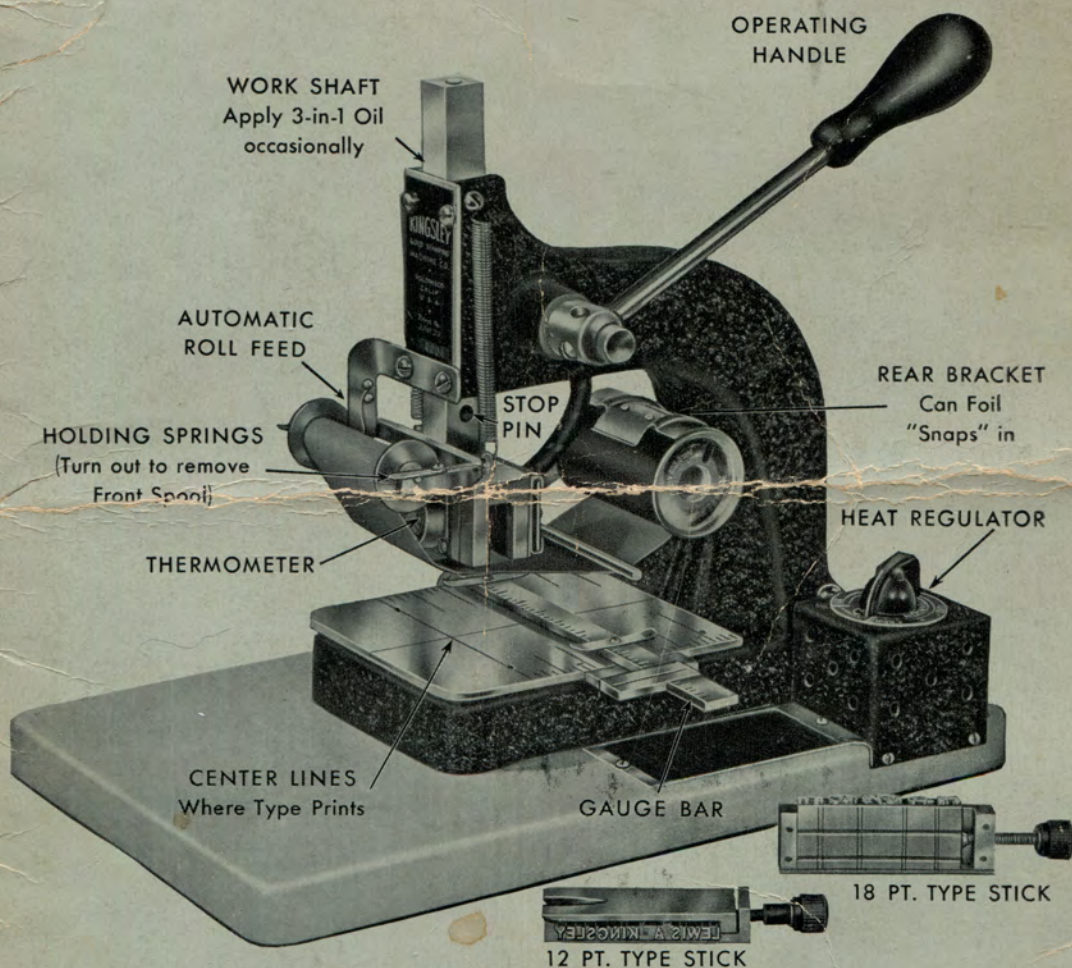


# Operating Instructions

for the

## Kingsley Machine



Connect machine to any 110-V. light socket (either AC or DC current) and allow 10 to 15 minutes to heat up to the desired temperature.

Machine may be left on heat all day long without damage from overheating. Uses only half as much current as a small light globe.

Order all supplies direct from

### Kingsley Gold Stamping Machine Co.

1606 Cahuenga

Hollywood, Calif.

850

38

## HOW IT WORKS



Setting the Type  
(60 seconds)



Self-centering—no screws  
or adjustments. Heats instantly!



