

Your ScanPro 2200 uses graphic buttons with customizable text and tool tips to provide a toolbar 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 2200. 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 toolbar.

Home

Adjust

File

Setup

Above, 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.



Fill to Height (or Fill to Width) There are many different monitor sizes so it is not unusual for the film image to not entirely fill the screen. Click this button to enlarge the image to fill the screen. Click again to return to actual size.



Magnifier CLICK the magnifier button to open the magnifier window. CLICK and drag the blue magnifier "box" to view target areas.



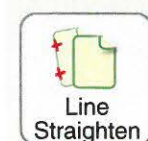
Brightness CLICK the AB button to automatically adjust image brightness and contrast or CLICK the down and up buttons to manually change image brightness only



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



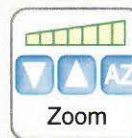
Manual Straighten CLICK "-" or "+" to jog the image to a straight position.



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



Auto Crop CLICK to automatically crop the film 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.



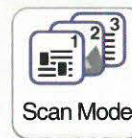
Film Type CLICK to select Negative or Positive film image (also selects Micro opaque if that option is present).



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 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) 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.



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 and toolbar template. This is an alternative to using the Film Wizard.

Save Settings

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



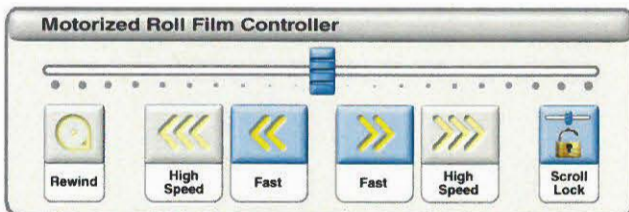
Help CLICK to enable the Help cursor, then CLICK any button for more information. NOTE: The Help button appears on every TAB.



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

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

KEYBOARD SHORTCUTS:

Press **Alt** + **S** keys to Scan to the Hard Drive.

Press **Alt** + **P** keys to Scan to the Printer.

MOTORIZED ROLL FILM KEYBOARD SHORTCUTS

Press and hold the **←** or **→** key for slow film movement, tap the **↑** or **↓** key to increase/decrease film speed. Press and hold the **Ctrl** + **←** keys or **Ctrl** + **→** keys for fast film movement (speed doubles when the film carrier is pulled all the way forward). Press **Ctrl** + **Home** keys to rewind film (film carrier must be pulled all the way forward).

Standard 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.