OPERATING INSTRUCTIONS

FOR YOUR NEW

REMINGTON

STANDARD

TYPEWRITER
FIRST OF ALL...

KNOW YOUR

NEW REMINGTON

Standard

TYPEWRITER

Erasure Shield (Left and Right) 22.
Individual Card Holder (Left and Right) 21.
Aligning Scale 20.
Perfect Positioning Scales 19.
Margin Control (Left and Right) 18.
Automatic Line Finder 16.
Line Space Regulator 15.
Carriage Release (Left and Right) 14.
Variable Line Spacer 13.
Platen Knob (Left and Right) 12.
Removable Platen Lever (Left and Right) 11.
Carriage Return and Line Space Lever 10.
Tabulator Bar 9.
Personal Touch Regulator 8.
Tabulator Clear Key 7.
Key Release 6.
Extra Key 5.
Back Space Key 4.
Shift Lock (Left and Right) 3.
Shift Key (Left and Right) 2.
Space Bar 1.
23. Type Guide
24. Erasure Shield (Right and Left)
25. Individual Card Holder (Right and Left)
26. Margin Control (Right and Left)
27. Platen
28. Paper Bail
29. Feed Roll Release
30. Paper Bail Lever
31. Carriage Release (Right and Left)
32. Platen Knob (Right and Left)
33. Removable Platen Lever
34. Snap-Off Top Plate
35. Ribbon Reverse
36. Ribbon Indicator
37. Tabulator Set Key
38. Extra Key
39. Margin Release Key
40. Shift Lock (Right and Left)
41. Shift Key (Right and Left)

A study of these parts is the quickest way to effortless typing.
Exclusively... PERFECTION CENTERED LETTERS...HEADINGS...

Dear Mr. Executive:

MOST LETTERS ARE "RUN-OF-THE-MILL" IN APPEARANCE.

Few are really outstanding. You can prove this by glancing through your morning mail.

However, your sales letters can have an individual, well-tailored look that commands attention and adds impact to your selling ideas.

This distinctive Remington Executype, for example, is sharp, crisp, easy-to-read. It conveys a business-like picture of your company...packs more "sell" into your sales message.

And, when you put your message on Plastiplates, whether line, halftone or typewritten, you get sales letters that command attention and action...at a fraction of your present cost!

Let us prove it — right in your own office.

Very truly yours,

REMINGTON RAND INC.

Your new Remington Standard automatically gives you perfectly balanced margins...perfectly centered headings. Once you see how easily you can now make settings...without margin mathematics...you'll never go back to old-fashioned methods. And you'll be complimented on your perfectly positioned typing.
WITH THE Perfect Positioning Scale

TO SET MARGINS
Before inserting paper, line up left edge of paper guide (1) with Paper Edge Mark (2). Use two paper edge marks (2 and 3) to visualize edges of standard width (8½") paper.
1. Press down left margin stop (4) and move to desired distance from left paper edge mark.
2. Press down right margin stop (5) and move to similar number on opposite side of scale.
3. Insert paper and type.

TO CENTER HEADINGS
1. Move carriage to zero on Perfect Positioning Scale.
2. Backspace once for every two spaces in heading.
New! TESTED TEMPO TOUCH

Remarkable innovations in typebar action... typing touch and key design make all your manual typing faster, easier, more accurate than you dreamed possible. New precision-balanced typebars now flick to platen with lightning speed — flash back instantly!

No "waiting" for sluggish keys. Typing instantly becomes smoother, faster, and for the first time rhythmic.

Adjust this handy new Touch Control and select the setting you're used to. Your new Standard is designed to meet any "touch" requirement.

New! 44-KEY KEYBOARD

Your new Remington Standard has two extra keys. This gives you four extra characters: Section and Paragraph Marks — Plus and Equal Signs for technical and manuscript typing.
Easy, ACCURATE TABULAR TYPING

...if your Standard has a Key-set Tabulator

Set Tabs as follows: Rest paper bail on its guide. Move carriage to desired stop-setting, using paper bail scale to indicate setting. Then depress Tab Set Key for setting. To clear Tabs: Depress Tab Clear Key and hold it down as you move carriage left to right.

