

# Imperial

# 'Good Companion'

*Model T Portable Typewriter*



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## INSTRUCTION BOOK

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# Foreword

This booklet is written with the express purpose of assisting users of the Imperial "Good Companion" Model T to obtain the best possible results from their machines. 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 really good service. We want you to consider the Imperial Typewriter Company Ltd. always at your service, and should you experience any difficulty in connection with either the operation of the machine or the service you receive, please be good enough to write to us, when we will give immediate attention to your requirements.



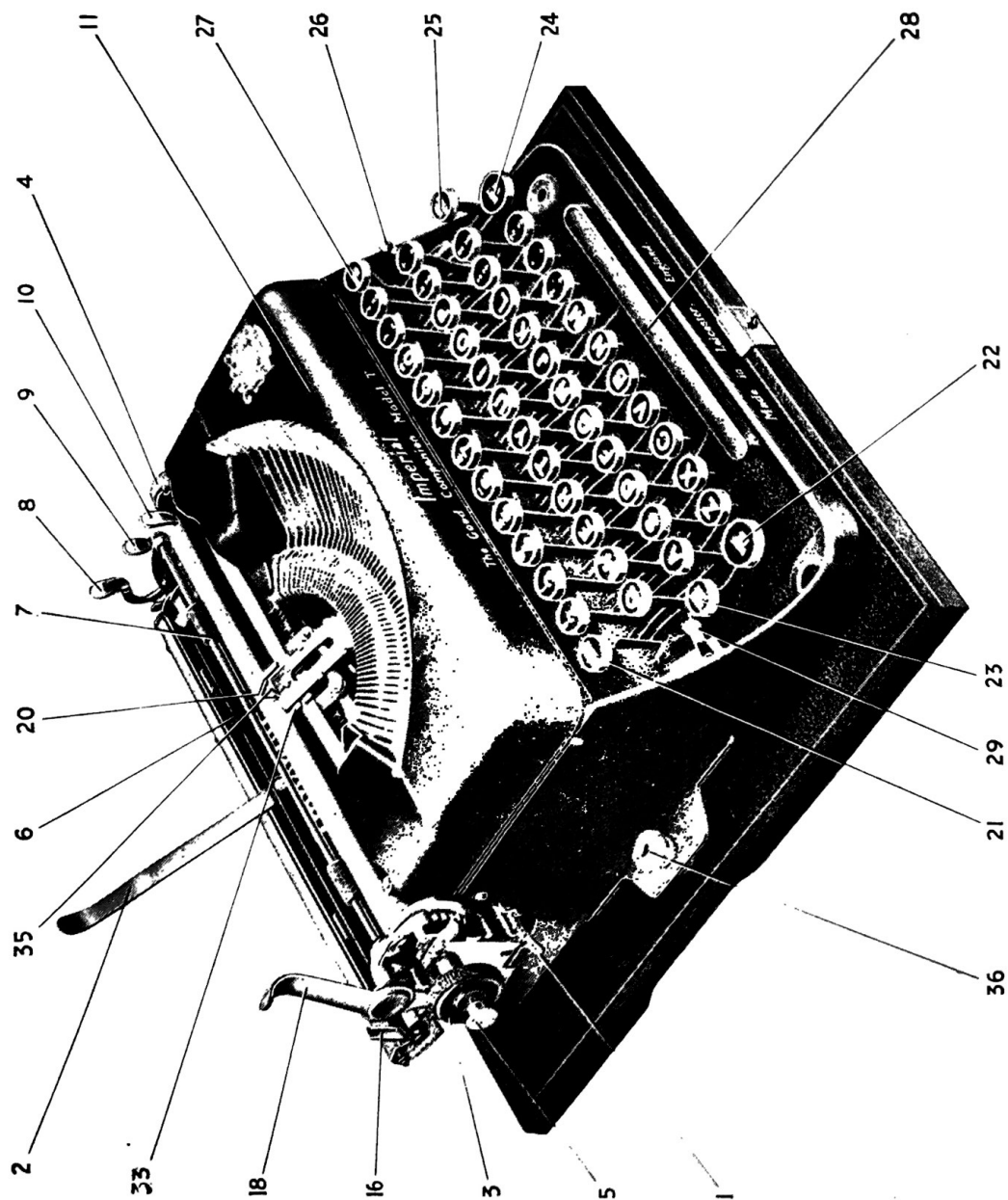


Fig. 1

## Details of Features

referred to in the following instructions

1. Carriage Lock
2. Paper Supporting Arm
3. Platen Knob—left-hand
4. Platen Knob—right-hand
5. Platen Release Clutch
6. Paper Table
7. Auxiliary Paper Feed
8. Auxiliary Paper Lever
9. Carriage Release Lever
10. Paper Release Lever
11. Top Plate
12. Margin Stop—left-hand
13. Margin Stop—right-hand
14. Margin Stop Rod with Numbered Scale
15. Tabulator Stop Rod
16. Tabulator Clearing Lever
17. Platen Ratchet Release Lever
18. Line Space Lever
19. Line Space Adjusting Lever
20. Line Indicator and Card Holder
21. Margin Release
22. Shift Key—left-hand
23. Shift Lock
24. Shift Key—right-hand
25. Back Spacer
26. Tabulator Setting Lever
27. Tabulator Key
28. Space Bar
29. Colour Change and Stencil Lever
30. Left and Right-hand Ribbon Spools
31. Left and Right-hand Ribbon Spool Levers
32. Left and Right-hand Ribbon Guide
33. Ribbon Centre Guide
34. Ribbon Reversing Stud
35. Type Bar Guide
36. Baseboard Fixing Screws

# Imperial 'Good Companion'

## MODEL T PORTABLE TYPEWRITER

### REMOVING THE COVER

Place the machine flat upon the table, unlock the case, lift catch and push knob to the right, then lift top of case, slightly tilting it backwards.

