

Microfilm and Microfiche Options for Printing/Digitizing

Machine is located on the Ground Floor of the Gordon Library.

For either method, these 3 steps MUST be followed in this order FIRST.

1. Turn on printer
2. Turn on MS400 scanner
3. Log on to PC



Option 1: Print copies (\$.10 each)

1. Insert fiche/film into MS400 scanner
2. Locate page
3. Line page up with black corner guides marked LTR
4. Swipe copy card or WPI ID in reader
5. Push green button on MS400 scanner

Option 2: Digitized copies (free)

1. **If you'd like to send a copy via email, the machine will configure Outlook to send email. This must only be done the first time you send email.**
 - a. Select and double click the appropriate mail configuration.
 - i. **ADMIN** Exchange for most Staff and some Faculty (If you use adminmail.wpi.edu select this option).
 - ii. **STUDENT** Exchange for Students that use acadmail.wpi.edu.
 - iii. **UNIX IMAP** for all others. Please note that when you use this profile, you'll use your UNIX password to authenticate. If you are not sure, you can always use this option, just make sure that you are using your UNIX password to authenticate.
 - iv. You'll be prompted asking if you'd like to import the account settings: please click "Yes". **THIS WILL NOT AFFECT YOUR EMAIL SETUP ANYWHERE ELSE. This is only for configuring your email on this computer for sending scanned microfiche or microfilm.**
2. Minimize Outlook (it must be kept open).
3. Double click on **Ecopydesktop** icon
4. Insert fiche/film into MS400 scanner
5. Locate page
6. Line page up with black corner guides marked LTR
7. Select **Scan** from top toolbar. (You may scan multiple pages)
8. At this point, you may choose to use the editing tools to highlight, underline, cut, etc. by double clicking on the document page and then selecting **Markups**.
9. Exit editing options by double clicking on page.
10. To email, select **Mail**. (Default is PDF. Click on **Formats** for other options.)
11. Click on **Send**.
12. Enter email address.
13. Click on **Send**.
14. Close ecopy window by clicking on X in upper right corner.
15. At "Save document...." Select **NO**
16. On desktop, maximize Outlook and click "Send/Receive". Close Outlook.
17. Scanned image has now been sent and will show up in your mailbox as a message from **you**.
18. **BE SURE TO LOGOFF!**

Note: a free ecopy viewer is available to download to your pc at www.ecopy.com

5/21/2009