

Working with Microfilm

To Get Started



Have your Campus Cash or your Tiger Club card available. Sorry, no cash. Get your card at the Copy Center on the 2nd floor, or the dispensers on 1st or 2nd using a dollar bill.

Campus Cash Cards may be used on campus wherever Tiger Cards are accepted, and they are reusable.



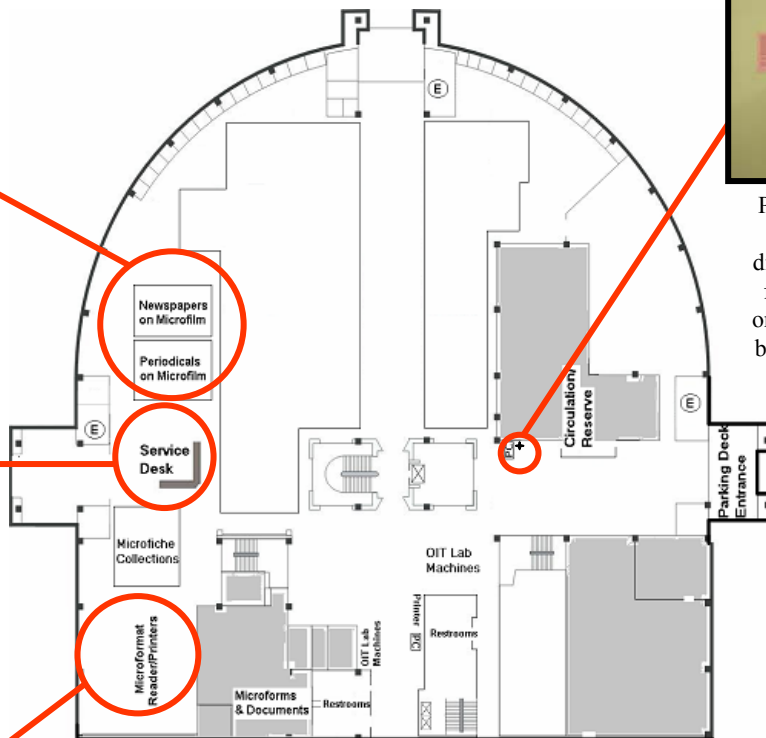
The Campus Cash Card dispenser on 2nd floor is located to the right of the entrance of CopyCat at the Library.

1st floor of RBD Library

Microfilm collections are all on 1st floor of the RBD Library. Newspaper and Periodical collections are located to the right of the Service Desk.



The Service Desk located on the 1st floor can help you locate your microfilm or microfiche as well as with loading the machines.

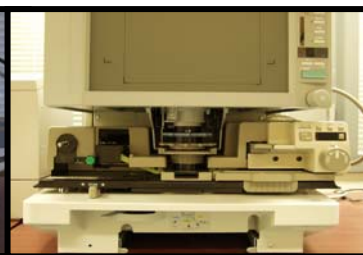


Purchase or add money to your card at the dispenser located on 2nd floor outside CopyCat, or at the one on 1st floor by Circulation/Reserve.

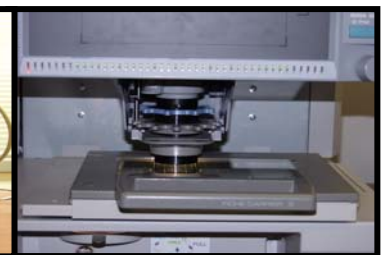
Use a reader/printer for microfilm that has a post and a take-up reel. A microfiche reader/printer has a flat bed for the transparent card. Some reader/printers can handle both film and fiche.



