INSTRUCTIONS FOR USING

THE NATIONAL COMBINATION TYPEWRITER

Model No. 5

Read the instructions through carefully and thoroughly before starting to use the Model 5, compare them with machine in front of you until you are thoroughly familiar with each operation.

Follow the instructions carefully.

NATIONAL TYPEWRITER CO.

Fond du Lac, Wisconsin
NATIONAL TYPEWRITER FEATURES

1. Combination Linefinder, Paper
   Finger and Label Holder.
2. Paper Table.
3. Platen, or Rubber Roller
   (4) and (5) Twinebars.
4. Center Guide.
6. Right Hand Marginal Stop.
7. Left Hand Marginal Stop.
8. Marginal and Tabulator Rack.
9. Line Lock Latch.
10. and (12) Column Finding.
    Tabulating and Carriage Release
    Levers.
11. Space Bar.
12. Line Space Lever.
13. Line Space Adjuster for single and
    double spacing; also disengages the
    pawl from ratchet wheel for writing
    on ruled lines.
15. and (18) Shift Keys for Capital
    Letters.
16. and (21) Shift Keys for Figures and
    Characters.
17. Shift Key Lock for Writing all
    Capitals or All Figures.
18. Ribbon Vibrator.
20. and (24) Ribbon Thumb Screws used
    for Reversing Ribbon.
21. and (28) Ribbon Spools.
22. and (30) Ribbon Cups.
23. and (32) Tabulator Stamps.
UNPACKING

Remove case from packing box; place flat on the table; unlock with key attached to the handle. Open case, laying the cover back. The cover may be left in this position or it may be removed by slipping it to the left off its hinges. This for the convenience of those who wish to use the typewriter on the base of the carrying case.

The springs attached to either side of the carriage should then be removed, which can be done by taking hold of the upper end of the spring, raising it slightly and slipping the hook out of the eyelet.

The eyelet on either side of the carriage with the tag attached marked “Remove this eyelet” should then be taken out by turning it anti-clock-wise or to the left when you are facing the machine.

The paper shield should then be removed from over the type bars.

The two corks should then be removed from under the space bar. This should be done by raising slightly on the end of the space bar and slipping the cork out endwise. The machine is then ready to operate.

In case any part of the typewriter sticks or does not work freely after unpacking as per the above instructions, do not force it. Read the balance of the instructions and you will no doubt be able to find the cause of the trouble. Before each typewriter leaves the factory it is given a final complete inspection and the enclosed test sheet is written on the machine. If no accidents happen in transit, no difficulty should be experienced if the instructions are followed.

NO TROUBLESONE PAPER FINGERS TO ADJUST

The National is equipped with an improved paper holding device eliminating the necessity of using “fingers” for holding the paper in place. This device is known as COMBINATION LINEFINDER PAPERFINGER AND LABEL HOLDER (Fig. 1).

PAPER FEED ROLLS

The National has a double system of paper feed rolls for properly feeding letter-heads, envelopes, labels of any size, cards, etc.

INSERTING PAPER

Place the paper between the paper table (Fig. 2) and rubber roller or PLATEN (Fig. 3), then turn the TWIRLERS (Figs. 4 and
The National Combination Typewriter

5) found on each end of the platen, until the paper appears under the paper-holder and in position for writing.

The writing point is at the center of the TYPEBAR GUIDE (Fig. 6).

ADJUSTING PAPER

By pulling forward the PAPER RELEASE LEVER (Fig. 7) the double set of paper feed rolls are released so that envelopes, labels, cards, letter-heads can be adjusted as desired.

MARGINAL STOPS

The MARGINAL STOPS (Figs. 8 and 9) are used to regulate the writing line.

The usual method is to set the marginal stops so that the writing line will begin and end about one and one-half inches from the margin of the paper. By pushing down on the marginal stops they can be moved forward or backward to any position on the marginal or tabulator rack (Fig. 10).

LINE LOCK

Attached to the right hand marginal stop is a latch which engages the LINE LOCK LATCH (Fig. 11), preventing the type from striking the paper until released.

