

PROPER CARE OF YOUR TYPEWRITER

The precision-built Penncrest Caravelle will give you years of solid service. Follow these simple cleaning procedures to add to your typing enjoyment. Keep the machine in the carrying case when it is not in use. Dust the exterior parts regularly with a dry lint-free cloth. Rub gently with a cloth dampened with water to remove stains.

Periodically clean the type faces with a brush or approved type cleaner. Regardless of the type cleaner used, it is never necessary to use heavy pressure. Brush lengthwise, never crosswise, on the type.

Move the carriage to the extreme right and left and wipe off the exposed parts of the carriage rails. Pull the Ribbon Spool Cover up and off and brush off any dust or erasure grit that may have accumulated on the typing segment. Remove the Platen and wipe the metal plate under it. Clean the Platen and the feed rolls under it with a cloth moistened with ammonia-base detergent or alcohol. Before and after cutting stencils, clean type, Platen and feed rolls.

NOTE: It is a good idea to have your typewriter adjusted and lubricated yearly by a competent service man. Do not attempt to oil or lubricate the typewriter yourself.

SERVICE

For service during the guarantee period follow the directions on the exclusive Penncrest Caravelle guarantee included with every new typewriter. Keep the original carton and packing materials in case it is necessary to ship your typewriter to one of the service centers listed on the reverse side of your guarantee card.

SERIAL NUMBER

For your protection, every Caravelle carries a serial number stamped on the bottom of the typewriter on the right side. Record the number for use in ordering supplies and accessories and for identification in case of theft.

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Caravelle 10 & 12



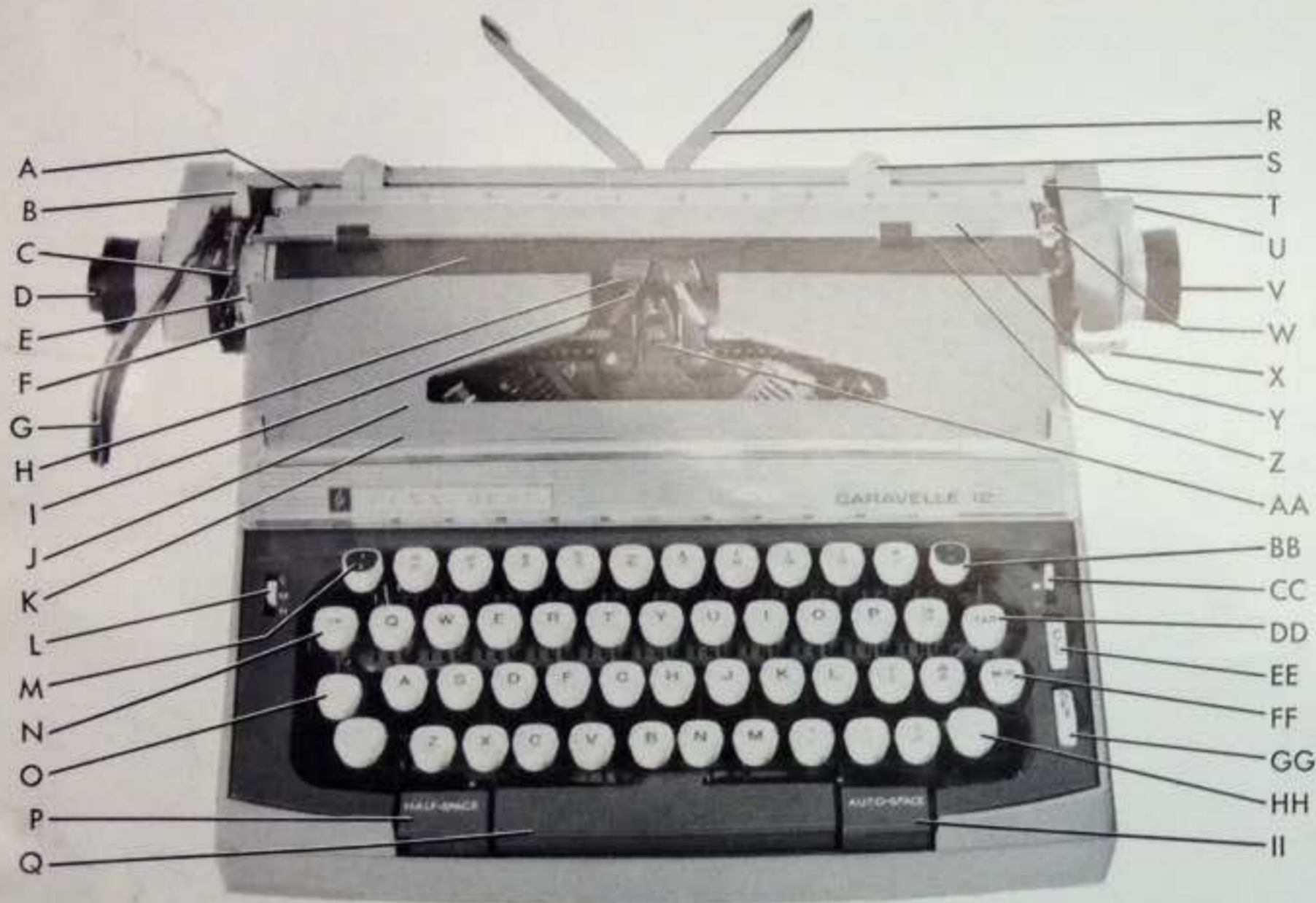
J. C. Penney Co., Inc.

