Remember before you start! There is nothing complicated about the "KWIKPRINT" and the work it will do for you, IF you apply yourself to your work.

Our catalog and these instructions will give you most of the general information you will need to operate your Kwikprint machine. The factors involved are; Heat, Dwell Time and Pressure. These are very important in order for the Kwikprint to give you the quality imprinting you want to achieve.

<u>The Heat:</u> Plug your machine into an electrical outlet and turn the heat control on (lets start with #8 setting). Allow the machine to heat-up for a few minutes, approx. 5-10 minutes, or until the proper heat desired is reached for the material you wish to imprint. The temperature required will depend on the material being imprinted and the amount of area you wish to cover. Paper products usually require 225° - 275°, the release temp. of the foils will also vary depending on the type of foil you are using. Plastic products usually require a higher range, 275° -350°; again, depending upon the type of plastic (polyethylene, polystyrene abs, polypropylene or Plexiglas, etc) If you do not know the material by name, please send us a sample for testing, so we are able to supply you with the correct foil. You may leave your Kwikprint machine on all day, it will not hurt the machine. However, we advise you to caution other employees or persons around the machine, that the typeholder is HOT, to reduce the possibility of injury to someone that may get too close to the typeholder when left on.

The glow light inside your Heat Control unit will indicate that your machine is on or is heating. When the heat stabilizes, the glow light will go off and on, to indicate the heat is holding at the temperature desired. If you need additional information or have any questions about this control, please consult the information sheet included with the instructions for the adjustment of the Heat Control or call us and we will assist you.

<u>The DWELL TIME:</u> The Dwell Time or "Hold-Down" time is a very important factor and the most abused in hot-stamping. A lot of people feel they need to apply for more dwell time than really necessary. They tend to "bleed" the foil or melt the foil onto the material, instead of laying the foil on the material. Again, the Dwell Time will depend upon the material being imprinted and the area of coverage. When using type of stamping dies of small or medium size, one should use a "quick" dwell time (1-3) seconds. A single line name in almost any size type will only take a second or two to release on soft material such as leather, vinyl and some paper stock. We recommend that you always practice on the material first, to test your dwell time, heat setting and the amount of pressure to use. \* (Until you become comfortable in knowing how much dwelltime to use, practice first, then imprint it). Dwell Time works hand-in-hand with the pressure. Not enough dwell time will give you a partial imprint, too much will give you a "bleeding" or smearing effect. However, the bleeding effect may also be caused by the foil used. Some foils may have a grater amount of pigment or powder. The over-print can usually be wiped off in this case. Here again, we may be able to better assist you in selecting the correct foils, if we have a sample of the material you are imprinting.

<u>The PRESSURE:</u> The Pressure needed in imprinting is usually not much at all, with the exception of hard plastics such as; Plexiglas, engraving stock, etc. Again, depending on the amount of coverage being imprinted, the Pressure may very a little, For example; a long single line of type on a ring binder will require a little more Pressure than imprinting a short name. When imprinting plastics, you will need a little more Pressure to insure that the foil will cover evenly and be slightly embedded into the material.

The pressure required for imprinting softer material. such as vinyl will be nothing more than a "kiss" impression. By just touching the type or die to the material quickly, so as not to melt the material or smear the foil. This type of Pressure will take practice, so again we suggest practicing on some scrap material first.

<u>TYPE SETTING:</u> While your typeholder is getting hot, you get busy setting up your imprint. Lets say you are going to imprint a single linename on the lower right-hand corner on a vinyl portfolio. Note, all type of pieces have "Notches or Grooves" on the bottom surface of each piece. Since you will have to turn the portfolio around to stamp the bottom area, the type will have to be put into the typeholder right-side up and backwards. This means the "notches" down. <u>We suggest you always test stamp on paper to check your spelling and the alignment of the type.</u> If the type prints OK, then proceed with imprinting the item. For most stamping, you will set your type or die with the notches up, this means your type will be upside down reading, left to right. For example; you are imprinting your company name or a title on the cover of the same portfolio, set your type into the typeholder with the lineboard. If you have a "two-way" platform, your type will not always be centered to the center line. Slide the cover of the portfolio onto the platform and align it in the area where you want the imprint, in most cases, the upper center area. After checking to make sure that the line of type is centered evenly from both sides, you are now ready to stamp it. Place the foil over the desired area and pill the power lever down to make your impression. Release the handle and remove the foil to see how you did.

<u>TYPE STYLES:</u> Our Service Type Catalog will show you all the type styles we have to offer in stock. This is usually a personal decision and/or depending on how much room you have to imprint. Do not confuse yourself or your customer by having too many styles to choose from. By having a few select styles in a few select styles in a few sizes of type in categories predetermined by you, it will cut down on time for decision making by the customer.

