IMPORTANT.

To ensure perfect working and to retain the high class finish of the plated and enamelled parts, it is essential the machine should be covered up when not in use.

INSTRUCTIONS for the Use & Care of the "IMPERIAL" PORTABLE TYPEWRITER

IMPERIAL TYPEWRITER CO. LTD.,
Leicester, England.

Price, 6d.
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GENERAL INSTRUCTIONS

NOTICE.—Read the following instructions very carefully before attempting to operate the typewriter.

UNPACKING.—Before attempting to use the machine remove the Locking Screw at the right hand side of the Type Unit (at the foot of the Typebar Buffer Post and under the ribbon). There is a green label attached to this screw giving instructions for same to be removed. The carriage is also tied to base of the machine. Cut away all strings which bind the carriage and remove all packing material, when the Typewriter will be quite free. The machine is intended to be used on its Baseboard. When replacing machine in its case, place the case on a table with handle upwards; next set carriage so that Pointer indicates 40 on scale. Then slightly lift up back edge of the Base Board (to which the machine is fastened) and place same just inside the case so that the edge is just up to the wood corner pieces of the case. Then tip the Baseboard with its machine into the case by lifting the front edge up until the weight of the machine will carry the Baseboard into the proper position for locking. Be sure always to put down locking clasp before using the Case for carrying.

Position of Typewriter in relation to Operator.—The operator should be sitting near enough to the typewriter for the finger-tips to just cover the top row of keys while the elbows are resting at the side, and are at the same height as the keyboard. It is advisable for an operator not to have too high a desk for the typewriter, as such a position becomes rather tiring. A lower desk or table with chair to correspond in height is more comfortable and less fatiguing. After reading, and following out the instructions regarding the unpacking of the Imperial, it will be found quite ready for use.

Numbers quoted below refer to Illustration Fig. 1, page 13, unless otherwise stated.

Setting the Margin Stops.—Before inserting the paper, set the Margin Stops to their required positions in accordance with the width of paper, envelope, etc., which is being used. First of all draw the Margin Stop, No. 2, to the extreme left by depressing No. 2A with the left forefinger, when it will be free to move along the scale and will automatically lock in position when the finger is withdrawn. Now set No. 4 (by likewise depressing No. 4A) to the required margin, also moving No. 8 to the right to give the length of writing line desired.

Inserting the Paper.—Paper up to 9 ½ inches wide can be used on the Machine. To insert the paper hold it in the left hand with its face downwards and with top of the sheet towards the operator, then place paper on Paper Shelf, No. 30, close up to the Paper Guide, No. 27, on the left (which latter is provided to keep the typing in unison one page with another, as regards the width of margin on the left), turn the Platen Knob on the right, away from you, which brings the paper round underneath the Paper Guides. Lift up the Centre Paper Guide, No. 10, and if the paper is uneven throw back the Paper Release Lever, No. 9, take hold of the right and left hand corners of the paper and straighten. Do not forget to push back Lever No. 9 before commencing to type. Draw the Carriage to the right of the machine so that you can start to type at the left side of the paper. To turn the paper up to commence the next line of typing, place the left thumb on the front of No. 13 and the forefinger behind No. 14, and press both together, at the same time pushing the Carriage along to the left side of the paper ready for the next line of typing, and according to the spacing required between each line, turn the Line Space Adjuster, No. 15, with the number of the requisite space uppermost.
Selecting the Starting Point.—After the paper is in the machine, set the Carriage just where the typing is to appear. For instance, if you wish to type an address in the right hand corner of the paper, see that Pointer, No. 48 (Fig. 1, page 13), points to 40 on the Scale, No. 43. Avoid slamming the Carriage to the right or left. The typewriter, as it stands, will write all the small letters, the full stop and the comma—i.e., without using either Shift Keys. When the “Cap” Shift, No. 16, is used, this will type Capital letters of all the characters appearing on the keytops, and when the “Fig” Shift, No. 17, is used, it will type all the figures and other special characters shown above the letters on the keytops. It will be noticed that three fullstops are provided on the Imperial, this useful character being always ready for use when small letters, capital letters or figures are being printed.

The Bell.—Just before you come to the end of each line, according to where the right hand Margin Stop, No. 2, is fixed, the Bell will ring, which is to warn the operator that only six more characters can be typed on that line. Then the typebars are automatically locked by the Line Lock, and by depressing the Margin Release Key, No. 11, another three characters may be typed if required.

