Instructions for Operating Class 6100 Graphotype

Eleventh Edition

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This Book is Very Important
Read and Keep It

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Addressograph Division
TRADE MARK

ADDRESSOGRAPH-MULTIGRAPH CORPORATION

Cleveland 17, Ohio

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the proper mechanical training and is fully qualified to in-
spect and service your ADDRESSOGRAPH equipment. Ad-
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I N D E X

OPERATION

PART ONE—MODEL 6140 GRAPHOTYPE

PART TWO—MODEL 6150 AND 6180 GRAPHOTYPES
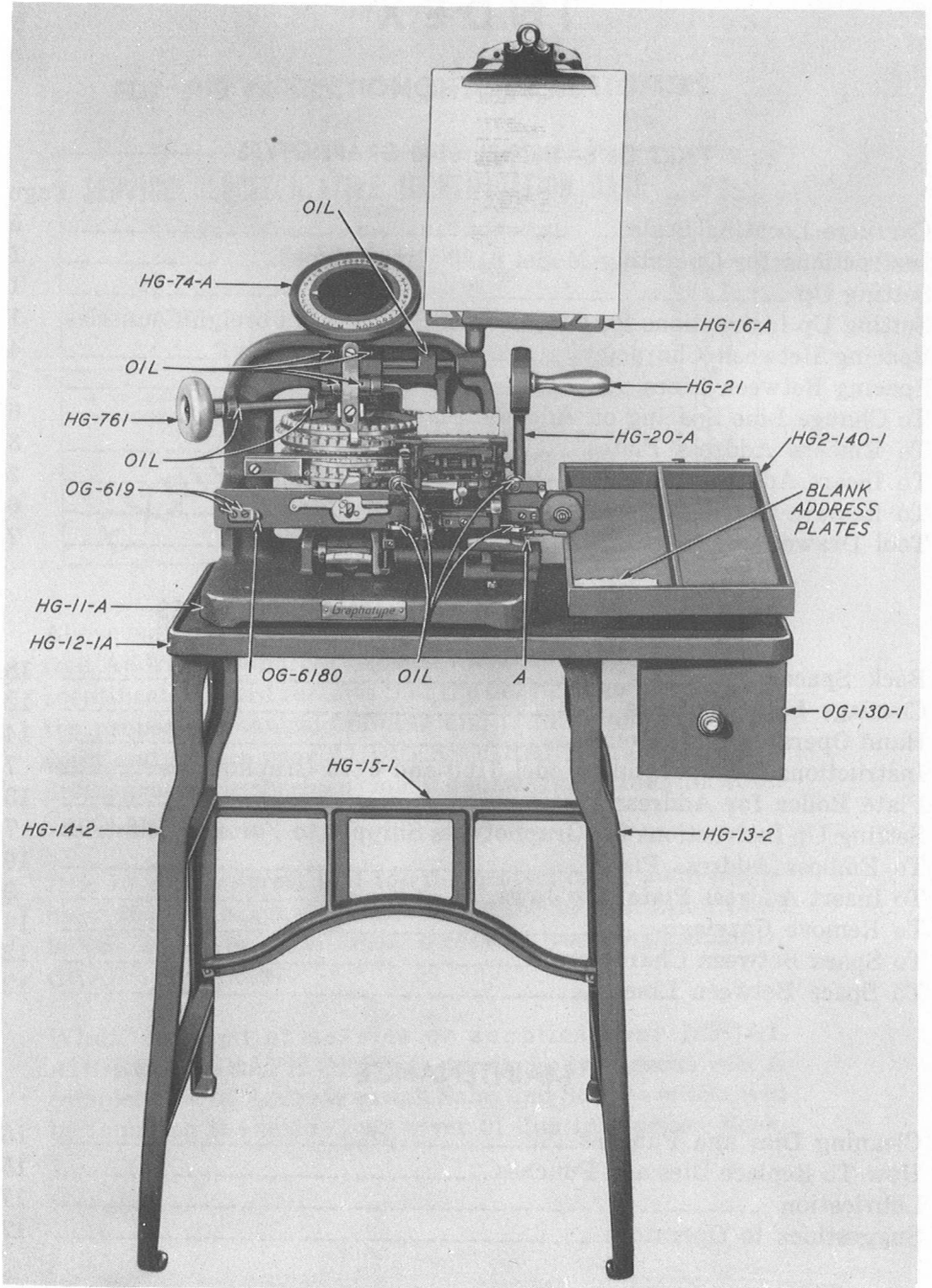
MAINTENANCE

FIGURE 1
Model 6142 Graphotype

INTRODUCTION

The purpose of this book is to explain to the operator the proper method of operating the Class 6100 Graphotype. The instructions are given in detail and supplemented by illustrations so that by studying this book, the operator will learn more about the operation and the care of the Graphotype than through verbal instructions.

The instructions are divided into two parts, namely, *PART ONE—"Instructions for Operating Model 6140 Graphotype,"* (Page 1) ; and *PART TWO —"Instructions for Operating Model 6150 and 6180 Graphotype,"* (Page 7). Therefore, before studying this book, the operator should refer to the illustrations shown in figures 1 and 7 so as to determine which instructions are desired for their Graphotype.

PART ONE

INSTRUCTIONS FOR OPERATING THE MODEL 6140 GRAPHOTYPE

Setting Up

After unpacking the Graphotype, wipe off the heavy oil that was applied to some parts to prevent rust during transit. The heavy oil can easily be removed by using a non-inflamable solvent cleaner on a piece of soft cloth that is free from dirt or lint. During the uncrating process and while setting up the Graphotype, do not disturb any adjustments or do any dismantling of parts.

The copy holder, HG-16-A, and address plate tray, HG2-140-1, have been removed from the Graphotype for convenience in packing and to prevent damage while the machine is in transit. The complete machine may be very easily set up by carrying out the following instructions:

Place copy holder, HG-16-A, in position by inserting the pivot stud, which is located at the lower end of the copy holder, into the hole at the top right side of the main frame. Then place the plate tray in position on the table top at the right side of machine by locating the right side hole, in front tray support, over the stud in the table top, and attaching the rear tray support to table top by means of one round head screw, XM-191.

Setting Up Instructions for Graphotypes Shipped to Foreign Countries Only

For convenience in packing and the safety of the machine while in transit, several parts and assemblies have been removed from the Graphotype. These parts may be laid out for convenient identification and assembled in the following order:

Attach the stand brace, HG-15-1, shown in figure 1, to the stand legs, HG-13-2 and HG-14-2, by means of four hexagon head bolts. Locate the spacing collars, HG-1206, over the holes in top of the front-right and the

rear-left stand legs. Then place the table top in position on the stand legs, and fasten it securely by means of four flat head screws. Locate the Graphotype in position on the stand table top and fasten it in place by means of the two fillister head bolts. Place the indicator assembly, HG-74-A, shown in figure 1, in position on the Graphotype, with the center block properly located between the blades on the indicator shaft and the die head shaft. Then tighten the round head mounting screws, CX-147, securely.

