How to use your HERMES 8
For obtaining the best results from the HERMES Standard 8

1. Read the instructions carefully because the HERMES 8 possesses special devices. You will certainly not regret the time spent on reading it. The index (page 1) helps you to rapidly consult the instructions when necessary.

2. If you need advice ask the nearest official HERMES agent, preferably the one who sold you the machine.

3. Your HERMES 8 is worthy of the greatest care. Cover it each evening with its hood and be sure that the types are always clean: then the beautiful letters you type will make a good impression.

4. Do not dismantle this machine: the tension of the carriage, as well as that of the escapement, is regulated during manufacture to the needs of the most efficient typist.

We would particularly warn users of the HERMES 8 against any impulse to dismantle the machine for an amateur would not only not know what to improve but, without realising it, would risk putting one or another of the devices out of order by such intervention. Moreover, if there is any intervention of this kind, you would be deprived of the benefits conferred by the machine’s guarantee.

N. B. — Before beginning to read these instructions, unfold the back page of the cover as shown in the sketch below.
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Foreword

To ensure that you obtain the maximum efficiency from your HERMES Standard 8, follow these instructions closely. Even if you have used a typewriter before we would advise you to read the instructions carefully, because the HERMES 8 has many new features not previously encountered.

The figures between brackets in the following text refer to the specification at the end of the booklet (see last page but one of the cover).

Unpacking the machine

The machine is usually supplied to you by the agent unpacked and ready for use. If, on the other hand, it has been despatched by parcel post or rail, follow very closely the instructions you will have received from the seller.

Number of the machine

There is a number on the left side of each machine, above the TAB key (under the front protection plate 40 — see page 4 — ). To avoid waste of time you should indicate this number when writing to the official HERMES agent about the machine.

Accessories

Each HERMES Standard 8 machine is delivered with a cover and a box of accessories containing:

1 type brush
1 cleaning brush
1 celluloid erasing card
1 eraser
Inserting Paper

After having set up the paper support (24), one introduces the sheet of paper (reverse side facing outwards) between the platen and the table (23). When the paper is well engaged, turn the platen with the left or right platen knob (31 or 9) so that the paper feeds in. For introducing paper under the best conditions, see that the transparent card holders (16 and 21) press on the greatest area of paper possible at the moment of introduction and that the rubber rollers (8 and 30) of the ruled paper bail (19) are sufficiently close to each other, especially when it is a question of a narrow sheet of paper or a post card.

Adjusting Paper

If the paper is crooked, pull the paper release lever (28), take hold of the paper as it becomes free and adjust in such a way that it is parallel with the paper bail (19). When this is done, return the lever (28).

The divisions of the paper bail (19) help to determine the margins (page 7) and to set the stops of the automatic tabulator (page 10). The two small rubber rollers (8 and 30) can be moved to left or right according to the different widths of paper used.

Paper support

This device (24) prevents the inserted sheets from slipping over the back of the machine or from falling on the table. It is especially useful when making stencils. Also, it permits one to see the typed text clearly. For bringing the paper support into position, take hold of one of the two arms in the back protection plate (20) and lift.

Notebook Holder

On the front protection plate (40) there is a notebook holder ledge (41) where one can place an appropriately sized shorthand book. By using the shorthand book in this position one saves the eyes, avoids tiring the back and makes work more agreeable.
Front Protection Plate

To have access to certain devices — ribbon changing (page 9), type cleaning (page 11) — it is necessary to remove this plate (40) by taking hold of it by the top and pulling it towards you (see illustration). One must make sure that the line space lever (10) is at the extreme left. To replace the protection (40), place the plate in its guide channel (35) and then close firmly.

Transparent Card Holders (or guide lines)

The card holders (16 and 21) enable one to type at the very top of the paper, even before it is passed under the paper bail (19), right down to the bottom. These card holders are made in such a way that they act as guide lines; the upper limits of the graduations (22) give the height of the writing line. Pay attention to the fact that petrol damages their transparency.

