M. K. HIGGINBOTTOM.

GUIDE SIGNAL.

APPLICATION FILED JAN. 30, 1913.

1,119,959. Patented Dec. 8, 1914.

Fig. 1

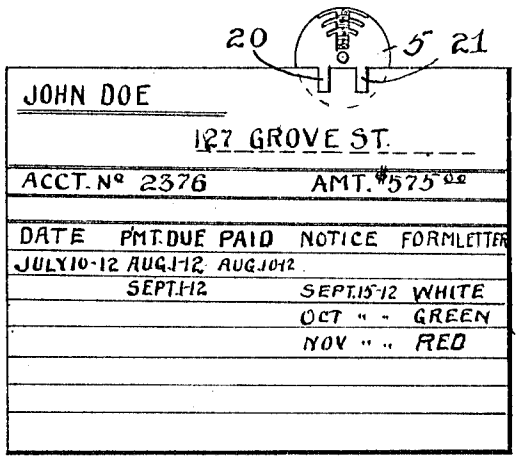


Fig. 5

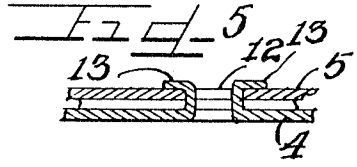


Fig. 6

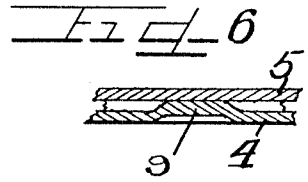


Fig. 4

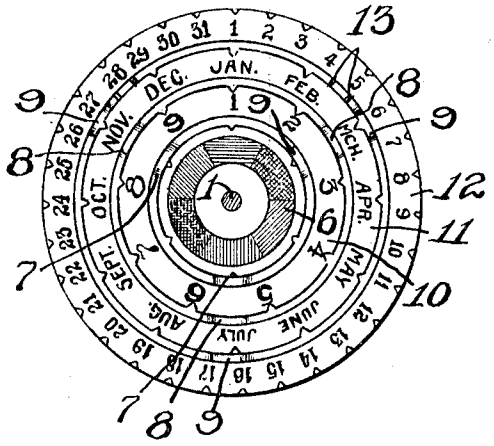


Fig. 2

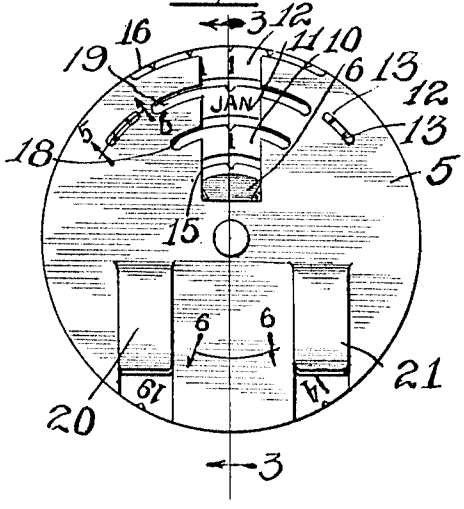
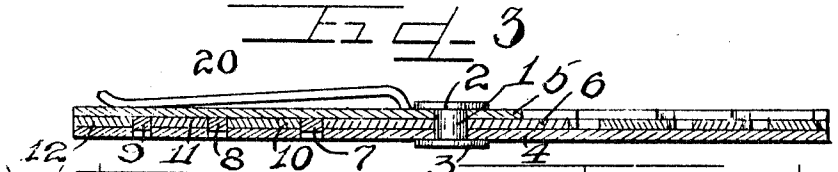


Fig. 3



Witnesses

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GUIDE-SIGNAL.

1,119,959. Specification of Letters Patent. Patented Dec. 8, 1914.

Application filed January 30, 1913. Serial No. 745,066.

To all whom it may concern:

Be it known that I, MACK KAY HIGGINBOTTOM, a citizen of the United States, and a resident of Oak Park, in the county of Cook and State of Illinois, have invented certain new and useful Improvements in Guide-Signals; and I do hereby declare that the following is a full, clear, and exact description of the same, reference being had to the accompanying drawings, and to the numbers of reference marked thereon, which form a part of this specification.

