General Information and Directions for Using The Emerson Typewriter

MANUFACTURED BY

The

Emerson Typewriter Company

Factory and General Offices

Woodstock, Illinois

Introduction

In operation the Emerson Typewriter is the same as other "Standard" writing machines with which all operators are familiar. The arrangement of the keyboard, the movement of the carriage, the manipulation of the paper feed, etc., are all the same.

The information herein given, is for the purpose of familiarizing the operator with the names and location of the more prominent parts of the machine, and of giving a few hints, which may be useful to the beginner.

Where the terms "right" and "left" are used—it is assumed that the operator is facing the front of the machine.

GENERAL INFORMATION.

To Put on Carriage.

Remove right stop screw (located on top of machine, about two inches from back of same) and put on carriage from right side, guiding carriage upper casting on rear rail, and carriage wheel on front rail. Connect drum cord (at rear of machine) with carriage, on small hook inside of right carriage end. Press carriage release lever (located inside of left carriage end) and move carriage to left, then replace screw.

To Take off Carriage.

Remove right carriage stop screw and disengage drum cord from carriage—drum cord eye to be slipped over pin located in the rear right hand corner of base. Pull forward carriage release lever and remove carriage, replace screw.

Paper Table.

Is located at back of carriage and guides the paper to platen.

Paper Fingers or Guides.

Are located on rod at front of carriage and are used for the purpose of guiding the paper and holding the same firmly to platen. They are easily moved in either direction to accommodate any width of paper or margin. They should be set as close together as the length of the line to be written will permit. They may be released by depressing the thumb piece on same.

Paper Feed.

Is composed of five main parts:—Pressure Plates, Feed Rollers, Spring (located at bottom of carriage under platen), Release Lever (at right end of carriage), and Platen.

Paper Feed Release Lever.

Is located at right carriage end. Pulling forward on lever will release paper feed and enable the operator to shift paper in any direction desired.

Platen.

Can be easily removed and put back by any operator; to take out platen, loosen the two set screws at each end of same, and remove the screw in the ratchet hub at left, pull platen rod to right and remove platen. To put back platen, replace ratchet hub screw, then move platen to left as close as possible without binding, and tighten screws.

Platen Knobs.

Are located at each end of the platen rod, and are used for the purpose of feeding paper to first writing line, and when writing on ruled paper.

Line Space Lever.

Is located outside of left carriage end, and back of platen knob; it is used, when writing on unruled paper, for the purpose of obtaining the correct spacing between the lines. An upward pressure on the lever causes the platen to move one, two or three spaces (depending upon the setting of the line gauge), and therefore, moves the paper into the correct position for the next writing line.

Line Space Gauge.

This works in conjunction with the line space lever, and can be set so that the operation of the lever will move the platen either one, two or three spaces. To set the gauge—pull out on knob and move to position desired.

Platen Ratchet.

Is the large gear on outside of left carriage end.

Platen Detent.

This is located outside of left carriage end, under the platen knob, and its roller engages with platen ratchet and accurately locates and holds platen in position for writing line. When writing on unruled paper, this roller should be engaged with ratchet, and the line space lever used for spacing between lines.

Platen Detent Release.

Is located below platen detent and is operated by turning knurled knob so as to disengage roller.

Line Finder.

Is located centrally at front of platen and determines the location of the writing line; the lower part of same is the scale pointer.

Platen Brake.

This is a spring brake which engages with the ratchet hub, and thereby holds the platen at any point desired, whenever the detent is released for the purpose of writing on unruled paper.

Carriage Release Lever.

This is located on the inside of left carriage end, and when this lever is pulled towards the operator it lifts up the rack bail, carrying with it the margin stop bar and margin stops, thereby releasing the rack from the dogs, and effecting a general clearance for the free movement of the carriage in either direction.

Line Lock Release Lever.

Is located on **inside** of right carriage end; pulling the lever towards the operator will lift margin stop bar and margin stops, thereby releasing right margin stop trip piece from line lock pawl (which will enable the operator to continue writing to the end of the line).

Margin Stops.

The right and left margin stops, so called, are located at the rear of carriage, and are movable upon the margin stop bar, which is graduated and numbered to correspond with scale at front of carriage. The stops can be set so as to obtain any length of writing line up to eighty points, the reading of the graduations on left of stops indicating between what limits the machine will operate at that particular setting.

Left Margin Stop.

The setting of this stop determines the width of the left margin for ordinary work. It is set at extreme left, but may be set at any point desired for wide margin.

Right Margin Stop.

