2010

MS 6000: A User's Manual



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Contents

| Introduction |
|---|
| To view |
| How to Load Microfilm |
| Microfilm Carrier Controls |
| Lens Types5 |
| Changing the lens |
| To Print Hard Copy |
| Print to PC Toggle |
| To Scan to the Hard Drive |
| Scanning Multiple Pages |
| Save to USB Flash Drive |
| Save to CD |
| Verify the files on your CD |
| Send to Email23 |
| Vendacards |
| You don't have a Vendacard but need one24 |
| Olin Media Instructions for Retrieving your Print Job24 |
| Error Code Messages |
| Minolta29 |
| Canon |



Introduction

With the MS6000 you can capture images from microfilm and microfiche.

With this machine you can do the following:

- Read microfilm and microfiche.
- Scan onto hard drive and Save as a PDF
- From there you can Burn the data onto a CD or send it via E-mail.
- You can Scan the data directly onto a Memory Stick and take it away with you.
- Finally, you can print out hard copies.

To view



1. Turn on the Machine

How to Load Microfilm

2. Load Film



- Feed off from the top.
- Under both white rollers and Glass
- Through the middle of the take up reel.
- Turn take up reel clock wise.

Microfilm Carrier Controls



- A. << << < The more arrows the faster the film will rewind.</pre>
- B. > >> >>> The more arrows the faster the film will wind forward.



Carrier Handle

Carrier can push, pull, and move side to side.

(This is how you control movement when viewing microfiche.)

Load Fiche



If you hold the fiche up to the light the print should read right. Then place the fiche face down in between the glass. Grabbing the carrier handle as shown above move the fiche around until you find the image you want to view.



If you wish to turn the image on the view screen clock wise or counter clockwise simply twist the knob. The more you twist it the faster the image will turn.



Zoom feature and fine tune focus Red Arrow is for Zoom focus Yellow arrow is for Fine tune focus. To operate the wheels move from side to side.

Lens Types

You may find that the lens that you have in the machine is the wrong magnification for what you are trying to do. You have 4 different options for a lens. To find out what type lens you have in the machine the number is printed on the handle of the lens.

Type 1

Magnification 9x-16x: This will give you the entire front page of the New York Times.

• Type 1 (Willa & Jeremy's Lens)



Magnification 7.5 x: This is good for viewing musical scores. Also this will allow you to view a greater surface area on a sanborn map microfiche or film.

Note: This lens only has fine tune focus.

• Type 2

13X-27X: This is a good mid range magnification.

• Type 3

23X-50X: This is the most powerful zoom lens we have. If you were to look at the same front page of the New York Times you would see only about ¼ of the page.

Changing the lens



- 1. Grab the lens handle and pull the lend toward you.
- 2. Turn the lens over. Grab the black lens ring on the bottom and pull it off.



3. Pick up the new lens and put the lens ring on it. This is an important step. Without the lens ring the lens will scratch the glass plates on the microform carrier.



4. Reach underneath the carrier and push the Prism housing assembly up.





- 5. Guide the front edge of the lens onto the track.
- 6. The lens prism casing should rest flush on top of the lens.



7. Finally, the aperture setting has to be adjusted to match the lens type. The lens is a type 1. The aperture is set at type 1.



To Print Hard Copy

Print to PC Toggle

You may wish to make hard copy prints of the microfilm/fiche you are viewing. If so then you will need to do the following.

 Make sure the MS6000 scanner is set to "0" or "1". Should it say "Pc" then you will need to do the following: Locate the two buttons just below the message window. Press down the right button. While holding the right button, press the left button. Hold until the message changes.



- 2. "0" means that you are now set up to print, but you have no money.
- 3. "E1" means that you are set up to print, but you need to turn on the printer.



- 4. "1" means that you will need money. (See Vendacard instructions on page 22)
- 5. Insert Vendacard in to reader.



6. Once you have lined up what you need on the view screen, press the green start button to print.



7. Your prints may be obtained from the top of the printer.



If you have a vendacard and just need to add money see vendacard instructions.

Voila! You're done!

