

INSTRUCTIONS FOR USING THE

UNDERWOOD

150

STANDARD TYPEWRITER

with

- TRIPLE TOUCH TUNING for your personal touch
- DIAMOND SET MARGINS see what you set set both margins simultaneously not necessary to move carriage
- GRIT-GUARD SEGMENT insures smooth type bar operation
- ROLLER BEARING CARRIAGE, light, smooth carriage operation

Typewriters ...

ELECTRIC

ACCOUNTING MACHINES
CALCULATORS
SYSTEMS

STANDARD

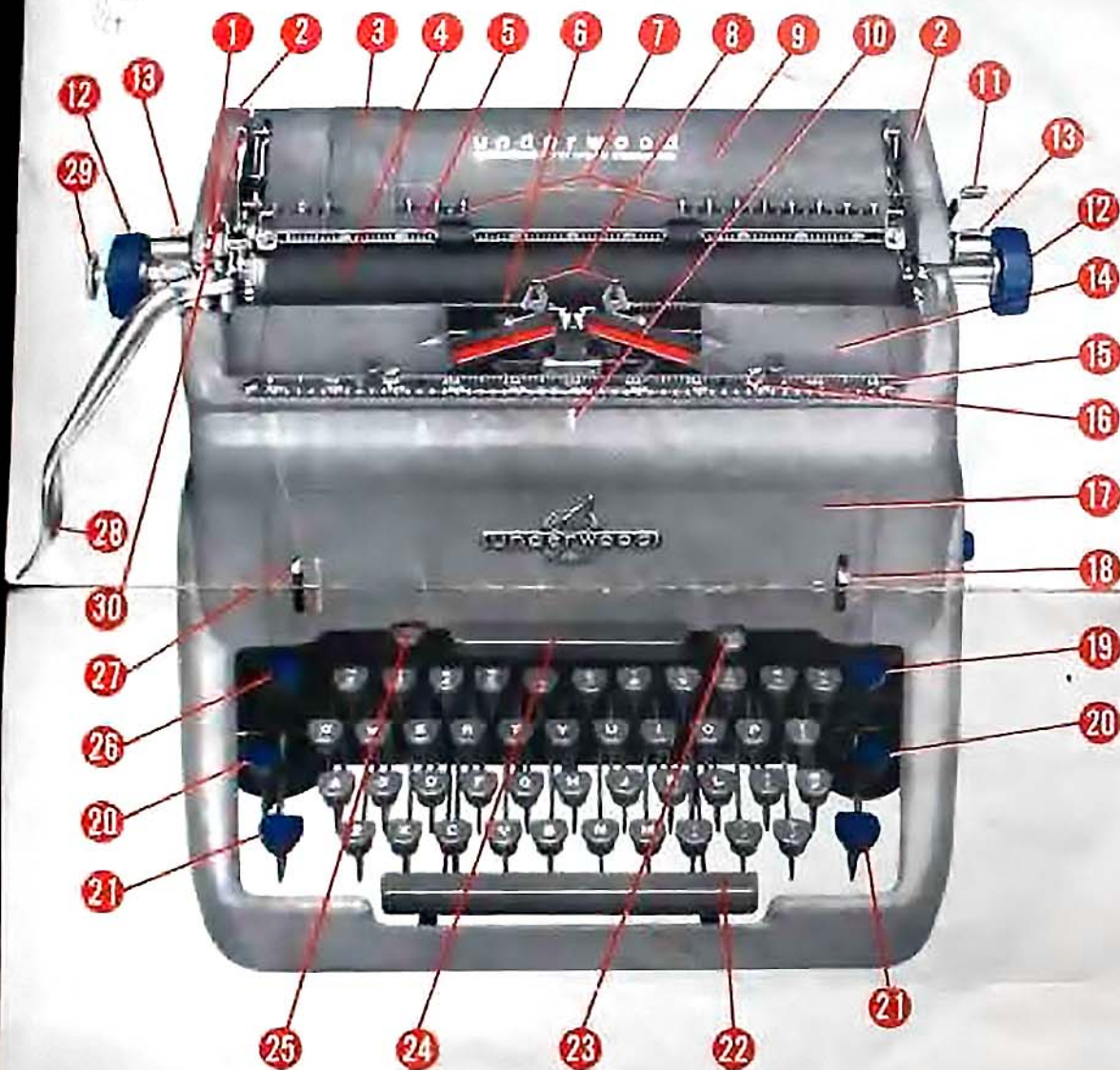
• ADDING MACHINES
• ELECTRONIC COMPUTERS
• CARBON PAPER
• RIBBONS