Touch.—Do not make the mistake of trying to be a speedy operator all at once. It may be that you are fast on a machine of another make, but a beginning on any machine that is new to you must be made slowly and carefully. No two typewriters have the same touch, although their keyboards may be exactly alike, and many a fine instrument has been thrown out of adjustment by a beginner’s disregard of the instructions.

The “Imperial” Typewriter has so light a touch that the novice usually begins by striking too hard; this is a great mistake, as the characters tend to perforate the paper.

Use a light, staccato touch.

Begin slowly, speed will follow.

Commence to type by using the correct fingers.

Depress the Space Bar between each word.

Make one space after a comma, two spaces after a colon or semi-colon, and three spaces after a fullstop.

Carbon Copies—or Manifolding.—For single carbon copies, take a sheet of white paper in the left hand, then a carbon sheet, with the carbon surface uppermost, and finally place another white sheet on top of the carbon. See that the bottom corners (at present held in the hand) are quite level, and feed into the machine just as the paper is held, i.e., with the surface of the carbon facing the operator.

When a number of carbon copies are required, the best plan is to have a rather stiff sheet of paper for the backing sheet, as wide as, but a little longer than, the paper to be used for taking the copies. Turn down about 1½" at the top of this backing sheet, and place the paper and carbons (the latter face downwards) alternately on the backing sheet, with the top of the papers underneath the fold. Lift all up together, get quite straight and put into the typewriter with the backing sheet facing you. The 1½" fold feeds into the machine and takes the whole of the papers and carbons straight through without any trouble. Turn this past the Paper Guide if it is desired to type underneath the fold, and pull the fold out.

Make the paper quite straight in the typewriter by lifting up No. 9, then turn back the work to the place where you wish to commence typing. (“Featherweight” Carbons are the best to use when a good number are required.) Do not attempt to make a correction when you have more than one carbon copy in the typewriter—it is never a success. Wait until you have finished the sheet you have in the machine, then you can correct each one separately.

Supposing, however, you have blue carbons and a black ribbon on the typewriter, alter the first, and original, copy, using the ribbon; then for the carbon copies, erase the word or figure which you have to alter, put into the typewriter
just where the correction is to be made, slip underneath the Line Indicator one of the blue carbons, with the face of the carbon toward the paper, and very gently type the characters you are correcting.

Where it is absolutely necessary for the copy to be typed at the same time as the original (as for legal work), turn up the paper two or three spaces, press back No. 6 (see Figs. 2 and 2a) with the right thumb and lift up No. 5 with the right forefinger, care being taken to see that the Pointer, No. 48 (Fig. 1, page 13), is clear of the Auxiliary Feed Rollers, No. 7, and Centre Paper Guide, No. 10. For instance, where a wrong letter is accidently printed, or it is desired to erase a word or portion of a word, to avoid the Pointer being in the way when making the correction, move the Carriage to the left or right, according to which direction will bring the desired point farthest from the centre, and erase, placing the finger on the paper to hold it in position firmly with the left hand, after which return to the typing point. This will enable you to get at the typing more easily. First erase the bottom copy, then place a small piece of white paper over the erasure, between the paper and the face of the carbon. Now erase the original. (The same can be done with more carbons, but it is not usually a success.) Take out the slip of white paper, turn the matter back to the typing point and type in the correction. If this is carefully done it will not be noticed that an alteration has been made. Use the Back Spacer for spacing backwards when making alterations, or for characters missed out.

**Touch-Typing.**—This is “Typing by Touch” and without looking at the keyboard, but with the eyes resting upon the notebook at the side of the typewriter. Nothing but constant practice, with the correct fingering, will make an expert typist, when touch-typing becomes quite easy, as the fingers fall automatically upon the key-tops.

**Use of Key Tension Control Lever.**—For the purpose of altering the tension of the keys, a lever and numbered dial is provided on the right side of the key lever Cover (see No. 40, Fig. 3). To increase the tension, move lever towards the operator, i.e., from No. 1 to a higher number, reversing this procedure for a lower tension.
Ribbon (How to Take Off).—First lock the Figure Shift, lift up Ribbon Spool Holders, No. 22 (see Fig. 4), remove first the spool from the side on which No. 12 Ribbon Reverse Rod (see Fig. 5) is pushed home, next push over Reverse Rod and remove other spool from shaft. Then disengage ribbon from Ribbon Guides, No. 41 (see Fig. 6), and finally from Centre Ribbon Guide, No. 42 (see Figs. 7 & 8, also 9 & 10).

