

## CARBON COPIES

The type action of the Remington Noiseless is exceptionally fine for carbon copy work. For ordinary manifolding we recommend any grade of Remtico Carbon Paper. Where special work is required, consult a Remington typewriter representative who will select the proper grade of carbon paper for your specific requirements.

## THINGS TO DO OCCASIONALLY

The type should be cleaned with either a stiff bristle brush or a plastic cleaner. Go over them thoroughly, especially such letters as o, e, a, s and others which have enclosed spaces.

A drop of oil on each of the two carriage runways and on the carriage rail is sufficient. Use a good grade of light oil.

## THINGS NOT TO DO

Do not leave your Remington Noiseless uncovered when it is not in use. It will repay you for this attention by demanding cleaning far less frequently.

Do not clean your machine with alcohol. The finish is of high grade lacquer which is easily damaged by alcohol.

*Buy Your Supplies from*

## REMINGTON REPRESENTATIVES

### "REMTICO" NOISELESS CARBON PAPERS

Made in a Remington factory, from special formulas, are unrivaled for clearness of impressions, cleanliness and long wear. Made in three weights, light, medium and standard. Black is recommended. Blue or Purple if you wish.

### "REMTICO" NOISELESS PARAGON RIBBONS

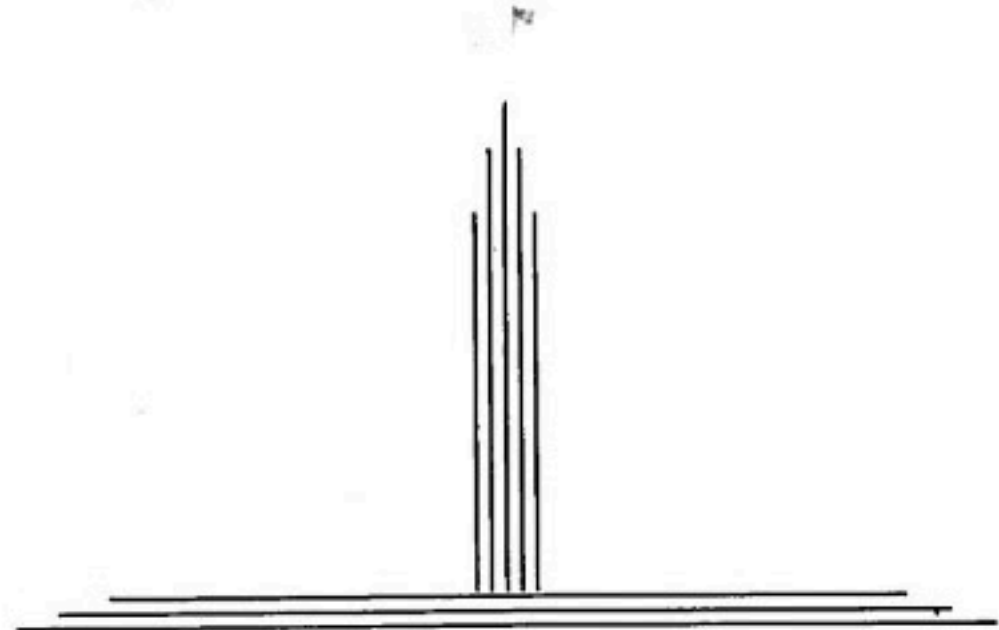
Likewise made in a Remington factory, on special fabric, and known as the best. Your choice of several colors for record or copy work. All grades of inking from light to heavy to meet your requirement. If for Portable, be sure to specify for Remington Noiseless Portable.

Remember that good typewriting demands good supplies. Good work cannot be done with an inferior ribbon. That's why we make our own supplies. We want you to get the very best results from your REMINGTON NOISELESS TYPEWRITER always.

