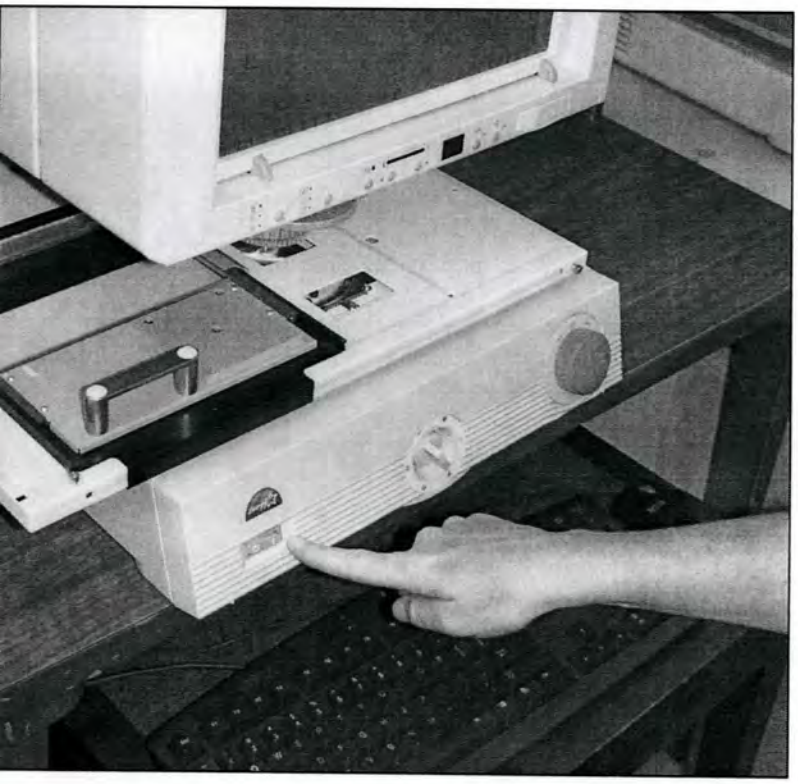
CANON 300 MICROFILM SCANNER/DIGITIZER

How to load and view microfilm and microfiche.

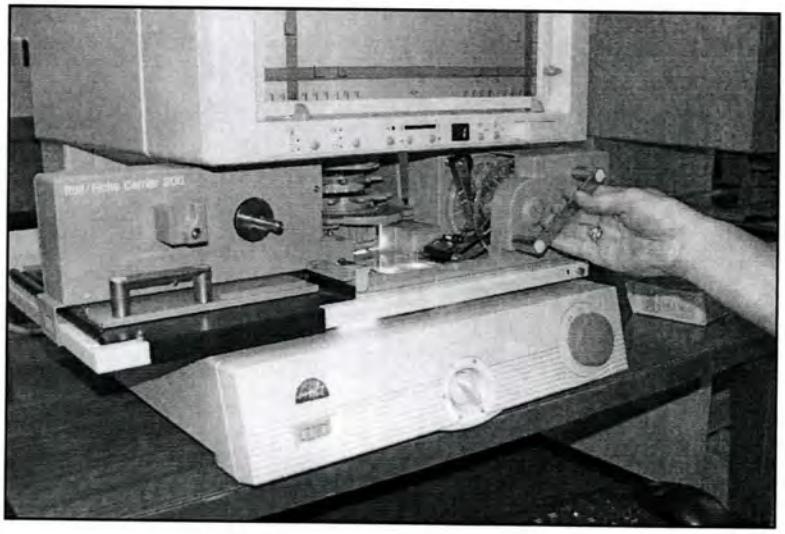


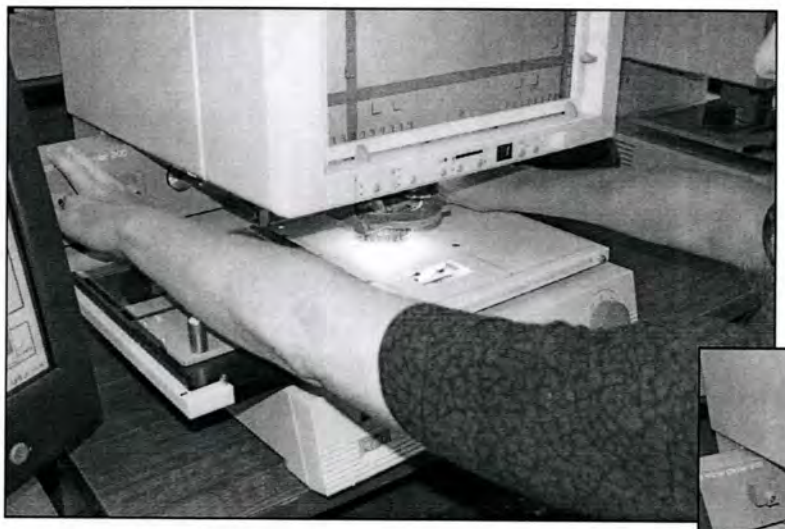
TURN THE MICROFORM SCANNER/DIGITIZER ON. THE BUTTON IS ON THE FRONT OF THE MACHINE. THE CANON DIGITZER MUST BE TURNED ON BEFORE THE COMPUTER.

