

 SILVER-REED



**Your New
Electric Portable Typewriter**

Taking care of your Electric Typewriter

1. Your new electric typewriter uses standard current (110-120 volt, 60 cycle AC only). Never plug power cord into an improper electrical outlet. Excessive voltage will damage motor and could cause personal injury.

2. Always turn off and unplug typewriter when leaving machine unattended or before removing lift-off top. Accidental typing while servicing machine could injure operator's fingers.

3. Never insert tools into typewriter when power switch is on or machine is plugged in. This could damage the typewriter or cause personal injury.

4. Be sure case cover locks are secured before picking up and carrying machine. Improper attachment could allow typewriter to fall out of its case, resulting in severe damage to machine and possible personal injury.

Dust outside and accessible parts of your typewriter from time to time, using a soft brush or dry cloth. Clean type regularly with a type cleaner and a short-bristle brush.

Do not erase directly over printing point. Move carriage to either side and then erase.

This will reduce the likelihood of erasure grit falling into the machine.

Keep typewriter in case when not in use.

Replace ribbon at regular intervals with a new 1/2 inch ribbon. This will keep your typing sharp and clean.

To insure smudge-free typing and proper paper control, it is recommended that you periodically clean typing cylinder and rubber rollers with an ammonia-base detergent or alcohol and a soft cloth.

Avoid getting cleaning fluid on plastic surfaces of machine — it may damage finish. Like all precision equipments, your typewriter should have regular checkups to assure proper lubrication and adjustment. This work should be performed by the dealer from whom you purchased your electric.

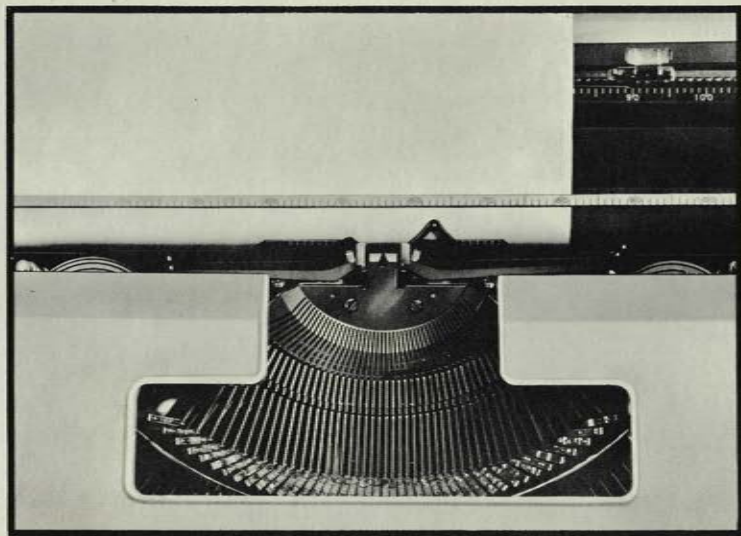
Tips on Trouble

1. Cord should be firmly plugged into proper electrical outlet.
2. Check to see if power switch is in the "on" position.
3. Be sure ribbon color selector is set on black.
4. Insure margin stops are not pushed together.

Serial Number

Remove the top cover. The serial number is on the chassis beneath the left ribbon spool.

Typing on your Electric Typewriter



Paper Insertion

For normal correspondence, slide the top edge of the sheet(s) into the slot between the cylinder and the paper table. Roll the sheet(s) around the cylinder until the top edge is just below the paper bail, raise the bail and roll the sheet(s) into typing position. Lower the bail so it holds the sheet(s) firmly against the cylinder. If it is necessary to straighten the paper, move the paper release back, adjust the sheet(s) and then move the paper release forward. You are now ready to type.

