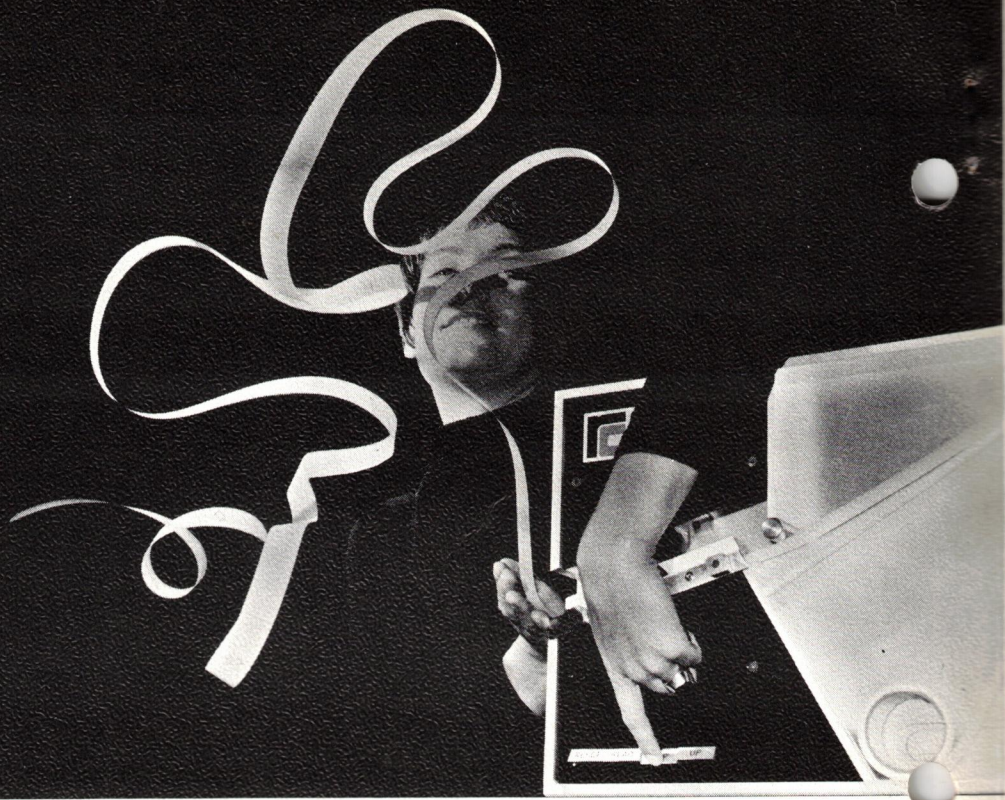


## USING PAPER TAPE

**PC** PAPER TAPE  
ACCESSORIES



## Information for tape users



## Some important do's and don't's

### **Check the punching**

Every tape should be checked to see that width and hole positions are within standard tolerances. This can be done quickly and accurately using the RC Paper Tape Gauge.

### **Identify all tapes**

Identify the tape before punching with a serial number that indicates the total number of tapes in the file, for example, 2/14. Use a stamp and ink rather than gummed labels. If the tape is not marked with arrows, then identify the start and end of tape as well.

### **Start and end with blank tape**

All tapes should start and end with about 1.2 meters of blank tape, blank tape feed, or tape feed (see illustration) to permit use of the RC 2100 Automatic Tape Winder.

### **Wind the tape properly**

When the tape has been punched, wind it – beginning at the end – in a tight, even roll on a cardboard core (inner diameter 51 mm). Do not affix the end of the tape to the core with gummed tape or the like.

If the roll is loose, hold the core firmly in one hand, pull the tape taut with the other, and wind up the slack. If the roll is uneven, lay it on a flat surface and pat it a few times. Use of the RC Electric Tape Winder will make the whole job a lot easier.

### **Don't use too big a roll**

Avoid punching a number of tapes on one big roll. Reading and operation are most reliable when rolls with a diameter of about 15 cm are used.

### **Splice with care**

Worn or damaged tapes must be repaired. When splicing a tape, take care that both ends meet exactly and do not overlap. Tapes can be mended perfectly and fast with the RC Paper Tape Splicer and special pre-punched splicing tape.

### **Avoid paper clips etc.**

Use a rubber band to hold the roll when it has been wound – not paper clips, gummed tape, and the like.