Paper Guide Plate

This plate (32) does not extend from one side of the platen to the other. If the paper is wide enough or if one places it at the left extremity it will be easy to check the line spacing progressively and find out when the end of the paper is due to appear.

Mobile Paper Side Guide

On the left side of the paper table there is a graduated guide (14) which can be moved sideways. It serves for inserting many sheets, always in the same place and assures that documents all have the same size left margin, without having to alter the margin stop every time.
Capital Letters

To type capitals or the signs indicated on the tops of keys, press one of the keys 1 or 38 which are on each side of the keyboard: the pressure must be maintained while striking a key. If you wish to write a series of capitals, you must press the key No. 2 right down. To return to normal writing (small letters) it is sufficient to touch one of the keys No. 1 or 38.

Space Bar (39)

This serves to move the carriage from right to left, to separate two words or even to space a text.

Levers for moving the carriage

The levers 11 and 29 allow the rapid movement of the carriage from left to right or vice versa, by pressing them with the thumb and at the same time holding the knob of the platen (9 or 31) with the other fingers; this somewhat brakes the carriage.

Back Space Key

To move the carriage back one space, you must use the back space key (36). This would be used either to type afresh a badly printed letter or to make a correction. By pressing this key smartly and releasing it immediately the carriage is brought back one space, which is equal to one letter or one sign. On the other hand, if you press this key down without releasing it immediately the carriage is maintained in the back position of one and a half spaces, which is very useful for the insertion of a letter or sign which has been omitted.

Line Spacing

The line spacing and carriage return are obtained simultaneously by a simple light traverse movement of the left hand, moving the line space lever (10). The HERMES Standard 8 permits typing with three different interlinings which are obtained by means of the regulating line spacing lever (12).
Writing Line and Type Position Indicator

The top limit of the graduation (22) on the card holders gives exactly the height of the writing line. Any division will show where a type will print for it corresponds exactly to the middle of a type. The divisions serve notably to reinsert documents in their original positions when they have had to be removed for correction or when they were removed before being completed.

Drawing lines rapidly with pencil

To trace horizontal or vertical lines on the paper, insert the sharp point of a pencil in the hole (5) in one of the card holders and move the carriage sideways or turn the platen (see illustration).

Platen release for

a) writing between two lines. By pushing the small lever (12) towards the figure ‘O’, the platen is free of all line spacing, but returns to the original line space when the lever (12) is returned to its first position; this device is useful when an addition or correction must be made between two lines whilst still wishing to return again to the line space originally fixed.
b) writing on lined paper. Contrary to what happened with lever 12, you can entirely free the platen so that it will not return to its former line space, by pulling out to the left the left knob of the platen (9). This method is used when typing on forms or on lined paper and when none of the 3 line spaces is of any benefit; likewise for reinserting a page already begun. By returning the left knob (9) to its original position the ratchet is reengaged and the line spacing starts again from there.

Intermediate Paper Table

This device (13) is very useful when erasing a number of copies or when writing some words by hand without removing the sheet of paper from the machine.

Visible Lightning Margin stops

The margin stops (17 and 25) serve to fix the left and right margins of the text. To set the left margin stop, move the carriage to the place where the first typed sign is desired to appear and pull forward lever 15. Automatically the margin stop will be set at the desired place. For the right margin, make the same operation with lever 26 after having moved the carriage to the place where the line of writing is to finish.

To move the left margin more to the left, hold down lever 15 whilst pushing the carriage along to the spot fixed for the new margin. Then release lever 15. To move the right margin more to the right, lever 26 must be pressed with the index finger while simultaneously pressing the thumb on the lever for moving the carriage (29). Then allow the carriage to slide, while slightly braking the carriage run with the other fingers of the right hand, to the point where the new margin is desired and then release the two levers.
Margin release key (end of line) and the freeing of jammed type bars

The type bars lock automatically about 7 spaces after the bell rings. To write beyond the margin, press the margin release key (37) when it will be possible to type to the extreme right of the platen. This key also enables one to write beyond the left margin — without moving the margin stop (17) — if held down from the place where the carriage stops.

