

Imperial

Model 50 Standard Typewriter INSTRUCTION BOOK



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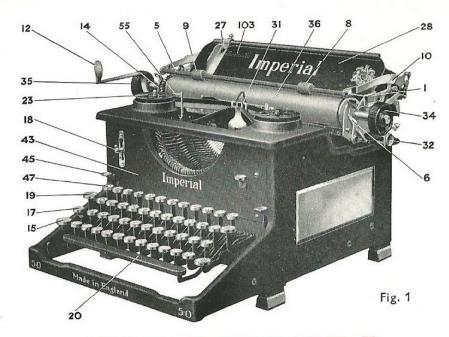
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THE FOLLOWING POINTS ARE REFERRED TO IN THE INSTRUCTIONS

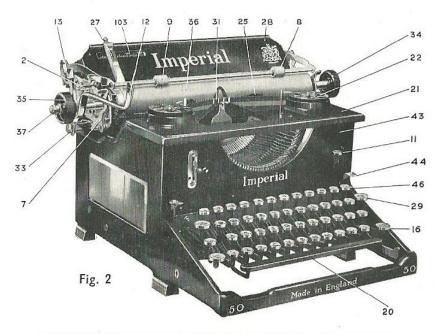
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PARTS IN THE IMPERIAL MODEL 50

- 1. Rack Release Lever, Right Hand
- 2. Rack Release Lever, Left Hand
- 3. Margin Stop, Left Hand
- 4. Margin Stop, Right Hand
- 5. Auxiliary Feed Roller Rod
- 6. Platen Clamping Lever, Right Hand
- 7. Platen Clamping Lever, Left Hand
- 8. Auxiliary Feed Roller, Right Hand
- 9. Auxiliary Feed Roller, Left Hand
- 10. Feed Roller Release Lever
- 11. Margin Release Key
- 12. Line Space Lever
- 13. Platen Locating Release Lever
- 14. Line Space Adjusting Lever
- 15. Shift Key, Left Hand
- 16. Shift Key, Right Hand
- 17. Shift Lock
- 18. Colour Change Lever
- 19. Back Spacer

- 20. Space Bar
- 21. Top Plate
- 22. Ribbon Spool, Right Hand
- 23. Ribbon Spool, Left Hand
- 24. Margin Stop Rod
- 25. Line Indicator
- 26. Line Indicator Locking Lever
- 27. Paper Locating Device
- 28. Paper Shelf
- 29. Tabulator Key
- 30. Type Unit
- 31. Ribbon Centre Guide
- 32. Carriage Clamping Wedge, Right Hand
- 33. Carriage Clamping Wedge, Left Hand
- 34. Platen Turning Knob, Right Hand
- 35. Platen Turning Knob, Left Hand
- 36. Platen



PARTS IN THE IMPERIAL MODEL 50 (cont.)

- 37. Clutch Release Button
- 38. Spring Drum Ratchet
- 39. Spring Drum Pawl Locking Screw
- 40. Tabulator Rod
- 41. Tabulator Stops
- 42. Centrifugal Brake
- 43. Type Unit Front Plate
- 44. Type Unit Release Lever, Right Hand
- 45. Type Unit Release Lever, Left Hand
- 46. Outside Character Key, Right Hand
- 47. Outside Character Key, Left Hand
- 48. Type Unit Runner, Right Hand
- 49. Type Unit Runner, Left Hand
- 50. Draw Band Carrier
- 52. Type Bar Fork
- 53. Carriage Locating Stud
- 54. Ribbon Guide, Right Hand
- 55. Ribbon Guide, Left Hand

- 80. Paper Guide
- 81. Feed Roller (rear)
- 82. Feed Roller (front)
- 83. Margin Stop Release, Right Hand
- 84. Margin Stop Release, Left Hand
- 85. Stop Rod Locking Piece
- 86. Carriage Stop Screw
- 87. Paper Locating Device Spring
- 88. Line Lock Bell Crank Lever
- 89. Carriage Stop Operating Lever
- 90. Brake Operating Lever
- 92. Carriage Stop
- 94. Escapement Wheel
- 95. Escapement Pinion
- 97. Carriage Stop Fulcrum Rod
- 99. Draw Band
- 100. Escapement Bearing
- 102. Spring Drum Pawl
- 103. Paper Locating Device Scale

Instructions for the use of

the Imperial Model 50 Standard Typewriter

Unpacking. Machines without metal covers and baseboards are packed in wood wool and it is only necessary to remove the lid of box, when the typewriter can be lifted clear.

