This Book Contains

Instructions for operating the Remington Portable Typewriter; illustrations of parts; directions for removing and putting on the case; directions for taking off and putting on ribbons.

Instructions for Operating the Remington Portable Typewriter
(Compact Model)

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Directions for Preparing Machine to Operate

To remove the cover of the carrying case, raise the latch, push round button to the left and lift the cover.

Pull out cylinder thumb wheel as far as it will go.

Raise type bars in position to write by pulling out thumb knob on type bar raising lever (2) and move lever backward to end of slot.

Directions for Preparing Machine to Replace Cover

Pull forward carriage lock lever, press in cylinder thumb wheel as far as it will go and push carriage to the right or left. It will lock at the center of the line.

Pull out thumb knob of type bar raising lever and pull lever forward to end of slot. This drops the type bars.

Learn the names and locations of the parts used in operating. Actually find on the machine all the parts shown in the above diagram. Refer to the diagram frequently until every part is memorized.
The first operation in typewriting is the insertion of paper. Place the sheet between the cylinder and paper table, letting it drop as far as it will go. Hold the paper with the left hand and, with the right, turn the cylinder thumb wheel until paper has passed beyond the line gauge to the desired writing point.

If necessary to straighten the paper at any time, press back the **feed roll release lever**, adjust the paper and then pull the lever forward. When the lever is pressed back the grip of the feed rolls is relaxed and the paper is easily moved. Always return lever to forward position before writing.

To line space the paper, place the first finger of the left hand against the lever and bring the lever forward as far as it will go. Push the carriage to the right at the same time so that it will be in position to start a new line.
Pull forward the carriage release lever and the carriage will move freely to the right or left. This lever returns to position automatically.

Any desired writing point not reached by regular spacing can be found with the variable line space lever. To write on ruled paper or to fill in forms, press down lever and turn cylinder with thumb wheel. Raise lever when regular spacing is desired.

Marginal stops halt the carriage at the points where they are set. There are two stops, one at the beginning and one at the end of the writing line. A stop is moved by pressing the corrugated knob and sliding it to the desired point. The scale on the marginal stop rack is a duplicate of the cylinder scale and indicates the exact points where writing will commence and end.

It is possible to write outside of the limits of the marginal stops, if they are not set at 0 and 84, by lifting the marginal release lever. This permits the carriage to pass the stops, either at the beginning or at the end of the line.

The keys automatically lock when the marginal stop is reached. This prevents piling of letters. The bell rings six letter spaces before the keys lock, warning the operator that the end of the writing line is near. Should the keys lock before the word or syllable is completed, lift the marginal release lever and add the necessary letters.
Capital letters are written by depressing either the right or the left shift key and holding it until the character is printed.

If all capitals are desired, depress the shift lock. To release the lock, touch the left shift key.

When using a two-color ribbon move the lever on the indicator to the color desired. The life of a single color ribbon can be lengthened by moving the lever to red when the upper part of the ribbon is worn.

It is often necessary to move the carriage back one or more spaces to correct a mistake or fill in an omission. Use the back space key for this purpose. Each full depression of the key moves the carriage back one letter space.

The space bar is used to space between words and sentences, or wherever a space is required.

The line gauge shows the position of the writing line, enabling the operator to fill in blank forms, write on ruled paper or make corrections. It also serves as a paper guide.
The ribbon shaft runs through the machine on a line with the ribbon spools and projects beyond the frame on both sides. The ribbon reverse is automatic and requires no attention on the part of the operator.

If it is desired to wind the ribbon on the right-hand spool, as is necessary when changing ribbons, turn the right thumb knob. When the shaft is pressed to the right, the ribbon will wind on the right spool; pressed to the left on the left spool.

Changing Ribbons

Before removing the old ribbon, study its position on the spools and in the carrier. The new ribbon should be in the same positions. Wind the old ribbon as far as it will go on the right spool. Pull out on the left spool guard lever and lift off the spool. Detach the clip that holds the ribbon on the spool, being careful not to lose the clip. Lift off the right spool and discard it.

Place the new spool with ribbon on the right spool shaft. Be sure the ribbon is around the right trailer post. Press the ribbon shaft over to the left. Pull about eight inches of ribbon off the right spool and attach the free end to the left spool. Be sure the ribbon is not twisted. The spools are marked "Right Top" and "Left Top." Hold the left guard lever and ribbon with the left hand as illustrated and put the spool on its shaft. Then put the ribbon around the trailer post.

Hold the ribbon between the thumb and first finger of each hand and turn the bottom of the ribbon forward or toward you. Thread the ribbon into the carrier as shown in the illustration. Turn the ribbon shaft until the ribbon is straight. The machine is now ready for work.

Care of the Machine

Keep the machine clean. A few moments devoted to this each day will prove a good investment. No machine can render the best service without proper care.

If the type fail to print distinctly the cause is probably accumulation of dust on the ribbon. This clogs the type, especially o, e, a, s, and all letters that have enclosed spaces. If the accumulation has become hardened, so that it cannot be removed from the type with the brush, pick it out with the point of a pin and then use the brush.

Use oil sparingly. A drop of oil occasionally on the runways upon which the carriage moves, and on the ribbon carrier at its points of contact with the type bar guide (page 10), is all that is necessary.

Keep the machine covered when not in use.

Do not tamper with the tensions or adjustments or attempt to take the machine apart.
Correct Position

Sit in an erect, easy position, placing the hands directly over the keyboard. Curve the fingers and strike the keys with the tips of the fingers.

The upper arm should hang in an easy position parallel with the body.

The elbows should hang close to the body instead of being spread out.

The Touch

Do not hammer the keys; strike them quickly with the tips of the fingers. Avoid allowing the finger to remain on the key at the finish of the stroke. Do not raise the hands higher than is necessary to prevent interference with the return of the key. Do not shift the hands about the keyboard, but keep them always in proper position with the little fingers over the guide keys. Endeavor persistently to acquire a quick, natural, even stroke, of sufficient force to make a clear impression without blurring or indenting the paper.

Carbon Copies

Duplicates or carbon copies can be made when the originals are written, without additional effort. This is one of the great advantages of typewriting over pen-writing.

Place a sheet of paper on the desk and lay a sheet of carbon, face down (the “face” is the glossy side), on the paper; if more than one carbon copy is required, arrange another sheet of paper and carbon in the same way, and then place the original sheet, or letterhead, over the carbon. When feeding into the machine, be sure that the original sheet is at the back. As the cylinder is turned the original sheet will then be in the proper position.

Envelopes

To address envelopes, insert usual size envelope in the machine so that left end is flush with the left end of the paper table.