Operating Instructions
and Remington Touch Typing Course
REGISTER YOUR WARRANTY
Fill out and mail (postage stamp not required) the attached Warranty Card Registration within 10 days of date of purchase. This will protect your Warranty and assure that you receive full benefits under the Warranty policy. If service is required at any time, present your warranty stub, sales slip, and machine to any one of the Remington Service Stations listed in your typewriter Instruction Manual. If you cannot conveniently reach one of the Service Stations listed, write or phone the one nearest you for the name of a Remington Certified Servicing Dealer in your area.

LOCATION OF SERIAL NUMBER
The Remington Mark II Portable Typewriter has a serial number stamped on a bracket in front of and below the left ribbon spool. Include this serial number on the Warranty Card Registration and refer to it in all correspondence pertaining to your Mark II Portable Typewriter.
THE REMINGTON MARK II®

1. Line finder
2. Transparent paper holders
3. Variable line spacer
4. Carriage locking lever
5. Tab wheel
6. Tabulator key
7. Shift lock
8. Shift key (right and left)
9. Space bar
10. 4-row, 44 key, 88 character keyboard
11. Margin release
12. Ribbon selector
13. Positive-action back spacer
14. Snap-off top cover
15. Carriage release (right and left)
16. Paper release lever
17. Two-position paper bail
18. Visible margin stops
19. Ribbon carrier
20. Page-end indicator
21. Erasing table
22. Adjustable paper guide
23. Line space selector
24. Tab all-clear lever
25. Carriage return lever

The snap-off top cover
The snap-off top cover is easily removed and replaced. To remove, unlock the typewriter carriage (see “Operating Instructions”) and move the carriage to the left so that the carriage return lever is not over the top cover. Grasp the cover with both hands and lift upward. To replace the cover, place the two cover latches in the two notches on the typewriter case and press firmly downward.

The carrying case
To remove the Remington Mark II from its case, remove the snap-off top cover and press down on the two thumb levers located adjacent to each ribbon spool. The typewriter can now be lifted from its case. To replace the typewriter in the case, simply lower it into position until the catches lock. To close the carrying case cover, the carriage should be centered and locked; see “Operating Instructions” for this information.
1. Unlock carriage
To release the carriage, pull the small carriage locking lever toward you.
To center and lock carriage, move it to the left about two inches beyond center and push the small lever forward. Then move the carriage to the right until it locks.

2. Set paper guide
Left edge of paper should always rest here. Adjust by sliding right or left.

3. Set margins
To set margins, depress the left-hand visible margin stop and move it to the point on the scale where the writing line is to begin. Then depress the right-hand visible margin stop and move it to the point where the writing line is to end.

4. Insert paper
Turn either cylinder knob away from you until the paper is fed through the transparent paper holders...under the paper bail...and into place.

5. Straighten paper
Pull the paper release lever (located above and slightly to the rear of the right cylinder knob) forward. The paper will be loose enough to straighten. Then, push lever back to normal position.
To remove paper, pull the paper release lever forward. Remember to return lever to normal operating position.

6. Line space selector
Place lever on #1 for single line spacing. Pull forward to next position (indicated by line) for 1½ spaces. Advance lever to #2 for double spacing and to the last position (the line below #2 for 2½ spaces).
7. Return carriage
The carriage return lever is curved to fit the index finger of the left hand. The motion that returns the carriage also moves the paper up into position for writing the next line.

8. Shift key
To type a capital letter or other upper case character, depress the shift key with the little finger of the opposite hand.
For continuous typing of capital letters, depress the shift lock (the key directly above left shift key). To unlock, press down on the left shift key.

9. Margin release
A warning bell rings indicating there are only a few more spaces remaining on that line before the margin stop is reached and the keys lock. Depressing the margin release key will unlock both the right and left margins.

10. Page-end indicator
The page-end indicator swings into vertical position by pressing the metal tab directly behind 35 on the writing line scale. To use the page-end indicator, insert paper and align its top edge with the horizontal rule on the transparent paper holders. Slide the vertical scale until the points of the red arrows line up with bottom edge of the paper. The number of lines remaining can be read from the scale by the position of the top edge of the paper.

