

Instructions



1. THE SPACE BAR

This is used for spacing between words.

2. SHIFT LOCK KEY

When writing consecutive capital letters or upper case characters, depress the shift lock key (3). To release the carriage into the normal position, press the left-hand shift key (2).

3. LEFT-HAND SHIFT KEY

For writing a capital letter or an upper case character, hold down either the left-hand (2) or right hand shift key.

4. MARGIN RELEASE KEY

The type bars and the carriage lock 3 strokes after the bell rings. To write beyond this point, depress the margin release key, and typing can be carried on up to the extreme right of the platen. The key also enables one to type beyond the left hand margin without moving the margin stop (9).

5. SPACE ADJUSTING LEVER

For single spacing, move this lever so that the red line on it is opposite the figure "1" on the carriage, and for double spacing move it opposite the figure "2". To write on determined lines such as orders, ruled paper etc. move the lever so that the red line is opposite the figure "0"; this releases the platen from its ratchet and it can be turned to the desired line.

6. LINE SPACING LEVER

To release this lever, simply push upwards. When replacing the machine into its carrying case, just push this lever to the right and down and it will lock automatically.

7. RAPID UNDERLINING AND DRAWING COLUMNS

Put the point of a pencil in this hole and by moving the carriage to the right or left, you can underline complete lines rapidly and by turning the platen vertical lines can be drawn.

8. LINE INDICATOR

This indicates the height of the writing line when one makes corrections or when one is writing on determined lines. The engraved divisions correspond to the center of each character.

9. MARGIN STOPS

To set the left and right margins, these two margin stop which slide laterally are used, Move the stops until the red arrows correspond with the required positions of the left and right hand margins.

10.

11. RIGHT HAND PAPER ADJUSTER AND CARRIAGE RELEASE LEVER

This is a dual purpose lever and when it is pressed towards the user until it is opposite the "R" the carriage can be moved freely to the left or to the right. When this lever is pushed back until it is opposite the "P", the paper table will be released and the paper can be adjusted.

12. PAPER BAIL LEVER

Lift the paper bail by this lever when inserting paper or making corrections.

13. BACK SPACE KEY

If you wish to move the carriage backwards, press on this key as many times as necessary.

CARE OF THE MACHINE

Keep your machine as clean as possible and this will give it a longer life. Always cover it after use, when using an eraser, move the carriage completely to one side to avoid eraser dust falling into the machine.

CLEANING THE TYPES

Use a stiff brush. Do not use pins or other metallic instruments.

CLEANING THE PLATEN

The platen should only be cleaned with alcohol and never with gasoline or benzine which deteriorate the rubber.

OILING

This should not be done too frequently as dust is likely to collect in the oiled parts. Never put oil in the segment or type bars.