Stamps with a *light, easy* pressure  
500-1000 impressions per hour



Finished! A perfect job that  
pleases and satisfies customers.

## FOREWORD

The Kingsley Machine is a very fine instrument, built with painstaking care and precision. Properly used, it will produce stampings of amazingly beautiful character and appearance.

You cannot expect these results without practice, patience and a thorough study of this entire booklet in the order in which it is written.

Take your time and go slowly at first, until you become thoroughly familiar with its use, and you will be surprised how quickly you will then develop speed and efficiency.

If, for any reason, you do not obtain perfect results, write us immediately as indicated on Page 5.

## CONTENTS

General Stamping . . .	Page 1-5
Leather Stamping . .	Page 6-7
Fountain Pens . . . .	Page 8-9
Sales Ideas . . . . .	Back Page



## HOW TO SET THE TYPE

Kingsley type *faces* come in a wide variety of sizes, but are all cast on only two *body* sizes (12 Pt. or 18 Pt.) to fit the Kingsley type sticks.

### 12 Pt. Type Stick



#### The Right Way

Set type as illustrated and fill type stick out to the end with equal amount of spacers on each side of name. Center of name will then print where the center lines cross on the base of the machine. 12 Pt. Stick may be inserted from either right or left side of machine to print the name either forward or backward.

#### X — The Wrong Way

Not enough spacers—Name “off center.” Liable to bend type stick and make it fit too tight in machine.

#### To Print “Up and Down”

Set type as illustrated and feed paper sideways into the machine.

### 18 Pt. Type Stick



18 Pt. Type Stick goes in *only* from *right side* of machine. Illustration shows type set to print “backwards.” To print “forward,” reverse the type.

Tap all letters down evenly before tightening up. Do not screw up too tight, or it may stick in machine.

Insert type stick as far as it will go into the machine, and allow 10 to 15 seconds to heat up before stamping.

Remove hot type sticks from machine after each stamping, and lay flat on glass or metal surface to cool off.

**Worn Type**—As individual pieces of type wear down — discard them or stampings will not be uniform.

Do not crowd too many pieces of type in any one section of type box —it slows down your type setting.

Rub Three-In-One Oil on type sticks occasionally to make them slide into machine easier.

## AUTOMATIC ROLL FEED

Snap can of foil of desired color in rear bracket with slot facing down. Attach foil to front spool with half round spring clip, and adjust arm on rear bracket low enough to keep foil from rubbing against hot type. 3" spools are provided with divisions and spacers for the 1" and 2" Foil.

To remove front spool—push the two little holding springs out sideways. Note—if front spool becomes too loose and fails to turn with each stroke of handle, bend the left spring down a little to increase the tension.

Remove "used up" foil from front spool frequently to avoid increased spacing and waste of unused foil.

**STOP PIN**—The little round stop pin in the square shaft is provided to shorten the stroke of handle for faster stamping. When the automatic feed is not required, as in stamping Fountain Pens, Leather Goods, etc. with 22-K Gold Sheets, remove this stop pin so the shaft goes all the way up—to provide more room and clearer view of the work.

## CUSHION BOARDS

You cannot stamp paper or other thin items directly on the metal base of the machine—the color won't take, and you might damage the type. Four grades of Cushion Boards are provided for this purpose:

**Black (Medium Cushion Board)**—for use under Writing Papers, Xmas Cards, Paper Napkins, etc.

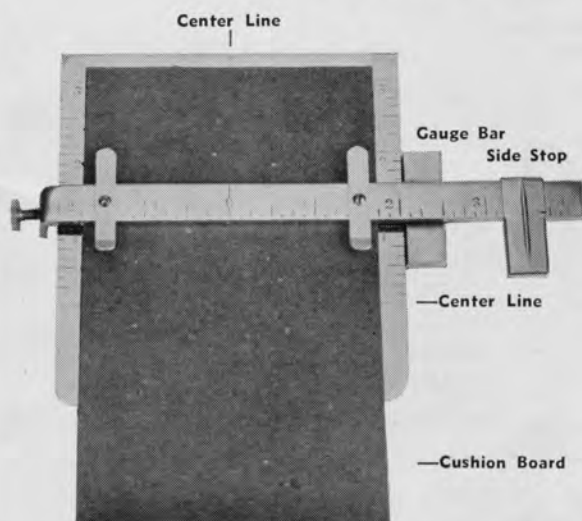
**Red (Hard Cushion Board)**—for use under Playing Cards to keep imprint from showing through on reverse side of the card.

