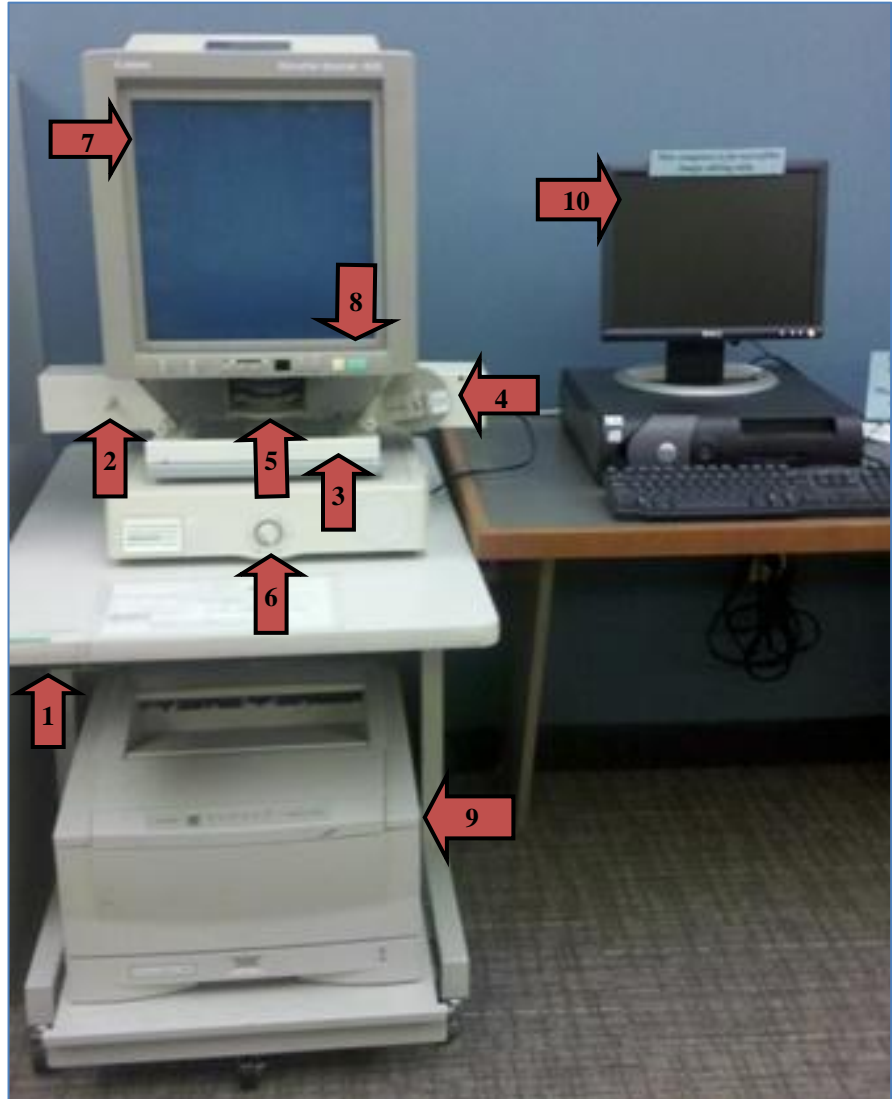


HOW TO USE THE MICROFORM SCANNER

THE SCANNER

1. Master Switch
2. Rod for Microfilm Reel
3. Main Tray
4. Take-up Reel
5. Lens
6. Light Dial
7. Viewing Screen
8. Print Controls
9. Printer
10. Terminal for digital scanning



BEFORE YOU BEGIN



Use the master switch under the table to turn on the scanner and the printer.



Pull out the main tray to lift up the glass.