To Scan to the Hard Drive

- 1. Turn on Scanner.
- 2. Make sure it says "Pc" in the message window.
- 3. Go to computer and click on start up in the lower left had corner of the computer screen.
- 4. Choose "Restart the computer".



This will allow the computer and the MS6000 to communicate.

5. Load Film or fiche. (See instructions on page 3 and 4)

6. Once the computer has restarted, go to the startup menu again. This time choose Acrobat Professional 8.0.



The program should default to create a "New PDF".





At this time the "save in" field should say my documents. Click on the yellow folder with the red mark to the right.

Title it. It has been titled "Media Test".

Click Open.



At this point you will name the actual file. Then click Save.

| File name: | 4 | Media Document pdf | | Save |
|---------------|-----------------------------|-------------------------|--|---|
| Save as type: | - | Adobe PDF Files (".pdf) | - | Cancel |
| | File name: Save as type: | File name: G | File name: Media Document pdf Save as type: Adobe PDF Files (*.pdf) | File name: Media Document pdf Save as type: Adobe PDF Files (".pdf) |

Follow the letters and make sure your settings are where you want them.



A. Set Resolution

300dpi

is good if your source material is easy and clear to read.

600dpi

is good if your source material is difficult to read.

B. Set Scan Area

Make sure it is set on 8.5" x 11". If you click the black arrow to the right you will see other page sizes to choose from.

C. Click Batch

Batch scann allows you to print several pages.

D. Film Type

For this one I manually pick the film type I want.



The left side of the picture is negative. The right side is positive. If you pick automatic then the machine will try to guess which type you are using. Sometimes the machine will guess wrong.

E. Brightness and Contrast controls.

Sometimes you can improve the images by adjusting these settings.

Now you are ready to scan.

Using the mouse click on scan button as indicated by the red arrow.

Scanning Multiple Pages

Once the settings are in place you may want to scan in pages quickly. Because you have clicked the box next to batch scann (D) at this point all you need to do is line up your next image and push the start putton on the MS6000 to continue scanning.



When you have taken all of your scans, click on the button that says "Done". The program will give you the option to continue or end the scanning session. Click on the radio button that says "Scanning Complete".



Congratulations! Now your scan is complete.



If you want to continue to scan repeat the following steps.

1. Create a PDF from Scanner.



Because you now have a PDF document established you the program will now default to Append.

| Output | Document |
|----------|--------------------|
| Append | D:\Media Superviso |
| Make PDF | A Compliant |

2. Click the "Scan" button on the lower right hand corner.

| Make Searchable (Run OCR) | | |
|---------------------------|--------------|--------|
| | Add Metadata | |
| Help Restore Defaults | | Cancel |

Save to USB Flash Drive

- 1. Turn on Scanner.
- 2. Make sure it says "Pc" in the message window.
- 3. Go to computer and click on start up in the lower left had corner of the computer screen.
- 4. Choose "Restart the computer".



This will allow the computer and the MS6000 to communicate.

5. Load Film or fiche. (See instructions on page 3 and 4)

6. Once the computer has restarted, go to the startup menu again. This time choose Acrobat Professional 8.0.



The program should default to create a "New PDF".



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Choose your flash drive. Create a folder and title your document. You will now be scanning directly onto your USB Flash Drive.

Save to CD

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| | | Send Email Out |
| | ġ, | My Computer |
| | | Restart the Computer |
| | 人 | Acrobat Professional 8.0 |
| onal | - | Bear Access via uPortal.Cornell |
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| Pro | 1 | Settings + |
| vs XF | P | Search + |
| indov | 0 | Help and Support |
| M | | Run |
| | i sta | ort and a state of the state of |

Go to the Start Up Menu and choose Easy CD Creator.



