How to use certain devices

Card-holders (page 5)

Decimal tabulator (page 12)

Lightning margins (page 8)

Changing the platen (page 13)
Preliminary operations

Inserting paper

Apart from the usual introduction of the paper with the help of the platen knobs (7 or 33), on the HERMES AMBASSADOR the paper can be automatically inserted to the height of the first line of writing. After having taken care to spread out the paper support (27) by pulling upwards, slide the sheet of paper (reverse side against oneself) between the platen (19) and the paper table (24), and release it. Then pull the handle (29) right forward, smoothly and gently. This operation automatically puts the sheet in place. Release the handle which will return immediately to its normal position.

So that the automatic introduction is effective under the best conditions, care must be taken that the transparent card holders (20 and 22) at the time of the paper introduction, support as much of the paper as possible and that the small rubber rollers (15 and 28) of the paper bail (21) are brought sufficiently near to each other (see illustration), especially if it is a question of a narrow sheet of paper or a postcard for example. There is a very ingenious device for introducing paper in such a way that it stops at the height where the first line of writing must be typed. The typist measures on the paper bail (21) the distance between the place for the first line to be typed and the top edge of the paper—it is only necessary to take this first measurement the once. Suppose the number 24 is read, then the slide (30) is moved to this number. Naturally the paper can also be inserted in the same way as on other machines by turning the platen by means of the knob on the right (33) or the left (7). This method would have to be employed when a great number of sheets (carbon and paper) must be introduced all at the same time; in this case, care would have to be taken to first pull the paper release lever (11) towards one. When the sheets of paper are well fixed between the platen and the paper table, push back the lever (11). Finally, when the sheets appear in front of the platen, lift up the paper bail, pass the sheets under it, and drop back into place.
Preliminary operations

Adjusting paper

If the paper is crooked, pull the paper release lever (11) taking hold of the paper as it becomes free and adjust so that it is parallel to the paper bail (21). When this is done, push back the lever (11).

The divisions of the paper bail (21) help to determine the margins (page 8) and to set the stops of the automatic tabulator (page 12). The two small rubber rollers (15 and 28) can be moved to left or right according to the different widths of paper used. They are particularly useful for typing on postcards or very small forms. As seen in the previous chapter, they permit the faultless automatic introduction of the paper.

Extending paper support

This device (27) serves two purposes:

1. It prevents the inserted sheet from hanging down the back of the machine, when it comes through the carriage.

2. It warns the typist that the bottom of the page has been reached, by the markings on the two arms of the paper support for sizes in most common use, and that it is time to start on another sheet.

Stencil support

Fixed to the carriage behind the paper support are two supports (18 and 26) which are needed when typing stencils. In fully extending these supports the stencils are prevented from being spoilt by contact with the back part of the machine. In other words, this device completes the work of the paper support (27).

Notebook holder

On the front protection plate (54) one can place above the keys, a shorthand book of the appropriate size. When the holder (55) is used one can see the shorthand book better, avoid backache and also the work will be more agreeable.
Typing rules to be observed

Front and back protection plates

To have access to certain devices—card holder pressure regulators (see following chapter), touch regulator (page 9), changing the direction of the ribbon (page 11)—you must pull the front protection plate (54) towards you by taking hold of the top part above the mark HERMES.

As regards the back protection plate (25), it swings back easily on its two axes to give access to the motor. **But before opening the plate be sure:**

- a) to pull out the plug connecting the cord to the machine;
- b) unscrew the screw showing under the traction cord (17).

Card holders (or line guides)

On each side of the type bar guide (35) are found card holders (20 and 22) which enable one to type at the very top of the sheet even before it is passed under the paper bail (21). These card holders are made in such a way that they hold paper of normal thickness against the platen with the appropriate amount of pressure. If it is a question of typing on forms or postcards of relatively strong card board, one can increase the pressure of the card holders by turning towards the platen the two knobs 4 and 36 to which one has access after having opened the front protection plate 54. When typing on ordinary paper, care must be taken that the card holders are always in their normal position, that is to say, when the raised part of the knobs is horizontal. Finally to have total access to the line on which you are typing (e. g. to erase) turn the knobs towards the keyboard (see illustration on back of cover). These card holders have the even further advantage of being transparent; but note that petrol is injurious to their transparency.

