how to use and enjoy your

brother®

PORTABLE TYPEWRITER

"The First Family of Convenience Products"
BROTHER INTERNATIONAL CORPORATION

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1. Preparing to use the typewriter.

a. Remove from portable carrying case.
b. Unlock carriage lock ㉘.
c. Raise paper support arm ⑦ by pushing release button ㉖.
d. Raise line space lever ①.

2. Inserting the paper.

a. Insert paper behind platen ⑭.
b. Roll paper in by turning the platen knob ⑬.
c. If paper has not rolled in straight, release paper release lever ⑪ by pulling it forward and straighten paper.
d. Lift paper bail scale ④ and pass paper under and lower the bail scale over the paper.

3. Setting the margin.

a. The paper bail scale corresponds exactly with the margin setting scale ⑤.
b. Select your margins by reading paper bail scale in relation to the inserted typing paper and set your left and right margin stops ③, ⑩ at corresponding numbers on the margin setting scale. To move the margin stops depress with forefinger and release at selected margins.

4. Selecting line spacing.

Set line selector ② to desired line spacing as follows:

(1) For single spacing, set selector to 1.
(2) For 1½ spacing, set selector to 1½.
(3) For double spacing, set selector to 2.
(4) Use "R" position when you wish to roll platen at will by hand in filling forms, etc.
At "R" position the platen turns freely when moved by hand but single spaces when line space lever is used.

5. The touch control.

a. Set touch control ㉒ to light (L) or heavy (H) or at intermediate tension to suit your own striking power.

6. Back spacer.

When you miss or skip a letter while typing, use the back space key ⑰. Carriage moves back one space for each depression.

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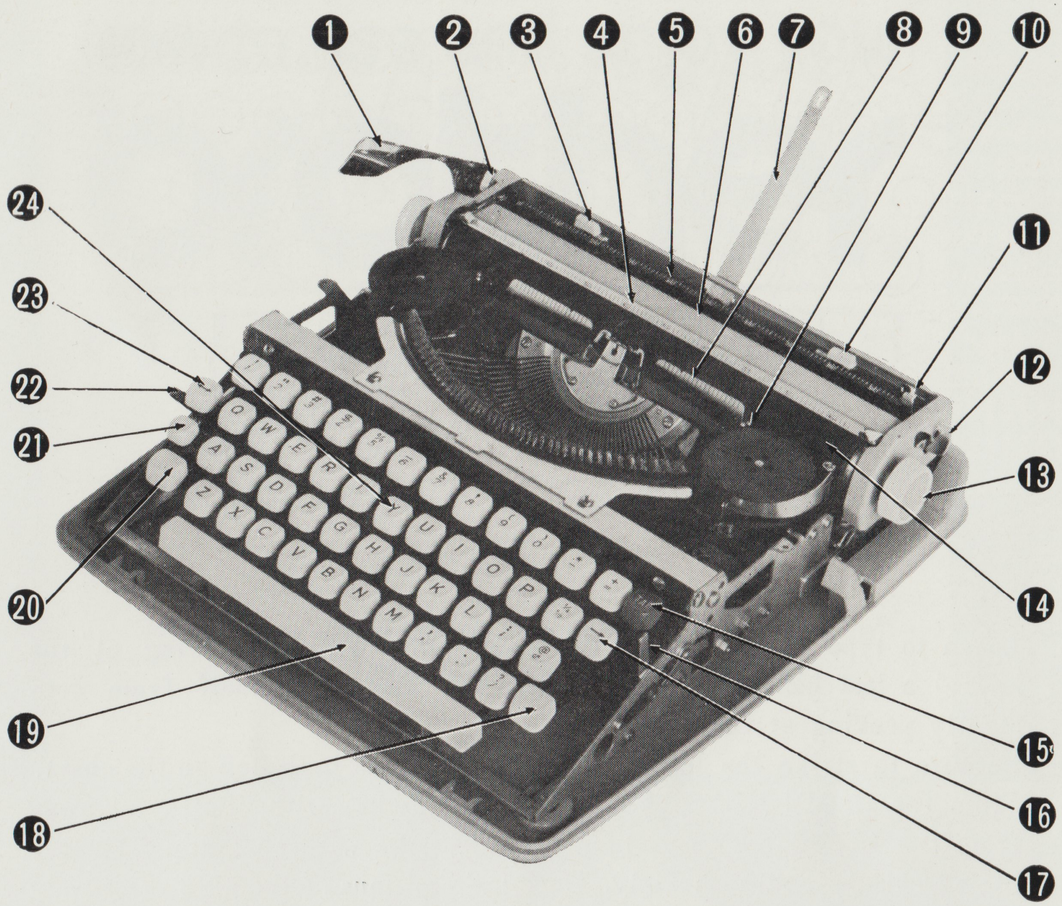