**White (Soft Cushion Board)**—for a deeper imprint, and for very large type set-ups where the Medium Board may be too hard.

**Rubber Sheet Cushion**—for use with Reverse Type, such as Hearst Initials, to produce a "raised" letter effect.

**TO USE**—Place the Cushion Board on the base of the machine and clamp the gauge bar over it to hold it in place. Move to a fresh spot for each change of name—start at one end of the board and work toward the middle—then reverse to opposite end. When one side is used up, turn over, use up the other side, and then discard.

## LINING UP THE WORK



Gauge Bar and Side Stop may be adjusted back and forth as required.

When name is properly centered in the type stick, it will stamp where the two center lines cross on the machine.

For accurate register—make a sample imprint first upon a sheet of scrap paper, and measure the distance from the edge with a 6-inch ruler.

To stamp Xmas Cards, etc., “at the bottom”—reverse the type and gauge bar and feed cards into the machine from the bottom.

To Stamp “Up and Down”—set type as illustrated on page 1 and feed the folded sheet from the side. If you don't want the imprint to show through on the second page, slip an extra piece of cushion board into the fold for each stamping.

To stamp “across the corner”—draw guiding lines on the cushion board, or paste strips of cardboard on it at the desired angle.

The side stop cannot be used inside the 2-in. mark—When stamping playing cards or other small pieces, draw a guiding line or paste an extra strip on the cushion board for a marker.

## TEMPERATURES — HEAT CONTROL

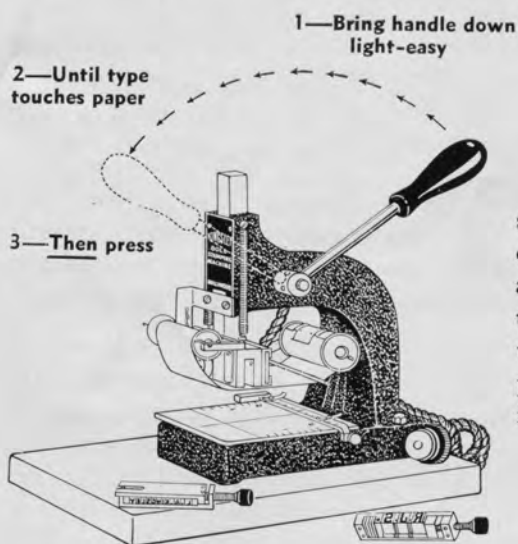
The Kingsley Machine is equipped with both Thermometer and Heat Control, so that you can get the exact heat required to produce sharp, clear stampings. This heat will vary according to the color of foil used, and the surface and nature of the material stamped on.

### Average Temperatures

Gold .....	250°	Colors .....	220 to 250°
Silver .....	220°	22-K Gold ..	200 to 220°

Colors on cellophane back require higher heat than colors on wax paper back. To be sure you have the right heat—always make a sample imprint on a piece of scrap paper first.

## CORRECT STAMPING PRESSURE



To get the fine perfect stampings that are possible only with the balanced mechanism and sensitive "feel" of the Kingsley Machine, practice stamping scrap paper, applying the pressure as shown in illustration.

If you don't get a clear impression the first time, stamp over again—holding the handle down a little longer or with a little more pressure. If the color is still faint—the machine is too cold.

If the impression is blurred or smeary—you have held the handle down too long, or the machine is too hot. Switch off machine a few seconds to reduce heat quickly.

Blurred impressions may be brushed clean with a piece of art gum or a soft cloth.

### Always Take a Proof Before Stamping

Before stamping any regular merchandise, always take a proof on scrap paper to check your type setting—the heat of your machine—and to see if you have set the gauge bar the right distance to stamp in the position desired.

