Writing on J3 ...

In buying your portable typewriter you have chosen well. The following operational instructions are intended to serve you as guide enabling you to fully enjoy the various advantages offered by this typewriter. The essential points to be observed when typing with "J.3" are briefly described hereafter.
Many of you certainly will know our "J 3" already, but the following hints will help you to become better acquainted with her.

<table>
<thead>
<tr>
<th>You will find:</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottom plate</td>
<td>6</td>
</tr>
<tr>
<td>Carriage lock</td>
<td>7</td>
</tr>
<tr>
<td>Paper rest</td>
<td>10</td>
</tr>
<tr>
<td>Paper bail</td>
<td>8</td>
</tr>
<tr>
<td>Paper guide</td>
<td>9</td>
</tr>
<tr>
<td>Paper release</td>
<td>9</td>
</tr>
<tr>
<td>Paper support with terminal indicator</td>
<td>10</td>
</tr>
<tr>
<td>Margin stop</td>
<td>11</td>
</tr>
<tr>
<td>Keyboard</td>
<td>12</td>
</tr>
<tr>
<td>Line space lever</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carriage release lever</td>
<td>14</td>
</tr>
<tr>
<td>Cylinder release</td>
<td>15</td>
</tr>
<tr>
<td>Line space switch</td>
<td>11</td>
</tr>
<tr>
<td>Line finder</td>
<td>16</td>
</tr>
<tr>
<td>Card holder</td>
<td>16</td>
</tr>
<tr>
<td>Ribbon</td>
<td>17</td>
</tr>
<tr>
<td>Ribbon reverse switch</td>
<td>17</td>
</tr>
<tr>
<td>Ribbon position indicator</td>
<td>18</td>
</tr>
<tr>
<td>Tabulator</td>
<td>19</td>
</tr>
<tr>
<td>Tabulator set and clear key</td>
<td>19</td>
</tr>
<tr>
<td>Service and maintenance</td>
<td>20</td>
</tr>
</tbody>
</table>
Many of you certainly will know our "J 3" already, but the following hints will help you to become better acquainted with her.

You will find:

<table>
<thead>
<tr>
<th>Part</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottom plate</td>
<td>6</td>
</tr>
<tr>
<td>Carriage lock</td>
<td>7</td>
</tr>
<tr>
<td>Paper rest</td>
<td>10</td>
</tr>
<tr>
<td>Paper bail</td>
<td>8</td>
</tr>
<tr>
<td>Paper guide</td>
<td>9</td>
</tr>
<tr>
<td>Paper release</td>
<td>9</td>
</tr>
<tr>
<td>Paper support with terminal indicator</td>
<td>10</td>
</tr>
<tr>
<td>Margin stop</td>
<td>11</td>
</tr>
<tr>
<td>Keyboard</td>
<td>12</td>
</tr>
<tr>
<td>Line space lever</td>
<td>14</td>
</tr>
<tr>
<td>Carriage release lever</td>
<td>14</td>
</tr>
<tr>
<td>Cylinder release</td>
<td>15</td>
</tr>
<tr>
<td>Line space switch</td>
<td>11</td>
</tr>
<tr>
<td>Line finder</td>
<td>16</td>
</tr>
<tr>
<td>Card holder</td>
<td>16</td>
</tr>
<tr>
<td>Ribbon</td>
<td>17</td>
</tr>
<tr>
<td>Ribbon reverse switch</td>
<td>17</td>
</tr>
<tr>
<td>Ribbon position indicator</td>
<td>18</td>
</tr>
<tr>
<td>Tabulator</td>
<td>19</td>
</tr>
<tr>
<td>Tabulator set and clear key</td>
<td>19</td>
</tr>
<tr>
<td>Service and maintenance</td>
<td>20</td>
</tr>
</tbody>
</table>

Confide in "J 3", the machine will show you everything by itself.
Survey of the various service parts

1. Space bar
2. Left and right shift key
3. Shift lock
4. Ribbon indicator
5. Marginal release
6. Line space lever
7. Ribbon reverse switch
8. Ribbon spool
9. Platen knob
10. Line space gauge
11. Carriage release
12. Cylinder release
13. Left hand paper guide
14. Left margin stop
15. Scale
16. Paper bail
17. Card holder
18. Line finder
19. Paper support with terminal indicator
20. Paper discharge guide
21. Paper rest
22. Platen
23. Right margin stop
24. Paper release
25. Total clear key
26. Stops
27. Back spacer
28. Carriage lock
29. Tabular set and clear key
30. Tabular key
Survey of the various service parts

1 Space bar
2 Left and right shift key
3 Shift lock
4 Ribbon indicator
5 Marginal release
6 Line space lever
7 Ribbon reverse switch
8 Ribbon spool
9 Platen knob
  left side variable line space device
10 Line space gauge
11 Carriage release
12 Cylinder release
13 Left hand paper guide
14 Left margin stop
15 Scale

16 Paper bail
17 Card holder
18 Line finder
19 Paper support with terminal indicator
20 Paper discharge guide
21 Paper rest
22 Platen
23 Right margin stop
24 Paper release
25 Total clear key
26 Stops
27 Back spacer
28 Carriage lock
29 Tabular set and clear key
30 Tabular key
Of course you may also type on your "J3" when it is only half unpacked, viz. by simply removing the cover. However, you may also take off the bottom plate. Simply push back the two snap levers and you will be able to lift off your "J3".

