Here's Your INSTRUCTION CHART for the
UNDERWOOD Rhythm Touch DE LUXE

Every Point on the UNDERWOOD Rhythm Touch DE LUXE is a Point of Better Service

• IT'S A BIG HELP TO USE THE COMPLETE CHART IN THIS FOLDER

UNDERWOOD CORPORATION
One Park Avenue • New York 16, N.Y.
Sales and Service Everywhere
1. **LINE SPACE ADJUSTING LEVER.** For single, double or triple line spacing.

2. **COVER PLATES, LEFT AND RIGHT.** These Cover Plates must be raised when Cylinder is removed. See how to remove Cylinder as indicated below.

3. **LATERAL PAPER GUIDE.** Permits feeding paper into the machine accurately at any desired position.

4. **CYLINDER.** See how to remove Cylinder as indicated below.

5. **PAPER HOLDER BAIL.** Located on Cylinder. To place paper under Bail, raise the Paper Bail and guide paper under the Bail.

6. **ALIGNING SCALES.** Indicates the line of writing. The top of scale marks the bottom of the line of write. The vertical lines on scale mark the center typing position of each type. Note that "i" and "l" typing position is a continuation of these lines.

7. **PAPER CENTERING SCALES.** Are used to quickly and accurately center paper on Cylinder. Paper is accurately centered when Scale reading is the same at left and right edges of the paper. This is the first step when using the Front Scale (15) to center headings or titles.

8. **CARD HOLDERS.** Are used for writing cards and when addressing envelopes.

9. **PAPER REST.**

10. **WRITING POSITION POINTER.** Indicates writing position.

11. **CYLINDER RELEASE LEVER.** When depressed, releases paper.

12. **CYLINDER KNOBS (Right and Left).**

13. **CARRIAGE RELEASE LEVERS (Right and Left).** To move Carriage in either direction, keep Lever depressed until Carriage reaches desired position.

14. **LEFT MARGIN RELEASE LATCH.** To write beyond left margin without changing position of Marginal Stop.

15. **FRONT SCALE.** The upper half of the Scale, White, is the writing scale which indicates at a glance the number of characters that can be written on a line of writing. The lower half, Green, is the title and heading centering scale. To center a heading insert paper as outlined by Item 7. Set Writing Position Pointer (10) at "0" on scale. Strike Space Bar (22) once for each character and space in the heading to be centered. Note figure on green scale at which Writing Pointer (10) stops, then set Pointer at corresponding number on white scale. You are now in position to type heading.

   For example: on 11" machine with Pica Type, 10 spaces to inch—to center

   UNDERWOOD TYPewriter

   operate the Space Bar once for each character and space in the heading. The Writing Position Pointer will stop at 40 on the green scale. Move Writing Position Pointer to 40 on the white scale. Write the two words and the heading will be centered properly.

16. **MARGINAL STOPS (Right and Left).** The length of writing line is regulated by right and left Marginal Stops (16). To set Margins, move Marginal Stops to desired numbers on Front Scale (15).

17. **FRONT PLATE.** Press hand in back of the Front Plate, push forward and remove Plate. Replace by setting lower portion in position and snapping into place.

18. **RIBBON INDICATOR.** Blue position for writing in upper half of Ribbon; red for lower half. The white or central position is for stencil cutting.

19. **MARGIN RELEASE KEY.** When right margin has been determined and the Marginal Stop, Left (16) set, the Bell will ring seven spaces before the keys lock. Four more characters may be written by pressing Margin Release Key (19) after which Keys lock the second time, the fifth and last character may be written by again pressing the Margin Release Key.

20. **SHIFT LOCK (Right and Left).** Depress to write all capitals. Release by pressing Shift Key, Right or Left (21).

21. **SHIFT KEY (Right and Left).** For writing capital letters.

22. **SPACE BAR.** For spacing between words.

23. **TABULATOR STOP SET KEY.** Tabular Stops are set by placing Carriage at the desired stop position and depressing the Tabular Stop Set Key.

24. **TABULATOR BAR.** For tabulating with either the right or left hand to any position where a tabular stop has been set.

25. **TABULAR STOP CLEAR KEY.** To clear any Single Stop, tabulate to that position and depress the Tabular Stop Clear Key. All stops may be cleared by placing the Carriage at extreme left of line, then depressing and holding the Tabular Stop Clear Key while returning the Carriage to "0" on Scale.

26. **BACK SPACER.** To move Carriage one or more spaces to the right.

27. **TOUCH TUNING.** Permits the operator to tune the touch of the machine to the individual requirements. The tension varies from "0" to "6" according to individual preference.

28. **LINE SPACE LEVER.** Returns Carriage and spaces paper for new line of writing.

29. **VARIABLE LINE SPACER BUTTON.** When pulled out, the Cylinder is permanently disengaged from the line spacing mechanism and can be turned by either left or right hand to write on ruled lines.

30. **AUTOMATIC LINE FINDER.** When moved back, free turning of the Cylinder is possible. This permits writing between lines at positions other than regular spacing. When moved to normal position, it restores paper to original line of writing.

