

**THE  
BELLGRAPHIC  
DUPLICATE RECEIPTING  
MACHINE**

**USE  
AND  
OPERATION**



# USE AND OPERATION

---

## GENERAL

The receipts are numbered consecutively from 00001 onwards, and are zig-zagged into packets of 1,000 with their duplicates. It is usual to set aside a stock of receipts for each machine to ensure consecutive numbering.

At least one bin per machine is recommended for storing the balance of the current packet of receipts in use. A writing tablet is fitted to the lid of each tin for marking the number of the machine to which the receipts have been allocated.

## TO OPEN THE MACHINE

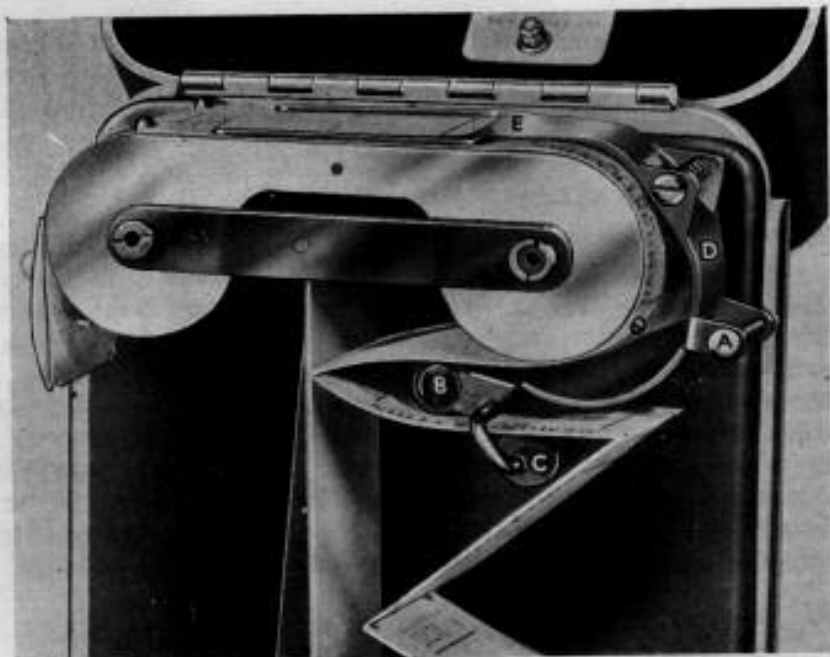
Uncover the seal below the large disc on the front of the machine and insert the pointed opener in the right-hand corner of the crescent-shaped slot. Keeping the opener vertical, move to the left end of the slot. The cover will spring slightly open of its own accord, and can now be hinged right back.

## TO LOAD THE MACHINE WITH RECEIPTS

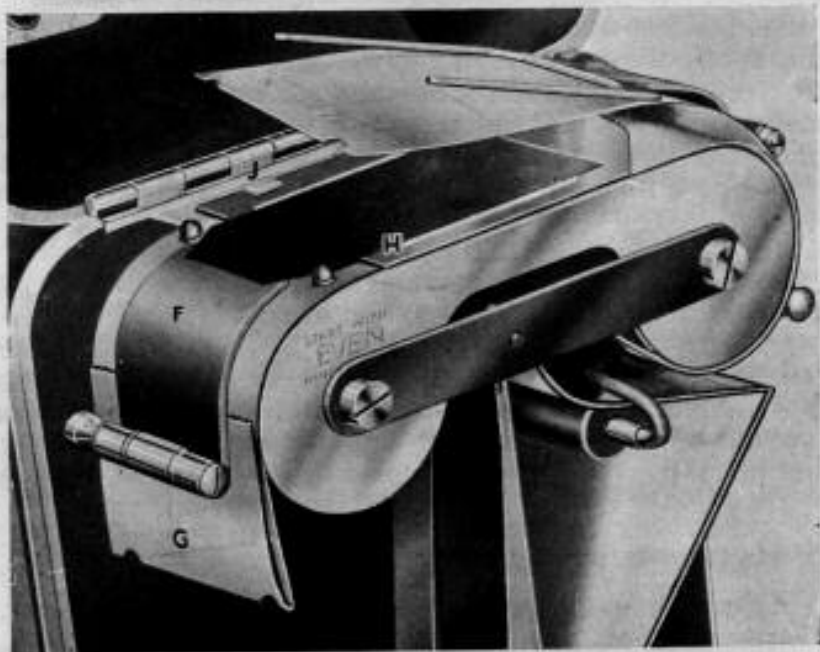
First swing aside the complete guide "D" from the right-hand roller by lifting the release stud "A." Then separate 500 receipts from the first packet of stock allocated to the machine, taking care to tear cleanly along the fold. Remove and destroy the first three receipts (but not the duplicates) so that **THE FIRST RECEIPT TO BE USED IS AN EVEN NUMBER**, i.e., 00004. Holding the receipts and duplicates together, thread them between the two small rollers "B" and "C" on guide "D," under the guide and around the right-hand drum. Place the first receipt on the writing plate so that the holes in both receipts and duplicates register on the studs on the drum, close guide "D" until the release stud "A" clicks home, and then put the receipts in the right-hand compartment.

