Imperial
Quiet Model 55

Instruction Book

Imperial Typewriter Co. Ltd.
Leicester  England
PARTS IN THE IMPERIAL QUIET MODEL 55

1. Carriage Release Lever (Right hand).
2. Carriage Release Lever (Left hand).
3. Tabulator Stop Setting and Clearing Lever.
4. Tabulator Stop Clearing Knob.
5. Auxiliary Paper Feed.
6. Platen Clamping Lever (Right hand).
7. Platen Clamping Lever (Left hand).
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12. Line Space Lever.
14. Line Space Adjusting Lever.
15. Shift Key (Left hand).
16. Shift Key (Right hand).
17. Shift Lock.
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PARTS IN THE IMPERIAL QUIET MODEL 55

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102. Spring Drum Pawl.
INSTRUCTIONS FOR THE USE OF THE IMPERIAL QUIET MODEL 55.

Unpacking:

Machines with cloth covers are packed in wood-wool, and the lid of the packing-case is nailed down. Remove the lid, and lift the machine clear. The carriage will be found in a separate wrapping and it will be necessary to place this on the machine in accordance with instructions below.

Machines with metal covers and baseboards are clamped to the bottom of the case, which should first be unscrewed. Lift the bottom away from the case, together with the machine, baseboard and metal cover. There are four screws, one at each corner of the top-plate No. 21, Fig. 2 which hold the clamps and secure the typewriter to the baseboard. After removing clamps, these four screws should be taken out and replaced with the four chromium-plated ones contained in a separate packet. Now unwrap the carriage (which will be found in a separate compartment of the case) and place it on the machine, as follows:—

Lift the carriage by both hands, and, with the forefingers, press the carriage clamping wedges on either side Nos. 32 and 33, Fig. 3. Place the carriage centrally over the machine, allowing it to fall over the two carriage locating studs No. 53, Fig. 12. In so doing, carefully watch the front part of the carriage to ensure that there is a slight clearance between the platen and the line indicator No. 25, Fig. 1. Be careful also to hold the carriage absolutely level when lowering on to the machine. When carriage is correctly located on the studs, release the wedges, and the carriage will remain firmly in position.

The margin-stops Nos. 83 and 84, Fig. 5 will be found to be adjusted to the central position, in order to lock the carriage for transit. These must be pushed outwards along the scale as described in paragraph “Setting the Margin-stops” on page 6.

Now remove the drawband No. 99, Fig. 3 from its present position and place it on the drawband carrier No. 50, Fig. 3 which will be found under the slide. Do not allow the drawband to slip from the fingers during this process. Remove the wooden plugs at each end of carriage as per instructions on labels attached. Before machine can be used it is also necessary to remove type-unit locking-hooks at rear. Unscrew the two knurled nuts and remove the type-unit locking-pieces at bottom corners of front plate. Pull type-unit forward, see page 13, when locking hooks can be removed. Push type-unit back into position, and machine is ready for use.

Figure 3.
Position of Typewriter when in use

The height of the machine in relation to the position of the operator is of the greatest importance if the best results are to be obtained, as if the typewriter is either too high or too low correct control of the keyboard cannot be maintained. The typewriter table or desk should be about 26 inches high, and the surface perfectly horizontal. The height of the operator’s chair should be such that the forearms are just level while the elbows rest close to the sides and the forefingers cover the top row of keys.

![Typewriter diagram]

Inserting the Paper

Before feeding paper into machine, raise paper supporting arm No. 9, Fig. 4 into vertical position. Raise auxiliary feed No. 5, Fig. 4 to its full extent, i.e., until it springs forward. Lower again, until it is resting slightly clear of the platen.

Place paper on paper-shelf No. 28, Fig. 4 close up to paper locating device No. 27, Fig. 4 on left of shelf. Turn platen turning-knob No. 34, Fig. 4 away from you, when paper will be fed through, under the platen No. 36, Fig. 4 and under the auxiliary feed. Now push back thumb lever No. 8, Fig. 4 when auxiliary feed will spring back into its working position, and automatically hold paper firmly against platen.

Adjusting the Paper

If the paper has not been fed through quite straight, it can be properly adjusted as follows:—Raise the auxiliary feed No. 5, Fig. 4 and pull forward the feed-roller release lever No. 10, Fig. 4. This frees the paper in the machine, and it can now be pulled until it is quite level. Do not forget to push back the feed-roller release lever and the auxiliary feed afterwards.

Page five
Setting the Margin-stops

The width of the writing on the paper is governed by the position of the right and left-hand margin stops Nos. 83 and 84, Fig. 5. They are set according to the width of paper, envelope, etc., being used, as follows:—Pull forward paper-shelf No. 28, Fig. 5. Depress left-hand margin-stop No. 84, Fig. 5; it will then be free to slide along the scale and will automatically lock in the required position when the finger is withdrawn. The right-hand margin stop No. 83, Fig. 5 is adjusted in the same way.