THIS SCANNER CAN ACCEPT EITHER MICROFICHE SHEETS OR MICROFILM ROLLS. INSTRUCTIONS FOR LOADING FICHE ARE BELOW. FOR INSTRUCTIONS ON HOW TO LOAD ROLLS OF FILM, SKIP TO PAGE 4.

LOADING FICHE

YOU MAY HAVE TO PUSH THE MICROFILM ROLL HOLDER BACK, AND SLIDE THE FICHE HOLDER INTO A CENTRAL POSITION. IN THE IMAGE AT RIGHT, THE PERSON IS HOLDING THE MICROFILM ROLL HOLDER APPARATUS' HANDLE. →

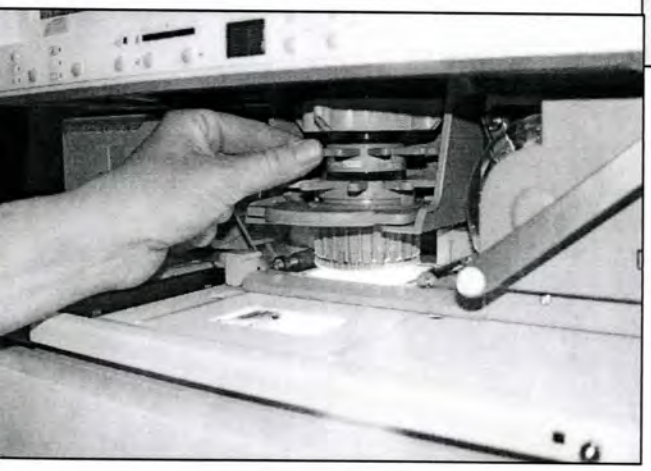




← PUSH THE FILM HOLDER ALL THE WAY BACK, AWAY FROM YOU.

GRASP THE HANDLE ON THE FICHE HOLDER AND SLIDE IT TO THE RIGHT UNTIL IT IS POSITIONED UNDER THE LENS →

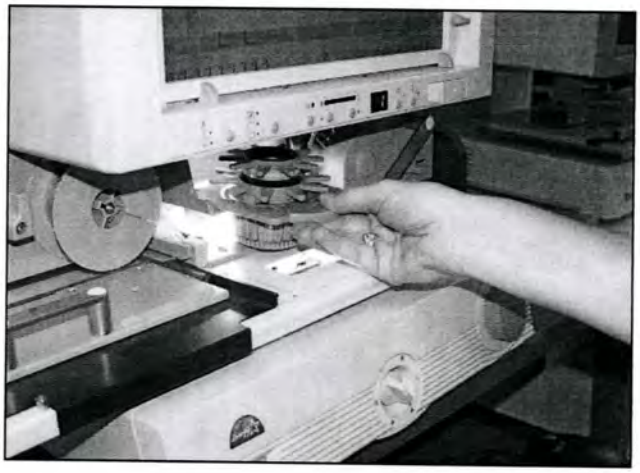
PULL THE FICHE HOLDER TOWARDS YOURSELF TO CAUSE THE TWO PIECES OF GLASS TO OPEN UP. PLACE FICHE BETWEEN GLASS PLATES. PUSH THE FICHE HOLDER BACK SO IT IS POSITIONED UNDERNEATH THE LENS AND LIGHT SHINES THROUGH THE FICHE. →

