# MICROFILM SCANNING TO PRINT or DIGITAL IMAGE

1. Turn on power strip if not already on. It is on the desk behind the flatbed scanner.
2. Turn on film scanner. Button is on the right side.
3. If printing directly to paper is desired, make sure the printer is on (green light showing). The printer is sitting on the film cabinet. The power switch is on the left side. The printer is plugged in to the power strip, so the power strip must be on if you want to print directly to paper.
4. If not interested in scanning digital images to the computer, then skip to #24.
5. Turn on computer monitor if not already on. Power button is the on the far right side under the bottom edge. If already on, there will be a light on above the power button.
6. Turn on the computer, if it is not already on. The computer must be turned on *after* the film scanner if you want to send digital images to the computer. If the computer was already on but the film scanner was not, you may need to restart the computer after the film scanner has been started.
7. Click on the Public icon to log on to the computer. There is no password.
8. If you get a message regarding new hardware found, you can Cancel it. You will then get a message regarding that your hardware may not work. You can ignore/close that message.
9. Double-click on the ScandAll 21 application on the desktop.
10. When the ScandAll application starts a window opens that will say "Untitled – ScandAll 21" in the title bar.
11. Click on the Scan menu and then click on "Select Source…".
12. Click on MS 6000 if it is not already selected (highlighted in blue).
13. Click the Select button.
14. Click on the Scan menu and then click on "To File…". The following window will be displayed:
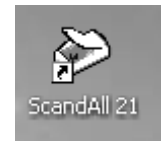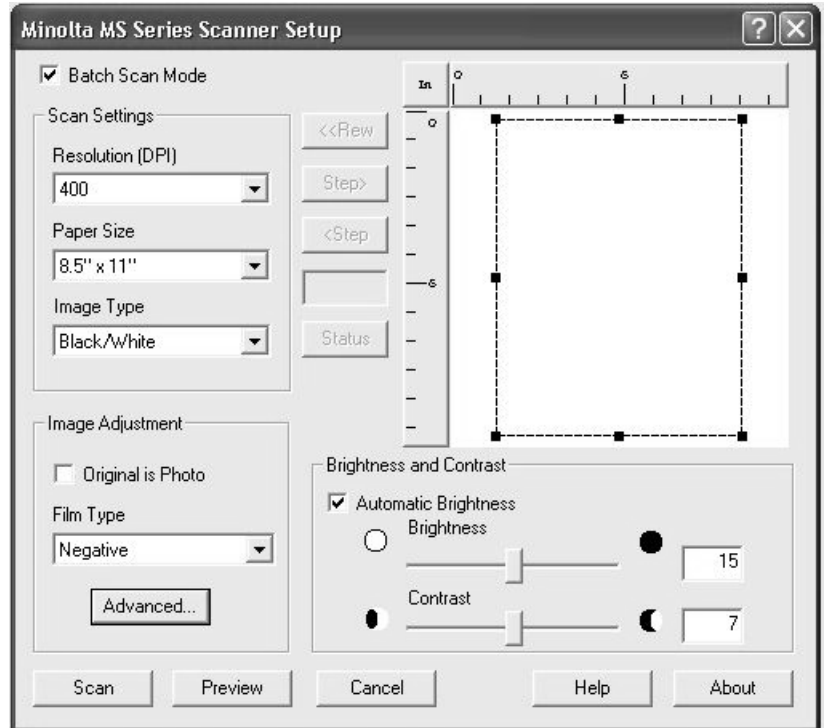
15. These are the recommended settings:
    Files of Type: TIFF
    Compression Type: No Compress
    Increase/Decrease Color Depth: None
    If any of these settings are not as shown above, you can click on the arrow to the right of the appropriate entry box and select the suggested entry.
16. In the Path box, leave the default entry "C:\Documents and Settings\Public\My Documents\". If you are asked if you want to create this folder, cancel and double check your spelling.
17. The "File Name (without ext):", sets the name pattern to be used for the scans. An entry of "image##" will result in all scans being named "image" with a two-digit counter appended, provided "Use Counter" is checked.
18. **Make sure the "Use Counter" box has a checkmark in it, as shown in the example.**
19. Click on the "Acquire" button.
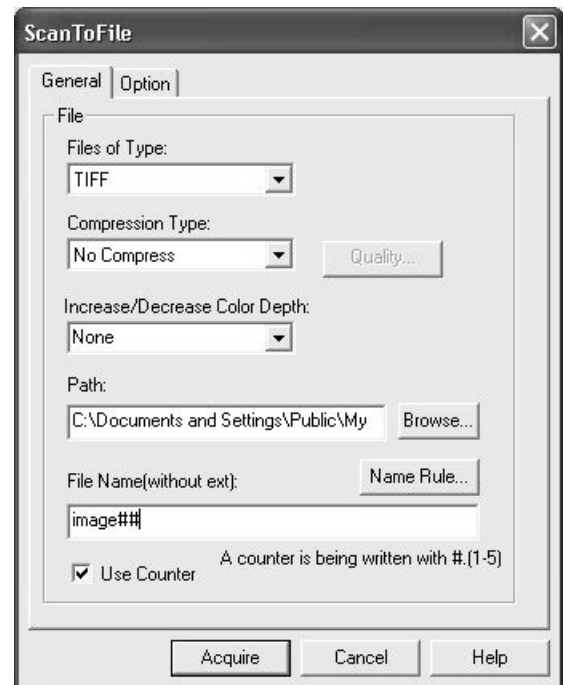
20. The Minolta Scanner Setup window shown below should appear. If you get an error, try the steps at the end of these instructions.