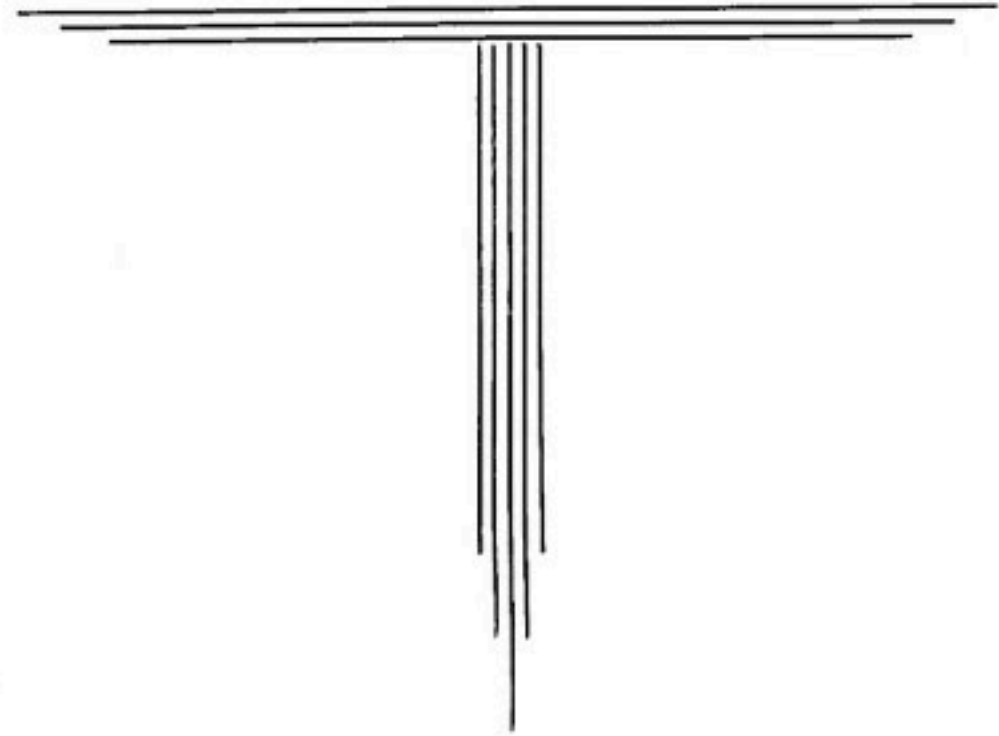
**Remington Typewriter Co.**

*Division of Remington Rand*

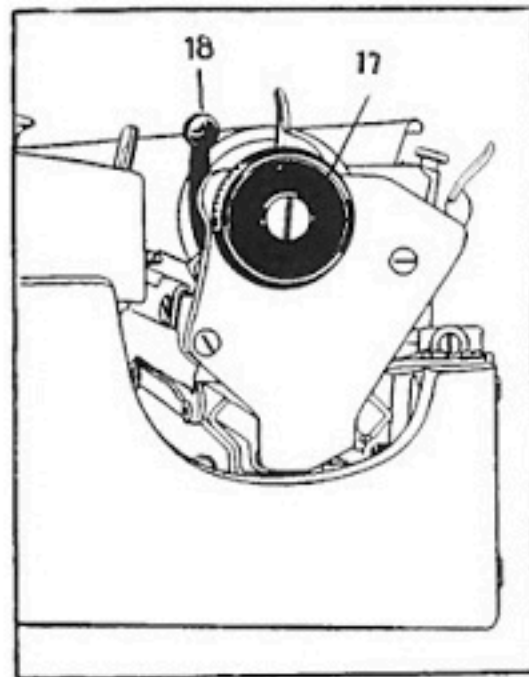
Buffalo, N. Y. - - U. S. A.



