

# ScanPro 3000

## High Definition Microfilm Scanner

### Help Guide



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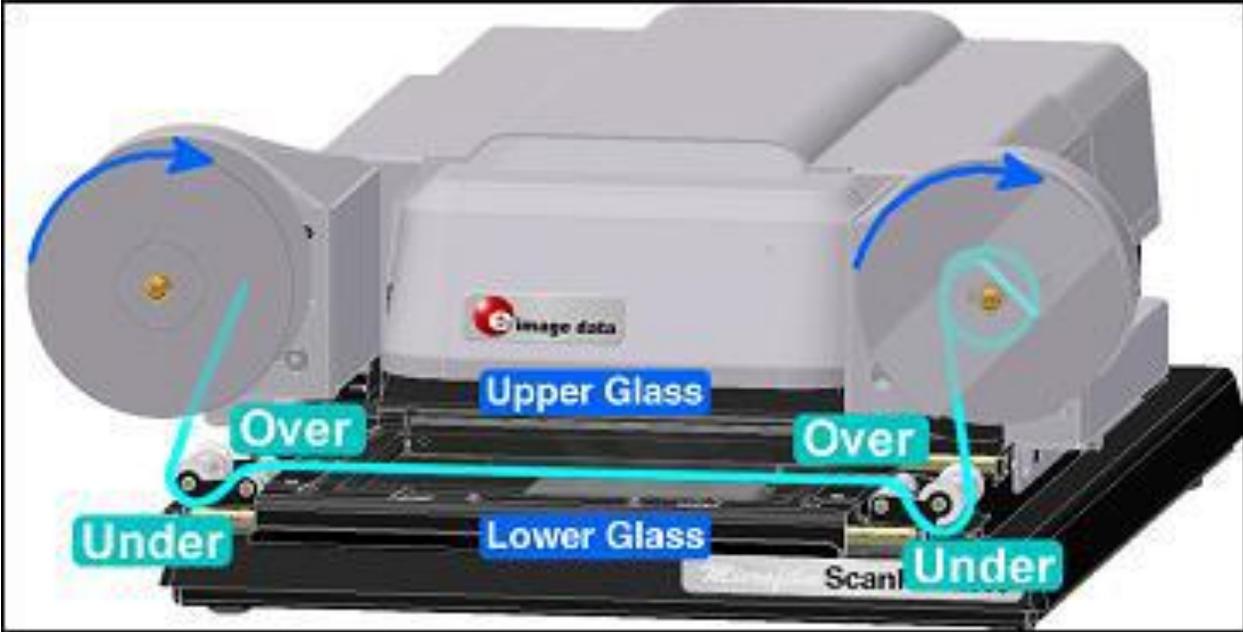
## Getting Started



To begin, double click the ScanPro 3000 icon that you see on the desktop of the computer.

## Loading the Film

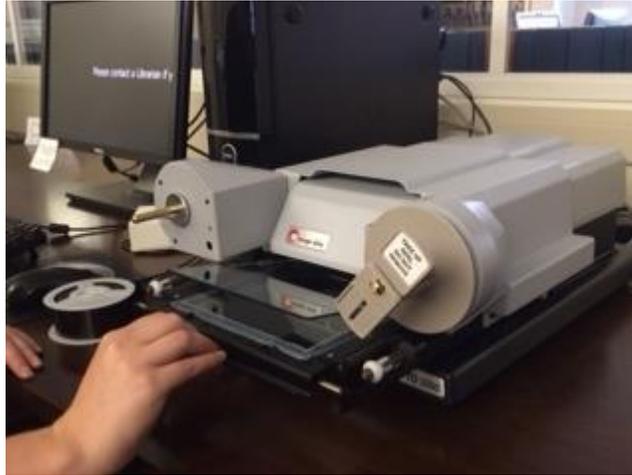
Now you are ready to load your film. If you look down at the bottom right-hand corner, you should see a diagram (like the one below) that shows you how to load the film onto the machine. We have also provided detailed step-by-step instructions below, beginning on this page and continuing onto the next.



### Step 1

Pull the viewing surface toward you, slowly, as far as it will go.

The top glass pane will open automatically. Make certain that the glass panes are centered in the open area before you lift to avoid bumping the glass.



## Step 2

If you look at your spool of film, you will see a notch in the center that matches the shape of the metal peg on the left-hand side of the machine. Mount the film roll by lining up that notch to the metal peg. The end of the film should be pointing to the right. Slide the film roll all the way on, until it can go no further.