21. These are recommended settings for the Minolta setup:
    a. Resolution (DPI): 400
    b. Paper Size: 8.5" X 11"
    c. Image Type: Black/White
    d. Film Type: Negative
       Almost all of our films are positive. For average quality films, scanning as negative and then doing an inversion on the scanned image results in a better quality text image than scanning as positive. An exception is film that is very dark or photographs, which may yield a better image if scanned as positive.
    e. Automatic brightness is checked
    f. **Make sure that "Batch Scan Mode" is checked in the upper left corner**.

22. You should not need to change the Advanced settings. They are listed below for reference:
    a. Halftone: None
    b. Automatic Mask Mode: Disabled
    c. Auto Lamp OFF: After 15 Minutes Idle
    d. Automatice Deskew: not checked
    e. Auto Frame Elimination: not checked
   f. Initialize Scan Settings From Scanner: not checked

23. Leave the Minolta Scanner Setup window open. Do not scan, close, or cancel it.

24. Load the film in the scanner, following the directions on the Roll Film Carrier.
    a. Make sure the Control Unit (Forward/Reverse controller) is in the middle position, not in Forward or Reverse.
    b. Verify that the Roll Film Carrier is set for 35 mm film. You should clearly see 35 mm in window. If not, pull the right section forward until it stops.
    c. Mount the film on the left shaft, rotating it until it can be pushed back to reveal about ½ inch of the shaft. The film should be coming off the reel in a clockwise manner.
    d. Pull the lever with the large white arrow towards you and lift it up. This reveals the roller underneath it.
    e. Place the beginning of the film on the exposed roller and feed it in until it starts to slide between the two glass plates.
    f. Lower the lever with the white arrow.
    g. Press the Load button the Control Unit. The film should load onto the reel on the right spindle. If nothing happens, go back and check that the controller is in the middle position (see step a above).