11. Line finder
The line finder is used to type above or below the normal writing line and then return to the normal writing line (Example: 20°, H_2O). To use the line finder, pull the line finder lever toward you and rotate the cylinder to the desired position. To return to the original writing line, move the lever back to its normal position and roll the cylinder back to the original line.
12. Transparent paper holders

These paper holders don't block the view of the typing. They can be used as ruling devices by inserting a pen, pencil or stylus in either opening and moving carriage (for horizontal line) or rotating cylinder (for vertical line).

The short vertical lines on the transparent paper holders are used to align characters. The horizontal line denotes bottom of writing line.

13. Ribbon selector

Blue dot: upper half of ribbon. Red dot: lower half of ribbon (red with dual color ribbons). White dot: ribbon not used (this position for stencil cutting).

14. Ribbon reverse

When the end of the ribbon is reached, it reverses automatically. It can be reversed manually at any time by moving the ribbon lever, shown in the illustration, in the opposite direction.

15. Tab wheel and tab key

This feature is used when tabular information is to be typed (such as columns or figures). Individual tab stops are set by moving the carriage to the desired position and rotating the tab wheel forward. Pressing the “TAB” key will cause the carriage to move to the next tab position that was set.

To clear a tab stop, press tab key until stop to be cleared is reached and rotate the tab wheel downward.

16. Tab clear

All the tab stops can be cleared at one time by pushing the all-clear lever (located on the left carriage end) in a rearward direction.

17. Variable line spacer

Pulling the left cylinder knob will cause the cylinder to rotate freely to any position. The variable line spacer can be used when it is not necessary to return to an original writing line. If this is necessary, use the “LINE FINDER.”
To remove old ribbon
1. Press down on the shift lock key.
2. Move the ribbon selector to red position.
3. Remove top cover.
4. Move the ribbon reverse lever (step #14 under "Operating Instructions") to the extreme left position. This unlocks the ribbon.
5. Use your finger to wind all the old ribbon onto the right spool.
6. Raise two adjacent type bars simultaneously toward the platen until they stay in raised position. This will keep the ribbon carrier raised for easy access.
7. Remove tops from both spools. Unhook ribbon from left spool. Throw away right spool with the old ribbon.

To put in new ribbon
1. Put the new spool of ribbon at the right. Be sure that ribbon unwinds from the right. If a dual color ribbon is used, the red half is at the bottom.
2. Place the end of the ribbon with the metal tip into the slot on the left spool.
3. Insert ribbon into ribbon carrier slots.

NOTICE
With typewriters that have script type, it is recommended that only a solid black ribbon be used. For best results, do not use a black-and-red ribbon with script type.
1. Lift the Mark II out of its carrying case before typing. This assures quieter typing and keeps the machine from skidding.

2. Use a “snap” stroke. This is the best way to tap the keys on a portable. The type bars should quickly bounce off the paper.

3. If it is necessary to erase, move the carriage far enough to the side so the eraser crumbs fall outside the machine. DO NOT erase over the type bars—eraser grit can be harmful.

4. Keep the Mark II in its case when it is not being used. Remove dust and wipe the keys often.

5. Once a year, take the Mark II to a Remington Service Station for a check-up. (A list of Remington Portable Typewriter Service Stations is on page 12.) The check-up includes inspection, oiling, cleaning, ribbon replacement and any necessary adjustments. The charge is very reasonable.
REMINGTON TOUCH TYPING COURSE

LESSON ONE: THE FINGERS AND THE "HOME KEYS"

As you can see, each finger is used for certain keys. Your first lesson is to memorize these finger/letter combinations.