When the machine is packed with a metal cover and baseboard the bottom of the box should be removed first. The typewriter can then be lifted clear of the packing case. There are four screws, one at each corner of the Top Plate. These are used for holding the clamps and for securing the machine to the baseboard. After the clamps have been removed these four screws should be replaced with four chrome-plated ones contained in a separate packet.

The Carriage, which has been packed in a separate compartment, should be placed on the machine as follows:

The Carriage is taken with both hands with forefingers pressing the Carriage clamp wedge on either side Nos. 32 and 33, Fig. 6. It is then placed centrally over the machine, allowing it to fall over the two Carriage locating studs No. 53, Fig. 11.

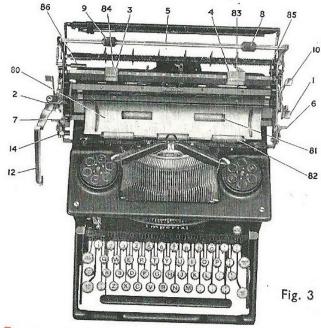
While doing this it is necessary to watch carefully the front of the Carriage and see that there is always a slight clearance between the Platen and the Line Indicator No. 25, Fig. 2. The Carriage will automatically fall into position when the carriage clamp wedges are released.

The drawband **No. 99**, **Fig. 6** must be taken from its present position and placed on the drawband carrier **No. 50**, **Fig. 6** which is found under the slide. The plungers at each end of the carriage are then removed in accordance with the instructions on the labels attached to them and the rubber band holding the carriage stop lever to the bell screw is removed. The carriage is then ready for work.

Before the machine can be used it is necessary to remove the Type-Unit Locking Hooks at the rear of the machine. To do this, the knurled nuts at the back and Type-Unit Locking Pieces at the front of the machine must be removed. This will allow the Type-Unit to be pulled forward when the Locking Hooks can be removed. The Type-Unit is then pushed back into position, the Locking Pieces are replaced and the machine is ready for use.

Position of Typewriter when in Use. In order to type easily and correctly, it is advisable to use the standard typewriter table which should be about 26 ins. high. The operator should be sitting near enough to the typewriter for the finger tips to just cover guide keys, i.e., A, S, D, F, G, etc. The elbows should be resting naturally at the side with the arm making a straight line between elbows and knuckles.

The front of the machine should be just level with the front of the table and the height of the chair should be so adjusted that the operator's feet are resting flat on the floor.

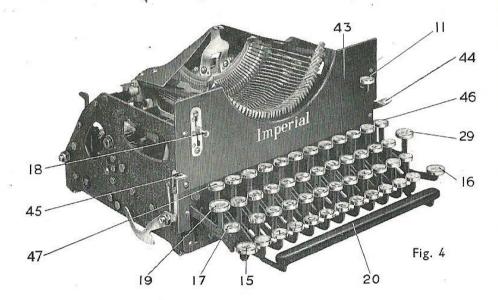


Inserting the Paper. Place the paper on the Paper Shelf No. 28, Fig. 1 so as to register with the Paper Locating Device No. 27, Fig. 1 on the left. Turn the Platen Turning Knob No. 34, Fig. 1 away from you and the paper will be fed through under the Platen No. 36, Fig. 1 by the Feed Rollers Nos. 81 and 82, Fig. 3.

