Signature

ELECTRIC TYPEWRITER

NEW!! EXCITING!!

The only completely "Electric" personal typewriter

The ultimate in personal typing performance

Whatever your typing touch or speed, you'll find your Signature eager in its response, so smooth in its performance. Each of its many features has been selected to make typing easier. Among the features which are sure to simplify typing are the Automatic Repeat Spacing, Special Half Space Key, Copy Control and Simplified Paper Handling.

This owner's guide tells in detail the operating instructions for these features and many more. Please read it carefully before using your typewriter for the first time and refer to it until you are familiar with every phase of its operation. In this way, you'll be sure of perfect results every time.

MONTGOMERY WARD
OUTSTANDING FEATURES

FINGERTIP CONTROL PANEL
Specially designed for the easiest operation ever. You can select the ribbon color; set, and clear tabulator columns; adjust the touch of the keys; Automatic space shift; release margins, adjust for number of copy desired …… all directly from the keyboard and every control is at your fingertips.

SIMPLIFIED PAPER HANDLING
Advanced engineering has made possible a completely new method of handling paper. You can insert paper straight…set margins where you want them …make erasures easily…handle multiple copies without smudging or wrinkling paper…actually handle the paper fewer times than required on any other electric.

STANDARD KEYBOARD
Your electric has a complete 88 character keyboard…a full size keyboard… just like an office typewriter…plus a personalized touch adjustment…for comfortable, responsive, tireless hours of typing.

On the following pages you will find how easy it is to use your new Signature TYPEWRITER

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get acquainted...

with all these advanced features that have been designed to make typing on your New Signature easier than on any other electric typewriter.

LIST OF FEATURES

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OPERATING YOUR Signature

1. Preparing to Use the Typewriter
   a. Connect electric cord to typewriter and power source.
   b. There is an electric outlet on the typewriter which can be used to plug in a desk lamp to get proper lighting.
   c. Switch on typewriter by depressing on-off switch. Light glows when switch is on. To turn power off, depress same on-off switch again.

ELECTRIC TYPEWRITER

2. Inserting the Paper
   a. Insert paper behind platen.
   b. Roll paper in by turning the platen knob.
   c. If paper has not rolled in straight, release paper release lever by pulling it forward and straighten paper. When paper is straightened, re-engage paper release lever by pushing it back to former engaged position.

3. Setting the Margins
a. The platen scale corresponds exactly with the margin and paper scale.

b. Select your margins by reading platen scale in relation to the inserted typing paper and set your left and right margins at corresponding numbers on the margin and paper guide scale. To move the push button margins, depress with forefinger and release at selected margins.

c. Use the paper guide to get uniform margin. If a margin of 10 spaces is desired set paper guide to 0 and set left margin stop to 10 of the margin and paper guide scale. The paper guide can be set to any position between 0 to 25 of the margin scale.

4. Clear View Paper Meter with Scale

The clear view paper meter with scale is at the left and right of the ribbon vibrator. It is transparent to enable you to see the typing line in case you wish to trace back for errors in typing. The paper meter also has a scale running horizontally and spaced so that the space indices are aligned with the center of each typed letter. When you have moved the typing paper for corrections, or any other reason, and have lost the former position of the typing line, the scale enables you to find the approximate former position. To line up the typing paper to the former typing line, position paper so that the typing line sits just over the horizontal red line of the scale. The scale is made so that tails of such letters as a, b, c and z lie on the horizontal red line.

For vertical alignment of the typing, align the vertical spacing indices of the scale with the center of the type. It is easiest to get vertical alignment by using the letters "I" and "i".

The clear view paper meter with scale also serves the purpose of holding typing paper against the platen to prevent slack between typing paper and platen. This serves to minimize irregular line spacing due to the floating of the typing paper.
5. Selecting Line Spacing
   a. Set line space selector to desired line spacing from one to three lines with half spacing in between.

   b. At "O" the platen is released from the carriage return lever and will not space when carriage return lever is stroked.

   However, the platen retains its line spacing when it is rolled manually.

6. Back Spacer
   Carriage moves back one space for each depression of the Back Space Key.

7. Touch Adjustment
   Touch adjustment dial is graduated from 1, light, to 10, heavy.
   Set touch adjustment to suit your own personal touch.
8. Rapid Advance
a. For quick and easy insertion or extraction of paper, place left edge of paper against paper guide and pull the rapid advance lever forward until paper is in its proper position.
b. One full stroke advances the paper 12 spaces. Any number of spaces up to 12 can be advanced by regulating the throw of the rapid advance lever.

9. Copy Control
Copy control dial is graduated from 1 to 10. Set copy control to the number of copies to be typed.

10. Repeat Keys
The repeat keys are $\text{a}$, $\text{b}$, $\text{c}$. To repeat, depress key fully.
11. Ribbon Color Selector

a. Use ribbon color selector as follows:
   1. For black, push black button.
   2. For red, push red button.
   3. For stencil cutting, push white button.
      Stencil cutting can be done also when all 3 buttons are in raised position.

