

SAVE THIS BOOK

**Badge-A-Minit™
LIFETIME GUARANTEE**

If any part of any Badge-A-Minit equipment breaks or fails to function - under normal operation and using only Badge-A-Minit parts - we will repair or replace the part free of charge for as long as you own the equipment. Return shipping costs will apply.

We are very proud to be able to offer you this type of guarantee. Please be aware, however, that if your machine is tampered with in any way, this guarantee becomes invalid. If you have any problems with your machine, please call our office for assistance or return the machine to us.

DO NOT ATTEMPT TO FIX OR ALTER THE MACHINE YOURSELF.

Badge-A-Minit™

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Purchase Date ___/___/___ Invoice # _____

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**Operator's Manual for the
2 1/4" Badge-A-Matic™**

**Semi-Automatic Button Maker
for 2 1/4" Buttons**

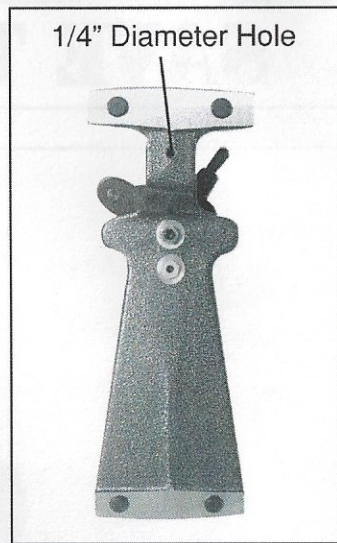
READ and SAVE these instructions:

**PLEASE DO NOT ATTEMPT TO OPERATE THE MACHINE
WITHOUT HAVING READ THIS BOOK.**

Keep this book in a convenient location accessible to anyone who will be using the machine. Not recommended for operation by children.

Pick the right place:

Begin by choosing a sturdy, level surface for your button maker. Make sure there is enough room overhead to allow the Lever Arm to rise to its full up-right position. The machine may be secured to a tabletop or similar surface with a 1/4" dia., #20 bolt, which can be screwed into the bottom of the machine using the hole provided (see illustration). The length of the bolt will be determined by the thickness of the surface to which the machine will be fastened.

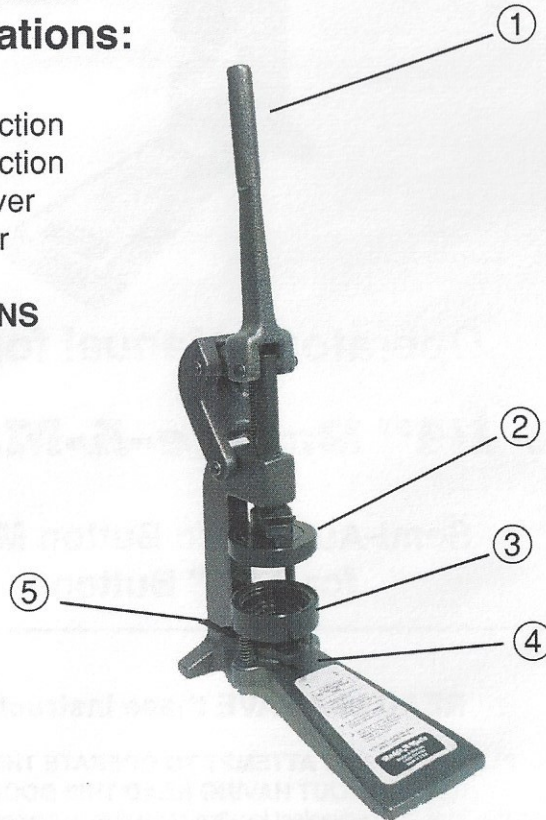


Feature Diagram and Specifications:

1. Lever Arm
2. Upper Die Section
3. Lower Die Section
4. Operation Lever
5. Ejection Lever

SPECIFICATIONS

Height: 20"
 Width: 4"
 Length: 11"
 Weight: 12 lbs.