Mobile side paper guide

On the left side of the paper table (24) there is a graduated guide (16) which can be moved sideways. This is purposely a little stiff, in order that it will not move of its own accord. It serves as a guide when inserting many sheets at the same place, assuring that all documents have the same size left margin, without having to alter the margin stop each time.
Typing rules to be observed

Capital letters

To type capitals or the signs indicated on top of the keys, press one of the keys 44 or 49 which are on each side of the keyboard: the pressure must be maintained whilst striking a key. If you wish to write a series of capitals, you must press the key No. 45 or 50 right down. To return to normal writing (small letters) it is sufficient to touch one of the keys No. 44 or 49, and then the basket which is formed by the segment and the typebars, will return automatically to its original position.

Space bar (47)

This serves to move the carriage from right to left, to separate two words or even to space a text.

Buttons for moving the carriage

The buttons 9 and 31 allow the rapid movement of the carriage from right to left or vice versa, by pressing them with the thumb and at the same time holding the knob of the platen with the other fingers. For the right side it is preferable to press with the index finger and guide with the thumb using the plate to be found immediately to the left of the button 32.

Back space key

To move the carriage back one space, you must use the back space key (43). This would be used either to strike afresh a badly printed letter, or to make a correction. By pressing this key smartly and releasing it, the carriage is brought back one space, which is equal to one letter or sign. On the other hand, if you press this key down without releasing it, the carriage is maintained in the back position of one and a half spaces, which is very useful for the insertion of a letter or sign which has been omitted; but this is only with writing of 2½ mm spacing.

Carriage return and line spacing

The automatic return (electric) of the carriage and automatic line spacing (electric) are executed simultaneously by simply pressing key 51. If the electric current is not used or the machine is not fitted with a motor, you must resort to the normal method; the line space lever (5) must be moved by two fingers of the left hand.
Typing rules to be observed

The HERMES AMBASSADOR has five different spacings for typing. The spacing is altered by means of the knob (10).

Writing line and type position

Vertical guide lines are engraved on the card holders (20 and 22) in the form of vertical divisions. Any of these lines will show where the middle of a letter will be printed or placed. The horizontal line shows exactly the height of the writing line. The guide lines are used for replacing letters that had to be taken out of the machine before completion, or for corrections.

Drawing lines with pencil

To draw horizontal or vertical lines on the paper in the machine, insert the sharp point of a pencil in one of the holes of the card holders (20 or 22) and move the carriage sideways or turn the platen, whichever is required.
Typing rules to be observed

Platen release

for

a) writing between two lines. At the extreme left of the carriage is a small knob (12) for releasing the platen. By pushing it back to the figure 0, the platen is free of all line spacing but returns to the original line spacing when the knob is returned to its original 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.

b) writing on lined paper. Apart from the former device you can entirely free the platen so that it will not return to the former line space, by pressing the centre part of the left knob of the platen (8). This method is used when typing on forms or lined paper and when none of the five line spaces is of any use; likewise for reinserting a page already begun. When releasing this part (8) the ratchet is reengaged and the line spacing starts again from there.

Intermediate paper table

This device (23) assures the perfect automatic introduction of paper, and is also very useful for erasing a number of copies, for example, or to write some words by hand without taking the sheet of paper out of the machine.

Lightning margins

The margin stops fix the left and right margins of the text. To set the left margin stop move the carriage to the place where the first typed sign is desired to appear, and press button No. 6. Automatically, the margin stop will be set at the desired spot. For the right margin, make the same operation with button 32 having moved the carriage to the place where the line of writing is to finish.