It does not move?
This is not necessary, for it is not supposed to have "its own way of doing things", as long as you do not type on it. Pull forward the small lever on the right hand side locking the carriage, and your "J3" is ready for action.
Of course you may also type on your "J 3" when it is only half unpacked, viz. by simply removing the cover. However, you may also take off the bottom plate. Simply push back the two snap levers and you will be able to lift off your "J 3".

It does not move?
This is not necessary, for it is not supposed to have "its own way of doing things", as long as you do not type on it. Pull forward the small lever on the right hand side locking the carriage, and your "J 3" is ready for action.
When inserting the sheet of paper also raise the paper holder. Push the paper stop to the left margin of your sheet of paper, so that the following sheets will have the same position.

Should the sheet of paper not have its correct position then the paper release will help you. Adjust your sheet of paper properly in accordance with the horizontal line setter. It also corresponds exactly with the base line of your typing line, while the vertical line corresponds to the center of the respective letter. Do not forget to push back the paper release as soon as this adjustment has been completed.
When inserting the sheet of paper also raise the paper holder.
Push the paper stop to the left margin of your sheet of paper, so that the following sheets will have the same position.

Should the sheet of paper not have its correct position then the paper release will help you. Adjust your sheet of paper properly in accordance with the horizontal line setter. It also corresponds exactly with the base line of your typing line, while the vertical line corresponds to the center of the respective letter. Do not forget to push back the paper release as soon as this adjustment has been completed.
By simply striking the release lever, the paper support jumps into its position. On the terminal indicator which can be pulled out you will see different markings. Whenever the top of the sheet of paper reaches a certain marking this will indicate that the lower end of the sheet has been reached — taking into account, of course a suitable margin.

**This is important!**
You will certainly attach a special attention to the fact that your letters will show your personal note. This depends on how you distribute your text on the sheet of paper used. The two marginal stops help you to limit the marginal length of your lines, while the line space switch assures the uniform distance between the lines. The length of the line is controlled on the scale of the paper holder which agrees with the scale of the marginal stops.
simply striking the release lever, the paper support jumps into its position. The terminal indicator which can be placed out you will see different markings. Whenever the top of the sheet of paper reaches a certain marking this will indicate that the lower end of the sheet has been reached — taking into account, of course a suitable margin.

This is important!
You will certainly attach a special attention to the fact that your letters will show your personal note. This depends on how you distribute your text on the sheet of paper used. The two marginal stops help you to limit the marginal length of your lines, while the line space switch assures the uniform distance between the lines. The length of the line is controlled on the scale of the paper holder which agrees with the scale of the marginal stops.
Before starting a swift glance on your keyboard:

- Marginal release — strike the key when you wish to write outside of the length of line set, viz. before the beginning of the line or after its end.
- Back spacer — it moves the carriage one notch towards the right.
- Shift key — left and right, for capital letters and signs (special characters).
- Shift key lock — for continuous shift, pressing down the left shift key will release it.
- Dead key (accentkey) — has to be struck before the letter carrying the accent. The accent ⍵ (circonflex) may be obtained by combining the simple accents ⍵ and ⍵.
- Space bar — for intermediate spacing and letter spacing.
Before starting a swift glance on your keyboard:

- Marginal release — strike the key when you wish to write outside of the length of line set, viz. before the beginning of the line or after its end.
- Back spacer — it moves the carriage one notch towards the right.
- Shift key — left and right, for capital letters and signs (special characters).
- Shift key lock — for continuous shift, pressing down the left shift key will release it.
- Dead key (accentkey) — has to be struck before the letter carrying the accent. The accent \circumflex can be obtained by combining the simple accents \^ and \^{.}
- Space bar — for intermediate spacing and letter spacing.
Now go to work with courage and good faith!
Each time when you strike a key the carriage moves one notch towards the left. Eight strikes before the end of a line the bell sounds — then it is about time to finish this particular line.
By manipulating the line space lever you will attain the next line of writing. — The carriage may be pushed left or right by means of one of the two carriage release levers.

For instance if you wish to type a lined blank or sheet of paper simply pull out the left cylinder knob; thus the cylinder may be turned independently of the original line spacing. Turn the cylinder until the line to be written is even with the line on the scale of the line setter, and push back the left cylinder knob.

By pulling the cylinder release lever towards the front the cylinder turns freely. As soon as the cylinder release is returned to its starting position the original line rhythm will be restored.
Now go to work with courage and good faith!

