

# INSTRUCTION BOOK

*It's easy when you know how*



## *Liberator Model 200*

**BEGINNING WITH SERIAL No. 30,001**

**Automatic Feed  
Rotary Stencil  
DUPLICATOR**

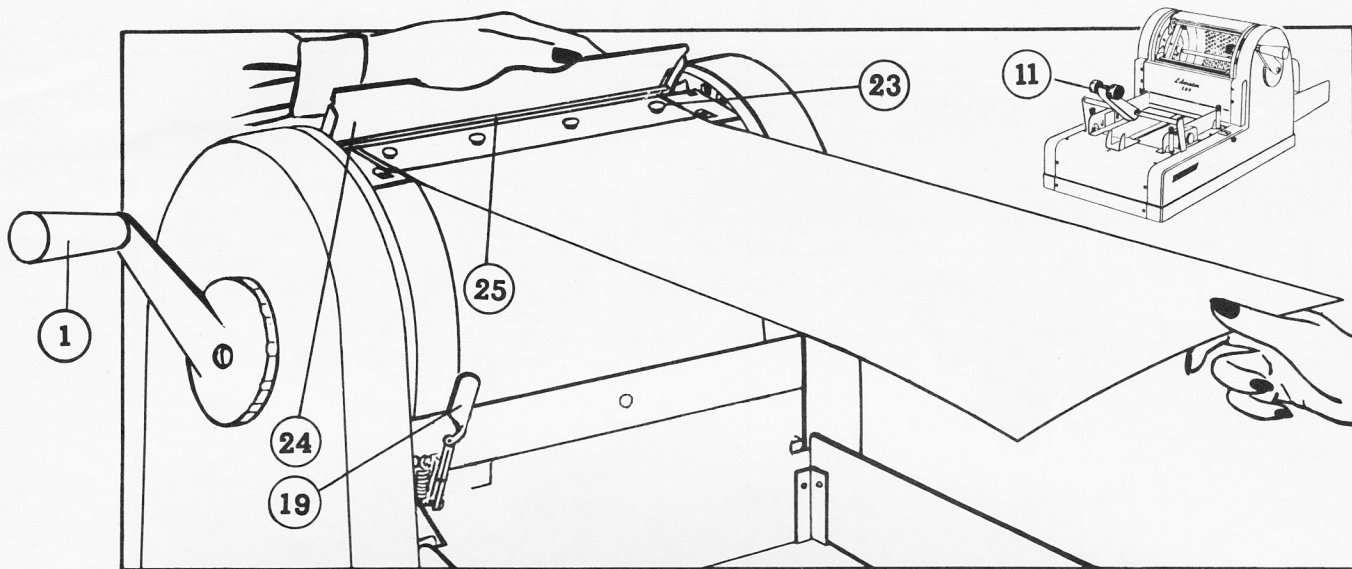
**SPEED-O-PRINT CORPORATION**  
CHICAGO 13, ILLINOIS

# CONTENTS

Page 2	Reference Chart
Page 3	Reference Chart
Page 4	Contents
Page 5	Attaching Stencil to Cylinder
Page 6	Inking "A" Cylinder
Page 7	Inking "B" Cylinder
Page 8	Inking "C" Cylinder
Page 9	Arranging Feed Table for Printing 8½" Paper Stock
Page 10	Feeding
Page 11	Use of Tray Bail and Buckling Bar
Page 12	Arranging Feed Table for Printing Narrow Stock
Page 13	Printing Post Cards
Page 14	Raising or Lowering Copy on Impression Paper
Page 15	Attaching Ink Pad to "A" and "B" Open Cylinders
Page 16	Attaching Ink Pad to "C" Cylinder
Page 17	Aligning Copy
Page 18	Locking Cylinder in Proper Position
Page 19	Cleanliness and Replacement of Rubber Parts
Page 20	Removing and Replacing of Cylinder
Page 21	Receiving Tray—Supplementary Instructions
Page 22	Supplementary Instructions



# ATTACHING STENCIL TO CYLINDER

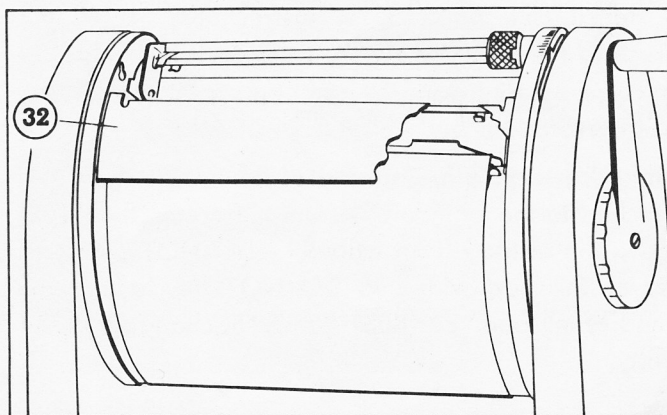


Note—If using an "A" cylinder refer to Page 6 for inking before attaching stencil.

Illustration 1.

When attaching stencil to cylinder, make certain that feed arm (11) is tilted to non-operating position. Release top stencil protector clamp (24) by pressing release rod (25). With top imprinting of stencil facing downward, hook stencil head punchings on button bar (23) as shown in Illustration 1. Close top stencil protector clamp, and draw stencil firmly around cylinder by turning operating handle (1) until bottom stencil protector clamp (32) is in an uppermost position. Release bottom stencil protector clamp (in same manner as top clamp) and secure end of stencil by closing bottom protector clamp (Illustration 2).

Make certain stencil is drawn taut with equal margins on both sides of cylinder, is free from wrinkles and lies smoothly. Tear backing sheet at perforations. If it is necessary to lift the stencil to eliminate wrinkles, raise it slowly to avoid injury to the copy on stencil. Most wrinkles can be removed by placing thumbs along margins of stencil and pressing down and outward until wrinkles disappear.

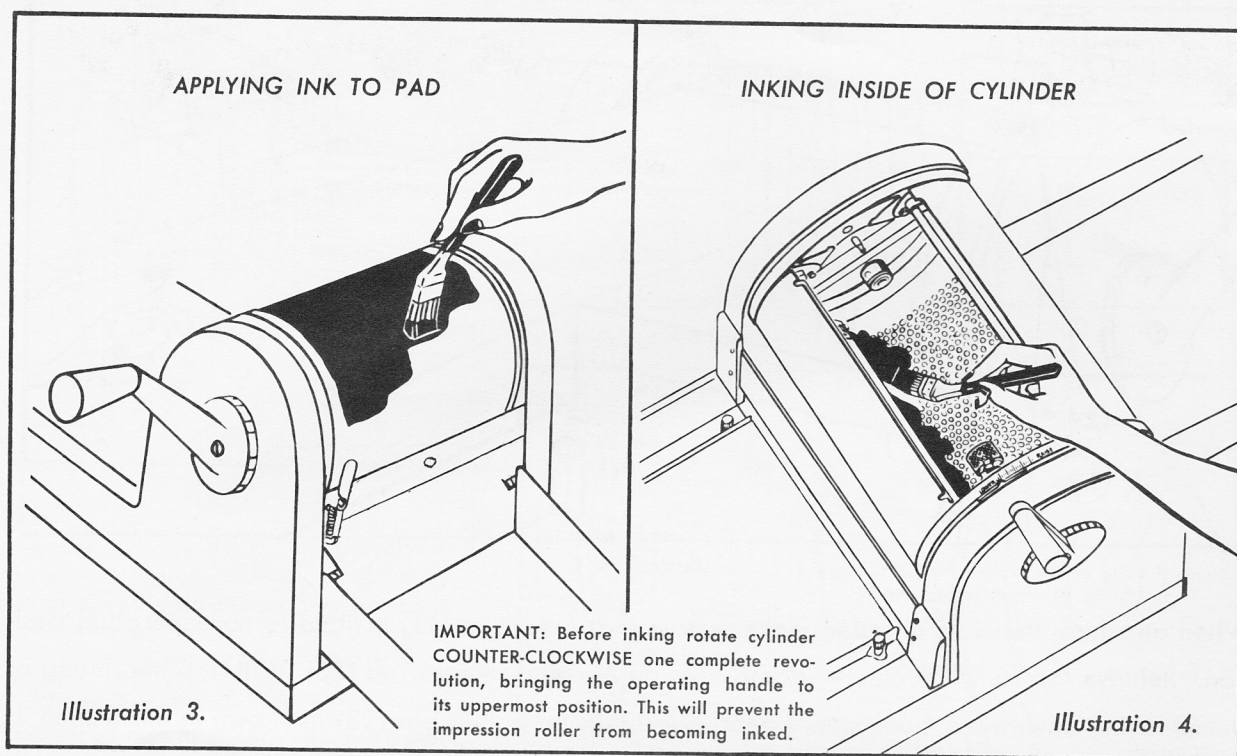


NOTE: When using short stencils, cover the ink pad with a sheet of paper that is long enough to extend from under bottom of stencil to the bottom stencil protector clamp. Make certain that paper does not touch any portion of copy on stencil and clamp in place.

Illustration 2.

# INKING "A" CYLINDER

(OPEN CYLINDER HAND BRUSH INKING)



Tilt feed arm (11) to non-operation position.

Shake ink can well. Apply ink to the pad with brush and distribute evenly. Ink only far enough to correspond with the amount of copy on stencil. If the copy on the stencil fills a letter size sheet of paper, ink the pad to within approximately 5 inches from the bottom. For legal size copy, ink pad to approximately 1 inch from bottom.

## IMPORTANT

When duplicator is not in use it is absolutely essential to follow these directions to keep machine in an operating condition that will insure best results.

- 1 — Turn operating handle so that open section of cylinder is placed in an uppermost position. This can be ascertained when red dot on cylinder is in alignment with red dot on frame.
- 2 — Lock in place by applying cylinder brake (19).
- 3 — Keep a Protective Cylinder Cover around drum at all times. (To attach cover follow instructions for attaching stencil.)

## CAUTION

Do not ink to extreme lower end of pad. Leave a minimum of  $\frac{1}{4}$  inch un-inked margin along both sides of pad and at top.

Apply ink until the pad has absorbed all it can without being overloaded, that is, until it is glossy.

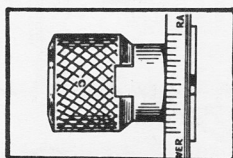
Attach stencil (see page 5 for instructions). Apply ink with brush to the inside of the cylinder covering only that portion corresponding with the copy on stencil. Make certain that perforations are well filled with ink.

It is only necessary to ink outside of new pad when it is first attached to the cylinder. All ink thereafter should be applied to the inside of the cylinder. DO NOT overload cylinder or ink pad with ink. DO NOT ink to extreme lower end of ink pad. For BEST RESULTS, change ink pad frequently.