If any single letter does not stamp, and the others do, it shows that piece of type is worn or damaged—discard and replace it.

Always examine the merchandise before removing from machine, so that you can stamp over again a second time if necessary.

## COLORS

Pigment Colors (on waxed paper backing) do not stamp as clearly in fine detail as Gold or Silver,—and should, therefore, be used only with the bolder or heavier type faces. For fine line stamping—use our colors with cellophane backing.

## FOR SPEED AND EFFICIENCY

### Follow this Routine:

- (1) Set the type and place in machine.
- (2) Take a proof and line up the work.
- (3) Do the stamping.
- (4) Remove hot type and lay out to cool off.
- (5) Repeat in this order for the next job.

When removing the type stick, it saves time to hold it in a cloth pad, slide out the hot type and set the next name in the same heated type stick.

Do not allow too much loose type to accumulate—distribute it back in the type box as fast as it cools off. Extra type sticks may be ordered for use during rush seasons. Do not allow hot type to remain in the machine—it causes premature wear.

Keep the machine and all its accessories neat and orderly,—a place for everything, and everything in its place. Keep it covered when not in use (at least overnight). A dirty machine never stamps clean. Just a little polishing with a soft cloth will keep the chrome finish of the Kingsley always neat and clean.

**OILING**—Oil the square work shaft of the machine occasionally, or you will lose that “sensitive feel” that makes for better stamping.

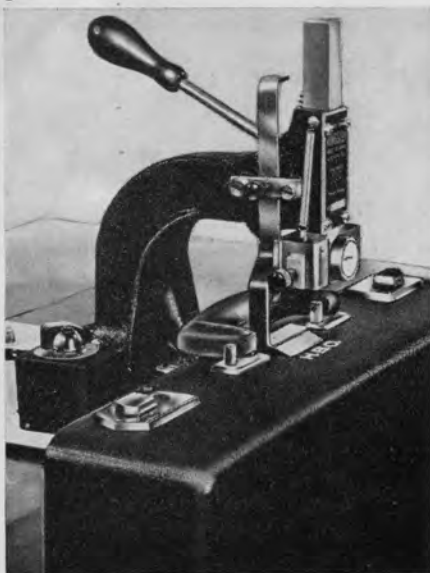
### Use Only Genuine Kingsley Supplies

The Kingsley is a low temperature machine that employs new and revolutionary principles of stamping, and requires a special kind of type and stamping foil. Do not use anything but genuine Kingsley type and foil, or you will eventually damage the precision alignment and fine stamping qualities that distinguish the Kingsley Machine above all others. We cannot give service or guarantee the machine to hold up and last unless genuine Kingsley supplies are used exclusively.

## WHEN IN TROUBLE

Do not wait for our salesman to call—An Air Mail letter reaches us overnight—describe what seems to be the trouble, and be sure to enclose a sample print of any defective stamping, together with the strip of foil you stamped it with. Our Service Dept. will give you further instructions on what to do by return Air Mail.





**STAMPING SUIT CASES, ETC.**—Reverse the machine on its base (or remount on a piece of 2x4) and bring the cord out through the back. Bolt down securely with the front about 4" out from the bench — as illustrated above.

## EXTRA ATTACHMENTS

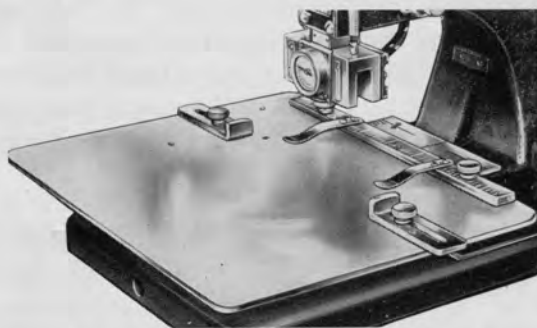
In addition to the regular "L" shaped clamp that comes with the machine, there are a number of other attachments that may be ordered separately, if required.



