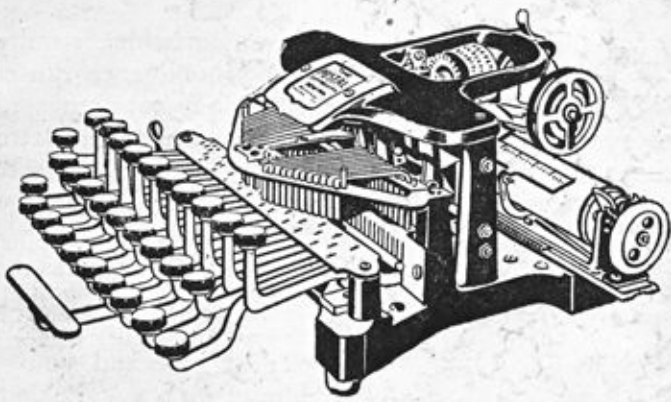


1903

# INSTRUCTIONS FOR USING



# THE POSTAL TYPEWRITER

---

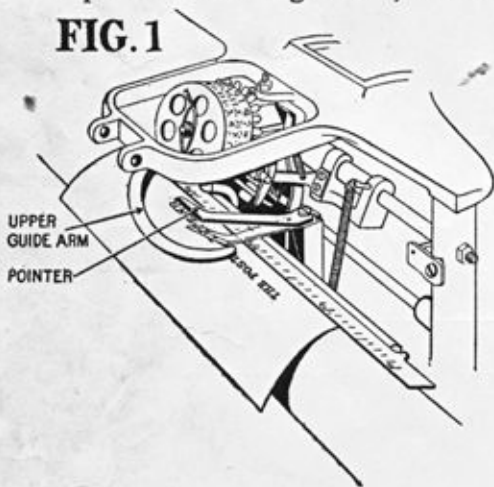
ISSUED ESPECIALLY FOR BEGINNERS

# Instructions for Using The Postal Typewriter

## LEARNING TO WRITE.

To become efficient on any machine requires practice, but any one of ordinary intelligence can easily learn. Commence by striking various keys repeatedly so as to become familiar with the touch and location of the letters. After that write short words; then short sentences. Very soon you will be able to write with ease, but don't try to write too fast at first. Speed will come gradually without forcing.

**FIG. 1**



## VISIBLE WRITING.

Depress the Fig. shift key and look down through the middle of the machine and you will see the line of writing. Push the pointer on (*see fig. 1*) the left, which reaches over the platen roller, towards you until it stops. The top of the pointer is the line of writing and the end of the pointer is where the next letter will print. To make corrections, etc., or write all figures, pull up the latch

between the Cap. and Fig. levers and hook it over the Fig. lever.

### INSERTING THE PAPER.

Push the paper between the two rollers and turn the knob.

Hold the knob and pull the paper until it is straight with the scale, in case the paper should require straightening.

### LINE FEED.

*See fig. 2.* Before starting to write always give the feed lever near the knob a push backwards until it stops.

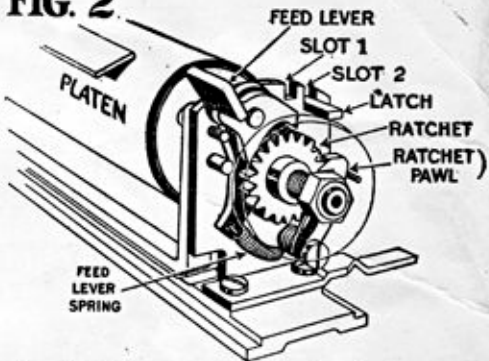
This insures the paper to be brought in proper place, as the ratchet pawl of the platen roller is thus made to drop in a tooth of the ratchet. On the top of the right end of the carriage are two broad slots. These are for the latch on the right end of the carriage. Be sure the latch is in one or the other, as the one is for narrow space between the lines and the other for wide space.

