

DIGITIZATION STATION

OVERVIEW

- free (pay with your time)
- library provides the computer (and assorted software), flatbed scanner, VCR and adapter, Kodak Scanza, Wolverine Film2Digital Machine
- bring your own materials to digitize and memory storage device (or save to your cloud service before you leave)
- always delete files from borrowed devices and computer

INSTRUCTIONS

One-Touch Video Transfer

Open 'Debut Video Capture' on desktop

Place VHS tape in VCR

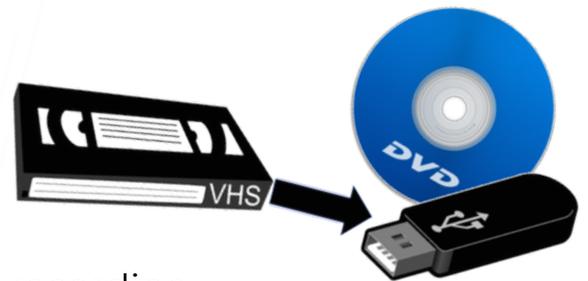
Click red circle on bottom of screen to begin recording

"Play" your VHS tape after countdown is complete

After video is completed, click 'stop' button to stop recording

Videos are saved to the desktop folder 'Debut Videos'

Transfer files to personal storage device(s) or cloud service



Flatbed Scanner

Turn on the scanner and open 'HP Scan' software

Choose type of scan (pdf or jpg)

Place document on bed or in feeder

Under 'more' adjust settings as needed

Press 'Scan' to begin scanning process

To add pages, click icon with + / To delete pages, click icon with x

To make adjustments, double click on individual pages

Click 'save' when complete

The 'save as' screen will allow you to name the file and choose where to save it

Transfer files



DIGITIZATION STATION CONTINUED

Kodak Scanza

- Place SD card into back and turn on the Kodak Scanza
- Navigate to settings (gray button below)
- Choose film type (ask for help if not sure)
- Find the appropriate adaptors (storage basket)
- Follow arrows and insert a slide/negative strip
- Click 'save/exit'
- Select middle button to adjust color, brightness, etc.
- Use arrows to go back to main picture and click 'capture'
- Use camera button to save
- Click 'home' when done saving
- Select 'gallery' to see all saved photos on the SD card
- When finished, power off
- Put adaptor back in its storage basket
- Remove the SD card and transfer your files



Wolverine Film2Digital MovieMaker

- Place SD card into back (max 32 GB)
- Power on the machine
- Mount a reel (follow the machine's diagram)
(limited to 5-inch reels or smaller)
- Slide open the flap door and position film underneath
the three white tabs — then close the flap door
- Choose 8 mm or Super 8 using the lever (left or right)
- Using up and down arrows, adjust settings
- To record, press enter and wait until the film is
completely pulled through
- Playback, after recording you can select playback in
the menu and 'start'
- To rewind, remove the film and swap reels around
- Press menu to navigate to 'rewind' and press enter
- Transfer files



**Use this QR Code
to access our
Digitization Station
webpage for more
information!**