

# Minolta Microform Readers/Copiers

## Operating Instructions

UCSD's microform collections include the following formats:

Microfilm (XF, XEF, XIF call numbers) – On reels, 35mm or 16mm, positive or negative

Microfiche (XX, XEX, XIX call numbers) – Flat transparencies, positive or negative

Micro Print (XP call numbers) – Non-transparent, cardboard cards, also referred to as micro opaque. ***This format cannot be viewed using the Minolta micro readers/copiers. Ask staff for assistance with the micro scanning equipment.***

### Instructions for Microfilm XF, XEF, XIF

- 1) The on/off switch is around the corner from the lower right side of the screen. If the machine won't turn on, check that the door on the bottom right side is firmly shut.
- 2) The most common size for microfilm is 35mm. There are a small number of 16mm (about ½ the width) items in UCSD's collections. The distinction becomes important when you load the film because the 'mm' number has to match on the front, right edge of the loading area. To adjust it, hold the area marked 16 < > 35mm and move it toward or away from the machine.
- 3) Place the spool on the left side so that the film will roll out in a clockwise motion. The spool has to fit on the extended metal spindle and over a rounded notch so you have to turn it and push firmly until it clicks into place. (Note: If the hole in the microfilm reel is round instead of square, it may need to be modified or it will not fit on the spindle. Ask for staff assistance.)
- 4) To the right of the spool is a small plastic lever. Pull it toward you and lift up and feed the film down the ramp. You should be able to see the film moving between the two layers of glass. If not, remove the top layer of glass and guide the film through.
- 5) To load the film, use the small, separate unit usually found to the right of the machine. Place the dial lever in the middle (neutral) position. Then push LOAD and use the forward and reverse positions to fine-tune the location.
- 6) Adjust focus using the ratcheted blue and gray dials just above the lens-type label. Use the loader control to position the image from left to right and the small gray knob on the machine (at the base, by the instructions) to move it up or down.
- 7) To economize by printing two pages on one sheet, use the Image Rotation knob to turn the images to the side. Once the image is positioned, check that the lens-type number matches the type selected at the base of the machine. Then insert the ID or print card and pin number. Wait 10 seconds for recognition by the system and then hit the light-green Print button.

### **Instructions for Microfiche X, XX, XEX, XIX, XRX**

- 1) The on/off switch is around the corner from the lower right side of the screen. If the machine won't turn on, check that the door on the bottom right side (area providing access for clearing jams and for repairs) is firmly shut.
- 2) Pull the gray Fiche Carrier handle out (toward you) to open the glass carrier. Microfiche vary in the precise positioning needed for reading, so you have to experiment with placement.
- 3) Generally the appropriate lenses for microfiche are 13x27 or 23x50. For the XX568 collection, use 56x or 87x power.

### **Micro Print XP**

This format cannot be viewed on the Minolta Microform Readers. Contact staff at the SSHL Desk to schedule staff assistance with the micro scanning equipment. Staff assistance is not available during all of Geisel's open hours.

### **Printing/Troubleshooting**

- 1) Before printing, set the focus and be sure that the appropriate lens type has been selected at the control just above the area where the paper comes out.
- 2) Paper jams – contact staff at the SSHL Desk or Library Imprints (858-534-2534). Staff assistance is not available during all of the library's open building hours.