Typewriter 10
PERSONAL TYPEWRITER

INSTRUCTION
Dear Customer,

Thank you for your interest in the newly announced Canon personal typewriter. This typewriter incorporates a variety of easy-to-use features to enhance your job efficiency and productivity.

1. Automatic functions
2. Shaded printing
3. Double-width printing
4. Touch-type practice mode
5. Cordless, portable design

The tab function helps you to type in columns and make perfect tables like the one shown below.

<table>
<thead>
<tr>
<th>Japan</th>
<th>France</th>
<th>U.S.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo</td>
<td>Paris</td>
<td>Washington D.C.</td>
</tr>
<tr>
<td>Osaka</td>
<td>Cannes</td>
<td>New York</td>
</tr>
<tr>
<td>Kyoto</td>
<td>Marseilles</td>
<td>Los Angeles</td>
</tr>
</tbody>
</table>

The multilingual characters and symbols make it easier for you to communicate in more than 20 languages.

As an extra bonus, this typewriter comes with a built-in typing practice program to help you improve your typing speed and accuracy.

We at Canon hope you enjoy working on your new typewriter.
Preface

Thank you for purchasing a new Canon Electronic Typewriter. Your new purchase offers you the latest Canon technology in a portable, easy-to-use package. Its many features include a wide variety of automatic formatting and editing functions, all designed to simplify your typing and to keep typing errors to a minimum. The superb quality printout, together with a variety of print and character styles, allows you to create impressive, professional looking documents.

This manual will show you all you need to know to get the most out of your new typewriter. Take a few minutes and browse through the manual before typing to familiarize yourself with some of the great, timesaving features. Then, keep it handy for easy reference.
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ExperType Reference Chart
Important safety instructions

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Do not use this product near water.
5. Do not place this product on an unstable cart, stand, or table, as the product may fall, causing serious damage to the product.
6. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
7. To avoid injury, do not allow children access to the interior of this typewriter and do not let them touch any electrical contacts or gears that are exposed.
8. Slots and openings in the cabinet and the back or bottom are provided for ventilation to ensure reliable operation of the product and to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
9. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
10. Do not attempt to service this product yourself, as opening or removing certain covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personnel.

11. Refer servicing to qualified service personnel under the following conditions:
   A. If liquid has been spilled into the product.
   B. If the product has been exposed to rain or water.
   C. If the product does not operate normally when the operation instructions are followed.
      Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
   D. If the product has been dropped or the cabinet has been damaged.
   E. If the product exhibits a distinct change in performance, indicating a need for service.

When you use the AC adapter, follow the instructions below.
12. Do not allow anything to rest on the power cord. Do not locate this product where persons can walk on the cord.
13. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating.
   (U.S.A. and Canada only)
   Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
14. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
15. Unplug this product from the wall outlet when the power cord or plug is damaged or frayed.
16. In case of trouble (smoke, odd smell, or noise), disconnect the plug from the outlet immediately. Keep obstacles away from the outlet so you can disconnect the plug at any time.
Handling notes

Clean the outside of your typewriter by gently wiping off any dust with a dry, soft cloth. Do not use water or organic solvents (ketone, thinners, etc.). The typewriter has been fully inspected prior to shipment. However, if any problems occur, please contact the sales outlet where you purchased the typewriter.

Avoid exposing the typewriter to high temperatures and humidity. Never leave the typewriter in the trunk of your car.

Avoid exposing the typewriter to direct sunlight.

Be careful not to drop any foreign objects into the typewriter.

Avoid using the typewriter in a dusty environment.

Do not move the carrier by hand.
Notations

This manual uses the following symbols to simplify the explanations.

[Code 3]

Press and hold down the left key, then press the right key.

Typewriter cover

- Always carry the typewriter by the handle and use the cover for protection.

Caution

- Use alkaline batteries as they last much longer than manganese batteries.
- All four batteries must be replaced at the same time.
- Never mix batteries of different ratings or those made by different manufacturers.
- Insert the batteries so that the polarity matches the direction indicated by the plus (+) and minus (−) symbols on the side and bottom of the battery case.
- To prevent damage due to electrolyte leaks, remove all batteries when the typewriter will not be used for a long period of time, or when the batteries become weak (see below).

Battery warning

When the batteries start to lose their power, the icons shown below will appear on the display. When this occurs, you should replace the batteries:
Power supply

This typewriter can operate on the Canon AD-100 AC Adapter or four size-D (LR20) batteries.

