SERVICE STATIONS

Cincinnati, 45206
2750 Victorian Avenue

Cleveland, 44134
1460 East 29th Street

Columbus, 43205
175 East Snow Avenue

Dayton, 45403
704 East 2nd Street

Denver, 80204
577 West Woolworth Avenue
Youngtown, 85367
3330 Market Street

Oregon
Portland, 97201
1837 SW 30th Avenue

Pennsylvania
Allentown, 18105
1200 Union Street
Philadelphia, 19102-0171
Route 11, Fairmount Road
Pittsburgh, 15239
5047 Locust Street
Pittsburgh, 15221
7040 Forbes Avenue
Wilkes-Barre, 18702
336 Miller Street
End Plaza
Rhode Island
Providence, 02904
590 North Main Street

Tennessee
Memphis, 38154
903 F. H. Cromer Boulevard
Memphis, 38127
180 North 3rd Avenue

Texas
Austin, 78703
1125 West 5th Street
San Antonio, 78203
210 North Main Street

South Dakota
Sioux Falls, 57104
904 East 10th Street
Fort Worth, 76127
1617 West Freeway

Utah
Salt Lake City, 84111
264 S. Second East Street

Virginia
Charlottesville, 22901
1720 Allied Street
Norfolk, 23501
Woodlawn Avenue
Richmond, 23219
9 North 3rd Street

West Virginia
Charleston, 25303
419 7th Street

Wisconsin
Milwaukee, 53226
3200 University Avenue
Madison, 53706
612 W. Madison St.

South Bend, 46618
229 South Main Street
Lima, 45801
451 North 3rd Street
P.O. Box 34

Kewanee
Troy A, 69612
3097 Kishwaukee Avenue

Louisiana
Baton Rouge, 70802
Dumas, 70338
Starkville, 39759
New Orleans
S. V. Watson Highway

Maryland
Baltimore, 21209 (Hammond)
Charles Street & Belvedere

Massachusetts
Springfield, 01109
Lowell, 01852
Waltham, 02253
Wellesley Office Park

Michigan
Dearborn, 48126
1810 West Grand Boulevard
Grand Rapids, 49503
336 Richard Ferraro, Southwest

Minnesota
St. Paul, 55104
3300 University, Southeast

Missouri
Kansas City, 64108
1901 Baltimore Avenue
St. Louis, 63110
4100 Lindell Boulevard

Nebraska
Lincoln, 68503
3111 10th Street

New Jersey
Newark, 07102
1100 Raymond Boulevard

New Mexico
Albuquerque, 87106
8330 Sun Prado, N.E.

New York
Albany, 12206
1020 Central Avenue
Buffalo, 14202
531 Delaware Avenue

Cleveland, 44134
1460 East 29th Street

Columbus, 43205
175 East Snow Avenue
New York, 10037
111 W. 14th Street

145 College Avenue

150 Main Street
P.O. Box 1594
Lincoln, NE 68501
1510 East 29th Street

Rome, 30205
1020 Central Avenue
Buffalo, 14202
531 Delaware Avenue

Lincoln, 68503
1100 Raymond Boulevard

Albany, 12206
1020 Central Avenue

Buffalo, 14202
531 Delaware Avenue

Erie, 16502

Rochester, 14620

Ft. Wayne, 46804

1400 East 2nd Street

Salt Lake City, 84111
264 S. Second East Street

Charlottesville, 22901
1720 Allied Street

Norfolk, 23501
Woodlawn Avenue

Richmond, 23219
9 North 3rd Street

Salt Lake City, 84111
264 S. Second East Street

Charlottesville, 22901
1720 Allied Street

Norfolk, 23501
Woodlawn Avenue

Richmond, 23219
9 North 3rd Street

Seattle, 98101
2720-3rd Avenue

700 W. Lake Street

412 St. Helen's Avenue

Charleston, 25303
419 7th Street

Milwaukee, 53226
3200 University Avenue

Madison, 53706
612 W. Madison St.

