## HISTORY

In 1952 when I came to work at Beth Israel I found a very small addressograph system, much too inadequate for our needs.  After making my needs known to the Board of Trustees I had a call from Irvin Shlenker inviting me to come down to the Houston National Bank with a truck to view some office equipment the bank had taken over from a business which had failed.  At that time (1953) we picked up our addressograph, our graphotype, and several other minor pieces of equipment.  I had the machine reworked and redesigned a system which would do the basic addressing job.  The system I designed and developed myself was so outstanding (for that era) that I was asked to present a national paper on it which was printed by our national organization.  Addressograph requested enough copies so that every sales office in the world would have it as source material.  Needless to say, it was copied by many congregations throughout the world.

The machine was a used piece of equipment in 1953.  It is still in operation today.  I have personally been twenty years trying to convert to a better system, which, namely is COMPUTER.

## WHY DO I WISH TO CHANGE ?

1.  B asically, the machine is a static plate machine.  If there is an address change on a family, it means that the family plate must be changed, the plate on each child, the plate on each college student, the committee plate, the plate for the Sisterhood, the plate for the trustee if the person is on the Board of Trustees, the plate for the director if the person is on the Board of Brotherhood.  It means that there is a manual handling of the plates which must be LOCATED in their respective files, it means that each of these plates must be removed from their individual frames, the plate iteelf blocked out, or in most cases, an entirely new plate must be written once again.  The plate then must be verified to be certain that the new information is correct and the old information brought forward is correct.  It must then be manually stuck back in the frame. When you have it back in the frame then you must stack the plates back in the machine, then are skipped into place, and then you must decide how many copies of the changed plate must be made for distribution to the various and sundry roster holders.  These are then piled up, arranged and distributed to these roster holders.  Once the reprinting of these changes is done, the plates then must be refiled in the various and sundry drawers to which they pertain.  The roster holder then must interrupt his or her work and interfile thes echanges, first finding the items alphabetically, and then determining if they are changes, additions, or deletions.  Go d help the secretary wh o is off for a couple of days.  A person coming back from vacation, for example, would be absolutely inundated.  In 25 years I have observed too many secretaries who had changes piled up in their drawers and they never ever found time to keep their rosters up to date. Sure, a rolodex is fine, but I have found it is a very expensive piece of equipment.

2.  When you wish an alphabetical list this is IMPOSSIBLE.  The frames must be maintained in zipcode order

3.  If you go to prepare a new roster it is HORRENDUOUS.  It means that you have to interfile all thes e thousands of cards in alpha order,

4.  Tab selection is most difficult.  Putting in the tabs is hard, taking them out is cantankerous.  We are limited by the number of selections we may make.  You cannot select in alpha order.  You cannot select in any kind of order other than zipcode order.  T o print a list of members in age order is impossible.  To print a list of members above or below a definite age is impossible.  It can be done, but it would mean that you could do no other kind of tabbing of , the plate.

5.  The machines are noisy and jam very easily.

6.  No one likes to operate addressograph/graphotype.  It is nasty work.  You cut your hands, you ruin your fingernails.

7.  Each drawer of plates weighs about 15 pounds.  To address the entire Congregation takes ten drawers or 150 pounds.  I have had secretaries who bitterly complained that this weight of carrying the drawer from the cabinet to the machine and back again which makes a total of 300 pounds gave them back problems.  You have to bend over with this weight.

8.  With the computer input on any change, you need but quietly and easily fill out one simple form and that is that.

9.  The computer generated labels may be produced in any order.

10.  We have a clever device which separates the labels from the sheet and you can sit comfortably at a desk and apply them very easily.  There is no interference with other work that the person must do by way of interruptions.  She can comfortably answer the phone, for example without having the thunder of the adressograph/graphotye machines pounding in her ears.

11.  Office machinery sounds are a serious factor in office health and equilibrium.  Eliminating addressograph/graphotype definitely impreves the health and pleasantness of the office.

12.  NO QUESTION is it costly to maintain addressograph when you have the same information on computer.  If we didn't have the computer, I would say Addressograph, of course, but the compter is here and here to stay.