

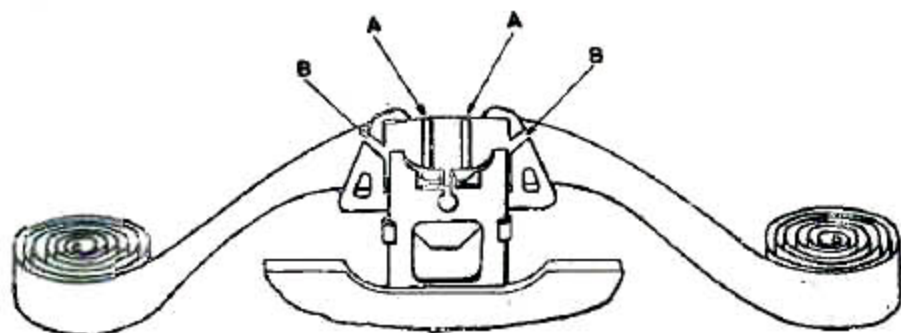
Changing Ribbons

Move the Carriage to the left until Line Space Lever (7) clears side of the machine. Raise Outside Frame Cover (No. 4) by placing finger inside Cover above the word "Underwood" and gently lift Cover to upright position.

Wind the Ribbon all on one Spool by means of the Ribbon Drive Shaft Knob (17) located on the right side of the machine. Then lift both Spools from Ribbon Movement Shafts.

Attach end of new ribbon to empty Spool and wind it around until the eyelet (in all Underwood Elliott Fisher Ribbons) reaches inside of Spool. Insert Spools on Ribbon Shafts making sure that the pin at side of Ribbon Shaft is in hole in ribbon spool and that ribbon feeds around front of both Spools.

After setting Carriage on Capital Shift, loop the ribbon in back of the two pieces marked "A", on sketch of Ribbon Guide, then pass ribbon through slots marked "B" from the front, after which Carriage can be released. Best results are secured by using Underwood Elliott Fisher Ribbons.



MARGINAL STOP—Shown above and found in back of the Paper Table governs the width of the left margin. Can be easily reached by tilting the Paper Table forward and moved by pressing against the corrugated side.

Warranty

Underwood Elliott Fisher Company **GUARANTEES** New Underwood DeLuxe Leader Portables against original defects in material or workmanship for a period of 3 MONTHS from purchase date by customer, and will during that period on delivery of the machine together with this warranty to its nearest Service Station, transportation charges prepaid, make without charge, all adjustments which may be necessitated by originally defective material or workmanship. This guarantee does not cover cleaning nor the replacement of ribbons or cylinders. Underwood Elliott Fisher Company will not be responsible for any alteration made in this guarantee, or any additions thereto, and will not recognize any other written or oral agreement to guarantee otherwise, no matter by whom made.

Underwood No. Date Sold.

Dealer

Address

Our Branch Offices and Dealers are requested to fill in the above information when sale is made. Customers should see that this is done.

