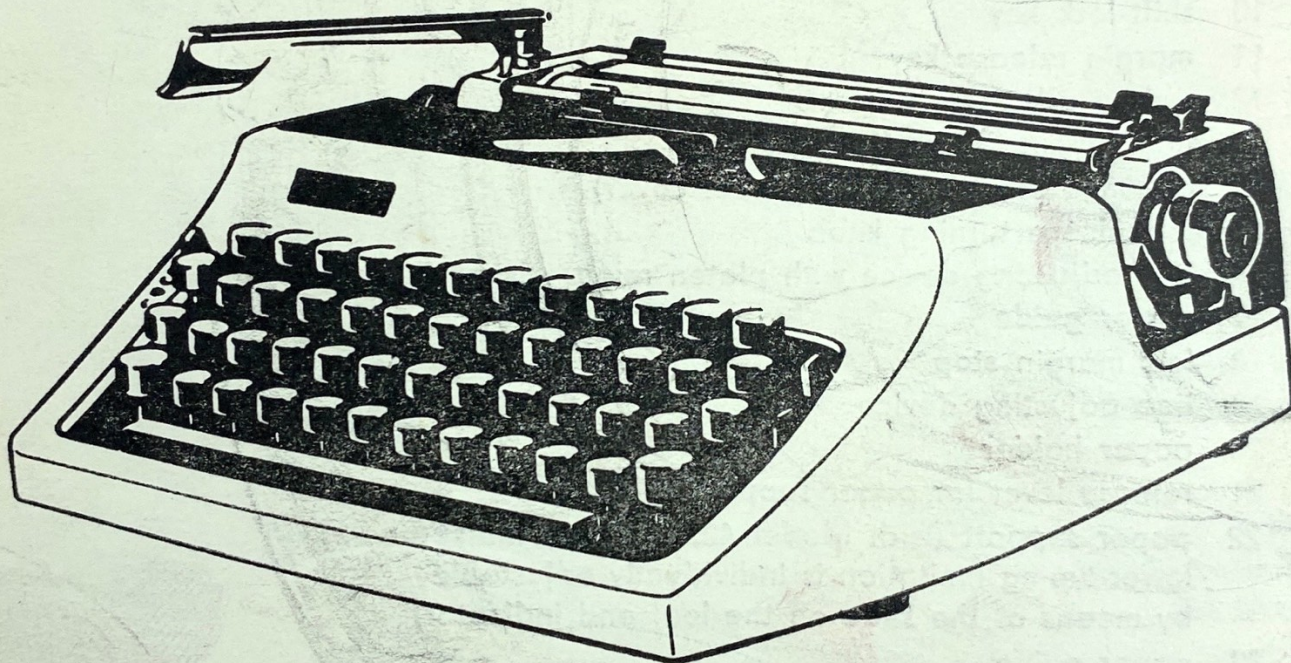


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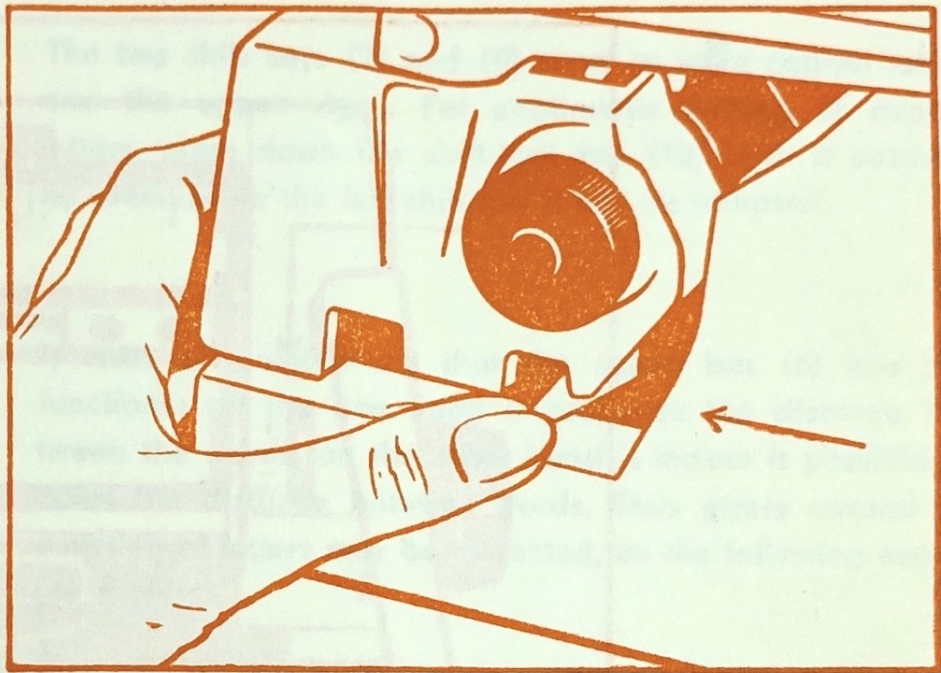
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The items marked by + do not apply on Model 32