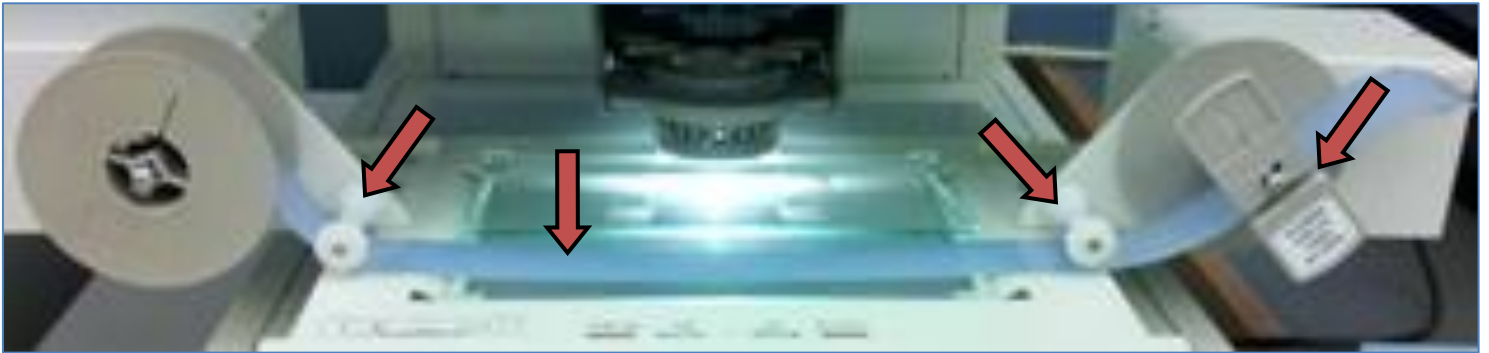
MICROFILM



Hold the reel so that the film feeds from the top. Touch only the end of the film.



Slide the reel onto the metal rod to the left of the lens and push until the reel is secure.



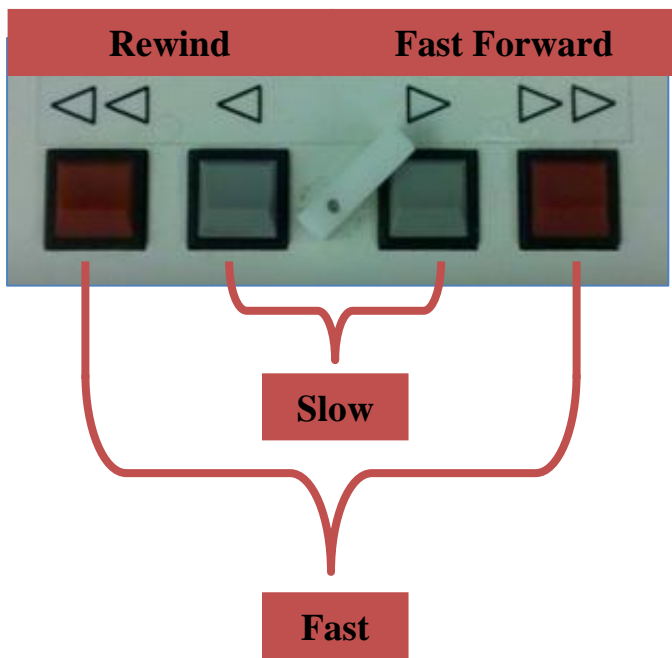
Slide the film under the first white spool, under the glass, under the second white spool, and then insert the end of the film into the center of the “take-up” reel.



Spin the take-up reel once to ensure that the film is held securely by the clip inside the reel.



Push the main tray until the film is directly below the lens.



Use the controls to advance or rewind the film.

Move the main tray to center the image on the screen. To scan through the film quickly, pull out the main tray and use the red buttons to advance or rewind the film.

MICROFICHE



Hold the fiche by the top margin with your thumb and forefinger.



