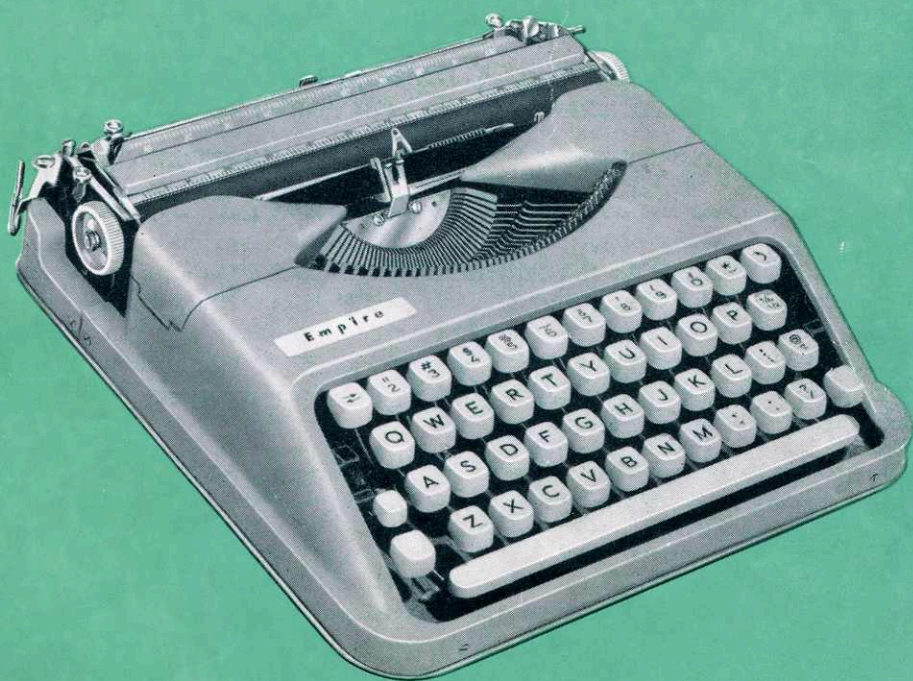


INSTRUCTIONS
FOR OPERATING AND MAINTAINING THE

Empire
PORTABLE TYPEWRITER



MANUFACTURED BY
BRITISH TYPEWRITERS LIMITED

Head Office: West Bromwich, England

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1 Left hand and right hand Paper Release Lever If the paper needs adjusting, pull the left hand Paper Release Lever towards you and, holding it forward, adjust the paper finally releasing the lever. The right hand Paper Release Lever can also be used, but in this case, having once drawn the Lever towards you, it will remain in the forward position until pushed back.

2. Paper Bail Lever Lift the Paper Bail by this lever when introducing the paper, or making corrections.

3. Margin Stops. To set a margin, slide the Margin Stop (3) along by pressing down lightly on its knob until the red arrow on the Margin Stop corresponds with the desired graduation on the Paper Plate (18). Another method of setting the margins is to place the carriage in the position for writing the first character of the line, and to slide the left hand Margin Stop up to the Centre Stop (24). Then move the carriage to the left and do the same for the end of the line.

4. Margin Release and Type Bar Release Key. The use of this key enables writing to be done beyond the margins without moving the Margin Stops. At the finishing end of the line the type bars and the carriage are automatically locked eight strokes after the bell has rung. (10 strokes on Elite machines). To write beyond this point, depress the margin release key once, and then typing can be continued to the extreme right of the platen. This key also enables writing beyond the left hand margin without the Margin Stop being used. There is a second function for this key. If two type bars jam together, depress the key and they will fall back into place.