**Canon AD-100 AC Adapter**

1. Turn off the switch.
2. Plug the adapter into an AC outlet.
3. Insert the AC adapter output plug into the jack next to the power switch.
4. Turn on the power switch. When the AC adapter is connected, power is supplied by the AC adapter even if batteries are installed.

**Caution**

- Use only the Canon AC Adapter AD-100. Use of any other adapter may result in damage to the typewriter or injury to the user.
- This adapter is specifically designed for use with this typewriter. Do not use it with any other electrical appliances.
- Always turn off the power switch before connecting or disconnecting the AC adapter.
Alkaline Batteries

Your typewriter operates on four size D (LR20) alkaline batteries.

Installing the batteries

1. Turn off the power switch.

2. Turn the typewriter over and open the battery cover in the center by pushing the tab and lifting the cover as indicated in the illustration.

3. Load four size-D (LR20) alkaline batteries. Make sure that the positive pole faces in the direction indicated by the plus (+) symbols on the side and bottom of the battery compartment. Then slide the battery cover back into place until you hear it click.

Caution

- Use alkaline batteries as they last much longer than manganese batteries.
- All four batteries must be replaced at the same time.
- Never mix batteries of different ratings or those made by different manufacturers.
- Insert the batteries so that the polarity matches the direction indicated by the plus (+) and minus (−) symbols on the side and bottom of the battery case.
- To prevent damage due to electrolyte leaks, remove all batteries when the typewriter will not be used for a long period of time, or when the batteries become weak (see below).

Battery warning

When the batteries start to lose their power, the icons shown below will appear on the display. When this occurs, you should replace the batteries.
Replacing the ribbon cassette

Use of the Canon IR-100* (black) ribbon is recommended with your typewriter.
* The Canon CR-100 (black) ribbon may also be used with this model. The IR-100 ribbon has a pink spool. The CR-100 ribbon has an orange spool.

Loading

1. Turn off the power switch and open the hood.

2. Install the ribbon cassette by lowering it into position over the print head as shown at left. Then gently push down on the top of the cassette until you hear it click into place.
   • Make sure that the ribbon is properly threaded between the card holder and the print head.

3. Close the hood.

4. After installing the ribbon cassette, be sure to take up any slack in the ribbon (see page 9).
   • To prevent the typewriter from running out of ribbon while typing, open the hood and check the remaining amount of ribbon before you start.

Removing

Turn off the power and open the hood. Then grasp the cassette and lift it out of the typewriter as shown at left.

Caution

• Store spare cassettes in a cool, dry place.
Power on

The power switch is located on the right side of the typewriter. Turn on the power switch of the typewriter as shown below.

Auto power off function
To prevent unnecessary power consumption, the power goes off automatically if you don't use the typewriter for approximately 15 minutes. To resume operation, turn the power switch off and then on again. The mode settings will return to their defaults after the power goes off automatically.

Taking up slack in the ribbon

After installing the ribbon cassette, be sure to take up any slack in the ribbon by following the procedure below.

<table>
<thead>
<tr>
<th>CODE</th>
<th>R</th>
</tr>
</thead>
</table>

Press and hold [CODE], then press [R] to take up the slack.
Parts

Carrier
The assembly containing the printing unit and ribbon cassette is called the carrier. To move the carrier, use the space bar, [←], [→], [TAB], or [RETURN].

Alignment mark
This mark will help you properly align your paper at the “0” position.

Carrier position (printing position)
The carrier position (printing position) is shown in the drawing. The margins and tabs are set according to the position of the carrier.

Pitch scale

• The keyboard varies depending upon the country.

Current carrier/typing position

Indicator

The next character to be typed

• The indicator tells you where the left side of the character will be printed.
• To adjust the vertical carrier position, refer to the figure on the left.
Key functions

Carrying handle and paper supporter

Special paper feed slot

When you want to type on thick paper, insert it into the slot at the back side of the typewriter.

Paper release lever

Platen knob
By rotating these knobs, you can move the paper up or down.

Display
The liquid crystal display shows up to 16 characters.

Power switch

Print density selector

← lighter 1 2 3 darker →
Key functions

For U.S.A., Canada, Asia and Oceania

Margin release
Used to release the left or right margin when:
* You want to type beyond the current margin setting.
* You want to change the current margin settings.

Tab
Used to move the carrier to the next tab position or the right margin.

Caps lock
Used to set the typewriter for continuous uppercase typing. However, the numbered keys are not affected. Press [CAPS LOCK] again to release caps lock.

Shift
Used to type uppercase letters or the symbols shown on the top half of some keys.

