

IMPERIAL 200

The care and use of your

HOW TO CHANGE THE RIBBON:



- 1** Remove the top cover simply by lifting up on edges nearest the cylinder.
- 2** Rotate either ribbon spool until all the worn-out ribbon is on one spool.
- 3** Set the ribbon control lever "A" on red. Depress two of the central keys at the same time only far enough to cause two of the type bars to remain together near the printing point. This will lock the ribbon carrier at its uppermost position.
- 4** Remove the ribbon from the ribbon carrier.
- 5** Pull the ribbon holding arms "B" outward and lift both spools off the ribbon tables. Remove the end of the worn out ribbon from the empty spool.
- 6** Place a new ribbon spool on to the ribbon table, keeping the black portion of your ribbon upward.
- 7** Hook the end of the new ribbon on the empty spool and fit the spool on to the other ribbon table.
- 8** Place the ribbon into the ribbon carrier "C" as shown.
- 9** Place the ribbon into the ribbon guide forks "D" found at left and right. The eyelet on the ribbon should be positioned between the spool and the ribbon guide fork.
- 10** Clear type bars by depressing the margin release key "E" and replace the top cover. You are now ready to resume typing.

6 STEPS FOR TAKING CARE OF YOUR NEW IMPERIAL 200

1 From time to time, dust the outside and accessible parts with a brush or dry cloth.

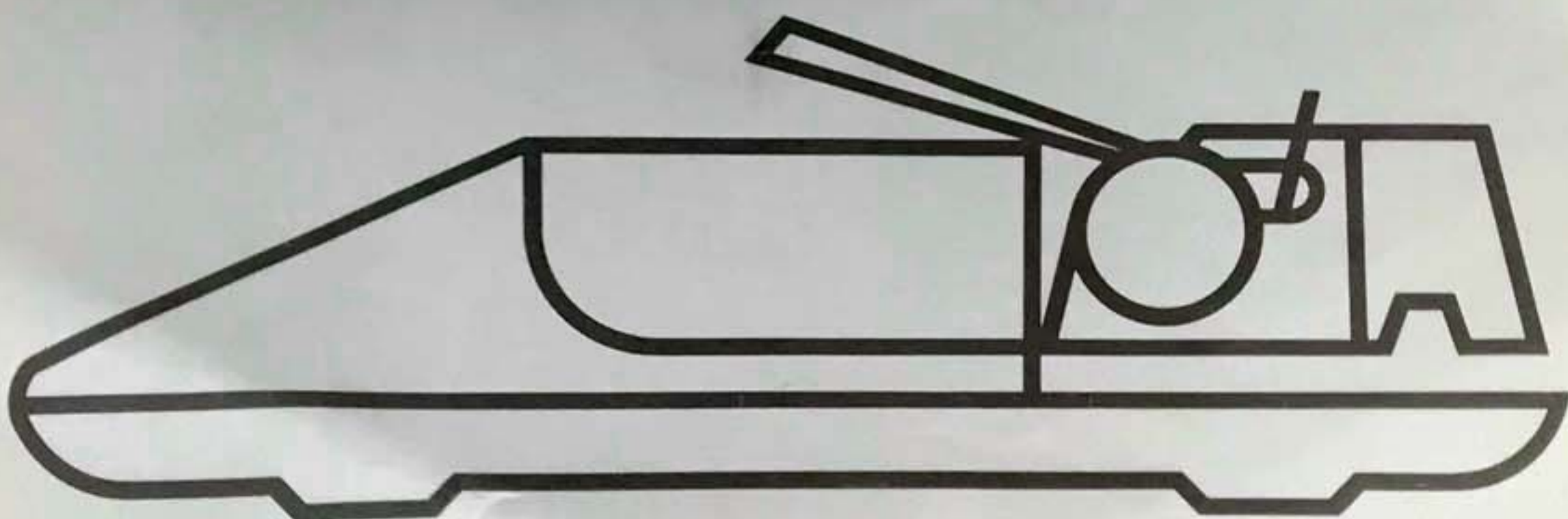
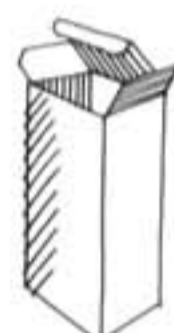
2 Clean the type regularly with Cleaning Solvent, and a short bristle brush. Clean all plastic parts and keytops with mild soap and water, and dry polish with soft cloth.