To assemble PIN-BACK Buttons:

1. *GENTLY* move the Operation Lever (4) to position #1 as indicated on the machine label. (see Fig.1)

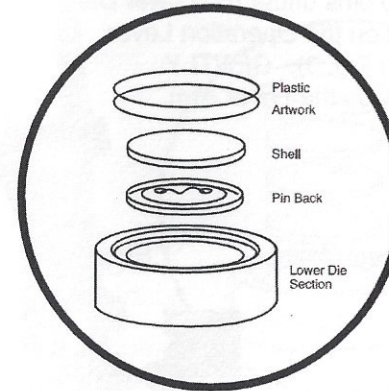


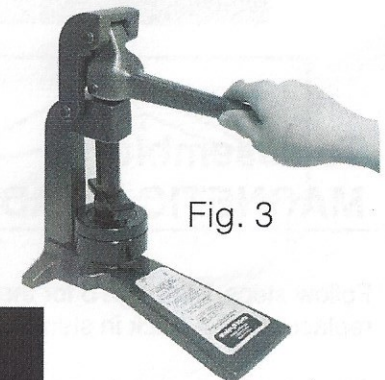
Fig. 2

2. In the Lower Die Section (3), load these parts in the following order (see Fig. 2):

- a) Pinback, sharp edge up.
- b) Front Shell, sharp edge down.
- c) Artwork or Photo*, place so the top of the artwork or photo is to the BACK of the machine.
- d) Protective Plastic Cover.

*Please note: If you cut your photo to the smaller size cut on your cut a circle, you will need to put the white tissue paper that is between the clear plastic under the picture. Also, make sure to center your picture directly in the middle of the tissue paper then put the clear plastic over that. You can then make the button in the machine.

3. *GENTLY* pull the Lever Arm (1) down until the Upper Die Section (2) and Lower Die Section (3) meet. Continue pulling down on the Lever Arm until the Lower Die Section comes to rest on the Operation Lever (4) (see Fig. 3). *GENTLY* release the Lever Arm back to its vertical position. **DO NOT LET THE ARM SNAP BACK.**



Note:
 After Step 3, if the pin-back is not in the Lower Die Section, gently tap it from the Upper Die Section until it falls back into the Lower Die Section. Make sure the button LIES FLAT before proceeding.

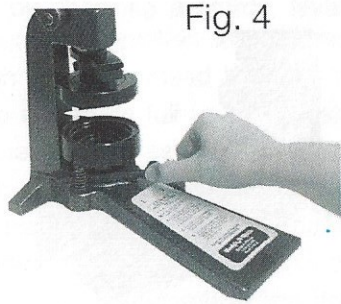


Fig. 4

4. *GENTLY* move the Operation Lever to position #2 as indicated on the machine label (see Fig. 4). Pull the Lever Arm down again until the Upper and Lower Die Sections meet. Continue to pull the arm down until the stop pins under the Lower Die rest on the Operation Lever (see Fig. 3). *GENTLY* release the Lever Arm.

5. To remove the button, press down on the Ejector Lever (5) on and lift the edge of the button (see Fig. 5). Move Operation Lever back to position #1.

We suggest you practice making a few buttons to get the "feel" of the machine. After a few buttons, you will know how much pressure is required to form a good button. NOTE – TOO MUCH PRESSURE will distort the metal button parts and, after a while, damage the machine.



Fig. 5

To assemble MAGNETIC or ADHESIVE-BACK buttons:

Follow steps 1 through 5 for the assembly of Pin-back buttons, but replace the Pin-back in step 2a with a Plain-back part (see Fig. 2, page 3).

After step 5, remove the paper backing on the magnet or from one side of the adhesive strip and press onto the back of the button.

To assemble MIRROR-BACK buttons:

1. *GENTLY* move the Operation Lever (4) to position #1 as indicated on the machine label (see Fig 1, page 3).
2. In the Lower Die Section (3), load these parts in the following order (see Fig 6):

