The NOISELESS PORTABLE TYPEWRITER

OPERATING INSTRUCTIONS
Operating Instructions

The NOISELESS
PORTABLE TYPEWRITER

THE NOISELESS TYPEWRITER CO.
Executive Office—253 Broadway
NEW YORK CITY

Factory
MIDDLETOWN, CONN.
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The Noiseless Typewriter Company
Introduction

In our opinion The Noiseless Portable means the universal use of the typewriter in the home. There is no possible doubt that the typewriter can be made a great agency in education, and in this work The Noiseless Portable will have the foremost place, because it is sold at a moderate price and can be used at any place—at any time without disturbing anyone. In addition to its quiet, The Noiseless Portable possesses many other exclusive features which we have listed in this booklet, at the same time explaining their operation.

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Exclusive Features

of

The NOISELESS
PORTABLE TYPEWRITER

Non-Destructible Standard Size Metal Platen

The exclusive Noiseless feature of pressure printing makes possible the employment of a metal platen—a smooth, ideal printing surface.

Light Touch

A quick, light, staccato touch is all that is required to obtain uniformity and speed. It is not necessary to follow the key to the depth to which it travels.

Maximum Ribbon Life

Increased at least 25% because pressure printing does not destroy the fabric.

Durability

There are no hammer blows to wear and jolt the mechanism. Every effort has been made to obtain the utmost simplicity of design, the highest degree of permanent rigidity throughout the machine.

Margin Release

After margins have been established and an exception arises where the operator desires to go beyond one of these margins, the margin release lever does away with the necessity of moving the margin stops.

Right and Left Hand Shift Keys

The Noiseless Portable has both right and left hand shift keys thereby saving considerable time for the operator by eliminating the annoyance of crossing the keyboard with the right hand when shifting for Capitals or Figures.

Quiet Operation

The Noiseless Portable can be operated anywhere without annoyance or disturbance to those nearby. In trains, hotels, the home and everywhere this feature alone justifies the use of The Noiseless Portable.
Operating Instructions
for
The NOISELESS
PORTABLE TYPEWRITER

After cover has been removed, pull down Space Bar to operating position indicated in Plate A.

Raise Line Space Lever to upright position indicated in Plate A.

Place Paper Rest (Plate B) in operating position, by withdrawing Thumb Knobs until Paper Rest can be raised to position indicated in Plate A.

Insertion of Paper

Insert lower edge of paper into slot back of platen roll, Plate A and turn platen roll knob, Plate A until paper is in position to be adjusted to desired writing line.

The Writing Line is located immediately above the aligning scales, Plate C and the characters will print directly above and in line with the graduations on these scales.

The Printing Point is located directly in line with the upper and lower type guides, Plate C.

If it becomes necessary to straighten paper, bring Release Lever, Plate C forward. This releases the paper, leaving both hands free to adjust paper to desired position. Do not fail to return paper release lever to normal position.
Spacing Between Lines

To space between lines, use the line space lever, Plate C and at the same time return the carriage to left margin. *Do not space by using platen roll knob.*

**SINGLE SPACING:** Move space regulator (Plate C, back.)

**DOUBLE SPACING:** Move space regulator (Plate C, forward.)

**VARIABLE SPACING ONLY:** Lift Variable Line Spacer (Plate C) when writing on ruled lines, forms, etc. The platen roll may then be turned freely without regard to regular spacing.

Moving Carriage to Right or Left

Press forward either of the Carriage Release Levers, Plate C and while holding the lever, move carriage to desired position. Then release lever.

Adjusting Margins

Move carriage so that printing point is located where margin is to be established. Then by pressing down margin stop plunger Plate A, slide margin stop to right or left until it engages margin stop release. Adjust right hand margin similarly.

Typing Beyond Established Margins

**LEFT MARGIN:** For marginal notes and temporary margins, depress margin release key, Fig. 7, Plate D and while holding key down move carriage to desired margin.

**RIGHT MARGIN:** Eight spaces after bell rings, keys will lock. If it becomes necessary to go beyond established right margin, depress margin release key.

*Eight*
Returning Carriage

The Line Space Lever should be used for this purpose, Plate C. This enables the operator not only to return the carriage, but at the same time to advance the paper for the next line. Use of the Line Space Lever eliminates possible variation of spacing between lines which may occur if paper is advanced by turning the platen roll knob.

