

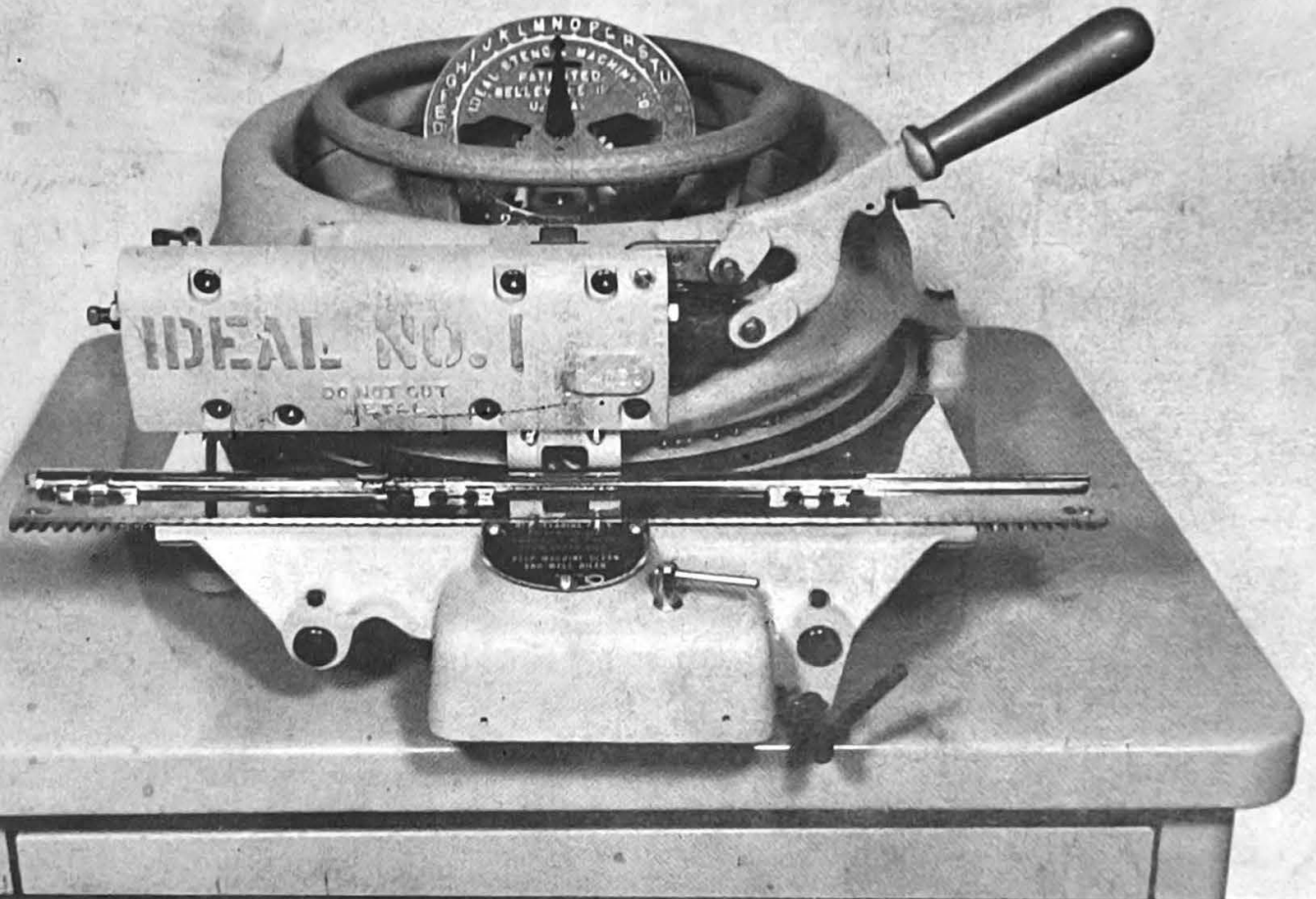


stencil machine co.

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**STENCIL CUTTING MACHINES  
"IDE-TAG"® EMBOSSING MACHINES**



**OPERATING AND MAINTENANCE MANUAL  
PARTS CATALOG**

*Dear Customer:*

*We thank you for your purchase of our Ideal Stencil Cutting Machine. We believe this machine is the most complete and versatile on the market.*

*Ideal machines are used in shipping rooms all over the world. Manufacturing of these machines began in 1911 and many of the first machines built are still working satisfactorily.*

