

Konica-Minolta Microfilm Scanning Workstations

Note: Please turn off the microform reader/printer when you complete your task

Note: The computer attached to the microform unit is for use **only** with the unit. It **does not** have word processing software, printing capability, or network drive access. Users are able to save scanned documents to flash drives and have limited internet access so that scanned documents can be attached and sent via web-based email services.

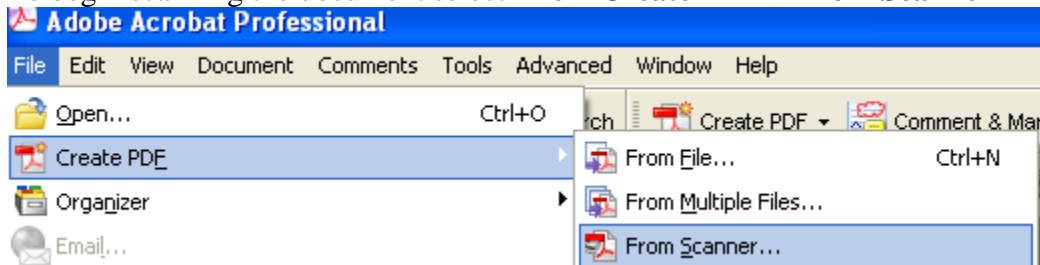
Printing out hardcopies of Microforms

1. Insert your copy card into the card reader, copies cost \$ 0.10 per page
2. Turn on microform reader/printer
3. Turn on printer underneath microform reader
4. Insert your microform and select the page you want to print
5. You can print out 8.5 x 11 sheets of paper in either portrait or landscape orientation
6. Select the red “start” button on the unit when the page you wish to print is located in the machines viewfinder.

Creating electronic copies of Microforms

1. There is no charge for creating an electronic copy
2. Turn on the microform reader/printer
3. Turn on the printer underneath the microform reader
4. Turn on the computer attached to the microform reader/printer; the machine should automatically log you into a limited user account.
5. Insert your microform and find the item you wish to make an electronic copy of.
6. hold down the “PC/PR” and “shift” keys simultaneously for a few seconds to switch the mode to **Pc** to enable scanning to the computer.

7. Double-click on the **Adobe Acrobat Professional** icon on the desktop.
8. To begin scanning the document select **File > Create PDF > From Scanner**



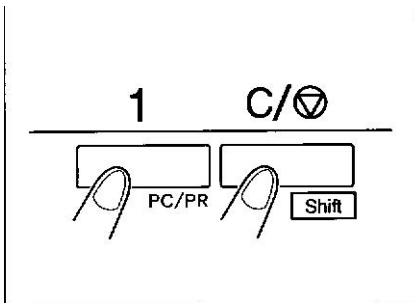
9. Choose the scanner marked “**MS 7000**” (or **Black and White Document**) to capture the current microform image. This will open the acrobat scanning dialog. Click “scan” at the bottom of the dialog to capture the current image in the viewfinder. **Warning:** at this time the scanner PC will **only** capture the image on the **left-hand** page of the viewfinder.

10. **Note:** If you select “scanner options” next to the listing for “MS 7000” you can have the option to choose between two different interfaces to the scanner:
- Adobe Scanner Interface** – this option should be chosen for optimal speed. It will move you the quickest through the scanning process. If you are scanning film where everything is a uniform page size, this is the best option to choose.
 - Native MS 7000 Scanner Interface** – this option should be chosen if you need to make frequent adjustments to the area of the film you need to scan. It includes a preview option that enables you to make sure you are scanning the right area on the film before executing the actual scan.
11. After each scan you will be asked if you want to “complete scanning” or “add another page”. You can also add pages to existing documents by choosing:
Document > Create PDF > Append a Page.

Troubleshooting Tips

The reader is stuck in “Pc” or “Pr” modes.

“Pc” mode means that the machine is ready to interface with the computer attached to it. “Pr” means that the machine is ready to interface with the attached printer. You may need to toggle the machine to the mode you want. This can be done by holding down the “PC/PR” and “shift” keys at the same time for one second. This will toggle the machine to the scanning mode you want to use. See the graphic below to assist in locating these keys.



The Printer

The printer attached to the device should always be turned on while you working with film, even if you are scanning to PDF having the printer on will reduce the chances of an error. If you receive the following error codes the reader is having problems with the printer. This means one of three things:

1. **“E1”** - The printer is not on
2. **“E2”** – Printer Tray door is not shut
3. **“PE”** – One or both of the paper trays is empty

Please consult with the reference librarian on duty if you receive additional error codes.