ST 200 – General Directions

Turning on the many switches: TURN ON COMPUTER FIRST

1. Back rt. rocker switch   *** <u>must ALWAYS be on</u>
2. Front panel touch button – "Lamp" *** <u>must ALWAYS be on</u>

3. Flat platform – for fiche/opaque – slide switch rt back side
4. Opaque – mini lamp – left button
5. Film – motor to wind/rewind (rt front – takeup reel)
6. Direct film scanner – switch behind motor housing – rt back

Front panel:

 Toggles between VIEWER MODE (MF reader/printer screen)
     And PC MODE - computer desktop
     & can login [gisdig01 gisxp426*]
     & launch SCANWRITE program

Other functions on front panel – mirror image/zoom/focus/invert image control
only what you see in the VIEWER MODE – to help you find the page you need
and make it legible. They do NOT affect the digitizing process.

Adjusting the height & angle of the Snapshot Lens column requires patience, as
does adjusting the position of the flat media (opaque, fiche) on the small platform.
 We have plastic sleeves to protect the media from fingerprints.

Within the SCANWRITE program, you should choose "SNAPSHOT" for opaques
& fiche. "Direct Film Scanner" crawls out to produce a more finely tuned image
from film. But film can be scanned with the Shapshot camera. The program will
give editing options while "Previewing."

The SCANWRITE software and desktop icons are fairly easy to use. Remember
not to exit the program before SAVING your work – and this machine has a T
drive (thaw space) protected from Deep Freeze wipeouts. To e-mail, don't use

program's e-mail icon, but launch a browser from the desktop or Start menu.

There is a short video tutorial on the desktop that demonstrates scanning FILM.