Instructions for Using

The BLICKENSDERFER

FEATHERWEIGHT

ALUMINUM TYPEWRITER

READ before you WRITE

TO THE BEGINNER

Before attempting to write, if you will carefully and thoughtfully read the directions contained herein and observe them conscientiously in practice, you will quickly and easily become an expert writer.
THE CORRECT FINGERING
FOR THE
Blickensderfer Scientific Keyboard.

Finger Method: The following illustration will show the position of the fingers in the "Three Finger" Method. Finger (1) referring to the first or index finger, the remaining being numbered in rotation, 1, 2, 3

Special Notice: Before commencing to operate the Blickensderfer Typewriter, first memorize the "key board;" then find on what letters certain fingers are to be played. When the letters are well located in your memory, begin writing, taking at first small words, examples of which you will find at bottom of page. A word of caution—write slowly and correctly—speed will come with careful and patient practice.

Correct Finger : The center line drawn through the key board (see illustration) is called the "Dividing Line." The following rules should be closely adhered to: To right of dividing line use only the right hand, and to left of dividing line use only the left hand. For spacing, when you end a word with the right hand, space with the left thumb. The same rule must apply when you end a word with the left hand, space with the right thumb.

Finger Practice: Practice fingering on the lower bank first, and when familiar with the location of the letters, figures and characters and the different fingers to be played on same, take the remaining two banks in the same manner. Remember, never strike a key with any but the finger that corresponds with the number on the key, (as shown in illustration). A little care at first in correct fingering will finally result in making a beginner a careful, neat and speedy operator.

Words for Practice: Make three lines of each of the following words without a mistake, commencing (with those on the first bank). Do your work slowly, and pay special attention to your fingering.

First Bank
at  hit  site  dash  as  thio
  sash  rose  ten  dear  shad  there

Second Bank
full pull fully Lulu puff mull
  lump Lucy cull fly yuw clump

Third Bank
kb  zk  gkxz  vkJ  kv  gbj  gbx
  bvuq  kbxq  xq  gbj  gkx  gbqz
THE CORRECT FINGERING
FOR THE
Blickensderfer Universal Keyboard

Follow Same Fingering as for Scientific. Using the Following:
Words For Practice: Universal Keyboard. Make three lines
of each of the following words without a mistake, commencing with
those on the lower bank. Do your work slowly, and pay special at-
tention to your fingering.

EXERCISE

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q w e r t y u i o p
a s d f g h j k l
z x c v b n m,
  2 2 1 1 1 1 2 2 3
b c d e f g h i j
  3 1 1 2 2 1 1 1 1
k l m n o p q r
  1 2 2 2 1 2 3 2 3
s t u v w x y z
  2 1 1 1 2 1 1 2

o x   j e t
  2 2   1 2 1

o x e n   f e w
  2 2 2 1   1 2 2

d i d   d o g
  2 2 2   2 2 1

b o x   p u f f
  1 2 2   3 1 1 1

a r e   w h a t
  3 1 2   1 1 3 1

y o u   w i l l
  1 2 1 2 2 2 2 2

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Follow the diagram and use the correct fingering for each line of words.
IMPORTANT.

Carefully read the following until you have thoroughly mastered the names of the several parts marked and their uses, that you may learn how to properly use and care for the machine.
No. 506-6  SPACE KEY. On removing the machine from the case you will find this "key" folded in behind the first bank of key buttons, that it may be put in case. Turn this out before starting to write. Depressing and releasing this key feeds the carriage forward, and by holding it down the carriage can be freely moved in either direction.

No. 829  KEY LEVER LOCK. On removing the machine from the case turn the "Lock" back to release the lever and allow the type wheel to come to its proper position. See that the "Lock" is turned back far enough not to interfere with the levers when they are depressed.

No. 1028  INK FRAME HOLDER ARM. After removing the machine from the case turn this in an upright position and press the latch (No. 1029) down to hold arm in place.

No. 1029  INK FRAME HOLDER ARM.

No. 547  INK FRAME. To change the ink roll, lift the "frame" or hanger straight up, hold firm with the right hand and with the left lift the catch and replace the roll with a new one, care being taken not to bend frame. Should the printing be too heavy or blurred after placing a fresh ink roll on the machine, remove some of the ink from the surface of roll by rubbing a piece of blotting paper over it.