Releasing the Margin-stops

It is sometimes necessary to write a note in the margin. To do this, depress the margin-release key No. 11, Fig. 6 at the same time moving the carriage to the right, when it will run back past the left-hand margin-stop, thereby enabling typing to be done in the left-hand margin of the paper.

Similarly, when writing six characters after the bell rings the typebars will automatically lock to prevent over-printing; but by the use of the margin-release key No. 11, Fig. 6 another six characters may be typed if required.

The Warning Bell

Just before coming to the end of each line of writing the bell will ring. This is to warn the operator that six more characters only can be typed on that line. After this, however, the margin release key can be used (see previous paragraph).

Line Spacing

On the left-hand side of the carriage is the line-space lever No. 12, Fig. 4. This fulfils the double purpose of returning the carriage to the starting-point and of turning up the paper for writing another line.

The line-space lever is adjustable to feed up the paper one, two or three lines as required. Intermediate spacings may also be obtained (i.e., 1½, 2½). This is done by moving the line-space adjusting lever No. 14, Fig. 4 to the indicated spaces.
**Keyboard**

The Imperial Quiet Model 55 is supplied with the Universal standard keyboard. It has the advantage, however, of possessing forty-five keys, which give ninety characters as compared with the usual eighty-four. A full range of figures is given, including the numerals ‘1’ and ‘0’. There are also other characters which can be used, such as special signs, special fractions, accents, etc.

**Space Bar**

The space-bar No. 20, Fig. 6 when depressed, has the effect of moving the carriage by the width of one letter. This bar is in front of the keyboard, and is used for obtaining spaces between words, etc. It is normally operated by the right or left thumb, as convenient. Depress the space-bar as follows:—

- **ONCE** between words or after a comma;
- **TWICE** after a colon or semi-colon;
- **THREE TIMES** after a full-stop, query or exclamation.

**Shift Key**

To obtain a capital letter, or one of the characters printed uppermost on the key-tops, depress either of the shift-keys No. 15 and No. 16, Fig. 6 and then strike the required key with the other hand. The shift-key must not be released until the character has been typed. To type a passage entirely in capitals, depress the shift-lock No. 17, Fig. 6. This locks the type in the "upper-case" position, and the machine will continue to write upper-case characters so long as the shift remains locked. To return to the "lower-case" characters depress either of the shift-keys No. 15 and No. 16, Fig. 6.

**Back Spacer**

On the left of the keyboard there is a key marked "Back Spacer" No. 19, Fig. 6 which, when depressed, returns the carriage by the width of one letter at a time. This key enables one to make a quick correction, and is particularly useful when writing numbers in columns.
Dead Key

When correspondence in foreign languages is required, the so-called “dead key”, carrying such accents as / \ ^ ~ etc., is used. The carriage remains stationary when this key is used; thus the required accent is typed first and the letter afterwards.

Writing on Lines

Sometimes it is necessary to depart from the standard line spacing of the typewriter in order to write on a printed line that does not correspond with the typewriter spacing. This is done in one of two ways, according to circumstances:—

(a) Normally, by pushing in the button No. 37, Fig. 2 on the left platen turning knob No. 35, Fig. 2. This releases the platen from the ratchet wheel and the platen can then be turned freely to the desired point, enabling the operator to write on a ruled line in any position. When the button is released, the platen once more becomes engaged with the ratchet and normal line-spacing is resumed from that point.

(b) When previous matter has been typed and it is necessary to return to exact former line-spacing level after having made a departure from it, the platen locating release lever No. 13, Fig. 5 should be used. This will be found on the left of the carriage, and when pulled forward will disengage the platen-ratchet for so long as it remains in the forward position. When pushed back to the normal position, the writing will be resumed in accordance with the original matter.

To Type on Cards or Thick Envelopes

When requiring to type on cards or thick envelopes, lever No. 26, Fig. 7 should be moved into position “C” as shown in the figure; but when typing normally or taking carbon copies the lever should be in position “D”.

To Move the Carriage

When it is desired to move the carriage in either direction without turning up a line (which, of course, would happen if the line-space lever were used) depress carriage-release lever No. 1 or 2, Fig. 10. The carriage can then be made to move freely to any desired spot where writing is to commence. As soon as carriage is stationary at this point (but not before) the carriage-release lever may be allowed to return to normal position.

Carriage Lock

By adjusting the margin stops Nos. 83 and 84, Fig. 5 to the centre of the carriage, not only is the carriage locked in the central position, but the whole of the typebar mechanism is locked also.

These stops enable the typist to lock the machine completely when not in use.

