No. 838,513. PATENTED DEC. 18, 1906.

J. BAILEY.

APPARATUS FOR MANIFOLDING AND FILING.

APPLICATION FILED JAN. 3, 1906.

3 SHEETS—SHEET 1.

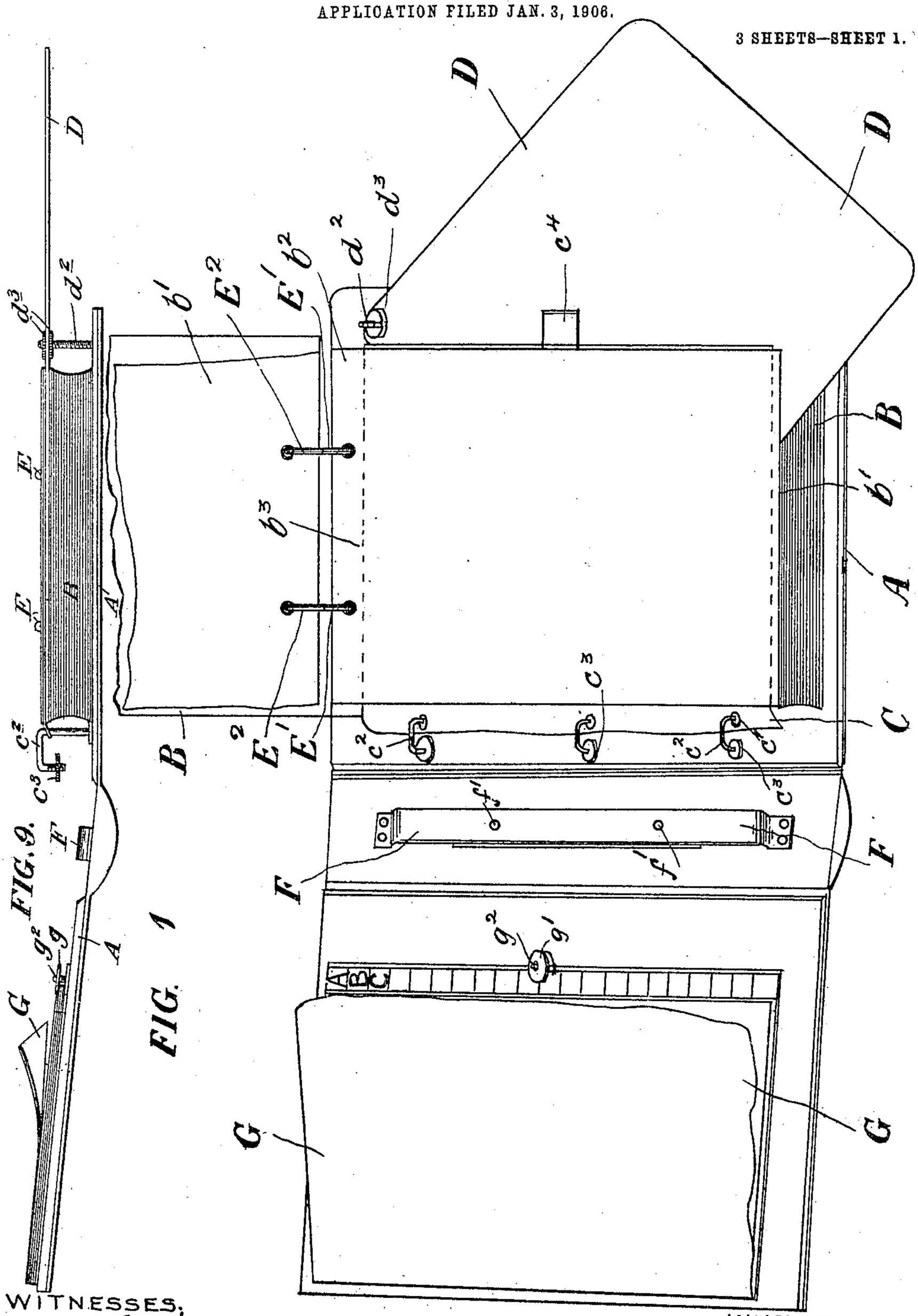

FIG. 1

FIG. 9.

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3 SHEETS—SHEET 2.

