MEDALLION CARRYING CASE

This handsome luggage-style carrying case assures maximum protection for the typewriter, smart convenience for the traveler. The unique paper storage envelope is another Golden Shield exclusive. The carrying case is equipped with an automatic locking feature that insures positive latching of the machine any time the case is closed. To remove your typewriter from the case, push the “control tab” up (located under the bottom portion of the case latch), and raising the front of the typewriter, pull forward from the holding cleats at the rear of the case.

TO REMOVE SHIPPING WIRE — There is a tag on the Shift Shipping Wire that gives the simple removal procedure. Note carefully how the Wire is located to steady the Typebar Segment Shift for the rigors of shipping so you can put it back in place if you want to reship your typewriter.
HOW TO USE YOUR GOLDEN SHIELD MEDALLION PORTABLE

INSERTING PAPER
When inserting paper, hold it lightly in the left hand and place the left hand edge of the paper against the Paper Guide, allowing the bottom to drop evenly along the back of the platen. Turn the Right Platen Knob until the paper appears in front of the platen. The feed is so accurate it should require no straightening.

The paper as it appears in front of the platen should be fed under the Paper Bail. For best results space the rubber Bail Rolls evenly along the paper and be sure they’re down snug on the paper before typing.

To aid in inserting a great number of sheets of paper, exceptionally heavy paper, or should straightening be required, pull forward the Paper Release Lever will release the tension on the paper. Be sure to return the Paper Release Lever back to normal position before typing.

The edge of the Line Indicator is even with the bottom of the writing line. It is used to line up characters with work already on the paper or to determine yse for filling in printed forms. If you wish to continue typing or make corrections on paper that has been taken out of the machine, reinsert the paper and using the Variable Linespace Knob line up exactly the bottom of the writing line with the edge of the Line Indicator. Then freeing your paper with the Paper Release Lever move it slightly right or left until the white line on the Line Indicator is directly centered over a printed character. Return the Variable Linespace Knob and Paper Release Lever to normal positions. Corrections can then be made or typing continued in perfect alignment.

The Retractable Paper Support Arms when raised will hold up your paper allowing you to more easily read what you have already typed.

MARGIN SETTINGS
Golden Shield Quick-set margins are exceptionally convenient and simple to use. After inserting your paper decide exactly where you want your writing line to begin and end. Depress the left margin and slide it so that the red line is directly over the scale reading you have selected for the beginning of your writing line. Do the same with the right margin 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 or move the carriage beyond either margin stop.

LINE SPACING CONTROLS
Your Line Space Adjuster has three clearly marked positions to give you single, double, or triple spacing between lines. The line spacing you select will occur automatically when you return the carriage with the Linespace Lever.

The Line Retainer allows you to turn the platen freely but it remembers your original writing line. Use this by pulling it forward, when you want to type subscripts or exponents. When you desire to change your writing line temporarily. When you wish to return to your original writing line, push the Line Retainer back to its normal position. You can then return the platen to exactly your 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 then turn the platen to the desired writing line. Push the Variable Linespace Knob back in and proceed with your typing.

PAGE GAGE INDICATOR
The Page Gage Indicator is located directly to the left of the platen. Page Gage Indicator accurately indicates in inches the exact amount of typing space remaining at the bottom of a sheet of paper. It will enable you to predetermine your bottom margin and to maintain an even bottom margin on multi-page letters and reports.
The Page Gage Indicator is graduated for paper measuring from 8" to 11" in length. To use, turn the platen until the numeral (green figures) indicating the length of paper you are using is directly over the SET marking. The illustration shows it correctly positioned for 11" paper. Then, insert your paper in the normal manner using the platen knobs. Proceed with your typing as usual. As you near the bottom of the sheet the red numerals at the left of the indicator, as they appear over the END marking, will indicate in inches the exact amount of paper remaining.

Page Gage Indicator is equally effective with other length paper. With a small amount of experimenting you will readily be able to determine the proper setting for any length of paper you are using.

TOUCH SELECTOR

The Touch Selector on your new Medallion portable typewriter is located on the front left side of the machine under the Ribbon Spool Cover. This lever, as it is moved from right to left, will adjust the typewriter from a light to a more firm touch. Place it at the position most comfortable to you.

