Key to better typing
A strikingly new IBM Electric

More than a quarter of a century in electric typewriting manufacturing experience has gone into your new IBM.

The product of this experience is a combination of styling and engineering advances designed for easier typing - - - easier on your fingers and easier on your eyes.

The following pages should prove to be a helpful guide in reviewing the features and operation of your new electric typewriter. Keep this booklet as a handy reference for optimum typewriter performance. And, as always, your IBM representative is available to answer any questions you may have.
Featuring:

- Buoyant Keyboard
- Personalized Touch
- 13" Quiet-Glide Carriage
- Multiple Copy Control
- Copy Guide
- Clear View Card Holder
your electric carriage

- 3. Line Position Reset
- 4. Paper Table
- 5. Paper Guide
- 6. Copy Guide
- 7. Front Paper Scale
- 8. Line Space Lever
- 9. Paper Bail
- 10. Multiple Copy Control
- 11. Clear View Card Holder

1. Carriage Release Lever
2. Paper Release Lever
The new IBM 13" Quiet-Glide Carriage provides you with a longer writing line to go with those exclusive features that insure maximum performance with minimum effort.

1. The easily accessible carriage can be moved by hand. Simply depress the left or the right Carriage Release Lever located on either side of the carriage.


3. The invaluable Line Position Reset permits typing between the lines and the quick return to the original line position.

4, 5. To insert the paper with accuracy, rest the sheet squarely on the Paper Table and against the Paper Guide.

6. The exclusive Copy Guide has three basic advantages:
   a. Prevents the refeeding of copies around the platen;
   b. Provides a convenient erasing table;
   c. Its two scales permit easy reading when determining proper margin and tab settings. The top scale is an inch scale.
   d. Permits immediate centering of 8½ inch wide paper in the typewriter. Insert the paper so that its left edge just touches the right edge of the horizontal line on the left side of the Copy Guide. The center of the paper will then be at 49 on the Front Paper Scale.

7. The clearly visible Front Paper Scale corresponds to the Copy Guide which indicates the position of your carriage and enables you to set margins and tabs accurately.

8. Line spacing of your choice—single, double or triple—by moving the Line Space Lever to the position labeled 1, 2, or 3.


10. The exclusive Multiple Copy Control moves the platen backward to compensate for those additional copies, allowing the type bar to strike the paper evenly. It is your key to quality carbons. The weight of paper and carbon paper you use is an important factor in determining the correct setting. The Multiple Copy Control Lever should be left at "A" when typing one to four copies. As a general rule, the lever should be advanced one position for every 3-5 extra copies (after the first four).

11. The new Clear View Card Holder gives you a longer visible work area, improves paper feeding and card holding, and permits you to type to the bottom of the paper.
fingertip keyboard
The IBM Buoyant Keyboard, standard equipped with 86 characters, puts the control keys right at your fingertips. Adjustable to your touch, the Buoyant Keyboard cushions your stroke for smoother, easier typing.

**Margin Release Key**—Permits you to write beyond the right- or left-hand margin by depressing the Margin Release Key and continuing beyond that point.

**Tab Key**—A “touch-go” action of your little finger moves the carriage to the desired tab stop. The fast, quiet, cushioned tabulation is made possible through IBM’s newly engineered “Decelerator” action.

**Impression Indicator**—To determine the correct setting for each type of work, use the comma and period as a test, adjusting the Impression Indicator so they print distinctly, but not heavily. The Lever under this window moves forward and backward, enabling you to change the force with which the type bars strike the paper. The higher the Indicator, the harder the type bars strike.

**Personalized Touch**—A new feature designed to guarantee every typist maximum quality work regardless of the touch. By moving the control (X-ray view on preceding page) forward or backward, you can personalize the touch of the new IBM Electric to match your individual typing stroke without affecting the quality of the typed impression.

**Shift Keys and Shift Lock**—Light finger action locks or releases the Shift quickly.

**Typematic Keys**—The extra “built-in” action gives these keys repeat performance only when desired. By depressing beyond normal depth and holding down any one of these keys, the action repeats until the key is released.

**Tab Set Lever**—Tab stops may be set by positioning carriage and depressing the Tab Set Lever.

**Tab Clear Lever**—Tabular stops may be cleared by tabulating to the point you wish to clear, and depressing the Tab Clear Lever. To clear all stops at once, tab to the end of the writing line, depress the Tab Clear Lever and, while holding it down, touch the Carriage Return Key.