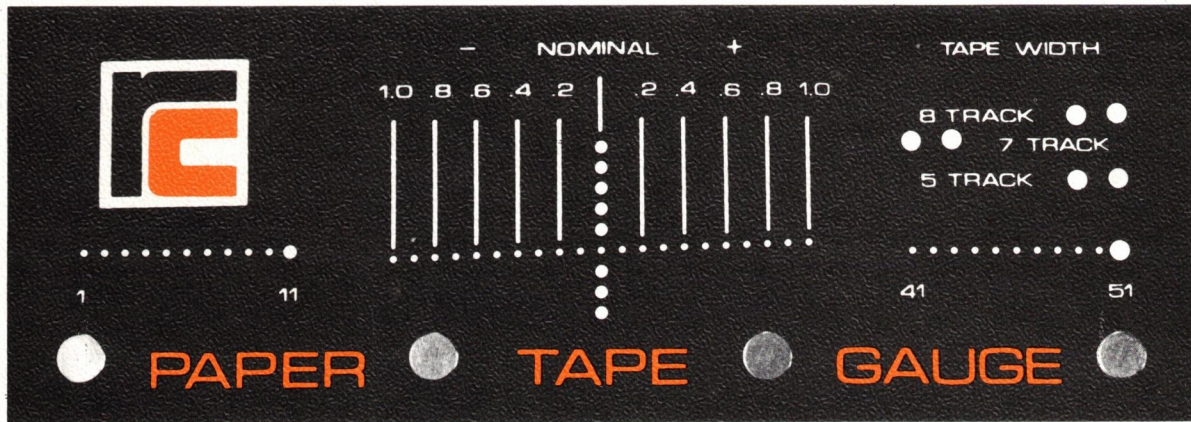
### **Pack carefully when forwarding**

Tapes being forwarded should be packed so that they will not be damaged. Plastic and cardboard packaging materials are available commercially for the purpose.

### **Store paper tape properly**

Paper tapes, whether new or punched, are best kept where the relative humidity is about 65 percent. Avoid exposure to direct sunlight or heat from radiators and office machines. Never keep paper tape in boxes that absorb moisture.

# Checking paper tapes



## How to check

The RC Paper Tape Gauge for 5, 7, and 8 track tapes makes it possible to determine quickly and accurately whether a punched tape can be read by the RC 2000 Paper Tape Reader.

Place the tape on the gauge in the manner illustrated with the lower edge touching the four tape guides.

## Tape width

Check correct tape width using the large dots in the upper right-hand corner of the gauge.

The upper edge of the tape should touch one of the dots for 5, 7, or 8 track tape but not the other. If this is not the case, do not use the tape and notify the supplier.

## Feed hole spacing

Check correct feed hole spacing by means of the horizontal rows of dots on either side of the gauge (marked 1-11 and 41-51). Position the tape so that dot 1 on the far left is in the center of a feed hole. Hold the tape taut across the gauge.

Feed hole 51 - counting from the feed hole on dot 1 - should not be outside dot 51 on the far right. If this is not the case, do not use the punch and call a service technician.

## Distance between feed holes and edge of tape

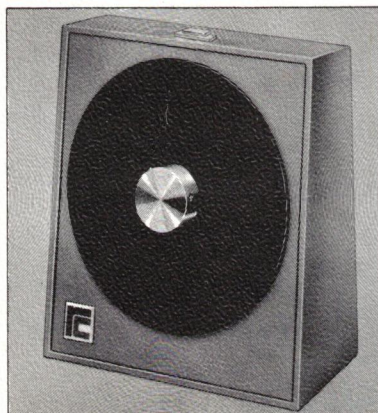
Check correct distance between the feed holes and the edge of the tape using the slanting row of dots in the middle of the gauge. Move the tape sideways until one of the dots appears in the center of a feed hole.

This dot should correspond to the -0.1 mm, nominal, or +0.1 mm position. If this is not the case, do not use the punch and call a service technician.

