PLATE C
SHOWING PLATEN ROLL REMOVED FROM MACHINE

PLATE D
SHOWING TOP VIEW OF MACHINE, PLATEN ROLL REMOVED
PLATE
SHOWING REAR OF MACHINE

NOTE.—The toggle joints connect the type bars with the key stems and each bearing should be kept lightly oiled at all times. A little oil applied once a month is usually sufficient.

THE SMITH PREMIER TYPEWRITER
MODEL No. 10

Is so very simple in its construction and operation that the following brief description and instructions should make its mechanism and use quickly understood.

To successfully and rapidly operate any machine the user, whether beginner or expert, should understand perfectly the purposes of the different parts.

BY RIGHT OR LEFT SIDE OF MACHINE, IS MEANT THE SIDE TO YOUR RIGHT OR LEFT AS YOU FACE THE KEYBOARD
INSTRUCTIONS FOR OPERATING

The Smith Premier Typewriter

MODEL No. 10

PLACING THE MACHINE

The machine should always rest evenly on its four rubber feet, whether on a table or in a typewriter cabinet. If in the latter it should be attached to the cabinet securely by means of the two cabinet bolts which are supplied with the machine. These pass upward through the cabinet baseboard into the side plates of the machine.

INSERTING THE PAPER

Place paper evenly between the Paper Table (Plate A, No. 1) and the Platen Roll (Plate A, No. 2). Roll it into desired position by twirling toward the rear the Platen Knobs (Plate A, No. 3) at either end of the Platen Roll. The paper should pass under the swinging Paper Fingers (Plate A, No. 4), so adjusted that the Rubber Rolls (Plate A, No. 4a) of the Paper Fingers rest at least their full width on the edges of the paper. This holds the paper firmly after it leaves the Paper Feed Rolls of the Platen and makes certain, perfectly straight writing even to the very lower edge of the paper.

ADJUSTING AND REMOVING THE PAPER

To adjust the paper, press forward the Paper Release Lever (Plates A and B, No. 15) and position the paper at will. To remove the paper, press forward the Paper Release Lever and draw the paper out.

PRINTING POINT

All type strike the platen at a common point through the opening in the Ribbon Vibrator (Plate A, No. 7), and one line space above the double scale (Plate A, No. 5). Locate the writing line by a few moments’ practice, setting at upper edge of scale and spacing up one line.
THE CARRIAGE AND ITS MOVEMENTS

The line of writing desired having been obtained, press either Carriage Release Lever (Plate A, No. 10) and move the carriage at will to any point on the line desired. The Carriage moves to the left by operating the keys or Space Bar (Plate A, No. 8). The approaching end of the line is indicated by the bell, followed by the automatic locking of the keys, by means of the Line Locking device. If more writing is desired on that line, press the Line Lock Release Key (Plate A, No. 9), whereupon a few more characters can be printed.

The Carriage is returned to the right by use of the Carriage Return Lever (Plate A, No. 6), which at the same time advances the paper one line space.

LINE SPACING

Provision is made for three choices of line spacing: single, double or triple. When the Line Space Lever Pin (Plate B, No. 11) is inserted in the rear of the three holes made to receive it, single line spacing results; when in the center hole double line spacing results, and when in the front hole, triple line spacing results.

For variable spacing (for writing on ruled paper, interlineating or when extra wide or irregular spacing is required), by pressing in and holding the Push Button (Plate B, No. 12), projecting from the center of the right hand Platen Knob, the Platen may be turned and the paper brought forward or back to the exact point desired.

SIMPLICITY IN WRITING

On the Smith Premier Typewriter each key has its own character, there being no shift keys to confuse the operator. The paper being in position and the line spacing mechanism set as required, all that is necessary is to strike the keys spelling out the words, striking capitals or small letters as needed and the Space Bar (Plate A, No. 8) after each word.

BACK SPACING

If an omission is made, if it is desired to rewrite a character or to insert a character when an erasure has been made, etc., the Carriage may be set back, one space at a time, by pressing the Back Space Key (Plate A, No. 13). This device saves removing the hands from the keyboard to set the Carriage for an omission and makes for speed.

