

Scanning 35mm Slides with the Reflecta DigitDia

1. Open the screen and turn on the scanner.



2. Make sure the SD memory card is inserted in the side.



3. **Evaluate your slides:** Open a new Chrome browser tab on the computer and hold a slide in front of the white background. Note the mounting orientation. Often, when the mounting text is right side up, the image is upside down, though your slides may differ.



4. Load slides into the tray.

- Position the tray so the open, bevelled side is facing the scanner.
- For landscape images, insert slides **image upside down** and **mount text facing right**.
- For portrait images, insert slides **image sideways** and **mount text facing right**.
- **DO NOT place images vertically**, or a portion of the image will be cut off when scanning.
- If some images are scanned flipped or inverted, don't worry - you will have an opportunity to adjust this later in the computer.



5. Insert the tray in the lowest groove on the left side of the machine until it gently touches the transport arm.



6. Check the Framing: Press the right arrow button, then press OK to select Framing. The transport arm will grab the first slide and insert it into the machine.



Adjust the framing of your images.

Press OK to select the X axis.

Press the right arrow to move the image right. Press the left arrow to move the image left.

Press OK to deselect X axis.

Press the right arrow to navigate to the Y axis.

Press OK to select the Y axis.

Press the right arrow to move the image up. Press the left arrow to move it down.

Press OK to deselect the Y axis.

Press the right arrow to navigate to the Z axis.

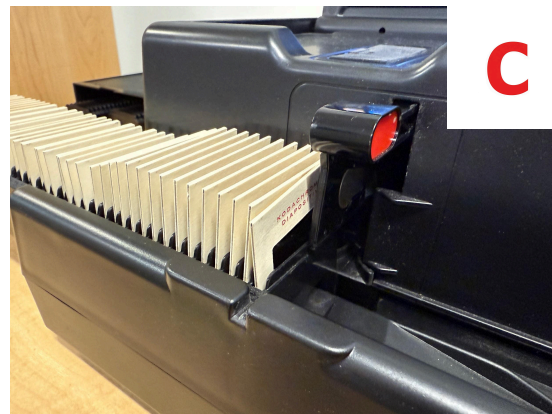
Press OK to select the Z axis.

Press the left arrow to zoom in. Press the right arrow to zoom out.

When you're done, press HOME to return to the menu.

7. Reset the slide tray for scanning:

- Grasp the red handle on the transport arm and gently pull the first framing slide out of the scanner. You may need to use your finger to reseat the slide in the tray.
- With the transport arm pulled all the way out, gently push the tray to the left. You will feel some resistance and hear a click.
- Push the transport arm back in. Touch the tray against the arm. You're ready to scan.

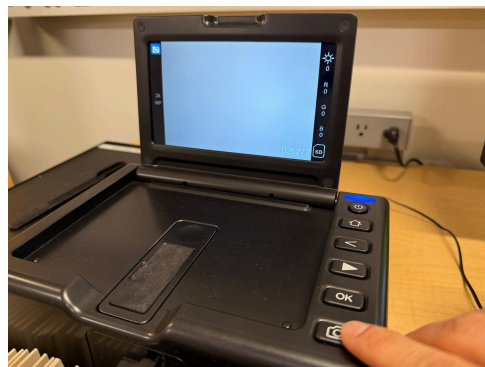


8. Begin Scanning:

Press OK to enter scanning mode.

Press the Camera button to begin scanning.

*Make sure there is room to the right of the scanner for the tray to travel unobstructed.



The entire tray of slides will begin automatically scanning. 50 slides takes about 5 minutes.

While your slides are scanning, you can load additional slides into the two extra slide trays.

To stop scanning at any time, press the Camera button.