**Backspace**—Extend your little finger and “tap” lightly to space the carriage back.

**Carriage Return**—A flick of your little finger returns the carriage to the left-hand margin and automatically spaces the paper, according to the setting of the Line Space Lever.

**Electric Switch**—The easy-to-see, easy-to-use switch should be turned off when your IBM is not in use. When “Off,” your keyboard locks to protect any work remaining in the machine.
The new Margin Reset Key now reacts to a light, light touch. Its keyboard location makes margin setting quick and convenient.

**To Reset Left-Hand Margin:**

1. Touch the *Carriage Return Key* (to locate your present left-hand margin).
2. Depress and hold down the *Margin Reset Key*.
3. Move the carriage to the new margin position. For short distances, you can move the carriage to the left by using the *Space Bar* (illustration A) or to the right by using the *Backspace*.
   For longer distances, move the carriage to the right or left by depressing the *Carriage Release Lever* (illustration B). When you release the *Margin Reset Key*, the margin is set.

**To Reset Right-Hand Margin:**

1. Tabulate to end of writing line until the carriage locks.
2. Same as Step 2, left-hand margin.
3. Same as Step 3, left-hand margin.

**Automatic Line Lock**

The bell will ring approximately 10 spaces before your right-hand margin. When the margin is reached, the keyboard locks automatically and the type bars will not print.
You will find the Line Position Reset (illustration A) invaluable whenever you:

a. Type above or below the line.
b. Make corrections.
c. Double underscore.
d. Type subscripts.
e. Type superscripts.
f. Type exponents.

The Line Position Reset securely locks out standard spacing and gives you a free-rolling platen. To move from original position and back again, follow these steps:

1. Pull forward the Reset Lever.
2. Roll the platen to the desired place.
3. Type.
4. Return Reset Lever to normal rear position. Your regular spacing is resumed.
5. Return to original line position.

The Platen Variable (illustration B), when depressed, permits the platen to be moved freely in either direction.

It should be used to reinsert a typed page and locate the original typing line for corrections or additions.
more from a fabric ribbon

Longer Life for your Fabric Ribbon

Your IBM Electric gives you maximum ribbon usage with three lanes on single color ribbons. The Ribbon Position Lever numbered 4, 3, and 2 in the diagram controls typing on the lower edge, center, and top edge of the ribbon. There is a heavier “click” between position 2 and stencil writing (position 1). On two-color ribbons, your writing positions are number 2 and number 4.

For longest wear and sharp, even impressions, change the Ribbon Position Lever frequently. The used positions will re-ink as you type on another lane.

Fabric Ribbon Changing is Easy

A fast, simple way changes your new IBM ribbon with no fuss, no smudge and no bother.

1. Depress Ribbon Rewind Lever to wind all old ribbon onto left spool. Ribbon is always changed by removing left-hand spool.

2. Open front cover of typewriter by bringing forward Left and Right Latches located in front of Impression Indicator and “On-Off” Switch Levers. Cover is released. Lift up and back.

3. To loosen and eject Clean Clip from right spool hub, bend it downward and lift out. Pick up left-hand spool and pull remaining ribbon through guides and discard.

4. Place new ribbon on left pin, and grasping Clean Clip, thread through left-corner guide, center guide, and right-corner guide. (Be sure ribbon unwinds from left side of spool.)

5. Place ribbon end clip into empty spool hub.

If you do not have the new IBM Clean Clip Ribbon, follow these steps in changing ribbon:

1. & 2. Same as above.

3. Release right end of ribbon by pushing red tab as indicated by arrow. Pick up left-hand spool and pull remaining ribbon through guides and discard.

4. Place new ribbon on left pin, and grasping ribbon end, thread through guides. (Be sure ribbon unwinds from left side of spool.)

5. Pass ribbon around right-hand corner guide. Open ribbon lock by pushing red tab as indicated by arrow. Insert ribbon into ribbon lock and release red tab. Do not leave more than half an inch of the free end of the ribbon extending past the ribbon lock, so that the ribbon will not interfere with the automatic rewind.
A beautiful, print-like effect identifies the work of your carbon ribbon. You're ready to type when you:

Press Ribbon Position Lever down for stencil position, then lift it one notch, placing the ribbon in writing position.