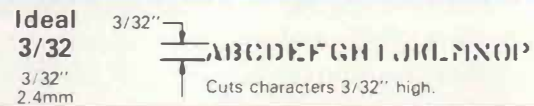
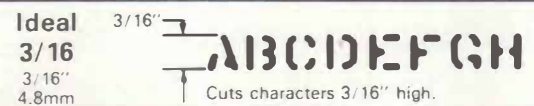
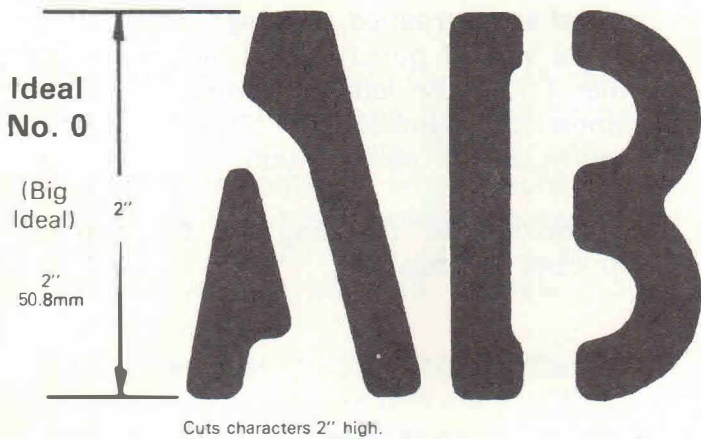
*We are sure you will be fully satisfied with your Ideal Stencil Cutting Machine, and that you will appreciate the increased efficiency of your operations.*

*Sincerely,*

**IDEAL STENCIL MACHINE COMPANY**

# SIZES

Ideal Stencil Cutting Machines, normal and hardened, come in eight different sizes.



"IDE-TAG"<sup>®</sup> Embossing Machines come in six different sizes.

1/2"	7/16"	3/8"	1/4"	3/16"	5/32"
12.7mm	11.1mm	9.5mm	6.4mm	4.8mm	4mm

## CAUTION

Do not cut metal with normal or hardened stencil cutting machines. In so doing the cutting edge of the punches will be dulled making the warranty void.

# APPLICATIONS

## NORMAL MACHINES (for oiled-board)\*

Will easily cut clean, sharp stencils from oil board with a thickness range of 0.006 to 0.015 inches. Different sizes of oil boards are available for any requirement. Master stencil board in large sizes to be cut by the customer are available too.

All our oil boards are made by long fiber and high density paper, impregnated with a scientifically studied blend of different oils and exposed for long time to the air to obtain a perfect oxidation. Contrary to cheaper paper, they are free from grit to reduce wear on part and damage to your machine.

## HARDENED PUNCHES AND DIES MACHINES (for mylar)

The hardened punches and dies can easily cut both oil board and mylar material. A strictly checked hardening process gives the punches and dies enough hardness to easily and clearly cut the mylar sheets up to 10 mils. An "H" before the serial number identifies the above feature.

## "IDE-TAG"® EMBOSSING MACHINES

The "IDE-TAG"® was especially designed to emboss letters and figures on aluminum and zinc plated steel tags, available with thickness of 0.005" to 0.012". Using the lowest thickness, you can emboss up to three tags at the same time. Our "IDE-TAG"® is equipped with a special punch and die set to make a hole into the tags. The correspondent position on the dial is the apostrophe, that on this machine is suppressed.

This machine is identified by the name "IDE-TAG"® engraved on the cam bar casing and by the letter U before the serial number.

## SPECIAL FEATURES

On request Ideal Stencil Cutting Machine, normal and hardened, can be equipped with special sets of punches and dies, replacing other figures or letters. Logos, or special identification symbols, can be reproduced to allow you to personalize your stenciling.

In addition to the English, the Russian alphabet is available.

## DUPLICATION OF DRAWINGS AND PATTERNS

With Ideal Stencil Cutting Machines it is also possible to cut special patterns and drawings.

Using the exclusive centering device it is possible to cut circular oil board for stenciling the top of drums or circular containers.

## Number of Lines On The Machines #1, #2, and #3

Changing the line spacer (part No. 92) it is possible to get different number of lines cut on same size stencil.

This is an exclusive feature of our Ideal Stencil Cutting Machines.

#1	4 lines (standard) 5 lines optional
#2	4 lines (standard) 5 lines optional
#3	5 lines (standard) 7 lines optional

# INSTRUCTIONS AND MAINTENANCE

Please read carefully before using your  
Ideal Stencil Cutting Machine

## INSTALLATION

Place your Ideal Stencil Cutting Machine at a comfortable height on a bench or strong table. For best results as well as operator comfort, use our steel stencil cabinet, especially designed to hold your machine securely and to provide for neat, convenient storage of reusable stencils as well as oil board stock. Cabinet has holes on the top to provide firm fastening of all models of Ideal Stencil Cutting Machines plus a drawer to collect letter chips made during the cutting operation. You can fasten the machine to the flat cabinet top or leave it standing on its rubber feet. Both feet and bolts for fastening are shipped together with the machine in a plastic envelope inside the package.

## LOCK

Rotate the handle of the line spacer shaft (part #87) clockwise; pull the table toward you as far as possible. Keeping the table toward you let the handle turn back and release the table.

## SHIFT

Turn the shaft for pawl release plate (part #122) (only a few degrees) and carriage moves into place to cut a first line. **CAUTION:** In doing so, keep fingers away from the carriage. The spring that moves the carriage is strong enough to move the whole stencil and the carriage. When the carriage is empty, it moves fast! Be sure the operating handle is in the UP position.

