REGISTER YOUR WARRANTY
Fill out and mail (postage stamp not required) the attached
Warranty Card Registration within 10 days of date of purchase.
This will protect your Warranty and assure that you receive full
benefits under the Warranty policy. If service is required at any
time, present your warranty stub, sales slip and machine to any
one of the Remington Rand Service Stations listed in your
typewriter instruction manual. If you cannot conveniently reach
one of the Service Stations listed, write or phone the one near-
est you for the name of a Remington Certified Servicing Dealer
in your area.

LOCATION OF SERIAL NUMBER
THE REMINGTON MODEL 333 Portable
Typewriter serial number is stamped on
identification plate located at the right
end of the rear base panel. Include this
serial number on the Warranty Card Reg-
istration and refer to it in all correspond-
ence pertaining to your REMINGTON
Model 333 portable typewriter.
THE REMINGTON PORTABLE TYPEWRITER

1. Line Space Selector
2. Carriage Return Lever
3. Platen Knob (left and right)
4. Personal Touch Selector
5. Margin Release
6. Shift Lock
7. Shift Key (left and right)
8. Space Bar
9. Ribbon Color Selector

10. Back Space Key
11. Tabulator Key
12. Snap-Off Top Cover
13. Carriage Release
14. Paper Release
15. Visible Margin Stop (right and left)
16. Paper Bail
17. Alignment Scale
18. Paper Support Arm

THE SNAP-OFF TOP COVER
The snap-off top cover is easily removed and replaced. To remove, grasp the front inside edge of the type bar opening, top center, and lift up. To replace the cover, place the two cover prongs in the rubber washers on the typewriter case and press downward.

THE CARRYING CASE
The carrying case for your Model 333 REMINGTON Portable Typewriter has been designed to hold the typewriter securely in position while you are carrying it but there are no complicated fasteners to handle. Simply lift the lid of the case, place the typewriter on the flat base of the carrier and close the lid. Fasten the zipper closing. To remove the typewriter, open the zipper, open the lid and lift the typewriter out.
1. Unlock carriage
Remove typewriter from the carrying case. Unlock the carriage by pushing lock lever down. Raise the carriage return lever. To lock carriage, pull lock lever toward you. Move carriage either direction until it clicks into center position.

2. Raise paper support arm
Push the small metal button at right rear of carriage. The paper support arm will spring into position.

3. Set margins
Depress the left hand visible margin stop and move it to the point on the scale where the writing line is to begin. Then depress the right hand visible margin stop and move it to the point where the writing line is to end.

4. Insert paper
Insert end of paper behind platen. Turn either knob away from you until the paper is fed through the alignment scale. Lift the paper bail and feed the paper under it.

5. Straighten paper
Pull the paper release lever forward. The paper will be loose enough to straighten. Then, push the lever back to normal position. To remove paper, pull the release lever forward. Remember to return it to normal position.

6. Line space selector
Place lever on #1 for single line spacing. Pull it forward to next position indicated by line for 1½ spaces. Advance the lever to #2 for double spacing. At the “R” position the platen is released from the carriage return lever and will not space up when the carriage is returned. However, the platen retains its line spacing when rolled manually. This allows you to type on a different line then return to the original typing line and continue to type.
7. Return the carriage
The carriage return lever must be raised until it locks into operating position. The lever is curved to fit the index finger of the left hand. The motion that returns the carriage also moves the paper up into position for writing the next line.

8. Shift key
To type a capital letter or other upper case character depress the shift key. For continuous typing of capital letters depress the shift lock, the key directly above the left shift key. To unlock, press down on either shift key.

9. Margin release
A warning bell rings, indicating there are only a few more spaces remaining on that line before the margin stop is reached and the keys lock. Depressing the margin release key will unlock both the right and left margins. Press this key also to release jammed type bars.

10. Personal touch control
Move the touch control lever at the left side of the keyboard toward “H” for heavy and toward “L” for light touch.

11. Alignment scale
The vertical lines along the top edge of the scale on either side of the ribbon carrier are called the alignment scale. This edge denotes the bottom of the writing line. The marks align with the center of each character. (It is most convenient to use the letter “I” or “i” for realignment purposes.)