The setting of this stop determines the width of right margin, for when the trip piece on this stop engages with the link lock pawl, the keys are locked, thereby preventing further operation of the machine on that particular writing line. This trip piece also rings the bell at a point six spaces from end of line, unless the line lock lever release is actuated.

Carriage Tension.

Is regulated at drum (attached to left rear post), which contains tension spring, the carriage being connected with drum by means of a cord.

Dogs.

These are located centrally at rear of machine and under the carriage, where they engage with the rack and affect the escapement.

Escapement.

This consists of the dogs and the rack.

Dog Tension.

By adjusting the thumb screw at the rear of machine, the tension on the dogs can be regulated so as to secure the most satisfactory results, increasing the tension increases the rapidity with which machine can be operated—but makes the "touch" on the keys somewhat harder.

Ribbon Reverse Rod.

The end of this rod protrudes on each side of the machine just below ribbon spool; when ribbon is all wound on one spool, push the ribbon reverse rod in the direction of the empty spool, thereby reversing the direction of the ribbon feed.

Keyboard.

Constitutes the space occupied by the various keys.

Ribbon Shift Key.

Is located centrally between the 30 and 50 column stop keys.

Column Keys.

These are the rear row of keys on each side of "R. S." key marked "10," "20," "30," "50," "60" and "70."

Back Space Key.

Is located at right of keyboard and is marked "B. S." Pressing upon this key moves carriage back one space.

Shift Keys.

Are located at left of keyboard, marked "Fig." "Cap."

Space Bar.

Is located in front of that portion of keyboard which is next to the operator.

Key Levers.

The levers upon which the key buttons are mounted.

Type Bars.

Are the arms on which the type are mounted.

Type Bar Holder.

Is the bracket containing the type bars.

Care of the Machine.

This machine is made by skillful mechanics from the best material obtainable, and with proper care will last for many years. But in order to get the best results, it is necessary that you give it the same care and attention that you would any other high-grade mechanism.

The machine should be kept from all dust, grit or other foreign particles and should not be kept in a damp place where rust is liable to set in. The rear rail and other exposed parts should be cleaned periodically with oiled cloth. Only the very best grade of typewriter oil should be used. Care should be taken not to flood the parts with oil, as this collects the dirt and grit from erasures, etc. Bearings, such as the typebar bearings, carriage wheel, etc., should be oiled occasionally, but never from the spout or nozzle of an oil can. A wood toothpick dipped into the bottle will always be sufficient oil to drop on any part requiring lubrication.

The type should be brushed occasionally with a stiff bristle brush, in order to get a good, clear impression upon the paper.

A FEW HINTS TO THE BEGINNER.

If the operator is not familiar with typewriter terms, the foregoing under "General Information" should be carefully noted.

Paper Fingers.

When using the regular 8½-inch paper, and desiring to

write a seven inch line, set left paper finger with outside edge even with end of platen and upper right paper finger at 71, as indicated by scale at front of carriage.

Margin Stops.

The left stop should be set at the extreme left of the margin bar, and right margin stop at 70; this will admit of writing from zero to 70, at which point keys will lock, the bell ringing at 64. Wishing to add another letter or letters for the purpose of finishing a word, same may be done by tripping line lock release lever forward.

To Write on Ruled Paper.

Disengage detent roller from platen ratchet and feed paper by turning platen knob. Determine position of writing line by means of the line finder.

Width of Space Between Lines.

This is regulated by the line space gauge, which limits the movement of the line space lever, and which may be set for one, two or three widths of spacing. By pulling outward on knob of gauge, the latter can be set so as to get any desired spacing.

Wide Margins.

Any width margin may be obtained by setting margin stops to correspond with the width desired.

For a very wide margin and marginal notations (as legal forms), set left margin stop to correspond with width of margin desired and operate machine as in ordinary work. Desiring to write in the margin, press the carriage release lever when returning carriage to the right for a new line, and same will stop at zero instead of at the wide margin stopping point, which it would otherwise do.

To Shift or Straighten Paper.

Hold sides of paper between thumb and first finger of each hand and with third or fourth finger of right hand pull forward on paper feed release lever.

Erasures on Carbon Copy.

Turn platen until letter to be erased is directly on top of platen, lift up carbon and make erasures. Return platen to former position, which is determined by means of the line finder.

Very Narrow Paper.

Paper less than two inches wide should be fed central with 20 or 60 as indicated on scale. Paper measuring two inches or more in width should be fed central with 40.

Envelopes and Cards.

Paper fingers should be set as close together as the length to be written will admit, margin stops to be set accordingly. When platen is old and smooth and does not feed envelopes well, insert a thin piece of paper and allow it to wrap around platen, leaving about an inch resting against paper table. Insert envelope between this protruding end of the paper and the platen, and feed same.

