

Using the MSP 6000

General Instructions:

- 1) Turn on the fiche viewer and attached printer ***first*** (*before the computer if it is to be used*).
- 2) If you want to print directly to the attached laser printer, adjust fiche image so that it is inside the rectangle and is in good focus.
- 3) Hit the blue PRINT button.
- 4) If you want to email the information or store it on a disc, then turn on the attached computer.
- 5) Click on the ***imaging*** icon.
- 6) Click on ***file***. Under file click on ***acquire image***.
- 7) A ‘Minolta MS Series Scanner’ pop-up will appear – click on ***scan***. (The default setting is 400 dpi. You may choose higher or lower settings – higher has better resolution, but the file size is larger)
- 8) Fiche image will appear on the computer screen.
- 9) To readjust image to make it larger, smaller, etc., use controls at the microfiche viewer and then at the computer click on ***page*** and then click on ***reacquire***.
- 10) Under ***view***, click on ***scale to gray***. **This should make for a clearer image.** This setting is good for a session until the computer is turned off.
- 11) You may use the toolbar at the bottom left hand corner of the display to stamp, annotate and highlight the text.

To add additional pages to the same file:

- 1) Click on ***page***. Then under ***page*** click on ***insert or append***. (**NOTE: *append* adds the page to the end of your document & *insert* adds the page to the beginning of your document**)
- 2) Click on ***acquire page***.
- 3) To see additional pages, click on ***view and thumbnails*** or ***page and thumbnails***.

To save:

- 1) Under ***file*** click on save and save as a document (TIFF or jpeg)

To email:

- 1) Go to Internet Explorer and use <http://mail.cua.edu> to log into web mail.
- 2) Attach document to e-mail and send. (**IMPORTANT: IF THE COMPUTER IS TURNED OFF BEFORE SAVING THE DATA TO DISC ALL THE INFORMATION THE PATRON HAS SAVED ON THE HARDDRIVE WILL BE LOST!**)

To save to cd-rom:

- 1) Insert CD into PC. Click on ***Easy cd-rom creator*** icon.
- 2) Chose ***make a data cd*** and then click on ***data cd***.
- 3) Find the file to be used. Click on ***add*** the saved file you have created.
- 4) Hit the RED ***record*** button. Click on ***start recording***.
- 5) When recording is complete (100%) you may remove the disc.

How to change default settings (for one session).

- 1) Change all settings from the automatic settings to the ones you want for this session.
- 2) To change the lighter-darker settings, press automatic and then pick the degree of darkness.
- 3) Insert the point of a pen into the small hole on the control panel right above the print button and push it once.
- 4) The display panel will show "1J".
- 5) Push the pen one more time and the setting will be changed for this session (until you turn off the machine)

To Reset the MSP 6000 from PC/Viewer/Printer use to Viewer/Printer use

- 1) Press down on the PC/PR and the Shift button simultaneously until the number 1 is flashing in the display. The system will be then ready for use solely as a microform viewer/printer.