## LOAD

Slide the oil board gently under the stripper taking care it can move freely. Press down on part #79A and slide oil board into position. The left side of the oil board has to fit together with the left side of the carriage.

## TO CUT A STENCIL

Turn handwheel while pointer indicates character desired. It is not necessary to have indicator set exactly at the character. A centering device will automatically adjust itself to the nearest character. If the pointer is set in the middle between two characters, the same device will lock the operating handle. Depressing handle the machine will automatically move into position for the next cut. To space between words, pull up on part #38A, word spacer and depress operating handle downward about halfway. At the end of each operation, trip lever (part #122) and machine automatically returns to starting position.

## LINE INDEXING

To space between lines, flip part #88 lightly with thumb and carriage moves in just one line.

## STENCIL RELEASE

Finished stencil — Release grip on #79A paper carriage and slide out stencil carefully.

**NOTICE:** The Ideal machines are built following the most modern techniques and using the most up to date numerical control machine tooling allowing extremely narrow tolerances. Furthermore, all the punches and dies are hand finished to obtain a perfect fit. A tight fit is necessary for clear stencil cutting. Consequently, the punching operation of new machines may be stiff in the beginning.

Due to the fact that tolerances on fitting punches and dies are extremely narrow to obtain very sharp cutting, we recommend using our two smallest size machines gently for the first week to allow a good initial breaking-in of the parts. Doing so will give the machine a long life and ensures best performances for a long time.



## MAINTENANCE

All our Ideal Stencil Cutting and Embossing machines are sturdy and reliable and do not require any particular maintenance. Nevertheless, to prolong their life, the punches ought to be cleaned regularly. There is a cleaning hook for this purpose shipped with every new machine. The dies do not need to be cleaned as they will clear themselves each time a character is out.

A pocket mirror placed directly beneath each punch enables you to see if the punch has been cleaned properly.

During the final assembly and before shipment, all our machines are carefully lubricated with heavy duty oil and especially formulated silicone lubricating coat. To make use of the machine easier and to prolong the life of the mechanism, keep them well-lubricated with good quality oil.

Spraying the punches and dies once a day with our Ideal Silicone Lubricant will help sharp, clear and easy cutting.

### HOW TO ADJUST SPACING

To adjust spacing between letters, turn in the adjusting screw for retaining pawl plate (part #117) so that the operating pawl (#104) has approximately 1/32" space between the pawl and the ratchet wheels (#125).

When the operating handle is pushed all the way down, the ratchet wheel should move two spaces on No. 1 and No. 2 machines and one space on all the other size machines. Do not forget to lock the nut on part #117!

### HOW TO ADJUST PUNCH DEPTH

To adjust the depth of the punch penetration into the die, adjust the locked screw on the left side of the bar casing (part #27). Turning it clockwise raises the punch; counterclockwise lowers it. Proper punch depth can be assured by using a single piece of Ideal .015 oiled stencil board. Select the letter "i". Place the edge of the stencil board on the die but not over the engraved letter. Depress the handle. The edge of the punch when fully depressed should snugly pinch the .015 board.

## REPLACEMENT OF PUNCHES AND DIES

Punches and dies are not sold separately because they are precision mated together and must be replaced as a unit.

All dies have one cutting side only and they must be mounted on the die carrier with the cutting side toward the punch.

To avoid confusion before prying the die apart from the punch, mark one side with a felt tip marker.

Disconnect feed rod (58A) on left side of machine by removing the pins (48). Remove the hand wheel (65) by taking out screws (66). Remove stripper (6) by taking out screws (7). Remove the hood (25) by taking out the three screws (26). The punches and dies are now exposed. Remove die (73) by taking out die screws (74) from bottom of machine. Release punch guide screw (7) and press punch downward with screw driver, removing punch at bottom of machine.

Care must be taken to avoid damage to the cutting edge of the punch. Die (73) must be removed from punch (69).

Replace punch through bottom of machine installing punch spring (72) and punch guide (70) at the same time.

Carefully place die on punch then push punch down until die rests on die carrier.

Replace die screw (74) slowly, maintaining die (73) in perfect alignment in relation to adjacent dies.

Depress punch guide (70) approximately 1/4" and tighten punch guide screw (71).

Reassemble hood, stripper, hand wheel, and rod for feed lever.

To avoid problems and damage please strictly follow the above instructions. Particular care has to be taken during these operations on:

No. 5 (3/16"), No. 6 (1/8"), and No. 7 (3/32") machines.