### UNLOCKING THE CARRIAGE

Latch No. 1, Fig. 2, engages in the left-hand side of the carriage. By drawing this latch towards you the carriage will be freed. Before replacing the machine in the case the carriage should again be locked by engaging this latch. As a precaution against damage in transit the carriage on all machines leaving the factory is also locked with a carriage locking pin. This is marked with a small green ticket and must be pulled out. It need not be used again as the latch previously mentioned is quite sufficient in ordinary use.

### INSERTING THE PAPER

Place the paper in a central position on the paper table No. 6, Fig. 1. Turn the platen knob No. 3 or No. 4, Fig. 1, away from you and the paper will feed through. Release auxiliary paper feed No. 7, Fig. 1, by depressing lever No. 8, Fig. 1, so that the paper feeds underneath; then turn the platen knob to the desired starting point.

### ADJUSTING THE PAPER

If the paper has not been fed through correctly, it can be adjusted by drawing forward the paper release lever No. 10, Fig. 1. When the paper has been adjusted push back the paper release lever and the paper is held ready for typing. The use of the paper supporting arm No. 2, Fig. 1, will be found extremely helpful.

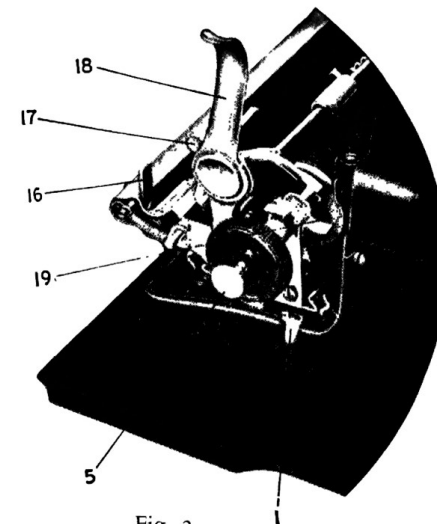


Fig. 2

### SETTING THE MARGINS

Stops 12 and 13, Fig. 3, control the length of the writing-line, and it is necessary to set these in appropriate positions in accordance with the width of paper, envelope, etc., that is being used. By pressing the top of the margin stops Nos. 12 and 13 they will move freely along the rod to the desired position and will automatically lock when released.

The maximum width of paper that can be taken is 9", with a maximum writing line of 8 $\frac{1}{4}$ ".

### LINE SPACING

On the left-hand side of the carriage is the line space lever No. 18, Fig. 2. 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. This is done by moving line space adjusting lever No. 19, Fig. 2, to the indicated number one or two.

### WRITING ON LINES

By pushing back the ratchet release lever, No. 17, Fig. 2, the platen can be rotated freely. The platen is turned until the printed line on the paper (or other required position) coincides with the edge of the line indicator No. 20, Fig. 1. After use the lever is returned to normal position, and in returning the platen to the original line of typing, work may be commenced again at the exact spot where it was left off.

