Microfilm Scanner

What is the Microfilm Scanner?

The Microfilm Scanner (ScanPro 2200 Plus) is located outside the Local History Room on the second floor of the Central Library. It allows clients both to view Local History collection items, such as newspapers on microfilm and microfiche census records, as well personal microfilm materials. It is compatible with 16mm Roll Film, 35 mm Roll Film, Aperture Cards, Colour Slides, Negative Fiche, and Positive Fiche.

The Microfilm Scanner will allow you to view and scan through materials, save materials to a USB or desktop, and email pdfs of images.

Note: You can also scan slides and fiche (not rolls) using the Photo Scanner, located in the Makerspace. Details on this product are listed on the Pickering Public Library Website under "Makerspace Equipment"

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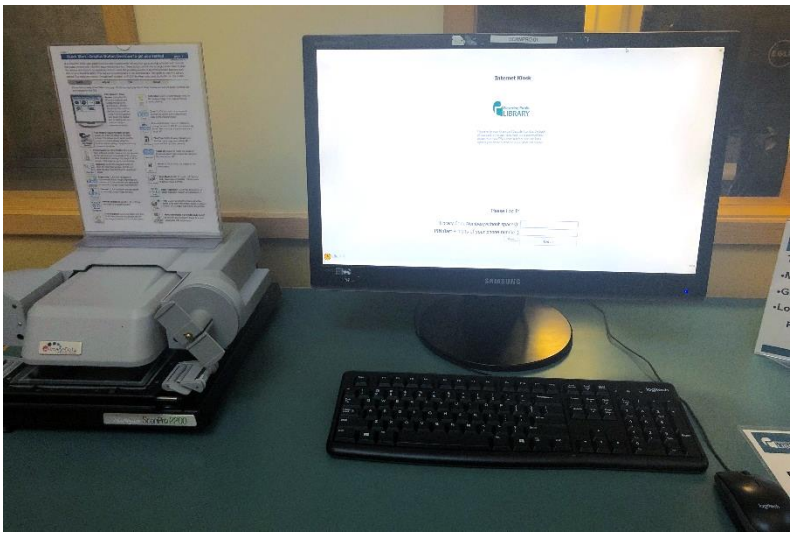
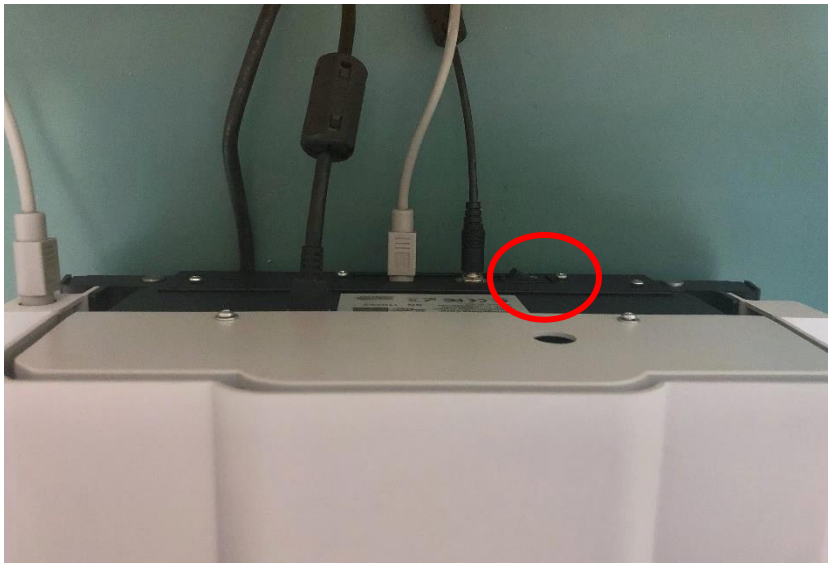
Setting up the Microfilm Scanner

