Microform Equipment Guide
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<td>Parts Identification</td>
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Loading & Printing Microfilm

Getting Started

1. Turn on the ON/OFF switch, located on right side of unit.

2. If FICHE CARRIER is pulled out, slide carrier to the right and push in, aligning arrow on FICHE CARRIER handle with arrow on ROLL CARRIER glass.

3. Select 16 or 35mm film width.
Loading Microfilm

1. Mount microfilm reel on left spindle, film feeding off top of the reel. Push green button to open take-up roll or pull and raise beige take-up lever.

2. Manually feed film into green FILM GUIDE, until film is visible on screen. Lower take-up roll into home position.

3. Push the LOAD/REW key. Film should automatically load onto take-up reel.

*NOTE: If machine does not have LOAD/REW button, turn REVERSE/FORWARD knob to the right to load film.*
Positioning Image

1. Turn REVERSE/forward knob left or right to reverse/advance image.

2. Slide SCAN lever left or right to move image up/down.

3. Turn IMAGE ROTATION knob to rotate image up to 360°.
1. Align desired image inside margins on screen.

2. Turn blue ZOOM ring left or right to reduce/enlarge image. Turn gray FOCUS ring left or right to focus image.

3. Select appropriate PRINT MODE.
   - N>P - negative images will print black
   - P>P - positive images will print black
   - Auto - automatically determines print mode

4. Swipe card or insert 10 cents (IMPORTANT! DO NOT insert amount over 10 cents. Copier will only produce one copy. It does not make change.)

5. Press green PRINT button.
Unloading Microfilm

Press LOAD/REW button to automatically rewind film.

*NOTE: If the machine does not have a LOAD/REW button, turn REVERSE/FORWARD knob to the left to rewind film.
Loading & Printing Microfiche

- **Getting Started**

1. Turn on the ON/OFF switch, located on right side of unit.

2. Holding FICHE CARRIER handle, pull out.
   Slide carrier to the left, positioning carrier directly over light.

3. Holding FICHE CARRIER handle, gently pull out.
   Upper glass plate will flip up.
Loading Microfiche

1. Insert one sheet of microfiche face down, between glass plates.

2. Take hold of FICHE CARRIER handle and gently push carrier back over light, until upper glass plate flips down.

Positioning Image

1. Holding on to FICHE CARRIER handle, move carrier left/right to scan across. Move carrier in/out to scan up and down.

2. Turn IMAGE ROTATION knob to rotate image up to 360°.
1. Align desired image inside margins on screen.

2. Turn blue ZOOM ring left or right to reduce/enlarge image. Turn gray FOCUS ring left or right to focus image.

3. Select appropriate PRINT MODE.
   - N>P - negative images will print black
   - P>P - positive images will print black
   - Auto - automatically determines print mode

4. Swipe card or insert 10 cents (IMPORTANT! DO NOT insert amount over 10 cents. Copier will only produce one copy. It does not make change.)

5. Press green PRINT button.
Unloading Microfiche

Holding FICHE CARRIER handle, gently pull out. Upper glass plate will flip up.

Remove microfiche.
Loading Paper.

1. Lift up on right corner of PAPER TRAY and pull out.

2. Position right PAPER GUIDE on top of paper stack.
   Align paper stack up against left EDGE GUIDE.
   *Never load paper to a level higher than the notch in the Edge Guide*

3. Re-insert PAPER TRAY into machine, until it locks in position.
Removing Paper Jams

Paper misfeeds are identified by a letter/number code on the Control Panel Display.

- When a P1 is shown on the CONTROL PANEL
  1. Turn off the ON/OFF switch

2. Pull out paper tray and remove misfed paper.

3. Reload paper and re-insert paper tray.
When a P2 is shown on the CONTROL PANEL

1. Turn off the ON/OFF switch.

2. Open the right-side door.

3. Release OPEN lever to lower the print process unit.
   Using rollers, remove misfed paper.
When a P3 is shown on the CONTROL PANEL

1. Turn off the ON/OFF switch.

2. Open the right-side door.

3. Release OPEN lever to lower the print process unit. Holding FUSING UNIT open, remove misfed paper.
Trouble Shooting

This section covers the basic procedures for checking the main sources of trouble when the machine does not operate properly.

Contact assistance is required.

1. Machine does not power on.
   
   Is the machine plugged in?
   ✓ Plug in machine.
   Is the right-side door closed securely?
   ✓ The right-side door has a safety switch which shuts off the machine when the door is ajar. Close door securely.
   Is the wall outlet defective?
   ✓ Try plugging the machine into a different outlet.

2. Screen is black.
   
   Is the machine turned on?
   ✓ Turn on ON/OFF switch
   Does the CONTROL PANEL or DISPLAY indicate a fault code?
   ✓ Refer to Fault Codes & Indicators

3. Machine will not copy.
   
   Is the ADD PAPER indicator lit up?
   ✓ Add paper
   Does the CONTROL PANEL or DISPLAY indicate a fault code?
   ✓ Refer to Fault Codes & Indicators

4. Copies are too light/dark.
   
   Is the Add Toner indicator lit up?
   ✓ Notify Documents Department staff
   Does the exposure need adjusting on the CONTROL PANEL?
   ✓ Adjust Auto Exposure - left/lighter; right/darker
   OR
   Adjust Manual Exposure - push MANUAL EXPOSURE button on.
   Turn dial left/lighter; right/darker.
5. Microfilm will not load onto TAKE-UP reel.