Code
Used in conjunction with other keys to perform various functions.

Space bar*
Used to insert a space or move the carrier to the right.

Mode
Used with other keys to set typing modes and formats.

Cursor left/backspace*
Used to move the carrier or cursor one space to the left.

Cursor right*
Used to move the carrier or the cursor one space to the right.

Word delete
Used to delete an entire word from the display.

Cancel*
Used to delete a character or a space from the display.

Return*
Used to move the carrier to the left margin, or to an indent position on the next line.

* Automatic repeat key
When pressed and held, the function of the key is automatically repeated. All character and symbol keys are automatic repeat keys.
For U.K.

Mode Functions

<table>
<thead>
<tr>
<th>Functions</th>
<th>Function name</th>
<th>Operation</th>
<th>Key</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>KB I/II</td>
<td>Keyboard mode</td>
<td>Selects KB I or KB II</td>
<td>[MODE]+[ ],[ ]([ ],[ ])</td>
<td>15</td>
</tr>
<tr>
<td>C</td>
<td>Typing mode</td>
<td>Selects character-by-character or line-by-line printing</td>
<td>[MODE]+[2]</td>
<td>15</td>
</tr>
<tr>
<td>L</td>
<td>Line space mode</td>
<td>Single spacing</td>
<td>[MODE]+[3]</td>
<td>15</td>
</tr>
<tr>
<td>1, 1/2</td>
<td>Carrier return mode</td>
<td>Line-and-a-half spacing</td>
<td>[MODE]+[5]</td>
<td>16</td>
</tr>
<tr>
<td>1, 1/2</td>
<td>Carrier return mode</td>
<td>Double spacing</td>
<td>[MODE]+[6]</td>
<td>16</td>
</tr>
<tr>
<td>1</td>
<td>Carrier return mode</td>
<td>Selects manual return or automatic return</td>
<td>[MODE]+[7]</td>
<td>16</td>
</tr>
<tr>
<td>XX</td>
<td>Underline mode</td>
<td>Selects normal or underline printing</td>
<td>[MODE]+[8]</td>
<td>17</td>
</tr>
<tr>
<td>XXX</td>
<td>Double-width mode</td>
<td>Selects normal or double width character</td>
<td>[MODE]+[9]</td>
<td>17</td>
</tr>
<tr>
<td>XX</td>
<td>Shaded print mode</td>
<td>Selects normal or three types of shaded printing</td>
<td>[MODE]+[MARGIN RELEASE]</td>
<td>18</td>
</tr>
<tr>
<td>⬜ ⬜ ⬜</td>
<td>Display intensity control mode</td>
<td>Sets the display intensity</td>
<td>[MODE]+[→]+ Lighter</td>
<td>18</td>
</tr>
</tbody>
</table>

Code Functions

<table>
<thead>
<tr>
<th>Functions</th>
<th>Operation</th>
<th>Key</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPER FEED</td>
<td>Feeds paper automatically</td>
<td>[CODE]+[MARGIN RELEASE]</td>
<td>19</td>
</tr>
<tr>
<td>LEFT MARGIN</td>
<td>Sets left margin</td>
<td>[CODE]+[1]</td>
<td>20</td>
</tr>
<tr>
<td>RIGHT MARGIN</td>
<td>Sets right margin</td>
<td>[CODE]+[2]</td>
<td>20</td>
</tr>
<tr>
<td>TAB SET</td>
<td>Sets tabs</td>
<td>[CODE]+[3]</td>
<td>21</td>
</tr>
<tr>
<td>TAB CLEAR</td>
<td>Clears tabs</td>
<td>[CODE]+[4]</td>
<td>21</td>
</tr>
<tr>
<td>CENTER</td>
<td>Centers text between margins</td>
<td>[CODE]+[6]</td>
<td>24</td>
</tr>
<tr>
<td>RIGHT ALIGN</td>
<td>Aligns text at the right margin</td>
<td>[CODE]+[7]</td>
<td>24</td>
</tr>
<tr>
<td>INDENT</td>
<td>Sets indent position</td>
<td>[CODE]+[8]</td>
<td>25</td>
</tr>
<tr>
<td>HALF BACK SPACE</td>
<td>Moves the carrier one-half space to the left</td>
<td>[CODE]+[←]</td>
<td>25</td>
</tr>
<tr>
<td>RELOC</td>
<td>Moves the carrier to the end of text</td>
<td>[CODE]+[→]</td>
<td>23</td>
</tr>
</tbody>
</table>
Display

Mode settings are indicated on the display as shown below.

