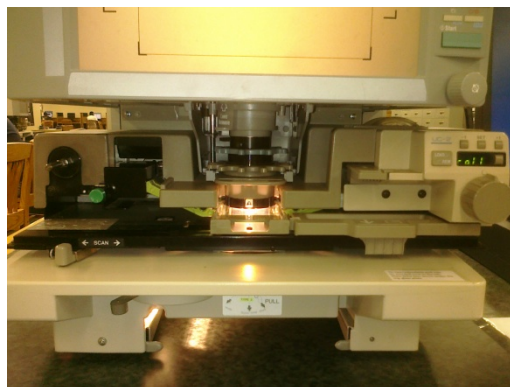
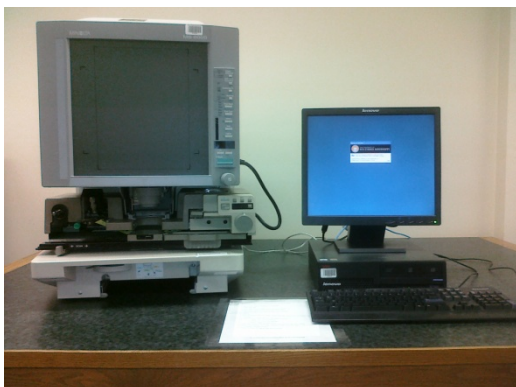


# Cook Library Microform Equipment

## Minolta MS 6000 film and fiche reader and computer with Adobe® Acrobat® Professional



The Minolta equipment uses any of the following four types of lenses:

- Type 1: zoom 9x-16x
- Type 2: zoom 13x-27x (most common)
- Type 3: zoom 23x50x
- 87x (for ultrafiche)

### MICROFILM

#### Loading microfilm

- Place a microfilm reel on the spindle on the left side of the machine.
  - The microfilm should fall over the top of the reel, not underneath it.
  - The center of the reel has a notch that must fit over the spindle correctly. Make sure the reel is firmly situated on the spindle.
- Press the green button to release the cover on the take-up roller. The film will not load correctly if the black cover is over the take-up roller.
- Hand feed the film through the green film guides and between the two plates of glass. Manually feed 6-12 inches of film into the machine to get started.
- Gently lower the black cover over the take-up roller.
- Press the LOAD/REWIND button on the right side of the machine to automatically complete the film loading process. This will begin to wind the film onto the take-up reel on the right side of the machine.

#### Troubleshooting

- Film won't load automatically.
  - Make sure the fiche tray is pushed all the way in and to the right, so it does not interfere with the film mechanism.
  - Make sure black cover is lowered over the take-up roller.
  - Make sure film is hand-fed far enough into the machine to catch on the take-up reel on the right side, about 6-12 inches.
  - If the leading end of the film is bent or crumpled, the damaged part may need to be trimmed off with scissors to allow smooth flow through the equipment.
- Film is completely transferred to the take-up reel on the right, often by advancing the speed control dial too quickly.
  - Manually wind the film back onto its original reel on the left. The LOAD/REWIND button will not work at this point.
  - Remove the lens to rewind by hand without obstruction.

#### Adjusting microfilm for viewing

- Zoom is the blue, upper wheel on the lens.
- Focus is the gray, lower wheel on the lens.
- The SCAN lever, which moves left and right, adjusts the image up and down on the viewing screen.
- Rotate the image on the screen using the knob near the lower right corner of the viewing screen.
- Advance the film forward and backward using the large speed control dial on the right side of the machine.

### MICROFICHE

#### Loading microfiche

- Pull the fiche carrier tray out from the right lower side until the upper fiche glass swings up.
- Place a fiche between the two plates of glass
  - face down
  - top edge away from the user
- Push the fiche carrier back in and manually move it around in a circular motion to display the desired image on the screen.

#### Adjusting microfiche for viewing

- Manually move the fiche carrier tray back and forth and left and right to go from page to page.
- Zoom, focus, and rotation use the same controls as the microfilm adjustment.

### PRINTING and SCANNING film and fiche

- Follow the instructions taped to the table next to the equipment.
- Scanned images may be printed, saved to disk, or sent via e-mail.

# Cook Library Microform Equipment

## Indus ScreenScan 456-OP opaque reader and HP LaserJet 1160 printer

### MICROOPAQUE / MICROCARD

#### Loading microcard

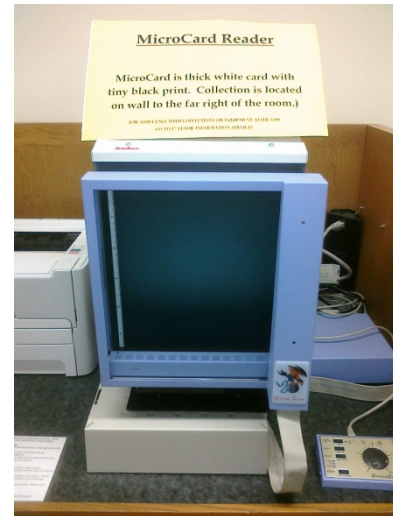
- Follow the instructions taped to the table next to the equipment.

#### Adjusting microcard for viewing

- Zoom is not available. Image size cannot be adjusted.
- Focus is the small black knob on the right side of the machine.

#### Printing microcard

- There is no charge for printing from this machine.



## Readex Microprint Opaque Viewer model 7

### MICROOPAQUE / MICROCARD

#### Loading microcard

- Follow the instructions printed on the machine itself.

#### Adjusting microcard for viewing

- Zoom is available by pulling the focus knob out for 18x and pushing the focus knob in for 23x magnification.
- Rotate the image on the screen using the image rotation lever, which moves left and right.
- Manually slide the card carrier tray back and forth and left and right to go from page to page.

Printing is not available on this machine.

## Dukane MDP Manual Direct Projection microfilm reader

### MICROFILM

- Follow the instructions printed on the machine itself.
- This machine does not print.

## Bell & Howell Mark II microfilm reader

### MICROFILM

- Follow the instructions printed on the machine itself.
- This machine does not print.

## Realist model 3384 microfiche reader

### MICROFICHE

- 2 machines located near U.S. Government Documents microfiche collection.
- These machines do not print.