PORTABLE TYPEWRITER GROMA

How Groma Typewriters are used

PORTABLE TYPEWRITERS

Precise, elegant and dependable

GROMA

VEB GROMA - OFFICE MACHINES - MARKERSDORF (CHEMNITZTAL)
The standard keyboard of the portable typewriter Groma arranged according to DIN has 44 keys with 88 characters. The beautiful type depends on your touch, therefore it is useful to apply yourself to a light and uniform touch.

Left shift key: for typing capital letters.

Shift lock key: When several capitals are to be written side by side, shift lock key must be pressed down. A slight touch of left shift key (2) will be sufficient to release the shift key for capitals.

Carriage release key: When margin-adjusting device (23) is so adjusted that its right part coincides with the right end of the sheet of paper, then line stop begins acting about 2 touches before the end of the sheet. After carriage release lever (4) is pressed down, some further pressures on keys are possible. If the typewriter is locked at the utmost right margin, then by pressing down carriage release key, 2 further pressures on keys can be made. In case that any text is to be typed before the adjustment of the left margin, carriage release key is to be pressed down, and at the same time carriage is moved to the right to the intended place.

Cover: Protects types and ribbon spools from dust. For cleaning types and interchanging ribbon only open upper cover. To take cover off, only undo the two screws (4a) at the left and right sides. After removing small front cover, upper cover can be taken off.

Ribbon return: While typing ribbon moves automatically from one spool to the other. Ribbon having run down automatically returns. By pressing in one of two knobs, placed on either side of the machine, it is possible to adjust the ribbon by hand according to requirement.

Carriage stop: In order to protect machine from lateral displacement during transportation, put carriage stop upward and move carriage towards the center. While typing you must place down this lever. This device also protects the typewriter from unauthorized typing.

Line space lever: Line space is adjusted automatically by moving long and practically shaped line space lever (9) to the right.

Roll knob: When typing on ruled paper, pull turning knob (9) out to the left, and go on turning plate (cylinder) as far as the line filled with characters covers the upper edge of the device indicating the height of the line. Then left turning knob is pressed inward again.

Left carriage release lever: The left (10) or right (26) carriage release lever being pressed down, carriage can be moved to either side until end. Release carriage release lever when carriage has reached the intended place.

Lever for adjusting the spacing between lines: The distance between lines is regulated by pressing on line spacing lever (11), and simultaneously one of the figures by the side of it is adjusted. Portable typewriter Groma has fivefold line spacing.

Platen release: If there is to be typed any additional text between two lines already written, then put platen release lever from back to front. Do not forget putting back line spacing lever.

Left paper holding arm: The figures on it serve for the adjustment of the distance between lines.

Paper feeding device: This adjustable paper feeding device guarantees uniform insertion of paper.

Left margin-adjusting lever: The adjustment of the left margin is done by pressure on the handle of left margin-adjusting lever (15) and simultaneous displacement of it. In case that you will begin typing before the left margin, press on carriage release (4) and move carriage to the right.

Paper table: The sheet of paper put between paper table and slide-off plate (17) is brought before platen (18) by turning right roll knob (29). Then lift paper rod (24) and insert sheet between platen and paper rod. Paper being inserted, put paper rod back again. The regular alignment of the sheet is adjusted by paper release lever (27).

Slide-off plate for paper: The slide-off plate for paper is a particular advantage of every portable typewriter Groma, and prevents paper from rolling up.

Platen: Every portable typewriter Groma is provided with a standard platen fit for many copies.

Paper holder: The draw-out paper holder prevents paper from crumpling and falling back and admits of reading the text written on. Furtheron the scale admits of observing the end of sheet.

Device indicating the height of the line: This device serves for finding out the height of any typed character. Its upper edges coincide with the base lines of the characters. In order to draw vertical and horizontal lines, take notch as support for lead pencil.
Removing the stud
(each one in particular) (32)

If a stud already set is to be placed differently, the carriage must be moved to the place of this stud by a pressure on the tabulator key, then press upward the handle for setting and removing, which removes the stud in question, i.e. the carriage now moves past this place. Now the new stud can be set.

Removing the studs
all jointly (26)

When a sheet of paper is to get another arrangement of the columns, you need only press down the joint removing lever which is at the right side of the carriage; by it all studs are removed at the same time.

Example

567 Helmut Zimmermann Hamburg 26 Maxstr. 14 100,--
568 Otto Fink Ulm Otto-Mey-Str. 6 487,10
569 Paul Müller Leipzig C1 Feldstr. 3 583,20
570 Kurt Krause München Salzburger Str. 1 720,--

By a pressure on the tabulator key the carriage skips over the blank spaces marked by blue lines.

Before leaving our works every typewriter is examined by well trained specialists. Therefore we fully guarantee that all our machines dispatched are working absolutely correctly.

