Instructions for using
Salter Standard Typewriter No. 7.
INSTRUCTIONS FOR USING

The Salter
Standard
Typewriter.

No. 7.

MANUFACTURED BY-

GEO. SALTER & CO., West Bromwich,
ENGLAND.

SOLD ONLY BY-

The Salter Typewriter Co.,
West Bromwich.

FOR LIST OF BRANCHES
SEE END OF BOOK.
The Salter
Standard Typewriter.

The No. 7 SALTER TYPEWRITER is the outcome of years of patient industry—in it are embodied the inventions and improvements of the most expert Typewriter Engineers of the day. The smooth running carriage, the light and even touch, and the ease with which the working parts can be cleaned, will ensure for the No. 7 a warm welcome among Typewriter operators, while its reasonable price will appeal strongly to all.

The most pleasing characteristic of the "Salter" is that it is of British Manufacture, being built entirely at the Works of Geo. SALTER & Co., Spring-Balance Manufacturers, of West Bromwich.

All the metal is carefully selected and examined by experts before being used for castings or stampings.

Every individual part of the "Salter" has to go through the hands of an examiner before being built into a machine. After the machine has been completed by the workmen, it is sent to the testing room, where a staff of expert mechanics inspect and test its every action and movement. It is then sent to an operator, who writes on the machine at a very high rate of speed; and finally it goes to the Manager of the Works, who passes every instrument before it is sent to the packing rooms.

A few of the chief points of excellence in the "Salter" are—

Perfect alignment, which is secured by a patented device, exclusively confined to the "Salter," which gives the desired result without the use of centre guides or complicated type bars.

Direct Action from the finger key to the printing point, with few joints, and every part of the levers, type bars, connecting wires, etc., made of the finest steel.
Ease of Manipulation. The carriage runs on rollers fitted with patented bearings, which ensures at all times a smooth, easy movement of the carriage, while a delightfully light and even touch of the keys makes the No. 7 "Salter," a favourite with everyone.

Unique Type Bars of specially designed girder section, stamped under enormous pressure from selected steel. It is practically impossible for a strong man to bend one of these type bars with his hand. The type is cut from the finest diamond steel, with a sharp clear face.

Please cut a Wax Stencil on the Machine, and so test every type—the results are perfect.

Compact Keyboard, with shift key look of lever action, doing away with all delicate parts, clutches, etc.

Escapement of unique design, constructed entirely of steel, with very few parts. Rapid, simple and reliable.

Simplicity. The key note of the "Salter" is its simplicity. The great aim of the Manufacturers being to reduce the number of parts, thus ensuring less liability to get out of order, greater durability and a minimum of cost for repairs, when repairs are necessary. All parts interchangeable.

Speed is limited only by the skill of the operator.

Visible Writing and Automatic Ribbon Movement.

Both of which are now universally acknowledged as absolutely necessary in an up-to-date writing machine.

Price, Machine alone - £16 16s.

Metal Cover, 10s. extra.

Bird's Eye View of Machine.
Hints to Users.

To obtain the best results and greatest speed with the least exertion, an operator should at all times be seated in a proper position. The machine should be placed on a level table, stand or desk, of such a height that the operator's elbow is about four inches higher than the table. Greater speed and considerable comfort may be obtained by the use of the "W.B." copyholder, which attaches to the side of the "Salter," and is adjusted to hold the copy or note-book at the correct angle, and thus reduces eye strain to a minimum. Price 3/- extra.

The bell rings automatically in conjunction with the margin stops when the carriage is within about five letters of the end of the line.

In cleaning the type, first pick out the dirt with the type-cleaner provided, or a pin, then carefully brush the face of the type.

If anything appears wrong with the machine, don't use a screwdriver until you have thoroughly satisfied yourself as to the fault. First look round the machine and see that no book or other article is accidentally touching it, and that nothing has been dropped into the working parts.

The machine should be kept covered when not in use. We sell rubber covers for this purpose. Price 3/- each.

When moving the machine always lift it by the base. Never carry it by the top casting or other parts.

It is only necessary to oil the working parts about once a week when in constant use. Those needing oil most are the escapement rack, the type bar hangers, and the roller bearings of the carriage. The inking device only requires oiling at long intervals.

Be careful the parts are well cleaned before oiling.

Instructions for Unpacking.

Unfasten the four hooks at side of metal cover, and lift the cover straight up. Carefully remove paper and packing from top of machine, and cut all string, being particularly careful to see that all bits of string, packing, etc., are removed from working parts. Turn the machine on to its side or completely upside-down, and remove the four screws, which will be found underneath the base of the cover; as this frees the base from the machine, care should be taken that the machine does not slip when the screws are removed.

Instructions for Using.

Keyboard and Keys.

Each machine is fitted with a Universal keyboard of 28 keys and 84 characters. Each key represents three characters, viz., a small letter, a capital letter, a figure or other symbol. When a finger key is struck, the key lever is depressed, together with the connecting wire. This draws down the type bar and brings the type in contact with the cylinder, thus printing the required letter. The movement of the key lever also depresses the universal bar, which is connected with the escapement mechanism, and so allows the carriage to move forward for the next letter to be printed. If capital letters are required, one of the shift keys (CAP.) on either side of the keyboard (see following page) should be pressed down firmly with the finger, while the required character is being struck, and if only one capital letter, figure or other symbol be required, the finger should be quickly removed from the shift key before striking another. This will ensure the immediate return of the roller to the small letters, and give perfect alignment relatively to capital and small letters. If figures or other characters are required, the shift key (FIG.) should be pressed down in a similar manner.
Instructions for Using—(continued).

To lock the shift keys in position (if it is desired to write several capitals or figures), press the required shift key down with the thumb of the left hand, and with the forefinger pull the lever slightly forward. This will lock and hold either in position until released by pushing back the lever. Always release locking lever when printing with small letters.

**Space Bar.**

The space bar must be depressed with the thumb in order to make a space between each word, or at the beginning of a new paragraph.

**Bell.**

Five spaces before the end of the line is reached, the bell rings, giving sufficient warning for a short word or syllable to be written.
Line Spacer.

This is on the left of the roller at 7a and 7b and feeds the paper forward. If pressed together with the forefinger and thumb of the left hand, it will turn the paper forward the distance required. The distance between the lines can be regulated by moving the lever 3 forward or back, allowing the line spacer to engage with the first, second or third notch as required.

To Release the Paper Carriage.

Press the button 5. The carriage may then be readily moved to the right or left. The button disengages the escapement from the rack and gives perfect freedom to the carriage.

To Insert and Remove the Paper.

To insert the paper in the machine, place the paper on the paper carrier 26 (Fig. 2), and while holding its edge close up to and between the rollers 22 and 23, turn the milled wheel 20 until the turning of the roller brings the paper to the graduated scale 21; push this back and pass the paper under it; move the paper forwards and backwards with the milled wheel to see that it runs straight. If it does not travel straight, with the upper and lower edges parallel, raise the paper carrier 26 with a finger at either end, when it can readily be pulled to the desired position. Should the paper have a tendency to run diagonally while printing a whole sheet, this can be obviated by adjusting the spring-control screws 19a and 19b.

Scale Tension.

The screws 19a and 19b also regulate the tension required for one or more sheets of paper. When printing on one sheet the tension should be very light, and should be increased in proportion to the number of sheets typed. In manifold and post-card work the tension should be sufficient to keep the paper well down on the roller.

To Remove the Paper.

To remove the paper from the machine, it is only necessary to draw it out of the carriage by taking hold of the upper edge with both hands.

Line Indicator.

In order to see the Line Indicator, it is first necessary to raise the ribbon; this can be done by depressing the RIBBON key, which can be locked in position by pulling forward lever 17a (Fig. 2).

The small fork-shaped plate 25 indicates where the type will print when a key is struck when using the small type. Thus, in order to print on a certain line, draw forward the lever 9, turn the paper either forward or back until the line comes directly in front and parallel with the extreme outside edges of the fork. If it is desired to reprint a letter in a word, space the roller along until the desired position appears exactly opposite the space between the two projecting parts of the fork.

Printing on Ruled Paper.

When dating a letter or to print on ruled paper, the line can be brought to the printing point 25 (Figs. 2 and 3), by drawing forward the control lever 9, and turning the roller to the position required. For printing on unruled paper, the lever should always be in contact with the roller to give equal distances between the lines.
Erasing.

To raise the ribbon for erasing, etc., follow directions given under "Line Indicator."

Scales.

The scale 21 contains 75 marks, each one of which represents the space one letter will occupy, so that there are 75 letters or spaces to a line. Letters will be printed exactly opposite each mark, so that if, say, the 10th mark is placed exactly opposite the centre of the pointer 25, the commencement of that line of writing will be at 10.

The marks on margin rail 15 correspond with the above, so that if the inside edge of the margin stop 16a (Figs. 2 and 3) is placed at 10 on the margin rail, each line will commence at 10, while if the inside edge of margin stop 16b is placed at, say, 60 on the margin rail, the line of writing will finish at 60.

Margin Rail and Stops.

When writing on small-sized paper or doing work where special margins are required, the margin stops should always be used. To move the margin stops 16a and 16b along the rail 15 to the right or left, it is only necessary to press them firmly forward against the rail. This disengages the teeth and allows a free movement either to the right or left. When it is desired to make a marginal note, it is not necessary to move the margin stop 16a, as by grasping the spacing levers 7a and 7c (Fig. 1) between the forefinger and thumb (instead of levers 7a and 7b, as for ordinary spacing) the carriage will pass beyond the margin stop, and on its return the carriage will automatically pass over the margin stop, so that the next line will commence at 10 again. When the end of the line is reached, the line locking lever 35 (Fig. 3) automatically comes into action and locks the keys, but this can be disengaged by pressing down lever 6 (Fig. 1), when a few extra letters can be written, unless the margin stop is already at the end of the rail 15.

Ribbon Mechanism.

To replace a worn ribbon with a new one, the machine should be turned round so that the back will face the operator. Pull the old ribbon off the free spool, [NOTE:—The old ribbon must never be taken completely off both spools until the new ribbon has been wound on to one of them.] unfasten the catch which attaches it to the piece of linen on the reel, and attach the end of the new ribbon, winding the new ribbon on by means of the ribbon-winding handle 4 (Fig. 1), first moving lever 24 (Figs. 2 and 3) to the right or left, in order to bring the ribbon-winding handle into action.

Pull the old ribbon off the other reel, and taking the other end of the new ribbon, pass it through the guides of the ribbon shield, and attach it to the other reel in exactly the same way as in the first instance. Wind the ribbon tight by means of ribbon winding handle 4, and it will need no further attention until a new ribbon is required, as when the ribbon has completely worked off one reel on to the other, it will automatically reverse.

Next work cannot be done with badly inked or coarse fabric ribbons. "Arrow" brand ribbons are made specially for the "Salter," and are stocked at all our branches.

Ribbon Reverse.

If at any time it becomes necessary to reverse the ribbon mechanism, it is only necessary to push the lever 24 to the right or left as the case may be. This will cause the ribbon to travel in the opposite direction.

Printing on Different Parts of the Ribbon.

The ribbon should be moved from time to time so that every part may be used. This is accomplished by moving lever 13 (Fig. 1) to the right or left. If one of the keys be depressed, and a type brought down upon the ribbon, the portion of the ribbon that will be printed upon can easily be seen. THE RIBBON MECHANISM CAN ALSO BE MOVED SUFFICIENTLY FAR TO THE LEFT TO ALLOW THE TYPE TO PRINT CLEAR OF THE RIBBON, THUS MAKING IT VERY CONVENIENT FOR Duplicator WORK, WHEN THE RIBBON IS NOT REQUIRED. Operators are advised to move the lever 13 a short
distance every day, as by doing this the wear is evenly distributed over the surface of the ribbon.

Result.—Perfectly even work and increased life of ribbon.

Tensions.

The tensions should never be altered unless absolutely necessary, as they are most carefully examined before the machines leave our works, and are so adjusted as to enable the fastest work to be done, providing all other parts of the machine are working accurately. All tension screw-nuts increase the tension when they are turned to the right, and decrease the tension when they are turned to the left. The main-spring tension nut will be found in Fig. 2, marked 17. Key tension nut is shown in Fig. 1, marked 10. This increases or decreases the amount of tension on the finger keys, and if for any reason it is found necessary to increase this, the main-spring tension should also be increased a little, as these two tension springs work in unison. The shift key tension nut is indicated by 3, Fig. 1.

Paper Carriage.

The paper carriage should never be removed except for cleaning purposes or to enable an adjustment to be made. To remove same, it is first necessary to raise the ribbon, as indicated under "Line Pointer." Depress "Fig."

When replacing, lift the pointer 25 out of the way, rest the grooved wheel, at the back of the carriage, on the rocker shaft 34, push in knob 18 and replace screws 32a and 32b.

Bottom Carriage.

To remove bottom carriage, first take off paper carriage as above, unscrew the two nuts 27a and 27b (Fig. 3), and remove the margin rail 15. While holding the carriage, release the cord drum link 30 from the pin on which it rests, by pulling it to the side (being particularly careful not to let it slip when the weight of the carriage is removed from the main spring), lift off the carriage and let the cord wind slowly round the drum, when the catch 30 can be lodged on the base of the machine, as indicated in Fig. 4.

To replace, pull the catch 30 to the side of the machine, then place the two grooved wheels of the carriage on the rail marked 28 and the projecting guide 29 under the angle iron 31; attach the catch 30 in its original position and replace the margin rail 15 and nuts 27a and 27b.
British Branches:

BIRMINGHAM—27, Martineau Street. Tel. No. 1113.
BRISTOL—72, Queen Square. Tel. No. 370y.
CARDIFF—27, Charles Street. Tel. No. 01342.
DUBLIN—24, Lower Abbey Street. Tel. No. 2689.
GLASGOW—168, Hope Street. Tel. No. 5138 Royal.
LEEDS—13, Park Lane. Tel. No. 6y.
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MANCHESTER—211, Deansgate. Tel. No. 6689.
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Tel. No. 04751 Central.
NORWICH—291, Dereham Road.
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And all Large Cities throughout the World.