

GA34-1574-1

File No. S1-14

**IBM Series/1  
4974 Printer  
Rear Document  
Insertion Device  
RPQ D02331 and  
RPQ D09020  
Custom Feature**

**Second Edition (September 1980)**

This is a major revision of, and obsoletes GA34-1574-0. Changes are indicated by a vertical line to the left of the change.

This publication is only for the purpose of describing the use and maintenance of the special Rear Document Insertion Device (RPQs D02331 and D09020) on the 4974 Printer.

Changes are periodically made to the information herein; any such changes will be reported in subsequent revisions.

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The Rear Document Insertion Device, RPQ D02331 and RPQ D09020, provides a removable device to facilitate the use of cut forms in the IBM 4974 Printer. By using this device, the operator has a fast and easy means of manually positioning the forms so that proper alignment is established for the document to be fed through the printer under program control.

RPQ D02331 is available for order when a 4974 Printer is ordered. RPQ D09020 is available for those customers who already have a 4974 and now want to add the Rear Document Insertion Device.

**Cut Forms Requirements**

The Rear Document Insertion Device can accommodate cut forms of up to four parts. Multiple-part forms must not exceed a total thickness of 0.45 mm (0.018 in), and the leading edge must be glued. Single-part forms and individual members of multiple-part forms must have a minimum thickness of 0.08 mm (0.003 in) and a maximum thickness of 0.13 mm (0.005 in).

The width of cut forms must be between 127 mm (5.0 in) and 305 mm (12.0 in), and the length must be between 63.5 mm (2.5 in) and 381 mm (15 in).

**Printing Restrictions**

When operating a 4974 Printer that has a Rear Document Insertion Device installed, the following restrictions apply:

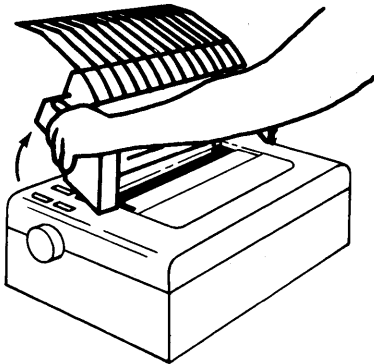
1. The left margin must be a minimum of 12.7 mm (0.5 in).
2. The maximum print-line width for both cut forms and continuous forms is 271.8 mm (10.7 in).
3. The print head must not be permitted to pass beyond the right edge of the document. This is a limitation that must be regulated by the program.
4. The last print line must be no less than 19.1 mm (0.75 in) from the trailing edge. This is under program control after the document has been inserted.

## Installing the Cut Forms Chute

The continuous forms tractor must be removed from the 4974 to accommodate the special cut forms chute.

### Continuous Forms Tractor Removal

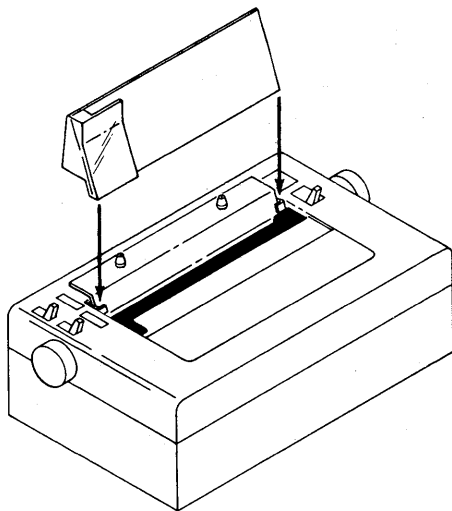
1. Turn machine power off.
2. Grasp both sides of the forms tractor.
3. Pivot the unit forward until the back legs snap free.



4. Lift straight up.

### Cut Forms Chute Installation

1. Position the cut forms chute into the securing tabs.



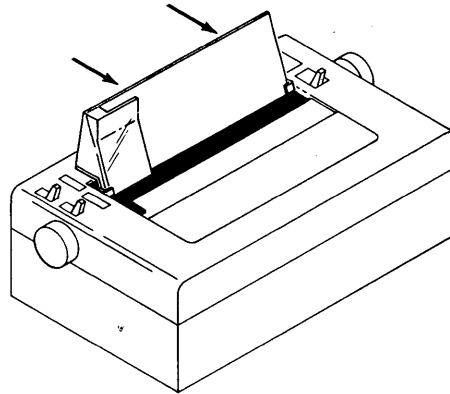
2. Pivot the chute backward and downward to engage the two positioning studs.
3. Turn machine power on.