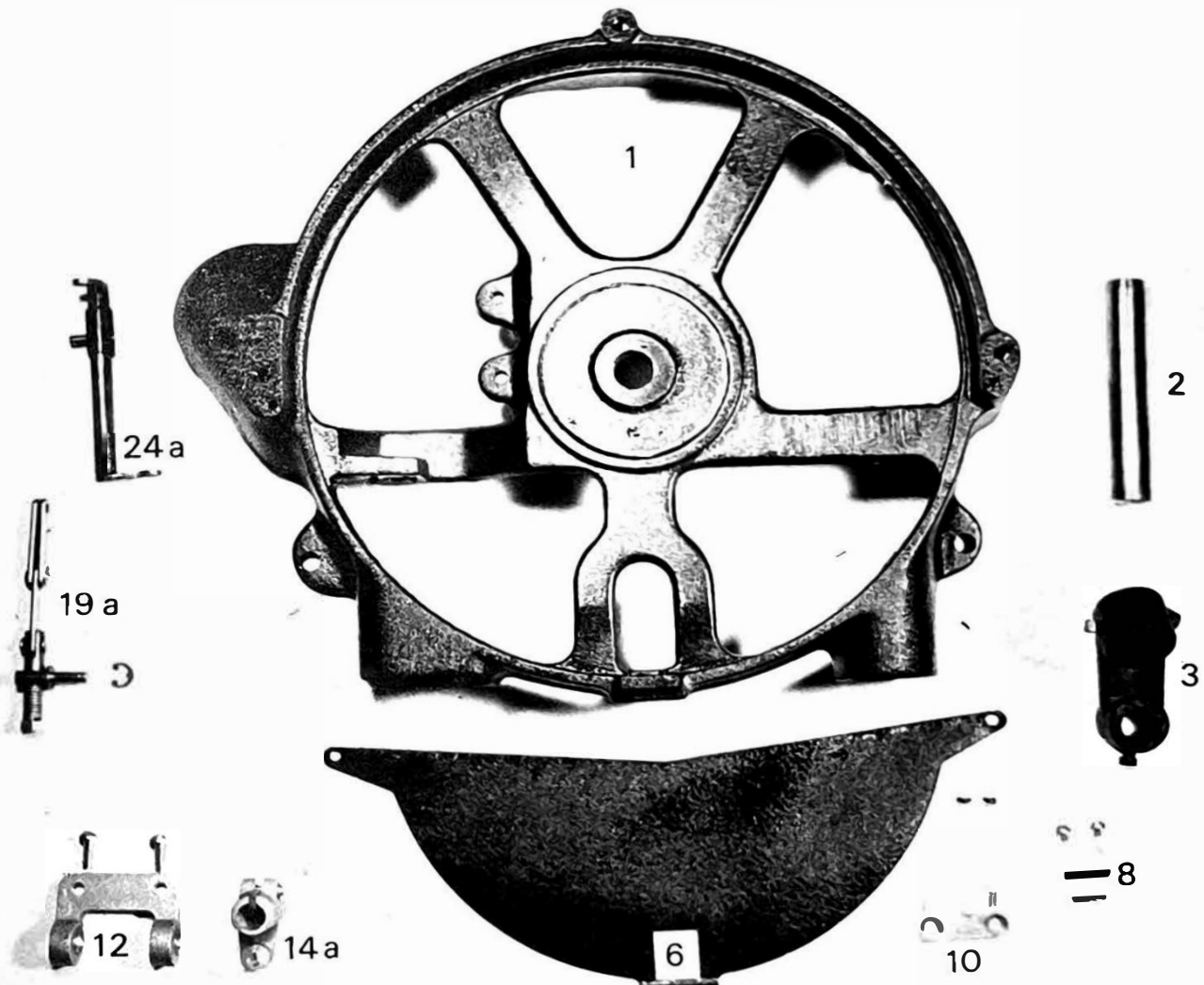
With the above sizes, we advise to have the replacement done in our plant.

# PARTS LIST

**NOTICE:** Not all the parts of your Ideal Stencil Cutting Machine are listed in the above catalog, being some of them included in the assemblies indicated with the letter A. This for two reasons:

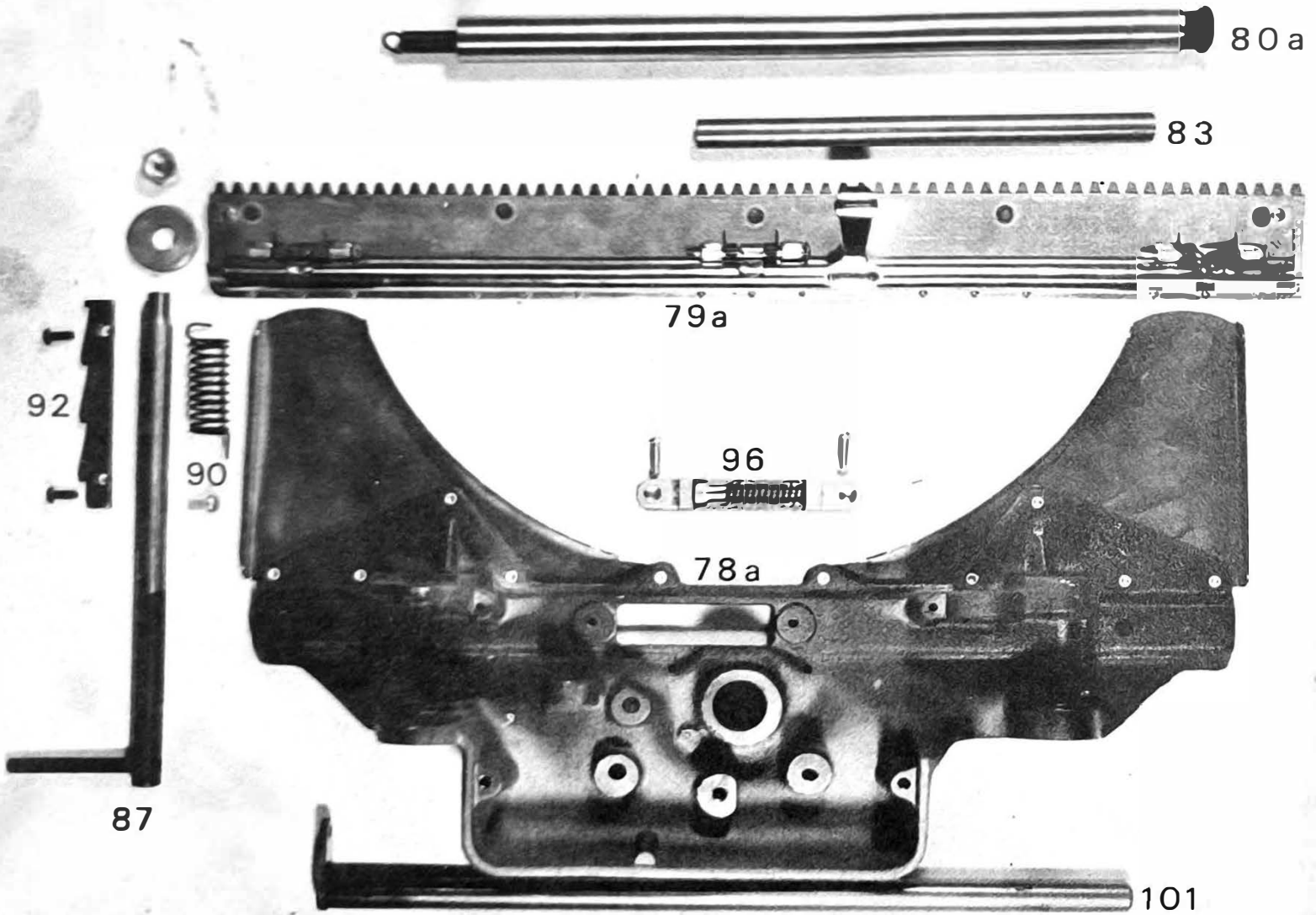
- Some parts are assembled in our plant using special tools and equipment or following particular assembling procedures.
- For best results it is more convenient, in many cases, to replace the complete assembly instead of the single parts.

- 1 Base
- 2 Center Spindle
- 3 Bracket for Dial with Screws (2)
- 6 Stripper with Screws (2)
- 8 Retaining Bracket for Die Carrier with Screws (2)
- 10 Impact Plate with Screws (2)
- 12 Bracket for Feed Shaft with Screws (2)
- 14A Feed Shaft Rocker Assembled
- 19A Compensating Rod Assembly
- 24A Vertical Shaft Assembled



