Instructions for PRINTING from Microfiche or Microfilm

If you need assistance, please ask the Circulation Desk staff upstairs during regular Library hours.

1. Turn on the microform reader (Konica Minolta MS 6000 Mk II).
2. Turn on the printer below the reader. Power light on printer must be on.
3. The Reader must be in PR [print] mode. If in PC mode (upper LCD), hold down the beige "Shift" button on the right, under the LCD, and continue holding down while pressing the beige PC/PR button. The LCD should now read "PE".
4. On the settings panel, press the "Output Selection" button until the <u>first</u> and <u>third</u> lights are green.
5. The LCD should now read "1". *If it does not, ask for assistance*.

If using FICHE, continue:

6. The lower LCD must read "FICH." If it reads "roll," pull the beige fiche tray (with arrow) <u>all</u> the way out until glass cover is up.
7. *Gently* lift up the lens bar at the center of apparatus, and slide tray to the left until the LCD reads "FICH."
8. Load fiche (turned over) under the glass; push tray in.
9. Locate page or text within the rows by moving the fiche tray.
10. Center page or text to be printed completely within the <u>black</u> lines.
11. To print, press green print button above smaller knob on right. Collect prints below.
12. When finished, pull out tray. Remove fiche from tray; place in re-shelving box.

If using FILM, continue:

6. The lower LCD must read "roll." If it reads "FICH," pull out the beige fiche tray (with arrow). Slide tray to the right until it stops. Push tray in until it clicks. The LCD should now read "roll."
7. Push bright green round button to release the film lock. Insert film (see diagram on apparatus).
8. Pull down black cover to secure film lock.
9. Press the "load" side of the beige Load/Rewind button to load film onto take-up reel.
10. Use large knob to slowly advance/reverse film; locate page or text. Use SCAN lever to move film up or down on the screen.
11. Center page or text to be printed completely within the <u>black</u> lines.
11. To print, press green print button above smaller knob on right. Collect prints below.
12. When finished, rewind film. Release film lock; remove film. Place boxed film in re-shelving box.