## SERVICE-REPORT DUPLIMATE

Machine no. $\qquad$ Customer. Date:

## Parts adjoining Machine

1. Cleaning (changing) feeding belts2. General Cleaning3. Oiling brass bushes on the inside4. Checking/adjusting infeed5. Checking/adjusting reader6. Checking/adjusting of card-path7. Checking/adjusting gates8. Testrun of at least 50 duplicates.1. Green belts are changed when slack or damaged.
2. Infeed.


I Positioning of cards in the magazine:
a. Hold the card tight to the stand-side.
b. Hold the card tight to the right hand-side stop on the outer side.
c. Adjust the right hand-side stop on the stand-side so it comes in contact with the edge of the card


II Adjusting the "heels":
a. Make sure the card is tight to the stand-side and in line with the right hand-side of the magazine.
b. Make sure the shuttle is in its right hand-side turning position.
c. Adjust so that the track on the heels is one track-witdth to the right of the edge of the card.
d. Make sure that both heels hits the edge of the card simultanously.

III Adjusting the "grid"
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Adjust by turning the excenter so that the distance becomes $0,38 \mathrm{mms}(0,35$ should pass but 0,40 should not)
5. Reader. Clean, if necessary, the glass with Isopropanol. Put a folded card above the reader and press upwards when locking the screws.

## 6. Card-path.

I Side-ways.
a. Adjust the width of the card-path over the reading point to the length of a card $+0,1-0,2 \mathrm{~mm}$
b. Adjust the width over the South, West, East and North pockets so it gradually increases to
the length of a card $+1,5 \mathrm{mms}$.
II White rolls.
a. The white rolls should be in vertical line with the black. This may be achieved by moving (and/or bending) the pockets holding the white rolls.
b. The white rolls should also be in right angle with the stand-side. May be adjusted with a spanner.
c. Check that the first white roll (South's) is in firm contact with the black roll. May be adjusted by bending the wire holding the white roll.

This should be done with a special tool but may in emergency cases it can be done with a tiny spanner.
d. Check that the card hits the next white roll just below "the nip".
7. Gates.
a. adjust the magnet vertically so that the plate is horizontal (or pointing slightly downwards) when the magnet is pulling.
b. adjust (=bend) the gate so that it in open position comes 1 mm above the green bands holding the cards down in the card-path. (You may press a card against the bands to get the correct measure.) Avoid bending the plate by putting a screwdriver under it when bending.
c. adjust the stop-screw so that the gate in its closed position is 1 mm (South) - $1,5 \mathrm{~mm}$ (West \& East) below the card.


## *Card pressed against the guide.

** Card in its normal position.

