



#### **EQUIPMENT FEATURES:**

##### **Optical Zoom Range**

- 5x to 105x optical zoom range.

##### **Camera resolution**

- 26 megapixel camera using a 6.6 megapixel sensor and pixelshifting technology.

##### **Media**

- 16mm, 35mm microfilm, microfiche, ultrafiche, microcards

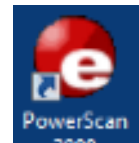
## GETTING STARTED

1. Enter the scanner computer name and password to log in to the computer.
2. Wait for the UWM desktop screen to come up.



3. Turn on the microtext scanner – switch is located on the back of the scanner on the right.
4. Wait till the microtext scanner stops making noise.

5. Double click on the PowerScan 3500 icon located on the Desktop.
6. Select the image for the microtext format you have and click on it.
7. Wait for the ScanPro software to start up.



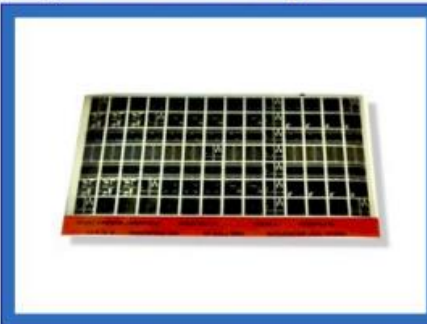
16mm Roll Film sample



35mm Roll Film sample



Negative Fiche sample



Positive Fiche sample



# Loading Microfilm

35mm Roll Film sample



16mm Roll Film sample



Slide Assembly

Left

Right

Move **down**  
for 35mm film

Move **up**  
for 16mm film



Adjust slide assembly on **both sides** of the Carrier depending on size of the microfilm.

1. Adjust the slide assembly on both sides of the carrier depending on the size of the microfilm.
2. Pull the carrier forward SLOWLY so the top glass is raised. A video indicating the direction to load 16mm/35mm film into the scanner will appear on the screen.



## LOADING MICROFILM contd.

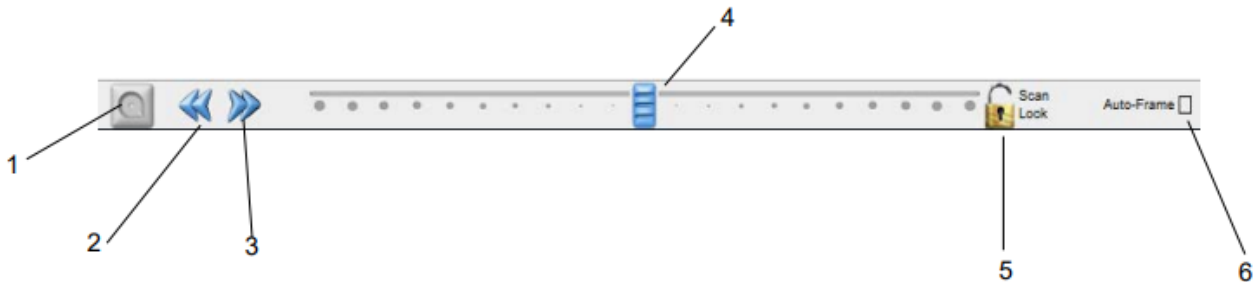
3. Put the film roll on the left reel with the film coming over the top to the right and following the loading instructions on the video.
4. Make sure to turn the right reel a couple times by hand to secure the film on the reel.
5. Push the carrier back SLOWLY until the film can be viewed on the monitor.

## LOADING MICROFICHE

1. Pull carrier out SLOWLY. Insert the microfiche face down with top title towards the back of the carrier.
2. Push the carrier back SLOWLY until the fiche can be viewed on the monitor.



