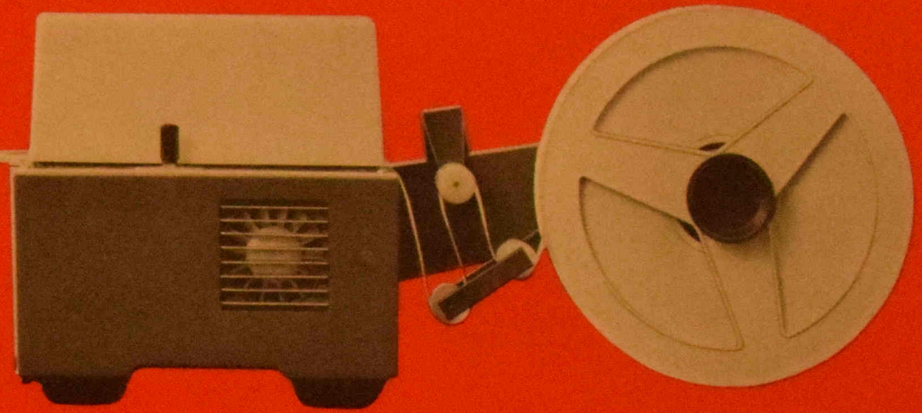
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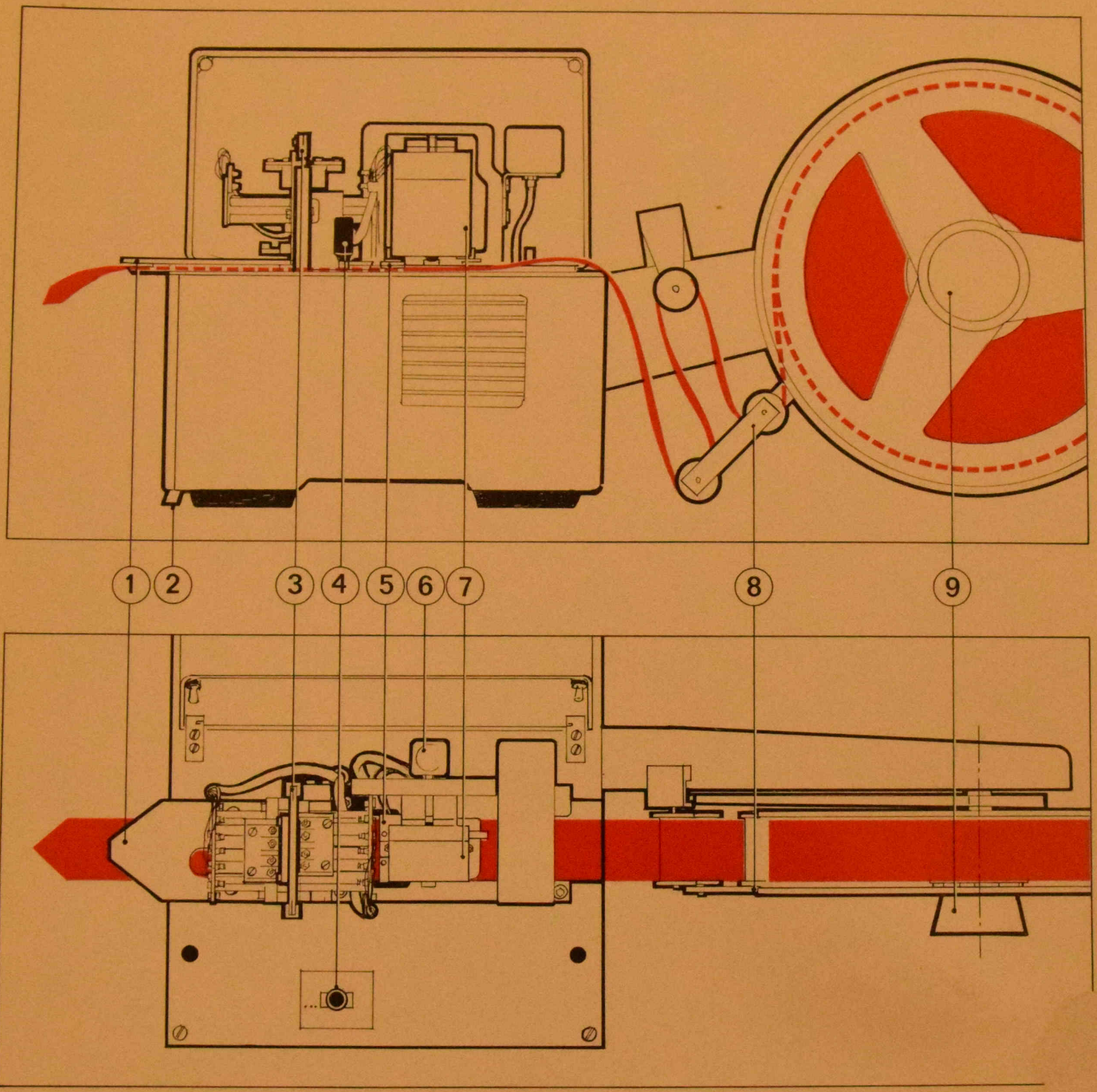
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## Inserting tape