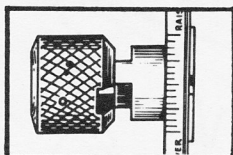


# INKING "B" CYLINDER

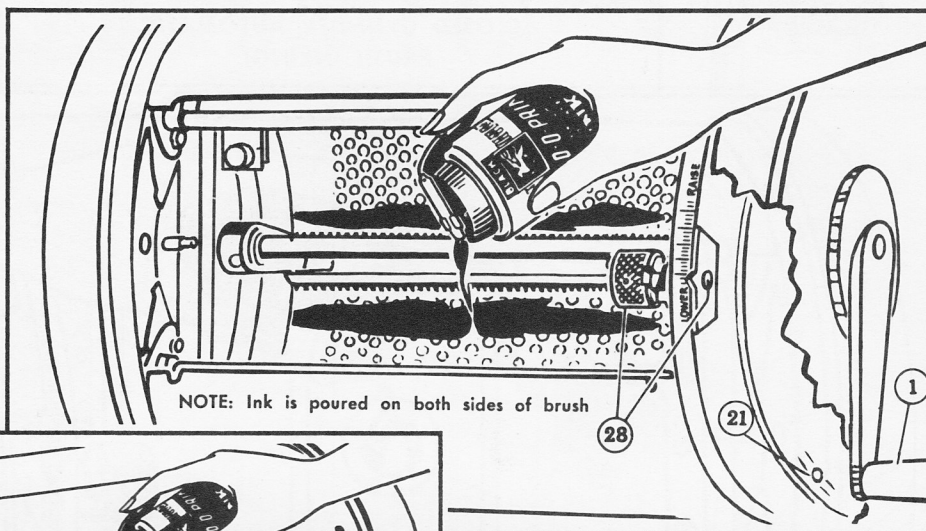
(OPEN CYLINDER, AUTOMATIC BRUSH INKING)



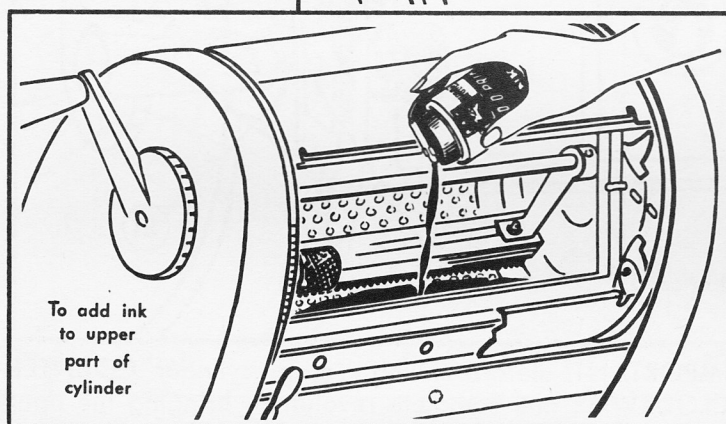
Knurled Knob Engaged



Knurled Knob Disengaged



NOTE: Ink is poured on both sides of brush



To add ink  
to upper  
part of  
cylinder

## IMPORTANT

When duplicator is not in use it is absolutely essential to follow these directions to keep machine in an operating condition that will insure best results.

- 1 — Turn operating handle so that open section of cylinder is placed in an uppermost position. This can be ascertained when red dot on cylinder is in alignment with red dot on frame.
- 2 — Lock in place by applying cylinder brake (19).
- 3 — Keep a Protective Cylinder Cover around drum at all times. (To attach cover follow instructions for attaching stencil.)
- 4 — Before running copy again oscillate ink brush back and forth to distribute ink evenly over inside of cylinder.

IMPORTANT: Before inking, rotate cylinder COUNTER-CLOCKWISE one complete revolution, bringing the operating handle to its uppermost position. This will prevent the impression roller from becoming inked.

When inking "B" cylinder, make certain that feed arm (11) is in non-operating position and that cylinder brake (19) is applied.

To operate the brush inking device: Pull out knurled knob on cylinder drive pin (28) and rotate  $\frac{1}{4}$  turn either way.

Turn operating handle so that ink brush is at center of cylinder. Pour ink across the perforations at bottom of cylinder ON BOTH SIDES OF BRISTLES ON BRUSH making certain that ink reaches the perforations the full width of cylinder. Turn operating handle clockwise and counter-clockwise. Repeat this operation until ink is spread evenly and covers perforations of the cylinder.

If more ink is required at top of cylinder, turn handle so that brush is approximately half way between the center of the cylinder and the top, then move cylinder so that ink may be poured conveniently while the brush is in this position. Turn operating handle so that the ink is brushed to the top portion of cylinder. The lower part of cylinder may be inked in the same manner.

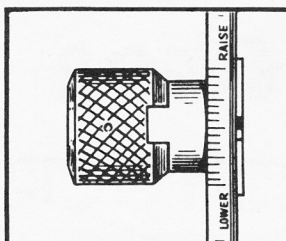
**THOROUGH INKING IS NECESSARY ONLY WHEN A NEW INK PAD IS TO BE PUT INTO USE. ALL INKING THEREAFTER IS DONE IN THE CUSTOMARY MANNER.**

Ink pad should be well saturated and the perforations of the cylinder well filled with ink. DO NOT overload with ink . . . it is better to add ink than to overload cylinder.

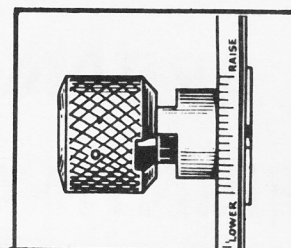
After cylinder is inked, turn operating handle (1) to line up hole in roller release cam (21) with drive pin (28). Reengage cylinder drive pin into hole by returning knurled knob to original position.

NOTE: For best results ink "B" cylinder after stencil has been attached.

Knurled Knob Engaged



Knurled Knob Disengaged



# INKING "C" CYLINDER

(CLOSED CYLINDER AUTOMATIC  
BRUSH INKING)

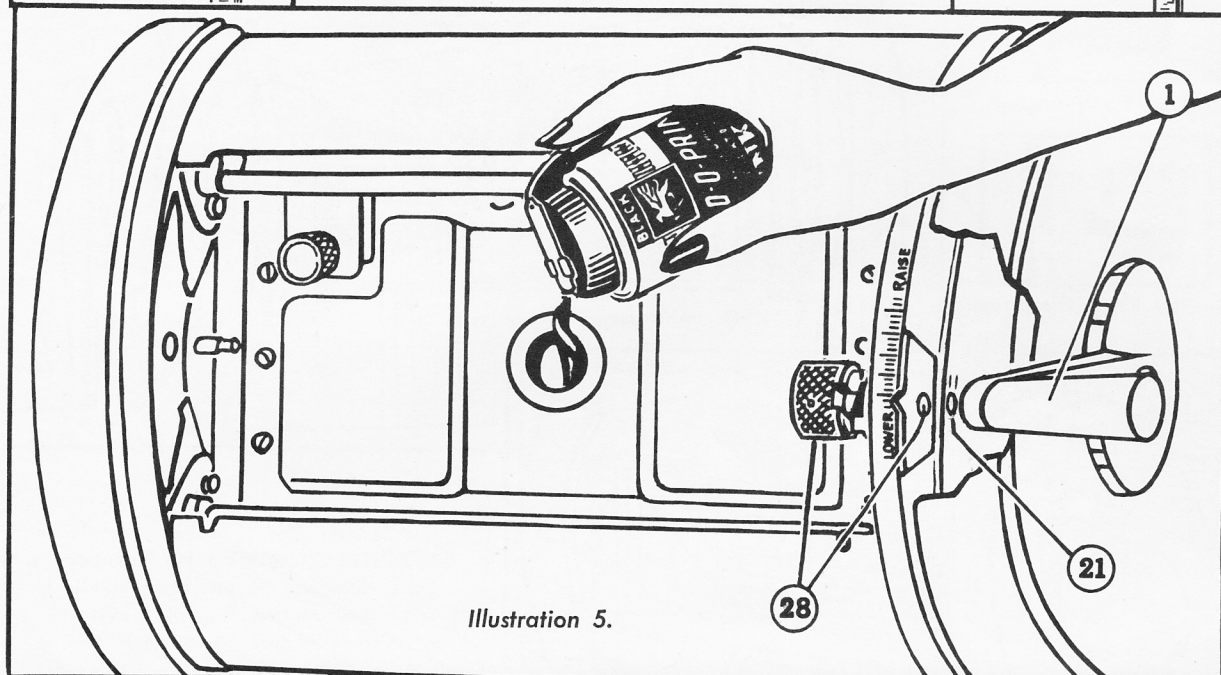


Illustration 5.

## IMPORTANT!

When closed cylinder duplicator is not in use, it is **ABSOLUTELY ESSENTIAL** to follow these instructions in order to keep machine in an operating condition that will insure best results.

1. After run is completed, remove stencil from cylinder. With a dry cloth or tissue blot the excess ink from the top, sides, and bottom of ink pad. Because of the pressure of the impression roller as it rotates toward the bottom of the pad, excess ink gathers there. Be especially careful to remove it.
2. Place an absorbent cylinder cover over the ink pad. Then feed through approximately 8 sheets of 8½ inch wide scrap impression paper. This seals the cylinder cover to the ink pad.
3. Lock cylinder with brake so that the reservoir section is in a downward position and red dots on cylinder and side frame are in alignment. This permits the surplus ink to flow back into reservoir.
4. If the duplicator is to be left idle for some time, check cylinder cover every few days. If an excess of oil appears on cover, a new cover should be put on.
5. Duplicator should be kept in a level position at all times.

Over-inking is a common fault. Before adding ink, make certain that additional legible copies cannot be obtained by spreading the ink that still remains in the cylinder. If you need to re-ink, use only a small quantity, and spread it throughout the cylinder by operating the self-contained ink brush.

**IMPORTANT:** Before inking, rotate cylinder **COUNTER-CLOCKWISE** one complete revolution, bringing the operating handle to its uppermost position. This will prevent the impression roller from becoming inked.

When inking "C" cylinder make certain that feed arm (11) is in non-operating position.

Turn cylinder so that reservoir section is in an uppermost position as shown in Illustration 5. Lock in place by applying cylinder brake (19).

Unscrew reservoir ink cap and pour in approximately one-half pound of ink.

Replace ink cap and tighten securely with screw driver or large coin.

Pull out knurled knob on cylinder drive pin (28) and rotate ¼ turn either way. Move operating handle back and forth until pad is thoroughly inked.

After cylinder is inked, turn operating handle (1) to line up hole in roller release cam (21) with drive pin (28). Reengage cylinder drive pin in hole by returning knurled knob to original position.

## EXTRA CAUTION

At no time should there be more than ½ lb. of ink in reservoir. It is better to add ink than to overload the cylinder.

**NOTE:** For best results ink "C" cylinder after stencil has been attached.

## IMPORTANT:

Before running copy after machine has been in an idle position for any length of time, turn cylinder so that open section is in an uppermost position. Allow to stand for approximately 2 to 3 minutes to permit ink to flow out of reservoir. Move ink brush back and forth until pad is thoroughly inked. To keep "C" cylinder in perfect operating condition, it is recommended that the ink pad be changed at least once every month.