No. 816  MARGIN STOP. By use of this stop the left hand margin can be regulated as desired from "0" to "20." Press it in (toward the machine) to slide it on the rack.

No. 818  MARGIN LATCH. If marginal notes are required, and you do not wish to change "Margin Stop," lift the latch and the carriage can be drawn past the stop. After note is made, return carriage, the latch will then slip over the stop and drop in place for the margin first set.

No. 814 B  PAPER RELEASE LEVER. Should the paper be placed in the machine crooked, or should you wish to move it, push this "Lever" forward as far as it will go. This will release the pressure from the paper and it can be easily straightened or moved. Be sure to turn it back in place before proceeding to write.

No. 574-6  CARRIAGE KNURL. Used to turn platen in either direction with left hand.

No. 1002  RIGHT MARGIN STOP. Slide this stop toward the center to make the bell ring early when using narrow paper.

No. 617  RELEASE BAIL. By pressing this bail toward you on either end the carriage will be released; this allows free movement of the carriage with either hand, without depressing the space key.

No. 557  LINE SPACE or THUMB PAWL. For line spacing push the "Pawl" from you with the thumb.
THUMB PAWL RELEASE.

BEGINNING NEW LINE. When end of line is reached grasp "Knurl" (No. 574-6) and "Thumb Pawl Release" (No. 765-6) pressing "Thumb Pawl Release" against "Thumb Pawl" (No. 557) which will automatically release the carriage so it can be drawn to the right in position for another line. Depressing the "Space Key" (No. 506-6) also releases the carriage so it can be freely moved.

For machines which are not fitted with the "Thumb Pawl Release" press the "Thumb Pawl" (No. 557) forward as far as it will go; this causes the paper to move forward for new line; then release it—the spring will bring it back to its place. Grasp the Knurl (No. 574-6) and end of "Release Bail" (No. 617) with thumb and first finger, pressing the bail in toward the "Platen" (No. 677 B) and draw the carriage to the right far as it will go. Then proceed to write. Depressing the "Space Key" (No. 506) releases the feed and accomplishes the same result as pressing in on the "Release Bail" (No. 617).

LOCK NUT FOR LINE SPACE SPRING ADJUSTING SCREWS.

LINE SPACE ADJUSTMENT SCREW. To change the spacing between the lines to any desired width, loosen the "Lock Nut" (No. 615 B) and turn the screw (unscrewing to widen, screwing down, to narrow) then reset the lock nut.

PAPER GUIDE. This should be adjusted as close to the "Platen" or large roller (No. 677 B) as possible without binding it. If too close it will bind and not allow carriage to feed properly. If not close enough the type wheel will rub over the paper and not make clear impression.

PAPER GUIDE THUMB SCREW. This screw is to adjust the paper guide, turning to the right to raise and the left to lower it.

PAPER RACK. This is to carry the paper and keep it from dragging on the table or desk. Can be easily removed if desired.

AUTOMATIC POINTER. This pointer indicates the line of writing and the exact place at which the next letter will be printed. To reach any desired place turn platen until the line of writing is at the top of pointer and the angle of pointer directly at the place you wish the letter or character printed.

SHIFT LEVER LOCK PLATE. If either the "Cap." or "Fig." shift key lever is depressed and this lock plate drawn forward, they will be locked in that position and all "Capitals" or "Figures" can be written without having to hold the shift key with the finger.

TYPE WHEEL LOCK CATCH. To change type wheel, turn wire catch on top of wheel one-quarter turn, then it can be easily removed. To replace the wheel, if Blickensderfer Scientific key-board machine, have the the letters "j" and "z" at the top, or if Universal key-board have the letters "q" and "p" at the top, turn the catch into place, return wheel to position on shaft and carrier pin and try, before starting to write, by depressing the "Fig." shift key to see if the wheel stays in place on shaft.
CARRIAGE SCALE.

TABULATOR. The tabulator consists of a "Scale" (No. 996), numbered from 0 to 80 on the upper edge and from 25 to 80 on the lower edge, also a flat indicator attached to the left of the top frame and numbered as follows, "00.123456."

The figures to the right of the decimal point on the indicator represent units, tens, hundreds, etc., up to hundred-thousands.

