Insertion and Adjustment of Paper.

Slide the paper along the paper rest (3) until its front edge rests against the feed rollers. Turn the platen until top and bottom paper edges are approximately level, to insure straight feed. If adjustments are necessary, pull the paper release lever (4) forward, straighten the paper and restore the paper release lever to its original position by pushing it back.

The adjustment of the left-hand margin.

Push the paper rest (3) backwards, and depress the snap of the left-hand margin stop, and according to the position at the time with regard to the required left-hand margin, either
a) push the margin stop to the carriage-stop i.e. towards the centre of the carriage or
b) push the carriage so far till the type guide (16) stands against the new margin.

After the adjustment of the left-hand margin return the paper rest (3) to the original position.

The adjustment of the right-hand margin.

Push the paper rest (3) backwards, and depress the snap of the right-hand margin stop, and according to the position at the time with regard to the required right-hand margin, either
a) push the margin stop to the carriage-stop i.e. towards the centre of the carriage or
b) by using the carriage release (11) push the carriage so far till the type guide (16) stands against the new margin.

After the adjustment of the right-hand margin return the paper rest (3) to the original position.

Setting of the Line Spacing.

Set the line space selector (8) against the groove of desired vertical line spacing – one, one-and-half, or two lines, whereupon the line space lever (7) will automatically space each succeeding line at the setting made by the selector.
Capital Letters.
Depressing the shift key (17) lowers the entire typing mechanism to the bottom position and capitals or upper case characters are typed. For continuous typing of capital letters, depress the shift key lever lock (18), which locks the shift key and consequently the typing mechanism in the bottom position. The shift key lever lock is released by depresssing the shift key (17).

Writing Accents.
Typewriters with a dead key for writing accents are utilized by writing the accents first and then the letter which is to be accented (on which the accents is to appear). The carriage does not move when the dead key is struck.

Back Spacing.
The carriage moves back, to the right, one space for each firm depression of the back spacer (20).

Margin Release.
Depression of the margin release key (21) allows writing to the left of the beginning of a line, or to the right of the end of a line without disturbing the margin stops setting, the carriage being released thus beyond these two set stopping points.

When typewritten copy is to be reinserted for corrections or additions, adjust the paper horizontally by pulling the paper release lever (4) forward and align the centers of letters like »m«, »h«, or »w« accurately opposite the marks on the paper.
scale (6). Then, after returning the paper release lever to its original position, press the variable (10) and bring the bottom of the typewritten line exactly above the paper scale.

**Typing Without Line Feed.**
When the line space disengaging knob (9) is turned 90 degrees – no important in which direction – the normal spacing is released temporarily to enable the typist to write at any point or on ruled forms. Returning this knob to its original position restores the original line spacing used up to the time of the release.

**Removing Top Cover Plate.**
Move the carriage far enough to the left to have the line space lever (7) clear of the top cover plate (12). Grasp the cover plate firmly on both sides and pull it upwards until the spring catches release the plate.

**Replacing Top Cover Plate.**
Align the plate to its correct position by means of the chrome plated strips and press down until the spring catches click into position and hold the plate firmly in position.

**Ribbon Reverse**
 Normally the ribbon winds and rewinds from one spool to the other automatically and does not require any attention. If manual reversing should be required remove the cover plate and in back of each spool is a small reversing lever (15). When the left lever is pulled forward, the ribbon will wind on the left spool and vice-versa.
Changing the Ribbon.

Standard ribbon is used. Remove the top cover plate, depress the shift lock (18) for better access to the ribbon guide and remove the ribbon from the guide (14), noting how in was inserted. Unwind the old ribbon from the spool that has less and take out both spools from their respective reels. Attach the end of the new ribbon to the empty spool and replace both spools in the typewriter. Then reinsert the new ribbon into the ribbon guide the same way the old one was removed, or follow the instructions on the ribbon change illustration.

If there is some difficulty in inserting the new spool, it means that it is incorrect in dimensions; do not use force to press it in. In such a case it is a simple matter to unwind the old ribbon likewise from the other old spool taken from the machine. The new ribbon is wound on the good spool by turning this by one finger in the machine until all the new ribbon is unwound from the incorrect spool. The other end is then attached to the other good spool, which, is then easily reinserted into the typewriter. Replace the ribbon in the ribbon guide, depress the shift key (23) and your typewriter is ready again for writing.
Explanations to the figures 1–4.

1. Platen
2. Platen Knobs, left and right
3. Paper Rest
4. Paper Release Lever
5. Paper Bail
6. Paper Aligning Scale (Line adjustment)
7. Line Space Lever
8. Line Space Selector
9. Line Space Disengaging Knob
10. Variable
11. Carriage Release Lever (left and right)
12. Top Cover Plate
13. Ribbon
14. Ribbon Guide
15. Ribbon Reverse
16. Type Guide
17. Shift Key (left and right)
18. Shift Key Lever Lock
19. Space Bar
20. Back Spacer
21. Margin Release Key (for writing in front of the left hand and behind the right hand margin).

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