Key 37 has a second function: that of “freeing”. It may happen that type bars become jammed, one then presses this key and the type bars return to their proper places.

Changing the colour of the ribbon

The switch (34) and the three colour points, which are on the right side of the rail, show what colour will be written without having to test by typing. The blue colour corresponds to the top part of the ribbon and the red to the bottom. If switch 34 indicates the white, it means that the ribbon is neutralized for stencils.

Stencils

To cut a stencil, proceed as follows:

Neutralize the ribbon by moving the switch 34 to the white point position. Adjust the paper support (24) which is mentioned on page 3. After having well cleaned the types and inserted the stencil the work can be commenced, taking care to strike the keys uniformly.

Choosing ribbon and spools

In order to have the HERMES Standard 8 ribbon working perfectly it is necessary to have the following: the ribbon must be wound on a spool of the same kind as HERMES spools, it must be 13 mm. wide and have an eyelet at least 12 cm. from each end. To ensure good typing the ribbon must be, at the same time, both thin and strong.
How to change the ribbon

1. Pull the front protection plate (40) towards you in order to have access to the ribbon devices, and take careful note of how the old ribbon is placed.

2. Wind the ribbon on to one spool, until the eyelet appears.

3. Take out the ribbon from the ribbon carrier (18) and then from the lateral ribbon guides (7 and 33).

4. Remove the two spools and take off the worn ribbon; then hook the end of the new ribbon on to the empty spool and wind up at least to the eyelet.

5. Place the two spools firmly on their axles (with the red at the bottom if the ribbon is bi-coloured), making sure that the pin near the axle penetrates well into the second hole, eccentric, of the spool. It would be wise to hold the ratchet wheel (6) so that it does not turn, the pin will then enter the eccentric hole easily. Take care also that the eyelet of the ribbon comes between the axle of the spool and one of the lateral guides (7 or 33). Then insert the ribbon in the two slots of the ribbon carrier (18). Afterwards pass the ribbon through the two lateral guides (7 and 33). This operation can now be completed by replacing the front protection plate (40).
Reversing the ribbon

a) **Automatic reverse.** When the ribbon has wound itself completely onto one spool, it automatically reverses and winds itself onto the other spool; this will only happen when the ribbon is fitted with eyelets at both ends.

b) **Manual reverse.** Should it be necessary for one reason or another to change the winding direction of the ribbon, push sideways one of the ribbon guides (7 or 33).

**Automatic Tabulator**

A tabulator is a mechanism for moving the carriage automatically from one column to another.

a) **Setting the stops:** The graduations of the ruled paper bail (19) correspond to the tabulator stops. If, for example, you wish the carriage to stop at the 30th space, move it along until the slot of the type bar guide (4) is level with point 30 on the ruled paper bail; pull forward lever 27 (see illustration, A). The same procedure applies for setting other stops; pull the carriage to the far right. After that, at each pressure on the key TAB (3), the carriage will stop at each pre-selected point.

b) **Individual clearing of tabulator stops:** If you wish to clear a stop to do away with a column no longer required, press the key TAB to bring the carriage to the point where the stop is set, then press lever 27 down to the first resistance (see illustration, B).

c) **Clearance of all stops:** To clear all stops at once push lever 27 well down (see illustration, C); by releasing it immediately it will return to its original position.
Progressive Brake

The HERMES Standard 8 is fitted with a system which limits the speed of the carriage during tabulation. To employ this progressive brake, press the key TAB (3) normally and this will prevent any sharp shocks when the tabulator stops.

To Erase

It is best to move the carriage to one side in order that the eraser dust does not fall into the segment. If this dust was to mix with the oil it would choke up the parts which would stick and thus render typing difficult, if not impossible.

Cleaning the Types

If you wish to always have beautiful typing, the types must be cleaned every day; but it is not necessary to use petrol for this. A brush for cleaning is supplied with each box of accessories.

