Unpacking --- Read Carefully

1—Lift the carrying case from the carton by the handle and place flat on a table with the lock side down. Unsnap the lock and raise the cover. The little knob at the top of the lock is a safety catch to prevent the accidental opening of the case. Push this knob to the left with the thumb and the bail of the lock can easily be raised with the forefinger. Cut and remove the cords holding down the front of the machine. To remove the machine from the case lift the front end and slide toward you, thereby disengaging from the hooks which hold it to the baseboard of the case at the rear.

2—Next cut and remove the cord from the carriage release lever at the right of the carriage. During shipment the carriage is held firmly in position by a screw at each end passing upward from the underside through the carriage end. Turn the machine up so that it rests on its back, remove these carriage holding screws and the tubes which they pass through. Save these parts for use in case you should ever want to ship the machine again. The carriage should now operate freely.

3—Clean the grease from the type with a cloth over the type brush dipped in gasoline or kerosene. If not removed it will damage the ribbon.

4—Both ribbon spool screws are tightened during shipment. Before operating loosen one screw only, and make sure that the other is tight.

5—See that shift lock is pushed clear back. Machine is then ready to operate.

The following instructions are given in about the order they are used in operating the machine, and it will pay even the experienced operator to follow them through performing the various operations as described.

DIRECTIONS FOR USING THE FOX STERLING TYPEWRITER

ADJUSTING THE PAPER FINGERS

The paper fingers (see Figure III) slide to the right or left to accommodate varying widths of paper. The best way to adjust them is to move the carriage to the extreme left and adjust the left paper finger by pushing near the bottom, then slide carriage to the right and adjust right paper finger in the same manner. It will be found most convenient to set the paper fingers properly before inserting paper, but, should it be necessary to move the paper fingers after the paper has been inserted, be sure to hold the little roller on the paper finger away from the paper with the forefinger while the adjustment is being made. Care should also be taken to have the paper fingers far enough over the edges of the paper to hold the paper firmly and accurately.

INSERTING PAPER

Insert the paper behind the platen and turn the platen twirler until the front edge of the paper protrudes about two inches above the top of paper fingers. Then test to see if the paper is in perfectly straight by bringing the back of the sheet forward (see Figure I) and observing whether the edges coincide with the front part, If the paper is not in straight, press down the paper release lever to extent of its motion (see Figure I) and swing the rear part of paper to one side or other until the edges of the front and rear parts coincide. Then snap the paper release lever back to its original position.

It will be found convenient to always insert the paper with the left hand edge exactly even with the left hand edge of the platen so that sheets subsequently inserted will have the same margin without readjusting the margin stops. (Note next paragraph).
SETTING MARGINS

After inserting the paper, move the carriage to the right to the desired position for beginning the writing line, reach around and push down the left margin stop, and move it as far as it will go to the right. Then move the carriage to the left to the desired position for the end of the writing line and push down the right margin stop, sliding it as far to the left as it will go (see Figure II). It is not necessary to turn the machine around in this operation as the margin stops can be conveniently reached from the writing position in front of the machine and one need not see where the stops are stopping to set them accurately. In operation, the bell will ring about five spaces before the end of the line is reached, giving an alarm so that, if the word which is being written is too long to go on the line, it can be properly divided at the end of a syllable with the hyphen, and the remainder of the word written on the next line.

LINE SPACER

The line spacer lever (see Figure III) should always be used to return the carriage to the beginning of the writing line and will at the same time turn the platen ready to begin a new line. This is accomplished with one motion. The platen may be regulated to turn either one or two spaces and this is accomplished by either pressing back or pressing forward the line space adjuster. (See Figure I).

WRITING ON RULED LINES

It is sometimes necessary, however, to write on ruled lines or to have irregular spacing between lines.

When such irregular or special spacing is required the platen release lever (see Figure I) can be pushed back, permitting the platen to be turned to any desired position by means of the platen twirler.

WRITING CAPITALS, FIGURES AND MISCELLANEOUS CHARACTERS

To write capitals, press down the large key at the left of machine marked "Cap" and strike the desired character. To write figures and miscellaneous characters press down the key marked "Fig." and strike the desired characters. For writing a succession of capitals or numbers, the machine may be locked in either the capital or figure position by swinging forward the shift lock (see Figure III). It will be found most convenient to operate this with the second finger of the left hand while the index finger holds down the shift key. To release the shift lock, push backward in the same manner.

BACK SPACER

The back space key (see Figure III) will be found at the right side of the keyboard and when pressed down with a full, firm stroke, will move the carriage backward one space at a time.

