1. Readying for Operation
Take out of carrying case. Press the Shift Key (17) to raise carriage, and remove the pieces inserted under the carriage at both ends. These pieces have been inserted to protect the carriage from damage during shipment.
2. Carriage Lock Lever
By pushing the Carriage Lock Lever (2) backward, the Carriage can be prevented from moving while being carried. To release the Carriage, return the Carriage Lock Lever (2) to its original position before you type.

3. Paper Support Arms
Touch with your finger the Release Lever for Paper Support Arms (11), and the Paper Support Arms (6) will be raised automatically.

4. Inserting Paper
Insert paper between the Paper Table (9) and Platen, and turn the platen knob until the paper appears in front of the platen. The Paper Bail Rolls (5) should rest snugly on the paper when typing. The Paper Release Lever (13) should be used when inserting several sheets of paper, exceptionally heavy paper, or straightening the paper is required.

Pull forward the Paper Release Lever to release the tension on the paper, and be sure to return it to normal position before typing.
5. Margin Setting
The right and left margins of the lines may be set as required by adjusting the Margin Stops (4) located behind the carriage.
A warning bell will sound several spaces before you reach the right hand margin.

6. Line Spacing Controls
The Line Space Regulator (3) has four clearly marked positions to give you 1, 1\(\frac{1}{2}\), 2, or variable line spacing.
The line spacing you select will occur automatically when you raise the Line Space Lever (1) and push to the right. The Variable Line Spacer allows you to turn the platen freely.

Just push the lever forward to the Variable Line Spacer when you desire to change your writing line temporarily. This will help you to type forms or on ruled paper.
7. Ribbon Colour Change Lever
Turn Ribbon Colour Change Lever (16) to appropriate position. By pushing the lever backward, the colour of the ribbon is switched to black, (Forward, red) Position the lever on to centering position when using stencil.

8. Touch Control
Heavy and light touch of keys is automatically controlled by either pushing or pulling the Touch Control Lever (20). Place the Touch Control Lever at the setting most comfortable to you.

9. Margin & Jammed Type Bar Release Key
To type or move the carriage beyond either margin, depress the Margin Release Key (21). The margin will be released without the necessity of adjusting the Margin Stops (4). The Margin Release Key also plays the role of the Jammed Type Bar Release Key. When type bars are jammed, just depress the key.
10. Half Space Mechanism for Insertions and Correction

Half-spacing is easily controlled by using the Back Space Key (15) and Space Bar (18). The Space Bar allows the carriage to move \( \frac{1}{2} \) space forward when held down, and the remaining \( \frac{1}{2} \) space when released. After erasing the incorrect word in the first example shown, position the carriage to type in the space immediately following the word "The". Prior to striking the "b", depress and hold the Space Bar down, then strike the "b". Do this with each character and the word will fit the space.

Example:

The _bet_ typewriter (incorrect)

The _best_ typewriter (corrected)

11. Drawing Lines

To draw lines, place the point of a pencil through the hole (8) or Line Indicator (7). For horizontal lines, move the carriage sideways, and for vertical lines, turn the Variable Line Spacer (3).
12. Ribbon Change
Remove the top cover, and wind the used ribbon onto one of the two spools.
Pull out the empty spool, unhook the ribbon and draw it out of the Ribbon Carrier.
Replace the used ribbon with the new ribbon.
Hook the new ribbon end on to the projecting spear-shaped point of the empty spool and put the spool in the Conveyor Pin.
Make sure the spool is full seated on the Ribbon Carrier.
After threading the ribbon through the Ribbon Guide and the Ribbon Carrier, wind the ribbon until metal eyelet is covered.
See diagram shown below.

Cleaning
Always keep the machine clean and free of dust.
To clean it remove the top cover and clean with a special wire brush, and if necessary, use benzine.
Lubricate the moving parts with type oil or white spindle-oil. Remove old oil and clean before each lubrication.

Caution
Do not lubricate the line space gear or the platen.