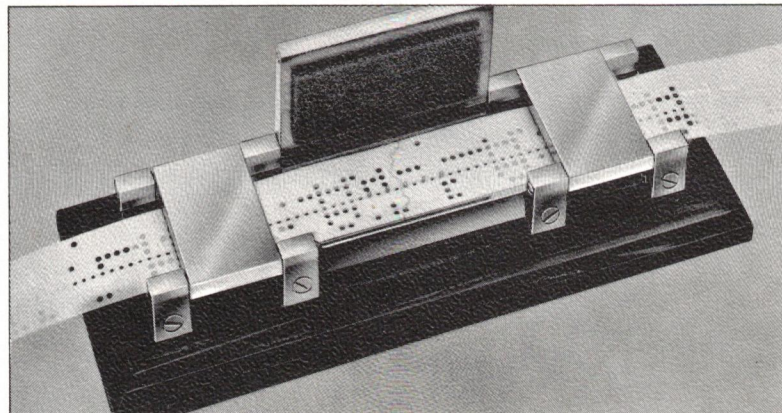
## When to check

Punch and check a test tape in the manner described before starting to punch for the day and whenever a new roll of tape is placed in the punch.

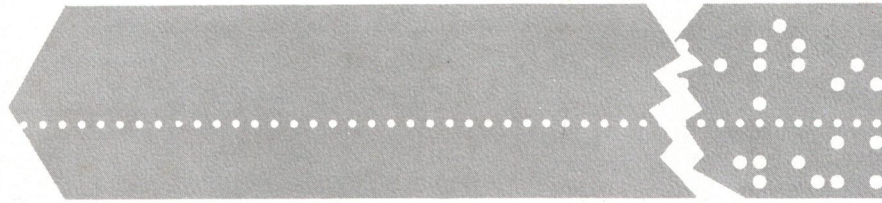
RC Electric Tape Winder



RC Paper Tape Splicer



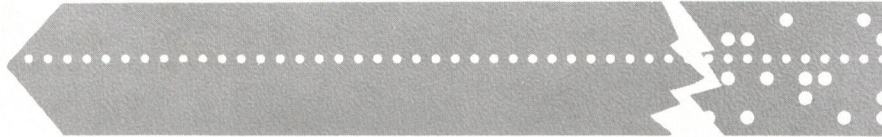
## Common types of paper tape



8 track tape

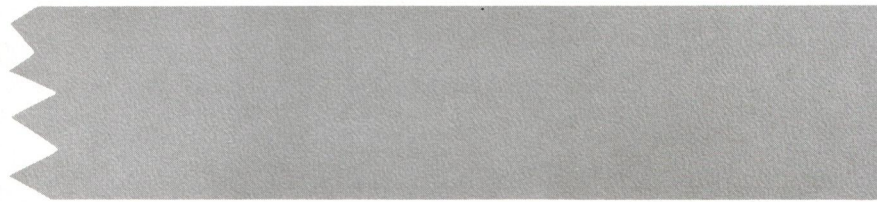


6 track tape (Olivetti)

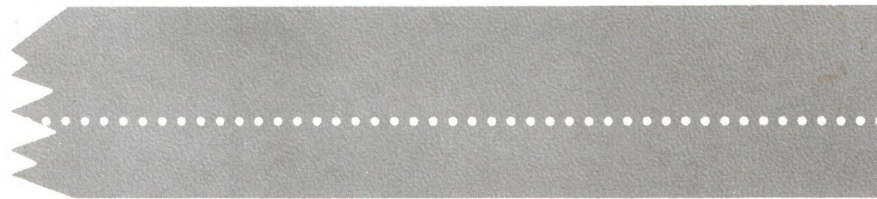


5 track tape (telex)