1020 Central Avenue

Buffalo, 14202
531 Delaware Avenue

Erie, 16502

Rochester, 14620

Ft. Wayne, 46804

1400 East 2nd Street

Salt Lake City, 84111
264 S. Second East Street

Charlottesville, 22901
1720 Allied Street

Norfolk, 23501
Woodlawn Avenue

Richmond, 23219
9 North 3rd Street

Seattle, 98101
2720-3rd Avenue

700 W. Lake Street

412 St. Helen's Avenue

Charleston, 25303
419 7th Street

Milwaukee, 53226
3200 University Avenue

Madison, 53706
612 W. Madison St.

1020 Central Avenue

Buffalo, 14202
531 Delaware Avenue

Erie, 16502

Rochester, 14620

2750 Victorian Avenue

1460 East 29th Street

704 East 2nd Street

1837 SW 30th Avenue

1200 Union Street

704 East 2nd Street

210 North Main Street

590 North Main Street

903 F. H. Cromer Boulevard

180 North 3rd Avenue

264 S. Second East Street

1720 Allied Street

419 7th Street

612 W. Madison St.

1020 Central Avenue

Buffalo, 14202
531 Delaware Avenue

Erie, 16502

Rochester, 14620
SPEED PRACTICE

Now that you're getting used to the "feel" of touch-typing, try the following paragraphs. They will improve your typing speed.
Type each paragraph three ways:
FIRST TIME: Type at regular speed.
SECOND TIME: Push for speed; forget about errors; see how many words you can complete in one minute. (Each of the paragraphs below consists of approximately 50 words.) Take about 5 to 10 one-minute speed timings on the same paragraph, typing faster and faster.
THIRD TIME: Relax a few moments then type the same paragraph once for STRICT ACCURACY—FOR PERFECT COPY!

Other members of that company would like to have a man from this department come to their office and make a study of the method they use in doing their work, for they know what we have done for others and feel that a study of their own methods would help.

Their manager wants to know when our man could make the study and how much time we think he should require to finish the work and have a report ready for the consideration of their chairman of the board and the other eight members. Their meeting is tomorrow.

CAN YOU TYPE 60 WORDS IN ONE MINUTE?
The following paragraph is the equivalent of sixty average words. Try to type it in one minute without making any errors.

Our records show that you have usually paid your account on the date it is due, and we are at a loss to know what may have caused the present delay in your payment of this invoice. Perhaps, you did not get the first one that we mailed to you or there is an error in the discount which has delayed payment.

REMINGTON

Alabama
Mobile, 36602
753 Government Street

Arizona
Phoenix, 85004
1021 North Central Avenue

Arkansas
Little Rock, 72203
1211 Rossiman Park Road

California
Los Angeles, 90007
1445 East San Antonio Drive
El Segundo, 90245
1329 Third Avenue
Oakland, 94617
550 West Third Avenue
Sacramento, 95825
423 North 10th Street

San Francisco, 94110
2121 California Street

San Jose, 95110
500 South Milpitas Boulevard

Colorado
Denver, 80204
101 East 21st Street

Connecticut
Hartford, 06106
100 Constitution Avenue
Stamford, 06901
99 Prospect Street

Delaware
Wilmington, 19893 (Wilmington)
3322 Concord Pike

District of Columbia
Washington, D.C., 20007
6600 Massachusetts Avenue, Northeast

Florida
Miami, 33136
1500 West Flagler Street

567 Washington Drive
Jacksonville, 32207

5917 Boulevard Center Drive

Georgia
Atlanta, 30326
2090 Flower Road N.E.

Hawaii
Honolulu, 96812
501 South Beretania Street

Illinois
Alton, 62012
218 Calhoun Boulevard

Chicago, 60611
414 North St. Charles Avenue

Joliet, 60433
3158 Independence Avenue

Rockford, 61102
200 North Second Street
Skokie, 60076
4641 Glenview Street

Indiana
Columbus, 47201
2300 Central Avenue

Indianapolis, 46202
535 West Washington Street

Highland, 46224
8133 Kennedy Avenue

Kokomo, 46902
2404 South Road

Lafayette, 47904
50 South Ninth Street

1. Line finder
2. Carriage release (right and left)
3. Variable line spacer
4. Carriage return lever
5. Snap-off top cover
6. Positive-action back spacer
7. Tab set and clear
8. Shift lock
9. Shift key (right and left)
10. Space bar
11. 4-row 40 key, 06 character keyboard
12. Durable, one-piece, die-cast, aluminum frame
13. Ribbon selector
14. Tabulator key
15. Margin release
16. Carriage locking lever
17. Paper release lever
18. Two-position paper bail
19. Visible margin stops
20. Erasing table
21. Alignment scale
22. Ribbon carrier
23. Touch control (Internal)
24. Adjustable paper guide
25. Line space selector
26. Paper support
(On special models only)

THE SNAP-OFF TOP COVER

The snap-off top cover is easily removed and replaced. To remove, unlock the typewriter carriage (see "Operating Instructions") and move the carriage to the left so that the carriage return lever is not over the top cover; grasp the cover with both hands and lift upwards. To replace the cover, place the two cover latches in the two notches on the typewriter case and press firmly downward.

THE CARRYING CASE

To remove the Remington Portable from its case:
1. Open carrying case
2. Lift the typewriter from bottom of the carrying case.

To replace the Remington Portable in its case:
1. Place typewriter between marks on the bottom of the case to insure exact location when carrying case lid is closed.
2. Before closing the case cover the carriage should be centered and locked and the line space lever lowered; see "Operating Instructions" for this information.
OPERATING INSTRUCTIONS

1. Unlock carriage
To release the carriage, pull the small carriage locking lever toward you. To center and lock carriage, move it to the left about two inches beyond center and push the small lever forward. Then move the carriage to the right until it locks.

2. Set paper guide
Left edge of paper should always rest here. Adjust by sliding right or left.

3. Set margins
To set margins, depress the left-hand visible margin stop and move it to the point on the scale where the writing line is to begin. Then depress the right-hand visible margin stop and move it to the point where the writing line is to end.

4. Insert paper
Turn either cylinder knob away from you until the paper is fed through the alignment scale. Lift the paper bail and feed the paper under it. Before you insert the paper, lift the paper support (on special models only).

5. Straighten paper
Pull the paper release lever (located above and slightly to the rear of the right cylinder knob) forward. The paper will be loose enough to straighten. Then, push lever back to normal position. To remove paper, pull the paper release lever forward. Remember to return lever to normal operating position.

6. Line space selector
Place lever on #1 for single line spacing. Pull forward to next position (indicated by line) for 3/16 spaces. Advance lever to #2 for double spacing and to the next line for 2/6 spaces. The #3 position is for triple spacing.

LESSON FIVE:
CAPITAL LETTERS AND SENTENCES

When typing a capital letter, depress the Shift Key with the little finger of the other hand. For example: the letter "A" is typed with the little finger of the left hand. Therefore, depress the right-hand Shift Key with the little finger of the right hand. The same is also true for the "upper case" characters. Practice by putting your fingers on the "home keys" and take turns operating the left and right Shift Keys to get the "feel" of them. Always return to the home position. Type each of the following lines ten times. With actual typing, there are two spaces after each sentence; get in the habit of doing this by striking the space bar twice after each sentence.

I mailed the check to cover the cost of the suit.
The time to start that savings account is now.
Are handkerchiefs on sale in the linen shop?
Answer all questions on the form if you please.
Be sure to remember to strike the keys sharply.
If your salesman calls here, have him bring a catalog.

Type each of the following two-line sentence exercises several times. First, slowly and then faster and faster until you are typing as fast as you can with the least number of errors.

We received the initial shipment last Tuesday. Please render your bill so that we may remit payment.

It is necessary for me to have a written estimate of the cost. Please send this as soon as possible.

If you will send a salesman, we may place an order.
Prices, we feel, should be discussed in person.

I am planning to visit your city soon and would like to have more information about places of interest.

Unless we hear to the contrary, we shall ship all open orders.
Bills will be rendered next month.

Thank you for replying to my last letter so quickly. I am looking forward to seeing you again this summer.

Your reminder about the new price has been received. We have decided to place our order at once.

Typing skill, like most others, is largely a matter of practice. Your proficiency will depend on you.
LESSON FOUR:

TYING A SENTENCE

Get out the tracings you made of your hands for Lesson 2.1 and recite the letters struck by each finger. When you're sure you know your letters, type the words and phrases below. First get the "feel" of the keys before typing each new word, say the letters to yourself as you practice. Type each word slowly and keep your eyes on the exercise—then try to increase your speed. Remember to STRIKE KEYS SHARPLY!

if if it it is is is time time time
if if if it it is is is time time time
if is time if it is time if it is time
for for for for for the the the the bill bill bill bill
for for for for for the the the the bill bill bill bill
for the bill for the bill for the bill for the bill for the bill
if it is time if it is time if it is time if it is time
we we we can can can can pay pay pay pay you you you you
we we we can can can can pay pay pay pay you you you you
we can pay you we can pay you we can pay you you can pay you we can pay you
Type the following sentence slowly, spelling to yourself. Then retype any mistyped words three times. Keep your eyes on the exercise. Type the sentence faster and faster until you can do it in less than a minute. Keep wrists level. STRIKE THE KEYS SHARPLY!

if it is time for the bill, we can pay you.

7. Return carriage
The carriage return lever must be raised until it locks into operating position. The lever is curved to fit the index finger of the left hand. The motion that returns the carriage also moves the paper up into position for writing the next line.

8. Shift key
To type a capital letter or other upper case character, depress the shift key with the little finger of the opposite hand.
For continuous typing of capital letters, depress the shift lock (the key directly above left shift key). To unlock, press down on the left shift key.

9. Margin release
A warning bell rings indicating there are only a few more spaces remaining on that line before the margin stop is reached and the keys lock. Depressing the margin release key will unlock both the right and left margins.

10. Personal touch control
Remove the snap-off top cover. Turn the touch control in the direction indicated by the minus sign for a lighter touch. For a firmer touch, turn it in the direction of the plus sign.

11. Line finder
The line finder is used to type above or below the normal writing line and then return to the normal writing line. To use the line finder, pull the line finder lever toward you and rotate the cylinder to the desired position. To return to the original writing line, move the lever back to its normal position and roll the cylinder back to the original line.

12. Alignment scale
The vertical lines of the scale are used to align characters. The top edge of the scale denotes bottom of writing line. The alignment scale can be used as a ruling device by placing a pen, pencil or stylus in one of the "V" notches and moving the carriage (for horizontal line) or rotating cylinder (for vertical line).
LESSON THREE:

THE RIGHT-HAND KEYS

A. This lesson uses all the keys typed by the right index finger and reviews Lesson 2. Type the "J" group through once—this time you may look at the keyboard while you get used to the reach. Then type 10 times without looking at the keyboard:

    [u] [v] [w] [x] [y] [z] [a] [s] [d] [e] [r] [f] [t] [g] [h] [j] [i] [n] [m]

B. These are the keys typed by the second finger, right hand and a review. Type 10 times without looking up.

    [k] [l] [j] [i] [u] [v] [w] [x] [y] [z] [a] [s] [d] [e] [r] [f] [g] [h] [j] [i] [n] [m]

C. Third finger, right hand and a review. Type 10 times without moving your eyes from this page. Do not look at your fingers, even if you make a mistake.

    [o] [l] [i] [k] [h] [k] [j] [i] [u] [v] [w] [x] [y] [z] [a] [s] [d] [e] [r] [f] [g] [h] [j] [i] [n] [m]

D. Little finger, right hand and a final review. Type 10 times. Keep palms off the typewriter. Don't look up. Spell to yourself. STRIKE KEYS SHARP! SHARP!

    [p] [o] [l] [i] [k] [h] [k] [j] [i] [u] [v] [w] [x] [y] [z] [a] [s] [d] [e] [r] [f] [g] [h] [j] [i] [n] [m] a [s] [w] [x] [s] [d] [e] [r] [f] [t] [g] [h] [j] [i] [n] [m] [p]
LESSON TWO:

THE LEFT-HAND KEYS

A. This lesson uses all the keys typed by the left index finger. Look at the keyboard and strike each group of letters shown below, Space once with the right thumb after each group. Now, try this without looking at your fingers. Keep your eyes on this page and type 10 lines of the exercise, saying each letter to yourself as you type.

\[ \text{frf tff fgg fbf fvf} \]
\[ \text{frf tff ffg fbf fvf} \]

B. These are the keys typed by the left second finger and a review of the left index finger. Type 10 times without moving your eyes from this page.

\[ \text{ded dcd} \]
\[ \text{frf tff ffg fbf fvf ded dcd} \]

C. Third finger, left hand and a review. Type 10 times without moving your eyes from this page. Do not look at your fingers, even if you make a mistake.

\[ \text{sww sxx ded dcd} \]
\[ \text{frf tff ffg fbf fvf} \]

D. Little finger, left hand and a final review. Type 10 times. Keep palms off the typewriter. Don’t look up. Spell to yourself, STRIKE KEYS SHARPLY!

\[ \text{aga aza sww sxx ded dcd} \]
\[ \text{frf tff ffg fbf fvf} \]

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CHANGING THE RIBBON

To remove old ribbon

1. Press down on the shift lock key.
2. Move the ribbon selector to red position.
3. Remove top cover.
4. Move the ribbon reverse lever (step #14 under "Operating Instructions") to the extreme left position. This unlocks the ribbon.
5. Use your finger to wind all the old ribbon onto the right spool.
6. Remove tops from both spools. Unhook ribbon from left spool. Throw away right spool with the old ribbon.

To put in new ribbon

1. Put the new spool of ribbon at the right. Be sure that ribbon unwinds from the right. If a dual color ribbon is used, the red half is at the bottom.
2. Place the end of the ribbon with the metal tip into the slot on the left spool.
3. Insert ribbon into ribbon carrier slots.

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NOTICE

With typewriters that have script type, it is recommended that only a solid black ribbon be used. For best results, do not use a black-and-red ribbon with script type.
CARE OF YOUR PORTABLE TYPEWRITER

1. Lift the typewriter out of its carrying case before typing. This assures quieter typing and keeps the machine from skidding.
2. Use a "snap" stroke. This is the best way to tap the keys on a portable. The type bars should quickly bounce off the paper.
3. If it is necessary to erase, move the carriage far enough to the side so the eraser crumbs fall outside the machine. DO NOT erase over the type bars—eraser grit can be harmful.
4. Keep the typewriter in its case when it is not being used. Remove dust and wipe the keys often.
5. Once a year, take the typewriter to a Remington Service Station for a check-up. (A list of Remington Portable Typewriter Service Stations is on page 12.) The check-up includes inspection, oiling, cleaning, ribbon replacement and any necessary adjustments. The charge is very reasonable.

REMINGTON TOUCH TYPING COURSE

LESSON ONE: THE FINGERS AND THE "HOME KEYS"

As you can see, each finger is used for certain keys. Your first lesson is to memorize these finger/letter combinations.

A. Stretch out the fingers of your left hand and place, palm down, on a blank sheet of paper. Trace the outline of your hand with a pencil. Then, change over and trace the outline of your right hand. Now, copy the correct letters for each finger (shown in the diagram) and repeat the letters to yourself as you write them. For example:

Left little finger—QAZ
Right middle finger—JK

B. Cover the tracing of your left hand with—of course—your left hand! Think of a finger at a time and try to remember the letters which that finger should type. If you can't remember, raise the finger and look at the letters. You'll notice that the index finger has two sets of letters to strike.

C. Trace each hand on separate sheets of paper again, and fill in the correct letters from memory. When you do this correctly, you're half-way to your goal of learning to type.

The "home keys" of the typewriter are as follows: Left hand—A, S, D, F. Right hand—J, K, L; let your right thumb rest lightly on the space bar. To skip a space between words, tap the space bar with your right thumb. Keep your wrists level, fingers slightly arched, and palms off typewriter, STRIKE KEYS SHARPLY!