

Verifax

THE VERIFAX BOOK COPYING UNIT, MODEL 1

The Verifax Book Copying Unit, Model 1, is a portable accessory exposing unit for use with any Verifax Copier. It is designed primarily to copy pages from bound books or magazines up to a maximum size of 8-1/2 by 11 inches. An accessory carrying case provides a convenient means of carrying the unit to the place of copying.

POWER SOURCE

Plug the power cord into a 105 to 125-volt, 50 or 60-cycle, a-c outlet. If the receptacle will not accept the 3-pronged connector on the power cord, use the grounding adapter supplied with the book copier. Be sure to fasten the pigtail on the grounding adapter to the metal cover plate of the electrical outlet. Use the cover plate screw to make this connection.

VERIFAX MATRIX PAPER

Matrix paper is carried with the Book Copying Unit to each location. Use a Verifax Matrix Dispenser or a large light-tight envelope for protecting and handling the Verifax Matrix Paper, Letter Size (8-1/2 by 11 inches). The Verifax Matrix Dispenser is recommended. It feeds the matrix paper, one

sheet at a time, so that the tab end can be grasped easily by the operator. To load the dispenser, proceed as follows:

1. Place the MATRIX PAPER, figure 1, coated side down, in the dispenser so that the tab end of the paper is toward the operator. Remove the top cardboard protector.
2. Place the FEEDER SLIDE, figure 2, on the matrix paper so that the friction pad is down and the end opposite the hinged section is against the rear wall of the dispenser.
3. Lower the dispenser cover so that the feeder HANDLE, figure 3, protrudes through the slot. To feed a sheet of matrix paper, draw the handle to the forward end of the slot. Downward pressure on the handle is not necessary.

COPYING SINGLE DOCUMENTS Letter Size or Smaller Originals

The Book Copying Unit can copy unbound pages or similar documents by using the acetate envelope supplied with the unit. The envelope provides a method to insert and remove both the original and the matrix easily. Proceed as follows.

Insert a sheet of MATRIX PAPER, figure 9, in the ACETATE ENVELOPE; then quickly insert the ORIGINAL in the envelope so that the material to be copied faces and covers the coated area of the matrix.

Place the acetate envelope in the copying unit. The back of the original and the coated side of the matrix must face the platen. Expose the matrix. Remove the acetate envelope and process the matrix.

Note: When the acetate envelope is used, a narrow black line may appear along one edge of the copy. If this is objectionable, exposures can be made without the envelope. To extract the original after exposure, use a ruler or other thin object.

PROCESSING

The keeping properties of Verifax Matrix Paper allow several days between exposure and processing, provided the exposed matrix is stored in a lighttight package or carton. Best results will be obtained, however, if the exposed matrices are processed as soon as possible after exposure. Process each exposed matrix as described in the manual received with your Verifax Copier.

REPLACING THE LAMPS

Disconnect the power cord. Remove the back cover from the copying unit (4 screws). Remove the four lamp-bank SCREWS, figure 10, and swing out the lamp bank. Replace the burned-out lamps with General Electric or Westinghouse "night light white" 7-watt, 115 to 125-volt, 7C7/W lamps. The small rubber gasket should be in place between the lamp and the socket. Be sure that the lamps are all the same brand. Reassemble the lamp bank and the back cover.

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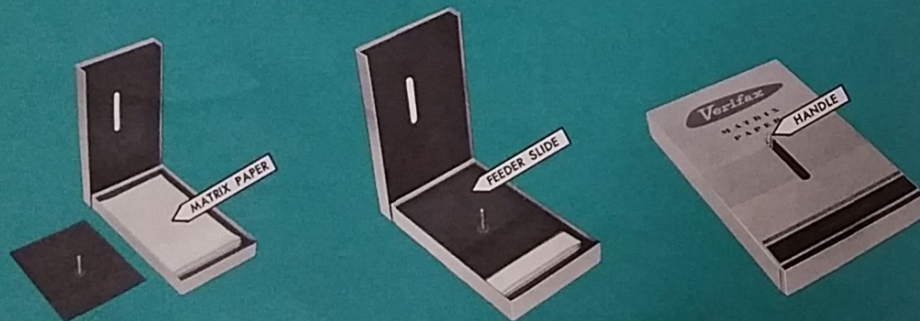
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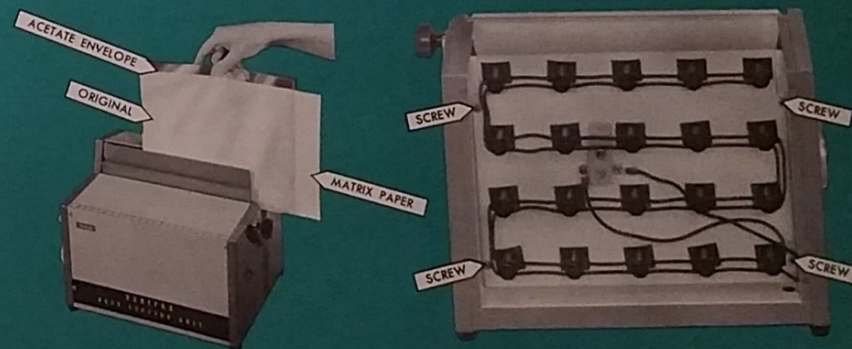
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HOW TO COPY