# ARRANGING FEED TABLE FOR PRINTING 8½ INCH PAPER STOCK

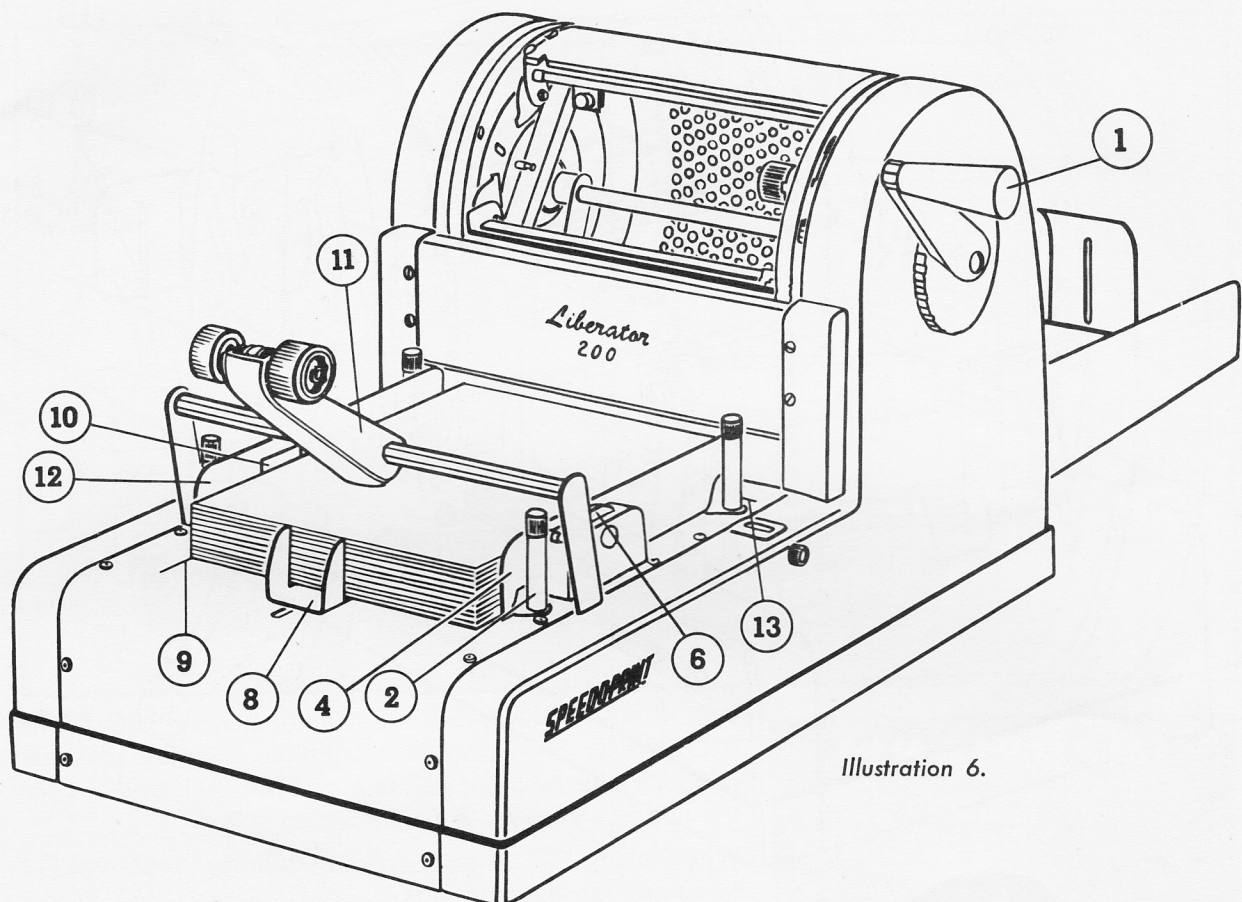


Illustration 6.

Tilt feed arm (11) to non-operating position and turn operating handle (1) to starting position, as shown in Illustration 6.

Adjust rubber side guide pads (10) so that the face of each is in line or even with the inside of the metal side guides (4 and 12) by turning the side guide pad adjusting knobs (6).

Place left side guide (12) at position line (9). Lock in place by tightening the side guide locking posts (2). Place a stack of paper flush against left side guide so that the height of stack is about ¼ inch below the top edge of the rubber side guide pads. Make certain that the front edge of paper is even with front edge position line (13).

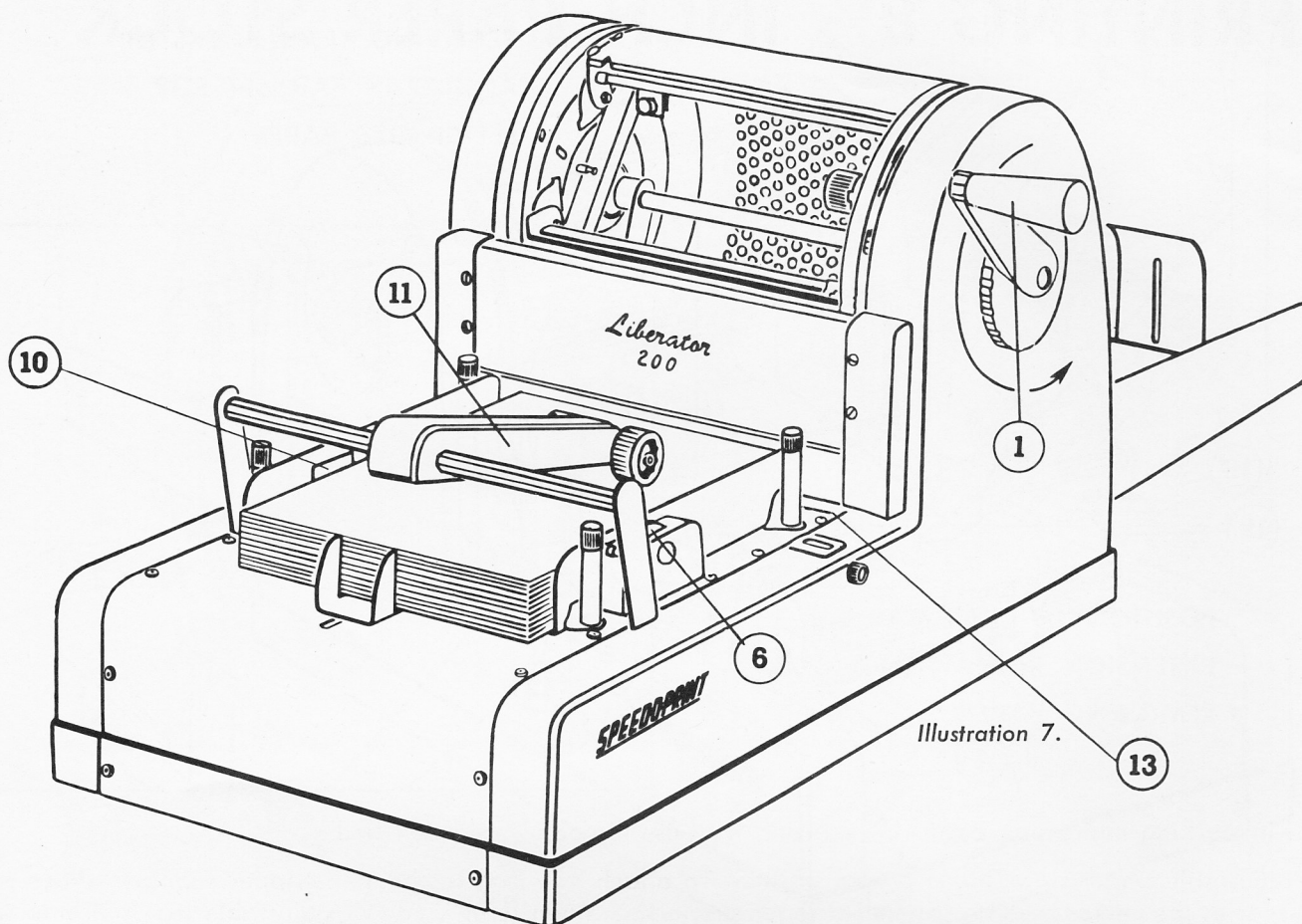
Raise the back end of paper stack and move back stop (8) forward against the stack of paper.

Place the right side guide (4) flush against the paper stack and tighten with the side guide locking posts.

Apply pressure of rubber side guide pads (10) in both side guides against paper. This is done by turning side guide pad adjusting knobs (6) in a clockwise movement.

The paper now lies FLAT and SQUARED on the feed table as shown in the illustration above.

# FEEDING



## IMPORTANT

When loading feed table, make certain that height of stock is approximately one-quarter to three-eighths inch below the top of rubber side guide pads (10).

Make certain that stock is lined up accurately with red front position line (13).

When feeding paper stock, it is important that you secure the stock on feed table by applying sufficient tension on rubber side guide pads.

When ready to feed, and all adjustments have been properly made, turn operating handle (1) to starting position as shown in illustration above. This is only a suggested starting position as the machine may be started *anywhere on the back stroke* of the automatic feed arm (11).

Place automatic feed arm on stack of paper as shown above.

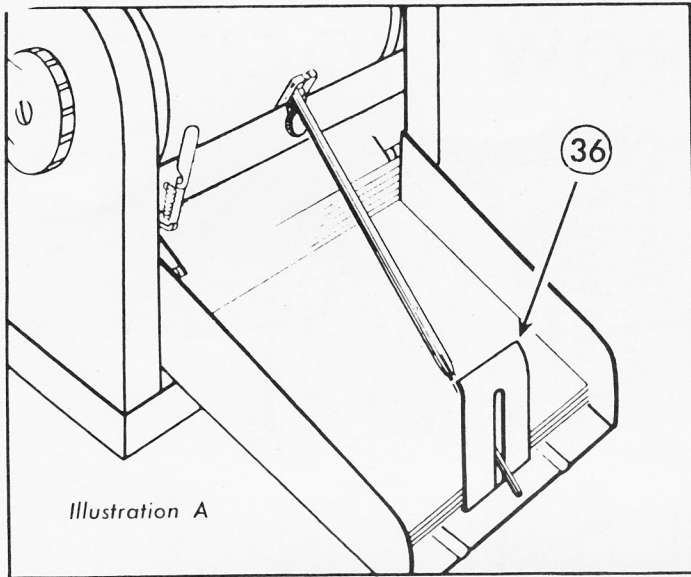
The machine is now ready for operation. Turn handle in a counterclockwise movement as shown by arrow in illustration above.

Make certain push feeds and push feed mechanism are always free of oil or grease at all times in order to prevent slippage.

*Too much pressure* in rubber pads (10) against side of paper results in failure of paper to feed. *Insufficient pressure* will allow more than one sheet to feed through at one time.

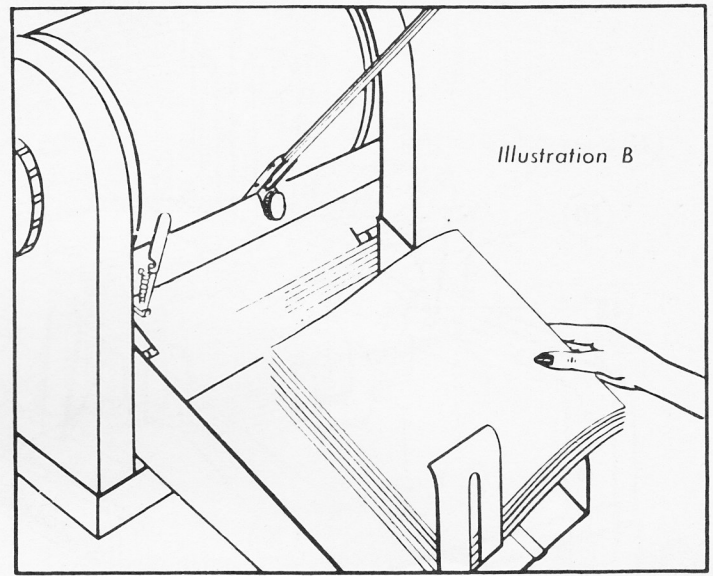


# ADJUSTABLE TRAY BAIL



**POSITION OF TRAY BAIL  
EXTENSION ROD WHEN  
REMOVING PAPER** ➡

◀ **RECEIVING TRAY BACKSTOP  
AND TRAY BAIL SET FOR  
LETTER SIZE PAPER**



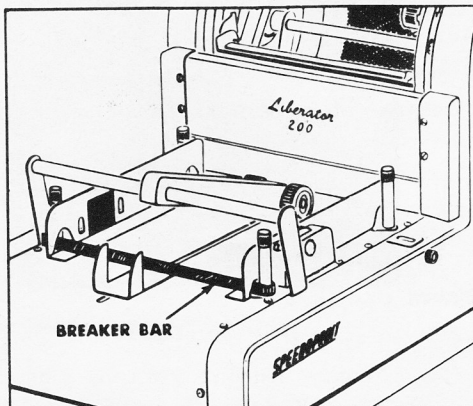
To aid in stacking impression paper in receiving tray use the adjustable tray bail.

