

Using the ScanPro 2000 Microform Scanner at NYU Law Library

- 1) Power on the computer (power button in top left corner of tower).
- 2) Power on the ScanPro scanner (power button is a rocker switch in the back right-hand corner of the machine, facing the wall).
- 3) Wait for computer to boot up to the desktop (password kept by the scanner).
- 4) Double-click the red ScanPro 2000 icon on the desktop.
- 5) Load either microfilm or microfiche.
- 6) Manipulate the image.
- 7) Print or save the scanned image.
- 8) Power off the ScanPro scanner.
- 9) Power off the computer.

Microfilm (reel)

- On the screen, click the **35mm Roll Film English** icon.
- Use the black bar at the front of ScanPro to **slide the glass left or right**, in order to center it under the gray hood.
- **GENTLY pull** the black bar on ScanPro forward towards you. Keep pulling gently until the glass flips upward. **The glass will only open if it is positioned in the center; it may crack if not positioned properly!**
- A window appears in the bottom right corner, guiding you to load the reel. Follow the arrows to feed the film between the glass. It does not matter if the film is backwards; the software allows you to flip the image.
- Push the black bar backwards gently, to close the glass.
- Use the **Fast Fwrd** and **Fast Rev** buttons to advance or rewind the film. Eventually you will see a scanned image on the screen, though you may need to position the black bar again.

Microfiche (single sheet):

- On the screen, click the **Negative Fiche English** icon or **Positive Fiche English** icon, according to your film type.
- Use the black bar at the front of ScanPro to **slide the glass left or right**, in order to center it under the gray hood.
- **GENTLY pull** the black bar on ScanPro forward towards you. Keep pulling gently until the glass flips upward. **The glass will only open if it is positioned in the center; it may crack if not positioned properly!**
- Insert the fiche between the glass. It does not matter if the film is backwards; the software allows you to flip the image.
- Push the black bar backwards gently, to close the glass.
- Eventually you will see a scanned image on the screen, though you may need to position the black bar again.

Manipulate Image:

- Use the large buttons at the bottom or left side of the screen to manipulate the scanned image. Mouse over a button to read a description of the function
 - Note: Not all functions on the Graphic Button Overview sheet are available on our machine!
- **Position the green box** around the article you wish to manipulate. Click and drag the green corners to resize the box.
- **Hint: Auto-Adjust:** To use this feature that automatically straightens and focuses the image, you must have a black border around the entire white page (even if you wish to scan a small portion).
 - Position the green box around the entire white page and include a black border all around.
 - Click the **Auto-Adjust** button.
 - If you wish to scan only a portion of the page, reposition the green box around that portion.

Scanning A Document to a Flash Drive

- Insert your flash drive.
- Click the **Scan to Drive #2** button.
- From the dropdown menu at the top of the window, find and select your flash drive.
 - **Name** your file
 - Choose **PDF (multi-page)** as your file type
 - Save
- For each page you want to scan, continue clicking the **Scan to Drive #2** button
 - A small window appears to keep count of your pages, as you continue to scan and click Scan to Drive #2 after each image. When you are finished, click **Finish** button and the file is created.

Scanning A Document to the Hard Drive

- Click the **Scan to Drive #1** button.
- My Scans is the default folder
 - **Name** your file
 - Choose **PDF (multi-page)** as your file type
 - Save
- For each page you want to scan, continue clicking the **Scan to Drive #1** button
 - A small window appears to keep count of your pages, as you continue to scan and click Scan to Drive #2 after each image. When you are finished, click **Finish** button and the file is created.

Printing a Scanned (Saved) PDF – Open your saved pdf and use the print command in Adobe Acrobat, using Law Print Queue as your printer.

- Enter your **netid** for the Pharos print system. (Guests: please use the number from your Photocopy/Print card.)
- Click **Print**.
- Release your job at a print station.

Printing a Single Image

- Click the **Printer #1** button and use Law Print Queue as your printer.
- Enter your **netid** for the Pharos print system. (Guests: please use the number from your Photocopy/Print card.)
- Click **Print**.
- Release your job at a print station.

Power Down:

- Rewind the microfilm reel completely, before removing it.
- Carefully position the black bar under the hood, before pulling it forward to lift the glass.
- Exit out of the ScanPro software window.
- Power off the ScanPro scanner.
- Power off the computer.

Troubleshooting:

- If you get an error such as “ScanPro 2000 error code fffe; No scanners found...”, turn the ScanPro scanner off and on again. Then exit out of the ScanPro 2000 software and then open it again.

