

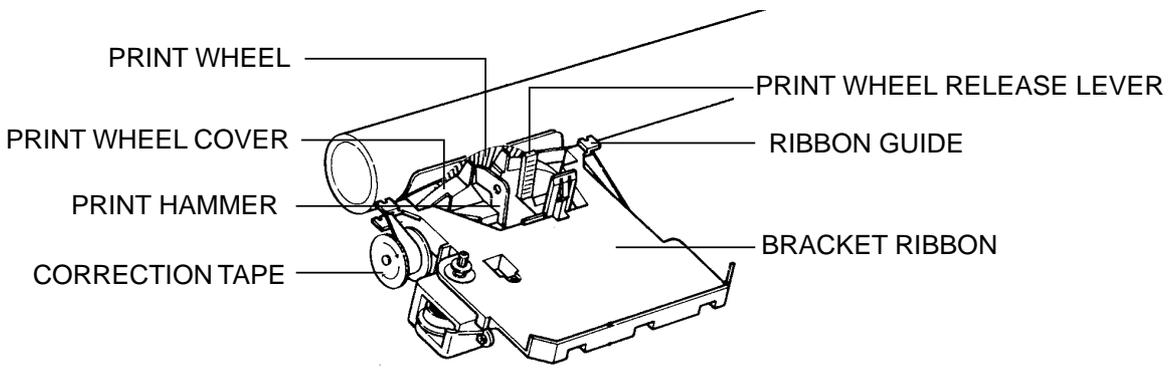
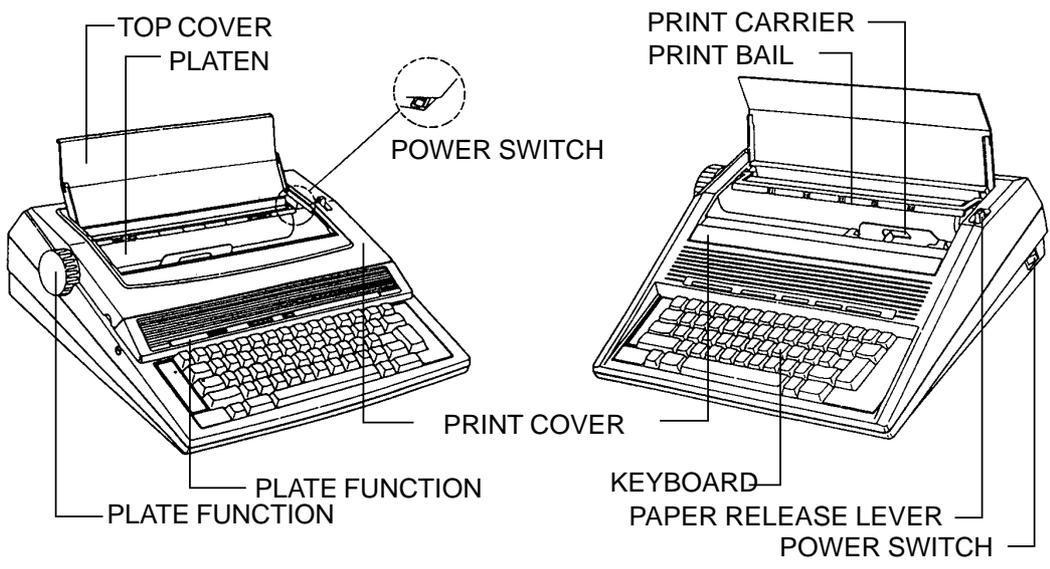
ELECTRONIC
TYPEWRITER

