DIRECTIONS
FOR USING THE
MANHATTAN
WRITING MACHINE

MANUFACTURED BY THE
Standard Typewriter Co.
NEWARK, N. J. U. S. A.
Works - Nassau & Sheffield Streets

FOR SALE BY
F. S. Webster Company
139 Madison St., Chicago, Ill.
INSTRUCTIONS
FOR USING THE
MANHATTAN TYPEWRITING MACHINE.

GENERAL REMARKS.

Section 1. Machines are shipped from the factory properly adjusted and ready for immediate use when unpacked. The rubber feet, which lessen the noise and prevent marring, are easily inserted in the bottom of the hollow posts.

Sec. 2. All that is necessary to write with the machine is to insert a sheet of paper and touch the keys. The operation of the Manhattan is perfectly simple, and no one need experience any difficulty in learning to write upon it. By maintaining an upright position and sitting close to the machine, the operator can write with much less fatigue than when the body is inclined forward.

Sec. 3. The value of the machine is, however, greatest to those who have a thorough knowledge of its construction and the uses of all its parts; and for the benefit of such as desire to become expert in its use and care, these instructions are given.

PLACING THE PAPER.

Sec. 4. Lay the paper upon the paper shelf (168, Plate 1, page 3) with the edge close down between the cylinder (93) and the feed roll (120, Plate 2, page 5), taking care that the right hand edge of the paper does not project beyond the rubber covering of the cylinder. Turn the cylinder from you, using the knob (101) which will cause the sheet to feed in toward the proper position for printing. In doing this, raise the carriage with the lifter (17, Plate 1), so as to note when the paper has been rolled in until the edge is even with or a little beyond the edge of the carriage or cylinder scale (26, Plate 3, page 7). If not parallel with the scale, draw back the side that projects too far, until it is so. When the paper is thus squared with the carriage, roll it in until the proper place to begin printing is reached, which is easily determined when the use of the scale is understood. (See Section 5.)

USING THE SCALES.

Sec. 5. The edge of the cylinder scale (26) represents the bottom of the letters; that is, when filling blanks or using paper that has a head-
THE SPACE KEY.

Sec. 9. The long bar in front of the other keys is the space key, by which the space between the words is made. The operator will, of course, strike it after every word, and also when it is desired to make other spaces than between words, such as the beginning of paragraphs, etc.

PLATE I.

HOW TO STRIKE THE KEYS.

Sec. 10. Strike the key with sufficient force and promptness to throw the type against the cylinder; strike but one key at a time, and be sure to release that one before striking another. Strike squarely, with equal, even touch, and take your finger off the key, as nearly as possible, at the exact time that the type hits the paper. Of the two, let it be before rather than after the type strikes, for pushing the key after a letter has been printed is liable to give the word a blurred appearance.

If very thin paper is used, it is best to put in two thicknesses.
RETURNING THE CARRIAGE.

Sec. 11. To return the carriage to begin a new line, pull the carriage lever (19, Plate 1) toward you, but not hard enough to lift the front roll (15) off the track; then give a gentle pressure to the right until brought to a full stop by the margin stop (159, Plate 1). The pull forward revolves the cylinder and carries the paper through into position for the next line, and the pressure to the right returns the carriage to the place of beginning.

The carriage may be pushed to the right without changing the line at any time if the carriage lever be not pulled forward.

By pressing down the carriage release key (146 or 147, Plate 1), the carriage can at any time be moved either to the right or left without changing lines.

The carriage may be raised at any time to observe results. Always lift it by taking hold of the lifter (17) at the left, and never by the carriage lever; and when the next letter is struck it will fall in its proper place. If lifted by taking hold of the lever, the line-spacing mechanism will be operated, and the letter will fall upon the next line.

REPRINTING.