1. Log in to the computer SCANPRO 01 located beside the microfilm scanner.



2. Turn the microfilm scanner on using the switch located on the right-hand side at the back of the machine.



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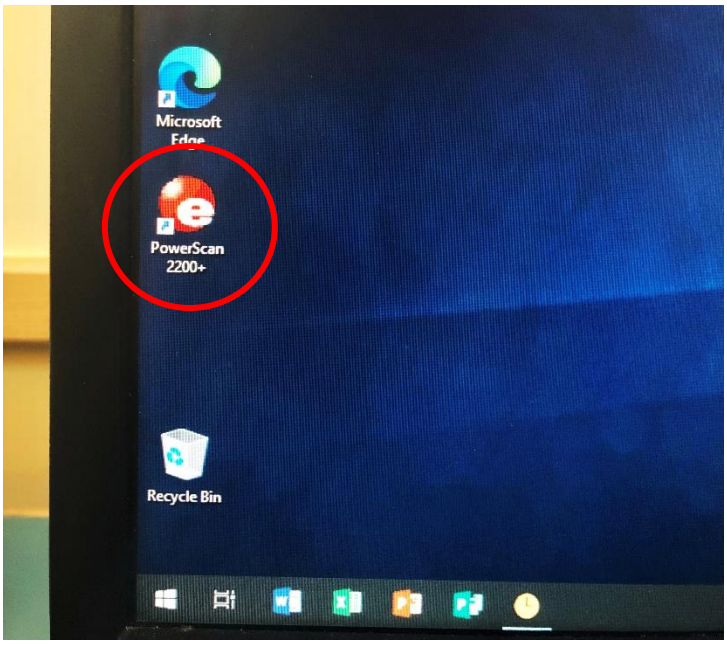
3. Launch the desktop application “PowerScan 2200+”



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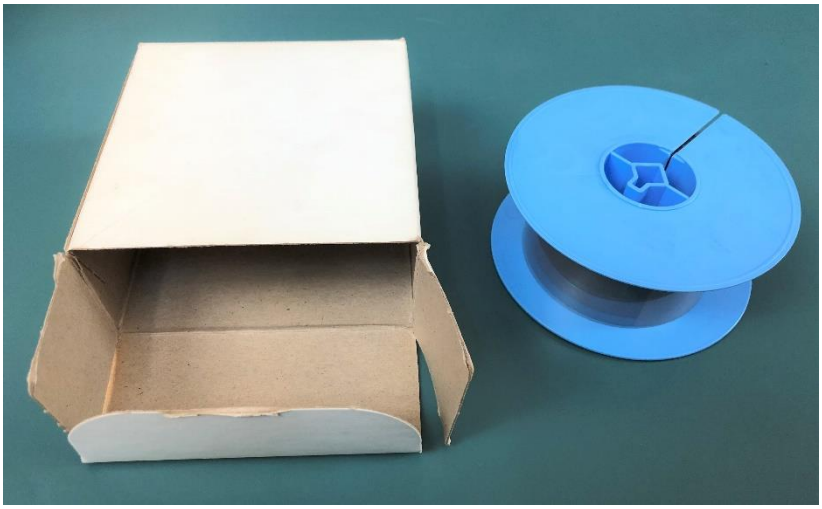
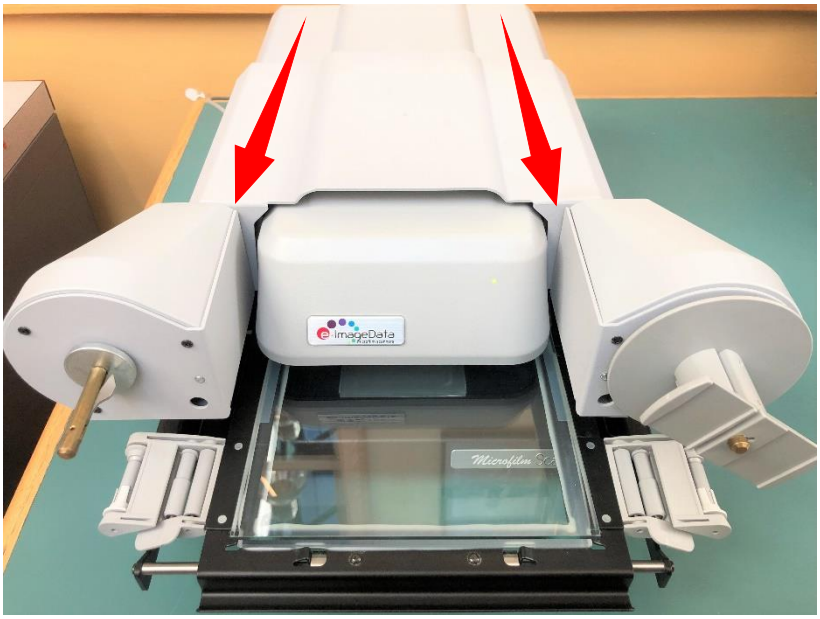
Load Film

Roll Film

1. Wash your hands before handling microfilm. Then, unbox film roll and remove any protective wrapping.



2. Pull forwards the fiche carrier tray. The glass tray should open upwards. If lint or dust is on the plate, use a lens cleaning cloth to remove debris. Do not use any cleaning spray or chemical cleaner.



