Instructions for use

1. Please read these instructions carefully before handling the machine!
2. Check all manipulations with the help of the text!
3. Have the machine thoroughly cleaned from time to time by a professional mechanic; this means longer life and better work.

1. Writing an ruled paper.

In order to write easily and accurately on ruled forms the plunger is used. If the top margin knob is pulled out the platen can be widened in any desired height of line, in accordance with the line height indicator (19). Independent of the line spacing, the carriage may be moved to any position desired on the line. By pressing the platen knobs (2) in again, the free run of the platen is put out of action. Besides the plunger every machine has also a platen release lever (5). By pressing this button writing can be done independent of the line spacing, but if the lever (5) is pulled forward again, the previously advanced interval of line spacing operates again automatically.

2. Taking up the ribbon.

When using a two colour ribbon, if the two - colour switch (20) is placed in the red or lower half of the ribbon is used. If placed in the blue position, the upper half of the ribbon is used.

3. Stencils.

For stencil cutting the lever (29) must be brought into its centre position, which disengages the ribbon. Before cutting a stroke, the type must be raised and lowered with a match or other piece of wood for thoroughly cleaning the type.

4. Ribbon mechanism.

The ribbon reverses automatically when it has completely run through the machine. It may, however, be reversed at will at any time by using upper studs (11) located on the side of the machine. The metal moves in the direction in which the studs are moved.

5. The under the grippers (24, 25) (two colour ribbons red side downwards), and pull from a direction opposite to the ribbon must be depressed to depress the shifted (25) simultaneously, in order to prevent damage to the ribbon.

6. Carbon holder.

This has been fitted in order to be able to write the top of cards as near to the type edge as possible. If cards are not used, the cardholder may be removed.

7. Margin stops.

The margin stop will not been provided with a scale, as this is hardly ever necessary. The left-hand margin is set simply as follows: Bring the carriage to the position desired, depress the left margin stop (Fig. 5) and move it along the rack till it is arrested. In the same way, the right margin is set by moving the right margin stop (Fig. 5) and depressing the keys are locked. It is then necessary to depress the margin keys (13) in order to continue.


We strongly recommend our special ribbons, as these ensure long life, clear type impressions, and give very satisfaction. As open as the upper half of the ribbon becomes worn, it is only necessary to reverse the platen in order to be able to use the second half of the ribbon. When buying new ribbons, it is essential to accept wall fitting spools only, since this causes the screws inside to fit properly may ruin the ribbon mechanism. Spools and spools 13 (13 mm) have been standardized, so that suitable spools should be obtainable everywhere.

9. Quick changing of ribbons.

After the old ribbon has been removed, a new one may be attached in the following way: Hold the spool with the left hand (Fig. 5); push the under the grippers (24, 25) (two colour ribbons red side downwards), and pull from a direction opposite to the ribbon must be depressed to depress the shifted (25) simultaneously, in order to prevent damage to the ribbon.


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11. Margins stops.

The margin stop will not been provided with a scale, as this is hardly ever necessary. The left-hand margin is set simply as follows: Bring the carriage to the position desired, depress the left margin stop (Fig. 5) and move it along the rack till it is arrested. In the same way, the right margin is set by moving the right margin stop (Fig. 5) and depressing the keys are locked. It is then necessary to depress the margin keys (13) in order to continue.

Ruled lines.

Horizontal lines may be drawn on sheeted charts by inserting the point of a pencil in the notches of the type line guides (19) and drawing the carriage along. Vertical lines may be drawn in a similar manner by turning the carriage knob (5) or (17).

Corrections.

In order to protect the vital parts of the typewriter, it is essential to move the carriage to the extreme left or right. If eraser and paper dust that fall outside of machine.

Care of the machine.

1. Cleaning.

All parts of the Ideal Portable Typewriter should be frequently cleaned with a brush. This means longer life and better work. The type, too, should often be cleaned with a stiff brush, moving it longitudinally in direction of the type bars.

Oiling.

Before leaving the factory, all parts of the machine are well oiled with best oil free from spirits or oil. It is, therefore, not necessary to oil the machine for at least a few years. Whence does become necessary to do, then the machine should be oiled by a professional mechanic.

Machine number.

This will be found below the right-hand shift key (22) stamped into the machine frame. It should be stated when ordering spare parts.

Carbon copies.

The Ideal Portable Typewriter is exceptionally cut for writing carbon copies. Due to its wide stroke due to the length of the type bars, and to occupied type bars, it is entirely impossible to write carbon copies. With copy paper not very high quality, ordinary thickness and good carbon paper of 15 or 20 clear copies can be obtained. With special paper, it is not difficult to turn out as many as 12 carbon copies. Care must be taken not to allow the carbon paper to project on this, as soil and the feed rollers and the shears inverted.

All that the name implies!
To open the case, place same on a firm base, unlock the cover and turn the handle of the lock to the right.

Now press the lock catch in the direction shown by the arrow and remove the cover.

In order to prevent damage to the carriage roll-way, when the machine is not in use, place the paper support in the position shown by the dotted line (Fig. 2).

These safety bolts must be removed before using the machine, but in order to keep the roll in good condition and to ensure an even smooth carriage movement, it is well to replace these bolts before carrying the machine about (Fig. 2).

Now loosen the 4 red screws at the corners of the frame which also releases the four packing rings. For reassembly the bolts must be inserted again without fail.

The machine may now be lifted from the base-board for purposes of cleaning etc.

To remove the machine, if the machine has been removed from the base-board, then it must first be firmly pressed down to the supports of same, whereas the carriage must be moved to its central position, when the carriage lock will jump into the projecting slot of the key hole. Then pull the back of the cover under the top of the lock of the base-board and drop the cover over the machine, allowing the lock to catch. Turn the handle of the lock to the left and lock the cover.

How to replace the machine.

Before using the machine turn back the paper support on scale (1) and release the carriage lock (10).

Insertion and alignment of paper.

In order to insert a sheet in the machine, introduce same between the paper roll and the plate and wind back the paper (2) (Fig. 2), and place the paper (2) (arrowhead symbol) about 6 inches from the front end of the paper guide, the paper being held at an angle of 15 to 20 degrees. Then press the paper (2) against the paper guide (3) until the paper (2) is firmly placed against the paper guide (3) in the forward position.

Carriage release.

By pressing lever (8) or (15), the carriage of the machine may be freely moved in either direction.

Shift key (24) for capital letters.

If any one of the keys is pressed down, the small letters shown on the key will be printed on the sheet. In order to print capital letters or special characters, it is necessary to hold either shift key (14 or 24) down with the small finger of one hand, while sketching the key with the other hand. It is desired to write capital letters only, or to under-line, then the shift lock (13) will keep the shift key permanently depressed. By subsequently depressing the shift key (14), the shift lock is released.

Space-bar (24).

By operating the space-bar, spaces can be made at will between words, sentences etc.

Back space (22).

By depressing the back space key, the carriage is moved backwards one letter space at a time.

Line-spacing.

By adjusting lever (6), three different line spacings, 1, 2, or 3, are obtainable. At the end of a line, the carriage and the back of the handle of the row by means of the line spacing lever (5), the space being thus automatically operated.

Dead key (23)."