**BILLFOLD CLAMP**—As illustrated above, saves a lot of time in lining up and clamping billfolds, etc.....Price \$2.75



**HOLDING BLOCK** — For stamping zipper toilet cases, box lids, eye glass cases, etc., that would otherwise have to be built up underneath with wooden blocks, fits like the Pen Attachment.....Price \$2.75



**8x10 BASE PLATE**—Slides back and forth over the regular base for the instant and positive centering of a second or third line of stamping . . . Saves time in stamping binders, books, brief cases, etc. ....Price \$10.00



## LEATHER STAMPING

Remove front spool and stop pin from the machine, so the stamping head goes all the way up for clearer view of the work. Set the type and allow to heat up to 200 to 220°.

Clamp the object in stamping position securely, so it won't slip, with the "L" shaped clamp that fits on the left side of the machine, and be sure the space for the name is level with the type. If the material under the name is of unequal thickness or layers, level it up underneath with a piece of cushion board, or the low end of the name will not stamp clearly. For example, on the inside of some Buxton Billfolds, there is an extra thickness of leather running at an angle right underneath the usual place for the name. To compensate for this, you have to insert a small triangle shaped piece of red cushion board to level it up, so that both ends of the name will stamp equally well.

Blank in the name clear and smooth with the hot type only, before applying the gold leaf. Then stamp in the gold with a fairly quick pressure, as too long a pressure or too much heat will make the gold blurr around the edges or between the letters. If you don't get a perfectly clear impression of gold the first time, stamp over again with a little more pressure or a little longer "dwell".

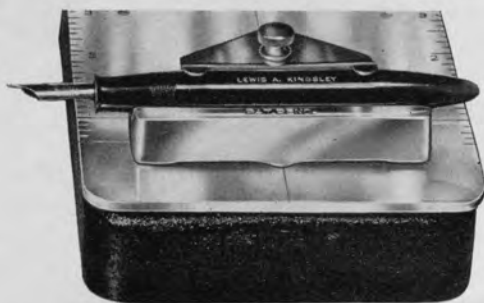
Polish off the surplus gold with a soft cloth, being careful to hold the object securely so it won't slip—just in case it may be necessary to make another impression. Use a moistened toothpick to remove any surplus bits of gold between the letters.

## ROUGH LEATHER

The trick in stamping rough leather is to blank in the name perfectly clear and smooth before applying the gold. With a Kingsley, you don't have to use any excess or severe pressure. You get a better job by making several repeated strokes, using ordinary pressure. If the leather is extra hard, moisten the surface, and the steam and pressure from the hot type will soften it. Allow sufficient time to dry and then dust with Kingsley Sizing Powder, (and blow off the surplus) before applying the gold leaf.

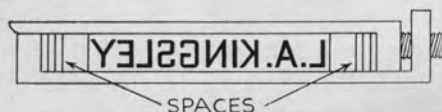
It is very difficult to stamp small size type on rough leather. The larger the type face, the easier it is to stamp. Do not use anything smaller than our "deep cut" 12-Pt. News Gothic for names, or the 18-Pt. for initials on rough leather.

## FOUNTAIN PEN STAMPING



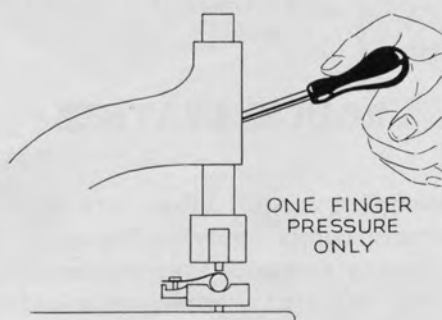
Always Practice On a Scrap Barrel  
Before Attempting to Stamp Regular Pens

Remove front spool and stop pin from the machine, so the stamping head goes all the way up, and change handle to opposite set of holes.



Set type in the 12-Pt. type stick, as illustrated. The name *must be properly centered*, or one end may not print. Place in machine from left side and heat up to about 240°.