1. Set the exposure DIAL, figure 4, for a trial exposure of 12. Once the correct exposure for a normal original is determined, no more trial exposures need be made.

2. Pull a sheet of matrix paper from the dispenser or the lighttight envelope. Quickly insert the matrix paper between the PLATEN, figure 5, and the GLASS so that the coated side is toward the platen as shown.

3. Now insert the page to be copied, plus a few extra pages to insure good contact, between the platen and the coated side of the matrix paper, as shown in figure 6. The page to be copied must face the coated side of the paper. Allow the front and back covers of the book or magazine to rest on the top of the copying unit. Use the SCALE, figure 7, printed on the top, front edge of the copying unit to center the book or magazine laterally.

4. While holding the material down against the top of the copying unit, lower the PLATEN HANDLE all the way against its stop.

5. Press the EXPOSE BUTTON, figure 8. This turns on the lamps and exposes the matrix paper. The length of time

the lamps are on determines the final appearance of the copies.

6. When the lamps go out, raise the platen handle and withdraw the exposed matrix paper from the copying unit. Process the exposed matrix paper in your Verifax Copier.

Trial Copies At the Processor Location

The appearance of the copies will correspond closely to that of the pages used or originals. Clear, black printing or typing on good white paper will produce the best copies. Good originals usually need an exposure setting between 10 and 15. To make the first trial copies, use a page printed on good stock. The unit is not designed to copy half-tone illustrations. Keep in mind that the matrix is sensitive to room light. Move the matrix from the dispenser to the copying unit quickly. For more uniform copies, try to work at the same rate of speed each time the matrix is handled.

THE VOLTAGE COMPENSATOR For Portable Use Only

Because the line voltage used to operate the Book Copying Unit may vary at the particular location where the unit is used, it may affect the exposure time of the matrix paper. By taking into consideration the possible line voltage variation, the voltage compensator provides a method of indicating the correct exposure to use. If the book copier is to be used at a location other than that used for making the trial copies, use the voltage compensator as follows:

Adjusting the Voltage Compensator At Processor Location

1. Determine the normal exposure time. This is found when making trial copies. For example, let us assume this number is 12. See "How to Copy," page 3.

2. Turn the compensator KNOB, figure 8, right or left to just extinguish the guidelight. Stop turning the knob the instant the light goes out. Leave the knob in this position.

3. Loosen the CLAMP and rotate the DIAL under the knob until the normal exposure time on the dial lines up with the pointer on the compensator knob. Since the

normal exposure time (12) is used as an example, the dial has been turned so that the pointer on the knob is at this number in the illustration. Tighten the clamp.

Using the Voltage Compensator At Exposing Location

1. Connect the power cord to a convenient electrical outlet. Use the grounding adapter if needed.

2. Turn the compensator knob right or left to just extinguish the light. To maintain accuracy of voltage compensator, keep guidelight off except when determining exposure.

3. Note the exposure number on the dial to which the knob now points. Set the exposure dial to this number. Proceed to copy.

4. When the lamps go out, raise the platen handle and withdraw the exposed matrix paper from the copying unit. Immediately return the exposed matrix paper to the dispenser or lighttight envelope until it can be removed for processing in your Verifax Copier. The exposed matrices can be kept separated from the unexposed matrices by either placing a cardboard filler between them or penciling "EXP" on the tab of each exposed sheet.

* Matrix used at the exposing location should be from the same box as that used for adjusting the voltage compensator at the processor location.

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