The Remington  
**NOISELESS PORTABLE**  
*Principal Operating Parts*



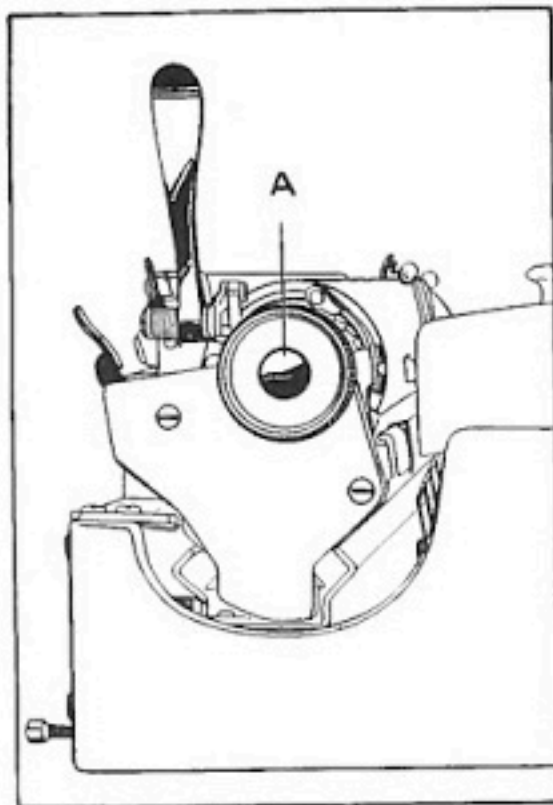
## TO RELEASE AND TO LOCK THE CARRIAGE



Cut. No. 1

To free the carriage, pull out on the right hand Thumb Wheel (17). This permits the carriage to move back and forth as required while you are typing. To lock the carriage again, as you will want to do when you are ready to put the typewriter away—pull the Carriage Lock Lever (18) toward you, at the same time pressing inward on the Thumb Wheel. Hold them in this position with your right hand as you slide the carriage to the right or left, to center it over the body of the machine. The carriage will lock as you reach the exact center—and cannot be released again until you pull out on the right Thumb Wheel as instructed in the first sentence of this paragraph.

## VARIABLE LINE SPACING

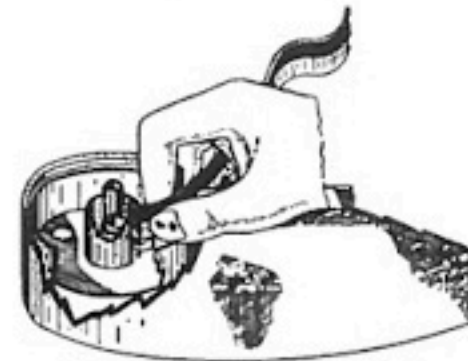


Cut. No. 2

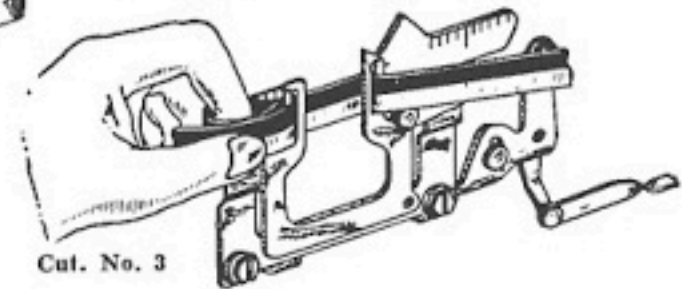
In the center of the left hand thumb wheel is a small button known as the Variable Line Button (A). When writing upon forms or other papers upon which the ruling does not conform to the spacing of the machine, this button permits you to type each line just where you want it. Press this button in, holding it there while you turn the thumb wheel to place the paper at exactly the point at which you want the type to strike.

## TO CHANGE RIBBONS

Study the position of the old ribbon on the carrier mechanism carefully before you attempt to make the change. Then, wind all the old ribbon onto the left hand spool by means of the knob in the center of the Ribbon Spool Cover.



Wind the ribbon taut. Replace the Ribbon Spool Covers. Note the center underneath the cover. In it is a small ear or lug. Fit the lug exactly into the slot in the vertical shaft around which the ribbon is wound. If not fitted exactly, either the shaft or the lug will be damaged.



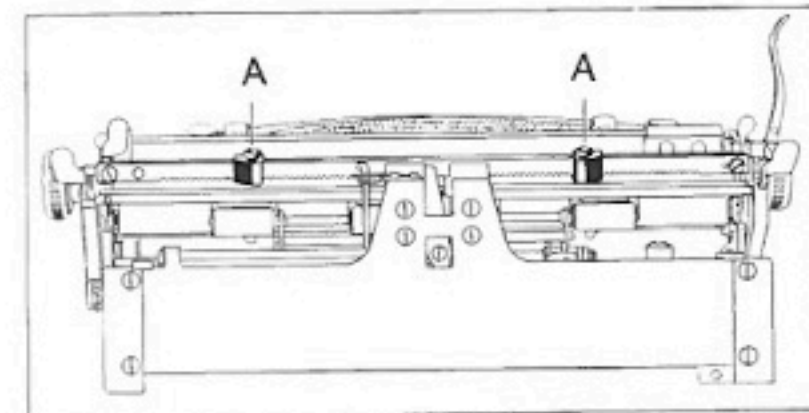
Cut. No. 3

Remove the Ribbon Spool Covers (5 & 19). Lift out the old ribbon. Put the new ribbon on the right spool center. Carry the free end over and insert it in the slit in the left spool center.

