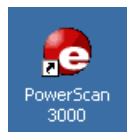


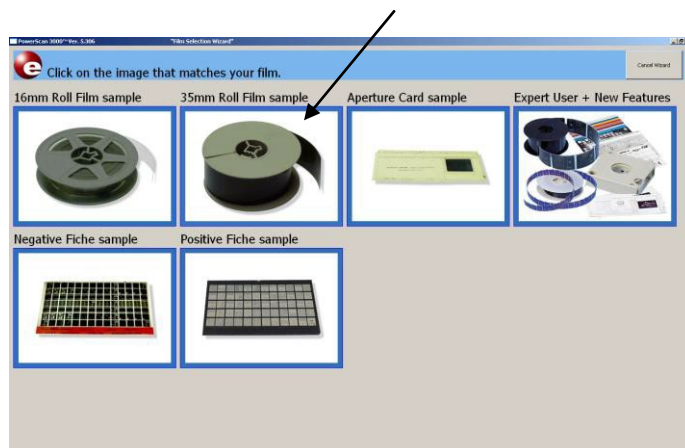
This manual is modified from [University of Memphis Libraries' Scan Pro 3000 High Definition Microfilm Scanner Help Guide](#).

## Getting Started



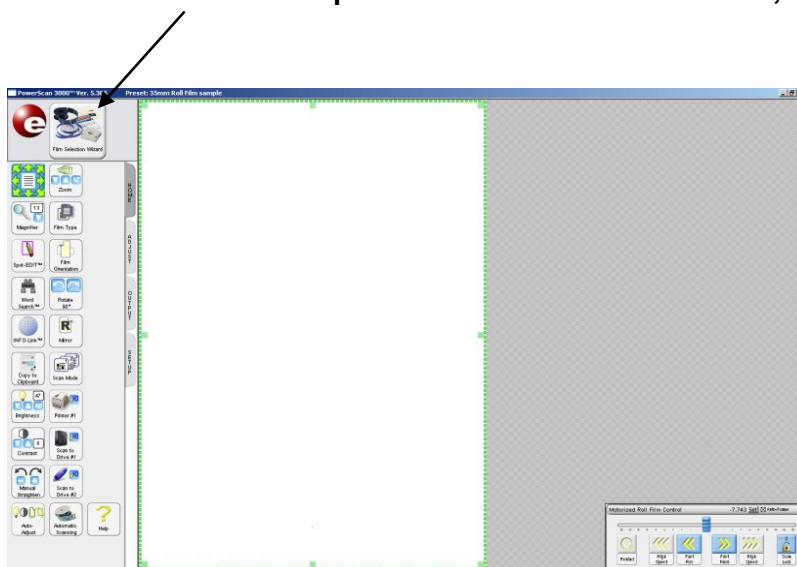
To begin, double click the ScanPro 3000 icon that you see on the desktop of the computer. This will automatically cause the machine to power up. When the program opens on your computer, you will see the “Film Wizard Window” (below), where you are asked to click on the picture that matches the film that you have loaded.

**Note:** Most of microfilms we have is in the 35mm Roll Film format.



When you have selected the appropriate format, the following screen will appear:

