



TAMMY TWO O'NINE

AND
HER TOTAL
COPY
SYSTEM



OPERATOR'S GUIDE

HELLO, THERE! I'M YOUR NEW GIRL "FRIDAY" . . . JUST CALL ME "TAMMY TWO O'NINE"!

I'LL LIGHTEN YOUR WORK LOAD AND INCREASE YOUR EFFICIENCY BY MAKING SINGLE OR MULTIPLE COPIES OF JUST ABOUT ANY KIND OF DOCUMENT . . . LETTERS, STATEMENTS, PRICE LISTS, PICTURES . . . EVEN PAGES FROM BOOKS AND MAGAZINES.

I USE WHAT IS CALLED THE DUAL SPECTRUM PROCESS . . . COPIES ARE MADE ELECTRICALLY. I'M FAST, EFFICIENT AND CLEAN . . . NO MESSY LIQUIDS, CHEMICALS OR POWDERS. AND I NEVER COMPLAIN OR TAKE COFFEE BREAKS.

AS A BASIC DOCUMENT COPIER, I'M GREAT! WITH AN AUTOMATIC FEED (MODEL 155), I'M EVEN GREATER! ADD A COLLATOR (MODEL 167) AND I'M VIRTUALLY A ONE-GIRL GANG WHEN IT COMES TO BREAKING THE PAPER JAM OF MODERN BUSINESS PROCEDURE.

ON MY LEFT I HAVE MADE AN OUTLINE THAT I WILL FOLLOW AS I DEMONSTRATE MYSELF TO YOU.



BASIC COPYING PAGES 3, 4, 5

**USING THE AUTOMATIC FEED
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COPYING FROM BOUND DOCUMENTS PAGES 8, 9

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LOADING COPY PAPER PAGES 13, 14

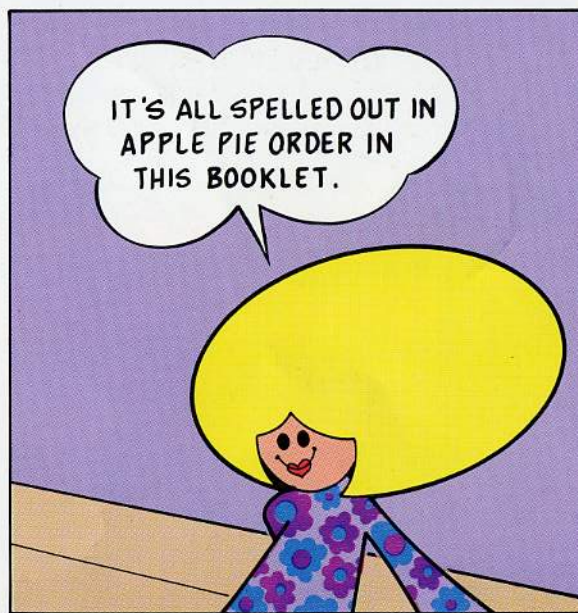
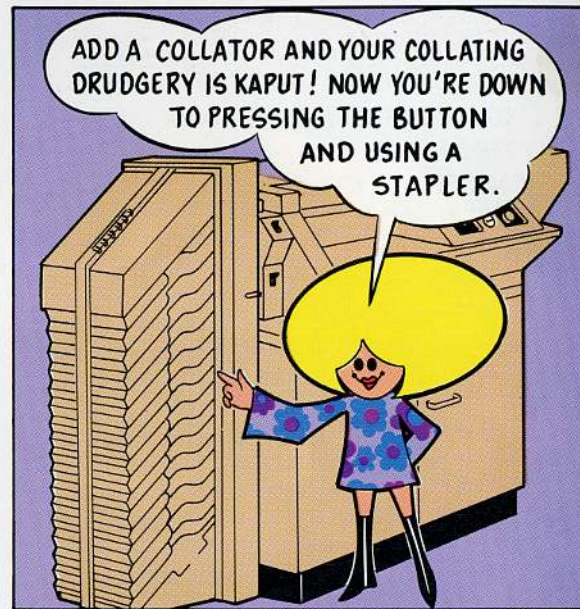
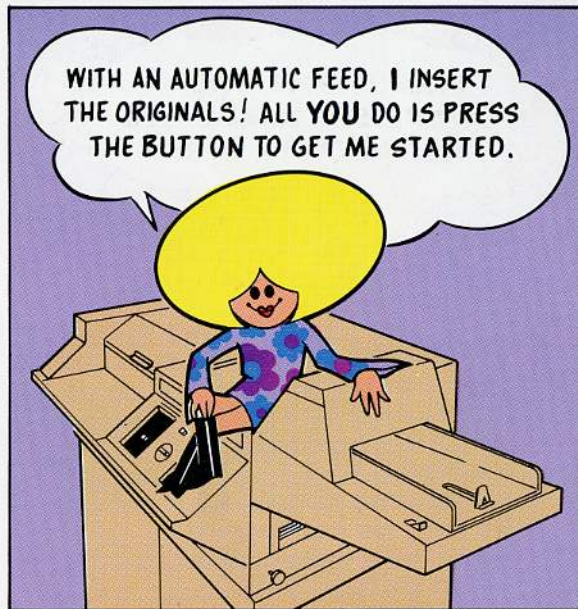
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COPIES NOT SO GOOD? PAGE 28

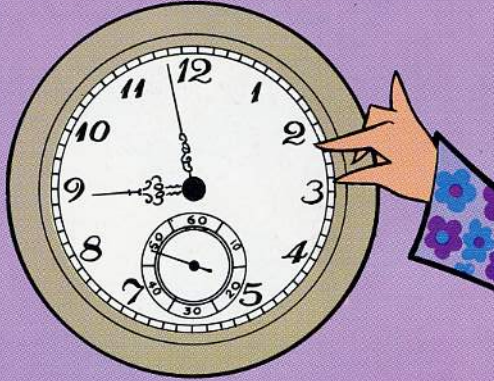


**TURN ME ON IN THE MORNING
... OFF AT NIGHT**

FIRST THING IN THE MORNING,
PRESS THIS
ON-OFF
BUTTON.



I NEED ABOUT TWO
MINUTES TO WAKE UP AND
GET READY FOR WORK.



LEAVE ME ON ALL DAY —
EVEN WHEN I'M LOAFING.
WHY WASTE TIME WAITING
EVERY TIME YOU NEED A COPY?



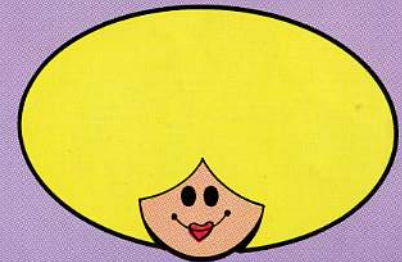
NEXT, MAKE SURE THERE'S A
GOOD SUPPLY OF COPY PAPER
IN THE TRAY, THEN PUSH IN
THIS LOAD KNOB.

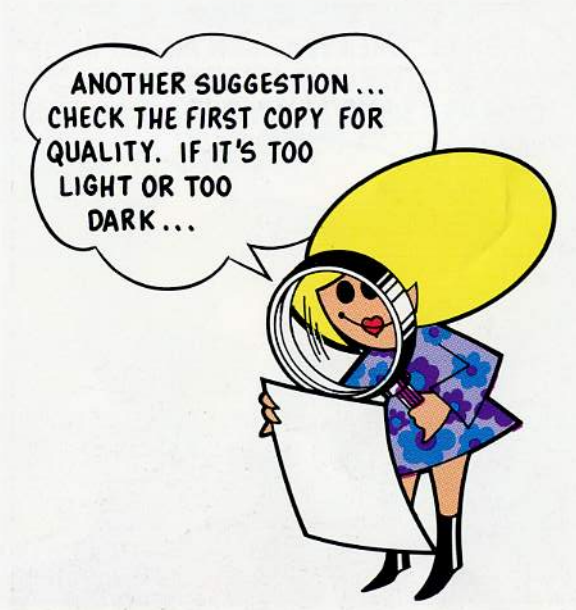
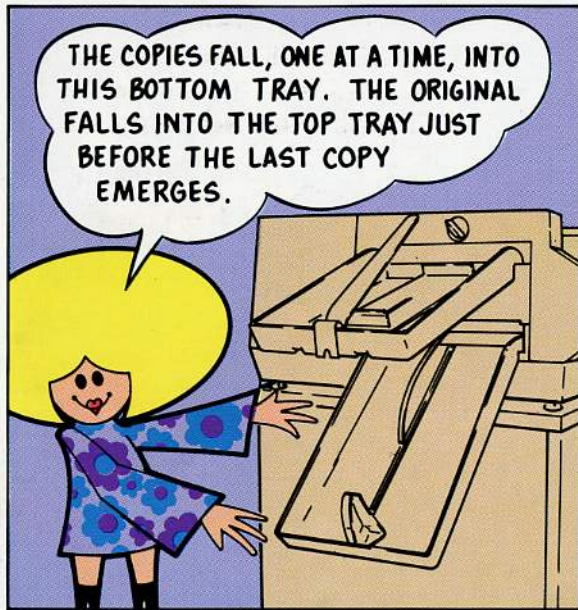


A HINT... WHEN YOU TURN ME OFF AT
NIGHT, ALSO PULL OUT THE LOAD KNOB...
COPY PAPER SQUEEZED TOGETHER OVERNIGHT
CAN STICK.



NOW LET'S MAKE A COPY WITH
THE BASIC "209"... FOR THE
MOMENT, FORGET THE AUTOMATIC
FEED AND COLLATOR.





YOU MAKE COPIES OF SINGLE PAGES THE SAME EASY WAY EVEN THOUGH I HAVE AN AUTOMATIC FEED AND COLLATOR

JUST MAKE SURE THE AUTOMATIC FEED IS TURNED OFF... THIS SAVES PICK-UP TAPE...

... AND THE COLLATOR IS SET FOR NON-COLLATE.

SWING UP THE AUTOMATIC FEED CHUTE SO YOU CAN PLACE THE ORIGINAL IN THE FEED TRAY.

SET THE COUNTER AND PRESS THE START COPY BUTTON.

NOW THE COPIES WILL FALL INTO THE BOTTOM TRAY OF THE COLLATOR AND THE ORIGINAL INTO THE FIFTH TRAY.

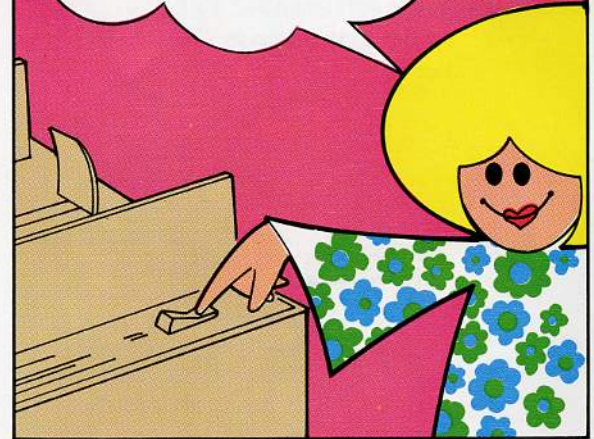
USING THE AUTOMATIC FEED AND COLLATOR



YIKE! THE BOSS WANTS TEN COPIES OF THIS TEN-PAGE REPORT... IN 20 MINUTES!



NO STRAIN!
WE'LL TURN ON THE
AUTOMATIC FEED...



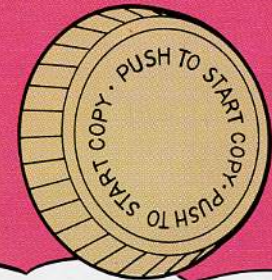
... PLACE THE NEATLY
STACKED ORIGINALS
FACE DOWN IN THE
AUTOMATIC FEED
TRAY...



