

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

CLASS 6200
Reference Book

Instructions for Operating Graphotypes
Models 6250 and 6280

Eighth Edition

*This Book is Very Important
Read and Keep It*

Addressograph Division
TRADE-MARK

ADDRESSOGRAPH-MULTIGRAPH CORPORATION
CLEVELAND 17, OHIO



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 at 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.

Addressograph-Multigraph maintenance service is available to you as follows:

EMERGENCY SERVICE — at an hourly rate.

or

THE PREVENTIVE MAINTENANCE PLAN — a service plan designed to meet your complete maintenance requirements at a fixed annual cost. The plan provides:

1. Preventive Maintenance. A Factory-trained Service Representative will clean, lubricate, and inspect your equipment at regular intervals.
2. Emergency Calls, if necessary, between regular Inspection Calls.
3. All standard replacement parts as required.

For details concerning A-M Certified Maintenance Service, consult your Addressograph-Multigraph Sales and Service Office.

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ADDRESSOGRAPH DIVISION

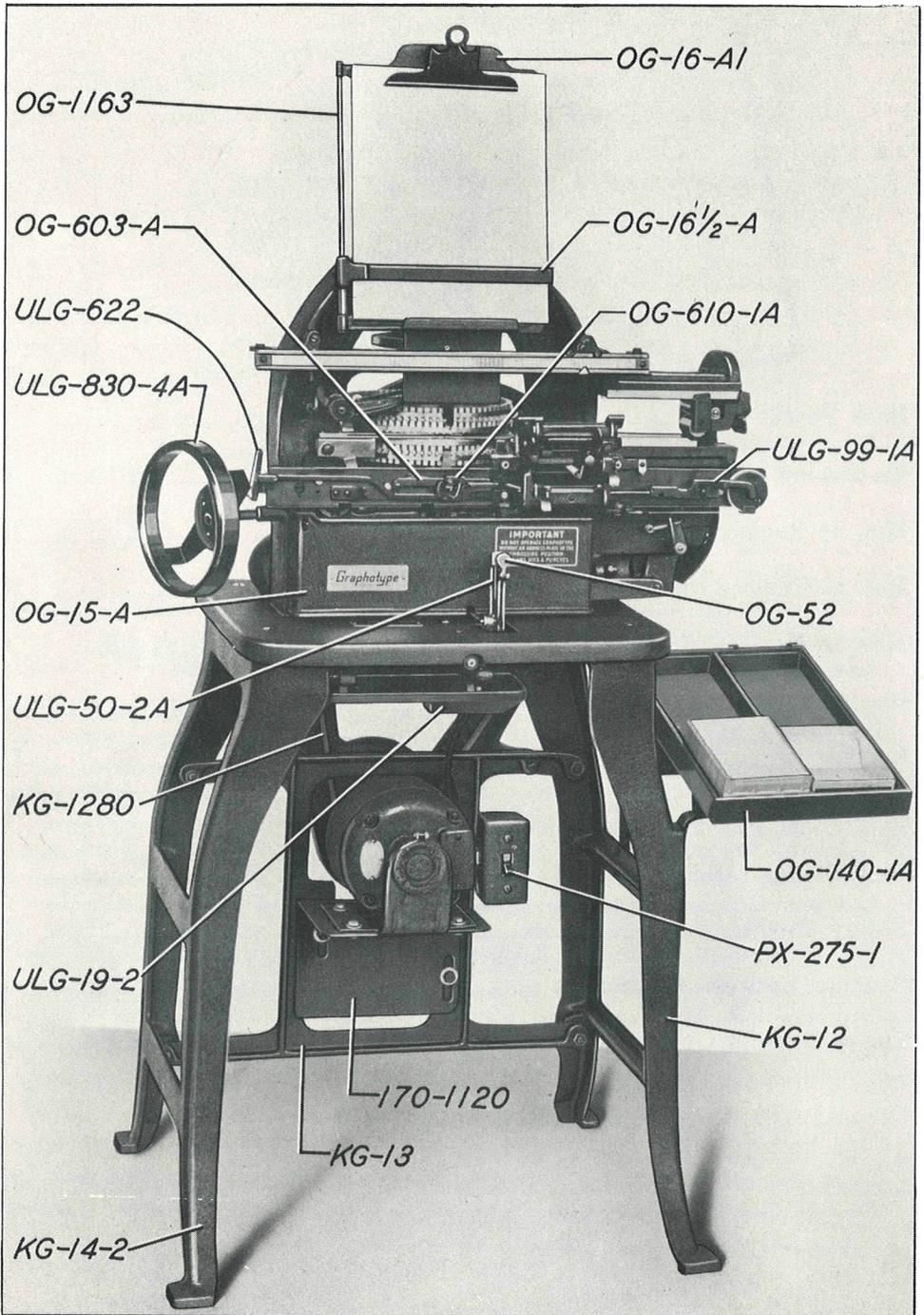


FIGURE 1
Model 6281 Graphotype

Instructions for Operating Graphotypes

Models 6250 and 6280

The purpose of this book is to explain to the operator the proper method of operating the Class 6200 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 care of the Graphotype than through verbal instructions.

After unpacking the Graphotype, wipe off the rust preventative oil that was applied to some parts to prevent rust during transit. Rust preventative oil may be easily removed by using a little gasoline or benzine on a piece of soft cloth that is free from lint. During the uncrating process do not disturb any adjustment or do any dismantling of parts.

CAUTION: When uncrating the Graphotype or when moving it into position, do not grasp the flywheel. The flywheel may become distorted if used to move the machine about.