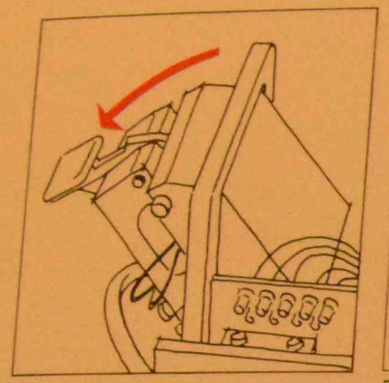


Fig. 1

Open the cover above the punch mechanism and raise solenoid housing (7) by depressing catch (6).

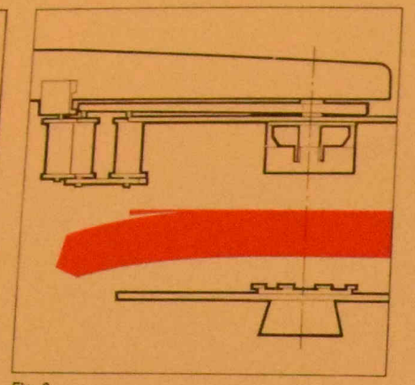


Fig. 2

Remove the flange (9) on the reel holder by drawing it towards you. Cut the end of the tape to a triangular point, pull out the tape about 12 inches and put the reel on the hub. Replace the flange.

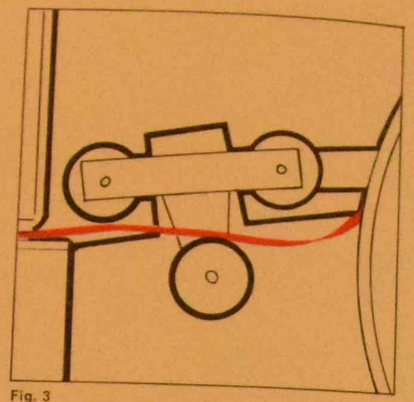


Fig. 3

Lift the roller arm (8) above the supports. Thread the tape over the roller and drop the arm into place.

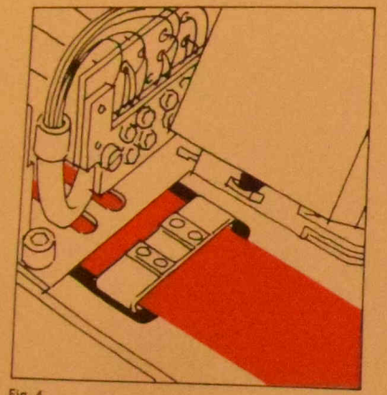


Fig. 4

Place tape under the locking plate (5).

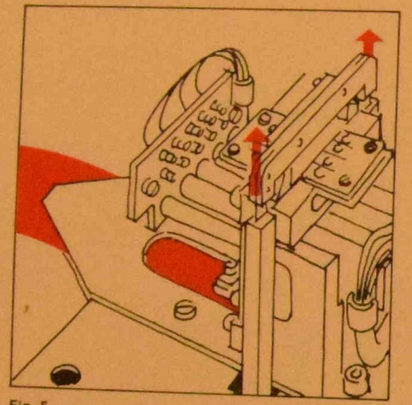


Fig. 5

Lift the guillotine (3) and insert the tape into the punch mechanism.

