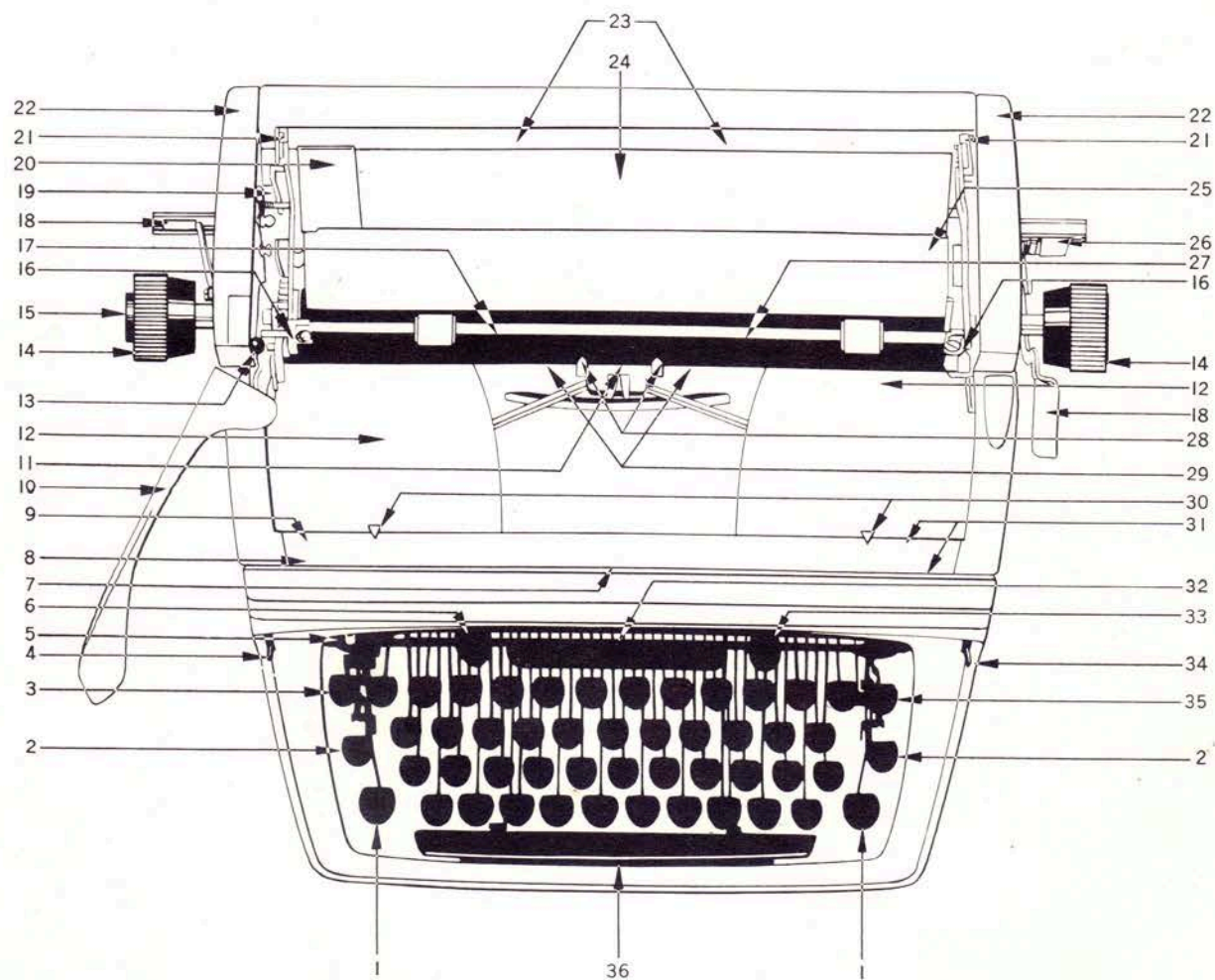


Standard Typewriter **underwood**

# TOUGH- MASTER FIVE







## Introduction

This book will tell you about your new Underwood **Touch-Master Five** Typewriter. Read it carefully, so that you will be able to enjoy all the special advantages of this fine machine.

