

# INSTRUCTIONS FOR THE USE OF SANITARY POSTAGE MACHINES

## How To Conduct A Successful Sanitary Postage Station

Install the Machine on your counter or show case at or near the place where you have been selling stamps in the past. Place one of the special signs on the Machine and one in your window. You are now ready to introduce the Service to your patrons when they ask for stamps, and you will find that they are no different from thousands of other users throughout the country. Your patrons will quickly learn to appreciate the convenience of the Machine, especially if you present the Service to them in a tactful, forceful and businesslike manner.

Refer all stamp customers to the Machine and state while pointing to it: "Certainly, just help yourself. You can now get clean stamps, direct from the Governmental rolls, through our new Sanitary Service." You may also add, if you wish, "And you may now always depend upon getting stamps in any amount, and at any time you want them."

By using this short sales talk—with a smile—you and your clerks will find it is all that will be necessary to introduce the Service to your patrons.

## Read Carefully Before Placing Machine In Operation

### AFTER UNPACKING THE MACHINE

IT should be ready for use when unpacked. All that is needed is to fill it with the roll of stamps.

However, before filling the machine with stamps, take note that the imitation stamps are inserted with the **GUMMED SIDE DOWN**, No. 17, Fig. 2. We have placed these imitation stamps in the machine to enable you to try the machine at once and become familiar with its operation.

Now place a coin in the slot and turn the crank. Notice the stamps are fed forward on the track by the large knurled wheel—then they are cut off at the perforation with a knife. Notice especially how the stamp role is adjusted—our patented feature — A GROUP OF FLEXIBLE FINGERS —attached to the large knurled wheel, drop into the perforations. This assures cutting the stamp off on the perforations.

See how the strip of stamps goes forward beneath the presser arm? They are straightened out under slight pressure from the presser arm, No. 24, Fig. 3.

After you see how the machine works, you are ready to put in the regular government roll of stamps which you must secure at your local Post Office.

### HOW TO PLACE THE STAMP ROLL IN THE MACHINE

FIRST, buy your stamps in roll form at your Post Office, five hundred to the roll, perforated on the sides.

Be sure to ask for a roll of stamps **PERFORATED SIDEWISE**, Fig. 7. A roll of five hundred 2c stamps costs you

\$10.03. These stamps are ready for use after tearing off the brown paper wrapper from the end of the strip. Also round out the hole in the center of the roll by passing your pencil through it. This makes a smooth round hole that will permit the roll to be placed on the spindle or stamp roll holder and turn freely.

The end of the strip should first be cut clean at the perforation. Then start the first stamp on the strip into the machine. Place the strip on the stamp run, or stamp track, with the **GUMMED SIDE DOWN**, see 14, Fig. 1. That prevents the stamps from curling up inside the machine and forces them out the mouth piece.

You may use the rubber end of a pencil to push the stamp strip forward beneath the presser arm.

You will notice the strip moves forward freely until it reaches the large knurled wheel, No. 32, Fig. 3, when the pressure must be released from the presser arm. You may release this pressure by bearing down with your finger on the small button, just above and to the left of the stamp track entrance, No. 15 and 25 (Fig. 1 and 3).

The stamp strip may then be pushed forward until it touches the knife across the front of the track, No. 17, Fig. 2. This brings the end of the fifth stamp **ABOUT** in line with the groove across the entrance of the stamp track, No. 23, Fig. 3.

The roll of stamps should then be placed on the holder after raising the hinged arm or guard which holds the roll in place, No. 19, Fig. 2. **BE SURE TO DROP THIS ARM OVER THE SPINDLE AFTER THE ROLL IS IN PLACE** and make sure the guard spring fits securely into the groove, No. 20, Fig. 2.

The machine will then be ready for use. Put in a coin and try it.

# What To Do If Machine Needs Attention

Each Machine Part Is Numbered on Pages 3 and 4.

