How to use your HERMES 10
Useful tips

1. To obtain the best possible results from your machine, read these instructions through carefully. The numbers found in the text refer to the specifications at the end of this booklet.

2. If you need further advice, contact your nearest authorized HERMES dealer.

3. When erasing, move the carriage completely to either the left or right. This will prevent dust from clogging the type bars.

4. Make sure the typefaces are always kept clean. A neatly typed letter is always a pleasure to read.

5. We particularly warn you against tampering with the machine yourself. Any such interference automatically invalidates the benefits of your warranty.

6. Important—check from the information on the plate affixed to the rear protection cover (15) that the machine is designed to operate on the voltage in your area. At night, or when your work is finished, pull out the plug as a precautionary measure.

7. Each machine bears a number stamped near the left-hand ribbon spool, under the front protection plate (6). This number should be quoted in any correspondence with your HERMES dealer.

Prior to reading these instructions, unfold the back cover as follows:

If the machine is delivered in the original factory packing, see instructions on the back cover.
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Preparing the machine for use — General typing hints

Opening the case

The machine can be delivered in an elegant case. Easily removed, simply open both catches and raise the lid slowly until it is possible to detach from its hinges. Retain hold of the cover to ensure this movement is made smoothly. Then lift off the machine from the cushioned base.

Closing the case

Center the carriage and then reverse the above procedure. The electric flex should be stowed on the left between the machine itself and the case. On no account place the flex in the character basket.

Paper insertion

After raising the paper support (24), insert the paper between the platen and paper table (26). When the paper is firmly held, turn either platen knob (31 or 10) so that the paper feeds in. For the best results, see that the transparent card holders (21) cover the largest area of paper possible at the moment of introduction, and that the twin rubber rollers (25) on the paper bail (18) are sufficiently close to each other and, in any event, above the card holders. This has the effect of leading the paper under the rollers automatically. The rollers may be positioned as required, to the left or right.

Insertion of multiple copies

When inserting several sheets, pull the paper release lever (27) forward, slide in the paper, push back the release lever and bring the paper forward by turning the platen knobs (10 or 31). Creasing or tearing of the paper can be avoided by placing the sheets between a piece of paper folded in the form of a V or under the flap of an envelope.

Adjusting the paper

If the paper is crooked, pull the paper release lever (27) forward freeing the paper from all pressure. Then adjust so that it is parallel with the paper bail (18). Return lever (27) to original position.

General typing hints

Paper support

This feature (24) prevents the paper from touching the table or coming into contact with the rear of the machine. It is particularly useful when typing stencils and enables the typed text to be seen clearly. To bring the paper support into position, merely raise one of the two arms housed in the rear protection plate (15).
General typing hints

Transparent card holders (guide lines)

The card holders (21) permit typing at the top of the paper, even before it passes under the paper bail (18), and to the very bottom of the sheet. They also serve as line guides, since the top of the graduation scale (22) indicates the height of the writing line. Each vertical division marks the exact center of a character (see illustration). Any document which has had to be removed can thus be easily replaced in its former position.

End of page

There are two openings (9 and 32) in the plate covering the front feed rollers. This enables the progress of the paper to be checked and there is ample warning when the end of the page is reached.

Adjustable paper side guide

On the left-hand side of the paper table there is an adjustable guide (13). This ensures the sheets are always inserted in the same place, and avoids the need of having to set a new margin stop each time. It also enables a sheet to be re-inserted in the proper position for corrections.

Carriage release button

Press this button (29) and the carriage will move quickly from right to left; brake the carriage slightly with thumb pressure against the small plate (30). (See illustration on page 4.)

Margins

The stops (17 and 23), which are clearly visible in the paper bail (18) are used to fix the left and right-hand margins of the text. To set the left-hand margin, move the carriage to where you wish the typed line to commence, and pull forward lever 11. The margin is automatically set in the required position. For the right-hand margin, follow the same procedure, using lever 28 after moving the carriage to where the end of the line is required.

To move the left-hand margin further to the left, pull forward lever 11 whilst moving the carriage into the new position. Then release lever 11. To move the right-hand margin further to the right, pull forward lever 28 with the middle finger, whilst at the same time pressing with the index finger on button to move the carriage (29). Let the carriage slide to where the new margin is required, braking the movement slightly by thumb pressure on the small plate 30.
General typing hints

Motor on/off switch

This switch (3) controls the electrical working of the type bars: all 44 keys, the shift keys (39 and 45) shift lock (2), space bar (40), back space key (36), carriage return and line space key (37).

To start motor, operate switch (3). When the motor is running, a red indicator and warning light are visible.

Capital letters

To type capital letters or those signs in the upper case, press either keys 39 or 45; pressure must be maintained whilst typing the sign. To type a series of capitals, press the shift lock (2) down completely. To return to small letters depress the left (45) or right (39) shift key.

Space bar (40)

This serves to move the carriage from right to left, to separate two words, or even to space out a text. Touch lightly to advance carriage one space, press down completely to repeat.

Back space key

The back spacer (36) returns the carriage space by space.