The copy holder, OG-16A, and address plate tray, OG-140-1, have been removed from the Graphotype for convenience in packing. The copy holder locates above the character indicator strip as shown in figure 1, with the two pins, OG-110, figure 8, passing through the lugs at the rear of the copy holder. The brackets for the address plate trays are attached to the right leg of the Graphotype as shown in the figure opposite.

IMPORTANT: Before starting to operate the Graphotype, make certain that it is properly lubricated. It is important that the two oil wells for the main bearings are three-quarters full of Duro-vis lubricating oil at all times. See "Lubrication" on page 11.

See that the current and the voltage agree with the specifications on the name plate of the motor. Then attach the motor cord to an ordinary light or wall socket.

Operating

First insert the copy from which address plates are to be embossed, beneath the spring clip on the upper edge of the copy holder. The line indicator, OG-16½A, which is shown in figure 1, slides up or down and is used to designate the line on copy that is being embossed on address plate.

Inserting Address Plate Into Jaws

The jaws are opened so that an address plate may be inserted, by pulling forward and down on the lever, OG-68-1, shown in figure 2. The jaws should be opened with the left hand while the blank address plate is placed in the jaws with the right hand. Always raise knob, OG-657, figure 4, to return jaws to neutral position before inserting or removing address plate. Address plate should be inserted as far down into the jaws as possible and moved to the left against plate stop, OG-6296A.

If the style B serpentine plates are being embossed, the trade mark or patent mark should be 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 address frame. If the style A or C

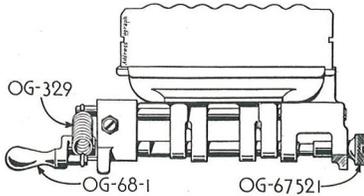


FIGURE 2

Style B Address Plate in Jaw

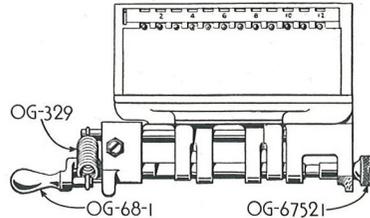


FIGURE 3

Style C Address Plate in Jaw

plates are being embossed, they should be inserted in the jaws so the tab sockets face upward and with socket marked number "2" toward the left. The style EE plates should be inserted with the flat edge in the jaws, the bent edge upward, and the end rails of the plate facing the Graphotype.