Wordsmith 100

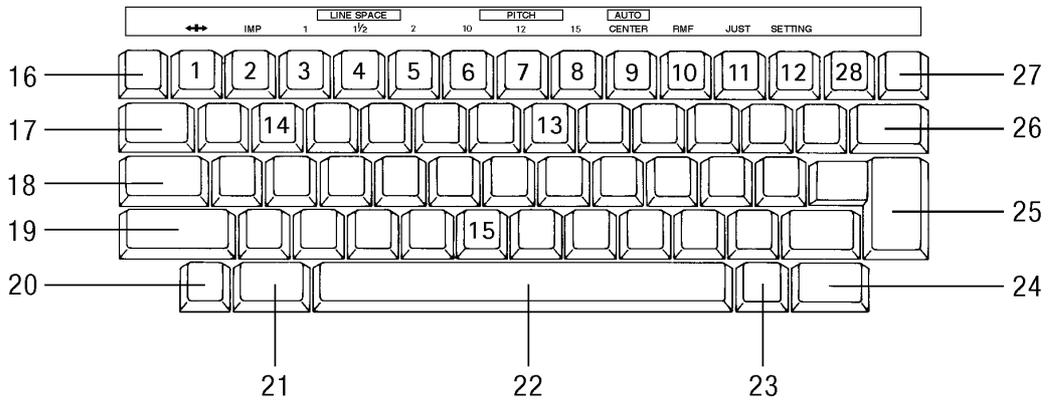
Instruction Manual

Designs and specifications are subject to change without notice.

PARTS DESCRIPTION



KEYBOARD LAYOUT



- | | |
|----------------------------|------------------------------------|
| 1. * MARGIN RELEASE | 16. MAR L / * MAR R |
| 2. * IMPRESSION SET | 17. TAB / * DECIMAL TAB |
| 3. * LINE SPACE 1 | 18. SHIFT LOCK / * CAPS LOCK |
| 4. * LINE SPACE 1-1/2 | 19. SHIFT |
| 5. * LINE SPACE 2 | 20. TAB SET / * TAB CLEAR |
| 6. * PITCH 10 | 21. CODE |
| 7. * PITCH 12 | 22. SPACE |
| 8. * PITCH 15 | 23. RELOCATION / * EXPRESS |
| 9. * AUTO CENTERING | 24. INDEX / * REVERSE INDEX |
| 10. * RIGHT MARGIN FLUSH | 25. RETURN / * AUTO RETURN |
| 11. * JUSTIFICATION | 26. INDENT SET / * INDENT CLEAR |
| 12. * SETTING | 27. CORRECTION / * WORD CORRECTION |
| 13. * CONTINUOUS UNDERLINE | 28. BACK SPACE / * HALF BACKSPACE |
| 14. * WORD UNDERLINE | |
| 15. * BOLD | |

(*) is 'CODE FUNCTION'. Hold down the 'CODE' key and press the appropriate key to activate these functions.

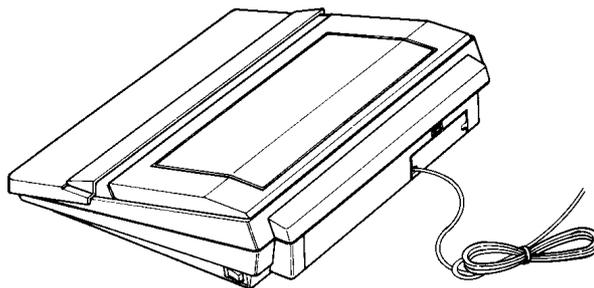
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CONNECT POWER

Power cord is located in the compartment located at the rear of the typewriter. And the power switch is located on the right side of typewriter near the rear.

- 1) Pull down the rear compartment door and connect the power cord to a proper AC outlet.
- 2) Push the power switch to the " I " position.
When the typewriter is switched on, the green LED on the keyboard will light up.
The carrier will move to the extreme left of the typewriter then advance to the left margin.
The unit is now ready for typing.



★ NOTE: The Socket-outlet shall be installed near the equipment and shall be easily accessible.

Setting

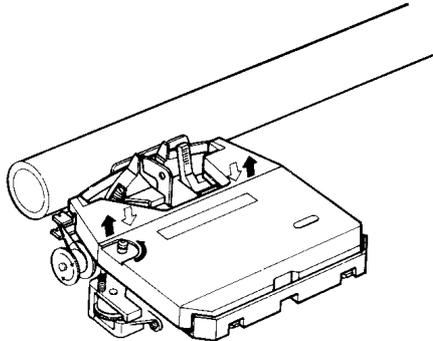
When you open the printcover to change the RIBBON, DAISYWHEEL, CORRECTION TAPE or other reasons, and if you want to re-initialize your typewriter, press the **[CODE]** + **[=]** (SETTING) key.

- 1) Open the printcover and change the RIBBON, DAISYWHEEL or CORRECTION TAPE. Close the printcover.
- 2) Press the **[CODE]** + **[=]** (SETTING) key, the typewriter will then initialize itself. All memories and carrier position will be maintained.