NOTE: When placing the indicator assembly in position on the Graphotype, make certain that the blade on shaft, HG-740-A, be inserted in the slot of block, HG-713, figure 6, so as to permit the indicator to point to the character on the dial at the time that particular character is being embossed.

Loosen the two screws located at the left of the toggle rocker, HG-22, and pull the shaft, HG-200, figure 5, far enough to the right to allow the operating lever, HG-20-A, to be placed in position. Then replace the shaft, HG-200, and tighten the set screws securely.

Attach the carriage rail, HG-6002-A, to the front of the Graphotype as shown in figure 5, and tighten the two mounting screws, ULG-6010, securely.

NOTE: When attaching the carriage rail, HG-6002-A, to the Graphotype, make certain that the space block, HG-301, figure 11, locates on top of the lug on the operating lever, HG-20-A. Attach the copy holder, HG-16-A, to the Graphotype by inserting the pivot stud into the hole at the top right side of the main frame.

Place the address plate tray in position on the stand table top, as shown in figure 1, and fasten the rear plate tray support to the table top by means of the one round head screw. Then locate the right hole of front plate tray support over the stud in the table top.

Operation

First insert the copy from which the address plates are to be embossed, beneath the spring clip at the top of the copy holder. Then place a box of blank address plates in the left compartment of the address plate tray, as shown in figure 1.

To Insert Address Plate Into Jaws

Before attempting to insert an address plate into the plate jaws, make certain that the carriage and plate jaws are both in the neutral position of the machine. To bring the carriage and plate jaws to neutral position, place the index finger of the left hand under the hook, OG-64½, and while pressing down with the thumb on the lever, OG-65, bring the carriage to the right of the carriage rail as far as it will go. Then with the right

hand, raise the knurled knob, OG-657, which will permit the plate jaws to return to neutral position.

With the carriage and plate jaws in neutral position, raise the plate jaws in the up position by pulling forward on the handle, OG-6751-A, shown in figure 2. Now press down on the handle, OG-6751-A, with the left hand, and at the same time insert an address plate into the plate jaws with the right hand.

IMPORTANT. Always insert the address plate down into the jaws as far as it will go, and with the left end against the plate stop, OG-6296-A, shown in figure 4.

If the style "B" serpentine plates are being embossed, they should be inserted into the plate jaws with the trade mark facing the operator and
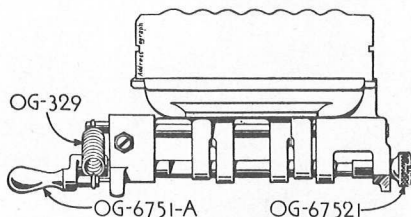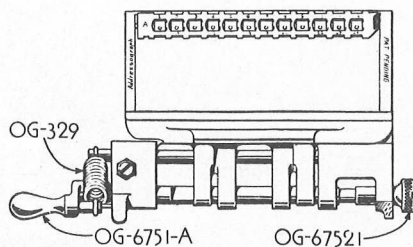
FIGURE 2
Style B Address Plate in Jaws

FIGURE 3
Style C Address Plate in Jaws

toward the left, as shown in figure 2. The reason for locating the address plate in the jaws in this manner is to permit easy insertion of the embossed plate into the plate frame. If the style A or C plates are being embossed, they should be inserted into the jaws with the tab sockets upward and the numbered side of the sockets facing the operator, as shown in figure 3.

If the style EE plates are being embossed, they should be inserted into the jaws with the curved edge upward and the plate rails facing the Graphotype.

To Emboss Address Plates

With the address plate properly inserted in the plate jaws, raise the handle, OG-6751-A, and push it toward the rear until the address plate is resting on the plate support, HG-114A, figure 5. Then place the index finger of the left hand under the hook, OG-64½, and while pressing down with the thumb on the lever, OG-65, move the carriage to the left against the stop, OG-6180, shown in figure 1. The address plate will now be in position to start embossing.

CAUTION: Should the operator raise the knurled knob, OG-657, after the address plate has been placed in the embossing position, it will cause the jaws to move forward to the neutral position   In such event, it will

be necessary to slightly push the curved handle, OG-62-3A, shown in figure 4, to the rear until a slight click is noticeable in the knurled knob, OG-657.

With the left hand turn the knob, HG-761, shown in figure 1, until the indicator is directly opposite the desired character to be embossed. Then with the right hand, grasp the handle, HG-21, figure 1, and with a quick snappy pull, bring the operating lever forward as far as it will go, and
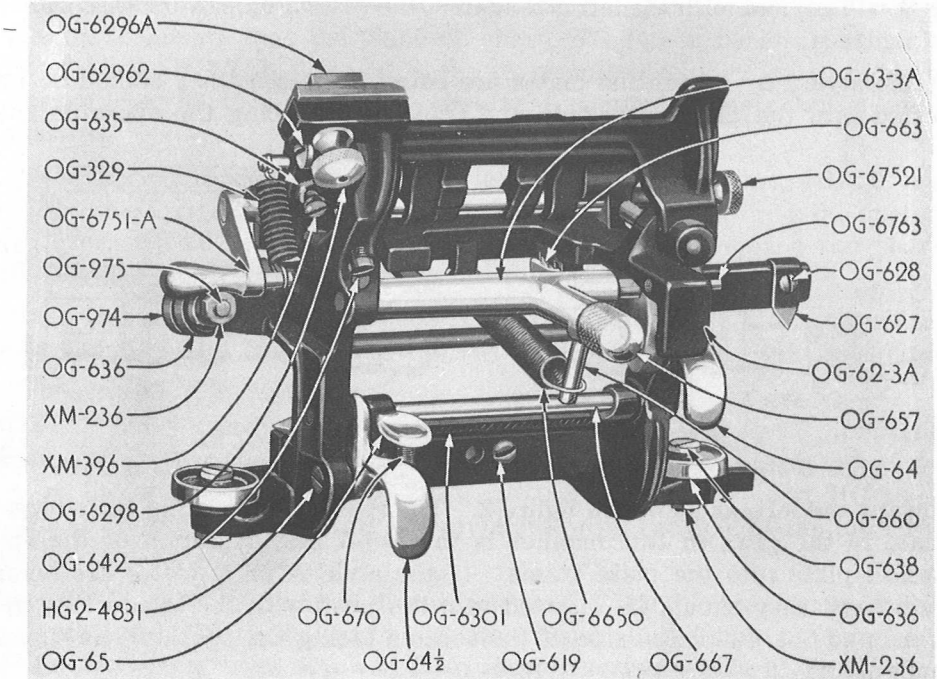
FIGURE 4
Detailed View of Carriage

then allow it to return to neutral position. This operation embosses the desired character on the address plate, and at the same time spaces the carriage one space to the right for the next character.

