1. Flip power switch “on” (located on the right side of the Microform Reader)

2. Load Microfilm (see directions located on front left of Microform Reader)

3. Push “Load/Rew” button
4. Find desired section using zoom and rotating adjustments as needed (make sure it fits within parameters on the screen)

**Loading and Viewing Microfiche**

1. Pull out drawer with arrow (located on right side)
2. Lift up glass, put in Microfiche, then return glass to original position

3. Move drawer side to side or back and forth to find desired view (use zooming and rotating adjustments as needed)