

Using the Minolta MS 7000 Scanning workstation

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Disclaimer of Warranties

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Use of this facility must be lawful, efficient, proper and ethical. Patrons are warned that using this facility to seek out, access or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited and may result in the withdrawal of this service.

1. Turn on the MS 7000 Scanner

Turn this on first, before the computer, otherwise the scanner will not be recognized by the computer.

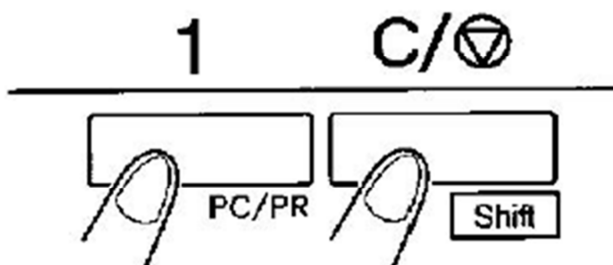
2. Turn on the computer

3. While the computer loads into Windows:

- a. Load the microform into the reader.
- b. Adjust the image in the centre box marked on the reader glass.
Having the image you want to scan inside the box will avoid later adjustments.
- c. Adjust the focus, if needed.

4. Ensure "Pc" mode is selected

"Pc" mode means that the machine is ready to interface with the computer attached to it. 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 about 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.



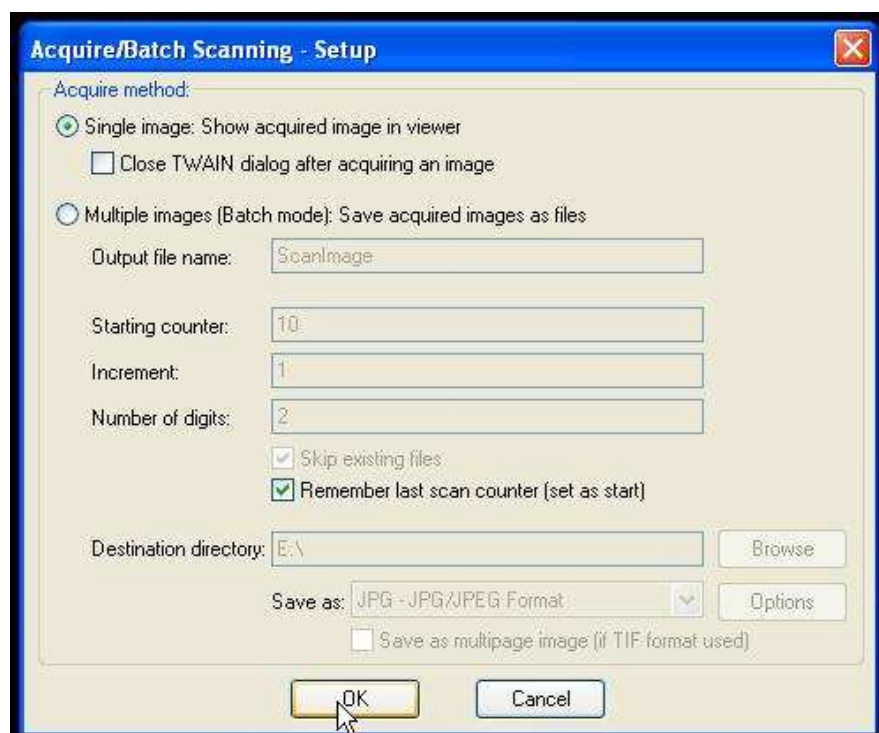
5. Once the computer has loaded into Windows double-click the IRFANVIEW icon on the Desktop