Place adjustable paper stop (36) in proper position. To attach tray bail to channel stripper support:—Place speed nut in rear of the center hole on channel stripper support . . . then screw knob of adjustable tray bail into speed nut. Slide the tray bail extension rod through slot in paper stop as shown in illustration A above. Make certain that the rod extends NO MORE than one-half inch beyond slot.

To remove paper stack from receiving tray.

Slide back stop to extreme rear end of receiving tray. Raise tray bail until it snaps firmly in rod lock as shown in illustration B

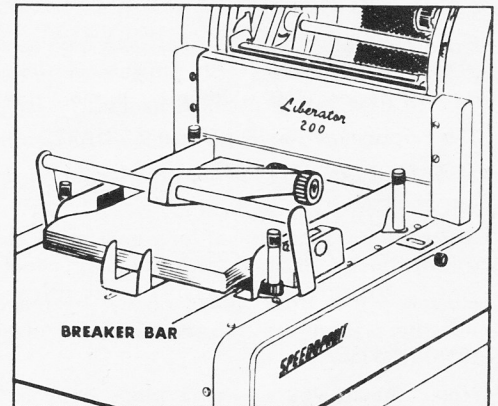
## USE OF PAPER BREAKER (BUCKLING) BAR (FURNISHED UPON REQUEST)



**PAPER BREAKER BAR  
IN POSITION**

When using exceptionally light weight stock, the paper breaker bar prevents paper from slipping or creeping or from feeding two sheets at one time.

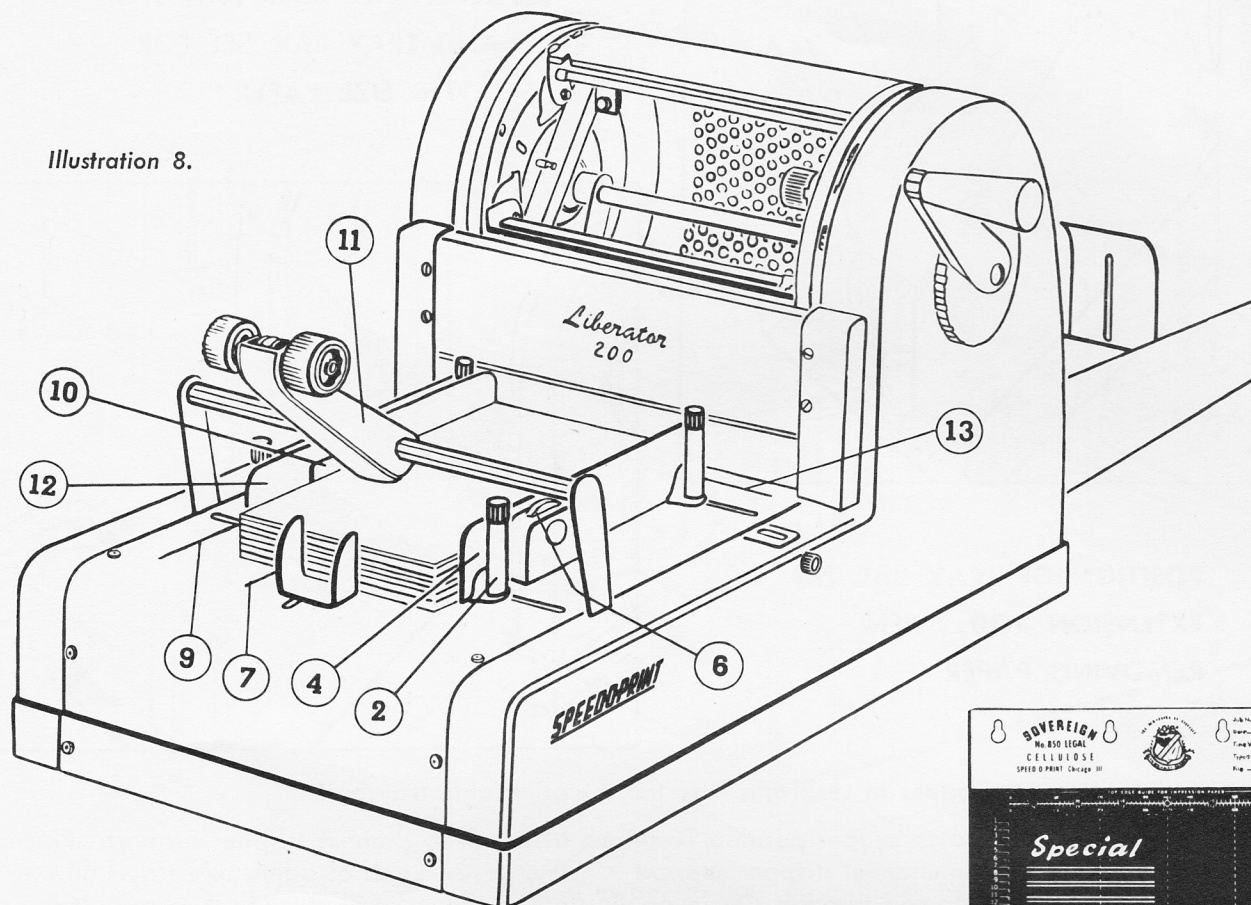
Insert the paper breaker bar through openings in side guide locking post as shown in illustration at left. Be certain that bar is hooked behind the post towards the paper backstop.



**VIEW SHOWING PAPER OVER  
THE BREAKER BAR**

# ARRANGING FEED TABLE FOR PRINTING NARROW STOCK

Illustration 8.



Tilt feed arm (11) to non-operating position as shown in illustration (8) above. Adjust rubber side guide pads (10) so that the face of each is in line or even with the inside of the metal side guides (4 and 12) by turning the side guide pad adjusting knobs (6).

Place left side guide (12) at position line for 8½ in. wide paper (9) and lock in place by tightening side guide locking posts (2). Place a stack of paper flush against left side guide. Height of stack should be approximately ¼ to ⅜ inch below top edge of rubber side guide pads. Make certain that front edge of paper is even with front edge position line (13).

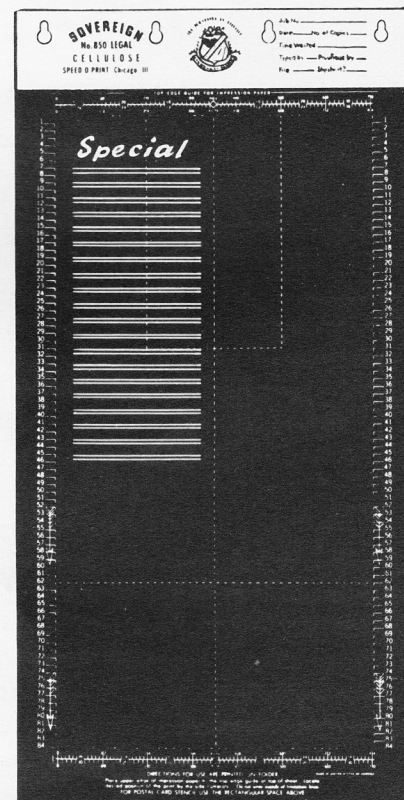
Place the right side guide (4) flush against the paper stack and tighten with the side guide locking posts. Apply pressure on rubber side guide pads (10) in both side guides against paper. This is done by turning side guide pad adjusting knobs (6) clockwise.

The paper now lies FLAT and SQUARED on the feed table as shown in Illustration 8. Slide feed arm (11) towards the left hand side until it is positioned in the center of the paper stack.

If impression paper is not long enough to contact rubber side guide pads, then reverse side guides (4 and 12) as in the instructions for printing postcards given on page 13.

Narrow paper stock should always be fed into the machine LENGTHWISE . . . never sidewise. Therefore the stencil must always be prepared to print narrow stock LENGTHWISE.

Note: Should you desire to place copy in center of stencil it is necessary to use a special, narrow impression roller. For cost of this special roller and instructions for proper use see your dealer.



## IMPORTANT:

Prepare stencil so that copy is on left side of stencil. When this is done the left hand stripper will be able to strip impression paper from cylinder.



# PRINTING POSTCARDS

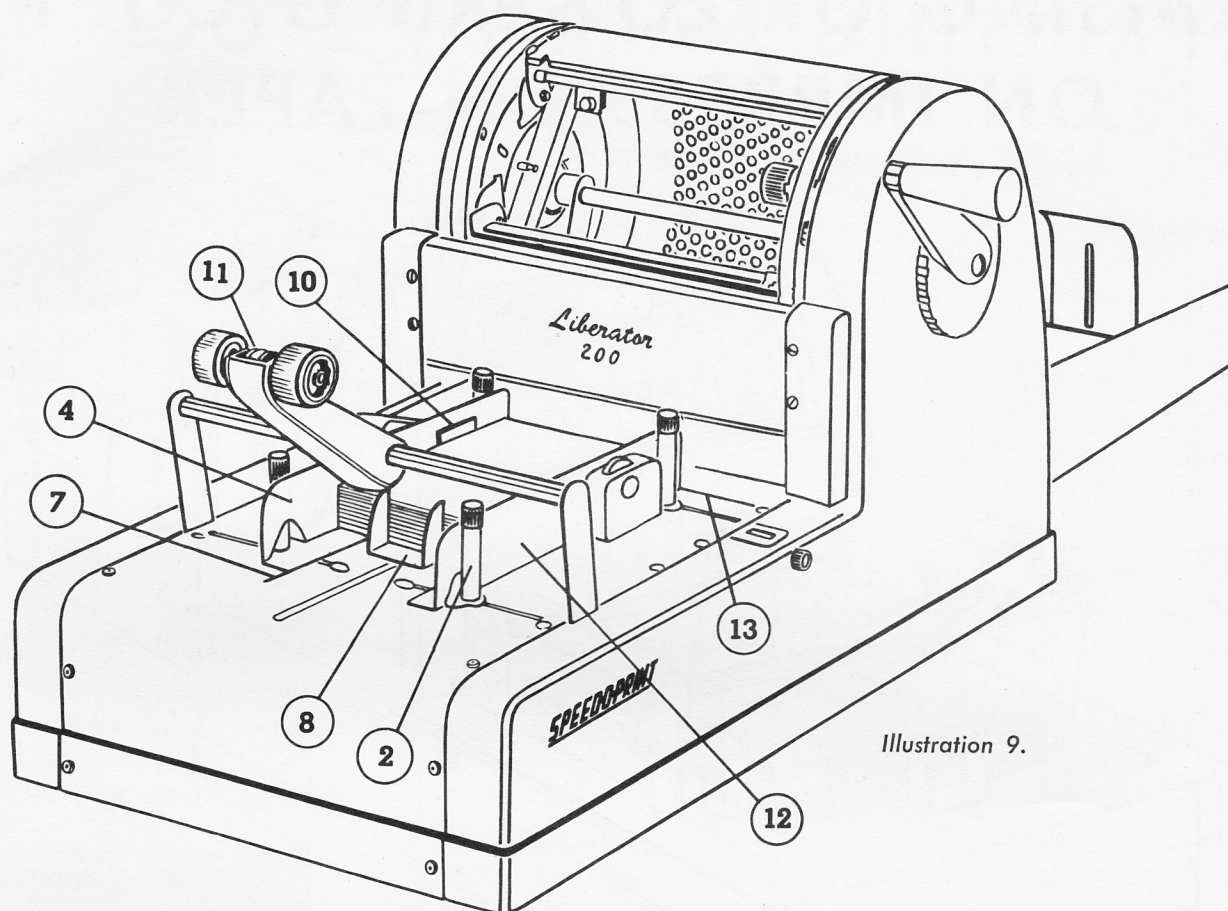


Illustration 9.