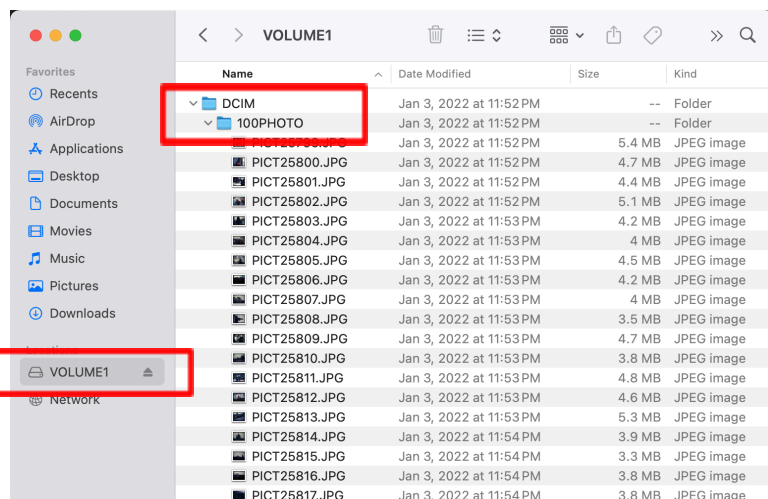
It is recommended to scan all your slides (often multiple trays) before transferring your files to your storage device.

9. Transfer your files:

When all scanning is complete, remove the SD card from the side of the scanner and insert it into the hub below the computer monitor. It will appear as VOLUME1 on the Mac.

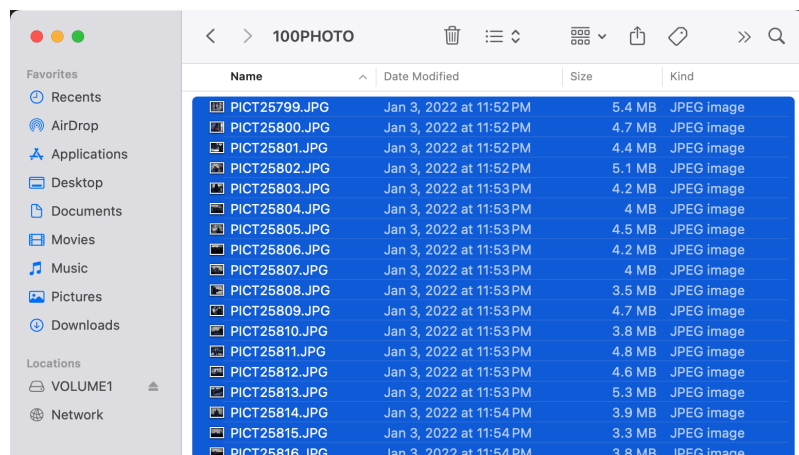
Click on the blue Finder icon in the dock at the bottom of the screen.

Select VOLUME1 in the left hand sidebar of the Finder. Your scans are found in the folder VOLUME1 > DCIM > 100PHOTO.



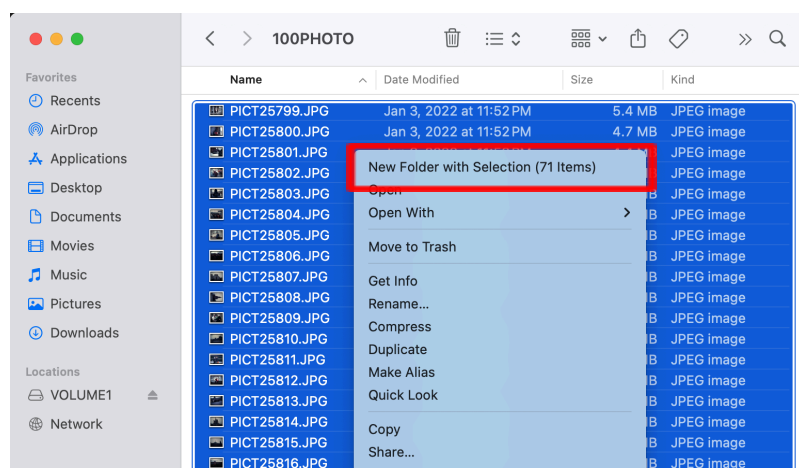
Double click on the 100PHOTO folder.