Adjusting the Paper. If the paper has not been fed through the platen quite straight it can be adjusted by moving forward the Feed Roller Release Lever No. 10, Fig. 3 when the sides of the paper can be moved until it is quite level. Do not forget to push back the Feed Roller Release Lever.

Setting the Margin Stops. In order to set the Margin Stops Nos. 3 and 4, Fig. 3 to their required position in accordance with the width of paper, envelope, etc., which is being used, lift back Paper Shelf No. 28, Fig. 1 and depress the Margin Stop Release No. 84, Fig. 3 with the left forefinger. The Margin Stop Release will then be free to move along the scale and will automatically lock in the required position when the finger is withdrawn. By likewise depressing Margin Stop Release No. 83, Fig. 3 the right-hand margin can be similarly ajusted.

Use of the Paper Locating Device Scale. This Scale No. 103, Fig. 1 enables the Paper Locating Device to be set instantly to the correct position for maintaining any desired margin-width in relation to the left-hand margin stop. Assuming that the latter has been previously set (see last paragraph) at 10, and that a half-inch margin is required, set the scale pointer at 5. Any other desired margin may be obtained by setting the scale-pointer back the required number of spaces from whatever figure is shown by the margin stop.



Line Spacing. On the left-hand side of the Carriage is located the Line Space Lever No. 12, Fig. 3. This serves a double purpose of returning the Carriage to the starting point, and of turning up the paper for writing another line.

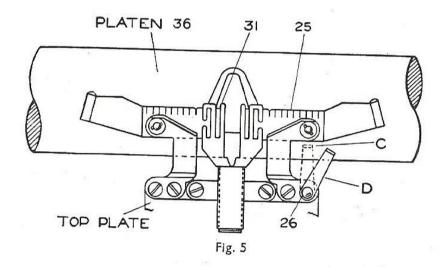
The Line Space Lever is adjustable to feed up the paper, one, two or three lines according to requirements. This is done by moving the Line Space Adjusting Lever No. 14, Fig. 3 to the indicated spaces, one, two or three, as required.

The Bell. Just before coming to the end of each line according to where the right-hand Margin Stop No. 4, Fig. 3 is fixed, the bell will ring. This is to warn the operator that only six more characters can be typed on that line. The Typebars will then automatically lock, but by depressing Margin Release Key No. 11, Fig. 4 another six characters can be typed if required.

Margin Release. On the right front of the machine is the Margin Release Key No. 11, Fig. 4. By depressing this key it is possible to write in the left-hand margin when Margin Stop No. 3, Fig. 3 is set.

Space Bar. To obtain a space between each word the space bar No. 20, Fig. 4 in front of the keyboard is used. When a word has been completed, by depressing the space bar the required space is obtained.

Shift Key. To obtain the characters indicated on the tops of the keys, depress either the shift-key No. 15 or No. 16, Fig. 4 and then type the required capital with the other hand. The shift-key must not be released until the character has been typed. To set the shift-key for writing capitals only, depress the shift-lock No. 17, Fig. 4. To return to the lower-case characters depress shift-key No. 15 or 16, Fig. 4.



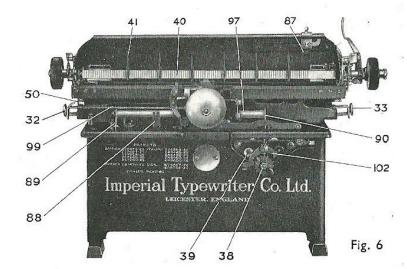
Back Spacer. On the left of the keyboard there is a key No. 19, Fig. 4 marked "Back-Spacer," which returns the carriage by the space of one letter at a time. This key enables a quick correction to be made and is particularly useful for writing numbers in columns.

Writing on Lines. This is done by the use of the variable Line Spacer which is attached to the left-hand Platen Knob. By pushing in the button No. 37, Fig. 2 on the left Platen Turning Knob No. 35, Fig. 2 this releases the Platen from the Ratchet Wheel. The Platen can then be turned to the desired point, enabling the operator to start on a ruled line and space from the point of writing, or to write on ruled lines whose spacing does not correspond with that of the typewriter.