Tilt feed arm (11) to non-operating position as shown in Illustration 9.

Remove side guides by loosening locking posts (2) and sliding the guides along in their slots to the center of the feed table at which point they can be removed.

In arranging the feed table for printing postcards, it is necessary to reverse the side guides. The right side guide (4) is placed on the left side of the feed table and the left side guide (12) is placed on the right side of the feed table with the rubber side guide pads (10) facing inward. See illustration above. This exchange of side guides places the rubber pads in the correct position for feeding postcards.

Adjust the face of both rubber side guide pads (10) so they are even with the inside of the metal side guides.

Line up and tighten left side guide at position line for running postcard stock (7).

Place a stack of postcards (100 capacity) flush against left side guide making sure that the front edge of the stack is even with the front position line (13). Move rear backstop (8) against rear edge of stack. Move right side guide flush against stack of cards and tighten in place. Apply tension to rubber side guide pads in both side guides, creating enough pressure to allow only the top card to feed forward.

Postcards are always fed into the machine lengthwise . . . never sidewise, therefore the stencil must always be prepared to print the card lengthwise.

If more than one card feeds forward there is not enough tension against the stack. If card fails to feed forward there is too much tension on the stack of cards.

Postcards are then fed in the same manner as explained under the caption FEEDING, page 10. For raising or lowering copy on postcards refer to page 14.

Reload feed table when approximately 10 cards remain in stack.

# RAISING OR LOWERING COPY ON IMPRESSION PAPER

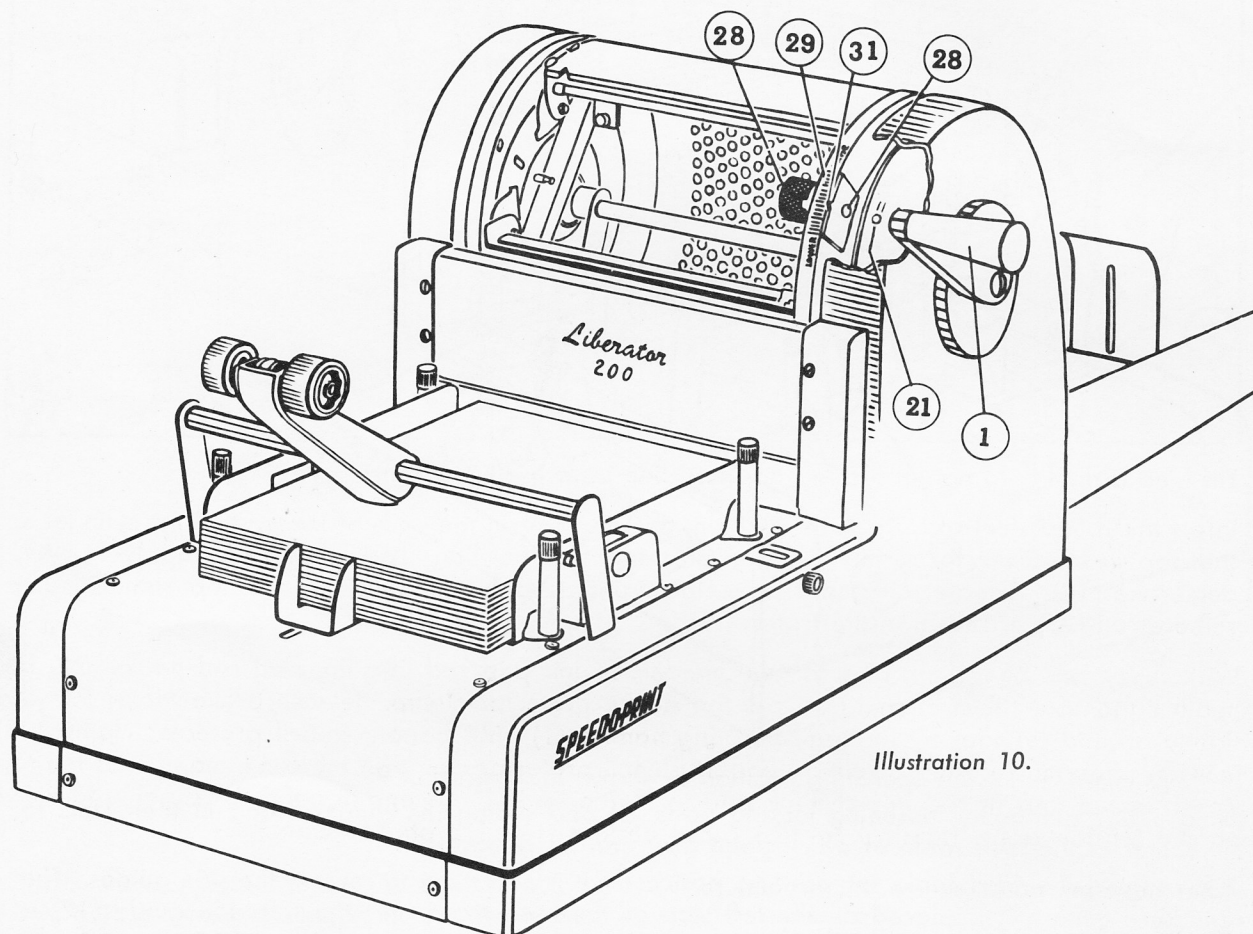


Illustration 10.

Turn cylinder so that the open section is in an uppermost position. Lock in place with brake (19).

Loosen knurled knob on cylinder drive pin (28), being careful not to disengage the drive pin from hole in roller release cam.

Refer to scale (29) on cylinder head for proper direction to raise or lower copy. Turn operating handle (1), which will move indicator (31) in direction desired to make adjustment.

After correct position is obtained tighten knurled knob on cylinder drive pin.

Release cylinder brake and machine is ready for operation.



# ATTACHING INK PAD TO "A" AND "B" OPEN CYLINDERS

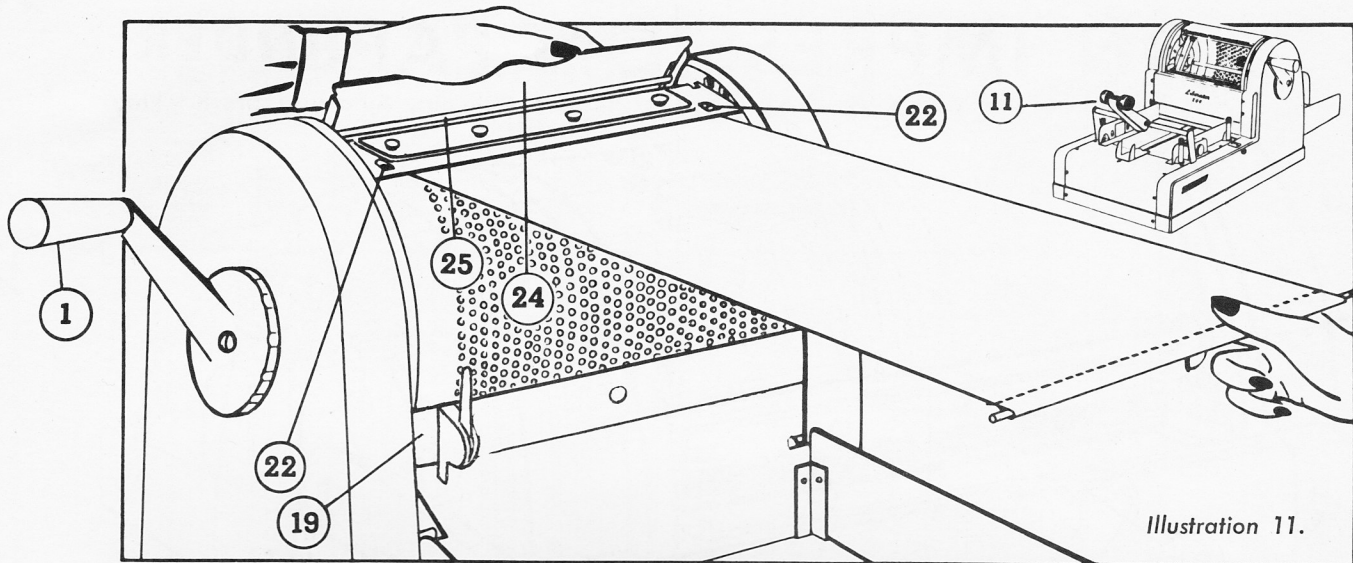


Illustration 11.

Tilt feed arm (11) to non-operating position. See inset in illustration above.

Insert the round steel rods through the hem, or openings, in the ends of ink pad. Turn cylinder so that top stencil protector clamp (24) is in an uppermost position. Lock in place by applying cylinder brake (19). Release top stencil protector clamp (24) by pressing on the top stencil clamp release rod (25) as shown in Illustration 11.

With fuzzy side of the ink pad facing cylinder, fit ink pad rod into ink pad rod hooks (22) beneath button bar (Illustration 11). Close top stencil protector clamp. Release brake, draw ink pad tightly around cylinder by turning operating handle (1) until bottom stencil protector clamp (32) is in an uppermost position. Release bottom stencil protector clamp in the same manner as the top stencil clamp and fit rod into the ink pad tension arms (34) one end at a time by pushing forward on the tension arms. (Illustration 12.) Close bottom stencil protector clamp.

To remove ink pad, reverse this procedure.

Check and make certain that the ink pad is mounted with even margins on both sides of the cylinder, and that it covers all perforations.

**IMPORTANT—Change Ink Pad Frequently—**  
proper flow of ink results in good, clean,  
sharp copies at all times.

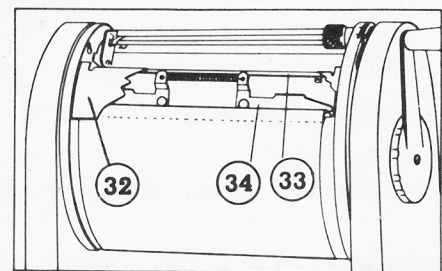


Illustration 12.

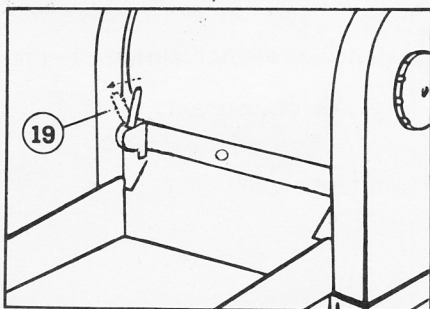


Illustration 13.