Sec. 12. If it is desired to turn the paper back, raise the carriage by the lifter (17), take hold of the cylinder knob (101) with the thumb and fingers, as in adjusting the paper, and turn backward until the desired position is reached; when the cylinder has been turned by hand be sure that the cylinder stop-spring (104, Plate 1) is well seated in the notch of the ratchet-wheel (95, Plate 1) so that the cylinder cannot jar from its position when you begin to print.

Due attention to the above will enable the operator to reprint without trouble, and with very little delay, any letter, word or line upon the page.

If the paper has been taken out of the machine, place it again upon the paper shelf as at the beginning. Turn it in until some of the printing is past the cylinder scale (26, Plate 3) and then draw it back until the bottom of the printed lines is even with the edge of the scale. While drawing back, as above, the sheet may be drawn a little to the right or to the left if necessary to bring the center of letters over the graduations of the scale. When once the paper is properly placed in such position, it may be turned forward or backward to let the type fall upon any desired line (remembering that it is at printing position when two notches above the edge of the scale), and by the
use of the scales (see Section 5) any letter, word, or line can easily be reprinted.

THE CYLINDER HOLD UP.

Sec. 13. To insure accuracy in returning the work to the printing point after the carriage has been raised to inspect results, is the office of the hold-up (106, Fig. 3). With the cylinder in normal (small letter) position, the hold-up engages the block on the band pulley shaft, preventing movement when the carriage is lifted. The hold-up is actuated by the shift rail (53, Plates 1 and 3), and is kept in the position given it through the rail by a concealed spring. Care should be taken, therefore, to see that when the carriage has been returned to normal printing position, the legs of the hold-up are astride the rail.

REGULATING THE LENGTH OF LINES.

Sec. 14. If it is desired to begin the lines further away from the left-hand edge of the paper, it is done by moving the margin stop (159, Plate 1) to the left. There is fastened to the top plate a scale bar (163)
graduated to correspond with the scale (165) on front of machine, and the margin stop (159) can be adjusted by pressing the thumb piece (160, Plate 1) and sliding the stop to the left to the desired point on the scale bar, so that its left edge will mark the same position as the indicator (167) on the front scale. Therefore, by the position of the stop upon the bar, the place of beginning of lines is determined without a trial; the carriage always stopping, when drawn back to beginning, with the pointer over a graduation mark of the front scale corresponding with that of the left-hand edge of the margin stop.

If a wider margin is wanted at the right of the sheet, set the carriage at the place where it is desired to have the line end, loosen the bell-ringer thumb-screw (155, Plate 2), slide to the left against the dogs (201, Plate 2) and fasten.

The bell-ringer, in whatever position it may be placed upon the rack-frame, will ring the signal several spaces before the end of the line, giving time to finish or properly divide a word.

THE SPACING DOGS (201-203).

Sec. 15. Are secured to the top of the upright arm of the spacing rocker (190, Plate 2) at such a height that their sharpened edges will reach two-thirds of the way into the notches in the rack. The loose dog (203, Plate 2) is so adjusted as to spring forward opposite to the next notch of the rack every time that a key is depressed and the rocker brought forward to a point where the rigid dog (201) engages with the rack; and every time the key is released the rocker goes back, the loose dog is again engaged in the notch to which it was opposite; and is carried back again even with the other by the forward action of the carriage. The rack can be lifted so as to disconnect the dogs by pressing the carriage release key (146-147), and the carriage can then be moved freely to the right or left any distance.

It will readily be seen that the loose dog must spring forward just far enough to go through the next notch of the rack without touching either side, and they are always adjusted to do so when new. The loose dog arm (207, Plate 2) brings up against an eccentric adjusting stud (215), and if at any time the wear is sufficient to allow the dog to spring forward so far that it hits upon a tooth of the rack, it can easily be readjusted by means of said eccentric stud (215), which can be reached with a screw driver through the hole in the spacing rocker (190).

Turn to the right to shorten the forward motion of dog, and to the left to lengthen.
CHANGING SPACE BETWEEN LINES.