FIG. 2

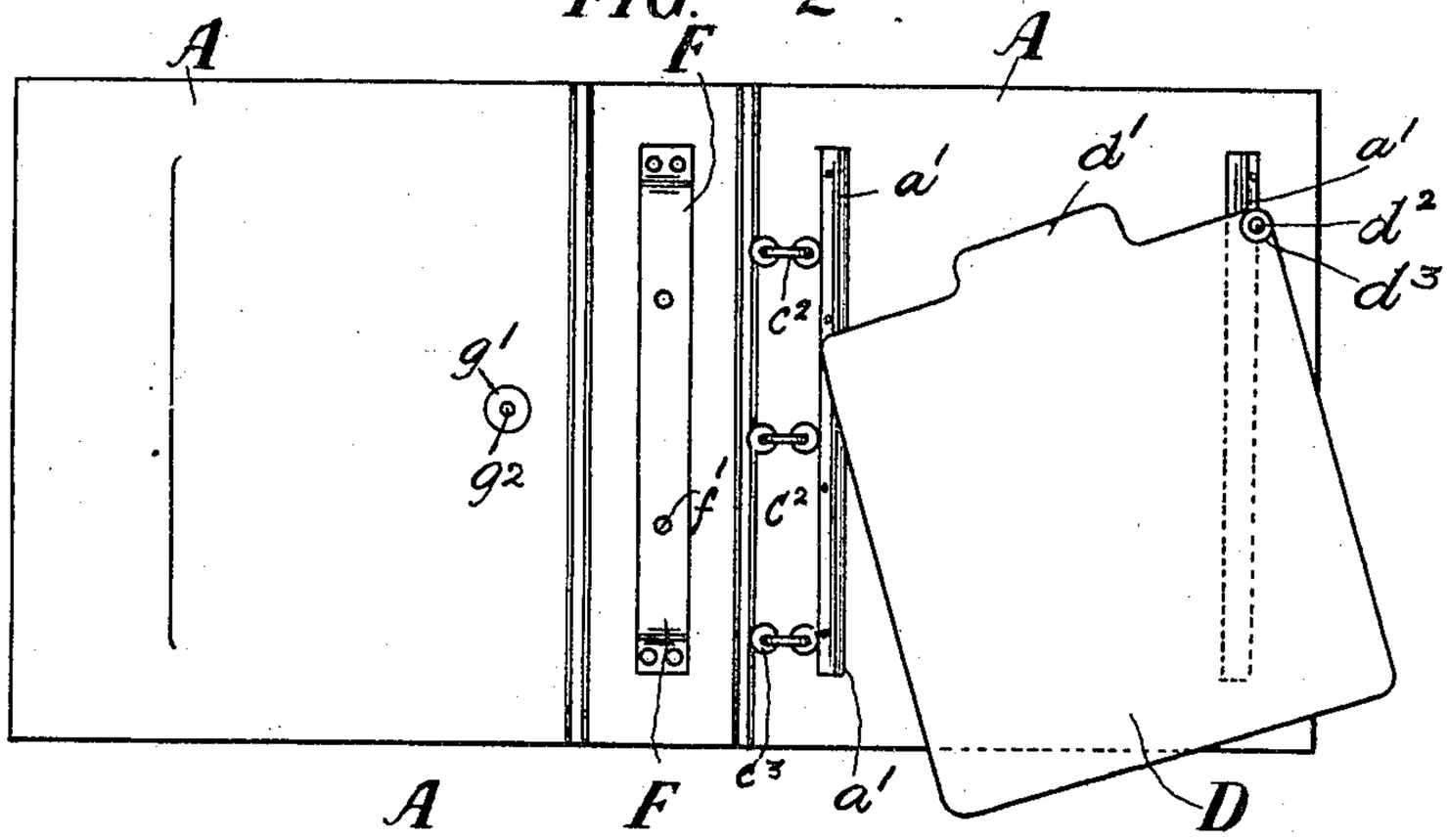