To move the left margin more to the left, hold down the button 6, whilst pushing the carriage along to the spot fixed for the new margin (see illustration on back of cover). Then release the button 6. To move the right margin more to the right, button 32 must be pressed simultaneously with the button for moving the carriage (31). Then allow the carriage to slide to the point where the new margin is desired and release the two buttons.
Typing rules to be observed

**Margin release key (end of line) and free margin key**

The type bars lock automatically about six spaces after the bell rings. To write beyond the margin press the margin release key (41), when five more spaces will be available and the bars are once again locked. If key No. 41 is again touched, it will be possible to type to the extreme right of the platen. This key also enables one to write beyond the left margin—without moving the margin stop (6)—if held down from the place where the carriage stops.

The free margin key (42) which is immediately above the margin release key, performs the same function as the latter but for the right margin. But in addition the simultaneous use of the free margin key and the key 51 (electric carriage return key) or the line space lever 5, automatically stops the carriage four spaces after it has freed the left margin. Sub-titles or numbers for example can thus be kept uniform without difficulty.

**Touch regulator**

To adjust the touch of the HERMES AMBASSADOR to your own taste, use the touch regulator button (1) to which access is gained by pulling the front protection plate (54) towards you. When the button is completely to the left the touch is light; it becomes gradually harder when the button is pushed to the right.

**Key for freeing jammed type bars**

It sometimes happens that two type bars jam (see illustration on page 11), press lightly on key 56 to free them.
The ribbon

Changing the colour of the ribbon

The lever 46 and the four colour points which are immediately above the back space key (43), show what colour will write without having to test by typing. The blue corresponds to the top part of the ribbon, the yellow to the centre, the red to the bottom part. Finally, if lever No. 46 is against the white point, the ribbon is neutralized (for stencils).

Stencils

To cut a stencil, proceed as follows:—
Neutralize the ribbon by moving the lever No. 46 into centre position (white point). Spread out the two stencil supports (18 and 26) which are mentioned on page 4. After having well cleaned the keys and inserted the stencil the work can be commenced, taking care to strike the keys uniformly. (All HERMES models are famous for their beautiful type, and the HERMES AMBASSADOR is also particularly well adapted for the cutting of stencils.)

Choosing ribbon and spools

To ensure that the ribbon on the HERMES AMBASSADOR runs smoothly, it must be wound on to a spool of the same kind as the HERMES spools. The ribbon must be 13 mm wide and have an eyelet about 12 cm from each end. To assure good typing, the ribbon must be thin and firm.

How to change the ribbon

1. Depress the shift lock key, and turn the colour control key (46) to “Red”.
2. Pull the front protection plate (54) towards you in order to have access to the ribbon devices, and take careful note of how the old ribbon is placed.
3. Wind the ribbon on to one spool, until the eyelet appears.
4. Strike two keys in the centre of the keyboard at the same time, so that they are jammed together. The ribbon carrier (37) will then be completely raised, and the ribbon can easily be pulled out. Finally, take out the ribbon from the four side ribbon guides 2, 3, 38 and 39.
5. Remove the two spools, throw away the worn ribbon, then hook the end of the new ribbon to the empty spool and wind at least up to the eyelet.
6. Place the two spools on their axles (with the red at the bottom if the ribbon is bi-coloured), making sure that the pin near the axle penetrates well into the second hole of the spool. Take care also that the eyelet of the ribbon comes between the axe of the spool and one of the lateral guides (3 or 38). Then insert the ribbon in the two slots of the ribbon carrier (37). Afterwards pass the ribbon through the four lateral guides (2, 3, 38, 39). This operation being completed, unlock the shift carriage, free the two type bars jammed together, refit the protection plate, and if necessary push back the ribbon control lever (46) to blue, or yellow.

