

"SMALL ENOUGH TO CARRY OFF. STURDY ENOUGH TO CARRY ON!"

Instructions for Using the
**BARR UNIVERSAL
TYPEWRITER**



MANUFACTURED BY
BARR-MORSE CORPORATION
ITHACA, NEW YORK, U. S. A.

"Right" and "left" is at the right hand or left hand as a person sits facing the typewriter in position for operation. "Front" is towards the operator, and "back" is away from operator.

A standard ribbon is used which can be purchased at all typewriter supply stores.

Keep the machine in closed desk or carrying case when not in use. Wipe off dust with a soft cloth and brush out dirt and erasings with a small brush. A clean machine does best work. Oil sparingly and carefully. Never put oil on type bars, ribbon spools or vibrator.

Clean Type often.

TO REMOVE COVER FROM MACHINE.

First raise the hasp and press the catch to release the cover. Raise the cover three or four inches at the front end, then push it back so that it is free from baseboard at the rear. Now the cover can be removed.

TO UNLOCK MACHINE

Remove any shipping ties, blocks in carriage bearings or other extra matter if on machine when received. Pull the line space lever, No. 5, up by the thumb piece, No. 6, so that it locks up by the catch, No. 38.

TO INSERT PAPER.

Rock paper holding bail No. 1 forward, set the paper edge guide No. 9 to required position by sliding it along on paper table. Set the paper squarely on the feed rolls and roll to writing position, rock the bail No. 11 back so that the small rubber rolls No. 13 bear against the paper.

PAPER SUPPORT ARMS.

For long sheets or heavy manifolding the paper support arms No. 35, on back of paper table may be raised to support the work.

TO STRAIGHTEN THE PAPER.

Push the pressure roll release lever No. 15 back as far as it will go. To lock this handle back, the lever No. 14 attached to No. 15 should be brought forward while holding No. 15 back, against stop. To unlock lever No. 15 push the lever No. 14 back.

LINE ADJUSTMENT AND VARIABLE SPACING.

To adjust paper to line or when it is desired to feed the paper irregular distances or other than the six-to-inch provided by the ratchet, push cylinder knob No. 18 to the left as far as it will go, roll the platen while holding it in released position. To lock in released position for irregular line spacing, pull lock handle No. 29 forward with the left hand while holding knob No. 18 in released position with right hand.

TO ADJUST LINE SPACING.

Press the handle No. 7 slightly to the right and move to one of the three positions as required for line spacing 1, 2, or 3 spaces.

TO RELEASE CARRIAGE.

Place thumb of right hand on carriage control arm No. 36, then with the first finger move carriage release lever No. 16 forward.

SHIFT LOCK.

When a word or line is to be written in Capitals, press the Shift Lock Key No. 25, and the machine will write Capitals until restored by touching one of the Shift Keys.

RIBBON COLOR SHIFT.

Move shift lever No. 21 to the color indicated on plate.

TO REMOVE RIBBON SPOOLS.

Move the spool retainer No. 37 to upright position, then raise spool off the shaft.

TO SET THE MARGIN STOPS.

Rock the margin rack No. 31 upward, then push down on knurled finger piece on stops No. 30 and No. 34, then slide the stops along the rack to the required positions.

TO SET TABULATOR STOPS.

Determine by the scale on paper holding bail, No. 11, the point at which you want the tabulating position. Swing up the margin rack, No. 31. Press down on knurled piece on stop, No. 32, slide the stop along the rack until pointer of stop comes to the desired position on rack. These stops are for use either when writing columnar matter, or for instant location of carriage for writing date line, "Yours respectfully," or firm name, etc.

BACK SPACE.

The Back Space Key No. 23 moves the Carriage to the right one space at a time.

LINE LOCK AND BELL.

The right margin is regulated by the right margin stop No. 34. Six spaces after the bell rings the type bars are automatically locked to prevent spoiling the work by piling or by writing off the edge of paper. If necessary to finish writing a word or syllable, press the Margin Release Key No. 3 and a few more characters may be written.

TO REMOVE PLATEN.

Pull the paper holding bail, No. 11, to upward position. Lock the paper release, No. 15, back. The platen locking arms, No. 17, at each end of the carriage hold the platen in position. These arms are released by raising the backward extending arm on each. The platen can then be removed from the machine. Lift the left end of platen slightly in advance of the right. In replacing, position the right end first. Be careful not to bend line scale, No. 12.

TO REVERSE RIBBON FEED BY HAND.

Push lever No. 22 forward or backward to reverse ribbon.

TO WIND RIBBON BY HAND.

Place the finger on the ribbon spool and wind ribbon in direction required. If the spool will not turn, shift the ribbon feed by using hand shift lever, No. 22.