## CLOGGING OR JAMMING OF STAMPS

1—Should the stamps become clogged or jammed in the track, remove the roll of stamps from the holder, Fig. 1, No. 13, and pull the stamps out of the track, No. 22 (Fig. 3). Next, pull out the presser arm, No. 24 (Fig. 3), from the track.

To remove the presser arm, first lift up the head of the pin, resembling a long nail, No. 26, at the top left side of the stamp track, Fig. 3. The head of this pin is locked under a lug or latch, No. 11 (Fig. 1). Now push the pin to the left until it comes out completely. Having removed the pin, you can then pull the presser arm toward you until it is removed from the track. Now clear out the track with a nail file or pencil.

Next, deposit a coin in the Machine and turn the handle in front, No. 8 (Fig. 1), about one-half or three-quarters of the full turn. Now look through the mouthpiece, No. 55 (Fig. 8), where the stamps come out and see that the stamp track is clean.

## VERY IMPORTANT

### HOW TO REPLACE THE PRESSER ARM AND PIN

2—After replacing the presser arm in the track, replace the wire pin on which the presser arm is pivoted. To do this, start the pointed end of the pin through the hole, Fig. 3, No. 28, in the stamp track wall on the left side and be sure the pin is pushed through both holes of the presser arm and through the hole in the frame in the right side of the track as far as it will go OR UP TO THE BEND IN THE WIRE. This is very important. Otherwise your stamps will jam or miscut. Now press the rounded or head of the pin down behind lug No. 11 (Fig. 1) as you originally found it. This locks the wire in place and permits the presser arm to work correctly.

When you have replaced the presser arm in its proper position, you are then ready to reload the machine with stamps.

## HOW TO STRAIGHTEN THE STAMP ROLL

3—Sometimes stamps buckle on account of kinks in the roll. To prevent this buckling, partly unwind the roll and pull the face side of the stamp roll over a pencil. This will straighten out the roll and the stamps will then pass freely under the presser arm.

## HOW TO REMOVE BENT COIN OR SLUG WHEN CAUGHT IN CHUTE

4—Should coins become clogged in the coin chute, the entire glass case may be lifted off the base. The cover of the coin chute, No. 40 (Fig. 4), may then be removed and the coin taken out.

In order to lift off the glass case, remove the two small screws on the inside of the case at the lower edge of the rear wall. You will find them just inside the door behind the coin box, on the right and left sides, Fig. 8, No. 62. Then take off the handle, No. 57, Fig. 8, by removing the screw. Now the case may be lifted off in one piece by tilting it forward.

## HOW TO REMOVE COIN CHUTE COVER

5—First remove the four coin chute cover screws, No. 41-42-43-44, shown in Fig. 4. Removing these screws enables you to take off the chute cover entirely. The mutilated coin will then fall out. Now replace the chute cover as shown in Fig. 4, tightening screws securely. In most instances, you will find that the upper section of the coin chute cover is all that is necessary to remove in order to rectify the trouble from this source.

PLEASE FILE THIS INSTRUCTION SHEET AWAY FOR FUTURE REFERENCE

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**SCHERMACK PRODUCTS CORPORATION**

