YOUR IMPERIAL ‘GOOD COMPANION’

This leaflet will help you to obtain the best possible results from your new ‘Good Companion’. We advise you to read it through carefully and carry out the instructions for the care and maintenance of the machine, thus ensuring many years of good service. We want you to consider the Imperial Typewriter Co. Ltd., and its specially appointed Agents, always at your service. Should you experience any difficulty in connection with the operation of your machine please contact your nearest Imperial agent who will give immediate attention to your requirements.

REMOVING THE COVER

Place the machine flat upon the table and unlock the case, lift catch and push knob to the right. Now lift top of case, slightly tilting it backwards. When replacing cover make sure that the shift-key is unlocked, tilt lid slightly back, drop front and the catch will snap fast.

REMOVAL FROM BASEBOARD

Although the machine may be used on the baseboard it can be removed if desired by grasping as shown and depressing the stud on each side of the machine with the forefingers and lifting clear. The machine has its own rubber feet which will not scratch or harm the surface of the desk or table.

THE CARRIAGE LOCK

A locking latch engages on the left-hand side of the carriage. By pushing this away from you the carriage will be freed. Re-lock before replacing case by centring the carriage and engaging locking latch in the position where the carriage moves neither left nor right. Locking the carriage ensures safety when the machine is moved from place to place.

INSERTING THE PAPER

Lift bail bar to its full extent by means of the Auxiliary Paper Lever. Place the paper on paper shelf close up to paper locating guide. Rotate platen knob away from you and the paper will emerge from the front of the platen roller. Pull bail bar forward, over the paper and adjust the auxiliary feed rollers.

ADJUSTING THE PAPER

If the paper has not been fed through perfectly straight it can be adjusted by pulling forward the paper release lever to its full extent. This frees the paper so that the edges may be levelled after which the paper release lever should be returned.

SETTING THE MARGINS

Margins are set by means of the margin stops situated at the rear of the carriage. By pressing the top of the margin stops they will move freely along the margin scale to the desired position and will automatically lock when released.
PAPER SHELF

LEFT-HAND MARGIN STOP

TABULATOR STOP COLLECTIVE CLEARING LEVER

(Clears all stops simultaneously.)

PAPER LOCATING GUIDE

PLATEN LOCATING RELEASE LEVER

This disengages the platen ratchet and is used when it is desired to type on printed lines which do not correspond with normal typewriting spacing.

AUXILIARY PAPER SHELF

PLATEN CLUTCH RELEASE DISC

LEFT-HAND PLATEN KNOB

LINE SPACE LEVER

This serves the dual purpose of returning the carriage to the starting point and of turning the paper ready for the next line of writing. The space between each line can be regulated to either single or double spacing by moving the line space adjusting lever.

LINE SPACE ADJUSTING LEVER

LEFT-HAND RIBBON GUIDE

BASEBOARD RELEASE STUD (LEFT-HAND)

AUXILIARY FEED ROLLER (LEFT-HAND)

RIBBON CENTRE GUIDE

MARGIN RELEASE

Just before you reach the end of a line the bell will ring. This means there are a limited number of spaces before the key-levers automatically lock. If it is still necessary to type additional characters on the same line the Margin Release key is pressed to free the carriage, and can be used in the same way to enable typing to be done in the left-hand margin.

COLOUR CHANGE AND STENCIL LEVER

This machine is fitted with a two-colour ribbon device, which enables you to type in either of two colours depending on the choice of ribbon. When cutting stencils move the lever to the centre position.

SHIFT LOCK

SHIFT KEY (LEFT-HAND)

To obtain capitals, one of the shift keys on left or right-hand side of the keyboard must be held down. When it is desired to write all in capitals, the key can be locked in that position by depressing the shift lock. To release this lock, depress left shift key.

SPACE BAR

By depressing the space bar, the carriage will move one space from RIGHT to LEFT.

MARGIN SCALE

BAIL BAR

RIGHT-HAND MARGIN STOP

AUX. FEED ROLLER (RIGHT-HAND)

AUXILIARY PAPER LEVER

PAPER SUPPORTING ARM

CARRIAGE RELEASE LEVER

When you desire to move the carriage freely to any position, the carriage release lever and the paper release lever are pressed together with thumb and forefinger. It is important that the carriage should again be stationary before releasing these levers.