CHANGING

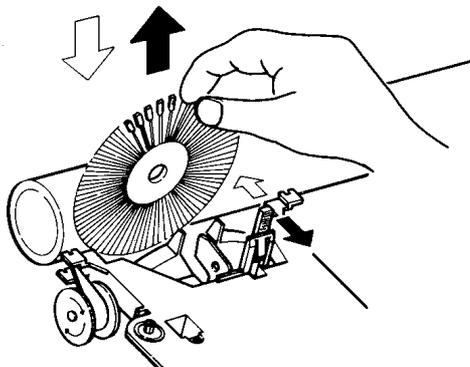
Changing The Ribbon Cassette

- 1) Move the print carrier to the center of the platen using the **SPACE** or **BS** key.
- 2) Hold the ribbon cassette on both sides and lift up the front portion (where the ribbon is exposed) to remove the cassette.
- 3) To insert a new cassette, place the back end of the cassette on the cassette holder on the carrier and gently press down on the front of the cassette unit it clicks into place.
- 4) Turn the ribbon feed knob counter-clockwise again to take up any slack in the ribbon.
- 5) Press the **CODE** + **=** (SETTING) key.



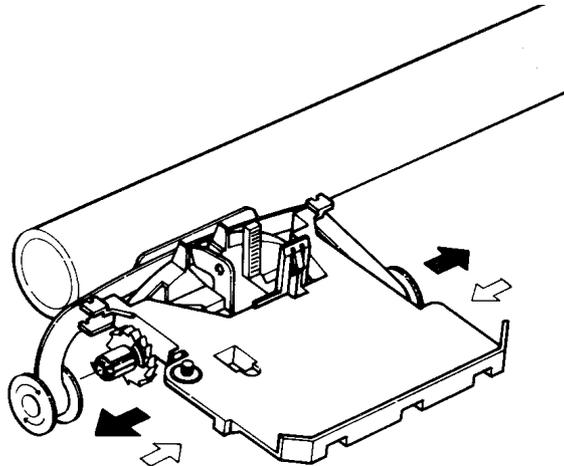
Changing The Print Wheel

- 1) Move the print carrier to the center of the platen using the **SPACE** or **BS** key.
- 2) You will see a lever on the right side of the carrier. Pull this lever toward you and lift out the daisy wheel.
- 3) Place the daisy wheel into the slot with the characters facing the platen.
- 4) Push the lever back into position.
- 5) Press the **CODE** + **=** (SETTING) key.



Changing The Correction Tape

- 1) Move the print carrier to the center of the platen using the `SPACE` or `BS` key.
 - 2) To replace the correction tape, lift out the typing ribbon cassette (see Changing The Ribbon Cassette) and remove the two spools of the lift off tape by pulling them outwards.
 - 3) Place the empty spool of new tape on the left pin so that the tape winds clockwise. Place the tape around the left guide. Pull the tape around the right guide and place the loaded spool on the right pin so that the tape unwinds counter-clockwise.
- ★ Make sure the sticky side of the tape is facing the platen.
- 4) Manually turn the left-hand spool in the clockwise direction, tightening the tape until resistance is felt.
 - 5) Replace the typing ribbon cassette.
 - 6) Press the `CODE` + `=` (SETTING) key.



BASIC FEATURES

Selecting Pitch

There are three pitches available for typing:

PICA (10) : 10 characters per inch `[CODE]` + `[6]`

ELITE (12) : 12 characters per inch `[CODE]` + `[7]`

MICRO (15) : 15 characters per inch `[CODE]` + `[8]`

Selecting Line Spacing

There are three line spacing settings available when the appropriate key is depressed.

Single line spacing `[CODE]` + `[3]`

1 1/2 line spacing `[CODE]` + `[4]`

Double line spacing `[CODE]` + `[5]`

Setting Impression

You can choose one of two hammer impression levels - low, high.

The `[CODE]` + `[2]` (IMP) key is used to set the impression level.

The low key is selected initially.

Setting Margins

You may freely adjust the margins. The minimum distance between the left and right margin is one inch.

- Left Margin

Move the carrier to the desired position and press the `[MAR L]` key.

- Right Margin

Move the carrier to the desired position and press the `[CODE]` + `[MAR R]` key.

- Margin Release

To move the carrier or type a character beyond margins, press the `[CODE]` + `[1]` (MARGIN RELEASE) key.

- Hot Zone

The hot zone starts six (6) spaces before the right margin. A beep will sound when the hot zone is reached.

