

Nikon Slide/Film Scanner Instructions

1- Ask for the appropriate slide/film adapter at the Jones circulation desk

- To **manually feed slides** (best for fewer slides), use the **MR-21 Single Slide Adapter**;
- To **automatically feed slides** (for many slides), use the **SF-210 Auto Slide Feeder**;
- For **35mm film**, use the **SR-21 Strip Film Adapter**.

2- Make sure the computer is running, turn the scanner on by pressing the power button on the front, lower left-hand corner. Wait until the status LED glows steadily.

3- Slide the appropriate adapter into the adapter slot. When the adapter is fully inserted, the status LED will blink while the scanner is calibrated. Wait for the status LED to glow steadily.



4- To launch **Nikon Scan 4**, click on the icon located on the dock.
Important! Make sure to launch the program **AFTER** you turned on the scanner.

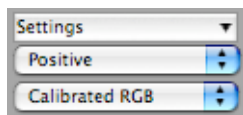
5- Insert slides/film into the adapter. It is important to scan the image with the **shiny base side up** and the matte emulsion surface down.

- For **Single Slide Adapter**, insert slides sideways with top of image facing towards computer screen;
- For **Auto Slide Feeder**, see instructions 10-15;
- For **Film Adapter**, see instructions 16-

6- Make sure you start your scanning project with the default settings by choosing **Reset to Factory Defaults** from the **Settings** menu.

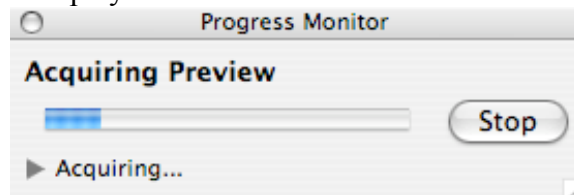
Note: This step is important since Nikon Scan 4 automatically opens with the settings of the previous user!

7- Select your film type from the two pull-down menus (below **Settings**).



- For **slides**, choose **Kodachrome**;
- For **color** images, choose **Calibrated RGB**;
- For **black and white**, set menu to **Grayscale**.

8- Click the **Preview** button to view your image in the preview window. The progress monitor window will display.



9- Click on the triangle on the **Tools button**  and select **Tool Palette 1**.

Open the **Layout Tools** to **crop**  or **rotate**  the image.

To specify **size** and **resolution** of the scanned image, refer to the **Crop Palette**.

10- For more advanced electronic imaging and information on all eleven available tool palettes, go to the menu **Help > Nikon Scan 4 Help**. In the Nikon Help System, choose **Software > Nikon Scan Palettes**.

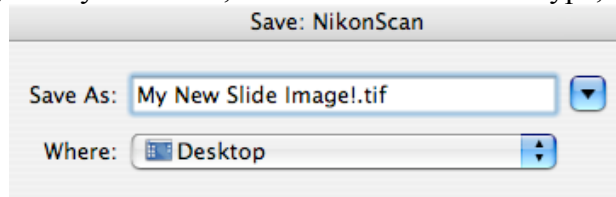
To compare the effects of selected digital effects with the original image, switch between the two tabs **Processed/Natural** at the top of the preview window.

11- Click the **Scan** button to scan the image. When scanning is complete (see progress monitor), the image window will open with the scanned image.

Important! Nikon Scan 4 will always scan the **processed image**, no matter which tab is selected at the time you click the scan button!

12- Specify a location for your scanned images by creating a new folder on the desktop (**Apple Menu > File > New Folder**).

13- To save the image, select **Save** from the **File** menu. A “**Save As**” dialog will be displayed; navigate to your folder, choose a name and file type, and click **Save**.




14- To **eject** the current slide, press the button on the front of the **Single Slide Adapter**.

Transferring Image Files to Your Laptop Computer

If you would like to transfer your image files to your laptop computer, please ask at the Jones Circulation Desk for a **USB Flash Drive (In-House-Use ONLY)**.