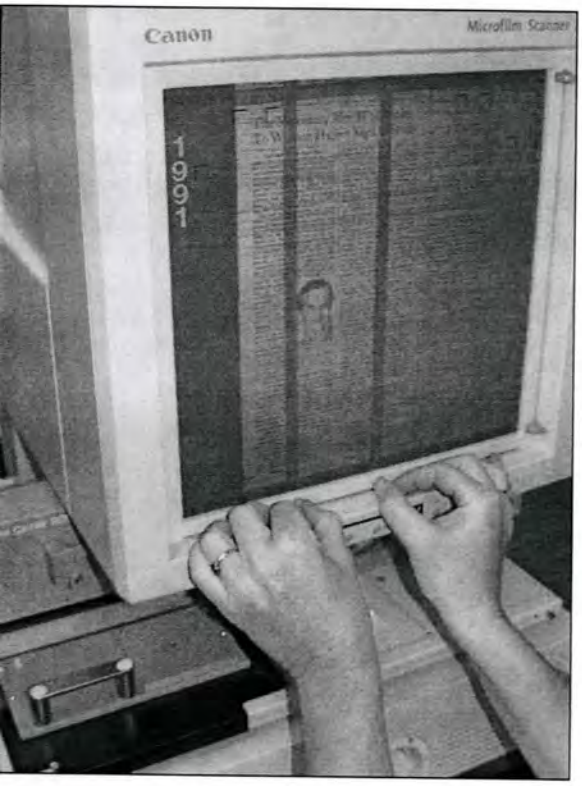


← ROTATE ZOOM, FOCUS AND IMAGE ORIENTATION RINGS TO SET THE IMAGE ON THE SCREEN THE WAY YOU WANT IT TO APPEAR. THESE THREE RINGS ARE ALL PART OF THE LENS UNIT.

IF YOU NEED EITHER *MORE* ZOOM OR *LESS* ZOOM (I. E., A WIDE-ANGLE VIEW), YOU MAY TRY DIFFERENT ZOOM/FOCUS LENS UNITS. EXTRA LENSES ARE AVAILABLE IN ROOM 408. INQUIRE IN ROOM 401 IF YOU NEEED ASSISTANCE.

TO REMOVE A LENS UNIT, SIMPLY GRASP ITS HANDLE AND PULL IT OUT. →



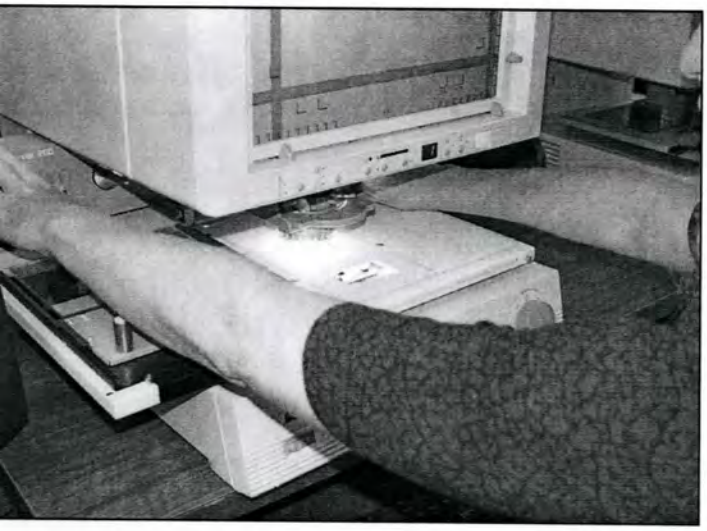


← ADJUST ORANGE GUIDES TO FRAME THE SPACE YOU WANT TO SCAN. SLIDE THEM BACK AND FORTH MANUALLY.

IN THE PHOTO AT RIGHT, THE USER IS MAKING A SELECTION FOR FILM TYPE – POSITIVE OR NEGATIVE. THE BUTTON IS JUST UNDER THE VIEW SCREEN, ON THE LOWER LEFT. MOST FICHE IS *NEGATIVE* (WHITE WORDS ON BLACK BACKGROUND.) HAVING THE CORRECT SELECTION WILL ENSURE THAT YOUR PRINTOUTS WILL HAVE BLACK WORDS/IMAGES ON WHITE BACKGROUND REGARDLESS OF WHETHER YOU ARE USING POSITIVE OR NEGATIVE FICHE.