LOADING THE TYPEHOLDER: Having "Your Name" set up in the alum. type stick, open the jaws of the typeholder a little wider than the line type. By using the small wooden handle (Tilt Lock Handle), tilt your typeholder in the up position, the handle will lock into place. Turn the ball like knobs to open the jaws of the typeholder and slide the type between the jaws. Then tighten the jaws against the type, first make sure all the pieces of type are firmly resting against the back of the typeholder by tapping the line slightly. The type should be even to insure a smooth imprint. Now, tighten the jaws firmly against the type, DO NOT OVER TIGHTEN, THE TYPE SHOULD BE HELD SECURELY BUT NOT WRENCH TIGHT. The type will expand with heat. In most cases the brass type support and thumb screw will not be necessary when using just a single line of type. You can remove this from the front of your typeholder by the two screws that hold it on, BUT KEEP IT HANDY, DON'T LOSE IT. If you decide to stamp multiple lines of type you will need the type support to secure the type from the top. When using the "MULTILINE" Typeholder to imprint more than one line remount the type support onto the typeholder. The "Multiline" feature on the typeholder is not hard to use, however, it will require a little more set-up time. The "Multiline" feature are the series of screws on either side of the typeholder jaws. This feature is optional. Lets say you are going to imprint some stationary with you name and address. First, set your type out like you want it to look. With the "notches" up, the first line is your name, usually the larger of the type faces. Place your name into the typeholder, then use a spacer bar (Lead bar used for spacing lines of type), which we can supply you with, either in lengths you cut to size or pre-cut lengths you request. Place the spacer bar on tip of the first line, then place your address line into the typeholder, if your address is smaller that the first line, you will need to use some "blank" spaces to even out each side to make them the same length. (Spaces are supplied with each FRONT of Service Type). Place spacer bar on top of the second line and add your city, state & zip code, using blank spaces to even up each line type. Then place 2 or more additional spacer bars on top of the last line to help all of the lines be secured from the top with the "Type Support" thumb screw. WAIT, DO NOT LOWER YOUR TYPEHOLDER JUST YET, BE SURE TO CHECK EACH LINE FOR TIGHTNESS, if not then use a thin spacer or a piece of paper shim to secure that line. If you have the "Multiline" feature on your typeholder, use the screw that lines up with that line of type and tighten the screw a little. DO NOT forget to tap each line to make sure that the type is resting firmly against the back of the typeholder. After all checks are made, tilt your typeholder in the down position and you are ready to stamp. Again, remember to test stamp a sample material to make sure all the letters will print. Sometimes you will find a piece of type that is used more than others or a damaged piece will not print correctly. This may even happen with new type. (After all the type is cast from molds and even the manufacturer can make a mistake). If so, you will need to replace it carefully not to disturb the other type you have worked so hard on to get just right. (It is very annoying to have a line of type fall out after spending time building it the way you want it), however, it will happen at least once.

<u>PLACING YOUR WORK IN POSITION:</u> Using the "Right Angle" platform gauges whenever possible is the best way to gauge your work. The initial set-up of the gauge is pretty self-explanatory, however, sometimes the use of your own ideas or our cardboard gauge will be helpful. Depending on the size and location of your imprint and the size of the material being imprinted, will best determine the type of gauge you will use.

THE ACT OF HOT-STAMPING: Take a roll of foil (if you are not using a rollfeed) and with the bright side up place it over the item where you notice the imprint is going to make contact. Take hold of the power lever handle and bring the type down on the foil with a fairly smooth stroke. Just how much pressure to use depends on the material, as discussed earlier. Again you will need to consider how long a line, type of material and the type of foil being used. \*If you are stamping leather, you can make a "blank" impression first, being careful not to move the item, then come back with the foil. DO NOT DO THIS ON VINYL OR OTHER MATERIAL. After you have stamped the item, release the lever to push the typeholder up and remove the foil from the impression. There is no drying time for foil, if there is any bleedover of foil, you may wipe off the excess with a clean soft cloth. If the foil has transferred, properly, you should have a clear, sharp quality imprint on the material. If the imprint is not clear, do not move the item, in some cases you may be able to strike over the first imprint again. By adjusting for a little more pressure or dwell, come down on the material again. After you have gained some necessary experience and confidence, you will know exactly how much pressure and dwell to use on any material you imprint. To better help you in receiving a quality imprint, we ask that you send samples of the material you wish to stamp or let us know prior to your attempting to imprint. We will assist you in receiving the correct foil, temperature and/or dwell time. There are so many variables in Hot Stamping, it is hard to cover each one.

We claim that the "KWIKPRINT" will prove itself with the quality work that we have achieved for over 60 years. Now that you are behind the handle yourself, we can prove this claim by your OWN quality work. No other Hot-Stamping machine on the market today will load, print and unload for you near as fast as your "kwikprint" machine. Other machine typeholders have to be removed from the machine, loaded and reinserted into the machine before imprinting. The speed of the manual model Kwikprint is only as fast as the operator. We do not claim to be the "Fastest Imprinting" machine, just a better quality one.

