Let's get acquainted

...with your R.C. Allen TYPEWRITER
Here's What You Can Expect... From Your New R. C. Allen Typewriter

New Beauty

... that's your first impression of the R. C. Allen. Its smart, modern design is a joy to behold and its soft green color harmonizes smoothly with your office surroundings. But you haven't seen anything yet!!!

New Efficiency

... you'll really be proud of the way your new R. C. Allen performs! You'll love the exclusive Wonder Window that gives you instant margin settings. You'll get a thrill from the perfect type alignment, the self-centering paper bail, and the s-m-o-o-t-h action of the line space lever that means faster typing, too. You'll especially like the new finger-form, injection-molded keys — they'll never wear out. And, there's even more!

New Typing Ease

... your new R. C. Allen is so easy on you! The soft green color is easy on your eyes and the modern design of the cowling eliminates type bar distraction. The personalized touch control and the effortless segment shift will make a big difference in the amount of work you can do without tiring. There is a convenient ribbon cutout for stenciling, and when it comes to cleaning or changing the ribbon you'll really appreciate the advanced design of your R. C. Allen typewriter!

But, of course, there's another side to the story, too...

Here's What Your R. C. Allen Typewriter Expects From YOU...

Your R. C. Allen typewriter is built to give you years and years of trouble-free service. But, like any other machine, it requires a little care in order to do its very best for you. Here are a few simple rules to insure continually fine performance by this wonderfully new machine:

KEEP IT CLEAN... your impressions will always be sharp and clear if you keep the machine free of erasure particles and other clogging foreign matter. Inside this folder you will find specific instructions on how to clean your machine simply and quickly.

KEEP IT COVERED... when you leave the office for the night, cover your machine to protect it against the dust raised by the cleaning crew. Fine particles of dust sift into the very heart of any typewriter and impaire its efficiency.

KEEP IT SERVICED... Make it a point to have your R. C. Allen Typewriter inspected periodically by authorized R. C. Allen service-men. They are trained specialists and will keep your typewriter in top running order.

Now Please Look Inside FOR MORE DETAILED INFORMATION.
HOW TO GET THE MOST OUT OF YOUR R.C. Allen TYPEWRITER

28 wonderful features for new efficiency and ease!

How to change a ribbon... cut a stencil
28 wonderful features for new efficiency and ease!

How to change a ribbon...
cut a stencil

To change the ribbon, grasp the cowl firmly through the opening in the top and raise up. (1) Shift the ribbon control to the position for writing on the upper (red) portion of the ribbon. (2) Lock the shift key in lower position with the shift lock. The ribbon guide is then accessible. (3) Attach the ends of the new ribbon to the prongs on the hubs of the spools, with the black color uppermost. (4) Bring the ribbon through the openings in the guide.

MOUNTING RIBBON SPOOL: The trigger or swinging lever shown in two positions in the spool cup, controls the reverse mechanism. It drops back when the spool is empty and causes it to rewind. It cannot operate if it is between the folds of the ribbon. To mount spool, the trigger should stand upright as shown in cut. The trigger must enter the square opening in the spool, between the ribbon and the hub of the spool, as shown by the arrow and dotted line, and not between the folds of the ribbon. In replacing the spool, press down until it snaps into position.

To replace the cowl, line up to outer edges and press straight down.

To cut a stencil, move the ribbon shift lever to the "S" position. This makes the ribbon mechanism inoperative, thus permitting the cutting of stencils.

How to keep it clean: Remove the cowl and move the carriage to the extreme left. Wipe out the exposed right ends of the main carriage rails with a cloth. Wipe out the exposed left ends (front and rear) of the carriage casting exposed at the left of your machine. Move the carriage to the extreme right and repeat the above process.

Then, with cloth slightly damp with oil, wipe the rails, leaving a thin film of oil. Using a soft brush, brush out erasures and dust from top of segment and top plate of machine, also from type bars. By depressing key levers with the hand, you will be able to brush off the type bar rest felt beneath them.