Your ScanPro 2000 uses graphic buttons with customizable text and tool tips to provide a tool bar with controls that make working with microfilm easy, efficient and fun. These button controls are arranged under tabs to keep the number of buttons to an absolute minimum while still providing access to all of the powerful features available on your ScanPro 2000. The tool bar is customizable by the administrator, so the buttons and their order may be different than what is shown on this Quick Start guide. This guide is meant to get you started, for more information, "mouse over" a button or CLICK the Help button plus any button on the tool bar.

Home **Adjust** **File** **Setup**

CLICK a TAB to see the button controls that are available.



Film Wizard CLICK to return to the start screen that shows graphic icons of different film types. CLICK on the icon that matches your film type to set up the scanner for that film.



Previous Next Automatically moves the roll film one image for each CLICK of the Arrow button. CLICK the Stop button to cancel film movement.



Magnifier CLICK the magnifier button to open the magnifier window. CLICK and drag the blue magnifier "box" to view enlarged text and images.



Brightness CLICK the AB button to automatically adjust image brightness and contrast or CLICK the down and up buttons to manually change image brightness.



Contrast CLICK the down and up buttons to manually change image contrast.



Manual Straighten CLICK "-" or "+" to jog the image to a straight position.



Line Straighten CLICK the button and then CLICK two points on any straight line on the image. CLICK Stop to abort.



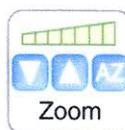
Auto Straighten CLICK to automatically straighten an image (image must have borders).



Auto Crop CLICK to automatically crop the film image (image must have borders).



Auto Adjust Click to automatically adjust brightness, contrast, straighten and crop the image (Image must have borders).



Zoom CLICK the down or up arrows to change the optical magnification (size of the viewed image).



Focus CLICK the "-" and "+" buttons to change focus or CLICK AF to automatically focus. The normal scanner mode is auto focus, AF.



Film Type CLICK to select Negative or Positive film image (also selects Micro opaque if that option is present).



Film Orientation CLICK to rotate the camera 90° to match the orientation of the image on the film (insures maximum resolution).



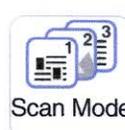
Rotate 90° CLICK to rotate the image on the screen (each click rotates the image on the view screen 90°).



Mirror CLICK to mirror the image on the view screen.



Scan Size CLICK the down and up arrows to change the image size (the dimensions are shown on the Crop Box). CLICK AS to auto size to the paper size (normal mode).



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



Scan Resolution CLICK the down arrow to select resolution. 300DPI is recommended.



Print CLICK to send the image within the green crop box to the Printer (local or network printer). You can also print to a paper size drawer on a printer.



Print CLICK to send the image within the green crop box to the Printer (local or network printer). You can also print to a paper size drawer on a printer.



Scan to Drive 1 CLICK to save the image within the green crop box to the Hard Drive.



Scan to Drive 2 CLICK to save the image within the green crop box to the USB Drive.



Restore Settings CLICK to restore a previously saved setting.



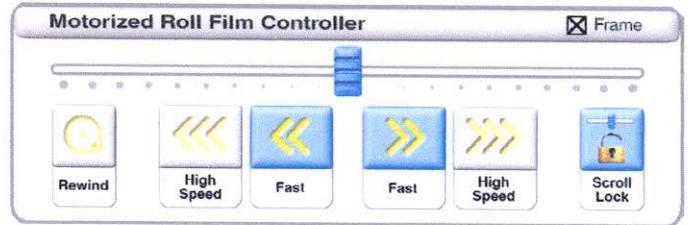
Save Settings CLICK to name and save the current settings for future use.



Help CLICK to enable the Help cursor, then CLICK the control button in question for more information.



Setup CLICK to access the Setup preferences window.



Auto Frame When checked, Fast Forward and Fast Reverse will automatically stop on an image.

Rewind Pull carrier forward to open the glass. Then, DOUBLE CLICK to rewind your film.

High Speed Pull carrier forward to open the glass. Then, CLICK and hold for High Speed Reverse or High Speed Forward.

Fast CLICK and hold to Fast Reverse or Fast Forward the film (carrier must be closed).

Scroll CLICK, hold, and drag Scroll button for Slow speed control, Reverse or Forward (carrier must be closed).

Scroll Lock CLICK the Scroll Lock button, then CLICK and drag the scroll button for the desired speed. The scroll button will remain at that position. CLICK Stop to release the Scroll button (or CLICK anywhere outside of the Motorized Roll Film Controller graphic).

Crop



Custom Crop



Crop The Crop Box (dotted green box) always appears on the view screen. CLICK inside the Crop Box and drag it to a new location. CLICK and drag on any handle to resize the rectangular shape.

Custom Crop CLICK inside the Crop Box and drag it to a new location. CLICK and drag on any handle to resize the rectangular shape. RIGHT CLICK on a corner handle and drag to create an irregular custom shape.