Hints for Oiling.

Liberal and too frequent oiling is particularly to be avoided and only at lengthy intervals should a drop of oil be applied to the following parts, it being borne in mind that too much oil will collect dust to the detriment of the mechanism.

A drop of oil should be applied to the groove in which the carriage ball bearings run, between the pivots of the carriage hinges (fig. 1, 15a) and to the small bearing rollers on which the carriage runs. Before doing so remove the dust.

The two guide bolts (fig. 4, 36) which slide up and down at each of the rear corners of the machine while using the shift key, require a drop of paraffin from time to time.

If a type bar should at any time stick and not return freely to its resting place, a drop of oil should be applied to the bearing, and worked into it by continuously striking the key.

No other parts need oiling.
IT IS

necessary to carefully study the instructions contained in this booklet, and their proper application is essential to an efficient knowledge of the machine and its functions, and to enable the operator to become speedily and easily acquainted with the "BIJOU" Typewriter.
Setting up the Machine.

On opening the carrying case the machine will be found in its folded position, and should be removed from the case by lifting with both hands. In order to prepare it for use, the carriage, which rests immediately over the keyboard, should be raised upwards and backwards until it comes to rest at the back of the machine (Fig. 1), and then the two supports (Fig. 1, No. 10) which are now in view on either side of the keyboard should be turned backwards.

The carriage of the "Bijou" is locked by means of a hook at the left hand side to prevent it moving backwards and forwards in transport (Fig. 1, No. 15). This hook must be detached before the machine can be used, and should always be replaced before putting the machine back into its carrying case.

Keyboard.

The keys of the "Bijou" are arranged in accordance with the standardised and familiar
Fig. 2. **Key-board.**

"Universal" key-board so that every operator acquainted with this system will require no further instruction in its manipulation.

**Shift keys.**

By means of the two shift keys at the left of the key-board (Fig. 1, Nos. 19 and 20) the 30 keys will produce 90 characters. By depressing any key the letter or bottom character shown thereon will be written, and in order to produce the capital, or middle character, the lower shift key marked "Capitals" must be first depressed and held in this position until the desired letter has been written. The uppermost sign on each key can be produced by first depressing the upper shift marked "Fig". If it is desired to write continuously in capitals or figures the key-board can be locked for either by first depressing the required "shift" and then by pushing forward as far as possible the lever which is placed in close proximity on the left exterior of the machine (No. 17).

**Space bar.**

The space bar (No. 11) is placed immediately in front of the bottom row of keys, and by depressing it the carriage will move one space to the left for the purpose of leaving one space between each word, or after marks of punctuation. For indenting, or paragraphing, a few taps of the space bar will move the carriage to the desired position.

**The carriage.**

The carriage conveying the platen or writing cylinder, feeds the paper and moves the space of one letter after the depression of any key or the space bar.

**Feeding the paper.**

The paper must be introduced in between the platen (Fig. 1, No. 1) and the paper shelf, and by turning the ebonite twirler (No. 4) at the right
hand extreme of the carriage, drawn forward until the paper edge reaches the level of the scale (No. 3) lying above the platen, which must be lifted and the paper guided under, so that it rests above it. This scale also serves the purpose of ascertaining if the paper is straight. Should the edge of the paper not run parallel with the scale, it can be adjusted by means of the paper feed release lever (Fig. 1, No. 23a) which must be raised in order to release the paper, which can then be shifted to its correct position. The release lever must then be returned to its former position.

**Commencing a new line.**

On reaching the end of each line the carriage should be returned by propelling it with the left hand from left to right, and at the same time the line space lever (Fig. 1, No. 12) must be pressed forward so that the next line may be brought into position for writing.

**Carriage release.**

When it is desired to move the carriage from one position to another without shifting the line, it is necessary to grasp the ebonite twirler (Fig. 1, No. 4) and at the same time press towards you the carriage release lever (Fig. 1, No. 2). Release this lever when the required position has been reached.

**Line spacing.**

Two set spaces can be secured by means of the small lever (Fig. 1, No. 13). When this lever is raised to a horizontal position, the line space lever (Fig. 1, No. 12) is set for wide spacing, and when it is lowered to a perpendicular position it is set for the narrow, or half spacing.

**Irregular line spacing.**

In order to write on lines of irregular widths press forward the small lever (Fig. 1, No. 14) thereby releasing the platen from its ordinary fixed line spacing. The desired writing line can then be brought into position on a level with the two line
indicators (Fig. 1, No. 21) situate on either side of the printing point.