A. Stretch out the fingers of your left hand and place, palm down, on a blank sheet of paper. Trace the outline of your hand with a pencil. Then, change over and trace the outline of your right hand. Now, copy the correct letters for each finger (shown in the diagram) and repeat the letters to yourself as you write them. For example: Left little finger—QAZ Right middle finger—IK,

B. Cover the tracing of your left hand with—of course—your left hand! Think of a finger at a time and try to remember the letters which that finger should type. If you can't remember, raise the finger and look at the letters. You'll notice that the index finger has two sets of letters to strike.

C. Trace each hand on separate sheets of paper again, and fill in the correct letters from memory. When you do this correctly, you're half-way to your goal of learning to type.

The "home keys" of the typewriter are as follows: Left hand—A, S, D, F. Right hand—J, K, L; Let your right thumb rest lightly on the space bar. To skip a space between words, tap the space bar with your right thumb. Keep your wrists level, fingers slightly arched, and palms off typewriter. STRIKE KEYS SHARPLY!
LESSON TWO:

THE LEFT-HAND KEYS

A. This lesson uses all the keys typed by the left index finger. Look at the keyboard and strike each group of letters shown below. Space once with the right thumb after each group. Now, try this without looking at your fingers. Keep your eyes on this page and type 10 lines of the exercise, saying each letter to yourself as you type.

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frf ftf fgi fbf tfv frf ftf fgi fbf tfv
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B. These are the keys typed by the left second finger and a review of the left index finger. Type 10 times without moving your eyes from this page.

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ded dcd frf ftf fgi fbf tfv ded dcd
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C. Third finger, left hand and a review. Type 10 times without moving your eyes from this page. Do not look at your fingers, even if you make a mistake.

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sws sxz dcd frf ftf fgi fbf tfv
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D. Little finger, left hand and a final review. Type 10 times. Keep palms off the typewriter. Don’t look up. Spell to yourself. STRIKE KEYS SHARPLY!

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aqa azx sws sxz dcd frf ftf fgi fbf tfv
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LESSON THREE:

THE RIGHT-HAND KEYS

A. This lesson uses all the keys typed by the right index finger and reviews Lesson 2. Type the "J" group through once—this time you may look at the keyboard while you get used to the reach. Then type 10 times without looking at the keyboard:

juj jyj jhj jnj jmj aqa aza sws sxv dcd frf tfv
fgf fbf fvf juj jyj jhj jnj jmj

B. These are the keys typed by the second finger, right hand and a review. Type 10 times without looking up.

kik k,k juj jyj jhj jnj jmj aqa aza sws sxv dcd frf tfv fbf fvf kik k,k

C. Third finger, right hand and a review. Type 10 times without moving your eyes from this page. Do not look at your fingers, even if you make a mistake.

lol l,l kik k,k juj jyj jhj jnj jmj aqa aza sws sxv dcd frf tfv fbf fvf lol l,l

D. Little finger, right hand and a final review. Type 10 times. Keep palms off the typewriter. Don't look up. Spell to yourself. STRIKE KEYS SHARPLY!

;p; lol l,l kik k,k juj jyj jhj jnj jmj aqa aza sws sxv dcd frf tfv fbf fvf ;p;
LESSON FOUR:

TYPING A SENTENCE

Get out the tracings you made of your hands for Lesson #1 and recite the letters struck by each finger. When you're sure you know your letters, type the words and phrases below. First get the "feel" of the keys before typing each new word; say the letters to yourself as you practice. Type each word slowly and keep your eyes on the exercise—then try to increase your speed. Remember to STRIKE KEYS SHARPLY!

if if it it is is is time time time
if if if it it is is is time time time
if it is time if it is time if it is time
for for for the the the the bill bill bill bill
for for for the the the the bill bill bill bill
for the bill for the bill for the bill for the bill
if it is time if it is time if it is time if it is time
for the bill for the bill for the bill for the bill
if it is time for the bill if it is time for the bill

we we we we can can can can pay pay pay pay you you you you we we we we can can can can pay pay pay pay you you you you we can pay you we can pay you we can pay you we can pay you we can pay you

Type the following sentence slowly, spelling to yourself. Then retype any mistyped words three times. Keep your eyes on the exercise. Type the sentence faster and faster until you can do it in less than a minute. Keep wrists level. STRIKE THE KEYS SHARPLY!