12. Ribbon selector
Move the lever at the right side of the keyboard to the black square on the ribbon selector to use the upper portion of the ribbon. Move it to the red square to use the lower half of the ribbon which is red on dual color ribbons. Move it to the white area when typing stencils.
13. Ribbon reverse
When the end of the ribbon is reached it reverses automatically. It can be reversed manually at any time by moving the ribbon guide toward you on the spool which is to be used as the winder.

14. Tab key
Tabulator stops are pre-set at 10, 20, 30, 40, 50, 60, 70 and 80 on the margin scale so that lists or columns can be typed quickly and easily. The carriage will automatically move to the next tabulator stop each time the TAB key is depressed.

15. Ruling device
To rule a vertical line, place the point of a pencil or ball point pen in the notch on the alignment scale edge of the card holder. Roll the cylinder in the direction necessary to produce the desired vertical line. To rule a horizontal line, other than using the underscore, move the carriage from left to right or vice versa.

16. Half space mechanism
You can insert a missed letter or remove an extra one by the following procedure:
1. Erase the entire incorrect word.
2. Return the carriage to the last letter of the word preceding the incorrect word.
3. Depress the space bar once.
4. Depress the space bar again but keep it depressed and type the first letter of the word you are replacing.
5. Release the space bar.
6. Repeat step #4 until the word is completed. This procedure allows you to add a letter. To write a word which is one letter shorter than the one you erased, depress the space bar twice at start of Step #4.
To remove old ribbon

1. Remove the snap-off cover.
2. Wind the worn ribbon onto the left or right spool, using the forefinger.
3. Depress shift lock key.
4. Move ribbon selector to red position.
5. Raise two adjacent type bars simultaneously toward the platen until they stay in raised position. This will keep the ribbon carrier raised for easy access.
6. Pull ribbon upward in ribbon carrier and pass the bottom of the ribbon through the slots. Pull the ribbon downward until it slips free from the carrier.
7. Open the spool catches and remove both spools. Unhook the ribbon from the empty spool. Discard the full spool and the worn ribbon.

To put in new ribbon

1. Put the new spool of ribbon on the left spool shaft after opening the spool catch. The red portion of the ribbon must be toward the bottom.
2. Hook new ribbon to empty spool and place spool on the right hand spool shaft after opening the spool catch.
3. Wind manually until the stopper rivet on the ribbon is wound onto the spool.
4. Insert ribbon into ribbon guides.
5. Place ribbon behind the carrier and push top edge of ribbon through slots of carrier. Pull ribbon up until bottom edge passes completely through the slots, then move ribbon down until it fits neatly in the slots.
6. Take up unnecessary slack by winding either spool manually.
7. Replace snap-off cover.
CARE OF YOUR REMINGTON 333 Portable Typewriter.

1. Lift the typewriter from the case before typing. This keeps the machine from skidding.
2. If it is necessary to erase, move the carriage far enough to the side so that eraser crumbs fall outside the machine. DO NOT erase over the type bars. Eraser grit is abrasive and can be harmful to machine parts.
3. Keep the typewriter in its case when not in use. Remove dust and wipe the keys often.
4. Once a year, take the REMINGTON 333 to a Remington Rand Service Station for a check-up. (A list of Remington Portable Typewriter Service Stations is on page 13.) The check-up includes inspection, oiling, cleaning, ribbon replacement and any necessary adjustments. The charge is very reasonable.
As you can see, each finger is used for certain keys. Your first lesson is to memorize these finger/letter combinations.

A. Stretch out the fingers of your left hand and place, palm down, on a blank sheet of paper. Trace the outline of your hand with a pencil. Then, change over and trace the outline of your right hand. Now, copy the correct letters for each finger (shown in the diagram) and repeat the letters to yourself as you write them. For example: **Left little finger—QAZ**  **Right middle finger—IK**,  

B. Cover the tracing of your left hand with—of course—your left hand! Think of a finger at a time and try to remember the letters which that finger should type. If you can’t remember, raise the finger and look at the letters. You’ll notice that the index finger has two sets of letters to strike.  

C. Trace each hand on separate sheets of paper again, and fill in the correct letters from memory. When you do this correctly, you’re half-way to your goal of learning to type.