**Margin regulator.**

Behind the carriage is a serrated bar extending the whole length of the carriage (Fig. 3, No. 26) attached to which are two slides or margin regulators (No. 32), which serve the purpose of fixing the right and left hand margins. If for instance it is desired to set a left hand margin at the point indicated by 20 on the carriage scale, the carriage must be first placed so that the figure 20 rests immediately above the type guide, or printing point. Then the left hand slide must be released and moved from left to right until it meets with resistance caused by the central projection No. 27. In the same manner the lines are shortened, and the right hand margin set.

**Marginal Release Lever.**

Having set the left hand margin it will sometimes be found necessary to temporarily release it in order to write, or place paragraph figures within the margin, and this can be done by pressing towards you the marginal release lever (Fig. 3, No. 30), while moving the carriage towards the margin.

**Alarm Bell and Keyboard Lock.**

A bell will ring 8 spaces before reaching the end of each line thereby warning the operator in time for division of syllables, when there is insufficient space for terminating a word. As additional security the keyboard will become automatically locked three spaces before the final letter is reached, thereby avoiding overprinting, and for the purpose of writing beyond the locking point, the keys may be released by simply pressing the marginal release lever (Fig. 3, No. 30).

**Bi-colour ribbon device.**

Each “Bijou” is equipped with a two colour ribbon device operated by means of a slide (Fig. 1, No. 22) in the centre of the square shifting rod under the type guide. By moving the slide to the extreme left the ribbon will be set in position for writing red, and vice versa for purple.

**The ribbon reverse.**

When the ribbon has traversed from one spool to the other it may be reversed by loosening the milled nut (Fig. 1, No. 5) on top of the full spool, and tightening that of the empty spool. If both nuts are tightened the machine will not work and if both are loosened the ribbon will not move.
and a hole will be worn through it. It is necessary therefore to strictly observe that one of the nuts is tightened and the other loose.

Exchanging the ribbon.

After carefully removing the worn out ribbon, the new one should be fixed to the hooks of the spool axles in the same manner as the old one. For this purpose the spools may be removed from the machine by first removing the two milled nuts when they are free to be lifted from their spindles. Care must be exercised that the ends of the ribbon are so fixed as to wind themselves from the outer to the inner side. Replace the spools and nuts, and replace the ribbon in the centre guide. Ribbons must always be of the exact width of 5/8 inches, and not exceeding 6 yards in length.

Corrections.

The writing of the "Bijou" being always in sight and therefore easily accessible, erasures for the purpose of correction can be easily made while the paper is in the machine. In erasing it is advisable to draw the carriage to one side or the other, so that the filings will, as far as possible, fall clear of the mechanism. If a letter is missed or printed too lightly the carriage may be returned to its former position by depressing the "Back space" key (Fig. 1, No. 9) which has the effect of moving the carriage one space to the right for each depression. This key will be found of special advantage in adding up columns of figures. To insert a new word or letter in a written line the carriage must be moved without turning the platen until the space to be filled in is immediately behind the type guide.

Cleaning.

The simple construction of the "Bijou" and the accessibility of its parts render it an easy machine to keep clean. The type should be brushed daily to produce good work.

Hints for oiling.

Liberal and too frequent oiling is particularly to be avoided, and only at lengthy intervals should a drop of oil be applied to the following parts, it being borne in mind that too much oil will collect dust to the detriment of the mechanism. A drop of oil should be applied to the groove in which the carriage ball bearings run, immediately under and at the back of the carriage. The small wheels in front of this groove also require a drop of oil from time to time. Before oiling
the old oil and dirt must be removed carefully with a duster.

**To produce carbon copies.**

The "Bijou" is a powerful manifolder. The thinner the paper the more copies can be produced at one operation. The quantity of the copies depends also upon the quality of the carbon paper used.

The method by which carbon copies are produced is very simple, and is to be done by carrying out the following instructions:

In between each sheet of paper up to the number of copies required place a sheet of carbon paper face downwards. Insert in the machine so that the coated surface of the carbon is next the platen. In order to get the paper evenly into the machine, when a large number of copies are being produced, place a folded slip of paper over the top edge of the sheets.

**Folding the machine.**

The "Bijou" typewriter is so constructed that by lifting forward the carriage it can be folded in order to fit into a carrying case. For this purpose raise the two supports (Fig. 1, No. 10) inside the frame, and see that the carriage is in

the centre, so that No. 41 of the carriage scale is immediately above the printing point. Then lift the small black carriage hook (Fig. 1, No. 15) until it fits into the screw.

Bring the carriage forward until it comes to rest on the two supports (No. 10). When resting on the front supports the carriage must not be shifted from right to left.
Fig. 4.

"Bijou" Typewriter folded.