- Is the leading end of the microfilm curled, bent or uneven?
  - ✓ Using fingers or table edge, *gently* smooth end of film flat
- Is the proper film width selected?
  - ✓ Adjust FILM WIDTH selector for 16/35mm film

6. Microfilm will not rewind

- Is the microfilm loaded properly, feeding off the top of the reel?
  - ✓ If the microfilm has not been properly loaded, it can not be rewound automatically. Rewind film by hand.
- Has the microfilm been completely taken up by the TAKE-UP reel?
  - ✓ Push lens cap up. Gently pull LENS UNIT out from machine.
  - Thread tail end of microfilm from TAKE-UP reel to the empty reel.
  - Turn REWIND/FORWARD knob to the left to rewind film onto empty reel.

7. Card reader will not read card

- Is the card reader indicating "NO FUNDS"?
  - ✓ Unplug card reader phone line from wall jack.
    - Wait a few seconds and then reconnect line.
    - Re-swipe card.
  - ✓ If card reader is still inoperable, test another reader.
Fault Codes & Indicators

The Self-Diagnostics System identifies a malfunction by a letter/number code shown on the CONTROL PANEL or DISPLAY.

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<tr>
<th>Machine Condition</th>
<th>Control Panel Display</th>
<th>Meaning</th>
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<tr>
<td>Wait</td>
<td>Blinking Number 1</td>
<td>The number shown on the Control Panel display is blinking. When it stays lit, prints can be made.</td>
</tr>
<tr>
<td>Paper Misfeed</td>
<td>Blinking P and 1</td>
<td>A misfeed has occurred in the Paper Take-Up area.</td>
</tr>
<tr>
<td></td>
<td>Blinking P and 2</td>
<td>A misfeed has occurred somewhere along the Paper Feed path.</td>
</tr>
<tr>
<td></td>
<td>Blinking P and 3</td>
<td>A misfeed has occurred in the Fusing/Exit area.</td>
</tr>
<tr>
<td>Requires Service Technician</td>
<td>Blinking C and number</td>
<td>Defective optical/fusing unit. Out of Order.</td>
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<th>Display</th>
<th>Meaning</th>
<th>Action</th>
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<td>FICHE</td>
<td>Fiche Carrier is being used.</td>
<td>--------</td>
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<tr>
<td>ROLL</td>
<td>Microfilm mode is being used.</td>
<td>--------</td>
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<tr>
<td>E-1</td>
<td>Fiche Carrier is slid out when film reel is being loaded.</td>
<td>Slide Fiche Carrier back into home position, matching arrows.</td>
</tr>
<tr>
<td>E-2</td>
<td>Film is not loaded properly.</td>
<td>Remove reel from spindle. Try loading film again.</td>
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<tr>
<td>E-3</td>
<td>Film Guide is in fiche mode.</td>
<td>Slide Fiche Carrier out and then back into home position, matching arrows.</td>
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<tr>
<td>E-4</td>
<td>Film was re-wound improperly.</td>
<td>Insert microfilm reel on spindle. Press Load/Rew button.</td>
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Parts Identification

1. On/Off switch
2. Screen
3. Control panel
4. Rotation knob
5. Lens unit - zoom/focus
6. Fiche carrier
7. Exit tray
8. Paper tray
9. Safety switch
10. Open lever
11. Fusing unit
12. Toner collection bottle
13. Negative toner
14. Positive toner
15. Toner tray
1. Take-up roll release button
2. Microfilm spindle
3. Fiche carrier glass
4. Take-up reel
5. Load/Rewind key
6. Display
7. Forward/Rewind knob
8. 16/35mm Film width selector
9. Fiche carrier handle
10. Roll carrier glass
11. Scan lever
1. Print Key .................. Depress key to print copy of image shown on screen.

2. Clear/stop key* .......... Depressing key resets number of copies selected to "1". Also causes multi-print cycle to stop.

3. Exposure key .......... Used to fine-adjust the density of the print image when the machine is in Auto Exposure mode.

4. Print Mode key .......... Determines how the image will print.
"N>P" - negative images will print black
"P>N" - positive images will print black
"Auto" - automatically determines print mode

5. Multi-print key* ....... Changes the number of copies being made.


7. Manual exposure knob .... After depressing manual exposure key, turn knob clockwise/counterclockwise to adjust density of print image.

8. Indicators .......... ¥ ¥ Misfeed/Service Tech. indicator. Lights up when a malfunction occurs. See Fault Codes & Indicators

   - Add Toner indicator
   - Change Toner collection bottle
   - Add Paper indicator

9. Display .................. Shows the number of copies selected and malfunction codes. See Fault Codes & Indicators.

*NOTE: This feature only available to key operators with access to by-pass key.