When the ribbon is almost used up, the Ribbon Supply Indicator becomes visible as a red line through the “ON-OFF” switch window. This is controlled by the ribbon supply indicator wire, located at the back of the right mounting bracket, below the tension wire. When the new ribbon is inserted, be sure this wire fits firmly around the back edge of the ribbon to insure proper feeding as well as indication of ribbon supply.

Your Carbon Ribbon: Time for a Change
There's a welcome change in store for you. “Quick and easy” best describes changing carbon ribbons in your new IBM Electric. Just follow these simple steps:

1. Turn typewriter “OFF” and lift cover as described on page 8, number 2.
2. Push the Ribbon Release Button down to open the pressure rollers, and push it still further down to free the take-up spool, which will then lean to the left.
3. Slide take-up spool up and out of metal mounting bracket. Pull the spool apart into two halves and discard used ribbon.
4. Reassemble two halves of take-up spool, and holding “butterfly-shaped” side away from typewriter, slide knob on other side down between the vertical prongs of mounting bracket. Push mounting bracket back to the right until it snaps into place.
5. Hold new spool of ribbon so that pink leader feeds toward you, with printed side of spool facing out. Push back Ribbon Supply Indicator wire to make room for ribbon. Slip new spool firmly onto knob in right bracket so that lower back edge of ribbon rests snugly in a bend in the Ribbon Supply Indicator wire.
6. Bring pink leader toward you, double it back over the top of the tension wire, thread it through the right spool guide, right corner guide (where shiny side of ribbon will turn to face you), center guide, left corner guide, pressure guide, between pressure rollers and onto the take-up spool, following line and arrow on take-up spool.
7. Holding Ribbon Release Button down, slowly turn take-up spool several times to secure ribbon firmly, then snap the spool back into place against typewriter. Leave some pink leader extending free from spool, to use later when removing used ribbon. Pressure rollers are automatically re-engaged with your first typing stroke.
8. Now turn the typewriter back “ON” and the take-up spool will automatically turn into the correct typing position, adjusting any ribbon slack.
The beauty of your IBM typewriter hides its ruggedness. Minimum care will insure maximum performance indefinitely.

**Cleaning Type:**

Spread a cloth or tissue in front of the type to protect your clothing. Clean the type on your IBM Electric daily, using a dry bristle brush, with a brushing motion toward you and away from the type basket. No cleaning fluids are necessary. If your type becomes caked with dirt, use a tapping motion with the ends of the bristles of your type cleaning brush. Finish the cleaning by wiping the type faces with a clean, dry cloth. If you do use a cleaning fluid, moisten a cloth slightly and dab the type faces lightly. Avoid excessive use of any fluid and do not oil your machine. Oil used indiscriminately may contact rubber parts and cause damage. Heavy pressure is not necessary to clean the keys—whether you use a brush, cloth, or plastic type cleaner.

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**Caution:** Certain cleaning fluids may have a harmful effect on the plastic parts and painted portions of your typewriter. Use of a mild detergent, only, is recommended. Where stubborn stains are encountered, consult with your local IBM Service Department.

**To Find The Serial Number** — Move the carriage all the way to the right. The serial number is located on the steel frame of the typewriter between the front and rear carriage rails.
matter of minutes

Removing the Platen:

1. Center the carriage, raise tops of Paper Bail, Carriage End Covers and Copy Guide.
2. Lift up latches. Lift out platen.
3. To replace platen, center the groove in the right platen shaft on the carriage end plate and bring latches forward and down.

To clean feed rolls, remove the platen and the metal deflector underneath (by grasping ends and pulling out). The feed rolls are now accessible for cleaning. When replacing deflector, place back edge in first.

Cleaning Platen, Feed Rolls and Bail Rolls

To assure proper feeding of the paper and to prevent feed roll or bail roll markings, clean the platen, feed rolls and bail rolls periodically. If you type many stencils, frequent cleaning is suggested. A number of platen cleaners, which can be applied with a dauber or cloth, are available from stationery suppliers. Use the cleaning fluid sparingly.
Your IBM Electric is in itself a typing timesaver. These short cuts will enable you to make even greater reductions in your typing time.

To **Underscore Backwards**, tap the Backspace and the Underscore at the same time. Think of the many times you’ve typed a heading, returned the carriage, and then had to turn the platen down one line before you could underscore. Now, you can start underscoring and backspacing as the very next step after the last character in the heading.

