



Signature

PORTABLE TYPEWRITER

an exciting

new experience

in 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 push button margins, column set tabulator button, touch adjustment.

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, control and clear tabulator columns; adjust the touch of the keys; space; shift; release margins; release jammed key and back space... 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 portable.

STANDARD KEYBOARD

Your portable 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.

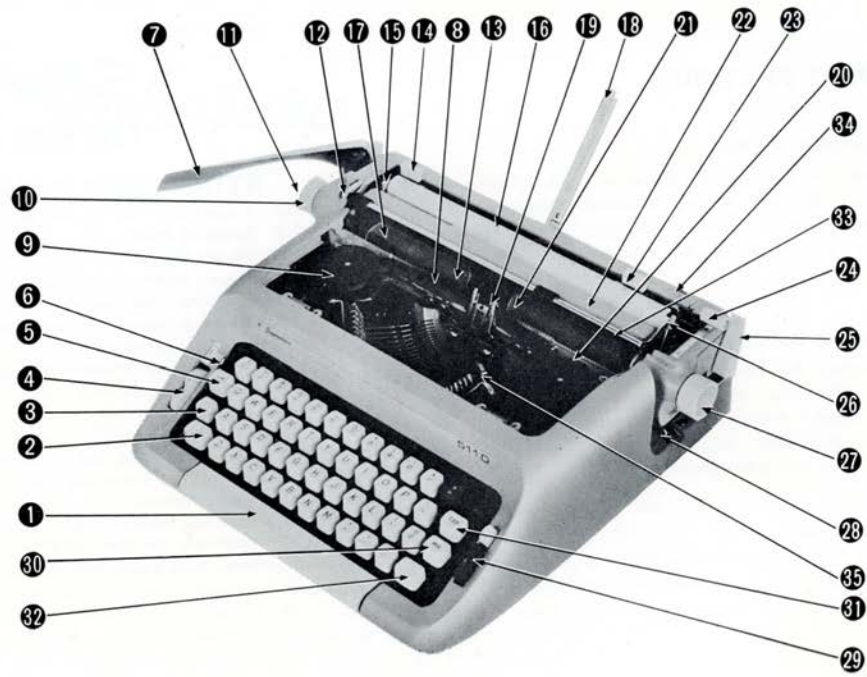
On the following pages you will find how easy it is to use your new

 **Signature**

TYPEWRITER

INDEX

	page No.
1. Preparing to use Typewriter	6
2. Inserting Paper	6
3. Setting Margins	6
4. Paper Meter	7
5. Selecting Line Spacing	8
6. Rapid Advance	8
7. Touch Adjustment	9
8. Back Spacer	9
9. Ribbon Color Selector	9
10. Tabulator	10
11. Variable Platen	11
12. Drawing Vertical and Horizontal Line	11
13. Erasing and Correcting	11
14. Margin Release	12
15. Key Jam Release Key	12
16. Shift Key and Shift Lock	12
17. Using Half Space Mechanism	13
18. Carriage Lock	13
19. Changing the Ribbon	14
20. Cleaning	14
21. Inter-Changeable Type	15



get acquainted...

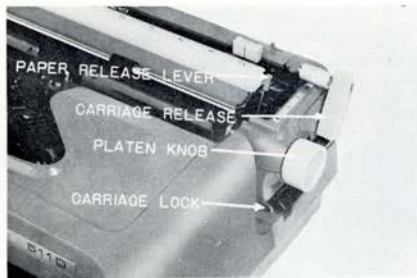
With all these advanced features that have been designed to make typing on your new Signature easier than on any other portable.