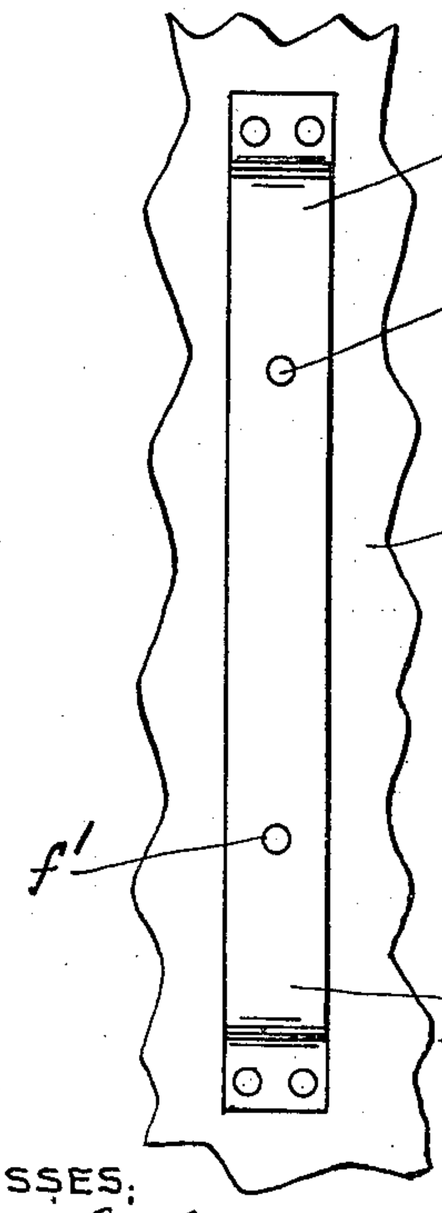
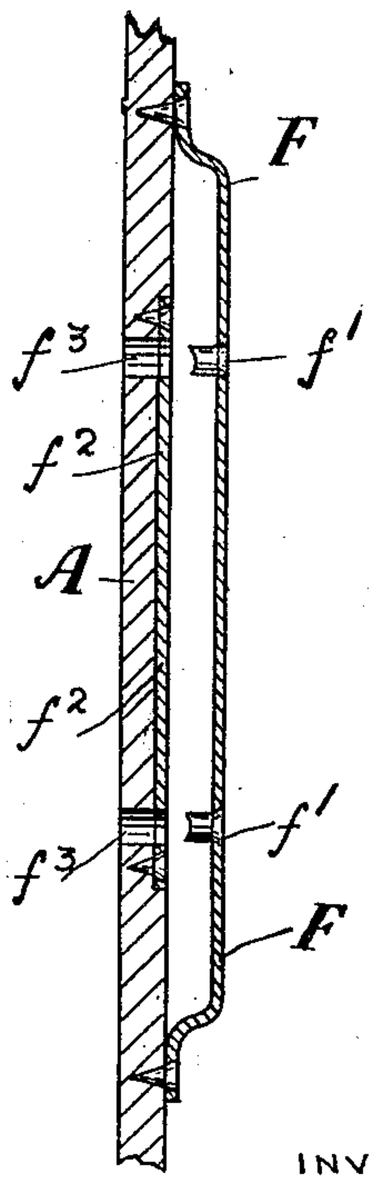