Embossing

Always insert address plate as far as possible down into jaws. With address plate in jaws raise lever, OG-68-1, and move it toward Graphotype to bring address plate onto plate support. Place index finger of left hand behind hook, OG-64½, and with thumb press lever, OG-65. Draw carriage to the left against stop. Address plate will then be in position to start embossing. *Lever, OG-65, must always be depressed to disengage escapement mechanism to move carriage to right or left.*

With the left hand turn the hand wheel, OG-830-4, shown in figure 1, until the character indicator, OG-733, figure 5, points to the character to be embossed. With the indicator in this position, grasp the operating handle, ULG-50-2A, figure 1, lightly with the fingers of the right hand and bring it forward with a short, snappy pull. Then allow it to return to normal position. As the handle is pulled forward, the type character is embossed on the address plate and the carriage automatically spaces to the following embossing position.

IMPORTANT: The operating handle, ULG-50-2A, should always be pulled forward to the limit of its stroke and allowed to return all of the way back to neutral position. Failure to make a complete stroke of the operating handle may cause the Graphotype to function improperly.

To space between the lines of type, after the complete line has been embossed, place index finger of right hand behind hook, OG-64, and with thumb, press back on lever, OG-62-3A, one notch for the next line.

After address plate has been completely embossed, move carriage to right

and raise knob, OG-657, to return jaws to neutral position. Then pull forward and press down on lever, OG-68-1, to open jaws which will permit removal of address plate.

For certain styles of address plates the Graphotypes are arranged for two different line spacings. To change the line spacing, raise the knob, OG-657, and slightly pull it forward and then shift it either to the right or left.

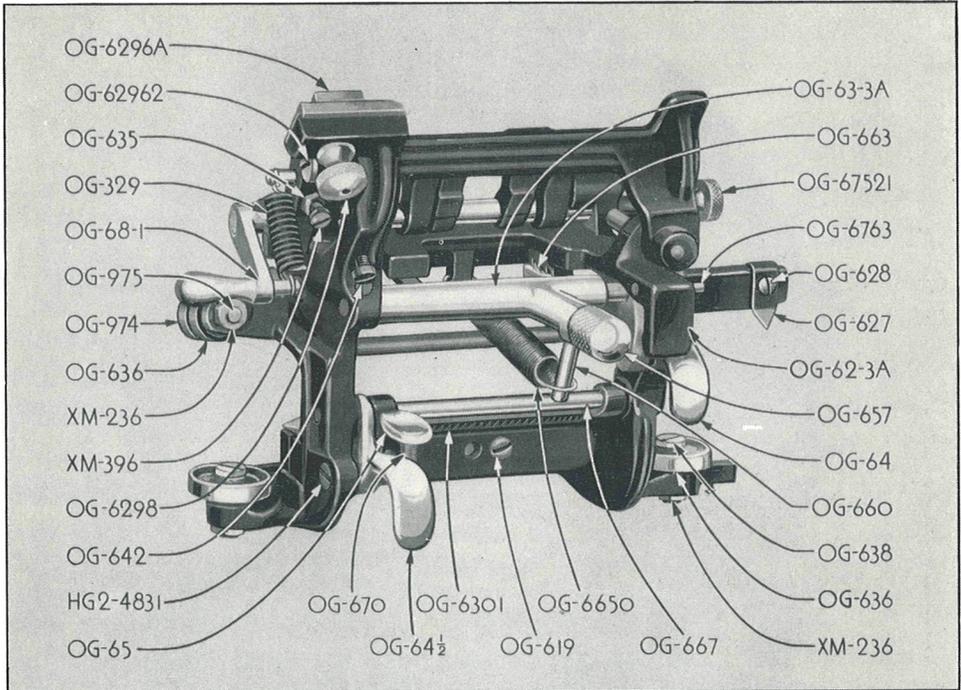


FIGURE 4
Detailed View of Carriage

Spacing Between Characters

When it is desired to space between characters, push thumb lever, OG-52, shown in figure 5, toward the Graphotype with the thumb of the right hand. The carriage will move one space to the right each time the thumb lever, OG-52, is depressed.

Back Spacer

A lever, ULG-622, shown in figure 1, is provided which permits the carriage to be spaced back one space to the left. This lever is operated with the thumb of the left hand, and by pressing it to the left the carriage will move one space back.