Sec. 16. The space gauge (116, Plate 1), stamped 0, 1, 2, 3 on the flat surfaces of its head or thumb piece, is used to indicate the spaces between the lines. It is adjusted to position by turning till the number showing the adjustment desired faces the operator. When set at 1 the written lines have no space between them; at 2, a space equal to one line between each written line; at 3, a space equal to two lines. When set at 0, the cylinder is locked in position, and cannot be turned. This is desirable when making a correction by erasure, or when a sheet has been reinserted to make a change or to supply an omission, as the paper is then more easily squared, or drawn so as to bring the
center of the letters accurately to proper position over the graduations of the scale, as directed in Section 12.

**NARROW PAPER, ENVELOPES OR POSTAL CARDS.**

Sec. 17. To use narrow paper, or envelopes, postal cards, etc., employ the envelope holder (137, Plate 1). By a slight pressure from or toward the operator its roll, at the lower end, may be set just far enough from the cylinder so that the sheet or card to be printed may pass between the roll and the cylinder without too great friction. Place upon the paper shelf like other paper, but be careful that it is well under the rubber band (135, Plate 3) at the right, for in this case one band has to do all the work. Turn it in like other paper, but guide the first edge between the envelope holder and the cylinder by hand.

**THE RUBBER BANDS.**

Sec. 18. Neither these bands (135) nor the feed roll give motion to the paper when the cylinder is turned, but motion is imparted by the cylinder itself. The bands and feed roll simply press the paper against the cylinder so that it cannot slip. Therefore, if at any time the paper does not feed through properly, see that the band-pulleys (123-129, Plate 3) turn freely upon their shafts and the feed roll in its bearings (124). (Put on a drop of oil with a broom straw if necessary, but wipe off all the surplus.) Anything that impedes the free action of these bands and rolls tends to hold the paper back, so that the cylinder will slip over its surface without carrying it through.

**PUTTING ON RUBBER BANDS.**

Sec. 19. When necessary to put on new bands, proceed as follows: Raise the carriage to position shown in Plate 3. The old bands may be quickly removed by severing them with knife or scissors just below the scale ends (26). Next slip the feed roll (120) out of its bearings (124) and take it out of the way till new bands are in place. Disengage the hold-up (106) from the band pulley shaft, which allows the cylinder to rest its weight in the rear shift position. Then loosen the set-screws (127) which hold the band pulley shaft at each end, also loosen screw (126b) and remove retaining link (126a) from end of shaft. The left end of shaft can then be drawn forward from the slot sufficiently to admit of the bands being slipped on. Do not bring it out of
the slot further than necessary to put the bands on, and in replacing it be careful that the shaft is pushed back against the end of slots — at both ends—and tighten the set screws with care. They should not be screwed up too hard. Be sure to return the link (126a) and the screw (126b) to place. In passing the right band to its position care should be used, while stretching it over the yoke arms (66) and the envelope holder (136) not to derange the adjustment of the scale. If the scale and band shields are not disturbed no readjustment of the scale will be necessary. In tightening up the link screw (126b) be sure the carriage lever spring (24) is on the top side of the screw projection. After the bands are in proper position under the shield and on the pulleys (129) they may be stretched over the pulleys on the feed roll shaft, and the ends of the latter slipped back to place in the bearings (124). Drop the carriage to printing position and place the hold-up (106) in proper engagement with the shift rail and the pulley shaft.

THE CARRIAGE TENSION.

Sec. 20. A leather strap attaches the carriage to the mainspring wheel, and the tension of the mainspring determines the force which draws the carriage. It is desirable that the carriage should move promptly, but it is of the utmost importance that the car tension should be as light as possible, so that there shall not be too much wear upon the rack (141, Plate 2) and dogs (201-203). A pull of one pound is sufficient to return the carriage against the action of the mainspring, and will do so, if the top rods and rolls are kept clean by wiping off with an oily cloth, as directed in Section 31. The carriage tension may be increased by turning the tension ratchet (33, Plate 2), and diminished by moving up and down the handle of the tension pawl (37), which holds the ratchet against the pull of the mainspring.