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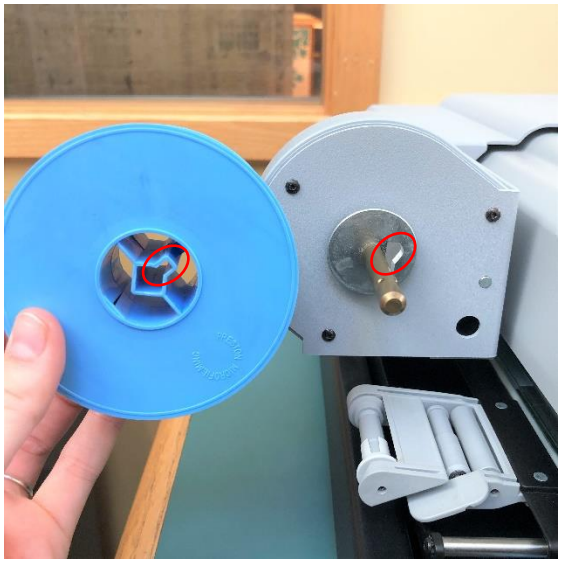
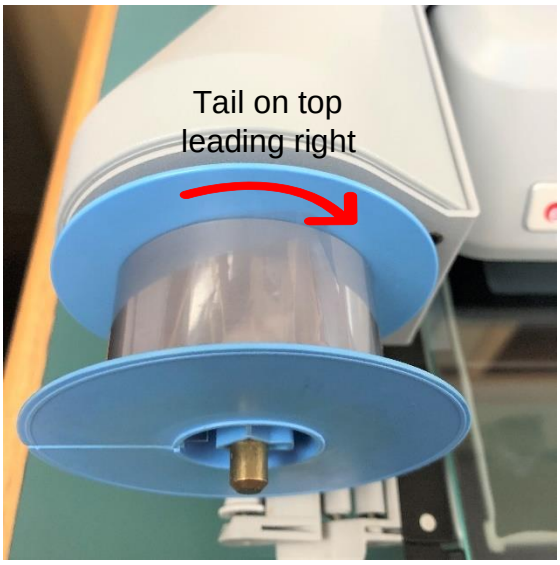
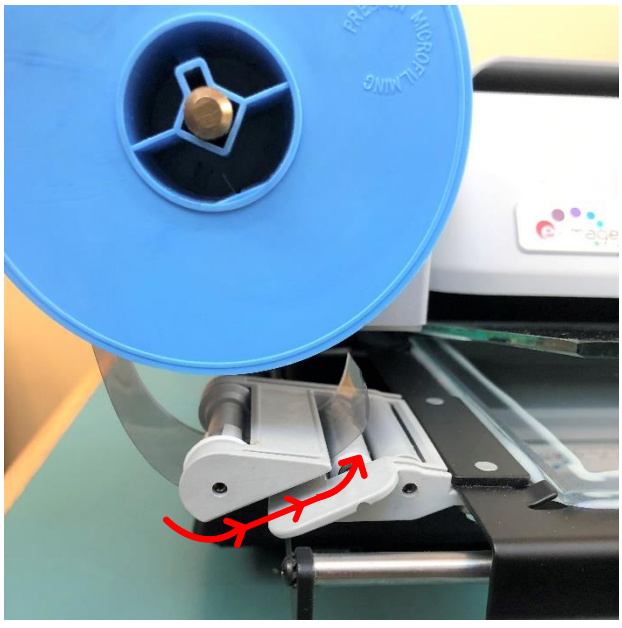
3. Place film roll on the feed spindle on the front left side of the microfilm reader, lining up the notch in the reel with the notch on the feed spindle. The feed of the film tail should extend out the top towards the right.