- Plug the thumb drive into the USB port at the front of the computer.

- To copy your files to the Drive, simply drag your folder onto the disk icon 
- To eject the Flash Drive, drag it to the bottom right corner of the dock (trash icon will automatically turn into eject arrow).

Important! Do not save your scanned images **directly** to the Jones Flash Drive. Our drives are formatted to the MS-DOS File System (FAT32) and will leave any Nikon scan file corrupted if saved directly. Reformatting the Jones USB drives is not permissible.

Instructions For the Nikon Auto Slide Feeder

15- Insert a stack of slides into the left column of the **SF-210**. For easy access, load your slides **before** you insert the adapter into the scanner (shiny base side up/top of image facing towards computer screen).

16- Using the dial on the bottom of the SF-210, adjust the silver plate so that **only one slide** will fit through the slot it creates.

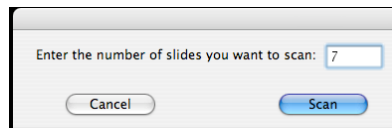
17- Close the door of the **SF-210** and insert the scanner with the gold *Jones Media Center* sticker facing up. When the adapter is fully inserted, the status LED will blink while the scanner is calibrated. Wait for the status LED to glow steadily.



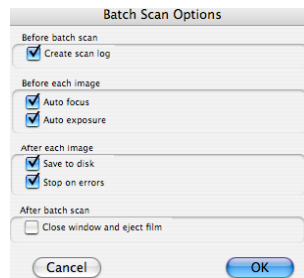
18- To launch **Nikon Scan 4**, click on the icon located on the dock. **Important!** Make sure to launch the program **AFTER** you turned on the scanner.

19- Follow steps **6 - 10** as above. Be aware that image settings applied to your first slide will, in a batch feed, automatically transfer to all other slides.

20- From the menu, choose **Scanner > Slide Feeder...** and enter the number of slides and click on **Scan**.



20- The **Batch Scan Options** window will open – use default settings as shown below, click **OK**.



21- In the **Batch Scan** window, set file name, location (**Browse**), file type, and compression and click **OK**. The progress monitor will appear - the **log** option provides a detailed update on the batch scan. Scanned slides will automatically feed to the eject tray.

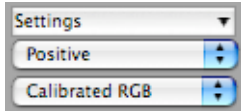
22- Once completed, select **Nikon Scan 4 > Quit Nikon Scan 4** from the menu. Press the power switch to turn the scanner off. Replace the **Auto Slide Feeder** with the **Single Slide Adapter** and return **Slide Feeder** to the Jones Media Circ Desk.

Instructions For Scanning 35-mm Film

- 23- Insert film (2 – 6 frames) in the adapter film slot with the **reflective side up** and the matte emulsion side down. The film will be fed automatically after being inserted a short distance.



Important! Release the film when the feed mechanism activates. Do not pull or push on the film or otherwise interfere with the feed mechanism.

- 24- Select your film type from the two pull-down menus (below **Settings**).



- For **color** film, choose **Calibrated RGB**;
- For **black and white**, set menu to **Grayscale**.




- 25- To select the frames to be scanned, click the thumbnail drawer tab  , located to the right of the **Settings** menu. The thumbnail drawer will open. The frames in the film are identified by frame number. Click the  button to view each frame as a small thumbnail.

- 26- To acquire a preview of a frame, click on the respective thumbnail. The progress monitor will appear and the frame will display in the **Preview Window**.

- 27- For image adjustments (cropping, electronic imaging etc.) and scanning see **9 – 13**.



- 28- To eject the film, click the eject button  in the scan window or select **Scanner > Eject** from the Nikon menu.

- 29- When project is completed, select **Nikon Scan 4 > Quit Nikon Scan 4** from the menu. Press the power switch to turn the scanner off. Replace the **Strip Film Adapter** with the **Single Slide Adapter** and return **Film Adapter** to the Jones Media Circ Desk.