

INSTRUCTION FOLDER FOR

SINGER

— *ELECTRIC*

PORTABLE
TYPEWRITER

Model T-82



ELECTRICITY
... for faster
easier typing,
for lots of carbons,
for crisp
professional-looking results.



CARRYING CASE —

This handsomely styled carrying case is designed for maximum protection and convenience. It is equipped with an automatic latch that holds the machine firmly in place whenever the case is closed.

To open the case, squeeze the two metal tabs on either side of the lock. To remove the typewriter, push up the "control tab" (below the lock); then, raising the front of the typewriter, pull it forward off the metal cleat at the rear of the case.

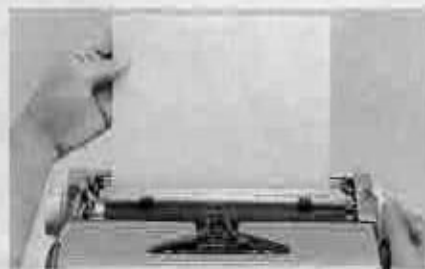
To replace the machine in the case, simply hold the front slightly elevated, notice the slots at the back of the machine, slide them onto the cleats, and lower the front into position. Center the carriage with the aid of the left or right carriage release lever. Closing the case automatically locks the machine securely in place for traveling.



ON-OFF SWITCH

The On-Off switch is located at the lower right of the keyboard. After securely placing the plug in a proper A.C. outlet, merely

rotate the switch to the rear for the On position. This provides a positive visual indication that the machine is on, reminding you to turn the machine off once your typing is completed.



INSERTING PAPER — Hold the paper in the left hand, placing the left edge of the paper flush with the paper guide so that the bottom rests evenly along the back of the platen behind the erasure table. Turn the right platen knob until the paper appears in front of the platen. The feed is so accurate that the paper should require no straightening.

As the paper appears in front of the platen, make sure that it feeds under the paper bail and that the ball rests snugly on the paper.

To aid in inserting exceptionally heavy paper (or should straightening be required), release tension on paper by pulling the Paper Release Lever forward. Return the lever to normal position before typing.

TRANSPARENT LINE INDICATOR — To find a typed line when paper is reinserted, pull out the Variable Linespace Knob and roll the paper into position so the bottom of the desired line is even with the bottom horizontal red line on the Line Indicator. Then freeing the paper with the Paper Release Lever move it horizontally until the vertical red line on the Line Indicator is directly centered on a printed character. Return the Variable Linespace Knob and Paper Release Lever to normal positions. You are then in "Registration" with previously typed work for any necessary corrections, changes or fill-ins. The top horizontal red line is a convenient guide for typing subscripts.

The transparent Line Indicator and Holder retains small cards and envelopes against the platen and permits drawing vertical or horizontal lines by using the Ruling Guide Holes.



MARGIN SETTINGS — With the SINGER Electric's easy-to-use margin buttons, you can set both left and right margins **without** moving the carriage. After inserting the paper, decide at what points you wish your writing line to begin and end. Depress the Left Margin Button and slide it so that red line is directly over the scale reading you have selected for the beginning of your writing line. Follow the same procedure with the Right Margin Button to set the end of your writing line. A warning bell will sound approximately seven spaces before you reach the right-hand margin. Depressing the Margin Release (M-R) key will allow you to type beyond either margin.