4. Feed the film around the left guide roller, weaving under the guide roller and extending to the right.



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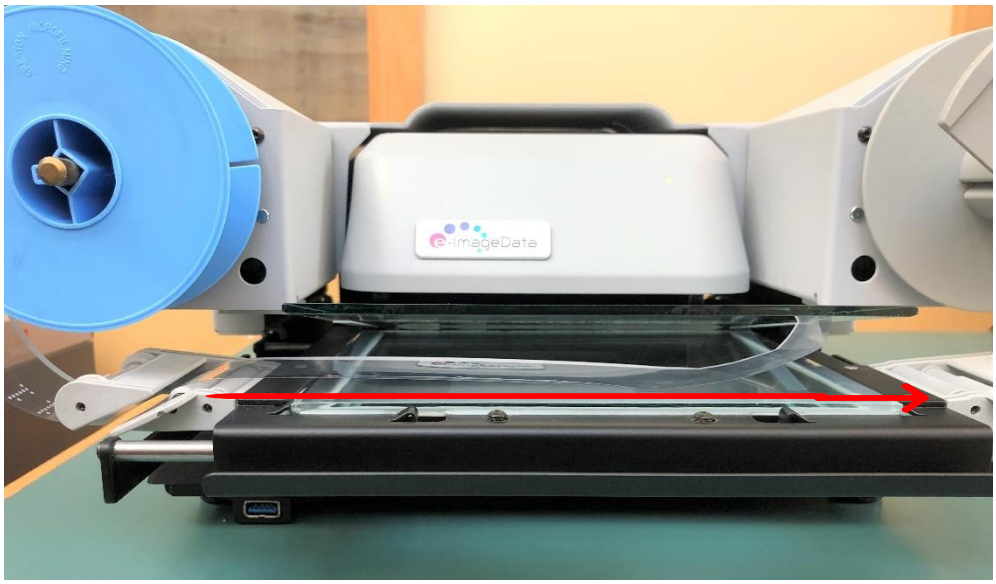
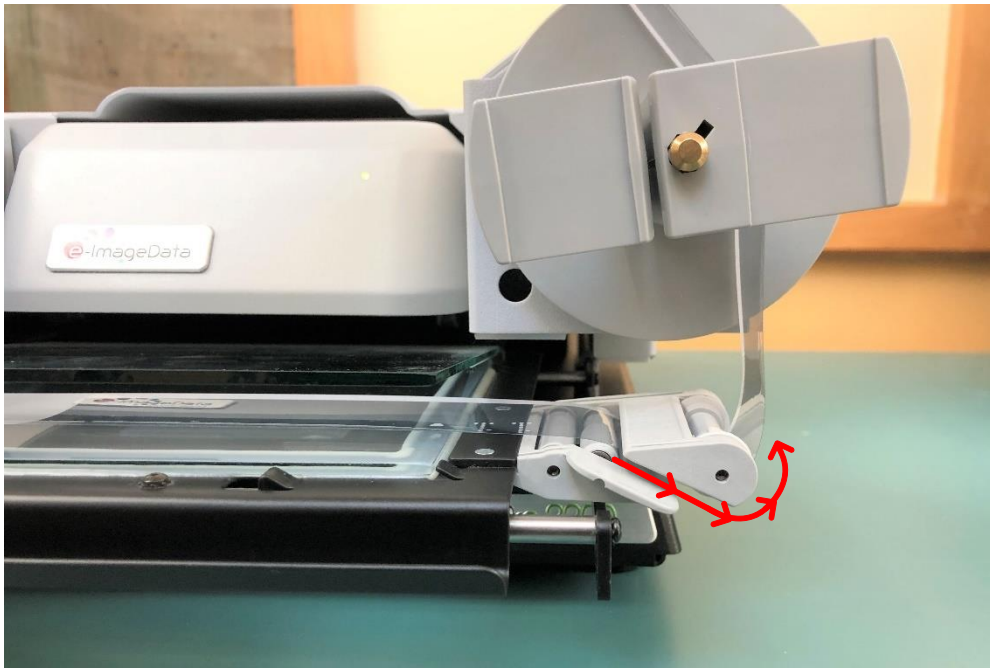
5. Extend the film across the fiche carrier tray and between the two glass plates.