TO CUT STENCILS.

The stencil bar, No. 20, located on the right side of the machine, is marked with a letter S. Pull this bar out and ribbon will remain stationary.

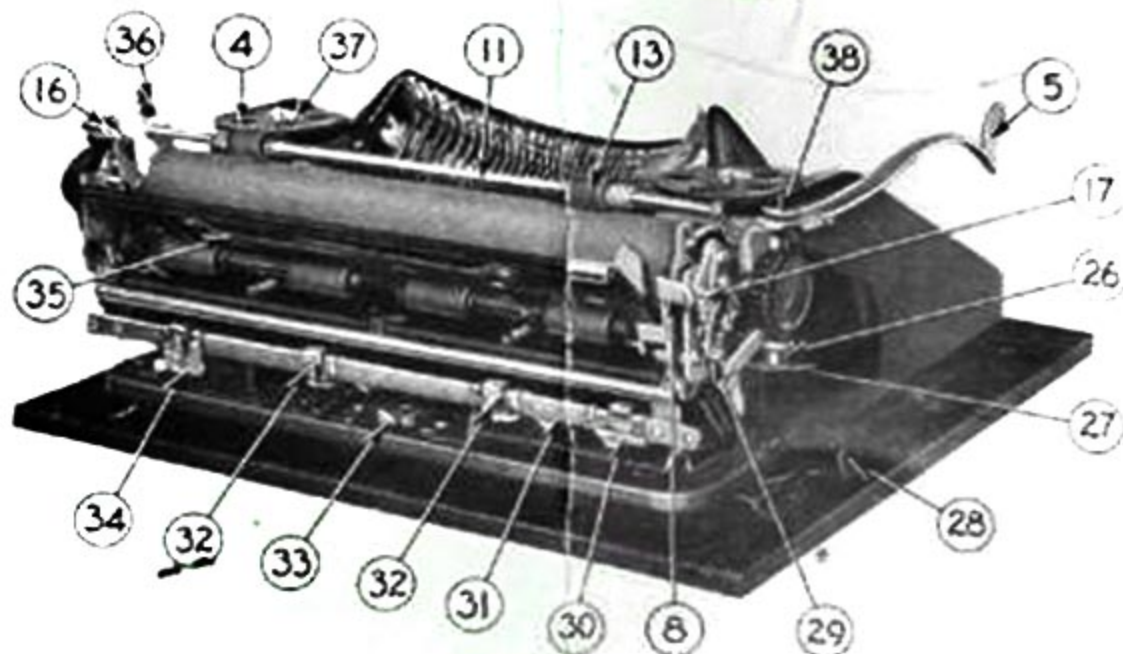
TO REMOVE MACHINE FROM BASEBOARD.

The hooks No. 28 on baseboard locking each rear foot of machine should be moved out clear of rubber feet, then machine moved forward before lifting from baseboard.

TO SET CARRYING COVER ON MACHINE.

Release carriage and move to position where the line space lever No. 5 can be pushed down so the rod No. 26 will enter hole in bracket No. 27. After setting cover over machine pull it forward, be sure that the back edge of baseboard is inside the corner clips on case. Then the front of case can be lowered and locked.

THE ERASER Holder No. 19 is fastened to the right side of machine, this will also hold the erasing shield.



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| 1—Space Bar. | 20—Stencil Key. |
| 2—Shift Key. | 21—Ribbon Color Shift. |
| 3—Margin Release Key. | 22—Ribbon Hand Reverse. |
| 4—Ribbon Spool Cover. | 23—Back Space Key. |
| 5—Line Space & Carriage Return Lever. | 24—Tabulator Key. |
| 6—Carriage Lock Release. | 25—Shift Locking Key. |
| 7—Line Space Adjusting Handle. | 26—Carriage Locking Pin. |
| 8—Left Carriage Release Lever. | 27—Carriage Locking Bracket. |
| 9—Paper Edge Guide. | 28—Baseboard Retaining Hooks. |
| 10—Ribbon Vibrator. | 29—Line Adjuster Lock. |
| 11—Paper Holding Rail. | 30—Left Margin Stop. |
| 12—Line Scale. | 31—Margin Rack. |
| 13—Paper Holding Ball Rolls. | 32—Tabulator Stops. |
| 14—Lock for Paper Release Lever. | 33—Tabulator Stop Block. |
| 15—Paper Release Lever. | 34—Line Lock and Bell Ringer Stop. |
| 16—Right Carriage Release Lever. | 35—Paper Support Arms. |
| 17—Platen Locking Arm. | 36—Carriage Control Arm. |
| 18—Platen Knob. | 37—Ribbon Spool Retaining Catch. |
| 19—Eraser Holder. | 38—Line Space Lever Catch. |