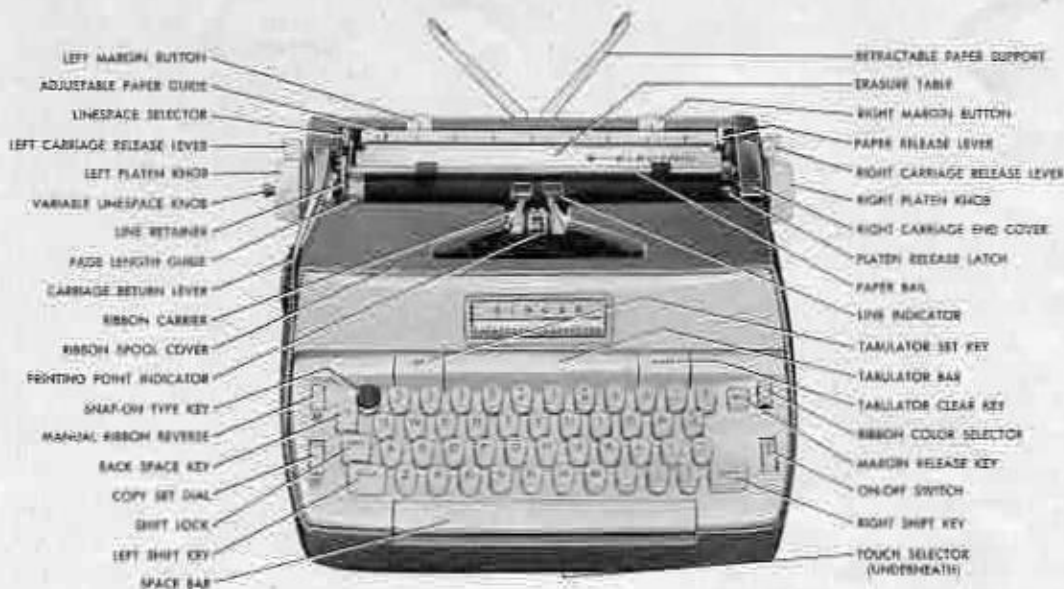


LINE SPACING CONTROLS —

The Line Space Selector has three clearly marked positions to give you single, double or triple spacing between lines. The spacing oc-

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ELECTRIC PORTABLE FEATURES



cursor automatically with the return of the carriage. The Line Retainer allows the platen to turn freely yet remembers the original writing line. Merely pull it forward when positioning paper for subscripts or exponents or when you wish to change your writing line temporarily. To return to your original writing line push the Line Retainer back to its normal position. You can then return the platen to the exact original writing line.

The Variable Linespace Knob on the left Platen Knob is used to change your writing line permanently. Pull out the Variable Linespace Knob and turn the platen to the desired writing position, return the Variable Linespace Knob to its original position, and proceed with your typing.



PAGE LENGTH GUIDE—This special guide is located directly to the left of the platen. It accurately indicates in inches the amount of paper remaining at the bottom of the typing paper.

Thus enables you to predetermine your bottom margin and to maintain even bottom margins on multi-page letters and reports.

The guide is graduated for paper measuring from 8" to 11" in length. Merely turn the cylinder or platen until the green numeral indicating the length of paper you are using is directly over the SET marking. The illustration shows correct position for 11" paper. After paper is inserted, proceed with your typing as usual. As you approach the bottom of the sheet, the red numerals (at the left of the indicator) will appear over the END marking, indicating in inches the amount of paper remaining.



COPY SET DIAL

—The Copy Set Dial enables you to program your SINGER Electric according to the quantities of copies

desired. The dial is located on the lower left side of the keyboard to the left of the shift lock. The ten calibrated adjustments increase the force with which the typebars strike the paper (merely rotate dial to desired number). Regardless of the setting selected, there is no change in touch. For normal typing requiring a minimum of copies, set the dial at position 1. Increase this setting as more carbon copies are required. The setting will depend on the number of carbons and weight of the paper being

used. A minimum of experimentation will enable you to determine the proper setting for every typing application.



THE ELECTRIC TOUCH—Electric action on all typing keys, the shift keys and the space bar assures amazing operating ease. This SINGER Electric is one of the few portables with this feature. Every character prints sharply and clearly regardless of the manner in which the keys are struck.

To adjust the typewriter to your individual preference, a Touch Selector is located on the bottom of the machine directly under the space bar. This dial, as it is rotated from 1 to 4, will increase the pressure necessary to activate the keys from a very light to a more firm touch. Place it at the setting most comfortable to you.



TABULATOR—The Tabulator Bar above the keyboard moves your carriage quickly and accurately to pre-selected positions. Use it for typing columns, for setting dates and signature positions, and for paragraph indentations. To set a tabular stop, move the carriage to the position at which you want to stop, and depress the SET key. Repeat operation to set as many stops as you desire; there is a stop for every space on the carriage, after the first five spaces. To tabulate, depress the TAB bar and the carriage will move to the first stop set. To go to the next stop, again depress the TAB bar.

Stops may be cleared individually by tabulating to the stop and depressing the CLEAR key. To clear all stops, move the carriage to the extreme right and hold down the CLEAR key and the TAB bar simultaneously.

TO CHANGE YOUR RIBBON

Ribbon Carrier



- Grasp sides of Ribbon Spool Cover and lift off. Remove ribbon from Ribbon Carrier as covered below: Hold ribbon with fingers on both sides of Ribbon Carrier and slide the ribbon from right to left as you pull up and out. Note: Ribbon winds off the back of one spool and on to the back of the other spool.
- Remove both ribbon spools. Remove used ribbon from one spool and retain spool.
- Unroll short length of new ribbon and place spool carrying new ribbon in right hand cup. Be sure spool is fully seated and red portion of ribbon is down. Attach the end of new ribbon to the prong of the empty spool and wind it until metal eyelet is covered. Put the spool in the left hand cup, seating it fully. Ribbon must wind to and from back of each spool.
- Drop ribbon into slot of each ribbon guide located directly adjacent to each ribbon spool cup. Hold the ribbon with fingers on both sides of Ribbon Carrier and, by moving the ribbon from right to left, slide into Carrier from the top. Pull ribbon a little to the right and left to be sure it is correctly threaded. Take up slack in ribbon by turning spool.