Page eight
SETTING AND USING THE TABULATOR

The tabulator is a device for enabling the carriage to be brought rapidly and automatically to any desired point or points without using the space-bar or carriage-release lever. For this purpose, a “stop” is provided for each writing-space. These tabulator stops No. 41, Fig. 5 are situated on the tabulator-stop rod No. 40, Fig. 5 and in their normal position (as shown in Fig. 5) do not operate.

(a) Setting the Stops
As an example, it is assumed that the tabulator is required for writing some columns of names. First determine the point on your paper at which each column commences and note its number on the front scale as shown by the scale pointers. Now set a stop in this position, as follows:—Move the knob of the tabulator-stop setting and clearing lever No. 3, Fig. 5 to the “SET” position, and release. This has the effect of bringing out a stop at that particular point. Repeat the movement for every required stop position.

(b) Using the Tabulator
Having set a stop for each column, move the carriage to commencement of line (i.e., left margin-stop). Press the tabulator-key No. 29, Fig. 6 when the carriage will immediately travel to, and halt at, the first column. Type the required entry and press tabulator key again. This selects the next column, and so on. In this way, column entries fall into accurate register right down the page.

(c) Clearing the Stops
On the Imperial Quiet Model 55, tabulator stops are set individually as described in (a) but may be cleared collectively. When any particular stop-combination is finished with, it is cleared by turning the tabulator-stop clearing knob No. 4, Fig. 5 backwards, when all stops are returned to normal together, ready for the next setting. Should you wish to clear one stop only out of a set, however, this can be done without un-setting the whole. Press tabulator key No. 29, Fig. 6 and bring the carriage to that particular stop position. Now move the clearing lever No. 3, Fig. 5 to the “CLEAR” position, which will return that stop (and no other) to the normal.

(d) Automatic Brake
Uniformity in the speed of travel of the carriage between one stop position and another is ensured by the fitting of a centrifugal brake No. 42, Fig. 10 on all models. This brake also provides against any possible variation when carriages of different lengths are used.
RIBBON

(a) General
The Ribbon is placed in two spools Nos. 22 and 23, Fig. 8 and moves along automatically one space, so that the type strikes a fresh spot on the ribbon with each blow. The ribbon does not move, however, either when the space-bar is used or the carriage moved by hand. This ensures that the ribbon is worn evenly; and as in a very short time the ink spreads from the unused to the used portions, uniformity of impressions is made certain.

(b) Two-colour Ribbon
The Imperial Quiet Model 55 is fitted with a mechanism enabling the operator to write in either of two colours as desired. For example—black and red, purple and red, brown and green, etc.

On the left of the type-unit front-plate will be found the colour-change lever No. 18, Fig. 8. By the use of this the second colour is brought into operation, when the lever is moved downwards.

(c) Fitting New Ribbon to Model 55
“Imperitype” Brand Ribbons are strongly advised. These are supplied ready wound on spools which are marked “Right” and “Left” on the flanges. When putting these on the machine—see next paragraph—make sure that they go on the right and left-hand respectively, with the marked sides uppermost, as otherwise they will not work correctly.

The first operation is to remove the old ribbon, which is very simple. Depress shift-lock key No. 17, Fig. 8 thereby locking type-unit in the “capital” position. Take
Figure 9.

hold of the ribbon each side of the ribbon centre-guide No. 31, Fig. 9 and move it downwards until the top edge of the ribbon will pass through the slots in the sides of the centre guide (see Fig. 9). Then lift the ribbon from behind the centre-guide, and out of the slots in the ribbon-guides Nos. 54 and 55, Fig. 8. The Spools Nos. 22 and 23, Fig. 8 will be found below the spool-covers No. 30, Fig. 8. The spool covers are hinged at the back, and when opened by means of their front lips, the two old spools can be lifted off the spindles and removed.

**DO NOT MOVE THE CARRIAGE WHILE SPOOL-COVERS ARE RAISED**

The new ribbon on its two spools should now be taken and placed on the respective spindles. Make sure that the small "flats" marked "A" in Fig. 8 engage with the corresponding flats in the central holes of the ribbon spools. (When correctly fitted, the spindles should project slightly above the level of the spools). Now place the ribbon behind the ribbon centre-guide No. 31, Fig. 9 and pass its bottom edge through the slots in each side of the guide, as shown in Fig. 9. The ribbon is now pressed downwards until the top passes through the slots, and is then inserted in the slots of the two ribbon-guides Nos. 54 and 55, Fig. 8. To make the ribbon taut, wind the spool by hand. At this point the hinged spool-covers No. 30, Fig. 8 must be closed down until the catch snaps. This last operation is important, and must never be omitted (DO NOT MOVE THE CARRIAGE WHILE THE SPOOL-COVERS ARE IN THE RAISED POSITION). The ribbon is now ready for use.

