

DIRECTIONS FOR USING THE PULLMAN TYPEWRITER

TO UNPACK. Remove the top of the box carefully. The machine and carriage are in separate packages. Remove the two joint screws from the ends of the carriage, place it on the machine, as shown in cut, and **put the screws back in the same side from which you took them, turning them tight.** Cut all the cords which held the machine in shipment, and remove the soft paper in the type-bar basket, taking care not to displace any of the type-bars. If they should be displaced from their bearing it is extremely simple to move them back into place, by raising them a trifle, pulling them forward or back until they come into line with the other keys.

CARRIAGE RELEASE. To move the carriage quickly from right to left, place the thumb at the right of the long screw at the left of the front scale, and press in the release bar which projects from the left side of the carriage; it is then free to move in either direction. It is not necessary to press the release when returning the carriage from left to right.

TO INSERT THE PAPER. Put the carriage in the centre of the machine, and with the left hand place the paper back of the rubber roller (or platen). With the right hand turn the paper in using the platen knob, and at the same time press the top of the centre paper guide, so that the bottom of it will guide the paper around the roller, or raise the roller and place the paper under the center paper guide by hand.

PRINTING POINT. The line on the pointer or indicator shows the point at which the next letter will be printed. With this simple device it is not necessary to refer to scales to bring the paper to the exact position desired. The scale back of the indicator is one line space distant from the printing line. To reinsert the paper, bring the printing line to the edge of this scale and turn the roller one line space; the paper is then in a position to print on the line, and the indicator will show the exact point the next impression will be made, or note the number on the paper scale at which you wish to print, lower the carriage and place the notch on the ribbon support opposite the same number on the front scale, then strike the desired letter.

PAPER FEED. The line space lever at the left of the carriage feeds the paper automatically one or two spaces, as desired, by pressing against the upper part of it when the carriage is pushed back to begin a new line. The line space adjust, to its right, is to adjust the paper feed for one or two lines. To feed the paper without returning the carriage, place the thumb to the right of the long screw on the left of the front scale, and press the top of the line space lever with the forefinger; or, the paper may be turned forward as many spaces as desired by the platen knob at the right.