25. Use the Control Unit to advance and rewind the film. There are four speeds, progressive clicks, for each direction: slow, moderate, fast, very fast.
26. Adjusting the image:
    a. You can **rotate** the image using the knob to the lower right of the viewing window, below the green Start button.
    b. You can **move** the image perpendicular to the film travel direction using the small knob at the left, front of the Roll Film Carrier.
    c. Adjust the **zoom** using the large blue wheel above the lens.
    d. Adjust the **focus** using the large gray wheel above the lens.
27. When you find an article you wish to scan, or print, use the appropriate controls to position the article within the black outline on the viewing window, preferably close to the center as the marks can sometimes be slightly off. Large articles may require more than one scan.
28. To send a scanned image to the computer (there is no charge for scanning to the computer):
    a. Recommended settings on the film scanner, indicated by green lights for the following:
        i. Text Print Mode
        ii. Nega Film Type (*See comment in step 21d. You may want to scan two times, once as Nega and once as Posi.*)
        iii. Auto (light adjustment)
    b. Verify that 'PC' shows in the LED above the green Start button. If not, press and hold the Shift button and the PC/PR buttons at the same time until the LED changes to "PC".
    c. If the LED reads "E 1" instead of a "1", the computer may not be set up properly.
    d. Press the green button to scan the image and send it to the computer.
29. To send a scanned image to the printer (paper copies are 10 cents per page):
    a. Recommended settings on the film scanner, indicated by green lights for the following:
        i. Text Print Mode
        ii. Posi Film Type – Be sure to select Posi for printing to paper
        iii. Auto (light adjustment)
    b. Verify that the printer to the right of the scanner is on. A green power light shows on the top when the printer is on. The switch is on the far left side. If the printer does not turn on, then verify that the power strip is on.
    c. On the scanner, if the LED above the green Start button reads "PC", then press and hold the Shift button and the PC/PR buttons at the same time until the LED "PC" changes to "1". That indicates that 1 copy will be made. If you press the PC/PR button multiple times, the number of copies increments. Press the Shift button again to reset the number of copies to 1 if needed.
    d. If the LED reads "E 1" instead of a "1", the printer may not be on.
    e. Press the green button to make the print copy.
    f. Pay for your copies at the front desk.
30. When done, rewind the film. The 'very fast' speed is hardest on the film. If you use it to rewind the film, please use a slower speed as you near the end/beginning of the film. Rewind the film until it is completely free of the glass plates and roller.
31. Leave the Control Unit in the up position on the line between Forward and Reverse.
32. Return the film to the box and the box to the cabinet.
33. Before shutting off the scanner, if you used the computer, return to the computer and click on the "Done" button in the Minolta Scanning box before shutting off the film scanner or you will

get an error on the computer. If you forget, turn the film scanner back on and then click on the

MINOLTA

Scanning Document(s) To:

Fujitsu Scan Control2
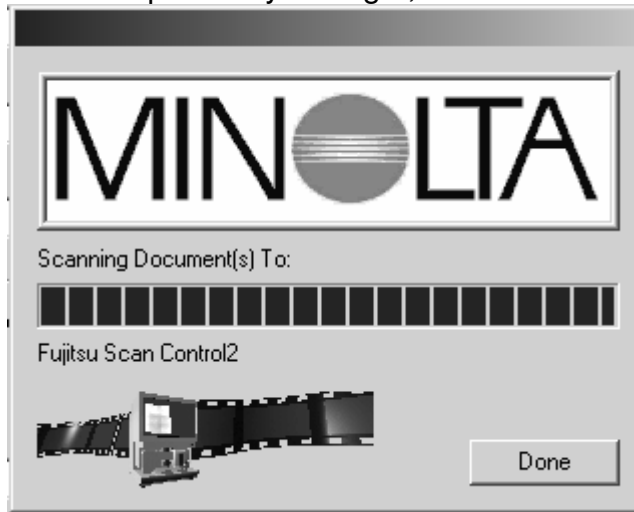
Done

Done button.

34. Click on the "Cancel" button in the Minolta Scanner Setup Window.
35. Close the ScandAll window by clicking on the X in the upper right corner.
36. Turn off the scanner.

VIEW AND TRANSFER YOUR IMAGES (if scanned to computer)