## CYLINDER BRAKE

### TO LOCK:

Pull cylinder brake (19) away from the rear of machine. See Illustration 13.

### TO RELEASE:

Push brake back towards front of the machine. Brake should always be in this position when duplicator is in operation.

# ATTACHING INK PAD TO "C" CYLINDER

(Closed Cylinder, Automatic Brush Inking)

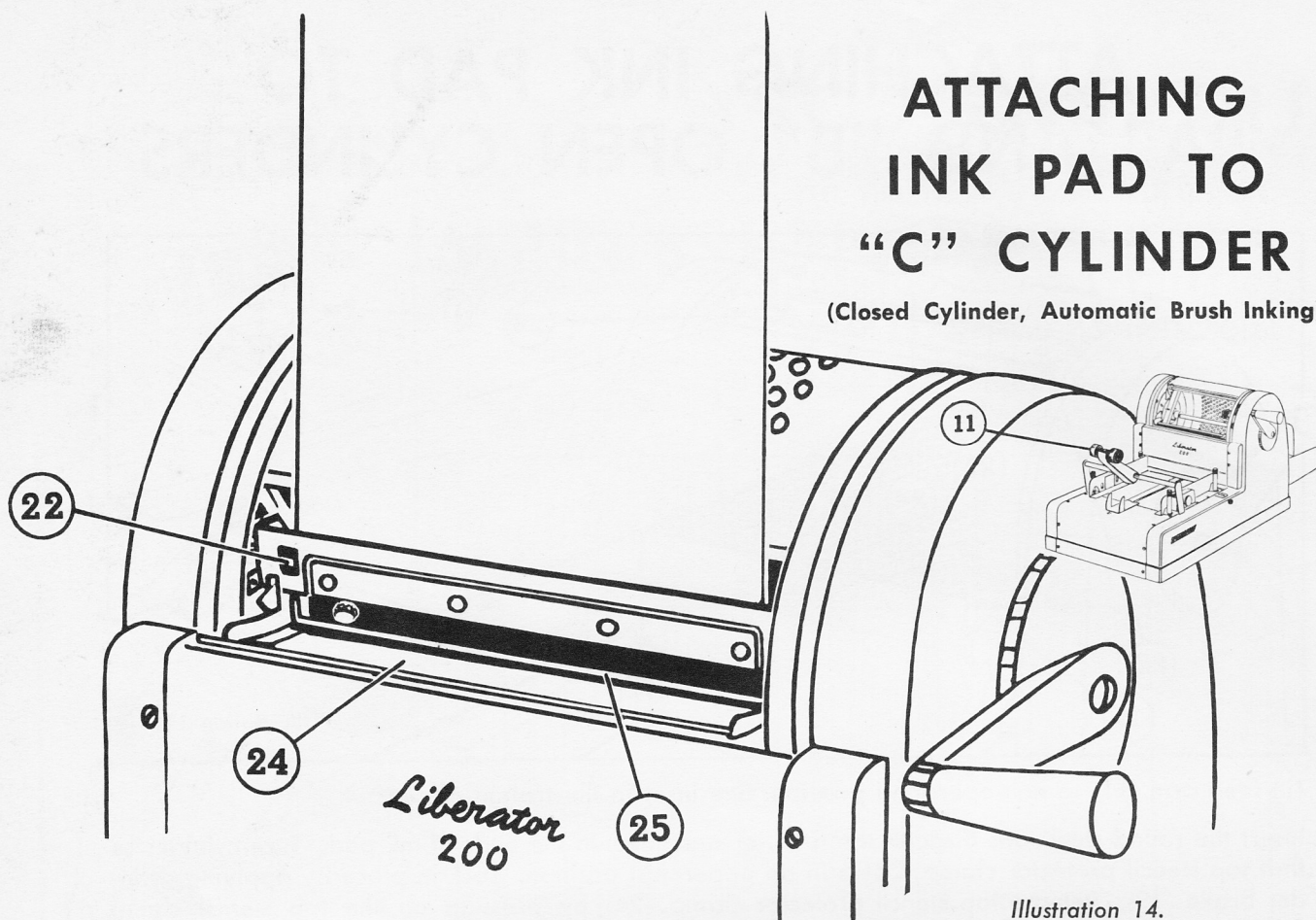


Illustration 14.

Tilt feed arm (11) to non-operating position. See inset in illustration above.

Insert round steel rods through hem, or openings, in the ends of ink pad. Turn cylinder so that top stencil protector clamp (24) is in an uppermost position. Release top stencil protector clamp (24) by pressing on the top stencil clamp release rod (25) as shown in Illustration 14.

Rotate cylinder forward as far as open stencil clamp will permit. With fuzzy side of ink pad facing cylinder, lower ink pad through opening between stencil button bar and cylinder diaphragm until ink pad is below ink pad hooks (22) . . . then raise ink pad and move forward slightly so that ink pad rod fits into ink pad rod hooks. Close top stencil protector clamp.

Draw ink pad tightly around cylinder by turning operating handle (1) until bottom stencil protector clamp (32) is in an uppermost position. Release bottom stencil protector clamp in the same manner as the top stencil clamp and fit rod into the ink pad tension arms (34) one at a time, by pushing forward on the tension arms. Close bottom stencil protector clamp.

Check and make certain that the ink pad is mounted with even margins on both sides of the cylinder, and that it covers all perforations.

**IMPORTANT—Change ink pad frequently—proper flow of ink results in good, clean, sharp copies at all times.**

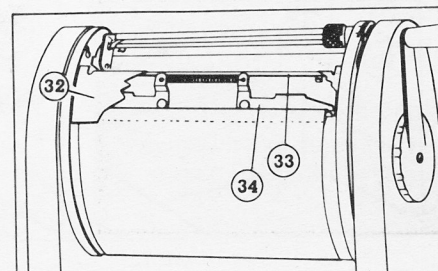


Illustration 15.

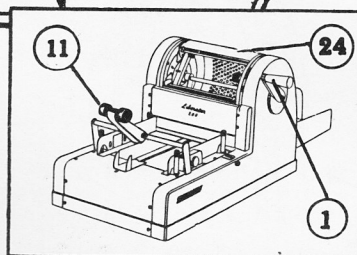
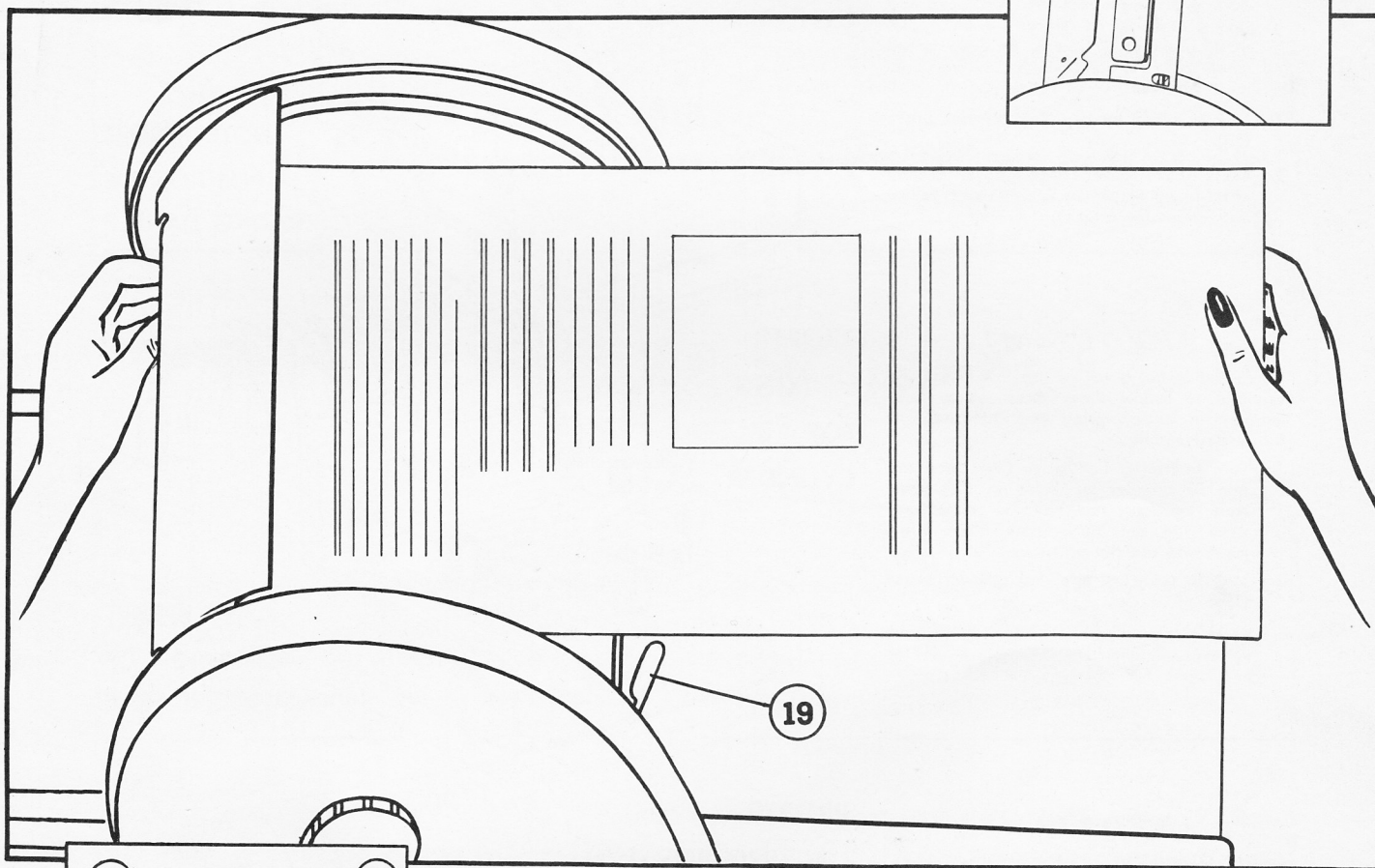
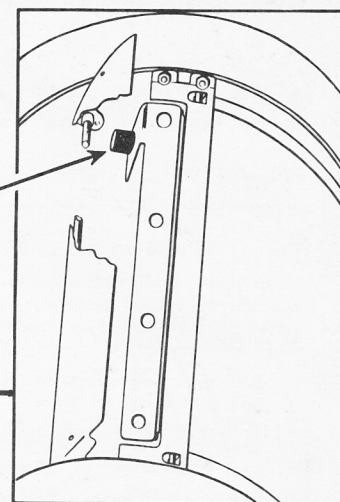


# ALIGNING COPY

THE ADJUSTMENT SCREW ON THE STENCIL BUTTON BAR IS USED TO BRING COPY IN CORRECT ALIGNMENT ON IMPRESSION PAPER

Only Cylinder B (open cylinder, automatic brush inking) and Cylinder C (closed cylinder, automatic brush inking) are equipped with the adjustable stencil button bar.

ADJUSTMENT  
SCREW ON  
THE STENCIL  
BUTTON BAR



*Illustration shows adjustment screw being turned to bring copy on an improperly prepared stencil into perfect alignment so as to print correctly on the impression paper.*

Tilt feed arm (11) to non-operating position.

Open lower stencil clamp and lift bottom end of stencil free of clamp. NOTE: It is very important to have the bottom end of the stencil released from the bottom stencil clamp BEFORE adjustment for alignment is made.