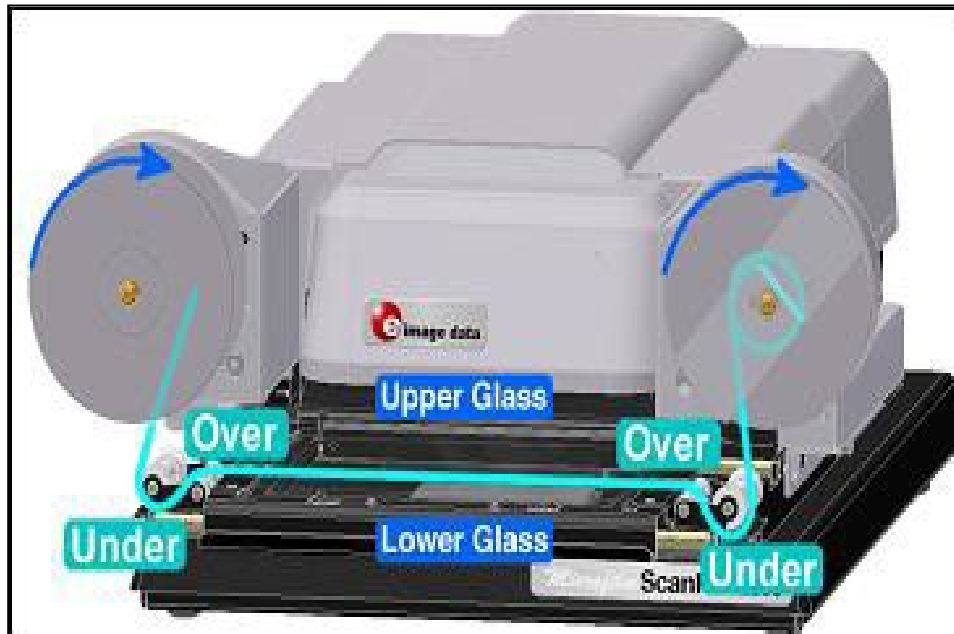
**Note:** If you think you have made a mistake in the format you have selected, you can select “Film Selection Wizard” in the top left-hand corner of the screen, to go back.



## Loading the Film

Now you are ready to load your film. If you look down at the bottom right-hand corner the scanning program, you should see a diagram (like the one below) that shows you how to load the film onto the machine. Follow the instructions in the picture.

**Note:** Don't manually pull or push the plate. After choosing type of film, the scanner will automatically move the plate forward and open the glass.



Press "Load" after correctly putting film into the scanner.

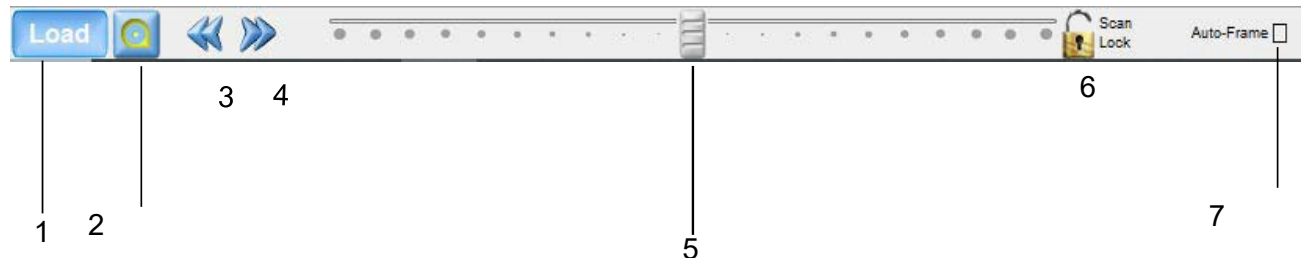


## Viewing Your Film

What you should now see in the middle of your computer screen is a projection of the film you have loaded. Don't worry that you don't see any content yet, you will need to move your film forward to get to the first of the images you want to view. To do this you will need to use the Motorized Roll Film Control.

## Motorized Roll Film Control

The film controls can be found in the bottom right-hand corner. These are the controls that allow you to rewind and fast-forward the film along at varying speeds.



The Motorized Roll Film Control

1. **Load** – Click to load the film. The glass closes and the plate moves back.
2. **Rewind** - Double click to rewind film
3. **Fast Reverse** – Click and hold to move film backward
4. **Fast Forward** – Click and hold to move film forward
5. **Slider** –hold, and drag the slider to the left or right of center to move the film slowly (the further the slider is dragged from center the faster the film moves)
6. **Scan Lock** – Used with Slider (*when glass is closed*)
  - OFF: When the mouse button is released the slider returns to the center and film movement stops (**Note: OFF is the recommended setting**)
  - ON: When the mouse button is released the slider will not return to the center and film movement will not stop
7. **Auto-Frame™ Checkbox** – When checked, it causes the film to stop when a complete image is positioned within the display, when “Fast Reverse” or “Fast Forward” are used