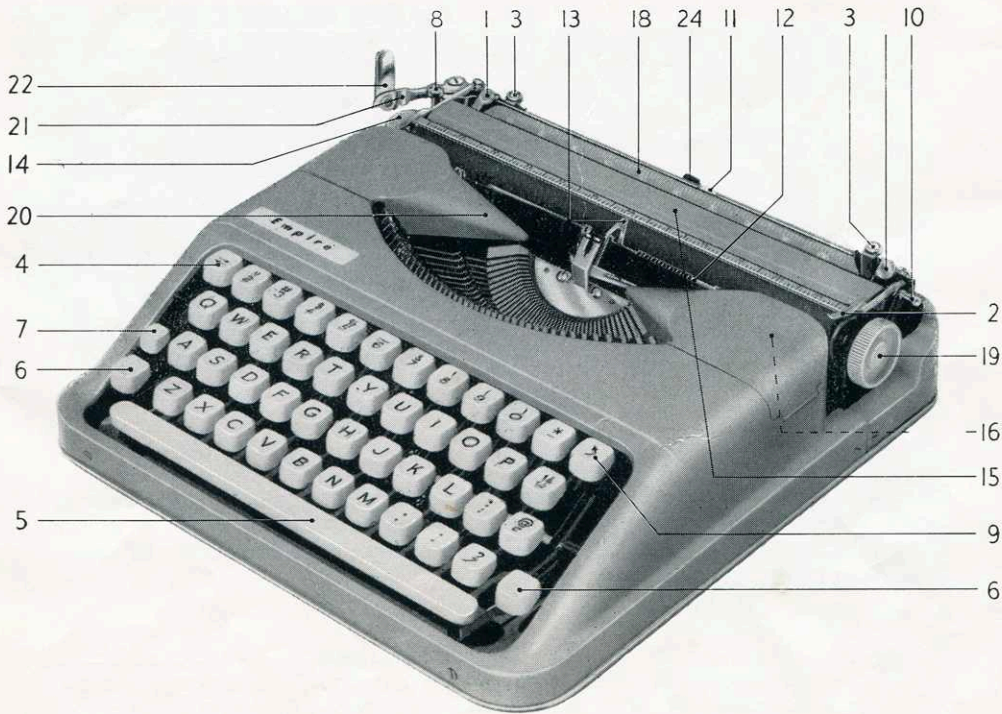
5. Space Bar. This is used to make spaces between characters or words.

6. Right hand and left hand Shift Keys. To write capitals, or an upper case character shown on a key with two characters, depress either the left or right hand Shift Key before writing.

7 Shift Lock Key. For writing consecutive capital letters, or upper case characters, press the Shift Lock Key. To release the carriage into the normal position, press the left hand Shift Key.

8. Line Spacings. Make sure that the left hand Platen Knob (14) is well locked. (See para. 14). For single spacing place the Locking Knob (8) opposite the one small red line, and for double spacing move it opposite the two small red lines. To line space, press a finger of the left hand against the line space lever and return the carriage as far as it will go to the right. To return the carriage to the left, and for writing on set lines see paras. 10, 12 and 13.

Empire



The paragraph numbers and the numbers given in the instructions refer to the parts in the illustrations.

Machine Number The machine number is stamped behind the right hand side of the carriage, and can easily be seen by moving the carriage to the extreme left. This number should be quoted in any correspondence regarding the machine.

9. **Back Space Key.** If the carriage is to be moved backwards for corrections, additions, etc., depress the Back Space Key as often as necessary
10. **Carriage Release Lever.** This allows the carriage to move to the left. Operate it with the index finger of your right hand while pressing your thumb against the platen knob (19).
- 11 **Paper Support Arm.** Release this support to a vertical position by pressing down and back on the projecting part which is shaped like a half moon. To close down this support, push it to the left while slightly drawing it forward
12. **Line Indicator** This indicates the base of the writing line and the engraved divisions correspond to the centre of each character. Important for finding exact writing position for corrections, additions, or writing on ruled lines, etc.
13. **Underlining or drawing lines.** Two holes are provided, one in the left hand Card Grip and one in the projection on the right hand Card Grip (13), to enable a pencil point to be placed through either of these for drawing horizontal or vertical lines by moving the carriage or rotating the platen.
14. **Left Hand Platen Knob.** To write on drawn lines such as order forms, ruled paper etc., turn the left hand Platen Knob towards you, holding the right hand Platen Knob firmly. This releases the platen clear of the ratchet and it can then be turned to the exact line. To reset the platen make the reverse operation.
15. **Eraser Table.** This table will be found useful when alterations have to be made to several copies, and also when adding hand written notes.
16. **Manual Ribbon Reverse Lever.** The reversing of the ribbon from the full spool to the empty one is automatic. However, if it is desired to reverse the ribbon by hand, lift one of the spool covers (20) and pull forward or push back the Ribbon Hand Reverse Lever (16). (See Fig. 4).

End of Page Indicator. If the carriage is moved to the right the forward edge of the Paper Plate (18) will be visible in front of the platen. There is a rectangular cut-away provided in the plate so that the operator can see the bottom edge of the paper enabling an indication of how much typing space remains. There is similar provision if the carriage is moved to the left.