## ADVANCING MICROFILM



The Motorized Roll Film Control has 6 control (labeled above):

1. **Rewind** – Double click to rewind film (*when glass is open*)
2. **Fast Reverse** – Click and hold to move film backward (*when glass is closed*)
3. **Fast Forward** – Click and hold to move film forward (*when glass is closed*)
4. **Slider** – Click , 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)

## ADJUSTING THE IMAGE

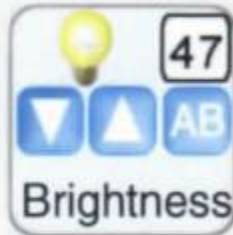
1. Use the buttons on the toolbar to adjust the image.
2. Hover the mouse over the buttons on the toolbar to find out what they do.



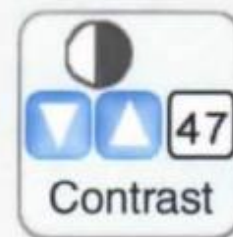
**Previous Next** Automatically moves the roll film one image for each **CLICK** of the Arrow button. **CLICK** the Stop button to cancel film movement.



**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.



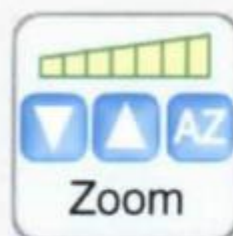
**Contrast** CLICK the down and up buttons to manually change image contrast.



**Manual Straighten** CLICK “-” or “+” to jog the image to a straight position.



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



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



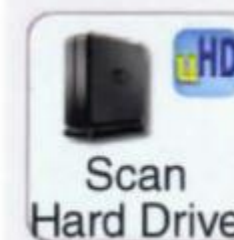
**Film Type** CLICK to select Negative or Positive film image (also selects Micro opaque if that option is present).



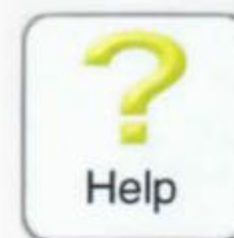
**Rotate 90°** CLICK to rotate the image on the screen (each click rotates the image on the view screen 90°).



**Mirror** CLICK to mirror the image on the view screen.



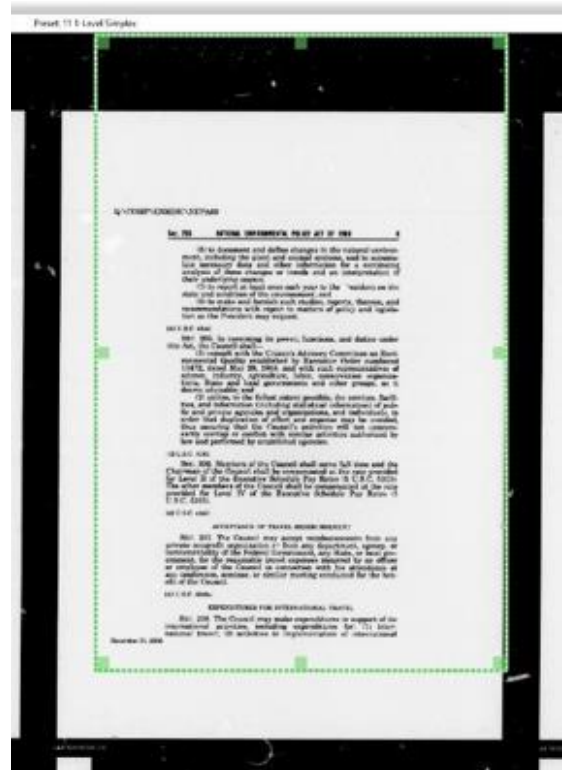
**Scan HD** CLICK to save the image within the green crop box to the Hard Drive.



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

## ADJUSTING SCAN SIZE

Drag the corners of the green outline around the page or part of the page you want to scan.



## SCANNING THE IMAGE

1. Click on the **“Scan to Drive 1”** button to make a scan.
2. Choose Desktop to save the scan in.
3. Enter a file name for the scan.
4. Choose **“Save as Type”** for the scan format: PDF, JPEG, TIFF etc.
5. Click **“Save”** to finish.
6. Minimize the ScanPro software to check that the scan is on the desktop.
7. Scans can be transferred to email attachments, uploaded to campus OneDrive or downloaded to a flash drive.

