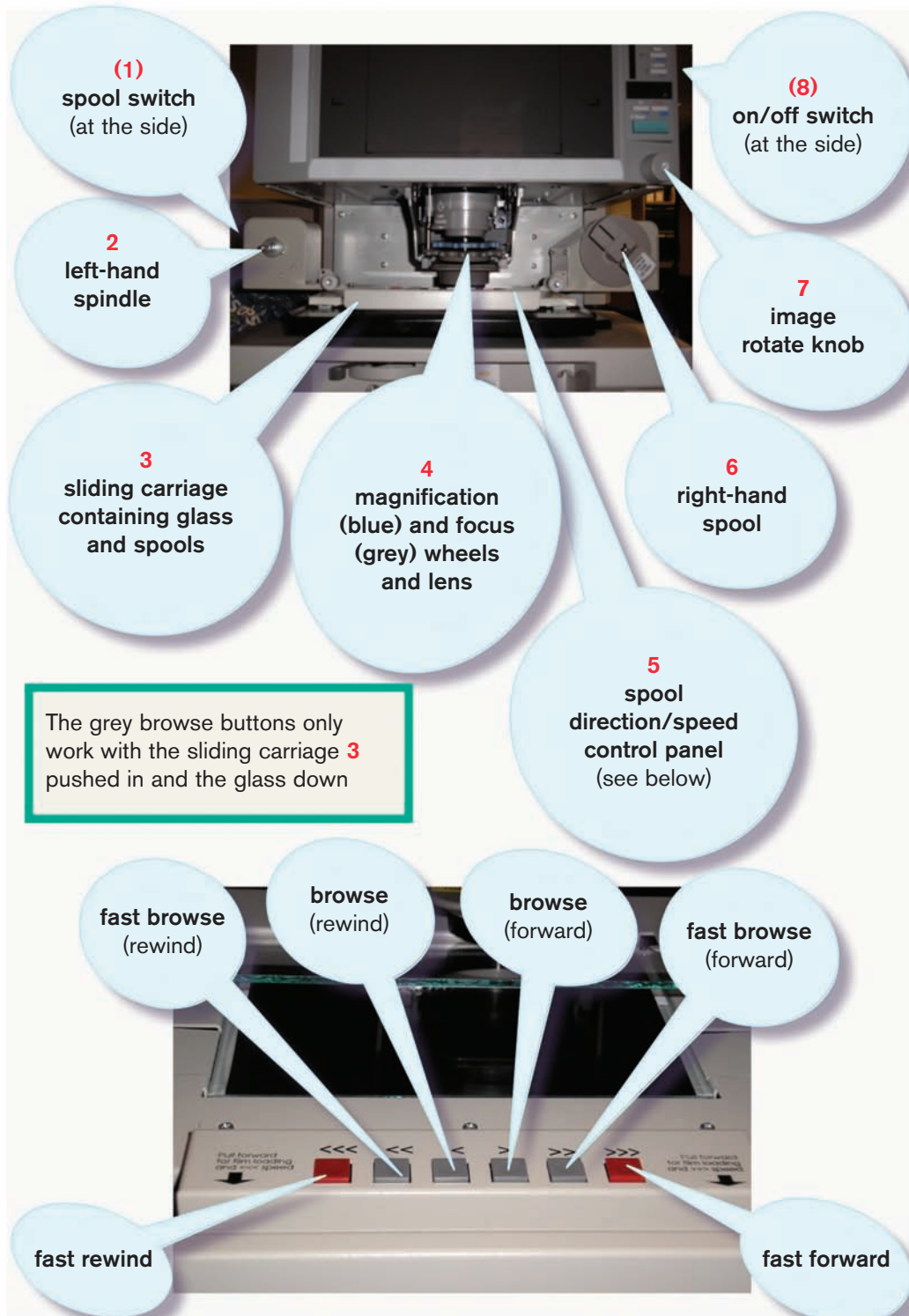


Microform reader/printer user guide



Is the reader's screen black?

Yes

No

Switch **(8)** to the **up** position

- If it is already in that position, switch it **down**, then **up** again

Go back to the question

Make sure that switch **(1)** is down

Pull the **sliding carriage 3** towards you so that the glass pops up as far as it will go

Push the **film reel** firmly onto the **left-hand spindle 2**

Load the **film** thus:



Make sure that the film runs:

- **over** both film spools
- **under** both white rollers

- To **rotate** the image use the **knob 7**
- To **move** the image use the **sliding carriage 3**
- To **zoom** the image use the **blue wheel 4**
- To **focus** the image use the **grey wheel 4**

Navigate to the page you want using the

- **fast forward/rewind** (red)
- **fast browse** (grey)
- **frame browse** (grey)

buttons on the **control panel 5**

Wind the right-hand spool a few more turns by hand to secure it

Push the red fast forward button on the control panel **5** to run the film further onto the right-hand spool

Push the sliding carriage 3 back in until the image appears on the screen

Do you want to view microfiche?

Pull the **sliding carriage 3** towards you so that the glass pops up as far as it will go

Insert the **microfiche sheet** under the glass

Push the **sliding carriage 3** back in until the image appears on the screen

- To **rotate** the image use **knob 7**
- To **move** the image use **sliding carriage 3**
- To **zoom** the image use **blue wheel 4**
- To **focus** the image use **grey wheel 4**

When you have finished viewing, **pull** the **sliding carriage 3** towards you so that the glass pops up as far as it will go

Remove the **microfiche** and **push** the **carriage** back in

Switch (8) to the **DOWN** position

Have you finished viewing microfilm?

Pull the **sliding carriage 3** towards you so that the glass pops up as far as it will go

Push the **fast rewind button** on the control panel **5** until the film winds off the right hand spool

Pull the **left-hand reel** off the spindle **2**

Push the **sliding carriage 3** back in

Switch (8) to the **DOWN** position

Is it a library microfilm?

Put it in its box and return it to where it belongs

Do you want to print?

On the reader's screen, display the **image** you want to print

- Make sure that it is entirely within the **solid black border** with a clear edge of at least 5 mm

Log on to the **computer** to the left of the reader

Double click the **Microfilm icon**



The microfilm image now appears on the computer screen

Click the **Scan** icon at the top left of the screen



Click the **Print** button

Do you want to print in **b&w** or **colour**?

colour

b&w

Select the **type of paper** from the drop-down 'Printer / Name' menu

- To print on **plain** paper, **select** the printer called '**colourplina4**'
- To print on **gloss** paper, **select** the printer called '**colourglossa4**'

Click **OK**

Click **OK**

Log on to the printer release station behind you (or on a colour printer) and print your work.

- Refer to the printing guides for more help with printing.
- Repeat the steps on this page for each image you want to print.