

SERVICE AND OPERATING INSTRUCTIONS



TABULATOR PORTABLE TYPEWRITER

MODEL NO. 603.10

This is the model number of your Tower Portable Typewriter. It will be found on a plate attached to the back of the Portable Typewriter. Always mention this model number and the serial number of your typewriter, which is located on the frame immediately to the rear of the left hand ribbon spool, when communicating with us regarding the typewriter.

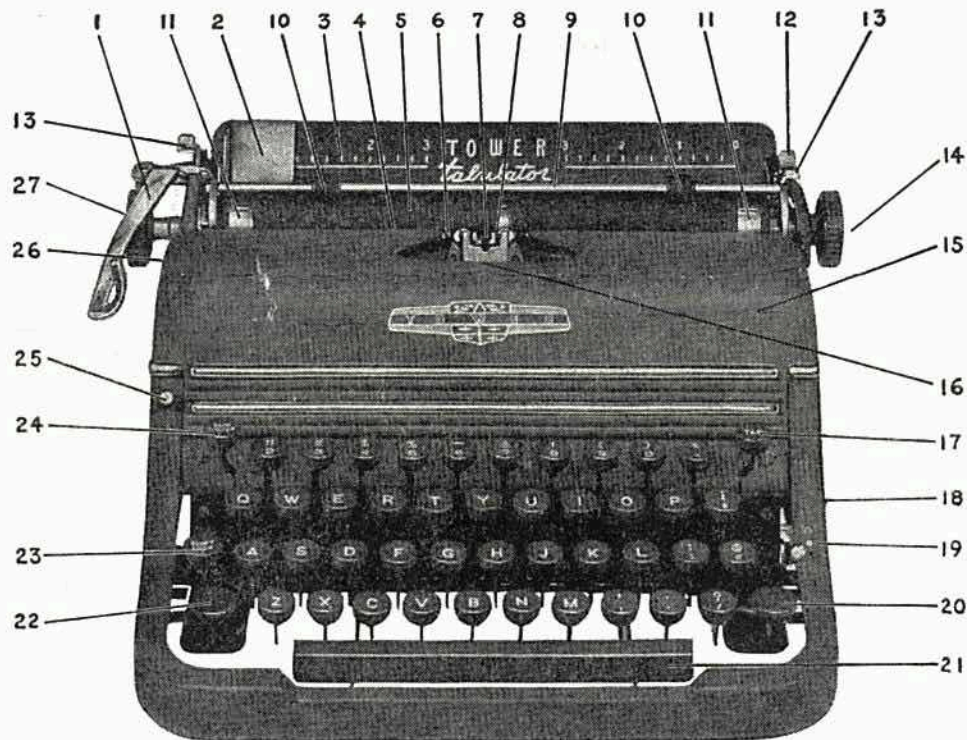
IF YOUR TOWER PORTABLE TYPEWRITER NEEDS SERVICE AND REPAIR

Deliver to any Sears retail or mail order store, who will have the typewriter serviced for you. If it is necessary to ship the Portable Typewriter, carefully follow the packing instructions shown on page 5.

This list is valuable. It will assure your being able to obtain proper service at all times. We suggest you keep it with other valuable papers.

SEARS, ROEBUCK AND CO.

You are now the proud owner of a Tower Tabulator Portable Typewriter. Proper use and care will add to your enjoyment of ownership. We suggest you read the instructions carefully.



HOW TO USE THE TOWER TABULATOR PORTABLE TYPEWRITER

1. LINE SPACE LEVER—Spaces paper for new line of writing and returns Carriage.
2. LATERAL PAPER GUIDE—to assist in maintaining an even margin. Can be moved horizontally.
3. PAPER TABLE—Tilted back when setting Marginal Stops, or Tabulator Stops.
4. PAPER SCALE—For aligning paper and is located two spaces below line of writing.
5. CYLINDER—Rubber roller.
6. LINE FINDER SCALE—Indicates line of writing. Used for making corrections and setting to lines.
7. TYPE BAR GUIDE
8. RIBBON CARRIER—Raises Ribbon to printing point.