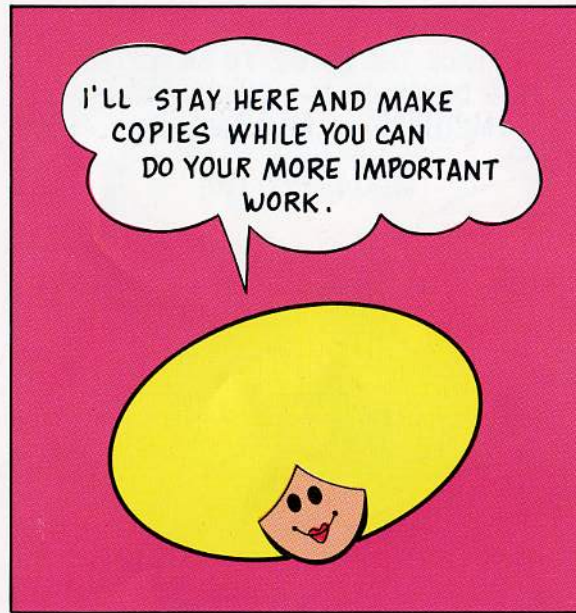
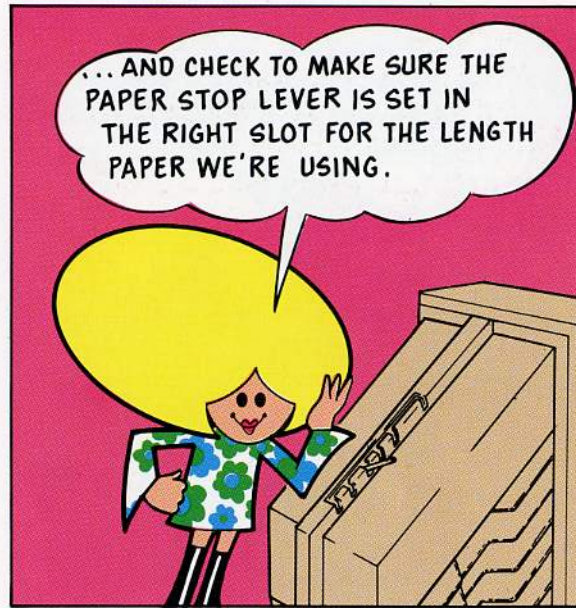
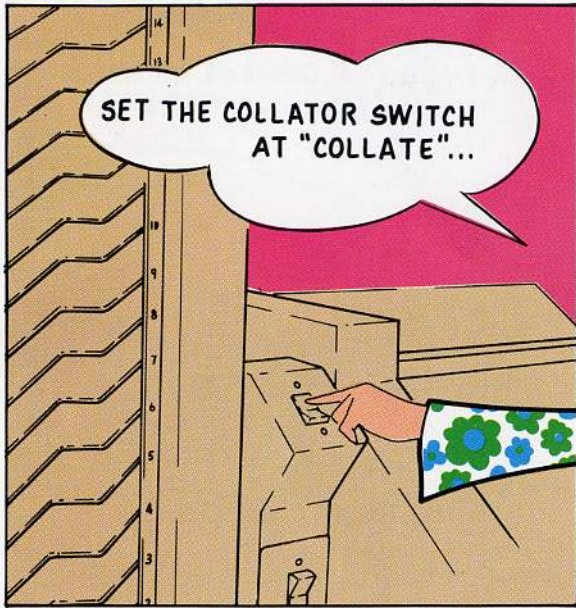
... AND MOVE THE GUIDE FORWARD
SO THE STACK JUST TOUCHES
THE PAPER STOP.



10



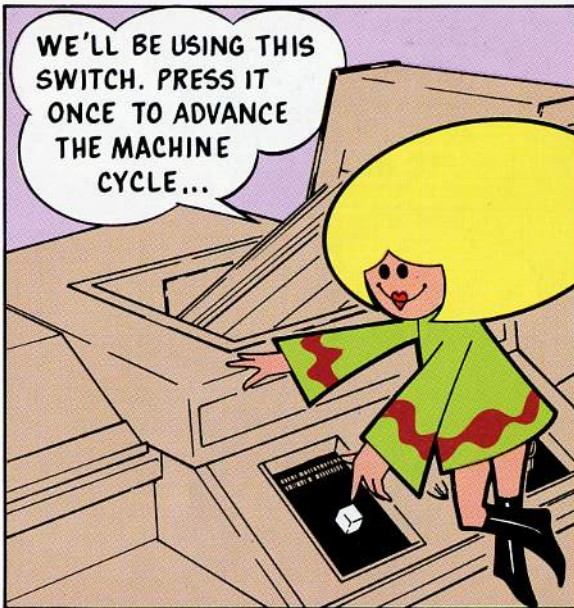
NOW WE SET THE COUNTER
AT "10". (DO I HAVE ENOUGH
COPY PAPER AND INTERMEDIATE
TO FINISH THE JOB?)



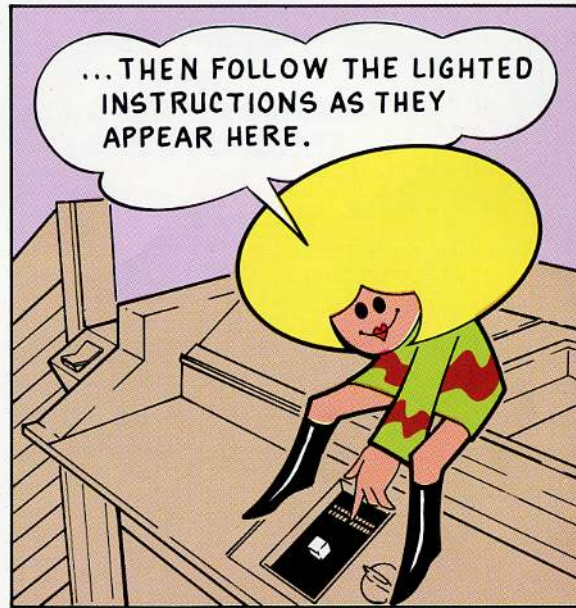
COPYING FROM BOUND DOCUMENTS



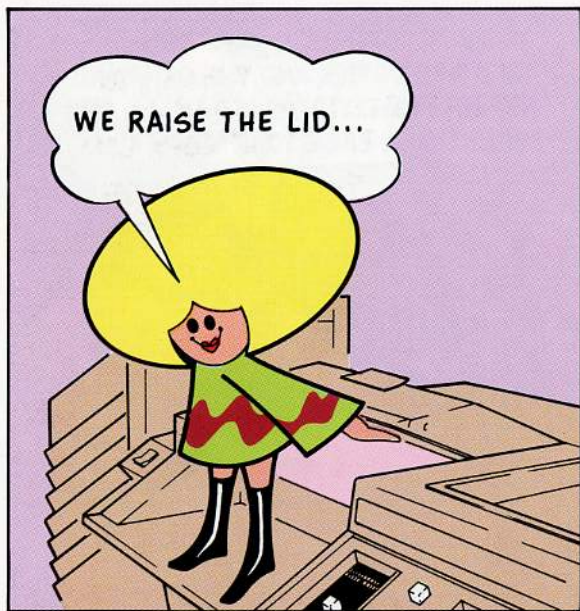
WE'LL BE USING THIS SWITCH. PRESS IT ONCE TO ADVANCE THE MACHINE CYCLE...



... THEN FOLLOW THE LIGHTED INSTRUCTIONS AS THEY APPEAR HERE.



WE RAISE THE LID...

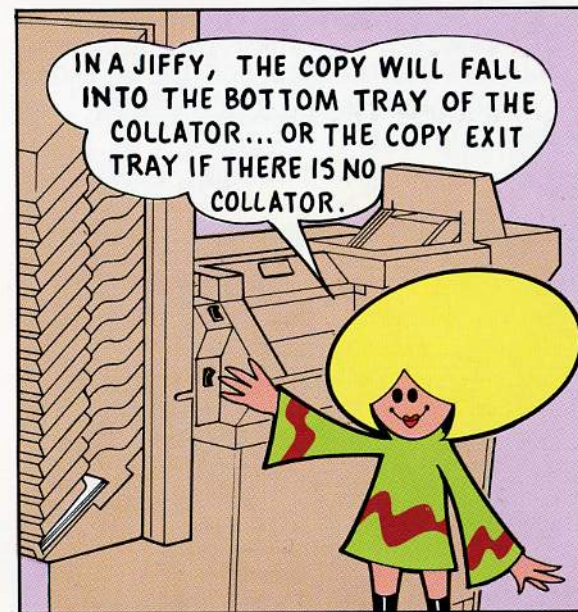


... PLACE THE **PAGE** TO BE COPIED FACE DOWN ON THE PINK INTERMEDIATE... REMEMBER, JUST **ONE** PAGE...



... AND CLOSE THE LID. BE SURE IT LATCHES.



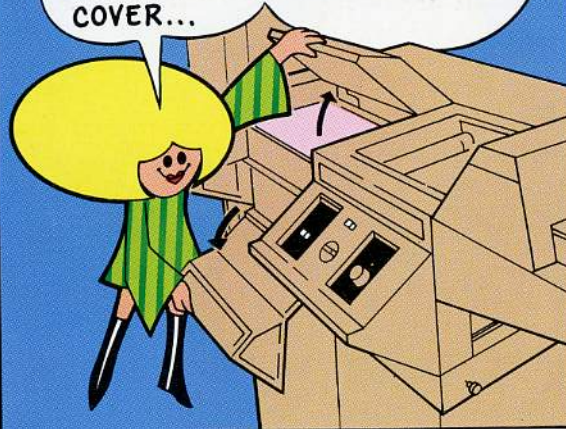


SPECIAL PROCEDURES

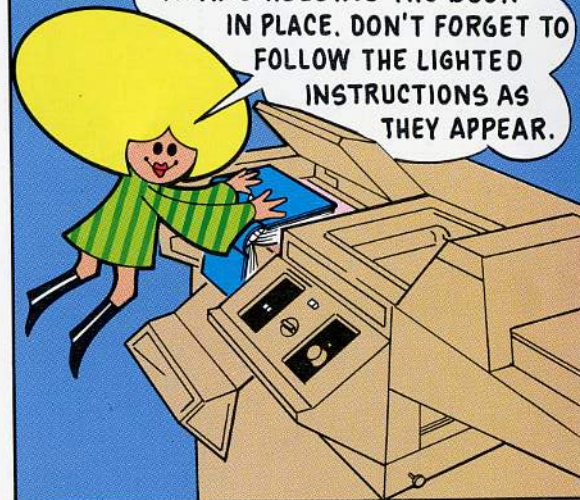
WANT TO GET THE MOST OUT OF YOUR TOTAL COPYING SYSTEM? HERE ARE SOME TIPS.



FOR EXAMPLE, YOU CAN COPY PAGES OF REAL THICK BOOKS BY LEAVING THE LID UP, LOWERING THE FRONT COVER...



... AND HOLDING THE BOOK IN PLACE. DON'T FORGET TO FOLLOW THE LIGHTED INSTRUCTIONS AS THEY APPEAR.



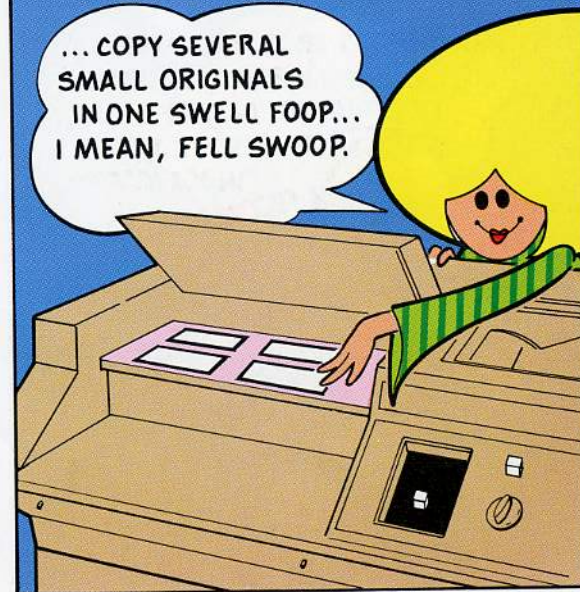
ALWAYS USE THE BOOK COPYING METHOD WHEN ORIGINAL DOCUMENTS SHOULDN'T... OR CAN'T... BE FED THROUGH. LIKE...