With proper care your TOUCH-MASTER FIVE will serve you faithfully for many years. Be sure to follow the instructions listed in the section on "Care and Servicing." In return, the Touch-Master Five will reward you with exceptional lightness of touch, trouble-free dependability and clean, crisp letters and typescript.

## Paper Table and Paper Bail Features

This is the proper way to use the TOUCH-MASTER FIVE:

Usually, the first step is placing the paper on the PAPER TABLE **24** against the adjustable PAPER GUIDE **20**. After rolling the paper under the platen and into writing position, secure it with the PAPER HOLDER BAIL **17** which assures even printwork and paper feeding. This three-position bail can also be raised upright—to provide access to all copies—or moved forward for paper insertion. PAPER BAIL LOCKS **21** maintain print-perfect alignment through the bottom writing line because they hold paper firmly against the platen, eliminate bulging. Use the PAPER BAIL RELEASES **16** to move the bail into the required position. To release the paper, flick the PAPER RELEASE LEVER **26** forward. The ERASING TABLE **25** will prove useful to support paper for erasing and may be used to jog carbons.

## Carriage, Platen and Card Holder Features

Press either of the CARRIAGE RELEASE LEVERS **18** for free carriage movement. To arrive at the desired writing line or return to the left-hand margin, use the downswept CARRIAGE RETURN LEVER **10**—shortest reach from your keyboard.

- 1 Shift Keys
- 2 Shift Key Lock
- 3 Backspace Key
- 4 Touch Tuning Control
- 5 Ribbon Reverse Lever
- 6 Tab Clear Key
- 7 Writing Position Indicator
- 8 Title Centering Scale
- 9 Writing Scale
- 10 Carriage Return Lever
- 11 Quick Change Ribbon Guide
- 12 Gliding Ribbon Spool Covers
- 13 Line Space Selector Lever
- 14 Platen Knobs
- 15 Variable Line Spacer
- 16 Paper Bail Releases
- 17 Paper Holder Bail
- 18 Carriage Release Levers
- 19 Memory Line Finder
- 20 Lateral Paper Guide
- 21 Paper Bail Locks
- 22 Carriage End Covers
- 23 Paper Centering Scales
- 24 Paper Table
- 25 Erasing Table
- 26 Paper Release Lever
- 27 Paper Bail Scale
- 28 Card Holders
- 29 Aligning Scales
- 30 "Touch-Set" Margins
- 31 Dual Front Scale
- 32 Touch Tabulator Bar
- 33 Tab Set Key
- 34 Ribbon Selector Lever
- 35 Margin Release Key
- 36 Space Bar



The platen or roller is quickly interchangeable. Platens for special uses may be substituted in a matter of seconds. To remove, set the LINE SPACE SELECTOR lever **13** at number three position. Then raise the paper bail to its upright position and flip up the two CARRIAGE END COVERS **22**. Take the platen from the carriage by the PLATEN KNOBS **14**. Reverse this procedure when you replace the platen.

Two CARD HOLDERS **28** hold the top edges of paper, cards or heavy manifolded sets firmly against the platen. Use the inner triangular openings to guide pen, pencil or stylus for horizontal or vertical ruling or making graphs. Holders can be flicked aside when not in use.

### **Scales and Margins**

Paper centering is simple and fast, using the PAPER CENTERING SCALES **23**. Scale numbers on the paper table correspond to paper widths. If, for example, you wish to center 8½"-wide paper, move the outer edge of the paper guide until it corresponds with the 8½" mark on the left paper centering scale. After you have placed the paper inside the guide and moved it into typing position, you'll see the right edge is also at 8½ inches on the right scale.

To make scale reading easier, numbers have been placed on the PAPER BAIL SCALE **27** to synchronize with those on the WRITING SCALE **9**. You'll find this scale on the upper half of the DUAL FRONT SCALE **31**. Graduations on the writing scale indicate the number of characters that can be typed on the writing line.