Choose "make a data CD". Move the arrow to the right and click on the long data button.

| 20 | Intitled Data CD Project - Easy | CD | Creator | |
|------|---------------------------------|------|-------------|---------------------|
| File | Edit View Disc Tools Track In | tern | et Help | |
| | Select source files: | | | (012) (200) |
| 6 | Se Local Disk (C:) | • | | convert name |
| | My Computer | ^ | Size Type | Date Modified |
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| | B. DVD. EW Drive (F.) | | File Folder | 8/16/2005 2:36 PM |
| | Shared Documents | | File Folder | 6/17/2009 7:16 AM |
| | diadmin's Documents | | File Folder | 11/8/2004 2:58 PM |
| | MY DOCUMENTS (D.) | | File Folder | 1/16/2006 8:40 AM |
| | My Network Places | - | File Folder | 9/29/2004 2:43 PM |
| | My Downloads | | File Folder | 10/1/2004 1:41 PM |
| | | | Add Remove | preview transitions |

Now you will identify what files you want to burn.

Go to the black arrow to the right of "Local Disk [C]" Choose "My documents"



Drag and drop the file or documents you want to record in to the window in the lower right side.

| | 10.00 | | 1000 | | Section of the section | and the second | ALC: NOT THE OWNER |
|---|---------|---------|----------------|---------|------------------------|--|-----------------------|
| | | | | | | | |
| - | , | Add | Remove | preview | transitions | Tecord | |
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| | Khmer i | Rouge I | LJ article.pdf | | 1,286KB | Adobe Acrobet 7.0 Document | 10/4/2010 11:48:41 AM |



Push the button to the right of the arrow to open the CD Drawer.



Place the CD in the tray with the side that has writing facing up.



Click the red button to record.

| Select CD-R Drive: E: TSSTcorp DVD+-R | W TS-H653A . | Number of Copies: | Start Recording |
|---|---------------|--|-----------------|
| Write Speed: | - | Copy to hard drive first. | Help |
| ditional sessions can be added | i later. | ALL AND IN THAT IN MIRE OU SO | Mo 10 |
| | R | | Hide Options |
| ecord Options | Record Methor | 1 | Hide Options |
| ecord Options * Record CD ^ Test Only ^ Test and Record CD | Record Methor | Track At-Once C Don't France Session Don't Finalize CD | Hide Options |

The settings should look exactly like the picture above.

Start Recording!

When your CD is finished recording the screen will look like this.

Click ok.

| Frenhed Frenhed Remaining Time Ditic Progress CD created success/ully Copy 1 of 1 Remaining Time Ditic Progress CD created success/ully Selected Wilde Speed, 48x MAX Remaining Time Ditic Progress CK Core Core Core | S | Propess | | | | - |
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| Selected Write Speed, 48x MAX OK Carrow CHide Details Recording to Drive E Format: Data CD Method: Tack at Drice Buller Level Tracks 1 1 | Copy 1 of 1 | Remaining Tim | | 0:00 minute | 10 | |
| Recording to Date CD Format: Date CD Method: Track at Once Butter: Level Tracks 1 1 | Selected Write Sp | eed 40xHAX | | × _ | Cares. | << Hide Details |
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| CD Preject - Lan | y CD Creator | | | |
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| Nex Tools Plack | Internet Help | | | |
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Click No.

Click on the red "X" to end the program.

| Easy CD Creator 5 | ► Select a Project | |
|-------------------|--------------------|------|
| C C Fa | directCD tod | vrig |

When the Easy CD Creator Select a Project window pops up again, click the blue "X" to finally close the program.



Push the button to the right of the arrow to open the CD tray again.

Remove the CD and push the button to close the CD.

Congratulations. You're done!

Verify the files on your CD

Before you leave you might want to verify that the files on your CD are ok.





Click on your document.



Voila!

Send to Email

Open up your web browser.

Compose a new email.

Attach a file.

Hint: Browse in My Documents.



Vendacards

You don't have a Vendacard but need one.

So, the MS6000 is giving you a "0" code in the message window? You need to get a vendacard.



There are two kinds of Vendacards. The one on the left are no longer needed. Find the nearest garbage can and kindly drop it in.

The card on the right is the new Vendacard that was brought into circulation during the summer of 2010. It can be used on the photocopy machines in the hallway.



Olin Media Instructions for Retrieving your Print Job

So you have just finished scanning in your stuff and you would like hard copy prints. These instructions are for our patrons who do not have access to the Cornell University Net print system, such as visiting scholars and other visiting folk.



Go to the File drop down menu and pick Print.

| | Cornell University Library | - |
|----------|--|--|
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Next you will need to choose a printer. You have two options.