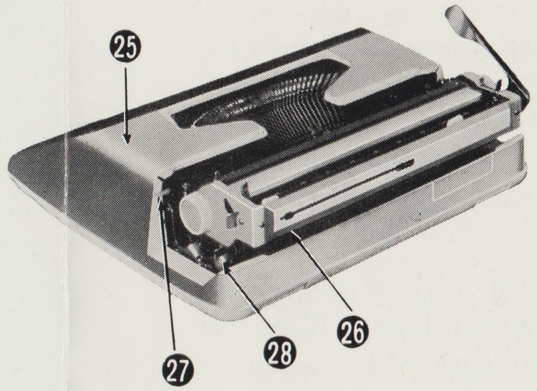

① Line space lever.
② Line space selector and platen release.
③ Margin stop (left).
④ Paper bail scale.
⑤ Margin setting scale.
⑥ Paper rest (Erasure table)
⑦ Paper support arm.
⑧ Alignment guide with card holder and ruling notch.
⑨ Ribbon guide (Automatic ribbon reverse).
⑩ Margin stop (right).
⑪ Paper release lever.
⑫ Carriage release lever.
⑬ Platen knob.
⑭ Platen.
⑮ Pre-set tab key.
⑯ Pibbon color selector.
⑰ Back space key.
⑱ Shift key (right).
⑲ Space bar.
⑳ Shift key (left).
㉑ Shift look key.
㉒ Touch control.
㉓ Margin & jammed type bar release key.
㉔ 44-keys keyboard.
㉕ Top cover.
㉖ Paper support release button.
㉗ Top cover lock.
㉘ Carriage lock.

7. Ribbon color selector.

Use ribbon color selector ⑯ as follows:

1. For black (upper part of ribbon), set selector lever to black indicator.
2. For red (lower part of ribbon), set selector lever to red indicator.
3. For stencilling, set selector lever to white indicator.

8. Drawing lines.

Insert pencil pont into notch of the card holder ⑧. Draw horizontal lines by moving the carriage back and forth pulling the carriage release lever forward and vertical lines by turning the platen after setting the line space selector knob to R.

9. Erasing & correcting.

First, move the carriage to extreme left or right side to prevent erasure dust falling into the typing mechanism. Use the erasure table ⑥ to erase the mistyped words without taking the paper out of the platen.

Afrer erasing out mistype, return carriage and platen to desired position to type in or continue typing.

10. Duo-purpose margin and jammed type bar release key ㉓.

a. The margin release disengages the margin stops to the left and right as you approach the end of the line while typing and also releases jammed type bars.

b. The warning bell rings 8 spaces before the type bars autotmaically lock at the position where you have set the right margin stop.
After bell rings, you will be able be type 7 letters including spacing between words.

c. If you have to type beyond the right stop. depress the margin release key ㉓ and you will be able to continue typing until the extreme end of the platen.

d. When you wish to type from before the margin stop on the left, move carriage to left margin stop, press the margin release and move carriage past the margin stop. In typing back the Ieft margin stop will not stop the carriage.

e. When two or more type bars jam, press the duo-purpose release key ㉓ and the jammed type bars will become disengaged automatically.

11. Eight position pre-set tabulator

Tabulator stops are pre-set at 10, 20, 30, 40, 50, 60, 70 and 80 on the margin scale so that lists on columns can be typed quickly and easily. The carriage will automatically move to the next tabulator stop each time the "TAB" key is depressed.

12. Shift key and shift lock.

a. Use shift key ⑱, ⑳ to type capitals and upper case type. Shift with small finger of hand opposite to the striking hand.

b When you wish to type capital letter and upper case type consecutively, lock your shift key by pressing down the shift lock ㉑. Unlock by depressing either the left or right shift key, whichever convenient to proceed with the next type.

13. Using half space mechanism.

Your typewriter is equipped with a half-space mechanism useful for inserting a missed letter and making corrections when necessary.
To type in an a missed letter in a word, proceed as follows:

a. Erase word out completely.
b. Return typewriter carriage to last letter of word preceding fhe word to be correctly inserted.
c. Depress space bar ⑲ once.
d. Depress space bar again but keep it depressed and type first letter of word. Release space bar.
e. Repeat step (d) until word is completely typed in.

Your new typewriter s wonderful. (wrong)

Your new typewriter is wonderful. (corrected)

14. Carriage lock.

When storing typewriter into portable carrying case, be sure to bring carriage to centerposition and lock by pulling carriage lock ㉘ forward.

15. Storing typewriter into portable carrying case.

After locking carriage, fold away the line space lever ① and the paper support arm ⑦. Store into portable carrying case.

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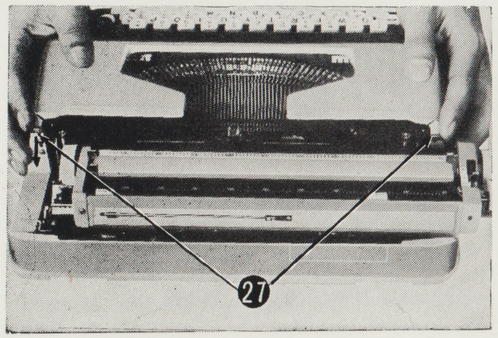
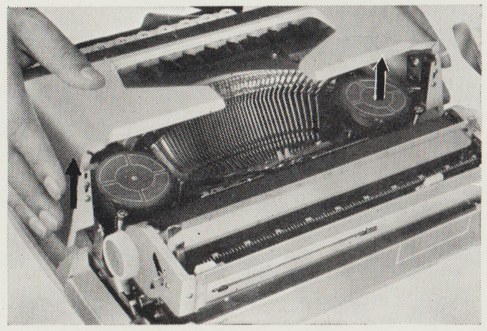
16. Changing the ribbon.