6. Select **Acquire/Batch scanning...** from the **File** menu



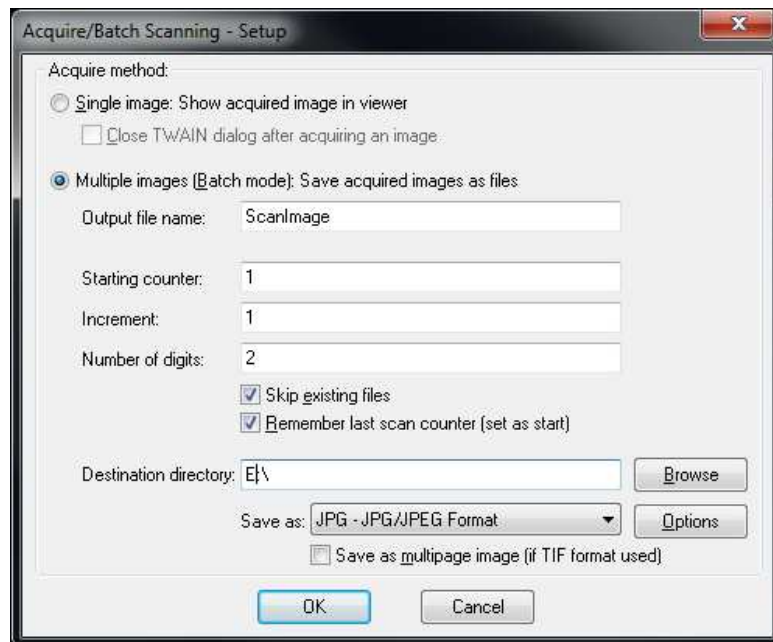
7. Select **Acquire method**



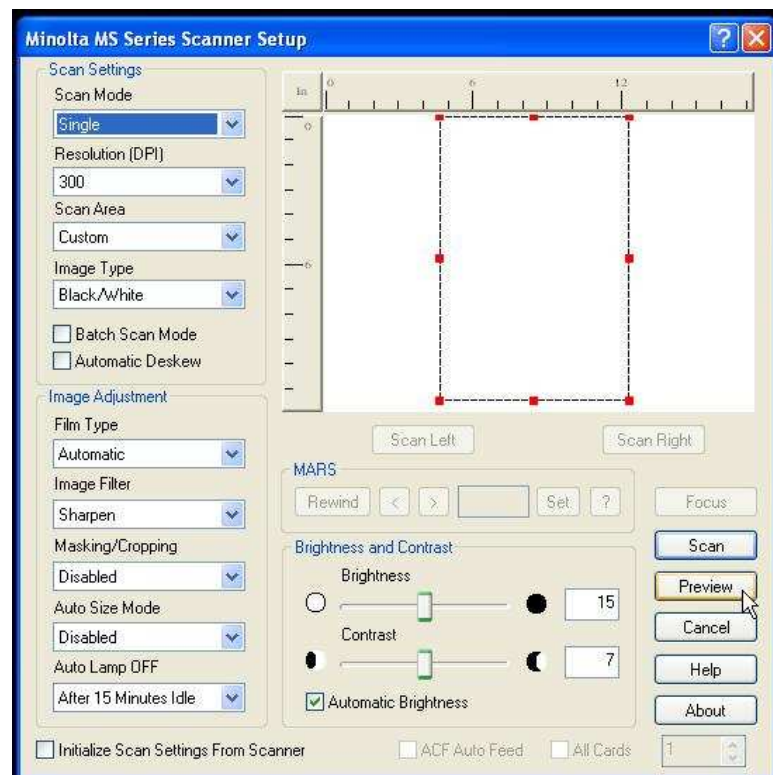
Note: if you want to capture multiple pages, select **Multiple images (Batch mode)**

Using this method you can pre-select:

- the destination directory (e.g. your USB stick), and
- the image format



8. A scanner interface window will open. Click the **Preview** button



9. The page will be scanned and a preview displayed

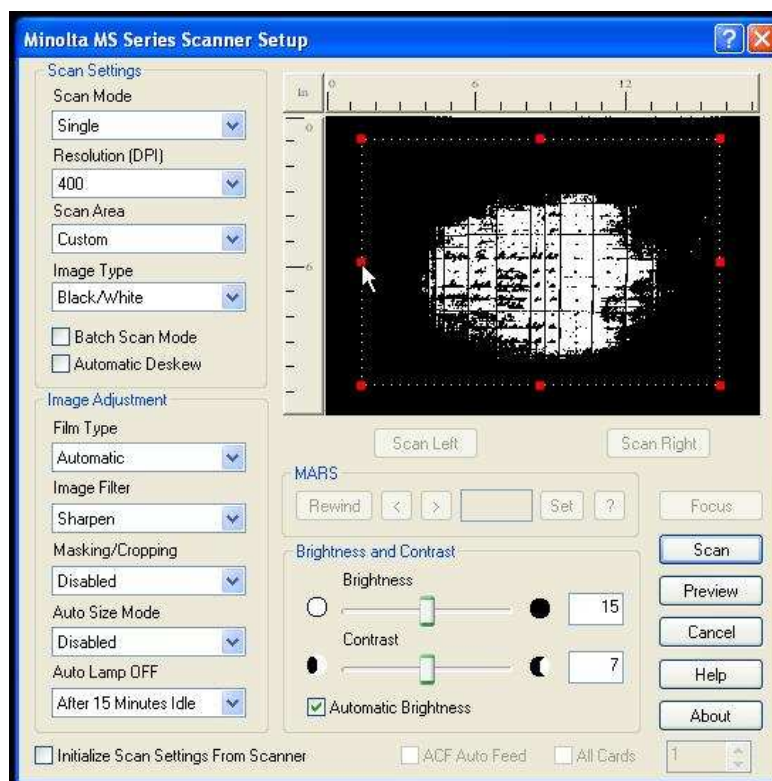
Note: The preview is usually poor quality. The final scanned image will be of better quality



10. Check the selection box in the image preview pane to make sure your document is fully highlighted. If it is not you can click and drag the solid red corner or sides