Each time when you strike a key the carriage moves one notch towards the left. Eight strikes before the end of a line the bell sounds — then it is about time to finish this particular line. By manipulating the line space lever you will attain the next line of writing. — The carriage may be pushed left or right by means of one of the two carriage release levers.

For instance if you wish to type a lined blank or sheet of paper simply pull out the left cylinder knob; thus the cylinder may be turned independently of the original line spacing. Turn the cylinder until the line to be written is even with the line on the scale of the line setter, and push back the left cylinder knob.

By pulling the cylinder release lever towards the front the cylinder turns freely. As soon as the cylinder release is returned to its starting position the original line rhythm will be restored.
In order to enable you to utilize your papers down to the last line "J 3" has two devices, viz. a line setter and a card holder. This, however, is not all; the white mark on the card holder corresponds to the center of each type. Thus it is easy to refill a point of erasure, and you will be able without difficulty to set the correct letter in its proper space.

You can also draw lines. Place a pencil into the hole of the right line setter — pull the carriage release towards the front — and move the carriage either way; you will have a horizontal line. If you want to obtain vertical lines pull the carriage release forward and turn the cylinder.

As far as the ribbon is concerned this is a simple affair. Normally it does not need any attention, for "J 3" takes care of it herself watching that is spools off regularly.

When replacing a ribbon lift the ribbon cover by a slight pull upwards. When you swing out the brake lever you will be able to remove the ribbon. Now all that remains to do for you is to insert the new ribbon into the ribbon fork as illustrated below. The two ribbon reverse switches allow you to adjust the movement of the ribbon in either way.
In order to enable you to utilize your papers down to the last line "J 3" has two devices, viz. a line setter and a card holder. This, however, is not all; the white mark on the card holder corresponds to the center of each type. Thus it is easy to refine a point of erasure, and you will be able without difficulty to set the correct letter in its proper space.

You can also draw lines. Place a pencil into the hole of the right line setter — pull the carriage release towards the front — and move the carriage either way; you will have a horizontal line. If you want to obtain vertical lines pull the carriage release forward and turn the cylinder.

As far as the ribbon is concerned this is a simple affair. Normally it does not need any attention, for "J 3" takes care of it herself watching that is spools off regularly.

When replacing a ribbon lift the ribbon cover by a slight pull upwards. When you swing out the brake lever you will be able to remove the ribbon. Now all that remains to do for you is to insert the new ribbon into the ribbon fork as illustrated below. The two ribbon reverse switches allow you to adjust the movement of the ribbon in either way.
You can also use a bicolor ribbon, for instance black/red. Insert the ribbon in such a way that the black part will be on top. With the ribbon adjuster you will be able to obtain three settings:

direction of arrow blue: the ribbon is set on the upper half.
center position: for typing stencils.
direction of arrow red: the ribbon is set on the lower half.

When typing tables, columns or lists etc. the tabulator offers special advantages. Your machine is equipped with so-called "stops" by means of which any desired position of a line may be obtained upon striking the tabulator key.

Previously however the stop has to be set. Move the carriage to the spot where you wish to set a stop and now push the tab. set and clear lever in the direction marked by the + sign. This operation may be repeated as often as necessary. Now you can start... strike the tabular key.... and the carriage will stop at the designated position.

Then, a stop is to be set one notch further to the left.... this is quite simple.

Move the carriage over to the wrong position of the stop and push the set and clear lever in the direction marked by the - sign. Now the tabulator is "cleared", and it can be reset correctly. Whenever you wish to clear all stops simultaneously simply pull forward the total tabulator clear button.
You can also use a bicolor ribbon, for instance black/red. Insert the ribbon in such a way that the black part will be on top. With the ribbon adjuster you will be able to obtain three settings:

- direction of arrow blue: the ribbon is set on the upper half.
- center position: for typing stencils.
- direction of arrow red: the ribbon is set on the lower half.

When typing tables, columns or lists etc. the tabulator offers special advantages. Your machine is equipped with so-called "stops" by means of which any desired position of a line may be obtained upon striking the tabulator key.

Previously however the stop has to be set. Move the carriage to the spot where you wish to set a stop and now push the tab set and clear lever in the direction marked by the sign. This operation may be repeated as often as necessary.

Now you can start... strike the tabular key.... and the carriage will stop at the designated position.

Then, a stop is to be set one notch further to the left.... this is quite simple.

Move the carriage over to the wrong position of the stop and push the set and clear lever in the direction marked by the sign. Now the tabulator is "cleared", and it can be reset correctly. Whenever you wish to clear all stops simultaneously simply pull forward the total tabulator clear button.
A wish!

Never forget that "J 3" also needs a certain amount of maintenance. It already begins when you first start typing. Never abuse your typewriter. For erasing push the carriage all the way to the left or right in order to prevent the dust developed from dropping into the machine. Clean the keys from time to time by brushing them lengthwise on the face of the keys. "J 3" will be grateful for it and show her gratitude by giving good and reliable service.

Any further questions and problems will be answered by your

A D L E R dealer.