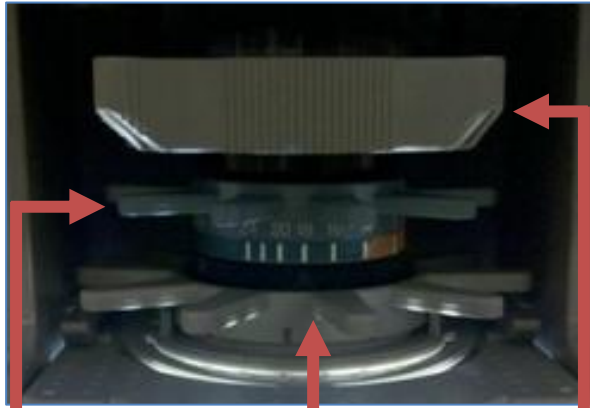
Flip the fiche upside down and slide it underneath the glass.

Only touch the top margin. Do not touch any other part of the fiche.

Push the main tray underneath the lens and move the tray to manually explore the pages.



THE LENS



Turn to focus

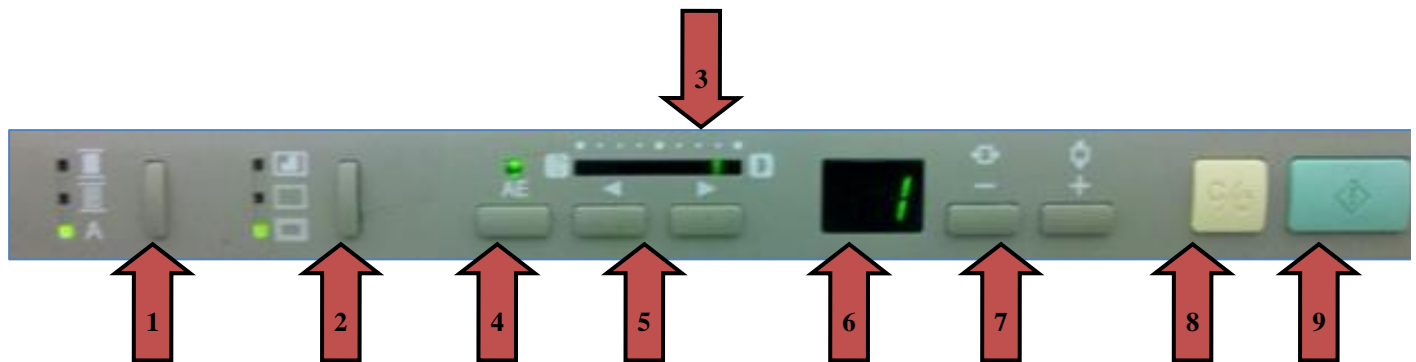
Turn to zoom in and out

Turn to rotate the image



Move the light adjustment dial to the left or right to change the light intensity of the screen.

PRINTING



1. Negative / Positive key

Top selection: Produces positive prints from negative film.

Middle selection: Produces positive prints from positive film.

Bottom selection (Recommended): Automatically selects the mode based on the type of film being viewed.

2. Border key

Top Selection: Frames an area with a border.

Middle selection (Recommended): Removes the black border around the image for printing.

Bottom selection: Automatically removes most of the black border around the image, but leaves a border up to 5mm around the image.

3. Print Density display

Displays the current level of print density (how light or dark the printout will be).

4. Automatic Print Density key (Recommended)

When selected, the print density will be automatically determined.

5. Print Density Adjustment keys

Right selection increases contrast.

Left selection decreases contrast.

6. Print Quantity display / Error display

A number indicates the number of copies to be printed.

An alphanumeric code that begins with P or L indicates an error has occurred.

7. Print Quantity Adjustment key

Right selection increases the print quantity.

Left selection decreases the print quantity.

8. Clear Print Quantity / Stop Print key

This key will clear the quantity or cancel the current print job.

9. Print key

Press this button to print.

WHEN YOU ARE FINISHED

When finished, please place the used microfilm and microfiche on the cart behind you.

Also, please turn off the machine using the master switch under the table.

If you need assistance, ask Sarah in the Periodicals Office or at the Reference Desk.



To save the image to a USB device or to burn to a CD, use the computer next to the scanner.