



AZTEC



THOMAS EDWARDS

70 NORTON STREET

PATCHOUGNE, NEW YORK

You have purchased an „Aztec“ – that means you have settled on a typewriter of proved quality. Very soon you will see that this machine, owing to its reliability and ingenious construction, makes your daily work much easier. But before you begin to try it and to use it for your work, you should carefully note the hints we give you in the following. Moreover, we recommend you to have your Aztec thoroughly cleaned from time to time by an expert mechanic, which will contribute to your always being satisfied with it.

For potential interested persons among your acquaintances we would add still that the Aztec is supplied not only in two colors – as might be supposed judging by the illustrations – but also in one color. The case is available in leatherette or „Glakresit“.

In order to avoid misunderstandings we would point out that the Aztec 700 is fitted with tabulator, whereas the model Aztec 500 is supplied without tabulator.



- 1 Right carriage release lever
- 2 Total effacing lever
- 3 Paper release lever
- 4 Right platen turning knob
- 5 Touch regulator
- 6 Release lever for hood
- 7 Tabulator key
- 8 Zones of ribbon
- 9 Adjusting device for ribbon
- 10 Back spacer
- 11 Right shift key
- 12 Space bar
- 13 Left shift key
- 14 Shift-lock key
- 15 Type bar disentangling key
- 16 Tabulator setting key

- 17 Margin release key
- 18 Carriage arresting lever
- 19 Line spacing lever
- 20 Left platen turning knob
- 21 Line adjusting device
- 22 Platen release lever
- 23 Left carriage release lever
- 24 Paper edge guide
- 25 Margin stop
- 26 Line adjusting device
- 27 Paper support release
- 28 Paper support with leaf end indicator
- 29 Card holder
- 30 Paper rest
- 31 Bottom margin stop
- 32 Paper holder

Fig. 1

**How to open the case
of leatherette**

**How to open the case
of „Glakresit“**

**How to remove the
locking means applied
for forwarding**

Put the case on a firm support, introduce the key, and turn it to the left. By pressure on the bolt you may easily loosen the strap and take off the cover of the case.

Put the case on a firm support, introduce the key, and turn it to the left. Press the handle of the case against the cover, push the right knob to the right, after which the cover may easily be taken off.

If the typewriter is supplied directly from the works, the locking device must be removed from the arresting lever 18 (Fig. 2). By pressure on the carriage release lever 1 or 23 (Fig. 1) move the carriage to the left and to the right, by which the two locking stirrups 34 (Fig. 2) will drop out.