To Type on Cards or Thick Envelopes. When it is required to type on cards or thick envelopes, lever No. 26, Fig. 5 should be moved into position "C" as shown in Fig. 5, but when typing normally or taking carbon copies the lever should be in position "D."

The Keyboard. The Imperial Model 50 is supplied with a standard universal keyboard. It has the advantage however of 45 keys which give 90 characters, as compared with the usual 84. A full range of figures is given, including "1" and "0," and there are such useful extra signs as "plus" and "equals," etc. Other special signs, fractions, accents, etc., can be fitted according to individual requirements.

Dead Key. When it is required to type in a foreign language the so-called dead-key which carries the marks '..., etc., can be adopted, and when typing with this the carriage remains stationary. The accent should be typed first and afterwards the required letter.



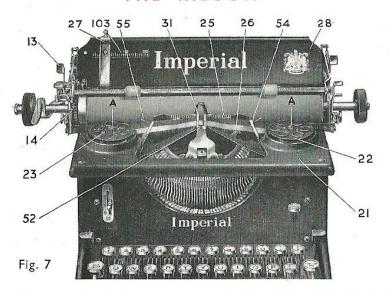
Carriage Movement. When it is required to move the Carriage to the right without adjusting a line, depress Rack Release Lever Nos. 1 or 2, Fig. 3. The carriage can then be made to move freely and can be stopped by releasing the Levers Nos. 1 or 2 at any desired point.

To Decrease or Increase Carriage Tension. At the back of the machine there is a toothed wheel No. 38, Fig. 6. This is the Spring Drum Ratchet Wheel. If the carriage movement is found to be either slack or sluggish take out the Spring Drum Pawl Locking Screw No. 39, Fig. 6. Then turn the Ratchet Wheel No. 38, Fig. 6 once or twice to the right by using the two clips which project from the centre of the wheel. This will tighten the tension. To slacken the tension move Spring Drum Pawl No. 102, Fig. 6 up and down. DO NOT FORGET TO REPLACE THE SPRING DRUM PAWL LOCKING SCREW No. 39, Fig. 6 after adjustment has been made. It is inadvisable to interfere with the carriage tension without first taking expert advice from the authorised service mechanic.

Carriage Lock. By adjusting the Margin Stops Nos. 3 and 4, Fig. 3 to the centre of the carriage, not only is the carriage locked, but the whole of the typebar mechanism is locked also.

By making use of these Stops a typist can completely lock the machine when not in use.

Setting and Using the Tabulator. To set the Tabulator ready for use, lift the Paper Shelf No. 28, Fig. 7 and move the Tabulator Stops Nos. 41, Fig. 6 on the Tabulator Rod No. 40, Fig. 6 according to the position in which these are required. Press Tabulator Key No. 29, Fig. 9 which is on the right front of the machine, when the carriage will travel along quickly until it arrives at the Tabulator Stop. Absolute constancy is guaranteed in the use of the Tabulator by the fitting of the Centrifugal Brake No. 42, Fig. 10 on all models, ensuring equal efficiency should the carriage be changed.



(A) General. The ribbon is placed in two spools, Nos. 22 and 23, Fig. 7, and moves along automatically one space, so that the type strikes a fresh spot on the ribbon with each blow. The ribbon does not move, however, when the space bar is used, when the carriage is moved by hand, or when the tabulator key is employed. This ensures even wear on the ribbon; and as in a very short time the ink spreads from the unused to the used portions, uniformity of impressions is made certain.

(B) Two Colour Ribbon. The Imperial Model 50 is fitted with a control enabling the operator to write in either of two colours, e.g., black and red, purple and red, brown and green, etc. The colour-change lever No. 18, Fig. 9 will be found on the left of the type-unit front-plate. Its use enables the second colour to be brought into operation, by moving the lever downwards.