![Display Settings Diagram]

The mode indicators are:

**Shaded print mode**: Shows the current shaded print mode, ◊, □, or □□ for shaded print. ➞ Page 18

**Typing mode**: Shows the current typing mode, C (for character-by-character printing) or L (for line-by-line printing). ➞ Page 15

**Carrier return mode**: Shows the current carrier return mode, ↓ (for manual carrier return), or A (for automatic carrier return). ➞ Page 16

**Line spacing mode**: Shows the current line spacing mode, 1 for single spacing (six lines per inch), 1 1/2 for line-and-a-half spacing (four lines per inch), or 2 for double spacing (three lines per inch). ➞ Page 16

**Underline mode**: Shows _ when the automatic underline mode is selected. ➞ Page 17

**Double-width mode**: Shows W when the double-width print mode is selected. ➞ Page 17

**Keyboard mode**: Shows the current keyboard mode, I or II. For keys that have characters on both the left and right sides, this mode determines the character that prints when this type of key is pressed. ➞ Page 15

The display shows the default mode setting as follows:

![Default Setting]

These are set immediately after the power switch is turned on.
Displaying the current mode settings

Press [MODE] to display the current mode settings. The settings remain on the display for as long as you hold down [MODE].

Keyboard mode

Some keys on the typewriter show different symbols on the left and right side as shown below.

Keyboard I --- Keyboard II

The character that prints when you press this type of key depends on the keyboard mode. With keyboard mode I, characters on the left side of the key print; in the keyboard mode II, characters on the right side of the key print.

- The typewriter is automatically set to KB I when the power is turned on.

Press and hold [MODE], then press [:] (for U.K. [:]) to switch between the keyboard modes. The display shows the current keyboard setting.
Keyboard I : KB 1
Keyboard II: KB 2

Typing modes

You can choose from two typing modes: mode C for character-by-character printing, and mode L for line-by-line printing.
- The typewriter is automatically set to line-by-line printing when the power is turned on.
- For more efficient use of the ribbon, we recommend that you use line-by-line typing.

■ Mode C (character-by-character printing)
Press and hold [MODE], then press [2] to set mode C. The display shows C. In this mode, each character prints as it is entered (just as with a conventional typewriter).

■ Mode L (line-by-line printing)
Press and hold [MODE], then press [3] to set mode L. The display shows L. In this mode, characters print only when you press [TAB] or [RETURN].
Line spacing modes

You can choose from three different line space settings.
- The typewriter is automatically set to single line spacing when the power is turned on.

Single line spacing (6 lines per inch)
Example: Personal
typewriter

Line-and-a-half spacing (4 lines per inch)
Press and hold [MODE], then press [6] to set line-and-a-half spacing. The display shows 1 1/2.
Example: Personal
typewriter

Double spacing (3 lines per inch)
Press and hold [MODE], then press [7] to set double line spacing. The display shows 2.
Example: Personal
typewriter

Carrier return modes

You can choose from two different carrier return modes: manual and automatic.
- The typewriter is automatically set to the automatic carrier return mode when the power is turned on.

Manual carrier return
The carrier returns only when you press [RETURN].

Automatic carrier return
In the character-by-character mode, the carrier returns automatically when you type a space or hyphen in the hot zone (see page 17). In the line-by-line mode, the carrier returns automatically when you type beyond the right margin.
- The hot zone is preset to 5 characters.
- If you do not want a line to end at a space in the hot zone, use permanent space (see page 26).

1. Press and hold [MODE], then press [4] to switch between the carrier return modes. The display shows the current setting.
   Manual carrier return : J
   Automatic carrier return : A
Hot Zone

The hot zone is the area immediately to the left of the right margin and has an allowance of 5 characters. When the carrier enters this zone, the beep sounds to indicate that typing is within the preset distance (hot zone) from the right margin. Typing a space or a hyphen in the hot zone will cause a carrier return when automatic carrier return mode is set.

Example:

![](image)

Underline mode

This function automatically underlines the characters being typed.

Press and hold [MODE], then press [8] to set the automatic underline mode. The display shows .

To turn underline typing off, press [MODE] and [8] again.

Example: CANON

- The typewriter is automatically set to normal typing when the power is turned on.
- To indicate that underline is on, the following symbols are shown on the display.

![](underline)

Double-width mode

Press and hold [MODE], then press [9]. The display shows W.

To turn double-width off, press [MODE] and [9] again.

Example: CANON

- The typewriter is automatically set to normal width typing when the power is turned on.
- To indicate that double-width is on, the following symbols are shown on the display.