The “home keys” of the typewriter are as follows: **Left hand—A, S, D, F. Right hand—J, K, L;** Let your right thumb rest lightly on the space bar. To skip a space between words, tap the space bar with your right thumb. Keep your wrists level, fingers slightly arched, and palms off typewriter. STRIKE KEYS SHARPLY!
LESSON TWO:

THE LEFT-HAND KEYS

A. This lesson uses all the keys typed by the left index finger. Look at the keyboard and strike each group of letters shown below. Space once with the right thumb after each group. Now, try this without looking at your fingers. Keep your eyes on this page and type 10 lines of the exercise, saying each letter to yourself as you type.

frf ftft fgf fbf fvf frf ftft fgf fbf fvf

B. These are the keys typed by the left second finger and a review of the left index finger. Type 10 times without moving your eyes from this page.

ded dcd frf ftf fgf fbf fvf ded dcd

C. Third finger, left hand and a review. Type 10 times without moving your eyes from this page. Do not look at your fingers, even if you make a mistake.

sws sxmx ded dcd frf ftft fgf fbf fvf

D. Little finger, left hand and a final review. Type 10 times. Keep palms off the typewriter. Don't look up. Spell to yourself. STRIKE KEYS SHARPLY!

aqaaza sws sxmx ded dcd frf ftft fgf fbf fvf
LESSON THREE:

THE RIGHT-HAND KEYS

A. This lesson uses all the keys typed by the right index finger and reviews Lesson 2. Type the “J” group through once—this time you may look at the keyboard while you get used to the reach. Then type 10 times without looking at the keyboard:

\[
\begin{align*}
\text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{a} & \quad \text{a} & \quad \text{s} & \quad \text{s} & \quad \text{w} & \quad \text{s} & \quad \text{x} & \quad \text{x} & \quad \text{d} & \quad \text{e} & \quad \text{d} & \quad \text{c} & \quad \text{d} & \quad \text{f} & \quad \text{f} & \quad \text{t} & \quad \text{f} & \quad \text{t} \\
\text{f} & \quad \text{g} & \quad \text{f} & \quad \text{b} & \quad \text{f} & \quad \text{v} & \quad \text{f} & \quad \text{u} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} \\
\end{align*}
\]

B. These are the keys typed by the second finger, right hand and a review. Type 10 times without looking up.

\[
\begin{align*}
\text{k} & \quad \text{k} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{a} & \quad \text{a} & \quad \text{s} & \quad \text{s} & \quad \text{x} & \quad \text{x} & \quad \text{d} & \quad \text{e} & \quad \text{d} & \quad \text{c} & \quad \text{d} & \quad \text{f} & \quad \text{f} & \quad \text{g} & \quad \text{f} & \quad \text{b} & \quad \text{f} & \quad \text{v} & \quad \text{f} & \quad \text{v} & \quad \text{k} & \quad \text{k} \\
\end{align*}
\]

C. Third finger, right hand and a review. Type 10 times without moving your eyes from this page. Do not look at your fingers, even if you make a mistake.

\[
\begin{align*}
\text{l} & \quad \text{o} & \quad \text{l} & \quad \text{k} & \quad \text{k} & \quad \text{k} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{a} & \quad \text{a} & \quad \text{s} & \quad \text{s} & \quad \text{x} & \quad \text{x} & \quad \text{s} & \quad \text{x} & \quad \text{d} & \quad \text{e} & \quad \text{c} & \quad \text{d} & \quad \text{f} & \quad \text{r} & \quad \text{f} & \quad \text{t} & \quad \text{f} & \quad \text{g} & \quad \text{f} & \quad \text{b} & \quad \text{f} & \quad \text{v} & \quad \text{f} & \quad \text{v} & \quad \text{l} & \quad \text{o} & \quad \text{l} & \quad \text{l} \\
\end{align*}
\]

D. Little finger, right hand and a final review. Type 10 times. Keep palms off the typewriter. Don’t look up. Spell to yourself. STRIKE KEYS SHARPLY!

\[
\begin{align*}
; & \quad ; & \quad \text{p} & \quad \text{l} & \quad \text{o} & \quad \text{l} & \quad \text{k} & \quad \text{k} & \quad \text{k} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{j} & \quad \text{a} & \quad \text{a} & \quad \text{s} & \quad \text{s} & \quad \text{s} & \quad \text{x} & \quad \text{x} & \quad \text{s} & \quad \text{x} & \quad \text{d} & \quad \text{e} & \quad \text{c} & \quad \text{d} & \quad \text{f} & \quad \text{r} & \quad \text{f} & \quad \text{t} & \quad \text{f} & \quad \text{g} & \quad \text{f} & \quad \text{b} & \quad \text{f} & \quad \text{v} & \quad \text{f} & \quad \text{v} & ; & \quad ; \\
\end{align*}
\]
LESSON FOUR:

TYPING A SENTENCE

Get out the tracings you made of your hands for Lesson #1 and recite the letters struck by each finger. When you're sure you know your letters, type the words and phrases below. First get the "feel" of the keys before typing each new word; say the letters to yourself as you practice. Type each word slowly and keep your eyes on the exercise — then try to increase your speed. Remember to STRIKE KEYS SHARPLY!

if if it it is is is time time time
if if it it is is is time time time
if it is time if it is time if it is time
for for for the the the the bill bill bill bill
for for for the the the the bill bill bill bill
for the bill for the bill for the bill for the bill
if it is time if it is time if it is time if it is time
for the bill for the bill for the bill for the bill
if it is time for the bill if it is time for the bill

we we we can can can can pay pay pay you you you you
we we we can can can can pay pay pay you you you you
we can pay you we can pay you we can pay you we can pay you

Type the following sentence slowly, spelling to yourself. Then retype any mistyped words three times. Keep your eyes on the exercise. Type the sentence faster and faster until you can do it in less than a minute. Keep wrists level. STRIKE THE KEYS SHARPLY!

If it is time for the bill, we can pay you.
LESSON FIVE:

CAPITAL LETTERS AND SENTENCES

When typing a capital letter, depress the Shift Key with the little finger of the other hand. For example: the letter “A” is typed with the little finger of the left hand. Therefore, depress the right-hand Shift Key with the little finger of the right hand. The same is also true for the “upper case” characters. Practice by putting your fingers on the “home keys” and take turns operating the left and right Shift Keys to get the “feel” of them. Always return to the home position. Type each of the following lines ten times. With actual typing, there are two spaces after each sentence; get in the habit of doing this by striking the space bar twice after each sentence.

I mailed the check to cover the cost of the suit.
The time to start that savings account is now.
Are handkerchiefs on sale in the linen shop?
Answer all questions on the form if you please.
Be sure to remember to strike the keys sharply.
If your salesman calls here, have him bring a catalog.

Type each of the following two-line sentence exercises several times. First, slowly and then faster and faster until you are typing as fast as you can with the least number of errors.

We received the initial shipment last Tuesday. Please render your bill so that we may remit payment.

It is necessary for me to have a written estimate of the cost. Please send this as soon as possible.

If you will send a salesman, we may place an order. Prices, we feel, should be discussed in person.

I am planning to visit your city soon and would like to have more information about places of interest.

Unless we hear to the contrary, we shall ship all open orders. Bills will be rendered next month.

Thank you for replying to my last letter so quickly. I am looking forward to seeing you again this summer.

Your reminder about the new price has been received. We have decided to place our order at once.

Typing skill, like most others, is largely a matter of practice. Your proficiency will depend on you.
SPEED PRACTICE

Now that you’re getting used to the “feel” of touch-typing, try the following paragraphs. They will increase your typing speed. Type each paragraph three ways:

FIRST TIME: Type at regular speed.
SECOND TIME: Push for speed; forget about errors; see how many words you can complete in one minute. (Each of the paragraphs below consists of approximately 50 words.) Take about 5 to 10 one-minute speed timings on the same paragraph, typing faster and faster.
THIRD TIME: Relax a few moments then type the same paragraph once FOR STRICT ACCURACY—FOR PERFECT COPY!

Other members of that company would like to have a man from this department come to their office and make a study of the method they use in doing their work, for they know what we have done for others and feel that a study of their own methods would help.

Their manager wants to know when our man could make the study and how much time we think he should require to finish the work and have a report ready for the consideration of their chairman of the board and the other eight members. Their meeting is tomorrow.

CAN YOU TYPE 60 WORDS IN ONE MINUTE?

The following paragraph is the equivalent of sixty average words. Try to type it in one minute without making any errors.

Our records show that you have usually paid your account on the date it is due, and we are at a loss to know what may have caused the present delay in your payment of this invoice. Perhaps, you did not get the first one that we mailed to you or there is an error in the discount which has delayed payment.
# REMINGTON SERVICE STATIONS

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<th>State</th>
<th>City</th>
<th>Address Details</th>
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