Reversing the ribbon

a) **Automatic reverse.** When the ribbon has wound itself completely on to one spool, it automatically reverses and winds itself on to the other spool, but only if the ribbon is fitted with eyelets at both ends.

b) **Manual reverse.** Should it be necessary for one reason or another to change the winding direction of the ribbon, pull open the protection plate (54) and push sideways the device No. 40. When the manual reverse ribbon lever is pushed right to the left, the ribbon winds itself on to the right spool: when it is pushed to the right, the ribbon winds on to the left spool.
Tabulators

Automatic tabulator

The tabulator is a mechanism for moving the carriage automatically from one column to another.

a) Setting the stops.
   The graduations of the ruled paper bail (21) correspond to the tabulator stops. If, for example, you wish the carriage to stop at the 30th space, move it along until the slot of the type bar guide (35) is level with the point 30 on the ruled paper bail. Press the key + (52). The same procedure applies for setting other stops: pull the carriage to the far right. After that, at each pressure on the first key (48) of the decimal tabulator or, on machines with neither decimal tabulator nor motor, on key 51, the carriage will stop at each pre-selected point.

b) Individual clearing of tabulator stops.
   If you wish to clear a stop to do away with a column no longer required, press the extreme left key of the decimal tabulator to bring the carriage to the point where the stop is set, then press the key — (53).

c) Clearance of all stops.
   To clear all stops at once, simply pull the handle No. 13 from back to front.

Decimal tabulator

The HERMES AMBASSADOR is supplied on demand with a decimal tabulator which simplifies the writing of tables and bookkeeping work. The decimal tabulator distinguishes itself from the automatic tabulator by the fact that in moving one of the eight keys, the carriage is moved to the desired point, according to whether it is a question of units, tens, hundreds, etc. (see illustration on the back face of cover).

Suppose you want to type one or more columns of figures, for each column move the carriage to the place where the units would be typed and then set a stop by pressing key + (52). If a number of two figures for example is to be typed in the first column, press the second tabulator key from the left to move the carriage. But to pass directly to the fourth column of figures, for example, depress four times the decimal tabulator key which must be used to strike the first figure in that fourth column.

To clear a tabulator stop of one of the columns, see the previous chapter (under b): Individual clearing of tabulator stops.
Changing the platen

If, for one reason or another, you wish to change the platen (in order to replace it by a harder one so as to obtain more clear copies, or by a softer one to lessen the noise of the typing) proceed as follows:—

Pull the paper release lever (11) towards you, lift up the ruled paper bail (21) and the intermediate paper table (23). Move the card holders (20 and 22) from the platen. Turn the white line on the two knobs of the platen (7 and 33) towards the white points painted on the side plates of the carriage. Pull the two central parts (8 and 34) of the platen knobs right out one after the other by means of the finger and thumb: then lift out the platen which will release itself very easily. Fit the new platen taking care that the red arrow on one of the sides points downwards (see illustration on back of cover) and corresponds to the red arrow on the inside of the left part of the carriage. For platens marked with two arrows (one right and one left) this precaution is unnecessary. But the white marks on the knobs (7 and 33) and the white points on the carriage protection plates should correspond when the new platen is fitted. The two central parts of the platen knobs 7 and 33 should be pushed into place again: replace the ruled paper bail (21) and the intermediate paper table (23). Move the card holders (20 and 22) into their normal position: push back the paper release lever (11).

Changing the carriage

Move the card holders (20 and 22) away from the platen. It is necessary to first pull out the plug of the electric cord if the machine is fitted with a motor. Move the carriage to the extreme left. Detach if necessary the traction cord (17) from arm of the automatic electric carriage return (14), not letting the cord go but hook it on to the small guide shaped like a fork which is found to the extreme left in the well where the arm (14) runs. Unscrew the nut on the right of the carriage case by means of a special tubular key supplied by the HERMES agents. Push the carriage to the extreme right: unscrew the nut on the left, then move the carriage into the central position. Press on the two keys (6 and 32) of the lightning margins. Hold the carriage and its case by the sides and lift the lot right out.

To put back a carriage, either the same one or another, follow the directions in reverse. Hold the carriage by its two ends, place it on the machine, move the margins to the extreme right and left: rescrew the nut on the left, then that on the right: rehook the traction cord to arm of automatic electric carriage return. (Do NOT omit this operation because if afterwards you touch the key 51 without the traction cord being refastened to the arm, the motor could be damaged.) Replace the card holders in their normal position as well as the rear protection plate and the plug. One can then begin typing again.
**Maintenance and cleaning**

**To erase**

It is best to move the carriage to one side, in order that the eraser dust does not fall into the segment. If this dust was to mix with the oil, it would choke up the parts which would stick and render typing difficult if not impossible.