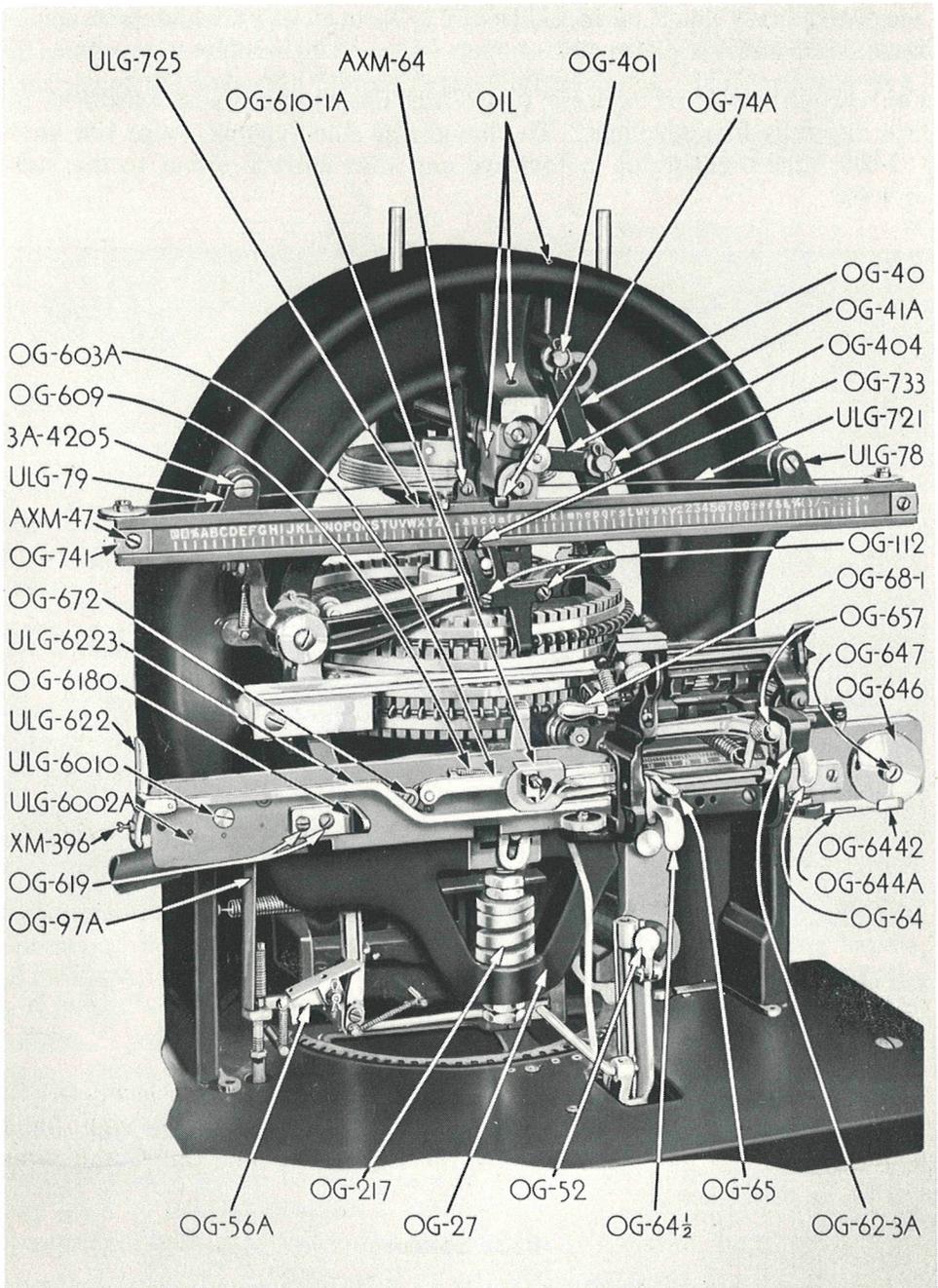


FIGURE 5
 Front View of Model 6280 Graphotype

Safety Device

To prevent damaging the dies and punches by operating the Graphotype without a blank address plate in embossing position, the Graphotype is equipped with a safety device. This device operates automatically. When the carriage is at the right without an address plate therein, the mechanism is locked so the punches and dies cannot be brought together. When the carriage is brought to the left (embossing position) the mechanism is automatically unlocked so that address plates can be embossed.

