1. Please read this booklet carefully, because the HERMES 9 has special features and advantages. The numbers in the text refer to the various specifications (see page inside back cover).

2. If you ever need expert advice, get in touch with your nearest official HERMES dealer.

3. Your HERMES 9 deserves to be treated carefully. By covering it each evening and making sure that the typeface is always clean, your letters will give the finest possible impression.

4. We would take the liberty of warning you against dismantling the machine, because any interference of this nature could deprive you of your benefits under the guarantee.

**Number of the machine**

Each machine has a number engraved underneath the left hand ribbon spool (under the front protection plate 40—see page 2). You will avoid delays by indicating this number on any correspondence you may have with the official HERMES dealer.

**Accessories**

The HERMES 9 is provided with a cover and a box of accessories containing:

- 1 type brush
- 1 cleaning brush
- 1 cleaning rag
- 1 celluloid erasing card
- 1 eraser

**N.B.** Before reading these instructions, please unfold the back page of the cover as shown in the sketch below.

To unpack the machine, consult the back cover.
### Preliminary operations

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### Tabulator

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### Maintenance and cleaning

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### Specification

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Inserting the paper

Firstly set up the paper support (22) according to section 3 of this page. For the best results, the transparent card holders (17 and 20) must be pressing on the greatest possible area of paper when this latter passes in front of the platen, and the rubber rollers (8 and 29) must be sufficiently close to each other. This applies particularly to narrow sheets of paper, postcards or even small documents. The rollers should slide easily along the whole length of the paper bail (19).

Adjusting the paper

If the paper is crooked, pull the paper release lever (26) and straighten the sheet so that it is parallel with the paper bail (19). Then return the lever (26) to its original position.

Paper support (22)

This support prevents the inserted sheets or stencils from slipping over the back of the machine or falling on to the table. To set up, lift one of the arms in the back protection plate (23).

Notebook holder

On the front protection plate (40), except on machines with a decimal tabulator, there is a notebook holder ledge where one can place an appropriately sized shorthand notebook.

Front protection plate (40)

For access to certain functions—ribbon changing (page 6), type cleaning (page 9)—it is necessary to remove the front protection plate. This may be done by taking hold of the top and pulling it towards you (see illustration page 3); after first making sure that the line space lever (10) is on the extreme left.
Typing rules to be observed

Transparent card holders (17 and 20)

The card holders permit typing from the very top of the paper, right down to the bottom. Note particularly that cleaning fluids such as petrol, alcohol and paraffin damage their transparency.

End of paper indication

The plate (31) does not extend from one side of the platen to the other. If the paper is wide enough or if it is inserted at the extreme left, you will have plenty of time to check the end of the page.

Mobile paper side guide (15)

This serves for inserting the sheets in the same position and ensures that documents all have the same sized margin without having to alter the margin stop (16) every time.

Capital letters

To type capitals or the signs indicated on the upper part of the keys, press on the keys 1 or 38. If you wish to type a series of capitals, you must press the key 2 right down. To return to normal writing, simply touch one of the keys 1 or 38.

Space bar (39)

This moves the carriage from right to left, separates words and spaces the text.
Buttons for moving the carriage (11 and 28)

These buttons enable you to move the carriage quickly from right to left. By pressing them with the thumb and at the same time holding the platen knob (9 or 30) with the fingers, the movement of the carriage is slowed.

Back spacer key (36)

By smartly pressing this key and then releasing it immediately, the carriage is brought back one space, representing the width of a letter or sign.

Line spacing

The line spacing and carriage return are effected simultaneously by pressing with two or three fingers of the left hand on the line space lever (10). The HERMES 9 allows typing with four different line spacings which are obtained by means of the regulating line spacing lever (12)

Writing line and type position indicator

The top limit of the graduation (21) on the card holders gives the height of the writing line. Each dividing mark corresponds exactly to the centre of the character to be typed. These indications should allow you to make perfect corrections.

Drawing lines rapidly with pencil

Insert the sharp point of a pencil in the hole (5) in one of the card holders and move the carriage sideways or turn the platen (see illustration page 5).

Platen release for

a) writing between two lines. By pushing the small lever (12) towards the figure ‘O’, the platen is freed of all line spacing, but returns to its original position when the lever (12) is returned to its first position; this device is useful when an addition or correction must be made between two lines whilst still wishing to return again to the line space originally fixed.
Typing rules to be observed

b) writing on lined paper. You may, however, free the platen entirely so that it will not return to its former line spacing, by pulling the button 9 out, i.e. to the left. This method is used when typing on forms, or on paper which has lines that do not correspond to any of the four line spacing positions. It can be utilised in the same way for re-inserting a page already begun.