12. Tabulator

a. To set tabulator stops, move carriage to desired position and set Tabulator Set-Clear Key at "S" position. Any number of tabulator stops can be set as needed.

b. Depress Tabulator Key to move carriage in tabulating work.

c. To clear tabulator stops, move carriage to position at which tabulator stops have been set, and depress Tabulator Set-Clear Key at "C" position.
13. Line Retainer

When you wish to type on a different line and still return the original typing line, pull the platen release forward, roll platen to any position on the paper and type.

Push platen release back to engaged position, line space once by stroking carriage return lever and roll platen back to original typing line.

14. Variable Platen

The variable platen releases platen completely so that it revolves freely. Use when inserting, or extracting paper, or when you wish to make a permanent change in the type line.

To operate, push release button in toward platen to release platen and turn platen to the writing line you desire by keeping it depressed.
15. **Drawing Vertical and Horizontal Lines**

Insert pencil point into line drawing aperture of the clear view paper meter.

16. **Erasing and Correcting**

First, move the carriage to extreme left or right side to prevent erasure dust falling into the typing mechanism.
Use the eraser shield to erase the mistyped words without taking the paper out of the platen. After erasing, return carriage and platen to desired position to retype in, or continue typing.

17. **Margin Release**

a. The margin release disengages the push button margin to the left and right as you reach the end of the line.
b. The warning bell rings 8 spaces before the type bars automatically lock at the position where you have set the right push button margin. After bell rings, you will be able to type 7 letters including spacing between words.
c. If you must type beyond the right push button
margin, depress the margin release and you will be able to continue typing until the extreme end of the platen on paper.

d. When you wish to type from before the left push button margin, move carriage until it stops at left push button margin, press the margin release and move carriage to left past the margin stop. In typing back, the left push button margin will not stop the carriage.

18. Shift key and Shift Lock

a. Use shift keys, to type capitals and upper case type. Shift with small finger of hand opposite to the striking hand.

b. When you wish to type capital letters and upper case type consecutively, lock shift key by depressing the Shift Lock Key. Unlock by depressing the left, or right shift key, whichever convenient to proceed with the next stroke.

19. Using Half Space Mechanism

Your typewriter is equipped with a half-space mechanism useful for inserting a missed letter and making corrections, when necessary. The half space is obtained by depressing the Half Space Key, and typing in the desired letter.

To type in a missed letter in a word, proceed as follows:

1. Erase word out completely.
b. Return typewriter carriage to last letter of word preceding the word to be correctly inserted.

c. Depress Half Space Key once.

d. Depress Half Space Key again, but keep it depressed and type first letter of word.
Release Half Space Key.

e. Repeat step until word is completely typed in.
Example:
Your new typewriter is wonderful.
(Wrong)
Your new typewriter is wonderful.
(Corrected)

20. Repeat Space Key
Press down and hold repeat space key to continue to desired writing point.
Release Key when you wish to stop.

21. Changing the ribbon
a. Switch off. Remove top cover by pulling it up.
b. Wind the worn ribbon onto the left, or right, spool by turning either ribbon spool with forefinger.
c. Depress red ribbon selector button and then pick up any two typebar, such as "T" and "Y", together so that they jam and keep ribbon vibrator in raised position. This makes ribbon more accessible and easier to remove from the ribbon vibrator, push ribbon up with both hands and pass bottom of ribbon through slots of the ribbon vibrator, then pull ribbon down until it comes completely out of the slots. Raise ribbon up, free of the ribbon vibrator.
d. Open up spool catches and remove both spools from spool holder shaft. Unhook ribbon from the empty spool. Dispose spool with the worn ribbon.
e. Hook new ribbon onto empty spool and wind manually until the stopper rivet on the ribbon is wound into the spool.
f. Open up spool catch and place new ribbon spool onto left spool holder shaft so that red portion of ribbon is at the bottom and spool unwinds in clockwise direction. Place the other spool onto right spool holder shaft.
g. Take away unnecessary slack in ribbon by winding either spool and pass through left and right ribbon guides. Insert ribbon behind
ribbon vibrator and push top edge of ribbon through slots of ribbon vibrator. Pull ribbon up until bottom of ribbon passes completely through the ribbon vibrator slots and then down to nestle ribbon in ribbon vibrator properly.

h. Take out unnecessary slack in ribbon by winding either spool. Replace top cover.

i. Ribbon Reverse:
Ribbon will reverse direction automatically when it reaches the end of its length. Ribbon may be reversed manually as follows.
When the ribbon is to be wound into the right spool from left, push the ribbon feed switch lever located under the left side ribbon spool holder towards the platen, the ribbon feed direction will change towards left ribbon spool from right.
When the ribbon is to be wound into the left spool from right, push the ribbon feed switch lever located under the right side ribbon spool holder towards the platen, the ribbon feed direction will change towards right ribbon spool from left.

22. Inter-changeable Type

Plus & Equal Typeface
DIAL-A-TYPE
RED capped key on standard keyboard indicates REMOVABLE plus(+) and Equal(=) typeface which is interchangeable with DIAL-A-TYPE. DIAL-A-TYPE is available for four different purpose: International Language, Medical Pharmacy, Engineering and Mathematics.
23. Cleaning

Keep your machine as clean as possible to type clean-cut letters and maintain smooth movement. To Clean your machine, first lift up the top cover and brush the type with brush or type cleaner.