THE SMITH PREMIER

MANUFACTURED AT

SYRACUSE, N.Y. U.S.A.

Methods of Operating and Instructions.
Directions for Using The Smith Premier Typewriter.

IN ORDER to become an accurate and rapid operator on the Smith Premier Typewriter, or any other writing machine, it is necessary to become familiar with its mechanism and thoroughly understand the use of its various parts.

With this view we give the following instructions, hoping that all persons who wish to become good operators will not proceed with the "word exercises" until they have mastered the first pages of this book.

General Instructions.

POSITION.

Assume an upright, easy position, directly in front of the machine, with the fore-arm on a level with the key board, using the arms and fingers in the manipulation of the typewriter.

Strike the keys quickly and evenly with the proper fingers, taking care not to strike two keys at the same time.

MOVING THE CARRIAGE.

Draw the carriage with the thumb only by means of the line space lever (K, page 5). The carriage moves easily and it is unnecessary to expend much physical force in the operation.
WHEN it is desired to inspect the writing, take hold of the projecting platen shaft at either end of the carriage with the thumb and forefinger of either hand, and pull the shaft forward (not violently) until the work appears above the scale. By pushing the shaft back, the platen will resume its printing position.
A. Platen Release.  
B. Line Space Regulator.  
C. Middle Paper Finger.  
D. Oil Hole.  
E. Margin Regulator.  
F. Margin Stop.  
G. Carriage Release.  
H. Ribbon Spool.  
I. Key Tension.  
J. Carriage Tension.  
K. Line Space Lever.  
L. Type Bar Hanger.  
M. Index and Scale Pointer.  
N. Platen Ways.

A. The Platen Release is used in inserting and releasing paper; also in moving platen roller to correct errors.

B. The Line Space Regulator is used in making single or double line spacing. On former machines it is under the pawl which revolves the platen, and when forward is in position for single line spacing. On the later machines it is on the bar connecting the line space lever (K, page 5,) with the poppet. For single spacing move it toward the back.

C. Middle Paper Finger is used to guide the paper in inserting it; and also in holding envelopes firmly in place while directing them, by slightly pressing it backward against the envelope.

D. The Oil Hole is used in oiling feed pawl shaft. This should be done every time the machine is oiled.

E. The Margin Regulator is used in making a margin to the left of the paper, as in legal work. Set the carriage at the desired point on the scale, then push the regulator (E, page 5,) to the left until it rests against the margin stop on the rocker (F, page 5,) If a marginal note or annotation is required, press the release lever (G, page 5,) and push the carriage as far to the right as desired. Then write the required words, and by releasing the lever (G) the carriage will stop at the margin at which it is set.
To place the Regulator in its former position, press the lever (6, page 9,) toward the left, which disengages its teeth from the rail at the back of the machine, and push the carriage to the right until the index is at zero on the scale.

F. The Margin Stop is the projection on the rocker at the forward edge of the ratchet bar to which the margin regulator (E, page 5,) is pushed in order to regulate margins at the left of the paper.

G. The Carriage Release is used in moving the carriage to any position upon the scale and stopping the same at any desired place. This is accomplished by depressing the lever (G, page 5,) at the left front of the carriage by the thumb.

H. The Ribbon Spool Pawl is used when thrown in contact with the teeth of the ribbon spool to feed the ribbon from left to right or vice versa. Before attempting to put either pawl in working position, remember to run the carriage down to No. 70 on the scale; then raise pawl, putting it in proper position. Never put both pawls in feeding order at the same time. Many times operators discern a heavy, unnatural sound while running the machine, which indicates that the ribbon is taut owing to both pawls being in contact with the ribbon spool.

I. The Key Tension is used in increasing or decreasing the tension of the keys. Turn the thumb screw (I, page 5,) toward the front of the machine to increase the tension, and toward the rear to decrease it.

J. The Carriage Tension is used to increase or diminish the tension of the carriage. By turning the crank towards the right the tension is increased, and in the opposite direction decreased. Don't turn more than five or six times either way.
K. The Line Space Lever is used in drawing the carriage back at the finish of each line of printing, and to automatically turn the platen for the next line. As before stated, use the thumb only in drawing the carriage. It is necessary to use the hand only when the platen is to be moved backward or forward without drawing the carriage.