Plate Roller

The plate roller attachment is located at the right side of the Graphotype as shown in figure 1, and its purpose is to roll all characters to exactly the same height.

After an address plate has been completely embossed push thumb lever, OG-62-3A, as far back as it will go. Lever, ULG-99-1, shown in figure 1, should then be moved and held to the left and the carriage brought to the right as far as it will go. The plate roller will then automatically roll the type on the address plate to an even height.

After the plate has been rolled, the carriage should be moved to the left so it locates against the stop, ULG-99162. The lever, OG-657, shown in figure 4, should be lifted up so the jaws return to neutral position. The jaws may then be opened by pulling forward and down on handle, OG-68-1, and the address plate removed.

Plate Roller (hand-operated) for Dupligraph Plates

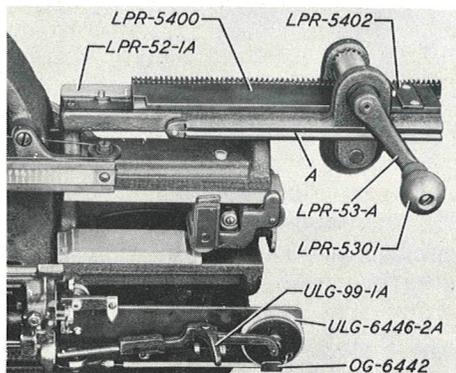


FIGURE 6

View of Plate Roller for Dupligraph Plates

The hand-operated plate roller is an extra attachment. If ordered for your machine, it will be found attached to the top of the regular plate roller, as shown in figure 6. Its purpose is to roll the characters on letter plates (and other plates that are longer than regular address plates) to a uniform type height.

TO OPERATE THE HAND PLATE ROLLER: After a plate has been embossed, remove the top and bottom scored edges from the plate by insert-

ing the edges in slot "A" (figure 6) and tip the plate up and down until the edges are completely broken off. Then turn the hand crank, LPR-53-A (figure 6) clockwise until the plate anvil, LPR-5400 (figure 6) is in neutral, or extreme left position. Next, place the plate in position on the anvil block (top line toward rear) with right end of the plate under clip, LPR-5402 (figure 6). Then turn the hand crank, LPR-53-A (figure 6) counterclockwise until the plate anvil is at the extreme right; then return it to neutral (left) position and remove the plate.

General Maintenance Information

How To Replace Dies and Punches

The method of replacing the dies and punches is 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. The power must always be turned off before attempting to replace the dies or punches.

How To Replace Die

Standing at the rear right of the Graphotype, turn the die head until the die to be replaced is accessible. Insert the extracting hook, MA-211, shown in the figure below, in the hole in the stripper lever, OG-7022A. Then pull the stripper lever downward and toward the rear of the machine until it snaps into the disengaged position. The die is then released and may be lifted out. Place the new die in the slot of the die head with the groove in the die facing outward or away from the die head. Force the die downward until the upper end is approximately even with the upper end of the other dies in the die head. Then push the stripper lever inward or toward the die head until it snaps into its neutral position, which will be signified by a distinct and noticeable click. When in neutral position, the pin in the stripper lever must engage the groove in the center of the die.

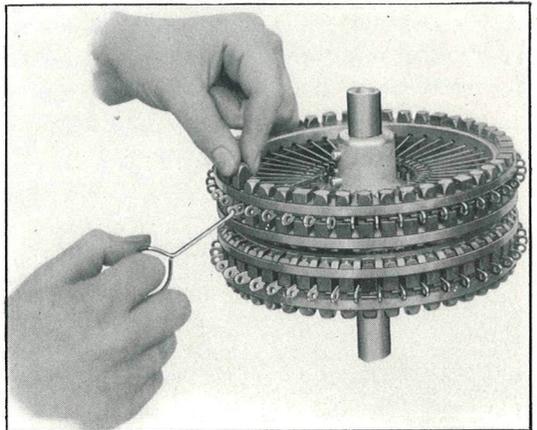


FIGURE 7
Replacing Die

How To Replace Punch

Standing at the rear right of the Graphotype turn the die head until the punch to be replaced is accessible. Insert the extracting hook, MA-211,

shown in the figure below, in the hole in the stripper lever, OG-7032A. Then pull the stripper lever slightly upward and toward the rear of