PIONEERS AND LARGEST PRODUCERS OF HIGH GRADE STAMP MACHINES

1164 WEST BALTIMORE AVENUE

DETROIT, MICHIGAN

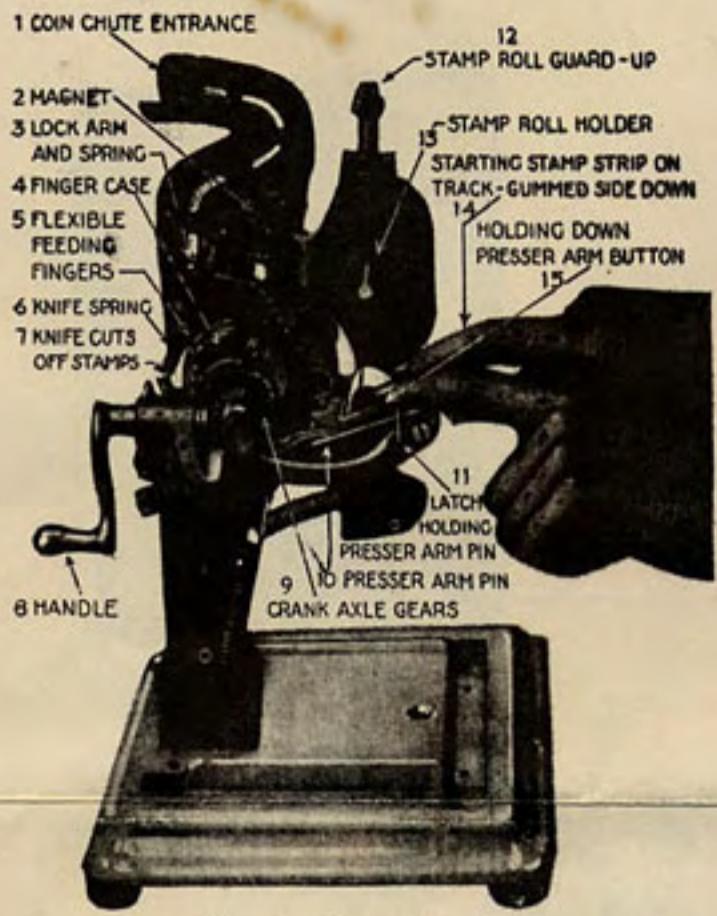


Fig. 1—Nos. 1 to 15

Left Side View—Placing stamp strip on track with GUMMED SIDE DOWN

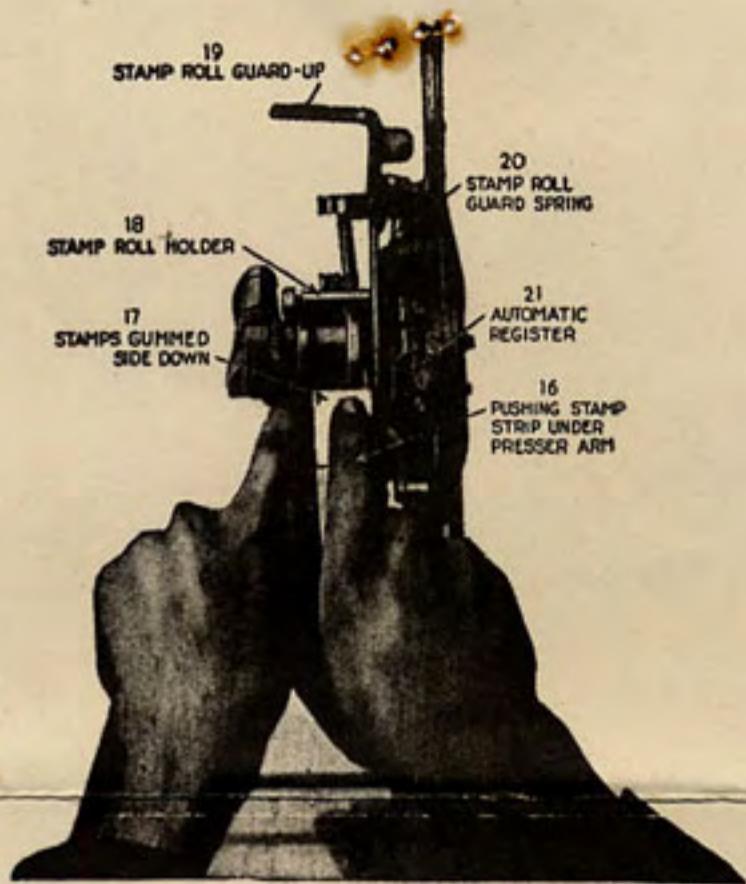