- 1 carriage release lever
- 2 paper release lever
- 3 right platen turning knob
- + 4 tabulator setting and effacing lever
- 5 back spacer
- + 6 tabulator key
- 7 right shift key
- 8 space bar
- 9 left shift key
- 10 shift-lock key
- 11 margin release key
- 12 ribbon adjusting device
- 13 line spacing lever (folding)
- 14 carriage arresting lever (under cover)
- 15 left platen turning knob
- 16 line adjusting device with platen release lever
- + 17 paper guide
- 18 left margin stop
- 19 line adjusting device
- 20 paper holder
- + 21 release lever for paper support
- 22 paper support (with Model 42, leaf end indicator-
lower typing limitation is individually adjustable
by means of the slide on the leaf end indicator)
- 23 paper guide
- 24 paper rest
- 25 margin end stop
- 26 handle for paper support (only Model 32)
- 27 scale for margin adjustment

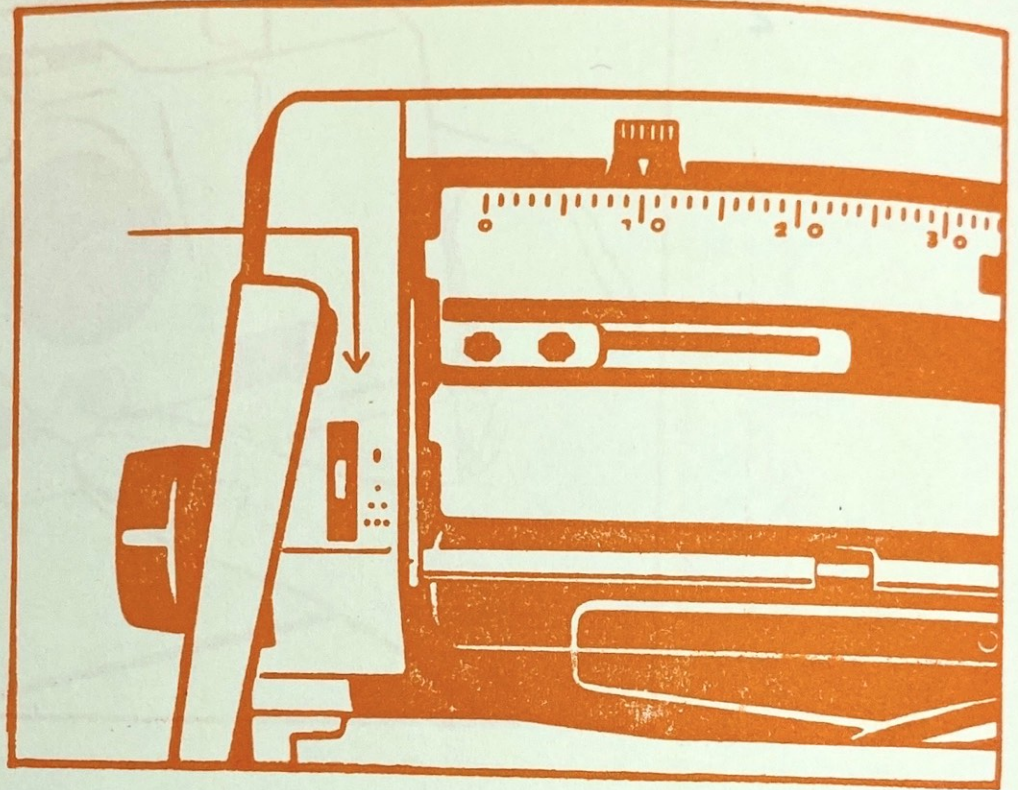


**To get the typewriter
ready for use**

Push the carriage arresting lever (14) (Fig. 2) to the rear; raise the paper support (22), place the sheet of paper behind the platen on the paper rest (24) and introduce it by turning the platen turning knob (3) or (15). It is necessary that the carriage should be in or near the middle of the machine and the line spacing lever (13) raised. The rollers of the paper holder (20), are to guide the paper.

To align the paper

Push the paper release lever (2) forward, after which you can easily align the sheet with the paper holder (20). To obtain a regular margin, place the left border of the sheet under the "0" of the scale (27). With Model 42, in order to ensure that all the sheets have the same margin, push the paper guide (17) close to the sheet and introduce further sheets using the adjusted paper guide.