Now run the ribbon back of the Ribbon Carrier mechanism (see lower cut). Make a loop on each side of the carrier and pass the loops over the little carrier posts.

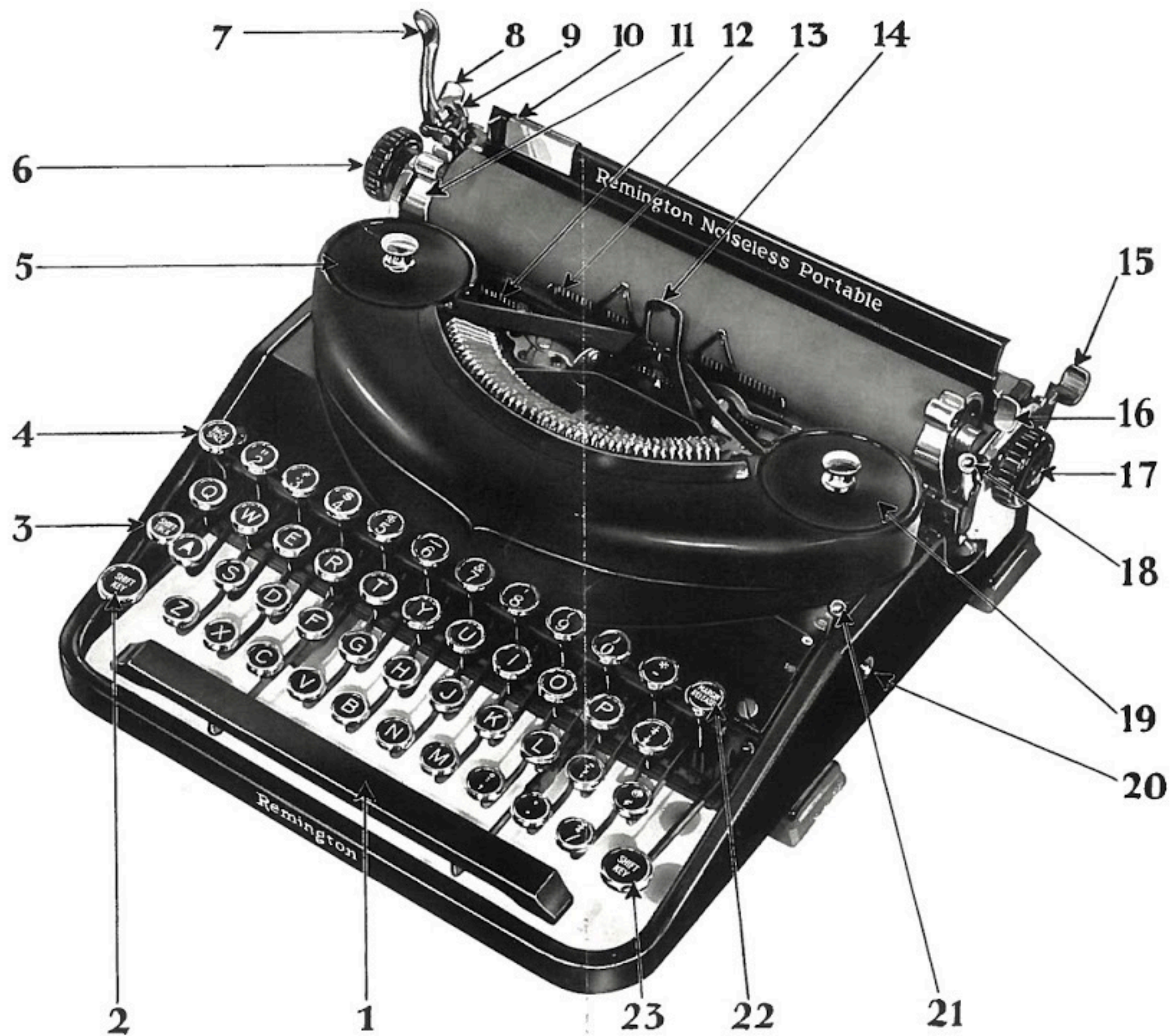
When using a two-color ribbon, the Ribbon Indicator (21) may be used to bring the proper half of the ribbon before the type. When the lever is at the blue spot, the top half of the ribbon receives the type stroke. When the lever is at the red spot, the lower half of the ribbon is being used.

