

Instructions For Using

The
Rex Visible
Typewriter



W. H. BARRELL, LTD.

Office Furniture Specialists Typewriter Agents and Repairers

— PORTSMOUTH —

Head Office	114 High Street
Stationery Warehouse	115 High Street
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Instructions for Using the Rex Visible Typewriter



Read this booklet through before starting to use the Rex Typewriter, and keep it before you until you are thoroughly familiar with each operation.

Follow the instructions closely.

Directions for unpacking will be found on the packing case and in the machine after cover of case has been removed.

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REX VISIBLE

Read Carefully

WRITING POSITION



Wrong Position—Typewriter Too High



Correct Position—Keyboard Level with the Elbows

In operating the Rex Typewriter the Keyboard should be on a level with the elbows to do the best work with the least effort. Set the machine on a steady table or stand about 26 inches high and use a chair of proper height so when the operator is seated and at work the forearms will be about level.

Always keep the machine covered when not in use. Keep the exposed parts bright and clean, and all the bearings well oiled. If you will do this the machine will look like new and work like new for many years.

KEYBOARD

On the Universal Keyboard used in the Rex the arrangement of the letters is the same as used on practically all other standard typewriters, so that experience acquired on other machines is at once available on the Rex.

SPACE-BAR

Below the three banks of keys is the Space-bar, which is used to separate the words with regular spaces.

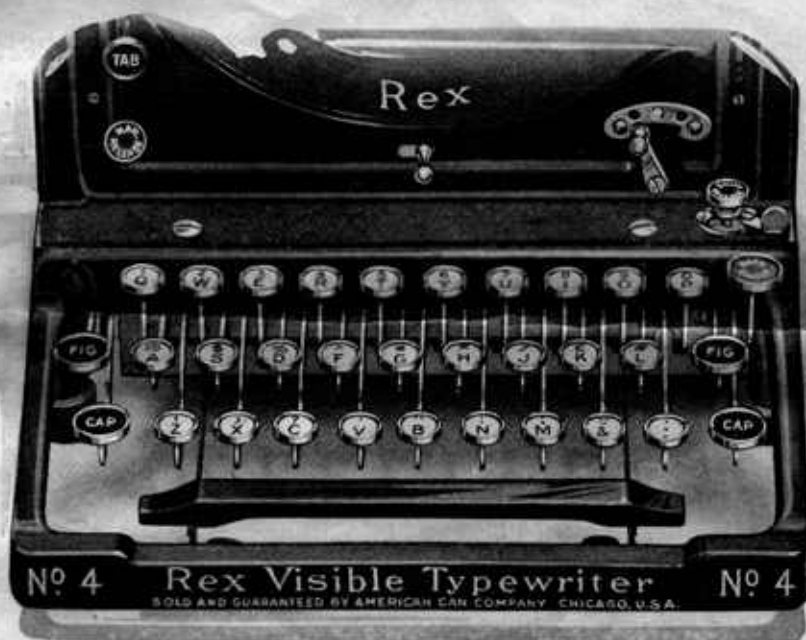
SHIFT-KEYS

On the right and left of the Keyboard are the CAP keys, which are depressed when capital letters are to be written, and the FIG keys used when writing figures or punctuation marks and other characters.

SHIFT-LOCK AND RELEASE

To write several words or a line of capital letters, or in writing a column of figures, the key marked SHIFT RELEASE is used. Before starting to write, push back the Latch or little thumbpiece from under the SHIFT RELEASE key; then when either the CAP or FIG shift key on

REX CONVENIENCES



The Rex Universal Keyboard

the right-hand end of the Keyboard is pressed down it will lock down and stay so until the work is finished, thus permitting the free use of both hands in writing all capitals or figures.

Just pressing down on the key marked SHIFT RELEASE will unlock whichever Shift-key is down and enable the operator to go from capitals to figures or from figures to capitals.

But when no longer desirable to keep the Shift-lock in use, just push the Latch or little thumbpiece backward and under the key marked SHIFT RELEASE.

BACK-SPACER

The Back-Spacer Key causes the Carriage to travel backward one space each time it is depressed, and is used when making corrections, inserting missing letters, etc.

MARGINAL-RELEASE AND TABULATOR

Above the Keyboard on the left are the Marginal-release and Tabulator-keys. The Marginal-release when depressed permits moving the Carriage to the right or left so as to write in either margin outside of the regular line of writing.