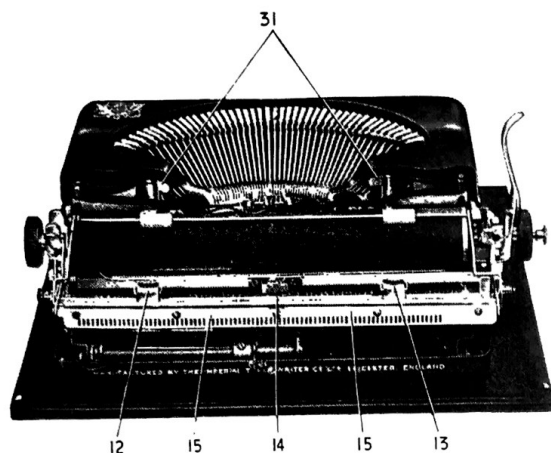


Fig. 3

#### PLATEN RELEASE CLUTCH

To use the Platen Release Clutch (or platen plunger) No. 5, Fig. 2, press the plunger and hold in position. It is used for the same general purpose as the ratchet release lever (*i.e.*, to free the platen and enable extra matter to be typed at any desired point.) However, there is an important difference. After the plunger is released normal line spacing is resumed from *this point*.

#### THE BELL

Just before you reach the end of the line the bell will ring. This means that you have seven more spaces to go before the key-levers automatically lock.

#### MARGIN RELEASE

If you depress the margin release No. 21, Fig. 1, it will enable you to type additional letters to finish a word, dependent upon the position of the margin stop.

#### RELEASING THE CARRIAGE

When you desire to move the carriage freely to any position, the carriage release lever and the paper release lever (Nos. 9 and 10, Fig. 1) are pressed together with thumb and forefinger. It is important that the carriage should again be stationary before releasing these levers.

#### HOW TO USE THE KEYSSET TABULATOR

The Tabulator is used for typing figures or other matter in columns. To set the tabulator move the carriage to the required position and pull down the tabulator setting lever No. 26, Fig. 1, in the direction of the arrow. When the tabulator key No. 27, Fig. 1, is depressed the carriage will automatically move along to this point. To clear all stops, depress tabulator clearing lever No. 16, Fig. 1. Individual stops can be cleared by pressing inwards the particular stop with the finger-tip.

#### SPACE BAR

By depressing the space bar No. 28, Fig. 1, the carriage will move one space from RIGHT to LEFT.

#### BACK SPACER

On the keyboard there is a key No. 25, Fig. 1, marked "Back Spacer," which, when depressed, will return the carriage by the space of one letter each time it is operated.

#### THE KEYBOARD

The Model T portable has a standard 4-bank keyboard with 88 characters, several more than is usual. These extra characters include plus sign, asterisk, equals sign and figure nought.

#### SHIFT KEY AND LOCK

To obtain capitals, one of the shift keys No. 22 or 24, Fig. 1, on 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 No. 23, Fig. 1. To release this lock, depress left shift key No. 22, Fig. 1.

#### TO RULE HORIZONTAL OR VERTICAL LINES

On the top edge of the Line Indicator No. 20, are two small recesses. To rule horizontal lines place pencil point in one of these recesses and move the carriage endways, to rule vertical lines turn platen with turning knob.

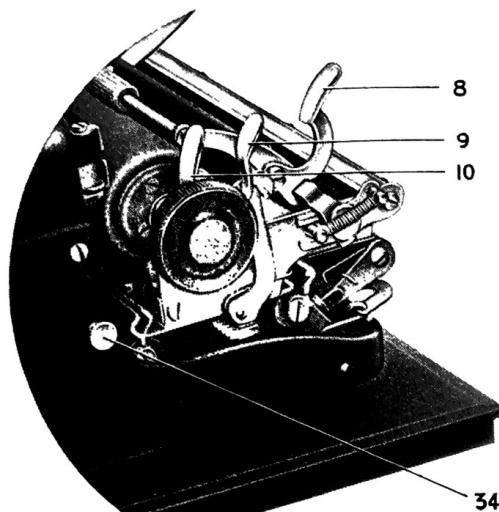


Fig. 4

#### TWO-COLOUR RIBBON

The Imperial "Good Companion" Model T is fitted with a two-colour ribbon device, No. 29, Fig. 1, which enables you to type in one of two colours depending upon the particular ribbon being used; for example, black-red, purple-red, green-brown, etc. By moving this lever the alternative colours can be selected.

#### THE RIBBON REVERSE

No action whatever is necessary when the ribbon is fully wound on one spool; it will automatically reverse. There is however a ribbon reversing stud No. 34, Fig. 4, on the right-hand side of the machine by which the winding of the ribbon on either spool can be controlled.

