



## **TREASURY CIRCULAR No. 9 OF 1953**

### **CARE OF OFFICE MACHINES**

It is manifestly clear both from inspection of a large number of typewriters which were withdrawn from a wide range of Government offices, and from the operation of the adding machine and calculator repair and maintenance service (Treasury Circular No. 26 of 1952 refers) that there is gross neglect of expensive equipment in many offices.

2. Costly replacement of parts together with the unnecessarily frequent replacement of machines, causes a heavy and entirely unwarranted expenditure of public funds.

3. Heads of Departments are requested to supervise personally or through senior and responsible officers the care of office machines. Attached as Appendix A to this circular is a schedule, divided into three sections, which details the routine care and maintenance covering typewriters; hand-operated adding machines and calculators; and electric calculating and adding machines; which are to be undertaken conscientiously and thoroughly by the staffs of each and every office.

4. The Instrument Repairer of the Survey Department and Government's typewriter maintenance contractor will be asked to notify the Treasury of the office of origin of any machine which requires repairs which are clearly due to negligence and/or non-observance of the terms of this circular. In every such case the responsible officer will be requested to show cause why he or she should not be surcharged with the cost of the repairs.

5. One of the principal sources of costly repairs of type-writers comes from the necessity of replacing, at frequent intervals, the feed rollers on those machines used for the cutting of stencils. This occurs owing to the damaging effect the wax stencils have on the rubber parts of the feed rollers which are usually situated beneath the platen. An excellent but simple scheme has been devised and tested by the senior Treasury stenographer and has proved its worth over a period of trial. Details of this scheme are given at Appendix B to this circular. Heads of Departments are first requested to decide which of their typewriters are in fact required to be used for the cutting of stencils. These machines should be specially marked and instructions issued that only such machines are to be used for stencil preparation. The very simple modification outlined in Appendix B should then be undertaken in each office for the machines so marked. It is expected that this simple scheme will save Government many thousands of dollars in typewriter repairs.

By Command,

J. E. PEPPER,  
Secretary to the Treasury.

THE TREASURY,  
Kuala Lumpur, 24th April, 1953.

( To be brought to the attention of all Government Officers who use office typewriters or machines. )

## **APPENDIX A**

### **CARE OF TYPEWRITERS**

1. Lift the machine with care by placing both hands under the main frame. Never lift a machine by the carriage or carriage supports.
2. Cover the machine when it is not in use. An accumulation of dust makes the machine stiff in operation, strains the mechanism and is the principal cause of mechanical breakdowns.
3. When an erasure has to be made, move the carriage as far as it will travel either to the right or left so that particles of rubber and paper do not fall into the machine.
4. When a typeface becomes clogged or dirty it may be cleared by moistening it with a little benzine and brushing with a type brush. On no account should the benzine be allowed to come into contact with either the cylinder or feed rollers. Brushing should always follow the direction of the length of the typeface, i.e., from the machine to the operator.
5. Report any fault on the machine as soon as it develops and never attempt to repair or adjust it yourself.
6. Backing sheets should be used when only one or two sheets of paper are being inserted in the typewriter. This saves the platen from becoming pitted and produces a hard and even surface-thus producing better carbon copies.

### **CARE OF HAND OPERATED ADDING AND CALCULATING MACHINES**

1. Cover the machine at all times when it is not in use.
2. Never force any setting or operating lever.
3. If the machine jams or gives incorrect readings make a note of the settings on the machine at the time and quote these when you report the machine out of order. Do not use the machine again until the fault is corrected.
4. Report any fault as soon as it develops and never attempt to repair or adjust a machine yourself.

### **CARE OF ELECTRIC CALCULATING AND ADDING MACHINES**

1. Cover the machine when it is not in use.
2. Study the manufacturer's handbook and follow the method of operation that they advise.
3. Move the machine carefully lifting it at all times by placing both hands under the main frame.
4. Avoid prolonged storage without use.
5. Keep the machine dry at all times.

6. Ensure that the circuit to which the machine is connected is correctly fused (5 amp maximum).

7. If the machine will not run check the mains fuse and if necessary replace. If the fuse again blows report the fault and do not attempt to use the machine.

8. Do not operate setting knobs with the current switched off.

9. If the machine either

(a) jams in operation

(b) will not clear

(c) gives incorrect results

report the fault quoting the exact settings that were on the machine when it occurred. Do not use the machine until the fault is corrected.

10. Report any fault as soon as it develops and never attempt to repair or adjust a machine yourself.

## **APPENDIX B**

### **MODIFICATION TO FEED ROLLERS ON TYPEWRITERS USED FOR CUTTING DUPLICATOR STENCILS**

1. With each "Gestetner" Stencil a protection paper is supplied to separate the wax stencil from the backing sheet. This paper is to be used to protect permanently the rubber rolls on the feed rollers.
2. Strips of this paper are to be cut to the correct width and length so as to cover neatly the rubber rolls. The strips should then be pasted on to the rubber rolls to provide the protective cover.
3. Feed rollers so treated on one machine in the Treasury have been in continuous use for two years during which time many thousands of stencils have been cut on the particular typewriter. The feed rolls are still in perfect condition and the paper cover has neither frayed, nor torn, throughout this period.
4. Typewriters not so modified, but used for stencil cutting, suffer rapid deterioration of the rubber rolls which swell and distort and require replacement every few months. As the replacement rolls are costly it is apparent that considerable economies will follow from the adoption of this device.
5. The modification is a simple one requiring care and patience only to provide a lasting and highly effective protection. The typewriters so modified can, of course, be used for normal typewriting.