Operating the Microfilm/Microfiche reader
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Introduction and turning on the microfilm/microfiche

- There are **four components** to the microfilm/microfiche reader
  - The loading peg
  - The film tray
  - The film take up reel
  - The power button
  - Plug for Microfilm spool (must be plugged in)
Loading the microfiche

• Pull out the film tray by using the metal bar in the front of it as shown in the picture to the right.
• When the tray is entirely out you will hear a clicking sound. For microfiche place the microfiche on the lower glass tray and push the tray back.
• **Push the glass tray back** in using the metal bar in the front.
• When finished the film should look like the image to the right.
Loading the microfilm

• Turn the unit on by **switching the power button** from 0 to 1. The power button is located on the lower right hand side of the back of the machine.

• **Place** the film, which is the yellow roll **on the loading peg**.

• Do this by **inserting** the **loading peg** through the hole in the center of the film.
• **Thread the film** through by stringing it **under the larger white wheel** farthest to the left of the glass plate.

• Then **thread the film over the smaller white wheel** that is farthest to the left of the glass plate.

• With the glass plate raised up **thread the film under the glass plate**.

• Then, **thread the film over the smallest white wheel** farthest to the right of the glass plate.

• **Thread the film under the larger white wheel** farthest to the right of the glass plate.

• **Slide the film into the little slot on the large grey take up reel** on the right.
• Push the glass tray **back** in using the metal bar in the front.

• When finished the film should look like the image to the right.
Operating the Microfiche/Microfilm software

• Double left click on the **Powerscan 800** icon to load the microfilm reader software.
The message shown to the right will appear while the microfilm/microfiche software loads.
• The Microfiche/Microfilm software will have a **toolbar located on the bottom of the screen.**

• The toolbar will look like the image shown to the right.
• To navigate the film slowly backwards **left click** the **slow reverse icon**.

• To navigate the film quickly backwards press the **fast reverse icon**.

• To navigate the film slowly forwards press the **slow forward icon**.

• To navigate the film quickly forwards press the **fast forward button**.

9/30/2013 Operating the Microfiche/Microfilm reader
The first menu is the **home** tab.

This is the **menu found farthest to the left**.

Its icon looks like the tab shown to the right.

The **home** tab will have features that are used the most by users.

To access this menu **left click** on the **home** tab.
• This icon is the **magnifier**. It will blow up everything within the blue marching ants box on the screen.

• The **brightness** icon will adjust the intensity of the colors on the screen.

• This is the **Contrast** icon and it is used to adjust the way the different **colors that are displayed on the screen** balance.

• **Manual Straighten** adjusts the **tilt of an image**.

• The **Focus** icon will adjust the clarity of the image displayed on the screen as you scroll through the film.
• The **adjust** tab is found to the **right of the home tab**.

• To **select** it **left click** the icon.
• The **brightness** icon will adjust the intensity of the colors on the screen.
• This is the **Contrast** icon and it is used to adjust the way the different colors that are displayed on the screen balance.
• **Manual Straighten** adjusts the tilt of an image.
• The **Zoom** icon will focus in closer on the part of the screen that the marching blue ants box is surrounding.
• The **film type** will allow you to select the Microfilm/Microfiche size.
• **Rotate 90 Degrees** will allow you to turn the image displayed on the screen in 90 degree increments.
• **Mirror** will turn the image so that it is facing the mirror image direction of the direction that it is currently being displayed.
• **Help** will allow you to access most topics on the software and how to use it.
• The **printer** icon will print everything within the green box displayed on the screen.

• The **Scan to Drive** icon will save the image displayed on the screen to a PDF file. **Note:** that you can not save a Microfiche/Microfilm image to any other file format.
• The **restore settings icon** will allow you to choose microfilm/microfiche sizes.

• **Help** will allow you to access most topics on the software and how to use it.
Ejecting the microfiche/microfilm from the reader

- To **eject** the **microfilm/microfiche** pull the film tray out using the metal bar in the front.
- When the tray is fully open it will click.
- **Left click** the **fast rewind button** on the screen until the **film is fully retracted** and then let go of the left click button on the mouse.