9. PAPER BAIL—holds paper smoothly against the cylinder.
10. PAPER BAIL FEED ROLLS—assist in paper feeding. Can be moved horizontally for various paper widths.
11. PAPER FINGERS—Adjustable for various paper widths; these assist in holding paper at outer edges; particularly useful in writing labels, small envelopes, postcards, etc.
12. FEED ROLL RELEASE LEVER—Releases paper for straightening.
13. CARRIAGE RELEASE LEVER—Carriage may be moved freely in either direction when Lever is released.
14. RIGHT HAND CYLINDER KNOB
15. OUTSIDE FRAME COVER—Raised when replacing a Ribbon, (See Changing Ribbons) and when cleaning type.
16. CYLINDER SCALE POINTER—Indicates position of Carriage.
17. TABULATOR KEY—The Tabulator Stops are placed on Marginal Stop Rack at rear of machine. To tabulate for figures in several columns or indent for letter writing, place Tabulator Stops on Rack at numbers where column or indentations are desired. Press Tabulator Key as far as it will go and HOLD IT until Carriage stops. Figures on Stop Rack correspond with figures on Paper Aligning Scale.
18. RIBBON DRIVE SHAFT KNOB—For manually rewinding ribbon.
19. COLOR SELECTING LEVER—Black position writes on upper half of ribbon; red lower half. White on central position for stencil cutting.
20. SHIFT KEY, RIGHT—For writing capital letters.
21. SPACE BAR—Used in spacing between words.
22. SHIFT KEY, LEFT—For writing capital letters.
23. SHIFT LOCK—To lock Carriage on upper case to write all capital letters. Release by pressing Shift Key (left) No. 22.
24. BACK SPACER—To move Carriage one or more spaces to the right.
25. MARGINAL STOP RELEASE BUTTON—Pressing the Release Button allows writing beyond the set limits of Marginal Stops.
26. LINE SPACE ADJUSTING LEVER—Set for single, double or triple spacing between lines.
27. VARIABLE LINE SPACER CYLINDER KNOB—When pulled out, Cylinder can be moved by hand to write on ruled lines or spaces that do not conform to the regular spacing of machine.

CARE

Remember your "Tower" Tabulator Portable is a precision machine and all fine machinery has to be kept in a clean working condition to produce fine results. Always keep the type clean—start the day by using a type brush with stiff bristles to clean all the type faces. Lift up Outside Frame Cover (No. 15) to clean type.

Once a month, oil the carriage rails. Just move the carriage to its extreme ends and then place one drop of oil on the carriage rails. Never oil the bearings of the Type Bars.

INSTRUCTIONS FOR PACKING IN THE EVENT PORTABLE TYPEWRITER HAS TO BE SHIPPED

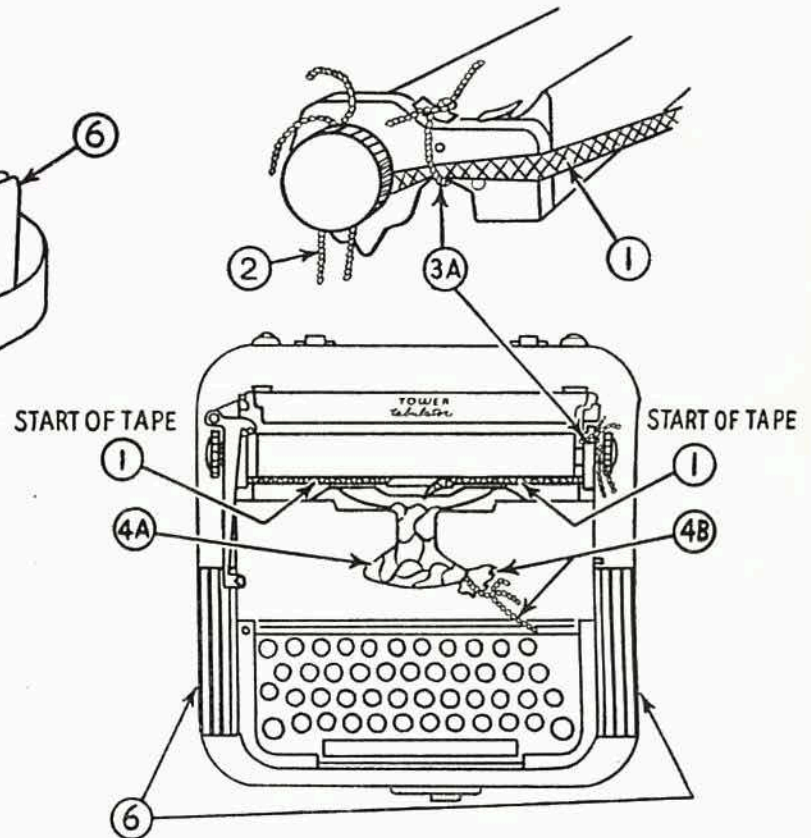
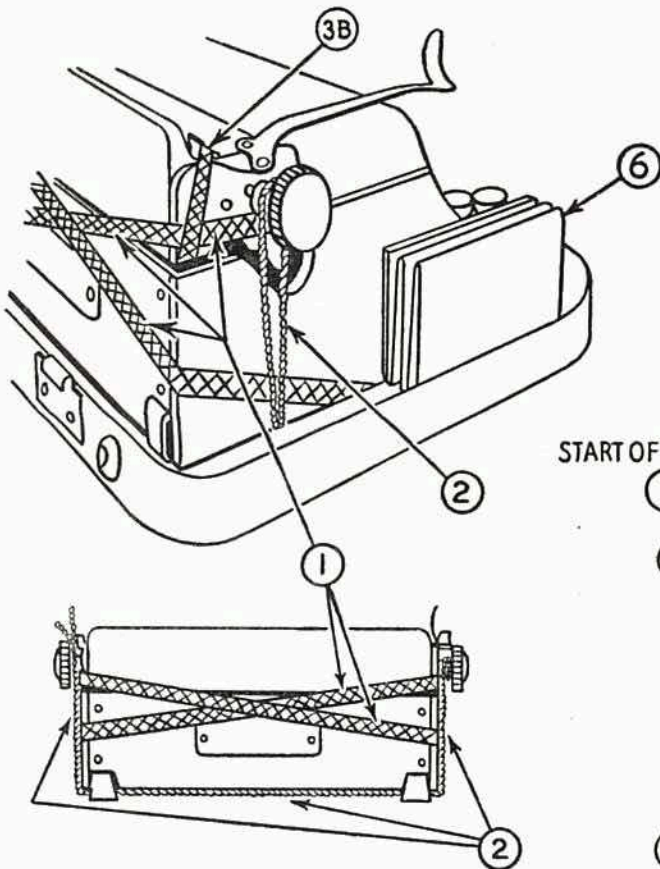
IMPORTANT: SAVE the corrugated paper spring pads.

