Pictorial User’s Guide
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Getting Started
Adjust for Viewing
The ST200X Viewer consists of an overhead digital video camera that can view and capture 7x to 96x in size. Here are the directions for how to correctly move the digital camera.

There are two heights that the camera can be adjusted for. The LOWER position is for MicroFILM & the HIGHER position is for MicroFICHE and OPAQUE Cards.

Use both hands to move the camera up and down.

Raise or lower by holding the ARM and carefully pushing UP or DOWN until it locks into place.

If the arm or lamp does not move easily, please see administrator.

Let's move the MOCA base forward to be under the digital camera.

See the attached label (at the base of the camera arm) for correct positioning of the camera.
The ST200X can be used to view 8mm, 16mm, and 35mm roll film.

1. View the film label on the left microfilm reel for guidance.

2. Place the microfilm roll on the left spindle.

5. Carefully lift the film holder and place the film into the channel.

6. Direct the film UNDER the right adjustable film guide.
3 Direct the film UNDER the left adjustable guide.

4 Open the scanner film holder lid by pushing the open button.

7 Thread the film onto the takeup reel.

8 Close the film holder lid, use thumb knob to place slight tension between the microfilm reels.
Loading Microfiche

**Overview:**

1. Adjust camera arm to fiche
2. Turn on the MOCA Lamp
3. Place fiche UNDER the protective cover
4. Adjust the camera for proper viewing
5. See Viewer mode for details of viewing

1. Adjust the camera arm, holding the arm and pushing up to the fiche position.

2. Adjust the base to be **under** the camera. Turn on the microfiche lamp.

3. Load the fiche **UNDER** the fiche holder lid.

4. Rotate the video camera as indicated on the label.

5. See Viewer Mode on pages 6-13 for more details on viewing and instructions on printing your image.
Loading Opaque Cards

Overview:
Opaque Cards are handled similarly to microfiche except for the placement of the card and the overhead lamp is turned ON.

Opaque Cards & MOCA:
The MOCA carrier accepts: 3” high x 5” wide up to 6” x 9” opaque cards
Please review the LOAD MICROFICHE instructions on the previous page for more information.

1. Adjust the camera arm, holding the arm and pushing up to the fiche position.
2. Rotate the video camera as indicated on the label.
3. Load the Opaque Card sandwiched between the two clear plastic microfiche holders as shown here.

Opaque Cards need overhead light for the viewer to work properly.
Viewer Mode
Using Film and Camera Controls

Use these controls to perform and adjust most viewing functions as needed. Please make sure that you have first verified that all equipment is ON and that you have accurately oriented and loaded the microfilm.

See pages 10-11 for instructions on printing or saving your image.

Use the X-Y access control lever to locate your image.

Use the clearly labeled front panels to Zoom, Focus, Mirror the image and other functions.
The Lamp switch changes the lighting from below to above for viewing other microforms such as fiche or opaque cards.

Mirror Image allows the film to wind off the top of the roll, which would normally produce a mirror or flipped image on the screen. When this button is lit, it will flip the mirror image for proper viewing.
Brightness is simply done by this ☀️ button, to darken use the - button.

Zooming... Enlarge or shrink the image to be exactly what you require. Use the Zoom control below + to enlarge - to reduce it.

AutoFocus - the ST200X utilizes an advanced focusing method. Use the AF center button below to focus your image.
**Printing in Viewer Mode**

ST ViewPrint allows you to capture images without switching over to the PC software. ST ViewPrint allows images to be captured in only 1 second from any microfilm or microfiche.

The ViewPrint application is enabled when this icon is shown in the system tray:

If the ViewPrint feature is enabled you can Press the F12 Key, or the key marked with a green PRINT label, to make a printed copy of what you are viewing.

For best results, zoom in close enough so that the text is easy to read on the monitor.

*Printing is done on the default printer of the system computer.*
Saving Images to an SD Card

The SD (Secure Digital) Memory Card is a highly-sophisticated memory device about the size of a postage stamp.

To scan your microfilm you must switch from VIEWER to PC mode, this button puts you into the PC mode or back to VIEWER mode.
Researchers using a PC-Free Workstation can press one button to capture images and place them on an SD/USB Card.

Capturing to an SD card device is simply done with the ST200X remote control device. Press the Camera icon (on the remote).
Images copied on the SD media can be selected and viewed with the arrows of the remote control. ENTER will select the image for viewing.
Scanner Mode
Overview of ScanWrite
This is an overview of using ScanWrite with the ST200X with MOCA option (Microfiche Opaque Card Accessory). The ScanWrite program provides your image management work area for Scanning, Editing, Saving and Printing images.

The ScanWrite Window

If you are using separate monitors for the PC and the Viewer, there is no need to switch the monitor output.

If you are sharing one monitor between the PC and the Viewer, press the Viewer/PC Mode button to toggle between the Viewer and PC views.

The Action Bar menu across the top of the page will show which features have been enabled and are available for you to use.
There are up to three possible choices for scanning images, depending on your scanning requirements and the optional components included in your system configuration.

**ST ViewScan**
Use for Roll Film or for Microfiche and Microcards

- Captures what is displayed on the monitor in the Viewer Mode
- Good screen resolution - WYSIWYG (What You See Is What You Get)
- Faster - Only one second to capture the image and send to the PC.

