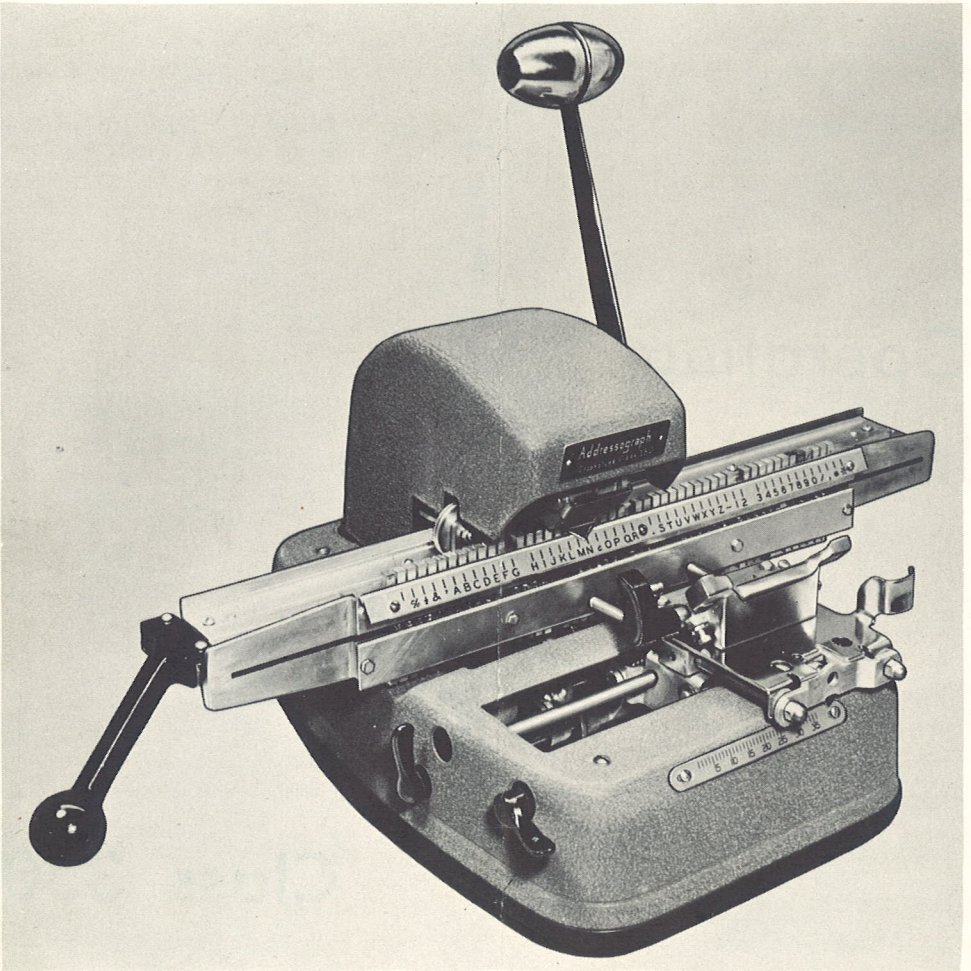


Operating
Instructions for the

Graphotype

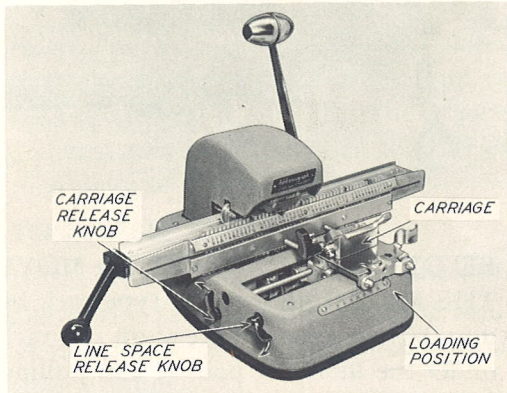
TRADE MARK REG. U. S. PAT. OFF.

