

RUBBERS; INK ROLL

The impression rubber, the drive belt, the round rubber feed belt, the feed rubbers, the friction band, should be renewed when they need renewal. Often a faulty impression results from an impression rubber having been left on the machine for years, with oil distorting it all out of shape. A new rubber not only makes a fine impression, but helps to make the machine run easy. It goes on quite hard as it must be tight, but by using a screw driver, or a cone of wood, it is easily put into position. The ink roll will last a long time, if it is adjusted properly, but ask for a new one when you need it.

CANCELING HEAD DOES NOT COME BACK INTO POSITION

This is invariably due to the spring having been lost from the inside of the canceling head or its having lost its spring from years of use. Usually the best plan is to send back the head for repair and immediate return. We can always send you the small flat spring which is required, with a fibre friction. These go inside the canceling head, between the head and the flange on which it revolves. The spring has its two ends against the bottom of the groove in the head, the convex part of the spring pressing against the fibre friction. It is a little difficult to assemble, but if the spring and friction are held in place by means of a small screw-driver, while the flange is gradually worked into position, the job can be done by any Postmaster or clerk.

POSTMARKING DIE RISES

With each canceling head there is a small screw with a flat, which will hold the die in position if it is turned in the right way, so that it is impossible for it to rise. If this screw has been lost, ask for another one. This trouble does not often occur if the drive belt and rubbers are in proper condition and in place; but when it does the small screw will at once end it.

DIE TRIPS TOO EASILY

The trouble is with the adjustment as when die head revolves continuously.

MACHINE RUNS HARD

If canceling head, belt, rubbers, etc., are in good shape the trouble must be due to some roll binding on its shaft. Hold back first one roll and then another while running the machine until you locate the one which is tight. Remove roll and shaft, rub down shaft with emery cloth or sand paper, oil well and replace.

Write us when you need anything for the machine or any information which we can give.

COLUMBIA - IELFIELD

Silver Creek, N. Y., U. S. A.

COLUMBIA-IELFIELD MODEL CIH HAND CANCELING MACHINE



This machine is very simple to operate and easy to care for. Oil it (one to three drops in each shaft about every month) and wipe it off with a slightly oily rag about twice a week and it is good for 25 years or more of good service.

When the machine is received examine the small screw with a flat on one side at the top of the postmarking die. Turn this so the die may be withdrawn and leave it that way. This screw is simply to hold the die in position during shipment.

Now set the correct date and time for your next mail in the post-marking die. Be sure to hold the die on a slight slant with the postmarking engraving down so that the type will not drop out. You soon learn about this and it is very easy to change the type and keep it in position. Notice that each type has a flange at one end; keep the flanges all the same way and the type will always fit nicely. Notice also that the type is on a slight curve and look at it before replacing in the machine (keeping your thumb on the type back of the die to keep it from falling out) to make sure the curves are all the right way. As you change only one or two pieces of type at a time you soon get used to the type changes.

INK AND OIL

Be sure to use the black metal stamp or canceling machine ink furnished by the Post Office Department for canceling machines. RUBBER STAMP INK is NOT good for canceling machines and it will cause a lot of trouble if you use it.

Ink the roll well rolling off surplus ink on some old newspapers. After inking a few times the roll will run a long time without re-inking.

ADJUSTMENT OF INK ROLL

Roll should just touch the die and bars nicely but DO NOT adjust it in too far. Adjust by means of the screw and then lock in that position. Adjust again when the ink roll wears which will be some time.

ADJUSTMENT OF SEPARATOR

Separator adjustment is partly automatic and the separator will separate cards and ordinary letters as it is. If you get a very thick piece occasionally relieve the separator by drawing back the adjusting shaft slightly. If a lot of thick mail open up the separator accordingly and lock it in the new position; then thick mail will go through about as easily as