PREPARING THE MACHINE FOR USE

Line Space Lever In the first place release the Line Space Lever by turning the right hand Platen Knob (19) towards you. This will release the Line Space Lever Arm (21). (The Platen cannot be turned unless the Line Space Lever Arm is released). Lift up the Line Space Lever (22).

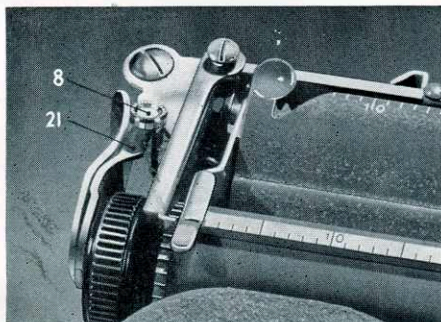


Fig. 2

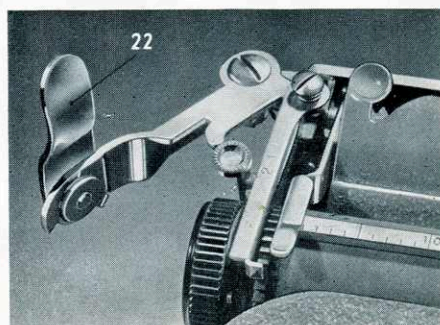


Fig. 3

After Use. Always return the typewriter to its Carrying Case after use. Before closing down the Carrying Case Cover place the carriage slightly to the left of centre. Unless the carriage is towards the left the following operations cannot be carried out. Fold down the Line Space Lever close the Line Space Lever Arm towards the Platen and lock it in its position by pushing back the small chromium plated knob (8). Now push the carriage, by means of the folded Line Space Lever, towards the right, and a stop, which has been brought into operation by closing the Line Space Lever Arm, will position the carriage centrally.

Changing the Ribbon. Lift the Ribbon Spool Covers by their narrow ends, and they will hinge outwards and away from the machine. Wind the ribbon completely on to one of the two spools (23) by turning spool with finger. Depress the Shift Lock Key (7). This brings the ribbon higher and more accessible. Take the ribbon out of the Ribbon Guides and through the slots in the Ribbon Lifter. Lift off the two Spools. Detach the end of the old ribbon from the empty spool and fix the new ribbon by means of the holder. Place the two spools back in position and see that the ribbon is fitted into the Ribbon Guides and that the eyelet is between the Ribbon Guides and the Spools. Insert the ribbon in the lifter and release the Shift Lock.

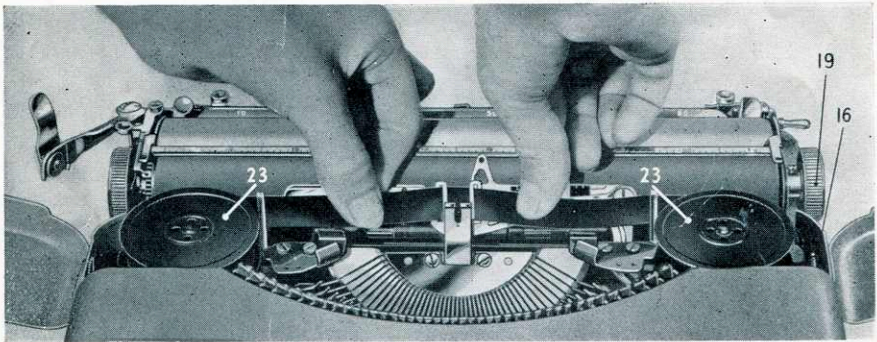


Fig. 4

Care of the Machine. Your *Empire* will have a longer life if it is kept as clean as possible and is always kept covered when not in use. When an eraser is used, move the carriage either to the extreme right or left to avoid the eraser dust falling into the mechanism.

Oiling. All points of contact on moving parts and points which are subject to possible friction should be oiled at fairly long intervals. Pure, very light oil, only should be used. It should be applied in small drops by means of a piece of wire, or a match stick. A bottle of correct oil, together with a wire, made specially for typewriters, can be purchased cheaply from any Typewriter Trader. Oil should never be allowed to enter the slots of the segment or come into contact with the type bars where they enter the segment. Oil must be kept away from the platen and rollers.

Cleaning the type. Use a hard brush, do not use pins or other metallic instruments. If a brush is not available, use a sharpened matchstick. Take care to see that the dust does not fall into the mechanism.

Cleaning the Platen. A rubber platen must be cleaned only with methylated spirit. Never use petrol or benzine which tends to destroy the rubber. Cork platens should be cleaned with Carbon Tetrachloride.