

How to Use the Digital Camera

1. First retrieve the digital camera at the Architecture Library Circulation Desk. You will be asked to fill out a form, and the camera will be checked out to your library account.

2. At this time, you'll want to make sure that the memory card is present as well as batteries or the AC adapter.

3. To use the camera, toggle the power switch to ON.



4. Make sure that the CAPTURE function is selected.

5. Use the camera as you would a regular 'point and shoot'

6. Once you've taken your photos, you'll need to transfer them to a disk or your network drive (your S: drive).

7. Remove the memory card from the camera, and insert it in the appropriate slot of our multi-format memory card reader . (The memory card reader is permanently located at the *Lisbon* terminal).

8. Log on and open My Computer.

9. You will see KODAK as one of the drive/device options. You can now either directly transfer your images to disk, desktop, or drive.

If you have any additional questions, please feel free to contact a member of the library staff.