CARRIAGE RELEASE

The carriage release lever will be found at the right side of carriage just inside and above the platen twirler (see Figure III). By grasping the twirler with the right hand it will be found very convenient to depress this lever with the thumb, and while held down, the carriage may be moved to any desired position.
BI-CHROME DEVICE

The bi-chrome (see Figure III) or in other words the device which controls the height to which the ribbon rises when a key is struck, and in this way controls the color of the printing, is attached to the left side of the type guide. This device slides from right to left and when moved to the extreme left the ribbon will rise to its highest position, and if a two color ribbon is being used, the color on the lower half of the ribbon (usually red) will be the color of the printing. When moved to the right, black will show through the hole, the ribbon will rise to a less height and the printing will be the color of the upper half of the ribbon, (usually black).

REVERSING RIBBON

When the ribbon has been nearly all wound upon one spool it is necessary to reverse its direction of travel, which is done by loosening the thumb screw on top of the full spool and tightening the one on the top of the empty spool (see Figure III). One spool must always be loose, otherwise the two will pull in opposite directions and stick the machine so that it will not operate. In shipping the machine it is advisable to tighten both spools so that the ribbon cannot unwind.

INSERTING NEW RIBBON

To insert a new ribbon, wind the old ribbon all on one spool, then remove the thumb screws at the top of both of the ribbon spools. Remove the clip holding the end of the ribbon to the empty spool and attach the end of the new ribbon to the same spool with the same clip, clipping the black side of the ribbon next to the top of the spool. Place the spool containing the new ribbon so that it winds on or off the front of the left hand spool, or on or off the rear of the right hand spool (see Fig. IV). This is necessary because both of the spools are geared to turn in the same direction. Next slip the ribbon through both ribbon guides, and put the empty spool on the vacant spindle. Now take hold of the ribbon on both sides of the center and slip it behind the ribbon vibrator (which is just behind the type guide). Next draw it forward through the slots on each side of the vibrator so that it goes back of the center portion and comes out and covers the slotted portions. Now turn either spool with the fingers until any slack in the ribbon has been taken up, and tighten the thumb screw on the empty spool.

OILING

It is important that the working parts should be oiled with typewriter oil occasionally. In order to do this, remove the back cover plate and front cover plate (see Figure III). Access may now be had to all the bearings in the machine and by using the oil dropper furnished in the cleaning outfit, oil can be applied to all the points which are subject to friction while the machine is being operated. It should be remembered, however, that too much oil is as bad for a typewriter as too little and that although it is best to keep all frictional points lubricated, yet only a slight trace of oil is needed in any of the bearings or at any of the points of friction to perfectly lubricate the machine. Care should also be taken not to get oil on the platen or feed rolls as these are made of rubber and oil will soften and ruin rubber very quickly.
DIRECTIONS FOR USING THE FOX STERLING TYPEWRITER

CLEANING

The type of the Fox Sterling are very easy to get at and should be cleaned frequently so that they will always give clear, sharp impressions. The best method to use is as follows: raise all the type from the rest by pressing the palm of the hand on the keyboard and slip a blotter underneath all the type. Next dip the cleaning brush, which will be found in the cleaning outfit, in a little gasoline or benzine, and thoroughly scrub the type. The blotter will protect the machine and the gasoline will quickly cut the dirt. Particular care, however, should be taken with the enclosed letters, such as A, E, O, etc., to see that all foreign matter has been completely removed. If they have become very dirty, it will be necessary to scrape them out with the point of a pin or some other convenient sharp instrument. The type are thoroughly hardened and there is little danger of scratching them.

Other portions of the machine should be occasionally wiped off with a soft cloth to which a few drops of oil have been applied. This will keep the nicked and enameled parts bright. Care should also be exercised to keep the slots in the segments (see Figure III) and all other parts of the machine free from eraser-grit and dust. When the machine is not in use it will be found a good plan to keep it in the case or under cover of some kind.

USE OF MACHINE ON BASEBOARD

Travelers and others will find it convenient to use the machine without removing from the baseboard of case. The top of the case may be unhooked at the hinges, by sliding the top, when the case is partly open, to the right.

SUPPLIES

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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Fox Sterling ribbons</td>
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<td>Typewriter oil</td>
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<td>Oilers</td>
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<td>Cleaning brushes</td>
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<td>Rubber covers</td>
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<tr>
<td>Carbon paper, 8 1/2 x 11, black, per dozen</td>
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<tr>
<td>Handy Stationery Assortment No. 1. Standard business size, 8 1/2 x 11 in. Contains: 100 sheets fine bond paper, 100 white onion skin copy sheets, 1/2 dozen sheets carbon paper, 75 envelopes</td>
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<tr>
<td>Handy Stationery Assortment No. 2. Personal size, 7 1/2 x 10 1/2 in. (Same assortment as above)</td>
<td>2.00</td>
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<tr>
<td>Embossing Die (hand operated) for marking stationery with your name, address, and profession or business, if desired, in neat raised letters. These dies are made to order and cannot be cancelled or returned if made according to order. Two to five lines. Print name, address, etc., with unmistakable clearness when sending order</td>
<td>5.00</td>
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