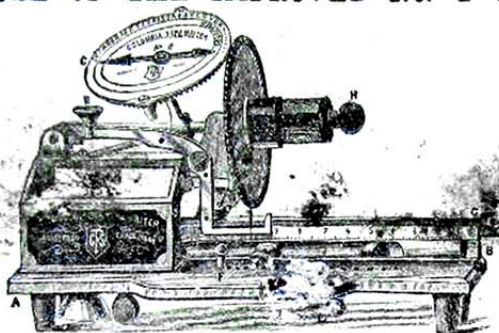


* DIRECTIONS FOR THE USE OF THE IMPROVED No. 2 COLUMBIA TYPE WRITER.*

- A.—The base of the machine in which runs
- B.—The paper carriage, this is provided with a platen and paper feed.
- C.—The retaining rod to keep the paper in place.
- D.—The knob on ratchet wheel which is turned one notch at the end of each line.
- E.—The spacing key which is depressed to separate the words.



ONE FOURTH ACTUAL SIZE.

- F.—The banking pin which is placed in the hole next on right hand side to the projection on paper carriage so as to obtain a straight margin.
- G.—Is a dial with indicator. If the end of indicator marked "C" points to a letter it will print upper case, if the other end is pointed then lower case will print.
- H.—The handle with which the wheel and indicator is rotated.

TO INSERT THE PAPER.—Depress and hold down the spacer "E" with the left hand, and with the right pull the paper carriage out clear of type wheel, lift up rod "C" by the knob and place the paper at the back of and under the roller, turn the knob "D" until the top edge of paper is in position for printing, then replace rod "C" depress spacing key "E" and holding it down push the carriage to the left till the edge of paper is under the type wheel, then place banking pin "F" in the hole to the right next the projecting pin on carriage, this ensures a straight margin on left hand side of paper. Turn the handle "H" till the thin end of indicator on dial points to "X" place the fore and middle fingers on the top of the handle close to the type wheel and the thumb underneath, then with a light twirling movement rotate the handle till the indicator points to the required letter. If capitals or figures are required, point to the one wanted with the end marked with "C" but if small letters or punctuation marks are wanted, then point with the narrow end of indicator, press the handle down so that the type on the edge of the wheel touches the paper and the letter is printed, then allow the handle to come up, and proceed till the word is finished, then depress spacer "E" which will give the necessary space between the words, when the alarm bell sounds the end of line is reached, so hold down spacer "E" pull the carriage to the right until the projection abuts against the banking pin, then turn knob "D" one notch, which will throw forward the paper ready for next line.

FOR COLUMNS OF FIGURES.—See which number the spacer is over on the front of spacing bar, print the required figures or words, turn to next line and move carriage till the spacer is over the same number and print as before, each number takes 3 teeth on bar.

TO INK THE MACHINE.—Depress the handle which will throw backward the pad under the type wheel, then squeeze a little ink on it out of the can, and spread it over with the point of spout. The machine ought to be inked once every two days.

TO MANIFOLD.—Interleave with carbonic paper as many sheets of paper as copies are required. Pass the series round the roller and write as usual.

PRECAUTIONS.—Do not move the paper carriage unless the spacing key "E" is held down. If any part becomes clogged with dust, unscrew it and clean it thoroughly. Take off the type wheel once every six months, and wash it with soap and water, scrub the letters with a tooth-brush. To take off the type wheel, press down the handle as if printing and unscrew it by turning it to the left, then lift off the wheel. Keep the groove in which the paper carriage runs clean, in fact, like a clock, its greatest enemies are dirt and rust. The dial may be washed.