1. Please keep pushing down the lever ㉗ and lift up the top cover ㉕ as per photo.
2. Wind the worn ribbon into the left or right side of spool by turning with forefinger.
   Pull out spool catch and remove the empty spool. Free the end of the ribbon from the hook and draw ribbon out from the ribbon guide ⑨.
3. Press down the shift lock key and disengage the ribbon from ribbon vibrator slots.
   Remove spool with old ribbon. Set the ribbon color selector onto the red indicator. Depress any two keys to keep the ribbon vibrator in upper position.
4. Place the spool with the new ribbon on the right ribbon spool holder shaft, making sure the ribbon unwinds from the back of the spool which should be fully seated and red portion of ribbon is in lower position.
5. Hook leading end of new ribbon to empty spool and wind several turns until ribbon does not slip off spool. Place this spool on left ribbon spool holder shaft.
6. Hold the ribbon with both hands, put the ribbon behind the ribbon vibrator and slip the lower edge of ribbon into the right slot by giving the ribbon a downward, push through the gap of vibrator and then tuck up the top edge of ribbon into top slot of the vibrator. Repeat this process for insering the ribbon into left vibrator slot.
7. Insert the ribbon into the left and right ribbon guides.
8. Take up slack in ribbon by turning the spool with your forefinger, then, release the shift lock and two type bars into the normal position. Also be sure the ribbon color selector is back onto the black indicator. Replace the top cover.





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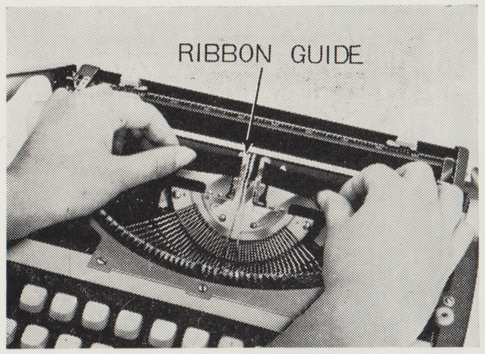

17. Cleaning and oiling.

Keep your machine as clean as possible to type clean-cut letters and maintain smooth movement.

To clean your machine, first lift up the top cover and brush the types with wire brush or pick with sharpened matchstick if necessary. Do not use pins or other hard pointed metal objects. To clean the types, it is better to cover the key-board ㉔ with a sheet of paper and also advisable to place a sheet of paper under type bar rest, to protect from lint.

To clean the platen use only a cloth moistened with a methylated spirit and never petrol as this destroys the platen rubber. Wipe off other exposed parts especially the carriage rail with cloth moistened with high quality oil.

Oil must never be used on dusty parts but only after thoroughly cleaning your machine. Keep oil away from rubber parts. Only the moving and sliding parts need oiling with frequency of oiling depending on the frequency of use. Do not oil the segment and line space ratchet wheel. Too much oil does not give best, so wipe off all residue carefully with soft cloth.

THE TOUCH TYPING SYSTEM

The touch typing chart on succeeding page is designed to aid the beginner to learn properly the modern method of typing. Proper posture is a prerequisite of good typing. Sit erect with your feet placed flat on the floor. Sloppiness means bad typing leading to the straying of your fingers from the HOME KEYS: a, s, d, f for the left hand and: ; , l, k, j, for the right hand.

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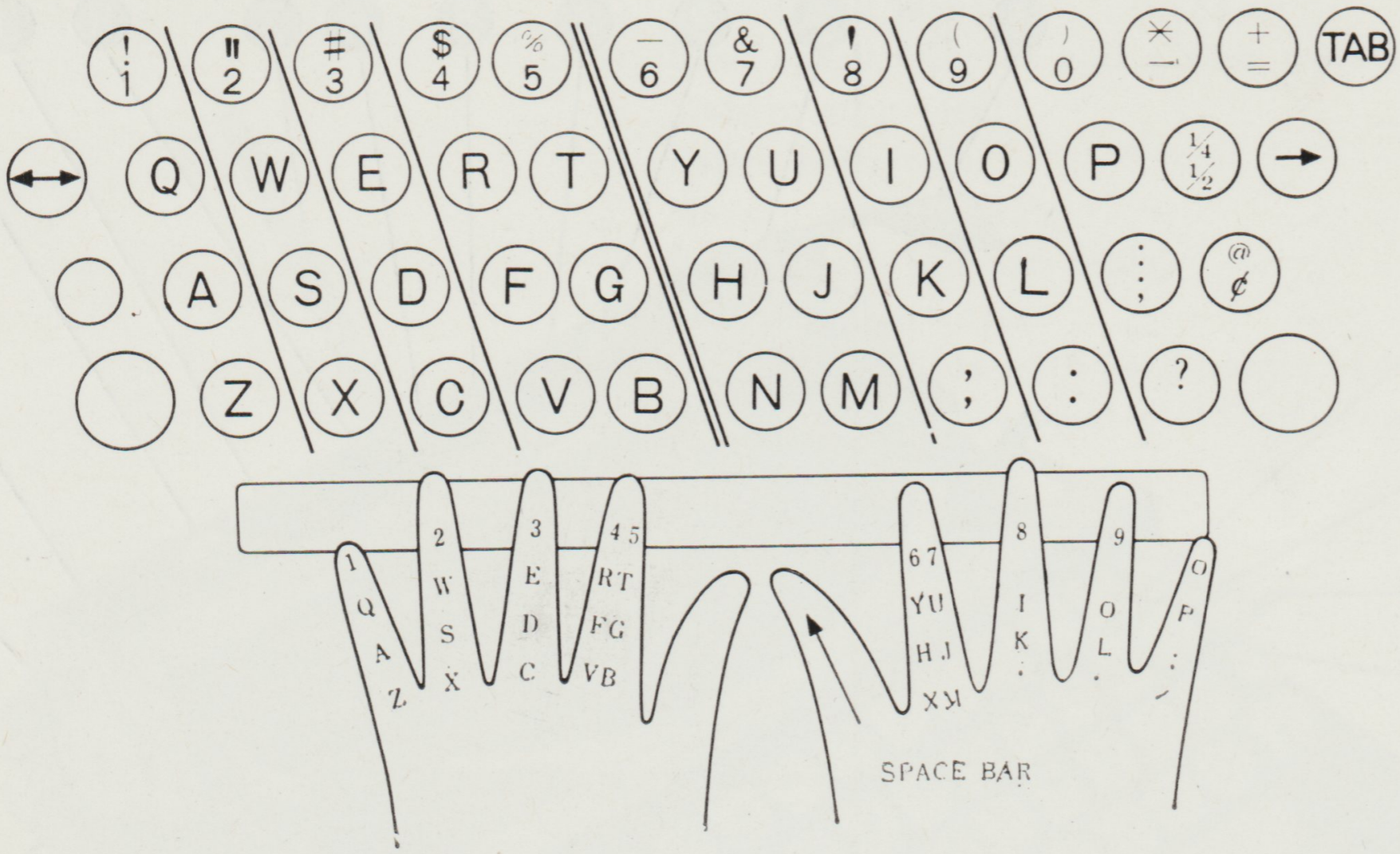