INTERCHANGEABLE PLATEN

The Golden Shield Medallion is equipped with a cushioned platen which has proved most suitable for normal typing requirements. However, for producing large numbers of carbon copies, consistently cutting stencils, or other work a harder or special application platen may be more suitable. The platen can be removed or changed quickly and easily. First, raise the Paper Ball, then push back on the top edge of the machine tilting back the rear enclosure. Pull out the Variable Linespace Knob. Hold up the Platen Release Latch, then by the right Platen Knob raise the platen up and out of the machine.

The platen is just as easy to replace. Insert it, left end first, with a slow rotating motion until it seats snugly into the left side. Then 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, rear enclosure, and Paper Ball to normal positions.

TABULATION

The tabulator is provided as an aid in moving your carriage quickly and accurately to a predetermined position. Tabulators are used for typing columnar copy such as figures, for setting the date and closing positions on correspondence, for indenting paragraphs and headings quickly and many other time-saving operations.

To set a tabulator stop, squeeze either of the Carriage Release Levers and move the carriage to the position at which you want the stop set and depress the SET key. Repeat to set as many different stops across the paper as you desire. To tabulate, depress the TAB key and the carriage will move to the first stop set. To go to the next stop, again depress the TAB key.

To clear an individual stop, tabulate to that stop position and depress the CLEAR key. To clear all stops, return the carriage to the extreme right and depress the CLEAR key and the TAB key simultaneously.
RIBBON COLOR SELECTOR

The Ribbon Color Selector is located on the keyboard just to the right of the top row of keys. When the lever is in the upper position opposite the black field the upper portion of the ribbon will print. In the lower position opposite the red field, the lower or red portion of the ribbon will print. Use the center position for cutting stencils. In this position the ribbon is not used and type bars leave no inked impression.

TO CHANGE YOUR RIBBON

You will find replacing the ribbon on the Medallion portable quick and easy if you follow the following instructions.

A. Remove ribbon from Ribbon Vibrator as follows: Hold ribbon with fingers on both sides of Ribbon Vibrator. Squeeze ribbon down to bottom of the Ribbon Vibrator. Pushing back toward the platen, lift ribbon up and out.

B. Open Ribbon Spool Cover and remove both ribbon spools from machine. Remove used ribbon from one spool and retain this spool.

C. 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 this spool until metal eyelet is covered. Put this spool in left hand cup, seating it fully. Ribbon must wind to and from the back of each spool.

D. Drop ribbon into slot of each ribbon actuator, located directly adjacent to each ribbon spool cup. Thread the ribbon through the Ribbon Vibrator as follows: Place ribbon behind Ribbon Vibrator and slip lower edge of ribbon into lower ribbon Vibrator loops. Squeeze ribbon down into lower loops and then straighten so upper edge of ribbon enters upper loops of Vibrator. Pull ribbon a little to the right and left to be sure it is correctly threaded. Take up slack in ribbon by turning spool.
CHECK POINTS FOR OPERATION
If typebars operate but do not print, make sure your Ribbon Color Selector is not in Stencil Position.

CARE OF YOUR MEDALLION
Your new Golden Shield is a precision writing instrument. It has been designed to withstand constant normal usage. Ordinary care will preserve its beautiful finish indefinitely. When not in use replace the machine in its case. Regularly use a dry lint-free cloth to dust off all exterior parts. Stains can be removed by rubbing gently with a damp cloth. Depending on frequency of use, periodically clean the face of the type with a bristle brush or approved type cleaner. Work carefully, heavy pressure is never necessary to clean type, regardless of kind of type cleaner used. Lift the ribbon cover and brush off any erasure grit or dust that has accumulated on the segment. Move the carriage all the way to the right and then to the left and wipe off the exposed parts of the carriage rails. Clean the platen with a cloth moistened with a platen cleaner or alcohol.

NOTE: After cutting stencils always clean your type, platen and feed rolls. Oiling of this typewriter should be done only by a typewriter serviceman.

TO REPLACE MEDALLION IN CASE

TO REPLACE MEDALLION IN CASE
Replacing the typewriter in the case is swift and simple. Holding the typewriter with the front slightly elevated, place the rear of the typewriter so that the cleats in the back of the case enter the slots in the typewriter. Lower the front into position. Center the carriage with the aid of the carriage release lever. Closing the case automatically locks the machine securely in place for traveling.