### Step 3

Below the now-mounted film roll you will see two small rollers that are even with the lower glass pane. Pull the film down, wrap it under the left-most roller and then over the next roller, before pulling the film even with the glass pane.



### Step 4

Next, pull the end of the film to the right, dragging it over top of the lower glass plane and underneath the upper glass plane, so that the film will be sandwiched between the two when the upper glass is eventually lowered.



### Step 5

As you come to the set of rollers on the right-hand side of the glass pane, you will repeat Step 3, but in reverse order: Pull the film over the left-most roller, and then under the next.



### Step 6

Pull the film up and to the left of the take-up reel (the empty spool) and insert the end into the gap in the spool. The best way to do this is from the side (see image). Push until the film end is all the way inside of the gap (you will feel it being gripped) so that it won't come loose when you start winding the reel.



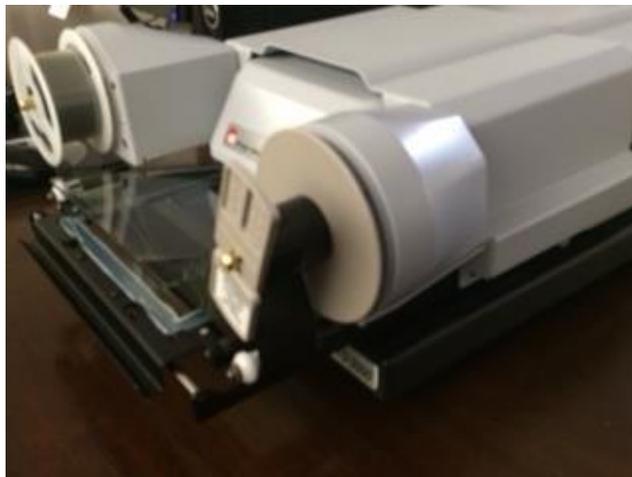
### Step 7

Turn the take-up reel to the right, making sure to turn the reel several times so that the end of the film is secured—remember that you have several feet of blank film to wind if necessary.



### Step 8

To finish, slowly push the glass plane back in so that it automatically lowers. Center the now sandwiched film over the square of light beneath the pane. If you have done this correctly, you should now see the silhouette of your film (which will be blank at this point) on the screen in front of you.

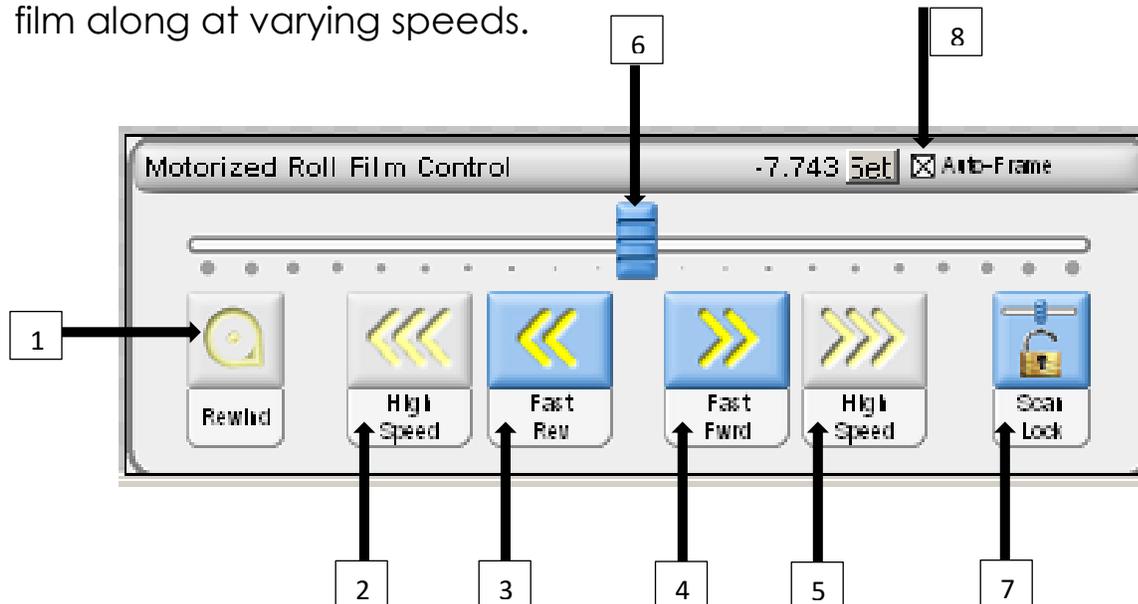


## Viewing Your Film

What you should now see in the middle of your computer screen is a projection of the film you have loaded. Don't worry that you don't see any content yet, you will need to move your film forward to get to the first of the images you want to view. To do this you will need to use the Motorized Roll Film Control.