Learn to type by looking at the copy only without looking at the keys··· a bad habit will form unless you restain yourself from constantly peeking at the keys.
Be sure to strike the letters with the finger as indicated on the chart. From the HOME KEYS, you can strike any key without straying away from the HOME KEYS as long as you strike with the proper finger. Strike crisply and accurately. Once the positions of the keys are firmly set in mind, then strive for speed. Constant practice and following the rules will develop speed, and typing will become a pleasure and not a task.

Do not let errors discourage you. Strive as you practice to lessen the errors. The real question is : are you improving day by day ?

PRACTICE MAKES PERFECT.

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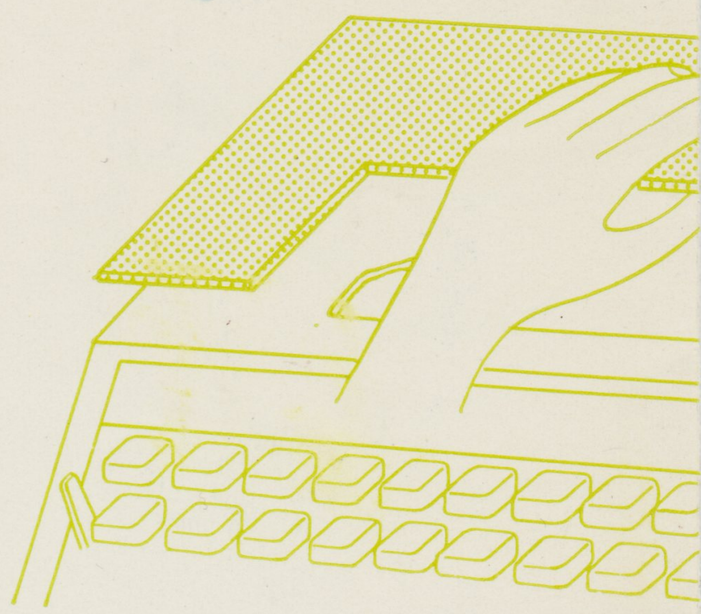