Line adjusting device and platen release

The lever (16) (Fig. 3) has a double function; in the rear position (I) it release the platen. The further symbols mean:

- . = narrow lines
- . . = $\frac{1}{2}$ line spacing
- . . . = 1 line spacing

Left and right margins

Pressing on the carriage release lever (1), move the carriage to the point where the margin is to begin; then push the margin stop (18) (pressing it down) to the middle of the machine as far as the stop. Repeat as above for the right margin stop (25). If words are to be written before the adjusted left margin, press down the margin release lever (11) and simultaneously move the carriage to the required position. 7 key depressions before the right margin is reached, a bell is heard. The machine does not lock (with the exception of Model 42).

**Capital letters
and signs**

The two shift keys (7) and (9) serve to write capital letters and the upper signs. For continuous writing of capital letters, press down the shift-lock key (10) until it catches; by pressure on the left shift key it will be released.

**Space and space bar
used for corrections**

It must be pointed out that the space bar (8) has two functions: on the one hand it produces the distance between the words, on the other hand it makes it possible to halve the distance between words. Thus errors caused by omission of letters may be corrected, as the following example shows:

To correct wrongly written words
To correct wrongly written words

The wrongly written word (wrongly) is erased and then correctly written in the same space in the following way: Type the last letter of the preceding word, then press down the space bar without allowing it to go back, by which the distance is halved. Now type the first letter of the erased word and let the space bar go back. Then press it down again and type in the same way all the letters of the erased word (always with pressed down space bar). When the last letter is typed, half the distance is produced, before the first letter of the next word is typed.

Ribbon adjusting device

The desired ribbon zone is adjusted by means of the ribbon adjusting device (12), as follows:

blue point: upper half of the ribbon is typed on in blue (lever to the rear)

white point: ribbon out of operation, for cutting stencils

green point: middle zone typed with one colour ribbon; ribbon is typed upon in the middle for full utilisation of the ribbon.

red point: lower half of the ribbon in red its typed upon (lever forward).

To draw lines

Put the point of a pencil in the hole of the left or the right line adjusting device (19) and turn the platen turning knob (3) or (15) by which vertical lines are produced; by moving the carriage to the left or the right, horizontal lines will be produced.

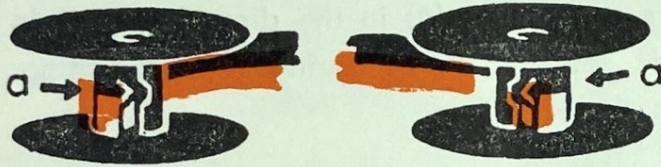
Ribbon reverse movement

The ribbon reverse movement is produced automatically. By moving the reverse levers "b" and "c" (Fig. 5) the movement of the ribbon may also be changed by hand.

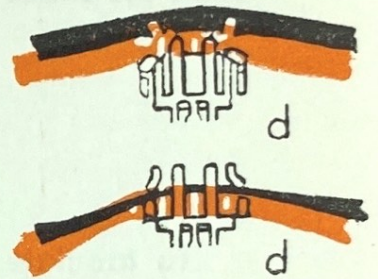
TABULATOR (Model 42 only)

- To set the slides** By pressure on the carriage release lever (1) move the carriage to the point where the slide is required, then move the tabulator setting lever (4) in the direction "+". In this way a slide is set and later, during the tabulating, the carriage stops there.
- To tabulate** By pressure on the tabulator key (6), the carriage moves as far as the next slide, which is repeated as often as slides are set.
- To efface an individual slide** By pressure on key (6) move the carriage to the point where the slide is. The carriage having stopped, push the tabulator setting and effacing lever (4) in the direction of "-", by which the slide will be effaced.
- To efface all slides** Move the carriage as far as the left hand stop, then push the setting and effacing lever (4) in the direction "-" and press the tabulator key (6).
- To write on forms; operating the platen free-wheeling** To produce the platen free-wheeling (Model 42 only) pull the left platen turning knob (15) to the left, or push the right platen turning knob (3) to the left, after which you can type on the lines of a form, turning the platen according to the line adjusting device (19).
- The platen can also be released by means of the platen release lever (16) (l); the latter being reduced to the initial position catches in such a way that one may return to lines written before.