## Motorized Roll Film Control

The film controls can be found in the bottom right hand corner. These are the controls that allow you to rewind and fast-forward the film along at varying speeds.



The Motorized Roll Film Control has 8 controls (labeled above):

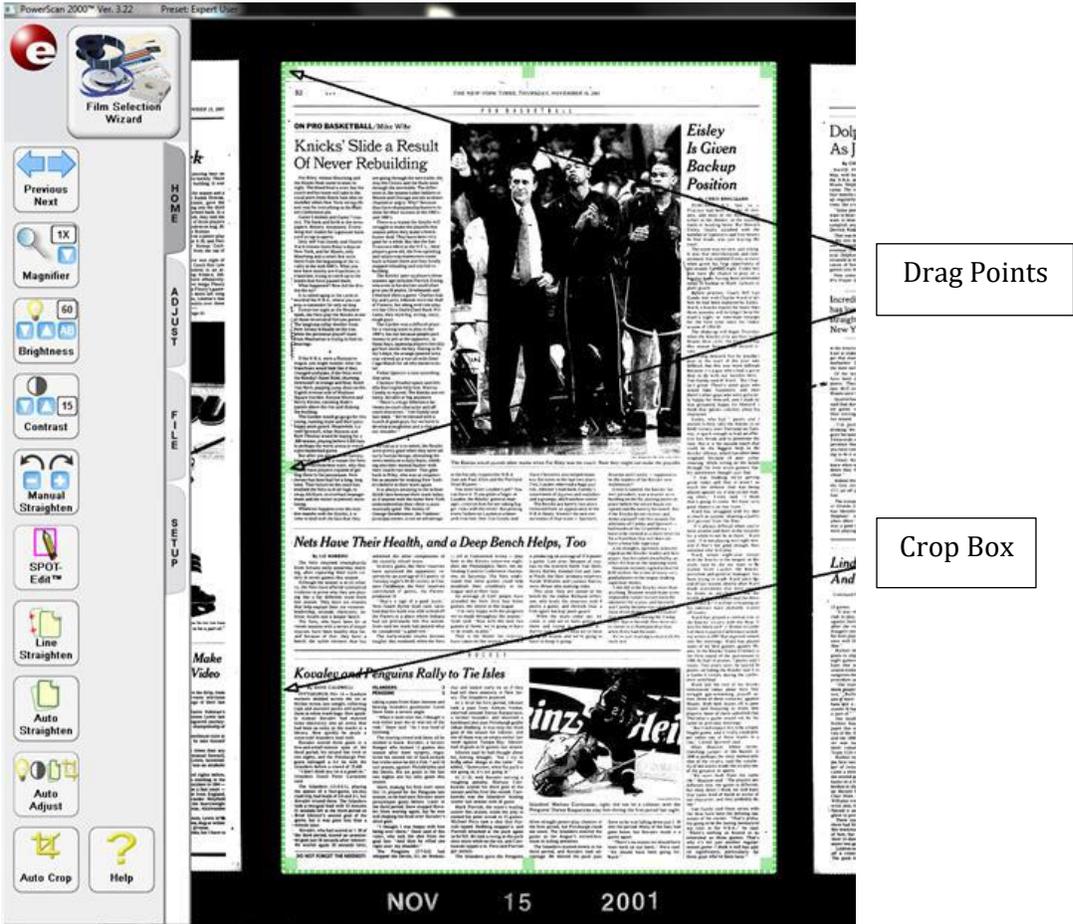
1. Rewind – Double click to rewind film (when glass is open)
2. High Speed Reverse – Click and hold to quickly move film backward (when glass is open)
3. Fast Reverse – Click and hold to move film backward (when glass is closed)

4. Fast Forward – Click and hold to move film forward (when glass is closed)
5. High Speed Forward – Click and hold to quickly move film forward (when glass is open)
6. Slider – Click , hold, and drag the slider to the left or right of center to move the film slowly (the further the slider is dragged from center the faster the film moves)
7. Scan Lock – Used with Slider (when glass is closed)
  - OFF: When the mouse button is released the slider returns to the center and film movement stops (Note: OFF is the recommended setting)
  - ON: When the mouse button is released the slider will not return to the center and film movement will not stop
8. Auto-Frame™ Checkbox – When checked, it cause the film to stop when a complete image is positioned within the display, when “Fast Reverse” or “Fast Forward” are used