6. Feed the film into the right guide roller, weaving under the roller and around the right edge.



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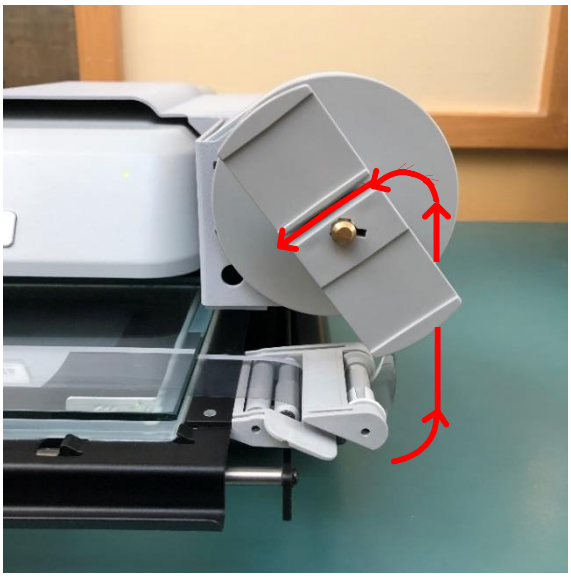
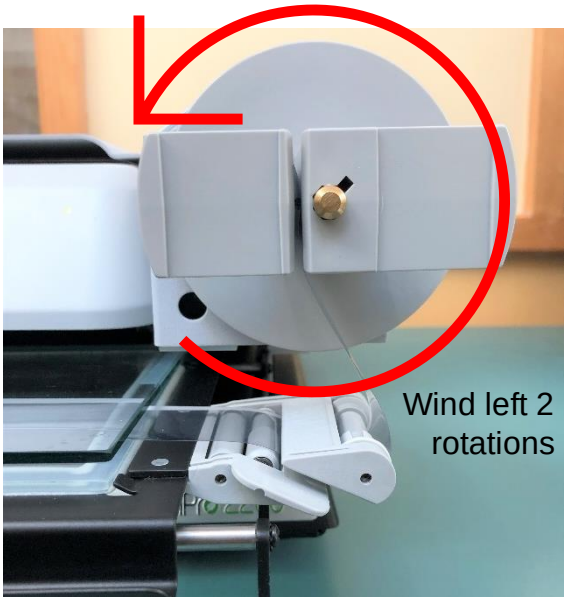
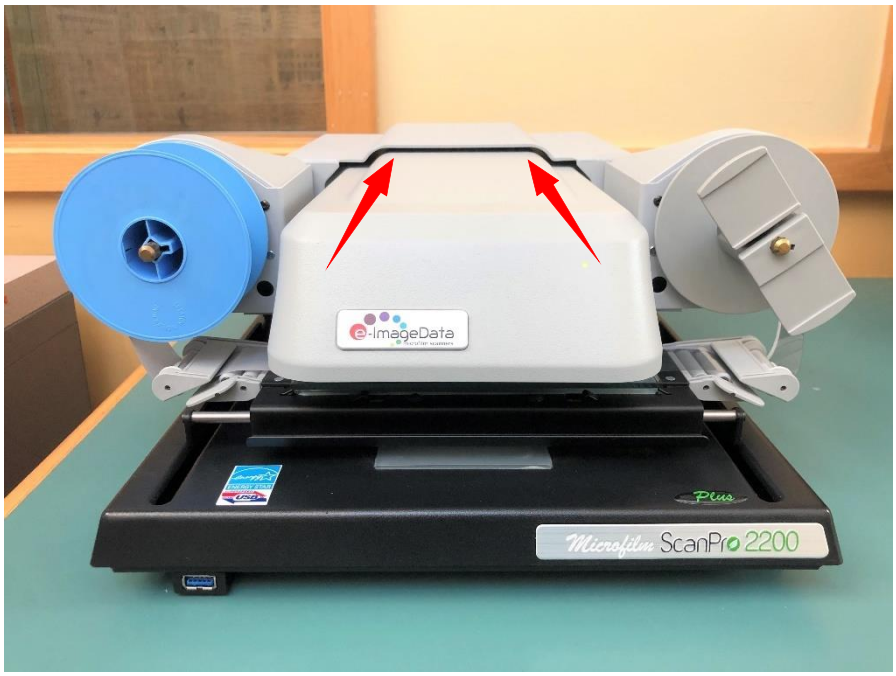
7. Feed film upwards and into the slit on right take up reel. Then, wind the reel two rotations to the left.





8. Gently push the fiche carrier tray back in towards microfilm reader machine.



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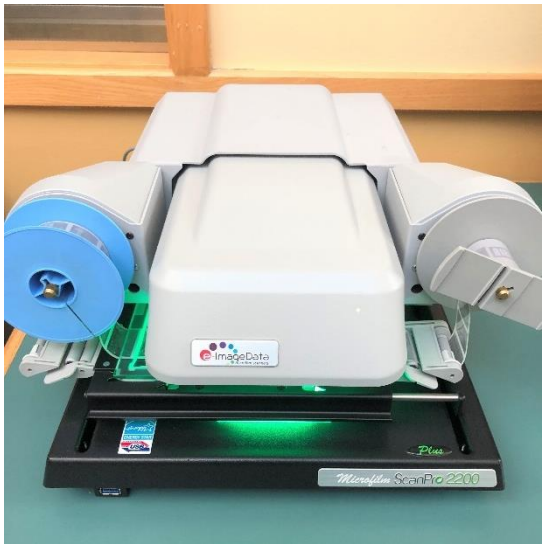
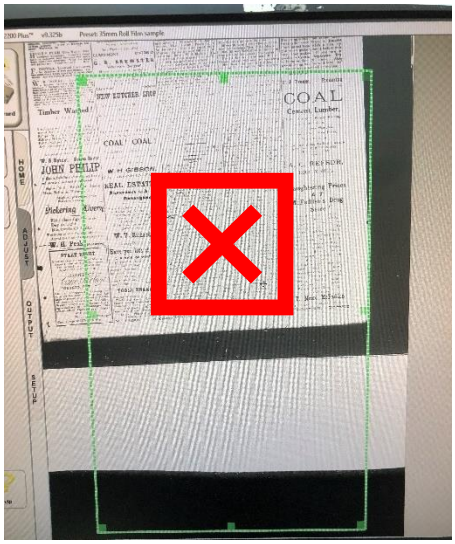
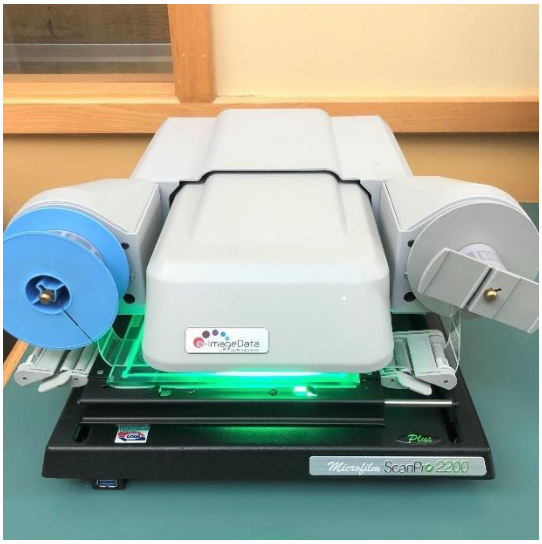
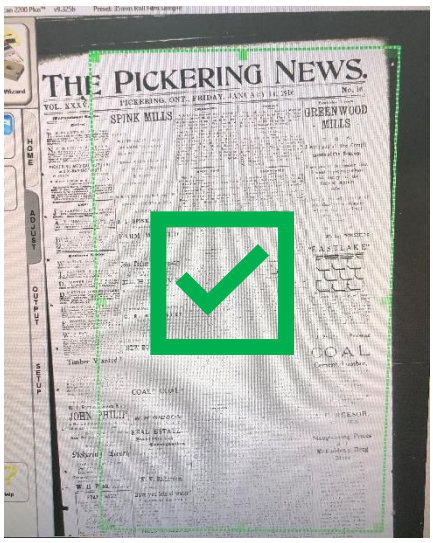
9. Check the orientation of the roll under the camera using the ScanPro desktop app on the computer. If the content on the roll is not centered, slide the fiche carrier tray back and forth until the contents are visible under the camera.





