INSTRUCTIONS FOR USING
THE
BARR SPECIAL TYPEWRITER

Ca 1924

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Instructions for Using the

BARR SPECIAL TYPEWRITER

MANUFACTURED BY
BARR-MORSE CORPORATION
ITHACA, NEW YORK, U.S.A.

“Right” and “left” is at the right hand or left hand as a person sits facing the typewriter in position for operation. “Front” is towards the operator, and “back” is away from operator.

The Barr Typewriter is a portable machine for the traveler, a home machine for the student or professional man and a sturdy office machine for regular business use. It writes an 8 inch line on standard business or legal paper and takes a standard No. 10 envelope.

A standard ribbon is used which can be purchased at all typewriter supply stores.

Keep the machine in closed carrying case when not in use. Wipe off dust with a soft cloth and brush out dirt and erasings with a small brush. A clean machine does best work. Oil sparingly and carefully. Never put oil on type bars, ribbon spools or vibrator.

Clean Type often.
TO REMOVE COVER FROM MACHINE
Press two latch arms together. This will release catch and free cover. Raise the cover three or four inches at the front end, then push it back so that it is free from baseboard at the rear. Now the cover can be removed.

TO UNLOCK MACHINE
Pull the line space lever No. 3 up by thumb piece No. 7 as far as it will go; the carriage is then free to move.

TO INSERT PAPER
Rock paper holding bail No. 12 forward, set the paper squarely on feed rolls. Roll the paper to writing position, rock the bail No. 12 back so that the small rubber rolls No. 14 bear against the paper.

TO STRAIGHTEN THE PAPER
Push the pressure roll release lever No. 18 back as far as it will go. To lock this handle back, the lever No. 17 attached to No. 18 should be brought forward while holding No. 18 back, against stop. To unlock lever No. 18 push the lever No. 17 back.

TO ADJUST LINE SPACING
Press the handle No. 10 slightly to the right and move to one of the three positions as required for line spacing 1, 2, or 3 spaces.

VARIABLE SPACING
When it is desired to feed the paper irregular distances or other than the six-to-inch as provided by the ratchet, a Ratchet Detent Release No. 11 is provided. Pull this forward until the cam snaps under the detent roll. The platen may then be turned by hand to any desired position without regard to the Ratchet spacing.

TO RELEASE CARRIAGE
Place thumb of right hand inside carriage control arm No. 26, then with the first finger press carriage release lever No. 19 towards operator.

SHIFT LOCK
When a word or line is to be written in Capitals, press the Shift Lock Key No. 23, and the machine will write Capitals until restored by touching one of the Shift Keys.

BACK SPACE
The Back Space Key No. 22 moves the Carriage to the right one space at a time.

LINE LOCK
The right margin is regulated by the right margin stop No. 27. Six spaces after the bell rings the type bars are automatically locked to prevent spoiling the work by piling or by writing off the edge of paper. If necessary to finish writing a word or syllable, press the Margin Release Key No. 2 and a few more characters may be written.

TO REMOVE RIBBON SPOOLS
Move the spool retainer No. 4 to upright position, then raise spool off the shaft.

TO SET THE MARGIN STOPS
Rock the margin rack No. 26 upward, then push down on knurled finger piece on stops No. 27 and No. 28, then slide the stops along the rack to the required positions.

TO REVERSE RIBBON FEED BY HAND
There is a lever No. 25 placed at the right lower side of machine for reversing ribbon feed. Push this lever forward or backward to reverse ribbon.

TO WIND RIBBON BY HAND
Place the finger on the ribbon spool No. 21 and wind ribbon in direction required. If the spool will not turn, shift the ribbon feed by using hand shift lever No. 25 on lower right side of machine.

TO SET CARRYING COVER ON MACHINE
Release carriage and move to position where the line space lever No. 3 can be pushed down so the rod will enter hole in bracket No. 5. To push this down press on catch No. 9. After setting cover over machine pull it forward, be sure that the back edge of baseboard is inside the corner clips on case. Then the front of case can be lowered and locked.

KEEP MACHINE AND TYPE CLEAN. RENEW RIBBON WHENEVER WORN.