Over the years, the "Kwikprint" has been called upon to imprint such items as; ribbons, pencils, matchbooks, napkins, stationary envelopes, business cards, key rings, clip boards, trophy plaques, luggage tags, golf bag tags, dash plates, lighters, name pins, book covers, daily planners, portfolios, ring binders, catalogs, quartz desk clocks, money folds, wallets, buttons, brief cases, magnet material, motorcycle wind screens, identification plates, leather belts, labels, molded plastic products and many more.

<u>CUSTOM DIES</u>: We can supply you with "Custom Made" stamping dies, for logo, special titles, special events, etc. We require camera ready artwork for logo or we can type-set what you need using type styles that are available. The normal lead time is 5-7 working days, with Rush Service if need be, at an additional charge. Prices of the Custom Dies will vary, depending on the over-all size of the imprint area and whether type-setting is needed.

<u>SPECIAL ATTACHMENTS OR FIXTURES</u>: By sending us a sample of your product, we can usually manufacture a special fixture that will enable you to imprint your product. The cost of such a fixture will be determined by the item itself and the time it will take to be produced. The usual time of production for these fixtures will be 2 weeks.

<u>ROLLFEED INSTALLATION</u>: 1) To install your rollfeed to your machine pull the power lever forward to lower the typeholder to the platform and hold it down. 2) Remove the 2-nuts holding the insulation block to the frame and attach the rollfeed to the back of the aluminum block of the Yoke Assembly, that is located above the typeholder. (The insulation block should be between the rollfeed and the yoke assembly). Using the wrench provided, tighten the screws into the pre-drilled and tapped holes in the yoke assembly. 3) Level the rollfeed with the platform by touching the "Rollfeed Feet" and guides to the edge of the platform and tighten the screws with the allen wrench. Return the power lever to the upright position. 4) See instructions for the "Adjustment of the rollfeed.

<u>ROLLFEED ADJUSTMENT</u>: There are two adjustments to be made for the foil advancement and pull length of the foil. 1) Adjust the rubber foil guides to the width of the foil being used, allowing little or no play from side to side. 2) Adjust the pull length of the foil by holding the typeholder in the down position, while adjusting the "Knurled Bushing" on the ratchet rack which is located in the rollfeed housing. Turn the "Knurled Bushing" counter-clockwise to lengthen the pull of the foil. (Note: the number of turns will not represent the number of inches), the rollfeed is shipped from the factory with the minimum amount of pull length and should be adjusted prior to use. It has be adjusted according to the length of line to be stamped to insure the minimum amount of waste.

<u>CARE OF THE MACHINE:</u> All part of your KWIKPRINT machine are precision made in our factory. Some of our machines are still in operation after 40-years of service. There are only a few working parts that may eventually need replacing. 1) The heat unit, being an electrical component, will need periodic replacement. We suggest that an extra element be kept on hand at all times, so production will not be interrupted if one burns out. 2) Typeholder lubrication is important periodically ,due to the constant heating and cooling of the metals. A coat of "Heat-Resistant" grease on all moving parts of the typeholder will insure free-movement of the jaws. 3) The tilt lock handles, that locks the typeholder in the up and down position will wear out after normal use. This part can be replaced by loosening the screw that holds it in place on the yoke assembly. If the typeholder becomes loose after it is locked into place, you should replace the tilt lock handles, in order to keep the typeholder secured while stamping. 4) The rollfeed chain should be greased periodically to keep it from binding and hard to advance. The rollfeed chain may also become loose or floppy with normal use. Usually removing a link or two will take care of the loose chain. It becomes necessary to replace the chain after a while. The replacement of the chain is similar to replacing a bicycle chain, running the chain over two sprockets of the rollfeed.

ADJUSTING THE PLATFORM: All machines are tested and aligned prior to shipping from our factory. The typeholder and platform are aligned together and should not have to be adjusted when you receive your machine. However, during shipping the machine may be handled quite rough, so you may have to adjust the platform slightly to insure you receive quality stamping. If the platform is not aligned when you receive your machine, it may cause "uneven" stamping. To test your alignment, use a couple of sheets of paper to test stamp on as you would stamp a single line name. If adjusting is necessary, you will need to determine where the adjustment should be made. Which side and/or front or back. You should align the platform as if it were divided into 4-parts; left-front, left-rear, right-front, right-rear and adjust accordingly. For example: if the left side is too light on the imprint, then you will need to raise that side in order to bring it up even with the right side. By using the adjusting nuts underneath the platform, loosen the bottom nut a couple turns, then turn the middle nut clockwise to raise that side of the platform up. Test your imprint again and see of it is necessary to repeat that step. You should remember to tighten the bottom nuts after you have completed the alignment. If you need additional assistance on this adjustment, please contact our service department and help will be given.

The majority of our machines are sold through Distributors, so we require that you complete the information and warranty card that you have received with your machine. This will allow us to register your equipment for warrant purposes, as well as keep track of the attachments you received with your machine. It is important, when ordering replacement parts, to know your Model Number and Serial Number of your machine. This helps insure that you receive the correct parts and to avoid any delay in shipping.

Please complete the information and warranty card and return to us immediately. Thank You!

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