

Processing: preparing, loading and operating

The following are typical steps in preparing the silver halide roll microfilm, chemicals and the processor before the processing can begin.

1. Preparing film

1. avoid latent image fade
(leave film for at least 8 hours before processing)
2. rewind film, if necessary
3. join film, if necessary

2. Preparing processor and chemicals

steps

1. first carry out processor cleaning & maintenance steps



Adding chemicals with gloves

- check the manual for instructions
2. add fixer and developer
 - **follow directions and handle chemicals safely**
 - some processors have an automatic replenisher



Automatic replenisher

3. install processing racks, if necessary



Processing racks

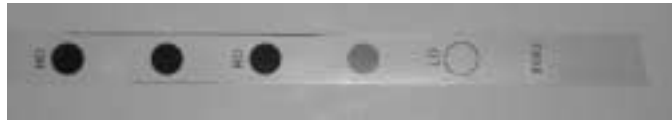
4. make sure rollers are turning freely manually—**before power is turned on** (stage 1)
5. install drying racks, if necessary
6. turn on water and power (check if water needs to be circulating before turning on power)
7. make sure rollers are turning freely after power is turned on (stage 2)
8. check temperature and adjust



Checking temperature with thermometer

9. adjust processor speed, if required
10. test film transport with sample film under darkroom conditions
11. test chemical levels with control strips

(process control strips in TOTAL DARKNESS)



Control strip

3. Loading and operating a processor

The following are typical steps in loading many types of silver halide film processors.

Remember that each processor is unique. Be alert to any special requirements.

steps

1. switch off lights—change to darkroom conditions
2. remove exposed film from box
3. rewind film, if necessary
4. join film to leader, if necessary
5. open processor cover or loading box
6. place roll correctly on supply spindle
7. feed film leader or 'threader' into 'feed' chute



Loading film into feed chute

8. close cover
9. turn on light
10. processed film comes out of processor
11. cut end of processed film, if necessary
12. attach film to a take-up reel



Processed film coming out—film has been attached to take-up reel

13. remove take-up reel when film is completely processed