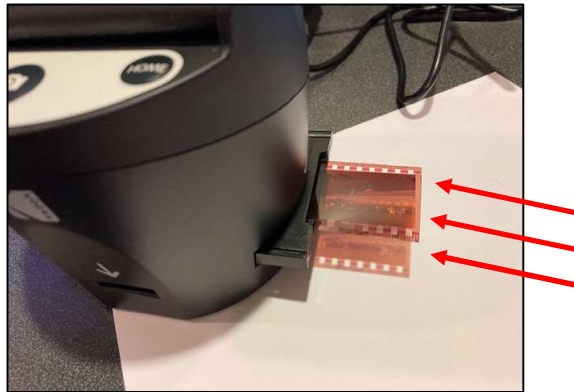
- You can add multiple slides into the adapter and advance each individually by pushing the previously scanned out through the left.
- The image will save to your flash drive. You can click **HOME > GALLERY** to view all saved images.

## 6) Scanning Negatives

- For a standard size color film negative, you will use Adapter 2. Go into your settings, select **Negative**, and then choose your film size. Then select **SAVE/EXIT**.
- Open the adapter and insert film as shown.



- Close the adapter and insert it into the slot on the right of the scanner. Select **CAPTURE** mode to view images of the negatives. Hit the camera button to capture image.
- You should be able to advance the negative by pushing it through the adapter from the right side.



- When the next image aligns, select the capture button again.
- The negative will exit out on the left side of the adapter.



## 7) Saving photos

- If you have your own SD card you are all set. Simply attach the SD card to your home computer to upload the photos.
- If you wish to upload the photos to a flashdrive or to the media lab computer to edit, you will need to eject the SD card from the back of the Scanza and then insert it into a USB card reader (see below). Card readers are available at the reference desk.