ERASURES

To correct an error, first rock the Platen back by pressing the Concave Thumb Piece (Plate A, No. 14) with the thumb or forefinger of the left hand and erase with the right. This brings the writing line away from the machine, and presents a firm and convenient erasing surface. It is not
necessary either to move the Carriage, turn the Platen roll or disturb the paper in any way as is required in other front stroke machines.

For erasing on carbon copies, throw back the swinging Paper Fingers, releasing the original writing, and proceed as above.

Eraser dust falls to the rear and away from all mechanism through the naturally formed Top Plate Chute.

THE REMOVABLE PLATEN

The Platen, with complete feeding mechanism (Plate C) is removable and interchangeable, as on other Smith Premier models. This feature permits the removal of the Platen without disturbing the original and carbon copies, or in any wise displacing the work, a very great convenience in case it is necessary to interrupt the work in hand to write a telegram or other urgent matter. An extra Platen should be at hand for this purpose. To remove the Platen, rock it backwards, raise the right end slightly and draw it from the machine. To return the Platen reverse the operation, first inserting the Pin (Plate C, No. 16) on the left end of the Platen Cradle, into the hole (Plate D, No. 17) on the inside of the left Carriage Frame, when the Platen will drop into position. A few minutes’ practice will make the operation extremely easy. Do not press forward the Paper Release Lever (Plates A and B, No. 15) when replacing or rocking the Platen. Should it inadvertently be done, rock the Platen back by pressing the Concave Thumb Piece (Plate A, No. 14), when the Release Lever will spring back into its proper place.

CLEANING THE TYPE

The type should be kept clean. Best work will result only through clean type. A special type cleaning brush accompanies each machine, though any brush may be used. Pass this brush lightly over the type crosswise of the bars. When type are much filled a "jabbing" motion quickly clears the letters.

MARGIN REGULATOR AND MARGIN RELEASE

The Swinging Rack (Plates E and B, No. 18) carrying the Margin Regulator Stops (Plates E and B, No. 19) is graduated to correspond with the Scale (Plate A, No. 5). Swing the Rack forward into position shown in Plate B; press the Milled Finger Pieces (Plates E and B, No. 20) of the Margin Stops and easily move the Stops to the desired point. The value of the Swinging Rack is that it may be brought over the paper table for convenience in setting the Stops, and the operator does not need to change his writing position nor reach nor bend over the rear of the machine to set the Stops. Before operating the machine the Rack should be swung clear back into its proper place at the rear of the machine. The Right Hand Margin Regulator (regulating the right margin) operates the Line Lock and the Bell. When the Right Margin Regulator engages the Line Locking device all keys become locked and the printing mechanism is stopped. This prevents operating beyond the edge
of the paper, and the locking of the keys prevents the writing of one character over another, which would occur if the Carriage was stopped and the keys were not locked automatically.

By pressing the Margin Release Key (Plate A, No. 9) the Line Lock is released and additional characters can be printed.

The Left Margin Regulator Stop regulates the left margin. Annotations, Indexing or other writing may be placed within the left margin, by holding down the Margin Release Lever (Plate A, No. 9) and moving the Carriage to bring the writing point to the desired place.

**INTERCHANGEABLE CARRIAGES**

The Carriage may be quickly removed and one of different length substituted on Model No. 10. This is a most desirable feature in a typewriter and one not heretofore satisfactorily provided except on our Model No. 9. To remove the Carriage, move the Carriage slightly to the left as in Plate B. Remove the Right Screw (Plate B, No. 22) in the Carriage Bed Rail. Then move the Carriage an equal distance to the Right, exposing the Left Bed Rail Screw (Plate A, No. 22), and remove it. Lift off the Carriage including the Bed Rail. To substitute another Carriage, reverse the operation, replacing the Left Screw first.

**REVERSING MOVEMENT OF RIBBON**

The movement of the ribbon is progressive and the ribbon reverses automatically in the operation of the machine, winding from one spool to the other without attention from the operator. Its movement may be reversed at any time by hand by sliding the Knurled Collar (Plates A, E and F, No. 23) on the spool shaft to the right or left. The ribbon may be wound on the spools by turning the Winding Crank (Plates A, E and F, No. 25).