RIBBON COLOR SELECTOR

—The Ribbon Color Selector is located on the keyboard just to the right of the numeral keys. When the lever is in the upper position showing the

black square, the black portion of the ribbon will print. When the lever is in the lower position showing the red square, the red portion of the ribbon will print. Use the middle position for cutting stencils. In stencil position the ribbon is not used and the type bars do not leave an inked impression.



Release Latch; then by the Right Platen Knob, raise the platen up and out of the machine. The platen is replaced just as easily. Insert it, left and first, with a slow rotating motion until it slides snugly into the left side. Push down the right platen end until the platen latch snaps automatically into place, locking the platen securely into position. Return the Variable Linespace Knob, Right Carriage End Cover, Erasure Table and Paper Ball to normal positions.

INTERCHANGEABLE PLATEN—The SINGER Electric is equipped with an all-purpose platen correct for most typing requirements. However, should a harder or special-application platen be necessary, the platen can be removed quickly and easily. First, raise the Paper Ball and Erasure Table and push back the Right Carriage End Cover, tilting back the enclosure as shown in the illustration. Pull out the Variable Linespace Knob. Hold up the Platen

REPEAT ACTION KEYS—Extra pressure creates repeat action on the following keys:

- | | | |
|-------------------------|-------|-------------------------|
| Repeat Dots | | on Period Key |
| Repeat Cross-out | | on "X" Key |
| Repeat Hyphen-Underline | | on Hyphen-Underline Key |
| Repeat Forward Spacing | | on Space Bar |



SNAP-ON TYPE—Your new Singer Electric is equipped with a special typebar for Snap-On Type. With Snap-On Type, the typewriter is more versatile to meet special typing requirements. The typewriter comes equipped with one Snap-On Type slug and corresponding Key Cap installed. The following additional Snap-On Type Kits are available at your Singer Center to meet your needs: Engineering, International, Mathematical, Medical, Popular Greek and Spanish-American. Each Kit contains four Snap-On Type slugs (8 characters) plus the corresponding Key Caps.

To remove Type: While holding the Snap-On Typebar in rest position, press the type slug forward, lifting up and off the typebar with your thumb and forefinger.

To replace Type: Slip the type slug over the end of the typebar and push slightly forward and downward until engaged.

Caution: Be careful when removing or replacing Snap-On Type not to twist or bend the typebar. The type slug will slide on and off with a minimum of effort when properly positioned.

PROPER CARE OF YOUR TYPEWRITER—When the machine is not in use, place it in the carrying case. Use a dry line-free cloth to dust off the exterior parts at regular intervals. Lift the Ribbon Spool Cover off to brush away any dust or erasure grit that accumulates on the typing segment. Move the carriage to the extreme right and left and wipe off the exposed parts of the carriage rails. Remove the platen and brush out any dirt. Clean the feed rolls and platen with a cloth moistened with a platen cleaner or alcohol. Clean the type faces with a brush and type cleaner. Before and after cutting stencils, clean your type, platen and feed rolls.

NOTE—Oiling of the typewriter should be done only by a typewriter technician. If your typewriter does not operate, check to be sure the cord is plugged in securely in the outlet and the switch is turned on. If typebars operate but do not print, make sure your Ribbon Color Selector is not in stencil position.

Also, note that your typewriter serial number is stamped on the machine frame directly under the right Ribbon Spool Holder. It is a good idea to record this number for use in ordering supplies or in identifying your machine should it be lost or stolen.

SERVICE—Your new SINGER Electric Typewriter, with proper care, will give you years of excellent service. However, should it ever need repairs or adjustments, please contact the SINGER Representative from whom you purchased it, or your nearest SINGER CENTER.



GUARANTEE

This SINGER* typewriter is guaranteed for FIVE years from date of purchase as new from THE SINGER COMPANY or any SINGER Approved Dealer. If defective, parts will be repaired or replaced without charge except for labor.

In addition, during the first 90 days of ownership, any necessary adjustments or repairs will be made without charge for parts and labor.

This guarantee does not include servicing required as a result of accident, misuse or neglect and does not cover motor, rubber parts, ribbons or cleaning. Parts will be repaired or replaced by the Company.

Should servicing be required during the guarantee period, take the typewriter along with your original sales agreement to a SINGER CENTER to obtain the benefits of this guarantee.

T H E S I N G E R C O M P A N Y