

## Parts List and Service Instructions

MODELS R-1", S-3/4", H-1/2", Q-1/4"

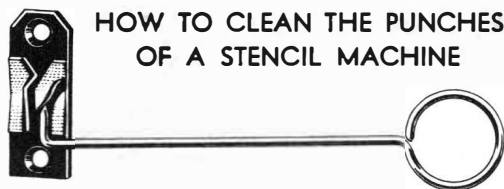
# MARSH STENCIL MACHINES



Marsh Stencil Machine Company, Belleville, Illinois, U. S. A.



### HOW TO CLEAN THE PUNCHES OF A STENCIL MACHINE



A punch clogged with paper will not cut clear thru. Brittle, low grade stencil board or cutting one line over another, causes clogged punches.

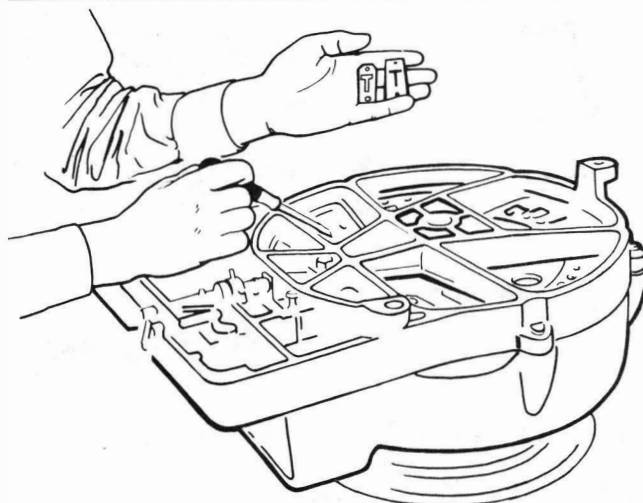
With the wire CLEANING HOOK you pick out paper stuck between the raised character on PUNCH. Remember, Punch is UPPER PART in machine. (Lower part, DIE, does not need cleaning as punchings fall thru opening in die.)

### OILING

Every four months, clean and oil lightly all moving parts under Front Cover Plate (Part 43), and under the front part of Base (Part 1).

Center Shaft and Punch Shanks are wick oiled. Once each year, remove Hood, lift Punch Carrier and fill Center Bearing Well. Saturate felt wicks on Punch Shanks.

Use Industrial oil 180/200 viscosity. Do not use engine oils.



### HOW TO REPLACE A PUNCH AND DIE

Turn Marsh Machine upside down, letting it rest on Hand Wheel. With a screwdriver take out two screws in Die. Take out two screws in Punch by inserting screwdriver through holes in die carrier. With Die and Punch removed you are ready to put new parts in place.

Place new Punch in position and tighten screws. Lay the Die on the Punch with cutting edge facing Punch. (As received from factory).