LIST OF FEATURES

- ①. Space Bar
- ②. Shift Key (Left)
- ③. Shift Lock Key
- ④. Tabulator Set and Clear Key
- ⑤. Back Spacer
- ⑥. Touch Adjustment
- ⑦. Carriage Return Lever
- ⑧. Two Color Ribbon
- ⑨. Automatic and Manual Ribbon Reverse
- ⑩. Variable Platen Knob
- ⑪. Platen Release Button
- ⑫. Line Space Selector
- ⑬. Removable Platen
- ⑭. Push Button Margin (Left)
- ⑮. Paper Guide
- ⑯. Margin and Paper Guide Scale
- ⑰. Clear View Paper Meter with Scale
- ⑱. Paper Support Arm and Paper End Indicator
- ⑲. Ribbon Vibrator
- ⑳. Platen Scale
- ㉑. Line Drawing Aperture
- ㉒. Erasure Shield
- ㉓. Push Button Margin (Right)
- ㉔. Rapid Advance Lever
- ㉕. Carriage Release
- ㉖. Paper Release
- ㉗. Platen Knob
- ㉘. Carriage Lock
- ㉙. Ribbon Color Selector
- ㉚. Margin Release (Key Jam Release)
- ㉛. Tabulator Key
- ㉜. Shift Key (Right)
- ㉝. Paper Bail
- ㉞. Paper Support Arm Release Lever
- ㉟. Inter-changeable Type

OPERATING YOUR FULL SIZE PERSONAL TYPEWRITER

1. Preparing to use the typewriter.

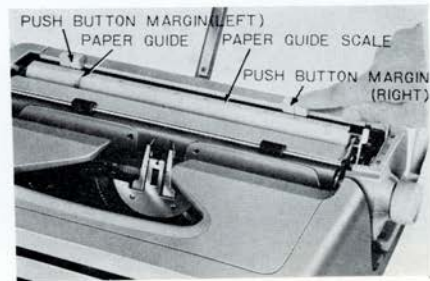


- a. Unlock carriage lock.
- b. Raise carriage return lever.

2. Inserting the paper

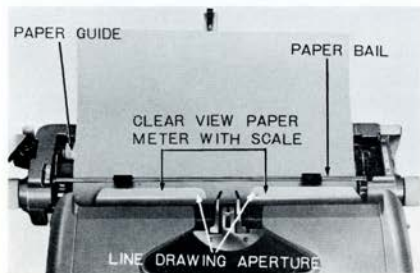
- a. Insert paper behind platen.
- b. Roll paper in by turning the platen knob.
- c. If paper has not rolled in straight, release paper release lever by pulling it forward and straighten paper. When paper is straightened, re-engage paper release lever by pushing it back to former engaged position.

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. Paper Meter

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.

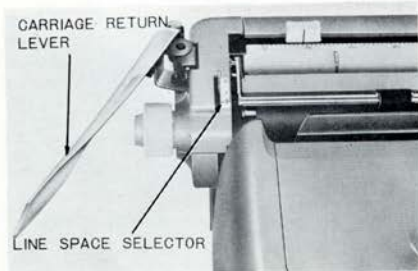
The paper meter also has a scale running horizontally and spaced so that the space indices are aligned with the center of each typed letter.

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 "l" and "i".

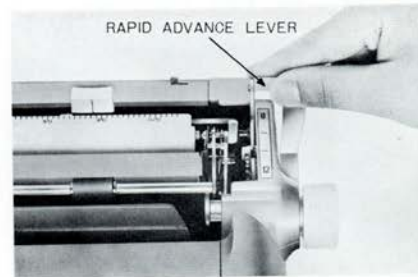
The clear view paper meter with scale also serves the purpose of holding typing paper against the platen to prevent slack between typing paper and platen. This serves to minimize irregular line spacing due to the floating of the typing paper.

5. Selecting Line Spacing



- a. Set line space selector to desired line, spacing from half to two lines with half spacing in between.
- b. At "R" the platen is released from the carriage return lever and will not space when carriage return lever is stroked.

6. 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.

7. Touch Adjustmen



- a. Set touch adjustment to Light (L), Medium (M) or Heavy (H) or any intermediate tension to suit your own personal touch.

8. Back spacer

- a. Carriage moves back one space for each depression.

9. Ribbon Color Selector



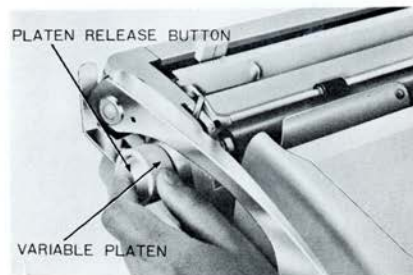
- a. Use ribbon color selector as follows:
 1. For black, push black button.
 2. For red, push red button.
 3. For stencil cutting, push white button. Stencil cutting can be done also when all 3 buttons are in raised position. To raise all 3 buttons, depress either one of three buttons half way and release.