Microfilm Reader/Printer



Combo Micro Reader/Printer



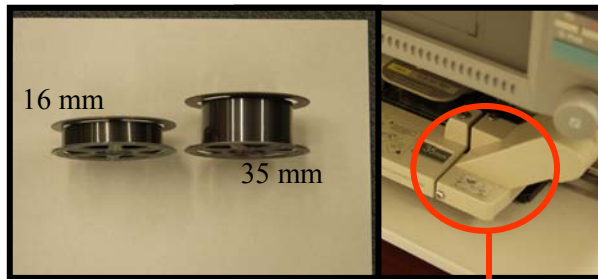
Microfiche Reader/Printer

Loading the Minolta MicroSP 2000 Microfilm Reader/Printer

Before you get started:

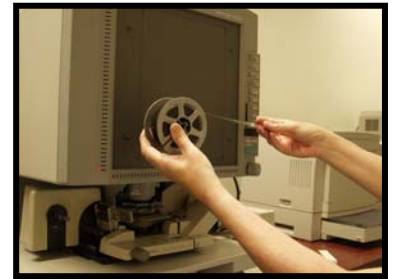
Get a Tiger Club or Campus Cash Card.

Make sure your machine can handle microfilm.



Identify film size.

Push or pull to set up for either 16 or 35 mm reels.



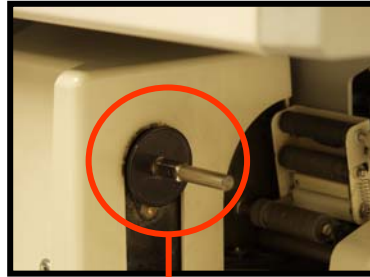
Remember: film always feeds off the top of the reel.

Step 1



Turn machine on

Step 2



Place reel all the way on the square portion of the post.

Step 3



Pull arrow towards you and lift gate up.

Step 4



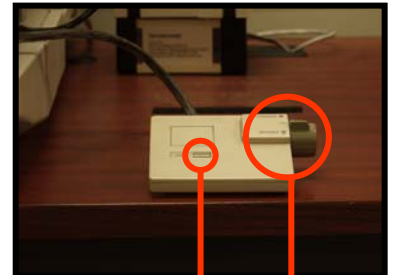
Place film on bottom roller and push until it begins to appear on the screen.

Step 5



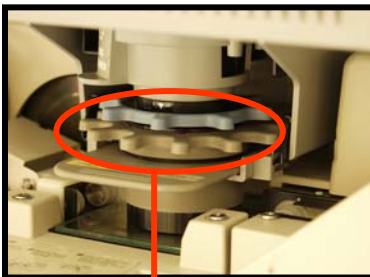
Drop the gate down.

Step 6



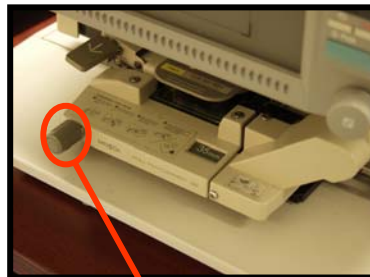
Push the load button. Turn knob up for forward, down for reverse, or return to center to stop.

Step 7



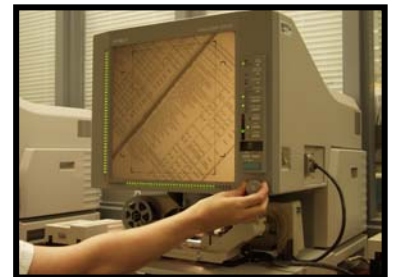
Use the top cog to zoom and the bottom cog to focus.

Step 8



Use the small knob to move image up/down or back/forth.

Step 9



Use the big knob to rotate image into print box.

Step 10



Swipe your Tiger Club or Campus Cash card.

Step 11



Press print button to print.

After you've finished:

Reverse the film back, turn off the machine, and put film in reshelving area to be refilled.

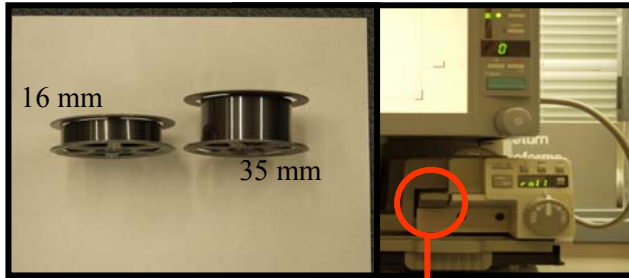
Remember, if you ever need help with the equipment ask at the service desk.