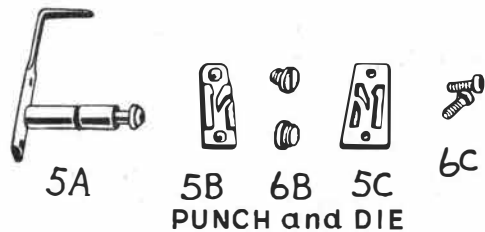
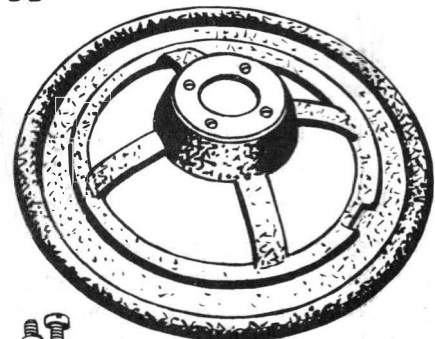
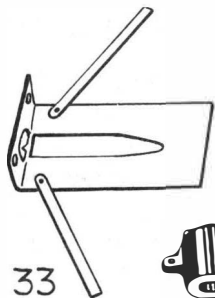
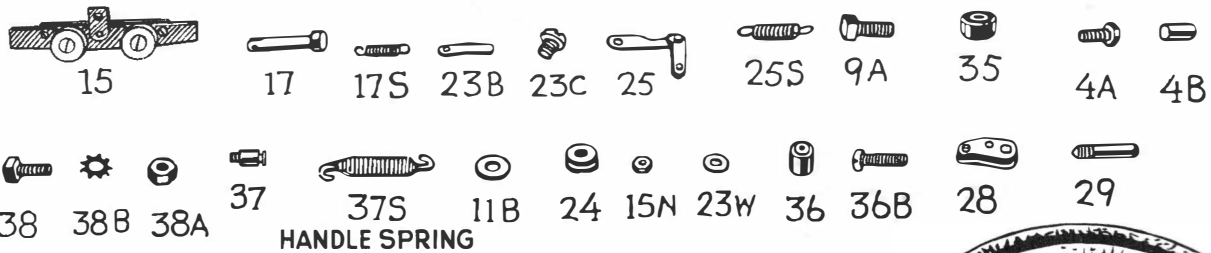
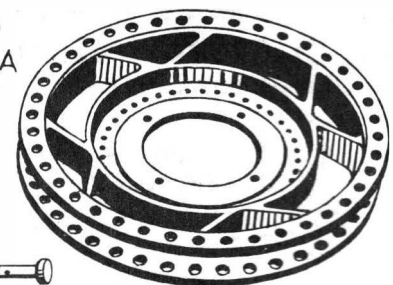
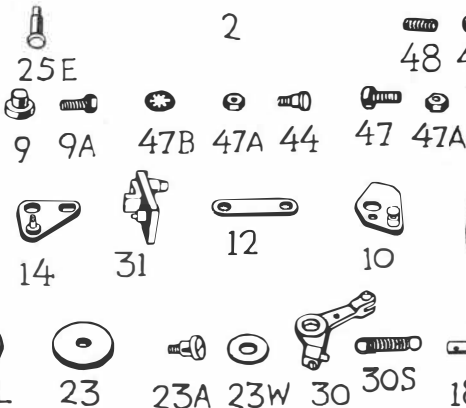
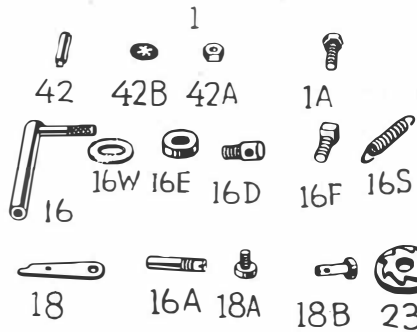
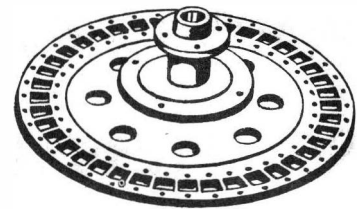
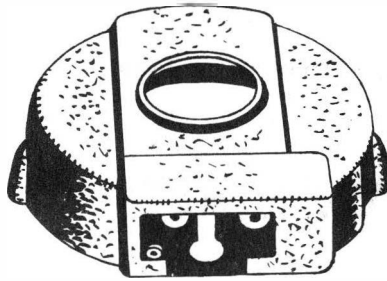
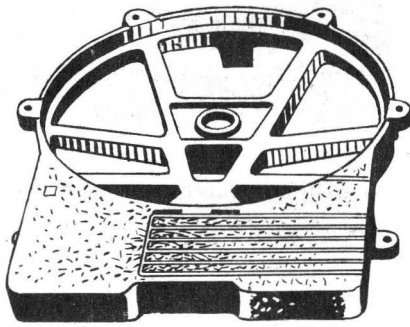
Tap Die on Punch gently using care to avoid binding or damage to cutting edge.

Raise Punch until Die is against die carrier and put screws in place. Tighten each screw a little at a time to equalize strain.