Shift and Shift Lock

To type uppercase characters or symbols, press either the left or right **SHIFT** key.

For continuous uppercase typing, press the **LOCK** key. To release the shift lock, press the **SHIFT** key.

Caps Lock

To type the uppercase characters or lowercase symbols continuously, press the **CODE** + **CAPS** key. To release the caps lock mode, press the **CODE** + **CAPS** key again.

	! 1	Q
SHIFT or SHIFT LOCK	!	Q
CAPS LOCK	1	Q

Special Characters

To type the special characters marked blue, press and hold down the **CODE** key and press the desired key.

Space

To move the carrier forward one space, press the **SPACE** bar.

Backspacing

There are three different backspace features.

- Backspace

To move the carrier one space backward, press the **BS** key.

- Half Backspace

To move the carrier backward by a half a space, press the **CODE** + **1/2BS** key.

- Express

To quickly move the carrier to the left margin, press the **CODE** + **EXPR** key.

Return

To return the carrier to the left margin and feed paper one space, press the **RETURN** key.

Automatic Return

In auto return mode, the carrier will return automatically every time the **SPACE** bar or the **HYPHEN** key is pressed in the hot zone.

To activate auto return, press the **CODE** + **AUTO** key.

And to cancel auto return, press the **CODE** + **AUTO** key again.

Index & Reverse Index

To move the paper up by half a space, press the **INDEX** key.

To move the paper down by half a space, press the **CODE** + **REV INDEX** key.

RELATED TO THE CORRECTION MEMORY

Your typewriter has a one line correction memory. This allows you to automatically correct characters on the current line.

Correcting One Character

To correct the last typed character, press the **<x>** key. Then the carrier will be backspaced and the character will be erased.

To correct a character printed at any position on the current line, move the carrier to the character to be corrected and press the **<x>** key.

Manual Correction

To correct a character beyond the correction memory,

- 1) Move the carrier to the position on the character which is to be erased.
- 2) Press the **<x>** key.
- 3) Type the incorrect character.

Word Correction

Move the carrier to the end or next space position of the word to be corrected, and press the **CODE** + **WORD** key. The word is then erased.

★ If you want to correct a bold printed character or underlined character, you should set the bold or underline MODE before the correction.

Relocation

Press the **RELOC** key to bring the carrier to the one space after the last typed character.

OTHER FEATURES

Tab

To set a tab, move the carrier to the desired position and press the **TAB S** key.

To clear a tab, move the carrier to the tab position to be cleared and press the **CODE** + **TAB C** key.

To clear all tab position, press the **CODE** + **TAB C** key for half a second.

Centering

Your typewriter allows you to automatically center a line.

- 1) Press the **CODE** + **9** (CENTER) key.

The carrier will move to the center position between the left and right margins.

- 2) Type the text. The carrier will be backspaced half a space.

- 3) To print the text, press the **RETURN**, **TAB** or **CODE** + **DEC TAB** key.

- 4) To cancel centering mode, press the **RELOC** key.

* If you make a mistake, press the **<x>** or **CODE** + **WORD** key.

Pressing the **CODE** + **WORD** key will erase the whole line and move the carrier to the center position.

Decimal Tab

Decimal tab allows you to align numbers by decimal point at the tab position.

- 1) Press the **CODE** + **DEC TAB** key.

The carrier will move to the next tab position.

- 2) Type the text. The carrier will be backspaced one space.

- 3) When the decimal point (.) is typed, the text will be printed out with the decimal point.

- 4) To print the text, press the **RETURN**, **TAB** or **CODE** + **DEC TAB** key.

- 5) To cancel the decimal tab mode, press the **RELOC** key.

* If you make a mistake, press the **<x>** or **CODE** + **WORD** key.

Pressing the **CODE** + **WORD** key will erase the whole line and move the carrier to the position where DECIMAL TAB mode is entered.

Right Margin Flush

Your typewriter can automatically print the text flush with the right margin.

1) Press the [CODE] + [0] (RMF) key.

The carrier will move to the right margin.

2) Type the text. The carrier will be backspaced one space.

3) To print the text, press the [RETURN], [TAB] or [CODE] + [DEC TAB] key.

4) To cancel the right margin flush mode, press the [RELOC] key.

* If you make a mistake, press the [←x] or [CODE] + [WORD] key.

Pressing the [CODE] + [WORD] key will erase the whole line and move the carrier to the right margin.

