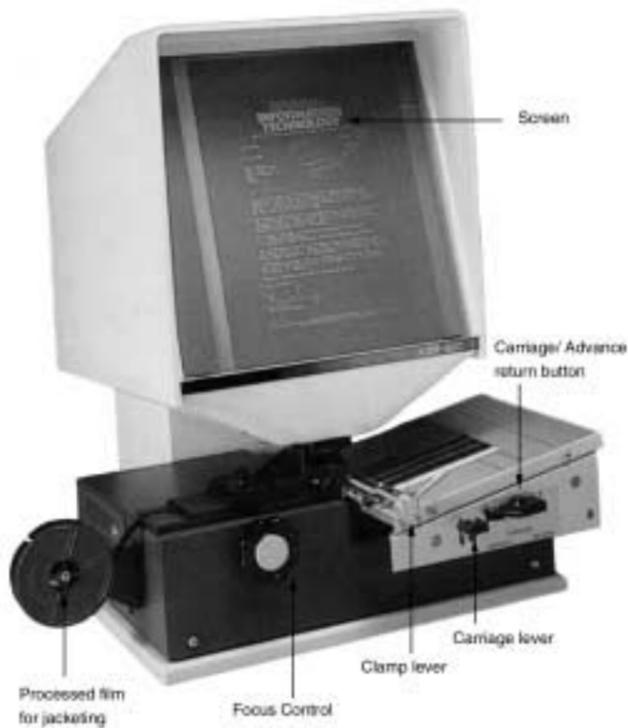


Loading and operating a microfilm jacketer—typical steps

The following are some general steps for loading and operating a typical microfilm jacketer



A jacketer

1. Loading the jacketer

steps

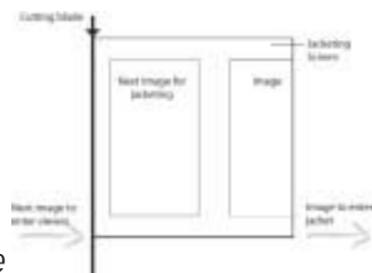
1. first carry out jacketer cleaning and maintenance steps (check the manual for instructions)
2. attach film to supply spindle
3. check that emulsion side of film is wound in (down)
4. thread the film until the feed knob engages the film
5. rotate the feed knob clockwise until the first image appears on the screen
6. adjust focus control, if necessary
7. align the left edge of the first frame with the left-hand edge of the blade image



Supply spindle

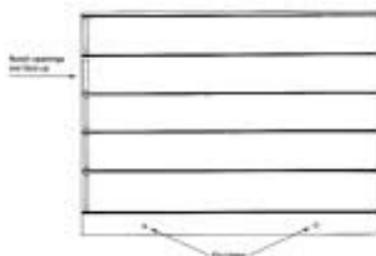
The image on the screen is NOT in the jacket.

Diagram of screen frame and blade



8. cut off film leader by pressing the cycle button
9. pull out the carriage, using carriage lever
10. place jacket on carriage
11. clamp the jacket in position

Jacket position on carriage



12. press down on carriage lever and position carriage to the first jacket channel
13. note the limit lines

Limit lines



Loading a jacketer

2. Operating a jacketer

1. rotate feed knob and slide film into first jacket channel

Close up of sliding film into channel



2. check for when leading edge of the first image touches the limit line

□□□□□□ film edge → | ← limit line

3. check the screen to make sure that the left hand edge of the blade is centred between the image on the screen and the last image in the jacket
4. adjust the film until the left hand edge of the blade is evenly spaced between the image frames

blade

frame → □ | □ ← frame

5. press the cycle button and cut off film with the blade when first channel is filled

First channel being filled



6. set carriage advance/return control to the ADVANCE position

Carriage return in advance position



7. the machine will:

- cut the film
- push the cut film into the channel
- move the carriage to the next jacket channel

9. repeat this process

3. Removing the jacket

1. press carriage lever
2. move clamp handle
3. place jacket in enclosure

Removing to envelope using white cotton gloves

