# YOUR IMPERIAL 'GOOD COMPANION'

This leaflet will help you to obtain the best possible results from your new 'Good Companion'. We advise you to read it through carefully and carry out the instructions for the care and maintenance of the machine, thus ensuring many years of good service. We want you to consider the Imperial Typewriter Co. Ltd., and its specially appointed Agents, always at your service. Should you experience any difficulty in connection with the operation of your machine please contact your nearest Imperial agent who will give immediate attention to your requirements.



### REMOVING THE COVER



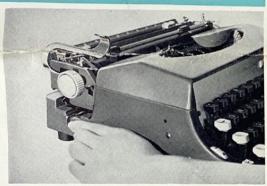
Place the machine flat upon the table lift catch and push knob to the right. Now lift top of case, slightly tilting it backwards. When replacing the cover, tilt lid slightly back, drop front, and the catch will snap fast. If your machine has a zip fastening case the removal of the cover will be self evident.

## REMOVAL FROM BASEBOARD



Although the machine may be used on the baseboard it can be removed if desired by grasping as shown and depressing the stud on each side of the machine with the forefingers and lifting clear. The machine has its own rubber feet which will not scratch or harm the surface of the desk or table.

### THE CARRIAGE LOCK



A locking latch engages on the left-hand side of the carriage. By pushing this away from you the carriage will be freed. Re-lock before replacing case by centring the carriage and engaging locking latch in the position where the carriage moves neither left nor right. Locking the carriage ensures safety when the machine is moved from place to place.

### INSERTING THE PAPER



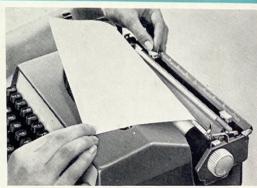
Lift bail bar to its full extent by means of the bail bar lever. Place the paper on paper shelf close up to paper locating guide. Rotate platen knob away from you and the paper will emerge from the front of the platen roller. Pull bail bar forward, over the paper and adjust the auxiliary feed rollers.

#### ADJUSTING THE PAPER



If the paper has not been fed through perfectly straight it can be adjusted by pushing back the paper release lever to its full extent. This frees the paper so that the edges may be levelled after which the paper release lever should be returned.

## SETTING THE MARGINS



Margins are set by means of the margin stops situated at the rear of the carriage. By pressing the top of the margin stops they will move freely along the margin scale to the desired position and will automatically lock when released.

MARGIN SCALE -

MARGIN STOP (LEFT HAND)

PAPER LOCATING GUIDE-

CARRIAGE RELEASE LEVER (LEFT HAND)

LINE SPACE ADJUSTING LEVER

PAGE END INDICATOR

PLATEN KNOB (LEFT HAND)

PLATEN CLUTCH RELEASE DISC -

## PLATEN LOCATING RELEASE LEVER

This disengages the platen ratchet and is used when it is desired to type on printed lines which do not correspond with normal typewriting spacing.

## LINE SPACE LEVER-

This serves the dual purpose of returning the carriage to the starting point and of turning the paper ready for the next line of writing. The space between each line can be regulated to either single or double spacing by moving the line space adjusting lever.

AUXILIARY FEED ROLLER (LEFT HAND)

BASEBOARD RELEASE STUD (LEFT HAND)

RIBBON CENTRE GUIDE -

TYPE BAR GUIDE-

HINGED RIBBON COVER -

#### **BACK SPACER-**

When depressed will return the carriage by the space of one letter each time it is operated.

### COLOUR CHANGE AND STENCIL SWITCH

This machine is fitted with a two-colour ribbon device which enables you to type in either of two colours depending on the choice of ribbon. When cutting stencils, move the switch to the centre position.

#### SHIFT LOCK —

#### SHIFT KEY (LEFT HAND) -

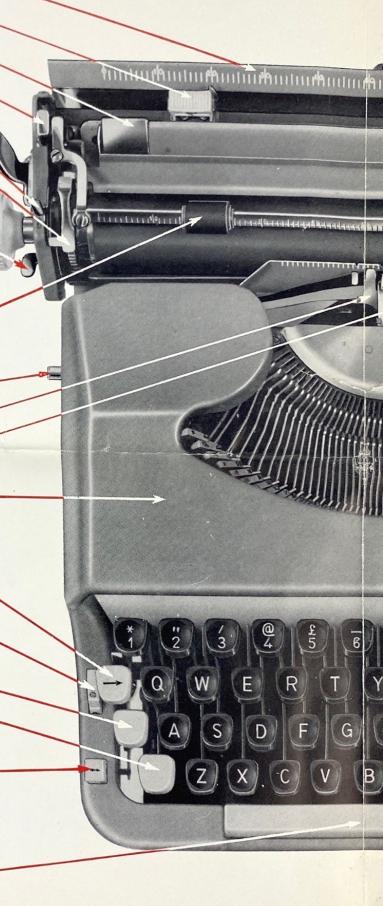
To obtain capitals, one of the shift-keys on the left or right-hand side of the keyboard must be held down. When it is desired to write all in capitals, the key can be locked in that position by depressing the shift lock. To release this lock, depress either shift key.