IMPORTANT: When pulling forward on the operating handle, HG-21, care should be taken that the operating lever is brought forward to the limit of its stroke. Failure to do this will cause a defective character to be embossed—in that the character would not be raised to the standard height.

Spacing Between Characters

When it is desired to space between characters on the address plate, pull forward on the operating handle, HG-21, approximately two inches; or in

other words, until there is a slight movement of the carriage to the right. Then allow the operating handle to return to neutral position. This will permit the carriage to move one space to the right without embossing a character on the adddress plate.

Spacing Between Lines

The line spacing frame is provided with a number of teeth for embossing the various lines on the address plate. To space between the lines of type
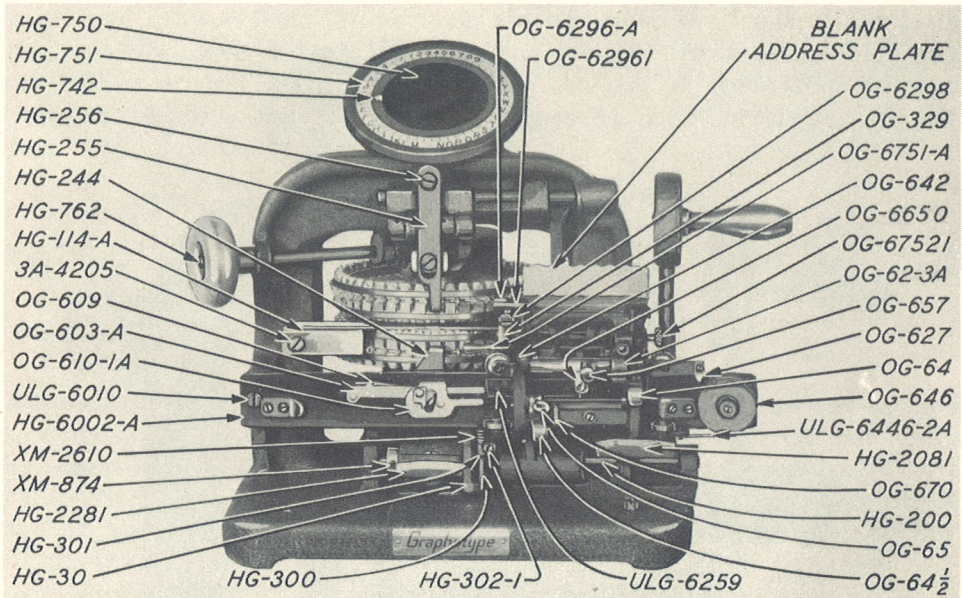
FIGURE 5
Front View of Model 6140

after one complete line has been embossed, place the index finger of the right hand, under the hook, OG-64, and with the thumb, press back on the curved handle, OG-62-3A, figures 4 and 5, one tooth for each line.

Carriage Locating Scale

The carriage locating scale, ULG-6259, shown in figure 5, is spaced to correspond with the number of characters in one line on the address plate. Should it be desired to emboss in a certain location on the address plate, place the index finger of the left hand under the hook, OG-64½, and while pressing down with the thumb on the lever, OG-65, shift the carriage until the indicator, OG-627, shown in figures 4 and 5, is in line with the corresponding space on the carriage scale.

IMPORTANT: When shifting the carriage on the carriage rail, the lever, OG-65, must be fully depressed. Failure to do this will cause excessive

wear on the carriage spacing mechanism, and prevent the carriage from spacing accurately.

To Change Line Spacing on Address Plate

The Graphotype is provided with two different line spacings for embossing certain styles of address plates. To change from one spacing to the other, raise the knurled knob, OG-657, figure 4, and slightly pull it forward; then shift it either to the right or left.

NOTE: Where only one line spacing is required, a small collar is placed

FIGURE 6
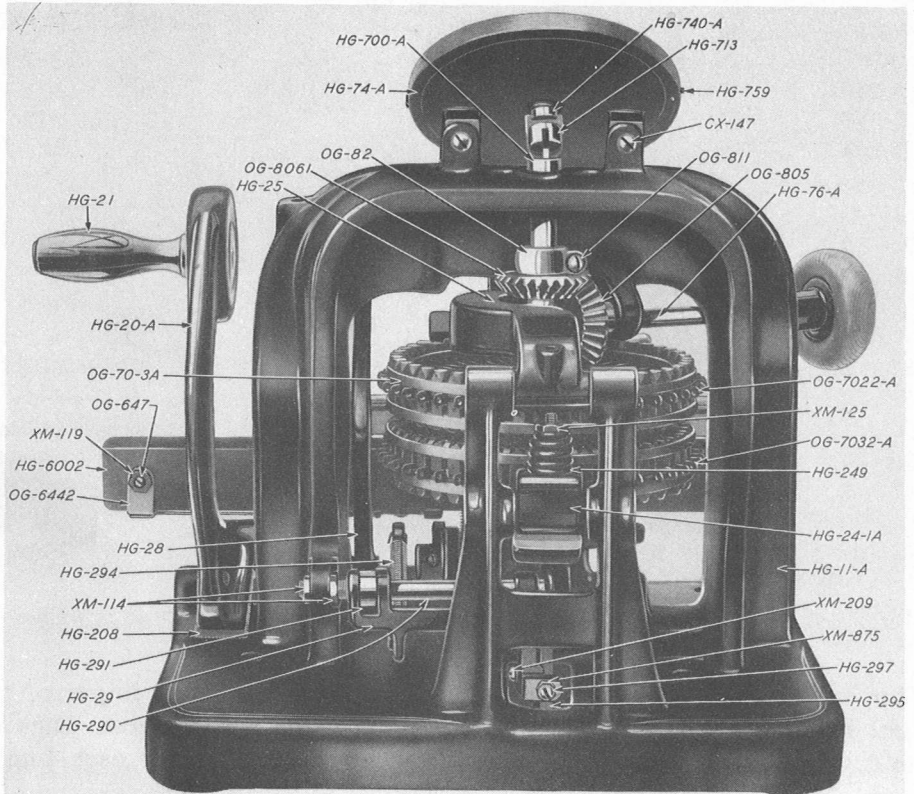*Rear View of Model 6140*

on the spacing lever shaft to prevent the spacing lever from shifting.

To Remove Carriage

First remove the carriage stop, OG-6180, shown in figure 1, by taking out the two round head screws, OG-619. Release the carriage draw band, ULG-6446-2A, from the carriage by unlatching the clip at the point indicated by arrow A, in figure 1. The carriage can now be removed from

the Graphotype by sliding it to the left and from the carriage rail, HG-6002-A.

To place carriage on machine, follow the above instructions in reverse order.