#### STENCILING

By moving lever No. 29, Fig. 1, to the centre position it will disengage the ribbon and allow the type to strike directly on to the stencil it is required to cut.



Fig. 5

#### CLEANING AND OILING

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.

#### REMOVAL FROM BASEBOARD

When the screws Nos. 36, Fig. 1 are unscrewed, the machine lifts off the baseboard and appears as in Fig. 5. This is a great convenience for cleaning, or when the machine is required for use in a specially fitted desk.

#### REPLACING THE COVER

*Make sure that the shift-key is unlocked.* When replacing cover, tilt lid slightly back, drop front, and the catch will snap fast.



## HOW TO FIT A NEW RIBBON

By following these instructions, in conjunction with the diagrams on the opposite page, the fitting of a new ribbon is a simple operation. First raise the hinged top plate of the machine as shown in Fig. 6.

Before commencing the operation observe closely how the old ribbon is threaded in the guide No. 33, Fig. 7, and, more important still, that you have a ribbon fitted on correct Imperial spools. "Imperitype" ribbons are recommended—they are always fitted with the correct spool. Now wind all ribbon on one spool by turning the spool with the finger pressed lightly on the top of the spool near the edge. Next remove the full spool by swinging the ribbon spool lever No. 31, Fig. 7, out of the way. The spool can then be taken off.

Now detach the end of the old ribbon from the empty spool remaining in the machine and attach the free end of the new one in its place. Take care to ensure that the black portion is uppermost and that there are no twists or kinks in the ribbon (Fig. 7). Drop the new full spool on to the other spindle, giving it a turn or two until you feel it engage with the driving pin. Make sure that the new ribbon comes off each spool correctly, *i.e.*, from the outer side in each case. Now thread the ribbon through the right and left-hand ribbon guides (No. 32, Fig. 7) and finally through the centre ribbon guide (No. 33, Fig. 7). The whole system should now have the appearance shown in Fig. 9.

By means of the ribbon reversing stud No. 34, Fig. 4, you can cause the ribbon to wind from the full towards the empty spool. The machine is now ready for use, and the ribbon will need no further attention until it is worn out and ready for replacement.

