Microform Reader, Printers & ScanPro 3000
June 2019
Student Training
Step 1: Turn on Microfilm scanner (the power switch is in the back of machine. Open program, Powerscan 3000, on the desktop.

Step 2: Load your film/fiche by pulling the viewing surface towards you slowly—as far as it will go. Be sure not to bump the glass.
Step 3: If it’s microfiche, place it upside down with the title bar facing the back of the machine. Slowly push the glass pane back into place.

If it’s microfilm, load it onto the left steel reel. The film should be hanging upside down.

Pull film across, under glass, and up into the slit on the right reel. Manually turn reel until film is secure. Slowly push the glass pane back into place.
Step 4: When the program opens on your computer, it will be the “Film Wizard Window”. Click on the picture that matches the film that you have loaded (You can always go back if you think you’ve made a mistake).
ScanPro 3000

How to use the controls and editing buttons
Step 5: to view the microfilm, you’ll need to move your film forward by using the “Motorized Roll Film Control”
ScanPro 3000-Motorized Roll Film Control

Motorized Roll Film Control:

1. **Rewind**– Double click to rewind film, glass must be open.
2. **High Speed Reverse**– Click and hold to move film backward, glass must be open.
3. **Fast Reverse**– Click and hold to rewind film, glass must be closed.
ScanPro 3000-Motorized Roll Film Control

4. Fast Forward- Click and hold to move film forward, glass must be closed.

5. High Speed Forward- Click and hold to move film quickly forward, glass must be open.

6. Slider- Click, hold, and drag the slider to the left or right of center to move the film slowly.

7. Scan Lock- Used with slider, glass must be closed.

   **OFF:** When mouse is released the slider returns to the center and movement stops.

   **ON:** when the mouse is released the slider will not return to the center and film movement will not stop.
8. **Auto-Frame Checkbox** - it causes the film to stop when a complete image is positioned within the display when Fast Reverse or Fast Forward are used.
ScanPro 3000- Cropping

• Once you have the image you want, you’ll see a green dashed line that borders the outside of the display.

• This is the “Crop Box”, which defines the area to be scanned or saved.
ScanPro 3000- Cropping

- The “drag points” are at the midpoints of all sides and four corners.
- “Crop box” can be resized by left-clicking and dragging at these points. Right-Click while dragging box inward on any or all of the four corners will pull the corners of shape inward creating an irregularly shaped box.
ScanPro 3000- Zoom

• **Zoom** allows you to click and make the image larger or smaller.
• The down arrow makes the image smaller.
• The up arrow makes the image larger.
• **AZ**- is autozoom. When many images are available, adjust the “Crop-box” to the size of one of the images and click AZ, it will auto zoom in to the correct size.
ScanPro 3000-Magnifier

- **Magnifier** allows you to open a separate magnified window of the image.
- The down arrow gives a list of magnification values you can use in the window.
- When the “window” is open, the “Magnifier Box” will appear in the display area.
- To resize the window, click and drag any corner.
ScanPro 3000- Film Type

- **Film type** allows you to select a positive or negative film type.

- Click it once to invert white text on a black background to black text on a white background as the displayed image.
ScanPro 3000- Film Orientation

- **Film orientation** allows you to rotate the camera 90 degrees.

- It allows you to switch between landscape and portrait settings.
ScanPro 3000- Mirror

- **Mirror** allows you to reflect the image so the text can be read without having to switch the film or fiche out.
Brightness allows users to automatically adjust or manually adjust brightness of images.

- The down arrow manually reduces the brightness
- The up arrow increases the brightness
- AB automatically adjusts the brightness of the displayed image.
- It make take a few seconds for the images to reflect the changes.
**ScanPro 3000- Contrast**

Contrast allows users to manually increase or decrease contrast.

- The down arrow decreases the contrast between W & B
- The up arrow increases contrast between W & B
- It may take a few seconds for the images to reflect the changes.
Manual Straighten allows you to manually straighten the image either to the left or right.

- The negative icon manually adjusts the image to the left.
- The positive icon manually adjusts the image to the right.
- The changes will take a few seconds to be shown on the image.
ScanPro 3000- Auto Adjust

**Auto-Adjust** automatically adjusts image brightness and contrast, and will automatically straighten and crop the image.