## Installing the Continuous Forms Tractor

To reinstall the continuous forms tractor, only the cut forms chute assembly must be removed.

### Cut Forms Chute Removal

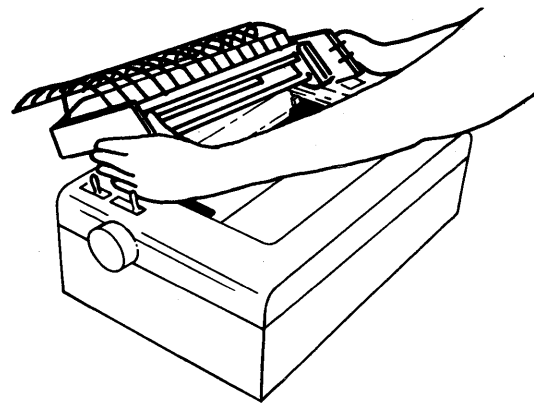
1. Turn machine power off.
2. Pivot the cut forms chute assembly forward slightly to disengage it from the two positioning studs.



3. Lift the assembly straight up and out of its securing tabs.

### Continuous Forms Tractor Installation

1. Position the back legs of the forms tractor in the back cover slots.



2. Press the forms tractor downward until the back legs snap into place.
3. Pivot the unit forward until the front legs snap into position.
4. Verify the paper-advance knobs turn freely and that tractor pins move.
5. Turn machine power on.

## Operating Instructions

When printing on cut forms, the paper-release lever must be in the Load position. To feed cut forms:

1. Move the Mode switch to the Wait position.
2. Insert the document into the chute, aligning the left edge flat against the chute.
3. Turn the paper-advance knob until the leading edge of the document aligns with the red line at the top of the paper guide. This yields a top margin of 19.1 mm (0.75 in). If a smaller margin at the top of the document is desired, align the top edge closer to, but not lower than, the lower red line.
4. Move the Mode switch to the TOF position, then to the Print position.

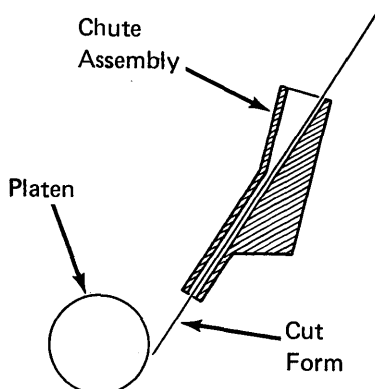
The document may now be advanced automatically, under program control.

## Maintenance Information

### Chute Adjustment

Before attempting to adjust the document chute, ensure that the top cover of the 4974 is properly aligned, gapped, and secured to the base covers. (Refer to *IBM Series/1 4974 Printer and Attachment Feature Maintenance Information*, SY34-0055.)

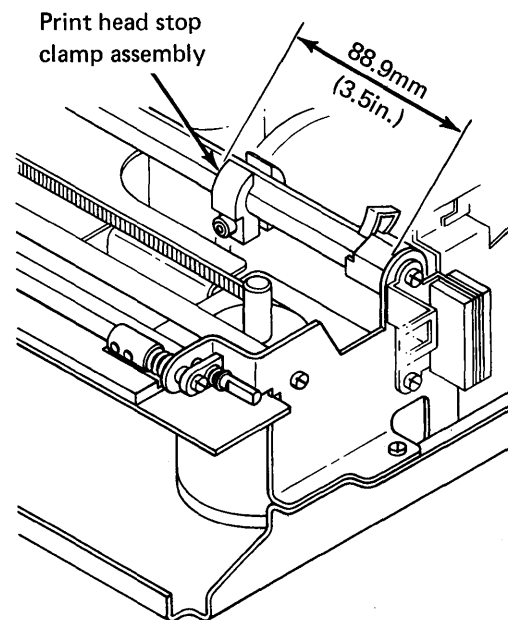
1. Loosen the two positioning studs enough to allow lateral movement of the chute.
2. Insert a sample document into the chute. *Do not advance the document.*
3. Position the chute to achieve the following adjustments:
  - a. The path of the sample document must be on a tangent with the surface of the platen, as shown in the following figure:



- b. The left margin must be no less than 3 mm (0.12 in). Verify this adjustment by printing a document in step 5 and measuring the result. If the margin proves incorrect, this procedure must be repeated.
4. Retighten the two positioning studs.
  5. Install chute assembly and print a document to verify the adjustment made in step 3.