... FOLD LARGE MAPS, CHARTS OR WHATEVER AND COPY A SECTION AT A TIME, OR...



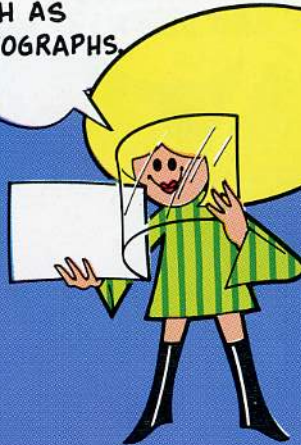
... COPY SEVERAL SMALL ORIGINALS IN ONE SWELL FOOP... I MEAN, FELL SWOOP.



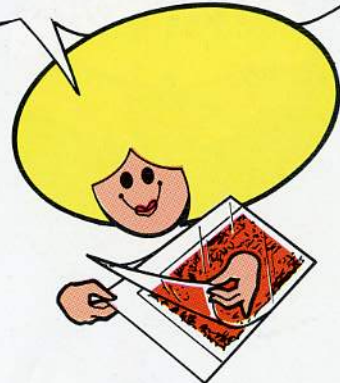
SMOOTH OUT BADLY CREASED OR TORN ORIGINALS AND BACK-UP WITH A SHEET OF THIN, STIFF CARDBOARD.



USE A GLOSSY ORIGINAL CARRIER TO ELIMINATE DARK, BLOTCHY AREAS WHEN COPYING GLOSSY ORIGINALS SUCH AS PHOTOGRAPHS.



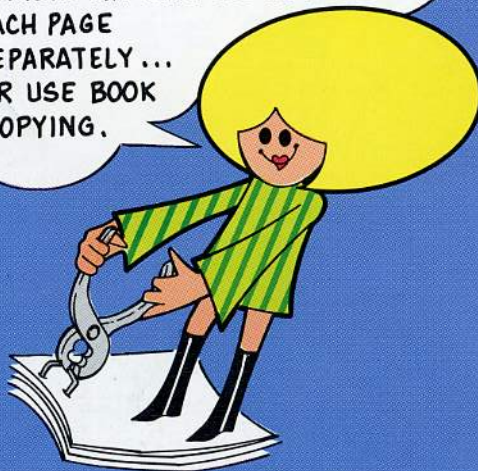
JUST SLIP THE ORIGINAL, FACE 'UP, IN THE CARRIER AND PLACE THE CARRIER, FACE DOWN, ON THE INTERMEDIATE.



ANOTHER THING. WHEN BOOK COPYING, ALWAYS ALIGN THE TOP OF THE PAGE WITH THESE INDEX MARKS.

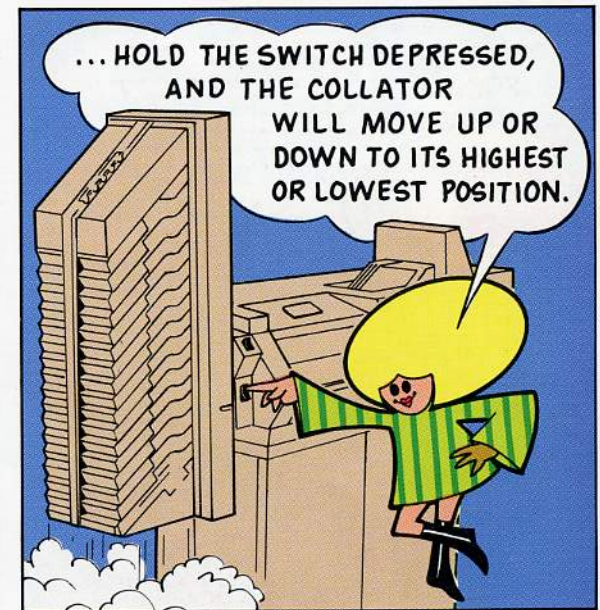
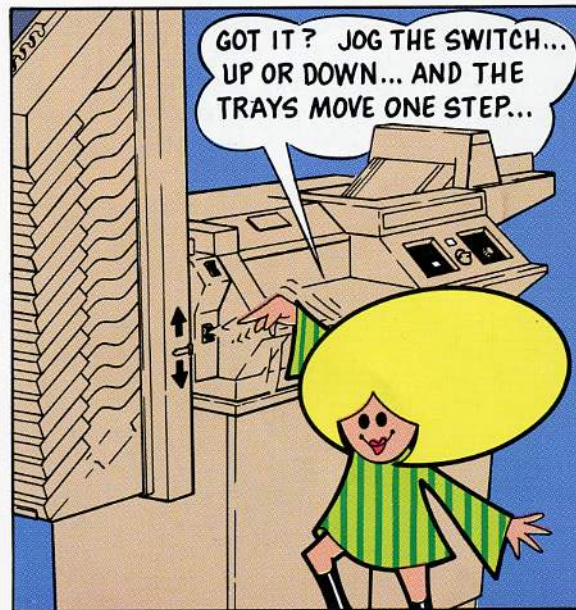
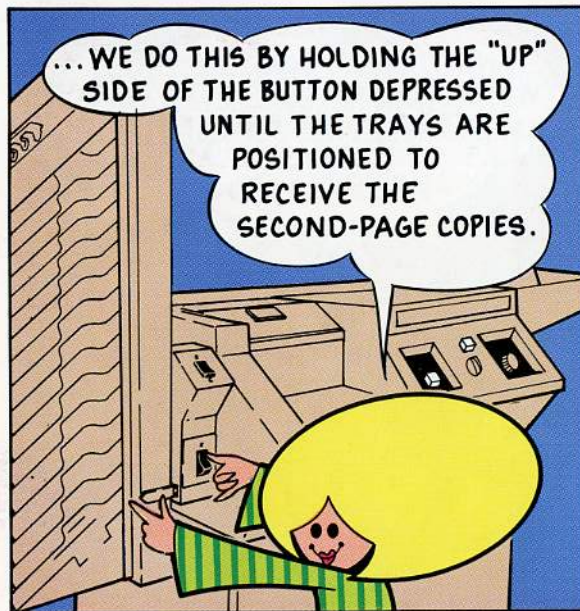
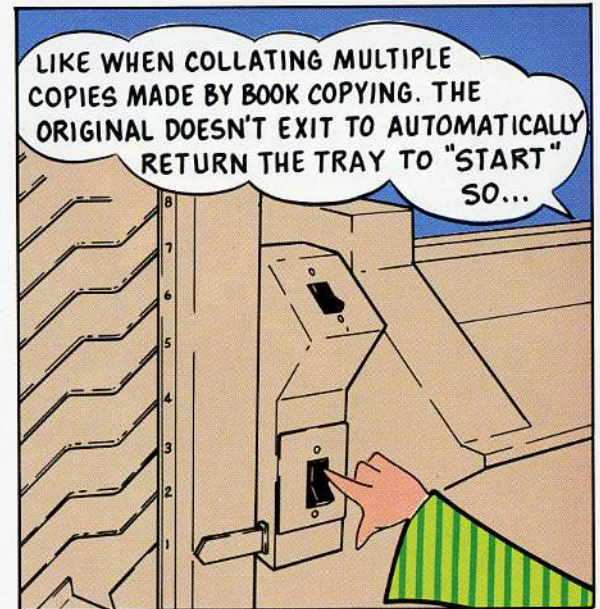
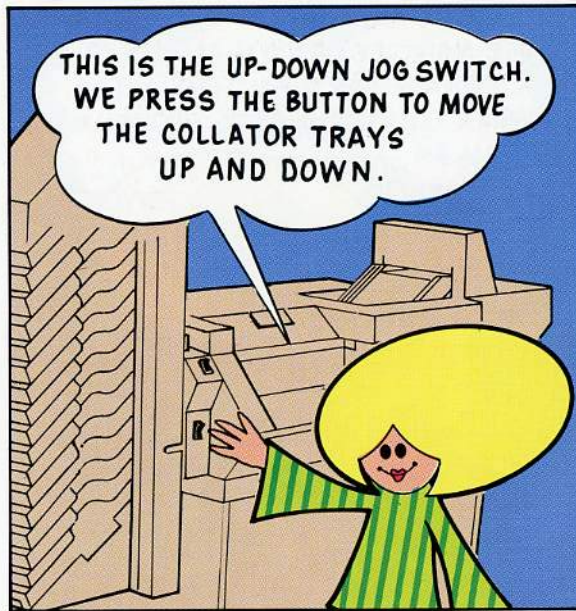
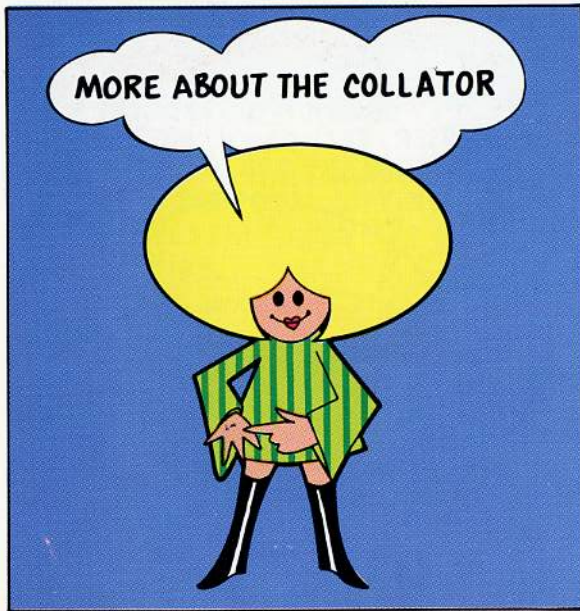


ABOVE ALL, NEVER RUN MULTIPLE PAGES THROUGH THE MACHINE. REMOVE THE STAPLES AND COPY EACH PAGE SEPARATELY ... OR USE BOOK COPYING.

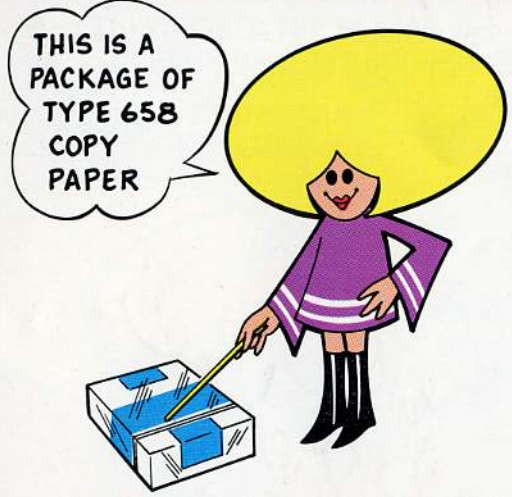


AND FINALLY, DON'T HESITATE WHEN FRUSTRATED... CALL YOUR 3M BUSINESS PRODUCTS CENTER FOR ADVICE.





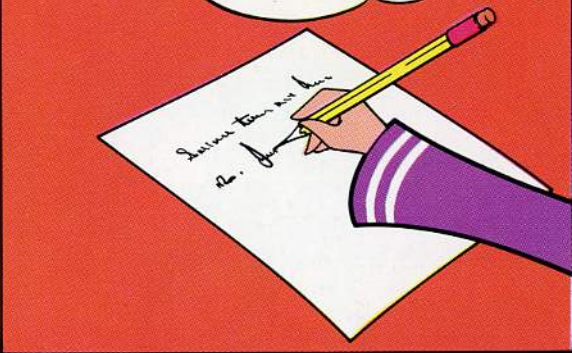
LOADING COPY PAPER



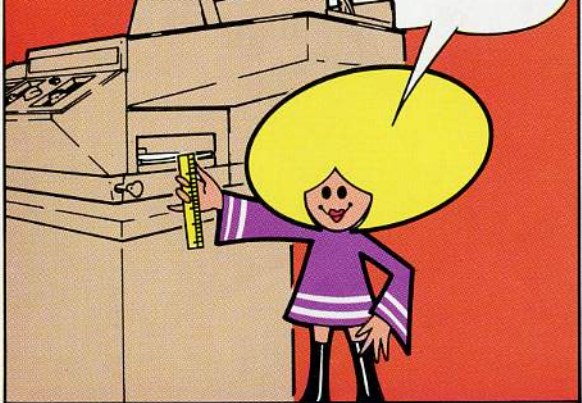
EACH SHEET HAS A SPECIAL COATING THAT ASSURES UNIFORM COPY QUALITY. REMEMBER, NO POWDERS OR LIQUIDS ARE USED!



