

# Digital Imaging and Audio Lab (DIAL) INSTRUCTIONS

## Kodak Scanza for Slides and Negatives

Royal Oak Public Library Makerspace

1. Kodak Scanza must be plugged into a computer to work via USB. Turn Scanza on.
2. In the Settings menu, select Film Type and choose the type of material you'll be working with (Slides, Negatives, or Black/White).
3. Follow the Tray Directory image below to determine which adapter to use for your slides or negatives.
4. Insert your slide or negative one at a time into the adapter, so the image lines up through the window in the adapter, then insert it into the Scanza on the right side with the arrow. When centered correctly, click Capture.
  - a. Adjustments for brightness and other settings can be found in the Settings option.
5. Pictures on Kodak save to an SD card inserted into the Scanza. Once you're done Capturing, files must be transferred off the SD card by selecting USB Upload in the Settings menu, and then transferring the files to your USB drive from the computer folder.

## 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.