### MARGIN STOPS.

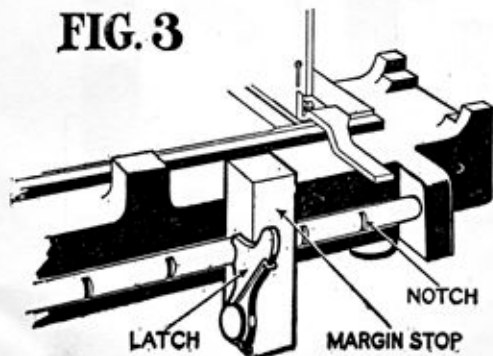
*See fig. 3.* These are on the rod on the rear of frame behind the carriage.

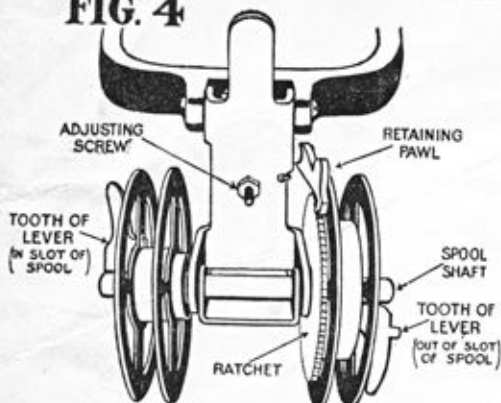
The latch on each block should always be in one of the notches on the rod to prevent the block from sliding. The position of the blocks determines the length of line of writing. Always push the carriage against the margin stop when returning carriage for new line.

## FIG. 2



## FIG. 3



**FIG. 4**

**RIBBON.** The shaft on which the ribbon spools are mounted turns always in the same direction, therefore by having the lever at one end of the shaft set so that its tooth is in the slot of the spool and the lever at the other end set so that its tooth points away from the spool, the ribbon will feed with every printing stroke. (See fig. 4.)

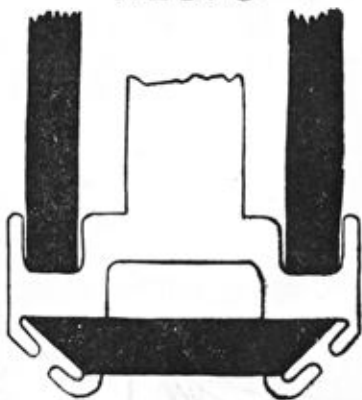
To reverse the movement of the ribbon, simply reverse the position of the levers. The ribbon should pass over the top of the guide, as shown in fig. 5.

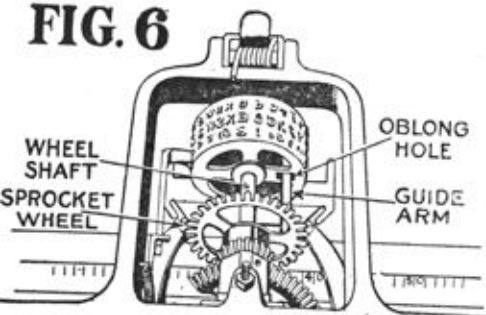
**TO CHANGE THE TYPE-WHEEL.**

See fig. 6. Turn the wire clip to the right and slide wheel off shaft. In replacing wheel make sure the guide arm on the sprocket enters the oblong

hole in the wheel spoke and that the wire clip catches in the groove in the wheel shaft so that the wheel does not pull off.

**MANIFOLDING.** To make copies while writing: Lay a sheet of carbon paper with the color side on the sheet to be printed and place another sheet over the carbon sheet, insert in machine so that this last sheet will receive the writing; the sheet below will show the carbon copy. By using

**FIG. 5**

**FIG. 6**

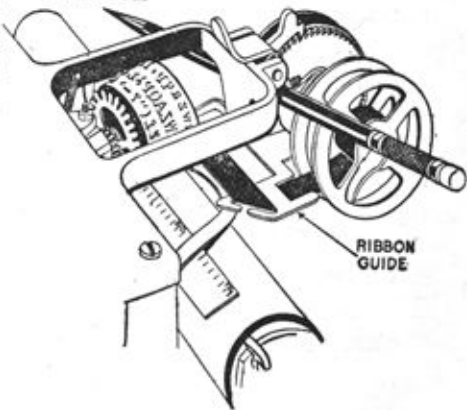
several sheets of carbon and paper, the number of copies can be increased. With ordinary letter paper four or five good copies can be made. With thinner paper ten can be made.

