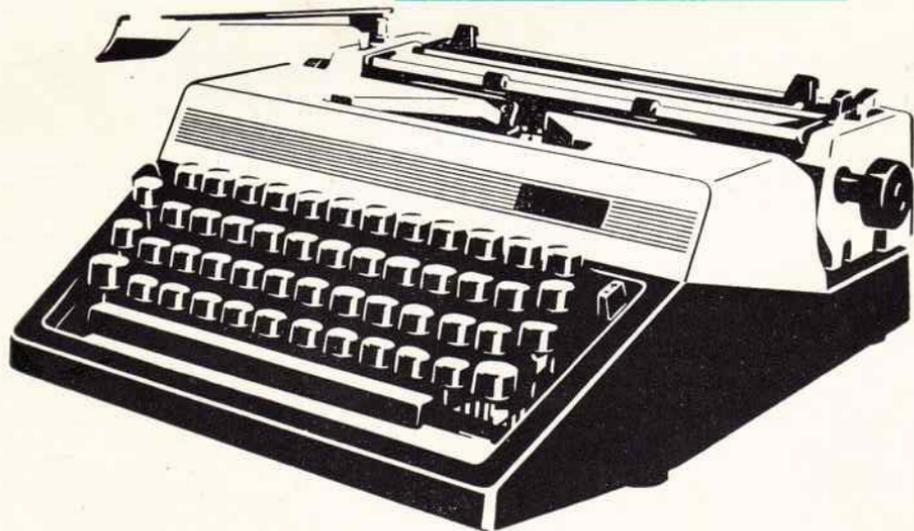


MODEL

30

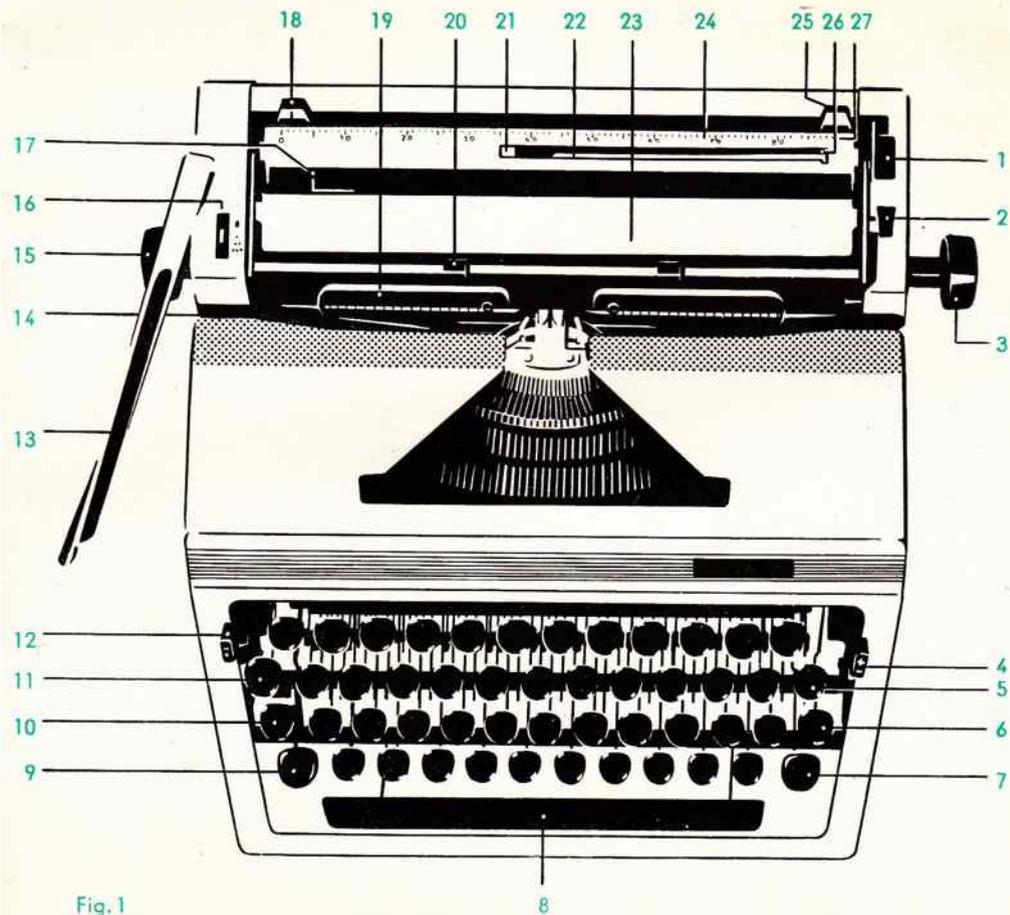
40



You have purchased a typewriter. Very soon you will find that thanks to its reliability and ingenious construction it makes your daily work considerably easier.