(C) Fitting New Ribbon to Model 50. "Imperitype" Brand Ribbons are strongly advised. These are supplied ready wound on spools marked "Right" and "Left" on the flanges. When putting these on the machine—see next paragraph—make sure that they go on the right-hand and left-hand respectively, with marked sides uppermost, otherwise they will not work correctly.

The first operation, which is very simple, is to remove the old ribbon. Depress the shift-lock key No. 17, Fig. 9 thereby locking type-unit in the "capital" position. Take hold of the ribbon each side of the ribbon centre-guide No. 31, Fig. 8 in the manner illustrated. Move it downward until the top edge of the ribbon will pass through the slots in the sides of the centre-guide. Lift the ribbon from behind the centre-guide, and out of the slots in the ribbon-guides Nos. 54 and 55, Fig. 7. (These latter are hinged to facilitate removal of ribbon and spools.) The spools, themselves containing the old ribbon, can then be lifted off the spindles and removed.

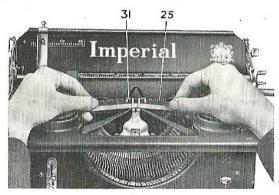


Fig. 8

The new ribbon on its two spools should now be taken and placed on the respective spindles. Make sure that the small "flats" marked "A," Fig. 7 engage with the corresponding flats in the flanges of the spools. When correctly fitted, the spindles should project slightly above the level of the spools.

Now grasp the ribbon again in the manner as for removal, and place BEHIND the two middle prongs of the centre-guide. Press ribbon down the long slots to full extent. Continue downward pressure until top halves of side slots appear from behind ribbon. Slip top edge of ribbon

through side slots. Now press ribbon upwards until bottom halves of side slots appear. Bottom edge of ribbon can now be passed through side slots, completing insertion so far as centre-guide is concerned. It should be emphasized here that all the above movements are to be carried out simultaneously with both hands; i.e., never try to insert the ribbon in one side of the centre-guide first.

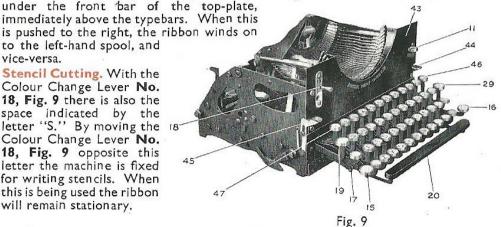
Now insert the ribbon into the slots of the hinged ribbon-guides Nos. 54 and 55, Fig. 7 and return the latter to their normal working (i.e., vertical) position. Any "'slack" on the ribbon can now be taken up by turning one of the spools by hand. The ribbon is now ready for use.

When a new ribbon wound on one spool only is to be fitted, attach the free end to an empty spool and proceed as above. Make sure that there are at least three turns of ribbon on that spool before placing on machine; also that the empty spool is the correct "opposite" of the new one.

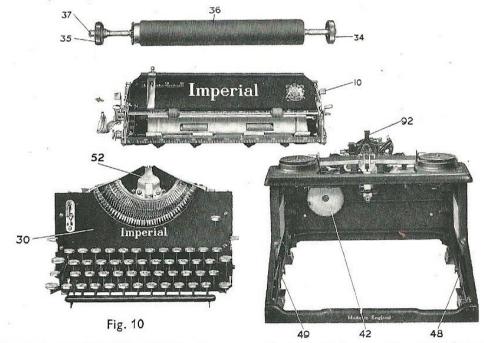
(D) Reversing the Feed. Should it be necessary at any time to alter the direction of travel of the ribbon, this can be done by moving a small knob which will be found

is pushed to the right, the ribbon winds on to the left-hand spool, and vice-versa.

Stencil Cutting. With the Colour Change Lever No. 18, Fig. 9 there is also the space indicated by the letter "S." By moving the 18 Colour Change Lever No. 18, Fig. 9 opposite this letter the machine is fixed for writing stencils. When this is being used the ribbon will remain stationary.