Justification

Justification allows you to print the text aligned with both the left and right margin.

1) Press the [CODE] + [-] (JUST) key.

2) Type the text.

3) If the [SPACE] bar or HYPHEN key is typed in the hot zone, the text is justified and printed out.

* Pressing the [RETURN] or [TAB] key prints the text, but does not align it with the right margin.

4) To cancel the JUST mode, press the [CODE] + [-] (JUST) key again.

* If you make a mistake, press the [←x] or [CODE] + [WORD] key.

Pressing the [CODE] + [WORD] key will erase the whole line and move the carrier to the position where JUST mode is entered.

Indent Margin

This function allows you to set a temporary (indent) left margin.

To set the indent margin, move the carrier to indented position and press the [INDENT] key.

To cancel the indent margin, press the [CODE] + [CLR IND] key.

Underlining

In this mode, all characters will be automatically underlined.

- Continuous Underline

To activate, press the `[CODE]` + `[U]` key.

All text will be automatically underlined.

To cancel, press the `[CODE]` + `[U]` key again.

- Word Underline

To activate, press the `[CODE]` + `[W]` key.

All text, except spaces will be underlined.

To cancel, press the `[CODE]` + `[W]` key again.

Bold Printing

To activate, press the `[CODE]` + `[B]` key.

All characters will be highlighted.

To cancel, press the `[CODE]` + `[B]` key again.

** OPTIONAL SPELLCHECK OPERATION

Your typewriter offers an optional spellcheck. Spellcheck has a 50,000 word dictionary that allows you to check your documents for errors in spelling, abbreviation and capitalization.

Spellcheck is activated when you depress `[CODE]` + `[S]`, if you have the spellcheck board installed.

When an unrecognized word is typed, spellcheck beeps to alert you to the error.

Spell-check identifies a group of letters as a completed word immediately followed by a space, return, tab, comma, index or reverse index.

The one line correction memory allows you to correct previously typed words on the same line by using the backspace key.

TROUBLE SHOOTING

If any operating difficulties arise, check the list below before returning your typewriter for service.

- | | |
|---|--|
| 1. Typewriter remains at a stand with the power switch set to on. | - Make sure the power cord is still plugged in. |
| 2. Printing is faint or does not appear | - Be sure the printwheel and ribbon cassette have been properly installed.
- Check positioning of the ribbon cassette.
- Make sure the ribbon has not been fully used. |
| 3. Corrections cannot be made | - Check to make sure the correction tape has been properly installed.
- Make sure the correction tape has not been fully used.
- Make sure the correction tape has been properly selected. |

MAINTENANCE

We recommend that your typewriter be adjusted, serviced, and lubricated by a qualified service technician at least once a year. If you need help, contact your local dealer for checking your machine.

*NOTE: For best performances, try to use only standard supplies from your dealer. The use of non-standard supplies including Ribbons, Correction Tapes and Print Wheels, may cause poor performance or damage to your typewriter.

- Please, store your typewriter in a location protected from extreme temperatures and humidity.
- Be sure to unplug the typewriter before cleaning and lifting it.
- If you'd like to clean your typewriter, use a mild soap to remove stains. Never use detergents, volatile liquids, treated cloths, harsh cleaning agents or sprays.
- Never attempt to disassemble your typewriter by yourself. Repairs should only be made by an authorized service technician.

SPECIFICATION

- PAPER WIDTH	12" (305mm)
- PRINTING WIDTH	9" (229mm)
- DAISY WHEEL	100 spokes
- PRINTING SPEED	up to 12 cps
- PRINTING PITCH	10, 12, 15
- LINE SPACE	1, 1 1/2, 2
- CORRECTION MEMORY	1 line
- TAB BUFFER	16 stops
- DIMENSION	390mm (W) 370mm (D) 120mm (H)
- WEIGHT	5 kg
- OPTIONAL SPELLCHECK	50,000 words (For USA, UK)
- POWER REQUIREMENTS	AC 120V (5 10%) 60 Hz AC 220V (5 10%) 50 Hz AC 230V (5 10%) 50 Hz AC 240V (5 10%) 50 Hz AC 220V (5 10%) 60 Hz

*NOTE: The power source is adjusted by manufacturer according to the power regulation of final destination.

*NOTE: POWER CORD (New Zealand only)
If the electrical supply cord of this typewriter is damaged, it must be replaced by the special cord SP-502.