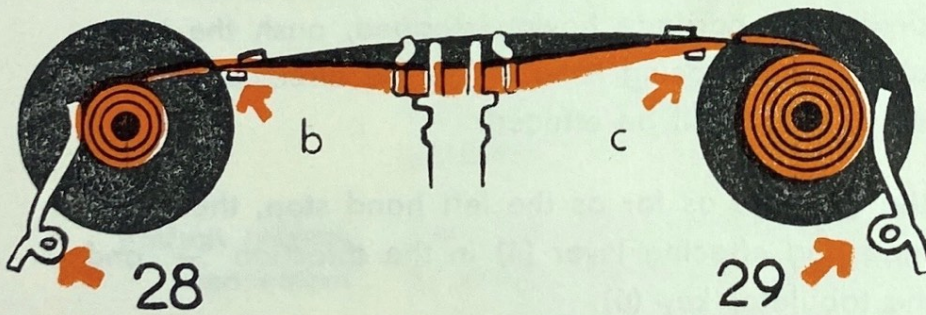
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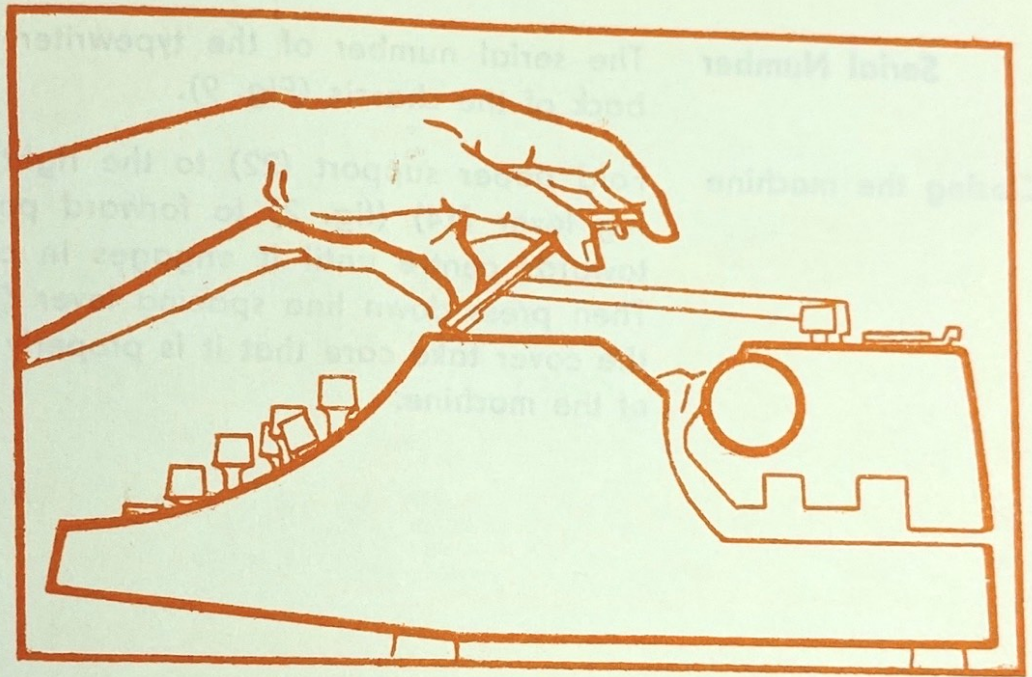


7



To change the ribbon

Move the carriage to the left, with both hands lift off the cover (Fig. 8); push aside the contact levers (28) and (29) (Fig. 5), after which the ribbon spools may easily be removed. Fasten the new ribbon ("red" downward) to hook "a" (Fig. 4); only use ribbons of 13 mm. with ribbon spools TGL or DIN. Then again pushing aside the contact levers, slip the spools on the spool shafts and introduce the ribbon into the forks of the reverse levers "b" and "c" (Fig. 5). Finally, introduce it into the ribbon lifter "d" (Figs. 6 and 7).



Maintenance of the typewriter

When not used, the machine should be kept covered. Dust and eraser particles should be removed as often as possible by means of a pencil. Brush the types often. Remains of ink must be removed from the type by means of plasticine or a small piece of wood. Before erasing, move the carriage to one side, to prevent particles from dropping into the interior of the machine.

For the removal of stains on the cover of plastic material a soap solution is recommended. The use of chemical substances such as petrol, white spirit, acids, etc. should be avoided, as this will make the surface lose its polish.

We recommend that the accessory bag should be kept in the pocket of the case; it is not advisable to put it on the cover of the machine.

Dirty platen rollers should be cleaned by means of spirit (petrol would destroy the rubber!).

Serial Number

The serial number of the typewriter is at the left, on the back of the chassis (Fig. 9).

Closing the machine

Fold paper support (22) to the right, move carriage locking lever (14) (fig. 2) to forward position, move carriage towards centre until it engages in carriage locking lever. Then press down line spacing lever (13). When putting on the cover take care that it is properly engaged at the back of the machine.

9

