Join a team dedicated to making a difference in academic lives at ECU. Linscheid Library has job openings for student assistants for intersession, summer, and fall.

Qualifications:
- Basic computer skills
- Cooperative attitude
- Strong communication skills
- Dedicated work ethic
- Ability to follow directions
- Desire to help others
- Independent and a team player

Hours:
- Intersession and Summer: 20-29 hours per week
- Fall: 15-20 hours per week

Pay:
- Regular and work study employees: $7.25 per hour

Applications are available to print from the student employment page at http://ecok.libguides.com/studentemployment, or on request at the library's Circulation Desk. Submit your completed application to Circulation.

Customer Service Oriented Students Needed

Microform Reader/Printers

July 2013
Step 1: Turn on machine.

Step 2: Pull projection unit forward.
Step 1: Place microfiche upside down with title bar facing back of machine.
Step 2: Push projection unit back in place.
Step 3: Move projection unit in any direction until microfiche can be seen on screen.
Step 1: Load microfilm onto left steel reel knob. Film should be hanging down.

Step 2: Pull film across, under glass, and up into the slit on right reel.

Step 3: Manually turn right reel until film is firmly secure.
Step 6: Push projection unit back in place until image is seen on screen.

Step 7: Press arrows located on the projection unit to advance and rewind the film.

Please note that the triple speed button only works when the projection unit is pulled out.
Step 1: Adjust amount of text seen on screen by turning the blue zoom dial located on top of the lens.

Step 2: Adjust focus of print by turning the gray dial on top of the lens.

Step 3: Adjust skewed images by turning the image rotation knob.
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**Printing LINSCEID LIBRARY**

1. Insert copy card.
2. Select number of copies.
3. Press green print button.
4. Printed item(s) will come out of printer located to the right of the machine.

If you should run into any difficulty operating the machine, please ask for assistance.
**See ILLUSTRATION found on the toner box**

Step 1: Open upper unit by pulling upper unit lock release lever forward.

Step 2: Remove old cartridge from printer.

Step 3: Hold new cartridge with both hands on ends. Shake well right and left by tilting up and down.

Step 4: Remove seal from cartridge by pulling sealing strip steadily straight out.

Step 5: Shake cartridge four or five more times holding with both hands in the middle of cartridge and tilting it up and down. This will evenly distribute toner inside cartridge.

Step 6: Slide extensions on both sides of cartridge in to grooves of printer and gently push cartridges securely in place.

Step 7: Close upper unit.
### Codes – L2

**L2**

**The projection lamp is burned out.**

**Solution:** Replace the lamp.

**Lamps can be found in the Periodicals Office supply closet**

**Step 1:** Place power switch in OFF position and slide projection unit out of machine.

**Step 2:** Remove projection lamp from lamp holder.

**Step 3:** Remove projection lamp from lamp socket.

**Step 4:** Insert a new projection lamp so the mark on base is facing upwards. Make sure that new projection lamp is inserted securely and there is no gap between projection lamp and socket.

**Please note:** Do not touch the reflector mirror surface of projection lamp. Fingertips, smudges or debris should be wiped clean with a soft, dry cloth.

**Step 5:** Insert new projection lamp all the way into lamp holder.

**Step 6:** Slide projection unit back into the machine.

**Please note:** If projection unit is not properly installed, power will not be supplied and machine will not operate.

**Step 7:** Turn power switch **ON**.

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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L2</td>
<td>The projection lamp is burned out.</td>
</tr>
<tr>
<td></td>
<td><strong>Solution:</strong> Replace the lamp.</td>
</tr>
<tr>
<td></td>
<td><strong>Lamps can be found in the Periodicals Office supply closet</strong></td>
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<td><strong>Step 1:</strong> Place power switch in OFF position and slide projection unit out of machine.</td>
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Codes – E1

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<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>The power of the printer is off or there is a problem with the connection of the interface cable to the printer.</td>
</tr>
</tbody>
</table>

Solution: Turn on the printer or make sure that the interface cable is securely connected.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E2</td>
<td>The upper cover of the printer is not closed.</td>
</tr>
</tbody>
</table>

Solution: Make sure that it is completely closed.

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PE</td>
<td>The printer is out of paper.</td>
</tr>
</tbody>
</table>

Solution: Load paper into the paper cassette.
Codes – P0, P1

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0</td>
<td>The wrong size paper has been loaded in the Paper Feeding tray.</td>
</tr>
</tbody>
</table>

Solution: Load 8 ½” x 11”. This code also appears when two or more sheets of paper are taken up at the same time.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>A misfeed near the paper take-up section.</td>
</tr>
</tbody>
</table>

Solution: Clear the misfeed
## Codes – P2, P3

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2</td>
<td>A misfeed near the imaging cartridge.</td>
</tr>
<tr>
<td>P3</td>
<td>A misfeed near the fusing.</td>
</tr>
</tbody>
</table>

**Solution:** Clear the misfeed.