PORTABLES

• PRINTING
• PUNCH CARD
• SUPPLIES

INSTRUCTIONS FOR USING

THE UNDERWOOD 150 STANDARD TYPEWRITER



- LINE SPACE ADJUSTING LEVER** — For single, double or triple spacing.
- COVER PLATES**, Left and Right — Raise these cover plates and the platen is in a position to be removed (see illustration at bottom for Platen Removal Procedure).
- LATERAL PAPER GUIDE** — Permits feeding paper accurately into typewriter at any desired position.
- PLATEN** — (see illustration at bottom for Platen Removal Procedure).
- PAPER HOLDER BAIL** — Three position: Forward Position for paper insertion; Platen Position to hold copies firmly against platen to eliminate "bulging"; Upright Position to provide access to all copies when erasing. Scale on Bail synchronized with Writing Scale (15).
- ALIGNING SCALES** — Indicate line of writing. Used to align horizontally to any line of writing, and vertically to any character.
- PAPER TABLE CENTERING SCALES** — Used to center paper on Platen. When scale reading at left and right edges of paper is the same, the paper is accurately centered on Platen. Scale reading indicates width of paper in inches.
- CARD HOLDERS** — When placed in vertical position, cards are held against Platen.
- PAPER TABLE** — Rest for paper.
- WRITING POSITION INDICATOR** — Indicates writing position and is used to determine scale readings for Margin and Tabulation setups. Also used when CENTERING TITLES AND HEADINGS.
- PAPER RELEASE LEVER** — When depressed, releases feed roll pressure on paper for removing or aligning the paper.
- PLATEN KNOBS** — Left and Right.
- CARRIAGE RELEASE LEVERS** — Left and Right — To move the Carriage in either direction. Depress lever until Carriage reaches desired position and then release.
- DUST-CAP AND RIBBON SPOOL COVERS** — Raise when changing ribbons. Protect typewriter internally from eraser dust.
- DUAL FRONT SCALE** — The upper half of the scale, **YELLOW**, is the Writing Scale which indicates at a glance the number of character that can be written on a line of writing. The lower half, **WHITE**, is the **TITLE AND HEADING CENTERING SCALE**. To center a heading in text paper using procedure described in No. 7. Move Carriage so that **YELLOW SCALE READING "0"** is opposite Writing Position Indicator (10). Depress Space Bar (22) once for each character and space in heading to be centered. Note **WHITE SCALE READING** at which Carriage is now positioned. Set the Carriage so that the corresponding number on **YELLOW SCALE** is opposite Writing Position Indicator (10). Type the heading and it will be centered accurately.

TO ILLUSTRATE: On an 11" Typewriter with Pica type, 10 spaces to the inch, center

Operate the space bar once for each character and space in the heading. The Carriage will be positioned at 44 on

the **WHITE SCALE**. Move the Carriage to 44 on the **YELLOW SCALE**. Type UNDERWOOD 150 and it will be centered accurately.

- DIAMOND SET MARGINAL STOPS** — The length of the writing line is regulated by the Left and Right Marginal Stops (16). Using the tips of the index fingers of both hands, depress and move the Marginal Stops to desired margin positions. For balanced letters with 5", 6" or 7" writing lines set Marginal Stops at like colored diamonds on the **DUAL FRONT SCALE** (15).
- SWING-CLEAN FRONT PLATE** — A slight finger pressure in back of the plate will cause the front plate to swing down. Type may now be cleaned easily and the front plate serves as a protective shell for the keyboard while you are cleaning type. To restore, swing to closed position.
- RIBBON-SET LEVER** — Blue Position — strikes upper half of ribbon; Red Position — strikes lower half of ribbon; White Position — for writing strength.
- MARGIN RELEASE KEY** — Depress to extend writing line beyond left or right margin position.
- SHIFT KEY LOCKS** — Left and Right — Depress to write all **CAPITALS**. Release by depressing either left or right Shift Key (21).
- SHIFT KEYS** — Left and Right — For writing capital letters.
- SPACE BAR** — For spacing between words.
- TABULATOR STOP SET KEY** — To set a Tabulator Stop, move Carriage to desired position, then depress this Set Key.
- TABULATOR BAR** — Using either Right or Left Hand, depress bar and carriage will move to a position where a Tabulator Stop is set.
- TABULATOR STOP-CLEAR KEY** — To clear all Tabulator Stops move the Carriage to the end of the Writing Line and then depress and hold the Clear Key while returning Carriage. To clear a single Tabulator Stop, tabulate to Stop that is to be cleared and then depress the Clear Key.
- BACK SPACER** — To move Carriage one or more spaces to the right.
- TOUCH TUNING LEVER** — One element of **TRIPLE TOUCH TUNING CONTROL** which permits operator to personalize touch. Seven adjusting positions from "0" to "6".
- LINE SPACE LEVER** — Used to return Carriage and line space paper to new writing line. A short hand travel from guide keys.
- VARIABLE LINE SPACER BUTTON** — When pushed in, Platen is disengaged from line spacing mechanism, and free turning of Platen is possible for typing on ruled forms or aligning to a previously typed line when paper has been reinserted in the machine. Receiving hand from Variable Line Spacer Button re-engages line spacing mechanism, giving normal line spacing from that point on.
- AUTOMATIC LINE FINDER** — When moved forward, free turning of the Platen is possible. This permits writing between lines or at positions other than normal spacing. When moved to normal position, it permits returning precisely to original line of writing.