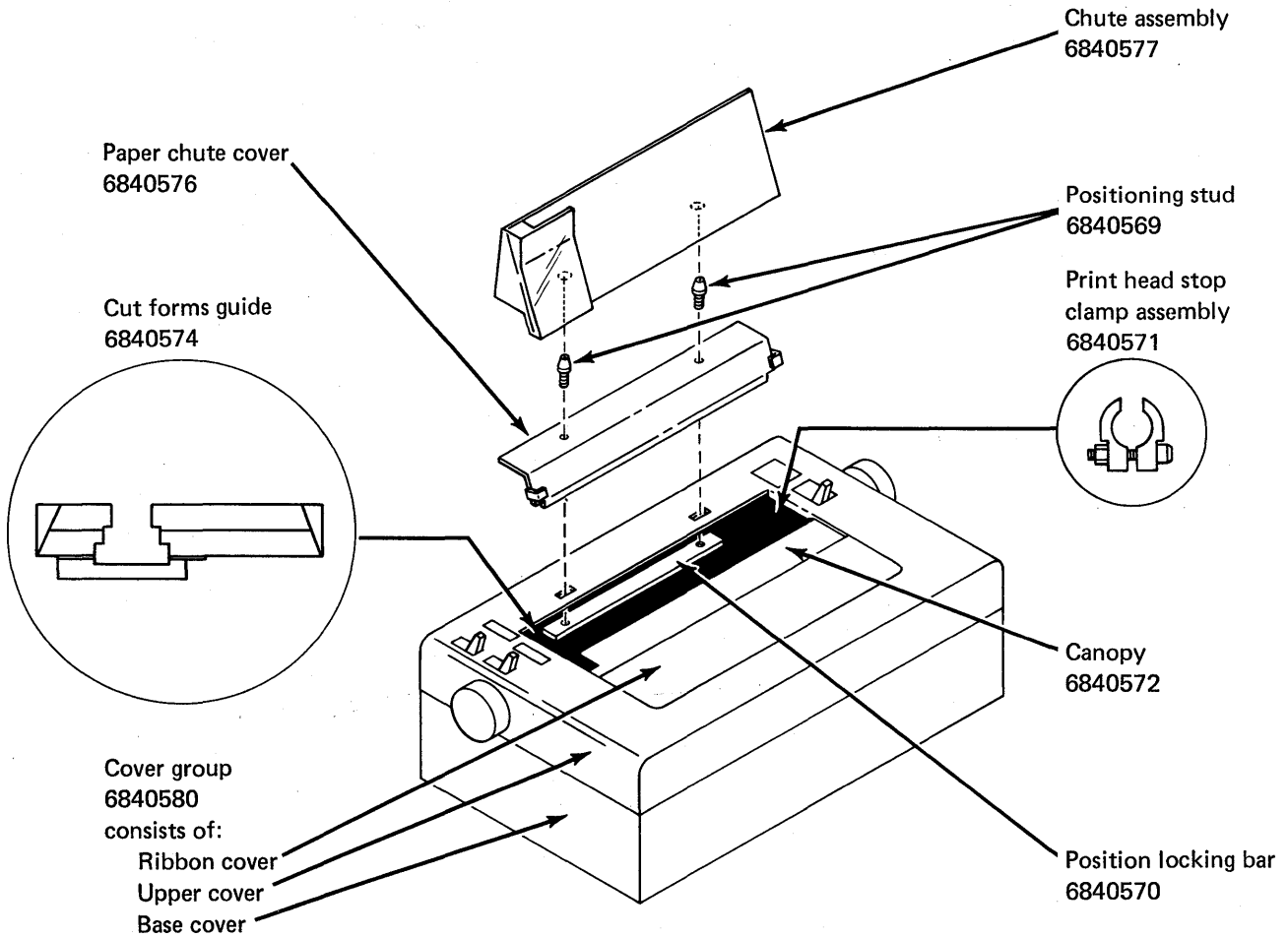
### Print Head Stop Clamp Adjustment

Adjust the print head stop clamp so that its left edge is 88.9 mm (3.5 in) from the right side frame, as shown in the following figure:



**Part Numbers**

The figure below shows the part numbers for those parts that are unique to the Rear Document Insertion Device custom feature:



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