L. The Type Bar Hangers, arranged in circular position around the top of the basket, are used in the manipulation of the keys; and being exposed, erasures may accumulate upon them and in time impede the action of the machine; they should be brushed well every morning when oiling the machine, and oiled in their bearings about once a month if machine is used constantly.

M. The Index or Scale Pointer is used to indicate the place of beginning, or finishing, or inserting an omitted letter upon the paper.

N. The Platen Ways upon which the rod of the platen roller rests should be kept oiled,

INSERTING THE PAPER.

1. Insert the sheet of paper between the paper apron (4, page 9,) and platen with the left hand edge of the sheet projecting beyond the end of the platen about one-eighth inch (in order to readily discover when the end of the sheet is reached,) then turn the platen roller by hand or with the line space lever (K, page 5,) slightly; then depress the middle paper finger (C, page 9,) and turn the platen until the paper takes its proper position.

2. Insert the paper between the paper apron and platen, then press platen release (A, page 5,) slightly with the thumb of right hand, at the same time depress the middle paper
finger, (C, page 9,) with forefinger of left hand, and turn the platen with remaining fingers of left hand, until the paper is in position for printing.

Either of the above are highly recommended.

Much difficulty is experienced, by beginners particularly, in producing work not running parallel with the paper, caused by careless inserting. Before commencing to write, see that the edge of the paper is parallel with either the scale or the ends of the steel bands of the paper apron. Observe this closely each time before commencing to write.

REMOVING THE PAPER.

To remove the paper, press the paper apron (4, page 9,) in the center slightly forward, which releases the paper feed mechanism, and the work can be easily withdrawn; or slightly press the platen release (A, page 5,) releasing the same as above and withdraw the paper.

THE PLATEN.

When it is desired to remove the platen to put on a ribbon, clean the type, or for any other purpose, pull the platen shaft partially forward with both hands, and then raise it off from its ways, when it will readily unhook and can be easily removed.

By reversing this operation the platen can be quickly replaced.

CORRECTING ERRORS.

The printing point is always indicated by the index (M, page 5). For correcting errors move the carriage until the letter to be re-printed is opposite the index (M,) return the platen after erasing to printing position, and insert the desired letters.
1. Thumb Nut.  
2. Lug on Disc.  
3. Locking Clamp.  
10. Ball Grooves—Oil there.  
C. Middle Paper Finger.  
H. Ribbon Spool Pawl.  
J. Ribbon Spool Crank  
N. Platen Ways.

1. The Thumb Nut is used in regulating the lug when it is desired to shorten the line of writing.
2. The Lug on Dics is used to regulate any desired margin to the left of the machine, by unscrewing the lug downward in a circular direction, until it comes in contact with, and raises the clamp as far as it will go. The alarm will then be adjusted in the same relative proportion to the desired margin, as when in position for full writing.

When it is desired to reset this locking mechanism to print a full line, loosen the thumb nut (1) and run the carriage to the left as far as it will go, tighten the thumb nut (1) and the machine will then write the full length of the scale.

3. The Locking Clamp is used in locking the mechanism of the machine when adjusting the right-hand margins.

4. The Paper Apron is used as a holder for the paper, to prevent its coming in contact with the oiled parts of the machine.

6. The Margin Regulator Release is used to release the margin regulator (E, page 5,) to produce any desired margin on the left of the paper.

10. The Ball Grooves are the grooves in the front of the front rail and back of the rear rail, through which the carriage travels. These grooves should be kept cleaned and well oiled.

J. The Ribbon Spool Crank is used when putting on a new ribbon, in winding the ribbon upon the right hand spool until the stub on the left hand spool comes to the top of the machine.
EXTRA CHARACTERS.

For the numerals one and naught, use the lower case "1" and capital "0."

The exclamation point is made by holding down the space key and striking the apostrophe and period keys.

The character for cents can be made by striking "c" with the "/" over the same.

Feet and inches can be designated by the apostrophe (') and quotation (") marks.

Fractions are made by striking the numerator, then the oblique dash, then the denominator. Example: 1/2, 3/4, 7/8.

OILING THE MACHINE.

Oil should be applied to the ways (N, page 9,) on which the platen axle slides when the platen is turned forward to inspect the writing.