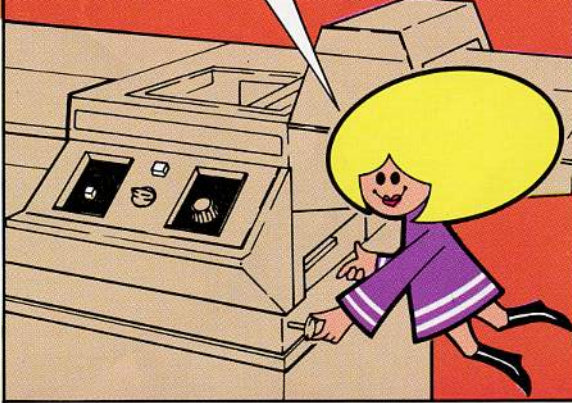
AND YOU CAN WRITE ON A "209" COPY WITH PRACTICALLY ANY PENCIL OR PEN!



DON'T WAIT TO RUN OUT OF COPY PAPER! WHEN YOU'RE DOWN TO ABOUT 25 SHEETS... A 1/4 INCH STACK... ADD SOME MORE.

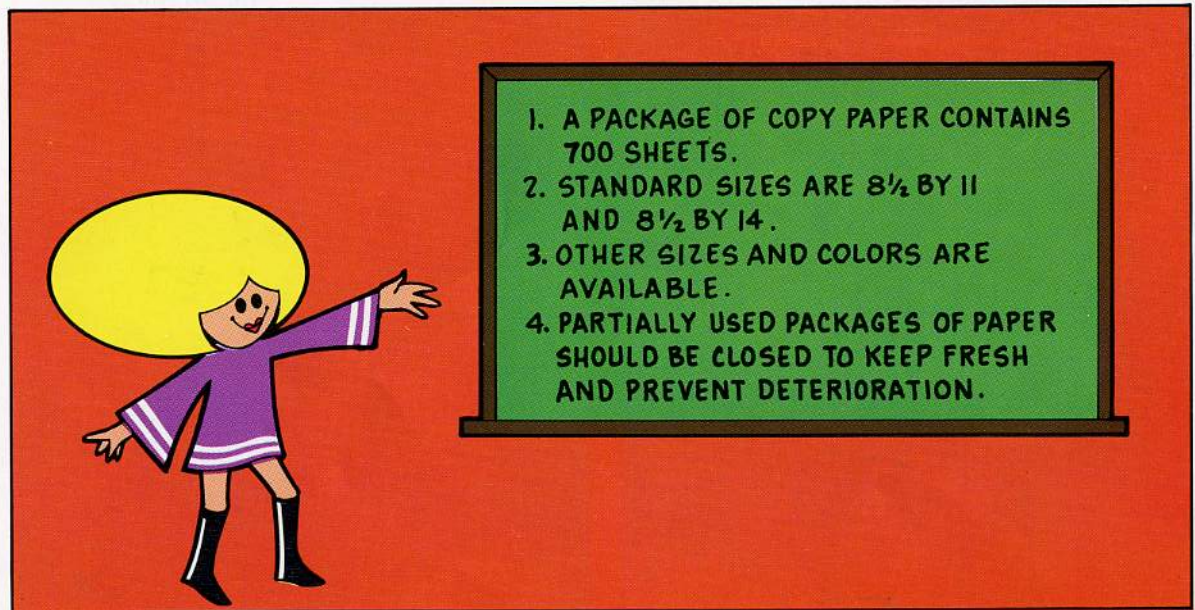
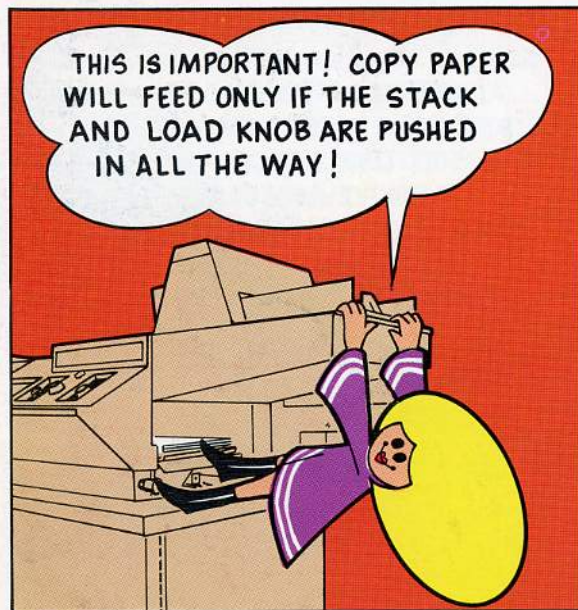
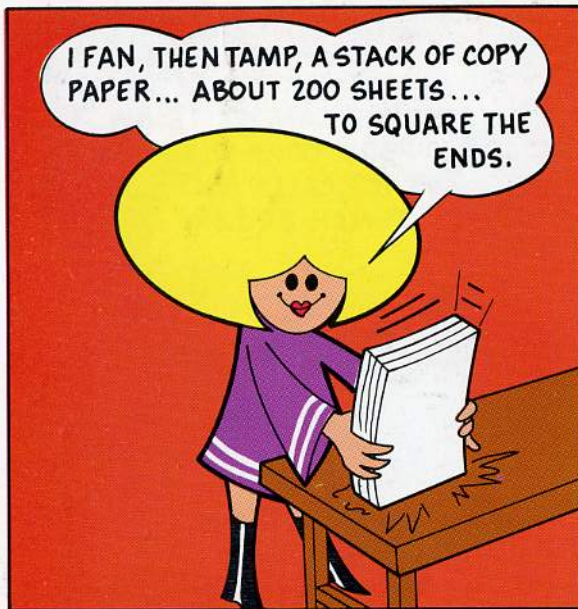


LOADING COPY PAPER IS EASY. FIRST, PULL OUT THE LOAD KNOB...



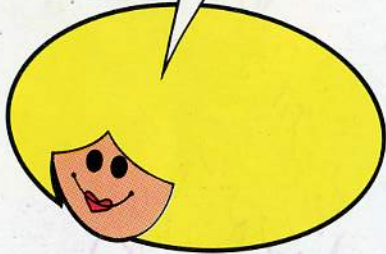
...AND OPEN THE DOOR... THIS MAKES LOADING EASIER BUT ISN'T ABSOLUTELY NECESSARY. ALSO, REMOVE ANY PAPER STILL IN THE TRAY.





LOADING INTERMEDIATE

I'LL NEED A FRESH ROLL OF PINK INTERMEDIATE WHENEVER...



... "REPLACE INTERMEDIATE ROLL" APPEARS ON THE COPIES OR...



... THE INTERMEDIATE IS ALL GONE. WHEN THIS HAPPENS, I STOP WORKING AND MY ON-OFF BUTTON BLUSHES.



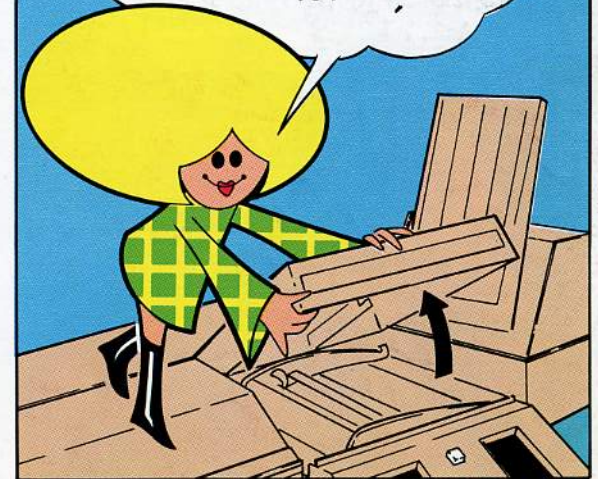
KEEP YOUR COOL! IT'S NOT A MAJOR CATASTROPHE, JUST FOLLOW THE INSTRUCTIONS ON THESE NEXT 9 PAGES.

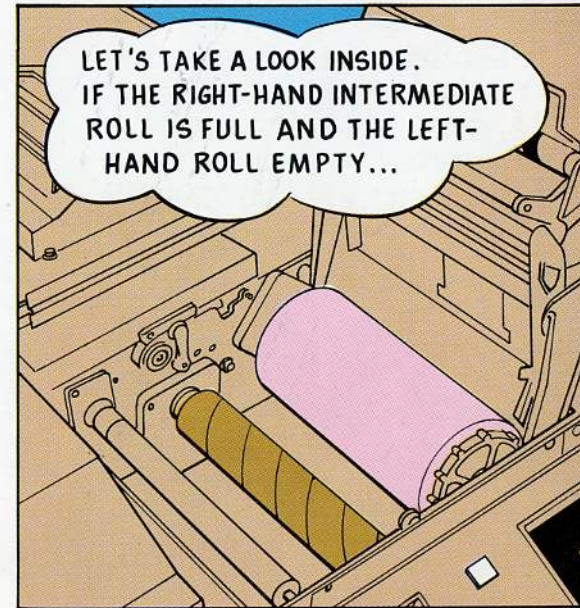
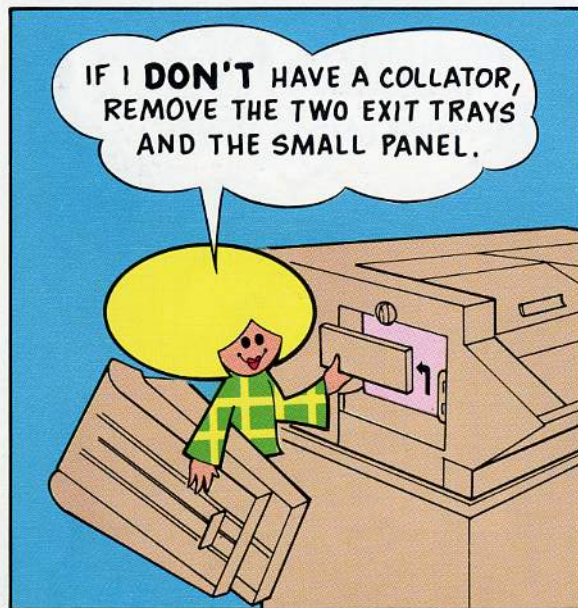
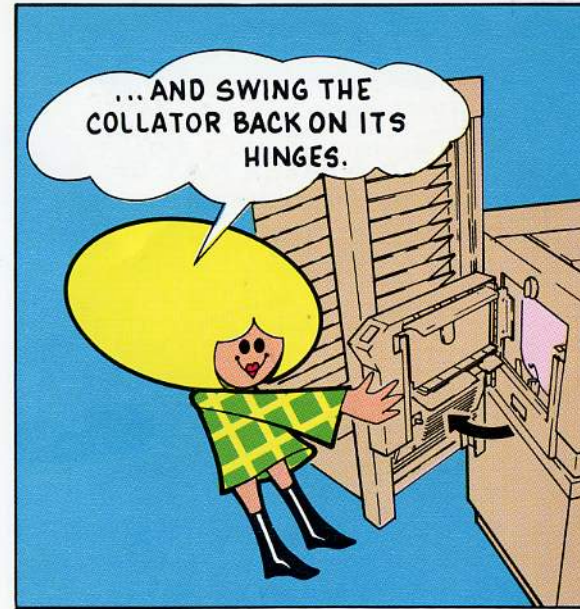
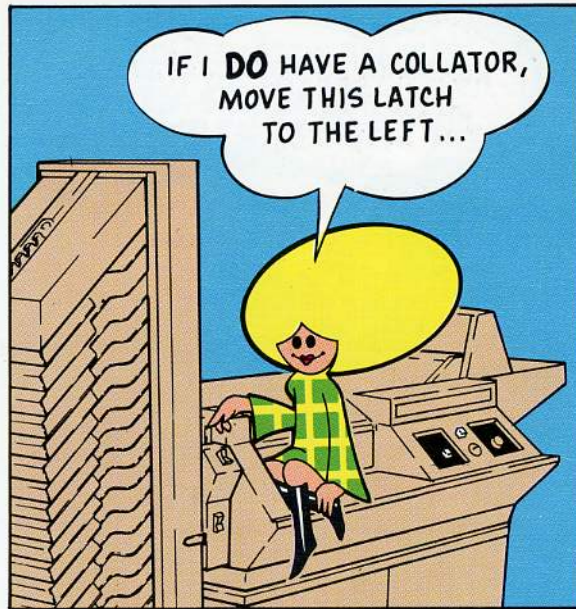
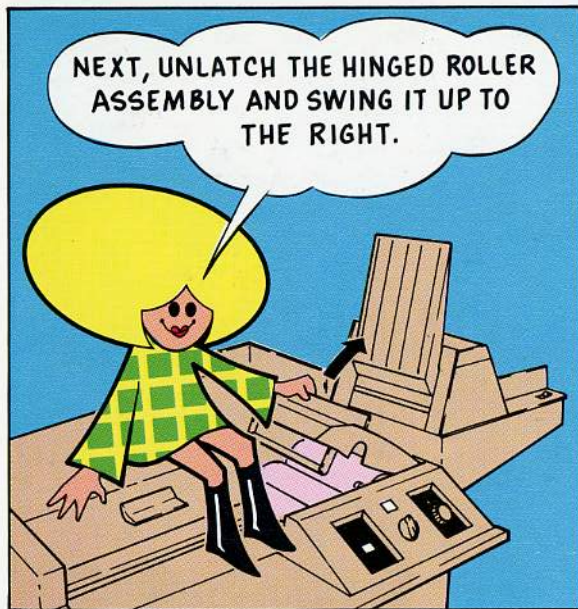