## Adjustment

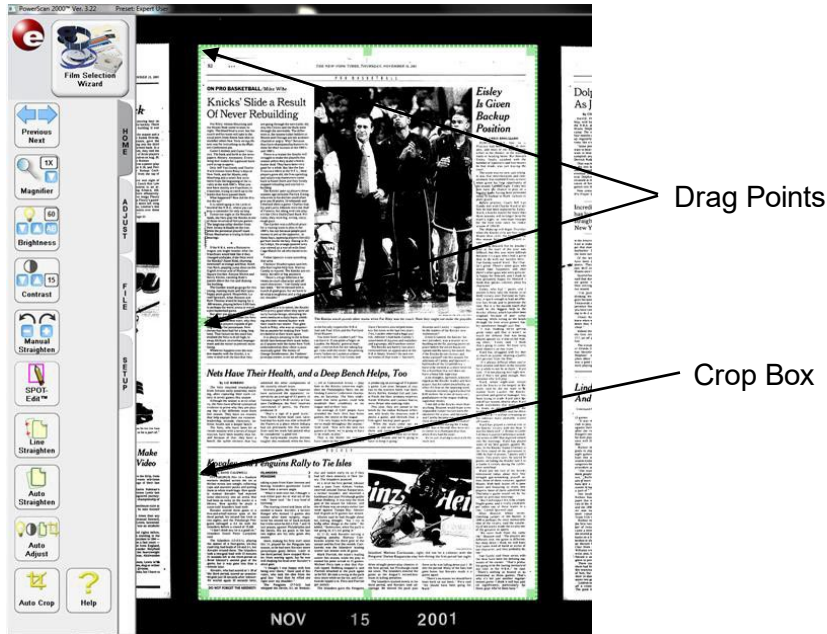
If the images might not look clear or sharp enough for you to identify the text, you will need to adjust settings. Go to the **Adjust** tab on the side panel. You may manually tweak Brightness, Zoom, Contrast, Focus, and Manual Straighten. Or you may start with Auto-Adjust and do more manual adjustments as needed.

# Scanning

**Note:** For the sake of consistency, scan microfilms in one go, or leave it with the program running while someone else can look after it. This ensures continuity between scans, and fewer issues down the line.

## Crop Box

Once you have an image centered, you will see a green dashed line bordering the outsides of the display. This is the “Crop Box”, which defines the area to be scanned or printed.



## Manual scan (1 page at a time)



### Scan to Drive #1

*Click to save a standard resolution image of the area within the green crop box to the hard drive of the computer in front of you.*

This button saves the area defined by the “Crop Box” to the desktop of the computer that you are viewing the image on. When clicked, a dialog box will open, asking you to select a place on the computer to save your file.

**Note:** Primarily, you will want to scan and save as Tiff LZWs onto the PC’s local drive, and transfer images to the T:/ drive when you are finished scanning. This prevents latency from causing an issue with scanning.

## File location and other setup

Navigate to the **Setup** Tab, and to the **Setup Menu** button. After entering the super-secret password (1234), a Dialog Box should appear. This is where you can change the software, how images are being scanned, where images are being saved, et cetera. Your supervisor will be able to walk you through exactly how to change save locations and get settings you need available to you.

The screenshot shows a 'Setup' dialog box with a close button (X) in the top right corner. The dialog has a menu bar with 'Toolbar', 'Scan', 'Printers', 'Advanced AS', 'Options', and 'About'. The main area is divided into several sections for configuring different drives and other settings.

**Drive #1:** Path: T:\#ScanPro3000\ (Browse...), File Prefix: ScanPro, Files Suffix: 0002, File Format: Tiff LZW,  Save As.

**Drive #2:** Path: %systemdrive%\Users\Public\Desktop\My Scans\ (Browse...), File Prefix: ScanPro, Files Suffix: 0000, File Format: PDF,  Save As.