Camera of scanner improperly placed over film. A portion of the content is cut off on the top edge and blank space overhangs on the bottom edge.





Carrier tray pushed backwards. All content now visible under camera.

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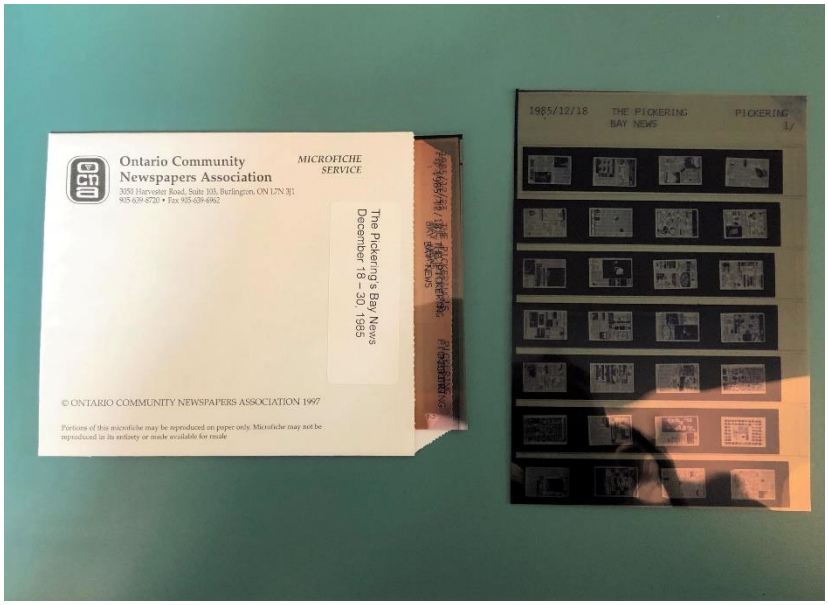
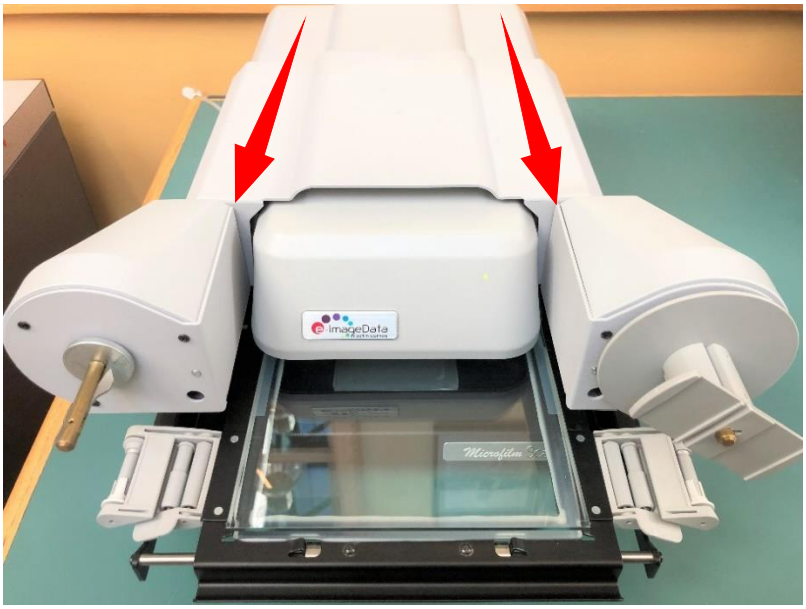
Fiche / Slides