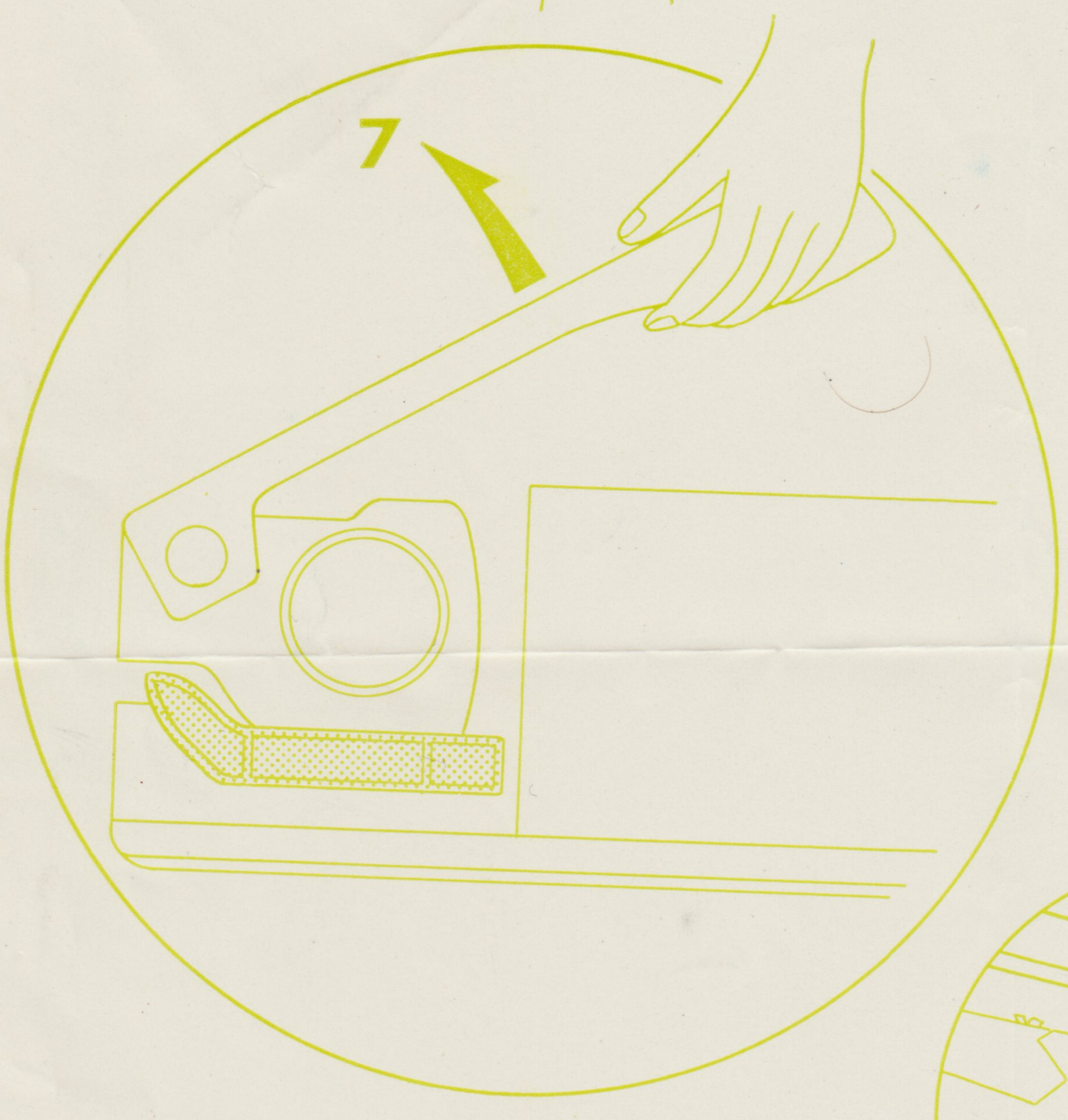
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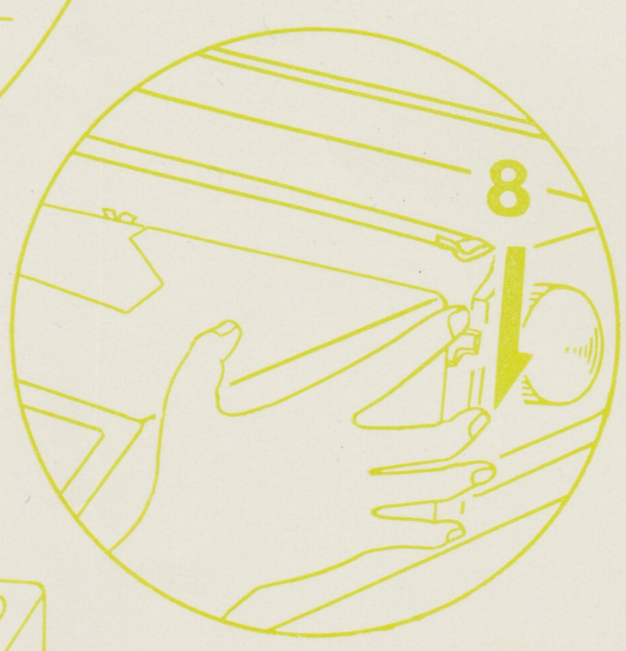
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