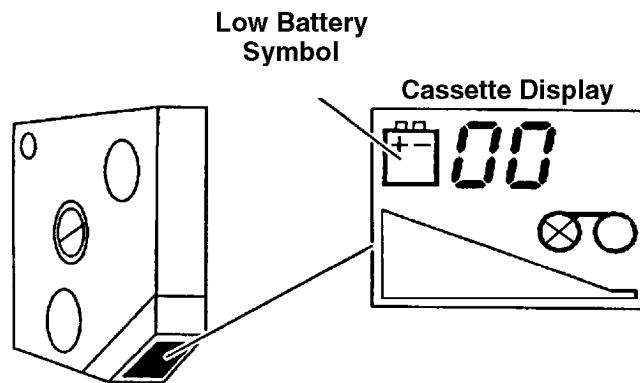


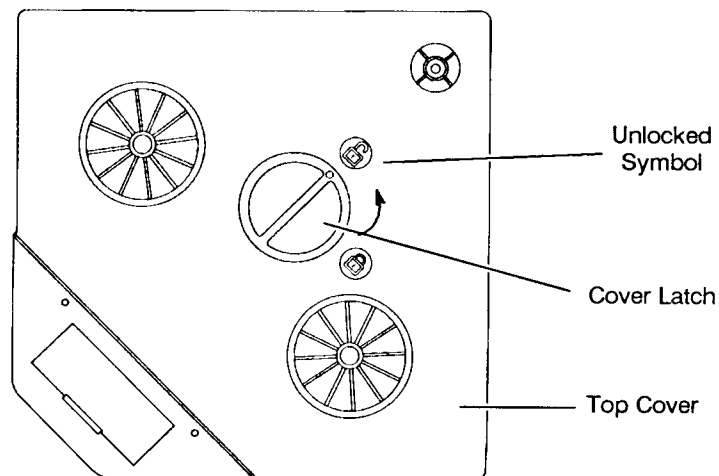
Loading media into a cassette

IMPORTANT: *Always load and unload the media in subdued, indirect light to help prevent "fogging."*

1. Select *Kodak Reference Archive Media* of the desired length, and the corresponding cassette.
2. Check the cassette display:
 - Verify that the media supply gauge shows the cassette is empty (no bars).
 - Verify that there is not a low battery symbol. If a low battery symbol appears, or the cassette window is blank, replace the battery (refer to the section entitled, "Replacing the media cassette battery").



3. Place the cassette on a flat surface with the top cover side up.

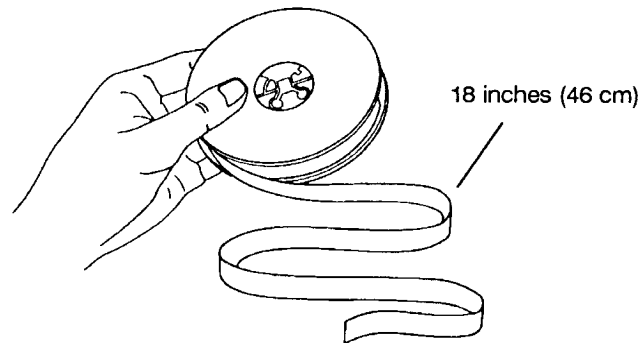


4. Press down on the cover latch and turn counterclockwise to unlock the top cover.
5. Remove the top cover and set it aside.

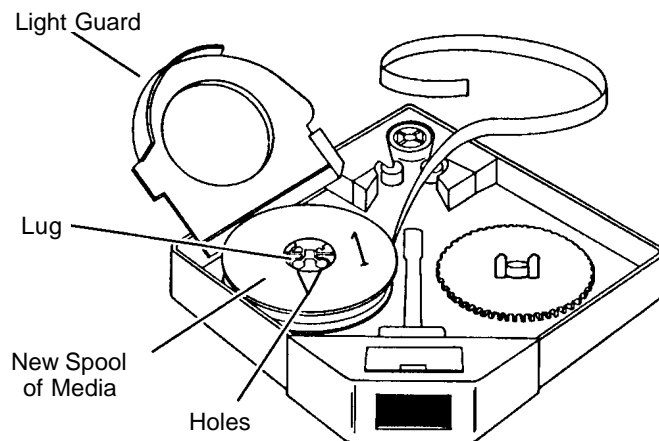
6. Open a new box of Reference Archive Media and remove the spool of media.

NOTE: Use the empty box to store the exposed media before and after processing.