1. Wash your hands before handling microfilm. Then, unbox materials remove any protective wrapping.



2. Pull forwards the fiche carrier tray. The glass tray should open upwards. If lint or dust is on the plate, use a lens cleaning cloth to remove debris. Do not use any cleaning spray or chemical cleaner.



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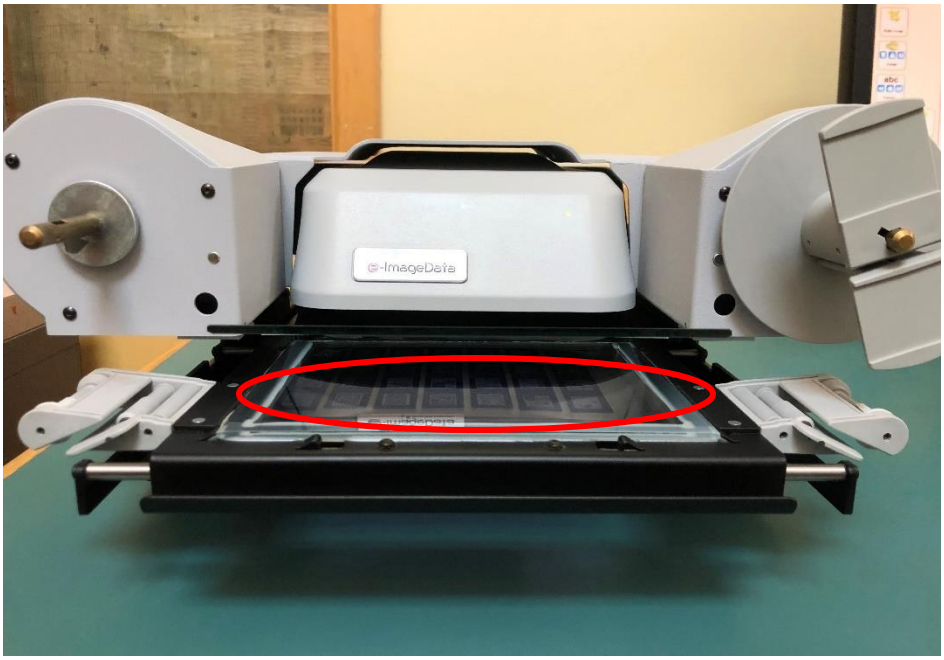
3. Place materials on fiche carrier tray between two panes of glass.