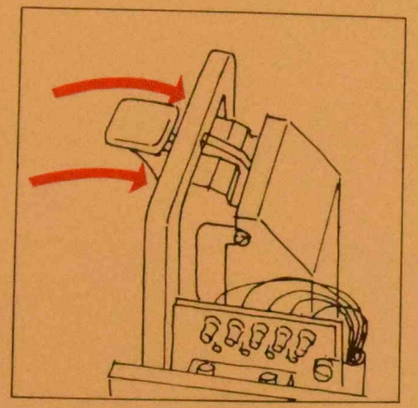


Fig. 6

Close the solenoid housing by snapping it into place as shown in the illustration. Do not use the catch to press the housing into place.

Close the cover above the punch mechanism and feed out about 20 inches of blank tape using the toggle switch (4).

## Tearing off tape

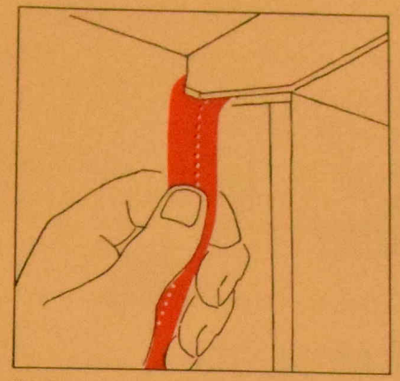


Fig. 7

Feed out about 20 inches of blank tape. Tear off by pulling straight down.

## Changing tape

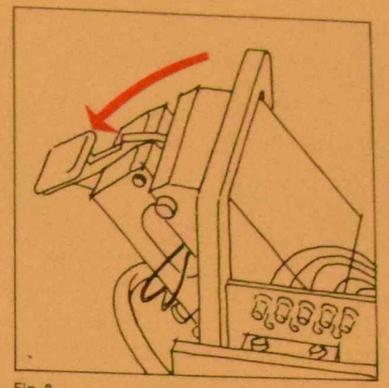


Fig. 8

Tear off tape as shown in figure 7. Raise solenoid housing (7).

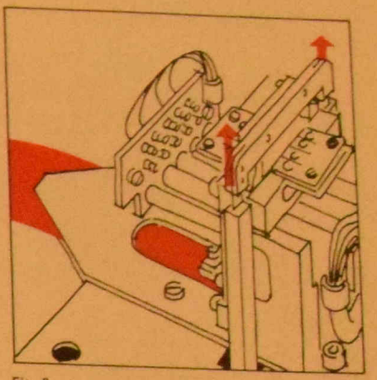


Fig. 9

Lift guillotine (3) and pull tape to rear.

Note: Change to a new reel of tape before reaching the end of the old one — otherwise the punch mechanism may be damaged by bits of glue and cardboard from the core on which the tape is wound. If so desired, the punch may be equipped with an end-of-tape indicator.

