Clearing tabulator settings (21 and 14):
To clear a single tab stop, bring carriage to the stop by pressing tabulator key. Press 2-way tab adjuster (21) in the minus (—) direction and release. The single tab stop is now cleared. To clear all tabulator stops at one time, press down tabulator all-clear lever (14) and release.

End of paper:
Appearance of the lower end of the sheet in the left- or right-hand check slots of the paper feed can be used to indicate position of last line to be typed on page.

Removable top plate (18):
For changing ribbon, adjusting touch selector, or cleaning type, top plate (18) is removed by lifting at front and moving it back.

Touch selector (19):
The touch selector (19) permits individual adjustment in five steps from light to heavy touch. Lever is moved toward plus (+) for faster action.

HOW TO clean the PRINCESS 300

1. Cleaning of the types:
   a) Remove top plate
   b) Press keyboard slightly down with the left hand
   c) Put a cloth underneath the lifted type bars
   d) Brush the types lengthwise with moderate pressure
   e) Remove cloth
   f) Lubricate all movable parts slightly with an acid free typewriter oil. DO NOT LET DROP ANY OIL INTO THE TYPE SEGMENT AND INTO THE TYPE GUIDING HEAD.

2. For cleaning the bottom plate, lift off the typewriter.

It is recommended to have the typewriter cleaned and lubricated by a specialist at least once a year (more often if always in use).

HOW TO CHANGE THE RIBBON
(Use standard ribbon in one or two colors)

1. Remove the top plate by lifting it in front and unhooking it by slightly pushing it to the rear.
2. Notice the direction in which to wind the spools (see also sketch).
3. Wind the old ribbon as far as possible onto one spool, swing the guide lever out from empty spool, remove the spool from its support and unhook the end of the old ribbon.
4. Fasten the end of the new ribbon onto the empty spool and place both the empty and the full spool onto their supports, with the ribbon in outside direction as shown on sketch:
5. Insert the ribbon in the ribbon guide as shown on sketch:
6. Put the ribbon over the left and right guide rolls at the spool sockets. This is especially important for the proper functioning of the automatic ribbon reverse.

Printed in Western Germany
Shifting (1, 2):
Capitals and other characters are typed by first depressing one of the shift keys (1). The shift is locked by depressing the shift lock key (2) and released by depressing left-hand shift key.

Back-spacing (20):
Carriage moves back one space when back space key (20) is pressed.

Spacing (23):
Spaces between words or between single letters (space typing) are made by pressing space bar (23).

Setting margins (9):
Margin stops (9) are behind paper table and are easily positioned by depressing corrugated surface. Left margin stop determines beginning of line, right stop determines end of line.

Margin release (4):
Five additional characters may be typed after the bell has rung. If you wish to continue beyond margin, press margin release key (4). Follow same procedure if you wish to type to the left of the left-hand margin.

Ribbon switch (3):
Pressing down ribbon switch button (3) changes the colors appearing in the window. Blue means that the upper half of the ribbon is being used, red means lower half. White means that ribbon is not in use (for cutting stencils). Ribbon reversing mechanism is automatic and is not affected by ribbon switch.

Inserting paper:
Release paper support (13) by pressing release button (13). Insert paper behind erasing table (10), turn platen knob (7 or 17), raise paper bail (11) and feed paper through.

Feed roll release (15):
If paper needs adjusting, pull feed roll release (15) forward. After adjustment has been made, return release lever to original position.

Line spacing (6):
Lines are automatically spaced when carriage is returned by means of carriage return lever (5). Line space selector (6) has three positions: single space, space, and a half, and double space.

Platen release (8):
You may adjust the platen for typing a little above or below the line (corrections, remarks, subscripts, mathematical terms or chemical formulas such as $x^2$ or $H_2O$) by first pulling forward the platen release lever. Platen is thus disengaged and can be turned to any desired position. When lever is pushed back into place, platen returns to its original line setting. Platen release is also used to fit typing to ruled paper.

Free platen adjustment (17):
Any desired positioning of the type line may be obtained by pressing in and turning the right platen knob (17). This facility is especially useful when a sheet that had been taken out has to be continued.

Positioning scale (12):
The horizontal red lines on the transparent positioning scale coincide with the writing line; the vertical lines coincide with the centers of the characters. The positioning scale enables you to adjust the paper to the proper position when inserting words or letters, when continuing a page that was removed from the machine, or when filling in forms.

Ruling device (12):
Horizontal or vertical lines may be drawn by inserting the point of a pencil in one of the holes in the positioning scale (12) and then turning the platen or moving it back and forth.

Carriage release (16):
Carriage is released by depressing carriage release lever (16).

Setting tabulator (21):
The tabulator setting is used to facilitate typing columns or tables of words and numbers. To set a tabulator stop, bring carriage to the location where you want the left margin of the column. Press the 2-way tab adjuster in the plus (+) direction and release. Tabulator stop is now set. Repeat process for other columns.

Operating tabulator (22):
To use tabulator, press tabulator key (22) and hold down until carriage comes to a stop. When key is released and pressed again, carriage will move to next stop setting.

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