INTERCHANGEABLE PLATEN



PLATEN REMOVAL

1. Raise Paper Holder Bail (5).
2. Move Line Space Adjusting Lever (1) to Triple Spacing Position.
3. Raise Cover Plates, Left and Right (2).

4. Lift Platen out with Left and Right Hands by means of Platen Knobs, Left and Right (12).

PLATEN INSERTION

To insert Platen, simply reverse procedure. (Make sure Ratchet Pawl is raised for clearance.)

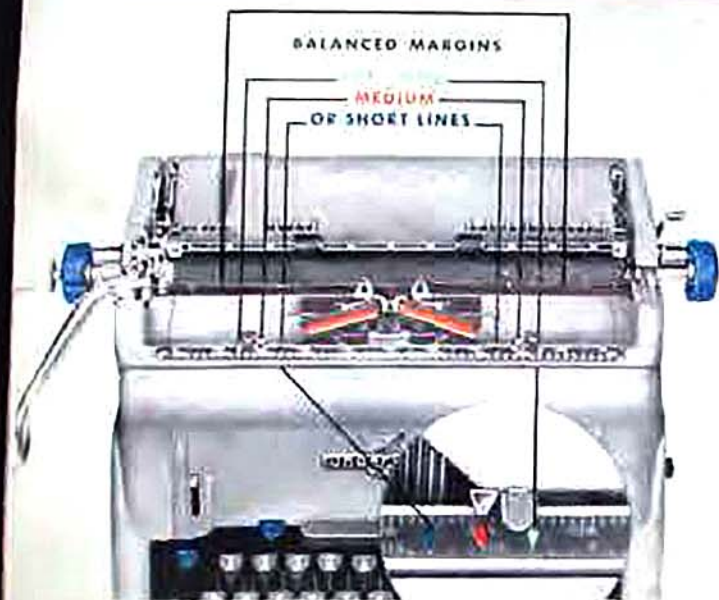


WHY YOU WILL LIKE THE UNDERWOOD 150

150

BALANCED MARGINS

MEDIUM
OR SHORT LINES



THE UNDERWOOD 150 from all angles beautifies any typing station. Glare is eliminated through effective color control. The finish will keep that "BRAND NEW LOOK" because of its hardwearing qualities.

MARGIN SETTING is simplified through the **DIAMOND SET MARGINS** on the **DUAL FRONT SCALES**.

MAXIMUM MACHINE PROTECTION is obtained through the **GRIFF-GUARD SEGMENT - DUST-GUARD RIBBON SPOOL COVERS** and practically **FULL MECHANISM ENCLOSURE**.

TRIPLE-TOUCH-TUNING personalizes your touch on the UNDERWOOD 150—the touch is **CUSTOM-MADE** for you.

Move the carriage on the UNDERWOOD 150 and feel the **LIGHT, SMOOTH CARRIAGE OPERATION** obtained through **ROLLER BEARING ACTION**.

These are but a few points which typify the engineering care in the UNDERWOOD 150 to give you not only these features, but also finer, easier typing to make your job a pleasure.

CARE OF THE UNDERWOOD 150

150

Keep the type clean at all times, using a stiff bristle brush. Underwood Type Cleaner does this easily and quickly.

A small drop of light machine oil on each end of the Carriage Wayrod, each end of the Carriage Raceway and on the Marginal Stop Rack insures smooth Carriage and Marginal Stop movement. Although the machine is well protected against erosures, it is always a good plan to move the carriage to the right or left when erasing. The erosures then fall out of the machine or on the Dust-Guard-Ribbon Spool Covers, which can be brushed off each day.