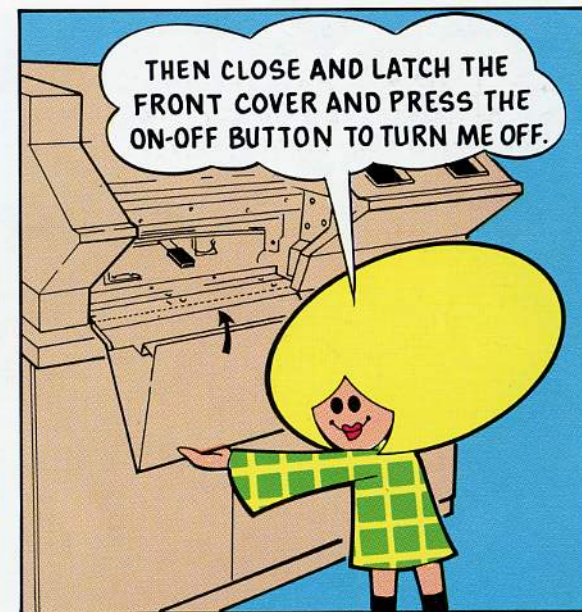
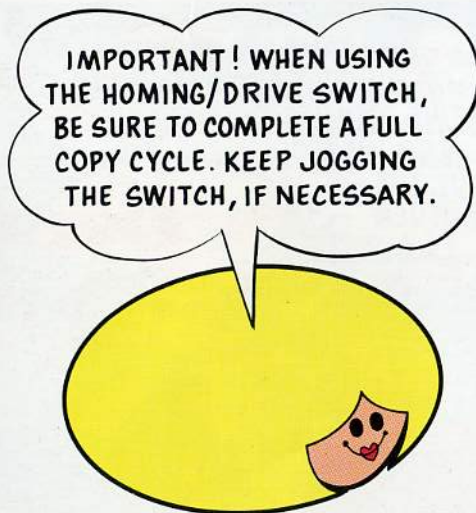
FIRST, PULL OUT THE COPY PAPER LOAD KNOB.

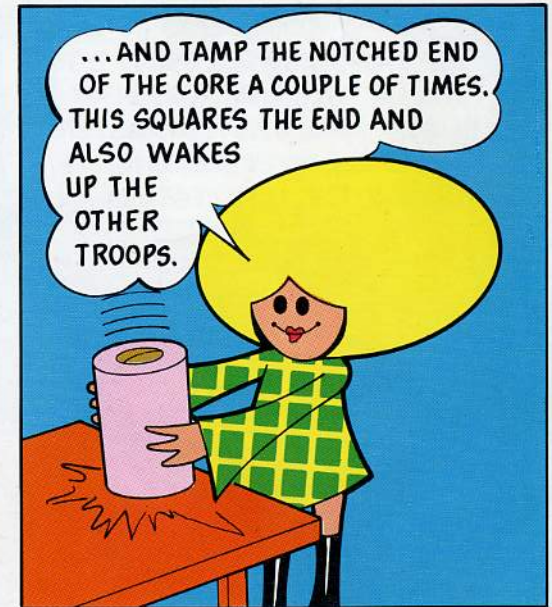
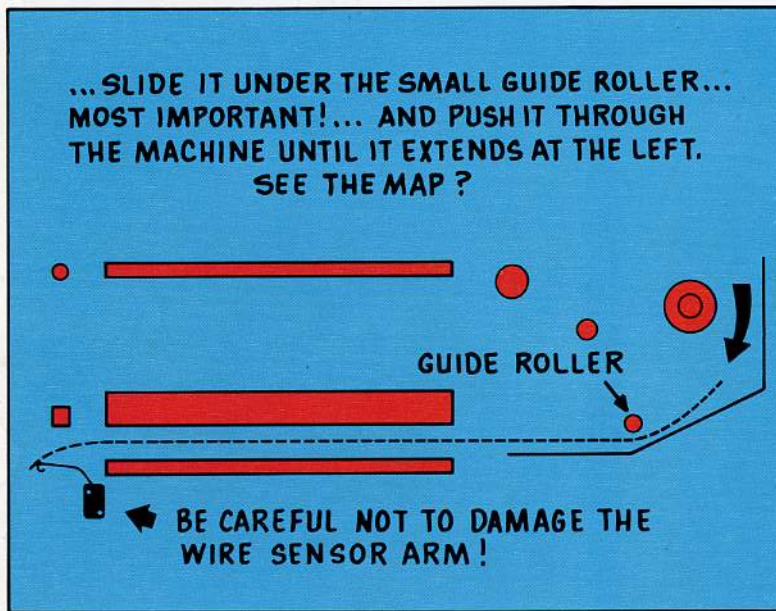
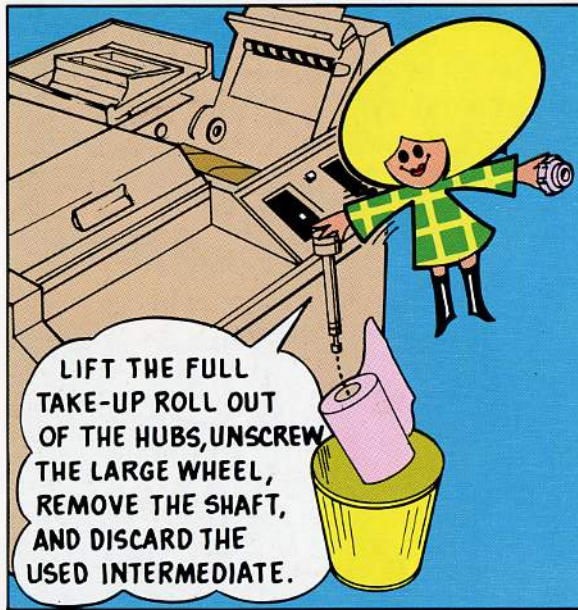


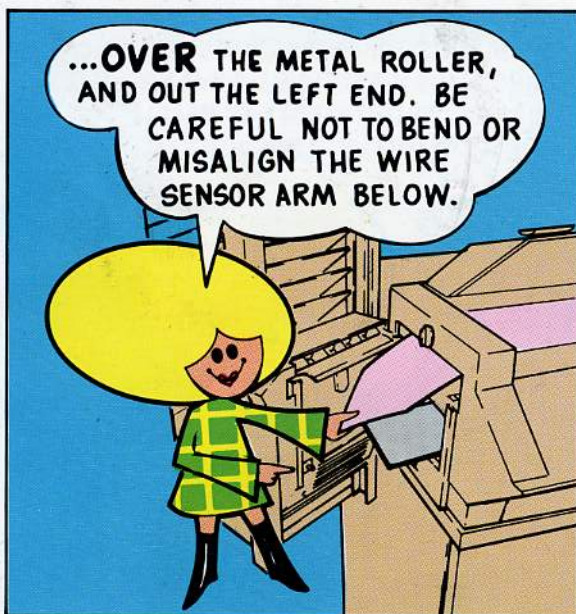
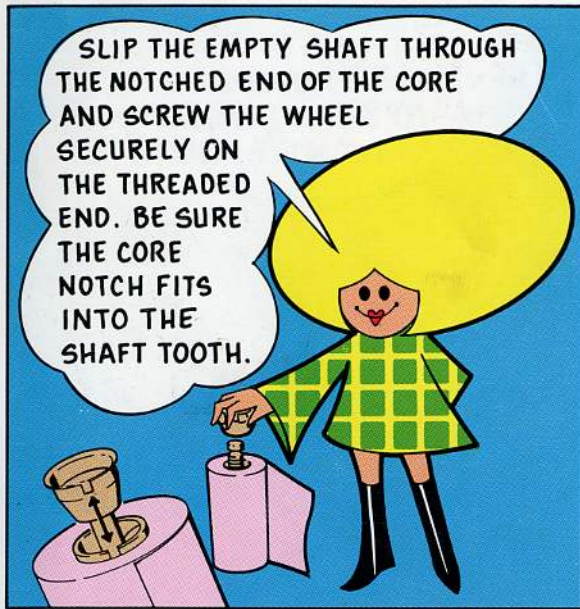
NOW, LIFT THE AUTOMATIC FEED CHUTE UP AND RAISE THIS TOP COVER.

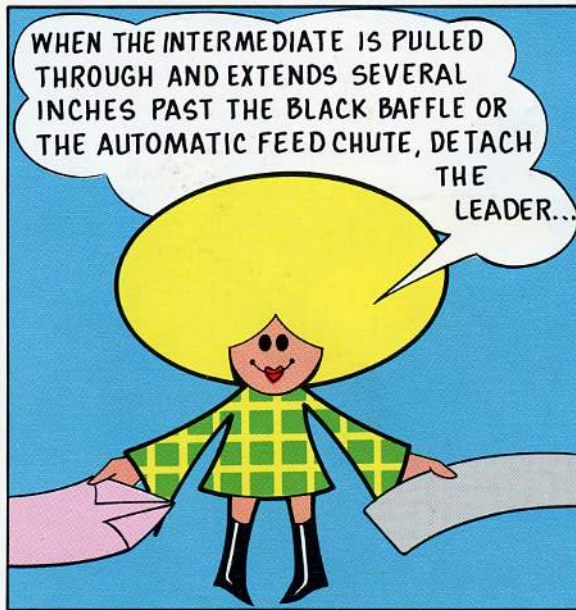
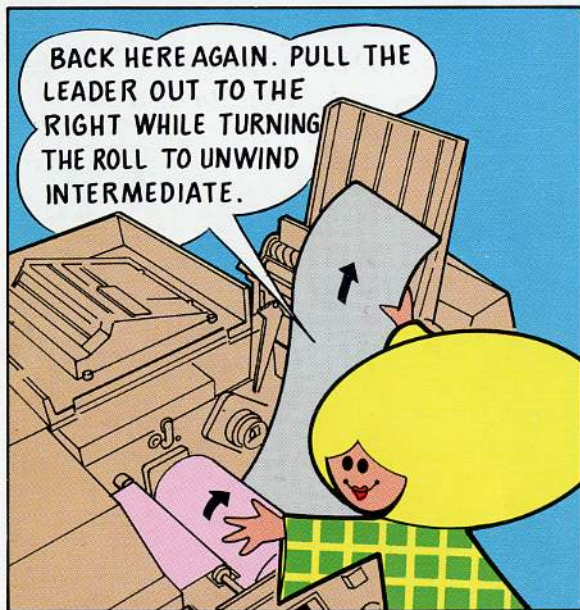