The manipulation of the portable typewriter Groma is very easy. But nevertheless we recommend to observe the particular points of these instructions. After having taken the typewriter out of casing press down carriage stop lever (?) being behind the left ribbon spool. By this the carriage is released to either side, and the machine is ready for typing.

In order to remove the machine from the base board, the bolts on either side of the machine must be pushed outward.

Take care of a light and uniform touch, and avoid the use of super-calendered paper, for because of its bad absorption of colour the characters remain no longer clear.

Production of copies

The production of copies depends on the quality of the carbon paper you employ. Use only Carbon papers for typewriting. When inserting several sheets of paper, the user is advised to put a narrow piece of folded paper round the upper edge to avoid any displacement of the sheets.

Postcard holder 21 This holder admits of writing on postcards and small sheets from the very top.

Ribbon fork 22 The insertion of the ribbon into the ribbon fork (22) is described on the last page of these instructions. The taking off of the upper cover is explained under (5).

Right margin-adjusting lever 23 By pressure on right margin-adjusting lever (23) and simultaneous displacement of it the end of the line is adjusted. Seven characters before the end of the line a bell is heard. A pressure on carriage release key (4) is sufficient to continue typing until end of platens. It is recommended to adjust the right margin-adjusting lever so that the right roundness of the slider coincides with the right end of paper.

Paper rod 24 This paper rod presses paper on platens.

Pressing rolls 25 The two pressing rolls of paper rod admit of typing up to the last line. The rolls should be placed by 10 grades from beginning and end of paper.

Tabulator lever for total aligning 26 (Only with Model T.) Instructions see under chapter on Tabulator.

Paper release lever 27 This lever serves for the alignment of the sheet. It is pulled off, and lift paper rod too. Now the sheet of paper is completely free and can easily be adjusted.

Right carriage release lever 28 When carriage release lever is pressed down, carriage can be moved to either side of the machine.

Right turning knob 29 This knob is used for turning the platen.

Designation of model 30 Model N Small Groma, normal construction
Model T Small Groma, with tabulator.

Dead key 31 To type characters with accents, it is necessary to begin with the accent, for when typing dead keys carriage does not move on.

Stud setting and removing handle 32 (Only with Model T.) Instructions see under chapter on Tabulator.

Tabulator key 33 (Only with Model T.) Instructions see under chapter on Tabulator.
Back spacer key 34 By pressure on back spacer key (34) carriage is moved by one character to the right. With this typewriter adding is possible too. For example: After the last place has been added, the figure in question is typed, and then back spacer key is pressed twice. Now add the tens, and after the result has been typed, back spacer key is pressed again a.s.o.

15346,
28,63
8503,16
23937,79

Ribbon adjusting lever 35 With normal typing ribbon adjusting lever (35) stands beside the blue mark. To display any text, lever 35 is put on red, in case that you on stencils lever 35 must be put on white. In order to utilize the lower part of the ribbon, pay attention to our remarks given on the last page.

Right shift key 36 for capitals.

Space bar 37 By space bar 37 it possible to insert any intended space.

**TABULATOR** (only for Model T)

This device is very useful for the typewriting of columns of names, numbers, figures, addresses etc., which are intended accurately to stand side by side and one under the other.

After the tabulator has been adjusted in the way mentioned below, the carriage, by means of a pressure on the tabulator key, is immediately moved to the place of the beginning of the next column, the blank space being skipped over.

After moving the carriage to the place where a print is to be, press down the handle projecting from the right side of the frame. By this a stud is set, that means, with the following tabulating the carriage will stop at this place. For each division of the paper holder there is one stud, so that any number of columns can be adjusted. With the setting of a stud it is important to mark that the carriage can be moved on only after the handle has been released.

In all those places where a stud was set, the carriage stops, if the tabulator key is pressed down. Due to the ingeniously arrangement of the centrifugal tabulator brake the carriage smoothly moves to the intended place.

**Corrections**

When erasing the key is recommended to move the carriage as far as possible to the right or to the left that no rubber dust may fall into the interior of the typewriter. In case of service interruptions apply to a well trained typewriter mechanic.

In all cases necessitating repairs during our guarantee time we must ask you to employ only our own repair shops or those of authorized typewriter mechanics. The employment of strange repair shops invalidates our guarantee.

Lubrication should be done immediately after cleaning.
The slits of the segment supporting the type levers must not be oiled.
The types are to be brushed only in sense of length. In this case it is advisable to lay a non-fibrous cloth on the keyboard as well as on the type levers in order to protect the slits of the segment and the keyboard from dust.

Dirty platen is cleaned with spirit. Benzine attacks rubbers.
For the lubrication of the guide rails and centers of rotation use only clean typewriter oil free of resin.

**CHANGE OF RIBBON**

The ribbon spool is provided with a 13 mm ribbon. To use the lower half of a one-color ribbon, it is only necessary to put the left spool on the right side and vice-verse. When laying the ribbon into the fork, pay attention to the following illustrations.