Rotate operating handle (1) so that top stencil clamp (24) is brought in an uppermost position as shown. Apply brake (19).

Open top stencil clamp slightly. Turn button bar adjustment screw to correct the misalignment. Pull stencil taut and close upper stencil clamp. Release brake. Secure bottom end of stencil in bottom protector clamp.

## LIBERATOR MODEL 200

Aligning copy adjustment does not apply to duplicators starting with serial No. 33,000.

# KEEP DUPLICATOR AND CYLINDER CLEAN

## ... BY ...

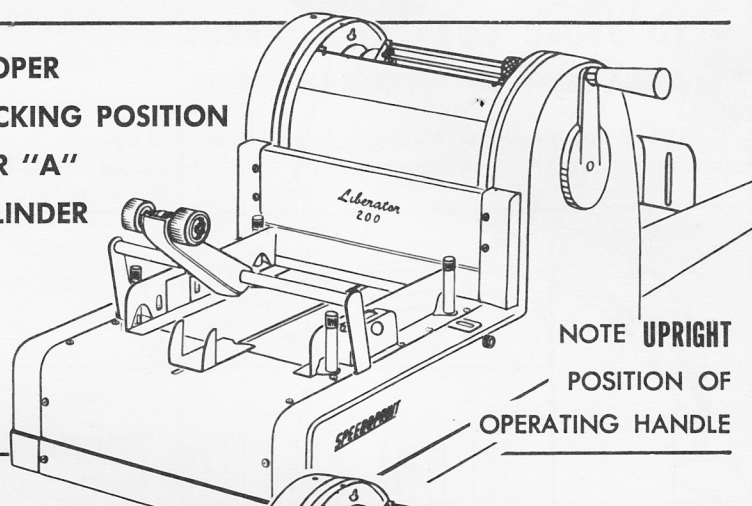
# LOCKING CYLINDERS IN PROPER POSITION

### IMPORTANT

When duplicator is not in use it is absolutely essential to follow these directions to keep machine in an operating condition that will insure best results.

- 1 — Turn operating handle so that open section of cylinder is placed in an uppermost position. This can be ascertained when red dot on cylinder is in alignment with red dot on frame.
- 2 — Lock in place by applying cylinder brake (19).
- 3 — Keep a protective cylinder cover around drum at all times. (To attach cover, follow instructions for attaching stencil.)

### PROPER LOCKING POSITION FOR "A" CYLINDER

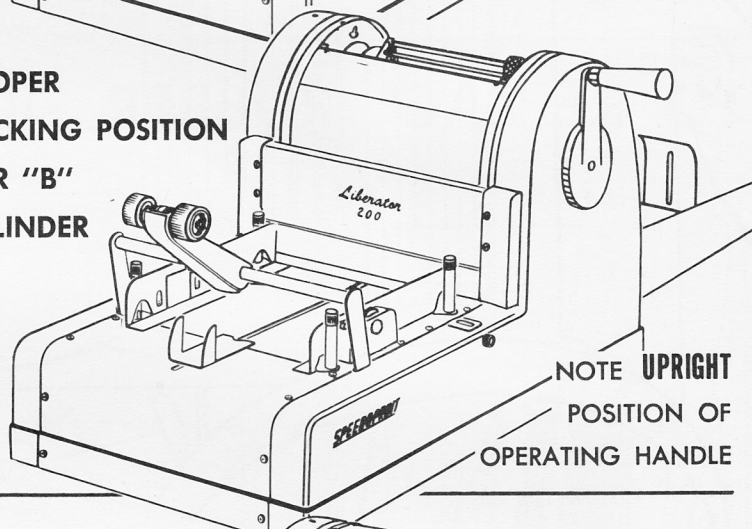


### IMPORTANT

When duplicator is not in use it is absolutely essential to follow these directions to keep machine in an operating condition that will insure best results.

- 1 — Turn operating handle so that open section of cylinder is placed in an uppermost position. This can be ascertained when red dot on cylinder is in alignment with red dot on frame.
- 2 — Lock in place by applying cylinder brake (19).
- 3 — Keep a protective cylinder cover around drum at all times. (To attach cover, follow instructions for attaching stencil.)

### PROPER LOCKING POSITION FOR "B" CYLINDER

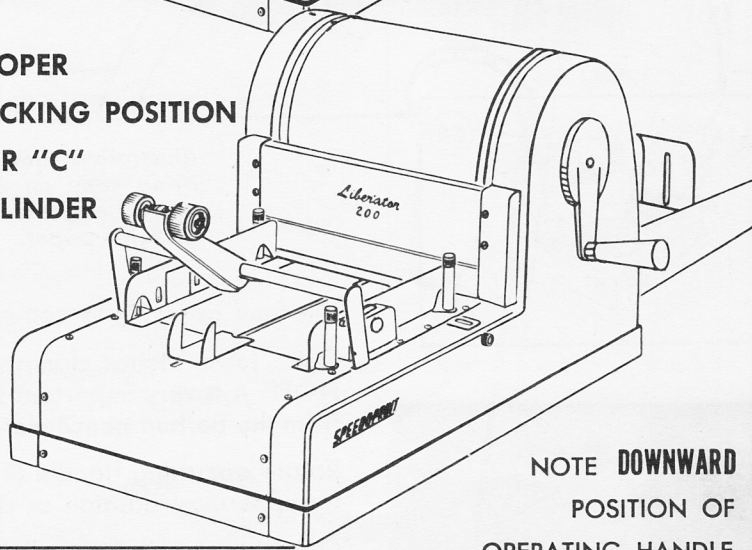


### IMPORTANT

When duplicator is not in use it is absolutely essential to follow these directions to keep machine in an operating condition that will insure best results.

- 1 — TURN OPERATING HANDLE so that open section of cylinder is placed in an exact downward position. This can be ascertained when red dot on cylinder is in alignment with red dot on frame.
- 2 — Lock in place by applying cylinder brake (19).
- 3 — Keep a protective cylinder cover around drum at all times. (To attach cover, follow instructions for attaching stencil.)

### PROPER LOCKING POSITION FOR "C" CYLINDER



**CAUTION:** AT NO TIME SHOULD THERE BE MORE THAN ONE-HALF POUND OF INK IN RESERVOIR OF "C" CYLINDER



# KEEPING RUBBER PARTS IN CONDITION

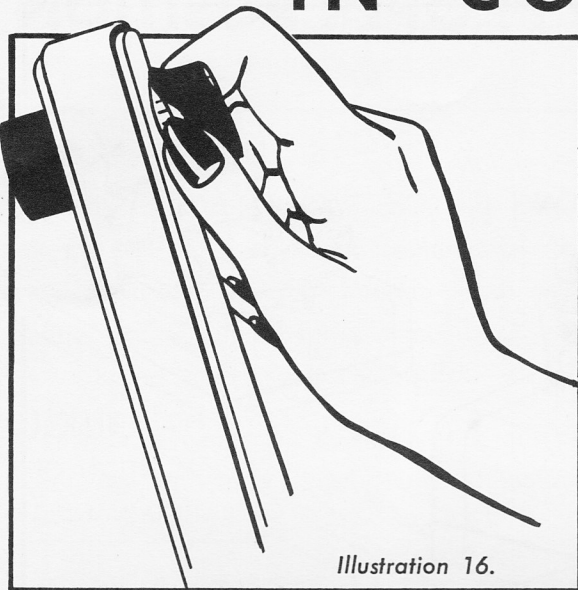


Illustration 16.

Use a soft brush to remove the paper lint and dust that accumulates on the rubber push feeds, rubber side guide pads, upper paper stop roller and impression roller.

Frequent cleaning will assure clear, clean reproductions on impression paper.

To clean rubber parts thoroughly, wash with soap and water.

When rubber feed rollers on the paper feed arm become worn, remove them from hub and replace with new rollers. See Illustration 16.

## TO REPLACE RUBBER SIDE GUIDE PADS

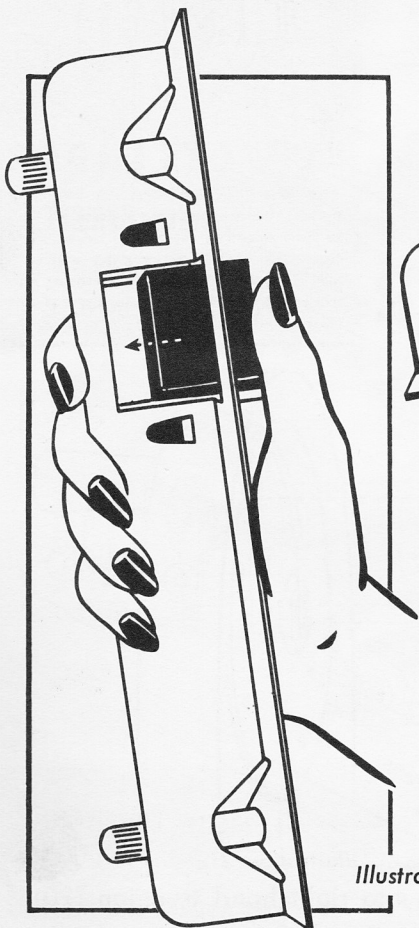


Illustration 18.

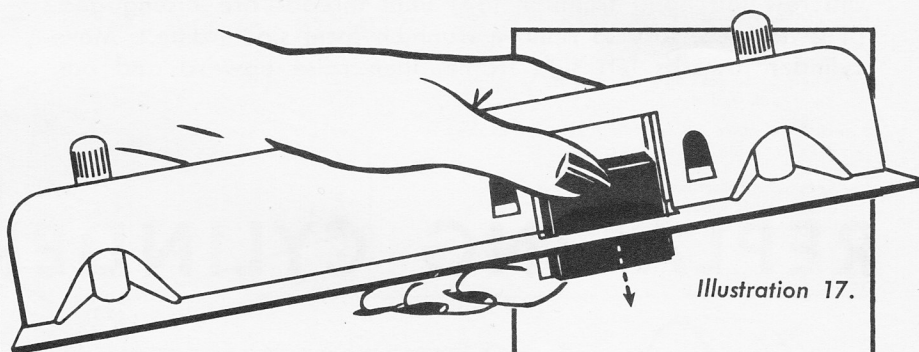


Illustration 17.