LOADING MICROFILM

YOU MIGHT HAVE TO PUSH THE FICHE HOLDER ASIDE AND PULL THE FILM HOLDER UP INTO POSITION. MANUALLY PUSH THE FICHE HOLDER BACK (AWAY FROM YOU) AS FAR AS IT WILL GO, THEN PUSH IT TO THE LEFT SIDE AS FAR AS IT WILL GO. →

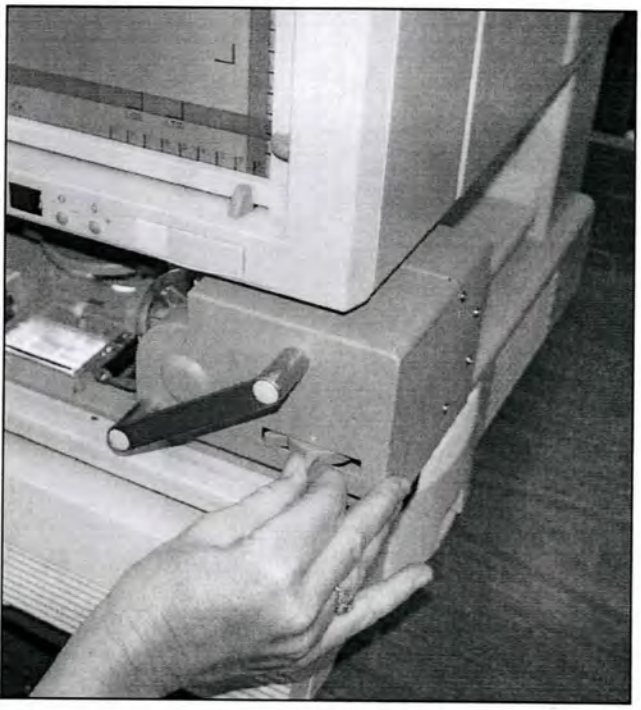


← NOW REACH BACK AND SLIDE THE MICROFILM UNIT TOWARD YOU. THERE IS A HANDLE ON THE RIGHT SIDE OF IT (SEE HANDLE IN PHOTO BELOW.) IF THE UNIT DOES NOT SLIDE FORWARD VERY EASILY, IT IS BECAUSE YOU HAVE NOT YET GOTTEN THE FICHE HOLDER COMPLETELY OUT OF THE WAY.

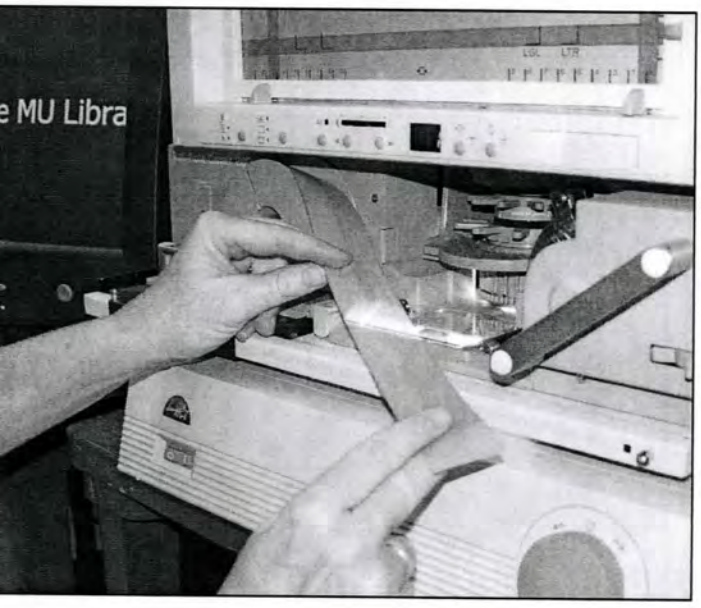
DO NOT FORCE!

THESE PIECES SHOULD SLIDE EFFORTLESSLY.

← KEEP PULLING UNTIL THE UNIT PASSES UNDER THE LENS AND COMES EVEN FURTHER TOWARD YOU. PULL UNTIL IT CANNOT COME FORWARD ANY FURTHER.

