

Operating the Microfilm Machines

1. This is a short tutorial about loading the microfilm reader. Make sure the microfilm reader is on. The switch is on the right side of the monitor.
2. Pull the tray towards you until the glass piece pops up.
3. Place the microfilm on the silver pin on the left side.
4. Push the roll back so it fits securely. The film should unroll from the top so it moves clockwise.
5. Thread the film under the white guide-roll, the glass, and the second white guide-roll.
6. Thread the film into the slot of the right-hand reel. The microfilm should wind clockwise around the reel.
7. Push the tray in and the glass will pop down. You should now see the microfilm image being projected on the screen of the microfilm reader.
8. To read the microfilm, double check to make sure the image is vertically correct. If it's sideways, you can use the gray knob to turn the image so that you're reading it in the appropriate manner. If you see a mirror image, the film is loaded incorrectly.
9. If you'd like to zoom in on the image, use the blue knob that is underneath the monitor.
10. If the image is not in focus, use the gray knob that is under the blue knob to adjust the focus.
11. If you need to go back many many pages or forward many many pages, slide the plate out until the glass plate pops up. Then, you can use the red button to fast forward or rewind very very quickly.
12. Once you're in relatively the right location, slide the tray back in and then you can use the gray fast forward and rewind button to scan through the film at a more moderate pace.
13. When you are finished using the microfilm, pull the tray out until the glass plate slides up, rewind all the way.
14. When the film is free from the roller, pull the film off the spindle, wrap it back in the paper and put it back in the box. Thank you.