![](double-width)
Shaded print mode

This function allows you to print characters with any of three different shading patterns.

Example: Typestar Typestar Typestar

1. Press and hold [MODE], then press [MARGIN RELEASE]. The display shows XXX Press [MODE] and [MARGIN RELEASE] until the pattern you want is displayed.

2. Type text in the usual manner. The characters are shaded as you type.
To cancel shaded printing, press and hold [MODE], then press [MARGIN RELEASE] until the shading symbol disappears from the display.
- The typewriter is automatically set to normal typing when the power is turned on.
- To show that shading is on, the symbols ( ) are shown on the display.

Display intensity control mode

You can adjust the intensity of the display.

1. Press and hold [MODE], then press [→] or [←]. The display changes as follows:

2. Press and hold [MODE], then press [→] or [←] to move the cursor to the intensity setting you want to use.
[MODE] [←] : lighter (1 is the lightest)
[MODE] [→] : darker (8 is the darkest)
- The typewriter is automatically set to 5 when the power is turned on.

3. To return to the normal typing screen, release [MODE].
- If there isn't any text on the display, or if you are using the character-by-character mode, you have to press [MODE] again to return to the normal typing screen.
- You can switch between the mode display and the display intensity control mode by pressing [MODE] two times quickly.
Basic Typing Functions

Auto paper feed

This function is used to feed the paper to the first typing line.

1. Insert a sheet of paper as shown. Make sure that the paper touches the platen.
   - When you want to type on thick paper or an envelope, insert it into the paper feed slot at the back of the typewriter.

2. Press and hold [CODE], then press [MARGIN RELEASE]. The paper is automatically fed to the first typing line.
   - The auto paper feed is set to advance one inch (6 lines) from the top of the paper. This is the default setting. The first typing line is the 7th line.
   - If the paper is fed unevenly, pull the paper release lever forward and adjust the paper.
   - The paper feed function may not operate properly with some types of envelopes.
Margins

This function is used to set the margins.

- The left and right margins are set at 5 and 69 on the pitch scale when the power is turned on.

1. Press [←], [→] or the space bar to move the carrier to the desired position.

   - If the carrier stops and the alarm sounds, the carrier has reached the current margin. Press [MARGIN RELEASE] to release this margin setting. Then move the carrier to the desired position.

2. Press and hold [CODE], then press [1] to set the left margin, or [CODE] and [2] to set the right margin.

   - The minimum allowable space between the left and right margins is 1-1/2 inches (about 3.8 cm). If you attempt to set less than 1-1/2 inches between margins, the alarm sounds and no margin will be set.

Express backspacing

This function is used to move the carrier to the left margin without a line feed. It is useful when typing on the same line after setting tabs and margins.

- This function can be used when there is no text on the display or when you are using the character-by-character mode.

Press and hold [CODE], then press [RETURN]. The carrier moves to the left margin without a line feed.
Tabs

The following functions are used to set and clear tabs.
- When you turn off the power, all the tabs are cleared.

■ Setting tabs

1. Press the space bar, [←], or [→] to move the carrier to the desired tab position.

   • A maximum of 16 tabs can be set. The alarm sounds if you attempt to exceed this number.

■ Executing tabs

Press [TAB] to move the carrier to the next tab position or to the right margin.

■ Clearing specific tabs

1. Press [TAB] to move the carrier to the tab to be cleared.

2. Press and hold [CODE], then press [4]. The tab at the carrier position is cleared.
Corrections on the display

When your typewriter is set for line-by-line printing (see page 15), corrections can be made quickly and easily on the display before the text is printed.

**Deletions**

1. Press [←] or [→] to move the cursor ( _) immediately to the right of the character to be deleted.

   ![Diagram](image)

   `advvice`

2. Press [ ] to delete the character.

   ![Diagram](image)

   `advice`

3. Press and hold [CODE], then press [→] to move the cursor back to the last typing position prior to correction.

   ![Diagram](image)

   `advice_`

**Word delete**

This function allows you to delete entire words with one simple key operation.

1. Press [←] to move the cursor anywhere in the word to be deleted, or to the space immediately following it.

   ![Diagram](image)

   `Jack or Robert`

   * If you want to delete the last word typed, press [ ]. The carrier will automatically move to the last character of the word and delete the entire word.