This invention relates to improvements in guide signals for use with filing and indexing cards and the like.

A large source of expense in the operation of mail order houses, insurance companies and instalment houses, has been found to be due to the loss in time occasioned by the expensive and complicated systems which have been found to be necessary in the past, for properly conducting the business to be transacted. Among other things, it has been found very difficult, as well as expensive in the loss of time and otherwise, to maintain systems in which it is required that "follow up" or form collection letters be mailed at certain predetermined intervals.

It is an object of my invention to provide a guide signal which, when used for the purpose intended, will greatly reduce the operating expenses of the systems now in vogue as well as materially increase their efficiency.

It is an important object of this invention to provide a guide signal which may be adjusted to indicate the date that a follow-up letter, or other notice, is to be sent to a customer, and the particular kind or form of a follow-up letter or notice that is to be mailed at the indicated date, as well as the kind or form of the various inclosures, if any, that are to accompany the follow-up letters, notices, etc.

It is also an object of the invention to provide a guide signal which may be removably secured to the edge of a card.

It is also an object of the invention to provide a guide signal which shall be made up of a plurality of adjustable concentric interfitting circular disks and rings.

It is also an object of the invention to afford a construction wherein the disks and rings used will be held firmly in adjusted position.

It is also an object of the invention to afford a construction wherein each of the concentric interfitting rings used shall at all times be held from lateral movement by means of lugs which are struck from one of the casing disks.

It is a further object of the invention to provide a guide signal which may be readily used and operated by one that has not had previous experience.

It is finally an object of this invention to provide a cheap, simple and durable guide signal which will be efficient in operation as well as economical when in actual use.

The invention (in a preferred form) consists in the matters hereinafter described and more fully pointed out and defined in the appended claim.

In the drawings: Figure 1 illustrates a front elevation of a device embodying my invention, as it will appear when in use. Fig. 2 is an enlarged face view of the device. Fig. 3 is a section taken on line 3—3 of Fig. 2. Fig. 4 is a section taken on line 4—4 of Fig. 3, showing the device with the face plate or casing removed. Fig. 5 is a section taken on line 5—5 of Fig. 2. Fig. 6 is a section taken on line 6—6 of Fig. 2.

As shown in the drawings: 1, indicates a central hub, which is provided with flanges 2 and 3, at its ends, adapted to engage a back plate 4, face plate 5, and a relatively small intermediate disk 6, firmly therebetween.

As shown in Figs. 3, 4, and 6, the back plate 4, is struck upwardly at points at different distances from the center of the same, to afford a plurality of raised bearing members 7, 8, and 9, which may be arranged in radial alinement or in any other convenient manner. As shown in Fig. 4, the respective members 7, 8, and 8, 9, are spaced approximately equal distances apart and are so arranged that the rotatable rings 10 and 11, may be held in spaced position between the same. A ring 12, having a diameter approximately equal to the diameter of said plates 4 and 5, is fitted over the bearing members 9, and bears against the same in the same manner that the rings 10 and 11, bear against the respective bearing members 7 and 8.

The face plate 5, is provided with a plurality of apertures or slots 12^a, and is rigidly secured to the back plate 4, and against the raised bearing members 7, 8, and 9, by means of tongues 13, which are struck from the base plate and extend

through the apertures or slots 12ª, in such a manner that the same may be bent to engage the outer face of said plates, as indicated in Fig. 5. The disk 6, and rings 10, 11 and 12, are characteristically marked to indicate the day of the month that a form letter or notice is to be sent, the number or kind of form letter or notice previously mailed, or to be mailed, and the kind, nature or number of all inclosures previously mailed or to be mailed. Thus the ring 12, is marked with consecutive numerals 1 to 31 to indicate the days in the month; the ring 11, is marked to indicate the consecutive months in the year; the ring 10, is marked with the numerals 1 to 9 inclusive, to indicate the number or kind of form letter or notice previously mailed or to be mailed; and the disk 6, is marked in various colors, such as white, green, red, blue, yellow and black to indicate the kind or nature and number of all inclosures previously mailed or to be mailed. A peripheral recess or notch is provided against each character marked upon the members 6, 10, 11 and 12.