Establish margins instantly with "TOUCH-SET" margins **30**. You can see what you set, can set both right and left simultaneously, and you don't have to move the carriage. The preset margin indicators (shaded geometric shapes) on the front

scale indicate balanced margin set positions for your convenience.

The CENTERING SCALE **8**, for titles and headings, is found on the lower half of the dual front scale. Before centering a title or heading, center the paper. Then move the carriage until the writing scale reading "O" is above the WRITING POSITION INDICATOR **7**. Spell out the heading to be typed—one space per character or space—on the space bar. Note the number on the TITLE-HEADING CENTERING SCALE which is over the indicator. Move the carriage so this same number—on the WRITING SCALE—is above the indicator. Then type the heading.

The top of the ALIGNING SCALES **29** coincide with the lower edge of a line of writing for horizontal alignment. To align vertically, center a scale graduation under an "i" or "l".

### **Keyboard Features**

The TOUCH TABULATOR BAR **32** is centered just above the keyboard for balanced hand operation. You need not hold it down—just depress and release. To set a stop, simply move the carriage to the desired position and press the TAB SET KEY (SET) **33**. The TOUCH-MASTER FIVE makes tabbing easier and lighter than ever with a tab stop for each space on the keyboard. Individual tab clearance is also provided in this way. To clear a single stop, move to that stop and press the TAB CLEAR KEY (CL) **6**. The stop is erased automatically while the other tab stops remain undisturbed. To clear all tab stops, first move the carriage to the right-hand end of the writing line. Then hold down the TAB CLEAR KEY while returning the carriage to the opposite margin, with the CARRIAGE RETURN LEVER.

Touch the BACKSPACE KEY (BK S) **3** once to backspace a

single space. Repeat as many times as spaces are necessary. Use the MARGIN RELEASE KEY (M-R) **35** to type outside the left or right margin. Hold down the key while moving past the established margin. After you return within the margins, they will continue to monitor as they were set.

When you press the SHIFT KEY LOCK **2**, the segment locks so you may have extended use of all 44 keys in the upper case—for capital letters, various symbols. Release the lock by touching either SHIFT KEY **1**. The contoured, extra-wide SPACE BAR **36** is conveniently located for easy spacing between words.

TOUCH TUNING CONTROL **4** permits regulation of touch to suit individual operator needs. Lower settings provide lightest touch, higher settings are for fastest response. The RIBBON SELECTOR LEVER **34** permits you to write on the top half of the ribbon when set at the blue dot, and on the lower half when set at red dot; the white dot indicates stencil position.

### **Varying Your Line Spacing**

Moving the "MEMORY" LINE FINDER **19** forward will permit free turning of the platen. This feature "remembers" your writing line and allows you to leave it for fill-ins, exponents, subscripts. Return the line finder to its original position and you'll be back on the preset line automatically.

Pressing the VARIABLE LINE SPACER **15** allows free rotations of the platen also. Use this helpful feature when you reinsert a typed page for making corrections or additions. This is for permanent changes of spacing.

The new TOUCH-MASTER FIVE offers you three spacing positions, single, double and triple. Set the LINE SPACE SELEC-



TOR 13 at the desired position. This choice of line spacing can be used to advantage when preparing manuscripts, statistical documents and briefs.

### **Ribbon Reversing**

The RIBBON REVERSE LEVER 5 permits the typist to reverse the direction of ribbon feed manually. When moved to the left, the ribbon will feed onto the left spool—to the right, the ribbon feeds onto the right spool. Of course, the ribbon reverses automatically when it reaches the end. Use when changing ribbon to minimize time consumed in winding ribbon onto one spool.

### **Care and Servicing**

#### **Instructions for Removal of Front Plate**

**To Remove:** Hook index fingers behind front edge of Front Plate at each side of space bar. Pull Front Plate up and forward (toward the operator) until the front edge of the Front Plate snaps up and out over front lip of Main Frame. Then press down and rearward (away from the operator) with both thumbs on front edge of Front Plate until rear edge snaps up and out from beneath Front Rail. Grasp rear edge of Front Plate and remove Front Plate from typewriter in an upward and forward direction.

