

GETTING STARTED

1. Release the Carriage Lock mechanism by pushing lever rearwards.



2. Lift the Return Lever up into operating position. The Return Lever is used both to slide the carriage back to the left margin and to rotate the platen in order to start a new line.



3. *If desired*, adjust the desired line spacing by moving Linespace Adjuster and Margin Stop. The white lines on the Margin Stops should align with 0.5 and 8.0 for an 8.5 x 11 sheet. A bell will signal six spaces before the right margin stop is reached, after which the Margin Release key may be pressed to continue typing.
4. Insert sheet of paper behind the platen and rotate the Platen Knob(s) rearward. Once the sheet is visible in front of the platen, lift the Paper Bail and lower it over the top margin of the sheet. The bail holds the sheet in place.



5. If sheet is cockeyed, push Paper Release Lever rearward and adjust paper. Then return lever forward.

TYPING and TROUBLESHOOTING

1. *Scroll up and down* by either lightly pushing the Return Lever to the right or rotating the Platen Knob(s).
2. *Scroll right and left* by either pulling the Return Lever to the right or pulling forward the Carriage Release Lever *while holding the Platen Knob—it's spring-loaded!!*—to slide the carriage left or right or pressing the Backspacer key.
3. *Capitalize, underline, and add exclamation marks to periods* with either the Shift Key(s) or Caps Lock key. The Shift Key also releases the Caps Lock.

4. *Remove the paper* by rotating the Platen Knob(s) rearward until the sheet is cycled through the platen.
5. *Store the typewriter* by shifting the Carriage Lock lever forward, pushing the carriage as far to the right as it will go, and lowering the Return Lever. Then slide the rear of the case under the back of the typewriter, and push down at the top front until it snaps in place over the front key guard.



6. *If a typebar sticks*, lightly nudge the bar back towards its rest by applying pressure with a finger tip. **Never attempt to bend a bar that is sticking—they snap very easily!!**

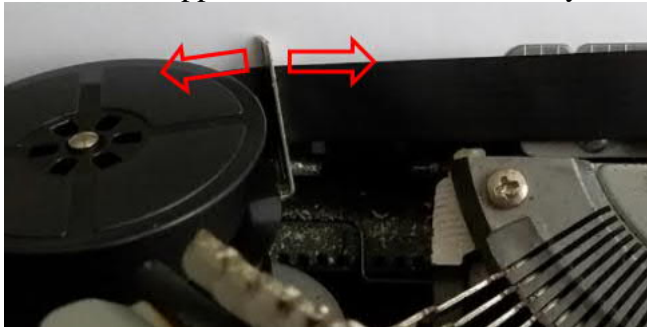


7. *If there's not enough ink*, reverse the ribbon direction with the following steps:

- a. Remove the Cover Plate by prying upwards at the back with your fingertips until it lifts off.



- b. Shift the Spool Cam Lever left or right from its current position. The spools will now rotate in the opposite direction with each key strike.



- c. Replace the Cover Plate by settling its pins into the two rubber grommets and pushing down.
- d. If there is still not enough ink, notify the library upon return. We will replace the spools.