Microform Scanner Help Guide

Identifying the Parts of the ScanPro 2000/3000

Power Button (at the back)

Power Indicator Light

Glass Slate

Fiche Carrier Handle
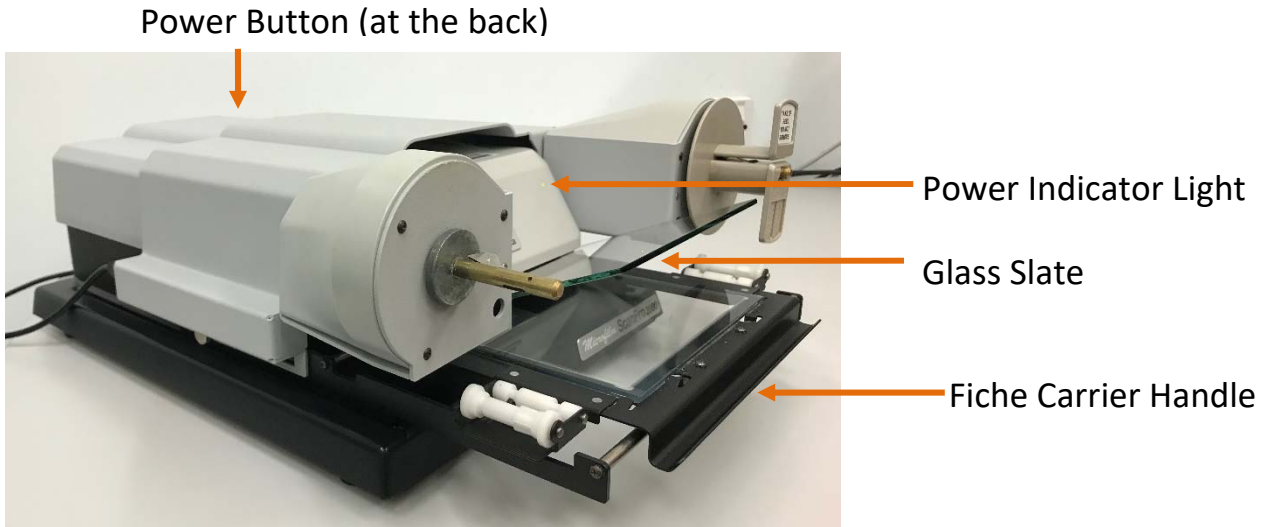
Getting Started

Switch on the Power Button at the back of the machine.

Start PowerScan program on the computer by double-clicking icon

Step 1 Loading the Microform

A. Loading the Microfiche

To load a fiche, simply place the film underneath the glass slate. And then push the carrier handle back under the lens.
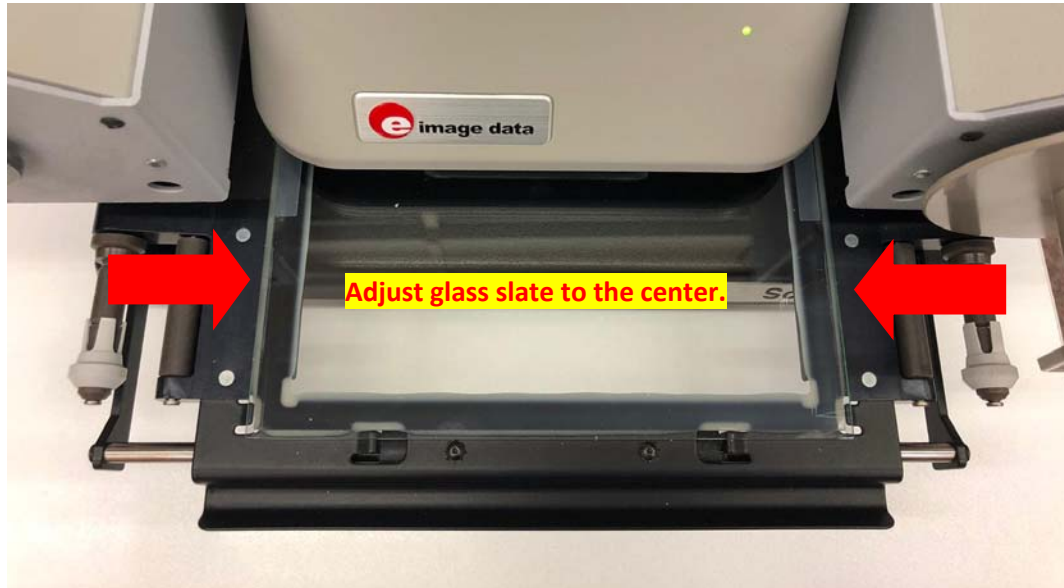

Microfiche Movement Control:

Move tray in the desired direction to view different pages.

B. Loading the Microfilm

1. Move the carrier handle to adjust the glass slate to the center
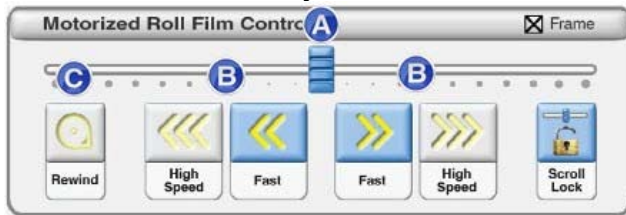

Adjust glass slate to the center.

2. Pull the carrier handle outwards until the glass slate opens wide to about a 45 degree angle.
3. Load the film in the direction as shown in the diagram below.

Note- all film rotation is CLOCKWISE

TAKE UP REEL DO NOT REMOVE

Microfilm Movement Controls

There are a few ways to advance/rewind microfilm:

 Motorized Roll Film Control

A: CLICK and drag for low speed film movement
B: CLICK and hold for fast speed film movement.
C: DOUBLE CLICK for high speed rewind (be sure to **pull the carrier handle forward to open the glass slate**)

Step 2 Function Buttons for view controls

 FILM TYPE:

Switch between negative & positive.

 ZOOM:

CLICK AZ to auto-zoom or CLICK & hold down – or + to zoom in or out.

 ROTATE 90:

Rotate image 90 degrees.

 FILM ORIENTATION:

CLICK to rotate the camera 90 degrees to match the orientation of image on the film.

 MANUAL STRAIGHTEN:

CLICK – or + buttons to manually rotate/straighten the image.

MIRROR:

If image is backwards, CLICK to reverse.

FOCUS:

Default is Auto Focus, but you can use + and – to manually focus.

SCAN MODE:
CLICK to toggle: 1. Enhanced Gray scale (recommended). 2. Gray scale. 3. Black & White.

FULLY AUTOMATIC:

Straighten, Crop, Contrast, Brightness. Use individual buttons below if FULLY AUTOMATIC does not display. **CROP**, CLICK and hold the green frame to manually adjust.

Step 3 Saving image

SCAN to Drive:
CLICK to save the image within the green crop box to the User Drive. Be sure to select file type (.PDF, .JPEG, etc.).