1 Line space selector. Scale is marked from 1 to 3 to indicate desired spacing between lines. Half-spacing may also be obtained.

2 Adjustable paper guide.

3 Paper table with graduated scale along upper edge.

4 Erasure table.

5 Line finder with ruling holes. The line of type fits flush against the horizontal edge of the line finder, graded with small vertical lines each corresponding to one stroke. (This makes it easier to insert a letter after the paper has been removed.) The holes are used to rule pencil lines.

6 Card holder. Simplifies typing on small cards and sheets of paper. The red mark shows typing position along line.

7 Paper ball with scale. The paper ball is triple-jointed: it can be lifted up, pulled forward, and articulated horizontally to even out pressure.

8 Paper support. Folds back automatically.

9 Paper release. Releases paper from platen and feed rollers for straightening, etc.

10 Tabulator lever (not visible in the picture). For setting and clearing all mechanical memory tabulator stops.

11 Right-hand margin setting lever.

12 Right-hand carriage release.

13 Type bar guide.

14 Touch regulator. Set to suit individual preference from — for lightest touch to + for heaviest touch.

15 Margin release key.

16 Right-hand shift key.

17 Tabulator key for clearing individual tab stops.

18 Space bar.

19 Tabulator bar.

20 Tabulator key for setting individual tab stops.

21 Left-hand shift key.

22 Shift lock key.

23 Back space key.

24 Ribbon colour selector. Black marking for upper half of ribbon, red for lower, white for stencils.

25 Line space lever. Carriage return and line space lever.

26 Left hand knob.

27 Variable line spacer. Push in knob to disengage platen from ratchet. When knob is released, the new position does not line up with previous writing.

28 Automatic line finder. Depress lever to disengage platen and ratchet for typing on forms, ruled paper, or to change your writing line temporarily. When you put the lever back to its normal position, you can return the paper exactly to the original writing line.

29 Left-hand carriage release.

30 Left-hand margin setting lever.

Manual ribbon reverse (not visible in the picture). The ribbon reverses automatically as soon as it is fully wound, but its direction can be changed as desired with the manual ribbon reverse.

Warning bell (not visible in the picture). Rings eight strokes before right-hand margin is reached.
A pleasant new acquaintance

A brand new typewriter — Facit T2 — now adorns the desk in front of you. As one who undoubtedly has done quite a bit of typing before, you know how a typewriter functions. However, the Facit T2 has new special features you have never seen before — features that can help you a great deal if you know how to use them properly. So before you start typing, we urge you to read this booklet from cover to cover. We assure you that the new minutes it takes you to read it will save you hundreds of valuable hours to come.

And there's one discovery you can make right away: the Facit T2 is not only a new typewriter but also a very pleasant acquaintance!
Get the most out of your Facit typewriter

Letter layouts

A simple, straightforward and well-proportioned letter layout saves time and simplifies typing. It also gives letters a businesslike appearance and makes a favourable impression on the recipient. We therefore suggest you keep the following basic rules in mind when typing letters:

☐ Always use a straight left-hand margin.

☐ No unnecessary indentations for address or signature, for example.

☐ Indicate new paragraphs by double line spacing.

☐ Type the body of the letter with single line spacing.

☐ And most important of all: adopt a definite system when typing letters and other communications — a system that is employed consistently by all persons in the office using a typewriter.

Uniformity of this kind can be achieved if the firm's forms, invoices, etc., are suitably designed. All these related forms should be adapted to each other so that the same tab stops can be used for different jobs. Then it will not be necessary to re-set the tab stops or to change the margins each time you use a different form. Only then can you use the machine to its full capacity. Sometimes it will be necessary to use special layouts, and new tabulator stops will be needed. To provide for this, the Facit T2 is equipped with several tabulating systems. Learn to use them expertly and your typing will be neater and faster.
3 tabulating systems at your service

The mechanical memory "remembers" the layout used for the firm's related forms and letterheads. Tabulator stops corresponding exactly to the starting positions on the forms can be engaged or cleared with a single lever motion. Depress the tabulator bar (19) and the carriage moves swiftly to the next position. All letters have the same neat appearance, regardless of who types them.