Tool Drawer

The tool drawer, OG-130-1, shown in figure 1, is an extra attachment and will not be found on your Graphotype unless it was ordered. It is used as a storage space for tools, jaws, carriages, dies, punches, etc. To remove tool drawer from Graphotype, slightly raise the front of the plate tray, and swing it to the right. Now pull the tool drawer about half way out. Then beneath the table top, loosen the nut on stud, HG-1204, and pull out the stud. The tool drawer may now be pulled out from the table top.

PART TWO

INSTRUCTIONS FOR OPERATING THE MODEL 6150 AND 6180 GRAPHOTYPE

Setting Up

After unpacking the Graphotype, wipe off the heavy oil that was applied to some parts to prevent rust during transit. The heavy oil can easily be removed by using a non-inflamable solvent cleaner on a piece of soft cloth that is free from dirt or lint. During the uncrating process and while setting up the Graphotype, do not disturb any adjustments or do any dismantling of parts.

The operating wheel, ULG-830-4A, and the address plate tray, HG2-140-1, have been removed from the Graphotype for convenience in packing and to prevent damage to the machine while in transit.

To attach the operating wheel, ULG-830-4A, remove the taper pin and place the wheel in position on the operating shaft.

Place the plate tray in position on the table top at the right side of machine by locating the left side hole in front tray support over the stud in the table top, and attaching the rear tray support to the table top by means of two round head screws, XM-191.

NOTE: When attaching the plate tray to the table top, make certain that two spacing collars, ULG-5037, are placed between the table top and the rear tray support.

Setting Up Instructions for Graphotypes Shipped to Foreign Countries Only

For convenience in packing and the safety of the machine while in transit, several parts and assemblies have been removed from the Graphotype.

These parts may be laid out for convenient identification and assembled in the following order:
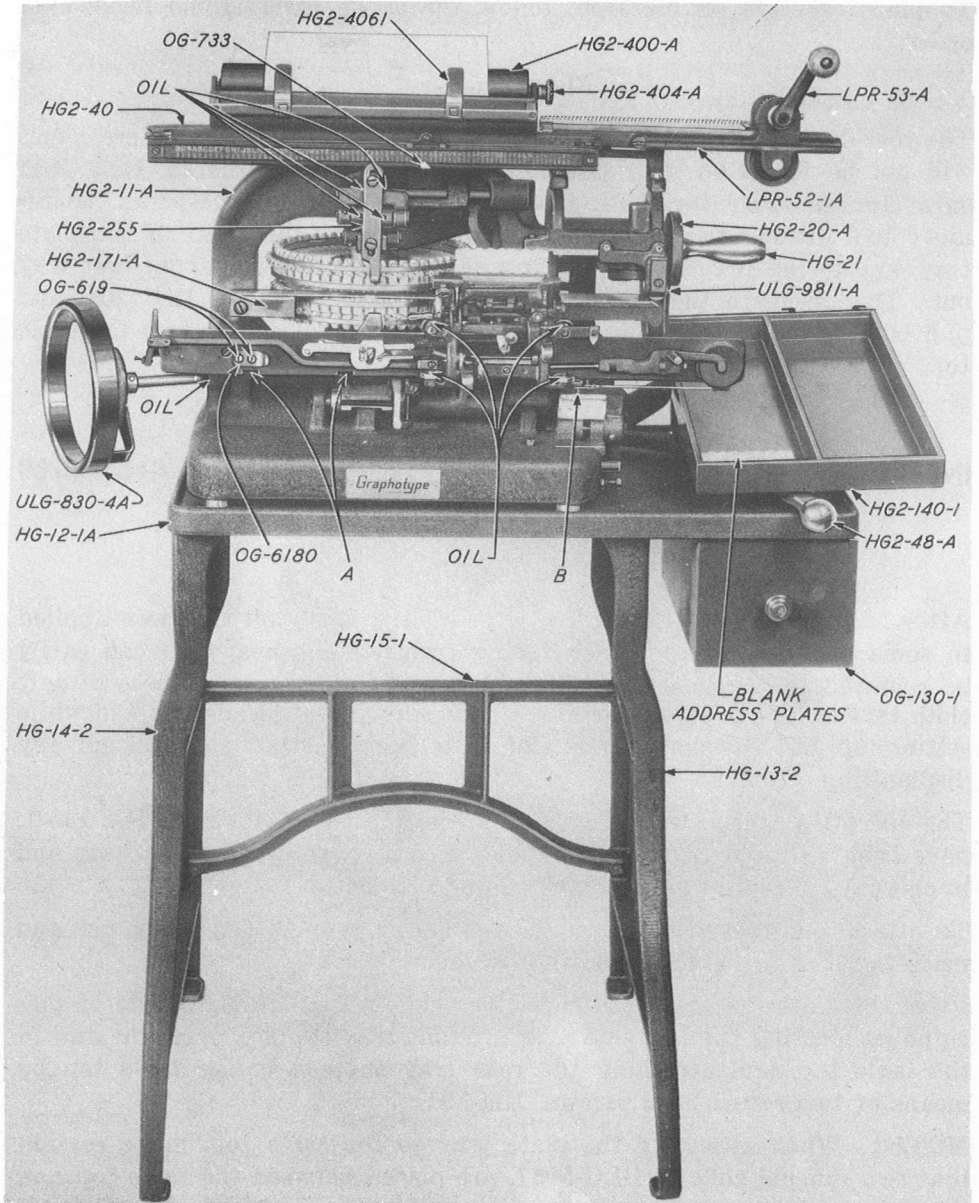

FIGURE 7
Model 6185 Graphotype

Attach the stand brace, HG-15-1, shown in figure 8, to the stand legs, HG-13-2 and HG-14-2, by means of four hexagon head bolts. Locate the

spacing collars, HG-1206, over the holes in top of the front-right and the rear-left stand legs. Then place the table top in position on the stand legs, and fasten it securely by means of four flat head screws. Locate the Graphotype in position on the table top and fasten it in place by means of two fillister head bolts. Loosen the set screw in the operating handle and remove the operating lever shaft. Then place the operating lever in position and replace the shaft, tightening the set screw securely. Now place the carriage rail in position on the front of the machine, as shown in figure 7, and tighten the mounting screws, ULG-6010, securely.

NOTE: When attaching the carriage rail, HG2-6006-A, to the Graphotype, make certain that the space block, HG-301, figure 11, locates on top of the lug on the driving punch rocker, HG2-19-A.

PLACE THE CARRIAGE ON RAIL AS FOLLOWS: Remove the carriage stop, OG-6180, figure 7. Place the carriage in position, with the upper guide rollers of carriage over the upper-inner edge of the rail, and at the same time locate the two guide lugs, at the rear lower portion of carriage, in two notches at the lower left end of the carriage rail, as indicated by arrow A, figure 7. Now slightly raise the spacing pawl on OG-610-1A, and the carriage will slip in position onto the rail. Next bring the carriage to the right as far as it will go, and attach the draw band to the pin in carriage, as indicated by arrow B, figure 7.