Ribbon Shift.

To use the lower part of the ribbon, shift same upward by a depression and forward movement on Ribbon Shift Key, marked "R. S."

Type Shifting.

Type are shifted upward for capital letters by depressing shift key marked "Cap," and downward for numerals and such other characters as appear over alphabet on key buttons by depressing shift key marked "Fig."

When shift keys are in their normal position, machine will write small letters.

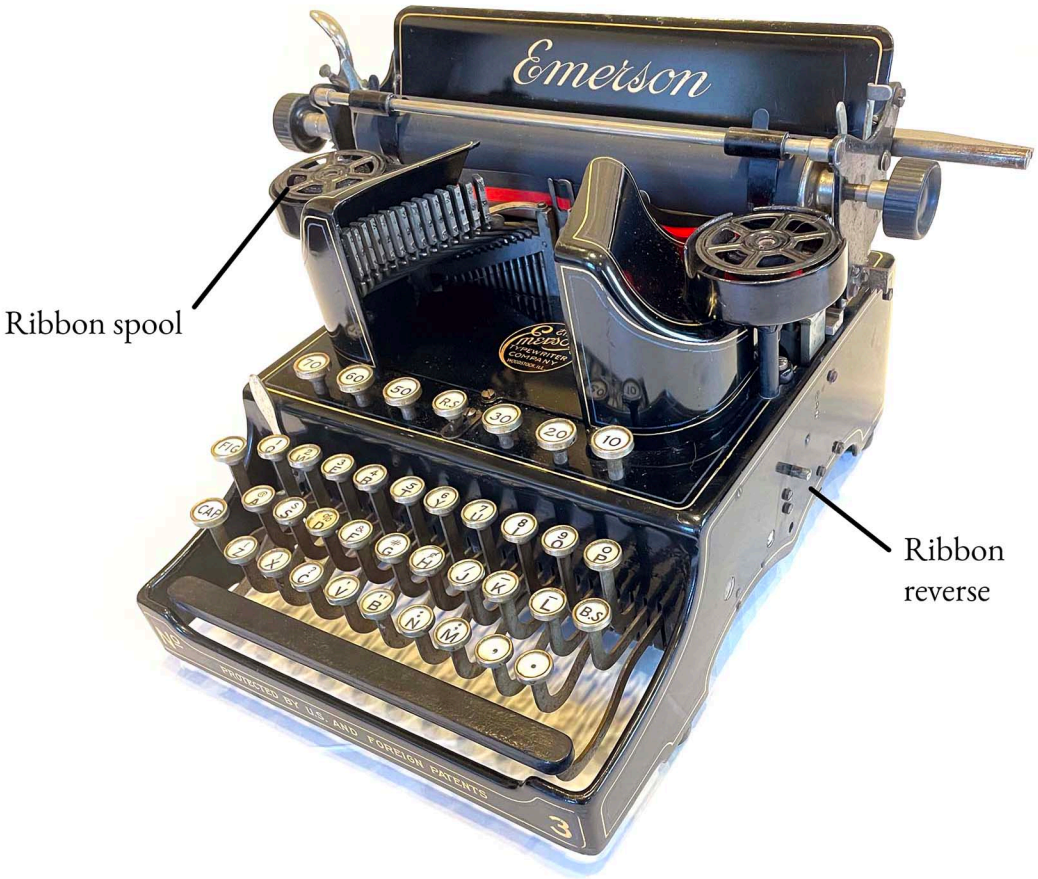
Shift keys may be held in their shifted position by means of the shift lever lock, located on the front of the base between the levers.

