

# INSTRUCTIONS

FOR OPERATING AND MAINTAINING THE PORTABLE TYPEWRITER

HERMES  
*Baby*

A complimentary Copy from Mr & Mrs Vintage Typewriters  
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a *paillard* product

MANUFACTURERS :  
**PAILLARD LTD**  
**YVERDON** SWITZERLAND

## **1. THE SPACE BAR**

This is used for spacing between words.

## **2. SHIFT LOCK KEY**

When writing consecutive capital letters or upper case characters, depress the shift lock key. To release the carriage into the normal position, press the left-hand shift key (3).

## **3. LEFT-HAND SHIFT KEY**

For writing a capital letter or an upper case character, hold down either the left- or right-hand shift key (22).

## **4. MARGIN RELEASE KEY AND JAMMED TYPE BARS DISENGAGER**

The type bars and the carriage are automatically locked 8 strokes after the bell has rung. To write beyond this point, depress the margin release key and you can then type up to the extreme right of the platen. This key also enables one to write beyond the left-hand margin without moving the margin stop (10). There is a second function for key 4 and that is as a 'disengager'. If two type bars stick you have only to touch this key for them to fall back into place.

## **5. LEFT RIBBON SPOOL COVER**

For changing the ribbon, lift the left- and right-hand spool cover by the narrow end.

## **6. WRITING ON DETERMINED LINES**

To write on determined lines such as orders, ruled paper, etc., turn the left platen knob towards you while holding the right platen knob firmly. This releases the platen from its ratchet and it can then be turned to the desired line. Turn the left platen knob in the opposite direction to bring in the ratchet again and the line spacing will begin from there.

## **7. LINE SPACING LEVER**

To release this lever, turn the right platen knob (18) towards you and lift the jointed arm.

To lock it when closing the cover, fold down the line spacing lever arm and close the lever towards the platen knob. Lock it in this position by pushing locking knob (8) well down. See at first that the carriage is towards the left, for locking the line spacing lever is impossible when the left cheek of the carriage is even a little towards the inside of the base of the machine.

## **8. THE TWO LINE SPACINGS**

Make sure that the left-hand platen knob (6) is well locked. For single spacing, place the locking knob (8) in front of the small red line and for double spacing, move it in front of the two small lines. The required spacing is obtained automatically by pressing the line spacing lever down and to the right. To return the carriage to the left and for writing on set lines, see 16 and 6.

## **9. LEFT-HAND PAPER RELEASE LEVER**

If the paper needs adjusting, pull this lever towards you and hold it in this position while moving the paper. Release the lever when finished (see also under 15).

## **10. MARGIN STOPS**

To set the left and right margins one uses two movable margin stops which slide sideways. Move the stop until the red arrow corresponds to the chosen mark on the table. One can also go the other way about by pushing the carriage to the right where you wish to begin the line and then sliding the stop up to it. Then, move the carriage to the left and do the same thing for the end of the line.