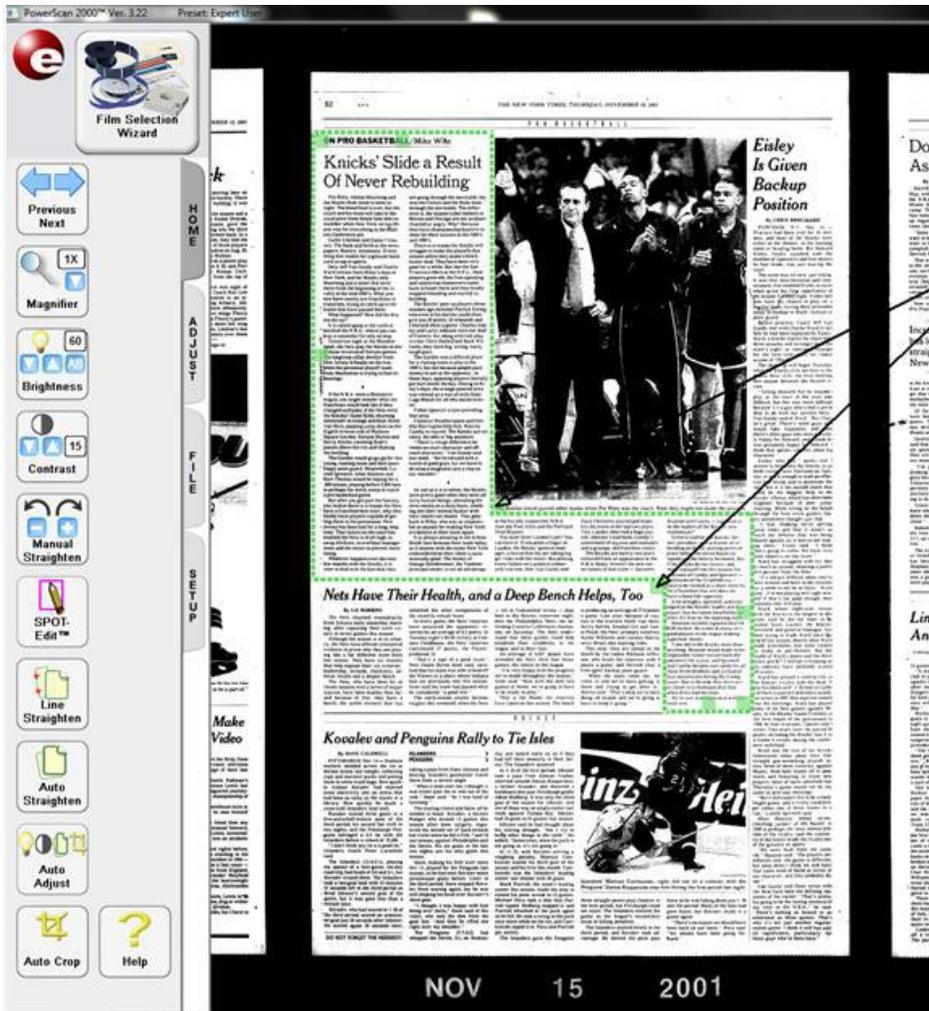
Note that "Rewind", "High Speed Reverse", and "High Speed Forward", are all grayed out in the diagram provided, indicating that they are disabled. When the upper carrier glass is closed the motorized roll film control looks like this. When the upper carrier glass is open, "Fast Reverse", "Fast Forward", and "Scan Lock" will be disabled instead.

# Crop Box

Once you have an image centered, you will see a green dashed line bordering the outsides of the display. This is the "Crop Box", which defines the area to be scanned or printed.



There are "drag points" at the midpoints of all sides and at all four corners of the "Crop Box". The "Crop Box" can be resized by left-clicking and dragging at these points. If you right-click while dragging the box inward on any or all of the four corner, the "drag points" will pull the corners of the shape inward creating an irregular shaped "Crop Box" as shown below.



Corners that have been moved inward by a right-click and drag operation

A left or right click and drag operation pulling these corners back to the outside will restore the rectangular shape.

## Using the Toolbar Controls



### Help

Click to enable the help cursor then click the control in question.

When “Help” is clicked, the mouse cursor will change to a question mark. Clicking any other button with the question mark cursor will open help specific to that button.



### Crop Box Control

Click to disable or enable the “Crop Box”.

Unfreeze the image to allow movement.



### Zoom

Click and hold to make the image larger.