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PENNCREST

Caravelle 10 & 12



- A — Adjustable Paper Guide
- B — Linespace Selector
- C — Line Retainer
- D — Variable Linespacer
- E — End Margin
- F — Platen (Roller)
- G — Carriage Return Lever
- H — Line Indicator
- I — Ribbon Carrier
- J — Ribbon Spool Cover
- K — Manual Ribbon Reverse (Underneath)
- L — Touch Selector
- M — Add-A-Type Key
- N — Back-Space Key
- O — Shift Lock
- P — Half-Space Key (On Caravelle 12 only)
- Q — Space Bar

- R — Retractable Paper Support
- S — Margin Set
- T — Paper Release Lever
- U — Carriage Release Lever
- V — Platen Knob
- W — Platen Release Latch
- X — Carriage Lock
- Y — Erasure Table
- Z — Paper Bail
- AA — Printing Point Indicator
- BB — Add-A-Type Key (On Caravelle 12 only)
- CC — Ribbon Color Selector
- DD — Tabulator Key
- EE — Tabulator Clear Key
- FF — Margin-Release Key
- GG — Tabulator Set Key
- HH — Shift Key
- II — Auto-Space Key

IMPORTANT CHECK POINT FOR OPERATION

If typebars operate but do not print, make sure the Ribbon Color Selector is not in the stencil position.

BEFORE USING YOUR PENNCREST CARAVELLE PORTABLE . . .

Your new Penncrest Caravelle is a precision-built writing instrument with many exclusive features. Read this booklet carefully and keep it handy while you are typing to increase the satisfaction you get from your Caravelle.

CARAVELLE CARRYING CASE

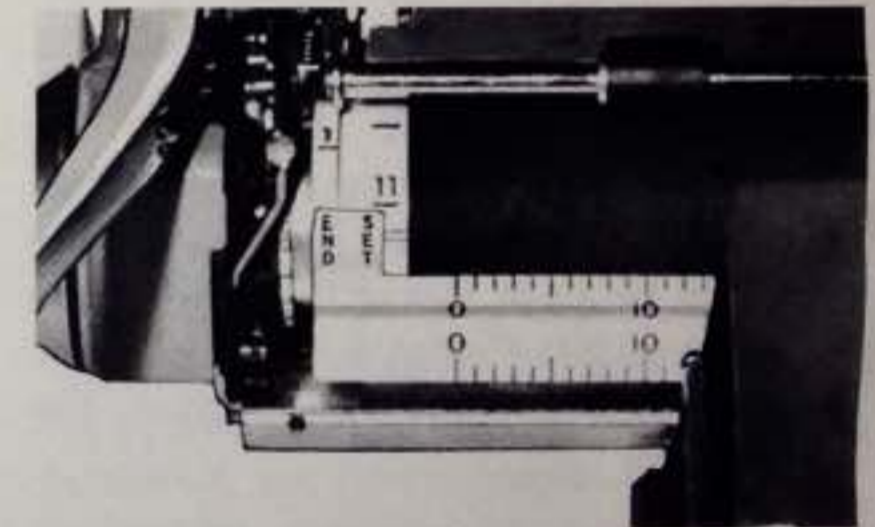
The smart Trimline carrying case houses your Caravelle with maximum protection and convenience. To remove the Caravelle, unlatch and open the case. Push up on the release tab under the case latch. Raise the front of the typewriter and pull it forward away from the holding cleat on the back of the case. A special Carriage Lock keeps the carriage from moving when it is shipped. To release the lock, just move the carriage to the right.

To replace the Caravelle, ease the back into the case first, keeping the front raised a little. Make sure the cleat on the back of the case slips into the slots in the back of the Caravelle; then lower the front into place. Before you close the case move the carriage to the extreme right. Pull up on the Carriage Lock to move the carriage to about mid-position where it will lock in place. When you close the case, your Caravelle is automatically secured in place.