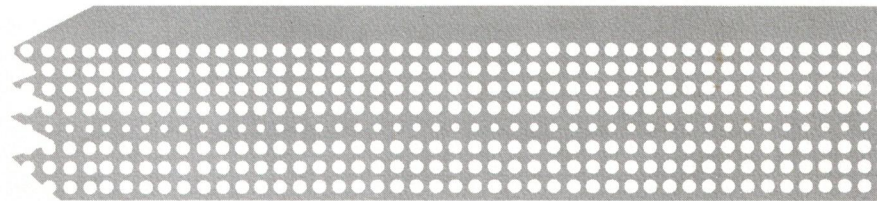
### Ways to start and end a tape



blank tape



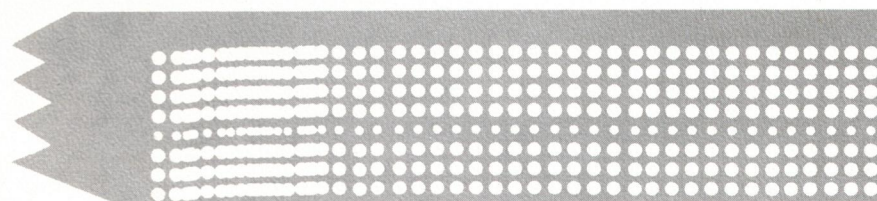
blank tape feed



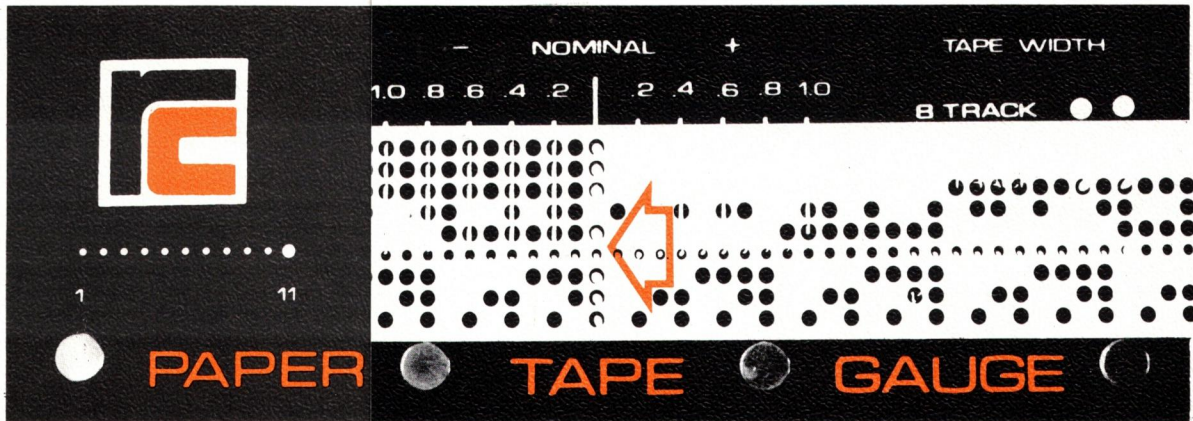
tape feed

### How not to start a tape

If resuming to punch a tape that has been removed from the punch, make sure that the new start does not look like this:



## Checking paper



Tape correctly placed on gauge for checking

### How to check

### Tape width

### Feed hole spacing

### Distance between feed holes and edge of tape

### When to check

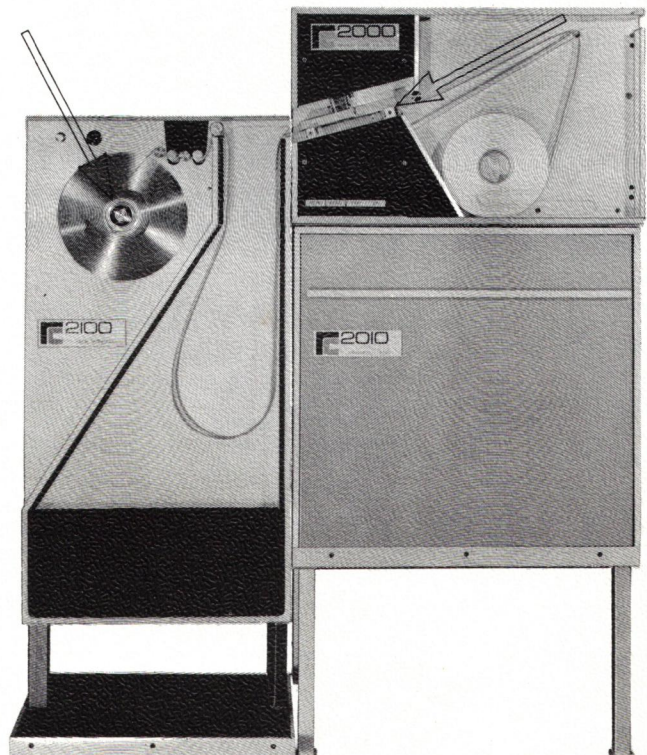
### RC Electric Tape Winder



## Loading the tape

The RC 2000 tape reader and RC 2100 tape winder are shown below with a correctly loaded tape. The RC 2000 reads 2000 characters a second, which corresponds to about 5 meters of tape a second.

The arrows indicate the distance between the RC 2000 read head and the RC 2100 take-up hub, showing why tapes must start and end with about 1.2 meters of blank tape.





## SCANDINAVIAN INFORMATION PROCESSING SYSTEMS

HEADQUARTERS: FALKONER ALLÉ 1 · DK-2000 COPENHAGEN F · DENMARK  
TELEPHONE: (01) 105366 · TELEX: 6282 RCHQ DK · CABLES: REGNECENTRALEN

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