DIGITAL SCANNER INSTRUCTIONS

1. Turn on scanner unit. Switch is located on side of unit to the right of the screen.
2. Turn on computer and screen.
3. Log on, using your 9-digit UFV Student or Employee Number and password.
4. Load microform:
5. Microfiche (flat sheets)
6. Pull tray towards you until glass cover opens.
7. Load microfiche face down on glass base with title away from you.
8. Push tray back in until glass cover closes and image is visible on the screen.
9. Adjust image focus by turning the GREY petal-shaped control immediately above the lens, which is above the glass loading tray under the screen unit.
10. Adjust image size by turning the BLUE petal-shaped control immediately above the focus control.
11. Adjust orientation of the microform (i.e. portrait or landscape) using the grey knob on the lower right-hand side of the screen.
12. To scan and save a digitized image to your external drive for later printing, follow PC instructions below.
13. When viewing or scanning is complete, remove microfilm and leave for refiling by Library staff.
14. Microfilm (on reel)
15. Mount reel on left-hand guide post. Ensure that film is loaded in a clockwise position, i.e. that film comes off reel overhand towards the right. NOTE: the reel should fit snugly on the square post. Ensure it is pushed all the way in or the reel will fly off/not spin properly.
16. Pull tray towards you until glass cover opens.
17. Feed film under left-hand white guide post, under open glass tray, under right-hand white guide post and OVER take-up reel on right, sliding the very end of the film into the slot on the take-up reel. It will fit in snugly.
18. Turn take-up reel CLOCKWISE (to the right) a few times to help secure the film.
19. Push tray back in until glass cover closes and image is visible on the screen.
20. Pull glass tray in/out, right/left to achieve desired image position on the screen. NOTE: there are black orientation boxes on the screen for portrait or landscape views, to help with positioning your image.
21. Advance the film by turning the grey REV-FWD knob on right front of glass tray to the RIGHT. NOTE: Film advances very quickly if knob is held and stops immediately when you let go. Use tiny movements to advance film more slowly.
22. Adjust image focus by turning the GREY petal-shaped control immediately above the lens, which is above the glass loading tray under the screen.
23. Adjust image size by turning the BLUE petal-shaped control immediately above the focus control.
24. Adjust orientation of the microform (i.e. portrait or landscape) using the grey knob on the lower right-hand side of the screen.
25. To scan and save a digitized image to your external drive for later printing, follow PC instructions below.
26. When viewing or scanning is complete, REWIND reel by turning REV-FWD grey knob located on right front of glass tray to the LEFT. Replace reel in its case and leave for refiling by Library staff.

\*\*To SAVE or PRINT after scanning an image in, you must load a USB/memory stick in the front of the CPU.

1. Click on the IRFANVIEW icon on the computer desktop.
2. Click on FILE.
3. Click on “Acquire Batch Scanning”.
4. When the “Acquire Batch Scanning – Setup” screen appears:
5. Select Single Image and click OK, or
6. Select Multiple Images (which will go directly to save with no screen preview).
7. Enter Output Filename.
8. Select Destination Directory (your removable USB).
9. Select Format (usually PDF) and click OK.
10. When the “KONICA MINOLTA Microfilm Scanner Ver.3.16” screen appears:
11. Select STUDENT or STAFF from the dropdown menu under “Scan Setting”.
12. Select “8.5 x 11(P)” for Portrait or “8.5 x 11(L)” for Landscape under “Scan Area”.
13. Select 600 dpi “Resolution” under “Scan Area”.
14. Select “Automatic” under “Film Type”.
15. Ensure “Contrast” defaults to 8 under “Brightness and Contrast Exposure Mode”.
16. Click on “Scan”.
17. The scanned image should appear on the screen.
18. To zoom the image on the computer screen,
	1. Place the cursor at desired spot point.
	2. Click and hold the left mouse button and drag the cursor to desired end point.
	3. Zoom magnifier appears. Click on it and image zooms larger.
19. To block out a selected area, click and drag the cursor and then click on the scissors icon in the IrfanView menu.

To SAVE to an external USB for later printing:

* 1. From the “ScanImage001 – IrfanView” menu, select FILE, SAVE AS.
	2. Accept the default “File name:” or enter desired name.
	3. Select “PDF” from “Save as type” dropdown list.
	4. From “Recent folders:” dropdown list:
1. Select “D:\” for USB/memory stick OR
2. “Desktop” (you will not be able to print the image).
	1. Click SAVE.
	2. Click SAVE again on the “Save PDF” menu.
	3. Enter Password twice on the “Password to Create and Modify the PDF” and Click OK.
	4. At this point:
		1. Continue scanning and saving images OR
		2. Close the KONICA MINOLTA menu.
		3. You can choose to verify the images have saved to your USB/memory stick by selecting FILE, OPEN on the IrfanView menu and selecting “D:\” from the dropdown menu under “Recent folders”.

PLEASE REMEMBER TO SHUT OFF THE SCANNER AND SHUT DOWN THE PC completely when you are finished.

DON’T FORGET TO TAKE your USB/memory stick with you.

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