**ST DirectScan**
Use only for roll film.

- Captures up to a full newspaper page on 16mm or 35mm roll film.
- Very High Resolution for near archival quality images.
- Slower - High resolution images can take about 30 seconds to scan. (100 dpi > 3600 dpi)

**ST Companion Scanner**
Optional Flatbed scanner for paper, books, photos, negatives, microfiche and other film media.

- Captures up to a full page of any media up to 9” x 12”.
- Very High Resolution for near archival quality images.
- Slower - High resolution images can take about 30 seconds to scan.
Fast Scan with ST ViewScan

Click the Scan Images icon on the Actions Toolbar

Select ST200X ViewScan from the scanner list for direct scanning

The ST ViewScan TWAIN window will open.
All images seen will be from the Video Camera.

Adjust the image using the on screen controls on the unit to zoom in and out, auto focus, adjust brightness, and other settings.
There is a slight pause when using these controls.
Click on Capture...
The image will be placed into memory.

Click on Send to PC...
Images will be placed into ScanWrite.

Close this window to go to the ScanWrite window.

Click on Close

Thumbnails of the images will be placed in the work area.

Click on the icon that represents the action you would like to take, and follow the on screen directions to save to electronic media or print.
High Resolution Scanning using ST Direct Film Scanner

Launch ScanWrite with the desktop icon or select ScanWrite from the Windows Start Menu.

The ScanWrite window opens...
Some ST200X administrators allow a Filename Prefix entry.
If you choose to use this feature be sure to use only alpha & numeric characters. At the opening screen, you can enter a prefix naming structure of your own.

For example:
New York times 1927 01
New York times 1927 02
New York times 1927 03
...and so on.

Click OK

Select ST Direct Film Scanner as the scanner source.

The ST Direct Film Scanner window will appear...

The scanner calibration takes place automatically every time. No need to focus on your part.
The preview captures the entire scanning window.

Using the Restore Prior button will restore the previous scanned image, its cropping & output settings.

Resize the scan area outline by clicking in the small red square at each corner and dragging the mouse. Move the entire scan area by clicking anywhere inside the red selection area and dragging the mouse to correct position.
Optional Enhancements are available here:

- Automatically optimize brightness and contrast OR Use the Brightness & Contrast level controls to fine tune your image while scanning.
- Invert Positives to Negatives
- Sharpen - text will be sharp
Optional ST Companion Scanning

What is the ST Companion?
The ST Companion is a combination of hardware and software, including an Epson 4990 or V700 model scanner.

The Epson scanner allows you to scan:
- Aperture cards
- Jumbo 6 x 9” opaque microcards
- Microfiche
- Film transparencies
- Glass or film negatives
- Color slides
- Papers
- Books and magazines

The ST Companion Software:
- Is designed for Microform scanning.
- Creates a complete digital media viewing and scanning solution for the ST200X Multimedia Scanning System.

The Scanner Power button is on the front, lower left side.

Place the Film Guide Frame on the glass of the scanner. This will align the film properly.
Physical Scan Size - Total scan area: 9x12 ~ Transparent Film scan area: 6x8 ~ Microfiche Scan area: 6x4
ST Imaging

Launch ScanWrite with the desktop icon or select ScanWrite from the Windows Start Menu.

The program may be set to automatically load the Companion. If not, select the Epson Perfection option.

When the scanner is ready to use, a pull down menu will allow the user to select the type of image being scanned, such as paper document, photo, or microfilm. The default settings appropriate for the mode selected will be made. The user can modify the scanner setting as needed. We will use microfilm in our example.
Use the select tool to fine tune the selection.

Selecting Finish will exit ST Companion Control Panel and return to ScanWrite.

Selecting Scan will place the image into ScanWrite for editing.

Selecting Print will print the image on the default printer.
Multi-page Scanning

Use this powerful feature to select several pages, and then scan them all at one time.

Overview of the process:

1. Create a selection of the microfiche.
2. Right click to copy it.
3. Move that area to identify another page.
4. Repeat the process for as many pages you want to capture in a single scan.
5. Notice that each selected area is numbered. This number WILL NOT appear on the scan, it is only an aid to help you know how many pages you have selected.
6. Click SCAN to send all of the selected pages to ScanWrite.
7. Multi-page scanning has a maximum size limit. The total selected pages must not exceed 500MB.

Edit Scans:
Use ScanWrite to edit and manage scanned images.
For more information on using ScanWrite, see EDITING, PRINTING, & SAVING on pages 25-27.
Editing, Printing and Saving Images

Editing Images with ST ScanWrite

Select the Edit Scans icon to edit & enhance images.

Select the image to be edited.

Edit Scans options include the following:

- **Cropping Controls**
  - Preset sizes or crop selection

- **Rotation Controls**
  - 90, -90, 180 degrees, and Flip Horizontal or Vertical

- **Brightness & Contrast**
  - Complete control

- **Advanced Image Adjustments**
  - Convert to Black and White, Auto Enhance, Sharpen & Invert images

Undo editing changes and/or Save changes are available.

Select Save Changes to save your image.
Printing Images in ST ScanWrite

Select the image from the scanned image list that you would like to have printed.

Select the Print icon to print images
The Print icon opens the printing window

Printing will be done to the default printer, unless specified.

Select the print options:

Select the Printer icon to print to your selected printer

Portrait is the default Print Orientation and should always be used unless you are certain that the original image you have scanned is landscape.

You should always see “Scale to fit paper” selected by default. This setting should be used for all scanned microfilm images. The “Keep original size” setting should only be used when scanning objects such as coins or stamps.
Saving Images to Electronic Media

*CDs, Local Hard disks & Flash drives*

ScanWrite makes it easy to save your images. Follow the instructions in each feature window.
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