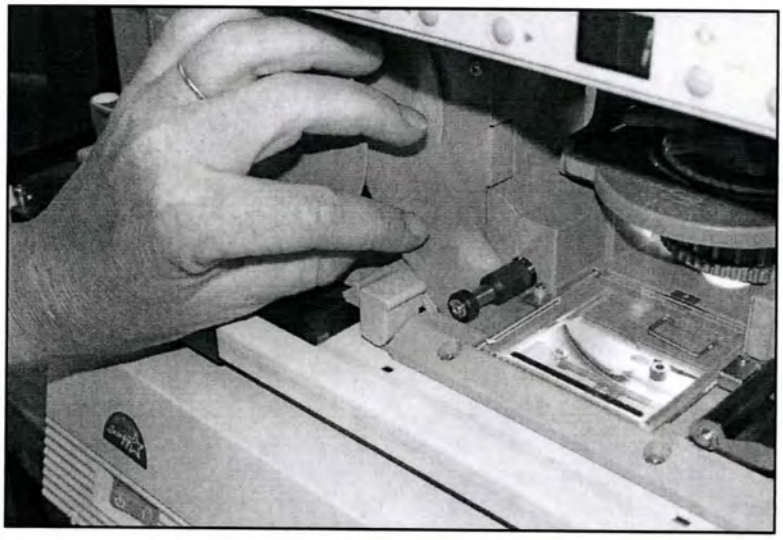


← ADJUST THE SETTING FOR FILM WIDTH. YOU CAN SET THE WIDTH FOR 35MM OR 16MM. THE ADJUSTMENT KBOB IS ON THE FRONT RIGHT SIDE OF THE MACHINE. MOST OF SPECIAL COLLECTIONS FILM IS 35MM.

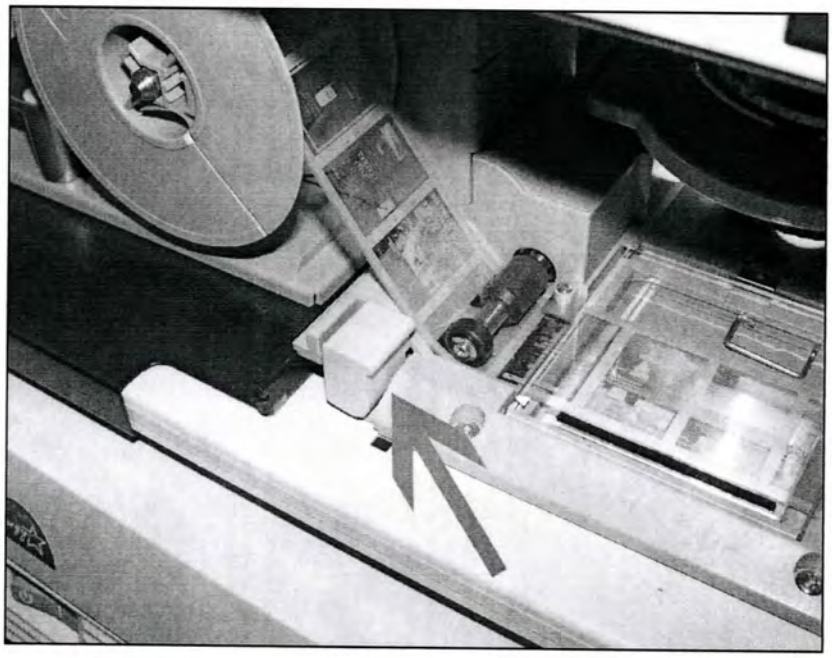


PRESS YOUR ROLL OF FILM ONTO THE LEFT SPINDLE. MAKE SURE THE FILM COMES *DOWN* FROM THE TOP OF THE ROLL RATHER THAN UP FROM THE BOTTOM.

GUIDE THE FILM UNDERNEATH THE BLACK ROLLER (VISIBLE IN THE IMAGE BELOW), SO THAT IT SLIDES BETWEEN THE TWO GLASS PLATES.