How to Use the UNDERWOOD PORTABLE TYPEWRITER

DE LUXE LEADER



Underwood

Standard, Noiseless and Portable Typewriters—Accounting Machines

UNDERWOOD ELLIOTT FISHER COMPANY

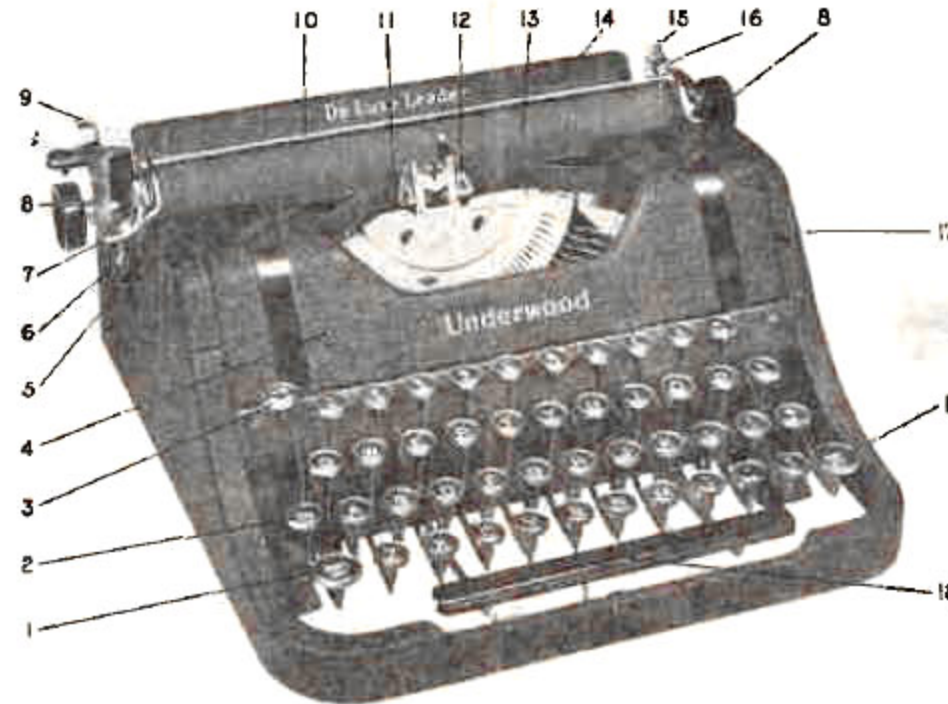
ONE PARK AVENUE

NEW YORK, N. Y.

"Underwood, Elliott-Fisher, Sundstrand—Speed the World's Business"

How to Use the UNDERWOOD PORTABLE TYPEWRITER

DE LUXE LEADER



Inserting Paper

To insert paper hold it evenly, well down between the Paper Table (No. 14) and Platen (No. 13) with left hand, turn the Platen Knob (No. 8) from you with right hand.

1. **SHIFT KEYS**—Depress to write Capital letters. (Left and Right)
2. **SHIFT LOCK**—To Lock Carriage on upper case, to write all capital letters. Release by pressing left Shift Key (No. 1).
3. **BACK SPACER**—To move Carriage one or more spaces to right.
4. **OUTSIDE FRAME COVER**—Raised when replacing a Ribbon. See Changing Ribbons.
5. **CARRIAGE CENTRALIZING LOCK**—Locks Carriage in central position, before replacing Cover.
6. **LINE SPACE ADJUSTING LEVER**—Set for single, double or triple spacing.
7. **LINE SPACE LEVER**—Spaces paper for new line of writing and returns Carriage.
8. **PLATEN KNOBS**—Right and Left.
9. **LINE SPACE DISENGAGING LEVER**—When Lever is raised a word may be written between two lines, but closer to one than the other, and the platen returned to original spacing by releasing the Lever and turning the Platen by the Platen Knob to the line of writing.
10. **PAPER BAIL**—Holds paper against Cylinder.

11. **LINE FINDER SCALE**—Indicates line of writing. Used for making corrections and setting paper to line of writing.
12. **RIBBON CARRIER**—Raises Ribbon to the printing point.
13. **PLATEN**.
14. **PAPER TABLE**.
15. **FEED ROLL RELEASE LEVER**—Releases paper for straightening.
16. **CARRIAGE RELEASE LEVER**—Carriage may be moved freely in either direction when lever is depressed.
17. **RIBBON REVERSE**—To reverse the Ribbon, move Drive Shaft Knob forward to feed to the left and backward to feed to the right.
18. **SPACE BAR**—Used for spacing between words.

Care

The machine should be kept clean at all times, in fact, it should be thoroughly wiped off each day with a soft cloth, the Carriage Race-way, on which the Carriage rides, should be kept free from dust. The machine requires very little oil. No part of the machine should be oiled to such an extent that it will cause an accumulation of dust. The typist should study the machine and understand it, but the screws should not be loosened or any adjustments changed.