How to Put On.—First lock the Figure Shift, take one spool in each hand, with the red or least-used colour nearest the operator (see Fig. 11), make a loop and, with the right forefinger, guide the ribbon into the Centre Ribbon Guide (see Figs. 7 & 8, also 9 & 10). Then gradually unwind the ribbon on either side until it reaches the Ribbon Guides (No. 41, Fig. 6), thread through as shown in Fig. 6. Place the spool, containing the least quantity of ribbon, on to the Ribbon Shaft (first having pushed in Ribbon Reverse Rod, No. 12, see Fig. 5), push back No. 12 to the other side of the machine and put on the second, and fuller, spool (see Fig. 4). Clip down the Spool Holders at each side, which will complete the process as shown in Fig. 5. A single colour ribbon can be used on both sides, by changing to second colour position; see No. 19, page 20. Do not throw a ribbon away as soon as you consider it worn, wind it up tightly and put away for a time, it will come out quite fresh again, as the ink will spread into the used part.
Stencil Cutting.—When cutting stencils see that the type is perfectly clean. Do not take off the ribbon, but simply throw out No. 28 (Fig. 3) by drawing the small lever toward the right as far as it will go. Now push in half-way the Reverse Rod, No. 12, so that it projects equally on either side of the machine. This entirely prevents the ribbon from feeding. (For the full process of Stencil Cutting—ask for Booklet.)

To Decrease or Increase Carriage Tension.—Underneath the typewriter, slightly to the left will be seen a toothed wheel; this is the Spring Drum Ratchet Wheel, as seen in Fig. 12. If the carriage movement is found to be at all "slack" or "sluggish" take out Ratchet Safety Screw, No. 38, which will be seen at the side of the Ratchet Pawl, No. 37. Then, once or twice, turn to the right the Ratchet Wheel, No. 36, by using the two grips which project from the centre of the wheel, this will tighten the tension. On the other hand, should the tension be too tightly wound, which will be observed by the letters slightly overlapping when typing at a good speed, then move No. 37 backwards and forwards two or three times, which will slacken the tension. DO NOT FORGET to replace the Ratchet Safety Screw, No. 38, after adjustment is made.

Changing the Type Unit.—Note on Fig. 1, page 13, and Fig. 14, page 15, parts numbered 39 (one on each side). These indicate two small levers which answer a double purpose as follows:

1. When the Link Locks, No. 39, are down they hold apart the Shift Links, No. 46, thereby preventing any play or shake, in their upper bearings.

2. When up, they hold the Shift Link (No. 46) solidly locked to the frame of the machine.
As may be seen from the following, the operation of changing the Type Unit is simple:

TO TAKE OFF.

First. Pull up Parts No. 39 on both sides of the machine until they remain in their elevated position. (See Fig. 13).

Second. Take hold of the Type Unit with the right hand by the upper right hand corner, holding it steady. (See Fig. 14.)

Third. Depress the FIG Shift and lock with the Shift Lock, No. 17. (See Fig. 14).

Fourth. Remove the left hand from the Shift Key to the upper left hand corner of the Type Unit, draw the latter slightly toward you, lift straight up and off. (See Fig. 15, page 16).

TO REPLACE.

First. Take the Type Unit by the upper corners in both hands and carefully set it on the machine so that the two front projecting Fulcrum Screws, No. 44, Fig. 15, on both sides will rest accurately on the flat surfaces of the Links, No. 46 (see Figs. 14 and 15). In doing this the fork No. 45 may be used as an indicator, as this fork must rest properly in the open part of the ribbon guide made to receive it. Then pull the Type Unit back into the slots of the Links, No. 46.

Second. When properly placed, hold the Type Unit steadily in position with the right hand, remove the left hand to the Shift Key Lock, No. 17, and release the Lock (see Fig. 14), allowing Shift Links to grip the Fulcrum Screws.

