DON'TS

Don't assume that you know. Read instructions and know how to operate and care for your Bennett.
Don't take machine apart any more than the instructions tell you.
Don't strike keys with a "hammer stroke." Press them down with the ball of your fingers as described on page 5.
Don't try to move carriage when keys are depressed.
Don't depress keys while keyboard is off the machine.
Don't lift machine by the carriage or keyboard.
Don't neglect to keep your machine clean.
Don't forget to oil machine occasionally. Wipe off well all surplus oil.
Don't squirt oil on your machine. One drop at a time on each part is all that is necessary.
Don't use a gummy oil, it clogs the machine.
Don't try to re-adjust your machine; chances are you will get it out of order.
Don't insert paper crooked. Put it in straight and it will come up straight.
Don't write on the platen without paper in your machine.
Don't leave cover off machine when not in use.
Don't keep your machine in a damp place.
Don't be afraid to ask questions about the use and care of the Bennett. We will be glad to answer them.
Read Carefully

The construction of the Bennett Portable Typewriter is very simple, strong and durable. Its operation is easily learned. A brief study of the action of the machine and a careful perusal of the following instructions will enable the operator to execute rapidly, nice looking, accurate work.

These few instructions should be closely followed, and with ordinary care, the Bennett Typewriter will give continuous good service.

The low price and small size of the Bennett should not give the impression that the machine is not in every way a practical writing machine. The Bennett requires no more, but should be given no less good care than the higher priced typewriters.

Do not try to re-adjust the machine before gaining a perfect understanding of its construction and operation, and then only when conditions actually require it. Under no circumstances take your machine apart any more than you are told in these instructions.

The Bennett Typewriter is guaranteed for a reasonable length of time, but we will not be held responsible when we find the machine has been tampered with and these instructions have not been followed.
### Explanation of Reference Figures on Illustrations in this Book

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**Type-Wheel**
The **Bennett** is a type wheel instead of a type bar machine and it is necessary that the operator should acquire the touch as we describe and illustrate in order to get any kind of work. If you will reason the matter out you will plainly see that owing to the short leverage system, which enables us to make the machine so compact, a pressure touch is essential. It is not necessary to bang the type wheel against the paper. The type wheel has really only to merely touch the paper in order to make an imprint, except when making carbon copies, and this can be done by a light steady pressure. By using this method you will obtain cleaner and more even impressions.

The advantages of a type wheel machine are many and especially so in such a small writing machine as the **Bennett**.

Don't strike the keys a sharp blow, you may put the machine out of order if you do.

The **Bennett's** mechanism is composed of three general parts:

- **The Keyboard** with key levers controlling the imprinting operations, and the ribbon and ribbon movement mechanism.
- **The Carriage** holds the paper and controls the position of the sheet for the impression of characters at any desired point.
- **The Base Mechanism** consisting of type-wheel levers and operating type-wheel.
The Bennett, open, ready for work
Remove Cover by taking hold of the ring at each end and pull as far as they will come; then, before allowing rings to go back, lift Cover straight up off the machine. See the notice inside top cover.

Remove the String Before Attempting to write.

Paper Table comes folded face down over top of machine. Turn it up and back.

Insert Paper—Have carriage in center of machine as shown on page 4. The paper must be inserted top edge down with the side you wish to print on turned from you. In this position put the paper down as far as it will go in the space between the paper table (9) and the large roller or platen (10). Then turn the platen from you, by one of the platen knobs (23) at either end of the carriage, until the top edge of paper appears; now pull forward scale (12) and roll paper up until the point at which you wish to write is even with the line guide (14). Draw the carriage to the right until the indicator (3) points to naught (0) on the scale. Now you are ready to write your first line.

Proper Touch is absolutely necessary to get the best results. Do not strike the keys with a hammer-like blow. Just press them down easily and evenly as far as they will go (at which point the type wheel strikes paper and imprints through ribbon), then quickly raise the finger just far enough to allow the key to return. The position of the fingers should be as shown in the illustration in top of cover of machine and shown on page 7. You will notice that the proper
Wrong Position of Fingers
Right Position of Fingers
finger position is straight, not curved, and that the soft or cushion part of the finger presses on the keys—not the tips of the fingers where the nails protrude. The Bennett can be operated with all the fingers of both hands, but just as good results can be obtained by using the index finger on each hand only. Go slow at first, speed will come with a little practice. The touch on the Bennett is a pleasing, fingering pressure, not a snappy harsh blow. If you try to write with a sharp touch you will fail to get good results and may injure the machine.

Space Bar—The plate in the center of the keyboard marked "Space" is pressed after each word, or whenever you want the carriage to move along one space at a time without printing.

Bell Warning—As you write the paper moves automatically to the left until the indicator (3) points to 70 on the scale (12), when the bell (33) will ring, which is to warn you that you are coming to the end of the line and can write only five more characters. This enables you to either finish your word or properly divide it before going to the next line.

Start a New Line—Press down the line space lever (11) and draw the carriage to the right as far as you want to go.

Printing Point is directly beneath the indicator (3) which points to the numbers on the scale (12).

Erasing and Making Corrections can be accomplished in two ways: First—Slide carriage to extreme
right or left so that the point of erasure is exposed. After erasing slide carriage back until space in which character is to be printed is directly beneath the pointer (3).

Second.—Roll paper up until point of erasure is above scale. After erasing turn back paper until line on which you wish to write is below line guide (14), then space up by line space lever (11) until printing is even with line guide (14).

We recommend the first method, because the paper is not disturbed, and the dirt from the erasure drops out of machine.

