After the lid of the carrying case has been removed, the typewriter may be left on its baseboard during use, but the machine will be found more efficient if placed on a felt pad.

**CARRIAGE LOCK**

In order to avoid damage during transit, the carriage is secured by the Carriage Lock (4). This should be pulled to the left and forwards, when the carriage will be freed.

**LINE SPACE LEVER**

The Line Space Lever (10) is folded down during transit to save space. This should be lifted to its fullest extent.

**PAPER REST**

The Paper Rest (12) is hinged behind the Paper Plate (11). This may be raised to serve as an additional guide for the paper.

**INSERTION OF PAPER**

Insert the end of the paper between the Paper Plate (11) and the Platen (14); turn either of the Platen Knobs (5), lift the Paper Bar (18) and turn again. If the paper does not feed squarely, draw the Paper Feed Release Lever (16) forward, push back the Paper Bar (18), straighten the paper, then press back the lever (16) and lower the Paper Bar (18).
BEFORE TYPING

1. Set the margin stops (A).
2. Set the Colour Change Lever (15) as desired.
3. Set the desired Line Space interval (7).

MARGIN STOPS

The Margin Stops (A) slide on a bar behind the Paper Plate (11). The Paper having been inserted, the desired length of writing line is selected on the scale of the Paper Bar (18). Release the carriage by means of the Carriage Release Lever (8 or 17) and slide the carriage until the selected division on the scale is just above the central Type Guide (19). A slight pressure on the top of the Margin Stop (A) will free it for sliding to the central stop.

Both Margin Stops should be adjusted in this manner. A bell will sound seven spaces before the end of each line of typing. When the Margin Stop is reached, all keys will become locked, thus preventing overprinting.

MARGIN RELEASE KEY

Should it be desired to type outside the selected writing line: a. For the left hand margin, press the Margin Release Key (2) and slide the carriage further to the right. b. For the right hand margin, press the Margin Release Key (2) and continue typing.

It is not advisable to type directly on the platen.

RIBBON COLOUR CHANGE

The Colour and stencil Change Lever (15) can be set to three possible positions, two for typing with the ribbon and one for stencil work.

When pointing at the blue mark on the right, the typing will be blue, black or purple according to the ribbon. When moved to point at the red mark, the typing will be red, provided, of course, that a two colour ribbon is used. Should the ribbon have only one colour, both positions will give the same result. Indexing the lever to the centre white mark renders the ribbon inoperative. This position is used for stencil work.
LINE SPACING

The Line Space Lever (10) is used to return the carriage to the left hand Margin Stop. It automatically rotates the platen according to the setting of the Line Space Control (7), thus carrying the paper through the machine. By setting the control to the top, centre, or lower mark on the scale (C), two, three or four notches on the platen ratchet wheel will be passed, the writing lines becoming spaced accordingly. Intermediate spacings may be obtained by rotating the platen manually to pass a single notch of the ratchet, thus enabling abbreviations or special signs to the typed, for example, 54", 4'.

PLATEN RELEASE

When typing on printed forms or ruled documents having spacings differing from those provided for by the platen ratchet, the Platen Clutch (6) should be used. Pressure on the latter will enable the platen to be rotated independently of the ratchet and set to any desired position. Recourse may also be made to the use of the Platen Free Roll Control (9) should it be desired to depart from normal line spacing for any reason. Pressing the control to the rear will free the platen ratchet and facilitate setting of the platen to any desired new position. Re-engagement of the ratchet by pulling forward the lever (9) will enable the original position to be regained without error.

CARRIAGE RELEASE

The carriage may be moved manually to the left after pulling forward either of the Carriage Release Levers (8) or (17), but care should be taken to hold the carriage by one of its knobs while it is free. When the carriage is in the desired position the lever should be released.

BACK SPACING

The movement of the carriage may be reversed by one or more spaces by using the Back-space Key (20); each depression will return the carriage one space.

PARAGRAPHS

Letters present a pleasing appearance when showing a uniform marginal space to the first word of each paragraph. Such spacing may be readily provided by pressing the Margin Release Key (2) when line spacing at the beginning of each paragraph.
INSERTING THE RIBBON

1. Pass the ribbon behind the two central clips of the Ribbon Vibrator, bending it slightly to allow it to pass through the outer clips.

2. Draw the ribbon to the bottom of the Vibrator to allow it to enter the lower hooks.

3. Release the ribbon upwards and smooth it into the upper hooks. It will then be in the correct position.

RIBBON REPLACEMENT

The ribbon spools are easily accessible after the Top Cover (3) is lifted, the carriage being moved to the left to clear the Line Space Lever. The ribbon is wound clockwise on the right hand spool and in the reverse direction on the left hand spool. It passes through the ribbon reversing levers (D) on each side near the spools, and through the Ribbon Vibrator (13) in the middle, as shown by the upper and lower diagrams.

The ribbon reversing levers (D) should be pulled slightly should the spools be locked.

Ribbon changing is facilitated by engaging the shift lock key.

When removing and replacing the bobbins, the ribbon control levers (E) should be disengaged.

WHEN YOUR WORK IS COMPLETED

Place the machine on its baseboard. Centralise the carriage and immobilise it with the Carriage Lock (4), ensuring that the shift lock is not depressed. Fold down the Line Space Lever (10) and Paper Rest (12). The lid of the case may then be replaced.
Frederic Japy founded in 1770 at Beaucourt, in France, one of the outstanding centres of precision engineering. During the past 50 years, his factory at Beaucourt has been geared to the manufacture of typewriters five years ago the factory buildings, as well as machinery have been modernized throughout.

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