MARKING OF THE PARTS
1. Spool Bar
2. Keyboard
3. Shift Key, left
4. Ribbon Adjustment
5. Shift Lock
6. Margin Release
7. Spool Lid
8. Line Space Lever
9. Platen Knob, left
10. Line Adjustment
11. Carriage Release, left
12. Sliding Rail
13. Margin Stop, left
14. Paper Bail
15. Sheet Holder
16. Margin Stop, right
17. Paper Release
18. Carriage Release, right
19. Bail Rolls
20. Platen Knob, right
21. Spool Lid
22. Back Spacer
23. Shift Key, right
24. Setting and Releasing Tabulator Knob
25. Carriage Release for Tabulator
26. Carriage Lock
27. Holder of Post-Cards

ESPECIALLY IMPORTANT HINTS!
Closing and Unclosing of the Case
The lock is opened by turning the key to the right, the bolts are pressed together, and the lid of the case can be taken off without effort.

If you want to close the case again, then the upper part of the case has to be put on its hinges so that you can set the upper part of the case over the machine until you hear the click of the lock. Thereupon the lock is secured by turning the key to the left.

Taking Machine off the Bottom-Board
By light pressure to the rear against both the levers of the bolts which are on the bottom-board, these will snap back, and the machine can be taken off the bottom-board. When using the machine we recommend to place it on a blanket, for then the VOSS will write almost noiselessly.

Fixing Machine to the Bottom-Board
The machine is placed with its feet on metal bowls being on the bottom-board. Mind before that the levers of the two bolts are put back. Then both the levers are drawn forward and the machine is connected with the bottom-board.

Changing of Ribbon
At first both the spool-lids (7) and (21) have to be opened, then a new ribbon has to be laid in as shown by the sketch in the margin.

Care of the Machine
It is a matter of course that the user of a typewriter will dust and clean some a little before starting his day’s work. It would be best to clean the machine with a brush or a duster. The types are cleaned by a type-brush. Impure plates and rolls are cleaned by some spirit but not by benzene, for this would destroy the rubber. We especially point out that the carriage has to be drawn aside as far as possible when erasing, so that the machine will not be made dirty by the erasure.
1. **Space Bar**
   It serves for making spaces between the single letters (spacing), words, and sentences.

2. **Keyboard**
   The FLOSS-Type writer has a standardized keyboard containing 44 keys and 88 characters.

3. **Shift Key, left**
   It serves for writing capital letters and upper signs. By pushing up and down the little slide you can use either the upper or the lower part of the ribbon. When the slide is beside the white dot, the ribbon will not work, and you can type on stencils.

4. **Ribbon Adjustment**
   If only capital letters or upper signs shall be written then press down this Shift Lock. A light pressure on (3) and you have the same position of the carriage as before.

5. **Margin Release**
   When typing and the ball of the machine rings than the automatical stoppage will come into function after some further touches. Press the key (6) and the stoppage will not be existing any longer and you can write on to the end. The same key can be taken too if you want to write beyond the left margin without setting of the margin stop (13).

6. **Margin Release**
   The lid has to be pushed back some millimetres and to be got up. On closing the lid is put down again and pushed with light pressure downwards against the casing.

7. **Spool Lid**
   Our long graceful line space lever effects the shift to the next lines and at the same time the carriage is led to the beginning of the line.

8. **Line Space Lever**
   The platen knob serves for turning the platen. If you intend to write on lines, so draw out the knob and the platen release comes into function. Now you can turn the platen until you can write on the correspondent line. Light pressure on the knob and the platen is connected again with the line spacing.

9. **Platen Knob, left**
   By means of the lever for the line adjustment you can adjust the line in 3 different distances.

10. **Line Adjustment**
    Light pressure behind the lever and the carriage can be pushed to the left or right as you like.

11. **Carriage Release**
    This rail prevents the rolling up of copies and is also used for erasing.

12. **Sliding Rail**
    Before starting to write the margin stop has to be adjusted to have an equal left margin. The margin stop can be pushed to end fro by light pressure.

13. **Margin Stop, left**
    Look item (17).

14. **Paper Bail**
    The sheet holder can be drawn out and folded down both to the left and to the right. It prevents in flailing of the sheets and shows when you come to the end of your sheet.

15. **Sheet Holder**
    This margin stop has also to be adjusted before writing. With this a writing beyond the margin is impossible. Stops 4 touches after ringing.

16. **Margin Stop, right**
    Should the paper not have been brought in straight, so the paper release lever has to be drawn to you. At the same time the paper bail (14) with the rolls (19) rises from the platen and the paper can be easily adjusted. It is not necessary to turn the bail.

17. **Paper Release**
    Look item (11).

18. **Carriage Release, right**
    Look item (17).

19. **Bail Rolls**
    The platen knob serves for the turning of the platen.

20. **Platen Knob, right**
    Look item (7).

21. **Spool Lid**
    For holding the carriage a light pressure on the back spacer is sufficient. This is done as often as it may be necessary.

22. **Buck Spacer**
    Look item (3).

23. **Shift Key, right**
    The setting and releasing of the tabulator is done by this knob. The setting of the tabulator is effected by turning the knob to you (S). If you want to release one point, turn the knob from you away (U). Thereby consider that the carriage is just in the same position as in setting before. Total release is done by pushing this knob inwards.

24. **Setting and Releasing Tabulator Knob**
    If you press down the knob marked T A B then the carriage slides up to the next tabulator adjustment.