Microfilm Reader/Printer Procedures

**Keys**

The microfilm passkeys are located in the top middle drawer of the Reference Desk. They are used on the top keyhole on the coin box of each microfilm printer. Use the passkey to diagnose printer progress or for patrons who plan to make many copies.

The keys to open the coin boxes are in the safe in Marti’s S office.

The coin boxes may jam if Canadian dimes are used, if a bent dime is used, or if a patron tries to use other coins in the “dimes only” machines.

**Toner**

All microfilm supplies are kept in the supply cabinet in L112. When you see the microfilm supplies are down to the last two of any item, please ask Marti to reorder. The 60’s machines use both negative and positive toner. Make sure you select the correct cartridge.

The 605 also takes positive toner. This is the toner in the yellow plastic bottles. The operator’s manuals, located on the bottom tray of information behind the Reference Desk, give complete instructions on replacing cartridges. All machines show a red blinking light when the toner is completely out, some machines will no longer print, or the copies become very illegible. The Canon File Printer 400 uses the FP400 cartridge. Notify Marti if a cartridge is needed.

**Paper**

The microfilm machines take the same paper as the copy machines and the computer printer in the Reference Room. This paper is located in the coat closet of the main lobby. When the humidity is high (when the air-conditioning is turned off at night), the paper in the machines gets damp. If one removes a few sheets of paper from the top of each tray, it sometimes helps. Also, leaving the machine on for a few minutes each morning seems to help.

**Lamps**

Occasionally the projection lamps burn out. These are also in the supply cabinet, and complete instructions are in the operator’s manual.