**Cleaning the type**

If you wish to have always beautiful typing, the types must be cleaned every day; but it is not necessary to use petrol for this. A brush for cleaning is supplied in each box of accessories. If certain types become clogged with hardened dirt, remove this by-touching lightly with the brush or duster moistened with petrol. The use of spirits should be avoided as this could cause rust. Using a brush soaked with too much petrol does more harm than good. It will be noticed that the front protection plate (54), which must be pulled towards one in order to have easier access to the keys, can shield the keyboard when petrol is being used, and also protects the operator against splashes.

**Cleaning the platen**

The rubber platen must only be cleaned with spirits. **NEVER use petrol or benzine** as these are solvents of rubber.

**Important**

Do not allow the card holders to come in contact with petrol or spirit because the transparency would suffer.
Cleaning the machine

Clean the machine regularly without dismantling it. In particular, remove dust and erasings with the duster or small brush. The parts to be cleaned can easily be reached with the brush. However, most of the erasings will be automatically carried to left and right of the carriage by a little brush centrally fixed under the carriage. Be very careful when cleaning with the brush in order not to break the springs or bend any delicate parts. It is not necessary to use the brush for the rear part of the machine where the motor is fitted, as this is sufficiently protected from the dust. The space bar and the platen knobs should not be cleaned with any organic solvents (petrol, paraffin, turpentine, trichlorethylene, alcohol, etc.) but with a cloth wetted in soapy water.

Oiling

The HERMES AMBASSADOR typewriter is built in such a way that most of the parts in continuous use are not subject to friction, but roll easily. The rails which guide the carriage sideways are provided with ballbearings and to avoid rust must be wiped occasionally with a cloth lightly moistened with oil. Use only first 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 agent.

Asynchronous motor

The HERMES AMBASSADOR is generally fitted with an asynchronous motor that can be run off 50 or 60 cycles A.C., 100-125v or 200-250v. (For any other current, a universal motor is fitted.) When leaving our Works, each asynchronous motor is ready to work on 50 or 60 cycles A.C., 200-250v. If you have 100-125v A.C., the power divider plate (A), fixed with two screws (B), must be turned to show 100-125v (see drawing on page 16) if this has not already been done by the agent. For access to the motor, see page 5 of the "Instructions for Use" under "Rear protection plate."—When the machine is covered, one should, for safety's sake, take out the plug.
Universal motor

If the HERMES AMBASSADOR is fitted with a universal motor (as it will be if your machine works off D.C. = or A.C. ~ of different voltages than those mentioned on page 15), the HERMES agent will certainly have fitted the motor with the correct resistance. One could check by using the table given hereunder.

Table of resistances for the HERMES AMBASSADOR universal motor

<table>
<thead>
<tr>
<th>Tension and nature of current</th>
<th>Resistances</th>
</tr>
</thead>
<tbody>
<tr>
<td>100–135 V =</td>
<td>yellow</td>
</tr>
<tr>
<td>125–135 V ~</td>
<td>green</td>
</tr>
<tr>
<td>135–160 V ~</td>
<td>yellow</td>
</tr>
<tr>
<td>135–160 V =</td>
<td>brown</td>
</tr>
<tr>
<td>160–200 V ~</td>
<td>white</td>
</tr>
<tr>
<td>160–200 V =</td>
<td>black</td>
</tr>
<tr>
<td>200–230 V =</td>
<td>red</td>
</tr>
<tr>
<td>230–270 V =</td>
<td>blue</td>
</tr>
<tr>
<td>250–270 V ~</td>
<td>blue</td>
</tr>
</tbody>
</table>

N. B. The resistance is the oblong part fixed by two screws to the top part of the universal motor.