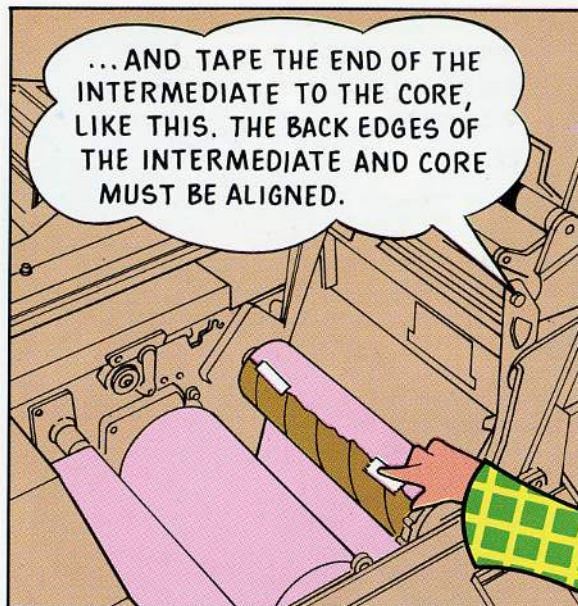




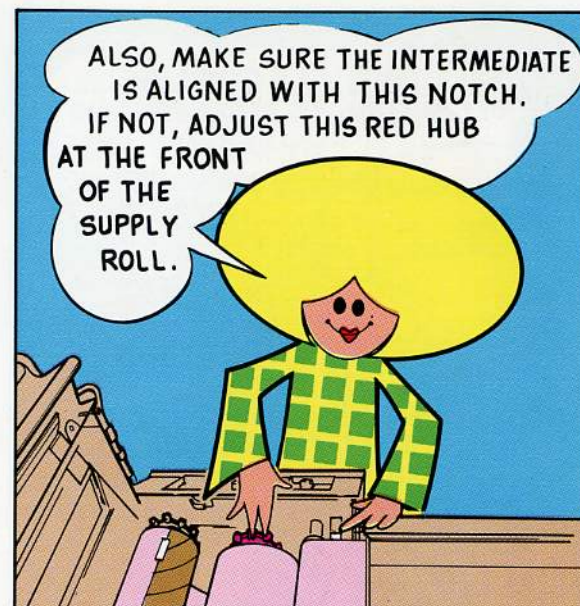




NOW WE SLIP THE EMPTY CORE FROM THE USED ROLL INTO THE RIGHT-HAND POSITION...



... AND TAPE THE END OF THE INTERMEDIATE TO THE CORE, LIKE THIS. THE BACK EDGES OF THE INTERMEDIATE AND CORE MUST BE ALIGNED.



ALSO, MAKE SURE THE INTERMEDIATE IS ALIGNED WITH THIS NOTCH. IF NOT, ADJUST THIS RED HUB AT THE FRONT OF THE SUPPLY ROLL.



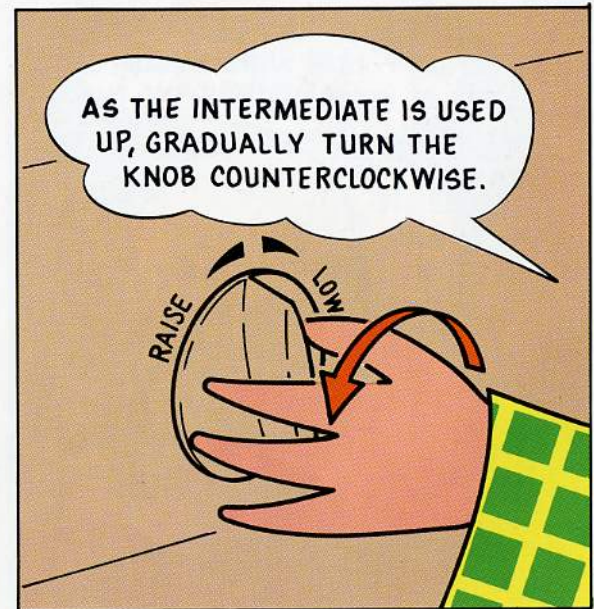
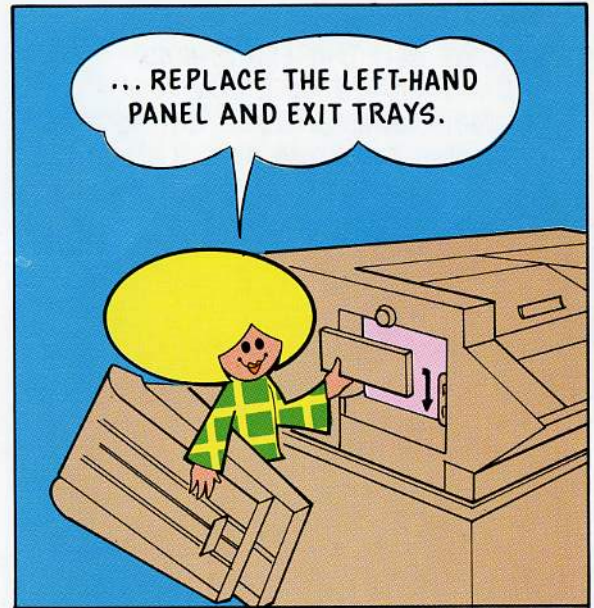
ALL SET? NOW WIND A COUPLE LAYERS OF INTERMEDIATE ON THE TAKE-UP ROLL... MAKE SURE THE INTERMEDIATE IS TIGHT AND SMOOTH...



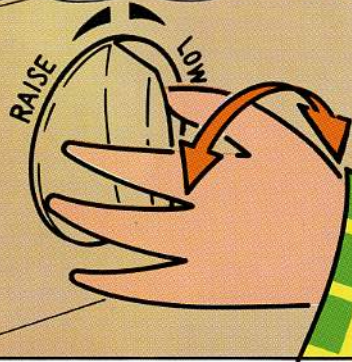
... SWING DOWN AND LATCH THE HINGED ROLLER ASSEMBLY...



... AND CLOSE THE TOP COVER.



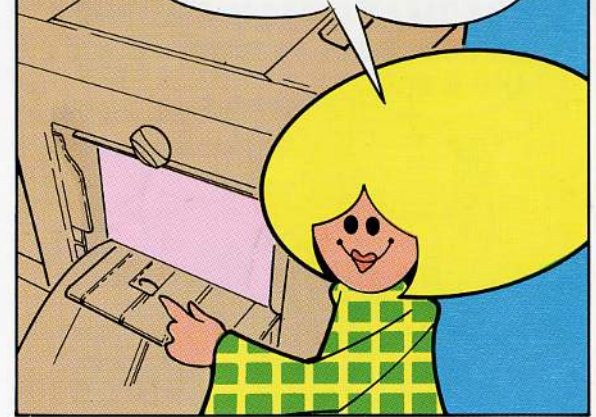
WATCH YOUR COPIES! IF A DARK MARGIN APPEARS AT THE TOP, TURN THE KNOB COUNTERCLOCKWISE TOWARD "RAISE"; A DARK MARGIN AT THE BOTTOM MEANS TURN THE KNOB CLOCKWISE TOWARD "LOWER".



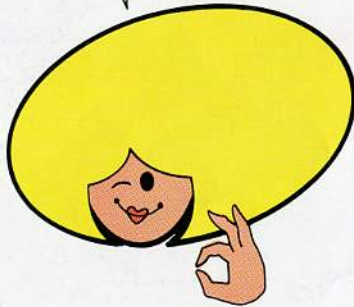
OKAY, SO LET'S PUSH IN THE LOAD KNOB AND MAKE A COUPLE TRIAL COPIES AND CHECK FOR DARK MARGINS.



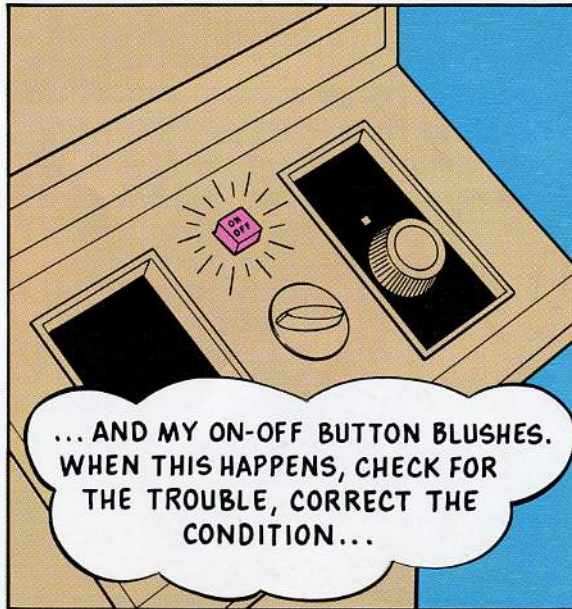
ONE OTHER THING. THIS LITTLE WIRE AT THE LEFT END IS THE "COPY EXIT SENSOR." EACH TIME A COPY EMERGES...



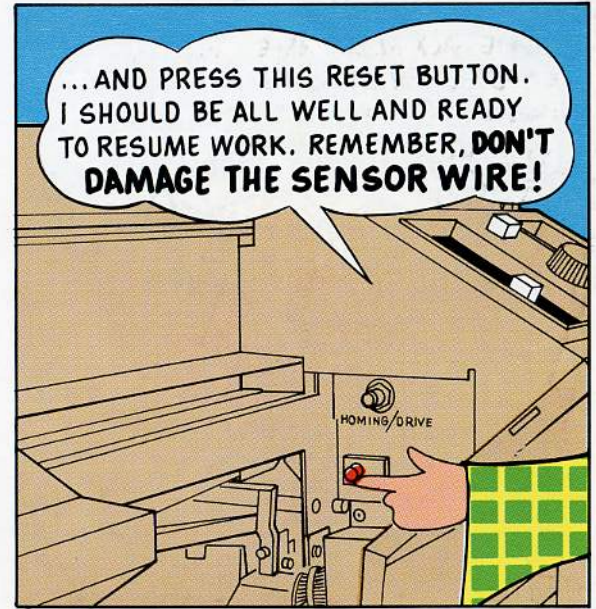
... IT TRIPS THE WIRE, INDICATING EVERYTHING IS FINE. IF A COPY DOESN'T EXIT, I STOP WORKING...



... AND MY ON-OFF BUTTON BLUSHES. WHEN THIS HAPPENS, CHECK FOR THE TROUBLE, CORRECT THE CONDITION...

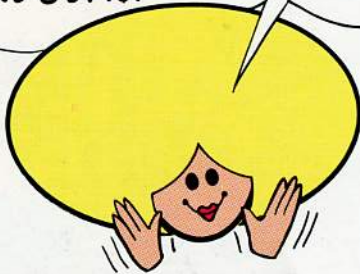


... AND PRESS THIS RESET BUTTON. I SHOULD BE ALL WELL AND READY TO RESUME WORK. REMEMBER, **DON'T DAMAGE THE SENSOR WIRE!**

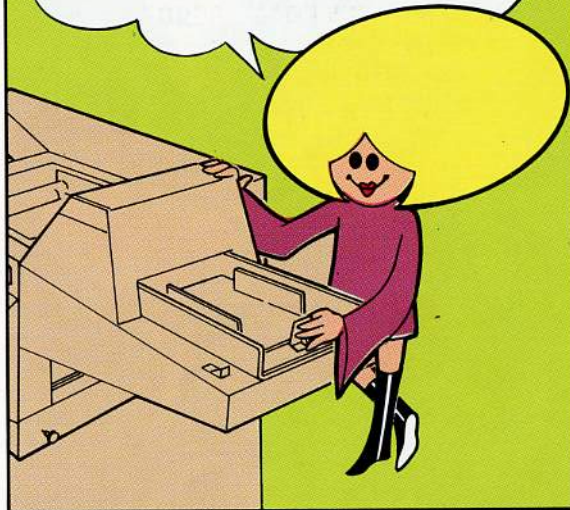


COPYING SMALL ORIGINALS

WITH SIMPLE ADAPTERS, I CAN **AUTOMATICALLY** FEED AND COPY ORIGINALS 5½ BY 8½, 6 BY 8½ AND 8 BY 10.