7. Peel off the paper band from around the spool.
8. Unwind approximately 18 inches (46 cm) of media.

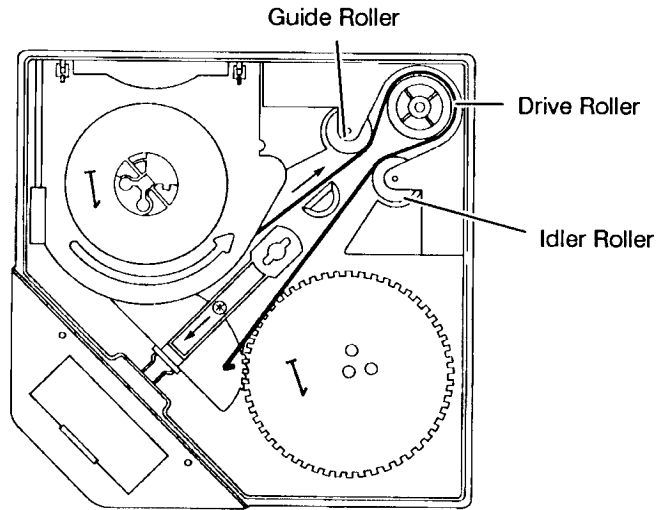


9. Lift the light guard and place the spool of media on the supply spindle with the number 1 side up.

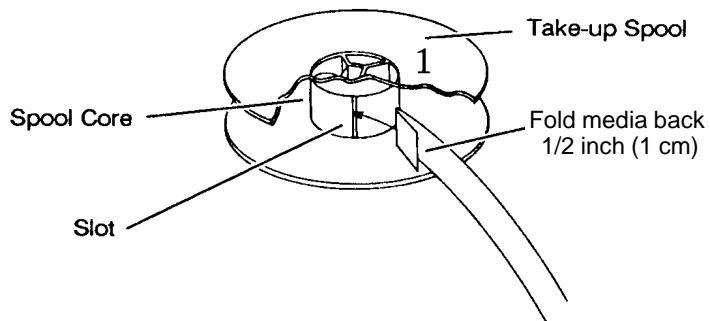


10. Slowly rotate the spool until the two round holes on the spool engage the lugs on the spindle.
11. Lower the light guard.

12. Thread the media around the guide roller, drive roller, and idler roller, following the path indicated by the threading arrows inside the media cassette.

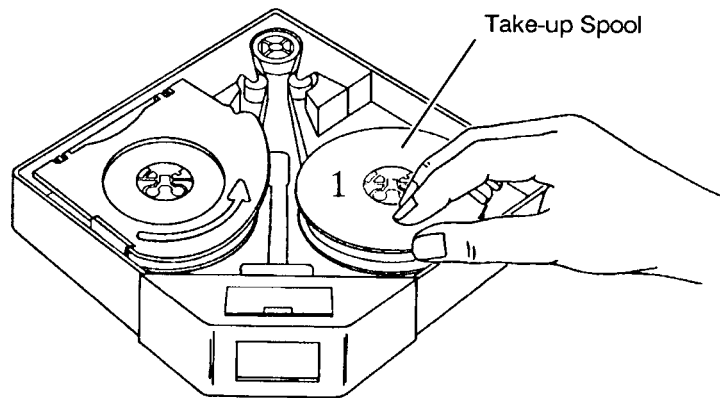


13. Fold back approximately 1/2 inch (1 cm) at the end of the media.

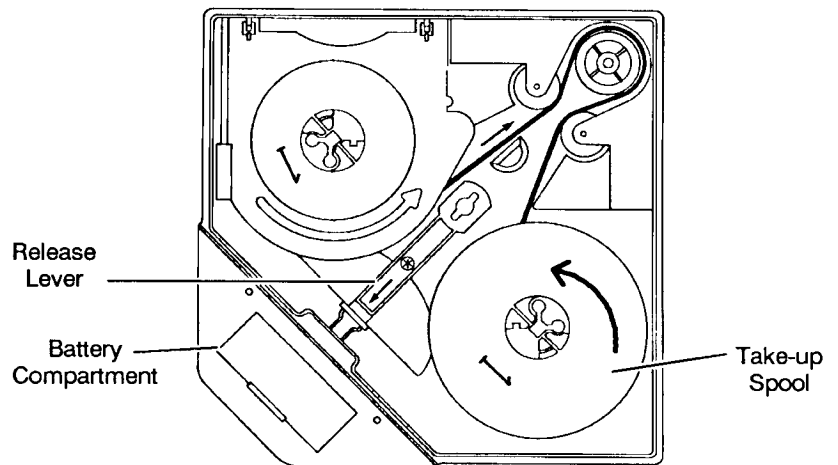


14. Pick up the take-up spool and hold it with the number 1 side up.
15. Insert the folded end of the media into the slot in the take-up spool core.
16. Rotate the spool counterclockwise to secure the media on the spool.

17. Place the take-up spool over the take-up spindle lugs.



18. Slide the release lever toward the battery compartment and hold it in this position.



19. Slowly rotate the take-up spool counterclockwise three complete turns to secure the media onto the spool. Allow the release lever to return to its normal position.

20. Replace the top cover. Press down on the cover latch and turn it clockwise to lock the top cover in place.

NOTE: If the media has been properly loaded, the media supply gauge will change to the striped pattern to indicate a new roll of media has been loaded.