TOUCH SELECTOR

Use the Touch Selector on the left of the keyboard to regulate key tension. Set the Selector at L for a light typing touch, M for a medium touch or H for a heavy touch.

END MARGIN



The End Margin on the left end of the Platen tells how far your typing line is from the bottom of the page as you are typing. Set the End Margin before you insert your paper. Turn the Platen until the black number corresponding to the length of the paper you are using is directly over the word SET. As you are typing, the red numbers over the END marking indicate the exact number of inches remaining on the paper. The unmarked lines indicate half inches.

INSERTING PAPER

Position the adjustable Paper Guide as desired. For most typing, set the guide at 0 on the Paper Scale. Place the left edge of the paper against the Paper Guide so the paper rests evenly along the back of the Platen (roller) behind the Erasure Table. Turn the Platen Knob away from you until the paper is properly positioned for typing. Rest the Paper Bail snugly against the paper to assure sharp type impressions.

When inserting heavy paper or bulky sets of carbons, pull the Paper Release Lever forward to ease tension on the paper or to straighten it. Push the lever back before typing.

CARRIAGE RELEASE LEVER

The carriage may be moved freely to any desired position by using the Carriage Release Lever. Simply grasp the right or left Platen Knob and press lever towards you while sliding the carriage.

RIBBON COLOR SELECTOR

Move the Ribbon Color Selector opposite the black position to type with the black part of the ribbon; opposite the red position to type with the red part; or opposite the middle position to type stencils. With the Selector at the middle position, the ribbon is not used and the type keys do not leave an inked impression.

HALF-SPACE KEY*

With the HALF-SPACE Key at the left of the Space Bar, you can make corrections in your typing neater and less noticeable as shown in the examples below. Example A shows how to make a correction when a letter has been left out of a word. After erasing "truy," position the carriage to type in the first space following the word "very." Depress the HALF-SPACE Key and hold it down while you strike the "t." Release the HALF-SPACE Key. Depress it again and hold it down while striking the "r." Do this with each letter and the word will fit neatly into the space.

A

Very truy yours
Very truly yours

B

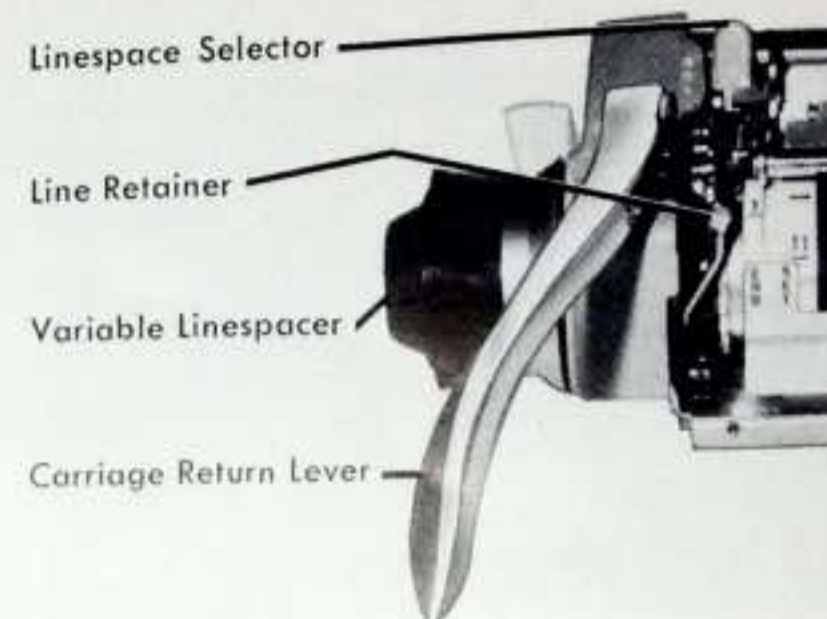
Very trully yours
Very truly yours

When you have an extra letter, as in Example B, position the carriage to type in the second space after "Very." Then type "truly" by depressing the HALF-SPACE Key while striking each letter.

* On Caravelle 12 only.

AUTO-SPACE KEY

For repeat spacing, depress the AUTO-SPACE Key to the right of the space bar and hold it down. The carriage will move forward automatically until you release the key.



LINESPACE SELECTOR

The Linespace Selector allows you to select single, double or triple spacing between lines. The spacing you select occurs automatically when you use the Carriage Return Lever.

LINE RETAINER

Use the Line Retainer to change your typing line temporarily—to type subscripts or exponents, for example—without losing your original line. Just pull the Retainer forward and turn the Platen to the desired position. To return to the original line, push the Retainer back.