Tap Punch from Die and work Punch in and out of Die by pushing down handle of the machine. If set carefully Punch will cut clean and give long service.

**BE SURE YOU CLEAN ALL PUNCHES CAREFULLY BEFORE ORDERING NEW PARTS**

# 2 PARTS LIST MODELS R-1", S-3/4", H-1/2", Q-1/4"



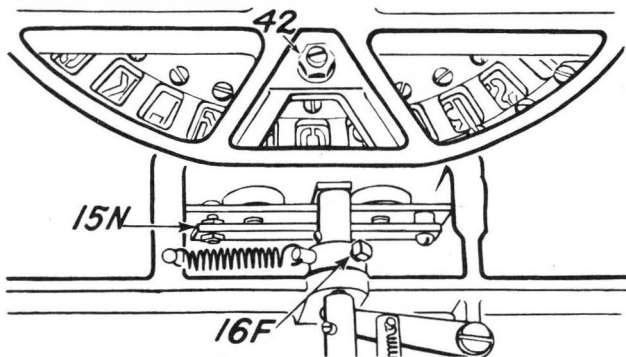
MARSH  
MODEL  
SERIAL NO.

# MARSH STENCIL MACHINES

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## WHEN ORDERING PARTS STATE MODEL AND SERIAL NUMBER OF MACHINE MARKED ON DIAL (PART 32)

1	Base	23-L	Feed Wheel, Left
1-A	Hood Mounting Screws	23-A	Feed Wheel, Screw
2	Hood	23-B	Feed Wheel Spring
3	Die Carrier	23-C	Spring Screw
4	Punch Carrier	23-W	Feed Wheel Washer, Spacing Cam Washer
4-A	Punch Carrier Screw	24	Spacing Cam Follower
4-B	Punch Carrier Pin	25	Spacing Cam Assembly
5-A	Punch Holder and Shank	25-S	Spacing Spring
5	Punch & Die with Screws Character Complete Each Machine has total of 40 Characters	26-S	Punch Spring
6-B	Punch Screw	27	Spring Retainer
6-C	Die Screw	28	Centering Rocker
7	Hand Wheel	29	Centering Rocker Stud
7-A	Hand Wheel Screw	30	Centering Arm
8	Dial Holder	30-S	Centering Arm Spring
8-B	Dial Holder Set Screw	31	Plunger
9	Rocker Bushing	32	Dial
9-A	Rocker Bushing Screw, Centering Bushing Screw	32-A	Dial Screw
10	Centering Cam	33	Stripper
11-B	Link Pin Washer, left	35	Centering Arm Bushing, Complete
12	Link	36	Spacing Cam Bushing
13-A	Link Pin Washer, right	36-B	Spacing Cam Screw
14	Rocker	37	Handle Spring Stud
15	Lower Feed Roll Assembly	37-S	Handle Spring
15-N	Left Link Pin Nut, Lower Roll Adjustment Nut	38	Lower Feed Roll Level Screw
16	Eccentric Shaft and Handle	38-A	Level Screw Locknut
16-A	Eccentric Shaft Stop Pin	38-B	Level Screw Lockwasher
16-D	Spring Stud	40	Pointer
16-E	Spring Stud Collar	40-A	Pointer Screw
16-F	Collar Set Screw	42	Die Carrier Rest Stud
16-S	Lower Feed Spring	42-A	Rest Stud Locknut
16-W	Eccentric Shaft Washer	42-B	Rest Stud Lockwasher
17	Release Button and Shaft	43	Cover Plate
17-S	Release Button Spring	43-A	Cover Plate Screw
18	Eccentric Shaft Pawl	44	Spacing Stop
18-A	Pawl Screw	45	Spacing Button
18-B	Pin, Spring Stud	46	Spacing Stop Shaft
19	Center Shaft	46-S	Spacing Button Spring
19-A	Center Oil Wick	47	Stroke Adjustment Screw
20	Operating Handle	47-A	Spacing Stop Locknut, Stroke Adjustment Locknut Plunger Locknut
21	Handle Retaining Washer	47-B	Spacing Stop Lockwasher, Plunger Stop Lockwasher
21-A	Handle Retaining Screw	48	Plunger Stop Screw
22	Handle Shaft	77	Rubber Foot (3)
22-A	Shaft Retaining Nut	78	Punch Shank Lub, Washer
23	Feed Wheel, Right	79	Punch Holder Lub, Washer