Now lead the duplicate strip under guide "F" and around the left-hand drum, lightly pressing down the guide so that the needle points on the drum perforate the paper. Neatly tear off one-and-a-half duplicates, fold the odd half duplicate "G" outwards along its fold, and tuck the raw edge under the guide "F."

Finally, lift the spring guide "E," together with the first receipt, and place the carbon frame "H" on the stud "J" at the back of the writing plate, taking care that the loose end of the carbon material lies **ON TOP OF GUIDE "F."** Close down guide "E" and make sure that the receipts are flat, and correctly aligned.



The correct method of threading the receipts and duplicates round the right-hand drum and guide. In this photograph the guide "D" is not clamped around the drum.



The carbon frame in position. Note the end of the carbon material over the lip of the left-hand guide "F," and the half duplicate "G" tucked under.

**Note :** A fresh carbon should be placed in the machine at regular intervals, depending on the number of receipts issued. It can be safely assumed that a carbon will last for at least 500 receipts. If in doubt, change it each time the machine is reloaded.

### **TO CLOSE THE MACHINE**

Twist and remove the small knurled disc in the cover and place a new paper seal over the crescent-shaped opening now exposed. Replace the disc between the studs on the seating, press in, and rotate in a clockwise direction as far as it will go. In its correct position the wires in the centre should be parallel to the base of the machine, and the cover cannot be properly closed unless this is so. Making sure that the receipt guides are all closed and flat, lift the cover over and close it. Apply pressure to the case, and partially depress the issue lever until a faint click is heard. Maintain the pressure, release the lever, and the cover will snap home. It may be necessary to raise the bottom plate a little to miss the cover on the way down.

### **HOW TO OPERATE THE MACHINE**

Care should be taken to ensure that the machine is securely locked before handing it to the operator. Do not forget to examine the seal for fracture before opening a used machine, and make certain that a new seal is inserted before closing it again.

When the loader has finished loading a machine he should initial and date the first receipt on the left-hand side, and issue it without tearing it off. Thus, by looking at the back of the exposed portion of the receipt, both he and the operator can check that the carbon is correctly placed and that the mechanism is functioning satisfactorily. At the same time it records who loaded that particular batch of receipts, and is a visible check that the machine is loaded and ready for use.

On commencing duty, the operator should sign and date the second receipt, adding any further information which the management might require. This receipt, together with the first one which the loader signed, should be returned with the machine at the completion of duty. On handing the machine in, the operator should sign off on the last receipt, and get the cashier to enter the amount of money turned in and initial it. The operator retains this receipt, and its duplicate provides a useful check when the duplicates are analysed.

### **THE ISSUE OF RECEIPTS**

1. Write with an even pressure and make clear, bold figures.
2. The receipt is issued by depressing the lever with the left thumb. Do not jerk or use undue pressure, as no extra speed can be obtained by these means, and the mechanism may be strained.

3. To detach the receipt, hold it between the thumb and forefinger of the right hand and pull downwards and slightly to one side, levering against the forefinger.
4. Do not obstruct the issue slot when depressing the lever. If this point is not watched, the receipt may be badly crumpled and difficult to extract. However, the edge of the receipt is usually ejected sufficiently to enable it to be pulled down.
5. It is possible, usually through incorrect loading, for a receipt to crumple in the writing aperture. If it is not ejected far enough for the end to be pulled through the issue slot, it will be necessary to pick it out through the aperture. Having done this, gently tear it off by pulling towards the issue slot in an upward direction. If this is properly done it will leave a neat, flat edge on the following receipt, which will move freely into the writing space when next the lever is depressed.
6. Should more than one receipt be required at the same time, they may be issued and torn off as a continuous strip.
7. If for any reason a receipt is issued wrongly made out, or accidentally, the next one should be marked "C.P.R." (cancel previous receipt) and issued. The operator must retain both the originals and return them with the machine on completion of duty. It is suggested that the duplicate strip should be checked against any such originals and marked accordingly before it is run through the Analyser.
8. The operator should avoid shaking the machine unduly, as this tends to disarrange the duplicates, and may cause the machine to run slowly and retard the issue of receipts. It also makes the duplicates harder for the sorting staff to handle.
9. The maximum capacity is 500 receipts and duplicates. If the operator should run out on his round, or the mechanism fail for any reason, he should revert to the emergency system as laid down by the company, and report the matter at the earliest opportunity.
10. Should the machine be used to its full capacity, the last three receipts will be extracted in one operation. The last two blanks must be retained by the operator, and no attempt should be made to re-insert them.
11. If, when detaching a receipt, two are accidentally withdrawn, the blank one must be retained. In other words, all receipts not given to customers must be kept and handed in with the machine.

