

# Loading and Using the Microfilm Reader

There are two types of microfilm readers in the microform room, manual and power advance. The first two pictures identify them.



This is the manual advance microfilm reader.



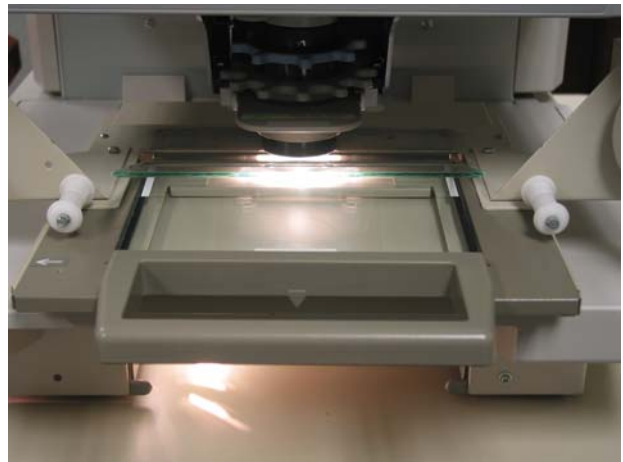
This is the powered advance microfilm reader. Notice the buttons and knobs.

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



1. Main power on off switch.

**2a)** Pull the tray towards yourself. The glass plate will open when the tray is fully extended.



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

**2b)** To load the film reel follow the instructions located on top of the *Supply* (left) reel holder. Both readers load the same way. Note that the film goes under the glass plate.



2b. This is a top down view of the loading instructions on the Supply (left) reel holder.

**3)** After successfully loading the microfilm reel, push the tray forward. The glass plate will close on the microfilm.



3. Tray retracted and ready for use. Notice the lens is over the microfilm.

4) Now that the 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.



4. Screen view.

5) 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.

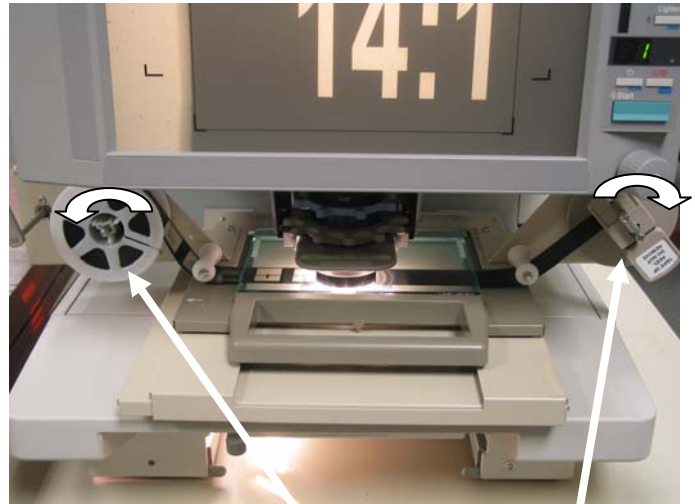


5. Crooked image on the screen.



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

**6a)** To advance the microfilm, rotate the Take-up (right) reel clockwise. To rewind the microfilm rotate the Supply (left) reel counterclockwise.



6a. Rotate counterclockwise to rewind. Rotate clockwise to advance.

**6b)** If using the power advance machine, first confirm the power is on.



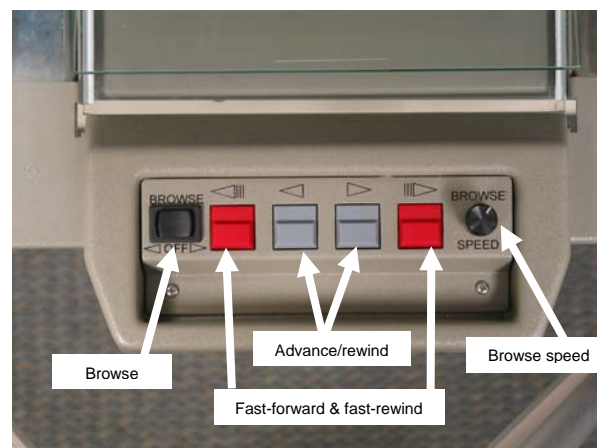
6b. The power switch is located here on the Take-up reel.

**6c)** Then use the red buttons to fast-forward and fast-rewind the reel.

The blue buttons advance and rewind at a user selected speed.