The standard tabulator is mainly intended for other forms and special layouts. It can be used independently or in conjunction with the "mechanical memory" if additional stops are required. Any number of tab stops can be set and their location is entirely optional. All the stops can be cleared with a single lever motion. Use the tabulating key to send the carriage along to the next stop.

If your machine incorporates a decimal tabulator, use the various tabulating keys when typing tables of figures, invoices and the like. Set the "ones" stop by means of the mechanical memory or the standard tabulator. The decimal tabulator keys then tabulate the carriage to the right starting position in relation to the "ones" position. In this way you figure columns automatically show a straight right-hand margin.
Before you start typing

Insert the paper
First set the paper guide (2) to the desired position. Hold the left-hand edge of the paper flush against the guide as you feed the paper into the machine. Margin settings and tabulator stops are then automatically lined up at their correct positions on the paper.

Move the carriage sideways to bring the paper directly opposite the line finders (5). Position the two rollers on the paper bail (7) above the line finders. Then feed the paper into the machine.

If the paper needs adjusting
Make sure that the paper is straight in the machine. If adjustment is needed, pull the paper release (9) towards you. This slackens the mechanism holding the paper and you can easily straighten it out. Return the paper release to its original position.

Set the margins
Begin with the left-hand margin. Move the carriage to the right until it stops. Engage the margin stop by pulling the left-hand or right-hand margin setting lever (11 or 30) towards you with your index finger. Retain the grip and move the carriage to the desired margin setting, adjusting the final position by back-space key (23). Let go of the margin setting lever and the margin stop will stay in the desired position. Set the right-hand margin in the same manner. Move the carriage to the left until it stops. Engage the margin stop by pulling the left-hand or right-hand margin setting lever towards you. Retain the grip and move the carriage to the desired margin setting, adjusting the final position by means of the back-space key.
"Mechanical memory" tabulating system

Setting
To engage all the stops (which have been set up in advance), push the tabulator lever (10), on the right-hand side of the carriage, away from you (B+).

Clearing
To clear all the stops, pull the tabulator lever towards you (B—). It may sometimes be necessary to augment the mechanical memory with a few extra stops. In this event, you can use the standard tabulator in combination with the mechanical memory.

Standard tabulator

Setting
Move the carriage to the desired position. Press the +1 key (20).

Clearing
Tabulate the carriage to the tab stop you wish to clear. Press the —1 key (17). To disengage all stops, pull the tabulator lever on the right-hand side of the carriage towards you (B—).

Decimal tabulator

Use the decimal tabulator to tabulate between 1 and 11 strokes before a tabulator stop. Set this stop with the standard tabulator or "mechanical memory". Press the key which corresponds to the number you wish to type. To type 1,725, for example, press the 1,000 key. If the next number is 250, press the 100 key, and so on. Use of the decimal tabulator automatically gives you a straight right-hand margin, that is, all numbers are lined up directly beneath one another in correct mathematical formation. The machine allows for a space after thousands and millions.
When you type

**Touch regulator**

With the aid of the touch regulator (14) you can easily determine the touch pressure best suited to your style of typing.

**Copies**

You will be able to type many clear, legible copies if you follow these hints:

- Clean the types regularly.
- Use thin second-sheet paper and good-quality thin carbon paper.
- A hard platen will produce a larger number of copies than a soft platen.

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**Simple and effective paper feed**

When typing large numbers of copies it is not always easy to insert the entire "sandwich" in the machine without the paper and carbons gliding apart. A simple trick easily gets around this difficulty: fold a sheet of paper as shown in the diagram and place it over the edge of the sandwich to be inserted in the machine.

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**Save time with one-time carbon forms**

A means of simplifying form-filling which saves considerable time and labour is provided by forms with one-time carbons. Routine typing tasks can be substantially simplified with the aid of these forms. In invoicing, besides the invoice original and invoice copy, the following forms can all be typed out simultaneously: confirmation of order, delivery note, record copy, packing slip and receipt. Throw-away carbons in the form sets can be designed so that typing appears only on the relevant sections of each form in the set. The various forms in the set are then separated and distributed to the customer and internal office departments.
Rule lines the easy way

Ruling in the lines of a table by hand is a bothersome, time-consuming task — especially if there are many copies. Here is a quick and easy way to rule the lines while the paper is still in the typewriter. Use a ballpoint pen or a hard lead pencil, place the point in one of the holes in the line finder (5).

