

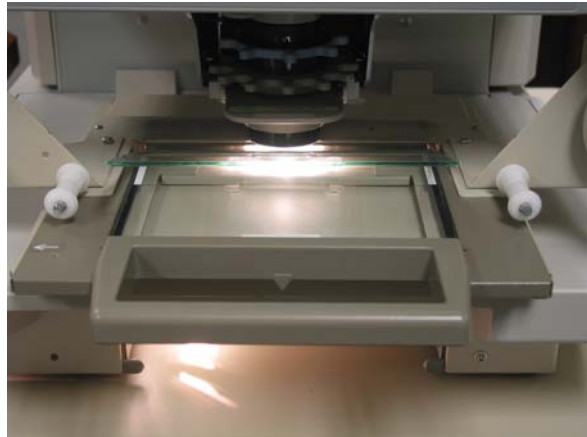
Loading and Using the Microfiche Reader

1) Turn on the microform reader. The switch is located on the right-hand side of the machine.



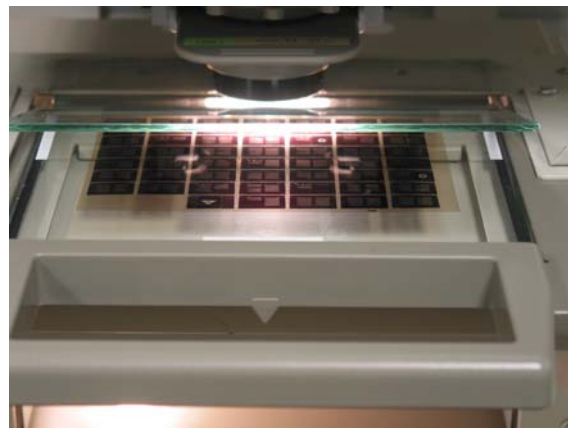
1. Main power on off switch.

2) Pull the fiche tray towards you. The glass plate will open when the tray is fully extended.



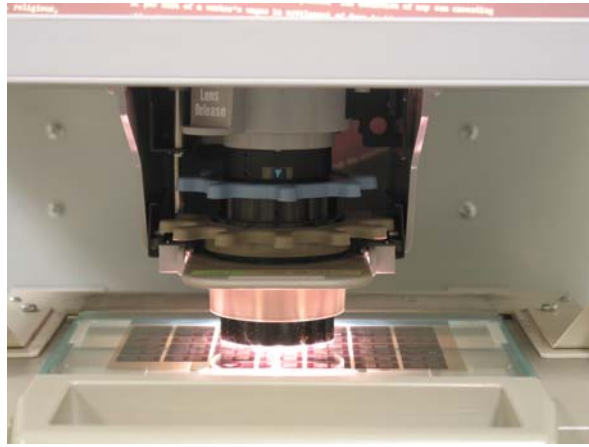
2. The glass plate will open when the tray is fully extended.

3) Place your fiche card face down with the top edge at the back of the tray.



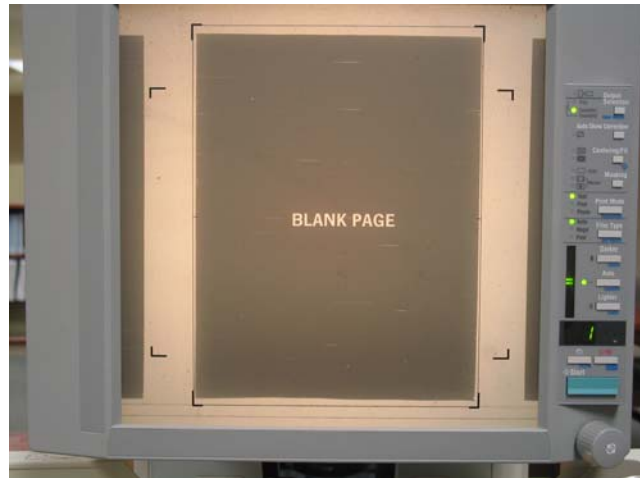
3. Fiche placement on the tray.

4) Now push the tray forward. The glass plate will close on the fiche.



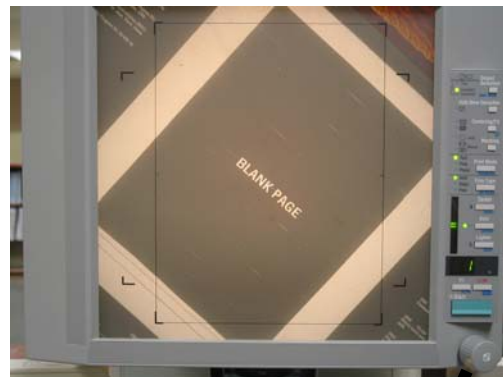
4. Tray retracted and ready for use. Notice the lens above the card.