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The Underwood Rhythm Touch De Luxe Typewriter is equipped with an interchangeable cylinder. Cylinder can be removed easily and rapidly by simply raising Paper Holder Bail (5) and Cover Plates, Left and Right (2), and pressing back the Cylinder Locking Levers with both thumbs, as indicated in Illustration B. Cylinder can then be removed.

To replace cylinder, reverse this simple procedure, merely dropping cylinder into position with a firm downward movement, which automatically releases Cylinder Locking Levers and restores cylinder to normal position.

With this convenient feature, the typist can substitute any hardness of cylinder for manifolding, card-writing, label-writing or any other special typing requirements.
YOUR LETTERS ARE YOU

Your letters create impressions—good or bad. That's why the competent secretary always is an asset to her employer. If her typewritten work is consistently neat, clean, and well arranged, she soon gains a reputation for competency that is to her credit and advantage. Now that you have the new Underwood Rhythm Touch De Luxe Typewriter, you have the greatest helper ever placed in a stenographer's hands to turn out finer letters—produced with ease.

KNOW ALL THE FEATURES AND MAKE YOUR WORK EASY

You will naturally thrill to using this smart looking typewriter with its trim, streamlined contours and the new non-glare gray finish which does so much to relieve eye strain. Underwood's marvelous Rhythm Touch Keyboard, combined with Touch Tuning, makes it wonderfully easy to turn out a full day's work without strain or fatigue. The action is so responsive—so smooth, quick and light—that the words seem to flow on paper.

With this assurance of finer, easier typing, you will naturally want to be familiar with all the features of this machine which make your work more pleasant and more productive. That's why you will want to study this Instruction Chart.

One of the first advantages you will notice is that although the new carriage itself is not any wider, the width of the writing line has been extended a full inch—10 inches instead of nine. This means that you no longer have to find a wide carriage machine for many of your statistical forms and reports.

You will find the interchangeable cylinder another great aid. It is generally preferable to use a cushioned cylinder for regular correspondence. When there is extra manifolding to do, a harder cylinder is recommended to produce clear and legible carbon copies. It is much easier to clean the cylinder and the feed rolls when the cylinder is out of the machine.

You will find the new, deeper paper table and the larger lateral paper guide are aids for quicker, more accurate insertion of papers and forms. The cylinder knobs are deeper threaded for positive finger grip and the larger variable line spacer plastic knob permits easier, more accurate aligning to a line of writing.

The new drop line space lever, located just above the keyboard, requires only a short stroke and permits a positive, easy and rapid carriage return. The left hand returns naturally to normal keyboard position. Also be sure you are informed regarding the self-locking, front controlled margin stops, heading centering scale, visible writing scale, writing position pointer and keyset tabulator—additional aids to better work.

You will be quick to appreciate the greater ease, speed and accuracy of operation made possible by Underwood's Rhythm Touch keyboard, Rhythm Shift, Finger Form Keys and Touch Tuning. These great aids to rhythmic typing encourage your fingers to move freely over the perfectly balanced keyboard.

USE THE UNDERWOOD BRANCH OFFICE SERVICES

Your nearby Underwood representatives are prepared to serve you at all times. It is to your advantage to use Underwood Corporation supplies, ribbons and carbon papers. Let them recommend the grades that are most suited to your requirements.

We recommend that this Underwood Typewriter should be serviced by Underwood trained Servicemen only. We highly recommend our Maintenance Service which provides inspection, lubrication, correction of adjustments, or parts replacement, at regular intervals. If any service is required between intervals, it is provided without any additional cost.

SEE THE BACK PAGE FOR INSTRUCTIONS ON RIBBON CHANGING
THE RIGHT WAY TO CHANGE RIBBONS

Wind old Ribbon on one spool by means of Ribbon Driving Shaft Knob, located at right side of machine. Set Carriage in center and depress the Shift Lock (20). Lift the Ribbon Spools from Ribbon Cups (A) and the Ribbon from Guide (E). Attach end of new Ribbon to empty spool, and wind it around until the eyelet (B) reaches the Hub. Place Ribbon Spools into Ribbon Cups making sure that the Pin at side of Ribbon Spool Shaft enters hole in Ribbon Spool and that Ribbon feeds around front of both spools. If a Two-Color Ribbon, the color least used should be the lower one.

Pull Levers (C) forward then pass the Ribbon through openings in Cups in front of Rollers or Guides and through Slots in Reversing Levers (D). Then place Ribbon in back of Ribbon Guide (E), loop Ribbon towards center of machine and thread it down through Slots of Ribbon Guide as shown at (F). Depress Shift Key (21) which will allow the Type Bars to come up to their normal position.

TAKING CARE OF YOUR MACHINE

It only takes a bit of good housekeeping to keep your typewriter in first class working order at all times. Make it a rule to start the day by attending to these three things:

Wipe Off All Exposed Parts. Use a dry, soft cloth and get into the corners by using a long handled brush. Dust and dirt are detrimental to the life of a typewriter.

Clean the Type. Use a dry bristle type brush. Brush toward you to keep dust from getting into the mechanism of the machine.

Then on Monday mornings (1) clean the rubber cylinder using a cloth moistened with a little denatured alcohol (2) lubricate the marginal stop rods with just a drop of oil (3) turn over the ribbon to make it last longer. Remember, it only takes a little attention to insure maximum service from your Underwood.