LEFT HAND MARGINAL STOP AND LINE LOCK RELEASE

To write in the left hand margin outside of the regular line of writing pull lightly forward on either release lever (Figs. 12 or 13) at the same time moving carriage to the right to the point desired.

When the right hand marginal stop is reached, the machine will automatically lock so that one letter cannot be piled upon another. When it is desired to write additional characters beyond the line lock or marginal stop, pull lightly forward on either release lever (Figs. 12 or 13) and continue writing.

BELL OR WARNING SIGNAL

The bell will ring 8 spaces before the point at which the right hand marginal stop or line lock is set, giving warning of the approach to the end of the line.

The National Combination Typewriter

COMBINED CARRIAGE RELEASE COLUMN FINDING AND TABULATING LEVERS

These levers (Figs. 12 and 13) are used to bring the carriage quickly to predetermined printing points without the use of the space bar. They are used in billing, sales listing, indexing and any other purpose where it is desirable to write figures and words in columns or at certain points on the paper. In correspondence they will bring the carriage to the point for starting date line name, complimentary, paragraphs, signatures, etc., saving time and producing uniformity of appearance; they move the carriage independent of the escapement rack.

To use them as a carriage release place thumb and forefinger on either lever and push backward until the escapement is released.

To use them for tabulating and column finding release carriage, move to the right, full length, then press lever backward, moving carriage to the left until it comes in contact with the tabulator stop.

SPACE BAR

Below the three rows of keys is the space bar (Fig. 14) which is used to separate the words with regular spaces by striking same as you do the keys.

LINE SPACER

After writing a line the carriage is returned to position for the next line by placing the first and second fingers of the left hand in the curved part of the line space lever (Fig. 15), throwing carriage back full length to the right (in doing this be sure the carriage strikes the left hand marginal stop) as this is necessary to give the mechanism a chance to automatically revolve the platen to space on next line as set by line space adjuster (Fig. 16).

LINE SPACE ADJUSTER

Either single or double spacing between the lines can be obtained by means of the line space adjuster (Fig. 16). For double spacing move the line space adjuster to lowest position for single spacing to center position; for writing on ruled lines or between lines to top position.
BACK SPACER

The back spacer causes the carriage to move to the right or backward each time it is pushed. To space backward one space at a time push the carriage back by pushing on the back spacer (Fig. 17). The back spacer is very convenient for making corrections if a character is omitted and operating it in conjunction with the tabulator for tabulating columns of figures of different denominations.

KEYBOARD, SHIFT KEYS, SHIFT LOCK AND RELEASE

The National has the wide universal key-board of 84 characters which is on all typewriters. It is condensed; however, on the National from 42 keys as used on the large machines to 28 keys, obtaining, however, 84 characters as on large machines, and by this modern invention gives the greatest facility for speed and accuracy in fingerling and is easiest to operate and remember.

There are three divisions in writing on the key-board:
First: The small letters.
Second: Capital letters.
Third: Figures and characters.
This key-board takes care of these divisions automatically.
Without shifting, the machine writes all small letters.
To write a capital letter, depress either shift keys marked “Cap” (Nos. 18 and 19) and at the same time write the desired letter.
To write a figure or character, depress either “Fig.” shift keys (Nos. 20 and 21).
To write a line of capitals or figures, the shift keys can be depressed and locked into position by pushing the shift lock key (No. 22) backwards; it unlocks automatically by pushing the shift lock key towards you or depressing either right hand shift keys. This permitting the free use of both hands in writing all capitals or figures.

