

MEDIUM SIZE TYPEWRITER

"MARITSA 11"

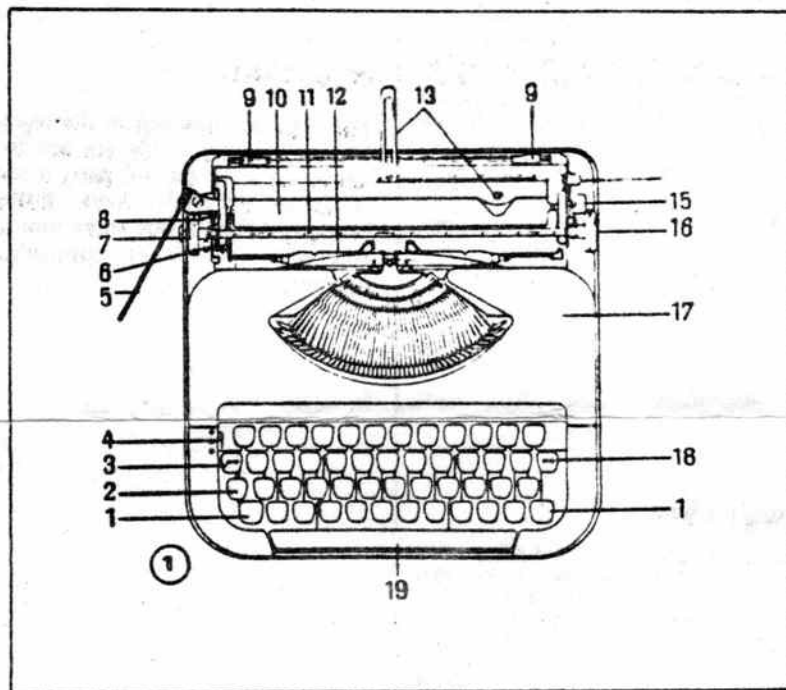
OPERATION AND MAINTENANCE

It is essential to keep the typewriter free from dust and moisture. On finishing work with it do not forget to close it in the special box. When cleaning it have in mind the following hints:

Before cleaning the types first take off the cover, then depress the keys with your left hand lightly and insert a rag under the type levers on the left end of the keyboard and then similarly on the right end. Move the brush longitudinally over the types exerting adequate pressure to remove the ink and sludge gathered in the pits.

The lubrication of the typewriter must be carried out by an expert. It is recommended to submit the typewriter to a routine inspection at least once a year.

Please do not make any attempts to repair the typewriter yourself even for insignificant failures, otherwise you are sure to lose your guarantee term privileges. It is, therefore, advisable to contact the commercial enterprise or the manufacturing plant and put your claim there.



General description

1. Carriage lifter
2. Arresting key
3. Run-out key
4. Ribbon switch
5. Platen ratchet lever
6. Line interval adjustment
7. Handgrip
8. Platen releasing lever
9. Limit stop
10. Guide strip
11. Sheet pressing bar
12. Graduated ruler
13. Sheet support
14. Clip release
15. Slide releasing button
16. Handgrip
17. Cover
18. Reversing key
19. Interval key

Preparing the typewriter for work

First pull out the protecting cardboard of the segment. Remove the rubber belt that holds the carriage fast. First depress the belt downwards in order not to spoil the paint and only then take it out. Depress the

arresting key 2 down, raise the slide in its upper position while the lever 5 is moved from its basic into its upper position. Depress the handle 16 and run the slide to the right. Now take out the rubber pad from underneath the left switching angle, run the slide to the left, take out the rubber pad from underneath the right switching angle. Depress lever 1 in order to have the system ready for work.

Keyboard

The typewriter is provided with 44 keys arranged in conventional manner. The first right key in the row of the figures carries the accent marks and is still called "dead" key, as it bears no effect on the slide feeding movement when actuated. When typing one should first strike the accent key and then the accentuated character.

Carriage lifter (key 1 and 2)

This mechanism is designed to produce capital letters and figures. Depress lever 1 if you are to type only a single capital letter or a single figure. But if you are to type

continuously capital letters or figures, retain the slide in its upper position by depressing and locking the arresting lever 2. This lever can be released through an abrupt pressure on the left lever.

Left limit stop (9)

The left margin of the typed sheet can be determined by means of the left limit stop, which can be adjusted at the desired position by depressing the riffled surface and sliding it along.

Right limit stop (9)

The right-hand margin of the typed sheet can be fixed in a similar manner using the right-hand limit stop.

Run-out key (3)

A bell tinkles out a warning signal, four steps short of the line end after which the type bars are blocked. If it is, however, necessary to continue the same line, then you should depress the run-out key thus freeing the bars again. Also if it is necessary to type something just before the fixed beginning of the stroke depress the run-out key and traverse the slide manually or with the help of the reversing key.