Fig. 2—Nos. 16 to 21  
Rear View—Push stamp strip forward to knife in front



Fig. 3—Nos. 22 to 38  
Removing presser arm pin

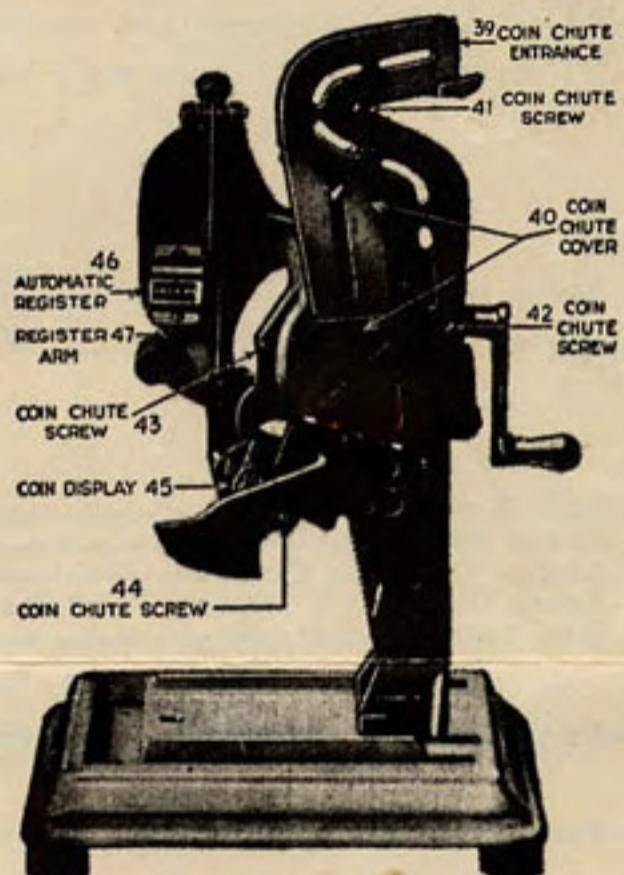


Fig. 4—Nos. 40 to 47  
Right Side View

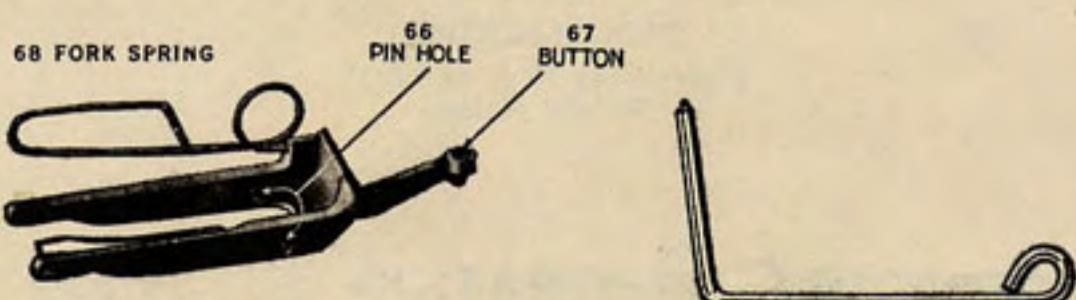


Fig. 5

Presser Arm,  
Left Side View



Fig. 6