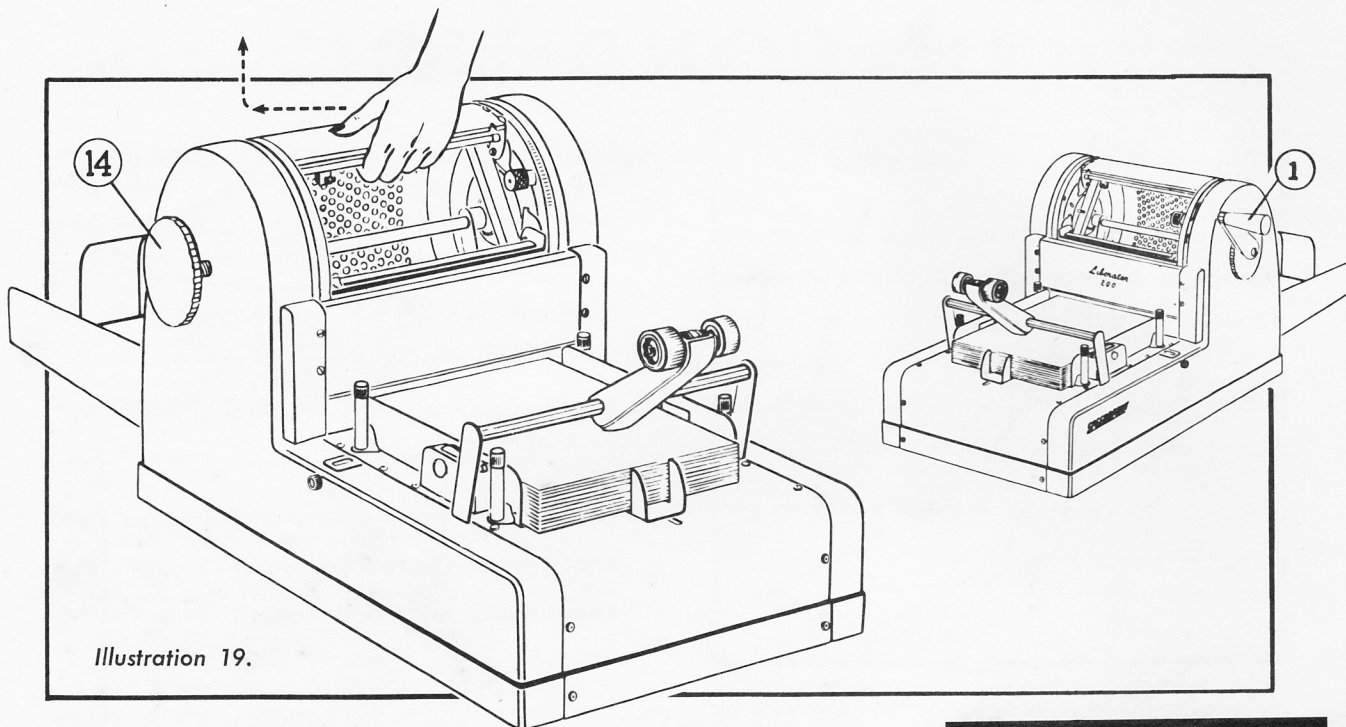
Remove side guides from feed table.

Exert thumb pressure to force rubber side guide pad out of opening in bottom of side guide. See Illustration 17.

To replace: Insert pad assembly into the two slots at bottom of side guide and press into position  
See Illustration 18.

**REMOVING INK STAINS:** TO REMOVE INK STAINS FROM METAL SURFACES USE SPEED-O-PRINT'S REGULAR TYPE AND PLATEN CLEANING FLUID.

# REMOVING CYLINDER

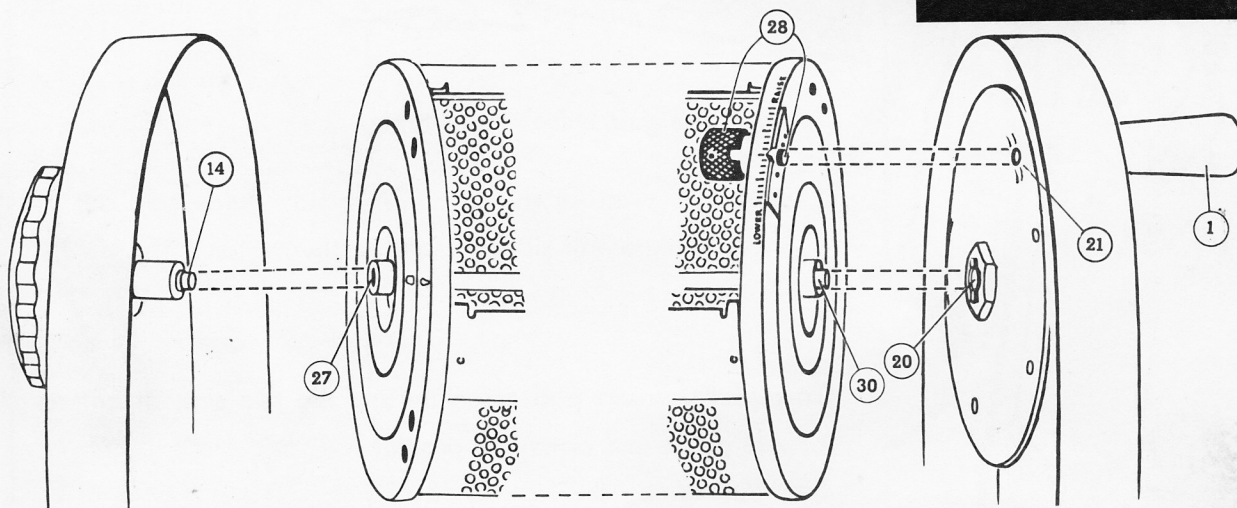


Place operating handle (1) in position as shown in illustration 19. Unscrew left hand trunnion (14) until threads are disengaged. (It is not necessary to remove trunnion from side frame.) Move cylinder towards left side frame, then raise upward and out.

## CLOSED CYLINDER

After the closed cylinder has been removed, before replacing make certain that the coupling (30) is perpendicular to the center point of the raising and lowering mechanism. This will place the brush in a central position within the cylinder and permit raising and lowering mechanism to function properly.

# REPLACING CYLINDER



Place cylinder between side frames and fit cylinder coupling (30) into right hand trunnion (20). Tighten left hand trunnion (14) into cylinder bearing (27). See Illustration 20. Then engage cylinder drive pin (28) into hole in roller release cam. See Illustration 21.

To facilitate this operation: Move operating handle (1) so that ears of cylinder coupling (30) fit into slot of right hand trunnion (20).



# RECEIVING TRAY

To attach the receiving tray, fit the tray hooks (37) over both receiving tray studs (18). To detach, lift tray clear of studs and pull outward.

The receiving tray is equipped with an adjustable paper stop (36), which may be moved forward or backward to accommodate various sizes of stock (postcard to legal size). Note position lines for placing back stop when using letter or legal size stock.

For your convenience, there are two notches (38) for attaching tinsel which eliminates static electricity.

With the tray detached, the rear of the machine is unobstructed, and the operator is able to remove the impression roller.

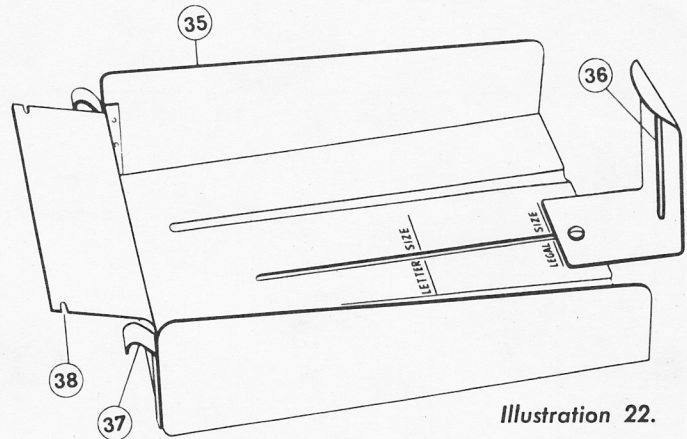


Illustration 22.

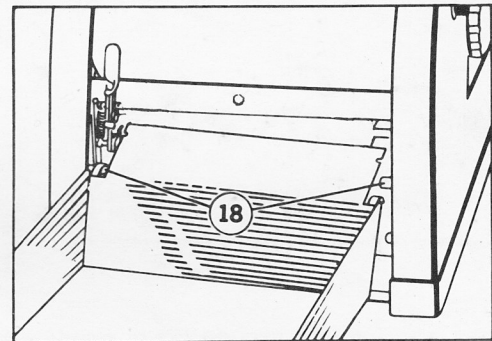
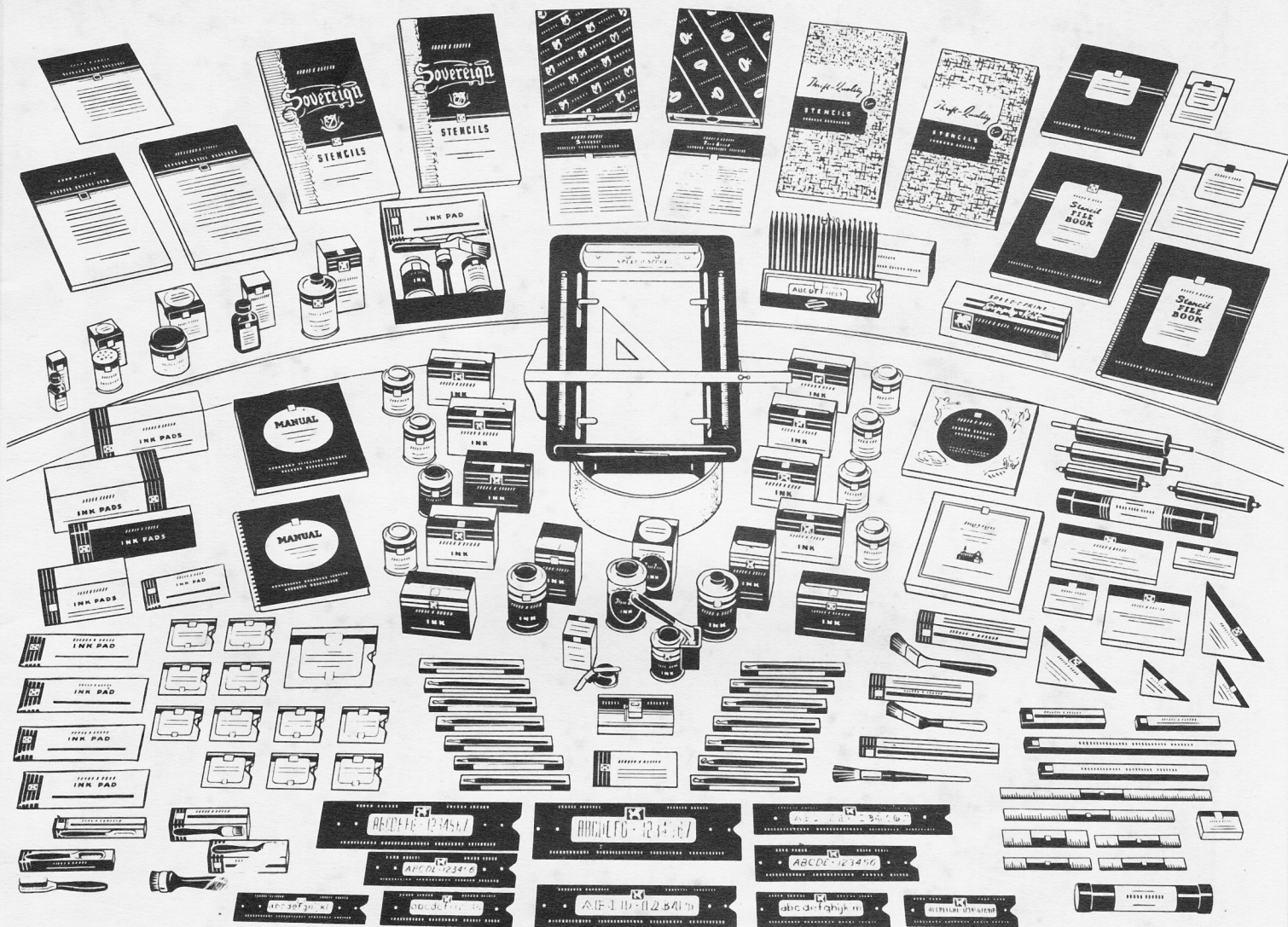


Illustration 23.







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