- The changes take a few seconds to reflect on the screen.
ScanPro 3000- Saving

• Users will need to have a flashdrive in order to save their images.

• Clicking this icon saves whatever images are within the green “crop box” lines.

• Make sure you have the USB plugged in before you click this icon.
Microform Reader

Step 1: Turn on machine.

Step 2: Pull projection unit forward.
Microform Reader

Step 1: Place microfiche upside down with title bar facing back of machine.
Step 2: Push projection unit back in place.
Step 3: Move projection unit in any direction until microfiche can be seen on screen.
Microform Reader

Step 1: Load microfilm onto left steel reel knob. Film should be hanging down.

Step 2: Pull film across, under glass, and up into the slit on right reel.

Step 3: Manually turn right reel until film is firmly secure.
Microform Reader

Step 6: Push projection unit back in place until image is seen on screen.

Step 7: Press arrows located on the projection unit to advance and rewind the film.

**Please note** that the triple speed button only works when the projection unit is pulled out.
Microform Reader

Step 1: Adjust amount of text seen on screen by turning the blue zoom dial located on top of the lens.

Step 2: Adjust focus of print by turning the gray dial on top of the lens.

Step 3: Adjust skewed images by turning the image rotation knob.
Microform Reader-Printing

Step 1: Insert copy card.

Step 2: Select number of copies.

Step 3: Press green print button.

Step 4: Printed item(s) will come out of printer located to the right of the machine.

If you should run into any difficulty operating the machine, please ask for assistance.
Step 1: Open upper unit by pulling upper unit lock release lever forward.
Step 2: Remove old cartridge from printer.
Step 3: Hold new cartridge with both hands on ends. Shake well right and left by tilting up and down.
Step 4: Remove seal from cartridge by pulling sealing strip steadily straight out.
Step 5: Shake cartridge four or five more times holding with both hands in the middle of cartridge and tilting it up and down. This will evenly distribute toner inside cartridge.
Step 6: Slide extensions on both sides of cartridge in to grooves of printer and gently push cartridges securely in place.
Step 7: Close upper unit.
Microform Reader-Codes (L2)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L2</td>
<td>The projection lamp is burned out.</td>
</tr>
</tbody>
</table>

Solution: Replace the lamp.

**Lamps can be found in the Periodicals Office supply closet**

Step 1: Place power switch in OFF position and slide projection unit out of machine.

Step 2: Remove projection lamp from lamp holder.

Step 3: Remove projection lamp from lamp socket.

Step 4: Insert a new projection lamp so the mark on base is facing upwards. Make sure that new projection lamp is inserted securely and there is no gap between projection lamp and socket.

Please note: Do not touch the reflector mirror surface of projection lamp.

Fingerprints, smudges or debris should be wiped clean with a soft, dry cloth.

Step 5: Insert new projection lamp all the way into lamp holder.

Step 6: Slide projection unit back into the machine.

Please note: If projection unit is not properly installed, power will not be supplied and machine will not operate.

Step 7: Turn power switch **ON**.
## Microform Reader-Codes (E1)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>The power of the printer is off or there is a problem with the connection of the interface cable to the printer.</td>
</tr>
</tbody>
</table>

Solution: Turn on the printer or make sure that the interface cable is securely connected.
Microform Reader-Codes (E2, PE)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E2</td>
<td>The upper cover of the printer is not closed.</td>
</tr>
</tbody>
</table>

Solution: Make sure that it is completely closed.

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PE</td>
<td>The printer is out of paper.</td>
</tr>
</tbody>
</table>

Solution: Load paper into the paper cassette.
Microform Reader-Codes (P0, P1)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0</td>
<td>The wrong size paper has been loaded in the Paper Feeding tray.</td>
</tr>
</tbody>
</table>

Solution: Load 8 ½” x 11”. This code also appears when two or more sheets of paper are taken up at the same time.

| P1   | A misfeed near the paper take-up section. |

Solution: Clear the misfeed
Microform Reader-Codes (P2, P3)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2</td>
<td>A misfeed near the imaging cartridge.</td>
</tr>
<tr>
<td>P3</td>
<td>A misfeed near the fusing.</td>
</tr>
</tbody>
</table>

Solution: Clear the misfeed.