**To Insert:** Place Front Plate in Main Frame opening with front edge of Front Plate in position behind front lip of Main Frame and with rear edge of Front Plate in front of and above Front Rail. Press firmly down on sides of Front Plate beside Shift Lock Keytops until rear edge of Front Plate snaps into position beneath Front Rail.

Keep the type face clean at all times. Use a stiff, bristle brush and stroke **toward** you, lightly, easily, away from the type "basket". You may use a small amount of cleaning fluid, but



generally, a dry cloth and the brush are just as effective.

While erasing, it is always a good idea to move the carriage to the extreme right or left. Then erasure dust will not fall into the mechanism.

Clean the platen with a small amount of platen cleaning fluid on a soft cloth. Rotate the platen as you clean it. Occasionally, remove the platen to clean underneath it.

Care for your TOUCH-MASTER FIVE by dusting it each morning and seeing that it is properly covered each night.

Your TOUCH-MASTER FIVE deserves to be serviced and maintained by Olivetti Underwood Corporation technicians. Olivetti Underwood Maintenance Service provides inspection—lubrication—correction of adjustments—parts replacement at regular intervals. And, if attention is required between servicings, it is provided without additional cost.

### **Olivetti Underwood Supplies**

The best designed and most skillfully manufactured typewriter can never realize its full potential for quality work unless it is provided with supplies capable of recording its printed characters with true fidelity.

Inadequate ribbons and carbon paper impair and distort the type impressions. Olivetti Underwood supply items have been developed by company engineers to transmit the printing with a clear, even delineation of every type face; moreover, they have been specifically tailored to match the impression force and type blow characteristics of Underwood typewriters. For this reason, Olivetti Underwood supplies should always be specified for use with Underwood typewriters.

The Olivetti Underwood line of supplies includes **ribbons** of superior quality for all makes and models of office machines. It also includes **carbon papers** of the highest quality to serve the requirements of your specific application.

### **Ribbon Replacement for Touch-Master Five**

The typewriter ribbon is one of the most essential parts of a properly functioning machine. The correct choice of fabric and degree of inking for a specific model of machine will influence the writing characteristics more than many other factors.

To enjoy the best result from your machine always replace your ribbons with a genuine Olivetti Underwood product.

The following guide is to assist you in making the selection of the fabric best suited to your particular application:

<b>Application</b>	<b>Recommended Ribbon</b>
For executive correspondence and reports where impressions of the highest quality are required	#200 Nylon Fine Line #212 Nylon Medium #211 Silk Light
For high quality general office applications requiring sharp line of write and cloth durability	#212 Nylon Medium #210 Nylon Long Life #211 Silk Medium
For good quality writing at moderate cost per ribbon	#213 Super Cotton
For heavy duty applications, typing pools and school use	#216 Standard Cotton #210 Nylon Long Life



Olivetti Underwood ribbons are available in the following choice of specifications:

Colors—Black, Blue, Black/Red, Blue/Red

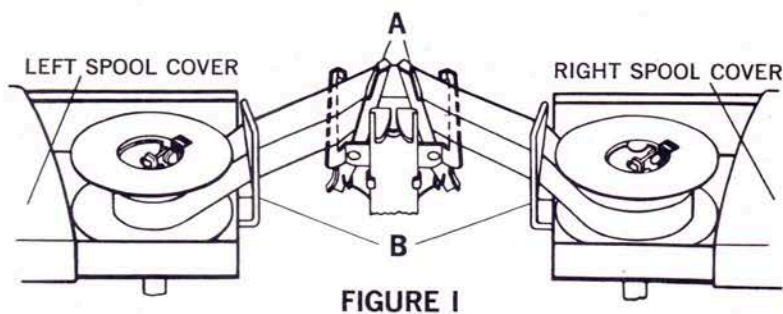
Inking—Light, Medium, Heavy

Special purpose — **Thermocopy** for reproduction on all types of thermal-process machines.

