

Kodak Scanza Instructions

1. Use the chart below to identify which adapter and insert you will need to get started.
 - a. Each adapter and insert has numbers engraved on them.
 - b. Select the correct ones for your film type from the 'Kodak Scanza Accessories and Parts' bag.

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

2. Use the USB adaptor cord to plug the Scanza into the computer or the USB bank behind it.
 - a. This will give power to the scanner— so that you can turn it on.
 - b. It will also allow you to later view the images that you have captured.
 - c. While doing this, also make sure that there is an SD card inserted into the back of the Scanza—if there is not one, the scanner will not be able to save any images. (if there is not one, ask a BPL staff member and they will get it sorted!)
3. Put your film/slide into the appropriate adapter (according to the table above)
4. Insert tray into the correct opening (under the arrow pointing down) on the Scanza
 - a. You will hear a click when the tray has been inserted correctly and is in place .

5. Press and hold the power button on the Scanza for two-seconds to turn it on.
6. Click the soft grey button directly under settings.
7. Select 'Film Type.'
 - a. Use the soft grey button under the word 'select' to indicate which film type you used (according to the chart above).
 - b. Select the more detailed name of the film type based on the options presented on the screen
 - i. EX. If you chose negative, the screen will now give you the option between 135, 110, or 126 KPK.
 - c. After making your selection, press Save/Exit.
8. Press the soft grey button under capture
 - a. The screen will now display the image you are trying to digitize.
9. Press the button with the camera icon to capture/save the image you see.
 - a. The Scanza will let you know that it is saving the image
 - b. When this pop-up goes away, you can push your negatives or slide further through the tray to move to the next image.
10. Repeat Step 9 for all of your images.
 - a. To switch out the negatives/slides with new ones, slide them in through the end of the tray which is sticking out (starting on the side with the arrow pointing down).
 - b. If you are unable to get your materials to slide in, take out the tray completely. Remove the images you just captured/saved and put your next ones in.
11. If you are unhappy with the coloring or brightness of the photo, you may alter these features prior to pressing the camera button and capturing the image (Step 12).
12. Image Editing:
 - a. When looking at the uncaptured image on the Scanza screen, press any of the soft grey buttons.
 - b. The Color Adjustment menu will now pop up.
 - i. If this was not the window that opened, use either the left or right soft grey buttons to switch.
 - c. When you are at the Color Adjustment screen, press the middle 'select' button
 - d. To move down the list use the right soft grey button
 - e. Press the middle 'select' button to select which feature you want to adjust
 - f. You can then move left or right by using the corresponding grey buttons.
 - g. To save the changes, press the middle grey button.
 - h. When you are done changing your chosen features, and have selected Save/Back, press the Camera button.
 - i. This will take you back to the capture screen with a filtered (your changes) view of the image.
13. When you have finished scanning all of your items you can now pull them up and view them on the computer screen.
 - a. Click the Home button on the scanner
 - b. Select 'Settings'
 - c. Use the right or left grey buttons to move through the menu options
 - d. Select 'USB Upload'

- i. This will connect the scanner to the computer so that you can view and save images.
14. Click on the File Explorer icon on the bottom of the desktop.
15. Click on the option titled: USB Drive (F:)
 - a. Open (double click) the DCIM folder that is saved on the drive.
 - b. Open the next file that pops up: 100F20M
 - c. Double click on the first image to open
 - i. You can move through your images by using the arrow keys
 - ii. If you need to crop or rotate your image, you can do so by using the editing options above the image.
 - d. When you are done looking through your photos, Exit out of the photos window.
16. Saving your images
 - a. Insert your personal USB drive to the computer or the USB bank behind it.
 - b. Highlight your images by clicking and dragging the mouse over them.
 - c. When they are highlighted in blue you can click anywhere, within the highlighted section, and then drag it to your USB name on the left hand side.
 - i. To make sure that they moved correctly, open your USB and check
17. Once you have your images saved to your USB, you can safely remove the hardware.
18. Turn off the Scanza by holding the power button for two-seconds.
19. Unplug the cord from the computer and the scanner.
20. Remove the tray adapter and insert from the machine (make sure you do not have any materials still inside of it).
21. Restore the accessories in their bag and put up the equipment
22. Enjoy your newly digitized images!