

Directions for using the ALOS Z 46 Scanner/Digitizer

The master off/on switch is under the left front edge of the platform. The monitor also has a switch on the right side that may be off.

CONTROLS:

Rotate: knob on lower right of screen

Zoom: TOP wheel above lens

Focus: LOWER wheel above lens

See next page for other controls

LOADING MICROFILM & MICROFICHE

MICROFICHE is very easy to load. Pull out the glass tray until the top glass pops up. Insert the fiche – usually upside down but with header to the back of the tray. Push the tray in & check to see if the fiche is loaded correctly.

MICROFILM is placed on the left sprocket with the film spooling from the top of the reel to the right. Pull the glass tray forward until the top glass pops up. Feed the film under the white left roller, between the glass plates, under the white right roller and into the right empty spool, inserting the end of the film into the center of the sprocket. Manually turn the reel until the film catches.

Then move the tray back under the lens. The power control for moving the film forward & back is the dial on the box on the right side of the platform.

Be careful not to wind the film too fast and to move the dial to the neutral (off) vertical position when you get to the right frame.

You will need to use all the major controls listed above to find a legible image and position it for copying. The vertical & horizontal marks on the viewer outline the maximum area that can be copied (portrait or landscape) to an 8 ½ x 11 inch page.

PRINTING

1. Use the Output Selector button to select PORTRAIT or LANDSCAPE
2. Be sure that the OUTPUT MODE is set to Print (displays 0) rather than PC for digitizing. (Toggle between modes by depressing the Shift & PC/PR key together for > 1 sec.)
3. The PRINT MODE key (default=text) (toggle) allows finer resolution for photos and poor film.
4. Drop a dime in the coin box (or use bypass key) and press the GREEN PRINT BUTTON!

DIGITIZING

1. On ALOS, set OUTPUT MODE to PC by pressing Shift & PR/PC buttons together.
2. Turn on computer. Login: gisdig2 Password: gisxp426*
3. Double click on icon for Adobe Scanner.

4. Click on program icon for CREATE PDF - drop down menu - “from Scanner”
5. A small window will pop up titled “Create PDF from Scanner” – click on its SCAN button.
6. A larger window will pop up to left – “Konica Minolta Microfilm Scanner”

Check “Scan Size” box at upper left – it will default to custom (and users can set & save these) – select 8.5” x 11”

Click the SCAN button.

If you’re scanning several pages, usually you can move to the next page on the ALOS, and continue to Click SCAN on this screen until done.

Click CLOSE.

7. A small “Acrobat Scan” window box will appear. It will let you choose to keep scanning (click NEXT) or to stop (click CLOSE.)

8. At this point, you can always stop & view your work & then resume scanning & APPEND to existing document.

9. The PDF of what you’ve scanned so far will appear now. You can save it, discard it, or continue to append to it.

10. It’s a good idea to SAVE your document periodically if scanning several pages. Choose SAVE under the FILE tab. Safest save is not to the desktop or My Docs but to the “THAW SPACE” – T drive – which is saved from Deep Freeze wipeouts.

11. Once saved, you can print to Uniprint or export file to jump drive, burn a cd/dvd, or e-mail it.