

post cards. **WHEN MACHINE IS RECEIVED** examine it underneath and note the spring belt; this should be around both grooved pulleys. Once in a very great while a belt is thrown out of position due to rough handling in transit and the machine will NOT then separate until this belt is put back into position.

INSTALLING NEW DRIVE BELT

Notice the position of the old drive belt. Remove and place new drive belt in same position. Be sure to press the belt well down on the table while slowly revolving the hand wheel, at the same time holding back the impression roll (which has quite a strong spring) by means of the hanger underneath the machine. The belt should engage the flange under the canceling head and when in proper position it will not rub in the stacker or interfere with the stacker slide.

If the belt seems too tight while new, tighten it by means of the idler and leave the idler tightened over night. The next morning it will be sufficiently stretched so that the machine will run easily.

Belts usually wear on the bottom edge. If they are reversed before this edge starts to cut, the belt will wear twice as long. If a new belt is not on hand, reversing the belt often accomplishes the same purpose, and it will give service while a requisition is being filled for a new belt.

FAINT IMPRESSION DUE TO INK ROLL

If the impression gradually becomes faint the trouble is nearly always due to the adjustment of the ink roll. The felt has gradually become worn so that it is not pressing against the die and bars as it should be. When this is the condition no amount of re-inking will make proper impressions, although inking heavily may improve them slightly for a time. Proceed as follows:

Ink the roll. Move the roll in and out by means of the ink roll adjusting screw. Now move the roll in until it just touches the die and bars well, but do not let it in any further. Lock it in the proper position and the impressions will be perfect until the roll needs re-inking or until the felt wears so that another adjustment is necessary. Learn this simple adjustment and you may wear the felt down to the metal washers. Old rolls are better than new ones, as they require much less inking. A new roll must be inked frequently until it is thoroughly soaked through and through.

PARTIALLY FAULTY IMPRESSION

If the impression is consistently heavier on the top than on the bottom or vice versa, it may be due: 1. To the ink having run down on the roll, especially when the roll is new. In such case reverse the ink roll occasionally and keep it well inked. 2. In rare cases the die shaft or impression roll shaft, or both, may be sprung out of true by some metallic substance in an envelope passing through the machine. First make sure that this is the trouble. The shafts may easily be trued up by any garage mechanic in a moment or two. 3. When only one piece of type, such as the year type, is faint or too heavy, affecting the impression of other type:

proceed as follows: First make sure the type is properly set up. The month and date should be first as you read the postmark, then the hour type, and finally the year type. If a type is plainly too long it may be filed off to proper length; this seldom happens. If plainly too short it may be "stretched" by hammering it out on some flat metal surface, being careful not to strike too hard. These are expedients to get a perfect postmark while asking for new type. Do not hesitate to ask for new type whenever it is needed. It is free for all rented machines and sells at a low price for other machines.

WHEN DIE HEAD REVOLVES CONTINUOUSLY

When the die head revolves continuously instead of waiting after each letter for the next one, either one or two things has happened. Either a pin has been broken off or the die stop casting has been strained slightly out of position. If the pin on top of the canceling head or the pin under the die stop casting is missing send in the canceling head for repair and immediate return, or ask for a new die stop casting, returning the old one when the new casting has been received and installed. If both pins are still there the trouble is easily remedied. Proceed as follows: Remove die stop casting, strike the two posts, using a block of wood to prevent marring, until the two pins engage properly once more. Replace the die stop casting and tighten the set screws. You may have to make several trials before getting the adjustment just right, but once it is right it will remain so.

BLOT TO LEFT OF POSTMARK

When a blot appears to the left of the postmark, it is a plain indication that the ink roll is adjusted in too far. This is easily remedied. Move the ink roll in and out by means of the ink roll adjusting screw, to get the idea of the adjustment. Now let the ink roll in until it just touches the die and bars properly, **BUT NO FURTHER**. Lock it in that position. The blot will soon disappear. The ink roll will require another adjustment when the felt becomes worn from constant use.

SKIPPING

If the canceling head and all other parts of the machine are in proper condition and adjustment (see other instructions) then the trouble must be in feeding. It may be due to operation or to the condition of the feed rubbers. Feed rubber should always be in good feeding shape. Remember that rubber will not last indefinitely. We aim to buy only in the Autumn as far as possible and we keep all rubbers in a moist storage until required. At times additional treatment is necessary to insure good feeding condition. Ask for new rubbers when you need them. We have had old rubbers returned worn as thin as paper, which must have been used for years. Do not do this but ask for fresh rubbers whenever they are really needed. If the feed rubbers are in good shape skipping can only come from too much pressure, or from "forcing" or shoving the mail through the machine. Never shove the mail. Get your feed rubbers right and then give the feeding pressure at right angles to the first feed rubber. A very little pressure only is needed, the right amount being soon learned.