

# SET UP, OPERATION AND MAINTENANCE INSTRUCTIONS FOR “BEELINE PREPASTING MACHINE”

## **IMPORTANT: YOU MUST PRIME PUMP BEFORE FIRST USE**

1. Remove all parts from inside of cabinet.
2. Insert short legs in receptacles provided in bottom of cabinet (legs are used to level in step 4).
3. Remove wire holding roller drive motor base. This wire is for shipping only.
4. Level cabinet
5. Screw in leaf legs and level leaves.
6. Fit roller tank unit to cabinet.
7. Connect pump hose to top feed pipe.
8. Fit double “V” belt (figure 1) and attach tension spring to motor and pump. This provides proper tightness of belt.
9. Fill solution tank.
10. Insert plug in standard 110V outlet.
11. Start machine by use of switch on front.
12. Paste should flow into the roller tank in about 30 to 40 seconds. Do not run without paste in the tank or you will damage the neoprene stator in the pump.
13. The paste level is maintained by a low section or lip on the entry side of the roller tank and overflows back into the main tank. This overflow should run all the time the machine is running.
14. Make sure all parts are working freely and a steady flow of paste from the roller tank to the main tank is maintained.
15. Fit lid to main cabinet.
16. Maximum paste is applied when the fiber on the top roller is just touching the bottom roller.



**Figure 1**

17. To adjust for less paste, remove “V” belt, remove top roller and remove one adjusting shim from each end and refit roller. Repeat until desired amount of paste is applied. 1/16” and 1/8” shims are supplied to provide for fine adjustment. The machine is operated from the side where the on/off switch is located. When facing the machine from the operating side, the leaf on the left side of the rollers is provided for receiving the paper and folding after pasting.
18. Allow machine to operate until top roller is thoroughly saturated with paste and paste is flowing uniformly over bottom roll.
19. Place collated paper on surface at the right of rollers. You are now ready to begin prepasting operation.
20. Using right hand, pick up top sheet by the corner nearest you. Feed sheet through rollers at the same time receiving the sheet with left hand on opposite side of rollers.
21. With right hand quickly reach over rollers, grasping sheet. Now, with both hands on sheet, guide paper until it is completely through rollers. Guiding permits paper to get uniformity of paste and prevents bunching.
22. Without releasing paper, make a fold squaring off sheet. Make as many folds as necessary to fit into container.
23. Repeat this process through the rest of poster

The pasting procedure can be learned quickly, by running through a few practice posters. If you have not done prepasting before, these time-saving suggestions may be helpful:

- a. When collating a poster, make sure you lay each sheet down with the upper left hand corner in the same position. This gives you uniformity when pasting your poster.
- b. When pasting each sheet, be sure to fold them so they can be placed in your container with the upper left hand corner of each sheet in identical position. This enables the billposter to place his sheet on the board knowing where the upper left hand corner of each sheet will be.

### **IMPORTANT NOTES ON PASTE THICKNESS**

The machine is designed to operate with a proper paste solution. It might be necessary to thicken or thin your paste accordingly. Once you find the proper mixture it should never have to be changed, except when adding calcium. When adding calcium more paste is required in the mixture to maintain the same consistency.

If paste is too thick it will run over the paste tray before it gets to the “spill out”. If paste is too thin it will soak into the paper and the billposter will not be able to move sheets on the panel.

It is important to have the paste as thick as possible so it will run out of the top feed pipe, over the rollers, into the roller tray and finally spill back into tank through the “spill out” lip in the roller tray. The paste is too thick if it builds up in the roller tray and runs over before it gets to the “spill out”.

**Procedure for placing posters on the feed side of the machine and folding as they come through the rollers.**

The machine was designed with a long table to the right and a short table to the left, that is all that is necessary to paste and fold all standard posters. The sheets must be separated and stacked in the order they go on the sign.

The basic posters come to us two ways:

1. The final opening of the sheet is to the right:

It is important to have the upper left hand corner of the sheet to the upper right hand corner, before pulling through the rollers. As you pull the sheet through you can make the first fold all in one motion. Then you continue to fold up to that corner. This sheet is a little easier because you are feeding a closed corner into the rollers making it easy to catch on the other side.

2. The final opening of the sheet is down:

It is important to have the upper left hand corner of the sheet to the bottom right hand corner before pulling through the rollers. As you pull the sheet through you can make the first fold all in one motion. Then you continue to fold down to that corner. This type is a little more difficult, because you are feeding an open corner through the rollers which tends to want to open up and go up with the top roller and down with the bottom roller. You can turn the sheet so only the corner starts through and hold it back until you know you have both corners in your left hand, then it will straighten out as it comes through, as you slide your left hand up to the top and reach over and catch the bottom corner with your right hand.

Both types of poster must be folded once with the copy inside. As long as the sheets are on the table with the narrow end facing the rollers all will work as designed.

You do need some type of table to set the tote box or plastic bag on that the poster goes in while pasting it. We use a simple wood table.

All standard posters can be folded once on the short table, to the left in one motion if they are set up as described in #1 and 2 above. We normally lay up to 10 to 12 posters at a time on the right table for pasting.