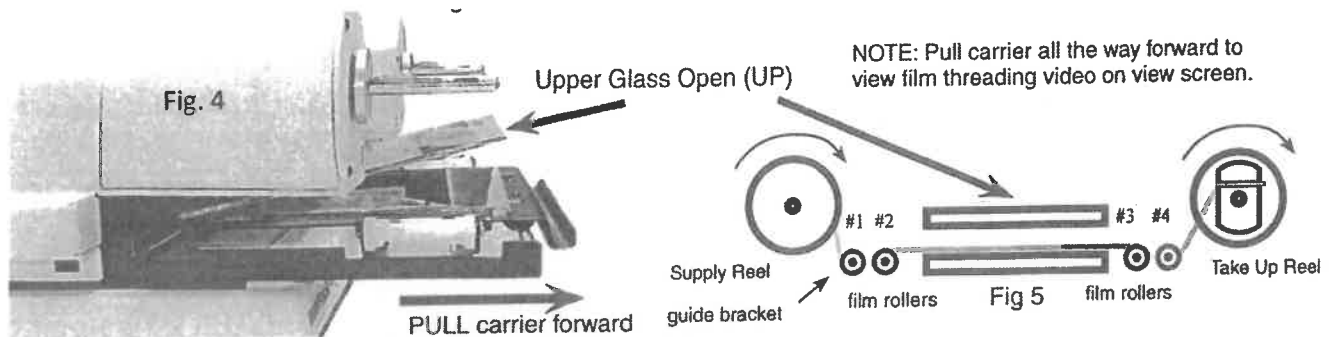


# THREADING THE MICROFILM READER

## Threading Film

1. Install the Take-up Reel on the right side spindle Fig 5.
2. Pull the CARRIER HANDLE forward so that the UPPER GLASS is in the OPEN (UP) position, Fig 4.
3. Thread the FILM as shown in Fig 5.
  - a. Place the Film Supply Reel onto the spindle.
  - b. Place the edge of the film under roller #1.
  - c. Push the film forward so that it slides over roller #2 and onto the LOWER GLASS.
  - d. Reverse the procedure on rollers #3 & #4.
  - e. Insert the edge of the film into the slot on the Take-up Reel.



Your ScanPro 1100 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 1100. The tool bar is customizable by the administrator. 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.



The currently active TAB is dark gray. CLICK any light gray TAB to make it active and see the button controls that are available for that TAB.



**Film Wizard™-Start Screen** (using the Film Wizard is optional and is determined by the administrator) CLICK the picture that matches the film that you will be using. This will automatically setup the toolbar and all settings for your scanner using a prestored template.



**Film Wizard-Return to Start Screen** CLICK the button to return to the start screen. This allows you to select another picture to a automatically setup the toolbar and all settings using the matching prestored template.



**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 to work correctly).



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



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



**Zoom** CLICK the down or up arrows to change the optical zoom 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).



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



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



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



**MergeClips™** CLICK to save the image within the Crop Box to the "Clips Bin". When you have all the image "clips" you want, "CLICK" the "Merge/Annotate" button to open the merge work space, click and drag clips & and annotate.



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



**Word Searchable PDF single page** CLICK to convert any microfilm image to a word searchable PDF single page.



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



**Export** CLICK to open the "save as menu" which will allow you to name your scan, select the desired file format and select the "send to" location.



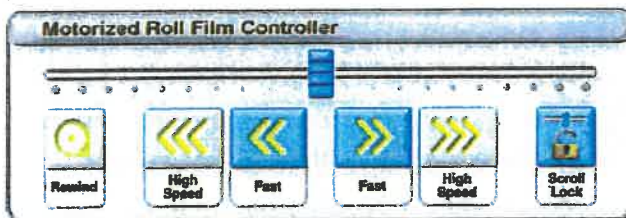
**Scan E-Mail** CLICK to save the image within the green crop box. Your e-mail app will be opened with scan attached. Complete the e-mail fields and CLICK send.



**Login/Logout Cloud** CLICK to see and select available accounts. Enter your account information and CLICK connect. Use the "Scan to Cloud" button to upload scans.

## MOTORIZED ROLL FILM KEYBOARD CONTROL

Provides precision control and position of the microfilm with easy to use on screen controls.



**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).

**Fast** CLICK and hold to Fast Reverse or Fast Forward the film (carrier must be closed). **High Speed Rewind** Pull carrier forward to open the glass. Then, DOUBLE CLICK the Rewind button to rewind your film. **High Speed** Pull carrier forward to open the glass. Then, CLICK and hold for High



**Scan to Cloud** CLICK to upload the image within the green crop box to your selected account. This button will be inactive (grayed out) until you have logged into a cloud account.



**Automatic-Scanning** CLICK to automatically scan and save roll film images automatically. Select the number of scans or scan the entire roll.



**Language** CLICK to open the language pull down menu and select the language to be used for buttons, menus and instructions and the language to be used for OCR.



**Restore Settings** CLICK to restore a previously saved setting.



**Save Settings** (located on the "setup menu") CLICK to save changes that you have made to the current template.



**Setup** CLICK to access the Setup preferences window. The setup button is always on the last TAB.



**Help** CLICK to enable the Help cursor, then CLICK any button for more information. NOTE: The Help button appears on every TAB.



**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.