If certain types become clogged with hardened dirt, remove this by lightly touching with a brush or duster moistened with petrol. The use of spirits should be avoided as this could cause rust. Using a brush soaked with too much petrol does more harm than good.

It will be noticed that the front protection plate (40), which must be pulled towards one (see page 4) in order to have easier access to the keys, shields the keyboard like a screen when petrol is being used. It also protects the operator against any splashes.
Cleaning the Platen

The rubber platen must only be cleaned with spirits. **Never use petrol or benzine** as these are solvents of rubber.

Cleaning the machine

Clean the machine regularly without dismantling it. In particular remove dust and erasings with the duster or small brush. The parts to be cleaned can easily be reached with the brush. Be very careful when cleaning with the brush in order not to break the springs or bend any delicate parts. The space-bar and the platen knobs should not be cleaned with any organic solvents (petrol, gasoline, paraffin, turpentine, trichlorethylene, alcohol, etc.), but with a cloth wetted with soapy water.

Oiling

The HERMES Standard 8 typewriter is built in such a way that most of the parts in continuous use are not subject to friction but roll easily. The rails that guide the carriage are provided with ball-bearings and, to avoid rust, must be wiped occasionally with a cloth lightly moistened with oil. Only use first quality oil. **Never oil the slots in which the type bars move nor the type bars themselves.**

We strongly advise having the machine oiled, cleaned and examined once a year by an official HERMES agent.
THERE ARE MANY HERMES MODELS FOR ALL TYPES OF WORK...

HERMES BABY
The smallest, lightest portable typewriter (less than 9 lbs., case included), with standard types, keyboard and ribbon.

HERMES 2000
The portable with the most gadgets: lightning margins, automatic tabulator, transparent card holders, intermediate paper table, etc.

HERMES AMBASSADOR
The office typewriter of great efficiency: automatic introduction of paper, notebook holder, intermediate paper table, electric carriage return and line spacing (also obtainable without motor).
Specification of the devices of the HERMES Standard 8

1. Left shift key (page 5)
2. Shift lock (page 5)
3. Tabulator key (pages 10, 11)
4. Typebar guide (page 10)
5. Left card holder hole (page 6)
6. Ribbon winding ratchet wheel (page 9)
7. Left lateral ribbon guide (pages 9, 10)
8. Left rubber roller (page 3)
9. Left platen knob (pages 3, 5, 7)
10. Line space lever (pages 4, 5)
11. Left lever for moving the carriage (page 5)
12. Lever for regulating the line spacing (pages 5, 6, 7)
13. Intermediate paper table (page 7)
14. Mobile paper side guide (page 4)
15. Left margin lever (page 7)
16. Left card holder (page 4)
17. Visible left margin stop (pages 7, 8)
18. Ribbon carrier (page 9)
19. Ruled paper bail (pages 3, 4, 10)
20. Back protection plate (page 3)
21. Right card holder (page 4)
22. Card holder graduation (pages 4, 6)
23. Paper table (page 3)
24. Paper support (pages 3, 8)
25. Visible right margin stop (page 7)
26. Right margin lever (page 7)

27. Lever for setting and clearing tabulator stops (page 10)
28. Paper release lever (page 3)
29. Right lever for moving the carriage (pages 5, 7)
30. Right rubber roller (page 3)
31. Right platen knob (pages 3, 5)
32. Paper guide plate (page 4)
33. Right lateral ribbon guide (pages 9, 10)
34. Switch for changing the colour of the ribbon (page 8)
35. Front protection plate guide channel (page 4)
36. Back space key (page 5)
37. Margin release key and the freeing of jammed type bars (page 8)
38. Right shift key (page 5)
39. Space bar (page 5)
40. Front protection plate (pages 2, 3, 4, 9, 11)
41. Notebook holder (page 3)
For the cleaning and overhauling of your typewriter, we would invite you to contact the official HERMES agent.