



Slide & Photo Scanner

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Equipment list

- Converter VistaQuest VQ1400
- Quick-start guide
- USB cable
- USB power plug
- TV cable
- Cleaning brush
- Cleaning cloth
- 5" x 7" photo bracket
- 4" x 6" photo bracket
- 3.5" x 5" photo bracket
- Business card photo bracket (labeled "Name Card")
- Negative film bracket
- Slide bracket

Required parts

- SD card or Micro-SD w/ adapter

Starting up

1. Ensure that the power cable is connected to both the wall and the front of the machine.
2. Insert an **SD card** (maximum of 32GB).
3. Press the **power** button  to turn the machine on.
 - a. Note: If you insert an SD card after turning the machine on, you will need to restart it.
4. Move the slider to either **Film or Photo**.

Scanning Photos

Note: Remove any film from the machine before scanning photos

1. Select correct bracket for photo size.
2. Open top tray and clip bracket into notches in upper left corner.
3. Place photo face down with upper left corner in bracket.
4. Close the lid.
5. On the menu, select options as needed.
 - a. **Photo size:** 5R, 4R, 3R, or Card
 - b. **Effect:** Black & White or Color
 - c. **Resolution:** 14 or 22 megapixels
6. After selecting any option, it will automatically take you into the scanning screen. Press the **Menu** button to go back and change any other options as needed. From the main menu, you can also select **Capture** to go directly into the scanning screen.
7. Press the **Left Arrow** to flip the image horizontally and the **Right Arrow** to flip it vertically.
8. Press **Enter** to adjust Exposure Value (EV) and colors (RGB). Use the arrows to adjust the levels and Enter to move onto the next option.
9. Press **Scan** and use the **Arrow Keys** to choose an option.
 - a. If the photo scanned correctly, select **Save** to store on the SD card.
 - b. Select **Cancel** to discard the image.
 - c. Select **Home** to return to the main menu.
10. Remove photo and repeat the process for more photos of the same size
11. To change photo size, swap bracket and change **Photo size** in the menu
12. When finished, power off machine and remove your SD card.

Scanning Film

1. Open slide or negative bracket and clip into notches so that bars are lined up with spacing.
2. On the menu, select options as needed.
 - a. **Film Type:** Negatives Film, Slides, B&W
 - b. **Resolution:** 14 or 22 megapixels
3. After selecting any option, it will automatically take you into the scanning screen. Press the **Menu** button to go back and change any other options as needed. From the main menu, you can also select **Capture** to go directly into the scanning screen.
4. Push slide/negatives bracket into right side of machine. Move it in until you see it lined up on the screen.
5. Press the **Left Arrow** to flip the image horizontally and the **Right Arrow** to flip it vertically.
6. Press **Enter** to adjust Exposure Value (EV) and colors (RGB). Use the arrows to adjust the levels and Enter to move onto the next option.
7. Press **Scan** and use the **Arrow Keys** to choose an option.
 - a. If the photo scanned correctly, select **Save** to store on the SD card.
 - b. Select **Cancel** to discard the image.
 - c. Select **Home** to return to the main menu.
8. Push bracket further in until it lines up with the next image and repeat the process.
9. To change settings, press **Menu**.
10. To change slides/negative, pull bracket out and swap out.
11. When finished, power off machine and remove your SD card.

Editing, storing, and printing photos

- Adobe Photoshop is available on either the PC or Mac in the Edit bay.
- Photos can be printed to upper level printer located in Business Area (10¢ for black & white, 25¢ for color).
- SD card readers are available for use in the library at both the Business Desk and Makerspace Desk.
- Computers for email and accessing cloud storage are available in the Business Area.
- WiFi is available throughout the building.
- From the menu on either Film or Photo:
 - Select **Playback** to view images on the SD card.
 - Select **Format** to erase all information on the card. *Note: This option removes all data on the card, not just images and cannot be undone.*