**Offset** for superior results on offset (multilith) reproduction processes.

**Multipurpose** — A unique formula designed to give outstanding performance both on general correspondence and offset application.

**Diazo** to prepare translucent originals used for diazo, blueprint and similar reproduction processes.



#### Easy Steps to Ribbon Change

- 1 Center the position of the carriage.
- 2 Slide both Spool Covers outward, exposing left and right ribbon spools.

- 3 Manually re-wind the ribbon to be discarded onto either spool.
- 4 Depress Shift Lock Key to upper case position.
- 5 Open the Ribbon Guide (A) by lightly pinching it together at the top.
- 6 Remove both ribbon spools from the machine.

**Note:** If replacement ribbon is of the single-spool type, detach used ribbon from empty spool—retain empty spool and discard the used ribbon and other spool. If replacement is being made with an Olivetti Underwood Duo-Pak Ribbon, however, it is not necessary to re-wind old ribbon (step 3)—after removal, simply discard both spools with old ribbon intact.



FIGURE 2

#### To Install Olivetti Underwood Single-Spool Ribbon

Ribbon replacement may be made with a single-spool (Olivetti Underwood AAB Spool) provided one empty spool from the old ribbon is retained for attachment to the new ribbon, as follows:

- 1 Placing new ribbon on your left and the empty spool on your right, attach one end of the new ribbon to the arrow-shaped hook on the empty spool for clockwise rotation (as shown in Figure 2).
- 2 Insert spool with new ribbon in left spool-cup and other spool in right spool-cup. Referring to Figure 3, note carefully that the slot in each spool must be in alignment with the Reverse Pawl at bottom of the shaft core. Seat each spool by

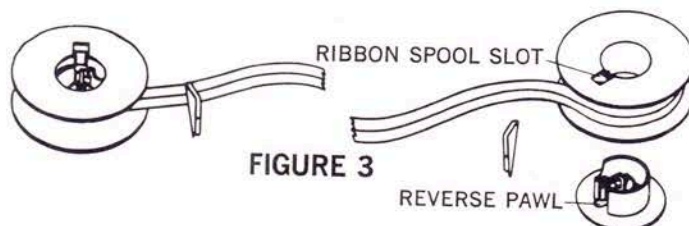


gently pressing down—do not force—the spool-slot over the Reverse Pawl.

**3** Following the illustration of Figure 1, place ribbon to the rear of the Ribbon Brackets **(B)** and into the Ribbon Guide **(A)** which will automatically close when you begin typing.

#### **To Install Olivetti Underwood Duo-Pak (twin-spool) Ribbon**

Insert center of ribbon in Ribbon Guide **(A)**, then place each spool into its ribbon cup, making sure that each spool-slot is properly seated over the Reverse Pawl at the bottom of the shaft core. Figure 1 illustrates the simplified ribbon change story: the ribbon feeds from the front of each spool with the black portion always up on a bichrome ribbon. Close the ribbon Spool Covers and the Ribbon Guide will automatically close with your first key stroke—your simplified ribbon change is now complete.



#### **Olivetti Underwood Carbon Papers**

To obtain the finest quality carbon copies on your typewriter select the appropriate combination of **grade, weight** and **finish** of carbon paper that will best suit your particular application and personal preference. Olivetti Underwood Carbon Papers for typewriters come in the following four grades:


**Distinctive** — A high quality solvent coated carbon paper produced to meet outstanding requirements of wear, sharpness

and cleanliness. Especially recommended for executive correspondence applications.

**Topper**—A superior plastic back, non-slip carbon paper unsurpassed in all applications where ease of handling combined with sharpness of write and manifolding ability are the important factors.

**Manifoldo**—A very fine wax-back, non-curl carbon sheet with excellent wearing and manifolding properties recommended for most general office applications.

**Superba**—A first grade plain-back carbon paper combining economy and extra manifolding ability for all applications.



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