**CHANGING THE RIBBON**

Ribbons with one or two colors may be used on this machine. All machines are furnished with a two-color ribbon one-half Purple Copy, one-half Red Copy, unless otherwise ordered. It is well before changing the ribbon on any typewriter for the first time to note carefully how it is arranged on the spools, and how threaded through the machine; also the method of fastening. By taking this precaution little difficulty need be experienced in changing or inserting ribbons.

*Before changing or inserting ribbon, remove the platen from the machine.*

**TO REMOVE THE RIBBON**

Wind the ribbon on to the Right Hand Spool (Plates E and F, No. 24) by means of the Winding Crank until the Left Hand Spool (Plates E and F, No. 26) is nearly empty, holding down with the right hand the Ribbon Reverse Controller (Plates E and F, No. 21). A gentle pull of the ribbon
will release it from the Left Hand Spool. Revolve the Right Hand Spool, winding the balance of
the ribbon on to it. (If Spool be revolved by the Winding Crank, the Ribbon Reverse Controller
should be held down until ribbon is entirely wound on Right Spool). The same procedure should
be observed if the operation is reversed, and it is desired to wind entire ribbon on Left Spool.

Remove the Right Hand Spool by pulling sufficiently to the right the Spool Shaft Knob (Plates
E and F, No. 27), whereupon the Right Hand Ribbon Spool with its contents may be removed
from the machine and a new ribbon inserted.

TO INSERT A RIBBON

All ribbons supplied by the Smith Premier Typewriter Company for use on the No. 10 Smith
Premier typewriter, are wound upon regular machine spools. One of these spools with the new ribbon
upon it can be quickly and easily inserted in place of an old spool, thus entirely avoiding the soiling
of the hands in the tedious operation of winding the ribbon off and on.*

To replace a ribbon, it is only necessary to wind the worn ribbon upon the right-hand spool, and
remove it; in its place insert the new spool—taking care to have the ratchet teeth on flange of
the spool toward the left; this done, thread the new ribbon through the vibrating frame by inserting
the end from the rear through the opening in the top plate and under the carriage, passing it up over
the right end of the nickedel ribbon vibrating shaft (No. 28, Plates D and F), taking care in case a
two-color ribbon is used that the red edge is toward the right of the machine. Pass the ribbon
under the lower right side of the ribbon vibrating frame (No. 39, Plates D and F) (the vibrator frame
may be lifted slightly to facilitate this operation), then through the diagonal Right Ribbon Guide
(No. 41, Plate G) from the front; thence back of the guide to the left, and forward through the
Diagonal Left Ribbon Guide (No. 42, Plate G). The slots in the Diagonal Guides (Nos. 41 and 42,
Plate G) permit passing the ribbon into the diagonal guides by inserting the edge of the ribbon
successively through these slots, which is an easier operation than trying to pass the end of the ribbon
through the guides. Pass the ribbon downward under the lower left side of the ribbon Vibrating
Frame (No. 40, Plates D and F) in a manner corresponding to the preceding operation, taking care
not to twist the ribbon. Pass the ribbon over the nickedel vibrating shaft down to the drum of the
Left Ribbon Spool, and push the end of the ribbon into the slot in the drum of that spool (use the
ribbon tool provided with the machine, or a penknife, or other thin dull implement), holding the left
spool firmly with the left hand while inserting the end of the ribbon. The drum of each spool contains
a spring clip which grips the end of the ribbon when inserted in the slot.

The direction of feed of the ribbon can be reversed at any time by pressing the Collar (No. 23,
Plates A, E and F) to the right or left, as required. The ribbon having been inserted and the proper
direction of feed established, no further attention is required until the ribbon is worn out, as it
automatically reverses itself when either end is reached.