FIG. 3

FIG. 4





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3 SHEETS—SHEET 3.

FIG. 5

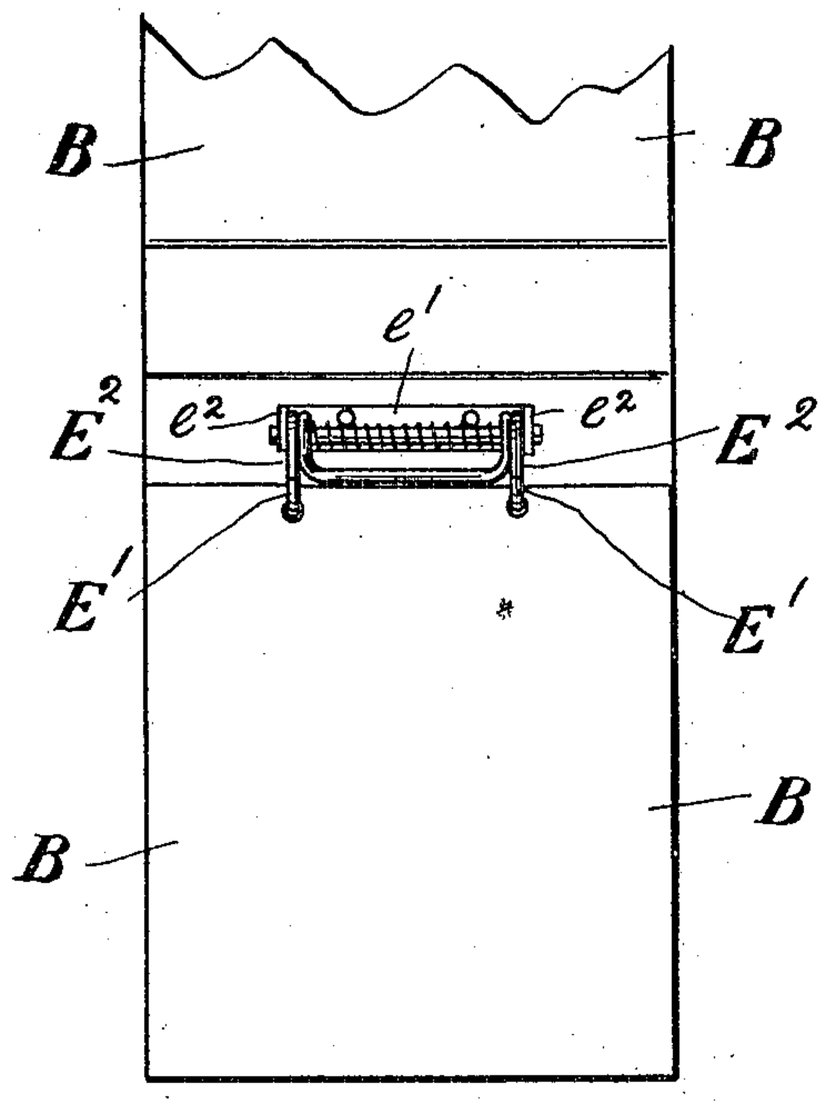


FIG. 6

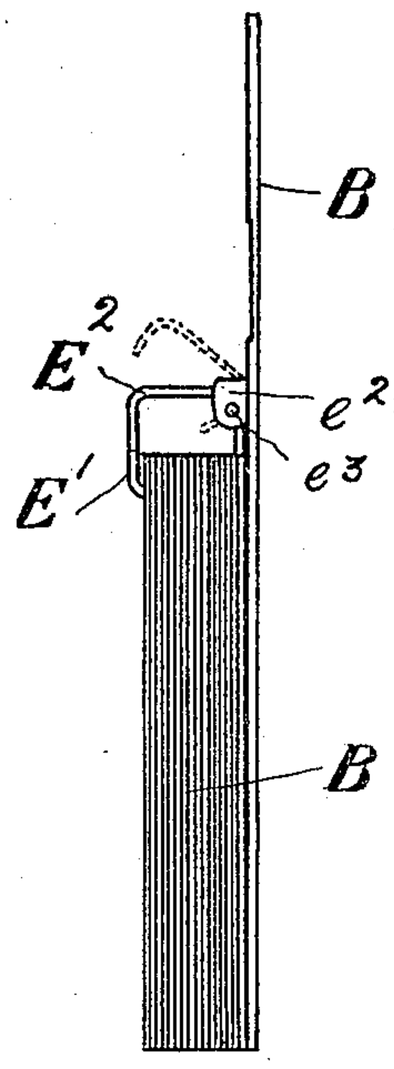


FIG. 7

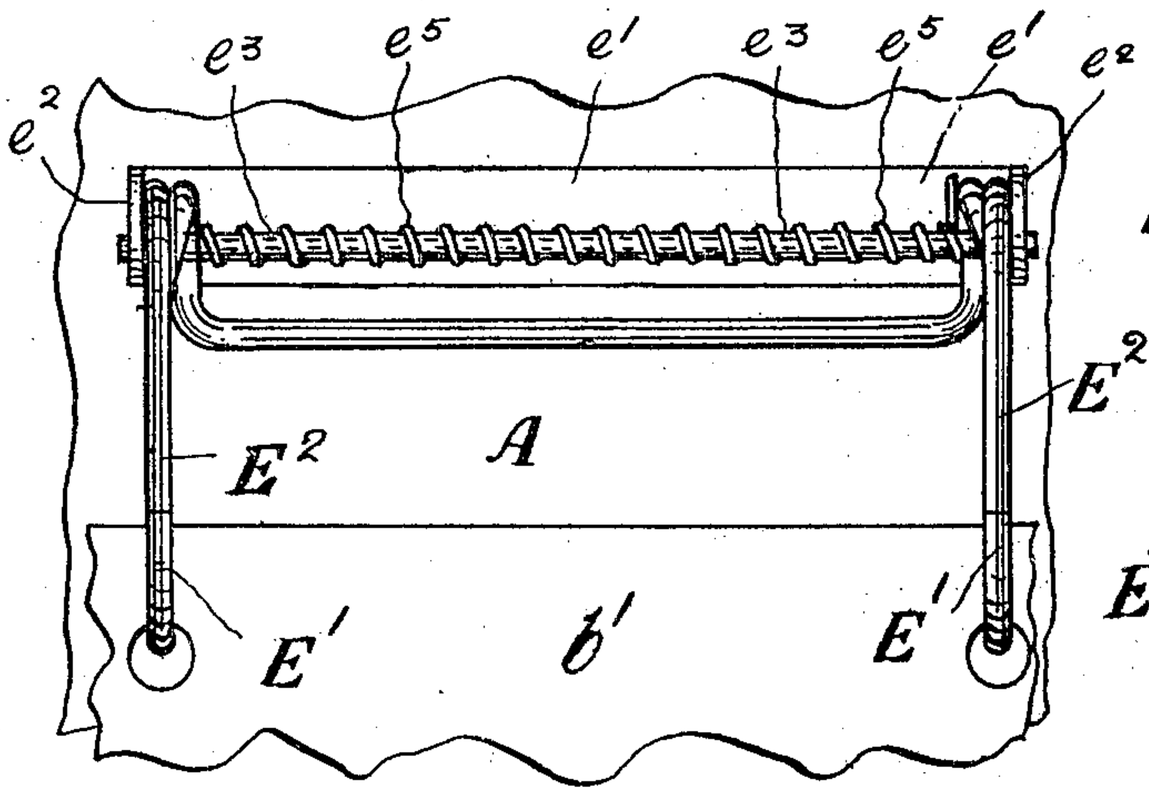
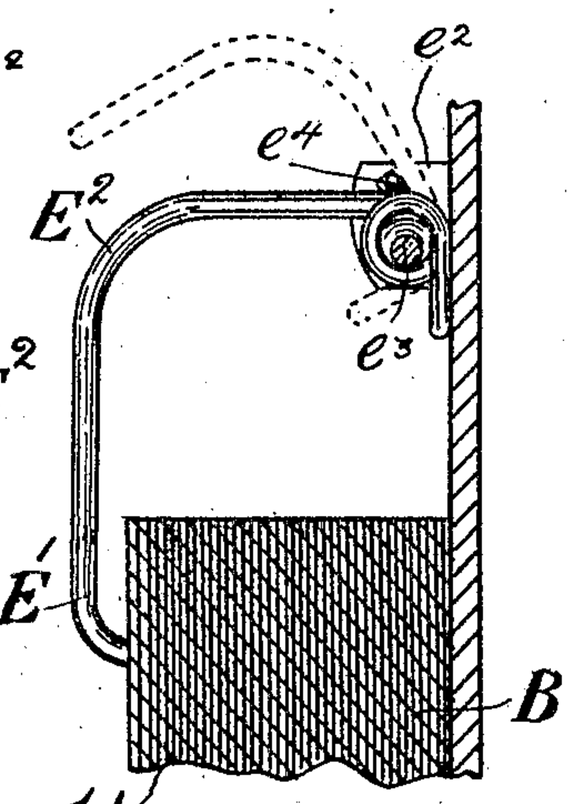


FIG. 8



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UNITED STATES PATENT OFFICE.

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APPARATUS FOR MANIFOLDING AND FILING.

No. 838,513. Specification of Letters Patent. Patented Dec. 18, 1906.

Application filed January 3, 1906. Serial No. 294,466.

To all whom it may concern:

Be it known that I, JOSHUA BAILEY, wholesale stationer and printer, a subject of the King of Great Britain, residing at 27 Dartmouth street, West Bromwich, in the county of Stafford, England, have invented certain new and useful Improvements in Apparatus for Manifolding and Filing, of which the following is a specification.

My invention relates to improvements in the mode and means of manifolding or duplicating and filing letters and the like, and has for its object to provide compact and simple means wherein letters and the like are manifolded or duplicated, the original being removed, despatched, and the reply thereto filed with the duplicate of the outgoing letter, a compact punch being provided for facilitating this, the letter-file and index being adapted to be removed from the main portion of my apparatus when full and to be replaced by another file containing the manifolding-paper.