You may want to **Space Vertically** on a page to print a uniform column of quote marks, parentheses, or any symbol. This can be done easily and rapidly. For example, depress the **Quote Mark Key**; then depress the Backspace and Carriage Return Keys simultaneously. Repeat this sequence as many times as needed. For quick and simple operation, use the forefinger and thumb of your right hand to touch the Backspace and Carriage Return Keys. Use the forefinger of your left hand to depress the particular key you wish to type.

**Immediately after the last line write and underscore At Once. You should find this a good, working example for quick underscoring.**
Touch the Carriage Return and then the Tab Key for a Partial Carriage Return to your left margin. Of special value when typing columns of figures, this short cut can be perfected by touching the Tab Key just after your carriage has passed the set tab stop.

**tips**

**Addressing Envelopes** — Before removing the letter, drop envelope between the letter and the platen. When you remove the letter, the envelope will come to writing position.

**Corrections on Bound Copies** — Manuscripts stapled across the top can be corrected without removing the staples. Insert a blank sheet of paper around the platen leaving the paper bail in upright position. Select the sheet to be corrected and place the bottom edge of that sheet behind the top of the paper in the machine and in front of the platen. Roll the sheet down into the front of the machine to the desired point.

**Ruling Lines** — Place a pencil in the notch of the Clear View Card Holder and move the carriage from left to right or roll the platen up and down depending on whether you are drawing vertical lines or horizontal lines. When drawing vertical lines, disengage the Line Position Reset.

**Tab Typing** — The longer writing line of your new IBM Electric accommodates manila file folders to enable you to type directly onto the tab edge.

**No Spacing** — When you are at the end of the writing line and wish to return the carriage without spacing, do the following: Simultaneously depress the Platen Variable and the Return Key. The carriage will then return to the beginning of the same writing line. **Note:** When depressing the Platen Variable, do not grip the carriage, or your hand may be drawn into the typewriter as the carriage moves to the right.
Backspace  5
Carbon Ribbon  10
Carriage  3
Carriage Release Lever  3
Carriage Return  5
Clear View Card Holder  3
Copy Guide  3
Electric Switch  5
Fabric Ribbon  8
Front Paper Scale  3
Impression Indicator  5
Keyboard  5
Line Lock  6
Line Position Reset  3, 7
Line Space Lever  3
Line Spacing  7
Margin Release Key  5
Margin Reset Key  6
Multiple Copy Control  3
Paper Bail  3
Paper Guide  3
Paper Release Lever  3
Paper Table  3
Partial Carriage Return  14, 15
Personalized Touch  5
Platen Variable  7
Posture  Back Cover
Ribbon Changing  8, 10
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Ribbon Release Button  10
Ribbon Rewind Lever  8
Serial Number  12
Shift Keys  5
Shift Lock  5
Spacing Vertically  14, 15
Supplies  Back Cover
Tab Clear Lever  5
Tab Key  5
Tab Set Lever  5
Typamatic Keys  5
Typewriter Care  12, 13
Typing Guides  Back Cover
Typing Short Cuts  14, 15
Underscore Backwards  14, 15
for your IBM

1. To insure a flow of electricity, be sure the electric cord is securely fitted into the typewriter as well as the electrical outlet.

2. Switch window should indicate “ON.”

3. When typebars do not print:
   - make certain Ribbon Position Lever is not in “stencil” position.
   - and that Multiple Copy Control Lever is at “A.”

4. When carriage will not move:
   - turn “OFF” for 30 seconds, then “ON.”
   - with switch on, depress Margin Release Key or Tab Key.
   - attempt to move the carriage by hand. Do not force.

for you

Posture

1. Upper arms sloped slightly forward.
2. Forearms on same slope as keyboard.
3. Back erect, supported by backrest.
4. Feet flat on floor.

Typing Touch

When you start typing, begin slowly. Keep your fingertips close to the keys in a natural, curved position. Tap the keys squarely in their centers, using a quick, resilient touch and relax finger pressure the instant you contact the keys. Practice familiar words or sentences.
Your IBM Electric Typewriter and IBM typing supplies are literally “made for each other.” IBM typing materials are designed and tested under quality-control conditions to guarantee optimum performance for your typewriter. For a perfect impression, ask your IBM representative to recommend the ribbon and carbon paper that are best for your work.

Ask your IBM representative, too, about our economical Maintenance Agreement Plan—a program of planned “preventive” maintenance that assures you the finest typewriter performance at all times.

International Business Machines Corporation
Office Products Division
590 Madison Avenue, New York, New York 10022