10. 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.

11. Variable platen



The variable platen releases platen completely so that it revolves freely. Use when inserting, or extracting paper, or when lining up typing line for corrections and insertions. To operate, push release button in toward platen to release platen and turn platen to the writing line you desire by keeping it depressed.

12. Drawing Vertical and Horizontal lines



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

13. 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.

14. Margin Release



- a. The margin release disengages the push button margin to the left and right as you approach the end of the line while typing and also releases jammed key.
- 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 have to type beyond the right push

button margin, depress the margin release **30** and you will be able to continue typing until the extreme end of the platen.

- 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.

15. Key Jam Release Key

- a. When two or more key bars jam, press the duo-purpose margin release and the jammed keys will disengage automatically.

16. 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.
Unlock by depressing the left, or right shift key, whichever convenient to proceed with the next stroke.

17. 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 space bar and typing in the desired letter, while keeping the space bar depressed.

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

- a. Erase word out completely.
- b. Return typewriter carriage to last letter of word preceding the word to be correctly inserted.
- c. Depress space bar once.
- d. Depress space bar again, but keep it depressed and type first letter of word.
Release space bar.
- e. Repeat step until word is completely typed in.

Example :

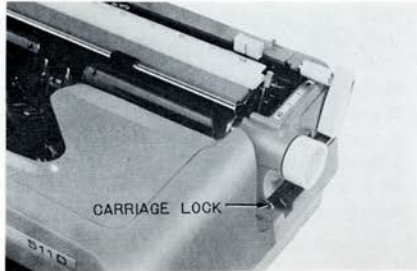
Your new typewriter s wonderful.

(Wrong)

Your new typewriter is wonderful.

(Corrected)

18. Carriage Lock



The carriage can be locked at any position by pulling the carriage lock forward. When storing the typewriter, however, it is best to lock the carriage at center position. Carriage can be brought to center by pulling carriage release lever forward and moving carriage freely to left, or right by hand.

19. Changing the ribbon

- a. 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 shift lock key and red ribbon selector button and then depress any two keys, 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. To remove ribbon from the ribbon vibrator, push ribbon up with both hands and pass bottom of ribbon through slots of the ribbon vibrator, thence 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 spools 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 thence down to nestle ribbon in ribbon vibrator properly.
- h. Take out unnecessary slack in ribbon by winding either spools. Replace top cover.

20. Cleaning

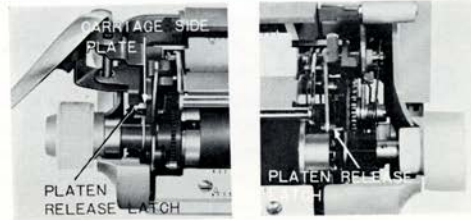
Keep your machine as clean as possible to type clean-cut letters and maintain smooth movement. To clean your machine, first lift up the top cover and brush the types with brush or type cleaner.

To clean the platen, proceed as follow :

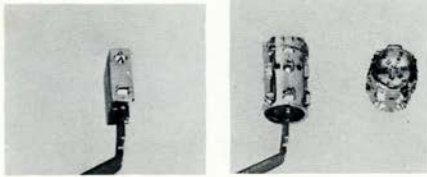
- a. Set Line Space Selector at "R" position and

lift up paper bail and erasure table.

- b. Remove both right and left carriage covers by pulling them up and out.
- c. Hold the platen knob on both sides and push the platen release latches down. Then pull the platen up removing it from the carriage.
- b. When putting the platen back into the carriage, place the platen so the groove at the left side fits into the carriage side plate.
- c. Push right side of platen down until it snaps into place.



21. Inter-changeable Type



Plus and Equal typeface DIAL-A-TYPE

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

SERIAL NUMBER

Record your Signature Portable serial number in this instruction book and on your guaranty card. You will find the serial number on the plate in the rear of the typewriter.

Your Signature Portable can always be identified by its serial number.

Date Purchased 13 9304424
Serial Number: 9-15-70

Branch purchased from: _____

Signature -SOLD EXCLUSIVELY BY **MONTGOMERY WARD**

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