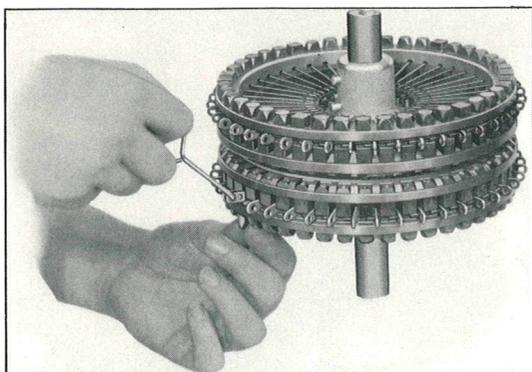


FIGURE 8
Replacing Punch

the machine until it snaps into its disengaged position. The punch will then be released and may be lowered out of the slot in the die head. Place the new punch in position and force it upward until the face is approximately even with the face of the other punches of the die head. Then push the stripper lever inward or toward the die head until it snaps into its neutral position which will be signified by a distinct and noticeable click. When in neutral position, the

pin in the stripper lever must engage the groove in the center of the punch.

Lubrication

Proper lubrication of all wearing parts of the Graphotype is highly important. When the Graphotype is operating continuously under average conditions, it should be lubricated once a day. Do not use an excessive amount of oil. Wipe away any excess oil that runs out of or along side of the bearings to prevent it from soiling the operator's clothing.

Use certified Addressograph oil, which is especially prepared to produce the best results when used to lubricate the Graphotype. An all purpose oil will not suffice and may fail to properly lubricate. We strongly recommend Duro-vis oil, which is sold by all Addressograph Sales Agencies.

CAUTION: Oil should not be applied in the slots in which the dies and punches operate, nor to the dies and punches. If the oil lodges in the face of the dies, the characters will not emboss to a full and distinct formation, resulting in indistinct impressions from the plate.

It is of vital importance that the two main shaft bearings are properly lubricated. When the Graphotype is in operation, these bearings are constantly lubricated with oil from the two oil wells indicated in figure 9. Check these oil wells once a week to see that the oil is approximately at a level with the bottom of the bronze bearings. **DO NOT FILL BEYOND THIS POINT.** Use *Duro-vis* oil.

Should the drive gear for the plate roller become dry and noisy, apply a small amount of Lubriplate to the teeth of the gear.