Loading the Minolta MS 6000 Combo Reader/Printer

Before you get started:

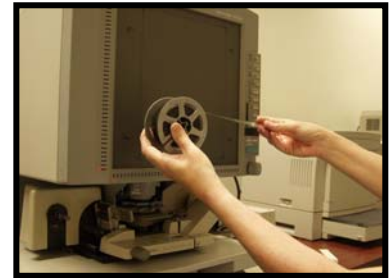
Get a Tiger Club or Campus Cash Card.

Make sure your machine can handle microfilm.



Identify film size.

Push or pull to set up for either 16 or 35 mm reels.



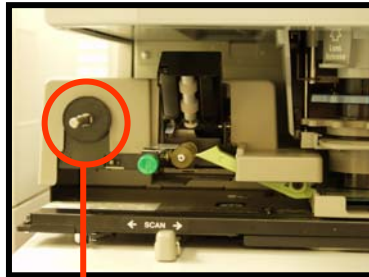
Remember: film always feeds off the top of the reel.

Step 1



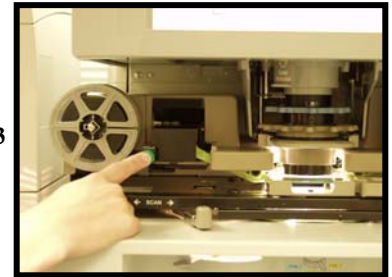
Turn machine on.

Step 2



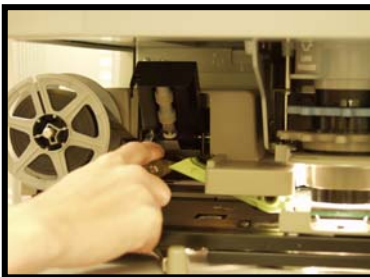
Place reel all the way on the square portion of the post.

Step 3



Press green button to pop gate up.

Step 4



Place film on bottom roller and push until it begins to appear on the screen.

Step 5



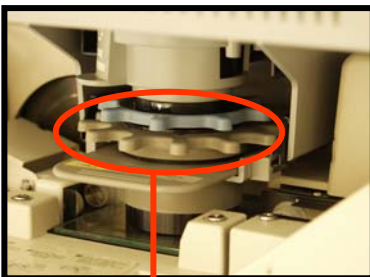
Drop the gate down.

Step 6



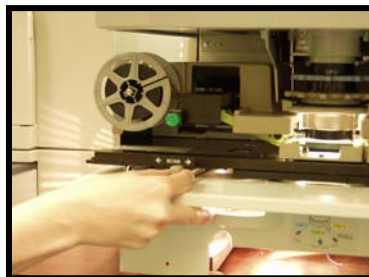
Press the button marked "Load/Rew". Turn knob right for forward and left for reverse. Return knob to center to stop.

Step 7



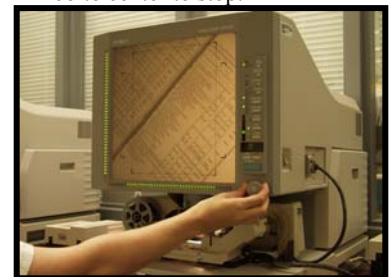
Use the top cog to zoom and the bottom cog to focus.

Step 8



Use the scan lever to move image up/down or back/forth.

Step 9



Use the big knob to rotate image into print box.

Step 10



Swipe your Tiger Club or Campus Cash card.

Step 11



Press button marked "Start" to print.

After you've finished:

To rewind press the button marked Load/Rew, turn off the machine, and put film in reshelving area to be refilled.

Remember, if you ever need help with the equipment ask at the service desk.