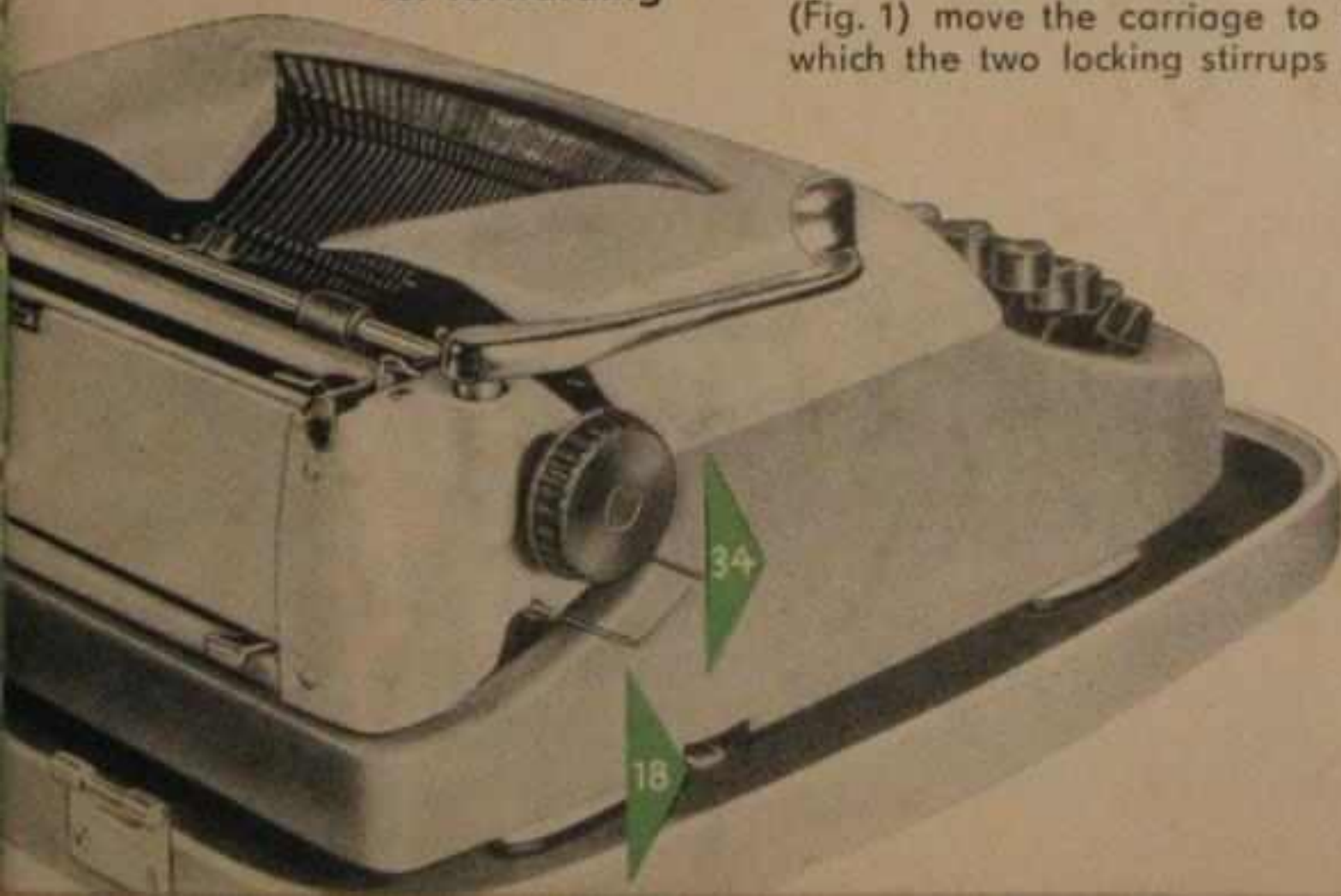


Fig. 2



Fig. 3

To get the typewriter ready for work

Push the arresting lever 18 (Fig. 2) forward. By pressure on release 27 (Fig. 3) the paper support 28 is automatically erected. Pull the paper holder 32 forward, till it catches. Now put the sheet of paper behind the platen on the paper rest 30 (Fig. 1) and introduce it by turning the knob 4 or 20. By means of slight pressure replace the paper holder to the platen.

Alignment of paper

Push the paper release 3 (Fig. 3) forward, after which you can easily align the sheet of paper by the paper holder 32. To obtain a regular margin place the left edge of the sheet under the cipher 0 of the paper holder scale. To give all the sheets the same position push the paper guide 24 (Fig. 3) on to the sheet and insert further sheets by the adjusted paper guide.



Fig. 6



Fig. 7

End of the line

After the bell has given a sound, six more strokes may be executed, before the machine is locked. If you want to release the locking in order to write beyond the right or the left margin, press down the margin release key 17 (Fig. 6).

Touch regulator

By setting the touch regulator 5 (Fig. 7) on "+", you produce a hard touch, by setting it on "-", a soft one.

Capital letters and upper signs

The two shift keys 11 or 13 (Fig. 6) serve for writing the capital letters or the upper signs. If you want continuously to write capital letters, press down the shift-lock key 14 (Fig. 6) until it catches. By pressure on the left shift key the shift lock key is released again.

Space

By means of the space bar 12 (Fig. 6) a space between letters is produced.