In order that my invention may be clearly understood and more readily carried into practice, I have appended hereunto three sheets of drawings illustrating the same, in which—

Figure 1 is a perspective view of the apparatus complete and ready for use. Fig. 2 is a plan of the case or main portion of the apparatus, the index and file being removed. Fig. 3 is a plan of the letter-punch. Fig. 4 is an elevation of the same. Fig. 5 is a plan of the letter-file with the cover thrown back. Fig. 6 is a side elevation of the same. Fig. 7 is an enlarged plan of the spring-clip used in the letter-file. Fig. 8 is a side elevation of the same. Fig. 9 is a front elevation or edge view of the apparatus illustrated in Fig. 1.

In the construction of an apparatus for duplicating and filing letters according to the form of my invention shown upon the accompanying drawings I employ an outer or permanent case A, made up in the form of a book-cover. Inside the case A, preferably on the right-hand or lower side, I provide runners a', (see Fig. 2,) into which the pad B is adapted to be slid, this pad B carrying the copy-sheets b' and letter-file E′ E², or equivalent means may be employed for securing in position in the permanent case. These copy-sheets b' are integral with or secured to the narrow strips b^2 and adapted to be separated therefrom by tearing along the perforated line b^3. The carbon-paper C for producing the duplicate copy has eyelets c' near one edge. Mounted in the case or cover A at the side of the book B are rods or loops c^2, on which the carbon-paper is adapted to be fitted by means of its aforesaid eyelets c' and being retained thereon by nuts c^3, or other equivalent means may be used. On the opposite side of the carbon-sheet C, I provide a tab c^4, by which it is adapted to be gripped, thus avoiding the soiling of the user's fingers consequent upon gripping the carbon-sheet itself. I also provide a writing plate or base D, having on its rear edge a projecting portion d' (see Fig. 2) for dividing the copy-sheets, as explained more fully hereinafter. The writing-plate D is provided with a hole near one corner, whereby it is pivoted upon a vertical pin d^2, fixed to the case or cover. This vertical pin d^2 is screw-threaded upon its upper portion and receives two nuts d^3 (see Figs. 1, 2, and 9) or equivalent supports or attachments, one of which is immediately below and the other immediately above the writing-plate, being so arranged that by jointly raising or lowering them the height of the writing-plate may be varied according to the depth of unused copy-sheets b'.

The letter-file (see especially Figs. 5–8) comprises two or more prongs E′, fixed to the case A, and a corresponding number of pivoted prongs E², adapted to be turned back to permit the insertion or removal of the letters or copies. The prongs E² are pivoted upon a base-piece e', secured to the case A, the base-piece e' having upturned portions or ears e^2, by which the horizontal rod e^3 is carried. The sides of the said ears e^2 have inward projections e^4 behind the prongs E² when in their normal position and so arranged to offer resistance to the prongs passing them, thereby preventing the prongs E² returning to their closed position when pushed back beyond the projections e^4, which they normally tend to do by the action of the spring e^5, which holds the prongs E² against the fixed prongs E′ when they are pulled forward by the hand past the aforesaid projections e^4. Secured to the cover or case A, I also provide a punch F for perforating the incoming letters with holes corresponding with the prongs on the letter-file, whereby they are enabled to be filed along with the duplicate copies of the outgoing letters. This punch in its preferred form consists of a strip F of sheet

metal secured to the case A at either end and arched to provide a space below it into which the letter is adapted to be inserted to enable the perforations to be made. Secured to the strip F and downwardly depending therefrom are the punching-tools f'. Also secured to the cover or case A under the strip F is another strip f^2, having holes therein corresponding with the punching-tools f' forming die-plates f^3, through which the punching-tools f' pass when the strip is depressed by the user, corresponding holes being made in the cover through which the bits of paper cut out by the punching are adapted to pass away. In some cases I may arrange the lower or die plate f^2 above the pad-cover, thereby avoiding the necessity of perforating the permanent case or cover. If necessary, springs may be employed to return the strip F to its normal position after use, such springs being arranged around the punching-tools or any other suitable position. I also provide an index G, either fast or loose, which is adapted to be kept closed by a nut g' working upon a vertical pin g^2 in the case or cover A.

