VIEWING MICROFILM

1. Pull the Roll/Fiche Carrier 200 (labeled as such) as far forward as it will come.

2. Place the roll of microfilm on the metal spindle with the film coming off the top of the roll.

3. Turn the film catch knob clockwise to the locked position.

4. Slide the film underneath the roller to the right of the spindle. Allow film to load into the second spindle on the righthand side of the carriage.

   Push and hold the sky blue lever to the left to continue loading the film.

6. The knob at the lower right of the scanner is used to advance and rewind the microfilm; turning the wheel to the right will advance the microfilm while turning it to the left will rewind it.

The 3 wheels above the lens perform different functions. The large wheel at the top rotates the image. The blue wheel in the middle zooms the image in and out. The bottom wheel focuses the image.

7. When you are finished viewing the microfilm, use the knob on the lower right to rewind the film all the way. Turn the catch knob back and remove the film. Please leave the microfilm on the desk in its box to be re-shelved.