#### MARGIN RELEASE KEY-

Just before you reach the end of a line the bell will ring. This means that you have five more spaces to go before the key-levers automatically lock. If it is still necessary to type additional characters on the same line, the margin release key is pressed to free the carriage, and can be used in the same way to enable typing to be done in the left-hand margin.

#### SPACE BAR -

By depressing the space bar the carriage will move one space from RIGHT to LEFT.





#### FITTING A NEW RIBBON



Every machine is supplied with a two-colour silk ribbon and two spools. "Imperitype" brand ribbons are recommended, and these are supplied ready wound on the spool, which fits on the right hand spindle.

When fitting a new ribbon, it is necessary to rewind the old ribbon on to one spool, so that the other spool is left empty, and ready to accommodate the new ribbon.

To do this, lock the carriage in the central position and raise the hinged cover from the front when the two ribbon spools will be seen. Move the ribbon reverse lever in the direction of the spool containing the lesser amount of ribbon; this will enable the ribbon to be wound on to the fuller spool. Now rotate the appropriate spool in the required direction until the ribbon is fully wound. The next operation is to remove the old ribbon and spools, which is quite simple. Depress the shift lock key, thereby locking the type unit in the "Capital" position. Take hold of the ribbon each side of the ribbon centre guide, and move it downsides and inwards until the top edge becomes disengaged from the outside guides. Do not move the carriage while the hinged cover is in the raised position.

Remove each spool by swinging the ribbon tension levers out of the way, and lift the two spools clear of the machine. Now detach the end of the old ribbon from the empty spool, and

attach the free end of the new ribbon to the metal prong. Take care to ensure that the black portion of the ribbon is uppermost, that the ribbon is attached in a clockwise direction, and that there are at least six turns of ribbon on the new spool, before replacing it on the machine.

The new ribbon on its two spools should now be placed on the respective spindles, the full spool on the right hand side. Again take care to push back the tension levers whilst doing so, and afterwards thread the ribbon through the right and left hand ribbon guides.

Place the ribbon behind the inner prongs of the ribbon centre guide, the ribbon is now pressed downwards until the top edges are again engaged by the outside guides of the ribbon centre guide. To make the ribbon taut, the ribbon reverse lever should now be moved over to the right. The empty spool can now be lightly turned by hand to take up any slackness in the ribbon. Replace the hinged cover, release the shift lock, unlock the carriage and the machine is ready for use.

The Ribbon Reverse

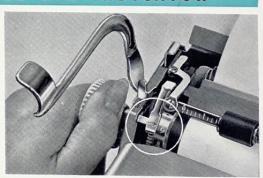
Should it be desired at any time to alter the direction of the ribbon's motion, this can be done by moving the ribbon reverse lever. When this is moved over to the right the ribbon winds on to the left hand spool and vice-versa.

### A few useful reminders for the care of your

#### IMPERIAL 'GOOD COMPANION'

- Do not expose the typewriter to extremes of heat or cold, dryness or damp.
- Clean the machine at least once a week using the cleaning outfit provided. Use a dusting brush for the moving parts and a soft cloth for the enamelling and plating.
- Clean the type each morning as a matter of routine, and ALWAYS before and after cutting a stencil. Lay a duster over the segment slots and brush the type from front to back-NOT sideways.
- Should you oil the machine yourself, be careful not to allow the oil to get on the ribbon or come into contact with any rubber parts.
- Never in any circumstances oil the type-bars.
- Diagrams and instructions in this leaflet should be followed carefully, particularly when changing ribbons.
- Never erase above the type-bar segment; move the carriage to the extreme right or left, and blow dust away from the machine.
- Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.
- It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. We suggest that you take your machine at least once a year to an Imperial Agent or Service Depot for it to be thoroughly cleaned and oiled.

### PAGE END INDICATOR



This useful device warns you when the bottom edge of the paper is being reached.

After inserting the paper set the page end indicator at zero '0' (opposite the arrow) and by using the platen clutch release disc adjust the paper so that it is just held by the auxiliary feed rollers. Commence typing and when the figure '6' or '10' (for paper 6" or 10" deep) or '8' (for paper 8" deep) appears in line with the arrow, the recommended margin has been reached.

## Imperial Service—within your reach

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