INSTRUCTIONS FOR USING THE

UNDERWOOD

All Electric

TYPEWRITER

• ELECTRIC MARGINS
  set from keyboard

• INTERNAL CUSHIONING
  for quieter operation

UNDERWOOD CORPORATION
One Park Ave., New York 16, N. Y.
Sales and Service Everywhere

TYPEWRITERS • ACCOUNTING MACHINES • ADDING MACHINES
CARBON PAPERS • RIBBONS AND OTHER SUPPLIES
write every letter better on
the most advanced
UNDERWOOD
All Electric Typewriter

The New Underwood All Electric Typewriter gives you All Electric effortless typewriting at its best. Every letter becomes a visual masterpiece—as uniform as a high fidelity printing press.

When multiple copies are required, the Impression Control Dial... at your fingertips... permits varying the type bar pressure for clean-cut, legible copies. It takes no more effort to make as many copies as you need than to type an original. Uniform electrically powered impressions enable you to produce superior stencils and master copies for all forms of reproduction work.

Your Underwood All Electric is INTERNALLY CUSHIONED, in a scientifically designed rubber mounting, to reduce noise and absorb shock of vibration. This type of construction gives machine protection and permits you to work more efficiently in relaxed comfort.

Mechanically, your Underwood All Electric Typewriter is constructed and designed to protect both motor and mechanical parts. The need for a fuse in the circuit is completely eliminated. Consequently, you do not have the annoyance of replacing fuses. The Underwood cord is permanently affixed to the machine. Superior construction throughout is evidenced by the Underwriters’ Laboratories stamp of approval.

With fatigue and nerve strain factors eliminated, peak loads are handled without mental and physical strain—the Underwood All Electric Typewriter does the job with electrical precision.

GET ALL THE UNDERWOOD ADVANTAGES... plus
All Electric Operation!

Here are some of the advanced features with which your New Underwood All Electric is standardly equipped—all KEYBOARD CONTROLLED—to make your typing job easier and to give you maximum efficiency—

ELECTRIC FINGER-FLITE KEYBOARD,
WITH COLOR CONTROL OF FEATURE KEYS
ELECTRIC MARGINS • ELECTRIC SHIFT KEYS
ELECTRIC REPEAT FORWARD SPACER
ELECTRIC REPEAT BACK SPACER
ELECTRIC REPEAT UNDERSORE
ELECTRIC CARRIAGE RETURN BARS
AND LINE SPACER
ELECTRIC TABULATOR - TAB SET AND TAB CLEAR
ELECTRIC SHIFT LOCKS • ELECTRIC SPACE BAR
**Motor Switch Knob**—To operate machine turn Knob to “ON” position. To shut off motor turn Knob to “OFF” position.

**Automatic Line Finder**—When moved back, free turning of the Platen is possible. This permits writing between lines at positions other than regular spacing. When moved to normal position, it permits returning precisely to original line of writing.

**Platen Knobs—Left and Right**

**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 re-inserted in the machine. Removing hand from Variable Line Spacer Button re-engages line spacing mechanism, giving normal line spacing from that point on.

**Carriage Release Levers—Left and Right**—To move the Carriage in either direction. Depress Lever until Carriage reaches desired position and then release.

**Line Space Adjusting Lever**—For single, double or triple line spacing.

**Lateral Paper Guide**—Permits feeding paper into machine accurately at any desired position.

**Platen Latches—Left and Right**—To remove Platen, pull Latches upward. Platen can be lifted from machine. To replace Platen, reverse this simple procedure.

**Aligning Scales**—Indicate line of writing. Permit aligning horizontally to any line of writing, and vertically to any character. Also used for re-aligning paper when necessary.

**Card Holders**—When placed in vertical position, cards are held against Platen.

**Paper Table**

**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.

**Paper Holder Bail**—Three position: Forward for paper insertion; Platen to neatly “iron out” all copies, and Upright to provide sufficient clearance for erasing on all copies.

Top Scale on Bail is Writing Position Scale, synchronized with Carriage Position Scale (32).

Front Scale on Bail is Title and Heading Centering Scale. To center a heading:

(a) Center paper, using Paper Table Centering Scale (12).

(b) Depress Right Carriage Return Bar and Margin Release Key simultaneously so that Carriage Position Indicator (33) is opposite “O” on the Carriage Position Scale (32).

(c) Spell out on Space Bar heading to be centered, depressing Space Bar once for each letter, character and space in the heading.

(d) Note Carriage Position Scale reading and locate same number on Writing Position Scale on top of Paper Bail. Observe number directly below on Heading Centering Scale. Position carriage at corresponding number on the Carriage Position Scale by using either the Electric Repeat Forward Spacer Key or the Electric Repeat Back Spacer Key.

(e) Write heading to be centered.

**Paper Release Lever**—Move Lever forward to release paper.

**Paper Bail Release—Left and Right**—To release Paper Bail from Platen, pull forward. To restore Bail to operating position, push back on release.

**Ribbon Selector Knob**—Turn Knob to any of three positions; with Blue up, Type strike upper portion of ribbon; with Red up, Type strike lower portion of ribbon; with White up, ribbon will not raise (stencil position).

**Ribbon Winding Knob**—Used for winding ribbon on either left or right spool. (See Changing Ribbons.)

**Impression Control Dial**—May be placed at varying positions— from 0 to 18—to give various densities of type bar impressions depending on your application.