if it is time for the bill, we can pay you.
When typing a capital letter, depress the Shift Key with the little finger of the other hand. For example: the letter "A" is typed with the little finger of the left hand. Therefore, depress the right-hand Shift Key with the little finger of the right hand. The same is also true for the "upper case" characters. Practice by putting your fingers on the "home keys" and take turns operating the left and right Shift Keys to get the "feel" of them. Always return to the home position. Type each of the following lines ten times. With actual typing, there are two spaces after each sentence; get in the habit of doing this by striking the space bar twice after each sentence.

I mailed the check to cover the cost of the suit.
The time to start that savings account is now.
Are handkerchiefs on sale in the linen shop?
Answer all questions on the form if you please.
Be sure to remember to strike the keys sharply.
If your salesman calls here, have him bring a catalog.

Type each of the following two-line sentence exercises several times. First, slowly and then faster and faster until you are typing as fast as you can with the least number of errors.

We received the initial shipment last Tuesday. Please render your bill so that we may remit payment.

It is necessary for me to have a written estimate of the cost. Please send this as soon as possible.

If you will send a salesman, we may place an order.
Prices, we feel, should be discussed in person.

I am planning to visit your city soon and would like to have more information about places of interest.

Unless we hear to the contrary, we shall ship all open orders.
Bills will be rendered next month.

Thank you for replying to my last letter so quickly. I am looking forward to seeing you again this summer.

Your reminder about the new price has been received. We have decided to place our order at once.

Typing skill, like most others, is largely a matter of practice. Your proficiency will depend on you.
SPEED PRACTICE

Now that you're getting used to the "feel" of touch-typing, try the following paragraphs. They will increase your typing speed. Type each paragraph three ways:

FIRST TIME: Type at regular speed.
SECOND TIME: Push for speed; forget about errors; see how many words you can complete in one minute. (Each of the paragraphs below consists of approximately 50 words.) Take about 5 to 10 one-minute speed timings on the same paragraph, typing faster and faster.
THIRD TIME: Relax a few moments then type the same paragraph once FOR STRICT ACCURACY—FOR PERFECT COPY!

Other members of that company would like to have a man from this department come to their office and make a study of the method they use in doing their work, for they know what we have done for others and feel that a study of their own methods would help.

Their manager wants to know when our man could make the study and how much time we think he should require to finish the work and have a report ready for the consideration of their chairman of the board and the other eight members. Their meeting is tomorrow.

CAN YOU TYPE 60 WORDS IN ONE MINUTE?

The following paragraph is the equivalent of sixty average words. Try to type it in one minute without making any errors.

Our records show that you have usually paid your account on the date it is due, and we are at a loss to know what may have caused the present delay in your payment of this invoice. Perhaps, you did not get the first one that we mailed to you or there is an error in the discount which has delayed payment.
SERVICE STATIONS

South Bend, 46618
727 South Michigan Street
Terre Haute, 47808
821 North 11th Street
P. O. Box 34

Iowa
Des Moines, 50312
2413 West Grand Avenue

Kansas
Topeka, 66612
1507 Kansas Avenue

Louisiana
Baton Rouge, 70821
2840 Florida Street
Metairie, 70005 (New Orleans)
516 Veterans Highway

Maryland
Lutherville, 21093 (Baltimore)
Charles Street & Beltway

Massachusetts
Springfield, 01109
732 State Street
Wellesley, 02181
Williams Street
Wellesley Office Park

Michigan
Detroit, 48202
2978 West Grand Boulevard
Grand Rapids, 49506
315 Richard Terrace, Southeast

Minnesota
Minneapolis, 55414
3300 University, Southeast

Missouri
Kansas City, 64108
1901 Baltimore Avenue
St. Louis, 63108
4100 Lindell Boulevard