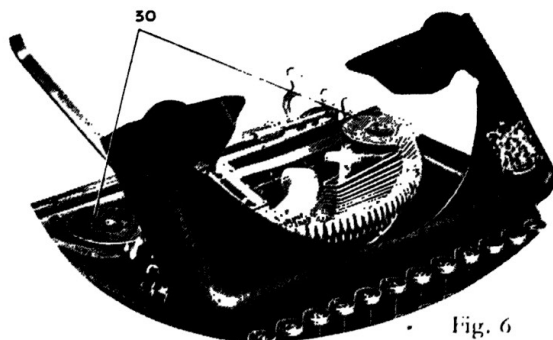


Fig. 6

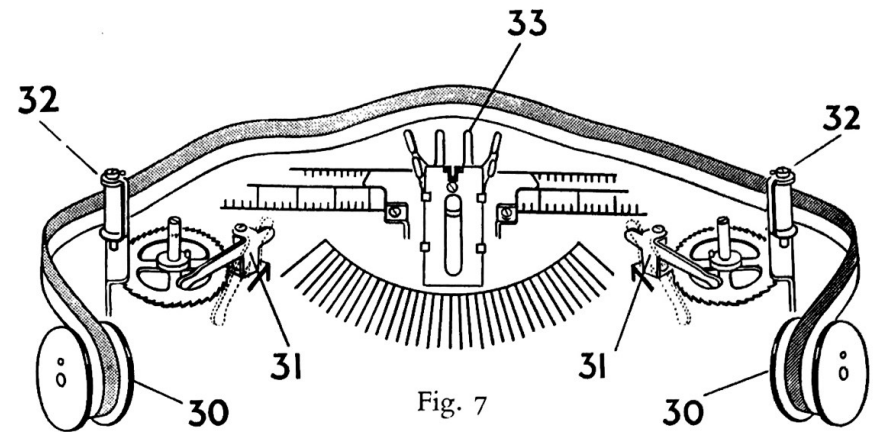


Fig. 7

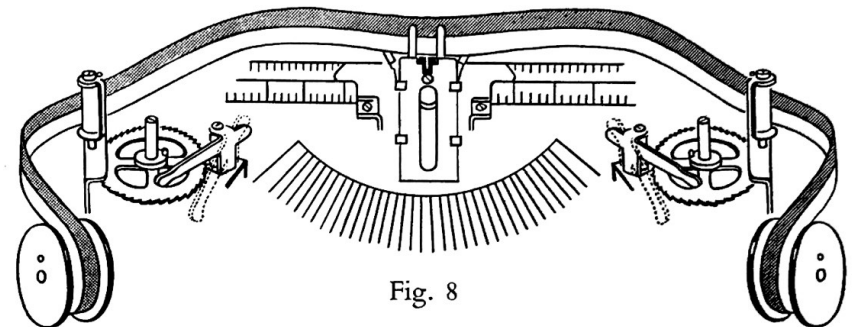


Fig. 8

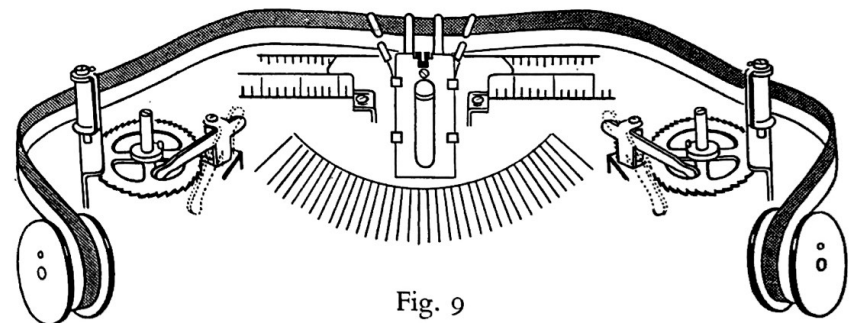


Fig. 9

## A few useful reminders for the care of your 'Good Companion' Model T

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Clean the machine at least once a week. 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 type-bars 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.

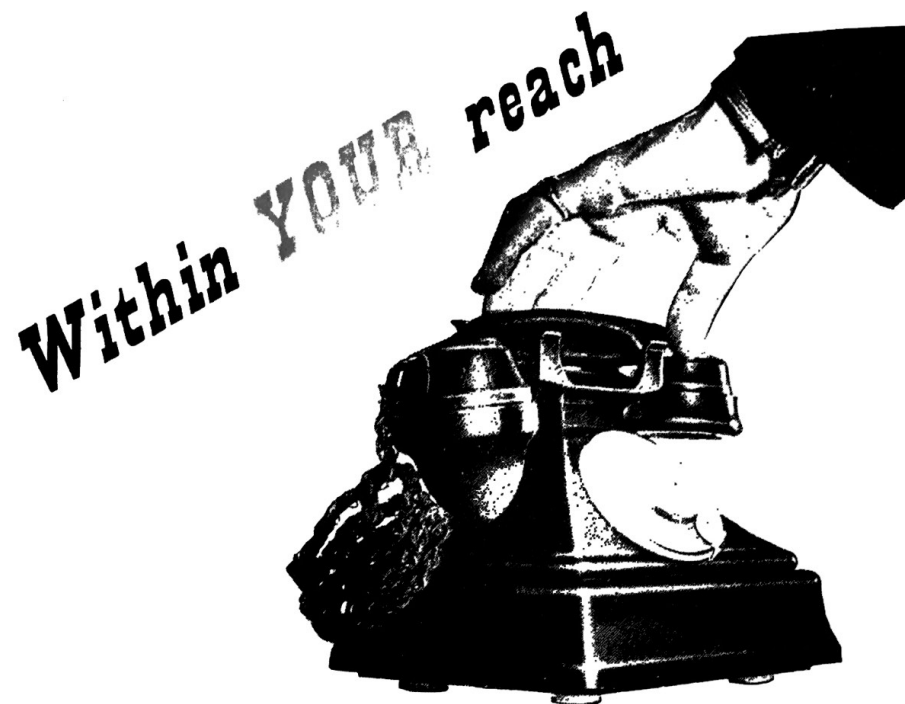
Never in any circumstances oil the type-bars.

Diagrams and instructions in this book 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.

One final word: The Imperial Typewriter Company Ltd. and their Agents are at your service. If you have any difficulty with your "Good Companion," get into touch with them at once; they will be glad to help you.



Always remember that there is an Imperial Agent within easy reach—in most cases you'll find him under 'Imperial' in your telephone directory. He will always be pleased to give you expert advice on your machines and has factory trained mechanics to give the most efficient service. In the following pages will be found a list of Imperial Agents in all principal cities and towns throughout the world.

# Imperial

THE MOST COMPLETE TYPEWRITER SERVICE