Individual touch regulator

Adjust the touch of the HERMES 9 to your taste by means of the selector (34) which may be found on the right hand side under the front protection plate (40). When the lever is down, the touch is soft; when it is in the uppermost position, the touch is harder. The centre gives an intermediate adjustment.

Intermediate paper table (13)

This device is very useful for erasing a number of copies or when writing words by hand without removing the paper from the machine.

Visible lightning margin stops (16 and 24)

The margin stops fix the left and right margins of the text. To set the left margin stop, slide the carriage to where the first sign is required and pull the lever (14) towards you. For the right margin, carry out the same operation, with lever 25, after having moved the carriage to where the writing line is to be terminated.

To move the left margin further to the left, pull lever 14 and push the carriage to the spot fixed for the new margin. To move the right margin further to the right, press lever 25 with the index finger and at the same time press the button for moving the carriage (28), with the thumb. Then let the carriage gently slide to the point where the new margin is required.
Margin release key (end of line) and the freeing of jammed type bars

To write beyond the right margin press the key (37). This also allows you to write beyond the left margin without moving the margin stop (16), providing that downward pressure on the key is maintained at the moment when the carriage should normally stop.

The key (37) has a second function: that of "freeing". When two type bars become jammed simply press this key and they will return to their proper places.

Changing the colour of the ribbon

The blue colour on the indicator (35) corresponds to the top portion of the ribbon, whilst the red corresponds to the bottom. When the silver square is shown against the white mark, the ribbon is neutralised for stencils.

Cutting stencils

Clean the characters, neutralise the ribbon (see above), set up the paper support (22) as on page 2 and strike the keys regularly.

Choosing ribbons and spools

For perfect operation of the ribbon on the HERMES 9, the ribbon must be wound on a spool of the same kind as HERMES spools. This must be 13 millimeters wide.

How to change the ribbon (see illustration page 7)

1) Press the key for repeating capital letters (2) and push the indicator (35) to red.
2) Take off the front protection plate (40).
3) Wind the used ribbon on to one spool.
4) Strike two keys in the centre of the keyboard both at the same time, so that the type bars stay jammed. Separate the arms (33) of the left and right hand spools.
5) Take out the ribbon from the ribbon carrier (18) and then from the two lateral guides (7 and 32).
6) Remove the two spools and hook the end of the new ribbon on to the empty spool. If the ribbon has an eyelet, wind it until the eyelet is concealed.
7) Place the two spools firmly on the axles (with the red at the bottom if it is bi-coloured), making sure that the pin near the axle penetrates well into the second off-centre hole of the spool. Hold the ratchet wheel (6) so that it cannot turn, and the pin will enter the off-centre hole easily. Make certain that any possible eyelet of the ribbon comes between the axle of the spool and one of the lateral guides (7 or 32), and then insert the ribbon in the two slots of the ribbon carrier (18). Afterwards pass the ribbon through the two lateral guides (7 and 32) and close the two arms. The operation may now be completed by freeing the two typebars and the capital letter position, and then replacing the front protection plate (40).

Reversing the ribbon

Should you wish to change the winding direction of the ribbon for any reason, push one of the ribbon guides (7 or 32) either backwards or forwards.

Automatic tabulator

a) Setting the stops: If you want the carriage to stop automatically at the 30th space for example, move it along until the slot of the type bar guide (4) is level with point 30 on the ruled paper bail, pull lever 27 forward (see illustration page 8: A). The same procedure applies for setting other stops. Pull the carriage to the far right and at each pressure on the TAB key (3), the carriage will stop at a pre-selected point.

b) Individual clearing of tabulator stops: If you wish to clear a stop so as to eliminate a column no longer required, press the TAB key to bring the carriage to the point where the stop is set, then press lever 27 down to the first resistance (see illustration page 8: B).
c) **Clearances of all stops:** To clear all stops at once push lever 27 well down (see illustration: C)

**Decimal tabulator**

The HERMES 9 is supplied on request with a decimal tabulator which simplifies the typing of book-keeping work and statistics.

Suppose you want to type several columns of numbers: for each column move the carriage to where the units are to be typed and then set a stop by pulling lever 27 towards you. If for example, a number containing two figures is to be typed in the first column, press the second decimal tabulator key from the left to move the carriage.