All important bearing points are clearly indicated in figures 5 and 9. With

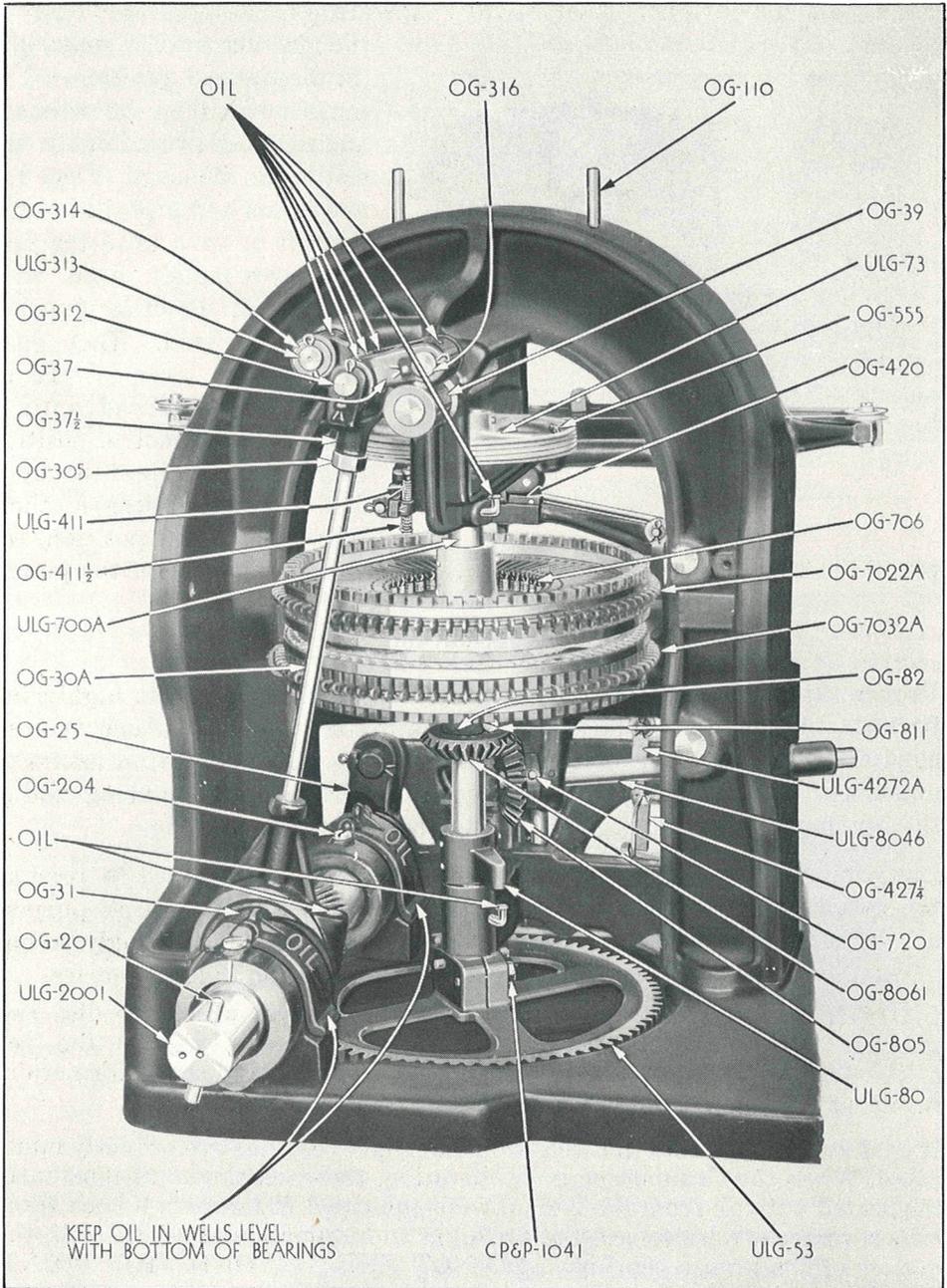


FIGURE 9
Rear View of Model 6280 Graphotype

the Graphotype in continuous operation, oil should be applied to all places indicated once each week. When not in continuous use, oil machine proportionately.

The motor is equipped with the latest improved packed bearings. Apply about twelve drops of oil every six months in the oil holes in the two bearings of the motor.

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:

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.

CAUTION: 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 imperfectly formed.

