

STATION NUMBER CARD

NUMBERING MACHINES— HOMS MODEL 187S

1. GENERAL

1.01 This section covers identification, operation, maintenance and replacement parts information for the HOMS Model 187S numbering machine.

2. IDENTIFICATION

2.01 The HOMS Model 187S numbering machine consists of the following major parts (Fig. 1):

- Numbering machine.
- Plastic stylus.
- Tube of ink.
- Spare felt pad.
- Lid.
- Storage box.

2.02 The HOMS Model 187S has seven printing wheels. See Table A for arrangement of printing on wheels.

3. OPERATION

Selection of Number

3.01 Any number up to seven digits may be selected on the machine. Assuming number to be printed is 555-2368, proceed as follows:

- (1) Hold numbering machine so that the part that says FRONT faces you.
- (2) Hold a slight downward pressure on the handle so the number wheels will not drag across felt pad as they are rotated.
- (3) The first two wheels must be moved with the plastic stylus. Turn the wheels in a downward direction only (Fig. 2). Set both wheels so the "5" will print. It will print when it is directly above felt pad.

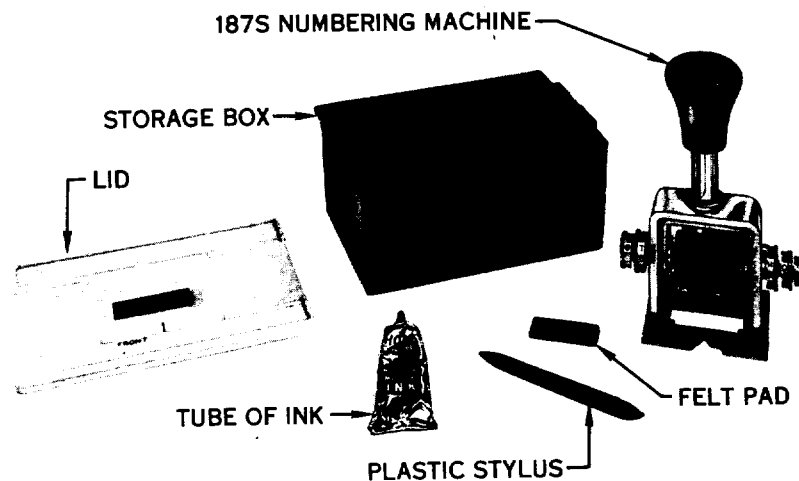


Fig. 1 - HOMS 187S Numbering Machine

Note: Never use metal object such as a screwdriver to move the wheels. Always use the plastic stylus.

- (4) Set the remaining wheels by use of the dials on the machine. Dial "3" controls wheel 3, etc. (See Fig. 3.)

Note: If blanks are desired, use the plastic stylus to set the first two wheels. Set so that the portion with no raised numbers is directly over the felt pad. The remaining wheels may be set at blanks by turning dials until screw is on top.

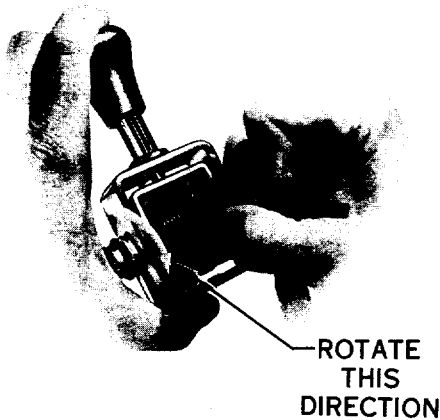
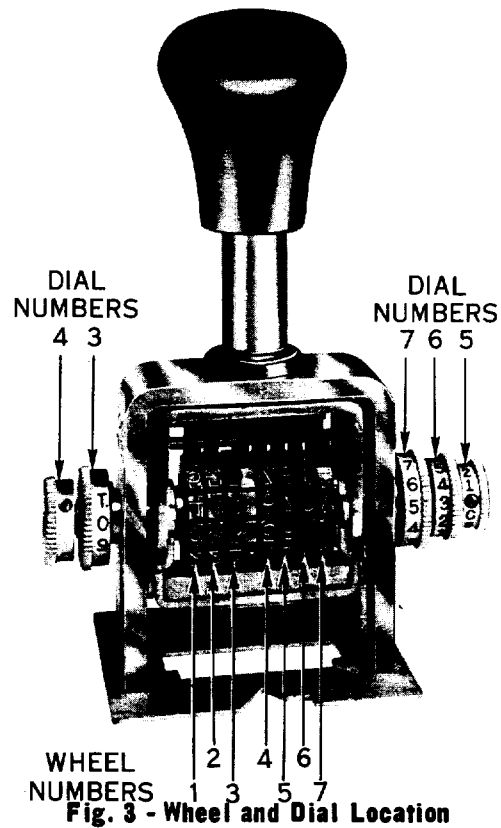