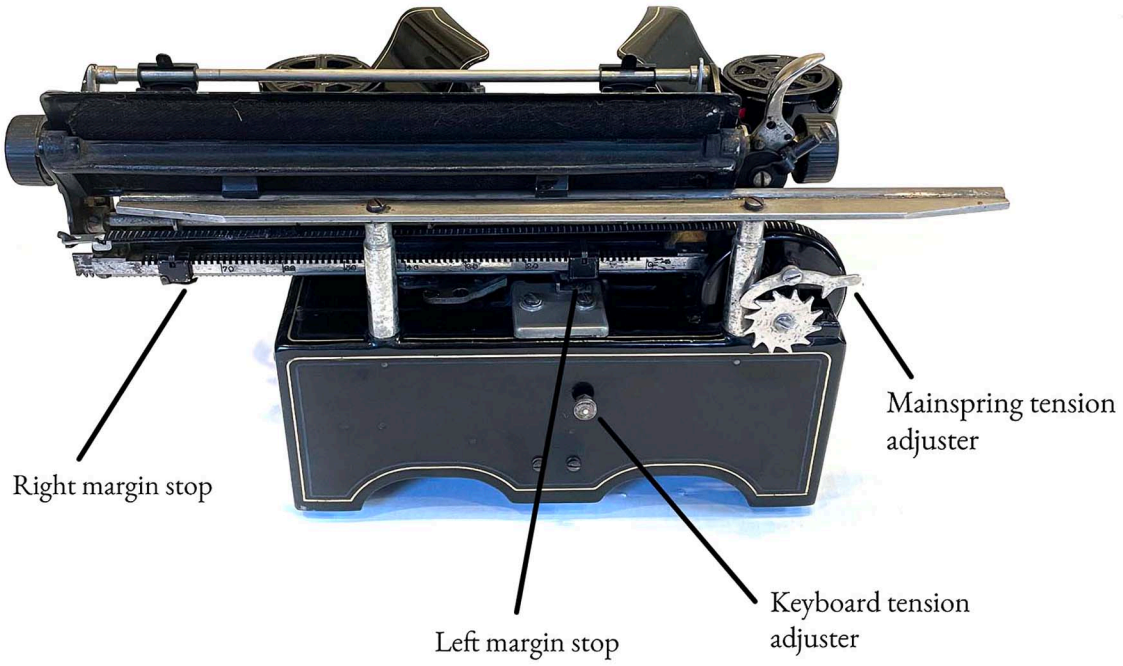
Bills, Statements, Invoices, Etc.

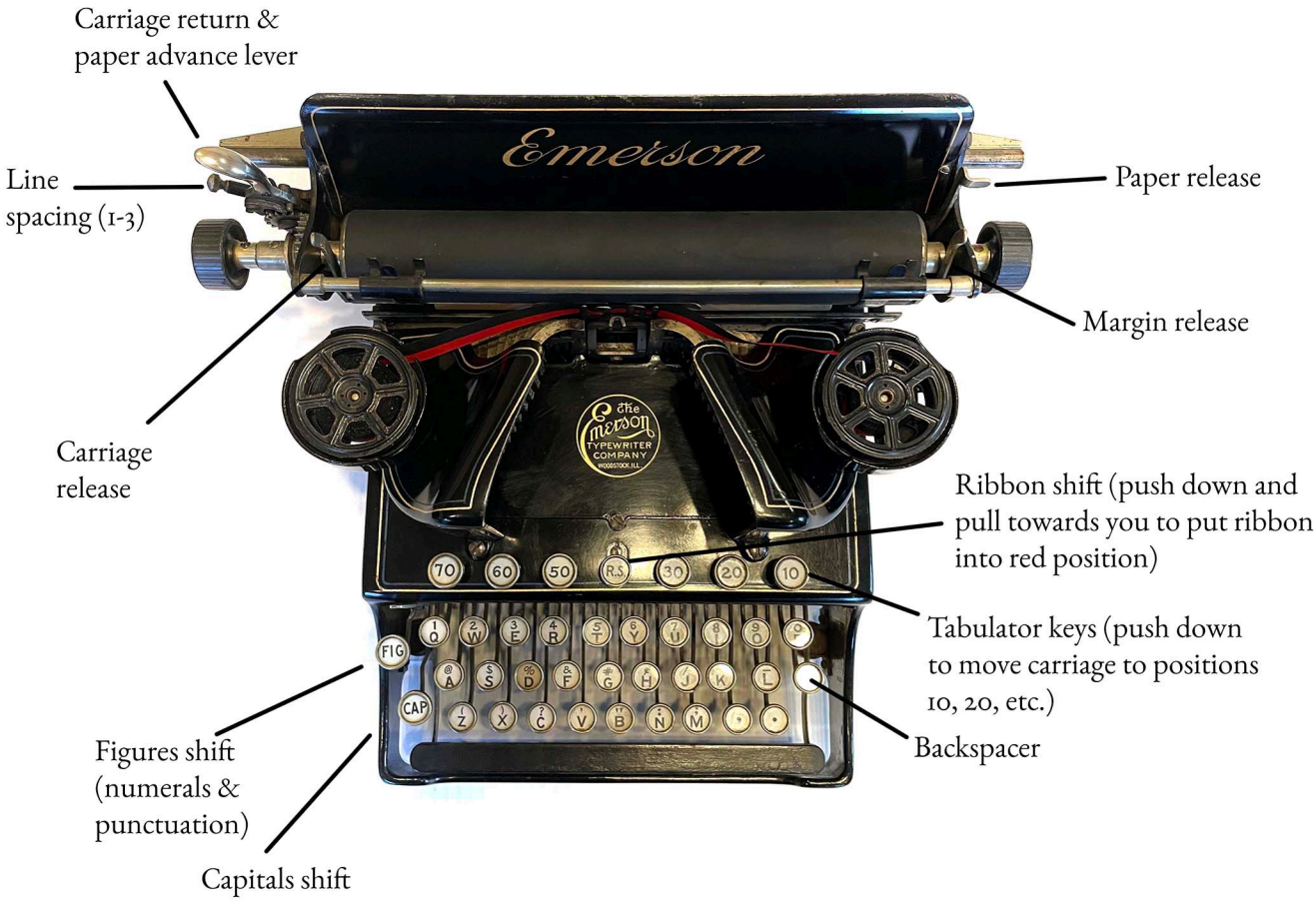
Much time can be saved in doing this class of work by using the column keys for releasing and stopping the carriage. Column keys should be operated by depressing same until carriage stops.