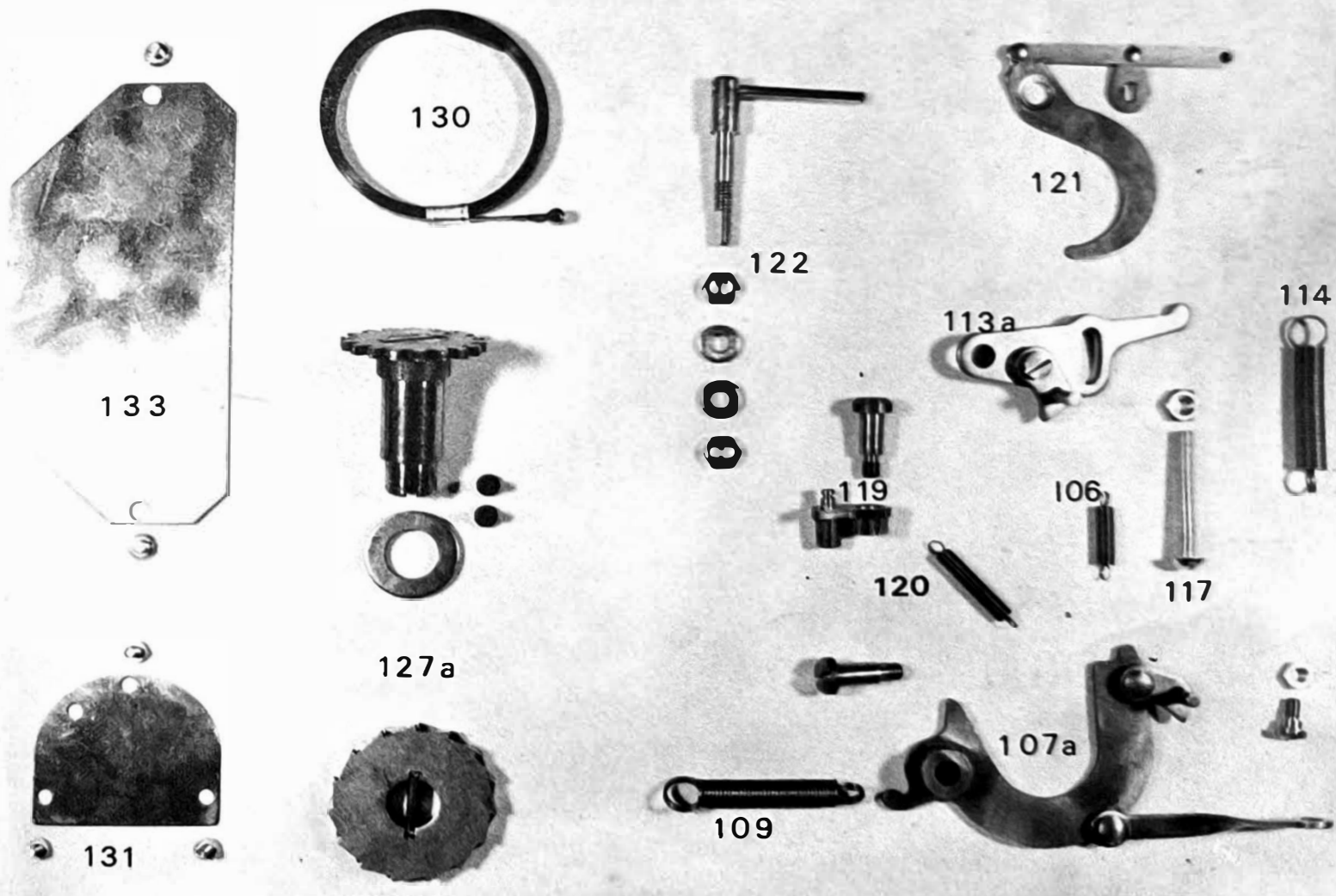
- 78A Table and Wings Assembled
- 79A Paper Carriage Assembled
- \*80A Long Table Slide Assembled, with Spring, Pin and Plug
- \*83 Short Table Slide with Plug
- 87 Line Spacer Shaft with Collar and Nut
- 90 Spring for Line Spacer Shaft with Screw
- \*92 Line Spacer Rack with Screws (2)
- 96 Carriage Bumper Bracket Assembled with Screws (2)
- 101 Feed Shaft