Setting Margins

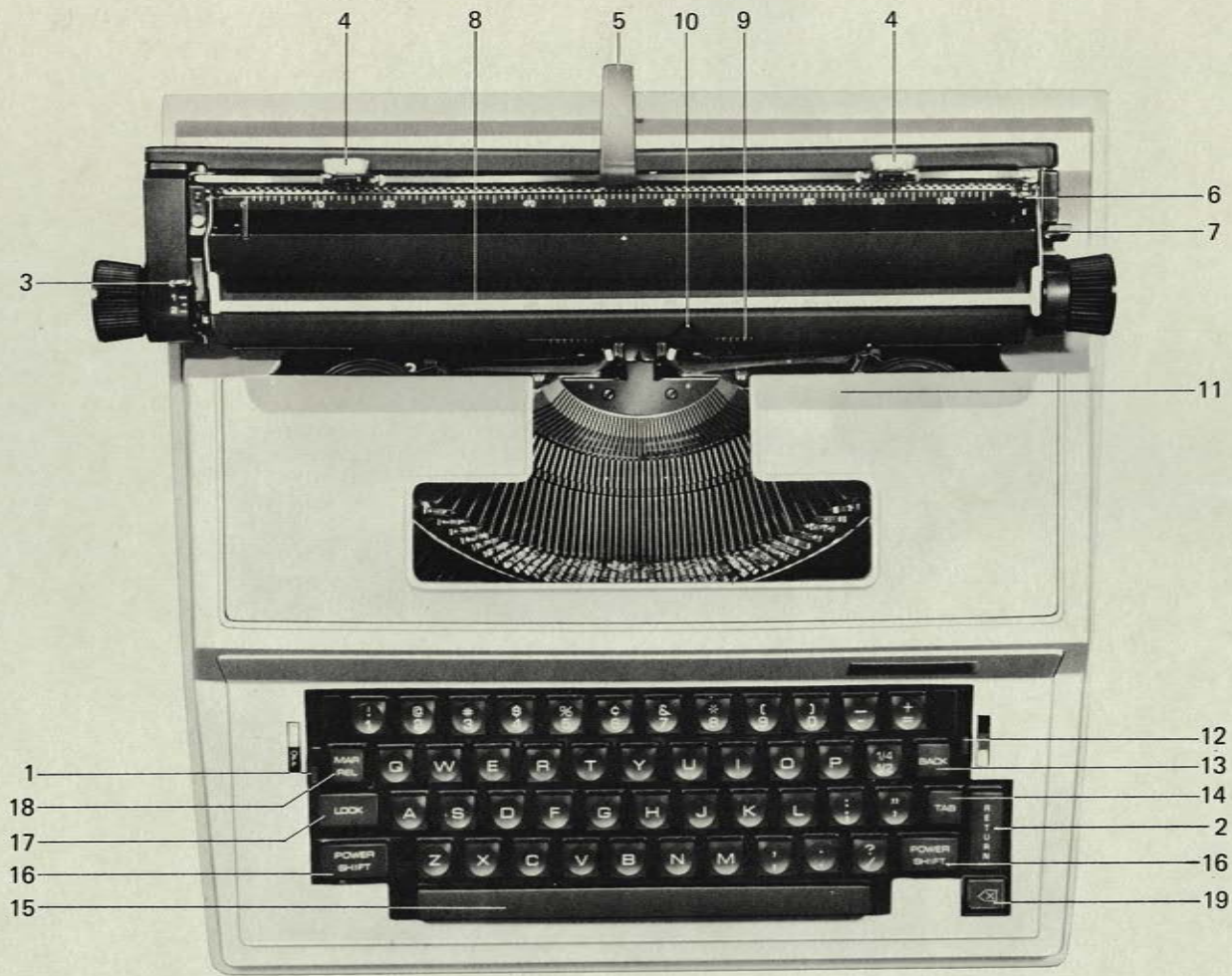
To set the left margin, move the carriage until the printing point is where you want the margin set, then depress the left margin stop and move it as far to the right as you can. The left margin is set. To set the right margin, move the carriage until the printing point is where you want the right margin, then depress the right margin stop and move it as far as you can to the left. The right margin is set.

Making Corrections

To correct typing error on an original, move the carriage to the extreme right or left (so the erasure grit will not fall into the typewriter) and erase the incorrect character with a typewriter eraser. If you are typing with carbon copies, raise the paper bail and place an erasure shield or piece of paper behind the original before making erasures. Then place the shield behind each copy sheet before erasing it. Be certain to brush off any erasure grit on both original and copies before continuing typing.

Removing Paper

Remove a single sheet or carbon pack by either moving the paper release back and lifting the sheet(s) out or turning either cylinder knob and rolling the sheet(s) out.