FEATURE OF INTERCHANGEABILITY



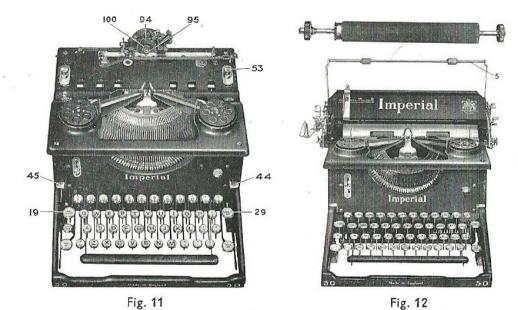
Interchangeable Type Unit. To remove the Type-Unit, press Type-Unit Release Levers Nos. 44 and 45, Fig. 11 in the front plate of the machine with the right and left-hand thumbs. The Type-Unit is now free in the machine and can be drawn forward by placing the first finger of each hand behind the Back Spacer Key No. 19, Fig. 11 and Tabulator Key No. 29, Fig. 11. By lifting up and tilting, the Type-Unit can then be removed.

Care should be taken not to scratch the enamel on the front of the frame with the base of the Type-Unit. Do not try to remove it while shift-key is locked. When the Type-Unit is withdrawn all parts are accessible.

To Replace the Type Unit. By slightly tilting the Type-Unit it can be easily put into position. It will rest on the Type-Unit runners Nos. 48 and 49, Fig. 10 and when pushed back with the thumbs will automatically lock into position.

Removal of the Platen. Lift the Auxiliary Feed Roller Rod No. 5, Fig. 12 and move forward the Feed Roller Release Lever No. 10, Fig. 10. Hold the right Platen Turning Knob No. 34, Fig. 10 with the right hand, and the left Platen Turning Knob No. 35, Fig. 10 with the left hand. Depress Platen Clamping Lever No. 6, Fig. 1 with the right thumb and Lever No. 7, Fig. 2 with the left thumb, and the entire Platen can then be lifted clear.

Replacement of Platen. To replace the platen, reverse the above instructions, taking special care to see that the grooves on the platen spindle fall into the corresponding slots.



Carriage. Instructions for the fitting of the interchangeable Carriage are given on page 4 of the booklet under the heading—"Unpacking."

Cleaning the Typewriter. The cleaning of the type is easily carried out on the Imperial by moving the Type-Unit forward. This is done by pressing the Type-Unit Release Levers Nos. 44 and 45, Fig. 11. The type can then be cleaned with the type-brush provided, after first placing a duster over the keyboard.

The machine should be dusted each morning as the life of a typewriter is lengthened by keeping it clean. It is important to cover the machine every evening with the dust cover or metal cover provided in order to prevent dust and dirt getting into the working parts.

Oiling the Typewriter. Provided the machine is kept well cleaned and dusted it should need only very little oil and that the best obtainable, such as Imperitype typewriter oil. More harm is done by over oiling a machine than under oiling it.

Great care should be used when carrying out this operation and we recommend users to get into touch with their local Imperial agents for advice on this matter.

Machines in extreme climates need special attention.

Every Imperial Typewriter is guaranteed, but the manufacturers cannot take any responsibility if the machine gets out of order through carelessness, if screws or other parts are wrongly adjusted or if any mechanic not sent out by the manufacturers or their agents undertakes a repair.

Imperial Model 50 with Key-set Tabulator Unit Model TABULATOR Decimal Model

Instructions for the use of

Imperial Key-Set Tabulator Machines

Unit and Decimal

GENERAL. Imperial Key-setting Tabulator machines incorporate advanced design in tabulator setting. Briefly, they are intended to remove the necessity for setting tabulator stops by hand, thereby effecting a saving of time.

In case of both the Unit and Decimal models, the Tabulator Stop-rod "A" occupies the normal position at the back of the Carriage, and a separate stop "B" is provided for each writing space. The Setting-lever "C" (which you will find at the left-hand end of the stop-rod) is pulled forward for setting the stops and pushed back for clearing them.