\* NOTE: Size and Appearance can be different

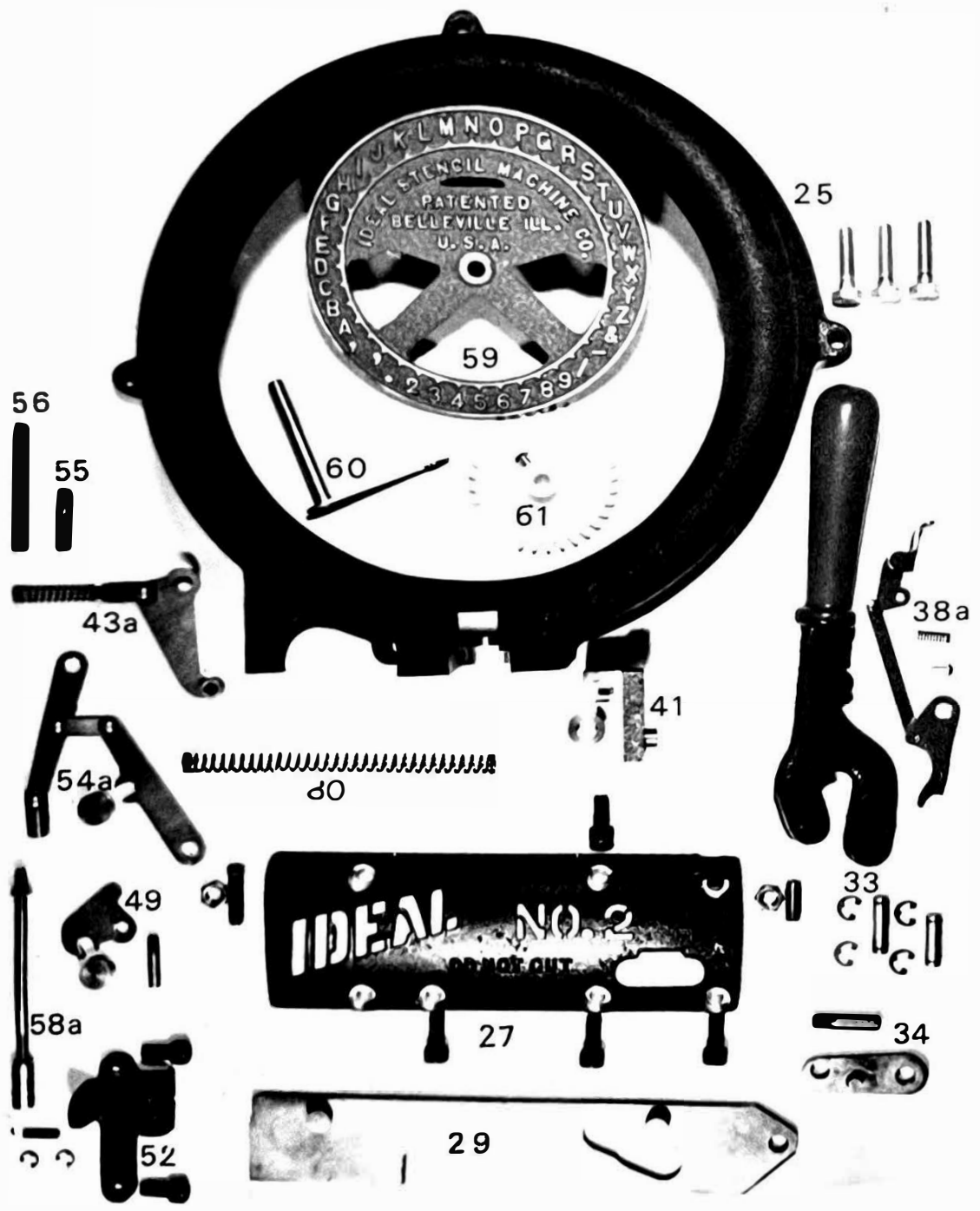




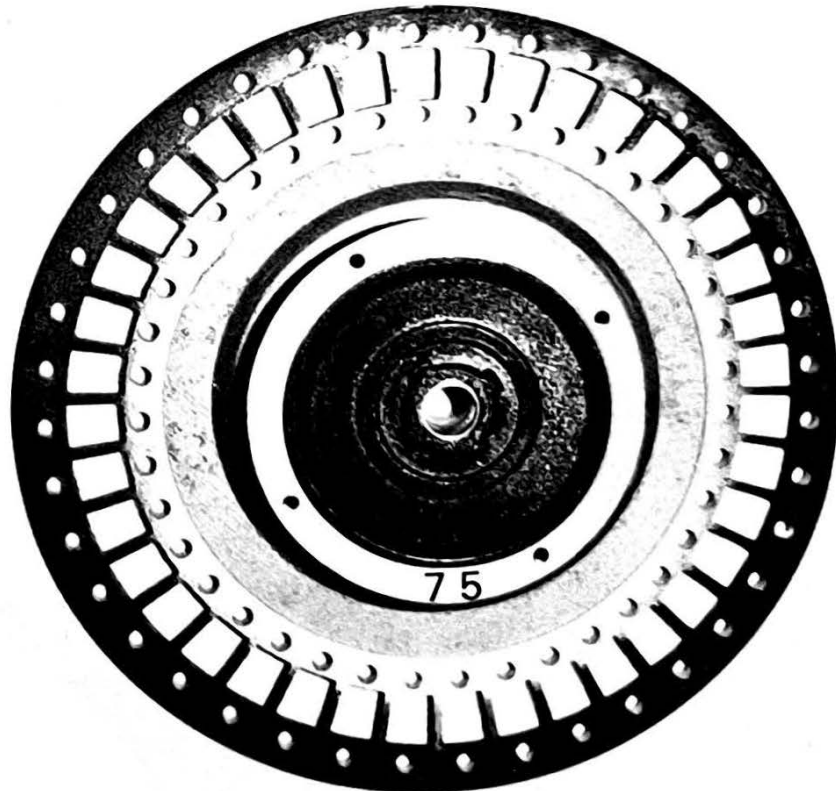
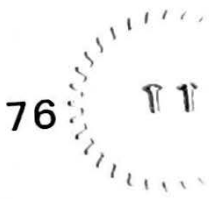
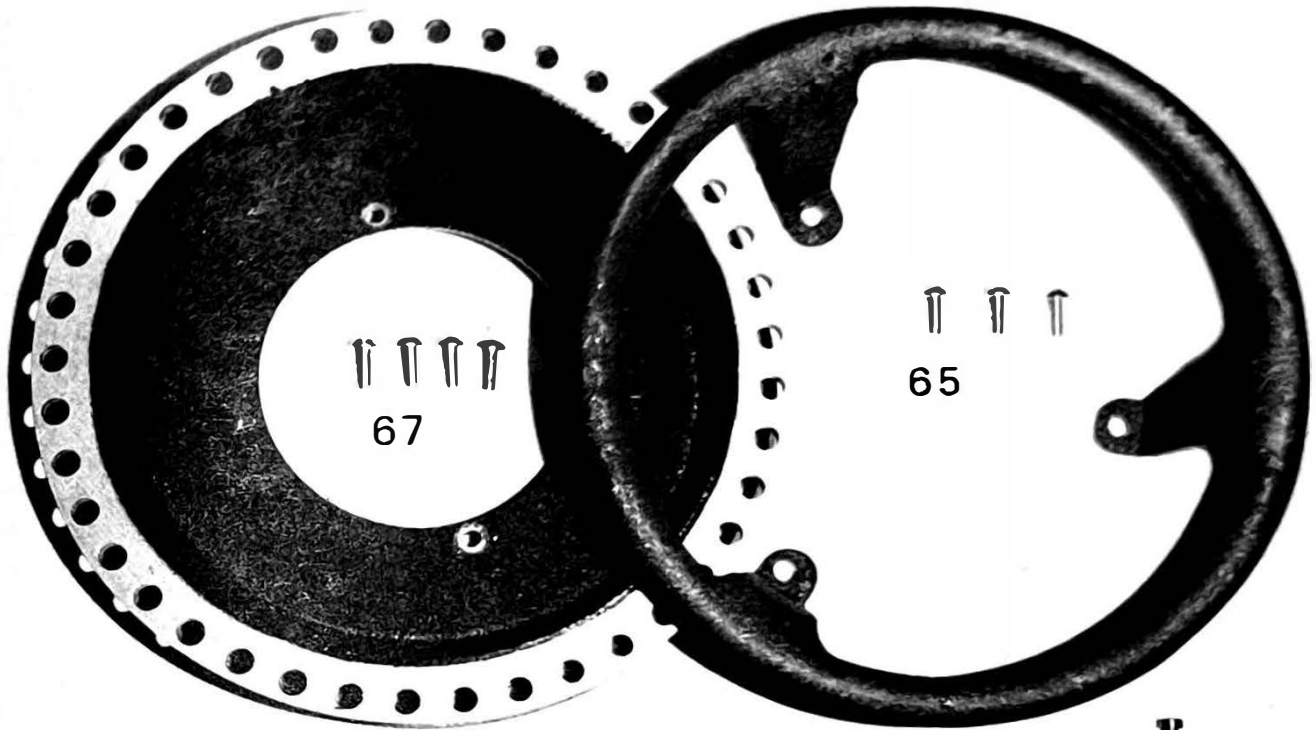
- 106 Spring for Operating Pawl
- 107A Operating Pawl Plate Assembled with Screw and Nut to Connect to Part 101 and Pawl Plate Screw
- 109 Spring for Operating Pawl Plate
- 113A Retaining Pawl Plate Assembled with Screw
- 114 Spring for Retaining Pawl Plate
- 117 Adjusting Screw for Retaining Pawl Plate with Nut
- 119 Locking Pawl
- 120 Spring for Locking Pawl
- 121A Pawl Release Plate Assembled
- 122 Staff for Pawl Release Plate with Washers (2) and Nuts (2)
- 127A Carriage Rack and Pinion Assembled with Washer and Screws (2)
- 130 Spring for Pinion Spindle
- 131 Upper Cover Plate with Screws (3)
- 133 Lower Cover Plate with Screws (2)