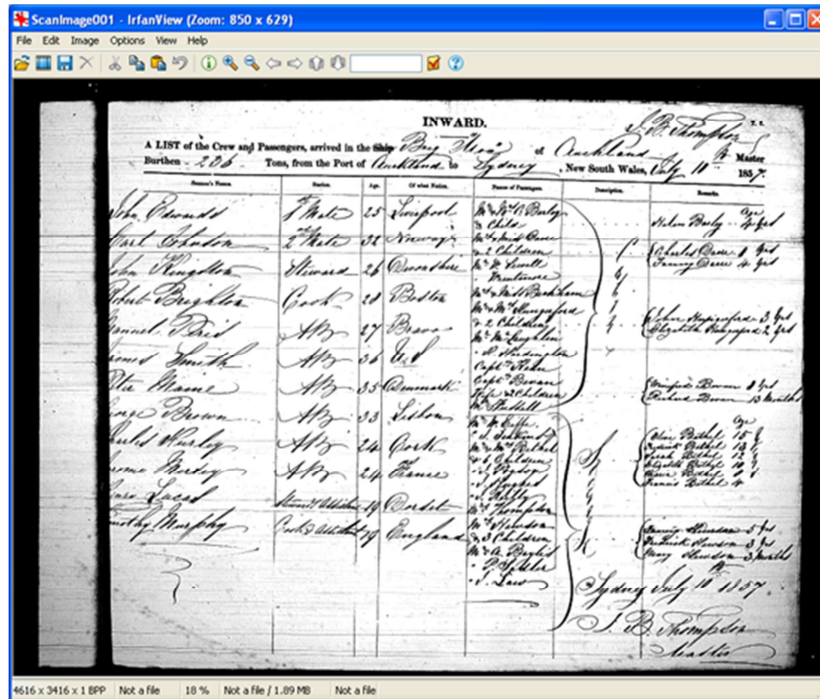
If you wish, you can change scan settings (e.g. resolution, brightness, contrast) but normally this is not necessary.

Click the **Scan** button to scan the image into Irfanview



11. The scanned image will open in a new window in Irfanview

You can adjust the microform and scan other pages if needed. When you have finished scanning click **Cancel** or the red X in the top-right corner of the Scanner Setup window.

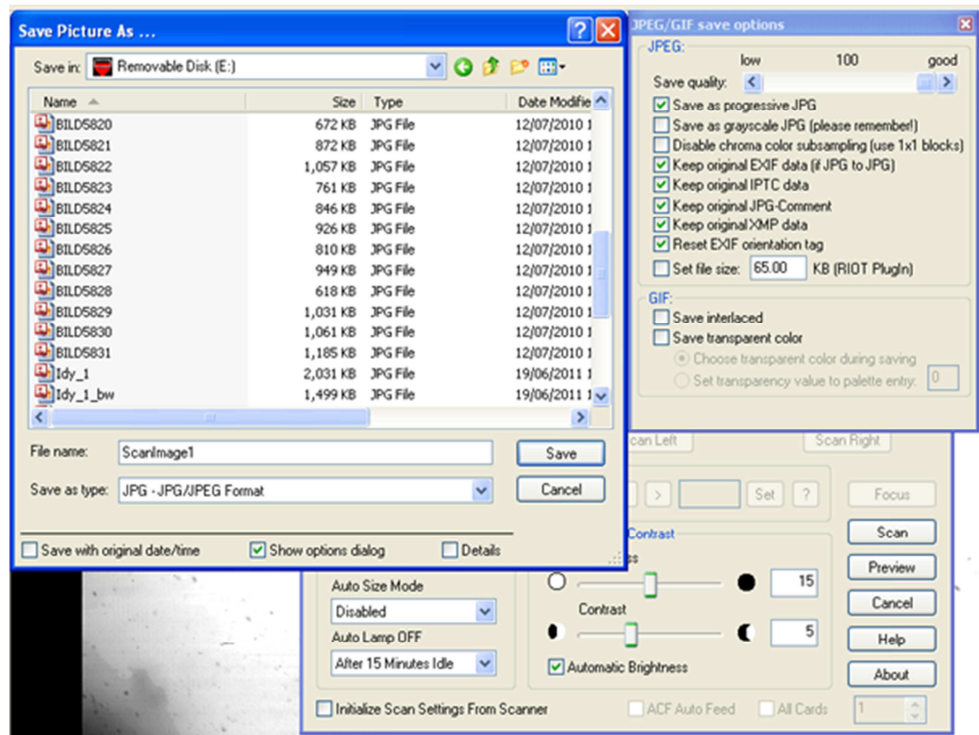


12. You can save your scans in many different file formats

To do this go to **Save As...** on the **File** menu

Select the appropriate file type from the drop-down **Save as type** list. Most computers can read JPEG or GIF files.

If you are saving to a USB stick and did not pre-select your destination directory (Batch mode), ensure you select the correct drive in the **Save in** box.



13. When you have finished and there is no one waiting to use the equipment, please turn off the Minolta microfilm scanner

Important note: To allow the software to initiate communication with the scanner, the computer will need to be re-started each time the scanner is powered back on.