A little oil should be applied from time to time to the ball grooves (10, page 9).

Also to feed the pawl shaft, through the hole (D, page 5,) and occasionally to the ribbon spool shafts.

It is a good plan to occasionally oil the type bar bearings.

It is best in all cases to use a fine quality of watch oil, such as The Smith Premier Typewriter Oil, as the machine will then never become gummed or sticky from its use.

Before oiling wipe off from all accessible parts any accumulation of oil and dirt.
CLEANING THE TYPE.

The type of any typewriter should be cleaned at least daily, and sometimes oftener, with a new ribbon.
This is best accomplished in this machine by setting the carriage down to 70, which will throw the ribbon over to the front side of the machine; then drawing the platen forward, as for inspection of writing, and attach the brush crank (which accompanies the machine) to turn the brush wheel located below the type at the bottom of the "basket." Then turn the crank in opposite direction to the hands of a watch until the brush passes upwards beyond the upper row of type, then reverse the motion and turn the brush until it resumes its former position below the type bar. Be careful not to press on the keys.

TO CHANGE THE RIBBON.

With the release of lever (G, page 5,) run the carriage down to No. 70 on the scale, then remove the platen from the machine, and with the crank (J, page 9,) on the rear of the machine, wind the ribbon upon the right hand spool until the stub on the left hand spool comes to the top of the machine. The ribbon may then be unpinched from the stub and reeled off.

Then attach the ribbon as before to the stub of the right hand spool and turn the crank (J, page 9,) in the direction of the hands of a watch, until the ribbon is wound upon the spool. The ribbon must come up on the inside of the spools in order to feed properly. Then attach the other end of the ribbon to the stub on the left hand spool. Place the left hand pawl (H, page 9,) in contact with the notches of the ribbon spool. The ribbon will then feed from right to left.

Care should be taken that only one of these pawls be in engagement with the respective spool at the same time.

If both pawls should be in engagement at the same time, their action would be to feed the ribbon in both directions, and would either tear the ribbon apart or stop the operation of the machine.

The direction of the feed of the ribbon may be at any time reversed by running the carriage down to 70 on the scale and throwing out one pawl and throwing the other into engagement with its spool; the ribbon feeding towards the spool which is in engagement with its pawl.
We Trust You Will Investigate Our Improvements.

The Phenomenal Success of the

Smith Premier Typewriter

Is the most substantial proof of its superiority.

It has been on the market for three years and during that time the sales have exceeded 27,000, of which 12,000 have been sold during the past year.

The full value of these figures lies in the fact that the machines have all been sold in the United States, and that the sales would have been largely increased had the manufacturing capacity been equal to the demand.

In July the Smith Premier Typewriter Company commenced an addition 60x130 feet, eight stories high, to their already large factory. This building is finished and the Smith Premier Typewriter Company now has the largest and most completely equipped typewriter factory in the world, employing over eight hundred men and with an output of from eighty to one hundred machines a day.

The continued success of the Smith Premier Typewriter and the firm hold it has obtained with users of writing machines are easily accounted for. It possesses merits far ahead of its competitors. It is the only successful attempt at overcoming the faults that used to be looked upon as inherent to typewriters. Greater skill has been shown in its design and mechanical construction than has ever before been brought to bear upon this industry.

It is unnecessary to mention the points of superiority possessed by the Smith Premier Typewriter as it is now so well known. Its record of success is its best recommendation. When it was put on the market rivals said it would not wear; that its improvements were myths and that disaster would overtake the enterprise. Time has shown them wrong in every particular and has proved that the Smith Premier is the best and strongest typewriter ever invented, and to-day it stands far ahead of all competitors.

Important Changes Made.
Reliable, Durable, Rapid, Easy Running.

Qualities Necessary.

The first desideratum in a typewriter is, that it shall do good work at the highest practicable speed.

Second. It must be constructed of such materials and in such a manner that it will continue to do good and rapid work for a sufficient length of time to make it a profitable investment.

Third. It must operate so easily that it may be run a full day without excessive fatigue.

Fourth. It must be simple in construction and not liable to temporary derangement.

Fifth. Its operation must be easily learned, and require as few motions as possible.