4. Gently push the fiche carrier tray back in towards microfilm reader machine.

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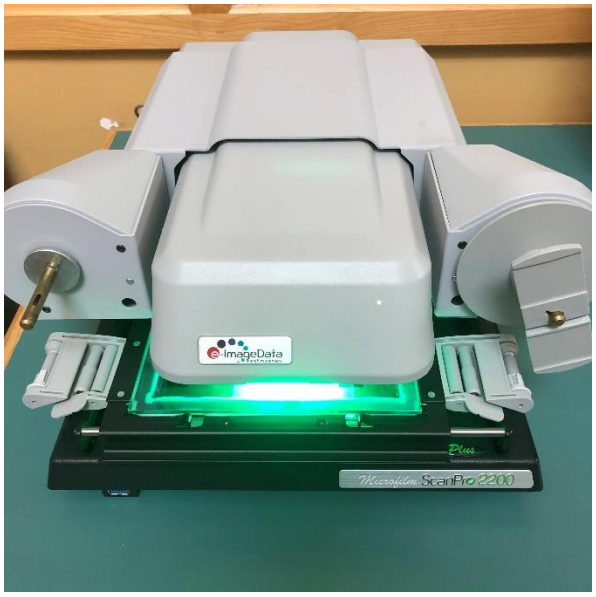
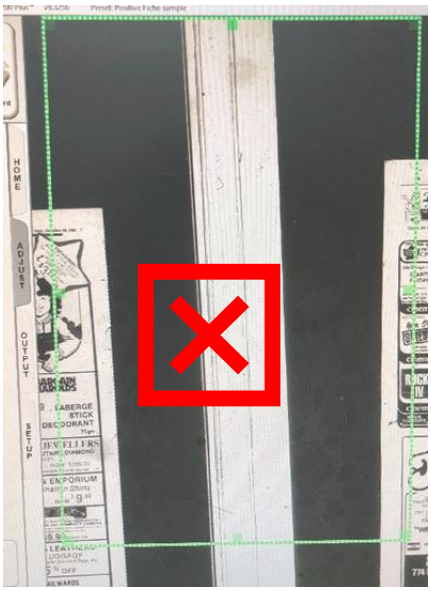
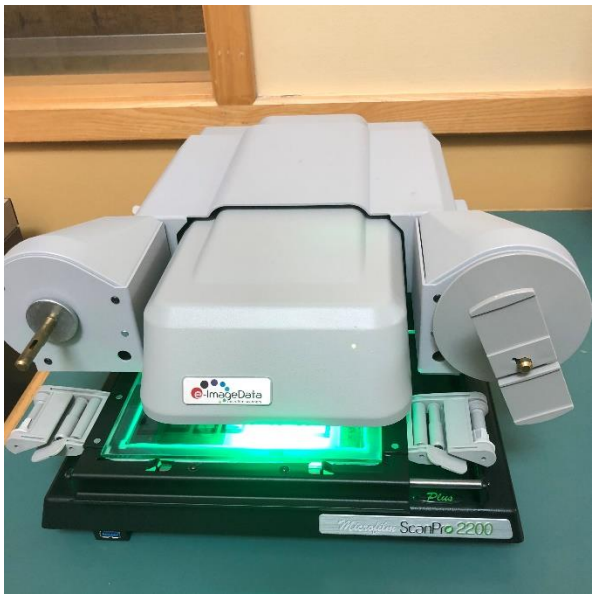
5. Check the orientation of the materials under the camera using the ScanPro desktop app on the computer. If the content is not centered, slide the fiche carrier tray back and forth, left and right until the contents are visible under the camera.





Camera of scanner improperly placed over film. Content is to the left and right and is not visible.



Carrier tray pushed backwards and to the left. Content now visible under camera.

Microfilm Scanner

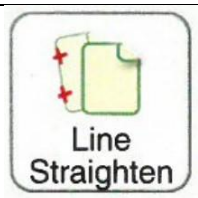
Using the Scanning Software

Motorized Roll Film Keyboard Control

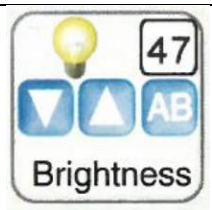
Use the tabs “Home”, “Adjust”, “File”, and “Setup” and the buttons available to navigate your materials. For assistance with navigating the menu buttons, see the below tables breaking down the functions of the buttons available under each tab.

HOME

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

ADJUST

	**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

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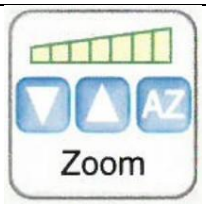
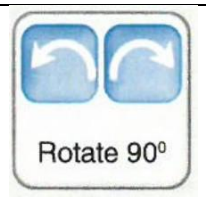
	Auto-Crop CLICK to automatically crop the film image (image must have borders to work correctly).
	**Zoom** CLICK the down or up arrows to change the optical zoom magnification (size of the viewed image).
	Focus CLICK the "-" and "+" buttons to change focus or CLICK AF to automatically focus. The normal 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 90º** CLICK to rotate the image on the screen (each click rotates the image on the view screen 90º)
	Mirror CLICK to mirror the image on the view screen.

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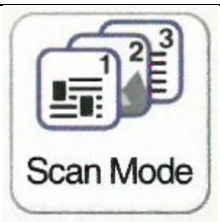
OUTPUT

	**Scan Mode** CLICK to toggle 1. Enhanced grayscale (recommended) 2. Grayscale 3. Bitone (black and white)
	Scan Resolution CLICK the down arrow to selection resolution. 300DPI is recommended.
	Print CLICK to send the image within the green Crop Box to the printer.
	Scan HD CLICK to save the image within the green crop box to the Hard Drive

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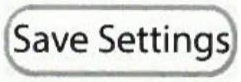
SETUP

	Restore Settings CLICK to restore a previously saved setting and toolbar template. This is an alternative to using the Film Wizard.
	**Save Settings** CLICK to save changes that you have made to the current template.
	Setup CLICK to access the Setup preferences window.

Clean Up

When you are done with the Microfilm scanner please remove your materials. For Roll film, rewind the film (button located on the Motorized Roll Film Keyboard Control) and carefully place back in receptacle. For fiche, carefully remove and place back in receptacle.

Close the program ScanPro desktop program and turn off the ScanPro machine with the switch on the back. Please ensure any saved files are emailed or moved to an external USB hard drive. Pickering Public Library is not responsible for content left on public workstations as these computers are periodically wiped and set back to default settings.