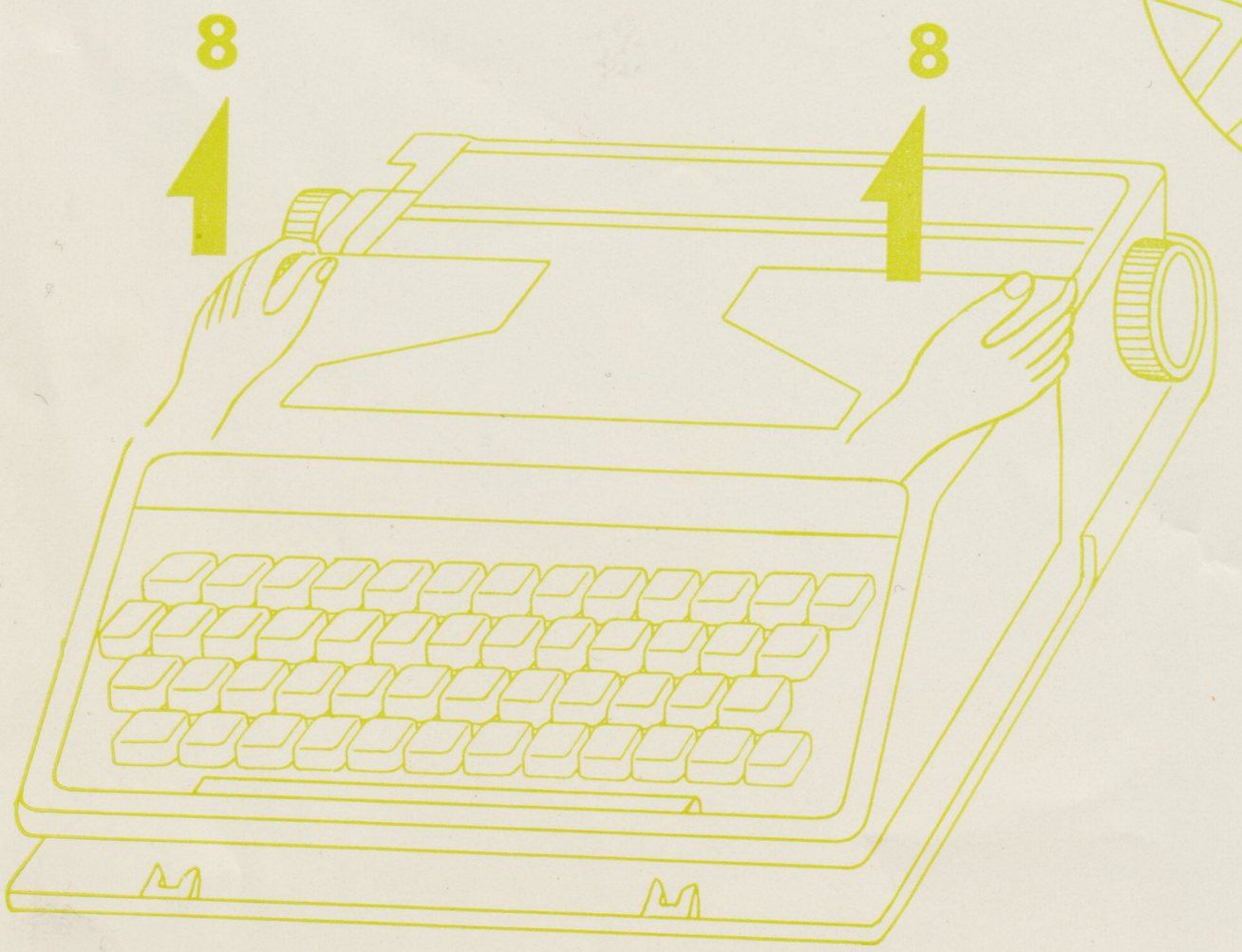
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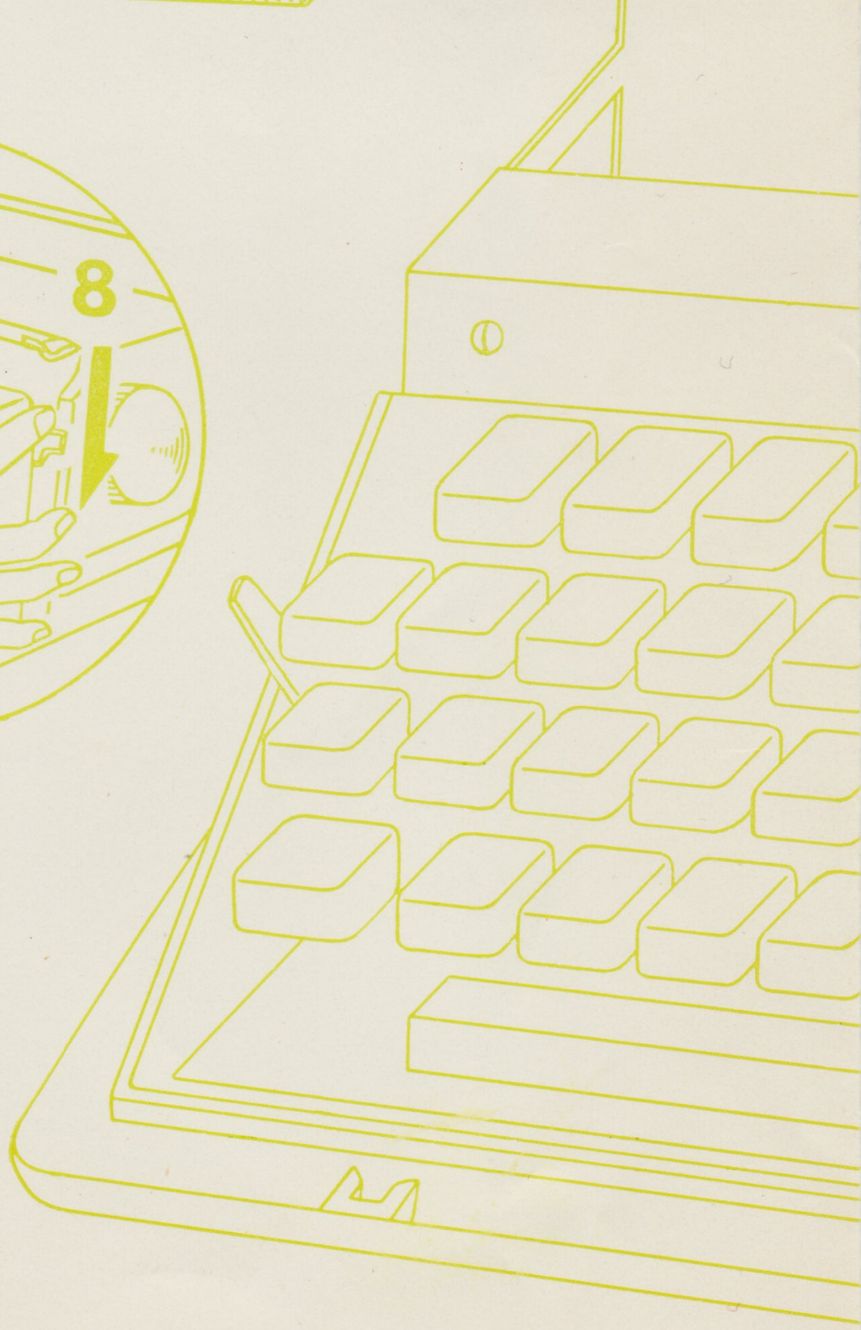

