

SERVICE AND OPERATING INSTRUCTIONS



OUR OWN TRADE MARK

PRESIDENT PORTABLE TYPEWRITER

MODEL NO. 871.800

This is the model number of your President Portable Typewriter. It will be found on the back cover plate of your typewriter. Always refer to the model number and serial number in all communications concerning the machine. The serial is stamped in the inner surface of the machine frame just in front of the left ribbon spool cup. Locate it by moving the Carriage to the extreme left and raise the Cover Plate.

IF YOUR TOWER PORTABLE TYPEWRITER NEEDS SERVICE AND REPAIR

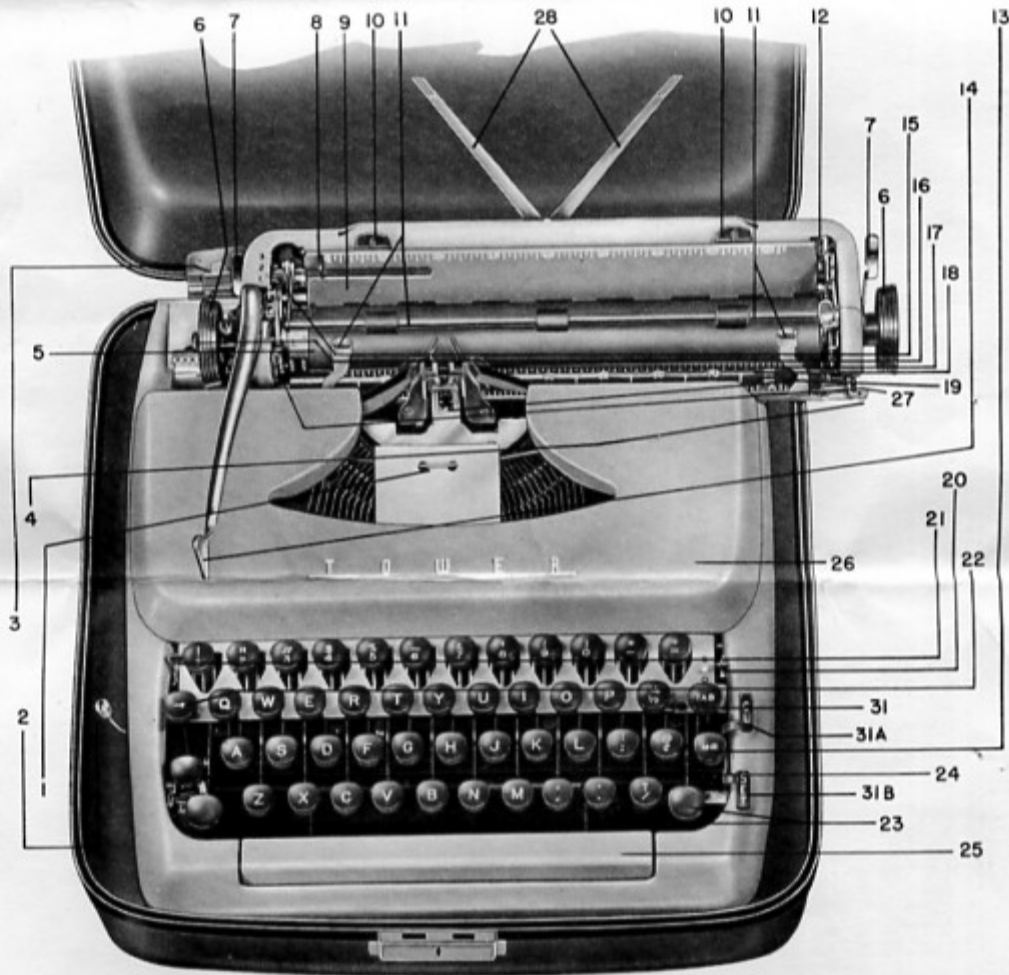
Deliver to any Sears store, who will have it serviced for you. If it is necessary to ship the machine, carefully follow packing instructions given on Page 5.

The information contained herein is valuable. It will assure you of receiving proper service at all times. We suggest you keep it with your other important papers.

SEARS, ROEBUCK AND CO.

UNPACKING YOUR TOWER PRESIDENT

We feel sure that you will enjoy your new Tower Portable Typewriter and that the information this pamphlet contains will assist you in getting the complete satisfaction from it that thousands of our customers enjoy. **SAVE THE CARTON AND ALL INTERIOR PIECES TO USE IF YOU EVER WANT TO RESHIP.** Remove the rubber band hooked over the top of the Type Guide and under the 6 and 7 Typing Keys.