1. If you followed the setup instructions, your scanned image files should be in the 'My Documents' folder visible on the Desktop. Double-click the folder and the image(s) to view.
2. Transfer your files to either a USB flash drive or burn them to a CD. We do not provide either of these items for you.
   a. If burning to a CD, you can use the Roxio Creator program.
      i. There is a shortcut on the Desktop for the Roxio program.
      ii. Delete your files from the computer after you have burned your CD.
      iii. Remove your CD before shutting down the computer.
   b. To transfer to a USB drive, you may follow these instructions if you need help:
      i. Insert the drive in the front of the computer.
      ii. Your device should be recognized as 'Removable Disk (E:)' and you should receive a prompt asking 'What do you want Windows to do?'.
      iii. Click on Cancel to close the prompt without taking any action.
      iv. Double-click on My Documents folder if not already open.
      v. Click on the Folders button in the toolbar if it is not already selected. The image on the right shows how My Documents window will look with the Folders button selected.
      vi. Click on the small + in front of My Computer in the left pane of the window. My Computer should expand to show the E: drive, among others.
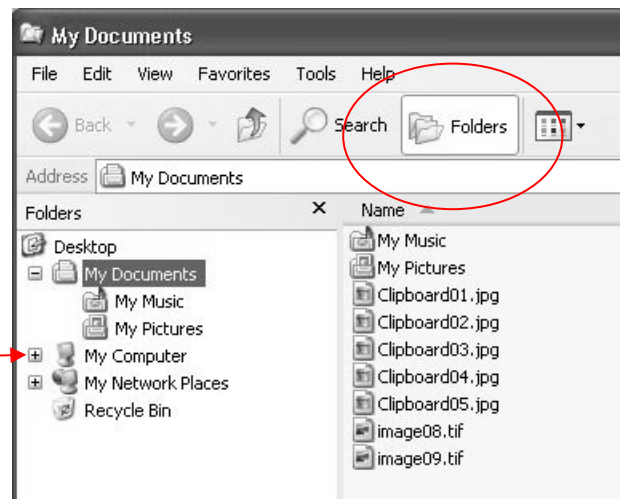
vii. Drag your files from the right pane and drop them on the E: drive in the left pane. You can select multiple files by clicking on the first file and then hold the Shift key down as you click on the last file. If you get a message regarding extra information that may be lost, "Do you want to proceed?", click on "Yes to All".

viii. Verify that your files are moved to the flash drive and then delete them off of the computer.
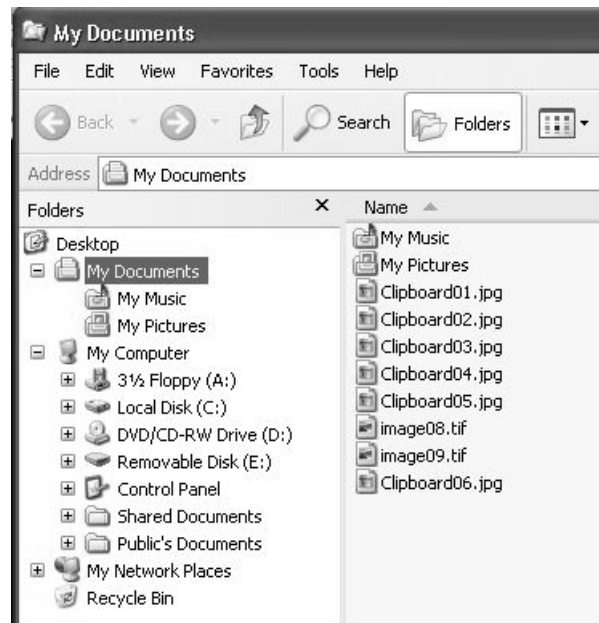
1. Click on th Removable Disk (E:) in the left pane and verify the files are shown in the right pane.
2. Click on My Documents in the left pane and verify that My Documents shows in the Address box under the tool bar.
3. Select your files in the right pane of My Documents and then press the Delete key on the keyboard. Verify that you do want to delete the files.
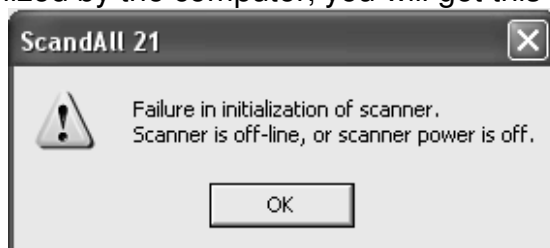
37. Shut down the computer by clicking on Start, Turn off Computer.
38. Turn off the power strip.
39. Remove your flash drive if you used one.