Back spacing

By means of the back spacer 10 (Fig. 6) the carriage is made to move back by one step.

Dead key

In order to write such letters as ò, é, ê etc. first press down the dead key (printing the accent) and then the key of the respective letter.

**To write on forms
(platen free-wheeling)**

Release the platen by pulling the left platen turning knob 20 (Fig. 9) to the left. Now, by turning the platen, you may align the lines of the form you are writing on, according to the line rule 26 (Fig. 8). By pressure on the release lever 22 (Fig. 9) you can also release the platen free-wheeling, but, moreover, you may return to lines written before.



Fig. 8

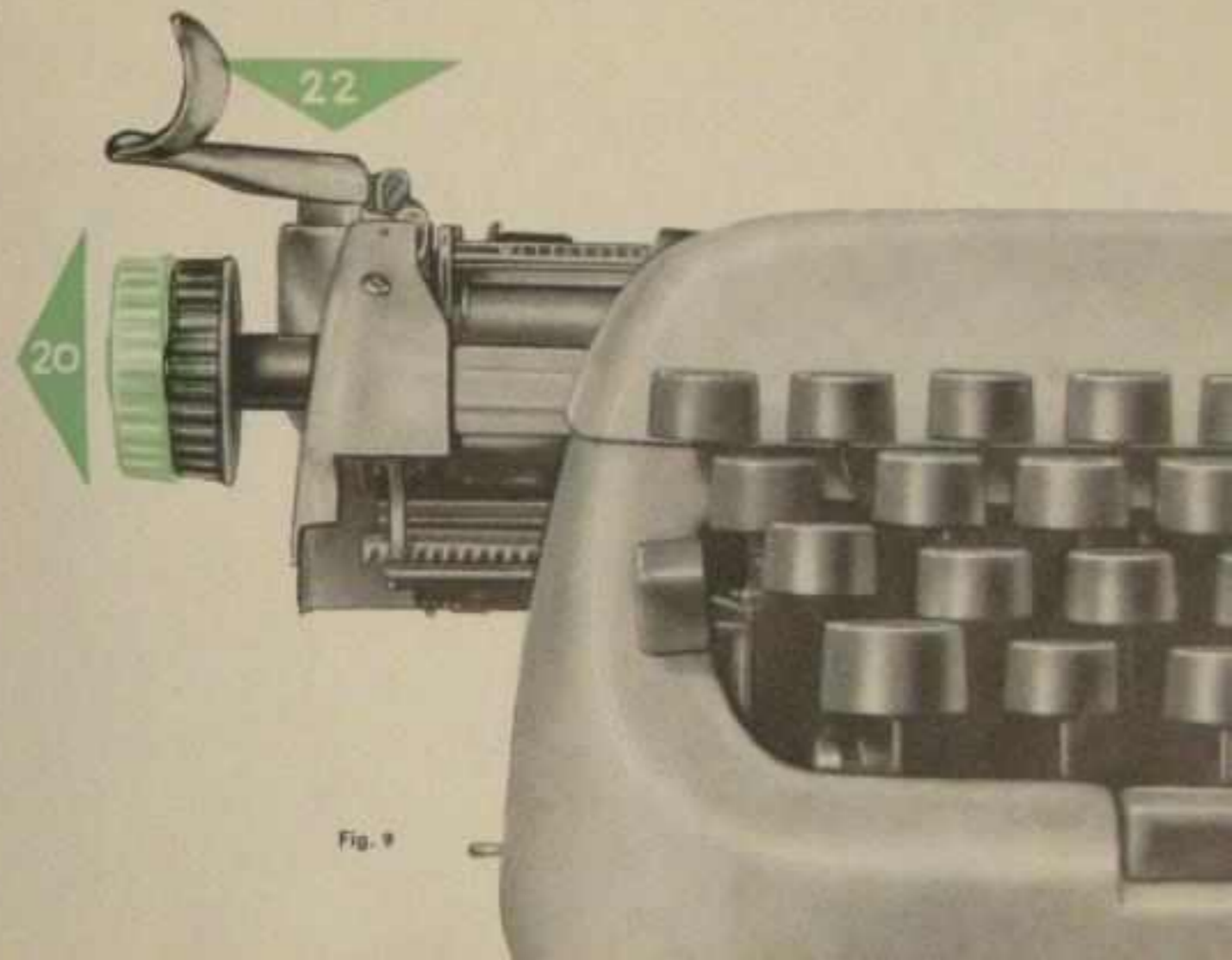


Fig. 9

Fig. 10



Tabulator (only for Aztec 700)

Setting slides

By pressure on the carriage release lever 1 or 23 (Fig. 10) move the carriage to the point where the intended slide is to be, now press down the setting key 16 (Fig. 10).

Effacing separate slides

Operate the tabulator key 7 (Fig. 10) until the slide to be effaced is reached. After the carriage has stopped, press down the effacing key 2 (Fig. 10).

Effacing all slides at a time

First, by pressure on the carriage release lever 23 or 1, make the carriage move to the extreme left end; then, pressing down the effacing lever 2 (Fig. 10), move the carriage to the right.

Tabulating

Keep the tabulator key 7 (Fig. 10) pressed down until the carriage stops.

13.9.60	500.678,35	120.435,23	334.523,
15.9.60	200.238,30	1.589,34	927.678,
21.9.60	3.457,28	465.345,58	456,
29.9.60	345.678,21	604.009,39	489.481,



Fig. 11



Type bar disentangling key

If type bars get jammed with one another, push the type bar disentangling key 15 (Fig. 11) forward, by which the jammed bars return to their initial position.

Card holder

The card holder 29 (Fig. 12) facilitates the writing on post cards and index cards. It is detachable.

Drawing lines

Put the point of the pencil in the notch of the line rule 26 (Fig. 13) and turn the platen turning knob 20 or 4, by which you obtain vertical lines; if you press down the carriage release lever 1 or 23 and move the carriage to the left or to the right, horizontal lines are produced.