## MEMORY LIST

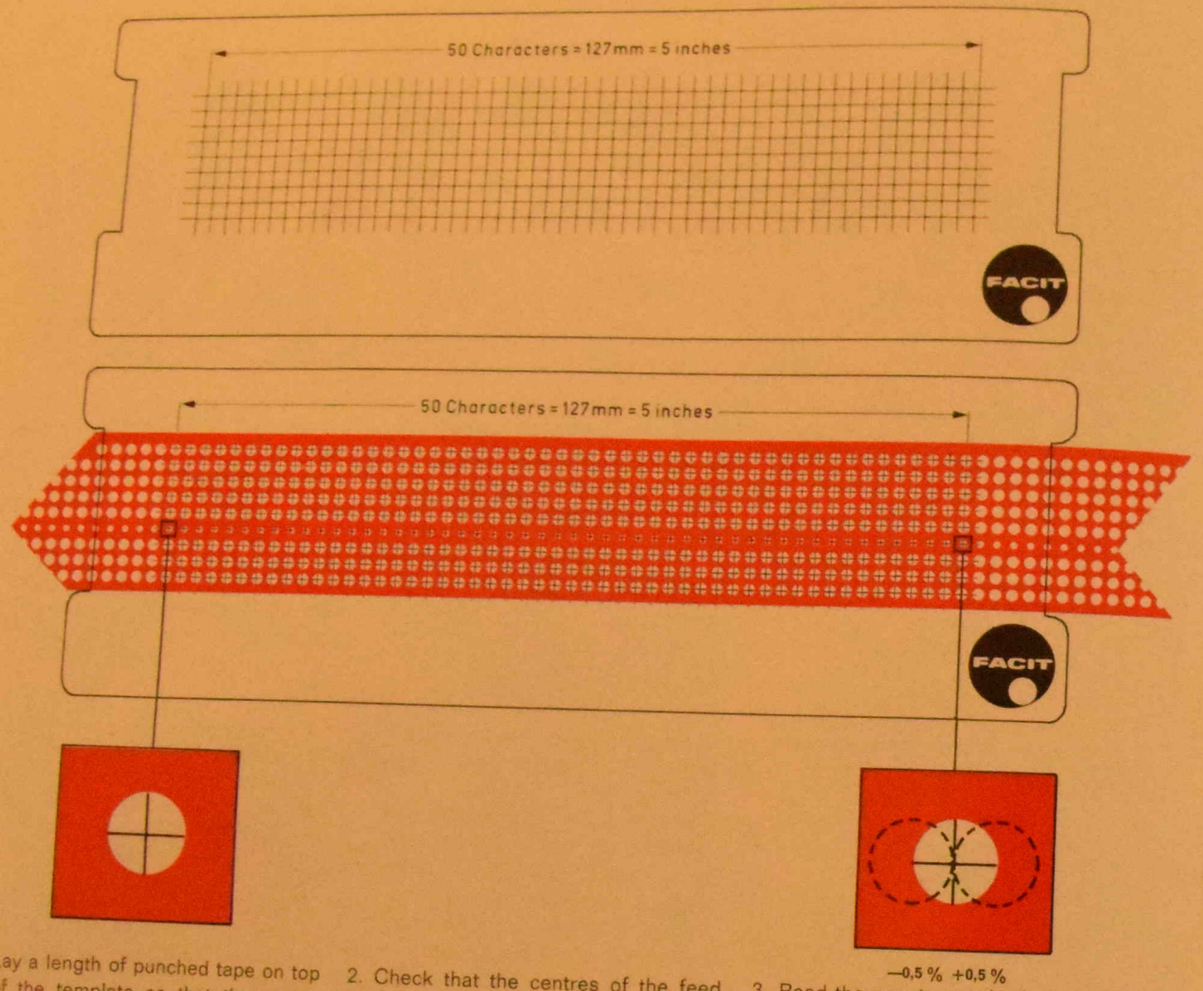
- Never lift the punch by the tape pathway (1).
- Check that the tape locking plate (5) at the top end of the feed arm is lubricated when in operation (Refer to page 4, fig. 4).
- Ensure that the tape reel runs freely without rubbing against anything.
- Check that chads come out via chad exhaust (2) when punch is running.
- Always leave a short length of tape in the punch when not in use.
- If the punch has been idle for several hours, lift the guillotine (3) and pull out a short length of tape by hand before starting the punch.

**Note**

- If the tape won't push through the punch mechanism, the probable reason is that the tape pathway is clogged by tape lint. In this case switch off the mains voltage, remove the front guide plate (1), lift up the guillotine and clean the pathway with the cleaning plate.

## Checking inter-character spacing

Check the inter-character spacing each time a tape is replaced.




1. Lay a length of punched tape on top of the template so that the centre of one of the feed holes is coincident with the 0 graduation on the template and with a line representing a track.
2. Check that the centres of the feed holes — from the first to the last graduation — are directly above the track selected, and that a vertical graduation can be seen in **all** the feed holes
3. Read the spacing at the last graduation on the template. If the tolerance is on the positive side the spacing is long; if it is negative the spacing is short. The maximum permissible deviation is ± 0.5 %.

## Adjusting inter-character spacing

If the character spacing is too long or too short it must be readjusted. This is accomplished with two adjusting screws located beneath the solenoid housing protective plate.
We recommend the following procedure:

1. Remove the protective cover above the solenoid housing (7) by removing the locking screws (A). Insert a reel of tape. Turn on the mains voltage with the switch on the electronic unit.
2. Loosen the lock nut on the rear adjusting screw (C) with the aid of the special tool (fig. 1).
   Feed out blank tape continuously using the toggle switch (4) on the punch while simultaneously turning the rear adjusting screw to obtain maximum character spacing (fig. 2).
   **Note:** Be very careful not to turn the screws too far. An eighth of a turn is about right.
   The amount of adjustment can be judged by watching the position of the feed hole relative to the pointed end of the tape pathway (fig. 3.). Tighten the lock nut and check that the character spacing does not change. Check the character spacing with the template. If it is not correct, adjust using the forward adjusting screw (B) to obtain maximum spacing in the same manner.
3. Punch the special mark combination and check the spacing with the template. Punch special mark combinations interspersed with rows of blank tape and check the spacing. If, in spite of the above adjustments, the spacing is not correct, readjust using the forward and rear adjusting screws alternately.