As shown in Fig. 2, the face plate 5 is provided with a radial slot 15, which extends outwardly from a point near the center to the periphery of the same, and is of a width which will not permit the display of more than one character on each of the members 6, 10, 11 and 12, when said members are in adjusted position. The face plate 5 is also provided with a peripheral recess 16, on each side of said radial slot so that the point of a pin or other sharp instrument may be engaged in the notches 17, to rotate the ring 12, to turn any one of the thirty-one characters into view. Relatively narrow slots 18 and 19, are similarly provided in the face of said face plate and afford access to the notches 17, in the rings 10 and 11 respectively. The face plate is struck outwardly to afford two parallel resilient fingers 20 and 21 adapted to engage over the upper edge of a card and hold the guide signal firmly in the proper position, as indicated in Fig. 1.

The customer's card A, shown in Fig. 1, in connection with the guide signal embodying my invention, illustrates a convenient manner in which instalment accounts and payments may be recorded. As indicated by this card, the column under "Date" is provided for the date of the sale; the column under "P'mt due" is reserved for the dates that the instalments are due; the column under "Paym'nt" is provided for the dates that instalments are paid; the column under "Notice" is provided to indicate the dates that notices of unpaid instalments have been previously mailed or are to be mailed to the customers, as well as showing the kind or form of such notices; the column under "Form Letter" is provided to not only indicate the type of form letters previously mailed (or to be mailed) to the customer to remind him that he has failed to pay instalments as agreed at the time of sale, but can further indicate the kind or nature of all inclosures, previously mailed or to be mailed.

The operation is as follows: After the guide signal has been assembled as has been previously described, it is engaged upon the account card A by means of the resilient clamping fingers 20 and 21, and the card is placed in a vertical file with cards of other customers or accounts, either numerically or alphabetically. Before the card is placed in the file, however, the guide signal is adjusted to indicate the date that a form letter of notice is to be mailed to the customer in the event of his failure to pay the first instalment before fifteen days after the date due. As indicated by said account card, in this instance, the first instalment was due on August 1st, 1912, and accordingly the rings 12 and 11, were adjusted to indicate that a notice was to be mailed to the customer on August 15th, and the disk 10, was adjusted to display a figure which would indicate the particular form to be mailed, and the disk 6, to display a color to indicate the kind or nature of the inclosures to be sent. As indicated by the card, however, the first instalment was paid before August 15, and the next payment being due on the 1st day of September, the guide signal was again adjusted to indicate the date and particular "form" of the next notice, and disk 6, to show the kind or nature of the inclosures. In the event that the instalment is not paid before Sept. 15th, the form letter indicated by the figure on disk 10, is mailed to the customer and the rings 12 and 11 are then adjusted to indicate that the next notice is to be mailed on October 15th, and ring 10, is adjusted to indicate the kind or particular form of notice mailed on October 15th, and a color in disk 6, is adjusted to indicate the kind or nature of inclosures to be mailed on October 15th, in the event that payment is not received before the date indicated on the signal.

Of course, numerous modifications and other uses of the device embodying my invention will readily suggest themselves to those familiar with the necessity of my device. I have described and illustrated but a preferred form of my invention, and therefore do not purpose limiting the patent granted, otherwise than necessitated by the prior art.

I claim as my invention:

In a device of the class described, a face plate provided with a radial slot, a back plate having tongues struck therefrom adapted to pass through slots in said face

plate and to be bent into locking engagement with the outer face thereof, and having a plurality of spaced struck-up bearing members contacting with the inner face of said face plate to hold the same spaced a predetermined distance from said back plate, and a series of independently adjustable concentric characteristically marked rings journaled between the struck-up bearing members on said back plate and adapted when in adjusted position to display a series of characters in vertical alinement.

In testimony whereof I have hereunto subscribed my name in the presence of two subscribing witnesses.

MACK KAY HIGGINBOTTOM.

Witnesses:
CHARLES W. HILLS, Jr.,
LAWRENCE REIBSTEIN.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."