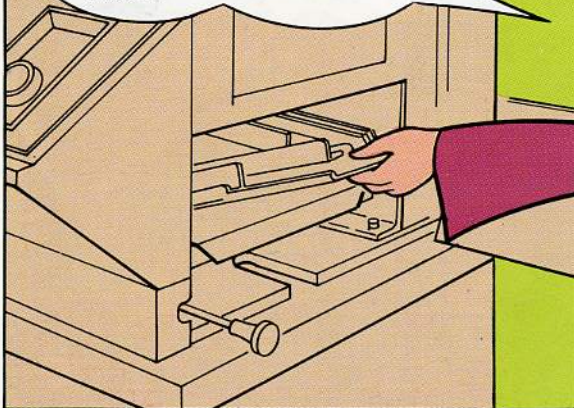
I'LL NEED AN ADAPTER TRAY FOR THE AUTOMATIC FEED TRAY...



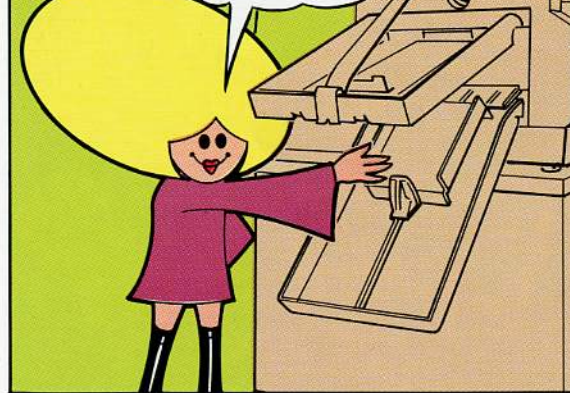
... A CHUTE ADAPTER HOOKED OVER THE AUTOMATIC FEED STANDARD CHUTE...



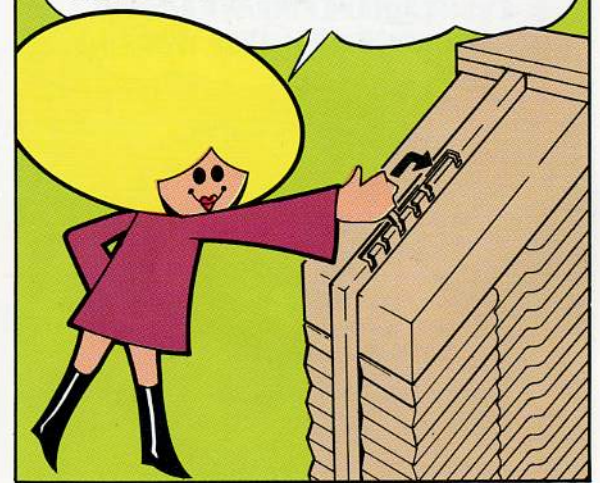
... AND A THIRD ADAPTER TRAY INSTALLED BETWEEN THE GUIDES OF THE STANDARD COPY PAPER TRAY.



ALSO, IF I **DON'T** HAVE A COLLATOR, PLACE THIS COPY RECEIVER TRAY IN THE BOTTOM EXIT TRAY, LIKE THIS.



WITH A COLLATOR, JUST ADJUST THE PAPER STOP LEVER TO RECEIVE THE SMALLER SIZE COPIES AND ORIGINALS.

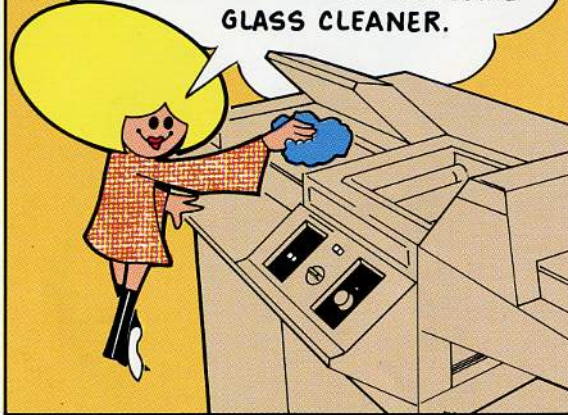


OPERATOR RESPONSIBILITIES

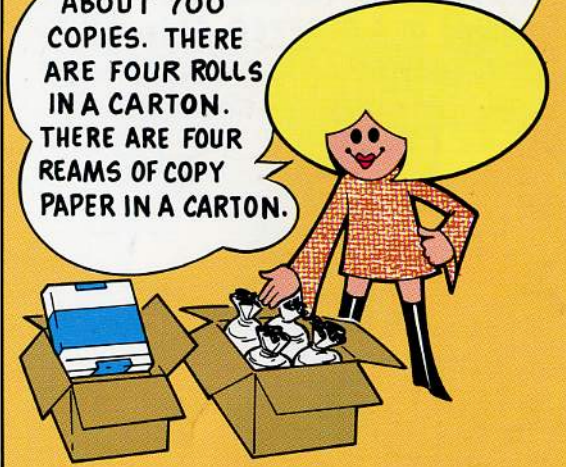
AS OPERATOR OF THE TOTAL COPY SYSTEM, YOU HAVE OTHER RESPONSIBILITIES. LIKE KEEPING ME CLEAN, WELL SUPPLIED, AND IN GOOD WORKING ORDER.



CLEAN THE EXPOSURE GLASS WHENEVER YOU LOAD FRESH INTERMEDIATE. USE A SOFT CLOTH DAMPENED WITH STANDARD GLASS CLEANER.



ABOUT SUPPLIES, A ROLL OF TYPE 657 INTERMEDIATE MAKES ABOUT 700 COPIES. THERE ARE FOUR ROLLS IN A CARTON. THERE ARE FOUR REAMS OF COPY PAPER IN A CARTON.



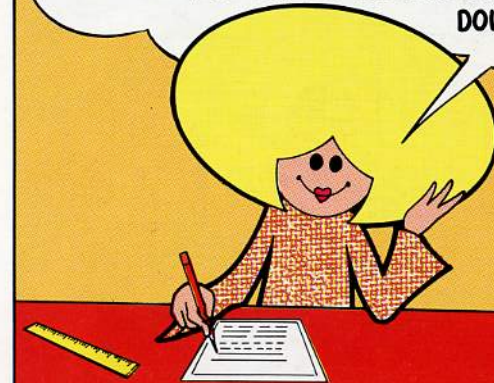
STORE CARTONS IN THE MACHINE STAND OR IN A COOL, DRY AREA. STACK NO MORE THAN FOUR DEEP, "UP" AS MARKED. SET SEPARATE ROLLS ON END.



INTERMEDIATE IS LIGHT SENSITIVE! KEEP UNUSED ROLLS TIGHTLY WRAPPED AND THE MACHINE LID AND COVERS CLOSED.



BE SPECIFIC WHEN ORDERING INTERMEDIATE AND COPY PAPER. SIZES AND COLORS MUST BE SPECIFIED. QUANTITY ORDERING SAVES DOLLARS!

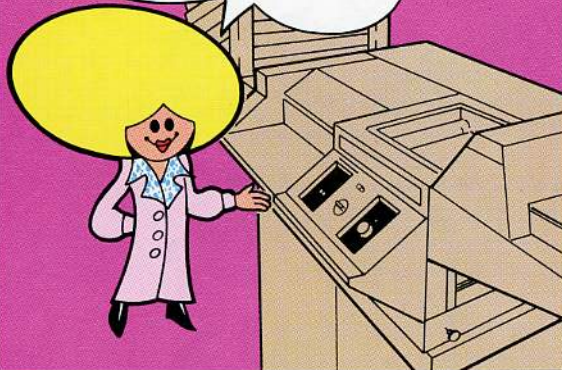


TROUBLES

AS AN OPERATOR, YOUR RESPONSIBILITY IS TO FIND AND CORRECT THE CAUSE OF A STOPPED COPY.



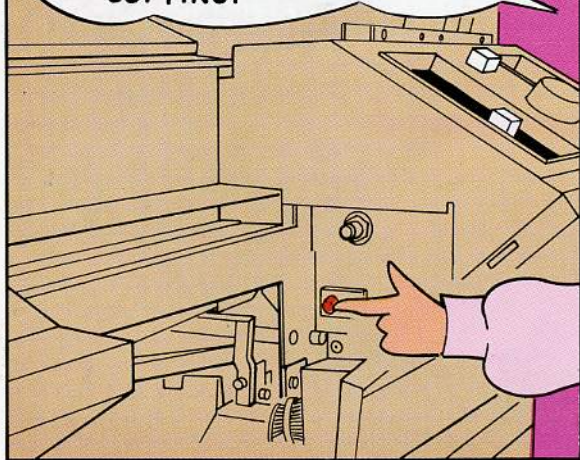
OF COURSE, THIS WILL HAPPEN IF WE'RE OUT OF COPY PAPER OR INTERMEDIATE. BUT SOMETIMES A COPY GETS STUCK DOWN HERE.



THEN YOU OPEN THE FRONT COVER AND REMOVE THE STOPPED COPY...



... PRESS THE RESET BUTTON, CLOSE THE COVER, AND RESUME COPYING.



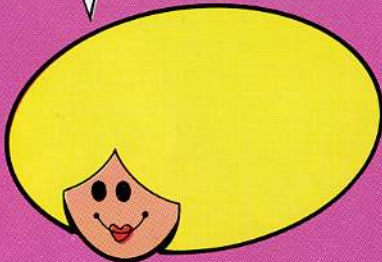
WHY A STOPPED COPY? IS THE COPY PAPER LOADED UPSIDE DOWN? REMEMBER, FLAME EMBLEM DOWN. IS THE LOAD KNOB PUSHED IN?



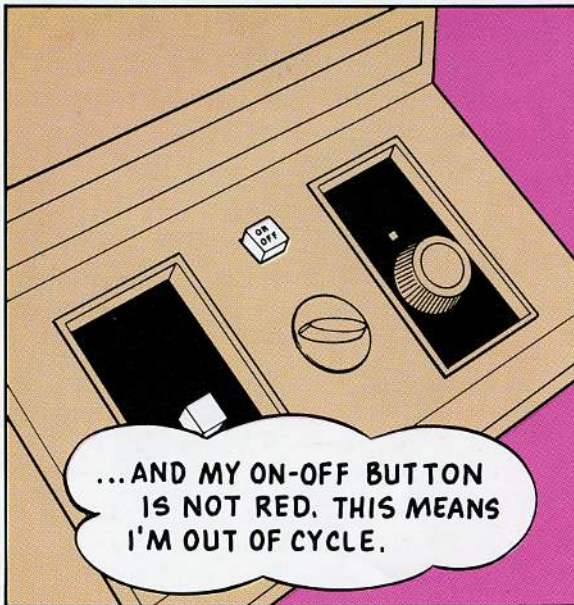
OR IS THE LOWER PAD INSTALLED INCORRECTLY? PUSH THE PAD IN UNTIL IT CLICKS, THEN TURN THE RED LOCKING KNOB CLOCKWISE.