Third. Give the parts No. 39 on both sides of the machine, a
slight push downwards—a gentle tap—just enough to release them from their elevated position. Do not force them down as they are intended to rest gently against their pins when in their lower position. Do not force anything, the parts will go together with ease if accurately set, if this is not so, it will indicate that the Type Unit has not been placed in correctly.

Oiling the Typewriter.—If the machine is kept well dusted it will not need much oiling, especially if it is in constant use. About every two or three months is sufficient on the carriage runway, and the chief working parts. 'Also a drop of oil in the Typebar bearings where they fit in the slots of Type Unit.

*Do not use an oil can,* but the wire oiler provided, using only as small a drop of oil as possible.

Use only the oil we provide, it is the best procurable; any other is apt to gum when exposed to the air and impede the working of the machine.

Points to remember.—See that the Carriage is centrally located on the typewriter before putting into carrying case. Pointer should indicate 40 on scale.

Type very steadily when manifolding or cutting stencils, as errors in this class of work are very difficult to rectify on any typewriter.

Write to us or your Agent regarding any matters not fully understood.

We invite correspondence from users of the "Imperial" Typewriter, and shall always have pleasure in advising them on any point not fully understood.

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Clean the Type with the typebrush before commencing to use the machine, first placing a duster over the keyboard: brush backwards and forwards, and up and down. Then thoroughly dust the whole of the machine. This brushing and dusting should be done each morning. The life of a typewriter is lengthened by keeping it clean. Always replace the cover when not in use.
Abridged List of Parts and their uses

See illustration Fig. 1, page 13, to which numbers refer unless otherwise stated.

No. 1. Carriage Release.—To run the Carriage from one side of the typewriter to the other, place the left thumb and fore-finger on the Carriage Release and press both together.

Nos. 2, 3 and 4. Margin Stops.—No. 2 is the RIGHT HAND MARGIN STOP, No. 3 is the 1st LEFT HAND MARGIN STOP and No. 4 is the 2nd LEFT HAND MARGIN STOP.

Nos. 2a, 3a and 4a. Margin Stop Locks.—By depressing one of these little plungers by the finger tip, the Stop is free to be moved along the Margin Stop Rod and is again automatically locked in position when the finger is withdrawn from the plunger.

No. 5. Auxiliary Feed Roller Rod.—(The scale No. 43 is mounted on this rod, but has been partly broken away in photo to show the rod underneath.) To lift up, press back No. 6. This makes the typing very accessible for making corrections when taking carbon copies, etc., also when dusting the machine.

No. 6. Auxiliary Feed Roller Rod Catch.

No. 7. Auxiliary Feed Rollers.—Press back the projecting thumb piece, No. 8, with thumb and place first and second fingers at the back to move to right or left of the Auxiliary Feed Roller Rod (No. 5). Adjust according to the width of paper to be used.

No. 9. Paper Release Lever.—This is used for straightening the paper when in the machine. Lift up No. 9 and pull the sides of the paper until it is quite level, push back No. 9.

No. 10. Centre Paper Guide.—This keeps the paper “rounded” in the centre when in the machine, and is a help when typing on postcards or stiff paper. Note: Always lift up No. 10 when inserting paper in the machine.

No. 11. Margin Release Key.—By depressing this Key it is possible to write in the left hand margin when Margin Stops 3 and 4 are set apart. Shortly after the bell rings, the Type Bars are automatically locked to prevent overprinting; by depressing Key No. 11, three additional characters may be printed.

No. 12. Ribbon Reverse Rod.—To wind the Ribbon from one spool to the other, No. 12 should be turned toward the operator, and when the ribbon reaches the end, No. 12 should be pushed in from left to right or right to left according to the travel of the Ribbon. For instance, it will be found that when the Ribbon spool is empty on the right, No. 12 on the left hand side must be pushed in to the right hand side, when the Ribbon will take its way back automatically. It is important to see that No. 12 is pushed in to its fullest extent; if this rod is only partly pushed home the ribbon will not feed.

No. 13. Line Feed Lever.—Place the left thumb on the front of No. 13 and the first finger behind No. 14 and press both together, at the same time pushing the Carriage along to the left side of the paper ready for the next line of typing.

No. 14. Line Feed Release Lever.—To release the Platen, push back No. 14. This is chiefly used when writing on lined paper, by getting the lines exactly level with the top of the Line Indicator No. 25. Also when inserting characters where it is important to be accurately in line with typing already done.

