INTRODUCTION

The purpose of this Instruction is to acquaint the typist with the various features of the EVEREST «K3» Portable Typewriter.

The EVEREST «K3» introduces many outstanding improvements which should enable the typist to perform her work with the greatest ease. It is very important therefore that the typist should get acquainted with all the effort-saving devices incorporated in the EVEREST «K3».

While reading this instruction the typist ought to have in front of her the EVEREST «K3» Portable and should try to seek out all the parts and features as indicated.
The **Everest « K3 »** is a compact portable typewriter equipped with a Basket Shift and every worthwhile feature helpful in efficient and effortless typing.

Built of highest quality materials, designed by foremost engineers, assembled by expert craftsmen, the **Everest « K3 »** is the result of more than 30 years' experience in the manufacture of office machines.

The **Everest « K3 »** is light in weight — compact in size — and comes complete with a leatherette carrying case: a perfect portable for every typing occasion.

The wide carriage makes this typewriter suitable for personal and professional use: it will easily accommodate a 10” envelope and legal-size documents. It is ideal for students - doctors - attorneys - writers - and for business correspondence in your home, office or while travelling.
Features

1. **Shift Key**
   To type capital letters, depress the shift key. To revert to lower case letters, simply release this key.

2. **Shiftlock**
   To continue to type capital letters, depress this key. It will lock the Shift-key (1) in down position. To release the lock, simply press down gently on Shift-key (1) on either side of the carriage.

3. **Margin Release Key**
   The ring of the bell announces that the typist can type 3 more letters before the margin will stop the carriage. To type beyond the margin stop without affecting the margin setting, merely depress the Margin Release Key. By depressing this Key the operator may also type beyond the left margin.
   **Exclusive:** When the carriage is moved to the right while the Margin Release Key is held down, the carriage will stop 6 spaces to the right of the left margin for «Pica» machines and 7 spaces for the «Elite» machines. This will enable the typist to indent her paragraphs.

4. **Line Space Lever**
   To begin a new line underneath the previous one, simply push this Lever with the carriage from left all the way to the right. The platen will automatically turn 1-1½ or 2 lines depending on the line space setting.
   After the typewriter had been removed from its carrying-case the Line Space Lever should be raised a little.
5 Carriage Lock

To lock the carriage, move it over to the right, push the carriage lock back and bring the carriage over to the left until the lock is engaged. The carriage must be locked before the typewriter is placed in its carrying case. To release the carriage simply pull the lock back.

6 Variable Line Space

To type on forms on which the lines do not correspond with the line spacing of the typewriter, simply push this button in and bring the sheet to typing position by turning the platen twirler (12).

7 Line Space Selector

Set this lever against «1» for one line space; against «2» for one and one half spaces; against «3» for two line spaces. When the selector is placed against the «0» the platen is released from the line spacing. This position is used to type on forms on which the lines do not correspond with the regular line spacing selected under «1» - «2» - or «3». However when this selector is pushed back again, the original line spacing is automatically restored.

8 Platic Paper Supports

These supports keep the typed sheet in front of the typist’s eyes.
9 **Margin Indicators**

To set the margins on either side, depress the indicators lightly and slide them along the rail until the arrows point to the correct number on the scale. Then release the indicator - and the margin is set.

10 **Paper Release Lever**

To introduce in the typewriter several sheets of paper (for copies) or a heavy envelope, pull the paper release forward. After placing the sheets in typing position, push the lever back. This lever is also used to align the typing sheets.

11 **Carriage Release Lever**

To move the carriage freely in either direction, depress this lever.

12 **Platen Twirler**

By turning it the typist brings the paper to typing position.

13 **Erasure Table**

This table facilitates erasures and corrections on the typing sheet. It also prevents the paper from winding itself around the platen.
14 Graded Paper Bail
The paper bail presses the typed-on sheet against the platen. It is graded to help the typist to set the margin.

15 Ribbon Color Switch
When the switch is pushed up, the top or black part of the ribbon is used. When the switch is pushed down, the bottom or red part of the ribbon is used. If the ribbon is all black, by alternating the position of the switch, the typist can use the upper and lower parts of the ribbon. When the switch is placed in its middle position, the ribbon is disengaged and the typist can use the typewriter for typing stencils.

16 Backspacer
To move the carriage back, depress this key firmly once for each space.

17 Space Bar
By depressing the Space Bar the typist causes the carriage to move over one space to the left. When the Space Bar is depressed and held down in that position the carriage will move over only ½ space. (The carriage will move over the other ½ space when the Space Bar is released and moves up). This feature enables the typist to fit three letters in the space of two, e.g. «I have it».
Changing of the ribbon

1) Lift the ribbon cover; 2) wind the used ribbon on one of the spools; 3) release the holding arms «A» as indicated in «A1» and lift both spools; 4) release the ribbon from the vibrator arms (B-B1); 5) discard the spool holding the old ribbon; 6) attach the loose end of the new ribbon to the empty spool (with the red part down); 7) replace the spools in the typewriter while making sure that the right-side spool will wind clock-wise and the left-side spool anti-clock-wise; 8) engage the ribbon in the vibrator.

![Diagram of ribbon changing process]

A Holding Arm in its released position
A1 Holding Arm pressing on the Ribbon
B Ribbon engaged in the vibrator arm.
B1 Ribbon partly disengaged from the vibrator arm.

Technical Assistance

As any other machine, in order to perform well, the typewriter should be kept in good working condition. The typist may clean the typewriter superficially, but the machine should be serviced periodically by an experienced mechanic.

On request the National Distributor will be pleased to provide the name of an Authorized Everest Dealer located nearest to you.