VARIABLE LINESPACER

To change your typing line permanently, press in on the Variable Linespacer while turning the Platen to the desired position. Release the Variable to set the typing line at the new position.

LINE INDICATOR

Use the Line Indicator to reposition a typed line when re-inserting a page or using a printed form. After inserting the paper, press in on the Variable Linespacer while turning the Platen Knob until the bottom of a typed line is even with the lower horizontal red line on the Indicator; then release the Variable. Pull the Paper Release Lever forward and move the sheet sideways until the vertical red line on the Indicator is centered on a typed character. Push the Lever back and you are ready to type. For consistently even subscripts, make the bottom of the original typing line even with the top horizontal line on the Indicator.

To draw horizontal or vertical lines in a jiffy, insert a pencil point into the guide holes on the Indicator. For vertical lines, roll the Platen; for horizontal lines, move the carriage from left to right.

TABULATION

Use the tabulator for typing columnar copy, for setting the date and closing positions on correspondence, and for indenting paragraphs and headings quickly.

To set a tab stop, move the carriage to the position desired, and depress the SET Key. Set as many different stops as you want using this same method. To tabulate to a stop, just depress the Tab Bar, conveniently located at the top of the keyboard.

To clear a stop, tabulate to the stop and depress the CLEAR Key. To clear all stops move the carriage to the right or left while depressing the CLEAR Key.

ADD-A-TYPE

With the Add-A-Type on your Penncrest Caravelle, you can add special symbols to your keyboard in seconds. Just take an Add-A-Type character off the type bar and slip another one on.* Your Penney's store has six Add-A-Type kits to fit your needs: Engineering, International, Mathematics, Medical-Pharmacy, Popular Greek and Spanish-American. Each kit contains four Add-A-Type slugs (two characters on each slug) and corresponding key caps for your keyboard.

To remove type: Raise the Add-A-Type Bar slightly until you can feel it resist lifting higher, and steady it with one hand. With your other hand, pull the type slug forward (toward the carriage) while you lift it up and off the type bar. Take the corresponding key cap on the top row of the keyboard off.

To replace type: Slip the selected type slug over the end of the type bar and pull the slug a little toward the carriage and downward until it snaps into place. Put the corresponding key cap in place on the top row of the keyboard.

CAUTION: When removing or replacing Add-A-Type, be careful not to twist or bend the type bar. The type slugs slide on and off easily when they are properly positioned.

* The Caravelle 12 model is equipped with two Add-A-Type keys; the Caravelle 10, with one.

BACK-SPACE KEY

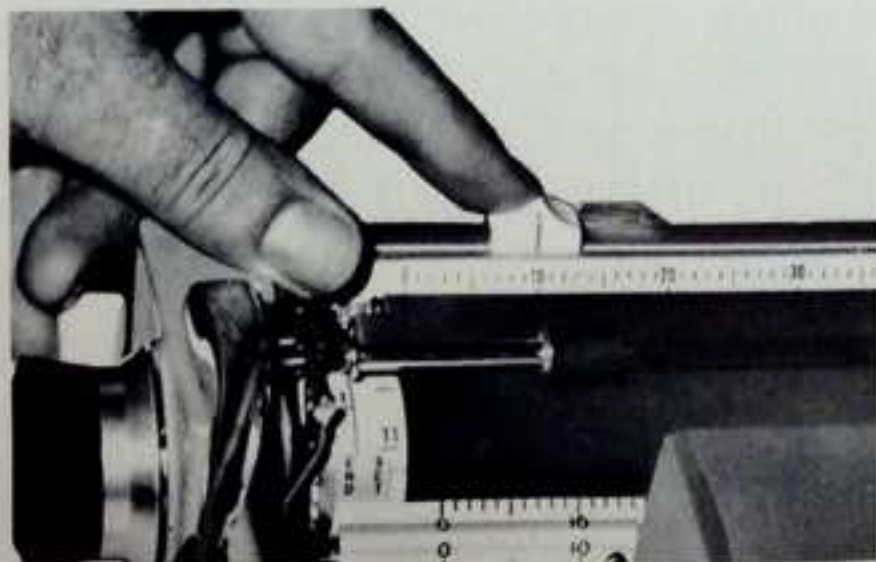
Press the Back-Space Key once for each space you wish to move your typing position back toward the left margin.