   If it proves impossible to obtain the correct inter-character spacing contact your Facit dealer.

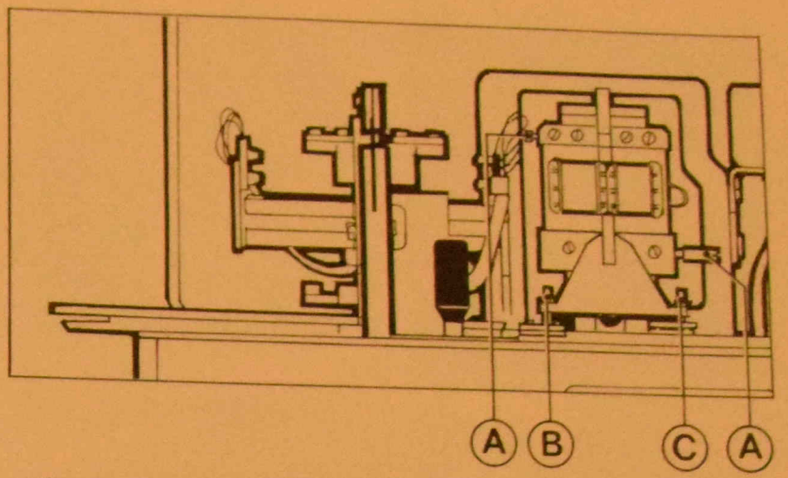



Fig. 1

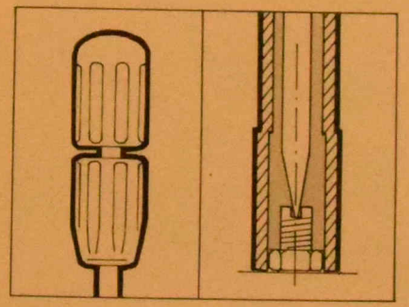


Fig. 2

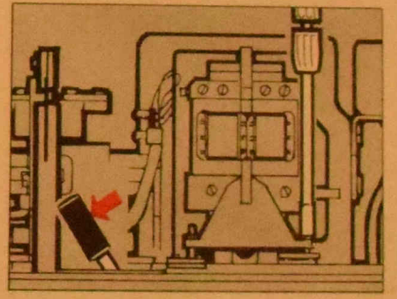
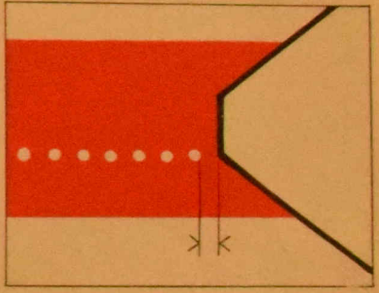
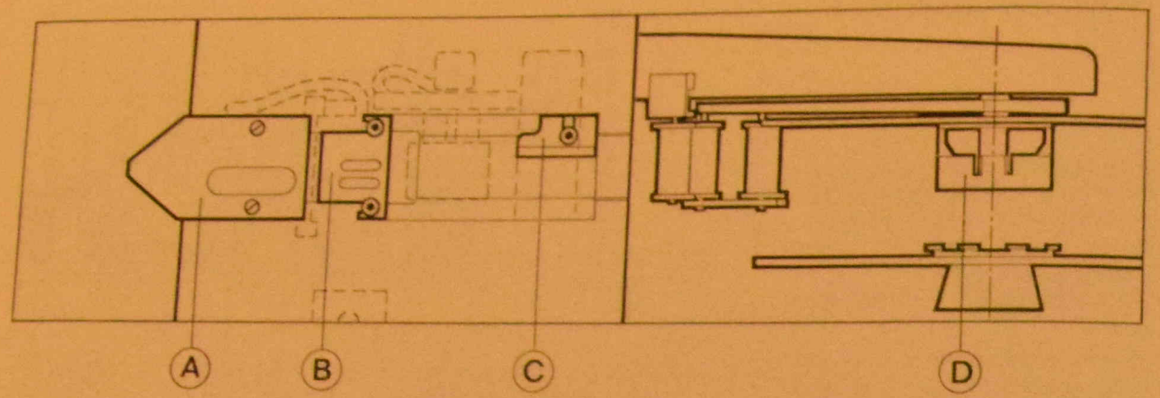


