A — Left Margin Set
B — Adjustable Paper Guide
C — Linespace Selector
D — Line Retainer
E — Left Carriage Release
F — Variable Linespace Knob
G — Left Platen Knob
H — Carriage Return Lever
I — Page Gage
J — Ribbon Carrier
K — Ribbon Spool Cover
L — Touch Selector
M — Manual Ribbon Reverse
N — Back Space Key
O — Shift Lock Key
P — Left Shift Key
Q — Space Bar
R — Paper Support Arms
S — Right Margin Set
T — Paper Table Scale
U — Paper Release Lever
V — Right Carriage Release
W — Right Platen Knob
X — Platen Release Latch
Y — Paper Bail
Z — Line Indicator
AA — Printing Point Indicator
BB — Ribbon Color Selector
CC — Tabulator Clear Key
DD — Tabulator Key
EE — Tabulator Set Key
FF — Margin Release Key
GG — Right Shift Key
REPLACING RIBBONS

Ribbons come wound on proper spools to fit. When purchasing replacement ribbons be sure to specify for Penncrest Caravelle. Replacing the ribbon on your Penncrest Caravelle is a quick and easy matter. Merely follow the directions below.

1. Raise ribbon spool cover and remove ribbon from ribbon carrier as follows:
   Hold ribbon with fingers on both sides of ribbon carrier and slide the ribbon from right to left as you pull up and out. Note: ribbon winds off the BACK of one spool and on to the BACK of the other spool.

2. Remove both ribbon spools. Remove used ribbon from one spool and retain spool.

3. Unroll short length of new ribbon and place spool carrying new ribbon in right hand cup. Be sure spool is fully seated and red portion of ribbon is down. Attach the end of new ribbon to the prong of the empty spool and wind it until metal eyelet is covered. Put the spool in the left hand cup, seating it fully. Ribbon must wind to and from back of each spool.

4. Drop ribbon into slot of each ribbon guide located directly adjacent to each ribbon spool cup. Hold the ribbon with fingers on both sides of ribbon carrier and, by moving the ribbon from right to left, slide into carrier from the top. Pull ribbon a little to the right and left to be sure it is correctly threaded. Take up slack in ribbon by turning spool.

TABULATION

The tabulator is provided as an aid in moving your carriage quickly and accurately to a predetermined position. Tabulators are used for typing columnar copy such as figures, for setting the date and closing positions on correspondence, for indenting paragraphs and headings quickly and many other time-saving operations.

To set a tabulator stop, squeeze either of the Carriage Release Levers and move the carriage to the position at which you want the stop set and depress the SET key. Repeat to set as many different stops across the paper as you desire. To tabulate, depress the TAB key and the carriage will move to the first stop set. To go to the next stop, again depress the TAB key.

To clear an individual stop, tabulate to that stop position and depress the Clear (CL) Key. To clear all stops if the carriage is in the extreme left position, depress the CLEAR (CL) Key and at the same time return the carriage to the right. An alternate method is to return the carriage to the extreme right and depress the CLEAR (CL) Key and TAB Key simultaneously.

RIBBON COLOR SELECTION

The ribbon color selector is located on the keyboard to the right of the numeral row. When the lever is in the upper position next to the black square, the ribbon will print in black. In the lower position by the red square, the ribbon will print in red. Use the middle position for cutting stencils. In stencil position, the ribbon is not used and the type bars do not leave an inked impression.

REMOVABLE PLATEN

The Penncrest Caravelle is equipped with an all-purpose platen, correct for virtually all typing requirements. However, should a special application platen be necessary, the platen can be removed quickly and easily. Raise the paper bail and push back on the top edge of the machine, tilting back the rear enclosure. Pull out the variable linespace knob and raise up the platen release latch. Slide the platen slightly to the right and raise it up and free of the machine. To replace, insert the left end of the platen into position and slowly turn to properly seat it. Lower the right end into position so the platen release latch automatically catches and securely holds the platen. Return the paper bail and variable linespace knob to normal position.
IMPORTANT CHECK POINTS FOR OPERATION
If typebars operate, but do not print, make sure your ribbon color selector is not in stencil position.

TRIMLINE CARRYING CASE
The handsome Trimline case is equipped with an automatic locking feature that insures positive latching of the machine any time the case is closed. To remove your typewriter from the case, push up the "control tab" located under the bottom portion of the case latch. Raise the front of the typewriter and pull forward from the holding cleats at the rear of the case.

To replace the machine, simply hold the front slightly elevated and locate the back so that the cleats in the rear enter the slots provided. Then, lower the front into position. Center the carriage and close the case. When this is done, the machine is automatically and securely locked in place.