The Tabulator-key is used in connection with the Tabulator-stops for quickly reaching predetermined points in writing columns of figures, billing, etc. Its use is explained in detail on another page.

INSERTING PAPER

The paper is inserted by dropping it edge down just back of the Rubber-platen Roll and turning either Platen-knob until it reaches the proper writing position.

When inserting a large number of sheets of manifolding or heavy envelopes, draw forward



Inserting Paper

the Paper-feed-roll Release at the left of the Carriage until it stops. This will allow the bulky papers to slide in while being firmly held and guided by both hands. After the papers have thus been started in, the Paper-feed-roll Release must be pushed back to its normal position. The papers may then be turned into the proper writing position by using either Platen knob. Don't forget that after pulling forward the Paper-feed-roll Release, it must be pushed back to its resting place before turning the Platen Knobs.



Inserting Several Sheets with Feed-Rolls Released

To straighten paper or change its location on the Rubber Platen, draw forward Paper-feed-roll Release. This can best be done with the little finger of the left hand, which permits both hands to be used in locating paper. Be sure the Paper-feed-roll Release is pushed back before starting to write.



Straightening Paper by Drawing Forward Feed Roll Release

CARRIAGE-RELEASE



Pressing Carriage Release to Give Free Movement to Right or Left

The Carriage-release is located at the left end and in front of the Carriage. By grasping the left Platen Knob and pressing the Carriage-release with the thumb, it permits free movement of the Carriage to the right or left under the perfect control of the operator.

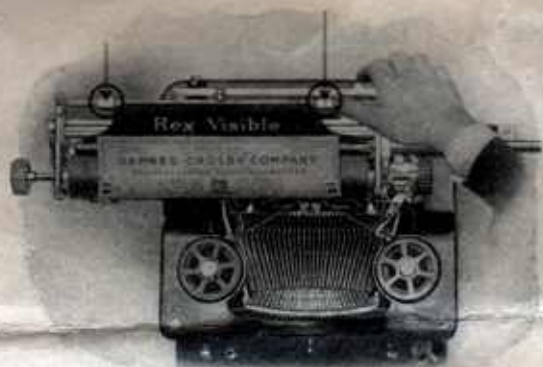
Please Note—Before operating the Carriage-release for the first time, slide the two Marginal Stops as far apart as possible. These are square-top metal blocks found on a bar in the rear of the Carriage and are moved by pressing down and sliding in the desired direction.

ADJUSTING THE PAPER-FINGERS

The two Paper-fingers which hold the paper snugly against the Rubber Platen in front are adjustable for paper of various widths, and in ordinary writing should be set with their outside edges corresponding with the outer edges of the paper. To adjust them press the Carriage-release and let the Carriage slide to the left as far as possible, and then slide left Paper-finger to proper position. Now push Carriage to the right as far as possible and adjust the right Paper-finger in the same way. The top of the Paper-fingers can be drawn back to slide over the edge of the paper easily. Paper-finger should be grasped at bottom as shown in cut when sliding it to position.



Sliding the Left Paper Finger



Setting Marginal Stop by Depressing and Sliding along Bar

SETTING THE MARGINAL STOPS

The margins are easily regulated by simply depressing the Marginal Stops in the rear of the Carriage and sliding them to the points desired.

With paper in machine, glance at the numbered scale just below the writing line and determine at which number you wish to begin the line. Now depress the left-hand Marginal-stop on the bar in the rear of the Carriage, and slide it to the right until it reaches the corresponding number on the bar. Do the same for determining the end of the line, or, in other words, the right-hand margin.

To write in the left-hand margin outside of the regular line of writing, press key marked MAR.-RELEASE, and, while pressing it, push carriage to the right as far as necessary.

When the right-hand Marginal-stop is reached, the machine will lock so that one letter cannot be piled upon another. To write in the right-hand margin, in order to finish a word or a sentence after the Marginal-stop has been reached, simply strike the MAR.-RELEASE key, and writing with both hands can be continued.

LINE SPACING

To start a new line, place the thumb of the right hand against the Line-spacing Lever and draw the Carriage to the right as far as it will go. This will at the same time automatically space for the new line.