These are needed for repacking to avoid damage in shipment.

RE-PACKING INSTRUCTIONS

ATTENTION: Steps to be done in the order indicated by numbering.

1. Centralize Carriage—Tape, using two single layers of one-half inch minimum width household adhesive tape (cloth) as indicated.
2. Tie carriage down *firmly* with heavy twine as indicated.
3. Tie down right carriage release lever with twine as indicated—(3A).
Tie down left carriage release lever with cloth adhesive tape as indicated—(3B).
4. Raise top cover and pack wadded tissue paper over type bars as indicated—(4A). Close cover and tie down as indicated at (4B) using twine and passing twine under machine. Protect edges as shown with squares of newspapers.
5. Place machine in carrying case.
6. Place corrugated paper spring pads on both sides of machine as indicated.
7. (A) Close carrying case and lock.
(B) Place carrying case in original shipping container with corrugated spring pads in proper location.
(C) Position carrying case handle away from the lock on the carrying case.
(D) Close shipping carton, seal with gummed paper tape.



CHANGING RIBBONS

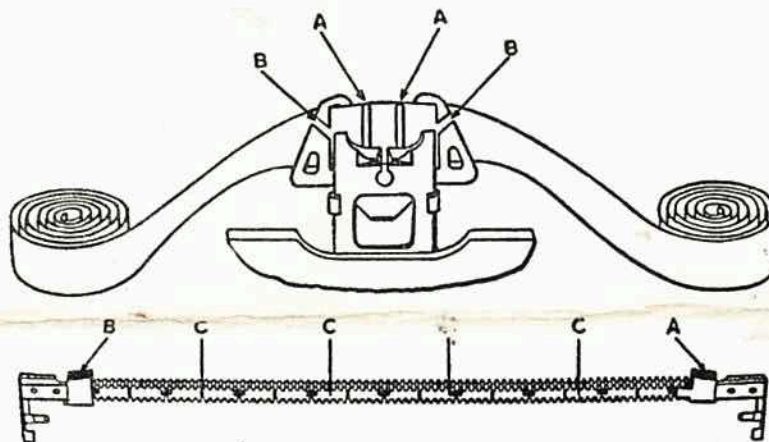
Order "Tower" Portable Typewriter ribbon from your nearest Sears, Roebuck and Co., store. In emergency a standard Underwood typewriter ribbon will serve satisfactorily, as spool construction is similar.

Move the Carriage to the left until Line Space Lever clears side of the machine. Raise Outside Frame Cover (No. 15) by placing finger inside Cover above the word "Tower" and gently lift Cover to upright position.

Wind the ribbon all on one Spool by means of the Ribbon Drive Shaft Knob located on the right side of the machine. Then lift both spools from Ribbon Movement Shaft.

Attach end of new ribbon to empty Spool, and wind it around until the eyelet reaches inside of Spool. Insert Spools on Ribbon Shafts making sure that the pin at side of Ribbon Shaft is in hole in ribbon spool and that ribbon feeds around front of both spools and through the slots in Automatic Ribbon Reverse Arms.

After setting Carriage on Capital Shift, loop the ribbon in back of the two pieces marked "A," on sketch of Ribbon guide, then pass ribbon through slots marked "B" from the front, after which Carriage can be released.



MARGINAL STOPS—Shown above govern the length of the writing line. They are easily reached by tilting the Paper Table back and are moved by pressing against the corrugated sides. The Right Hand Stop (A) as you face the machine, governs the margin at end of line and rings bell. The Left Hand Stop (B) governs the margin at the beginning of line.

TAB STOPS—To set pull off tab stops (C) and replace at desired positions. Numbers correspond to those on Paper Scale (No. 4).