When a new ribbon wound on one spool is being fitted, attach one end to the empty spool and see that there are at least three turns of ribbon on the spool before attempting to place on the machine.

**Reversing the Feed**

Should it be necessary at any time to alter the direction of the ribbon's motion, this can be done by moving a small knob which will be found under the front bar of the top-plate (immediately above the typebars). When this is moved to the right, the ribbon winds on to the left-hand spool, and vice-versa.
Stencil Cutting

When cutting stencils for the duplicator, it is essential that the type should not strike through the ribbon. This is provided for on the Imperial Quiet Model 55 by a special position (marked "S") on the colour-change plate. By placing the colour-change lever No. 18, Fig. 8 against this letter, the machine is fixed for writing stencils, during which process the ribbon does not move, either horizontally or vertically.

As a matter of routine, do not forget to clean the type of the machine both before and after cutting a stencil.

Figure 10.

Page twelve
DIsmounting the Machine

(a) Interchangeable Type-unit

To remove the type-unit, press type-unit release-levers Nos. 44 and 45, Fig. 11 in the front-plate of the machine, with the right and left thumbs. The type-unit is now free in the machine, and can be drawn forward by placing the first finger of each hand behind the back-spacer key No. 19, Fig. 11 and the tabulator key No. 29, Fig. 11 respectively. When drawn out to its full extent, the type-unit should be lifted slightly forward and tilted, when it can be lifted clear of the machine. Take care not to scratch the enamel on the front of the frame with the base of the type-unit. Do not try to remove type-unit while the shift-key is locked. When the type-unit is withdrawn, all parts are accessible for cleaning and oiling.

To replace the type-unit, tilt it into the machine until it slides freely upon the type-unit runners Nos. 48 and 49, Fig. 10. Now push it back with the thumbs, when it will automatically lock itself in position.

(b) Interchangeable Carriage

See “Unpacking machines”, page 4.

(c) Interchangeable Platen

To remove the platen, lift the auxiliary feed No. 5, Fig. 12. Hold the right platen-turning knob No. 34, Fig. 10 with the right hand, and the left platen-turning knob No. 35, Fig. 10 with the left hand. Depress platen-clamping lever No. 6, Fig. 10 with the right thumb and lever No. 7, Fig. 10 with the left hand. The platen can now be lifted clear. It is advisable to keep the platen horizontal when lifting out of the machine.

To replace the platen, reverse the above instructions, taking especial care to see that the grooves on the platen spindles fall into the slots on the carriage-ends.

(d) General

The above instructions for dismounting the machine, while apparently involved, are actually simple. After a little practice in the manipulation of the various units the different movements are made swiftly and freely.
Covering the Machine

Prevention is better than cure—and to prevent dust from getting into the machine, use the dust-cover or the metal cover, as the case may be, when the machine is not in use. Dust, more especially when allied with over-oiling, spells ruin to any delicate machinery.

Cleaning the Machine

To clean the type, draw type-unit forward, see "Dismounting the Machine", page 13, paragraph (a). With the special brush provided, brush the type with a sideways motion. After this, the whole machine should be thoroughly dusted.

This brushing and dusting should be done before commencing work every morning, in addition to which, the type should be cleaned additionally as often as required, and always before and after cutting a stencil. "Imperitype" Ribbons, however, do not cause type-clogging, and with their use the type remains clean for a much longer period.

Oiling the Machine

If the typewriter is kept well dusted it will not need much oil, especially if it is in constant use. More machines are ruined by the use of too much oil than by the lack of it.

Use only the oil which we provide, for it is the best procurable and any other is apt to gum when used and thereby hamper the work of the machine.

All other working parts should have a drop of oil occasionally. Never oil the typebars.

Every Imperial model is guaranteed, but the manufacturers do not take any responsibility if the machine gets out of order through carelessness, or if the screws or any other parts of the machine are wrongly turned, or if any mechanic not sent out by the manufacturers undertakes a repair.
"Imperitype" Super Quality Ribbons are renowned for beautiful work. Their reputation for distinctive typing is the result of over twenty-five years' experience in British Typewriter Ribbon manufacture.

They are made of specially selected fabric and the colours used are the best obtainable.

Each "Imperitype" Ribbon bears our guarantee and is as perfect as a typewriter ribbon can be.

RIBBONS FOR ALL MAKES OF

TYPEWRITERS CASH REGISTERS
ADDING MACHINES TIME RECORDERS

FACSIMILE LETTER PRINTING MACHINES, ETC.
Imperial
‘Good Companion’

the dependable portable typewriter
Made from the smallest screw upwards in the Imperial factories from British raw materials

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Service Depots and Agents in all principal cities throughout the world

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Before unpacking this machine please read instructions.