1. Right carriage release lever
2. Total effacing lever
3. Paper release lever
4. Right platen turning knob
5. Touch regulator
6. Release lever for cover
7. Tabulator key
8. Zones of ribbon
9. Adjusting device for ribbon
10. Back spacer
11. Right shift key
12. Space bar
13. Left shift key
14. Shift-lock key
15. Type bar connecting key
16. Tabulator setting key
17. Margin release key
18. Carriage arresting lever
19. Line spacing lever
20. Left platen turning lever
21. Line adjusting device
22. Platen release lever
23. Left carriage release lever
24. Paper edge guide
25. Margin stop
26. Line adjusting device
27. Paper support release
28. Paper support with leaf end indicator
29. Card holder
30. Paper guide
31. Bottom margin stop
32. Paper holder
33. Paper rest
How to open the Leatherette case

Put the case on a firm support, such as a table or desk. Insert the key, and turn to the left. Press the bolt and so will loosen the strap to enable you to remove the cover of the case.

How to remove the locking device used for shipping

A special locking device is fitted on all machines supplied direct from the works. This locking device must be removed from the retaining lever 18 (Fig. 2). By pressing on the carriage release lever 1 or 23 (Fig. 1) move the carriage to the left and right. The two locking stirrups 34 (Fig. 2) will drop out.

Fig. 2
To get the typewriter ready for work

Push the retaining lever 18 (Fig. 2) forward. By pressure on release 27 (Fig. 3) the paper support 28 is automatically erected. Pull the paper holder 32 forward, till it catches. Now put the sheet of paper behind the platen on the paper rest 33 (Fig. 1) and introduce it by turning the knob 4 or 20. By means of slight pressure replace the paper holder to the platen.

Alignment of paper

Push the paper release 3 (Fig. 3) forward, after which you can easily align the sheet of paper by the paper holder 32. To obtain a regular margin place the left edge of the sheet under the cipher 0 of the paper holder scale. To give all the sheets the same position push the paper edge guide 24 (Fig. 3) on to the sheet and insert further sheets by the adjusted paper edge guide.
By means of the figures which are on the left side of the carriage casing (1 = close, 2 = half an interval, 3 = full interval) the distance between the lines is determined. Every new line is shifted by means of the line spacing lever 19 (Fig. 4). As soon as the bottom line of the sheet has been written, adjust the page end indicator of the paper support 28 (Fig. 1) in such a way that it touches the sheet. Now you know for all the following sheets of the same size, when the bottom edge has been attained.

**Line spacing**

**Left and right margin setting**

By pressure on the left respectively right carriage release lever 23 or 1 (Fig. 1) move the carriage to the point where the margin is to begin. Then push the margin stops 25 or 31 (Fig. 5) at the back of the typewriter towards the middle of the machine as far as the stop. Now the left margin setting determines the beginning, the right margin setting the end of the line.
End of the line

The bell will ring after which six more strokes may be executed, before the machine is locked. If you want to release the locking in order to write beyond the right or left margin, press down the margin release key 17 (Fig. 6).

Touch regulator

By setting the touch regulator 5 (Fig. 7) on "+", you produce a heavy touch by setting it on "−" you produce a lighter touch.

Capital letters and upper signs

The two shift keys 11 or 13 (Fig. 6) serve for writing the capital letters or the upper signs. If you want continuously to write capital letters, press down the shift lock key 14 (Fig. 6) until it catches. By pressure on the left shift key the shift lock key is released again.

Space

By means of the space bar 12 (Fig. 6) a space between letters is produced.

Back spacing

By means of the back spacer 10 (Fig. 6) the carriage is made to move back by one step.
To write on forms (platen free-wheeling)

Release the platen by pulling the left platen turning knob 20 (Fig. 9) to the left. Now, by turning the platen, you may align the lines of the form you are writing on, according to the line rule 26 (Fig. 8). By pressure on the release lever 22 (Fig. 9) you can also release the platen free-wheeling, but, moreover, you may return to lines written before.
Setting slides
By pressure on the carriage release lever 1 or 23 (Fig. 10), move the carriage to the point where the intended position is to be, now press down the setting key 16 (Fig. 10).

Tabulating
Keep the tabulator key 7 (Fig. 10) pressed down until the carriage stops.

Effacing separate slides
Operate the tabulator key 7 (Fig. 10) until the slide is reached. After the carriage has stopped the effacing key 2 (Fig. 10) is pressed down.

Effacing all slides at a time
First, by pressure on the carriage release lever 23 or 1 the carriage move to the extreme left end; then, press down the effacing lever 2 (Fig. 10), move the carriage right.

| 12.9.60 | 500.678,35 | 120.435,23 | 234.5 |
| 15.9.60 | 200.238,30 | 1.589,34 | 927.6 |
| 21.9.60 | 3.457,28 | 465.348,58 | 4 |
| 29.9.60 | 345.678,21 | 694.009,29 | 489.4 |
Type bar disentangling key

If type bars get jammed with one another, push the type bar disentangling key 15 (Fig. 11) forward, by which the jammed bars return to their initial position.

Card holder

The card holder 29 (Fig. 12) facilitates the writing on post cards and index cards. It is detachable.

Drawing lines

Put the point of the pencil in the notch of the line rule 26 (Fig. 13) and turn the platen turning knob 20 or 4, by which you obtain vertical lines; if you press down the carriage release lever 1 or 23 and move the carriage to the left or to the right, horizontal lines are produced.
To set the ribbon on "red"
Set the ribbon-setting device 9 (Fig. 14) on the mark of the plate for color change 8 (Fig. 14).

To write on stencils
Thoroughly brush the types and then set the ribbon setting device 9 on the white mark of the plate for color change.

Exchanging the ribbon
Shift the carriage to the left. By means of release lever 6 (Fig. 13) put up the hood, by thumb press on catch levers 35 and 36 (Fig. 15) right and left, after which the hood may be lifted off. By shifting the contact levers 37 and 38 (Fig. 15) aside you may easily take out the ribbon spools. Guide the new ribbon ("red" downwards) through "a" and "b" and pull it tightly across the hook "c" (Fig. 16a).

Only ribbons of 13 mm with standardized DIN spools may be used.
Inserting the new ribbon

Shift the carriage to the left and take off the cover (see "Exchanging the ribbon"). Pushing aside the contact lever 37 and 38 (Fig. 16), slip the two spools on the spool shafts into the fork of the reversing levers "d" and "e" (Fig. 16d) and guide it into the ribbon lifter "f" as shown by Fig. 16b/c. Now put the hood on again and close it.
To lift the typewriter off the bottom of the case
Open the cover (shifting the release lever 6, Fig. 17, forward), get hold of the casing with both hands, press with the thumbs on the locking hooks 39 and 40 (Fig. 19) and lift the machine off the bottom.

Maintenance of the typewriter
When the typewriter is not in use it should always be kept covered and so exclude dust from the mechanism. It is advisable to brush off dust and particles of the eraser as frequently as possible. Remains of ink must be removed from them by means of the correct cleaning material or a pointed piece of wood. Before erasing, move the carriage aside so that no particles of the eraser can drop into the interior of the mechanism of the machine.

How to put the typewriter in the case
Flap down the paper support 28 (Fig. 1) to the right, push the arresting lever 18 (Fig. 18) backward, move the carriage so far to the middle that the arresting lever catches. When putting on the cover of the case see to it that it catches well at the back.
Serial number

The serial number is at the right, on the back of the chassis (Fig. 20).