## SETTING MARGINAL STOPS



Cut. No. 4

The Margin Stops (A) are provided to govern the length of the written line. Illustrated here is a close-up of the back of the machine which shows these stops clearly. They may be moved to any point desired by pressing down on the little buttons as you slide them along. Place the one on the left so it will stop the carriage where you wish your typed line to begin. Place the one on the right so it will stop the carriage at the point where you wish the written line to end.



Cut No. 5

# REMINGTON NOISELESS PORTABLE

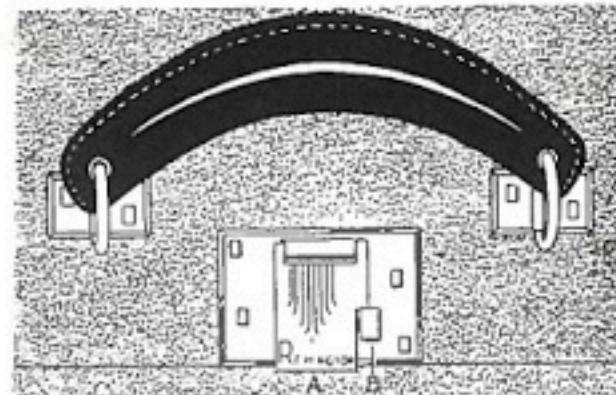
## PRINCIPAL OPERATING PARTS

1. **SPACE BAR.**  
For spacing between words.
2. **LEFT SHIFT KEY.**  
For writing capital letters and upper case characters.
3. **SHIFT LOCK.**  
For writing all capitals or all upper case characters. To release press left shift Key No. 2.
4. **BACK SPACE KEY.**  
Used when carriage is to be moved back one or more spaces.
5. **RIBBON SPOOL COVER.**  
To protect ribbon from dust.
6. **LEFT PLATEN KNOB.**  
For twirling the paper in either direction.
7. **LINE SPACER LEVER AND CARRIAGE RETURN LEVER.**  
Returns carriage and spaces to next writing line.
8. **LEFT CARRIAGE RELEASE LEVER.**  
Releases carriage so it may be moved freely to right or left.
9. **LINE SPACE ADJUSTMENT LEVER.**  
To set for single or double spacing between lines.
10. **PAPER SIDE GUIDE.**  
Guides the left edge of the paper. Used in connection with the left marginal stop; determines width of left margin, insures proper centering of writing.
11. **LEFT PAPER FINGER.**  
To hold paper firmly against cylinder. (Another on right side).
12. **CYLINDER SCALE.**  
Extends over the entire length of writing line and assists in determining margin and tabulator adjustments.
13. **ALIGNING SCALE.**  
Indicates bottom edge of writing line. Used for adjusting the paper when resetting or for writing on ruled paper. Also used when correcting errors.
14. **TYPE GUIDE.**  
Insures perfect alignment of type vertically and laterally.
15. **RIGHT CARRIAGE RELEASE LEVER.** (See 8).
16. **PAPER RELEASE LEVER.**  
Used in straightening the paper or when removing it from the machine.
17. **RIGHT PLATEN KNOB.** (See 6).
18. **CARRIAGE LOCK LEVER.**  
Locks carriage to prevent damage when carrying machine. (See cut No. 1).
19. **RIBBON SPOOL COVER.** (See 5).
20. **RIBBON REVERSE.**  
Used to reverse direction of ribbon travel, although ribbon reverses automatically.
21. **RIBBON INDICATOR AND STENCIL SWITCH.**  
For selecting the upper and lower halves of the ribbon and for adjusting the machine for cutting stencils. (Blue, upper half; Red, lower half; White, stencil).
22. **MARGIN RELEASE KEY.**  
For writing outside the marginal lines without readjusting the marginal stops.
23. **RIGHT SHIFT KEY.** (See 2).

### PARTS NOT VISIBLE IN CUT 5

LINE SPACE BUTTON (See cut 2).

MARGIN STOPS (See cut 4).



Cut No. 6

Lift the latch (A). Press the button (B) to the left. Using the carrying handle, lift the cover clear of the machine.