Remove the taper pin and place the operating wheel, ULG-830-4A, in position on the operating shaft. Then replace the taper pin and drive it in securely. Remove the hinge pin, HG2-480, figure 12, for the plate roller lever, HG2-48-A, by taking out the two cotter pins, and place the plate roller lever in position. Then place the hinge pin back in position and replace the cotter pins.

Place the address plate tray in position on the stand table top to the right of the machine by locating the left side hole, in the front tray support, over the stud in table top, and attaching the rear tray support to table top by means of two round head screws.

Operation

First insert the copy from which the address plates are to be embossed into the copy holder by turning the knurled knob, HG2-404-A, figure 7. Then place a box of blank address plates in the left compartment of address plate tray, as shown in figure 7.

To Insert Address Plate Into Jaws

Before attempting to insert an address plate into the plate jaws, make certain that the carriage and plate jaws are both in the neutral position of the machine. To bring the carriage and plate jaws to the neutral position, place the index finger of the left hand under the hook, OG-64½, and

while pressing down with the thumb on the lever, OG-65, bring the carriage to the right against the stop, ULG-99162, shown in figure 10. Now with the right hand, raise the knurled knob, OG-657, which will permit the plate jaws to return to neutral position. With the carriage and plate jaws in the neutral position, pull forward and down on the handle,
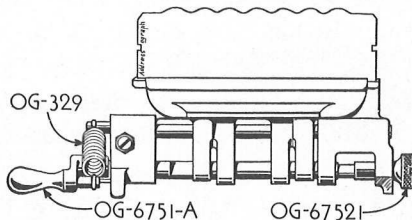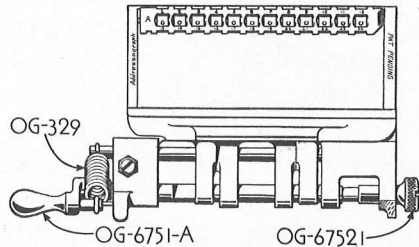

FIGURE 8
Style B Address Plate in Jaws

FIGURE 9
Style C Address Plate in Jaws

OG-6751-A, shown in figure 8, to bring the plate jaws into position for inserting the address plate. Now while pressing down on the handle, OG-6751-A, with the left hand, insert an address plate into the plate jaws with the right hand.

NOTE: To insure a uniform margin on the form to be imprinted on the Addressograph, it is very important to insert the address plate down into the jaws as far as it will go and with the left end against the stop, OG-6296-A, shown in figure 10.

If the style B serpentine plate is being used, always insert the plate into the jaws with the trade mark facing the operator and toward the left, as shown in figure 8. The reason for locating the address plate in the jaws in this manner is to permit easy insertion of the embossed plate into the plate frame.

If the style A or C plate is being used, always insert the plate into the jaws with the tab sockets upward and the numbered side of the sockets facing the operator, as shown in figure 9.

If the style EE plates are being used, always insert the plate into the jaws with the curved edge upward and the plate rails facing the Graphotype.

To Emboss Address Plate

With the address plate properly inserted into the plate jaws, tip the handle, OG-6751-A, upward and toward the machine until the address plate is resting on the plate support, HG2-171-A, shown in figure 11. Then place the index finger of the left hand under the hook, OG-64½, and while pressing down with the thumb on the lever, OG-65, move the carriage to the left against the stop, OG-6180. The address plate will now be in position to start embossing.

CAUTION: Should the operator raise the knurled knob, OG-657, after

the address plate is located in the embossing position, it will cause the plate jaws to move forward to the neutral position.

In such event, it will be necessary to slightly push the curved handle, OG-62-3A, to the rear until a slight click is noticeable in the knurled knob, OG-657.

Now, with the left hand, turn the operating wheel, ULG-830-4A, until the indicator point, OG-733, is directly opposite the desired character to be embossed. Then with the right hand, grasp the operating handle, HG-21, and with a quick snappy pull, bring the operating lever forward as far as it will go, and then allow it to return to neutral position. This operation

OG-6296A
OG-62962
OG-635
OG-329
OG-6751-A
OG-975
OG-974
OG-636
XM-236
XM-396
OG-6298
OG-642
HG2-4831
OG-65

OG-670   OG-6301   OG-6650
OG-64½   OG-619   OG-667

OG-63-3A
OG-663
OG-67521
OG-6763
OG-628
OG-627
OG-62-3A
OG-657
OG-64
OG-660
OG-638
OG-636
XM-236
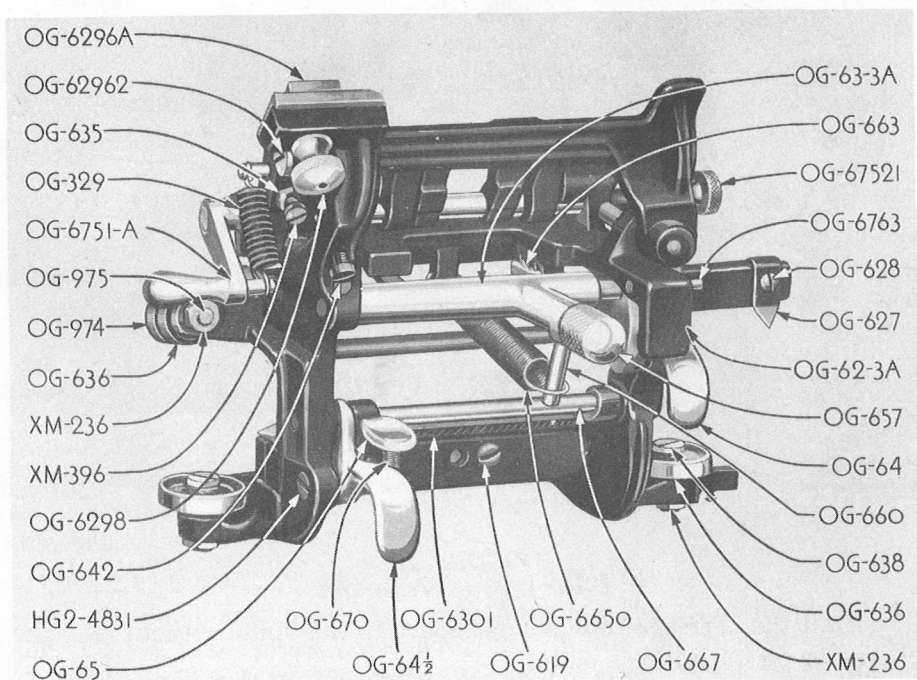
FIGURE 10
Detailed View of Carriage

embosses the desired character on the address plate and at the same time spaces the carriage one space to the right for the next character.

IMPORTANT: When pulling forward on the operating handle, HG-21, care should be taken that the operating lever is brought forward to the limit of its stroke. Failure to do this will cause a defective character to be embossed—in that the character will not be raised to the standard height.