5) Now that the fiche tray is in place, an image will appear on the screen. You can scroll through the images by moving the tray left, right, up and down.



5. Screen view.

6) Oops, you have a crooked image. The skew knob on the lower right corner of the screen can be used to rotate the on-screen image.

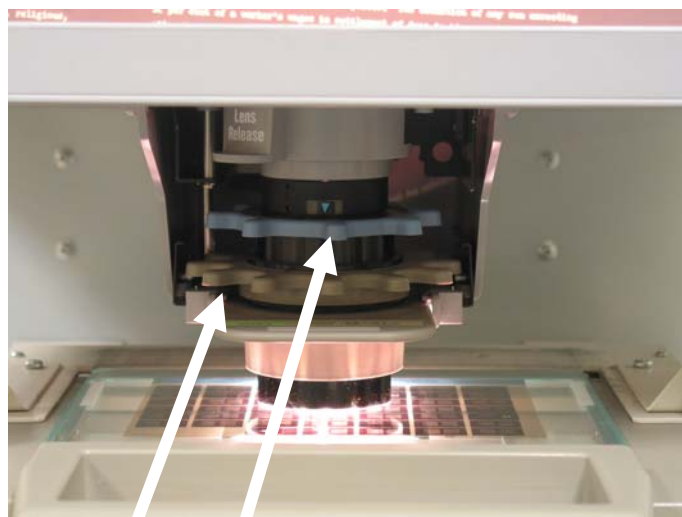


6. Crooked image on the screen.



6. Skew knob. Turn to rotate the image on the screen.

7) You may *zoom* in on and *focus* the image by rotating the two wheels on the lens assembly. To focus the image, rotate the tan (bottom) wheel. To zoom in on it rotate, the blue (top) wheel.

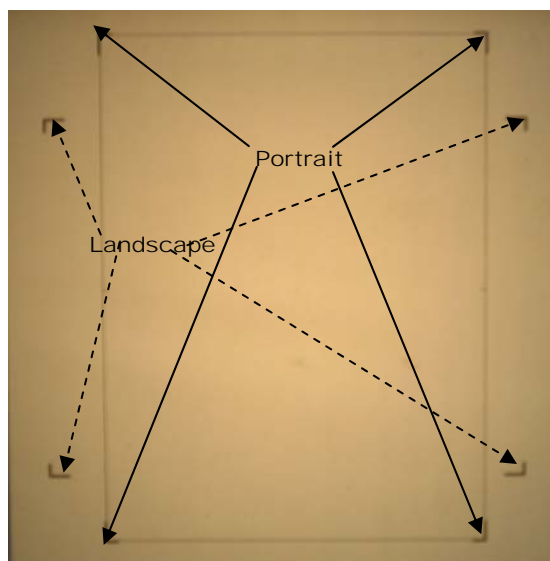


7. The focus and zoom wheels are displayed above.


Printing

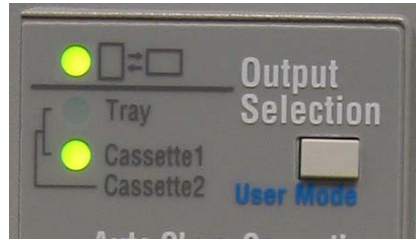
Notice: The library does not charge for printing microform.

8) Notice that the screen has marks that reference either *portrait* or *landscape* printing. The default setting is *portrait*.

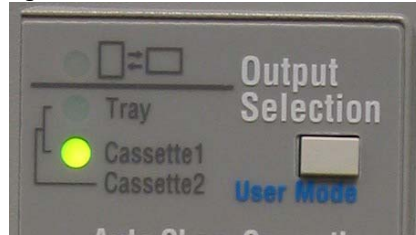


8. The brackets are landscape and portrait printing guides.

To select between the two options, press the **Output Selection** button at the top of the right panel. Make sure the light next to the  icon is not illuminated when using *landscape*.





8. Default setting is *portrait*. Notice the light is illuminated.



8. When the top light is not illuminated, the setting is *landscape*.

9) To darken or lighten the printout, press the **Darker & Lighter** buttons. Your setting will be reflected in the vertical scale next to the buttons. The default setting is displayed at the right.

10) The digital number represents the number of copies being printed. Increase the number of copies by pressing the  button. Reset the number of copies by pressing the  button.

If you see *PE* rather than a copy number, check the printer to be sure it has paper and be sure the cassette light is illuminated in Output Selection at the top of the right panel.

11) Once your settings are to your liking, press the **Start** button to print your document.



Print menu.