Sixth. Its type must be easily cleaned, as good work is impossible when the type are filled or gummed with ink.

Seventh. Its ribbon, if it has one, must have a reliable feeding mechanism which will bring the whole surface of the ribbon in contact with the type with as little attention as possible.

The above are essentials, and the machine which in the highest degree excels in these particulars is, in our opinion, the most desirable to use, the most profitable to buy, and the most readily sold. In the production of the Smith Premier we have tried to make it conform essentially to all the features enumerated above, as will be fully set forth in their respective descriptions in this catalogue.

Excellent Material and Workmanship.
This illustration is furnished to assist the operator in learning the keyboard.
End View of Keyboard — Full Size.
A Trial Demonstrates All We Claim.

The Keyboard.

The keyboard of the typewriter is the medium through which it is guided and impelled to do the bidding of the operator. It is evident then that it is of the utmost importance that the keyboard should be as convenient as possible—that any key may be struck instantly—that any character may be put upon the paper with the least possible effort. By referring to the plan of the keyboard of our machine, it will be noticed that it has 76 character keys arranged in straight rows in all directions; that the shape of the keyboard is a regular rectangle, and that the lower-case keys are white, while the upper-case letters, numerals, and character keys are black. The capital letter or upper-case keys are arranged identically the same as the lower-case, so that only one set of keys has to be learned, removing the only objection that has been persistently urged to a machine having a full complement of keys. Other machines have a series of levers, made of wood, arranged side by side, with each key attached to a particular lever, which has made it impossible for other makers to produce a keyboard with the admirable arrangement which we have adopted. We believe that our arrangement of the keyboard will be appreciated by operators, as

No Wooden Levers, No Shift Keys.
Its Durability Plainly Surpasses Any Other.

with it any character that the machine will make can be printed at a single stroke, and with confidence that it will be in its proper position. The keys have celluloid tops screwed upon a steel disc, which is riveted to a steel stem, and will never become loose. The characters are inlaid in the keys, are thoroughly durable, and present a very fine appearance. We use two space keys, so that either hand may be employed in spacing.

The Ribbon Feed.

Our ribbon feed is a radical departure from old methods. We use a compound feed which feeds a ribbon 1\(\frac{1}{2}\) inches wide squarely across its width at each line of printing. When the carriage is drawn back to commence another line, the ribbon is drawn lengthwise about the width of one type, consequently the entire surface is used. The time required to transfer or feed the ribbon from one spool to the other is from two to four days of continuous writing. By thus using the entire surface of the ribbon, the center is not hammered more than the edges, which is the cause of the ribbon curling on other writing machines, and the color of the written sheets is kept uniform.

The Most Compact, Best Made.
The Rocking Shaft Mechanism.

The mechanism for transmitting the power from the key to the type-bar is entirely different from anything ever used on any other typewriter, and is pre-eminently superior to any other device ever invented for the purpose. It makes it possible to arrange the keys in straight rows in all directions; it also makes it possible to arrange the upper-case or capital letter keys, in exact duplication of the lower-case or small letter keys; also makes it possible to use steel in the place of wood, as is practiced by other manufacturers. It is the most scientific manner for transmitting power. It is the most durable arrangement possible, and we invite special inspection to this prominent feature of our writing machine. We also call your attention to the fact that each key of this machine has the same leverage as every other key, which is not the case with any other mechanism used for the purpose. It is the only arrangement yet known whereby it would be possible to make a double case type-bar machine with a full complement of keys in as compact form as in this typewriter, and it does not necessitate superfluous room either in front or in the rear of the machine.

Most Perfect Machine in the World.
For Speed it is Unequaled.

1. Key with Stem.  2. Rock Shaft.  3. Connecting Rod or Wire.  4. Type Bar.  A and B, Conical Bearings, 1½ inches apart.

Requires Less Movements to Operate.

The Rocking Shaft Mechanism.
Manifestly Superior Features.

Figure 3. This Cut Represents the Process of Cleaning the Type.

Investigate the Cleaning Device.
The Best Writer Made.

The Type Cleaning Device.

This Cut shows the Brush Wheel removed from the Machine, and also the Crank for operating it.