Nebraska
Lincoln, 68510
3111 "O" Street
Omaha, 68110
4509 Leavenworth Street

New Jersey
Newark, 07102
1180 Raymond Boulevard

New Mexico
Albuquerque, 87108
9998 San Pedro, S.E.
Gallup, 87301
1700 Placita Street
Santa Fe, 87502
649 Coriles Road

New York
Albany, 12205
1500 Central Avenue
Buffalo, 14202
334 Delaware Avenue
Elmira, 14902
222 William Street
Hempstead, 11550
150 North Franklin Street
New York, 10011
111 8th Avenue
Rochester, 14607
143 College Avenue
Syracuse, 13201
653 James Street
P. O. Box 1094
Utica, 13502
286-286 Roosevelt Drive

Ohio
Akron, 44311
764 South High Street
Cincinnati, 45205
2250 Gilbert Avenue
Cleveland, 44114
1405 Lakeside Avenue
Columbus, 43215
697 East Broad Street
Dayton, 45429
2219 South Smithville Road
Toledo, 43624
527 West Woodruff Avenue
Youngstown, 44507
3330 Market Street

Oregon
Portland, 97201
1978 S.W. Fifth Avenue

Pennsylvania
Allentown, 18103
600 Union Boulevard
Harrisburg, 17105
Route 11, State Road
Philadelphia, 19103
1624 Locust Street
Pittsburgh, 15222
Fourth at Stanwix Streets
Wilkes Barre, 18702
350 Kidder Street, East End Plaza

Rhode Island
Providence, 02904
959 North Main Street

Tennessee
Memphis, 38104
963 E. H. Crump Boulevard
Nashville, 37203
1712 West End Avenue

Texas
Austin, 78703
1003 West 6th Street
Dallas, 75201
2100 North Akard Street
El Paso, 79944
906 East Tandy Boulevard
Fort Worth, 76101
1917 West Freeway
Houston, 77006
3307 Richmond Avenue
San Antonio, 78204
415 South Main Avenue

Utah
Salt Lake City, 84111
164 S. Second East Street

Virginia
Charlottesville, 22901
1720 Allied Street
Newport News, 23601
10249 Warwick Boulevard
Richmond, 23210
9 North 3rd Street
Staunton, 24401
637 N. Coalter Street

Washington
Seattle, 98112
3720-3rd Avenue
Tacoma, 98402
412 St. Helens Avenue

West Virginia
Charleston, 25303
415 Dickinson Street

Wisconsin
Madison, 53703
2425 University Avenue
Milwaukee, 53218
6120 W. Ford Du Lac Avenue
Racine, 53404
1639 Douglas Avenue

REPACKING INSTRUCTIONS

If it is necessary to send your Mark II to a service station, it must be properly packed with its original packing material. Remington will not be responsible for damage caused by improper packing. The packing material consists of: 1) The original carton and cardboard stuffers; 2) Four shipping pins; 3) A plastic bag; 4) Two white, lightweight plastic, packing blocks; 5) Three black rubber pads.

Repacking is done as follows:

a. Remove typewriter from its case, center and lock carriage.

b. Firmly insert the four shipping pins on both ends of the carriage rail as illustrated.

c. Remove snap-off top cover. Depress a shift key and place the smallest black rubber pad between the top of the type bar basket and the bottom of the ribbon guide.

d. Place typewriter (carriage end first) in plastic bag.

e. Replace typewriter in the bottom of its carrying case and be sure it is locked into position.

f. Place one rubber pad under each carrying case locking lever as illustrated.

g. Reach inside plastic bag and replace snap-off top cover.

h. Fold open end of plastic bag and put one of the white plastic packing blocks on either side of the typewriter. These blocks are not interchangeable and must be matched to the proper side of the typewriter; the large hole is for the cylinder knob.

i. Replace the carrying case top cover and close the case.

j. Repack the original carton making sure there is a cardboard stuffer on all six sides and the contents cannot move within the carton. Also, it is important that the top of the typewriter carrying case is at the surface of the carton marked “TOP.” The packed carton should always be placed “right side up.” Seal or tie the carton securely.