2. Press [ ] to delete the entire word.

   ![Diagram](image)

   `Jack Robert`

3. Type the correct word.

   ![Diagram](image)

   `Jack and Robert`

4. Press and hold [CODE], then press [→] to return the cursor to the last typing position prior to correction.

   ![Diagram](image)

   `Jack and Robert_`
- **Insertions**

  1. Press [←] or [→] to move the cursor to the character immediately to the right of where the new character(s) will be inserted.

     ![advance]

  2. Type the character(s) to be inserted.

     ![advance]

  3. Press and hold [CODE], then press [→] to move the cursor back to the last typing position prior to correction.

     ![advance]

- **Relocation**

  This function moves the cursor to the last typing position prior to the correction.

  ![RELOC]
Centering between margins

Before centering, make sure that:
- The display has been cleared.
- Nothing is typed on the current line.

1. Press and hold [CODE], then press [6]. The carrier moves to the center of the margins.

2. Type the text to be centered. The text is displayed, but not printed.

3. Press [TAB] or [RETURN] to center and print the text.
   - If the text exceeds the space available, the alarm sounds and the keyboard locks.
   - To cancel any centering operation before the text is printed, press and hold [CODE], then press [6].
   - When you use INDENT (see page 25), centering will be performed between the indent position and the right margin.

Right margin alignment

This function aligns text at the right margin. It is useful for typing dates and addresses in letters.

1. Press and hold [CODE], then press [7]. The carrier moves to the right margin.

2. Type the text to be aligned at the right margin.

3. Press [RETURN] to right-align and print the text.
   - To cancel right margin alignment before the text is printed, press and hold [CODE], then press [7].
   - If typed text exceeds the space available, the alarm sounds and the keyboard locks.
**Indent**

This function is used to set a temporary left margin (indent position). The carrier automatically returns to the indented position instead of the actual left margin.

1. Move the carrier to the desired indent position.
2. Press and hold [CODE], then press [8]. The indented position is set. Two beeps sound.
3. Type as usual. The carrier returns to the indented position after each carrier return.
   - The carrier can be moved to the left of the indented position by pressing [←]. Then press [TAB] to move the carrier to the indented position.

**Half-backspacing**

This function moves the carrier one-half space to the left. It can be used to squeeze an extra character into a line after correction, or to create a ligature such as æ.

1. Press and hold [CODE], then press [←]. This moves the carrier to the left by half a space. The carrier moves half a space to the left each time you press [←] as long as you press and hold [CODE].
2. Type the necessary characters.
Permanent spaces

In the automatic carrier return mode (A), the carrier normally returns to the beginning of the next line whenever you type a space in the hot zone (see page 17). Permanent spaces prevent this, allowing you to keep words together on the same line.

Press and hold [CODE], then press [B]. The carrier moves one space (or a space is inserted on the display) without causing a carrier return.

- On the display, a permanent space appears as " → "

Accent symbols and special characters

This typewriter provides you with two ways of typing accents and special characters. You can use the keyboard to type accents over the characters manually, or you can use the special character program to select from a variety of characters with accents and other symbols.

■ Accent symbols

When you want to type accents over the characters on the keys, follow the procedure below.

1. Select the proper keyboard setting.
   - Press [SHIFT] if typing a symbol on the top of a key.

2. Type the desired accent.

3. Type the desired letter.
   - If the [ ] symbol appears on the display, it indicates that accented characters you typed cannot be displayed, but will be printed.
Special characters

Your typewriter includes a menu of special characters and additional symbols that enable you to type in more than 20 languages.

Example: Ā Ī Ń Ė Č Ŕ Ħ Ī ĵ Ŀ Ļ ĳ

1. Press and hold [CODE], then press [: ::] (for U.K. [: ::]). The display shows the following menu.

```
āāāāāāāā → →
```

2. Follow the instructions below to display the character set that contains the character you want.
   - To display the next character set, press and hold [CODE], then press [→].
   - To display the previous character set, press and hold [CODE], then press [←].
   - You can quickly recall the appropriate character set with the following operations:
     To recall the character set containing letters with accents, type any letter from A - Z (a - z).
     To recall the character set containing letters without accents, press [MARGIN RELEASE].
     To recall the character set containing symbols, press [TAB].

3. Press [←] or [→] to move the cursor to the character you want to print.
   OR
   Type the number that corresponds to the character you want.

4. Press [RETURN] to select the character.
   - After typing the character number, the display automatically returns to the one you were using before this operation.
   - Repeat this procedure for each special character you want to type.
   - See the Appendix for a list of the special characters available.
   - To cancel this operation, press and hold [CODE], then press [: ::] (for U.K. [: ::]). You will return to the current typing mode.
ExperType typing program

■ Touch-type practice

This typewriter is equipped with a typing practice program that helps you learn the proper finger-to-key assignments which enable you to touch type. Refer to the finger placement reference chart on the inside of the back cover.