We wish to call special attention to the cleaning device used only on our machine. This device is a radical departure in the typewriting art, and it will be found to be the greatest labor-saving invention which has been applied to typewriters since their introduction. The cleaning of the type of a type-bar machine is the most laborious and disagreeable work pertaining to its use, consequently they are run many times without cleaning, to the detriment of clean-cut

The Only Uniform Stroke Type-Bar Machine.
work. With this device it is the work of but a few seconds to clean the entire set of type perfectly. The work may be left in the machine, and by drawing the platen forward and introducing the crank, as in Figure 3, all the type may be brushed simultaneously by turning the crank a few turns in both directions, with no soiling of the hands, or any of the annoyance which follows the old process of benzine and tooth-brush application. The type-bars of our machine, in their normal position, form a circle, with the type facing inward. Just below is located the brush, which is fitted with a threaded shaft, and upon being turned with a detachable crank, as shown in Figure 3, rises up in contact with the type, and brushes the entire set. When the brush is in its normal position it is below and entirely out of the way of the type-bars in writing.

**Locking Mechanism.**

We desire to call attention to another feature peculiar to our machine. At five letters from the end of the line the alarm-bell rings as in other typewriters; the machine will then print five more letters or characters, when the entire system of keys is locked, and no more impressions can be made on the same line. This prevents blotting the last word by striking several letters one upon the other and ruining an otherwise perfect page.

*Competitors Must Improve in Order to Equal It.*
Has Many Advantages Over any Other on the Market.

**Line Spacing Mechanism.**

The line space mechanism is different from others and more convenient. The lever for drawing the carriage back projects forward and downward, and is attached to a rock shaft which runs backward through the carriage frame. At the other end of the rock shaft is a pawl, which engages with the annular ratchet-wheel on the end of the platen. When taking hold of the lever and drawing the carriage back to commence a new line, the shaft is rocked and the pawl at its end turns the platen automatically a single or double line space, as may be desired, thus reducing the number of motions required in manipulating the carriage.

![Image](image.png)

*Figure 4. The above Cut shows the Platen with its Attachments removed from the Machine.*

In offices where both manifolding and correspondence are produced on the same machine, we recommend our No. 1 machine complete with hard and soft platen, as one platen can be removed and another substituted instantly, which makes it the best machine for manifolding and correspondence yet produced.

*Manifolding Unexcelled by Any Other.*
We Trust You Will Investigate Our Improvements.

Printing Mechanism.

The printing mechanism of the typewriter is the foundation on which its success or its failure depends. Any machine, however perfect the remainder of its parts may be, or how carefully it is manufactured, or how finely it is finished, if defective so far as its printing mechanism is concerned, will be a source of annoyance to its owner or user and to those who are compelled to decipher its work.

By far the more successful printing mechanism for typewriters consists of a series of type-bars arranged in a circle, with type attached to their free ends, and so pivoted that they will all strike at a common printing point.

Such arrangement has the merit of simplicity, ease of operation, and rapidity, but owing to the inefficiency of the support of its type-bars, the alignment has been far from perfect after having been subjected to steady work for any considerable time. However, its advantages overbalance this defect to such an extent that it has been successfully manufactured and used; but to those who have made the improvement of the typewriter a study, this one defect has received a large amount of thought, and many inventions have been made and patented to overcome it. This would be a very simple matter if it was not for the fact that friction must be almost entirely eliminated, and many devices have been made which work almost perfectly under favorable conditions and fail entirely when slightly gummed by oil or clogged by dust, corrosion, or any of the numerous causes, known or unknown, which prevent its successful operation.

Corrections Easily and Surely Made.
Feared by Competitors, Consequently Maligned.

A series of type-bars mounted upon pivots meet the requirements of an easy running and rapid mechanism; and the shorter the type-bar and the greater the distance between the bearings, the more accurately they will strike after becoming worn; besides, the shorter bar will work more rapidly and with greater ease. With the old construction the length of the bar is determined by the number of bars to be used in the circle, as the circle (of which the bar is the radius) must be large enough to receive all the bars, consequently the distance between the bearings or pivots of the type-bars could be no greater than the circumference of the circle divided by the number of bars arranged around that circle.