Features

- 1. On-Off Switch:** Move this switch to ON for typing. Always turn it off when typing is complete or when removing lift-off top for ribbon change and type cleaning.
 - 2. Carriage Return:** Touch lightly for single carriage return and line spacing. Hold down firmly for repeat line spacing.
 - 3. Line Space Selector:** Set this control on 1 for single spacing, (-) for space and a half, 2 for double spacing and 0 for typing out of regular spacing (32°). When the lever is moved from 0 to any other position, the typewriter returns to original spacing.
 - 4. Margin Stops:** Depress these stops and slide them to desired position for left and right margins. These stops might not function if set on the left of the graduation "0".
 - 5. Retractable Paper Support:** This support may be raised to hold paper during typing and lowered when not in use.
 - 6. Paper Release:** Move this lever back to reposition or remove paper. Move it forward for typing.
 - 7. Carriage Release:** When this lever is held forward, you can move the carriage either way.
 - 8. Paper Bail:** Holds the paper against the cylinder and keeps it straight for typing close to the bottom. Raise it to remove paper and to make carbon copy erasures. Use scale on bail rod for paper and copy positioning.
 - 9. Printing Point Scale:** Use this scale for vertical and lateral positioning of typed characters.
 - 10. Card Holder:** Holds cards securely for typing near the top edge. Also has a locator hole for drawing lines on paper in the typewriter. Slide the carriage back and forth for horizontal lines and turn the cylinder for vertical lines.
 - 11. Lift-Off Top:** Easy to remove for ribbon change and type cleaning. Simply pull up on the edges nearest the carriage.
 - 12. Ribbon Color Selector:** Provides setting for red and black typing. When typing stencils, set the lever to the center position. When correcting, set the lever to the front in the machine with correcting device.
 - 13. Back Space:** Touch lightly for single space, hold down firmly for repeat action.
 - 14. Tabulator:** This electric typewriter has tab stops preset every ten spaces clear across the carriage. Every time you depress the tab key the carriage automatically advances your printing point to the next tab position.
 - 15. Space Bar:** Touch lightly for single space, hold down firmly for repeat action.
 - 16. Power Shift:** Light pressure on either power shift key instantly adjusts the typewriter for typing capitals and upper case characters.
 - 17. Shift Lock:** Depress this key to lock the typewriter in position for continuous typing of capitals and upper case characters. Return to normal typing by touching either power shift key.
 - 18. Margin Release:** Depressing this key permits you to type beyond either left or right margins.
 - 19. Correcting Key: (For models with correcting device)**
To make a correction.
 - (1) Depress the Correcting Keybutton to backspace to the error.
 - (2) Restrike the incorrectly typed character to remove it from the paper.
 - (3) Strike the correct character.
- Reset Mechanism:** When the typewriter fails to operate while the power is turned on, the reset mechanism should work automatically, and the typewriter should then be cleared and ready for typing.

Ribbon Change

Ribbon changing on your electric typewriter is easy and fast. Follow these steps:

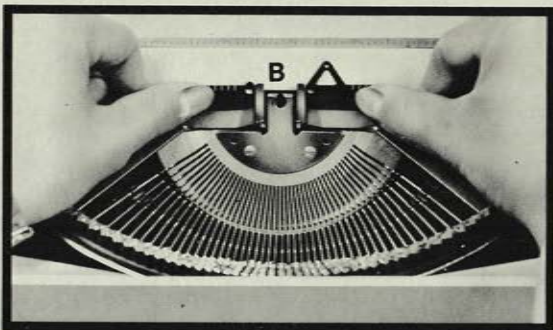
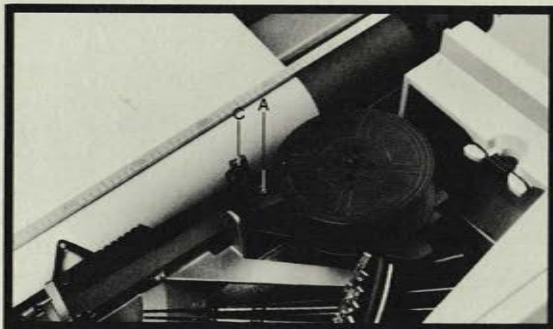
1. Set the Ribbon Color Selector on red (or correct), depress the Shift Lock, turn the power off and remove the Lift-Off Top.
2. Rotate either spool until almost all the ribbon is wound on one spool. A metal eyelet (A) will appear toward the end of the ribbon.
3. Notice the ribbon track and the direction the ribbon winds on both spools. This will help when installing a new ribbon.
4. Slip the ribbon out of the Ribbon Carrier (B) and Ribbon Guides (C) on either side and, lift the spools out of the typewriter.

Unhook the worn ribbon from the empty spool and discard the other spool and ribbon.

5. Attach new ribbon to the hook on the empty spool and wind it until the metal eyelet is around the spool. Place the spools on the spool shafts. Rotate each spool one turn, being certain that the ribbon direction is the same as on the old ribbon.

6. Insert the ribbon into the Ribbon Carrier (B) and into the guides (C).

That's all there is to it! Replace the Lift-Off Top, turn on the switch, release the Shift Lock and you're ready to type.



SILVER-REED AMERICA, INC.
8665 HAYDEN PLACE
CULVER CITY, CA 90230