*NOTE.—If a ribbon is used other than one furnished on the regular Smith Premier machine spool, it can be inserted in a manner
similar to that indicated above (after removing the worn ribbon); but it is, of course, necessary to wind the new ribbon upon one of the
machine spools. Except for the removal of the worn ribbon and the winding of the new one upon the spool, the operation of inserting the
ribbon is similar to that with the regular Smith Premier ribbon. Ribbons furnished by the Smith Premier Typewriter Co. on their prepared
spools, at no extra cost, do not require this operation, but are ready for use immediately the ribbon is properly attached to the left hand
spool, and the right hand ribbon spool, with ribbon on it, inserted in the machine.
PLATE F
ILLUSTRATION FROM REAR OF MACHINE, PARTS CUT AWAY, TO SHOW METHOD OF THREADING AND FASTENING RIBBON

PLATE G
ILLUSTRATION FROM FRONT OF MACHINE, SHOWING METHOD OF THREADING RIBBON THROUGH THE RIBBON VIBRATOR GUIDES
USING TWO-COLOR RIBBON

One or two-color ribbons may be used on this machine. The ribbon having been put in the machine as indicated in the preceding paragraph, to bring the purple or upper portion of the ribbon into writing position, press the Color Key (Plate A, No. 29) located on the upper left corner of the keyboard so that the Pointer (Plate A, No. 30) will point to black on the Chart (Plate A, No. 31). To bring the red or lower portion of the ribbon into writing position, press the same key so that the Pointer will indicate red on the Chart.

MIMEOGRAPH OR NEOSTYLE STENCIL CUTTING

Press down the Pointer (Plate A, No. 30) as far as possible so that the Pointer will indicate white on the Chart. This action withdraws the ribbon from the field of writing, permitting the type to strike directly on the tissue covering the stencil paper. When the stencil has been cut, press the Color Key (Plate A, No. 29), which will return the Pointer to black on the Chart, thus placing the upper portion of the ribbon again in position for writing.

CARRIAGE TENSION

Owing to the peculiarly rapid escapement mechanism of Model No. 10, the Carriage operates best under a light tension, as compared with other machines. Should it be desired to increase the Carriage Tension, it may be done by inserting a small coin (Plate E, No. 32) and turning to the right. To decrease the tension, vibrate the Tension Reducing Lever (Plate E, No. 33).

THE SCALE AND POINTER

The Pointer (Plates B and D, No. 34) is located one inch to the right of the printing point. It indicates on the lower scale (Plates B and C, No. 35) the corresponding number which at the moment is at the printing point on the upper scale (Plates B and C, No. 36). Illustration—The Pointer indicates 0 on the lower scale; the upper scale indicates 0 at the printing point; the Pointer indicates 10 on the lower scale; the upper scale indicates 10 at the printing point, etc., etc.

COLUMN FINDER

The Column Finder offers a means of setting the Carriage quickly at any one of four column positions by a single depression of a key. This device works in such a manner that the Carriage may be jumped from any position to any required column either toward the right or the left.

The Swinging Frame (Plates B and E, No. 18) at the back of the Carriage has a graduated Rack (Plates B and E, No. 43) upon which are four adjustable Column Stops (Plates B and E, No. 44). The Stops are of two varieties, one having the numerals 1 and 2 on its opposite sides, the other bearing the numerals 3 and 4. When the Stops have been properly set to correspond with the
required column positions the Carriage may be instantly brought to any desired column by use of the four numbered Column Finder Keys (Plates A, B and D, No. 45) at the right of the Keyboard.

**TO SET THE STOPS**—Swing the Frame (Plates B and E, No. 18) up over the platen as shown in Plate B and place one of the Stops numbered 1 and 2 on the graduated Rack at the first stopping position from left to right desired, taking care that the Stop is so placed as to show the figure 1 when viewed from the left. Locate the second column position with a similar Stop, which latter must be set so as to show figure 2 from left. In a similar manner locate the third and fourth columns, taking care that the Stop for the third column is placed so as to show the figure 3 toward the left of the machine and the Stop for the fourth column to show the figure 4 toward the left of the machine. Be sure that the Stops are pushed down completely to place on the Rack. Throw the Frame clear back to normal position, return Carriage to extreme right, and the device is set for use.