The printing mechanism of our typewriter, while consisting of a series of type-bars distributed in a circle and pivoted to strike at a common printing point, is otherwise very different from anything heretofore used, and a careful examination must convince any one of its superiority. The type-bars are mounted on hardened steel conical bearings $1\frac{5}{8}$ inches apart, as compared with $\frac{1}{4}$ to $\frac{3}{8}$ of an inch in other machines, making $4\frac{3}{4}$ times wider bearings than its nearest competitor, while its type-bar is the shortest ever used on a double case machine. With the old arrangement, a series of type-bars, 76 in number, with bearings as wide apart as those in our machine, would require a type-bar ring over 39 inches in diameter, with type-bars $19\frac{1}{2}$ inches in length, while with our arrangement the bars are but $2\frac{1}{2}$ inches in length. With this short bar, with its bearings so far apart, the wear of years of steady use should not materially affect its alignment; but if it should, the user, with no other tools than a screwdriver, can eliminate all looseness occasioned by wear.

Easily Regulated for High Speed.
Serious Faults Overcome.

The Carriage.

The carriage of this machine is entirely different from others, as it cannot be raised as in the older machines. The platen, with its paper feeding mechanism, is on an auxiliary frame or cradle, which is mounted on the carriage frame, and may be instantly detached from the machine, and another, which is harder for manifolding, may be quickly substituted.

The carriage is mounted upon hardened steel balls [a] [a] [a], running in grooves in the steel rails and inside the carriage frame, which makes a practically frictionless bearing, while holding it perfectly rigid against side motion. Means are provided for taking up any wear that may occur, which insures the carriage traveling in a perfect line.

Handsomest and Easiest Running.
Its Merits are Plainly Seen.

Description of the Scale.

We use a single scale, instead of the double as on other machines. In correcting an error with the old method it is necessary to first note its position on the under scale; then set the carriage by the front scale at a corresponding number and strike the proper key. With our machine, should an error occur, it appears directly over the scale. The carriage may then be moved until the point for correction is opposite the index, or pointer, when by returning the platen to the writing position, as in Figure 1, and striking the proper key, the error is quickly and surely corrected without the bother of the auxiliary scale.

Style of Type for No. 1 Machine.

A B C D E F G H I J  A B C D E F G H I J  A B C D E F G H I J
abc def g hi j abc def g hi j abc def g hi j

No. 1.  No. 2.  No. 3.

A B C D E F G H I J  A B C D E F G H I J
A B C D E F G H I J  abc def g hi j

No. 4.  No. 5.

No. 1 is a sample of medium Roman, a general favorite for business or professional men. No. 2, Italic. No. 3, large Roman condensed, a favorite type for clergymen and public speakers. No. 4, Gothic. No. 5, large Roman, used by telegraphers, clergymen, and public speakers. No. 1 is always sent unless otherwise ordered.

Keys All Locked at the End of the Line.
Its Merits and Durability Warrant the Price Asked.

PRICE LIST
OF THE
Smith Premier Typewriter.

Machine, Complete, with One Platen, ....... $95.00
Machine, with Base-board and Cover, ....... 97.50
Machine, with Base-board, Cover, and Stand, .... 100.00
Extra Platens, Hard or Soft, each, ....... 5.00

* Hard Platens are for Heavy Manifold Work.

All Machines are equipped with Soft Platen and Indelible Copying Ribbon, unless otherwise ordered.

Smith Premier Drop Cabinets.

Made of best Quartered Oak, Black Walnut, or Cherry. All flat top mounted on casters.

No. 15—Four Drawers, ....... $25.00
No. 16—Eight Drawers, ....... 30.00
No. 017—Roll Top, ....... 50.00

When ordering, state kind of wood desired.

Our Cabinets are not surpassed by any others made. Very finely finished and have drop mechanism that will not easily get out of order. Easy to operate. Self-locking drawers. Duplicate keys.
The
Smith Premier
Typewriter

WAS ADOPTED BY THE
Associated Press of the State of New York,

JULY, 1890, AND RE-ADOPTED
(AFTER ONE YEAR'S SERVICE) JUNE, 1891,
AT A BOARD MEETING,
TO THE EXCLUSION OF ALL OTHER
WRITING MACHINES,
TO BE USED IN THEIR TELEGRAPHIC
SERVICE,
TO TAKE DISPATCHES DIRECT
FROM THE WIRE.
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