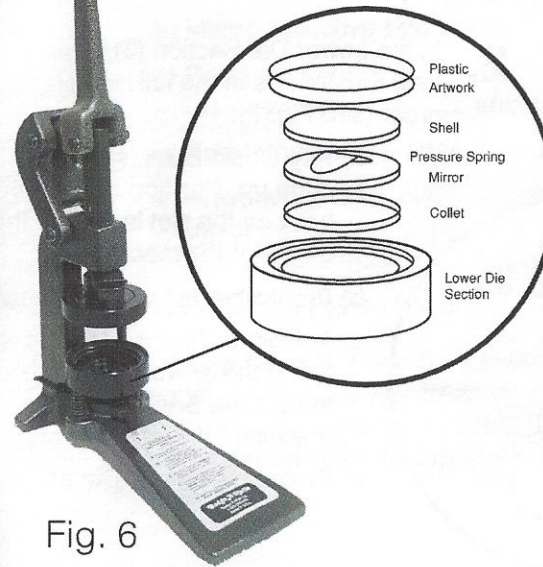


Fig. 6

- a) Collet Retaining Ring, sharp edge up.
- b) Mirror, reflective side down.
- c) Pressure Spring (1 1/4" dia. metal disc) NOTE: Slightly bend spring over the edge of table or desk and place it, centered, on the back of the mirror (see Fig. 6a and 6b).
- d) Front Shell, sharp edge down.
- e) Artwork or Photo, place so the top of the artwork or photo is to the back of the machine.
- f) Protective Plastic Cover.

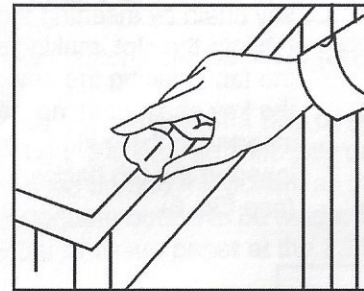


Fig. 6a

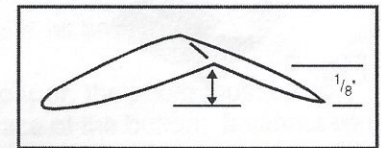


Fig. 6b

3. Now repeat steps 3, 4 and 5 for making Pin-back buttons.

To assemble KEY CHAINS :

Use the following steps to assemble PLAIN METAL BACK Key Chains. Additional steps will follow for use with MIRROR-BACK Key Chains.

1. **GENTLY** move the Operation Lever (4) to position #1 as indicated on the machine label (see Fig. 1 on page 3).

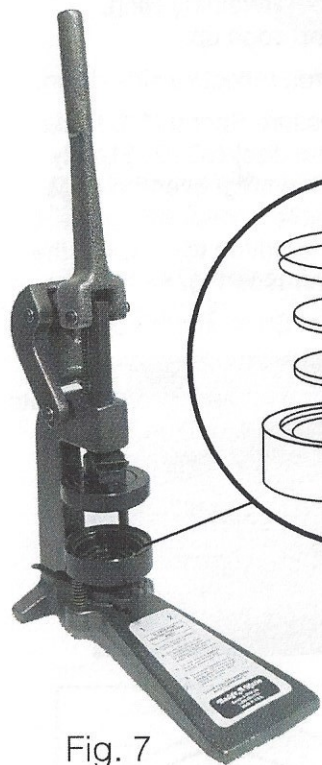
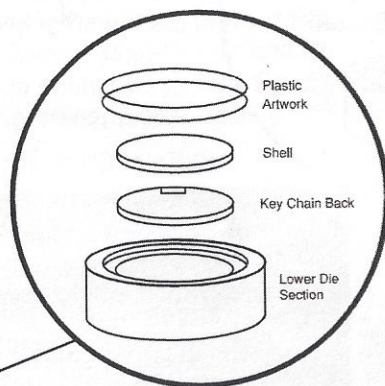


Fig. 7

2. In the Lower Die Section (3), load these parts in the following order (see Fig. 7):



- a) Key Chain Back, sharp edge up. Position the metal back so the slot is toward the BACK of the machine.
- b) Front Shell, sharp edge down.
- c) Artwork or Photo, place so the top of the artwork or photo is toward the BACK of the machine.
- d) Protective Plastic Cover.

3. Now repeat steps 3, 4 and 5 for making Pin-back buttons. Remove the button. Attach the key chain by inserting the raised tab into the slot, making sure the tab is facing the artwork. If the key chain does not stay inserted in the button, you have inserted the tab backwards (see Fig. 8).