**TO OPERATE THE COLUMN FINDER**—Press down the Column Finder Key corresponding to the column desired and hold depressed until the Carriage comes to a stop. If the Carriage has already passed the desired column depress the corresponding Column Key, returning the Carriage at the same time from left to right firmly against the Stop, taking care to remove the hand from the Carriage before releasing the key. The Carriage will lock in the correct position and the Column Finder Key may then be released.

The Rack (Plates B and E, No. 43) is reversible so that two sets of stops may be set up to correspond with different forms used in the machine. One side of the Rack is lettered "A," the other "B." To reverse, turn Thumb Piece (Plates B and E, No. 46) at either end of Rack.

The Column Finder Device in addition to its tabulating and Column finding functions is also most useful for indentations, paragraphing, addresses, signatures, etc., etc.

As an illustration, a Stop can be set, for instance, for the date, another for the address, another for paragraphing, and another for the signature.

**DECIMAL TABULATOR**

Machines equipped with the Decimal Tabulator have a row of ten denominational keys (Plates A, B and D, No. 47) located at the top of the Keyboard. Reading from right to left these keys represent decimal point, units, tens, hundreds, thousands, tens of thousands, hundreds of thousands and so on up to hundred millions. The series of connected Plungers (Plate E, No. 48) at the back of the machine engage the adjustable Column Stops (Plate B and E, No. 44) forming part of the Column Finder device.

The Stops are set on the Rack (Plates B and E, No. 43) for the columns desired as already indicated in the description covering the operation of the Column Finder, and
when so set correspond with the position occupied by the decimal points in the several columns.

The Decimal Tabulator may be used in the ordinary manner by depressing the Tabulator Key representing the denomination of the highest figure in the amount to be written (units, tens, hundreds, thousands, tens of thousands, etc.), which allows the Carriage to move automatically and come to rest in the first succeeding column at the point for writing the first figure in the amount desired.

**EXAMPLE**—To write “270” in the first column, return the Carriage to the extreme right and press the “100” Tabulator Key (the third to the left of decimal point) representing hundreds. The Carriage will stop in proper position for writing the figure “2” of the 270. To write “35000” in the first column, see that the Carriage is at the extreme right, then press the red Tabulator Key “10” (the fifth to the left of the decimal point) representing tens of thousands, and Carriage will stop in proper position for writing the figure “3” of the 35000.

When it is desired to skip a column and write an amount in some column to the right thereof, the first figure position may be obtained by simultaneously pressing the Tabulator Key representing the highest figure position and the Column Finder Key indicating the desired Column. The Carriage will automatically move to the desired Column and stop in position for the writing of the first figure in the amount desired.

**EXAMPLE**—Suppose the Tabulator Stops are set at 10, 25, 40 and 60 on the Tabulator Rack; they then indicate that decimal points will print at those numbers as indicated on the Upper Scale on the front of the machine. To write “100” in the first column, first see that the Carriage is at the extreme right. Then press “100” Tabulator Key, representing hundreds, when the Carriage will automatically move to the desired point; then write 100. If it is then desired to write “1000” in the second column, press the red “1” Key, representing unit thousands, and the Carriage will assume the proper place. If it is desired to skip the third column and write “10” in the fourth column, hold down simultaneously the “10” Tabulator Key, indicating tens, and the Column Finder Key “4” indicating fourth column, and the Carriage will move to the proper point.

In listing a single column of figures it is unnecessary to return the Carriage outside that particular column for each entry. The Tabulator Key, indicating the denomination of the highest figure in the amount to be written, may be held down and the Carriage pulled to the right firmly against the Stop where it locks. Upon releasing the Key the amount may be written.

For instance, the first figure of a column, say “20,” has been written, and it is desired to list “40,” “3,000” and “200” in the same column with it. Place the right hand on the Carriage Return Lever as if to return it; depress the Tabulator Key representing tens, return the Carriage firmly against the Stop, line space and remove the hand from the Carriage Return Lever. Then release Tabulator Key and machine is in position to write “40.” For the “3,000,” repeat the operation, except to use red Tabulator Key representing thousands. Proceed in a similar way for the “200,” except to use the white Tabulator Key representing hundreds.