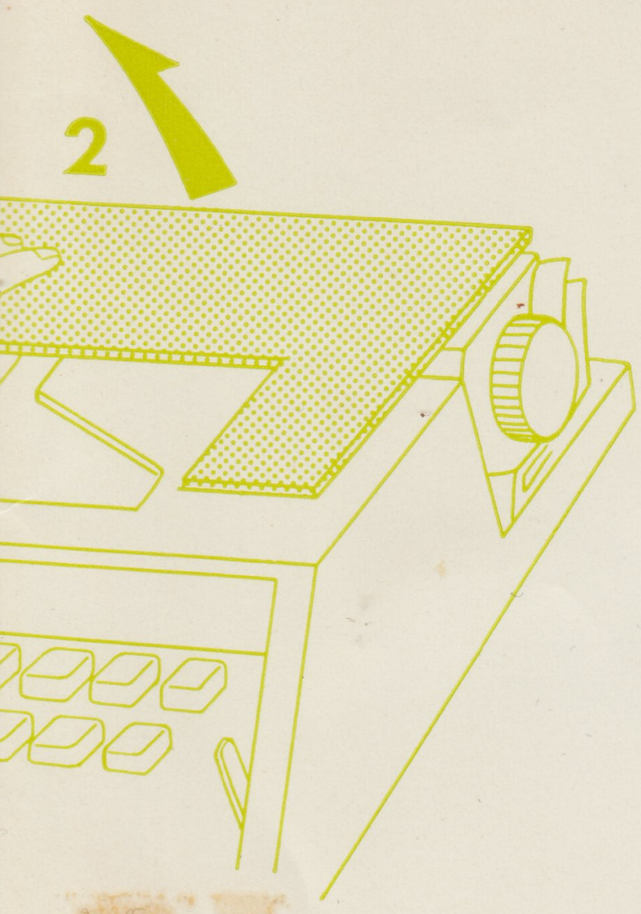

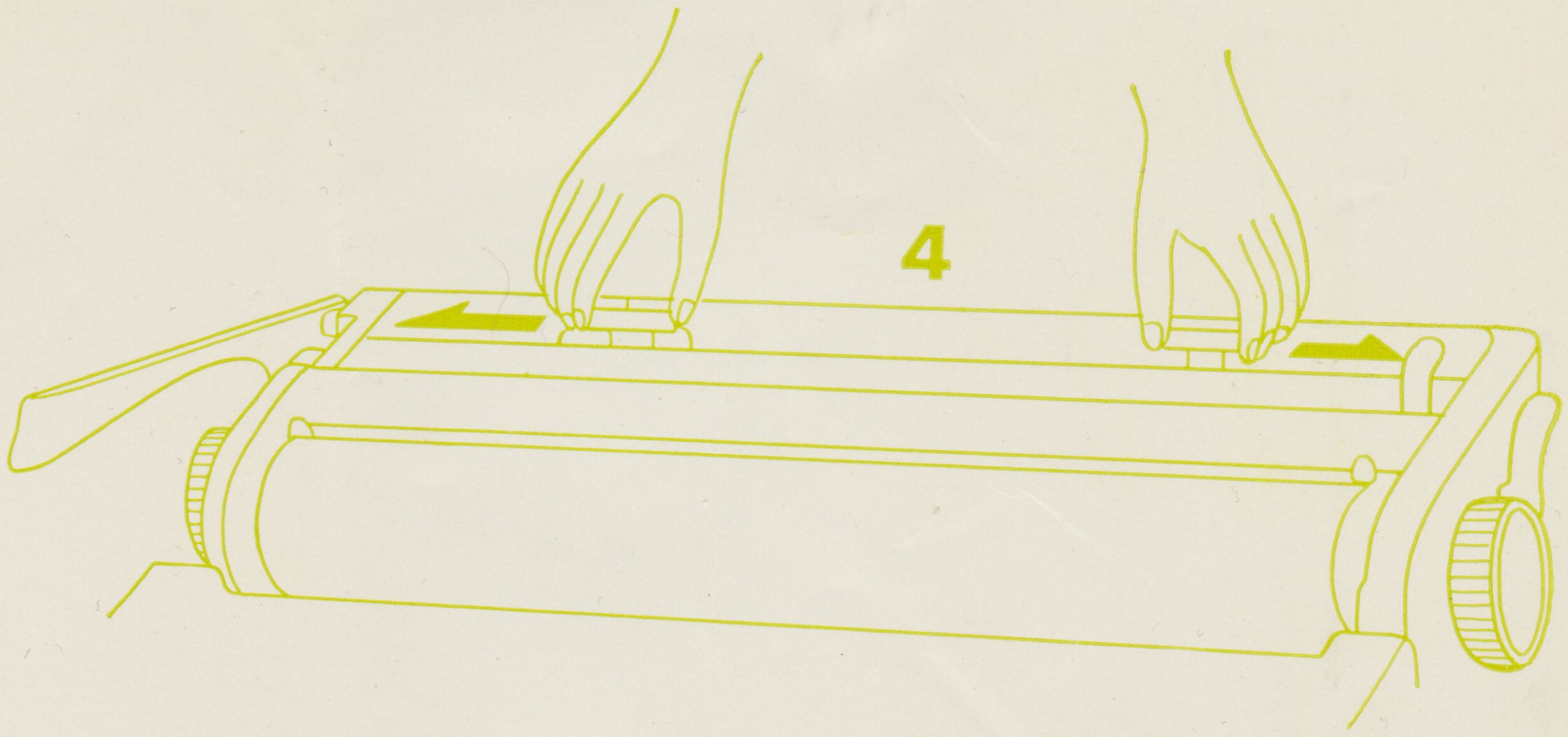