SHIFT KEY AND LOCK

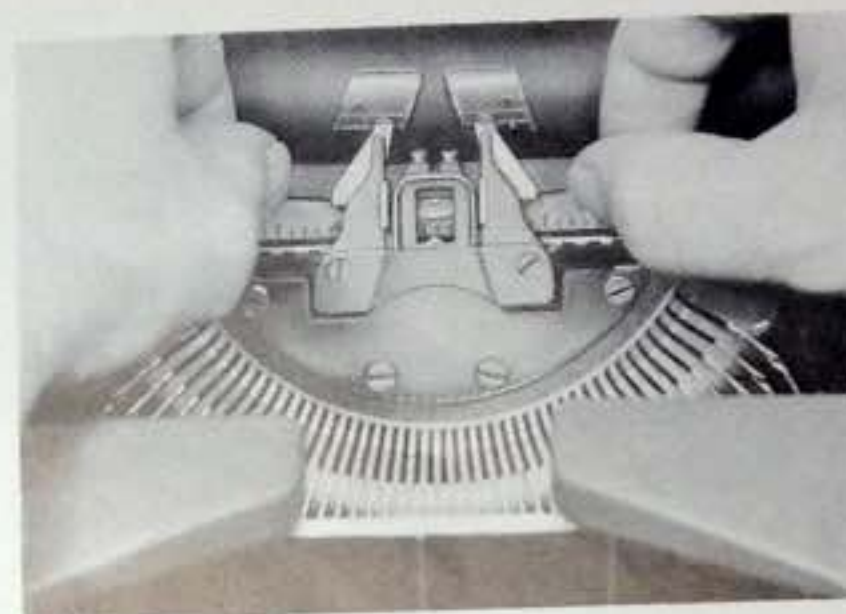
To type a capital letter or any character on the top half of a typing key, hold down the right or left Shift Key while striking the desired type key. To type all capitals, depress the Shift Lock until it catches. To release the lock, depress either Shift Key.

MARGIN STOPS

The fully visible "quickset" margins on your new portable are easy to use. Just depress the Left or Right Margin Button and slide it until the line on the button is over the scale position desired. As you are typing, a warning bell sounds about 7 spaces before the right margin is reached. To type beyond the right margin, just depress the Margin-Release (M-R) Key and continue typing. To type beyond the left margin, just depress the M-R Key while moving the carriage with the Carriage Release Lever or the Back-Space Key to the position desired.



REPLACING RIBBONS



When purchasing replacement ribbons be sure to specify that they are for the Penncrest Caravelle and give the serial number of your typewriter.

Follow the directions below to replace the ribbon:

1. Pull up on the Ribbon Spool Cover to remove it.
2. Wind all the ribbon onto one spool using the Ribbon Reverse Lever if necessary.
3. Hold the ribbon on both sides of the Ribbon Carrier sliding the ribbon from side to side and then up and out of the Carrier.
4. Remove both ribbon spools. Unfasten the ribbon from the empty spool and keep the spool. Dispose of the used ribbon and the other spool.
5. Put the new spool and ribbon into the right-hand cup, making sure the spool fits snugly and that the red part of the ribbon is down.
6. Attach the loose end of the new ribbon to the prong of the empty spool. Wind enough ribbon onto the empty spool to cover the metal eyelet on the ribbon.
7. Put this spool in the left-hand cup, making sure the ribbon winds to and from the back of both spools.
8. Insert the ribbon in the slot of each Ribbon Guide (adjacent to each Ribbon

Spool Cup). 9. Holding the ribbon on both sides of the carrier, move the ribbon from side to side sliding it into the top of the carrier. Pull the ribbon a little to the right and to the left to be sure it is correctly threaded. Take up slack by turning the spool. 10. Replace the Ribbon Spool Cover.

REMOVABLE PLATEN

The all-purpose Platen on your Penncrest Caravelle is correct for virtually all typing requirements and can be easily removed for cleaning or if you want to replace it with a special Platen for special typing jobs.

To remove the Platen, move the carriage to the extreme right. Raise the Paper Bail and Erasure Table and tilt the right Carriage End Cover back. Raise and hold the Platen Release Latch while pulling the Platen to the right and lifting it up and out.

To replace the Platen, make sure the carriage is still at the extreme right and that the right Carriage End Cover, Paper Bail and Erasure Table are still tilted back. Insert the left end of the platen, rotating it a little back and forth until it fits in the left side. Push the right end of the Platen down until it locks automatically into place. Return the Carriage End Cover, Paper Bail and Erasure Table to their normal positions.

RIBBON REVERSE

The direction of ribbon travel is reversed automatically at each end of the ribbon. To reverse the ribbon at other times, use the Ribbon Reverse Lever located underneath the Ribbon Spool Cover, to the left of the left Ribbon Spool Cup. Just move the lever in the opposite direction.