TWO COLOR RIBBON DEVICE

The National is equipped with a two-color ribbon and the printing in either of the two colors is regulated by means of the ribbon vibrator (Fig. 23).
To familiarize yourself with the ribbon arrangement remove the vibrator from the vibrator holder (Fig. 24); you will see that the vibrator has three round holes in the shaft. These are for locating the ribbon and vibrator in position for writing on the upper and lower portions of the ribbon and for lowering the ribbon for stencil cutting.
For stencil cutting
Upper half of ribbon top position
Upper half of ribbon center position
Lower half of ribbon bottom position

REVERSING RIBBON

The direction in which the ribbon moves is controlled by the ribbon spool thumb screws (Nos. 25 and 26), located on the top of each ribbon spool.
One thumb screw should always be loose—the other tight. The ribbon unwinds from the ribbon spools (Nos. 27 and 28), with the loose thumb screw onto the spool with the tight thumb screw. To reverse so that the ribbon will travel from the full spool to the empty spool, loosen the tight thumb screw on the full spool, tighten the loose one on the empty spool.

CHANGING RIBBON

Remove the thumb screws on both ribbon spool holders so that both ribbon spools are free. Wind all of the ribbon on to one of the spools, then take out the ribbon spools. First note carefully how the ribbon is carried through the slots of the ribbon spools, and through the prongs of the ribbon cup. Now take your new ribbon spool, fasten the loose end of the ribbon to the empty spool, and then put both spools in the ribbon cups (Nos. 29 and 30), being careful to put them in exactly in the same position as the position out of which they were taken. To do this properly, place the ribbon spools back on the ribbon shaft, being careful that the ribbon winds from the back. Each ribbon spool has a hole in the center for the pin on inside of the ribbon cup that holds it in position.
Ribbons for the National are on metal spools ready for use without winding or unwinding from one spool to the other, and should be purchased from the National Typewriter Co. or its Agencies, because the only other ribbon of this style and make is the standard ribbon, \( \frac{3}{4} \) inch wide, used on the Underwood typewriter. This will also fit the National and comes on metal spools ready for use, as described here.
STENCIL CUTTING FOR MIMEOGRAPH AND Duplicating WORK

The National is readily adjusted for stencil cutting for mimeograph and duplicating work by merely pushing ribbon vibrator (Fig. 23) to lowest position, the type will then cut directly into stencil sheet without striking the ribbon.

OILING

A little oil should be used about every two weeks on every part of the typewriter where friction occurs. Very little oil should be used at a time and all excess oil should be wiped off before starting to use the machine. The bearings and crank pins on the type bars, escapement rack and the cams for moving the ribbon vibrator should be thoroughly cleaned and oiled at least every two weeks. The pawls operating the ribbon gear and worm shaft should be kept well oiled. In cases where the machine becomes dusty or dirty at the points that have been oiled, it is advisable to wash them out with benzine or gasoline and then apply new lubricating oil. Only the best grade of typewriter or instrument oil should be used and only very little oil at a time. The typewriter should always be kept covered when not in use and kept free from dust or dirt.

OPERATING POSITION

In operating the National typewriter, have the stand or desk such a height that the key-board will be on a level with the elbows when the operator is seated. You cannot do justice to yourself or the machine if you have it higher. Start right.

CARRYING CASE

The National can be operated in the special carrying case if desired. It is equipped with slip hinges so that cover may be removed by slipping to the right. If the operator wishes to use the machine in the case, (this is very convenient when desk or stand is not handy) as machine in that manner can be operated on the lap.

TOOLS

On inside of packing box will be found tacked thereon a large manilla envelope containing: One pencil oiler, one bottle of oil and one type brush.

CLEANING

To clean type, pick out with an ordinary pin the gummy accumulations in the small loops and corners of the letters. If they are quite dirty, dip the stiff type brush in a little benzine and scrub the type until all ink disappears and the type is clean and bright, but avoid this unless actually necessary.

GENERAL CONDITIONS OF TYPEWRITER

The National, before leaving the factory, goes through many hands for proper adjustment and inspection. When shipped, it is in a first-class condition and ready for operation—hence the user is cautioned not to make any changes in the adjustment of any part of the machine.

If you have any trouble, YOU CAN EASILY LOCATE IT by going over machine with the instruction book, but should you not be able to do so, write us in detail about it, and we can probably save you the expense and inconvenience of calling a repair man.

The National is very simple in its design, and the average user has no difficulty in taking care of it.