By far the most popular and efficient method of keeping your UNDERWOOD 150 TYPEWRITER in is through an Annual Maintenance Agreement. Under this plan you pay a fixed charge each year and your machine will receive all the attention and service, by experts, it needs without any worry on your part. For further information about this Maintenance Plan, write or phone your local Underwood Service.

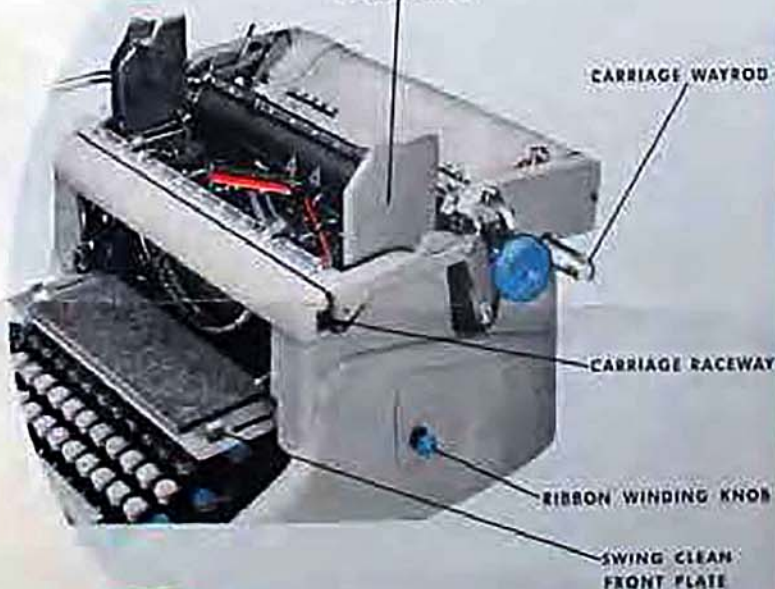
DUST GUARD
RIBBON SPOOL
COVER PLATES

CARRIAGE WAYROD

CARRIAGE RACEWAY

RIBBON WINDING KNOB

SWING CLEAN
FRONT PLATE

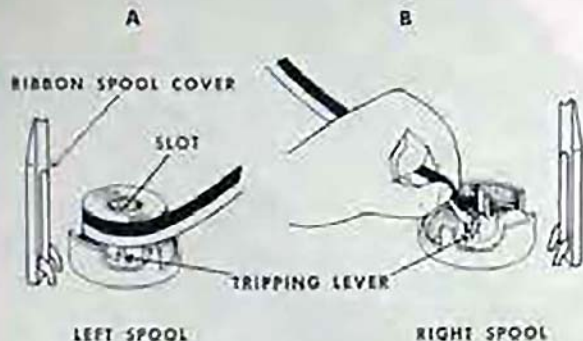


FOR PLEASANT TYPING THE UNDERWOOD

150

HAS BEEN DESIGNED FOR YOU

THESE INSTRUCTIONS MAKE CHANGING RIBBONS EASY



YOUR RIBBON INSTALLATION SHOULD LOOK LIKE THIS.



WHEN ORDERING RIBBONS, SPECIFY
UNDERWOOD 150 CORE SPOOLS

Underwood Limited

UNDERWOOD BUILDING

135 Victoria Street

TORONTO 1, ONTARIO

Branches and Service in all Canadian Cities

1. Wind the old ribbon onto the left spool using the Ribbon Winding Knob - this Knob when pushed in and rotated, winds the ribbon onto the left spool; when pulled out and rotated, winds the ribbon onto the right spool.
2. Raise Ribbon Spool Covers (see illustration).
3. Lower the Ribbon Selector Lever (No. 18) to RED POSITION and raise two adjoining type bars equally to a locked position. This raises the Ribbon Carrier (see illustration) to its highest position and, using the index finger and thumb of each hand you can easily disengage the Ribbon.
4. Lift the Ribbon and Core from the left Spool (A) and lift Ribbon from slot in right ribbon spool (B).
5. Mount the new core over the left spool (A). If it is a two-color ribbon, the black portion is up. The ribbon is mounted as shown under (A) with the slot in the ribbon core directly over the Tripping Lever (A). The Ribbon feeds from the front of the spool to the right.
6. Insert the eyelet of the free end of the ribbon in the slot of the right ribbon spool (B).
7. Take a little slack in the ribbon and place ribbon behind the Ribbon Carrier.
8. Using the index finger and thumb loop ribbon into right and left Ribbon Carrier slots.
9. Tap Ribbon Spool Covers to down positions and press to lock.
10. Turn the Ribbon Winding Knob until the ribbon becomes taut, drop type bars back to rest position and raise Ribbon Selector Lever to black position.

Sales & Service Everywhere