IMPORTANT ADVICE

OPENING AND CLOSING OF THE STANDARD CASE (FOR M-10 MODELS) ETC.

You turn the key to the right, open the lock and lift the cover by the handle. By closing place the cover into the corner ledge of the bottom in that manner that you can pull the cover without trouble to the front over the machine until the lock is fastened.

To take the machine off you press lightly against the two levers adjusted to the fastening of the bottom. This bottom serves as typewriter pad and is noise-absorbing.

You replace the machine by putting the holes of the rubber feet into the bolts of the bottom, levers of which must be pushed back first. Then pull both levers to the front and the machine is secured.

RIBBON CHANGE

Remove the upper casting and replace the new ribbon as shown here

(sketch of ribbon vibrator complete with ribbon and ribbon holder).

CARE OF THE MACHINE

The typewriter should be cleaned every time before using. We recommend a soft brush or a smooth cloth. The types must be cleaned with a type brush vertical and not across them. The platen needs cleaning once in a while with cleaning fluid. When you erase, the carriage should be pulled out to the extreme side to avoid getting erasures into the machine.

WORLD'S FINEST TYPEWRITER

Distributed by
American Voss Corporation
Detroit 35, Michigan
1 Space Bar
   This part serves to obtain spaces as required — between single letters, words and sentences etc.

2 Keyboard
   The VOSS typewriter has a standard keyboard of 44 keys and 88 signs.

3 Shift Key, left
   is needed for typing capital letters and upper signs.

4 Shift Lock
   If only capital letters are to be used press down this button. A light pressure on part (3), and the carriage returns to its normal position.

5 Ribbon Adjustment
   By adjusting the small lever either the black or red part of the ribbon can be used. For stencil typing place the lever beside the white dot.

6 Back Space Key
   Press lightly to move carriage backwards as many places as desired.

7 Upper casting
   This part is removed by getting hold of it at both rear corners and lifting it up. Hereby both casting springs unlatch and the casting can be removed easily. By replacing, the little pegs and the edge of the casting front must lie close upon the lower casting in order to re-fit correctly.

8 Line Space Lever
   Our long and nicely featured line space lever turns the carriage from one line to the next — at the same time the carriage is led to the start of the new line.

9 Platen Release Lever
   Turn this from the downward position to the front and the platen is released for typing forms with printed lines etc.

10 Platen Knob, left
   This part turns the platen. If you intend to type on forms etc. you can pull out the knob which also releases the platen. Just push the knob in again, and the platen is connected with the line spacing once more.

11 Line Adjustment Lever
   You get 3 different distances of the line spaces by adjusting this lever.

12 Carriage Release Lever, left
   By pulling this lever to the front, the carriage is released and can be moved either to the left or to the right as desired.
13 Movable Paper Guide
permits accurate paper feeding vertical and to the side.

14 Margin Slide, left
must be adjusted before typing to have an equal left margin. By light pressure downward you can move the slide easily back and forth.

15 Sheet Support
By pressing the little gadget on the right side of the paper table (by M-13 models also on the left side), the sheet support jumps up automatically. This support is extensible and is also an extension of the paper table and indicates when you have come to the end of the sheet. After pushing in the extent of the support same is turned down to the right (to the left also by model M-13).

16 Paper Derive
prevents rolling up of the copies and serves at the same time as erasure pad.

17 Margin Slide right
must also be adjusted before typing and prevents typing beyond the letter margin desired. It stops the carriage 4 paces after ringing of the bell.

18 Paper Bail
Should the paper not have been inserted straight, pull the paper release lever (20) towards you. This lifts the paper bail with the bail rolls from the platen, and now the sheet can be easily adjusted. Tilting the paper bail backward is not necessary. The bail rolls must be pushed to the left and right (by model M-13 also to the middle of the platen).

19 Carriage Release, Lever right
See under (12).

20 Paper release Lever
See under (18).

21 Tabulator Set and Release Knob
For tabulator setting turn the knob toward you (S) and for releasing one unit turn the knob backward (C). Take care that the carriage is in the same position for releasing as it was when setting. Total release is done by pushing this knob inward.

22 Platen Knob
does the turning of the platen.

23 Plastic Line Gauge
is used for adjustment of lined paper, forms etc. This gauge leads the paper underneath the paper bail rolls into typing position. Both holes left and right on the gauge close to the postcard holder (24) are used to make lines across the paper or vertical with a pencil.

24 Postcard holder
This part fixed to the line gauge helps to type on postcards or rigid paper. The red dot in the middle of the holder can be aligned with any figure on the paper bail (18) for typing of columns.

25 Carriage Lock Lever
To unlock the carriage you pull this lever towards you. If you want to re-lock again after typing (especially for transportation) just push the lever back and bring the carriage exactly to the middle of the machine to let the lock snap.

26 Tabulator Keys
The 8 decimal tabulator keys work automatically for setting of different figure columns. For example, if you want to write $10.00, you push the button with the figure 10 until the carriage rests at the set position. Then you turn the button loose and type $10.00. Same goes for the other keys. This way you can write unit under unit by invoices, statistics etc.

(Picture of the decimal tabulation)

<table>
<thead>
<tr>
<th>1.00</th>
<th>1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>1,000.00</td>
<td>1,000.00</td>
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<tr>
<td>10,000.00</td>
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<td>100,000.00</td>
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<tr>
<td>1,000,000.00</td>
<td>1,000,000.00</td>
</tr>
<tr>
<td>9,900,000.00</td>
<td>9,900,000.00</td>
</tr>
</tbody>
</table>

When ordering please state if punctuation desired.

27 "Through-Key"
The first button on the left with the dot brings the carriage in motion when pushed and jumps over set units and columns.

28 Margin Release
When at the end of the line the bell rings the carriage will stop after a few more letters. By pressing button 6 you can type almost to the end of the sheet. The same button is used when you want to type beyond the left margin without moving the margin slide (14).

29 Shift Key, right
See under (3).

Our M-10 and M-13 models are equipped with a tabulator button at the right side of the keyboard. If you press this „TAB“ button the carriage moves to the units set by (21).