Drawing Carriage to Right and Spacing for Next Line



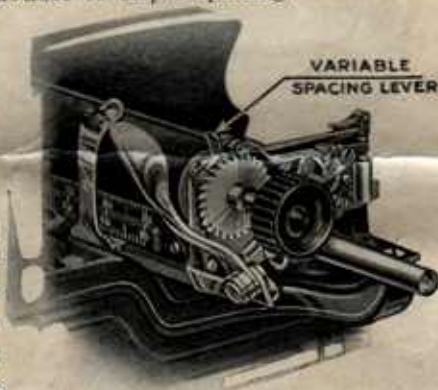
The Three Positions of Line Space Gauge

LINE-SPACE GAUGE

The Line-space Gauge on the right end of the Carriage can be placed in three different positions, for single, double or triple spacing.

VARIABLE SPACING

For filling in blank spaces in printed forms or writing on ruled lines that do not agree with the standard typewriter spacing, push back the Variable-spacer at the right of the Rubber Platen. This frees the Platen, and by pressing the Carriage-release Lever with the left thumb and turning right Platen Knob you can reach any point on the paper almost instantly.



The Variable Spacing Lever



Locating the Printing Point in Filling in Ruled Blanks

The Type-guide locates the exact printing-point, and the graduated Line-finders on each side of it give you the base of the printing line so you can easily write the inserted characters at just the proper place. Be sure to draw forward Variable Spacer before resuming ordinary typewriting to insure accurate spacing.

BACK SPACER

The Back-spacer Key causes the Carriage to move one space to the right, or backwards, each time it is pressed. Its use enables the accurate insertion of missing letters, making corrections, etc.



The Back Spacer

MAKING CORRECTIONS



Erasing—Always Use a Regular Type-writer Eraser

If a character is omitted, and it is noticed at once, depress the Back-spacer Key one or more times until the proper printing point is directly above the center of Type Guide and insert the missing character.

To erase, draw the Carriage to right or left of Line-finders, and use a regular type-writer eraser. Another way is to turn the paper up four or five spaces and erase on top of the Rubber Platen. Blow away paper-dust after erasing to prevent its falling into the mechanism.

To make corrections or write additional characters at an exact point after the paper has been taken from machine, reinsert paper and then push back Variable-spacer and press Carriage-release. You can now reach the printing-point guided by the Line-finders, which give you the base of the line and the Type Guide which locates the center of the letter.

If necessary to shift paper slightly to strike exact point when several letters or a sentence are to be started, draw forward Paper-feed-roll Release-lever slightly and you can easily do this.

To erase carbon copies, turn paper up four or five spaces and push Paper-fingers aside. Insert a piece of cardboard between carbon and second sheet and make erasure. Then place cardboard behind second carbon-sheet, and erase second sheet, repeating until all are erased. Replace Paper-fingers and turn back to writing position.



Erasing Carbons—A Card Placed Behind the Sheet Erased Prevents Blurring

THE TABULATOR



This illustration is a Rear View of the Rex Showing Tabulator Stops on the Rack and Method of Setting Them.

The Tabulator is used to bring Carriage quickly to predetermined printing points, without the use of the Space-bar. It is used in billing, sales listings, indexing, and any other purposes where it is desirable to write figures or words in columns or at certain points on the paper. In correspondence it will bring the Carriage quickly to the point for starting date line, name, salutation, paragraphs, signature, etc., saving time and producing uniformity of appearance.

The Tabulator Bar is in the rear of the Carriage. It is graduated to correspond with the scale in front of the Rubber Platen and toothed to hold the Tabulator Stops. Five stops are furnished with each machine, and additional ones will be supplied if desired.



The Tabulator and Marginal Release Keys

The Tabulator is of strong, unbreakable one-piece construction. The Tabulator Stops have a double grip on the bar and cannot shift or slip. The use of the Tabulator and setting of the stops is entirely independent of the usual writing. It is there to be used when needed and is not in the way when not wanted. Place the Tabulator Stops at the desired

REX CONVENIENCES

points for starting columns or other writing, pressing them down firmly on the Tabulator Bar. Pressing the key marked T A B just above the Keyboard causes the Carriage to slide to the first stop to the right where the necessary figures or words may be written. Another pressure on the TAB key then brings Carriage to the next stop, and so on. Always press TAB key firmly till the Carriage stops sliding.

Increased pressure on the TAB key acts as a brake and prevents the Carriage sliding too quickly.