Class 350

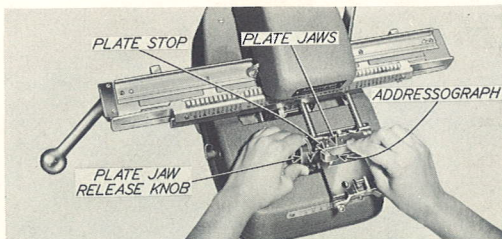


The *Graphotype* Class 350

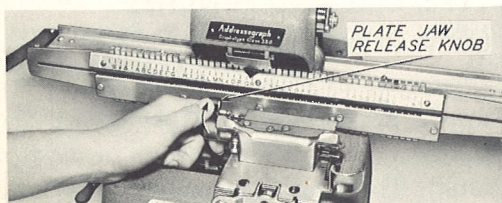
6 Simple STEPS OF OPERATION



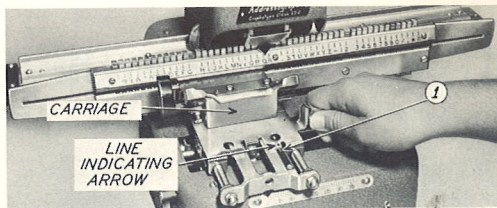
1. Move the carriage to loading position by pushing the carriage release knob and pressing the line space release knob down.



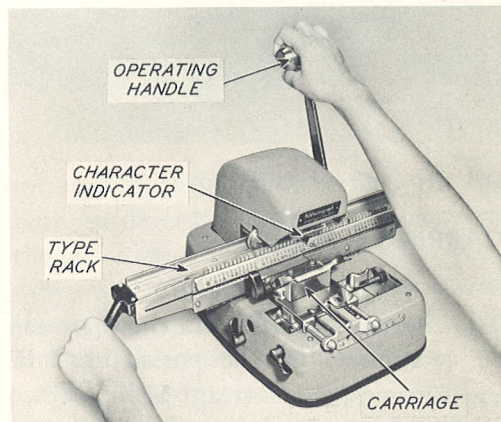
2. With the left hand, turn the plate jaw release knob clockwise (toward you). Continue to turn the knob until the plate jaws open. Then, with the right hand, insert an Addressograph plate between the plate jaws and slide it to the left against the plate stop. Notice that the plate is inserted with the Trade Mark (Addressograph) down and toward the left.



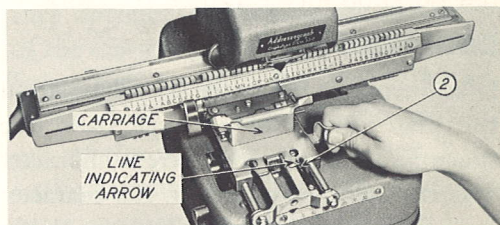
3. Turn the plate jaw release knob counter-clockwise (away from you) until the plate is horizontal.



4. With the right hand move the carriage to the left as far as it will go. Push the carriage forward until the line indicating arrow on the plate jaw points to number 1.



5. To emboss a character, move the type rack so the character to be embossed is under the character indicator. Pull the operating handle forward and down as far as it will go. Then, raise it up to the neutral position. The carriage will automatically space to the next character position. Spacing between words is obtained by pulling the operating handle forward about 2", then pushing it back.



6. When one line is embossed, move the carriage to the left as far as it will go. Push the carriage forward until the line indicating arrow points to number 2. Continue to emboss each line required. When all the information is embossed on the plate, move the carriage to the loading position as explained in step #1. Open the plate jaw as explained in step #2 and remove the embossed plate.