- **Horizontal lines** — press down the carriage release (21 or 29) and move the carriage sideways as far as you want.
- **Vertical lines** — turn the platen knob. Lines will be smooth and straight if you push down the automatic line finder (28).

Find the right line quickly

When filling in printed forms with horizontal lines it is often difficult to get the line of typing to coincide with the lines on the form when using ordinary spacing. If you push down the automatic line finder (28) you can quickly and easily align the form by means of the platen knob so as to type exactly on the line. (On Facit typewriters, the automatic line finder is located below the left-hand platen knob.)

“Mass production” of envelopes and forms

If you have large numbers of envelopes to address all at once, you can speed up the process by adopting a “mass production” technique. Before pulling an addressed envelope out of the machine, insert the next envelope between the platen and the lower part of the envelope still in the machine. When you pull the first envelope out, the next one is automatically pulled round into position for typing. Continue in the same way with subsequent envelopes.

This method can naturally be employed when typing ordinary forms as well. The next set of forms to be filled in is automatically brought into position for typing as the finished set is pulled out of the machine. An additional advantage of this method is that the upper edge of the paper is always straight and even.
Corrections

When erasing
Turn the paper up a few lines and move the carriage to one side so that erasure residue does not fall down into the machine. Erase against the erasure table (4). If you are making carbon copies, place the erasure table between the original and first carbon.

Inserting a missing letter
It sometime happens that a letter gets missed out of a word by mistake—an annoying error that can be neatly and easily rectified by making use of the half-space correction feature incorporated in all Facit typewriters. Assume that you have typed "Facit frm Sweden", dropping the letter "o" in the word "from". Erase the entire word and align the machine with the last letter of the preceding word (i.e. Facit). Strike the space bar three times and hold the back space key (23) down while you type the letter "f". Release the back space key, strike the space bar twice and again hold the back space key down while you type the letter "r". Continue in the same manner for the letters "o" and "m". Compare the two lines in the illustration and note how neat and unobtrusive the correction is. Half-space correction can also be performed with the space bar, which moves the carriage only half a step if held depressed.

When the paper has been removed from the machine
If you have taken the paper out of the machine but later wish to re-insert it in order to make an addition to work already typed, it is important to align the paper accurately. Correct height is obtained by lining up the centre of one of the characters previously typed with any of the vertical lines on the line finder. Wider characters such as the letter "g" can be lined up with one of the square notches in the scale. Use the paper release and variable line spacer when adjusting the paper in the machine.
Care of the machine

A typewriter as fine as Facit T2 deserves proper care!

Before leaving the factory Facit T2 is carefully oiled and requires no special lubrication. But if it is to operate without trouble and turn out perfect work, it must be looked after regularly. Facit servicemen should give your machine their expert care and attention at least once a year. Proper care will greatly prolong machine life.

Clean the platen
Use a piece of cloth dampened with methylated spirit. Never use any other kind of solvent for this purpose.

Brush out the type basket
Use the brush that comes with the typewriter. It's a good idea to insert a piece of cloth under the typebars. Clean ribbon residue and the like from the type faces. Never clean with anything hard — use only the brush! Keep the plastic cover on the typewriter when not in use.

Changing ribbons
Lift off the top of the typewriter and wind the used ribbon onto one of the spools. Set the ribbon colour selector (24) at red and depress the shift lock key. Then depress two centrally-located keys at the same time, moving them up until they lock in front of the type bar guide (13). Remove ribbon from the ribbon carrier. Push spool holders to one side and lift up spools. Unhook ribbon from the empty spool. Attach the new ribbon to the empty spool. Then place the spools on their shafts as illustrated. Place ribbon behind ribbon carrier and then into the openings. Make sure that the ribbon runs through both forks. Return the locked keys to type basket, release shift lock key, and set ribbon colour selector at black. Make sure that spools are pressed down on their shafts properly. The ribbon must run through the two forks.