OPERATION FAILURE

If the film scanner is not recognized by the computer, you will get this error.

Try these steps to correct the problem:
1. Restart the computer while the film scanner is turned on.
2. Open the ScandAll program and try again.
3. If you still get the error, close the ScandAll application and proceed to the next step.
4. Click on Start button -> Programs -> Minolta -> Twain Data Sources -> Configuration Tool.
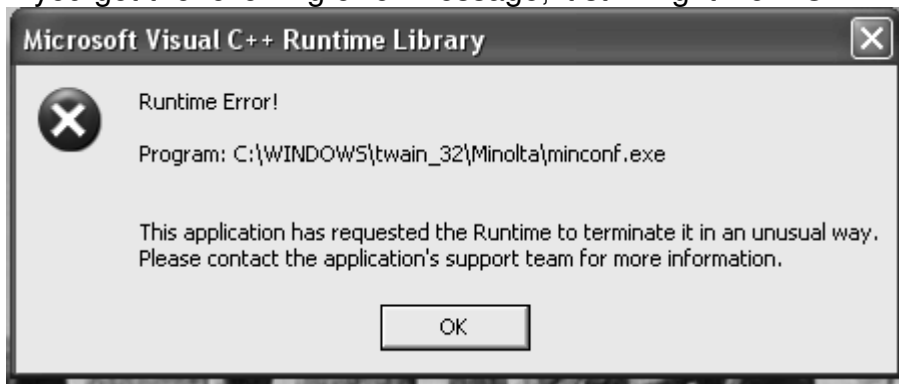
A Minolta window will open and search for scanners.

5. When the Configuration Tool is done, the following window should be displayed, indicating the Minolta film scanner has been found.
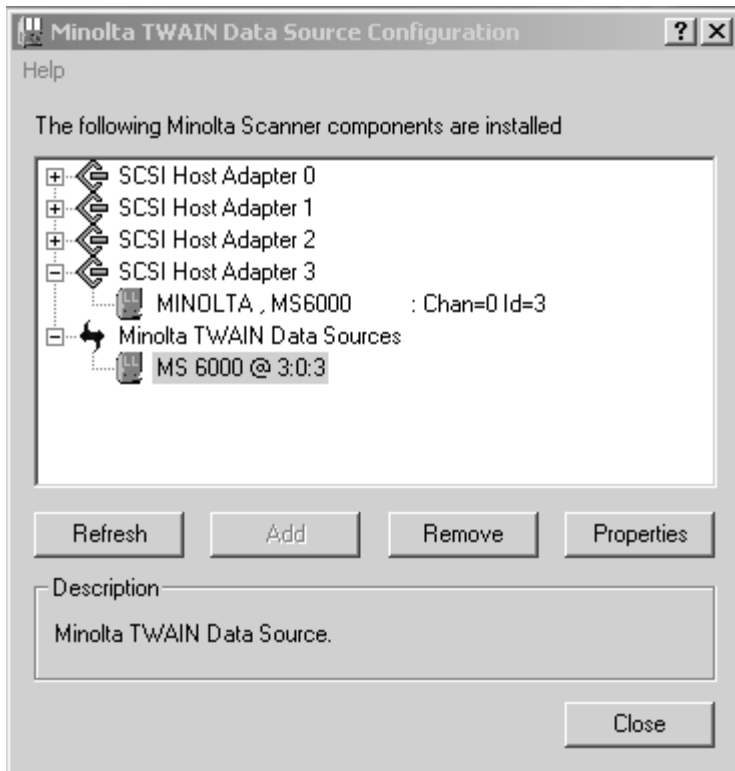
6. Close the window and restart the ScandAll Application.
7. If you get the following error message, it still might work OK:

8. Begin again with step 10 from the Scanning Instructions. If you still get an error, contact a library employee and have them repeat these steps while logged in as "administrator".

Setting the default settings for the Minolta Sample Application
Note: this section is for reference only. You should not need to do this!
1. Enter all settings as desired.
2. Click on the ? to the left of the X in the upper right hand corner of window.
3. Click on the Scan button. Settings should be recorded as default.