

MICROFILM USAGE

Microfilm viewing and copying is **SELF-SERVICE**.

INSTRUCTIONS:

1. **You need to know your appeal case number.**
2. **Get the microfilm box from one of the gray cabinets next to the microfilm reader/printer.**
 - Cases are stored numerically by appeal case number.
 - Numbers snake up and down the rows.
 - Within the box is a microfilm reel containing several cases.
 - Look for the box containing your appeal case number. The microfilm box label does not list all case numbers. Your case number may be within a range of case numbers.
3. **Turn on the microfilm reader/printer.**
 - There is a dark gray rocker-type switch on the right side of the machine.
4. **Load the reel into the microfilm reader/printer.**

Place the reel onto the metal rod to the LEFT side of the machine.

 - Look at the center of the reel and check for the square hole.
 - Square side **ONLY** goes in; square peg into square hole.
 - Push reel onto rod as far as it will go.
5. **There is a black metal platform located in the middle of the machine.**
 - Gently pull the black metal platform towards you.
 - This will cause the glass plates to open.
6. **Feed the film through the rollers and glass plates.**
 - See diagram on the black metal platform and follow threading as shown.
7. **Insert end of film into the plastic take-up spool to the RIGHT of machine.**
 - Thread the end of film into the slot located on the take-up spool on the right side.
 - To secure the film on the take-up spool, manually spin, **clockwise**, a little bit of the film around the spool.
8. **Advance the film.**
 - There is a separate control box on the right side of the table.
 - Turn the knob clockwise (right) to advance the film.
 - Push in metal platform; some adjustments of the image may be needed.
 - Use the gray-colored sprocket above the platform to focus.
 - Use the blue-colored sprocket above the gray-colored sprocket to zoom.
(enlarge or reduce the image to fit in the viewing and printing area of the screen).
9. **Find your appeal number.**
 - Look for a document on the film giving an appeal number.
 - Keep advancing film until you reach your case number.
10. **To print:**
 - Press the green bar located on the bottom front right side of the machine.
 - Copies will exit into the tray under the front of the machine (by your knees).
11. **Rewind film, turn off machine and return microfilm box to gray cabinet.**
 - After printing, rewind film by turning knob **counterclockwise** (left).
 - Turn off and cover the machine.
 - Place reel back into microfilm box.
 - Place microfilm box back into the same space in the gray cabinet.
12. **Payment**
 - Go to one of the clerks and let them know how many pages were printed.
 - They will collect your payment.