**Carriage Return Bars—Left and Right—and Automatic Line Spacer**—When either Bar is depressed, the Carriage will return to the left margin and paper is automatically line spaced. To line space at the left margin, depress Bar once for each desired space.

**Electric Margins—Keyboard Controlled**—To establish the Left Margin: First return carriage with Left or Right Carriage Return Bar. For a shorter writing line, depress Electric Margin Key and Repeat Forward Spacer Key (30) until carriage reaches desired margin position, then release both of these keys and margin is set. For a longer writing line, depress Electric Margin Key, and Repeat Back Spacer Key (29) until carriage reaches desired margin position, then release both of these keys.

To establish the Right Margin: First tabulate to the end of the line. For a shorter writing line, depress Electric Margin Key and Repeat Back Spacer Key (29) until carriage reaches desired margin position, then release both of these keys. For a longer writing line, depress Electric Margin Key, strike Margin Release Key (21) and depress Repeat Forward Spacer Key (30) until carriage reaches desired margin, then release both of these keys.

**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 Shift Key, Left or Right (23).

**Shift Keys—Left and Right**—For writing capital letters.

**Electric Repeat Underscore Key**—Depress and hold for repeat underscoring. Release when carriage reaches desired position. To underscore one space at a time, or for hyphen, strike with staccato stroke, releasing key immediately.

**Tabulator Stop Key**—To set a Tabulator Stop, move Carriage to desired position, then depress the Set Key.

**Tabulator Bar**—Depress Bar and Carriage will move to a position where a Tabulator Stop is set.

**Tabulator Clear Key**—To clear all Tabulator Stops, tabulate to the end of the writing line and then depress 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.

**Space Bar**—For spacing between words.

**Electric Repeat Back Spacer Key**—Depress and hold for repeat back spacing. Release when Carriage reaches desired position. To back space Carriage one space at a time, strike with staccato stroke, releasing key immediately.

**Electric Repeat Forward Spacer Key**—Depress and hold for repeat forward spacing of carriage. Release when carriage reaches desired position.

**Top Cover Knob**—When it is necessary to clean type or change a ribbon, lift Knob upward to raise Top Cover. **Note**: Carriage must be centered and Motor Switch Knob (1) turned to Off position before Top Cover can be raised.

**Carriage Position Scale**—Synchronized with Writing Position Scale on top of Paper Bail. Visible through opening below type guide.

**Carriage Position Indicator**—Pointer at bottom of opening below type guide, indicates exact position of carriage on Carriage Position Scale. Also used for centering titles or headings.

The Underwood All Electric Typewriter is equipped with an interchangeable platen. With bail in upright position, platen can be removed easily and rapidly by simply pulling up the latches (8) and lifting the platen by the knobs.

To replace platen, reverse this simple procedure, first dropping the left side into position, then the right side.

With this convenient feature, the typist can substitute any hardness of platen for manifolding, card-writing, label-writing or any other special typing assignment.
When it is necessary to change ribbons, turn Motor Switch Knob (No. 1) to OFF position, center Carriage, and raise Top Cover to upright position by Top Cover Knob (No. 31). If desired, the Top Cover can be removed by slightly raising the front and pulling the Top Cover forward. Wind the old Ribbon onto the Right-hand Spool with the Ribbon Winding Knob (No. 17). This Knob, when pulled out and rotated, winds the Ribbon onto the Right Spool, when pushed in and rotated, winds the Ribbon onto the Left Spool. When the Ribbon is completely wound onto the Right Spool, you are ready to remove it. The simplest way is to turn the Ribbon Selector Knob (No. 16) to RED position, and raise two adjoining Type Bars up toward the printing point. This raises the Ribbon Carrier to its highest point. Remove Ribbon Spool Covers and disengage the Ribbon from the Ribbon Carrier (see cut lower left) by lifting each side with the first finger and thumb on each hand. Next lift the Ribbon and Core from the Right Spool Shaft (B) and lift Ribbon from slot in Left Ribbon Spool Center (A).

Mount the new Spool over the Right Spool Center (B). If it is a two-color Ribbon, the black portion is up. Make sure that the new Ribbon is mounted as shown in the cut (B) with the Ribbon feeding from the back of the Spool to the left. If the Ribbon is not properly installed, it will not reverse automatically. Make certain that the slot in the Ribbon Core is directly over the Tripping Lever (B). Insert the free end of the Ribbon in the slot of the Left Ribbon Spool Center (A). Take a little slack in the Ribbon and place Ribbon behind the Ribbon Carrier. Make a small loop on each side of the Ribbon with the first finger and thumb and drop these loops over the Prong of the Carrier. Turn the Ribbon Winding Knob until the Ribbon becomes taut, drop Type Bars back into the nest, then replace the Ribbon Spool Covers.

If the Top Cover has been removed from the machine, replace by holding it at the front and forcing the Detent Springs (located underneath the Cover on each side) on the Studs, which are located slightly outward behind the Ribbon Spool Cup. Turn Ribbon Switch to Black, lower Top Cover, and you are ready to write.

This Underwood Electric Typewriter should be serviced by our School Trained Servicemen only. We highly recommend our Maintenance Service which provides inspection, lubrication, correction of adjustments, or parts replacement, at regular intervals. If any service is required between intervals, it is provided without any additional cost.

The operator should keep the type clean at all times, using a stiff bristle brush provided for that purpose. Underwood Type Cleaner does this easily and quickly.

Although the machine is well protected against erasures, it is always a good plan to move the carriage to the right or left when erasing. The erasures then fall on the shields which can be brushed out each day.