But before you begin to try out the machine and to use it for your work, we advise you to avail yourself of the hints given in the following. Moreover, have your typewriter thoroughly cleaned from time to time by a mechanic, which will help to make your satisfaction a lasting one.

Let us add still that Model 30 is furnished one-coloured, Model 40 with two-coloured casing.



The items marked by + drop out for Model 30

- 1 carriage release lever
- 2 paper release lever
- 3 right platen turning knob
- + 4 tabulator setting and effacing lever
- 5 back spacer
- + 6 tabulator key
- 7 right shift key
- 8 space bar
- 9 left shift key
- 10 shift-lock key
- 11 margin release key
- 12 ribbon adjusting device
- 13 line spacing lever
- 14 carriage arresting lever (under cover)
- 15 left platen turning knob
- 16 line adjusting device with platen release lever
- + 17 paper guide
- 18 left margin stop
- 19 line adjusting device
- 20 paper holder
- + 21 release lever for paper support
- 22 paper support with Model 40 with leaf end indicator
- 23 paper guide
- 24 paper rest
- 25 right margin stop
- 26 handle for paper support (only Model 30)
- 27 scale for margin adjustment

**To get the typewriter
ready for work**

Push the carriage arresting lever (Fig. 2) backwards; put up the paper support 22, place the sheet of paper behind the platen on the paper rest 24, and introduce it by turning the platen turning knob 3 or 15. With that it is important that the carriage should be in or near the middle of the machine. The rollers of the paper holder 20 are to guide the paper.

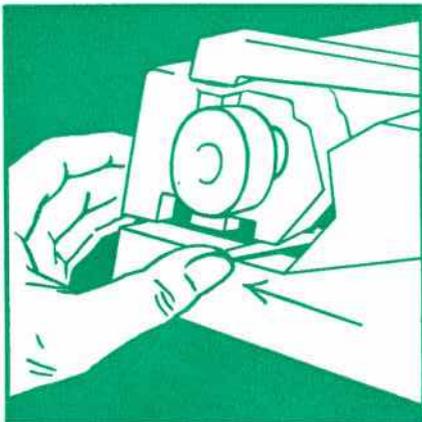


Fig. 2

To align the paper

Push the paper release lever forward, after which you can easily align the sheet in conformity with the paper holder 20. To obtain a regular margin, place the left edge of the sheet under the "0" of the paper holder scale. In order to make all the sheets have the same position push with Model 40 the paper guide 17 close to the sheet and insert further sheets according to the adjusted paper guide.

Fig. 3



Line adjusting device and platen release

The lever 16 has a double function. In its hindmost position (I) it releases the platen. The further symbols mean:

- . = narrow lines
- . . = $\frac{1}{2}$ line distance
- . . . = 1 line distance

Left and right margins

Pressing on the carriage release lever 1 move the carriage to the point, where the margin is to begin; then push the margin stops 18 and 25 (pressing them down) towards the middle of the machine as far as the stop. As to the right margin stop, proceed in the same way. If words are to be written before the adjusted left margin, press down the margin release key 11, simultaneously moving the carriage to the intended point. 7 strokes before the right margin is reached, a bell is heard (a blocking is not produced).

Capital letters and signs

The two shift keys 7 and 9 serve to write the capital letters and the upper signs. For the continuous writing of capital letters press down the shift-lock key 10 till it catches (by pressure on the left shift key it is released again).

Space and space bar used for corrections

It must be pointed out particularly that with the Models 30 and 40 the space bar has 2 functions: on the one hand it produces the distances between the words, on the other hand it offers the possibility to halve the distance between words. Thus errors caused by omission of letters may be corrected, as the following example shows:

So werdn Fehler korrigiert
So werden Fehler korrigiert

The wrongly written word „werdn“ is erased and then correctly written in the same space in the following way:

Type once more the last letter of the preceding word, then press down the space bar without allowing it to go back, by which the space is halved. Now type the first letter of the erased word and let the space bar go back. Then again press down the space bar and write in the same way all the letters of the erased word (always with pressed down space bar). When the last letter is struck, half the space is produced, before the first letter of the next word is typed.