The manner of using my apparatus is as follows: The case A, constructed as hereinbefore described, is opened out, the cover of the pad B being thrown back. The topmost leaf or sheet of paper is raised and the carbon-paper C placed thereunder, while the writing-plate D is moved under the second sheet of paper, in doing which the projection d' thereon divides the rear portions b^2 of the leaves, which were originally held together by glue or other adherent, thereby enabling a reply or incoming letter to be filed adjacent to the duplicate of the outgoing letter in the manner hereinafter described. The letter is next written in the usual manner, a duplicate copy being produced by means of the carbon-sheet. The topmost sheet, now the original letter, is then torn off along the perforated line b^3 and the duplicate copy thrown back, as seen at Fig. 1. The operation is then repeated for the next letter. Upon receipt of the reply or incoming letter it is perforated to correspond with the prongs E^2 by placing it under the strip F, which is then depressed, thereby making the holes, as previously described. The prongs E^2 are then pushed back against the action of the spring e^5 until they are past the projections e^4, which cause the prongs E^2 to remain apart from the prongs E', when the reply may be placed upon the said prongs E^2 next to the duplicate of the letter to which it is a reply by means of the holes already punched, as previously described, when the prongs E^2 are again pulled forward and closed, thereby preventing the possibility of the letters or copies being accidentally removed. The duplicate copy of the outgoing letter and the reply are then indexed in the index G, and being adjacent to one another such indexing may be performed at one operation. When all the leaves of the pad have been used, the pad is removed and replaced with a new one, the duplicates and letters in the original pad remaining therein as a permanent file. The index may be removed and filed with each pad or may remain and be used for a number of pads. When the carbon is worn out, nuts c^3 are removed and then the used carbon, a new carbon being put in its place and secured by replacing the nuts.

In some cases I may employ a plurality of carbon-sheets when it is desired to produce more than one duplicate copy, the manner of mounting being similar to that previously described, or I may dispense with the use of the carbon-sheets when it is not desired to produce a copy, the letters being removed in the manner previously described. When it is desired to use my apparatus for producing a carbon-copy in the type-writer, the writing-plate D is employed to divide the two topmost leaves of the pad from the remainder of the said pad. A carbon-sheet is then interposed between the aforesaid two leaves, which are then inserted in the type-writer and used in the usual manner, the original letter being torn away and the duplicate copy replaced upon the file.

What I claim, then, is—

1. In apparatus for manifolding and filing letters and the like, the combination of an outer case provided with runners and a rod, a removable pad of copy-sheets adapted to slide in the said runners, a file secured upon said pad for storing letter-sheets, a carbon-paper mounted upon said case and adapted to be placed between the copy-sheets of said pad, a writing base-plate pivotally mounted upon the rod aforesaid and adapted to be placed between the said copy-sheets, nuts upon said rod above and below said base-plate and means secured to said case comprising an arched strip with punches registering with die-plates for punching holes in the letters to enable them to be filed, and an index secured within said case.

2. In apparatus for manifolding and filing letters and the like, the combination of an outer case provided with a rod a removable pad of copy-sheets and means for securing same in said case, a base-plate carried by said rod and adapted to be placed between the copy-sheets, a file secured upon the base of said removable pad for storing letter-sheets, and a carbon-sheet mounted upon said case and adapted to be placed between the said copy-sheets.

3. In an apparatus for manifolding and filing letters and the like, the combination of an outer case, a removable pad of copy-sheets mounted in said case, a rod secured to said case, a base-plate for placing between the said copy-sheets and pivotally carried by said

rod, and nuts above and below said base-plate upon said rod for adjusting the same thereon.

4. In apparatus for manifolding and filing documents, the combination of an outer case, a removable pad of copy-sheets in said case, a base-plate for placing between the copy-sheets and provided with means for dividing the leaves of said pad, a screwed rod pivotally carrying said base-plate and nuts on said screw above and below said base-plate for vertically adjusting the same.

5. In apparatus for manifolding and filing letters and the like, the combination of an outer case, a removable pad of copy-sheets in said case, a plurality of bent screwed wires secured to said case, a carbon-paper having one edge thereof engaged by said bent wires, and nuts on said bent wires for retaining the carbon-paper thereon.

In testimony whereof I have signed my name to this specification in the presence of two subscribing witnesses.

JOSHUA BAILEY.

Witnesses:
HAROLD J. C. FORRESTER,
STANLEY BANNER.