**Drive #3:** Path: %SystemDrive%\Users\Public\Desktop\My Scans\M (Browse...), File Prefix: Mitteilungen1913p, Files Suffix: 0079, File Format: Tiff LZW,  Save As,  CD mode.

**Email:**  Built-In Mailer (Account...).

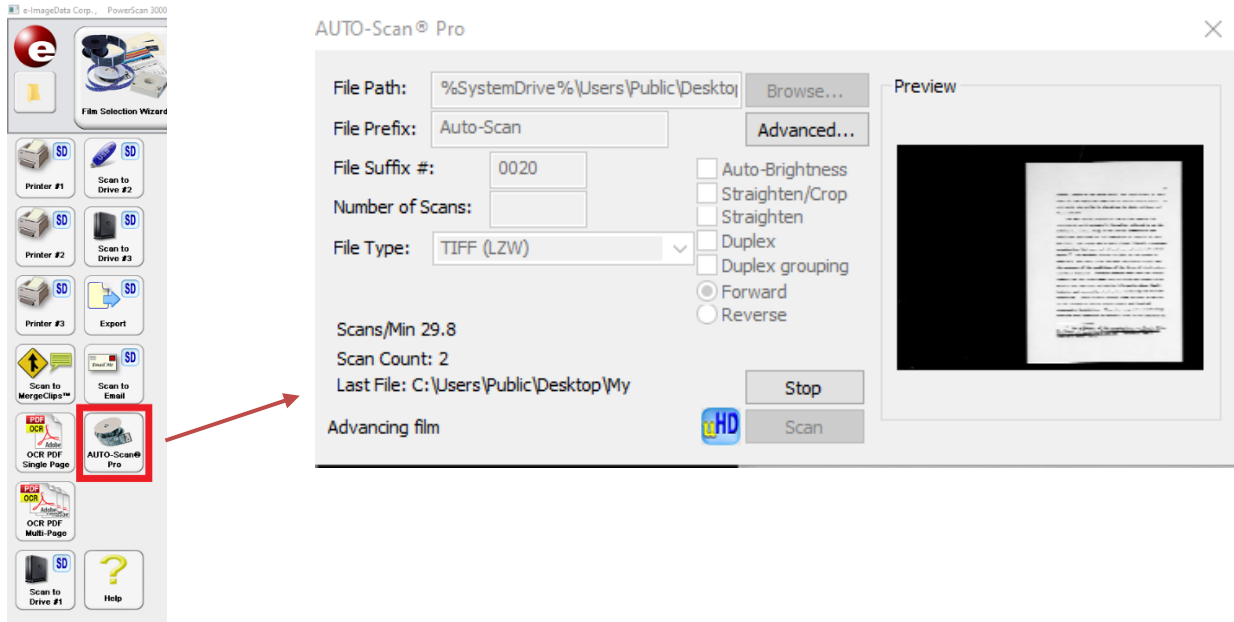
**File Path:** %TEMP% (Browse...), File Prefix: ScanPro, Files Suffix: 0000, File Format: PDF,  Save As.

**Cloud:** %TEMP% (Browse...), File Prefix: ScanPro, Files Suffix: 0000, File Format: PDF,  Save As.

Buttons at the bottom: Save Settings, OK.

## Auto scanning

Navigate to Output tab and select Auto-scan, you will see a window pop-up. Choose file path and fill file prefix. If you know how many pages you will need to scan, you may enter the number of scans. But it's okay to leave the number of scans field empty and just click stop whenever you finish scanning all pages you need. Choose TIFF (LZW) for file type.



**Note:** Auto-scan works well on some films but not all. If you have trouble capturing good images with Auto-scan, it might be more efficient to just scan each page manually.

## Rescan

Check all the images you saved and make sure they all legible and no text missing. Rewind and rescan if needed.

## Finishing up

**Rewind:** double click rewind button. If you don't do this step before closing the software, you will get a reminder asking you to rewind.



**Take microfilm off:** gently take the film off and put it back to the container/box it was stored originally.

**Close the scanning software:** After the software is closed, the scanning plate should move backward automatically.