Fig. 3



## Resetting the punch for different tape widths




Reset the punch for the desired tape width as follows:

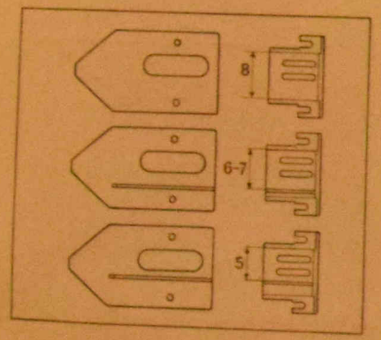
1. Replace front guide plate (A) and middle guide plate (B);
2. Reposition rear guide plate (C);
3. Reposition hub (D);
4. Reset the track selector switch on the electronic unit.

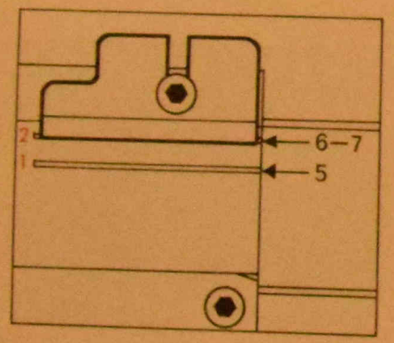
| Setting | Front and middle guide plate | Rear guide plate | Hub position | Track selector |
|---|---|---|---|---|
| 5 track | 5 track | slot 1 | inner | 5 |
| 6 " | 6/7 " | " 2 | middle | 6 |
| 7 " | 6/7 " | " 2 | " | 7 |
| 8 " | 8 " | not used | outer | 8 |

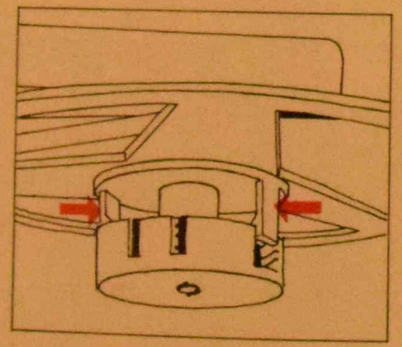
Front guide plate (A) and middle guide plate (B) are provided in three different versions for 8, 6/7, and 5-track tape.

The control bar can be set in two positions; slot 1 is used for a 5-track tape and slot 2 for a 6/7-track tape. The control bar is not used for an 8-track tape.

Catches are placed on the hub to lock the flange in any of the three positions.



## Accessories

The rational use of tapes when processing data results in reduced costs and increased security. Facit has the equipment that you need.

**An electric tape winder** for winding up tapes on cores.
A tape that has been properly wound will not have to be rewound at the computer centre.

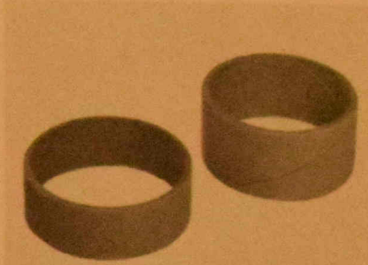


**The Facit 4012**
The diameter of the tape roll is 7.87 in (200 mm).

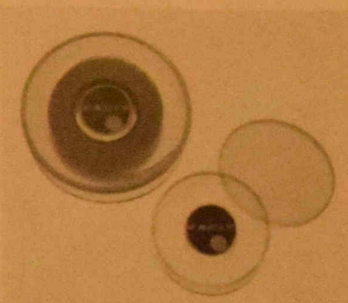


Tapes for 5, 6/7 and 8 tracks.

**Cardboard cores** for winding up tapes
● It is easier to store, transport and protect the tape when it is wound up on a core. Furthermore, it facilitates handling in the tape reader.



The inner diameter of the core is 2 in (51—52 mm), and it is available for both 5 and 8-track tapes.



An air-tight lid = a well-protected tape

**Plastic boxes** for storing and transporting tapes
● A tape that has been properly packed will arrive at the computer centre undamaged thus avoiding costly and time-consuming delays during processing.

**Manual punch** for correcting characters, addition of characters lost when splicing the tape, etc.
● Correct information on the tape results in correct results when processing.