Fig. 2 - Setting First Two Wheels

Printing Number Using Lid

3.02 Whenever possible, use the lid for printing. The rubber backing in the lid gives a better impression on the number card and serves as a guide for printing. To print number, proceed as follows:

- (1) Set number to be printed on numbering machine as outlined in 3.01.
- (2) Place lid so that the word FRONT faces you.
- (3) Place number card form in slot so that the middle guide line is aligned with the red line on the lid (Fig. 4).
- (4) Place numbering machine in upper right corner of indentation on lid (Fig. 5).



- (5) Print number.

Note: If less than seven numbers are required as in preprinted number cards, blank out the wheels not required.

3.03 To print 4-digit extension numbers, proceed as follows:

- (1) Set numbers in machine using wheels 4, 5, 6, and 7.

Note: Be sure unused wheels are blanked out.

- (2) Place number card form in slot so that first guide line on number card is aligned with red line on lid (Fig. 6).
- (3) Place numbering machine so that it fits in the lower indentation of lid directly over red guide line (Fig. 7).

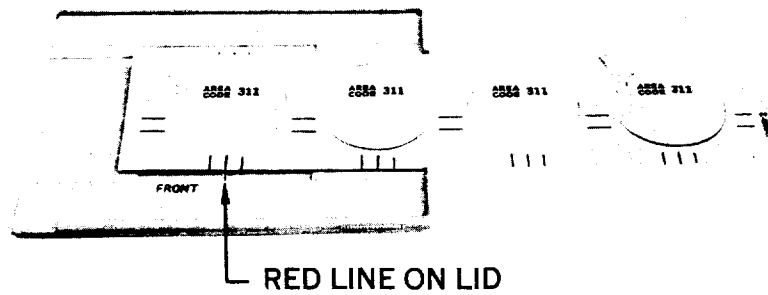


Fig. 4 - Aligning Guide Lines

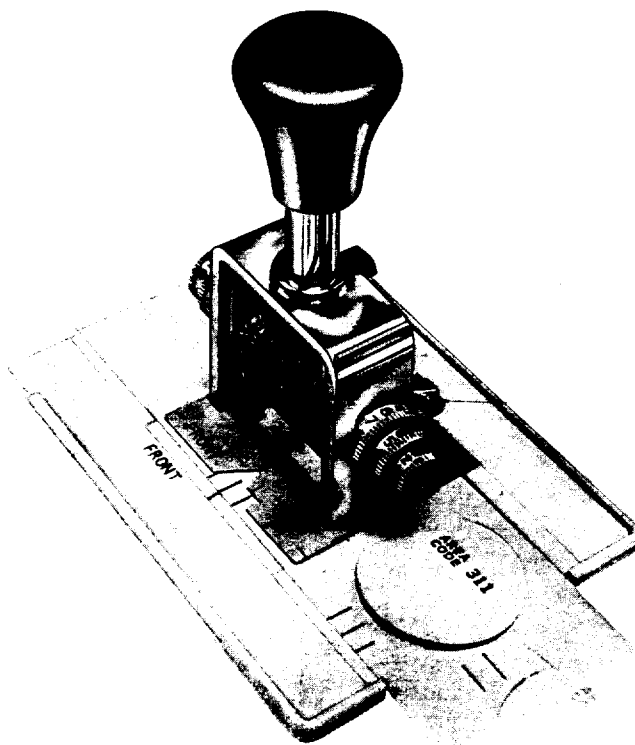


Fig. 5 - Aligning Numbering Machine

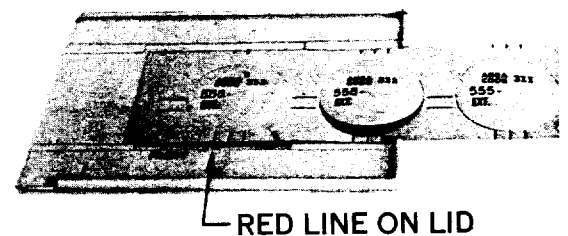