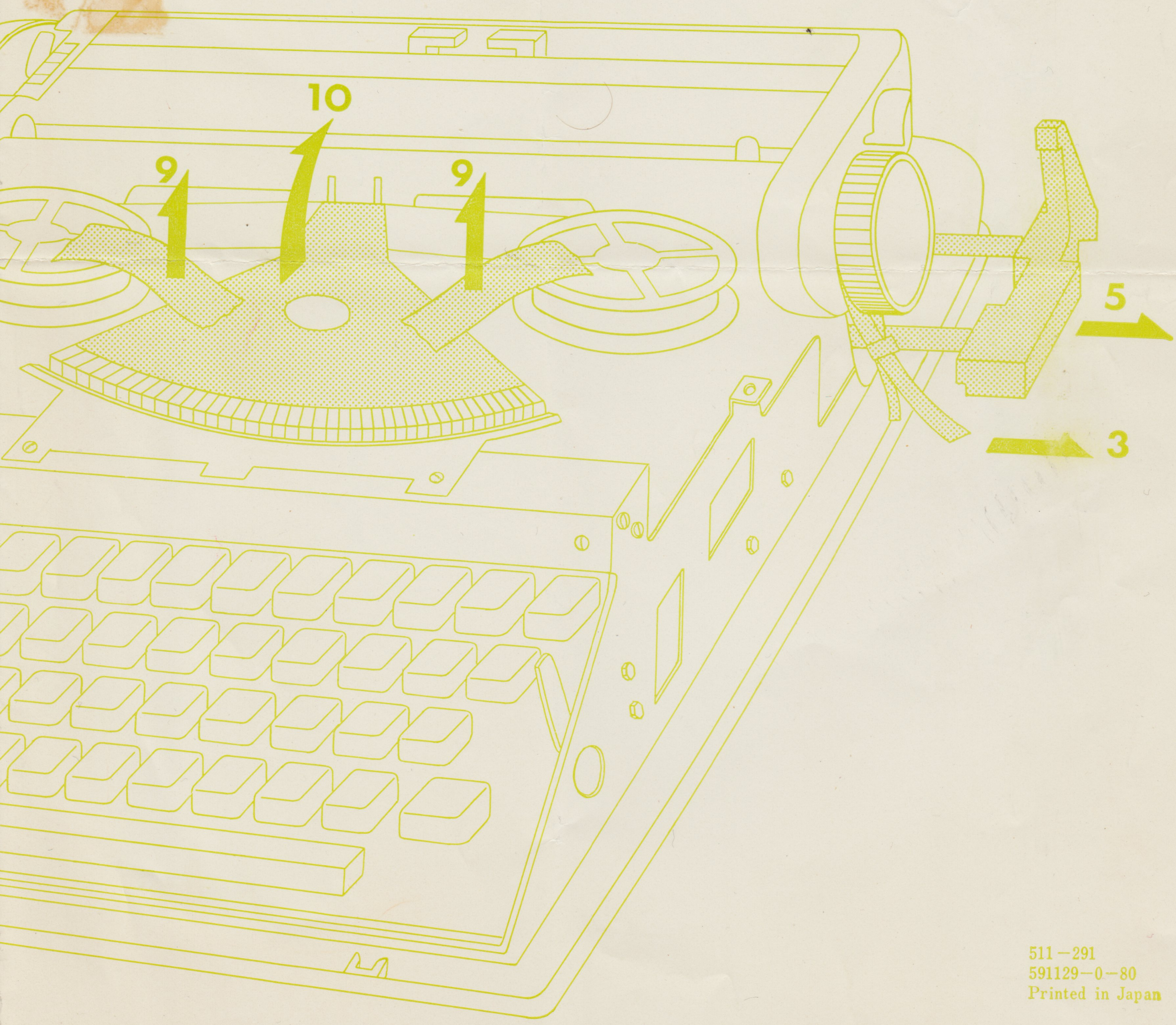

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