STANDARD FEATURES

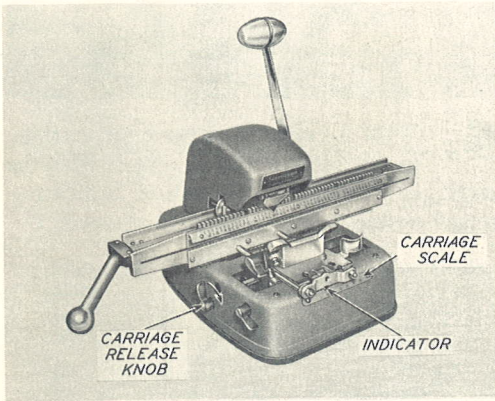


Figure No. 1

CARRIAGE SCALE

(Refer to Figure 1)

The character position on the plate can be determined by the position of the indicator on the carriage scale. When tabulated information is embossed on a plate, set the carriage to the proper position by referring to the carriage scale.

CARRIAGE SPACING

(Refer to Figure 1)

The carriage can be spaced with the carriage release knob instead of the operating handle by pulling the carriage release knob forward, then releasing it.

CORRECTIONS

If an incorrect character is embossed on the plate, push the carriage back one space and emboss the correct character over the incorrect character. If a character is embossed in place of a blank space, the character may be blanked out. The blanking die and punch is the last character position to the left in the type rack.

TO MOVE THE MACHINE

(Refer to Figure 2)

This machine is portable and may be carried to any convenient location.

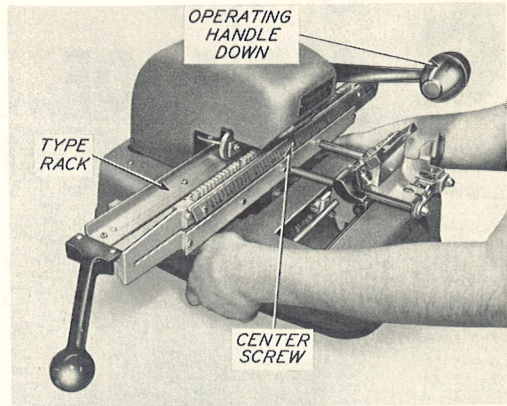


Figure No. 2

BEFORE YOU ATTEMPT TO MOVE THE MACHINE lock the type rack by moving the center screw on the rack under the indicator pointer and pulling the operating handle down. Lift the machine as shown in figure 2. Do not lift the machine by the type rack.

MAINTENANCE

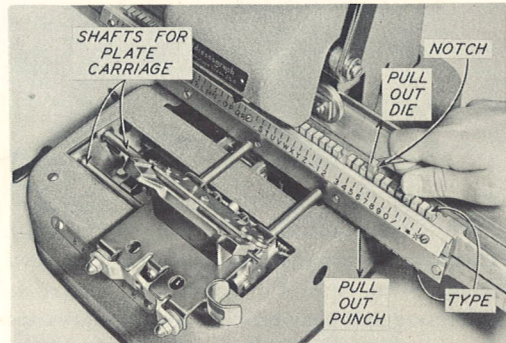


Figure No. 3

TYPE, DIES AND PUNCHES

(Refer to Figure 3)

Characters are embossed with dies (in the upper portion of the type rack) and punches (in the lower portion of the type rack). To insure the quality embossing this machine is designed to produce, the embossed characters on the plate should be periodically inspected. Make certain

that they are fully formed and the **type** is in good condition. Punches and dies are subject to breakage and wear. Broken or worn punches or dies should be replaced.

TO REMOVE TYPE

Insert a screwdriver or other metal object in the **notch** in the back of the type, as shown, and pull it out. The style of type and character are stamped on the side of each piece of type.

TO INSTALL TYPE

Insert the type into the proper slot with the **notch** toward the rear of the rack. Push the type into the rack until it snaps into position.