3 Do not erase directly over the printing point. Move the carriage to either side, then erase.

4 Keep your portable enclosed in its console cover when not in use.

5 Replace ribbon at regular intervals. This will assure clean, sharp printwork at all times.

6 If your portable requires mechanical attention, especially cleaning and oiling, return it to the dealer from whom purchased it.



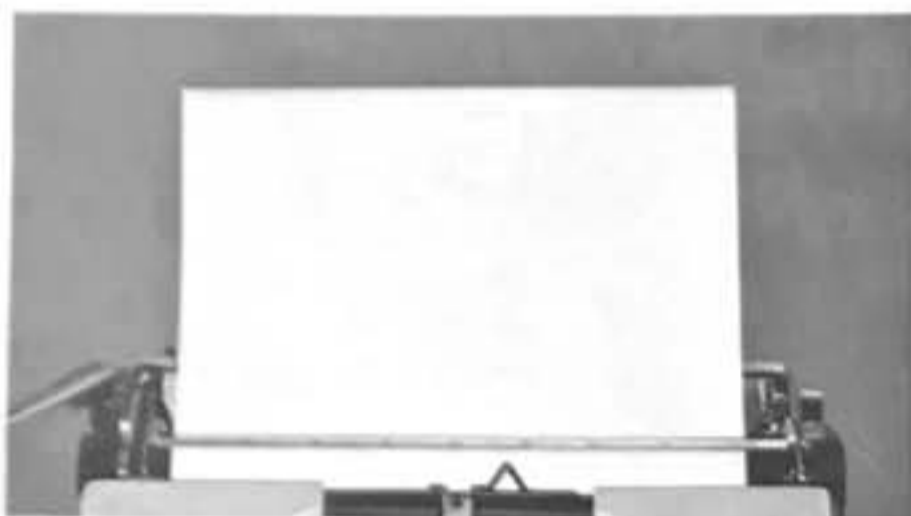
CONGRATULATIONS!

You'll take pride in your new IMPERIAL 200. It is built to the high standards that you have always come to expect from IMPERIAL. Whether you are an experienced typist or a beginner, the IMPERIAL 200 was designed to give you many years of high level performance and ease of operation.

In order to get the most from your new IMPERIAL 200 read this instruction sheet carefully. It is designed to point out all the time-and-effort saving advantages that you gain by typing on the new IMPERIAL 200. Keep it handy!



GET ACQUAINTED WITH ALL THE ADVANCED FEATURES OF YOUR NEW IMPERIAL 200



HOW TO INSERT PAPER:

Hold the paper in your left hand and place it against the paper table "A" behind the platen. Be sure the left edge of the paper is positioned at the "0" marking on the paper table as your right hand slowly turns the right cylinder knob to feed the paper around the platen. When the paper appears in front of the platen, raise the paper bail "B" permitting the paper to go under it. Then bring the paper bail over the paper to hold it securely.

1 USING THE PAPER RELEASE LEVER:

When using several sheets of paper and carbons, push the paper release lever to the rear, place the paper securely between the platen and the paper table. Bring the paper release lever to the forward position and turn the platen knob.



2 HOW TO SET EQUAL MARGINS, LEFT-RIGHT:

Be sure the left edge of the paper is even with the "0" marking on the paper table scale. To set the left margin, depress the left margin stop and slide it from left to right until you reach the desired number of spaces on the paper table scale. Left margin is now set.