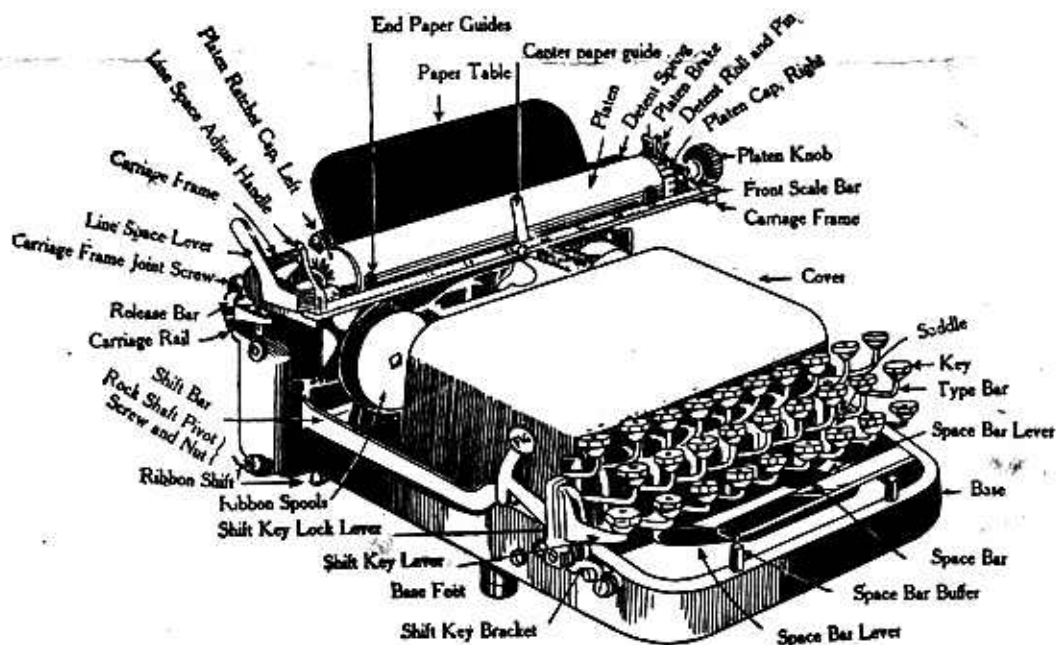
READ CAREFULLY

TO PRINT ON LINES. Next to the detent roll, which holds the platen in place, is the brake, which can be pressed forward by placing the thumb under the detent spring and raising it slightly, while at the same time the forefinger presses the brake forward. The platen is then free to be turned in either direction. Turn the platen until the line on which you wish to print is opposite the top edge of the indicator. The printing will then be on the desired line.

SHIFT. The small letters are printed without touching either shift; capitals when CAP. key is pressed, and figures and punctuations when FIG. key is pressed. The shift key lock lever, which is between the two shift keys, should be pushed back and locked when CAP key is depressed to print all capitals, and forward when FIG. key is pressed to print all figures.

MARGINAL STOPS. The right and left hand marginal stops, which are at the back of the machine, can be set at any desired point to stop the carriage, thus giving a margin at either side of the paper.

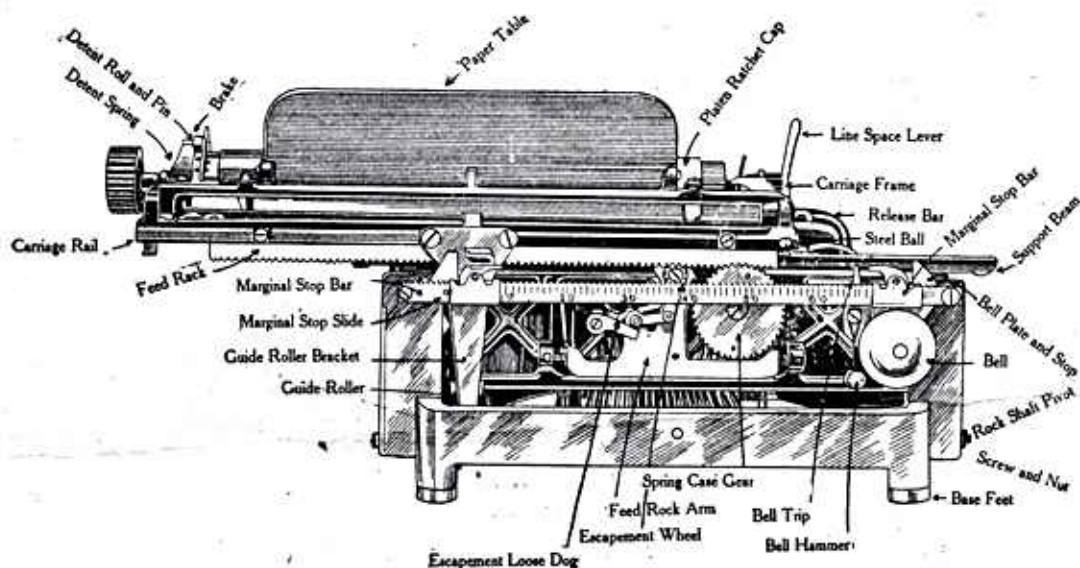
TO REVERSE THE RIBBON FEED. When the ribbon is all wound on one spool and begins to pull tight, making the action hard, push the ribbon shift in on the side which has the empty spool. The ribbon will then rewind on the empty spool. The ribbon shift in the Model No. 7 projects from the lower outside edge of the base just under the spools.



