

Operating Instructions: Minolta Microform Readers

UCSD's microform collections include the following formats:

- Microfilm (XF, XEF, XIF, XSF call numbers): On reels, 35mm or 16mm, positive or negative.
- Microfiche (XX, XEX, XIX, XRX, XSX, SIO, Govt Docs call numbers): Flat transparencies, positive or negative.
- Micro Print (XP, XCS call numbers): Non-transparent, cardboard cards, also referred to as micro opaque. *This format cannot be viewed using the Minolta microform readers. Ask staff for assistance with the micro scanning equipment.*

Instructions for Microfilm XF, XEF, XIF, XSF

- 1) On/off switch is around the corner from the lower right side of the screen. If machine won't turn on, check that door on 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 is 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 film will roll out in clockwise motion (from top). 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 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 film:** Use small, separate unit usually found to the right of machine. Place dial lever in middle (neutral) position, then push LOAD and use forward & reverse positions to fine-tune the location.
- 6) Adjust focus using ratcheted blue & gray dials just above lens-type label. Use loader control to position image from left to right and use small gray knob on machine (at base, by instructions) to move it up or down.

Instructions for Microfiche X, XX, XEX, XIX, XRX, XSX, SIO, Govt Docs

- 1) The on/off switch is around the corner from the lower right side of the screen. If machine won't turn on, check that door on bottom right side (area providing access for clearing jams and for repairs) is firmly shut.
- 2) Pull gray Fiche Carrier handle out (toward you) to open glass carrier. Microfiche vary in 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.
- 4) Adjust focus using ratcheted blue & gray dials just above lens-type label.

Micro Print XP, XSC

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