### **TO OPEN THE MACHINE AFTER USE**

First of all, it is essential to cancel either two or three receipts. This clears the last used duplicate from the left-hand drum, and enables it to be removed without damage. If the first receipt in the writing space is even numbered, cancel two, if odd, cancel three, so that in either event an even number is left exposed. The machine may now be opened as previously described.

### **TO REMOVE USED DUPLICATES**

Cut in half the cancelled duplicate immediately below the left-hand drum, i.e., the even numbered one, remove the pad of duplicates and secure with an elastic band, adding such cancelled and other receipts as are applicable. The half duplicate left in the machine may now be folded back under the guide preparatory to closing the cover.

### **TO REPLENISH THE SUPPLY OF RECEIPTS, WITH JOINING PLATE**

1. Take sufficient receipts from stock to make up the full capacity of 500. This is easily calculated by adding 500 to the number of the receipt showing in the writing space, the total giving the number at which the stock pad should be broken.
  - (2) Withdraw a small quantity of the tickets from those remaining in the machine, placing the last ticket on the studs of the joining tablet.
  - (3) Take first of new supply and check that numbers follow on. If by any chance any intervening tickets have been destroyed or removed, care must be taken that only odd members are joined to even.
  - (4) Trim off corners of the first new ticket which prevents obstruction. Do not trim last ticket of old stock.
  - (5) Place trimmed ticket on right-hand side of joining plate.
  - (6) Remove two pieces of adhesive tape from roll, moisten all over lightly and affix to juncture of tickets as centrally as possible. Rub well down, then reverse the tickets, turning over away from the body. The duplicates may now be joined in the same manner.

8. Re-zigzag the receipts, checking that they are correctly aligned, and press down the folds at the new joins. Take particular care that two folds of receipts are not tucked into one fold of duplicates, or vice versa.
9. Replace the receipts in the machine as previously described.

### **REPLENISHING WITHOUT A JOINING PLATE**

Follow the general principles as outlined above, making sure that the receipts do not overlap at the join. (A gap of about 1/32 in. between the edges is advisable.) Use scissors to cut off the corners of the first receipt and duplicate of the new supply, which should be trimmed across the punch holes at 45°. Make quite sure that the two packs of receipts are joined absolutely squarely.

### **MAINTENANCE**

On no account should the machine be oiled, as the mechanism is designed to run dry. Should any repairs become necessary the machine should be returned to this company or its agents for attention. The company's seals must not be broken in any circumstances.

Care must be taken that the clearances provided between the guides, drums and writing plate are not altered in any way by careless or rough handling.

The flat spring plates in the duplicates' compartment are there for the sole purpose of holding them as they are re-zigzagged. Care must be taken to see that these do not get bent.

### **A LAST WORD**

It occasionally happens that a customer may wish to mount the machine on his own stand, for use indoors, with the face of the machine towards the operator. In this case, of course, the receipts must be printed with the numbering at the other end. **IF THIS APPLIES TO YOU, DO NOT FORGET TO POINT IT OUT WHEN ORDERING RECEIPTS.**

There is another very important thing to remember if your machines are installed in this fashion. When loading a new pack of receipts, destroy only the first two, so that the first one to be used will be 00003 and not 00004. Likewise, when reloading in the ordinary way, still issue either two or three receipts before opening the cover, but leave an odd numbered receipt in the writing aperture instead of even. The reason for all this is that the half duplicate which is tucked under the left-hand guide must be hanging from an outward fold and never an inward one. Failure to comply with this rule means that the receipts will not stack correctly, and may eventually cause a jam.

**BELL PUNCH EXPORT CO. LTD.**

39 ST. JAMES'S STREET,  
LONDON, S.W.1

Cables: Belpunch, London.