

## Setting the Paper Path on the 3850 Offset Duplicator

### I. Safety

1. Only one operator and the operator is the only person who should touch the press.
2. The operator should look over the press to be sure no one is touching the press or has their hands in an unsafe place before they start the press. As a further precaution the operator should tell all those around the press that they are about to start it.
3. Do not try to remove paper jams or adjust the press while it is running.

### II. Set up the Delivery:

1. Make sure that the receiving tray is raised up so that it touches the bottom of the side and back guides without binding them. If the tray is raised too high the guides will not jog.
2. Rotate the press around until the delivery side and back guides have jogged all the way in.
3. Use the ruler markings on the end of the chain delivery to set the width of the delivery guides to the width of the sheet. (The guides should be just touching the sheet bet not squeezing it)
4. Place a press sheet on the receiving tray and set the back guide to the length of the sheet. (The guides should be just touching the sheet bet not squeezing it)

### III. Set up the Register Board

1. Rotate the press until the side guide has jogged all the way in.
2. Set the jogging side guide for the width the press sheet.
3. Set the spring side guide for the width of the press sheet.
4. Place a press sheet on the register board making sure it is against the paper stops, then set the skid rollers just off the tail end of the sheet.

### IV. Set up the Feeder

1. Set the front paper guides to the width of the press sheet.
2. Set the pull out rollers to run on the edge of the sheet.
3. Set the suction feet just inside the pull out rollers, making sure they do not hit the rollers.
4. Set the sheet separators directly under the suction feet.
5. Fan the paper then place on the feed table.
6. Set the side and back guides so they touch the paper but do not squeeze. (If the guides squeeze the paper it will not feed.)

## **V. Setting the press to feed paper**

1. Turn the blowers and vacuum completely off.
2. Turn the double sheet detector two turns toward the raise arrow (clockwise). Turn on the press and vacuum place 2-1" strips of the press sheet under the double sheet detector. Then lower the double sheet detector (counterclockwise) one click at a time until the the gate opens. Make sure the gate stays open and does not flutter.
3. Lower the feed table and turn the paper pile height adjustment counterclockwise 2 turns. Turn on the press and move the control lever to the print position. Watch the feed table raise and adjust the paper pile height control so that the paper is 1/4" below the suction feet at their lowest position.
4. Adjust the blower tubes so that the middle holes are even with the top of the stack of paper.
5. Turn on the press and move the control lever to print. Then gradually turn on the blowers until the top 10 sheets begin to separate.
6. Now add vacuum until the paper feeds. Continue to gradually add vacuum until the paper feeds without any skipping. (If you turn on the vacuum too much or raise the paper stack too high the press will double feed.)