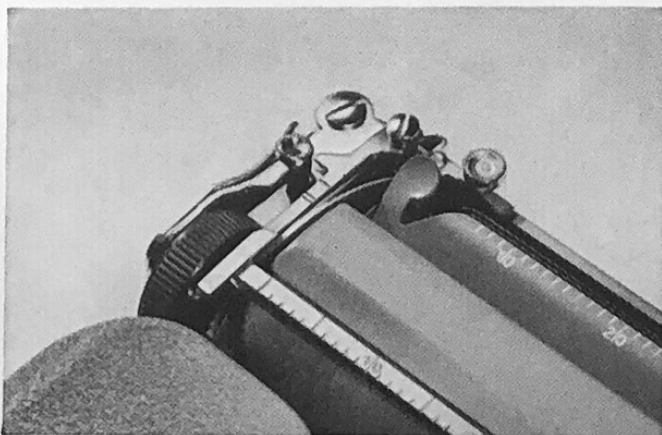
# HERMES *Baby*

## List of features

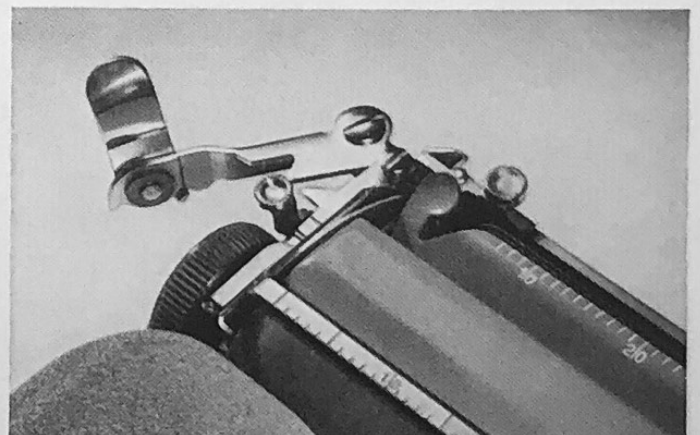


## LINE SPACE LEVER

shut



open



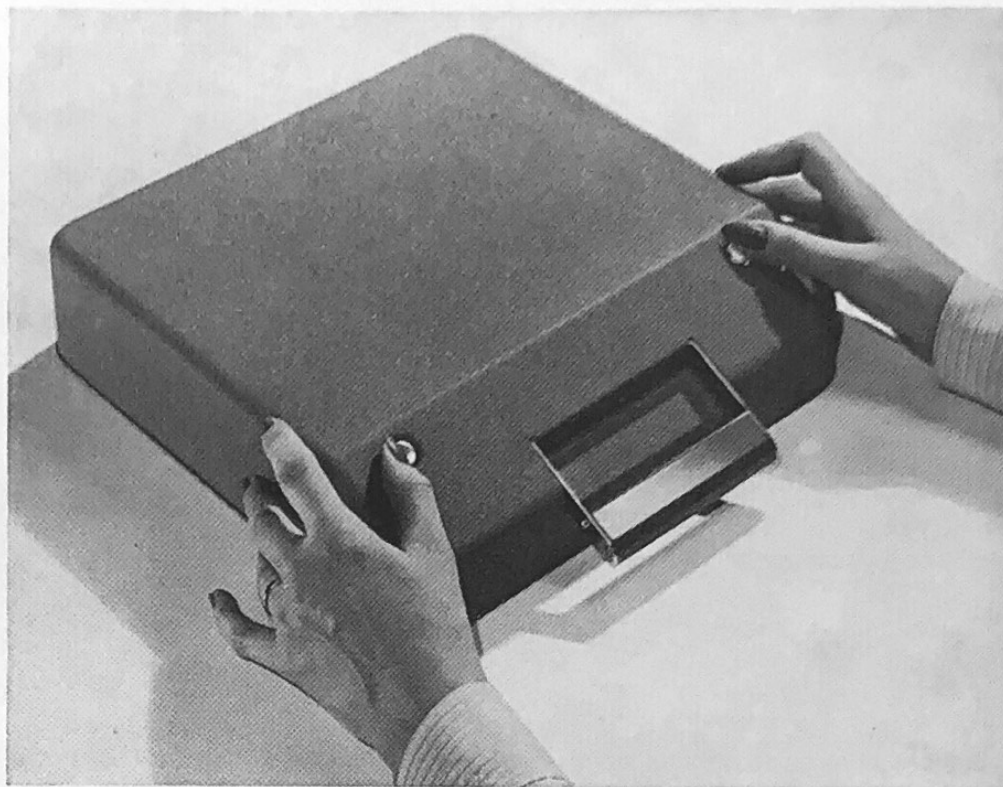
11. **RAPID UNDERLINING AND DRAWING OF COLUMNS**  
Put the point of a pencil in the hole of a card holder or of the line indicator. By moving the carriage to the right or left you can underline complete lines very quickly; by turning the platen you obtain vertical lines.
12. **CENTRING THE CARRIAGE**  
When you push the carriage to the right after having locked the line spacing lever (see under 7, para. 2), its run is limited by a stop which centres it and permits the replacing of the cover.
13. **PAPER SUPPORT ARM**  
Place this support in a vertical position before beginning to write by pressing down and back, on the projecting part which is shaped like a half moon. — To close down the paper support arm, push it to the left while slightly drawing it forward.
14. **LINE INDICATOR**  
This indicates the height of the writing line when one makes corrections or when one is writing on determined lines. The engraved divisions correspond to the centre of each character.
15. **RIGHT-HAND PAPER RELEASE LEVER**  
If the paper needs adjusting, pull this lever towards you. This will release the paper table and hold it in this position until the lever is pushed back.
16. **CARRIAGE RELEASE LEVER**  
This allows the carriage to move to the left or right. Operate it with the index finger of your right hand while pressing your thumb against platen knob (18).
17. **PAPER BAIL LEVER**  
Lift the paper bail by this lever when introducing paper or making corrections.
18. **RIGHT-HAND PLATEN KNOB**  
This is used to turn the platen and to move the carriage to the left or right if you proceed as under 16. It also frees the line spacing lever (7).
19. **MANUAL RIBBON REVERSE LEVER**  
The reversing of the ribbon on a full spool to the empty one is automatic. If you wish to reverse the ribbon by hand, lift one of the covers mentioned under 5 and then pull forward or push back the control lever, the head of which appears at the side of the spool.
20. **INTERMEDIATE TABLE**  
This device, which covers the top part of the platen, is very useful when you wish to rub out on many copies or to make hand notes, and this without taking the paper from the machine.
21. **BACK SPACE KEY**  
If you wish to move the carriage backwards, press on this key as many times as necessary.
22. **RIGHT-HAND SHIFT KEY**  
For writing a capital letter or an upper case character, hold down either this key or the left hand shift key (3) while typing.

## END OF PAGE INDICATORS

The roller concealing plate—hidden by the ribbon and line indicator (14) when the carriage is centred—has openings on the right and left with which you can control the advancement of the paper and see when you arrive at the bottom of the page.