Press **Command+A** on the keyboard to select ALL images in the folder.



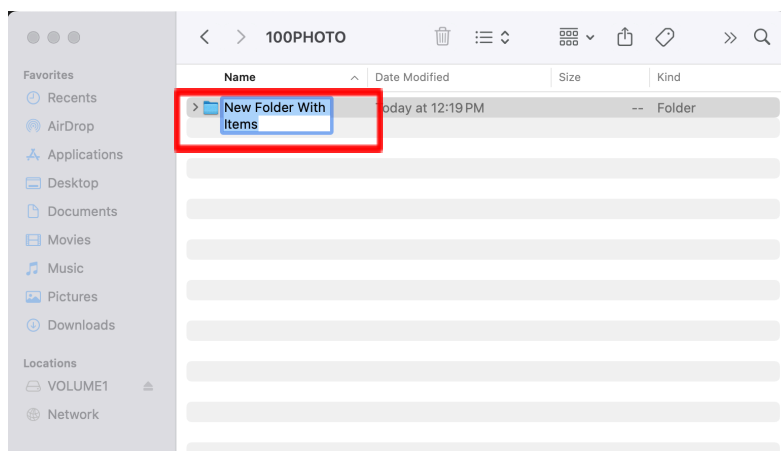
Hover over the selected files.

RIGHT CLICK and select “New Folder with Selection (xxx Items)”



Name your folder. (e.g. “Slides 1-50” but this name can be whatever makes sense to you.)

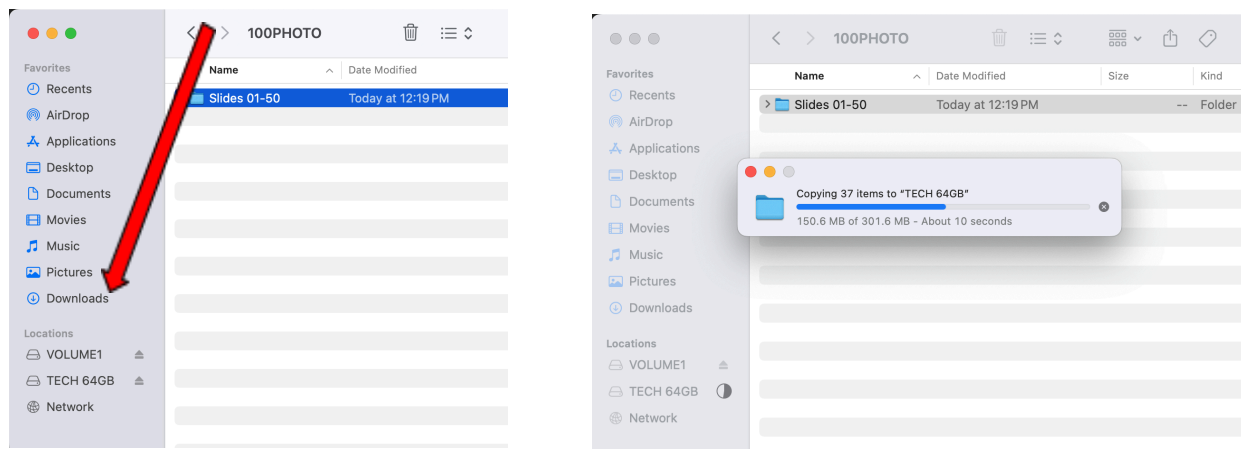
Most users prefer to organize their images in more detail later on their home computer.



Insert your storage device (often a flash drive) into the hub below the computer monitor. It will appear in the left hand sidebar of the Finder window.



Click and drag your newly created folder from the SD card to your storage device. Your files should take 10-60 seconds to transfer. It should not be instant. If you have any questions about saving your files, staff are happy to help.



Click on your storage device and ensure all your files are there. Now, you can press eject and remove your storage device from below the computer monitor.