In this way, with dexterous typing may also be obtained the equalization of the margin, half the space being utilized by means of the space bar.

Ribbon adjusting device

The desired ribbon zone is adjusted by means of the ribbon adjusting device 12:

blue triangle ▲ = upper half of the ribbon in blue (lever backward)

white stroke - = ribbon out of operation, writing on stencil

blue stroke - = middle zone adjusted, one-colour ribbon

red triangle ▼ = lower half of the ribbon in red (lever forward)

Tabulator (only Model 40)

To set the slides

By pressure on the carriage release lever 1 move the carriage to the point where the slide is to be, then move the tabulator setting lever 4 backwards in the direction "+". In this way a slide is set, and later, during the tabulating, the carriage stops there.

To tabulate

By pressure on the tabulator key 6 the carriage moves as far as the next slide, which is repeated as often as slides are set.

To efface an individual slide

By pressure on key 6 move the carriage to the point where the slide is. The carriage having stopped, push the tabulator setting and effacing lever 4 forward in the direction "-", by which this slide is effaced.

To draw lines

Put the point of a pencil in the hole of the left or the right line adjusting device 19 and turn the platen turning knob 3 or 15, by which vertical lines are produced; by moving the carriage to the left or the right you produce horizontal lines.

Ribbon reverse movement

The ribbon movement is produced automatically. By moving the reverse levers "b" and "c" (Fig. 5) the movement of the ribbon may also be changed by hand.

To efface all slides

Move the carriage to the right as far as the stop; then push the setting and effacing lever 4 forward in the direction "-" and press the tabulator key.

**To write on forms,
platen free-wheeling
(Model 40)**

To produce the platen free-wheeling (only Model 40) pull the left platen turning knob 15 to the left, or push the right platen turning knob 3 to the left, after which you can write on the lines of the form, turning the platen according to the line adjusting device 19.

The platen can also be released by means of the platen release lever 16 (I); the latter being reduced to the initial position catches in such a way that one may return to lines written before.

Fig. 4



Fig. 6

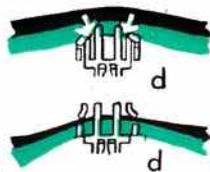


Fig. 5

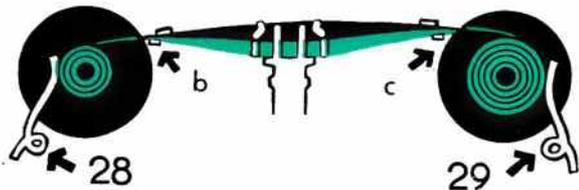


Fig. 7



**To exchange
the ribbon**

Move the carriage to the left; with both hands lift off the cover; push aside the contact levers 28 and 29 (Fig. 5) after which the ribbon spools may easily be taken out. Fasten the new ribbon ("red" downward) to hook "a" (Fig. 4). Only use ribbons of 13 mm with ribbon spools DIN. Then again pushing aside the contact levers slip the spools on the spool shafts and introduce the ribbon into the forks of the reverse levers "b" and "c" (Fig. 5); at last, according to Figs. 6 and 7, introduce it into the ribbon lifter "d".

**Maintenance
of the typewriter**

When not used, the machine should be kept covered. Dust and eraser particles should be removed as often as possible by means of a pencil. Often brush the types. Remains of ink must be removed from the types by means of plasticine or a small piece of wood. Before erasing, move the carriage aside lest particles should drop into the interior of the machine.

For the removing of stains on the cover of plastic material a soap solution is recommended. The use of chemical substances, such as benzol, petroleum, acids etc., should be avoided, because that would make the surface lose its polish. We recommend to keep the accessory bag in the bag of the case; it is not advisable to put it on the covering of the machine.

Soiled platen rollers should be cleaned by means of spirit (benzine would destroy the rubber!). The line adjusting device 19 must also be cleaned only by means of spirit.

Serial number

The serial number of the typewriter is at the right, on the back of the chassis (Fig. 8), somewhat covered by the casing.



Fig. 8

