

MicroFilm/Fiche Reader Operations

MicroFilm/Fiche reader

- If the MicroFilm/Fiche reader is not on when you sit down, Press **power** button (lower left corner/front edge) so the 1 side is down and the O side is up. The reverse position of the 1 and O sides is off.

To load Fiche

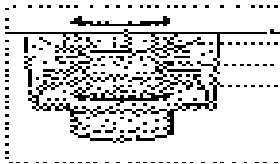
Pull the reader's glass carrier towards you just until the top glass raises up. DO NOT pull reader's glass carrier past the edge of the lens. If this happens, you will have trouble getting it to return to the view position under the lens. Ask for assistance if you do have trouble.

Place your Fiche card inside the reader's glass carrier and push the carrier back to the view position under the lens.

Position the image of your choice within the yellow markings on the MicroFilm/Fiche reader screen by:

- Rotating the reader's glass carrier

Zoom and focus the image using the lens' 3 fins (knobbed disks inside the lens housing):



1. Rotating the lens' top fin left or right to rotate the image to the desired angle.
2. Rotating the lens' middle fin left or right to enlarge or reduce the image size.
3. Rotating the lens' bottom fin left or right to focus the image on the screen

Adjusting the MicroFilm/Fiche reader operation panel keys that are labeled on the reader will affect what is sent to the printer (NOT what is sent to the computer).

To print Fiche

Swipe your Copy Card or AztecCard in the wedge unit. \$2.00 is auto-deducted, but you are reimbursed for any unused portion after 60 seconds. This is done to allow you to print more than one position of the fiche on the same swipe. If 60 seconds is not long enough, just swipe again for another 60 seconds.

Press the **Print Start** key to start printing or to re-start printing after a paper jam.