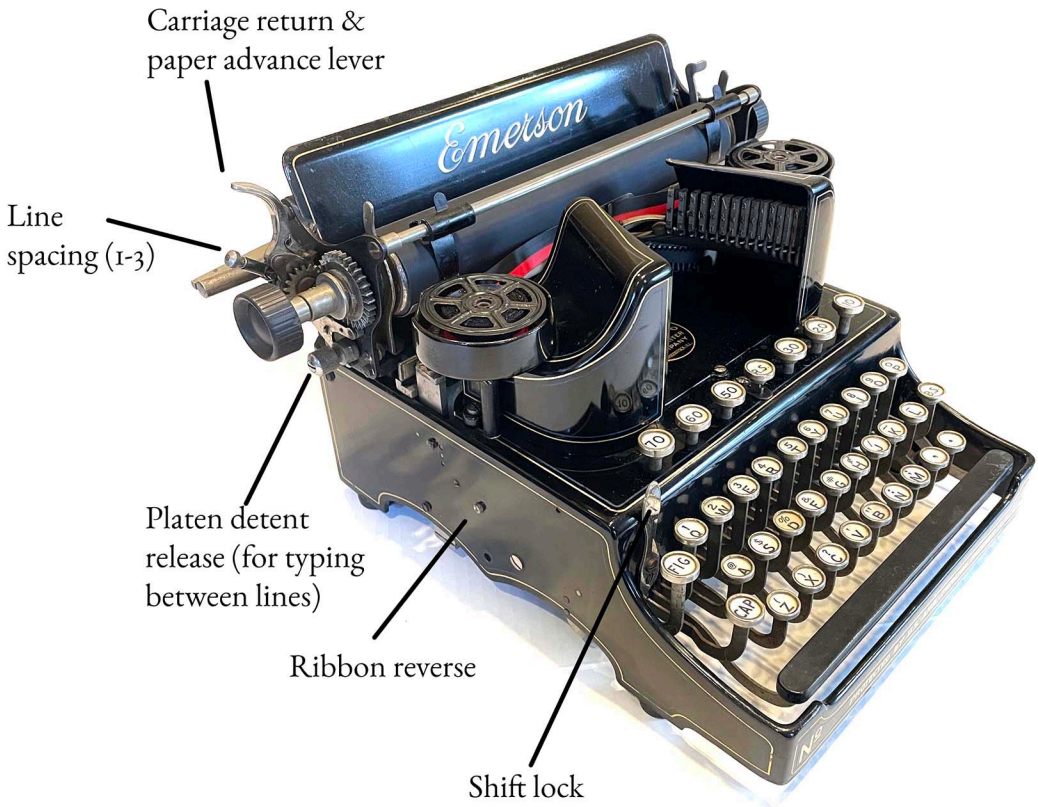
Push ribbon reverse on left or right when ribbon is completely wound from one spool to the other.

To change ribbon: pull spools up and out; remove ribbon from vibrator, noting how it is threaded; throw out old ribbon and attach new ribbon onto hooks on spools. Ribbon should not have eyelets (grommets) on the ends. When replacing ribbon spools, fit the small peg on the typewriter into a hole on the bottom of the spool.






Carriage return & paper advance lever
Line spacing (1-3)
Paper release
Margin release
Carriage release
Ribbon shift (push down and pull towards you to put ribbon into red position)
Tabulator keys (push down to move carriage to positions 10, 20, etc.)
Backspacer
Figures shift (numerals & punctuation)
Capitals shift
Emerson
FIG
CAP


Carriage return & paper advance lever
Line spacing (1-3)
Platen detent release (for typing between lines)
Ribbon reverse
Shift lock
Emerson