Important

Proper Touch

In order to obtain speed and uniformity of registration it is necessary that the operator use a light, quick, staccato touch. Do not attempt to follow the key to the entire depth to which it travels. Until the operator becomes accustomed to the absence of noise, there is a natural attempt to create it by applying unnecessary energy to the keyboard.
Spacing Between Words and Indenting for New Paragraph

To space between words, depress Space Bar with Thumb (Fig. 5, Plate D).

Capital Letters

When Capital Letters are required, hold down firmly either of the keys marked “CAP” (Figs. 4 and 6, Plate D) while printing character. If it is necessary to write more than one capital letter, press Capital Shift Key Lock, (Fig. 1, Plate D). To release Shift Lock, press either Capital or Figure Shift Keys.

Figures or Other Characters Appearing on Upper Half of Keys

Hold down firmly either one of the keys marked “FIG.” (Figs. 3 and 8, Plate D), while printing character. Lock (Fig. 2, Plate D), to be used as in the case of capitals.

Back Spacing

The Back Spacer is conveniently located as shown in Fig. 9, Plate D, and is to be used for returning the carriage one or more spaces to the left.

Carbon Copies

As the average number of carbon copies made on a portable typewriter is three, we recommend using a medium (7-pound) carbon paper. When making 4 or 5 copies, use light (4-pound) carbon paper.

The “Noiseless” Brand of Carbon Papers or a quality approximating it in texture must be used to obtain satisfactory results.
Erasing

Turn Platen upward several notches. Carbon copies are easily erased while in this position. No need to remove them from the machine. Our metal Platen provides an ideal erasing surface, insuring clean corrections.

Ribbon Economy

With the elimination of the hammer-blow type action, puncturing of even the thinnest paper is made impossible. The ribbon is never cut and will function properly so long as ink remains. There is no broken fibre to clog the type faces.
Removing Ribbon

To remove ribbon, wind entire ribbon on right hand spool by turning ribbon winding handle. Ribbon handle turns left spool when in normal position; when pulled out it turns the right spool, Plate E. Grasp ribbon in position indicated in Plate F Points A and B, and detach from guides by raising. Remove covers from Ribbon Cups by lifting. Detach Ribbon from left Spool and remove from right cup. As every Noiseless Ribbon is equipped with a core, the one from discarded ribbon need not be retained.

Putting on New Ribbon

A detailed sketch of left and right ribbon cups, with ribbon ready to be placed in position is shown in Plate E. Attach ribbon to the right ribbon core indicated in Plate E. Bring loose ends of ribbon over to the left Cup, Plate E, and set brass bound end in left-hand ribbon slot. Grasp ribbon points A and B and drop ribbon down into ribbon guides back of type guide, Plate F, as indicated. Replace ribbon cup covers and turn ribbon winding handle Plate A, about two revolutions, and ribbon is ready for use. (Ribbon must feed from the side nearest the Platen Roll as indicated in Plate F).

Automatic Ribbon Feed

The Noiseless Portable is equipped with an automatic ribbon feed, so that when the ribbon has wound itself completely on one spool it is automatically reversed and is rewound on the empty spool.
Care of

The NOISELESS
PORTABLE TYPEWRITER

It is unnecessary to clean Noiseless type when regular record ribbon is used. However, after using copying ribbon it is necessary to clean the type with brush furnished with machine. Do not use any liquid.

Keep carriage rail (just back of platen) clean using cloth once or twice a week and apply oil. With every mechanism it is essential that all moving parts and bearings be kept lubricated. Follow this principle in the care of The Noiseless Portable. Use a light typewriter oil.

When not in operation keep the machine enclosed in case.

Attaching Cover to Machine

Slide paper fingers to extreme right and left with handles provided for this purpose. Drop Line Space Lever. Raise Space Bar. Center Carriage to permit paper rest to drop into position indicated in Plate B. Depress Capital Shift Key to force thumb knobs into position.

Engage cover hooks in metal openings at rear of baseboard and close case, being very careful to see that lock falls into position.
Proper Touch

A printed page of beautiful appearance will be produced if the operator will follow one very simple direction.

A light, quick staccato touch should be used. Do not use a touch which dwells on the key. Touch the key quickly and get the finger away.

Do not attempt to follow the key to the entire depth to which it travels. Until the operator becomes accustomed to the absence of noise, there is a natural attempt to create it by applying unnecessary energy to the keyboard.

The key action of the Noiseless Portable is the fastest of any typewriter.

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