Presser Arm Pin

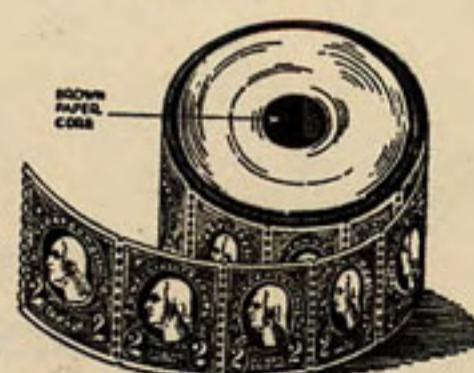


Fig. 7

Sideways Perforated Stamp Roll

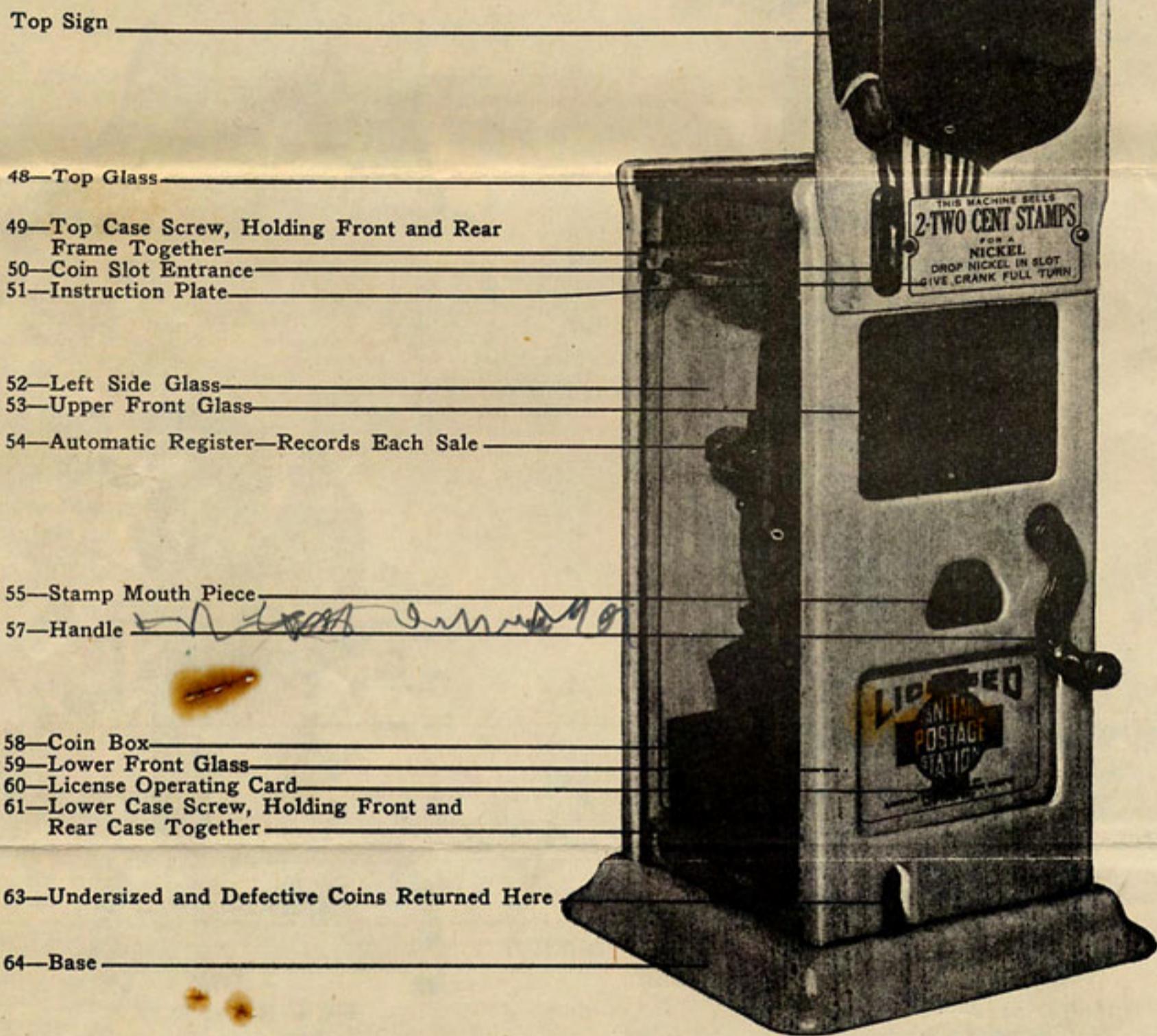


Fig. 8  
**THE MACHINE**  
 Dimensions 7" x 12" x 7"  
 Weight 15 lbs.

*Service Supplied by*

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