3WLetter : This is 8 ½ x 11 one sided black and white prints.

BWLetterDuplex: This is 8 ½ x 11 double sided black and white prints.

| 1 Collete Shrink to Printable Area | 8.5 Reserved to the second second |
|---------------------------------------|--|
| ale and Center | FUELD TALES CONTRACTORY IN NEW CONTRACTORY |
| Paper Source by PDF page size | |
| ; black | Units: Inches Zoom: 94% |
| Advanced Summarize Comments | OK Cancel |

Once you have decided what you want, click ok.



Now you will be prompted to title your job. You will need to identify it at a computer next to the printer.

Click on send to server.



Behind the Olin Reference desk you will see the printing support center.

Walk to the back of the print room.





| | | PI |
|--------------|---------------------------------------|---------------------------|
| Logon Name | User | Computer |
| Library User | Ryan MS6000 Instruction Test Print | OLINREF37 CM-MICROSCAN |

Please choose your print job.

| nt Name | Min-Del | Timestamp |
|--|---------|-------------|
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| | | |

Click Print.

Make sure you have money to print.

Insert your vendacard. Look to see that you have enough money. If you do not have enough money, then see instructions posted by the vendacard machine in the hallway at the bottom of the stairs for how to add money to your card.



In the middle of the screen click on



First you will review your job to make sure that you really want to print out the job. This allows you also to see that you have enough money on your card.

| o Vend | READER | PIN XCP C | |
|--------|--------|-----------|----|
| Cancel | | | ок |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Now click on the ok button to actually print out the job.

Note that when your job is done, it is removed from the que.

| | | | Print Release Station | | |
|--------------|------|-----------|-----------------------|-----------------------------|--|
| Logon Name | User | Computer | Type Po Cost | Descent | |
| Library User | Ryan | OLINREF37 | B-4-0.40 | Home Cornell University L | |



Pick up your print job from the printer.

Finally don't forget to pull your vendacard and take it with you.



Error Code Messages

When code messages show up

This indicates that a paper misfeed or malfunction has occurred I the system. Check the code shown on the Multi-Print display and perform the misfeed clearing procedure or the Call-Tech-Rep procedure.

Minolta

Malfunctions

| Code | Description |
|------|--|
| L2 | The Projection Lamp is burned out. Replace the |
| | lamp. Notify Media Staff. |
| E1 | The power to the printer is off or there is a |
| | problem with the connection of the interface |
| | cable to the printer. Turn on the printer or |
| | make sure that the interface cable is securely |
| | connected. Notify Media Staff. |
| E2 | The upper cover of the printer is not closed. |
| | Make sure that it is completely closed. |
| PE | The printer is out of paper. Notify Media Staff. |
| PC | The Scanner is connected to the PC and ready |
| | for scanning. This display will blink when the |
| | scanner is in operation. |
| Рс | The Scanner is not in connected to the PC. |
| | Restart the computer. |

Misfeed Clearing Procedure

| Code | Description |
|------|--|
| PO | The wrong size paper has been loaded I the |
| | paper feeding tray. Notify media staff. |
| P1 | A misfeed near the paper take-up section |
| P2 | A misfeed near the imaging cartridge |
| P3 | A misfeed near the fusing unit |

Canon

| Location | Code | Description |
|-----------------|------|---|
| Scanner | C1 | Optical path switching failure. Notify Media Staff. |
| | C2 | A Scanning malfunction |
| | C4 | A Fan Motor malfunction |
| Printer | C6 | A Fusing Unit Malfunction |
| | C7 | A Laser malfunction |
| | C8 | A Polygon Motor malfunction |
| | C9 | A Main Drive Motor malfunction |
| | CA | A Fan Motor Malfunction |
| Printer Scanner | Cb | A Communication malfunction with the printer |
| | CL | A Printer Clock malfunction |
| Scanner PC | CC | A Communication malfunction with the computer |

Note

After turning the power to the system OFF and unplugging its power cord from the electrical outlet, place an out of order sign on the machine, and leave a note on the Media Student Supervisors desk. Indicate the Date and time of the error.