THE FINGER KEY TENSION.

Sec. 21. The tension is governed by the coiled spring (197, Plate 2), one end of which is secured to the tension spring stud, which is on the spacing hanger, and the other end to the tension screw. The tension is increased or diminished by turning the adjustment nut (199, Plate 2) to the right or left. The check nut (200) should be set up as soon as the proper tension has been secured.
THE RIBBON MOVEMENT.

Sec. 22. When the carriage moves from right to left, the ribbon also moves, or is wound from one spool to the other by the mainspring. When the ribbon is all wound on the spool at the right, lift the latch (242, Plate 2) and pull out the shaft (241), letting the latch drop into the inside groove. The spool at the left will then be turned, unwinding the ribbon from the right. When the shaft is pushed in, so that the latch falls into the groove nearest the end, the spool at the right is turned and the ribbon is unwound from the left.

The lateral motion (of the ribbon) may be given as follows: By moving the handle (248, Plate 1) backward or forward, both ribbon spools will move laterally, so that the types will strike the ribbon in a new place, and by this handle, as often as the writing becomes faint, the ribbon may be moved so that its entire surface may be used.

THE SPOOL SHAFTS.

Sec. 23. The ribbon spool shafts have tight and loose collars, which fit into recesses on lugs projecting from the top plate, the loose collar being held in position by a coiled spring which is backed up by a nut on the front end of shaft. To remove a spool shaft, push on the nut end of the same, which will force the rigid collar from its recess and thus permit the shaft to be swung out and removed from the machine.

To replace the shaft the loose collar should be placed in its recess first, then the shaft can be pushed forward so as to permit the rigid collar to pass its lug, and the coiled spring to draw it back into its place.

In putting in a spool, both spool heads must be placed between the two projecting arms of the guide wires (263, Plate 1).

CHANGING RIBBONS.

Sec. 24. A short piece of ribbon is fastened to the axle of each spool; to one of these pieces pin the end of the new ribbon. Wind the ribbon upon the spool to which it has been fastened by turning the crank upon the end of the shaft. Fasten the remaining end of the ribbon to the bottom of the other spool in like manner, and it is ready for use.

NEW RIBBONS.

Sec. 25. Black record ribbons are not affected by the atmosphere, and the work done with them does not change in appearance.
Indelible copying ribbons, also, are not affected by the atmosphere, and the original print will not become illegible from exposure to light. Other copying ribbons, as now made, are but little affected and can be supplied in various colors.

It is impossible to make neat print with a ribbon that is too coarse or that is not properly inked. Use none that are coarser than the one furnished with the machine, which is the “Star” brand. These ribbons can be purchased of local dealers in the Manhattan Typewriter, whose interest it evidently is to furnish the best supplies possible.

Keep in tin boxes all ribbons not in actual use.

LETTER-BOOK AND CARBON COPYING.

Sec. 26. Printing done with the copying ribbons can be copied in the ordinary way, but a little more water should be used and the book allowed to remain in the press a little longer. Damp cloths or damp blotting paper placed between the hard backing and the leaf that is to receive the copy is as good a method of dampening as any.

When thin letter paper is used, place a sheet of half carbon behind it, the clean side toward the letter, and another sheet of carbon between the carbon and the cylinder. Both sheets will be well printed, and one of them can be filed away with the letter to which it is an answer, if desired. Use only the best, and we recommend the “Multi-Kopy” brand.

TO MAKE NICE WORK.

Sec. 27. Typewriting work can be made to present a very neat appearance by giving due attention to paragraphing, punctuation, etc. Each new paragraph should be spaced at least five notches from O on the scale; and the space key should be struck three times after every sentence.