RIBBON. When the ribbon becomes worn, and the impression is too light, change the spools to opposite sides and thus bring a new surface into use, giving double the wear. The spools are held on the square hubs by friction. To remove them simply pull them towards you. Do not take out the screw in the hub. When the ribbon is worn out, remove the full spool, put on new one, passing the loose end over the outside edge of the ribbon support under the two center tongues and over the type guide and

again over the outside edge of the ribbon support, attaching it to the tongue in the hub of the empty spool by making a small hole in the end of the ribbon. This saves the tedious operation of unwinding the old and winding on the new. The steel spool is furnished with each new ribbon.

ACTION. This is a direct-acting type-bar machine, and for that reason every ounce of effort put in the key is transmitted to the type without loss of energy. It is not necessary, therefore, to strike the keys a hard blow, moving the forearm—a wrist motion is better. Press the keys quickly and firmly with the ball of the finger (not the end) and keep the finger on the key until you feel the type strike the paper. Do not strike the keys a sharp blow.



ESPECIALLY ADAPTED TO THE TOUCH METHOD. With the hands directly over the keyboard, as this system requires, it has been a hard matter for the operator to get the quick, hard stroke which the ordinary machine demands. On this machine, however, the stroke, which comes most naturally, produces the best results. Press the key with the ball of the finger, gradually increasing the pressure, until, by the time the type has reached the platen, you have a positive forcible blow. Withdraw the finger immediately. Never allow the finger to rise so slowly that the returning key remains in contact with it. Even when striking the same letter twice, remove the finger on the upward stroke. A little practice will convince operators of other machines that this is an ideal action, while those who have never used a typewriter will find that this arrangement will give the best results with the least possible effort. In other ways the general rules for operating all standard keyboard machines apply.

Do not strike one key hard and another soft, but try to acquire a firm, even, uniform touch rather than to attain speed, which will come after the touch and keyboard are mastered.

KEEP YOUR MACHINE CLEAN AND FREE FROM DUST. Do not expose it to dampness and moisture. Always cover it when not in use. **Clean and brush the type every morning**

IMPORTANT.

before using the machine. Rub the bright parts and the japanned surfaces occasionally with chamois.

In ordering supplies or parts, be sure to state the number of your machine, which will be found on the under right hand edge of the base at the back.

SPACE BAR. The long bar at the front of the keyboard is the space bar, and should be struck after each word, or to make short spaces between sentences.

TO CLEAN THE TYPE. Turn the back of the machine toward you and raise the back of it with the left hand until it is nearly vertical. The type will then be before you and can be easily cleaned, with the exception of the four bars on each side. When these need cleaning, raise the carriage and push the ribbon back, and raise the type up into the type guide, where they can be cleaned.

ACCENTS. To print an accent over any letter, first depress the space bar with the left-hand thumb, then strike the desired letter, still holding the thumb on the space bar, press the figure shift with the third finger of the left hand and strike the desired accent with the right hand.

MIMEOGRAPHING. As on other machines, remove the ribbon, and, if the front paper guide marks the stencil, remove it.

OILING. Any part of the machine where friction becomes evident should be oiled. The throat of the type guide should be rubbed occasionally with the lead or graphite of a soft lead pencil where the type strikes it. This acts as a lubricant.

When oil is used, the least possible quantity should be applied, and any surplus wiped off, as the surplus oil collects dust and grit, and is a damage to the machine. Use the best obtainable oil.

If the platen turns hard, or the line runs up at the beginning, oil the platen shaft on both sides of its bearings in the carriage frame, also the detent roll and ends of small rubber feed roller. Be sure and not get it on the rubber. Should the ribbon spools turn hard, oil the shaft, and if the action is hard, oil the screws on each side of the feed rock arm. Avoid getting oil on the escapement loose dog, but a little oil rubbed on the escapement wheel teeth will frequently improve the action.

If the action of any type-bar seems too heavy, oil the slot in the type-bar guide, which is under the cover plate. The individual spring of the bar may also be stretched a trifle, which will give it a still lighter action.