“Zoom” has three controls:

- Down Arrow: Reduces the size of the displayed image
- Up Arrow: Increases the size of the displayed image

3. AZ: Auto-Zoom – When multiple images are visible, adjust the “Crop Box” to the approximate size of one of the images and click “Auto-Zoom” – it will automatically zoom in to the correct size.

Note: These changes take a few seconds to be reflected in the image on the screen. Wait for them to take effect before you click the button again.



## Magnifier

Click to open a separate magnified window of the image. Click the down arrow button to select the desired magnification level.

“Magnifier” has two controls:

1. The overall area of the button – Click to open the “Magnifier Window”
2. – Click the Down Arrow to display a list of magnification values you can use in the

“Magnifier Window”

When the “Magnifier Window” is open, the “Magnifier Box”, defined by a blue dashed rectangle, will appear in the display area. The “Magnifier Box” defines the area viewed in the “Magnifier Window”.

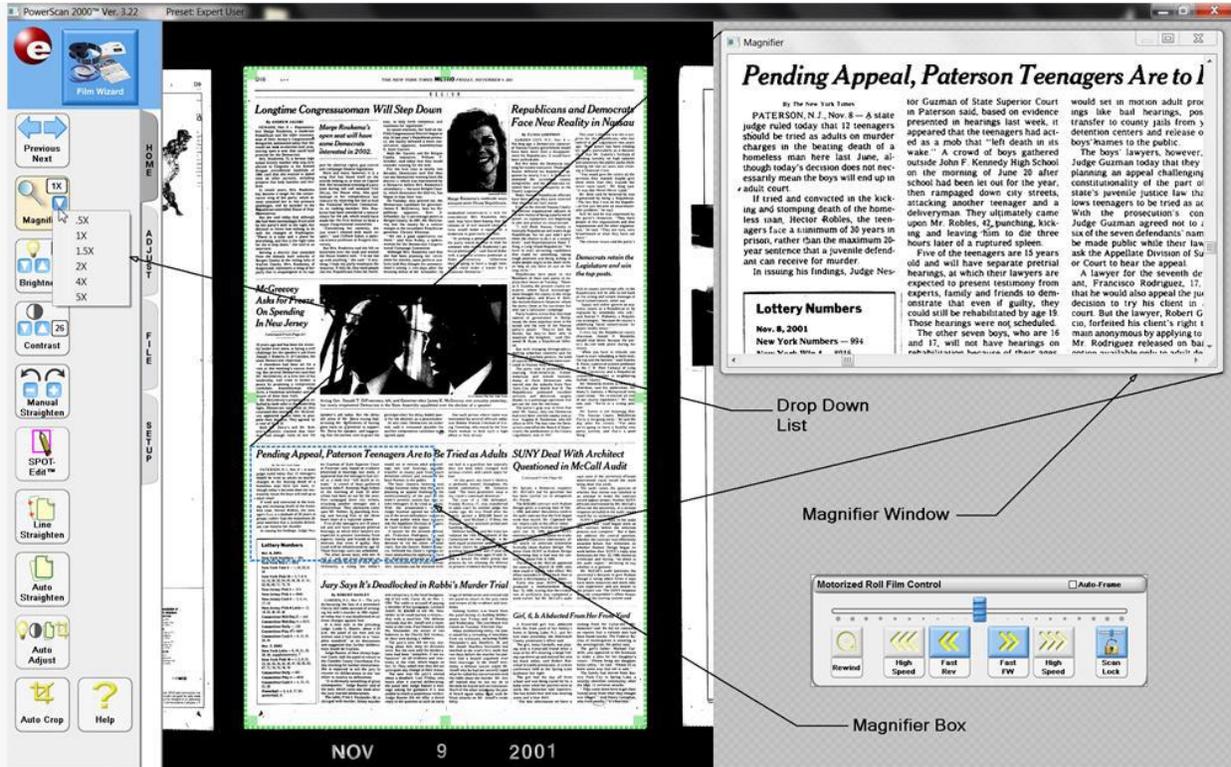
To resize the “Magnifier Window”, click and drag any corner. To move the “Magnifier Window”, click-and-drag the “Magnifier Window” title bar.

The upper right corner of the magnifier window has three standard controls:

1. Minimize

2. Maximize/restore

3. Close



Drop Down List

Magnifier Window

Magnifier Box

Help

Crop Box Control

Zoom

Magnifier

Film Type

Spot-EDIT™

Film Orientation

Mirror

Scan Mode

Brightness

Contrast

Printer #1

Scan to Drive #1

Scan to Drive #2

Manual Straighten

Auto-Adjust