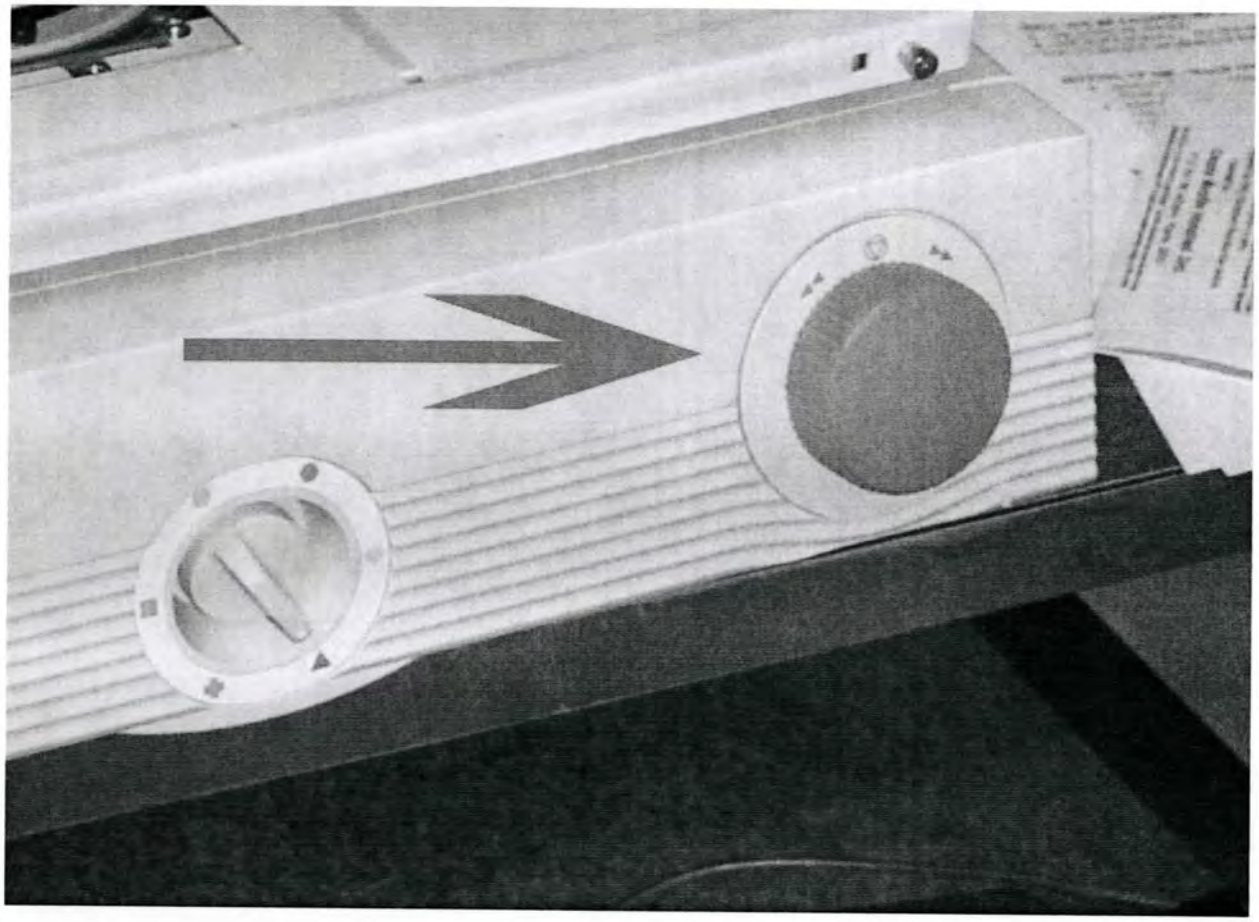
THERE IS A LIGHT BLUE BUTTON NEAR THE LEFT SPINDLE – SEE IT INDICATED BY THE RED ARROW IN THE PHOTO AT RIGHT. →

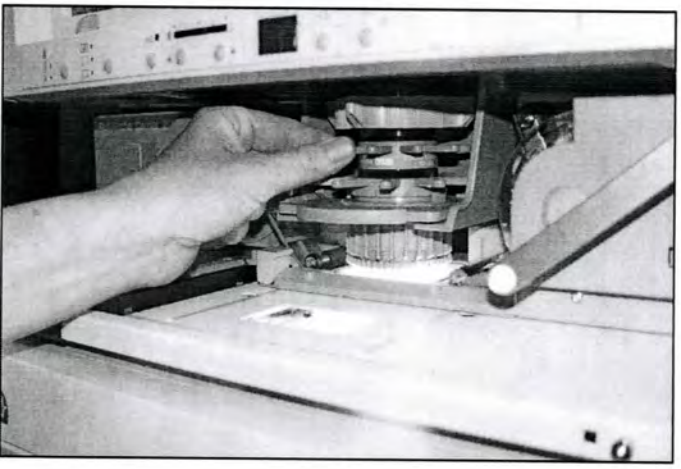


IN ORDER TO GET THE FILM TO "CATCH" ON THE TAKE-UP REEL, TIP THIS BLUE BUTTON TO THE LEFT AND *HOLD IT FIRMLY* UNTIL THE FILM ADVANCES AND WINDS AROUND THE TAKE-UP REEL. LET GO OF THE BUTTON WHEN THE FILM HAS CAUGHT.

NOW PUSH THE ENTIRE MICROFILM APPARATUS BACK UNDERNEATH THE LENS, SO LIGHT IS SHINING THROUGH THE FILM.

USE LARGE CIRCULAR DIAL ON THE LOWER RIGHT OF THE MACHINE TO ADVANCE OR REWIND FILM.





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