## OPENING OF CARRYING CASE

Place the machine on its rubber feet flat on your desk. Put your hands as shown on the illustration below and depress the two knobs with your thumbs. Lift the case upwards and backwards, thus releasing it from the two rear hooks. Your Hermes Baby is now ready for use.



## CLOSING OF CARRYING CASE

The closing is entirely automatic. However, before replacing the case, take care to block the line spacing lever (7) and centre the carriage (12). Put the machine down flat and adjust the cover by inclining it backwards to assure yourself that the two projections of the cover are engaged in the corresponding sockets on the machine. Your Hermes Baby is now ready for carrying.

## CARE OF THE MACHINE

Keep your Hermes machine as clean as possible and this will give it a longer life. Always cover it after you have finished work. If an eraser is used, move the carriage completely to one side in order to avoid the eraser dust falling into the mechanism.

## MACHINE NUMBER

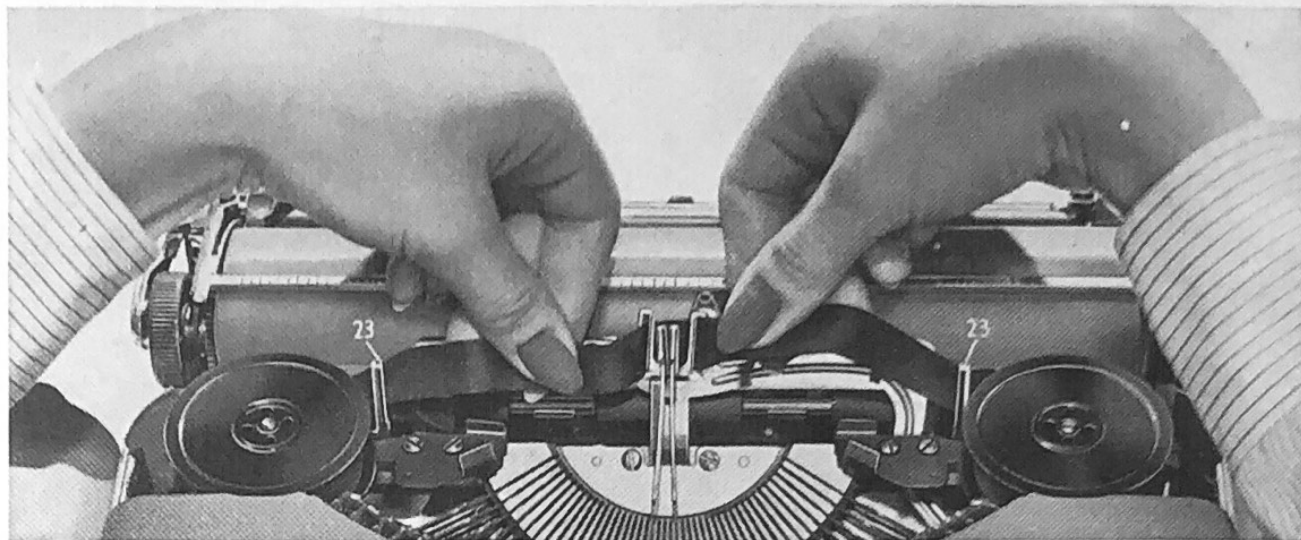
Each machine bears an engraved number on the right behind the carriage. If you move the carriage completely to the left, this number will become visible. Do not forget to mention it in all communications regarding your machine.

## RIBBONS

Use original Hermes Baby ribbons by preference which can be obtained from Hermes agents all the world over. If you cannot get Hermes ribbons, use the standard  $\frac{1}{2}$  inch (13 mm) ribbon provided it is fitted with eyelets at each end.

## CHANGING THE RIBBON

First of all, lift the spool covers by their narrow ends (see 5). Roll the ribbon on to one or the other spool by turning with the index finger; press the shift lock key (2) and tap on two keys to lock them together. The ribbon carrier will then lift and become more accessible. Take the ribbon out of the carrier slots and the two spools off their axles. Detach the end of the worn ribbon and hook on the new, then replace the two spools on their axles. Always see that the eyelet is between the spool and the lateral ribbon guide (23) for this is indispensable to the automatic return of the ribbon.



Slide the ribbon between the platen and the ribbon carrier and then, from behind, introduce it in the slots of the carrier. The ribbon must pass behind this (see small illustration). Then, finally, free the two locked types and the shift lock.



## CLEANING THE TYPES

Use a hard brush. Do not use pins or other metallic instruments. It is preferable to use a sharpened matchstick if really necessary. Take care to see that dust does not fall into the machine.

## CLEANING THE PLATEN

The platen should only be cleaned with alcohol and never with petrol or benzine which deteriorate the rubber.

## OILING

This should not be done too frequently for fear that dust will collect in the oiled parts. Never put oil in the segment or on the typebars. It is well to have your machine cleaned at least once a year by a Hermes agent. The Hermes Baby is serviced in every country.