**Capitals, Figures, Etc.**—Each key-lever (26) controls three characters—small letters, capitals, figures and punctuations or signs—84 characters in all. In its normal position the machine will write small letters. If a Capital is desired, hold down shift-key marked "Cap" (6) while you press the proper letter. If a Figure, punctuation or any of the signs are desired, hold down the shift-key marked "Fig." (5) while you press the proper character. If you want to write all Capitals or Figures, press the shift-key desired and lock same in that position by pressing forward the small bar—shift-key lock (4)—just above the shift-keys. To release shift-key, pull locking bar (4) towards you.

**Marginal Stop Lever** (1) at the end of the carriage controls the length of the writing line, or the distance between the left edge of the paper to the beginning of the writing. It can be set for 0, 10, 20 and 25 on the scale, covering all requirements of regular work.
To set Margin move the carriage until the desired number on the scale is a little to left of the pointer (3), then press down the Margin Stop Lever (1) as far as it will go.
The right hand margin is controlled by observing the ringing of the bell (33).

**Straighten Paper** by taking hold of reverse sides near platen (10), after having first rolled sheet up until top and bottom edges meet, and pull in opposite directions until paper is straight. If paper is placed into machine evenly at the beginning no further adjustment will be required to correct its horizontal position after turning to the writing point.

**Insert Envelopes**—If an envelope is to be addressed, always open the flap and insert point first. It is well to feed envelopes, postal cards or any paper narrower than the full width of the paper guides (2) in at right hand end of the carriage. By observing this rule you will always have the benefit of the warning bell and can set the margin stop lever (1) at the point desired to prevent from writing off the left edge of the envelope.

**Inking Ribbon**—Like all high-class machines, the Bennett uses a ribbon (27) to hold the ink, through which the type-wheel prints. The mechanism used to move the ribbon back and forth is very simple. While you are writing the ribbon is feeding automatically and winding itself in one of the ribbon cups (24). The length of a ribbon is 5 yards. The Bennett ribbon comes in any of the regular colors, either copying or non-copying (record). Prices: 20 cents each; $2.00 a dozen.
The Keyboard, Upside Down

Place it in this Position to Change Ribbon
Ribbon Reverse—When ribbon has become unwound from one of the spools push Reverse Pin (35) in center on top of machine bridge in the direction—right or left as you wish ribbon to feed.

To Put on a New Ribbon—take off key-lever bridge (125) on the under side of which you will find the entire ribbon mechanism. Unhook ribbon from wire guards (31). Then take off thumb screw (32) on top of each ribbon cup (24) and remove cups. Now ribbon can be lifted off posts (30). Unfasten one end of old ribbon from steel spool (28) by forcing off steel spring band (29). Fasten free end of new ribbon by laying end around spool and pressing steel band (29) over it. The other end of new ribbon is already fastened to a spool in like manner. Now replace new ribbon on posts (30), being careful that ribbon is straight across from spool to spool and not twisted. Put the spool on with the ribbed driving flange nearest the top, then replace cups. Put on thumb screws; then slip ribbon between wire guards (31) and put keyboard bridge on machine. See that the Reverse Pin (35) is pushed towards the empty spool, so that the ribbon will feed in that direction. Always see that ribbon thumb screws (32) and bridge thumb screws (17) are fastened tight.

Remove Carriage by raising Margin Stop Lever (1) as far as it will go and slide the carriage out of the machine clear to the right. In replacing the carriage be careful that the carriage back fits properly into the groove in frame back (19). Having replaced the carriage do not for-
The Base with Carriage, Keyboard and Type-Wheel Removed
get to press down the Margin Stop Lever (1) after you have set the carriage at the desired point, i.e., 0, 10, 20 or 25.

Remove Keyboard—The keyboard and bridge (25) are intended to be removed in one piece, by loosening the two thumb screws (17) at the extreme ends of the bridge. Unscrew these about half way, and lift the bridge, to which the keyboard is fastened, straight up from the machine. In replacing be sure to put on straight from the top, push tight into place and screw up thumb screws tight. Notice that the ribbon is not twisted, but is straight between the type wheel and the carriage. Do not press keys while keyboard is off the machine.

Remove Type-wheel—Remove keyboard as described above. Swing around toward you the small wire guard (16) which projects over the top of wheel, then lift the wheel clear off its center post (15). Clean type wheel with a tooth brush. If the wheel should be very dirty use a little alcohol. In replacing, be careful to have the wheel right side up and with the small hole (34) near the outer edge towards the ribbon. Do not forget to swing back the wire guard (16) over wheel after it is put back in proper place.

Cleaning and Oilig—It will not be necessary to use much oil, if you keep your machine clean. When you do oil it, use good Typewriter oil; preferably Bennett brand, 20 cents per bottle; one drop at a time on each part is sufficient.
In its Leatherette Case, as the Bennett Comes to You
Things to Do to Make Your Writing Easy, and to Prolong the Life of Your Bennett

Use the proper touch as described on page 5, of this instruction book.
Clean machine before oiling.
Oil your machine about once a month.
Keep machine clean and as free from dust as possible.
Keep cover on when not in use.
Should platen become glazed rub the platen and rubber feed rollers with cloth wet with alcohol.
Erase with platen out of machine. The dirt will not drop into the working mechanism.
Start paper into the machine straight and you will not have to straighten it afterwards.
Reverse ribbon before it is entirely off one spool.
Follow our instructions carefully. We build the Bennett Typewriter, and know the best method of operating and caring for it. Do not experiment. We have done that.

GUARANTEE—Bennett Typewriter Co. will, without charge, make all repairs upon new machines of its manufacture, which may be necessitated by originally defective material or workmanship during one year from date of purchase if delivered to factory, Harrisburg, Pa. Agents of this company are authorized and will fulfill this guarantee, if machine is delivered to them. This guarantee does not include replacement of worn rubber parts or ribbons or repairs to machine if same has been tampered with.