Instructions for Setting-Up and Operating

Standard Line-a-time

REG. U.S. PAT. OFFICE

REMINGTON RAND

LINE-A-TIME DIVISION
INSTALLING AND REMOVING
STANDARD LINE-A-TIME

INSTALLING
Open SIDE ARM BASE as illustrated and place LINE-A-TIME about two inches to the rear of, and centered with, the typewriter. Now press the LOCALIZER KEY clear down and then release it. This causes the LOCALIZER ARM to swing under and grip the typewriter frame and prevent the LINE-A-TIME from moving out of position. Be sure to provide sufficient clearance between the side of the typewriter and the SIDE ARM BASE to avoid interference with movement of ribbon crank. Adjust the OPERATING LEVER next. Loosen its ADJUSTMENT SCREW, shift FINGER PIECE to convenient position relative to typewriter keyboard, and re-tighten ADJUSTMENT SCREW.

REMOVING
Grasp left side of LINE-A-TIME with the left hand while the right grips the SIDE ARM BASE so the first finger applies pressure on the LOCALIZER KEY. Shifting the LINE-A-TIME slightly to the right will now free it from the typewriter. It can then be removed from the desk, and as a disposal convenience the LINE-A-TIME can be folded flat by merely forcing the outer end of the SIDE ARM BASE inwardly to a folded position against the FRONT PLATE.

INSERTING FLAT COPY
With the left hand drop the copy between typewriter and LINE-A-TIME sufficiently to enable top edge of copy to pass under LINE FINDER. Then hold COPY CLAMP up with right hand while the copy is raised behind it. Now allow CLAMP to close against top of copy while the first line on copy is held parallel with the LINE FINDER.
ADVANCING COPY

An intermittent advance of copy conforming to transcribing progress may be governed by watching the copy and pressing the OPERATING LEVER only far enough to expose the desired amount of copy above the LINE FINDER, or a definite mechanical control may be substituted as follows: have the LINE FINDER lined up exactly with a line or low edge of a typed line on copy. Loosen SPACING LIMIT LOCK, allowing RUBBER BUMPER to fall against LIFT LEVER. With the aid of left hand now press OPERATING LEVER until the next line or low edge of typed line is exposed. Then while the left hand maintains this position of the OPERATING LEVER, the right hand reaches back and re-tightens the thumb screw. This establishes a mechanical spacing limit conforming to requirements represented on copy.

INSERTING STENOGRAPHIC NOTE BOOK

SPIRAL BOUND NOTE BOOK

Pivot LINE FINDER downward to position illustrated and raise FRONT PLATE about four inches. Hold COPY CLAMP open with right hand while the left hand inserts the BOOK cover and transcribed pages as illustrated. The CLAMP can now be closed to provide a support for the NOTE BOOK. The LINE FINDER may be applied to notes as they are transcribed or, as usually preferred, it may be used as a shelf at the bottom of a completely exposed BOOK.

STITCH BOUND NOTE BOOK

Before inserting NOTE BOOK see that COPY CLAMP is open and LINE FINDER provides about ¾ inch clearance with FRONT PLATE. Pick up the center of Flexible Spring with the first finger of the left hand and stretch forward to the same position as the open COPY CLAMP. With the right hand grasp the central section of the open NOTE BOOK and thrust upward so that the top section passes under the LINE FINDER, the CLAMP and the FLEXIBLE SPRING—all at the same time. Now grasp the top edge of the BOOK between the first and other three fingers of the left hand and pull upward sufficiently to permit the right hand to move to the CLAMP and allow it to close in fold of book.
TURNING PAGES OF NOTE BOOK OR
MULTIPLE PAGE COPY

Before a page is turned the thumb and first finger of the left
hand should hold the transcribed page slightly in front of the
LINE FINDER allowing the little finger to guide the rest of the
pages in back of the LINE FINDER, as the work is returned to
its low position by lifting OPERATING LEVER with the right
hand. If, however, the operator chooses to expose her whole
BOOK at all times the work is not dropped but is allowed to
remain in one position. In either case, PAGES are turned as
follows:

SPIRAL TOP NOTE BOOK

Grasp bottom section of page between the thumb and first
finger of either hand and flip upward allowing it to fall over
top of LINE-A-TIME.

STITCH BOUND NOTE BOOK

The lower left corner of the page to be turned should be held
between the thumb (in back) and the first finger of the left
hand while the other three fingers catch over and under the
central section of the FLEXIBLE SPRING. The second finger
after passing under the spring then replaces the first as a sup-
port against the page and thumb. At this point the page is
pulled underneath the FLEXIBLE SPRING by a wrist move-
ment permitting the hand to move forward with only the
thumb left underneath the SPRING. The first finger now re-
places the thumb, leaving the page between the first and sec-
ond fingers and, as the thumb slowly drops the FLEXIBLE
SPRING, the page is pulled all the way through. Practice will
readily simplify this operation permitting the whole proce-
dure to become an extremely simple operation.