Ribbon switch (4)

The colour of the ribbon can be easily changed by means of the ribbon switch 4, which provides for the following positions:

- Blue point mark — the upper stripe of the ribbon (black colour)
- Red point mark — the lower stripe of the ribbon (red colour)
- Blank mark — ribbon does not take part in the typing

Clipping the paper to the platen

On actuating the releasing lever of the support (13), the latter takes a vertical position. The sheet of paper is slipped under the guide strip 10 and one of the handgrips (7 or 16) is turned. Now lift up the sheet pressing bar 11 and let it down again after the sheet edge comes out from under the platen.

Releasing the paper sheet lever (14)

The sheet can be released from the clip by pulling the lever 14 forwards thus setting it free for adjustment.

Rotating the platen

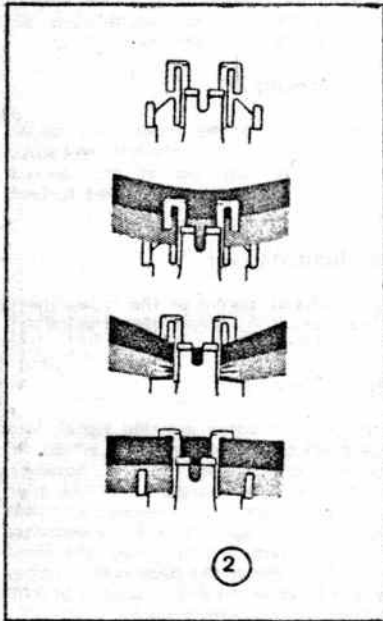
Slide the platen to its right-hand end position by means of platen ratchet lever 5. While doing so the platen is turned through one line interval automatically. The interval spacing can be adjusted by means of the special interval adjustment 6.

Platen releasing lever 8

The releasing lever 8 makes it possible for every fine adjustments of the platen in case of omissions, corrections, displaced characters, figures like m^3 , H_2O , etc. Pull lever 8 to the fore to set the platen free from the ratchet and to the rear to catch it again.

Typing Ribbon

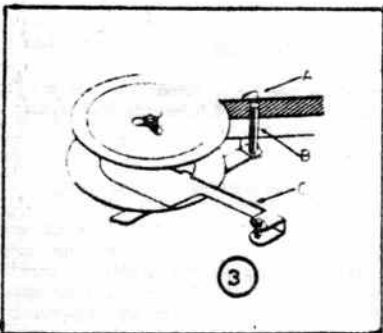
The MARITZA 11 typewriters are provided with 13 mm standard ribbon to DIN 2103, /8 m long/. The ribbon can also be in one or two colours.



Change of the ribbon

Open the cover of the machine (see chapter "Typing") and wind the ribbon on one of the reels. Take out the pressing blade (Fig.3) from the empty spool and pull the latter off its axle. Detach the ribbon end from it and rotate the loaded reel till the free end of the ribbon comes out of its guide. Now pull the loaded reel off its axle, too.

Attach the free end of the new ribbon to the free reel and mount both reels on the machine. Look at fig. 2 to see how to handle the ribbon through the guide. The ribbon should be secured through the guiding plates A and roller B (Fig. 3) else its automatic movement be impeded.



Slide releasing button 15

Depress the button 15 to set the carriage free from the retaining rack. It is advisable to slide the freed unit with your right hand gripping the right platen handle.

Cover 17

This cover is to be removed prior to changing the ribbon or brushing the types. To remove it take hold of its opening just above the key levers, pull it upwards and take it to the fore. On replacing the cover first make sure that the rear mating recesses fit into the protuberances of the machine. Then move it forwards and press it gently into its seat.

Horizontal interval key

The way the carriage is handled makes it quite easy to fill in missed characters and this is done in the following way

1. Erase the mistaken word.
2. Bring the carriage with the erased word under the typing spot.
3. Depress the interval key lightly and strike the first letter of the word. Then release the key and depress it again before striking the second letter and so on to the end. In this way the interval preceding and that following the word are halved to gain adequate room for the missed letter. Proceed in similar manner when a word has been misspelled by putting in more characters. In such a case the intervals on both sides of the word become by half wider. The same method is to be employed when certain passages should have a straight edge right-hand margin.

Closing the box

Lever 5 is pushed to the right and pressed down until it fits into its seat to the right of handle 7. See that the lid of the box catches to the bottom by special plank on its rear part. Pull out the handle of the box lid to test the locked latch. If the machine is to be transferred from one place to another the latch should be locked with the key.

How to remove the box bottom

To clean the bottom board and the machine from underneath, grip it in the vicinity of the carriage lifter with the thumbs upon the bottom board pushing it backwards. In this way the machine comes out forward. On remounting the machine mind that both openings in the rear part of the frame catch the provisioned plank and only then should the machine be pushed forwards. The frame should now flatly meet the board.



IMPORTANT!

The type bar bearings in the segment and the carriage guide are not to be lubricated with oil. All parts made in synthetic materials (keys, buttons, handgrips) should not come into contact with acetone or nitrocellulose solvents.



EXPORTER ISOTIMEX
Bulgaria 51, Chapaev St.
Sofia
Telex 022731, 022732