To Space Between Characters

When it is desired to space between characters on the address plate, pull forward on the operating handle, HG-21, approximately two inches; or in other words, until there is a slight movement of the carriage to the right. Then allow the operating handle to return to neutral position. This
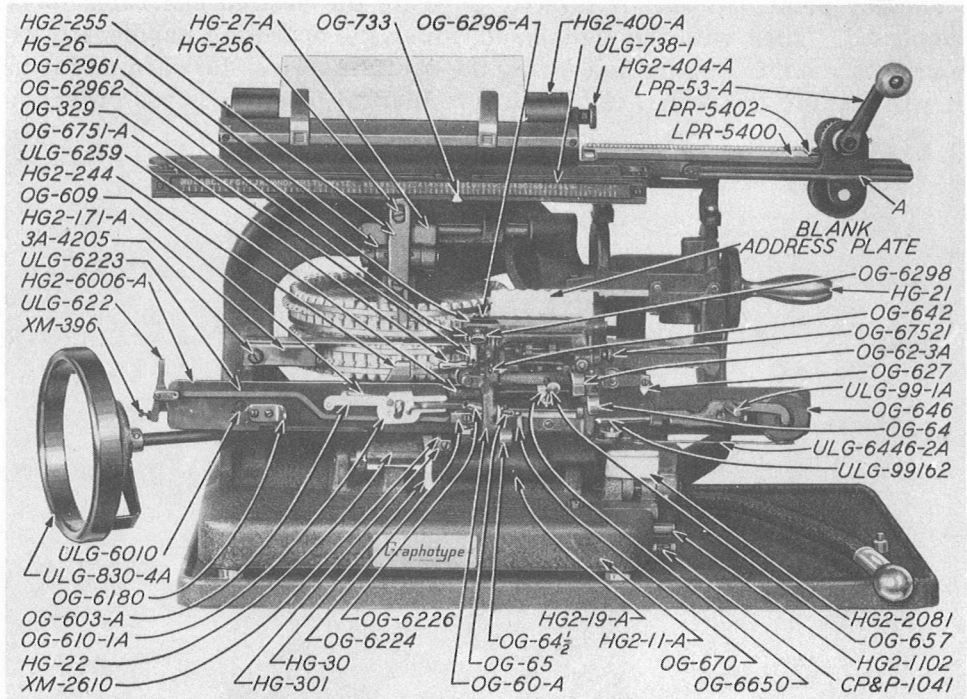
FIGURE 11
Front View of Model 6185

will permit the carriage to move one space to the right without embossing a character on the address plate.

To Space Between Lines

The line spacing frame is provided with a number of teeth for embossing the various lines on the address plate. To space between the lines after one complete line of type has been embossed, place the index finger of the right hand under the hook, OG-64, and with the thumb, press back on the curved handle, OG-62-3A, one tooth for each line.

Carriage Locating Scale

The carriage locating scale, ULG-6259, shown in figure 11, is spaced so as to correspond with the number of characters in one line on the address

plate. Should it be desired to emboss in a certain location on the address plate, place the index finger of the left hand under the hook, OG-64½, shown in figure 10, and while pressing down with the thumb on the lever, OG-65, shift the carriage until the indicator, OG-627, figure 11, is in line with the corresponding position on the carriage scale, ULG-6259.

IMPORTANT: When shifting the carriage on the carriage rail, the lever, OG-65, must be fully depressed. Failure to do this will cause excessive wear on the carriage spacing mechanism and prevent the carriage from spacing accurately.

To Change Line Spacing on Address Plate

The Graphotype is provided with different line spacings for embossing certain styles of address plates. To change from one spacing to the other, raise the knurled knob, OG-657, and pull it slightly forward. Then shift it either to the right or left.

NOTE: When only one style of line spacing is required, a small collar is placed on the spacing lever shaft to prevent the spacing lever from shifting.

Back Spacer

By means of the lever, ULG-622, figure 11, the carriage can be moved back one space each time the lever is pressed to the left. The lever, ULG-622, is operated with the thumb of the left hand and can be easily reached without removing the left hand from the operating wheel, ULG-830-4A.

Plate Roller for Address Plates

The plate roller is an extra attachment and will not be found on your machine unless it was ordered. It is located at the right of the Graphotype and its purpose is to roll the characters on the address plate to exactly the same height.

TO OPERATE THE PLATE ROLLER: After the address plate has been completely embossed, place the index finger of the right hand under the hook, OG-64, and press back with the thumb on the curved handle, OG-62-3A, until it is to the rear as far as it will go. Then place the index finger of the left hand under the hook, OG-64½; and while pressing to the left with the index finger of the right hand on the lever, ULG-99-1A, bring the carriage to the extreme right of the carriage rail. Now move the lever, HG2-48-A, shown in figure 7, to the left as far as it will go, and then return it to neutral position. This movement will roll the characters on the address plate to an even height. After the address plate has been rolled, move the carriage to the left until it locates against the stop, ULG-99162, shown in figure 11. Then raise the knurled knob, OG-657, which will permit the jaws to return to neutral position. The address plate can then be removed by pulling forward and down on the handle, OG-6751-A.

Hand Operated Plate Roller

The hand operated plate roller is attached to the top of the regular plate roller, as shown in figure 11, and its purpose is to roll letter plates and other plates that are longer than the regular address plates.

TO OPERATE THE HAND PLATE ROLLER: After the plate has been embossed, remove the top and bottom scored edges from the plate by inserting the edges in the slot A, shown in figure 11, and tip the plate up and down until the edges are completely broken off. Then turn the hand crank, LPR-53-A, clockwise until the plate anvil, LPR-5400, is in the
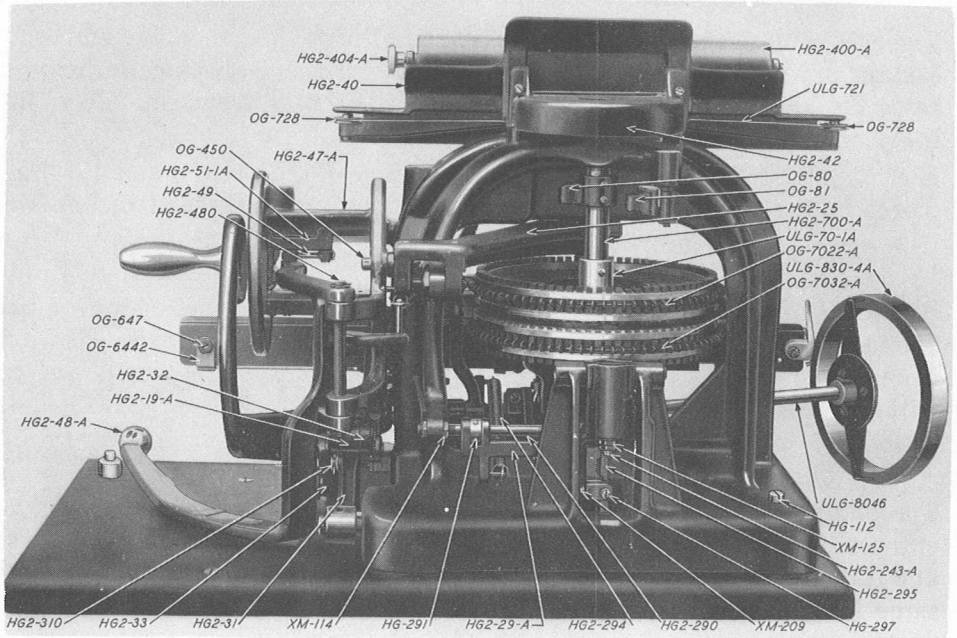
FIGURE 12
Rear View of Model 6181