1. Before starting, make sure that there is no text on the display.

2. Press and hold [CODE], then press [0].
   The display shows the following message.

   **POSITION MODE**

3. Press [RETURN] to start the practice.

   ![Character](z) **zxcvbn**  
   Indicates the row which contains the character in question

   Type this character

4. Type the character displayed on the left. To give you a hint, the row which contains the character in question is displayed on the right. If you make a mistake, the typewriter will beep.

5. Another character is displayed.  
   Repeat step 4.

6. To cancel the practice mode, press and hold [CODE], then press [0].  
   The following is displayed.

   **POSITION MODE**

7. Press and hold [CODE], then press [0] again.
Timed character practice

This typewriter offers you a timed and scored character practice mode to help you improve your typing speed and accuracy.

1. Make sure that there is no text on the display.

2. Press and hold [CODE], then press [0]. The following message appears.

   **POSITION MODE**

3. Press [→]. The following message appears.

   **PRACTICE MODE**

4. Press [RETURN] to display the following menu.

   Level 12345

5. Press [←] or [→] to move the cursor to the level of difficulty you want.

   Level 12345


   z : LEVEL 4

7. Type the character displayed on the left. Just after you type the character, another character appears. Continue practicing.
   - If you make a mistake, one beep sounds.

8. After one minute of practice, this mode automatically ends and your score is displayed as follows:

   0099 cor. /005 err.  The number of errors you made
   The number of characters you typed correctly
9. To cancel the timed character practice mode, press and hold [CODE], then press [0]. The following message appears.

**POSITION MODE**

10. Press and hold [CODE], then press [0].
Appendix

Alarms (Errors)

The alarm sounds if you use any of the functions incorrectly. The table below describes the instances when you are most likely to hear the alarm.

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<thead>
<tr>
<th>Operation</th>
<th>Cause</th>
<th>Remedy</th>
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<tbody>
<tr>
<td>Setting margins</td>
<td>An attempt was made to set margins less than 1.5 inches apart.</td>
<td>Allow more than 1.5 inches between margins.</td>
</tr>
<tr>
<td>Correcting text</td>
<td>Inserted characters filled the available space on the line.</td>
<td>Press [MARGIN RELEASE] and/or delete some characters to create space for the characters you want to insert.</td>
</tr>
<tr>
<td>Setting tabs</td>
<td>An attempt was made to set more than 16 tabs.</td>
<td>Clear unnecessary tabs.</td>
</tr>
<tr>
<td>Centering</td>
<td>When centering between margins, the number of characters entered exceeded the available space.</td>
<td>Reset margins so that there is more space between them, or reduce the number of characters typed.</td>
</tr>
</tbody>
</table>

Troubleshooting

If you experience trouble with your typewriter, please check the following items before contacting your local service facility or Canon service center.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Remedy</th>
<th>Reference Page</th>
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</table>
| Typewriter does not operate when the power is on. | • Make sure the batteries are correctly installed.  
• Check the adapter by plugging it into a different AC outlet.  
• Check the AC outlet by plugging in another electrical appliance. | 6, 7          |
| Printout is too light or too dark. | • Adjust the print density selector.  
• Try using a different type of paper. | 11            |
| Printout is dirty.               | • Clean the print head.                     | 32            |
| Character density, widths, or margins are uneven. | • Replace the batteries.                  | 7             |
| Typewriter does not print.       | • Replace the ribbon cassette.              | 8             |
| Line printout is incomplete.     | • Replace the batteries.                   | 7             |
| Ribbon is stuck to the paper.    | • Romove the cassette, wind the ribbon and reinstall it.  
Press and hold [CODE], then press [R] to take up the slack in the ribbon. | 9             |
Cleaning the print head

If printed characters are blurred or streaks appear on the paper as it emerges from the typewriter, clean the print head using the procedure described below.
- If the print head is very dirty, first use a dry cotton swab to wipe off the white powder before doing the following procedure.

1. Turn off the power, open the hood and remove the ribbon cassette.
2. Put a cloth or strip of soft paper between the print head and platen.
3. With the print head pressed gently against the platen, slide the cloth or paper sideways.