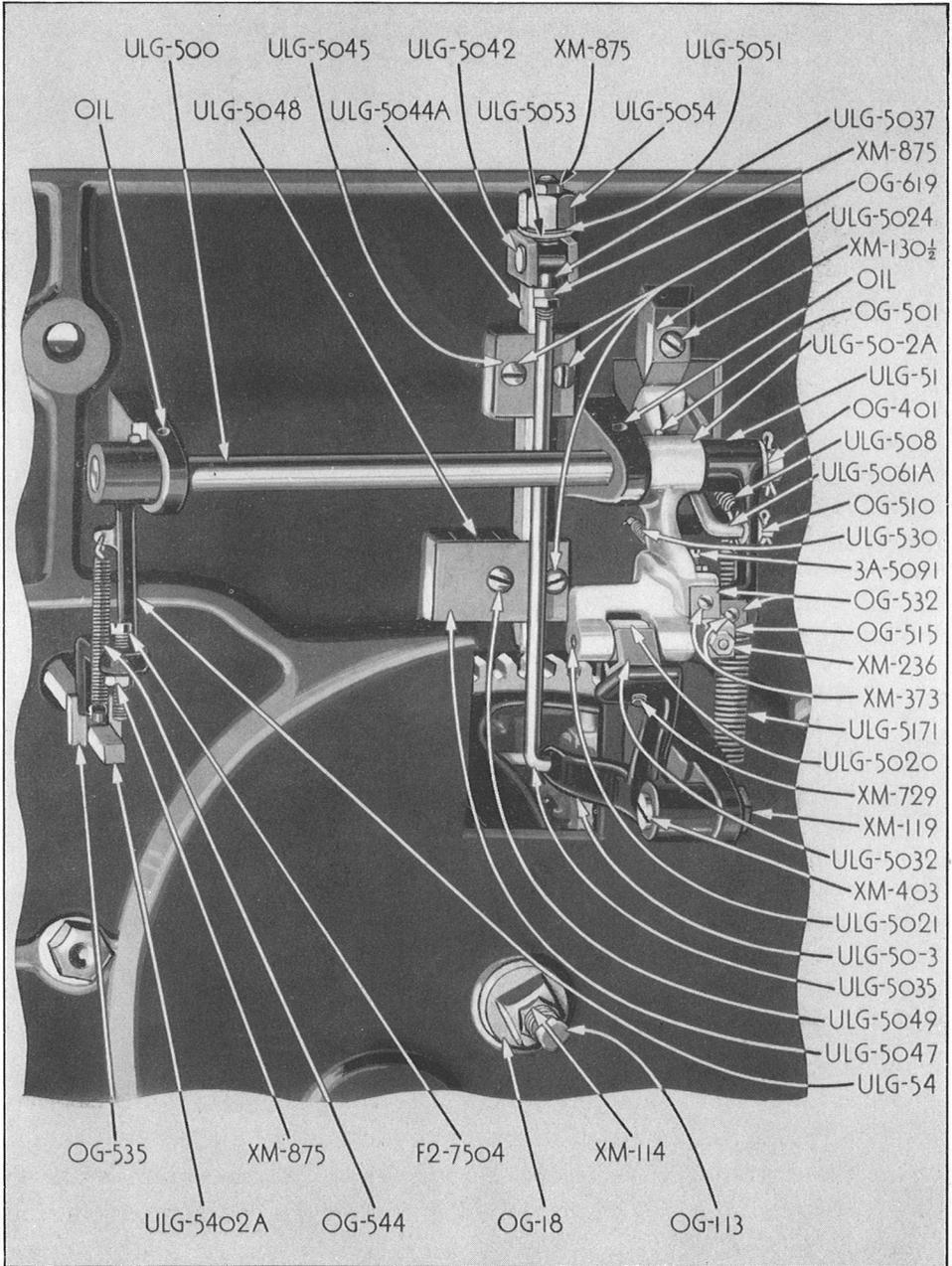


FIGURE 10
Bottom View of Model 6280 Graphotype

PROTECTING YOUR ADDRESSOGRAPH INVESTMENT

THE profitable application of Addressograph Methods is inseparably linked with the use of Certified Supplies. These supplies in combination with the machine equipment constitute the Method.

The Addressograph Organization—pioneers in the office equipment field—not only conceived, developed and made Addressograph available to business—they developed the supplies which are an inherent part of the method and which are essential to insure low operating costs and trouble-free operation.

Each Certified Addressograph Supply item has been designed to give greater convenience, greater service and the greatest earning power possible from its use.

Certified Addressograph Supplies and Accessories are made only by the Addressograph-Multigraph Corporation. The standards of quality and performance have been established by Addressograph, based on an engineering knowledge and scientific application that only the manufacturer of Addressograph can possess.

No other organization has or can have the real interest, experience, knowledge and facilities to create and maintain the essential high standards for Addressograph supplies.

In the manufacture of Certified Supplies only the best materials are used—materials which must meet the most rigid specifications. In every step of manufacture exacting inspection tests are made. Finally, the finished products are required to pass exhaustive performance tests under every conceivable operating condition. This vigilance never ceases.

Certified Addressograph Supplies, because of their uniformly high quality, protect you against losses of time and money by providing efficient machine operation, uninterrupted service and lowest maintenance costs.