PAPER RELEASE LEVER

RIGHT-HAND PLATEN KNOB

RIGHT-HAND RIBBON GUIDE

RIBBON REVERSE STUD

BASEBOARD RELEASE STUD (RIGHT-HAND)

LINE INDICATOR AND CARD GUIDE

TYPE BAR GUIDE

HINGED RIBBON COVER

TABULATOR OPERATING KEY

TABULATOR SETTING LEVER

The tabulator is a device which enables the carriage to be brought rapidly and automatically to any desired point or points. As an example, it is assumed that the tabulator is required for writing some columns of figures. First determine the point on your paper at which each column commences and set the stop at that point by depressing the tabulator setting key. Repeat for every stop position required. Having set the stop for each column, move the carriage to commencement of line and press the tabulator key, when the carriage will immediately travel to, and halt at the first column. Do not release the tabulator key until the carriage has stopped. Type the required entries and press the tabulator key again, when the carriage will again move to the next column and so on. To clear all stops press collective clearing lever on left of carriage.

BACK SPACER

When depressed will return the carriage by the space of one letter each time it is operated.

RIGHT-HAND SHIFT KEY
Fitting a New Ribbon

Lift the hinged ribbon cover and wind the old ribbon on to one spool. Depress shift lock to lock the type segment in the “capital” position. Take hold of the ribbon each side of the ribbon centre guide and move it downwards until the top edge becomes disengaged from the outside guides. Before actually removing the ribbon it is advisable to observe closely how it is threaded. Remove each spool by swinging the ribbon spool tension lever out of the way and lift the two spools clear of the machine. Now detach the end of the old ribbon from the empty spool and attach the free end of the new one in its place. The black part of the ribbon should be uppermost. The new ribbon on its two spools should now be taken and placed on the respective spindles, again taking care to push back the tension levers while so doing. Place the ribbon behind the inner prongs of the ribbon centre guide and press downwards until the top edges are engaged by the outside guides. Now thread the ribbon through the ribbon guides, turn the empty spool lightly by hand to take up any slackness in the ribbon, taking care to see that the ribbon reverse stud is in the correct position to allow this. Replace the hinged cover, release the shift lock and the machine is ready for use.

The Ribbon Reverse
No action whatever is necessary when the ribbon is fully wound on one spool; it will automatically change. There is a knob on the right-hand side by which the winding of the ribbon on to either spool can be controlled.

Ruling Lines

Left
On the top edge of the Line Indicator are two small recesses. To rule horizontal lines place pencil point in one of these recesses and move carriage sideways; to rule vertical lines turn platen with platen knob.

Right
Never erase above the type-bar segment; move the carriage to the extreme right or left, and blow dust away from the machine.

A Few Useful Reminders for the Care of your Imperial ‘Good Companion’

- Do not expose the typewriter to extremes of heat or cold, dryness or damp.
- Clean the machine at least once a week. Use a dusting brush for the moving parts and a soft cloth for the enamelling and plating.
- Clean the type each morning as a matter of routine, and ALWAYS before and after cutting a stencil. Lay a duster over the segment slots and brush the type from front to back—NOT sideways.
- Should you oil the machine yourself, be careful not to allow the oil to get on the ribbon or come into contact with any rubber parts.
- Never in any circumstances oil the type-bars.
- Diagrams and instructions in this leaflet should be followed carefully, particularly when changing ribbons.
- Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.
- It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. We suggest that you take your machine at least once a year to an Imperial Agent or Service Department for it to be thoroughly cleaned and oiled.

Imperial Service—within your reach

Imperial Agents in All Principal Cities and Towns in the World

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Imperial Good Companion 6 & 6T

Keyboard Fingering Chart

Left Hand

4th 3rd 2nd 1st 1st 2nd 3rd 4th
Margin Release " / @ £ $ 1 ( 0 ) 1/4

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

Right Hand

Shift SPACE BAR (Right Thumb)

Tab Key (6T ONLY)

1/8 3/8 + x

Shift Back Space

Imperial Typewriter Co. Ltd., Leicester & Hull, Eng. Agents in all Principal Towns.

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