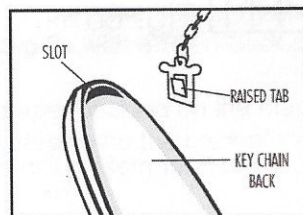


Fig. 8

To assemble MIRROR-BACK Key Chains:

1. Follow steps 1 through 4 for making Plain-back Key Chains, but load the mirror parts in Step 2 in the following order:
 - a) Collet Retaining Ring, sharp edge up. Position the slot in the collet towards the BACK of the machine.
 - b) Mirror, reflective side down.
 - c) Pressure Spring, (as described in step 2c on page 5).
 - d) Front Shell, sharp edge down.
 - e) Artwork or Photo, place so the top of the artwork or photo is toward the BACK of the machine.
 - f) Protective Plastic Cover.

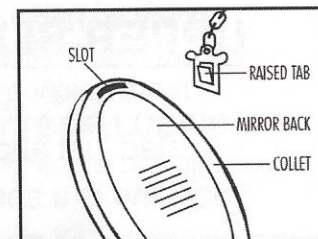


Fig. 9

2. Now, follow steps 3, 4 and 5 for making Pin-back buttons. Remove the button. Attach the key chain by inserting the raised tab into the collet, making sure the tab is facing the artwork. If the key chain does not stay inserted in the button, you have inserted the tab backwards (see Fig. 9).

A NOTE ABOUT PHOTO BUTTONS

Photo buttons can be made just as easily as any other button.

If you are using **35mm film or photo paper**, the photo must be cut to the **2 1/4" size** so it fits only on the face of the button. It cannot be crimped around the button, as the film is too thick and will cause an inadequate button to be made. So you will need to add a lightweight paper or tissue paper at the 2.75" size to crimp around the button.

We do not recommend using **Polaroid film**.

Notice To 2 1/4" Badge-A-Matic Owners

UPPER SLIDE BAR OPERATIONS

Located just above the Upper Die set on your machine is a spring-loaded slide bar. This bar has two pins protruding down which make contact with the upper die set during the button-making process.

In the button-making operation, this bar slides forward during the SECOND stroke. It then retracts to its normal position.

Occasionally, the pins on the slide bar may catch on one of the upper dies not allowing the slide bar to retract fully. If this happens, the Upper Die set will not function on the NEXT button you attempt to make.

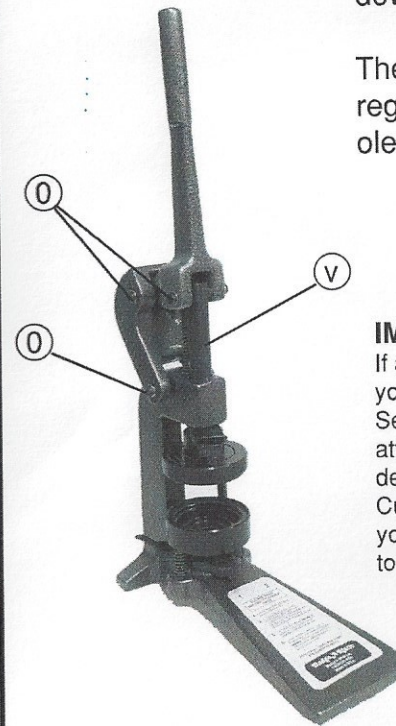
To correct this situation, simply grasp the outer ring of the upper die set and pull down. The slide bar should then retract to its normal position.

Maintenance of the 2 1/4" Badge-A-Matic

A clean, well-maintained machine will provide years of dependable service. Keep the machine clean by using a non-abrasive spray cleaner and soft cloth. Keep the die sections free of dust and bits of paper by wiping them with a soft cloth. **DO NOT USE ANY TYPE OF LUBRICANT ON THE DIE SECTIONS.** They are designed to run dry.

Lubricate the hinge points (marked with an "O") with a light-weight oil. Lay the machine on its side and place one or two drops of oil on the edge of the hinge pins. While on its side, work the lever arm up and down a few times.

The main shaft should be cleaned regularly and lubricated with petroleum jelly (marked with a "V").



IMPORTANT:

If at any time you should experience trouble with your machine, please call one of our Customer Service Representatives for assistance. **DO NOT** attempt to modify or take the machine apart. If it is determined that the machine will need repair, your Customer Service Representative will provide you with instructions for returning the machine to our factory.