a) Margin Stops
To set the left and right hand margin stops, press the stop wings lightly and slide along until the inside edge is brought into line with the required scale number.

b) Carriage Release
The carriage can be run freely from right to left or vice versa by pressing backwards the right or left hand carriage release lever (B), which is located behind the platen turning knob.

c) Carriage Locking Device
When replacing the typewriter in its case, the carriage locking device should be used in order to prevent undue movement which might cause damage when the typewriter is carried about. The lever (C) should be depressed downwards and the carriage moved simultaneously to the left until it automatically stops and becomes locked in a central position. When the machine is required for operation the carriage can be released from its lock by pushing it slightly to the right.

d) Platen Turning Knob

e) Fractional Line Spacing
If it is desired to write on or between the lines of a ruled sheet of paper, this can be done by rotating backwards the subsidiary knob (E) at the same time holding the right hand platen knob; the operator can then bring the line on which it is required to write, level with the line guide which projects from both sides of the ribbon lifting fork.

f) Ribbon Movement
The ribbon reverses automatically and returns from one spool to the other when the machine is in operation. If the operator desires to use the hand control and reverse the ribbon before it arrives at the end, this can be done by pressing inwards the small knob (F) which is on both sides of the typewriter.

g) Line Spacing
The line spacing i.e. the space between the lines can be obtained by the operation of the line space lever (G) by which the carriage is brought back to the left, when the platen is simultaneously turned by one, two or three spaces in accordance with the adjustment on the line space adjusting lever.

h) To Change the Ribbon
When it becomes necessary to fit a new ribbon, lift firstly the cap (H) by which the spools are concealed, at the same time making sure that the whole ribbon is wound entirely on one spool. Before removing the spools it should be carefully noted how the ribbon has been inserted through the ribbon centre guide, and the winding direction on the spools. After withdrawing the old ribbon from the centre guide fork, lift both spools and the ribbon can then be removed. Secure the end of the new ribbon to the empty spool (red portion downwards), by the hook on the drum (of the spool) and then replace both spools on their respective spindles on the left and right hand side of the machine. Having replaced the spools, the ribbon must be inserted through the centre guide fork and it is more simple to do that if the shift is locked in the position for capital letters. After having done that, the shift should be returned to its normal position and whilst typing it will be found that the ribbon will automatically wind itself on to the empty spool.

i) Ribbon Change
The typewriter is provided with a two colour device. When using, for instance, a black and red ribbon and black is required, the small lever (I) should be in the left position and when it is desired to type on the red portion of the ribbon, the lever should be switched to the right. When a single colour ribbon is used the same small lever (I) can be used to enable the operator to utilise both the upper and lower portions of the ribbon. Stencil work. When it is desired to cut stencils it is necessary to place the ribbon out of action and that is done by switching the lever (I) to the middle position and it will be found that when typing the ribbon carrier will not be lifted, thus permitting the type to strike direct on the stencil.
The Everest portable Typewriter with all the features of a highly specialised product, is designed to meet the requirements of the most discerning operators and to produce work of unequaled quality. In the manufacture of this machine, durability has been considered of major importance in addition to its lightness of touch which is a boon to all users.

i) TO RELEASE SHIFT-KEY
Depress key (L).

m) THE SHIFT LOCK
When it is desired to type a number of words in capital letters, the shift can be locked in position by depressing key (M).

n) SPACE BAR

o) BACK SPACER
The back-spacer key is located on the keyboard, above the right hand shift-key. When depressing that key the carriage moves back one space and that can be repeated as many times as required.

p) OVERHEAD BALE ROD
This is fitted with auxiliary feed-rolls which can be moved to any position on the rod. The device prevents the paper falling forward.

q) MARGIN RELEASE
There is a bell on the machine which gives a warning to the operator six spaces before the end of each line is reached, this is of course in accordance with the positioning of the left hand margin stop. When it is required to write beyond the normal margin, depress lever (Q) when writing can continue to the full length of the platen.

r) SETTING OF PAPER - PAPER RELEASE LEVER
Insert the paper between the paper-table and rubber platen then turn knob (D) until the paper has reached the required position for typing. If many carbon copies are to be made or thick paper or envelopes are to be used, it is advantageous to pull forward paper release lever (R) thus allowing the insertion of thick paper or unusually flimsy paper with greater ease. When the paper is turned slightly round the platen, the lever (R) should be pushed back in to its original position after which the platen knob can be turned until the paper is in position for typing. The same lever (R) is used when it is necessary to adjust the paper if it has been inserted in other than the required central position.

s) LINE SPACE ADJUSTMENT
The machine has a half space rack. If the platen is turned by the thumb knob it will turn half space only, whereas if the line space lever is used, the platen will turn the number of spaces to which the adjustment is set. The spaces between the lines can be 1, 2, or 3 according to the setting of the lever (S) on the left of the carriage.
office typewriters with interchangeable carriages:

**mod. S**
On request each machine can be fitted with Decimal Tabulator and apparatus for Transfer Bookkeeping.

**mod. ST**
The most recent 1948 production.

**mod. Z3**
Calculating Machine with reduced Keyboard.

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The Portable Everest Model 90 can be supplied in various colours to suit requirements of the customer. In addition to the normal case which is provided with each typewriter, a special fabric de luxe case or an American style of fabric or artificial leather can be supplied.