THE RIBBON



Reversing the Ribbon Movement by Pushing Ribbon Reverse to Opposite Side

The travel of the ribbon should be reversed when one spool is nearly empty. This is done by shifting the ribbon reverse, which is just above the center of the keyboard, to the opposite side.

To insert a new ribbon, remove both ribbon spool covers by holding them at the base and unscrewing knurled knobs at the top. Place the new spools and ribbon on the shafts so that the ribbon will feed from the back. Rex ribbons are furnished with spools so that no winding is required.



Removing Ribbon Spool Covers by Holding Edge and Turning Knurled Knob

REX CONVENIENCES



Inserting Ribbon—Drawing It Into Upper Guide Loops on Vibrators

See that ribbon feeds through slotted guides on edge of ribbon cups and that Ribbon Shift is set to cause ribbon to travel to empty spool. Replace spool covers. To turn ribbon, remove from vibrator, and turn both spools over, putting each in opposite cups, and replace ribbon in vibrator.



Inserting Ribbon—Sliding It Edge Down Into Lower Guide Loops



Two Color Ribbon Shift

The ribbon Shifter Lever is located on the right hand side of the front panel.

To write on the top half of ribbon move Lever to left (black), to write on bottom half of ribbon move Lever to right (red).

To throw ribbon out of movement for cutting stencils move Lever to central position (white).

To get full wear out of one color ribbons, use the top half first—then shift to lower half by use of the ribbon Shifter Lever.

THE CARRIAGE TENSION

The tension on spring that draws Carriage to the left is regulated at the factory, and should not be changed unless one is an experienced operator. Unnecessary tension is bad for both operator and machine. However, when desirable to increase tension, turn Winding-key in rear panel. To reduce it, raise and lower small lever at left side panel.



The Carriage Tension Keys

CLEANING TYPE AND OILING

The type can be most effectively cleaned by picking out with an ordinary pin, the gummy accumulations in the small loops and corners of the letters. They may also be cleaned by brushing them gently with the cleaning brush furnished with the typewriter. If they are quite dirty, dip the brush in alcohol or benzine, but avoid this unless actually necessary.

The machine should always be covered when not in use, and also see that it is kept free from dust or dirt. Use only the best typewriter or watch oil, and apply the oil with a small brush, as very little oil is required for each bearing.



Cleaning the Type

If the typewriter is used steadily, apply a little oil at the following points about once a week: Wipe with an oily cloth the two rods on which the Carriage rolls; oil the two smaller Carriage Rollers which are found one above and one below the square bar fastened to rear of frame, and the two Ribbon-vibrator Slides just below the type-guide; each tooth in the escapement wheel should also be oiled. This is located just below the rear part of the Carriage, and can be reached by inserting an oiling brush back of the Tabulator Bar and operating the Spacer Bar, which will cause the escapement wheel to revolve so that all the teeth can be oiled in turn.

About once in six months, take off the side and back plates and clean the mechanism with a soft brush, and oil all bearings sparingly. Be careful to avoid getting oil on the Rubber Platen.

REX CONVENIENCES

The Rex Is a Fine Check Protector

This Rex stencil cutter also makes an excellent check protector. The process is very simple. With the ribbon thrown off so that only the bare type comes in contact with the paper, write diagonally across the check the words "Not over Five Dollars" or "Not over One Hundred Dollars" or whatever may be required. You have thus cut the words into the very fibre of the paper so that it is practically impossible to change or erase them. You then push the button which places the red ribbon back in place, and, using the red ribbon, write over the words already cut into the paper. Thus, by a moment's use of the Rex, you have protected yourself against any one raising the amount of your check.



A Check Protector

Over Size Parts

The New Rex Visible is built "over size" at every point. In other words, it is not only built of the best material obtainable, but it has more of that material at every possible wearing point than any other standard typewriter. Its typebars, for instance, where the greatest strain comes, are almost twice as strong as the type bars of the ordinary \$100 machine.

The Rex has been tested for the equivalent of 25 years hard daily service and the wear was almost imperceptible.

If there is ANYTHING You Don't Understand—WRITE

We have endeavored to make our instructions as clear and complete as possible, but if you find the slightest difficulty or experience the slightest doubt in any respect, we want you to write us promptly. We shall gladly give your letter careful and prompt attention.

Remember—if you have any question you want answered—if you think there is any suggestion or advice that we might give you regarding the best use and care of your Rex—no matter how minor the point may be—please write us. We shall consider it a favor.

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