Fig. 13

Fig. 12

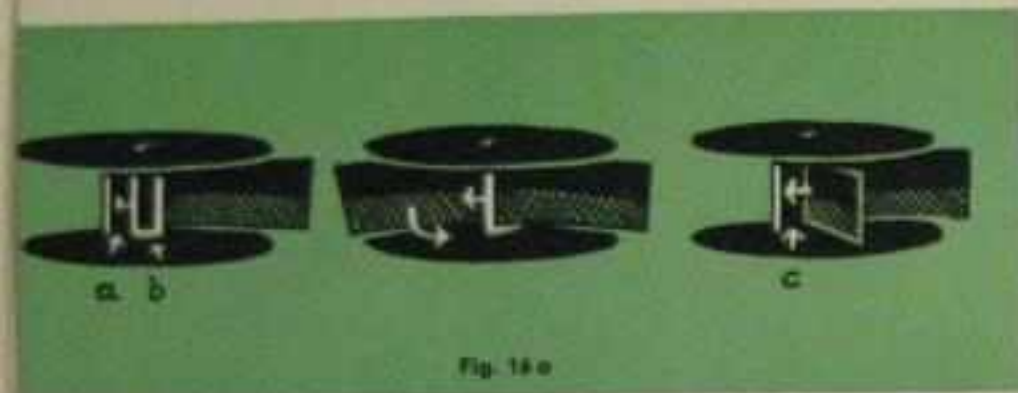


Fig. 16a



Fig. 16b

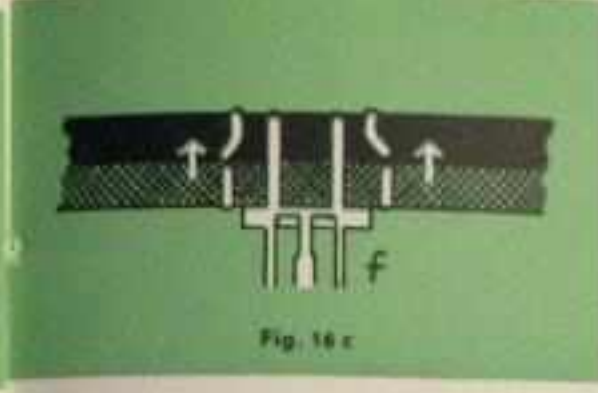


Fig. 16c

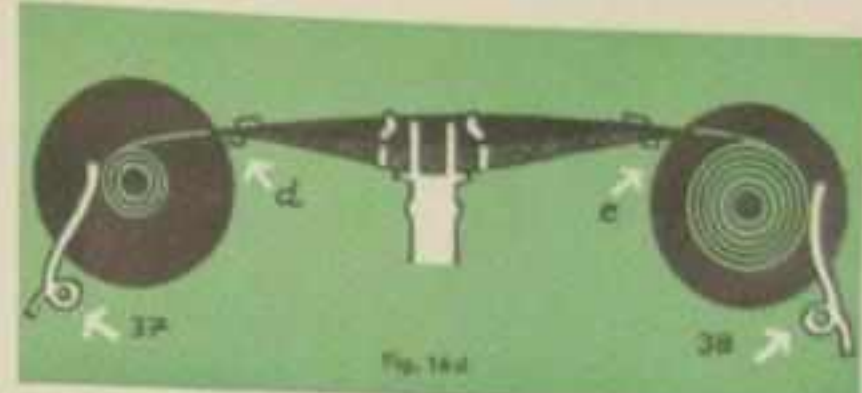


Fig. 16d



Fig. 16

Inserting the new ribbon

Shift the carriage to the left and take off the hood (see "Exchanging the ribbon"). Pushing aside the contact levers 37 and 38 (Fig. 16), slip the two spools on the spool shafts, introduce the ribbon into the forks of the reversing levers "d" and "e" (Fig. 16d) and guide it into the ribbon filter "f", as is shown by Fig. 16b/c. Now put the hood on again and close it.

Fig. 17



To lift the typewriter off the bottom of the case

Open the hood (shifting the release lever 6, Fig. 17, forward), get hold of the casing with both hands, press with the thumbs on the locking hooks 39 and 40 (Fig. 19) and lift the machine off the bottom.

Maintenance of the typewriter

When not used the typewriter should be covered. It is advised to brush off dust and particles of the eraser as often as possible, likewise the types should be brushed frequently. Remains of ink must be removed from them by means of kneading matter or a pointed piece of wood. For erasing shift the carriage aside so that no particles of the eraser can drop into the interior of the mechanism of the machine.

How to put the typewriter in the case

Flap down the paper support 28 (Fig. 1) to the right, push the arresting lever 18 (Fig. 18) backward, move the carriage so far to the middle that the arresting lever catches. When putting on the cover of the case see to it that it catches well at the back.

Fig. 18

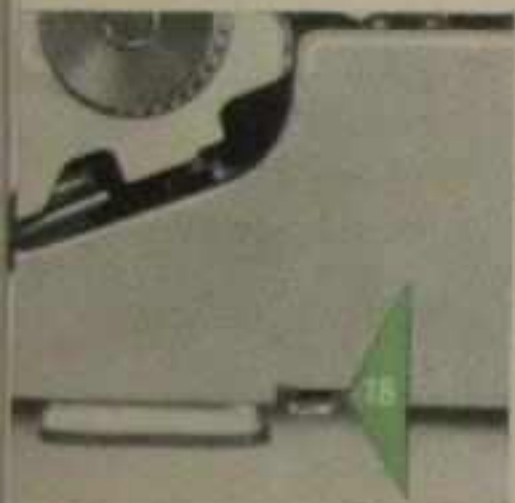


Fig. 19



Serial number

The serial number is at the right, on the back of the chassis (Fig. 20).

Fig. 20