- |     |   |     |  |
|-----|---|-----|--|
| 25  | Hood with Screws (3)                                | 43A | Lock Assembled with Screw, Spring and Nut            |
| 27  | Cam Bar Casing with Complete Set of Screws and Nuts | 49  | Rocker for Lock with Screw and Roller                |
| 29  | Cam Bar   | 52  | Bracket for Rocker with Screws (2)                   |
| 30  | Spring for Cam Bar                                  | 54A | Feed Lever Assembled with Roller                     |
| 33  | Operating Handle with Pins (2) and Snap Rings (2)   | 55  | Short Screw for Feed Lever                           |
| 34  | Handle Link with Screw                              | 56  | Long Screw for Feed Lever                            |
| 38A | Word Spacer Assembled with Screw and Spring         | 58A | Rod for Feed Levers Assembly with Pin and Snap Rings |
| 41  | Plunger with Roller                                 | 59  | Dial   |
|     |   | 60  | Pointer  |
|     |   | 61  | Gear for Pointer with Screw                          |



- 65 Hand Wheel with Screws (3)
- 67 Punch Carrier with Screws (4)
- 69A Punch and Die Set Assembled
- 75 Die Carrier
- 76 Die Carrier Gear with Screws (2)



## KNOW OUR LINE!

*Ideal Stencil Machine Company makes available the most complete line of shipping room equipment:*

IDEAL STENCIL CUTTING MACHINES

"IDE-TAG"<sup>®</sup> EMBOSSING MACHINES

MASTER AND CUT OIL BOARDS

ALUMINUM AND ZINC PLATED STEEL TAGS

ELECTRONIC GUMMED TAPE DISPENSERS

MANUAL GUMMED TAPE DISPENSERS (Single and Double Length)

FOUNTAIN ROLLERS AND BRUSHES FOR STENCIL APPLICATION

COMPLETE LINE OF INKS FOR ANY SHIPPING ROOM REQUIREMENT.  
(available in cans, bottles, and aerosol cans)

SPRAY ADHESIVES AND LUBRICANTS

VALVE ACTION MARKERS IN DIFFERENT COLORS

COMPLETE LINE OF PRESSURE SENSITIVE TAPES FOR BOX SEALING, BAG CLOSING  
AND STRAPPING

PRESSURE SENSITIVE TAPE DISPENSERS

CASE SEALERS

**MODEL NO.**  
**SERIAL NO.**



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