CHANGING THE RIBBON

When the ribbon is threaded through the ribbon carrier correctly, it looks like this.

Pull back ribbon trailer finger piece (A) when you slip the spool on or off the spool-shaft (B).

Note: Ribbon goes around trailer post (C), but under the ribbon trailer (D) which holds ribbon against the spool.

NOTE: Both right and left ribbon spool mechanisms are referred to in the accompanying instructions, but for simplification, only the left is shown in these illustrations.

Study the position of the old ribbon carefully before you begin, then proceed as follows:

1. Push the ribbon shaft (17 on cut inside folder) to the right, and wind the old ribbon as far as it will go onto the right spool.
2. Hold back the left ribbon trailer finger piece (A in above cut) and lift off the left spool.
3. Hold the left spool with the left hand, and pull the ribbon with the right hand, grasping it close to the left spool; this will release the clip that attaches the end of the ribbon to the spool.
4. Hold back right ribbon trailer finger piece (A), and lift off the right spool with the old ribbon on it.
5. Put the new spool with ribbon on the right spool-shaft (B), and thread the ribbon around the trailer post (C), but under the ribbon trailer (D).
6. Push the ribbon shaft (17 on cut inside folder) to the left.
7. Pull about 8 inches off the right spool, and attach new ribbon to left spool by putting ribbon under the clip, and snapping clip over the hub of the spool—be sure ribbon isn’t twisted.
8. Hold back the left ribbon trailer finger piece (A), and put the spool on its shaft.
9. Thread the ribbon around the left trailer post (C), but under the ribbon trailer (D), as on the right.
10. Hold the ribbon between thumb and first finger of each hand, turn the bottom of the ribbon toward you and thread it through the ribbon-carrier in the center where the type prints so that it looks as it does in the first illustration above.

SUPPLIES FOR YOUR “REM-ETTE”

For best results, use Remtico Ribbons. Sharp, clear carbon copies of your typing may be secured by using the proper grade of Remtico Carbon Paper. Clean the type regularly with either a stiff brush or Remtico Plastic Type Cleaner. All Remtico Supplies may be secured from your local Remington representative.

ALWAYS COVER YOUR MACHINE WHEN NOT IN USE. OIL SPARINGLY.
THE REMINGTON "REM-ETTE" PORTABLE TYPEWRITER

Directions for Preparing Machine to Operate

To remove the cover of the carrying case, raise the latch, push round button to the left and lift cover. Before inserting paper pull out platen knob (16) as far as it will go.

1. SPACE BAR. For spacing between words.
2. LEFT SHIFT KEY. For writing capital letters and upper case characters. Another on right side of machine.
3. TYPE BARS. Carry the Type to the printing point.
4. RIBBON SPOOL COVER. Protects ribbon from dust. Another on right side of machine.
5. LINE SPACE REGULATOR. Permits setting the machine for either single or double spacing between lines.
6. MARGIN RELEASE LEVER. Not visible in picture, located just below line space lever. Raise bar to permit the carriage to pass the left marginal stop without changing the position of the stop.
7. LINE SPACE AND CARTRIDGE RETURN LEVER. When used for returning the carriage to the left margin, the paper is automatically spaced upward.
8. CYLINDER RELEASE. Enables operator to move the carriage to right or left.
9. LEFT MARGINAL STOP. At back of machine, not visible in picture. Used to regulate the width of margin on left side of paper. (Can be released and position changed by pressing the knurled knob at right end of stop).
10. PAPER TABLE. Holds paper upright to permit proper feeding to cylinder and to enable operator to read typed matter easily.
11. RIBBON CARRIER. Keeps ribbon in place between type and paper.
12. TYPE GUIDE. Insures perfect alignment of type vertically and laterally.
13. ALIGNING SCALE. Not visible in picture, lower part being covered by ribbon. Indicates bottom edge of writing line. Used for adjusting paper when inserting, for guiding to the line on ruled paper, and for guidance when reinserting paper for making corrections.
14. PLATEN OR CYLINDER. The cylinder provides the printing base for the type.
15. PAPER FEED RELEASE LEVER. Takes the feed roll pressure off paper to allow operator to straighten or adjust paper.
16. RIGHT PLATEN KNOB. Pull out to permit the Line Space Lever to function and to make the Platen Knob more accessible. Used to insert paper in machine, or to change position of paper after insertion.
17. RIBBON REVERSE MECHANISM. Ribbon shaft projects on either side of the machine directly under ribbon spools. Push right or left to change the direction of ribbon travel. Ribbon does not reverse automatically, and this shaft must be adjusted when ribbon has wound completely on either spool, otherwise machine will lock or you will punch holes in the ribbon.
18. BACK SPACE KEY. Used when carriage is to be moved back one or more spaces.
19. FOUR-ROW KEYBOARD. As used on all standard typewriters. Keytops are modern concave shape for more convenient typing.
20. RIGHT SHIFT KEY. For writing capitals or upper case characters.

TO REPLACE MACHINE IN CASE. The carriage must be centered. Depress Cylinder Release Lever (8) and slide carriage to center. Press in Platen Knob (16). In the back of the Cover are two slots into which two protruding lugs on the baseboard of machine must fit. When lugs and slots are in position, simply drop case over machine until latch in front catches.