Words can be emphasized by using the underscore, on the key with the figure 6. The underscore should be used by setting back the carriage to the beginning of any word, phrase or sentence, which it is desired to emphasize, and then striking the underscore for every letter, omitting the spaces.

Fine headings can be made by striking the hyphen a given number of times, the O several times, and again the hyphen as many times as before, thus: ———OOO———. Other fancy headings may be made by exercising a little taste.
Captions for legal work may be made by using the hyphen for the upper and lower lines, ending with a mark made by holding the space key down and striking the parenthesis; then still holding the space key down, turn the cylinder one notch, strike the parenthesis again; repeat this until the two lines made by the hyphen are connected, using the left-hand and right-hand parenthesis alternately if desired.

MANIFOLDING.

Sec. 28. By using carbonized paper, from three to twenty duplicates of the same document may be printed at once, the number depending upon the thinness of the writing paper used. The sheets of carbon paper alternate with the sheets of writing paper, their carbonized surfaces up and against the sheets of writing paper on which the impression is to be made. Put all in the machine and write in the usual way, striking the keys a little harder, if necessary, according to the number of copies to be printed. A still larger number of duplicates can be made, if required, by the use of thin oiled tissue paper.

CLEAN THE TYPE.

Sec. 29. When the types begin to fill up with ink and dust, it is quickly noticeable by the want of well-defined letters and clearness in the print. The best way to clean them is to raise the type-bar, and taking hold of it with one hand, hold it firmly, taking care not to bend the type-bar or displace it, and pick out the accumulation with an ordinary brass pin. After doing this, it is well to brush the types with the type-brush.

The best precaution is to brush the dust off your machine, clean the rods, rolls and types every day, if used daily, and every time you sit down to it if only used at intervals.

CLEANING.

Sec. 30. Too great importance cannot be placed upon keeping the typewriter free from dust and perfectly clean. If left exposed to dust from sweeping, it will settle upon the rods, and when the carriage is moved the rolls crush it and it will adhere both to the rods and rolls, more particularly the rolls, until the motion of the carriage is impeded or stopped.

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No machine will work with an accumulation of dust upon these rolls. Therefore, above all, keep them clean.

Other parts will be injured by the accumulation of dust, but in no other place will it be so quickly fatal to good work.

**OILING—WHEN AND HOW.**

Sec. 31. Never use any but the very best oil (such as the best that is used for clocks and watches) upon the typewriter. Porpoisehead oil seems to meet the requirements better than any other.

Never put on oil without afterward wiping off all the surplus that can be found outside the actual spot where friction can be caused, as it cannot do any good toward lubricating, but only catches the dust and forms a gum that will prevent the machine from running lightly.

The top rods, upon which the carriage runs, and by which it is guided, ought to be cleaned every day by wiping with a cloth slightly saturated with oil, but only sufficient to leave but a slight trace of oil upon the surface. The shift rail (53, Plate 1) should be wiped in this way first thing, if at any time the carriage seems to run sluggishly.

Oil, when needed upon any other part of the machine, can be applied best by dipping the end of a broom straw or the point of a pin into the oil and then touching the spot to be oiled with it.

If at any time the teeth of the rack and the point of the dogs get dry and grind, giving a grating feeling to the keys, apply oil to the rack by putting a drop upon something with a flat surface (the finger or a wide, thin knife blade will do), and rub against the bottom of the rack; run the machine a little, and then wipe off the surplus.

At intervals of about two months the type bar bearings should be oiled very lightly with a splint.

The pulley wheels on which the rubber bands run, and the ends of the feed roll shaft, which turn in the hook bearings, should be kept oiled. This insures perfect feed to the paper.

The bearings of the ribbon spool shaft and the long beveled gear shaft also need occasional oiling.

Remembering these instructions, any of the rolls or shafts may be oiled in their bearings if they become dry and turn hard.

**N. B.**—Users who have occasion to order parts for the Manhattan Typewriter are requested to give the number of the machine for which they are required.