...if your Standard has a 10-Key Decimal Tabulator

Set Tabs as follows: Move carriage to position where decimal point in column is to be located and depress Tab Set Key below. Repeat as many times as number of columns desired. You will find keys conveniently numbered in units of tens, one hundred, etc. After stops are set, simply depress desired tabulating key and the carriage will automatically move to proper position. To clear Tabs: Depress Tab Clear Key and move carriage left to right.
Convenient **KEY RELEASE AND BACK-SPACER**

The exclusive Key Release on your Remington Standard prevents dirty fingers, smudged work. By simply pressing the key you can, in a second, cause jammed keys to fall back into place without effort or bother. The Back-Spacer, located just below the Key Release permits you to move the carriage back one or more spaces for corrections or under-scoring.

Handy **REMOVABLE PLATEN AND REMOVABLE TOP PLATE**

These features are helpful when you type stencils or give your machine a complete cleaning. To remove platen just lift up on the locks at either end of carriage and lift platen out. To remove top plate for cleaning or for stencil-cutting grasp in paper basket and pull towards you and then upward. It slips back in place just as easily.
Complete CLEANING WITH FOLD-A-MATIC CONSTRUCTION

The top, front, sides and back plate covers of your Standard snap off for easy, complete cleaning. Then by loosening a few screws the Fold-A-Matic design enables the machine to fold open and expose all working parts for inspection, cleaning and adjustment.

Variable LINE SPACER AND Economical RIBBON CONTROL

Use the Variable Line Spacer for writing on ruled paper, re-inserting paper for corrections or fill-ins. Simply push in Button (3) to turn paper to desired lines. If you leave a line and want to return the same position - use automatic line finder or Release Lever (1). This frees the platen so that it can be turned to any point. When lever is again engaged near original line it automatically returns to exact desired line.

To select single, double or triple spacing set Line Space Regulator (2).

The handy 4-position, 3-track Ribbon Control should be used as follows: (A) for top of ribbon use, (B) for stencils, (C) for center ribbon use, (D) for bottom of ribbon use. This assures economical use of typewriter ribbon.
1. Remove Top Plate as directed on Page 8.

2. Place the Ribbon Reverse Lever in the center or neutral position.

3. Observe path of ribbon through Ribbon Carrier.

4. Place your index finger on the left Ribbon Spool top and wind clockwise until all the ribbon has been wound onto this left spool. (It will of course be necessary to disengage the end of the ribbon from the slot in the right Ribbon Spool).

5. Remove left-hand spool containing old ribbon, replacing it with the new spool of ribbon. (If a two-color ribbon, always have black on top.)

6. Attach free end of new ribbon by dropping in slot on right Ribbon Spool as shown in diagram.

7. Place ribbon back of Ribbon Carrier.

8. Prepare for inserting ribbon in carrier.
   a. Lock the Shift Key.
   b. Move Ribbon Indicator to the “R” position.

9. Insert ribbon through carrier in accordance with your observation of its path when it was removed.
Valuable Tips

TO KEEP YOUR REMINGTON STANDARD IN TOP CONDITION

Keep it clean. Go over the type regularly with a stiff brush or a good plastic type cleaner. Oil the carriage rails occasionally with a good grade of oil that will not gum or thicken.

However, here’s a better way to save expense and relieve yourself of all worry over maintenance of your Remington Standard... by permitting us to assume all responsibility for its care through a Business Equipment Efficiency Agreement. For just a few dollars a year to cover all emergency calls without additional charge, you are assured of periodic inspections by factory-trained personnel who are best qualified to maintain your equipment in tip-top mechanical condition. The minimum service rendered under the Efficiency Maintenance Agreement costs substantially less than the same service at per hour rates.

For further information about this service plan, write Remington Rand Inc., 315 Fourth Avenue, New York 10, or your local Remington Rand office.
THERE'S A REMINGTON ELECTRIC TYPEWRITER FOR EVERY TYPING PURPOSE

Remington Electric Typewriter
Automatically assures uniform typing. Steps up typing production... produces 15 and more sharp, clean carbons.

Remington Carbon Ribbon Electric Typewriter
Produces extra sharp and clean typescript for reproduction work. Doubles as regular high-speed typewriter.

Remington 10-Key Decimal Tabulator
Electric Typewriter
For regular and statistical typing. One-stop settings for each of 10 columns.

...AND REMINGTON RAND SUPPLIES FOR EVERY TYPING NEED

Nylex All Nylon Ribbon
Line-a-time Copy Holder
Beautyrite Carbon Paper
Plastiplates
Procel Plastic Coated Stencils

Remington Rand
PROFIT-BUILDING IDEAS FOR BUSINESS