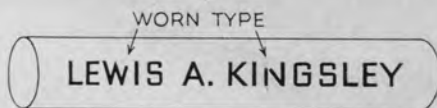
Remove cap, select a *level* space on the pen barrel to stamp on — clamp securely in the holder, and place attachment in the two little holes on the machine — facing you, as illustrated above.



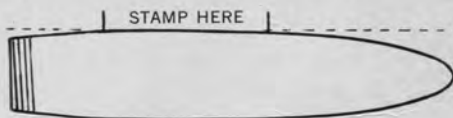
Hold a small piece of white blotting paper over the pen barrel, and take a proof on it to check your spelling. Then blank in the name without gold, using only a very light FINGER-TIP PRESSURE, and allow the hot type to rest on the pen barrel 2 to 3 seconds to get a good clear imprint before applying the gold. The Kingsley attachment is built so accurately that you can remove it from machine for inspection of the stamping, replace and stamp over again if necessary . . . using more time and less pressure.

## LEWIS A. KINGSLEY

*Don't use too much pressure on lever filler pens, or the name will curve in toward the center as illustrated above. Take more time and let the heat do the work. Stamp as far around from the opening as possible.*



If necessary, hold a small corner of the gold sheet over any imperfect letter and stamp over again. If this doesn't help, it shows the piece of type is worn, or has become damaged. Hold the hot type stick in a cloth and remove the worn piece of type with a pair of tweezers and replace with new. Stamp the entire name over again.



You can't stamp pens on the tapered or rounded section of the barrel. Before stamping, bring the handle down until the type almost touches the barrel, and if you see the name is going to run over on the tapered part, move the barrel to a more level section. If the name is too long, cut it down to just the name and initials.

You can't stamp more than 10-12 letters in regular pen type on the Parker "51," or Eversharp "Skyline," because of the limited level space on the barrel. For longer names use our "Condensed" pen type. Parker "51s" are of harder material, and you must, therefore, hold the handle down a little longer to get a good imprint. "Skyline" pens take less heat and require "Adaptor Strips" (\$1.50 a set) to hold them level in the pen attachment.



**Automatic Pencils**—Always use the little V piece of metal under pencils to raise them up so they will clamp securely in the attachment. On pencils divided in the center, always place them in the attachment so the end of the name will stamp as close to the center division as possible.

**DEFECTIVE STAMPINGS**—Can be buffed out on a regular pen buffing wheel, just send it to your nearest pen repair shop.



## How To Take "Monogramming" Orders

Nothing will increase the customer's pleasure and satisfaction with the merchandise so much as a good looking, properly "styled" job of stamping.

But—it is difficult for some customers to visualize how the particular lettering they ask for is going to look when finished. They may, for example, ask for extra long names on Fountain Pens—when actually, just the name and initials would look neater and be easier to do.

Likewise, on rough leather, it is better to have name and initials, or just three initials — in type large enough to make a good clear impression — than the entire name in a smaller size that fills in and is difficult to read.

So—don't hesitate to make suggestions when needed, that will insure a better looking result, and also save the store the needless expense and risk of complicated stampings that would so often be in better taste when done in a more simple fashion.

## How to Promote Sales

Nothing will promote your sales so much as a liberal assortment of clean, fresh, good looking samples, showing just how the name or monogram will look on the merchandise itself.

You should therefore, practice the art of "Styling," or the selection of letters that will make the best looking sample of name or monogram for each style of type, and for each line of merchandise.

Try this on scrap paper, using all of your type styles and colors, and you will be surprised at the beautiful effects you can create with a little thought and study.

You can obtain mat boards, such as sign painters use for show-card work, in a wide variety of colors, from almost any wholesale paper house. Have these cut 9 x 12 or 10 x 14 sizes for counter or window display, mount your monogrammed samples of writing papers, etc. on them, and you will be surprised how it will increase your sales.

**LEATHER SAMPLES**—Make sample imprints of your various type styles on a small piece of leather, to show the customer.

**FOUNTAIN PEN SAMPLES**—For this purpose you can obtain dummy pens from almost any of the pen manufacturers.