To arrive at the sixth column for example, depress the decimal tabulator key six times to where the first figure of the sixth column is to be typed. A quicker method, but one requiring some practice and skill, is to press on the TAB key (3) which by-passes the columns. When the carriage has passed the first five columns, use the appropriate key of the decimal tabulator. The carriage will then come to a standstill at the sixth stop.

To clear the tabulator stop of one of the columns, see the preceding section (b)—Individual clearing of tabulator stops.

**N.B.** Note that with the HERMES 9 with decimal tabulator, the operating of the TAB key (3) is taken up again by the first key (at the extreme left) of the decimal tabulator.

**To erase**

It is advisable to move the carriage to one side so that the erasure dust does not fall into the segment thus impairing the perfect functioning of the machine.
Cleaning the type face

For a really first class impression, clean the type face frequently with the brush found in the accessory box, moving it backwards and forwards over the type. If certain type faces become clogged with hard ink, place a cloth under the typebars, remove the ink by tapping briskly with the brush moistened with petrol. Be careful not to touch the keys and the card holders whilst doing this.

Cleaning the platen

The rubber platen should be cleaned only with spirits (keep this away from the card holders). Never use petrol or benzine as these are solvents of rubber.

Cleaning the machine

Clean the machine without dismantling it. In particular, remove dust and erasure particles with the duster or small brush. The parts to be cleaned can easily be reached with the brush. Be very careful when cleaning with the brush in order not to break the springs or bend any delicate parts.

Important

Avoid the card holders coming into contact with petrol, white spirit or a dilutive as their transparency would be affected. Instead, clean them with a soft duster moistened with soapy water. Likewise, the lateral carriage supports, space bar and platen knobs should never be cleaned with organic solvents (paraffin), but by means of a cloth moistened with soapy water. Make sure that no soapy water spills on to the metallic parts. A duster slightly moistened with white spirit may be used for cleaning the painted parts.

Oiling

The rails which guide the carriage should be wiped occasionally with a cloth moistened with oil. Use only the finest quality oil. Never oil the slots in which the type bars move, nor the type bars themselves. We strongly advise having the machine oiled, cleaned and examined once a year by an official HERMES dealer.
Specification of the devices of the HERMES 9

1. Left shift key (page 3)
2. Shift lock (pages 3, 6)
3. Tabulator key (pages 7, 8)
4. Type bar guide (page 7)
5. Left card holder hole (page 4)
6. Ribbon winding ratchet wheel (page 7)
7. Left lateral ribbon guide (pages 6, 7)
8. Left rubber roller (page 2)
9. Left platen knob (pages 4, 5)
10. Line space lever (pages 2, 4)
11. Left button for moving the carriage (page 4)
12. Lever for regulating the line spacing (page 4)
13. Intermediate paper table (page 5)
14. Left margin lever (page 5)
15. Mobile paper side guide (page 3)
16. Visible left margin stop (pages 3, 5, 6)
17. Left card holder (pages 2, 3)
18. Ribbon carrier (page 6)
19. Ruled paper ball (page 2)
20. Right card holder (pages 2, 3)
21. Card holder graduation (page 4)
22. Paper support (pages 2, 6)
23. Back protection plate (page 2)
24. Visible right margin stop (page 5)
25. Right margin lever (page 5)
26. Paper release lever (page 2)
27. Lever for setting and clearing tabulator stops (pages 7, 8)
28. Right button for moving the carriage (pages 4, 5)
29. Right rubber roller (page 2)
30. Right platen knob (page 4)
31. Paper guide plate (page 3)
32. Right lateral ribbon guide (pages 6, 7)
33. Arm of the right hand spool (page 6)
34. Individual touch regulator (page 5)
35. Indicator for changing the colour of the ribbon (page 6)
36. Back space key (page 4)
37. Margin release key and the freeing of jammed type bars (page 6)
38. Right shift key (page 3)
39. Space bar (page 3)
40. Front protection plate and notebook holder (pages 2, 5, 6)
N. B. In certain keyboards the TAB key (No. 3) is replaced by the back spacer (No. 36) and vice versa.
1. Unscrew these 4 hexagonal head screws and separate the machine from the cardboard plate.

2. Remove this screw and this coppered plate.
3. Do the same on the opposite end of the carriage.

4. Take off the front cover and push carriage sideways. Unhook the spring and remove the coppered hook.
5. Do the same on the opposite side of the machine.

For the cleaning and overhauling of your typewriter, we recommend you to contact the official HERMES agent.

We reserve the right to modify at any time and without previous notice, the appearance, characteristics and price of the machine described in the present booklet.