Fig. 6 - Aligning Guide Lines (4-Digit Number)

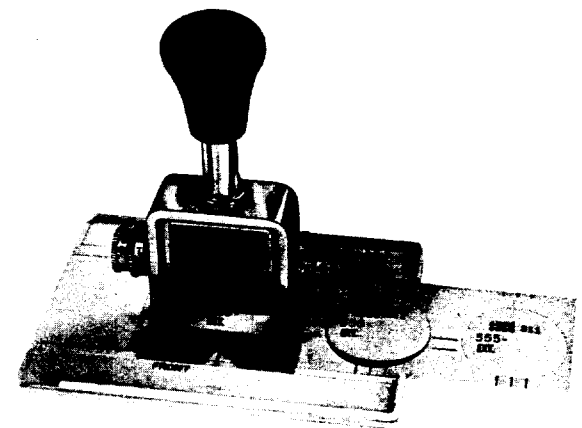


Fig. 7 - Aligning Numbering Machine (4-Digit Number)

(4) Print number.

Note: To print a 1-digit extension number, proceed as in 3.03 but use wheel number "4" and blank out wheels 5, 6, and 7. To stamp a 2-digit extension number, use wheels 4 and 5 and blank out wheels 6 and 7. To stamp a 3-digit extension number, use wheels 4, 5, and 6 and blank out wheel 7.

Printing Numbers without Lid

3.04 To print numbers without the lid, proceed as follows:

- (1) Set number in machine.
- (2) Align guide lines as shown in Fig. 8.
- (3) Print number.

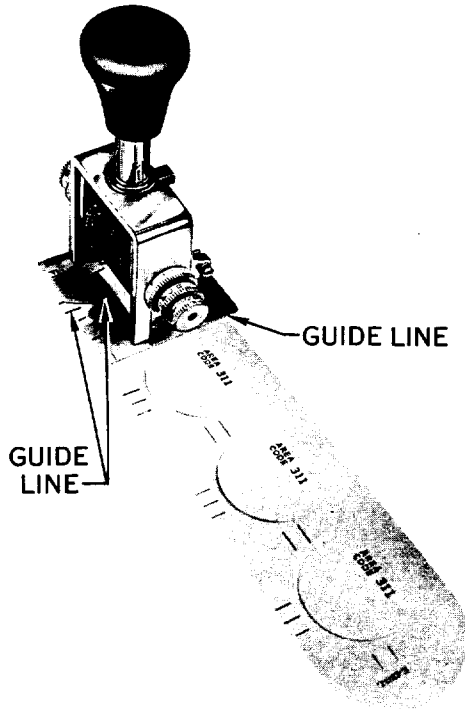


Fig. 8 - Aligning Numbering Machine without Lid

3.05 To print 4-digit extension number, see Fig. 9 for alignment and proceed as in 3.03.

3.06 To print a 4-digit extension number on designation cards for 4- and 6-button key telephone sets, proceed as follows:

- (1) Set number in machine using wheels 4, 5, 6, and 7.
- (2) Align guide lines as shown in Fig. 10.
- (3) Print number.

3.07 To print a 1-, 2-, or 3-digit extension number, see note following (4) in 3.03.

4. MAINTENANCE

4.01 The only maintenance required on the HOMS Model 187S numbering machine is inking the felt pad, occasionally replacing it, and cleaning wheels.