Specifications

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<th>Details</th>
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<td>Ribbon storage</td>
<td>Under 40°C (104°F) and 85% relative humidity</td>
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<td>1, 1-1/2, and 2 lines</td>
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<td>Max. 9.5 inches (241 mm)</td>
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<td>16-character liquid crystal display</td>
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<td>45 keys, multilingual keyboard</td>
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<tr>
<td>No. of characters</td>
<td>283 characters</td>
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<td>Key buffer</td>
<td>30 characters</td>
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<td>4 size-D (LR20) batteries, AC adapter AD-100 (DC6V,1A)</td>
</tr>
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<td>10 to 35°C</td>
</tr>
<tr>
<td>Ambient humidity</td>
<td>20 to 85% relative humidity</td>
</tr>
<tr>
<td>Dimensions</td>
<td>12.6 (W) x 11.1 (D) x 2 (H) inches (320 x 261 x 51 mm)</td>
</tr>
<tr>
<td>Weight</td>
<td>Approx. 5 lbs (2.2 kg) without batteries</td>
</tr>
</tbody>
</table>

Specifications subject to change without notice.

Packing list

- Typewriter
- Ribbon cassette IR-100 (1 pc)
- AC Adapter AD-100 (only for U.S.A and Canada)
- Instruction manual
- Warranty card (only for U.S.A and Canada)
FCC regulations (U.S.A. only)

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Radio interference regulations (Canada only)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This apparatus complies with the requirements of Directive 76/889/EEC, 87/308/EEC and European Standard EN 55014.
Special Characters

To recall the character set containing the character you want to type, press and hold [CODE], then press [: ->] (or [: ↓] for UK). Then press the key shown in the leftmost column of the character set. If you want to recall a character set that is not indicated by a key, first recall the closest character set. Press [CODE] and [->] or [CODE] and [←] to move up or down the list.

To type a character from a character set, first recall the character set. Move the cursor to the character you want to type, then press [RETURN].
Quick Reference

Key operations for each function are listed alphabetically. Check this section if you are not sure which key to press, which step to take, etc.

- Repeat the steps in brackets as necessary.

- **Auto Paper Feed (P. 19)**
  
  [CODE] and [MARGIN RELEASE]

- **Carrier Return Mode (P. 16)**
  
  [MODE] and [4]

- **Centering (P. 26)**
  
  [CODE] and [6] — Type — [TAB] or [RETURN]

- **Correction on the Display (P. 22)**
  
  Deletion (P. 22)
  (Character)
  
  Move cursor — [←] — [CODE] and [→]

  (Word)
  
  Move cursor — [←] — [CODE] and [→]

  Insertion (P. 23)
  
  Move cursor — Type — [CODE] and [→]

- **Display Intensity Control Mode (P. 18)**
  
  [MODE] and [→] or [MODE] and [←] — [MODE]

- **Double-width Mode (P. 17)**
  
  [MODE] and [9]

- **Express Backspacing (P. 20)**
  
  [CODE] and [RETURN]

- **Half-backspacing (P. 25)**
  
  [CODE] and [←]

- **Indent (P. 25)**
  
  Move carrier — [CODE] and [8] — Type — [CODE] and [8]

- **Keyboard Mode (P. 15)**
  
  [MODE] and [∶∶] (for U.K. [∶∶])

- **Line Spacing Mode (P. 16)**
  
  1  [MODE] and [5]

  1-1/2  [MODE] and [6]

  2  [MODE] and [7]
• Margin (P. 20)
  Move carrier — ([MARGIN RELEASE]) — [CODE] and [1] (left)
or [CODE] and [2] (right)

• Permanent Spaces (P. 26)
  [CODE] and [B]

• Right Margin Alignment (P. 24)
  [CODE] and [7] — Type — [RETURN]

• Shaded Print Mode (P. 18)
  [MODE] and [MARGIN RELEASE] — Type

• Special Characters (P. 27)
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• Tab (P. 21)
  Setting (P. 21)
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• Timed Character Practice (P. 29)
  — Type — [CODE] and [\textbackslash {}] (for U.K. [\textbackslash {}]) — [CODE] and [\textbackslash {}] (for U.K. [\textbackslash {}])

• Touch-type Practice (P. 28)
  [CODE] and [\textbackslash {}] (for U.K. [\textbackslash {}]) — [RETURN] — Type
  — [CODE] and [\textbackslash {}] (for U.K. [\textbackslash {}]) — [CODE] and [\textbackslash {}] (for U.K. [\textbackslash {}])

• Typing Mode (P. 15)
  Character-by-character
  [MODE] and [2]
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• Underline Mode (P. 17)
  [MODE] and [8]
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The shaded keys are your home positions. Refer to this diagram to learn touch-typing.