neutral or extreme left position. Now place the plate in position on the anvil block, with the top line toward the rear, and right end of the plate under the clip, LPR-5402. Then turn the hand crank, LPR-53-A, counter-clockwise until the plate anvil is at the extreme right; then return it to neutral (left) position, and remove the plate.

To Remove Carriage

First remove the carriage stop, OG-6180, shown in figure 7, by taking out the two round head screws, OG-619. Then release the carriage draw band, ULG-6446-2A, by unlatching the clip at the point indicated by arrow B. Now slide the carriage to the left until the two guide lugs at the

lower rear portion of the carriage are in alignment with the two notches at the lower left end of the carriage rail, as indicated by arrow A, figure 7. The carriage can now be removed from the Graphotype by pulling forward on the lower part of the carriage and then lift it off from the carriage rail. To place the carriage back on the carriage rail, simply reverse the order of instructions for removing it.

NOTE: When placing the carriage back on the rail, it will be necessary to slightly raise the spacing pawl on OG-610-1A. Failure to do this will cause the right front guide roller on carriage to catch on the lower left end of lever, OG-610-1A, as the carriage is being placed on the rail.

GENERAL MAINTENANCE INFORMATION
How to Replace Dies and Punches

The method of replacing dies and punches is very simple and requires no mechanical skill. The dies are located in the upper section of the die head while the punches are located in the lower section.

To Remove Dies

Standing at the rear and to the left of the Graphotype, turn the die head until the die to be replaced is accessible. Then insert the extracting hook, MA-211, shown in figure 13, in the hole in the die stripper lever,
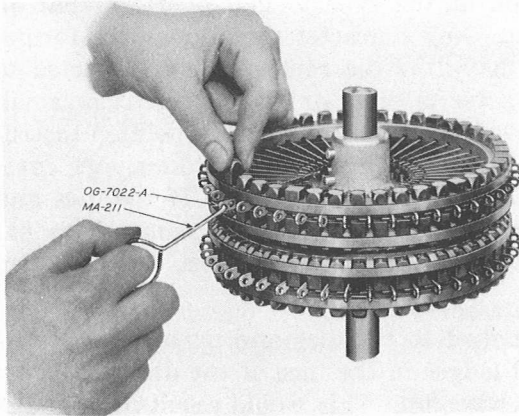

FIGURE 13
Replacing Die

OG-7022-A. Now pull down and toward the rear until the stripper lever snaps into the disengaged position. This operation will release the die, and permit it to be lifted out. Insert the new die into the slot with the character end down and the slot in the die facing outward, and push the die down until the top is slightly lower than the other dies in the die head. Then push the stripper lever, OG-7022-A, in or toward the die head until it snaps into neutral position. When the die is properly inserted and the stripper lever is in neutral position, the pin in the stripper lever must be fully engaged in the slot in the die.

To Remove Punch

Standing at the rear and to the left of the Graphotype, turn the die head until the punch to be replaced is accessible. Then insert the extracting

hook, MA-211, into the hole in the punch stripper, OG-7032-A. Now pull up and toward the rear until the punch stripper lever snaps into the disengaged position. This operation releases the punch and permits it to be lowered from the die head. Insert the new punch into the slot in the die head with the character end up and the slot facing outward, and push the punch up until the bottom is slightly higher than the bottom of the other punches in the die head. Then push the stripper lever, OG-7032A, in or toward the die head until it snaps into neutral posit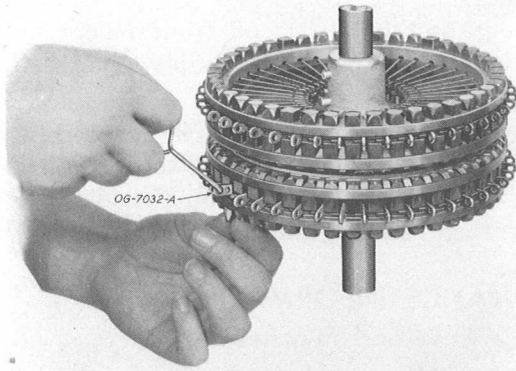ion. When punch is properly inserted and the stripper lever in neutral position, the pin in the stripper lever should be fully engaged in the slot of the punch.

FIGURE 14
Replacing Punch

Cleaning Dies and Punches

The operator should frequently emboss all the characters on an address plate and then make an inspection of the type to make certain that all the characters are properly formed. Any character showing a poor formation on the address plate should have the die removed and inspected to determine if the face of the character is dirty or broken. Dirt or small chips of metal can easily be removed by means of a sharp pointed instrument inserted into the corners of the die. This should be done very carefully so as not to scratch or distort the face of the die. If the dies and punches show an accumulation of dirt they should be removed as explained in the instructions "To Replace Dies and Punches," and cleaned with a non-inflamable solvent.

CAUTION: Oil should not be applied to the dies and punches or to the slots in which they operate. If oil lodges in the face of the dies, the characters will not emboss to the proper height. This would result in an indistinct impression when printed on the Addressograph.

IMPORTANT: Your Graphotype machine has been designed and adjusted for the embossing of certified Addressograph metal plates. To emboss other metal plates may necessitate compensating adjustments of the machine. Paper or other kinds of material should never be embossed on a Graphotype machine. To do so may result in excessive breakage of dies and punches or cause the faces of the dies to become filled. When again embossing "Addressograph" metal plates, it will result in the characters being improperly formed.

Suggestions to Operators

By observing the following suggestions the operator will acquire skill in operating the Graphotype, which will result in greater speed and accuracy. It is important that the operator sit comfortably and directly in front of the Graphotype. The carriage jaw should be opened with the left hand while the address plate is being inserted with the right. At the same time the operator can read the name and address that is to be embossed.

Practice spreading the address uniformly as it is being embossed. The first line should always be started on the first space with the carriage at the extreme left position. The operator will quickly be able to determine where the second and where the third lines should begin. This is essential to produce an address plate that will give a neat appearance when printed on the Addressograph. The following examples illustrate the proper method of spacing the address as the plate is being embossed:

Block Style

MR. GEORGE WRIGHT,

SWIFT FARM STATION,

YPSILANTI, MICH.