### FEED MECHANISM ADJUSTMENT

Proper spring tension on lower feed wheels is set at the factory. If necessary to remove collar be sure that set screw 16F is seated in original position or slightly in the direction of increased tension.

Dirt or heavy oil may cause erratic feeding. See oiling instruction on page 1.

When paper does not feed straight or spacing between letters is not accurate first check the Centering Arm Adjustment and then make proper "Feed Adjustment."

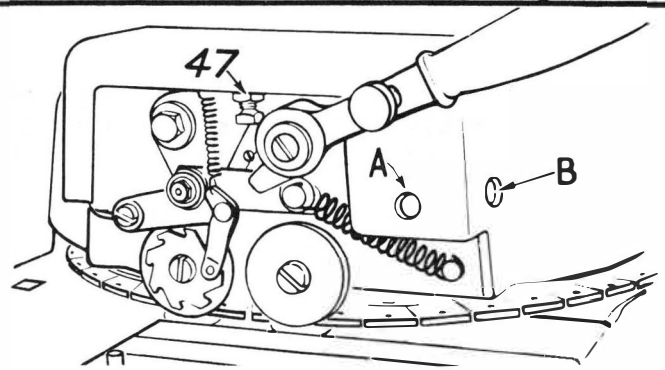
Proceed as follows. Locate two small nuts, 15N, on the lower feed roll plate below machine table. Adjustment of these nuts toward the center of the machine will cause the oil board to move above the line as it is being fed by the feed wheels. Adjustment of these nuts away from the center of the machine will cause the oil board to move below the line as it is being fed by the wheels.

When making adjustment, loosen the leading nut first, then bring up the other nut until tight. Use small open end wrench.

**IMPORTANT.** Do not change position of nuts more than 1/2 turn. Then test for straight feeding and repeat adjustment if necessary.

### DIE CARRIER REST STUD-42 ADJUSTMENT

The stud-42 is set, at the factory, as close as possible without scraping the Die Carrier-3.



### CENTERING ARM ADJUSTMENT

**RELEASE LOCKSCREW.** Look thru hole marked A to observe position of screw slot. Insert screwdriver and loosen screw 1/2 turn counterclockwise.

**ADJUST CLEARANCE.** Depress Handle-20 and hold down. Observe position of screw slot in hole B. Insert screwdriver and turn screw 1/4 turn clockwise to reduce Hand Wheel-7 shake.

Keep Handle-20 Down and test adjustment by trial with the Hand Wheel-7.

Continue adjustment by turning screw in hole B 1/4 turn at a time and testing until all shake is eliminated.

**LOCK ADJUSTMENT.** Raise Handle to upper position and tighten lock screw firmly with screwdriver inserted in hole A.

**IMPORTANT.** Test on four or more Dial-32 positions. When the Handle is down there should be no Hand Wheel shake on any character selected.

### PUNCH DEPTH ADJUSTMENT-47

Adjustment is set at factory; should not be changed unless punches fail to cut clear thru after being CLEANED with cleaning hook.

Remove cover plate-43 and handle-20. Replace handle and press down all the way.

Observe the clearance between the stencil die and punch plate by sighting under the stripper-33 from the right side of the machine. With the handle held down it should be possible to slide freely one piece of 8 point (.008") stencil board between punch plate and die. Two thicknesses of 15 point stencil board should pinch tightly between punch and die.

Adjust square head screw-47 1/4 turn at a time, and lock securely with locknut.