TO USE TOWER PRESIDENT PORTABLE TYPEWRITER

1. **SHIFT SHIPPING WIRE** — There is a tag on the Shift Shipping Wire that gives the simple removal procedure. Note carefully how the Wire is located to steady the Typebar Segment Shift for the rigors of shipping so you can put it back in place if you want to reship your typewriter.
2. **CARRYING CASE MACHINE RELEASE LEVER** — Push and hold back this Release, lift front of machine up and slide typewriter forward out of the carrying Case. The President Portable Typewriter types best and most quietly when used out of the Carrying Case Base.
3. **CARRYING CASE HINGE LATCHES** — If there is no writing surface handy (desk, table or such) and you need to type with the machine on your lap; push back both the left and right hand Hinge Latches and thus unhook the Case Lid from the Base. To rehook, just snap the two halves of each Hinge together. The Latches are self fastening.
4. **CARRIAGE CENTERING LEVER** — Pushing the Carriage a couple of inches to the right automatically releases the Centering Lever. To center the Carriage so it will fit the Case, hold onto the right Platen

Knob (Arrow 6) with your fingers, hold the Centering Lever up with your thumb and let the Carriage move to the left as far as it will go to lock ON CENTER. Snap the Paper Release Lever (Arrow 12 in illustration, page 2) back to typing (tensioned) position.

5. **PLATEN ROLLER** — Drop the paper squarely down behind the Platen Roller.
6. **PLATEN KNOBS** — Turn either the right or left hand Platen Knob toward the back of the machine to feed the paper into typing position.
7. **CARRIAGE RELEASES** — To move the Carriage to any pre-determined location, without the nuisance of spacing a notch at a time, just push it to the right. To move the Carriage to the left, hold forward either right or left hand Carriage Release.
8. **MARGIN RETAINING GUIDE** — Setting the edge of the paper against the Margin Retaining Guide, as the paper is inserted will assure uniform margins on all sheets to be typed. The Guide is horizontally adjustable. Therefore, sliding it sideways is an easy way to alter left margins yet quickly again provide the original margin.
9. **PAPER TABLE** — The Margin Retaining Guide, see paragraph above, is mounted on the Paper Table. The fully visible Margin Scale is also to be found on the Paper Table.
10. **MARGIN STOPS** — Both the right and left hand Margin Stops as well as the Margin Scale on the Paper Table are fully visible for setting the Stops. The Scale is synchronized with the Carriage Scale to make setting margins easy and accurate. Push down on the Stops and slide them to desired location.
11. **PAPER FINGERS & PAPER BAIL** — Slide the Paper Fingers so they are about an inch inside the edges of the paper being used. Slide the Paper Bail Rollers an inch and a half inside the edges of the paper and center the middle Bail Roller.
12. **PAPER RELEASE LEVER** — If the paper has not fed squarely into typing position pull the Paper Release Lever way forward so it is locked forward and using both hands straighten the paper. Do not forget to return the Release Lever to typing position. Increase the life of the Paper Feed Rolls by always locking the Paper Release Lever forward in release position each time you put your President away.
13. **MARGIN RELEASE KEY** — Holding down the Margin Release Key allows moving the Carriage past the left Margin Stop to type in the left margin. When the Carriage arrives at the right hand Margin Stop (usual end of the line) the line locks. To type past the right Margin Stop simply tap the Margin Release Key and go ahead. The line locks again at the final end of the line.
14. **LINE SPACE LEVER** — Each full stroke on the Line Space Lever spaces the paper up and returns the Carriage for the next line.
15. **LINE SPACE ADJUSTER** — When the Adjuster is in the forward or number 1 position, paper will be spaced a single line (6 lines to the inch). With the Adjuster at the number 2 position, paper will be double spaced, and when way back at 3, you will get triple spacing.
16. **VARIABLE LINESPACE KNOB** — By pulling out the Variable Linespace Knob paper may be rolled up or down from either Platen Knob (see paragraph 6) to wherever desired, regardless of former line-spacing. This is advantageous for filling out printed forms. Upon pushing the Knob back in, the Linespace Carriage Return Lever again functions for regular spacing.
17. **LINE INDICATOR** — To find a typed line when paper is reinserted, pull out the Variable Linespace Knob and roll the paper into position so the bottom of the desired line is exactly even with the wing edges of the Line Indicator. Release the paper (pull Paper Release Lever forward) and move the paper sideways so the two white marks in the Indicator Wings are exactly opposite the centers of two typed letters. Snap the Paper Release Lever back to normal and you are then in "Registration" with previously typed work for any necessary corrections, changes or fill-ins.
18. **CARRIAGE SCALE** — Each vertical mark on the Scale represents a typing space.
19. **PRINTING POINT ARROW** — This Arrow points to the exact space where characters will print.
20. **RIBBON COLOR CHANGE LEVER** — Used for typing in black or red or, if a single color ribbon is being used, the Color Change Lever permits using both halves of the ribbon for economy. Use center position for stencils.
21. **MANUAL RIBBON REVERSE LEVER** — Moving this Lever forward or back changes the direction of ribbon wind. Since the ribbon reverses back and forth automatically the Manual Ribbon Reverse Lever is seldom used except when changing ribbons.