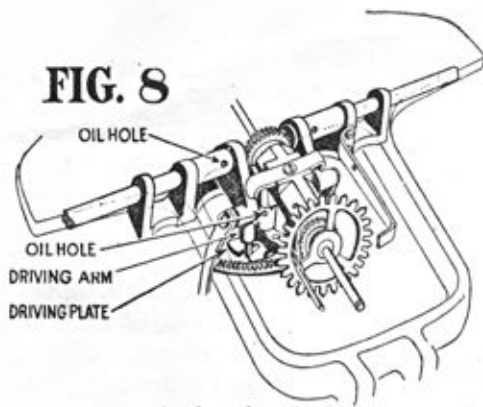
**MIMEOGRAPH.** Be sure the type-wheel is clean.

Swing the ribbon mechanism away from the platen by depressing the handle on top, and insert a pencil

in between the frame and the mechanism to keep the mechanism away from the platen (*see fig. 7*). Instead of the "oiled backing" mentioned in the printed instructions of the Mimeograph, use a smooth, stiff writing paper, 20 or 22 lb., though the "oiled backing" can be used. Leave off the "oiled tissue paper" mentioned in

Mimeograph printed instructions. Proceed then as follows: Place the sheet of stiff writing paper on a smooth, flat surface; on this lay the perforating silk, and on this the stencil paper with "writing side" up. Fold one end over to keep the sheets together, then insert the sheets in the typewriter with the "writing side" of the stencil paper to receive the impression from the type-wheel. Strike typewriter keys with a sharp

**FIG. 7**

**FIG. 8**

uniform stroke, being sure to follow the key down until you feel the wheel strike the platen. The letters M and W and such characters as \$ and # should be struck sharper than others, and the punctuation marks lighter. Be very careful in handling the stencil. Follow the printed directions of the Mimeograph for the rest of the work. When ordering the stencil paper, always mention you,

want it for the Postal typewriter.

**OILING.** Use only clock or typewriter oil.

Oil all bearings occasionally.

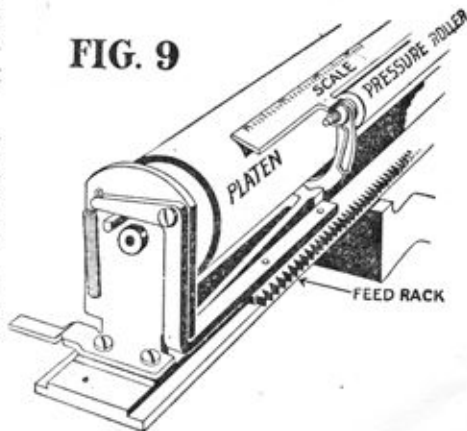
Oil the **Driving Arms** every few days. (See fig. 8.)

**Don't** oil any part of the ribbon mechanism.

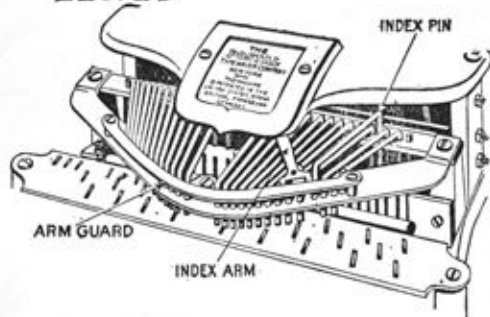
**Don't** oil the type-wheel. Oil is injurious to the rubber. The wheel shaft can be kept clean by rubbing it occasionally with a greasy rag.

**Don't** oil any part of the carriage, except the rack (see fig. 9) and that very sparingly. A free use of oil on the carriage is liable to soil the paper.