No. 15. Line Space Adjuster.—On this small knob at the left hand side of the machine will be seen three figures, viz.: 1, 2 and 3, and whichever figure is uppermost will indicate how
many line spaces (1, 2 or 3) the paper will be turned up by pressing together Nos. 13 and 14. Therefore, if double spacing is required, turn the knob so that the figure "2" is uppermost.

No. 16. Capital Shift Key.—Used to type Capital letters, or any character engraved on the centre of the type. This Shift Key must be held down while the type is depressed and released afterwards, or if a few words are required to be typed all in Capitals, fix the Shift Key by pressing the left thumb on the CAP Key and pushing back No. 18 with the forefinger.

No. 17. Figure Shift Key.—Used to type Figures, or any characters engraved on the top of the type. This Shift Key must be held down while the type is depressed and released afterwards, or if more than one figure is required fix the Shift Key by pressing down the left FIG Shift with the forefinger of the left hand and pushing back No. 18 with the second finger.

No. 18. Shift Lock.—Push toward back of machine to lock.

No. 19. Second Colour Lever.—To type in RED, push in Lever No. 19 and to type again in the original colour, draw out No. 19. When Lever is in position for writing red, a letter R is visible in front of Lever.

No. 20. Back Spacer.—If the operator wishes to take the Carriage back one or more spaces, place the left thumb on Lever No. 20, and the first finger on the small Lever on the left side of No. 20 (also refer to Fig. 3, page 7.) Draw No. 20 toward the first finger, and this will take the Carriage back one space.

No. 21. Space Bar.—Depress with left thumb for space after each word, etc.

No. 22. Ribbon Spool Holder.—To change or replace a Ribbon, push away the front part of No. 22 and lift up.

No. 23. Ribbon Spools.—These contain the Ribbon. (For instructions and illustrations to take off and re-thread, see pages 8 and 9, General Instructions).

No. 24. Margin Stop Rod.—This is the rod upon which the Margin Stops move; it is provided with a scale for setting the Margin Stops in position.

No. 25. Line Indicator.—The Line Indicator shows exactly where the next character will print, i.e., in the centre of the open space in the Line Indicator. It is also used as a guide when writing on ruled paper—set the ruled line to correspond with the top edge of the Indicator and the typing will coincide with the line.

No. 26. Paper Guide.—The Paper Guide holds the paper close up to the Platen Roller and guides it under the Feed Rollers.

No. 27. Paper Position Guide.—This acts as a guide when inserting the paper.

No. 28. Ribbon Throw-Out.—Used when cutting Stencils. See General Instructions and Fig. 3, page 10.

No. 29. Handles on right and left (central) for the purpose of lifting the typewriter.

No. 30. Paper Shelf.—This Shelf acts as a support and guide for the paper.

No. 36. Spring Drum Ratchet Wheel.—This takes the Carriage Spring Tension. See Fig. 12, page 11.

No. 37. Spring Drum Ratchet Pawl.—Used to vary the Carriage Tension. See General Instructions and Fig. 12, page 11.

No. 38. Ratchet Safety Screw.—Used to hold the Ratchet Pawl in position. See Fig. 12, page 11.

No. 39. Link Locks.—See General Instructions and also Fig. 14, page 16, for use when changing the Type Unit.
No. 40. Key Tension Control Lever.—This regulates the tension of the keys according to the touch of the operator. See Fig. 3, page 10.

No. 41. Ribbon Guides through which the Ribbon is threaded.

No. 42. Centre Ribbon Guide through which the Ribbon is threaded.

No. 43. Scale. — This Scale is fitted on the Auxiliary Feed Roller Rod, No. 5, and is used as a guide when setting out tabular work. The pointer (No. 48) always indicates the position on the Scale where the next character will print, whatever the position of the carriage may be in relation to the Type Unit.

No. 44. Type Unit Fulcrum Screws.—Fit in the Shift Links, Nos. 46 and 47. See Fig. 15, page 16.

No. 45. Typebar Fork.—This is a guide for the type so that it strikes the paper in the correct position. See Fig. 15, page 16.

No. 46. Double Shift Links.—In which the Type Unit fits.

No. 47. Single Shift Links.—In which the Type Unit fits.

No 48. Pointer.—The pointer always indicates the position on the scale where the next character will print.