MR. JOHN E. WILSON

c/o JOHN I. HOWARD

160 E. JACKSON ST.

MILWAUKEE, WIS.

Indented Style

MR. GEORGE WRIGHT,

   SWIFT FARM STATION,

      YPSILANTI, MICH.

MR. JOHN E. WILSON

c/o JOHN I. HOWARD

160 E. JACKSON ST.

MILWAUKEE, WIS.

The operator should frequently emboss all characters on an address plate and inspect them carefully to see that all characters are properly formed.

Lubrication

The proper lubrication of all wearing parts on the Graphotype is of the greatest importance. Attention to lubrication will prevent excessive wear and will avoid the need of unnecessary repair service that may be directly attributed to a lack of proper lubrication. Operation conditions vary so widely that it is difficult to definitely establish the required frequency of oiling. However, with the machine operating continuously under average conditions, it should be oiled once weekly. Do not use an excessive amount of oil; and wipe away any excess oil that runs out of the oil holes or bearings so as to prevent it from soiling the forms or the operator's clothing.

A few drops of best grade machine oil should be applied to oil holes of all moving parts. These can very easily be located by the operator. The use of a suitable oil is highly important. It should be a medium weight—best grade machine oil. Use certified Addressograph oil, which is specially prepared to produce the best results. We strongly recommend DURO-VIS oil, which is sold by all Addressograph Sales Agencies.

CAUTION: Oil should not be applied to the dies or punches or to the slots in which they operate. If oil lodges in the face of the dies, the characters will not emboss to the proper height, which would result in indistinct impression when printed on the Addressograph.

When in need of service or supplies write or phone your nearest Addressograph Sales and Service Office. The address and telephone number may be found in the yellow pages of the telephone directory under "Addressing Machines."

YOU WILL GET THE MOST FROM YOUR EQUIPMENT IF YOU HAVE

AN INSPECTION AGREEMENT

or

A FULL MAINTENANCE AGREEMENT

Regular attention to the mechanical features of your equipment will insure long life, freedom from inconvenient interruptions and a minimum expenditure for repairs. Under the terms of an inspection service agreement, for a nominal, flat-rate sum which you can easily budget, a Factory-trained Addressograph Serviceman will periodically inspect, clean, oil and adjust your Addressograph and Graphotype machines. These inspections may be made at intervals to suit your convenience.

Under the terms of the Full Maintenance Agreement, you receive all of the above services, plus the replacement of any parts which may be required, without additional cost.

Either of these Agreement Plans not only pays for itself quickly, but pays you dividends in the form of valuable suggestions offered to your Operators, which may promote greater operating efficiency and increased machine production. The Addressograph Serviceman uses only CERTIFIED parts, if replacement of parts is necessary.

See or call your local Addressograph representative now, and arrange to have either the Inspection Service Agreement plan or the Full Maintenance Agreement plan put into effect for your equipment.

UNITED STATES

Akron, Ohio	Des Moines, Iowa	Memphis, Tenn.	St. Paul, Minn.
Albany, N. Y.	Detroit, Michigan	Miami, Fla.	Salt Lake City, Utah
Albuquerque, N. M.	Duluth, Minn.	Milwaukee, Wis.	San Antonio, Texas
Allentown, Penna.	El Paso, Texas	Minneapolis, Minn.	San Diego, Calif.
Altoona, Penna.	Erie, Penna.	Mobile, Ala.	San Francisco, Calif.
Atlanta, Georgia	Evansville, Indiana	Nashville, Tenn.	San Jose, Calif.
Austin, Texas	Fort Wayne, Indiana	New Orleans, La.	Scranton, Penna.
Baltimore, Maryland	Ft. Worth, Texas	New York City, N. Y.	Seattle, Wash.
Beaumont, Texas	Fresno, Calif.	Newark, New Jersey	Shreveport, La.
Binghamton, N. Y.	Grand Rapids, Mich.	Norfolk, Va.	Sioux Falls, S. Dak.
Birmingham, Ala.	Green Bay, Wis.	Oakland, Calif.	South Bend, Ind.
Boise, Idaho	Greensboro, N. C.	Oklahoma City, Okla.	Spokane, Wash.
Boston, Mass.	Harrisburg, Penna.	Omaha, Nebraska	Springfield, Ill.
Bridgeport, Conn.	Hartford, Conn.	Peoria, Illinois	Springfield, Mass.
Brooklyn, N. Y.	Houston, Texas	Philadelphia, Penna.	Syracuse, N. Y.
Buffalo, N. Y.	Huntington, W. Va.	Pittsburgh, Penna.	Tacoma, Wash.
Cedar Rapids, Iowa	Indianapolis, Ind.	Phoenix, Ariz.	Tampa, Florida
Charleston, W. Va.	Jackson, Miss.	Portland, Maine	Terra Haute, Ind.
Charlotte, N. C.	Jacksonville, Fla.	Portland, Oregon	Toledo, Ohio
Chattanooga, Tenn.	Jersey City, N. J.	Providence, R. I.	Trenton, N. J.
Chicago, Illinois	Kalamazoo, Mich.	Raleigh, N. C.	Tulsa, Okla.
Cincinnati, Ohio	Kansas City, Mo.	Reading, Penna.	Washington, D. C.
Cleveland, Ohio	Knoxville, Tenn.	Richmond, Va.	Waterloo, Iowa
Columbus, Ohio	Lexington, Ky.	Roanoke, Va.	Wheeling, W. Va.
Corpus Christi, Texas	Lincoln, Nebraska	Rochester, N. Y.	Wichita, Kansas
Dallas, Texas	Little Rock, Ark.	Rockford, Ill.	Williamsport, Penna.
Davenport, Iowa	Los Angeles, Calif.	Sacramento, Calif.	Wilmington, Del.
Dayton, Ohio	Louisville, Ky.	Saginaw, Mich.	Worcester, Mass.
Denver, Colorado	Madison, Wis.	St. Louis, Mo.	Youngstown, Ohio

CANADA

Halifax, N. S.	Montreal, Que.	Quebec City, Que.	Vancouver, B. C.	Edmonton, Alberta
Hamilton, Ont.	Ottawa, Ontario	Toronto, Ont.	Calgary, Alberta	Victoria, B. C.
London, Ont.				Winnipeg, Man.

ADDRESSOGRAPH-MULTIGRAPH CORPORATION
HOME OFFICE AND PLANT—CLEVELAND 17, OHIO

ADDRESSOGRAPH-MULTIGRAPH OF CANADA, LTD.
HEAD OFFICE AND PLANT: TORONTO 13, ONTARIO, CANADA

SALES AND SERVICE OFFICES IN ALL PRINCIPAL CITIES OF THE WORLD

This Book is Very Important
Read and Keep It