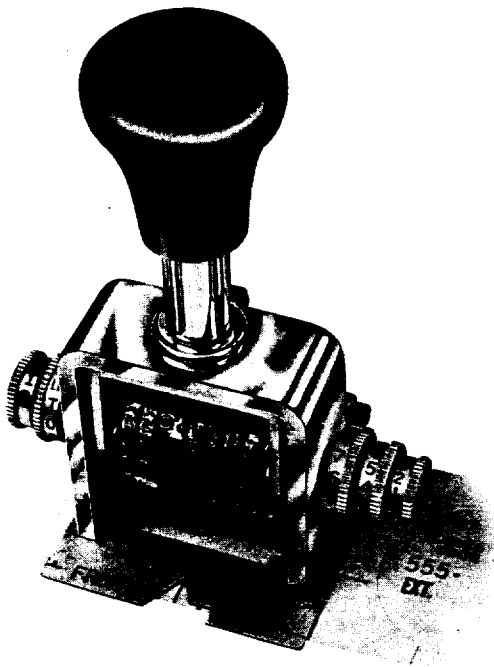


Fig. 9 - Aligning Numbering Machine without Lid (4-Digit Number)

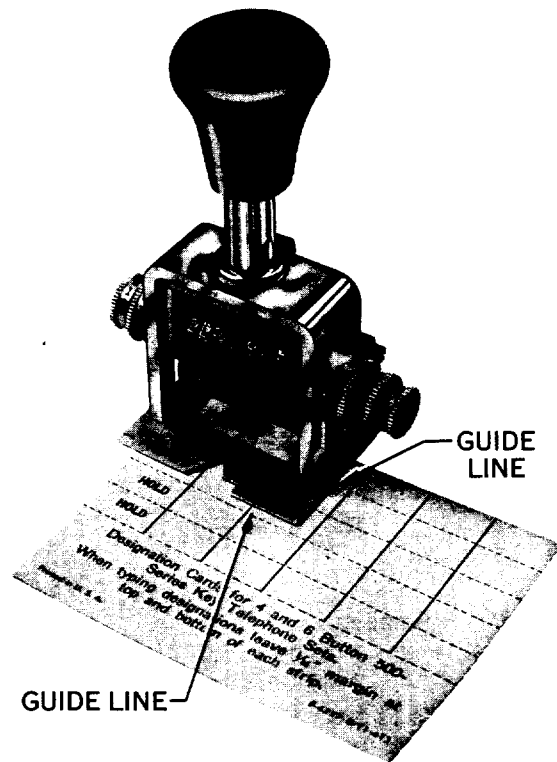


Fig. 10 - Aligning Guide Lines (Designation Cards for 4- and 6-Button Sets)

4.02 To remove the felt pad:

- (1) Push handle about halfway down.
- (2) Squeeze clip and lift pad off (Fig. 11).
- (3) Lift pad out of holder.

Note: Felt pad should be used on both sides before it is replaced.

4.03 To replace felt pad:

- (1) Place pad in holder.
- (2) Push handle about halfway down.
- (3) Put clip back on machine, making sure the clip engages the slot on the machine (Fig. 11).

4.04 When reinking pad, be sure there is no excessive ink applied. This will cause blurring of the numbers.

Note: Do not use stamp pad ink. This will cause the wheels to clog. Use only the recommended ink.

4.05 If the wheels on the machine become clogged with ink, they may be cleaned with type cleaner.



Fig. 11 - Removing Felt Pad

**TABLE A
PRINTING ARRANGEMENT ON WHEELS**

1st	2nd	3rd	4th	5th	6th	7th
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9
0	0	0	0	0	0	0
E	X	T	*	S	I	G
H	O	LD	*	C	O	M
*	*	*	*	*	*	*

* Indicates blank space on wheel.

4.06 For any other maintenance, the machine should be returned to the manufacturer.

5. REPLACEMENT PARTS

5.01 The following parts may be ordered for the numbering machine:

- Pad, felt special.
- Stylus, plastic.
- Ink tube special.
- Container, plastic without lid.
- Lid, plastic with rubber insert.

5.02 When ordering any of these parts, specify that they are for a HOMS Model 187S numbering machine.

Note: Minimum order from the HOMS Company is \$7.50.