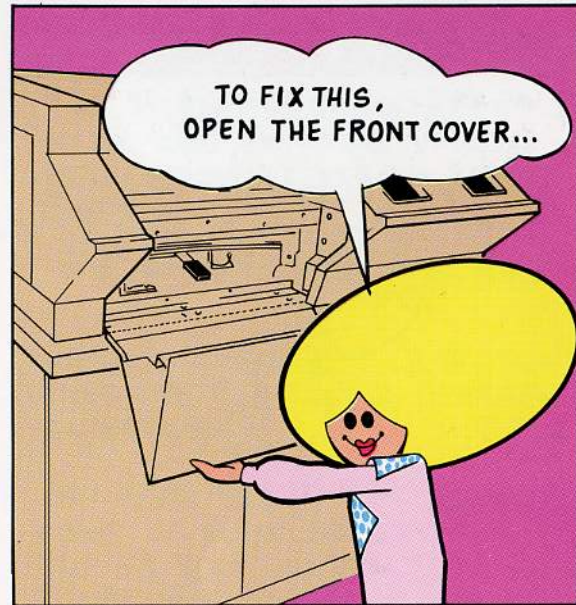
I MIGHT ALSO REFUSE TO WORK EVEN THOUGH I AM FULLY AWAKE...



...AND MY ON-OFF BUTTON IS NOT RED. THIS MEANS I'M OUT OF CYCLE.



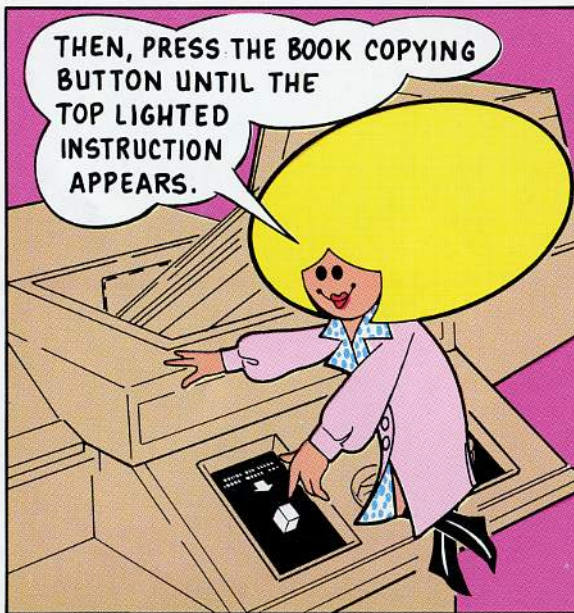
TO FIX THIS, OPEN THE FRONT COVER...



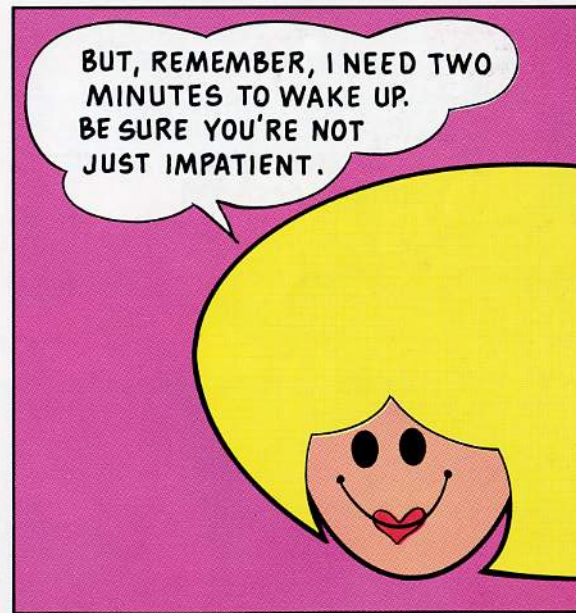
... AND PUSH THE HOMING/DRIVE SWITCH UNTIL THE READY LIGHTS COME ON.



THEN, PRESS THE BOOK COPYING BUTTON UNTIL THE TOP LIGHTED INSTRUCTION APPEARS.



BUT, REMEMBER, I NEED TWO MINUTES TO WAKE UP. BE SURE YOU'RE NOT JUST IMPATIENT.

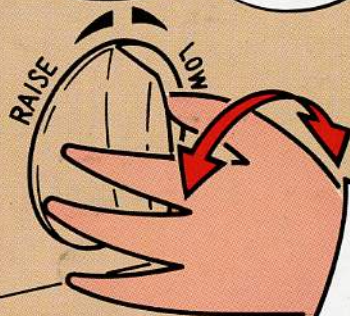


COPIES NOT SO GOOD ?

YOU'RE A PART TIME DOCTOR, TOO. YOU CHECK THE BAD COPIES, DIAGNOSE THE TROUBLE, AND MAKE THE PROPER ADJUSTMENTS.



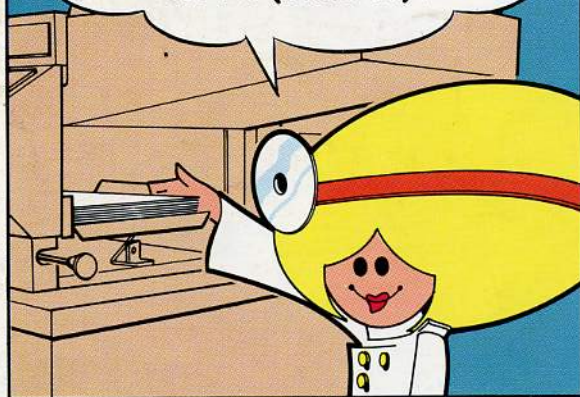
DARK MARGIN AT TOP OR BOTTOM? TURN THE COPY REGISTRATION KNOB ↶ TO RAISE THE IMAGE OR ↷ TO LOWER THE IMAGE.



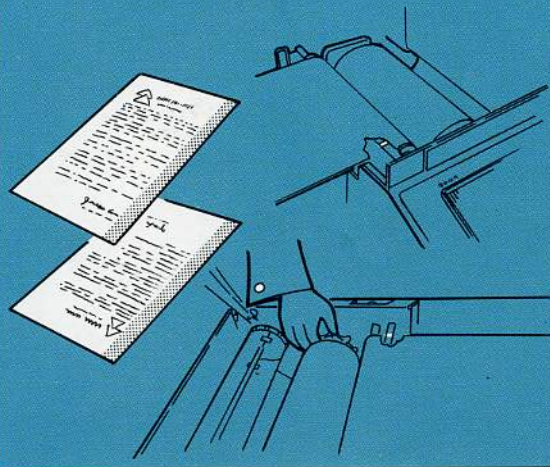
DARK SIDE MARGINS? ADJUST GUIDE IN FEED TRAY SO THE ORIGINALS FEED STRAIGHT AND TRUE.



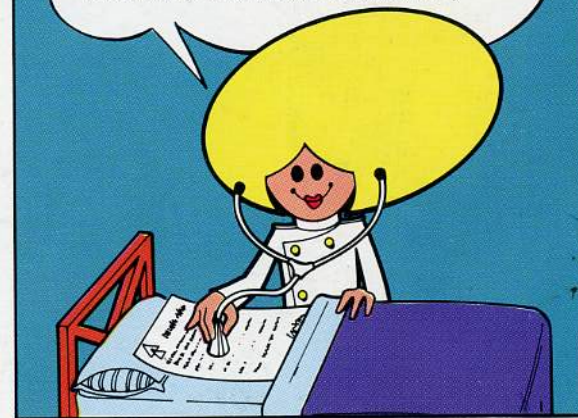
GRAY-COLORED MARGINS? STACK COPY PAPER EVENLY IN THE TRAY AND ADJUST THE SIDE GUIDES. OR, ALIGN THE INTERMEDIATE WITH THE NOTCH (PAGE 21).

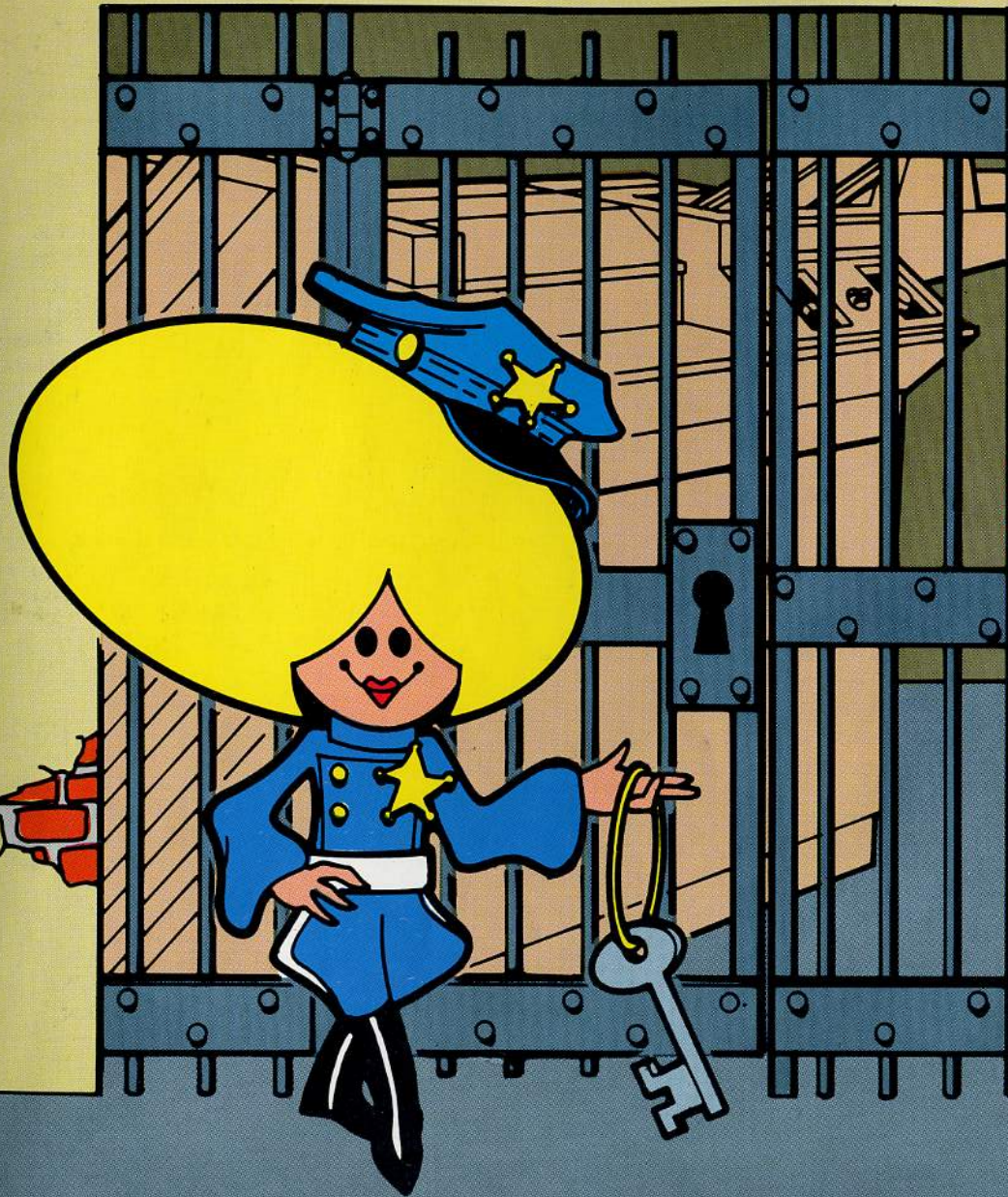


BLACK MARGINS? ALIGN THE INTERMEDIATE WITH THE NOTCH.



FADED AREAS? THE INTERMEDIATE IS LIGHT STRUCK, PULL THE HOMING/DRIVE SWITCH TO RUN SOME THROUGH. KEEP THE LID AND COVERS CLOSED!





WARNING

FEDERAL AND STATE LAWS PROHIBIT THE COPYING OF CERTAIN MATERIALS!

YOU JUST DON'T --- REPEAT, DON'T --- MAKE COPIES OF DOCUMENTS SUCH AS BONDS, PAPER MONEY, POSTAL MONEY ORDERS, PASSPORTS, DRAFT REGISTRATION CARDS, STAMPS (POSTAGE, INTERNAL REVENUE, SAVINGS), AND MANY OTHER OBLIGATIONS OF FEDERAL AND STATE GOVERNMENTS!

WHEN IN DOUBT, SEE YOUR ATTORNEY!



FOR SERVICE AND SUPPLIES, CALL:

*For imagination
in communication,
look to your*



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