

*Instructions for using the*

# UNDERWOOD

CHAMPION TYPEMASTER



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SERVICE TYPEWRITER EXCHANGE

392 HIGH STREET

Dial 6828 HOLYOKE, MASS.

# U n d e r w o o d

Standard, Noiseless and Portable Typewriters—Accounting Machines

UNDERWOOD ELLIOTT FISHER COMPANY

ONE PARK AVENUE

NEW YORK, N. Y.

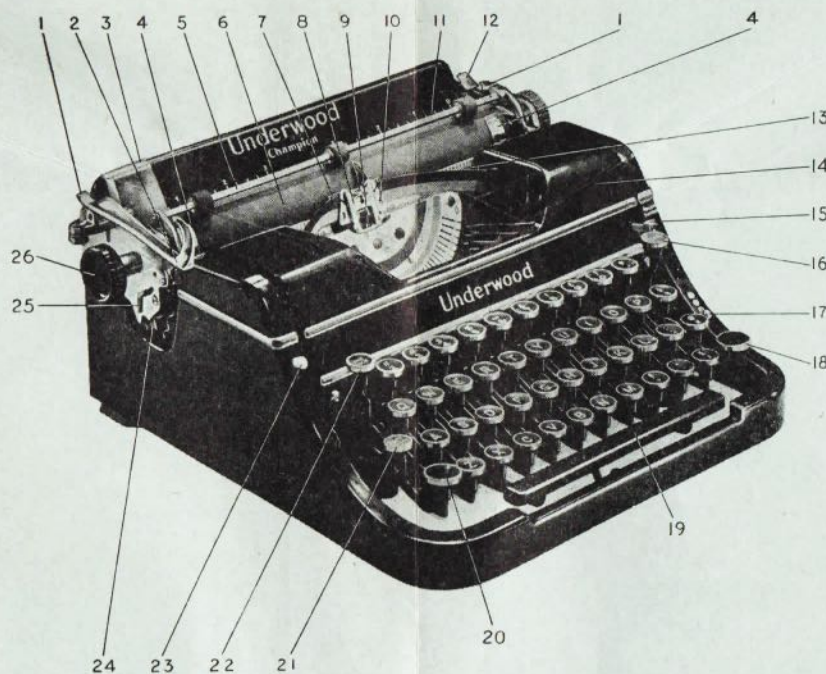
*"Underwood, Elliott-Fisher, Sundstrand—Speed the World's Business"*

*Instructions for using the*

# UNDERWOOD

## CHAMPION TYPEMASTER

TO UNLOCK CARRIAGE—SIMPLY  
MOVE CARRIAGE TO THE RIGHT



### *Centralizing Carriage*

See that the Variable Line Spacer Platen Knob (No. 26) is pressed in, then raise the Carriage Centralizing Lock (No. 24) at left side of Carriage Rail, then depress Carriage Release until Carriage stops, when it will be locked.

1. CARRIAGE RELEASE LEVERS (Right and Left)—Carriage may be moved freely in either direction when Lever is depressed, hold until Carriage reaches desired position.
2. LINE SPACE LEVER—Spaces paper for new line of writing and returns Carriage.
3. LATERAL PAPER GUIDE—To assist in maintaining an even margin. Can be moved horizontally.
4. PAPER FINGERS — One located at each side of Platen for holding paper at sides. Movable for various widths of paper.
5. PAPER BAIL — Holds paper when writing at bottom.
6. PLATEN.
7. LINE FINDER SCALE—Indicates line of writing. Used for making corrections and setting to lines.
8. TYPE BAR GUIDE.
9. CYLINDER SCALE POINTER — Indicates position of Carriage.
10. RIBBON CARRIER—Raises Ribbon to printing point.
11. PAPER CENTERING SCALE (On Paper Table)—To facilitate locating paper centrally in machine.
12. FEED ROLL RELEASE LEVER — Releases paper for straightening.
13. PAPER SCALE—For aligning paper and is located two spaces below line of writing.
14. OUTSIDE FRAME COVER — Raised when replacing a Ribbon. See Changing Ribbons.
15. TOUCH TUNING — Regulates the touch. When lever is at top position the touch is lightest. When at bottom touch is heaviest.

16. 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 Scale.
17. COLOR SELECTING LEVER — Black position writes on upper half of ribbon; red lower half. White on central position for stencil cutting.
18. SHIFT KEY, RIGHT — For writing capital letters.
19. SPACE BAR — Used in spacing between words.
20. SHIFT KEY, LEFT—For writing capital letters.
21. SHIFT LOCK—To lock Carriage on upper case to write all capital letters. Release by pressing Shift Key (left) No. 20.
22. BACK SPACER—To move Carriage one or more spaces to the right.
23. MARGINAL STOP RELEASE BUTTON — Pressing the Release Button allows writing beyond the set limits of Marginal Stops.
24. CARRIAGE CENTRALIZING LOCK — Locks Carriage in central position, before replacing Cover.
25. LINE SPACE ADJUSTING LEVER — Set for single, double or triple spacing between lines.
26. VARIABLE LINE SPACER PLATEN 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.

## Changing Ribbons

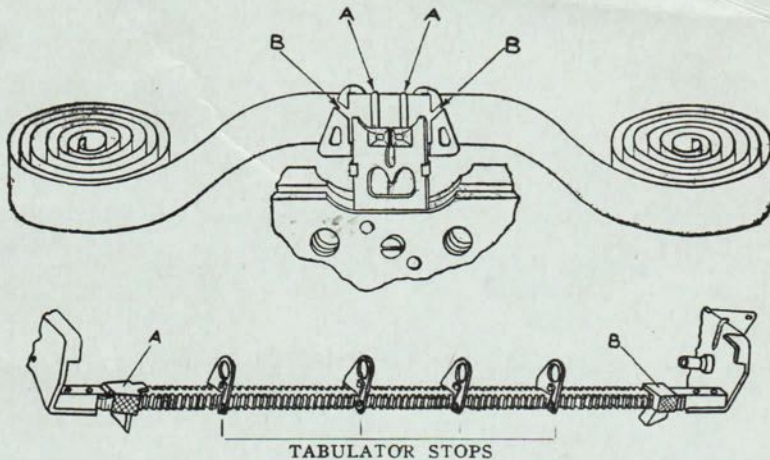
Move the Carriage to the left until Line Space Lever clears side of the machine. Raise Outside Frame Cover (No. 14) by placing finger inside Cover above the word "Underwood" and gently lift Cover to upright position.

Wind the ribbon all on one Spool and 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.

For best results we recommend the use of Underwood Elliott Fisher Ribbons and Carbon Papers. These supplies will assure quality write and satisfactory carbon copies.



MARGINAL STOPS - Shown above govern the length of the writing line. They are moved by pressing against the corrugated side. 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.