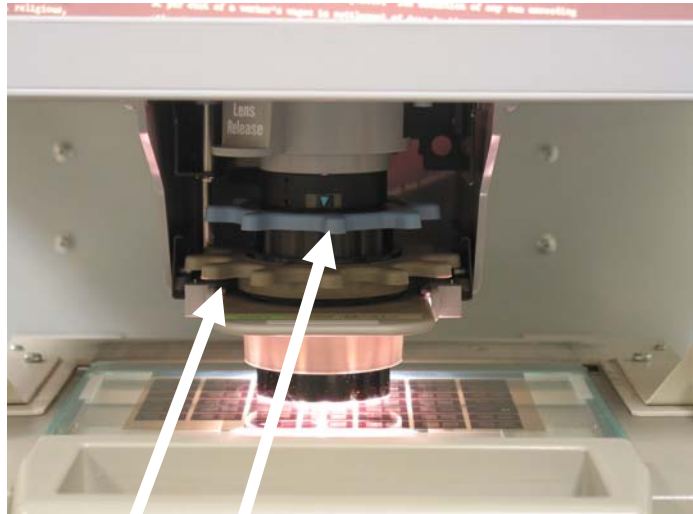
The Browse switch advances and rewinds the reel continuously at a user selected speed.

To set the speed, rotate the Browse Speed knob clockwise and counterclockwise.



6c. These are the controls for the power advance.

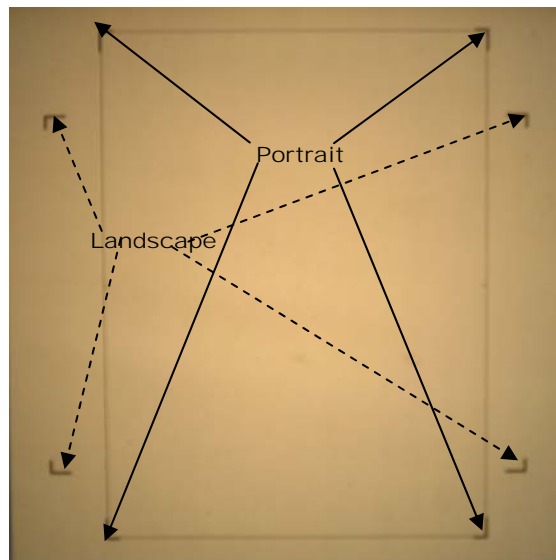
7) You may *zoom* in on and *focus* the image by rotating the two wheels on the lens assembly. To focus the image, rotate the tan (bottom) wheel. To zoom in on it rotate, the blue (top) wheel.




7. The focus and zoom wheels are displayed above.

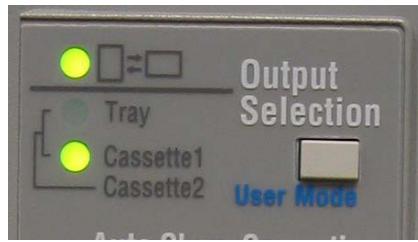
## Printing

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

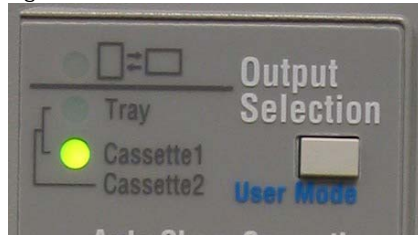


8. The brackets are landscape and portrait printing guides.

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.



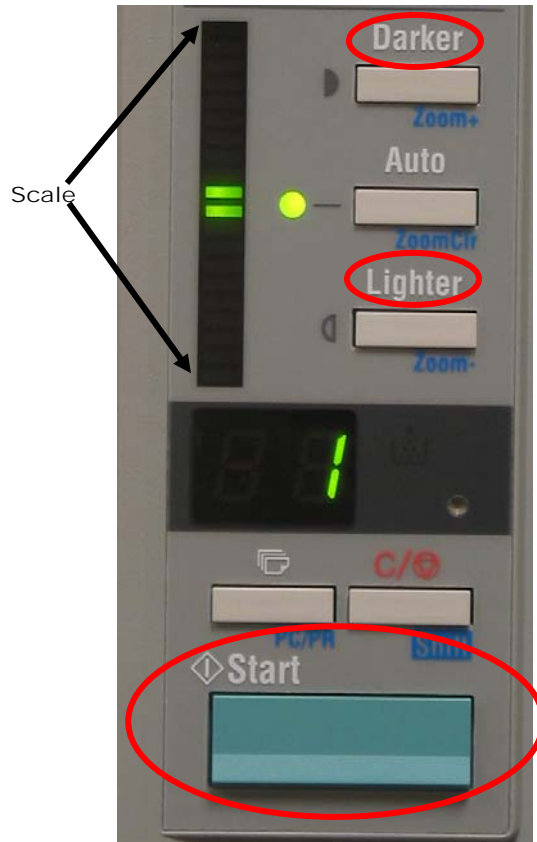
8. When the top right is not illuminated, the setting is *landscape*.

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.