Carriage return and line spacing

The carriage return and line spacing are operated simultaneously, by slight pressure on key 37. To set one of three different line spacings operate knob 12.
General typing hints

Partial carriage return with simultaneous line spacing

To save time it is possible to return the carriage to a predetermined position without reverting each time to the left-hand margin. For example, when writing an address at position 60, set a tabulator stop opposite the number 60 on the paper bail (see setting tabulator stops on page 8) and when the carriage is returning, interrupt it by depressing the TAB key just after it has passed position 60.

Automatic repetition of certain characters

Continuous firm pressure on certain characters makes possible automatic repetition, for example the hyphen, the \text{x}, the underline and equals signs. Especially useful in statistical work.

Impression control lever

When typing on only one or a few sheets of paper, set lever 5 in one of the first positions, i.e. those at the foot. To obtain a large number of clear copies, push lever upwards, if necessary to the very top.

Touch regulator

Use lever 38 to adjust the touch to suit your own taste. When the lever is right down, the touch is soft and becomes progressively harder as the lever is raised.

Margin (end of line) and jammed type bar release key

The type bars lock automatically about seven spaces after the warning bell. To type past the margin, press the margin release key (41). It is then possible to type as far as the end of the platen. This key also enables typing beyond the left-hand margin without altering the margin stop (17). Pressure must be maintained on the key when typing over the stop.

The same key has a second use. When two type bars become jammed, press this key to release.
General typing hints

Platen release for:

a) writing between two lines. When selector 12 is opposite the dot, the platen is free, but the previous line spacing will be re-engaged as soon as selector is returned to its original position. This device is particularly useful when you wish to return to the original spacing after making an addition or correction between the lines.

b) writing on lined paper. It is possible, by pulling out the left-hand platen knob (10) to free the platen completely so that it will not re-engage the original spacing. This procedure may be followed when typing on lined paper or forms, for which none of the three line spacings are suitable or, for example, when reinserting a page already begun. Push in knob 10 to re-engage the platen and line spacing.

Drawing pencil lines quickly

To draw horizontal or vertical lines quickly, insert the sharp point of a pencil in one of the holes (19) of a card holder, and either move the carriage sideways, or turn the platen.

Intermediate paper table

This feature (14) is extremely useful when correcting copies or adding hand-written notes without having to remove the paper from the machine.

Ribbon

Ribbon color selector

Selector lever 35 and the color indicator on the right of the front protection plate show the ribbon color in use. The blue corresponds to the upper portion of the ribbon, the yellow to the center position, and the red to the lower portion. When selector 35 is pointing to the white, the ribbon is neutralized (for stencils). For machines with script type-style, use of a two-color ribbon is not recommended.

Stencils

To type a stencil, proceed as follows:
Neutralize the ribbon, raise the paper support (24) and clean the type faces thoroughly. Insert the stencil and take care to adjust the impression (lever 5) to take into account the type of stencil.

Selection of ribbon/spools

To function smoothly, a ribbon must be wound on a reel with the same fittings as HERMES or DIN spools, and measuring 13 mm in width.

Reversing ribbon

a) Automatic. When the ribbon has wound itself completely on to one spool, it will automatically reverse and wind back on to the other.

b) Manual. If, for some reason, you wish to change the direction of the ribbon yourself, push in or pull out one of the ribbon guides (16 or 33).
Ribbon

Changing the ribbon

1. Remove the front protection plate (6) by taking hold of the two edges (7 and 34) and lifting out. The ribbon mechanism is now accessible, and careful note should first be taken of how the old ribbon is fitted.

2. Wind the ribbon completely on to one of the spools.

3. Depress the shift lock to raise the ribbon carrier (8).

4. Remove the ribbon from the carrier (8) and then from the two side guides (16 and 33).

5. Disengage the two "brakes" pressing against the ribbon on the reel, remove the two spools and detach the used ribbon. Hook the new ribbon on to the empty spool and if it has an eyelet wind up until this eyelet is hidden.

6. Place the two spools securely on their axles (with the red at the bottom, if the ribbon is bi-colored) making sure the pin under the axle fits into one of the small holes in the spool. Take care the eyelet (if there is one) is positioned between the spool's axle and one of the side guides (16 or 33), then fit the ribbon in the two slots of the carrier (8). Finally, pass the ribbon through the two side guides (16 and 33). Having done this, replace the front protection plate (6).
Automatic tabulator

This device allows the carriage to move automatically from column to column.

a) Setting tabulator stops
The scale on the paper bail (18) corresponds to the tabulator stops. If, for example, you require the carriage to stop at the 30th space, move it along until the slot on the type-bar guide (20) is opposite point 30 on the paper bail scale, and then press key + (44). Repeat the same operation for other stops. On successive depression of the key TAB (4), the carriage will stop in the pre-selected position.

b) Clearing individual stops
To clear any stop no longer required, press the TAB key to bring the carriage to the point where the stop is set, and then press key — (43).

c) Total clearance
For immediate clearance of all stops, press key - - - (42).

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Français : Les machines à écrire "HERMES" sont livrables dans de nombreuses écritures, dont:

English : "HERMES" typewriters are available with numerous styles of writing, namely:

Deutsch : Die "HERMES" Schreibmaschinen sind in zahlreichen Schriftarten lieferbar, darunter:

Español : Las máquinas de escribir "HERMES" se entregan con numerosas escrituras. He aquí algunas: