Instructions for using the
UNDERWOOD
Standard Typewriter

UNDERWOOD TYPEWRITER COMPANY
General Offices: 342 Madison Ave. - New York, N. Y.
"Sales and Service Everywhere"
The Largest Typewriter Factory in the World,

Underwood Portable Typewriter Works,
Bridgeport, Connecticut.
INSTRUCTIONS FOR USING THE
UNDERWOOD
Standard Typewriter

MODELS 3, 4 AND 5

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Underwood
Standard and Portable Typewriters and Bookkeeping Machines
UNDERWOOD TYPEWRITER COMPANY
Division of Underwood Eliott-Fisher Company
342 Madison Avenue, New York, N. Y.
"Underwood, Eliott-Fisher, Sundstrand—Speed the World's Business"
Setting Up Typewriter

WHEN the typewriter is delivered by freight or express and removed from the box according to directions, place it on a table, back down, with baseboard or case bottom extending over the edge. Remove the case bottom and attach firmly, but not too tightly, the four rubber feet, contained in box of supplies sent with each machine.

CAUTION: THE RUBBER FEET SHOULD BE ATTACHED BEFORE THE MACHINE IS SET UPRIGHT IN POSITION FOR WRITING.

All the active working parts of the typewriter are securely tied to prevent friction or other possible damage in transit. The carriage is tied in the center of the machine, and the Marginal Stops (Nos. 10, 25—see diagram in center) are set close together at the center. After cutting all strings and removing them from the machine, move the marginal stops to their respective places at the end of the scale. This is done by pressing the two handle-levers together. Remove wire clips from ribbon spools; wipe the dust from the machine with a soft cloth, and it is ready for use.

NOTE: Keep this book for future reference. It contains information valuable at all times.
Instructions for Using the
UNDERWOOD
Standard Typewriter
Models 3, 4 and 5

NOTE: The numbers in parentheses throughout the text of this book will be found on the Diagram Plates of the machine on Pages 10 and 11. Also the correct technical names of the operating parts which these numbers represent.

Insertion of Paper

To insert paper, grasp sheet in left hand and drop it evenly as far down as possible between Paper Rest (No. 18) and Cylinder (No. 17), holding sheet against Lateral Paper Guide (No. 15). Turn Cylinder from you by the Right Hand Cylinder Knob (No. 23).

The Lateral Paper Guide may be set at any position on Paper Rest, insuring a uniform margin on succeeding pages.

Paper Release Lever

Should paper be inserted unevenly, press down Paper Release Lever (No. 22), which relieves pressure on the paper so that it can be straightened parallel with Rising Cylinder Scale (No. 19).

After paper has been straightened, be sure to raise Paper Release Lever to its normal position.

For minor adjustments of paper, the Release Lever may be held partially down with heel of right hand, in which case, when hand is removed, the lever automatically returns to normal position.

Paper Clamps

The Paper Clamps (Nos. 13 and 21) hold, feed and guide paper above the writing line. They can be adjusted to right or left to accommodate any width of paper within capacity of the machine. To move Paper Clamps, grasp them close to rod with thumb and forefinger and slide them to desired position.

When Paper Clamps are in position, the Marginal Stops (Nos. 10 and 25) should be set to fix length of writing line between Paper Clamps.

Marginal Stops

The length of writing line is regulated by Marginal Stops (Nos. 10 and 25). The Right Marginal Stop (No. 25) controls the left margin, or the begin-
ning of a line. The Left Marginal Stop (No. 10) controls the ending of a line, also the ringing of the Bell and locking of Keys.

The ring of the Bell is a signal that seven characters may be written before keys lock. The keys lock when Carriage Frame Pointer (No. 14) reaches point on scale opposite Marginal Stop Pointer, thus indicating end of line. Additional characters may be written to finish out a word (see Key Lever Lock Release).

To set Marginal Stops, place Carriage Frame Pointer (No. 14) at desired point, using Front Scale as guide. Press Marginal Stop Handles together and slide the Marginal Stops along their rod to the selected positions.

**Right Marginal Stop Release Lever**

To write in left margin without changing position of Marginal Stop, press Right Marginal Release Lever (No. 2) at right of Thumb Piece (No. 20) with index finger and with thumb, pull Carriage to right beyond the Stop.

**Key Lever Lock Release**

When keys are locked at end of line, four additional characters may be written by pressing the Key Lever Lock Release (No. 8), after which keys will lock the second time. The fifth character may be written by again pressing the Key Lever Lock Release. If additional characters are required, the Marginal Stop must be moved to the left.

**Writing Line**

The writing line is just above and parallel with Rising Cylinder Scale (No. 19). The writing point is directly behind notch in Type Guide (No. 16).

**Touch**

To insure best results in typewriting, keys should be given firm, but sharp quick strokes, releasing them instantly. This is necessary in order that various parts of the machine may perform their respective functions.

It will be observed that holding a key down renders all working parts of the machine inactive. Action takes place only when a key is released—the type bar returns, ribbon and carriage move forward, thus making space for the next impression.

**Spacing Between Lines**

The machine may be adjusted for single, double or triple line spacing by means of Line Space Adjusting Lever (No. 12). For single spacing, set Line Space Adjusting Lever in position opposite Figure 1 on Left Cover Plate of
carriage, for double spacing, opposite Figure 2, and for triple spacing opposite Figure 3.

Spacing Between Words

When a word is finished, before writing the next word, strike the Space Bar (No. 34) with the right thumb. This moves the carriage one space without making an impression.

The Space Bar should be used between words or when you desire to space the carriage without making an impression.

To Begin a New Line

Place forefinger of left hand in curve of Line Space Lever (No. 9) and push carriage to right. This operation returns the Carriage and automatically spaces the paper for beginning of a new line.

Ratchet Release Levers

To release carriage for purpose of moving it in either direction without writing, depress either Carriage Release Lever (Nos. 4 or 24) and move carriage to desired position. These levers, when released, return automatically to normal position. When depressing these levers the carriage should be held either by Thumb Piece (No. 20) or Carriage Frame.

Variable Line Spacing

The Variable Line Space Push Button (No. 6), when pulled out, disengages the Line Space Ratchet and cylinder can be turned only by Cylinder Knobs (Nos. 5 or 23). This operation makes it possible to write on ruled paper, spacing the cylinder by hand to the writing line.

If paper is ruled to match the machine spacing, adjust the paper to the writing line by means of the above operation, push in the Variable Line Space Push Button (No. 6) and space the paper in regular way by using Line Space Lever (No. 9).

In preparing printed forms for use on the typewriter, rulings and spacings should be made to correspond with the typewriter spacings.

Corrections

To make corrections while paper is in machine, turn paper forward by Cylinder Knob (Nos. 5 or 23) to convenient position for erasing. Make erasure, and remove the eraser dust to prevent its getting in the mechanism of machine. Then return the paper to writing line and make corrections.

If correction is to be made when making carbon copies, you will find it
convenient to throw Paper Clamps (Nos. 15 and 21) back against Paper Rest (No. 18), which permits you to bring the original paper forward while erasing on carbons.

To prevent smearing copies when erasing, a small piece of paper should be inserted between carbon and paper, on carbon side. When corrections have been made, drop Paper Clamps back on the paper in the same positions they were originally in.

In making corrections after paper has been removed from machine, make the erasure, pull out the Variable Line Space Push Button (No. 6), reinsert paper, depress Paper Release Lever (No. 22) and adjust paper so that line to be corrected is in position directly above and parallel with Rising Cylinder Scale (No. 19).

The center of each character should be directly back of the lines on Cylinder Scale. The letters "I" and "L" are preferable as guides to correct center. Return Paper Release Lever and Variable Line Space Push Button to their normal positions and make correction.

**Capital Shift Keys**

Each type bar carries a lower and upper case character. The characters most frequently used, such as the small letters, numerals and the principal punctuation marks, are on the lower case; while capitals, special characters and other punctuation marks are on upper case. To write capitals, or upper case characters, depress either Shift Key (Nos. 33 or 35), holding Shift Key down while you strike the key having the desired character. Release Shift Key as soon as impression has been made. With practice, a typist is able to time the stroke of Shift Key and Character Key with automatic accuracy.

**Shift Lock**

When it is desired to write all capitals, depress Shift Lock (No. 32). This locks the carriage on upper case and the machine will write all upper case characters. To release Shift Lock, touch left-hand Shift Key (No. 35).

**Back Space Key**

In event of striking the key too lightly, or if for any other reason it is desired to back space, depress Back Space Key (No. 7). This will return carriage one space each time the key is depressed.

**Tabular Key**

Tabulating is an important factor in modern typewriting. The built-in Tabulator of the Underwood is controlled by Tabular Key (No. 30). Its purpose is to enable a typist to jump the carriage from one point to another fixed point.
pressing the tabular key releases the carriage from the restraint of the escape-
ment and allows it to pass quickly to the position fixed by Tabular Stop. The
Carriage Friction Brake regulates speed of carriage in the interval between
stops and is controlled by the amount of pressure applied to Tabular Key.

The Tabular Key is not used as other keys. It must not be released until
the carriage reaches the stop.

Always use the Tabular Key for paragraphing.

Tabular Stops

Tabular Stops (No. 36) are mounted upon Tabular Frame with a gradu-
ated scale (No. 38) running parallel with and back of the carriage. These
stops are movable and may be set at desired intervals along the Tabular Rack
(No. 37), the scale of which corresponds with the Front Scale (No. 11) of
machine. The teeth of Tabular Stops match into the teeth of Tabular Rack,
thus fixing the stop securely into position.

To change position of a Tabular Stop, disengage it from the teeth in Tabular
Rack (No. 37) by pulling it back, then slide the stop to the right or left, as
desired, and reset. The exact position at which a stop is to be set may be de-
termined by placing the carriage at point of writing directly behind slot in
Type Guide (No. 16).

The Carriage Frame Pointer (No. 14) will indicate the number on Front
Scale (No. 11) at which the Tabular Stop should be set on Tabular Scale
(No. 38).

When Tabular Stops are not in use, they should be disengaged and left in
that position.

Carriage Frame Pointer

When carriage is set and writing point is fixed behind slot in the Type
Guide (No. 16), the Carriage Frame Pointer (No. 14) indicates the position
on Front Scale. For example: If carriage is set at extreme right, the pointer
will stand at 0; if advanced ten spaces, it will point to 10. As the Tabular
Scale (No. 38) and the Front Scale (No. 11) correspond, when Carriage
Frame Pointer is set at any number on the Front Scale, by setting a Tabular
Stop at the same number on Tabular Scale, a position is fixed at which the
carriage will stop when Tabular Key is used.

Centering Scale

It will be observed that the Front Scale (No. 11) is graduated and num-
bered both ways—the upper part on scale in white, the lower in red. This is
for the purpose of enabling a typist to place a title or heading accurately in the
center of the paper between margins.

To center a heading, insert paper in center of cylinder, set Carriage Frame
Pointer (No. 14) at the beginning, or 0, on the scale. Strike the Space Bar
(No. 34) once for each character and space in the heading to be centered. Note figure on lower red scale at which Carriage Frame Pointer (No. 14) stops, then set the pointer at the corresponding number on upper white scale, which will be the position to begin heading. For example: to center

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strike the Space Bar once for each character and space in this heading. The Carriage Frame Pointer will stop at 30 on red scale. Move the carriage until pointer is opposite 30 on white scale. This will properly center the heading.

*Envelope Guide*

To address an envelope or write on a narrow slip of paper without shifting the Paper Clamps (Nos. 13 and 21), turn the Guide (No. 3) around against the cylinder. When finished, return it to its normal position.

*Card Writing*

For ordinary card writing, use Paper Clamps (Nos. 13 and 21) and Card Holders (No. 3). For other card work, special devices are made for every form, style and size of card. These devices, together with the Rising Cylinder Scale and Card Holders mentioned above, make it possible to write with absolute accuracy from top to bottom, as well as on both edges, of a card.

*Width of Paper*

The Nos. 4 and 5 models will take paper 10\(\frac{3}{8}\) inches wide and write a line 8 inches long. The various No. 3 models will accommodate paper and write lines as follows:

<table>
<thead>
<tr>
<th>Model</th>
<th>Width of Paper</th>
<th>Length of Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 3—11</td>
<td>11(\frac{3}{8}) inches</td>
<td>9 inches</td>
</tr>
<tr>
<td>No. 3—12</td>
<td>12(\frac{3}{8}) &quot;</td>
<td>10 &quot;</td>
</tr>
<tr>
<td>No. 3—14</td>
<td>14(\frac{3}{8}) &quot;</td>
<td>12 &quot;</td>
</tr>
<tr>
<td>No. 3—16</td>
<td>16(\frac{3}{8}) &quot;</td>
<td>14 &quot;</td>
</tr>
<tr>
<td>No. 3—18</td>
<td>18(\frac{3}{8}) &quot;</td>
<td>16 &quot;</td>
</tr>
<tr>
<td>No. 3—20</td>
<td>20(\frac{3}{8}) &quot;</td>
<td>18 &quot;</td>
</tr>
<tr>
<td>No. 3—26</td>
<td>26(\frac{3}{8}) &quot;</td>
<td>24 &quot;</td>
</tr>
</tbody>
</table>

To write on narrow paper, insert the sheet under Left Hand Paper Clamp (No. 13) and set Right Paper Clamp (No. 21) over to right edge of paper; also set the Left Marginal Stop (No. 10) to correspond.

*Carbon Copies*

Carbon copies are inserted in the regular way, but if a large number of copies is made, to insure greater accuracy in feeding, depress Paper Release
Lever (No. 22). The sheets may then be pressed in between the rear Feed Rolls and cylinder.

When sheets are inserted in this manner, be sure to raise the Paper Release Lever to its normal position so they will grip the paper and enable you to feed it evenly to the desired position.

To insure accuracy in inserting a large number of carbon copies, fold a sheet of paper, about two inches wide and the width of the assembled sheets, in the center. Insert the top of the assembled sheets in fold and feed all into the machine. When paper reaches the writing point, remove the folded sheet.

To make corrections on carbon copies while paper is still in machine, see instructions under heading ‘Corrections.’

Stencil Cutting

Before cutting a stencil, great care should be used in preparing the copy. It should be written on the same kind of paper on which the final stencil copies are to be made. In fact, a perfect copy should be prepared with reference to form, spacing, spelling, etc. This copy should then be followed slowly and accurately in cutting the stencil.

Errors can be corrected with a wax preparation. Erasures cannot be made.

As cutting a stencil is done without the use of the ribbon, throw the Ribbon Shift Lever Lock (No. 26) to the left. This disengages the mechanism that raises the ribbon. The type must be cleaned thoroughly to insure clear, sharp impressions. It is erroneously thought that stencil cutting requires a heavy blow; whereas, the best results are obtained by giving a quick, sharp, even stroke.

In writing capitals, especially ‘M’ and ‘W,’ it is well to strike these characters twice. These characters have a broader surface and require more force to make a good impression.

After stencil is cut, be sure to move Ribbon Shift Lever Lock to the right.

Stencil cutting is an art and may be perfected only by constant practice.

(Full particulars for cutting stencils are given with every Underwood Duplicator or on application to Underwood Typewriter Company.)

Changing Ribbons

To change a ribbon, wind the old ribbon all on one spool by means of Ribbon Shifting Disk Handle (No. 27). After this has been done, set the carriage in center and depress the Shift Lock (No. 32). Lift the ribbon spools from the ribbon cups and the Ribbon Guide (E). Detach the ribbon from the empty spool and attach new ribbon. Wind the ribbon around the spool until cylinder reaches the hub. Place the ribbon spools into ribbon cups, making sure that the small pin, alongside of the ribbon spool shaft, enters the small hole in the ribbon spool. Be sure the ribbon feeds around the front of both spools, and if a bichrome ribbon, the color least used should be the lower one.
Pass the ribbon through the openings in cups in front of rollers or guides, then through slots in Reversing Levers (D). Then thread it down through slots of Ribbon Guide (F) as shown by diagram on this page. The ribbon is more easily placed in position by pulling forward the Levers (C) that extend from outside of ribbon cups, as this throws the roller and reverse lever into a more handy position. When ribbon is in proper position, touch Left Shift Key (No. 35), which will lower the Ribbon Guide.

Type impressions are usually made through upper half of ribbon. When this becomes worn, reverse the ribbon spools in cups.

This brings the unused half of ribbon to upper side. The best results will be had by using UNDERWOOD Ribbons purchased from the Underwood Typewriter Company. These special ribbons are on sale at all Underwood Sales Offices.

**Bichrome Ribbon**

The bichrome device makes it possible to use a ribbon of two colors, the color most frequently used being on upper half of ribbon. The Ribbon Shift Lever (No. 29) controls this device.

When writing on upper half of ribbon, the Left Ribbon Shift Lever Key is down. To write on lower half, depress the Right Ribbon Shift Lever Key. When using a single color ribbon, always keep the Left Ribbon Shift Lever Key down.

**Automatic Ribbon Reverse**

The ribbon reverses automatically by means of Lever (D) through which the ribbon passes. This lever is actuated by the eyelet (B) in end of ribbon, with which all ribbons purchased at Underwood Sales Offices are equipped. In placing ribbon on a machine, care should be taken to place this eyelet inside of Ribbon Cup (A). The ribbon may be reversed by hand by shifting the Ribbon Shifting Disk Wheel (No. 28) to right or left, as required.
Care of Machine

As the quality of a typist’s work cannot be first-class if the machine is not in good condition, it should be thoroughly cleaned every day. This should be a typist’s first duty. The Way Rod on which the carriage rides, should receive special attention. The wiping of this rod daily with a cloth moistened with oil, will insure a smooth, easy running carriage. The nickel parts should be polished daily. The inner parts of the machine should be brushed out with a long-handled brush. About once a month, the surface of cylinder, rubber feed rolls and paper clamp rolls should be cleaned with a cloth moistened with wood alcohol.

After cleaning, be sure that Ribbon Shift Lever Lock (No. 26) is over to the extreme right, otherwise the ribbon will not operate. When not in use, the machine should be kept covered.

Cleaning Type

The type lies face up on the Type Bar Rest, in a most accessible position for cleaning, and should be kept clean at all times. Clean type insure clear, sharp impressions and greatly improve the appearance of typewritten copy. When cleaning type, brush them toward you with the stiff brush furnished with each machine.

Oiling

After cleaning the machine thoroughly, should the Way Rod require further oiling, move carriage to extreme right and place a drop of oil on the rod between the Carriage Bearings. Move the carriage to the left and repeat operation. Then depress Carriage Release Lever (No. 24) and, by means of Thumb Piece (No. 20), run the carriage back and forth a few times to distribute the oil. The rods upon which the Paper Clamps, Marginal Stops and Tabular Stops are attached, should be wiped off occasionally with a cloth moistened with oil, so as to permit the free sliding of the clamps and stops on rods. Place a drop of oil occasionally on friction points of Shift Key Levers. When required, apply a drop of oil with toothpick to Paper Feed Roll Bearings and Paper Clamp Roll Bearings. Do not get oil on the rubber cylinder or rubber feed rolls. After oiling, remove all surplus oil with a cloth to prevent an accumulation of dust.

Use only UNDERWOOD Typewriter Oil to secure best results. It is light and penetrating and reduces gumming to a minimum.

The Bearings of type bars and Variable Line Space mechanism should not be oiled.

Special Instructions

Do not take the machine apart, do not change adjustments and do not allow others to do so.
UNDERWOOD STANDARD TYPEWRITER

If you have mechanical trouble with your Underwood typewriter, do not send for a repairman until you have looked into the following:

If Ribbon Guide does not operate, see if Ribbon Shift Lever Lock (No. 26) is thrown over to the right as far as it will go.

If paper does not feed properly, it may be caused by
1. The Paper Release Lever (No. 22) may be depressed.
2. Variable Line Space Push Button (No. 6) may be pulled out.
3. The Cylinder and Feed Rolls may need cleaning.

Special Machines and Devices

The Underwood Typewriter is designed and constructed to meet all requirements of a writing machine. Special machines and devices are made for all purposes and may be secured by applying to the nearest Underwood Branch Office.

Instructions for Fastening Underwood Typewriters to Desks

To attach machine to desk, drill two 1/4-inch holes through board upon which machine is to rest, the center of each hole being 8 inches from the front of the desk board. The holes should be 9 11/16 inches apart from center to center and at equal distances from the sides of the desk board. If the desk has a sliding board, these holes must be countersunk on inside sufficiently to allow for screw heads.

The No. 3 Models must be raised sufficiently to allow the carriage to clear the top of the desk. This is done by using a set of metal feet between the Main Frame and the typewriter rubber feet. The metal feet are first screwed into the Main Frame and the rubber feet are then screwed into the metal feet.

Special fastening screws are required to attach machines raised in this manner to desks. This desk fastening equipment is in stock in all Underwood Branch Offices.
The UNDERWOOD TYPEWRITER COMPANY

GENERAL OFFICES

342 Madison Avenue, New York, N. Y.

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Underwood Sales and Service Stations are maintained in the principal cities of all foreign countries
Underwood Mechanical Service

The Underwood Typewriter Company maintains for the protection of Underwood users a well organized Service Department with a total of over

1235 Trained Service Men
distributed among
214 Service Stations in U. S. A.

The policy of the Underwood Typewriter Company is to render prompt mechanical service wherever an Underwood user is located at the least cost consistent with good workmanship.

Only genuine Underwood parts are used.

The Underwood Typewriter Company services typewriters either under Maintenance Service Agreements (fixed annual fee) or at an hourly rate for labor plus the cost of parts.

Have your Underwood serviced by the manufacturer.
Carried in stock at all Underwood Sales Offices

A typist is judged by the Quality of her work. ELLWOOD Ribbons and Carbon Papers are made of materials and from formulae designed expressly for the production of Quality work on Underwood Typewriters.

AN UNBEATABLE COMBINATION

THE UNDERWOOD TYPEWRITER

plus UNDERWOOD SERVICE and

ELLWOOD

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