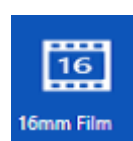


Microfilm

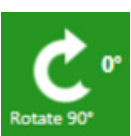
-Handout for assistance-

1. Please note the information of HDGUARD!
2. Start the program "Launch UScan".
3. Pull out the specimen stage, put the microform between the glass plates and push back the specimen stage.

4. Select the following icons.



5. If necessary, you can change the view by clicking "Format".



Icons to rotate or mirror the picture.



Icon to enhance the image quality.



Icon to select between positive and negative pattern.

6. To generate a frame clicking "Frame" and choose between two options.



Frame build by system.



Frame can be draw by myself.



The frame be removed.

7. Under "Edit" are many ways offered to edit the image (for example: rotating, contrast, brightness, magnifier, etc.)



8. To scan page by page, you have to move the specimen stage by hand. There is no automatic! By double clicking on the page, you can generate a frame and fix the scanning area.

9. For scan the document you have to clicking "Add to Cart". It will be shown on the right side of the screen.



10. To scan page by page, you have to move the film with following icon.



To create another scan, repeat the previous steps.

11. The documents can be saved on a flash drive only! The flash drive can be connected with the scanner directly. The data will be saved in the folder „Temp“ automatically.



Scans be saved on a flash drive.

12. With several pages, press ctrl and select all scans on the right side.

13. With the file manager you can check, print or send your data as an attachment via email from your flash drive.

14. After your work rewind the microfilm and to wrap the film. Click the icon "End Session".



15. Quit the program, remove your flash drive and turn off the scanner.

16. Shut down the computer and place the sign on top of the screen.