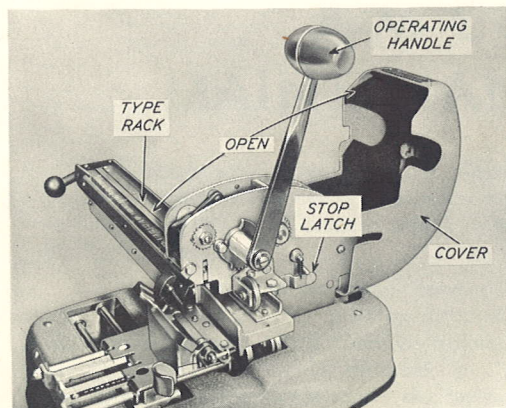


Figure No. 4

TO REMOVE THE TYPE RACK

(Refer to Figure 4)

Open the **cover** of the machine by raising the front edge. Press down on the **stop latch** and move the type rack to the left, off the machine.

TO INSTALL THE TYPE RACK

(Refer to Figure 4 and 5)

With the **operating handle** in the UP position, open the **cover** of the machine by raising the front edge. Hold the **type rack** level and insert the **rear rail** on

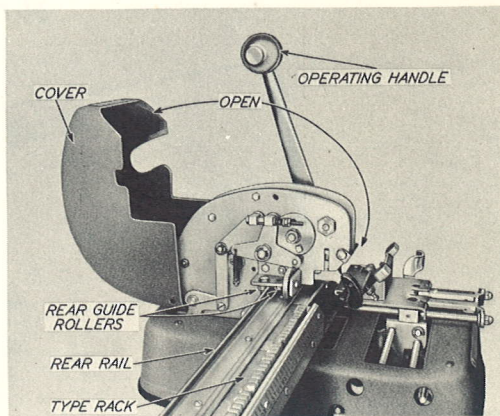


Figure No. 5

the type rack (Figure 5) between the two **rear guide rollers**. Move the rack into the machine until it stops. Then press down on the **stop latch** (Figure 4) and move the carriage further to the right. Release the **stop latch** and close the **cover**. The machine is now ready for operation.

LUBRICATION

Proper lubrication of all moving parts will assure easy and trouble-free operation of your machine. The machine should be oiled after approximately 8 hours of operation. **DO NOT** oil the dies and punches or the slots in which they operate. A deposit of oil in the face of the die will prevent the character from being embossed to the proper height. Wipe away any excess oil that may run out of the oil holes or bearings. Make sure that the two shafts on which the plate carriage moves (see Figure 3) are free of dirt or grease and that they are covered with a thin film of oil.

SPECIAL INSTRUCTIONS

Space is provided on the back of this page for you to enter special operating notes that apply to your application.

NOTES

SERVICE REPRESENTATIVE IDENTIFICATION CARD
 ADDRESSOGRAPH-MULTIGRAPH CORPORATION
 CLEVELAND OHIO

THIS CERTIFIES THAT
John Smith 31, 19--
 is an authorized service representative

John Smith
 SERVICE REPRESENTATIVE'S SIGNATURE

EXPIRES DEC 31, 19--
Signature
 NATIONAL SERVICE MANAGER

A-M CERTIFIED MAINTENANCE SERVICE

Addressograph-Multigraph Sales Offices, located in principal cities of the world, are recognized service centers prepared to provide the mechanical and technical service, certified supplies, and counsel which assure the profitable use of all Addressograph-Multigraph products.

A-M Certified Maintenance Service by factory-trained Service Representatives is available through every Addressograph-Multigraph Sales and Service Office. Service Representatives are given intensive training of the Factory under constant supervision of the Mechanical Service Department. In closely supervised courses, and actual practice, the Service Representative learns the operation, factory adjustment standards and proper, efficient product maintenance of Addressograph-Multigraph equipment.

A-M Service Representatives are kept informed of new developments and practices through bulletins issued by the Mechanical Service Department. Additional instruction is given by Service Supervisors visiting sales and service offices.

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 - (a) Preventive Maintenance. A factory-trained Service Representative will clean, lubricate and inspect your equipment at regular intervals.
 - (b) Emergency calls, if necessary, between regular inspection calls.
 - (c) All standard replacement parts as required.
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