TO USE YOUR PENNCREST CARAVELLE PORTABLE
Your new Penncrest Caravelle is a precision-built writing instrument. Look over this booklet. It will assist you in getting complete satisfaction from the many exclusive features in this fine new portable typewriter.

INSERTING PAPER
When inserting paper, first position the adjustable paper guide as desired. Insert paper so that the left edge butts squarely against the paper guide. Turn right platen knob toward the back of the machine and paper will feed into position. The main purpose of the paper bail is to hold the paper against the platen roller to assure sharp type impressions, so be sure the paper is fed under the paper bail.

When inserting heavy paper or bulk sets of carbons, use the paper release lever to ease the tension on the paper. Both the paper bail and the paper release lever should be returned to normal position before typing.

LINESPACE SELECTOR
The linespace selector gives you versatile single, double and triple spacing between lines. The spacing you select occurs automatically when the carriage is returned with the carriage return lever.

LINE RETAINER
When you wish to vary line spacing for filling printed forms, or for typing subscripts or exponents, pull line retainer forward, and space paper by turning platen knobs. When ready to return to original line spacing, push retainer back again.

CARRIAGE RETURN LEVER
After finishing a line, a stroke on the linespace-carriage return lever returns the carriage to the starting point and spaces the paper up for the next line.

VARIABLE LINESPACE
The variable linespace knob on the left platen knob is used to change the writing line permanently. Pull the knob out and turn the platen to the new writing line. Push the knob in before proceeding with the typing.
MARGIN STOPS

Businesslike side margins are assured by the positive, fully visible "quickset" margin stops. To set either margin, press down on the stop and slide to the desired position. A soft warning bell will sound approximately 7 spaces before reaching the right margin. Depressing the margin release key allows you to move the carriage and type beyond either margin stop.

CARRIAGE RELEASE LEVERS

There are times when you will want to move the carriage to the right or left. To move the carriage to the right simply push it along. To move the carriage to the left, hold a release lever forward while you move the carriage where you want it.

Shift KEYS

For typing capital letters press down before striking letter key desired.

SHIFT LOCK KEY

Press down to hold shift key in locked position. This allows you to write capital letters in sequence without necessity of holding shift key down manually. To release shift lock, press either shift key.

SPACE BAR

For spacing between words, etc., press bar down once for each space.

PAGE GAGE

The page gage is calibrated for paper measuring from 8" to 11" in length. It accurately indicates in inches, the exact amount of paper remaining at the bottom of the sheet. Prior to inserting the paper, turn the platen until the numeral matching the length of paper you are using is directly over the word "SET." The illustration shows the correct setting for paper 8" in length. Insert the paper in the normal manner and as you approach the bottom of the page the red numerals over the word "END" indicate the exact amount of paper remaining.

BACK SPACE KEY

Press the back space key once for each space you wish the carriage to move back to the right.

TOUCH SELECTOR

The touch selector is located on the front, left side of the machine under the ribbon spool cover. It moves from right to left and will adjust the typewriter from a light to a more firm touch. Place it at the position most comfortable to you.

MANUAL RIBBON REVERSE

Ribbon reverses automatically, but to manually change the direction of the ribbon winding on the empty ribbon spool, change the position of the ribbon reverse lever.
PROPER CARE OF YOUR TYPEWRITER

The precision built Penncrest Caravelle will give you years of solid service. Follow these simple cleaning procedures to add to your typing enjoyment. Keep the machine in the carrying case when it is not in use. Use a dry lint-free cloth to dust off the exterior parts regularly. Stains are easily removed with a damp cloth. Periodically clean the type face with a brush or approved type cleaner. Regardless of the type cleaner used, it is never necessary to use heavy pressure. Move the carriage to the extreme right and left and wipe off the exposed parts of the carriage rails. Open the ribbon spool cover to brush any dust or erasure grit that accumulates on the segment. Remove the platen and brush away any dirt. Clean the feed rolls and platen with a cloth moistened with a platen cleaner or alcohol.

NOTE: Before and after cutting stencils, clean your type, platen and feed rolls. It is a good idea to have your typewriter adjusted and lubricated yearly by a competent service man. Do not attempt to oil or lubricate this typewriter yourself.

SERVICE

For service during guarantee period follow the directions on the exclusive Penncrest Caravelle guarantee included with every new typewriter. Keep the original carton and packing materials in case it is necessary to ship your typewriter to one of the service centers listed on the reverse side of your guarantee card.

SERIAL NUMBER

For your protection every machine carries a serial number stamped on the frame. Record this number for use in ordering supplies and accessories and as identification in case of theft. The serial number can be found by opening the ribbon spool cover and looking to the left of the left ribbon spool and down on the frame.

J.C. Penney Co., Inc.