To set the right margin, depress the right margin stop, slide it from right to left the same number of spaces from the edge of the paper as the left hand margin. Your right margin is now set—with both margins equal.

3 THE TWO COLOR RIBBON AND STENCIL CONTROL:

The color change lever on the right side of the keyboard helps you to type letters, reports and other work in red or black.

Move the lever to the red mark for red, black mark for black. For stencil cutting, move the lever to the white mark.

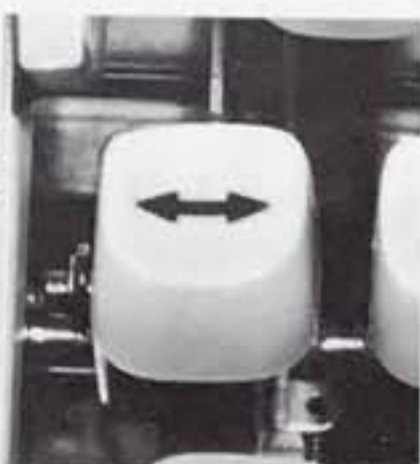


4 THE PAPER SUPPORT:

The hideaway paper support keeps the paper up and in full view at all times. Fold the paper support down when not in use.

5 MARGIN RELEASE KEY AND ANTI-JAM KEY:

The margin release key will permit several additional characters or words to be typed after you have reached the limit on your pre-set margin. To type beyond this point, simply depress the margin release key. Should you strike two keys at the same time, the type bars may lock at the printing point. To free the type bars, simply depress the margin release key.



6 REMOVING THE TOP PLATE:

The top plate of your new portable is detachable for easy access to the ribbon and for routine cleaning. To remove the top plate, simply lift up on edges nearest to the cylinder.

7 THE CARRIAGE RELEASE LEVER:

The carriage release lever will allow you to move the carriage freely to the left or right. To operate, press lever forward and move carriage in either direction.



8 PLATEN KNOBS:

A twirl of either of these knobs, located at the ends of the carriage, allows you to insert or remove paper or make vertical line adjustments quickly and easily.

9 LINE SPACE SELECTOR:

For single line spacing, set the line space selector lever at the numeral "1"; for double spacing between lines, set the line space selector lever at the numeral "2". To obtain one-and-a-half line spacing, set the line space selector lever at the line between numeral "1" and "2".

To change the line spacing temporarily, set the line space selector lever at the numeral "0". Return the line space selector lever to the original spacing when temporary line space typing is completed. Excellent for typing symbols like H₂O, 32°, etc.

For carrying purposes, you can lock your carriage by setting the line space selector lever on the carriage lock setting, indicated by a red dot directly above the numeral "1".



10 BACK SPACE KEY:

You will move backward one space on your writing line each time you depress this key.

11 SHIFT KEY AND SHIFT LOCK KEY:

You will find one of the shift keys on either end of the bottom row. Capital letters and upper case characters may be typed when one of the shift keys is depressed. By depressing the shift lock key, the shift is locked in position for continuous typing of capital letters and upper case characters. The lock can be quickly disengaged by touching either the shift keys.

12 SPACE BAR:

A gentle touch of either thumb to the space bar gives you fast letter and word spacing.

13 HOW TO DRAW LINES:

You can draw horizontal or vertical lines by simply inserting a pencil or ballpoint pen into the hole situated on the card-holder and sliding the carriage horizontally for horizontal lines; or by rotating the platen for vertical lines.

14 TOUCH CONTROL:

By using the touch control you can adjust the sensitivity of the keys to your personal preference. Practice will help you determine the touch setting which is most suitable for you.



15 THE LINE SPACE LEVER:

By pushing this streamline lever from left to right, carriage return and line spacing are accomplished simultaneously with one sweeping motion. This specially designed touch lever affords maximum speed and ease of operation.

16 HOW TO REPLACE CONSOLE COVER:

Center the carriage and place console cover over top of machine. Bring the cover down until it locks securely in place.