To write .10 at 70 on the paper, place the carriage so that 70 on the lower edge of the scale comes opposite the decimal point on the indicator then print .10.

To write any amount of dollars from $1. to $9. under the .10 have the figure 1 on indicator come opposite 70 on lower edge of scale, $10. to $99. have figure 2 on indicator opposite 70 on lower edge of scale, and so on.

The column may be set up at any point desired using the figures and graduations on the lower edge of the scale in connection with the indicator to have the figures printed come in proper position.

With a little practice, use of the tabulator will greatly assist in tabulating.

PLATEN

CARRIAGE SPACING ADJUSTMENT. Should the carriage feed too slowly and letters print on top of each other, increase the tension by loosening the adjusting screw and sliding space spring adjusting lever out, then tighten adjusting screw. These will be found under and at the back edge of the machine. First, see however that the trouble is not caused by the paper guide arm (No. 570 F) being adjusted too near the platen or roller (No. 677 B).

HOW TO OPERATE. To get the best results with the least effort, touch the keys with the ball of the finger and press them down. Do not use the staccato stroke, which is made with the end of the finger, and commonly used on type-bar machines.

INTERCHANGEABLE KEY RING.

CELLULOID DISC FOR KEY RING.

To change the key-board to another language, remove the key caps by raising the back or slotted side, replace the cards with others having the desired letters and characters, then replace the key cap, catching it under the front edge of the Key button with the slotted side at the back and press it down in place.
GENERAL DIRECTIONS

HOW TO OPERATE.

To get the best results with the least effort, press the key with the ball of the finger, following it downward until it stops by reason of the type striking the paper.

Do not use the staccato stroke, which is made with the end of the finger, and commonly used on type-bar machines, nor waste energy by striking hard. A light, uniform touch produces the clearest and sharpest impression.

Before attempting to write, it is best to practice this stroke with single letters on various parts of the key-board, so as to become familiar with the precise degree of force required to secure the best results.

ADDRESSING ENVELOPES.

If the envelope is thick and stiff, press the ends flat with the thumb and forefinger, open the flap of the envelope before inserting, and see that the paper guide is pressing firmly on the paper. This will lessen the tendency of the envelope to spring upward and be defaced by striking the ink roller. A light touch is particularly essential to insure good work on envelopes.

COPYING.

For copying with ordinary letter press, if brush is used the paper of the copying book should be thoroughly moistened and the copies made in contact with a cloth or roller, or if cloths are used they should be thoroughly wet through but not dripping, and the letter left in the press from one to two minutes.

CARE OF THE MACHINE.

The life and continued smooth working of any machine is largely governed by the care bestowed upon it. Daily before using, every accessible part should be cleaned with a chamois skin, or soft cloth and dust and superfluous oil removed. When not in use machine should be protected from dust and dampness by being placed in its case, or covered with a cloth.

OILING THE MACHINE.

Only a small quantity of oil is required. If machine is used continuously then oil the slide where the carriage travels about twice a week, using only a few drops, as superfluous oil serves only to accumulate dust.

At intervals of several weeks, depending upon the extent of which the machine is used, the working parts under the typewriter should be oiled. Use only clock oil or fine typewriter oil and use very little at one time. If the machine has been exposed in a dusty place and the working parts have become clogged with dust, fill a small oil can with benzine and squirt through the machine freely. This will remove all the dirt and oil. A drop of fresh oil should then be placed on all working parts. Before cleaning and oiling the machine it is advisable to remove the carriage.

TO REMOVE AND REPLACE CARRIAGE.

Hold down space key (No. 506-0), draw carriage to the right, raise margin latch (No. 818) over margin stop (No. 816). When the margin latch strikes against space plate roller, release the space key and withdraw the carriage.

When replacing the carriage be sure to press space key down as soon as the margin latch presses against the space plate roller.

Pressing in the Space Plate (this is the sliding plate in center at rear of machine, under the carriage) accomplishes the same result as depressing the space key.

OUR GUARANTEE.

We warrant all our machines to be of good material and workmanship, and we will furnish free, at any time within one year from the date of purchase, any part that may wear out or break, if not caused by neglect or misuse.

In case of any derangement of the machine, the fact should be communicated at once to the agents from whom it was purchased. With proper care the life of the machine is almost indefinite.

THE BLICKENSERFER MFG. CO

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