(1) **SETTING THE STOPS.** The method is the same for both models. Move the carriage until the required stop-position coincides with the printing-point. Pull the setting-lever "C" forward, which automatically sets a stop in the appropriate place. Repeat this operation in each position where a stop is required.

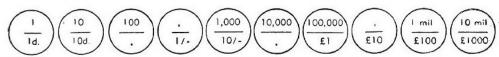
Should a stop be set accidentally in the wrong position, it is not necessary to clear the whole of the stops and re-set them, as the wrongly-set stop can be pushed back with the finger without affecting the others. After this, re-set a fresh stop in the correct position.

(2) METHOD OF OPERATION

(A) The Unit Model. Operation is exactly similar to that of an ordinary "handset" model. After the paper is inserted and the margin determined, we will assume that you have set a range of stops as described in the previous paragraph.

You will find the Tabulator Key in the usual place on the right of the keyboard. Each time you depress this key, the carriage will move forward and stop at the next position where a stop has been set. This position represents the FIRST LETTER of a word; i.e., if a stop has been set at 30 on the scale, each succeeding word in that column will commence at 30, thus ensuring even column margins right down the page.

(B) The Decimal Model. The Tabulator Keys are located on the front bar, and are numbered as follows:



Words. When tabulating columns of words, the theory of operation is the same as that described under the last heading ("The Unit Model"), except that you will use the first (or left-hand) key "D" on the front bar instead of the usual tabulator key. The result will be the same; the carriage will halt at every point where a stop has been set.

Figures. When tabulating numerals, set a tabulator stop at the point where the last figure in your column is to be written, and press the proper keys once only. It is then possible to write any quantity from 1 to 99,999,999. Since the "comma" is often used when writing numbers in excess of 999, it should be understood that on

the Imperial Decimal Tabulator the additional space required by the comma is included when you press the proper key. Commas are allowed for when writing the following:

Key No. 5)
,, 6)
,, 7)
,, 9)
,, 10)
S

Money. When tabulating money columns determine the position of the unit in the pence column, setting tabulator stop at that point. Then press the proper tabulator key.

To write any amount from 1d. to £9,999 19s. 11d., press the proper tabulator keys once only. One stop will be sufficient for each column of figures providing the maximum amount is no more than £9,999 19s. 11d. Should you wish to exceed this, set two stops for each column, the second one six spaces to the left of the existing one, and press the proper tabulator keys. For example, if the first stop is on 50, the second stop should be set on 44.

Examples. To write any amount from :

```
s. d. s. d.

1 to 9 with one stop, press first key once.

10 or 11 ,, second ,,

1 0 to 9 0 ,, fourth ,,

10 0 to 19 0 ,, fifth ,,
```

To write the above with two stops, press proper keys twice.

To write any amount from:

```
£ to £
1 to 9 with one stop, press seventh key once.
10 to 99 ,, ,, eighth ,,
100 to 999 ,, ,, ninth ,,
1000 to 9999 ,, ,, tenth ,,
```

To write the above with two stops, press proper keys twice.

To write any amount from:

```
£ to £
10,000 to 99,999 with two stops only, press 6th key once.
100,000 to 999,999 ,, ,, ,, 7th ,,
1,000,000 to 9,999,999 ,, ,, ,, 9th ,,
10,000,000 to 99,999,999 ,, ,, ,, 10th ,,
```

(3) CLEARING THE STOPS. The following instructions apply to both models: Before clearing any stop-combination, it is necessary to raise the bail bar in order to unlock the setting lever. When the bar is down the lever is locked—this is in order to guard against the accidental unsetting of a stop-combination, either by inadvertence or by unauthorised interference.

It is not necessary to clear stops individually. Use the setting lever "C," but move it in the reverse direction, i.e., PUSH IT AWAY from you instead of pulling it towards you. This action clears all stops simultaneously, leaving stop-rod clear for next arrangement. It is unnecessary (as in some makes) to move the carriage along when clearing a stop-combination.