Apply a little benzine occasionally in the oil holes shown in fig. 8. This cuts the old oil and cleanses the working parts.

**FIG. 9**

**FIG. 10**



**INDEX PINS.** See *fig. 10*. Dirt accumulating on the index pins may cause them to fail to return to normal position after key has been struck and released. When this occurs, rub the pin at both ends where it passes through the guide holes or apply a little benzine.

**CARE OF MACHINE.** Keep the machine free from dust by keeping it covered when not in use.

Clean the carriage and the posts it slides in with a greasy rag every day.

Clean the **driving gears** (*fig. 11*) every few days with a small brush.

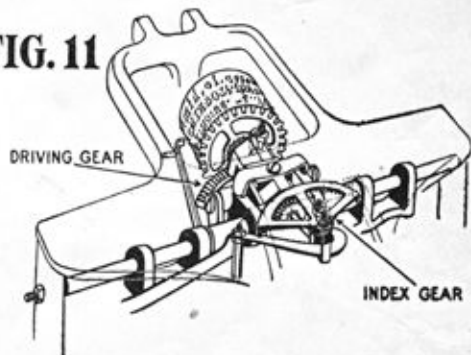
The **index gears** (*see fig. 11*) should be cleaned in like manner every few weeks.

Should dirt and dust be allowed to accumulate in the gears and not be readily removed with the brush, use a little gasoline or benzine.

**Don't** use the same brush to clean the gears and the type-wheel, as no oil should be allowed to get on the type.

**SHIPPING.** When shipping the machine be sure to tie the rack of the carriage tight to

**FIG. 11**



the ends of the carriage. This is absolutely necessary. If the rack is not thus freed from the escapement, the latter is liable to get damaged in shipment. Hook the retaining hook at left of the frame over the backwardly extending arm of the carriage and tie it in position to prevent it being jarred off in transit. Be sure the machine fits down inside the cleats in bottom of box and before screwing the lid in place, place a pad of paper between the top of machine and the blocks on the lid; this is to hold the machine in place. Never use nails for fastening the lid.

**The Postal Typewriter Company.**





#### ADDENDUM.

**CARRIAGE RELEASE.**—The carriage release will be found on either side of the carriage where you will notice the rack bar with saw like teeth. Push this in and the carriage may be moved at will.

**WRITING ON RULED PAPER OR BLANKS.**—The small spring which will be found in the rear of the thumb spacer can be pushed from behind the little pin and will drop down on the carriage. When writing on ruled paper, use the round knob at the end of the carriage, and also the pointer, which will be found on the left side of the machine almost touching the carriage. When using the regular typewriter paper be sure to have the spring back in its position and then use the regular thumb spacer only.

**ADJUSTMENT SPRINGS.**—These will be found on either side of the rear of the machine. They have small arms with notches, and from these hang two springs, one on each arm. When the springs are removed to the outside notches the action is more speedy, but the touch a little harder. By pushing in the springs to the corresponding notches on either side, the tension is made easier but the speed is somewhat reduced. Should the springs be thrown off the notches entirely, the machine will not operate.

**OILING.**—The bottom of the carriage, as well as the bed on which it works, should be wiped off at least once a day with an oily rag, but no accumulation of oil should be permitted to gather on these parts. Occasionally a small drop of oil should be placed at each end of the small rubber roller where the axle is.

**DAMAGED BOXES.**—Should the box be received by you in a damaged condition, refuse to accept it and promptly notify us by mail.

Should it be necessary to return the machine to us, make sure that the machine is replaced in the box as you received it, paying especial attention to the fact that the machine must be bolted to the bottom of the box. Should you have mislaid these bolts and nuts, notify us and we will send you new ones. The carriage rack should be tied securely to the machine and the ribbon spools tied by tying a piece of string or tape between the two spools to keep them from being knocked off in transit.

Always screw the lid of the box on—never use nails.

**INFORMATION.**—Should there be anything about the machine that you do not understand, we will consider it a favor if you will promptly advise us and we will then send you the necessary information. This is also true should the machine get out of repair.

POSTAL TYPEWRITER CO.