Clean the type with an approved type cleaner. Use it sparingly to prevent liquid from running down the type bars and onto rest felt. If sides of typebars are dirty, raise each type bar individually and carefully wipe it off.

If the platen of your machine is shiny, moisten a cloth with benzol or gasoline and wipe across the platen horizontally, rolling it at the same time so that the entire surface has been covered. A brisk motion with the cloth will enliven the rubber and insure better feeding of paper. Do the same with the rubber bail rollers.

Always Keep Your Typewriter Covered When Not in Use

LEFT CARRIAGE RELEASE: When this lever is moved forward, carriage can be moved in either direction until it reaches desired position.

LINE SPACE GAUGE: Easily set for single, double and triple spacing.

MOVABLE PAPER GUIDE: Permits accurate paper feeding in any desired position.

PAPER SUPPORT TABLE: Supports paper when typing.

VISIBLE MARGIN SCALE: Makes it possible to set margins with carriage in any position.

PAPER BAIL: Self-centering paper bail holds paper firmly and securely in place...moves forward to permit easier correction and paper adjustments...moves upward out of the way.

LINE INDICATOR SCALE: Indicates the line of writing. The top of the line indicator scale marks the bottom of the line of writing. The vertical white lines on the scale mark the center typing position of each type.

CARD TENSION SLIDES: Bring both slides together. This will hold cards firmly in place while typing.

PAPER RELEASE LEVER: When moved forward releases paper.

RIGHT CARRIAGE RELEASE: When depressed carriage can be moved in either direction until it reaches the desired position.

RIGHT PLATEN KNOB: Platen is turned, either forward or backward with this knob.

TYPE BAR GUIDE: Guides type to printing position.

CARRIAGE SCALE INDICATOR: Indicates position of carriage. Used for centering a headline or caption. Simply set the carriage on graduation (42) — then back space once for each two letters or spaces in the caption. The caption will then be in the exact center.

RIBBON SHIFT LEVER: When this lever is moved to the "B" position, the machine writes on the black portion of the ribbon; in the "R" position, on the red portion of the ribbon; in the "S" position, the ribbon is inoperative and permits the cutting of stencils.

MARGIN RELEASE KEY: When the right margin has been set, the bell will ring several spaces before the keys lock. To release margin, simply depress margin release key.

TABULATOR KEY: Depress and hold until carriage reaches desired position where tabulator stop has been set.

RIGHT SHIFT LOCK: Depress when capital letters are desired. Release by depressing shift key.

RIGHT SHIFT KEY: Depress when writing capital letters.

SPACE BAR: For spacing between words.

LEFT SHIFT KEY: Depress when writing capital letters.

LEFT SHIFT LOCK: Depress when capital letters are desired. Release by depressing shift key.

BACK SPACE KEY: Depress to move carriage one or more spaces to the right.

MANUAL RIBBON REVERSE: The feeding and reversing of the ribbon, back and forth from left to right, is entirely automatic. If desired, by simply moving this lever, the ribbon can be manually set to feed either right or left.

TABULATOR STOP — SET AND UNSET: To set tabulator stops, position the carriage and depress the Tab Stop Key. To unset any individual stop, position carriage and raise Tab Stop Key. Note: To unset group of stops simultaneously, press forward lever located directly behind (9) paper release.

KEY LEVER TENSION CONTROL: Permits tuning the touch to the individual requirements. The tension varies from light to hard, with a medium position.

LINE SPACE PLATEN RELEASE: Turn knob to entirely disengage the platen dentum from platen ratchet. Platen can then be positioned to write on ruled lines.

VARIABLE LINE SPACE BUTTON: When depressed the paper can be rolled up or down for any conceivable spacing. Permits writing on lines of printed forms.

LEFT PLATEN KNOB: Platen is turned either forward or backward with this knob.
R.C. Allen Business Machines, Inc.
Adding and Bookkeeping Machines — Cash Registers — Typewriters
678 Front Ave., N.W., Grand Rapids, Michigan