

Directions for Operating
The
New Remington
Billing Typewriter.



Directions for Operating the New Remington Billing Typewriter



THE main feature of the New Remington Billing Typewriter which constitutes the basic principle of the machine is the Billing and Tabulating Attachment. This attachment enables the operator, by the pressure of a single stop, to move the carriage to the exact writing point in any part of the line. It renders practically automatic the arrangement of figures, etc., in columns of any number and at any desired point on the paper, according to the requirements of billing work. Our illustrated booklet, entitled "Directions for Operating the Gorin Billing and Tabulating Attachment," contains full information concerning its use.

Two other special features of the machine, which are of the very first importance, are the adjustable paper side guide, or left hand paper edge stop (1344 on Figure 1, or 1661 on Figure 2), and the horizontal paper guides, or needle bar stops (1356 on Figure 3). The purpose of these features is to secure absolute and automatic control of the paper feed, thus enabling the operator to write almost instantly at the *exact* point desired on any part of the surface of the paper.

In the adjusting of the machine for billing purposes the first step is the placing of the stops on the tabulator rack, so that the columnar arrangement of figures, etc., will fall exactly at the positions at which it is desired to locate them on the bill head or form, whatever its nature, on which the tabular writing is to be done. For instructions in the placing of these stops see the "Directions for Operating the Gorin Billing and Tabulating Attachment," already referred to.



ADJUSTMENT OF PAPER SIDE GUIDE

The next step is the adjustment of the paper side guide, or left hand paper edge stop (1344 on Figure 1, or 1661 on Figure 2). Insert the bill head or form on which the writing is to be done, and adjust it in

position so that the vertical ruled lines will come exactly opposite the desired notches on the cylinder scale (Figure 3). This adjustment must, of course, be made with reference to the stops at which the tabulator has been set. Then loosen the side guide (left hand paper edge stop) by turning the thumb screw (1349), and move the side guide along until it just touches the edge of the paper. Then tighten the thumb screw.

The paper end guides, or needle bar stops (1356 on Figure 3), require no adjustment.

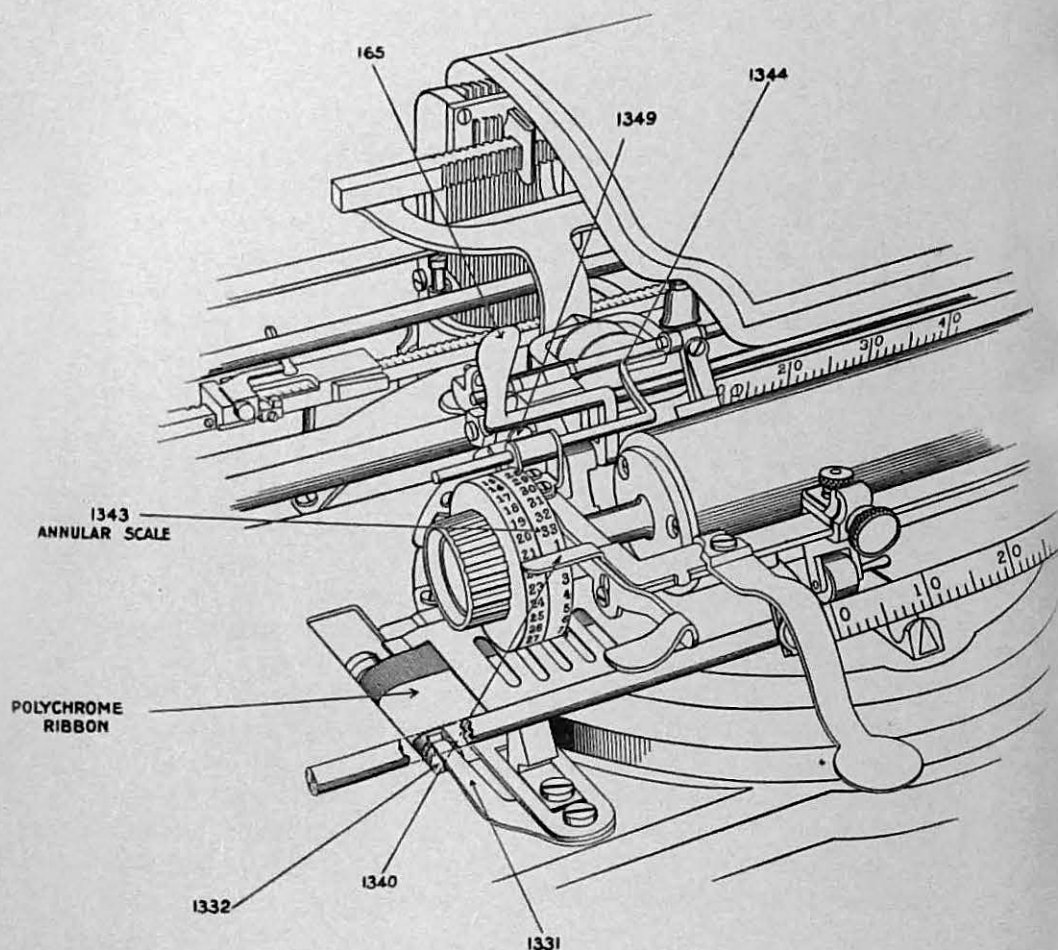


FIG. 1, MODELS NOS. 6 AND 7.

INSERTION OF PAPER

To insert the paper, press back the feed roll release key (165 on Figure 1, 729 on Figure 2) with the left hand, and, holding paper firmly

in the right hand, drop it down upon the needle bar stops. Then, before releasing the feed roll release key, push the paper over to the left until it just touches the left hand paper edge stop (1344 on Figure 1, 1661 on Figure 2).

This gives to each sheet of paper a common and absolutely accurate starting point.

DAILY ENTRY BILLING

The paper side and end guides increase many fold the speed and convenience of the machine for billing of every kind, because they permit such accuracy in the insertion of the paper that the writing lines and columns must always fall *exactly* in the desired place. This feature is of especial value in the case of retail dry goods monthly statement or daily entry bill and charge. In the case of daily entry billing or monthly statement work many entries must be made at different dates on the same bill. For this purpose the control of the paper secured by the end and side guides is absolute. Each time that the bill, with the accompanying sales sheet and carbon, is inserted in the machine, it is brought instantly to the exact writing line and column where the entry is to be made.

POLYCHROME RIBBON

The polychrome ribbon is employed in daily entry billing, the two colors being used for the entry of charges and credits. Several combinations of two colors may be used on the polychrome ribbon, although the usual combination is black and red, black for the charges and red for the credits. With the ribbon feed as regularly adjusted this ribbon writes black. In order to make the ribbon write red, throw out the lever attached to the ribbon plate carrier front joint arm until the polychrome carrier retaining spring (1331) catches in the groove of the polychrome carrier retaining spring screw (1332). These parts may be disengaged and the ribbon restored to its position for writing black simply by pushing back the lever. In both cases the change of color is made in an instant. The method for writing credits with the red ribbon is the same as that for making other entries described under the preceding head of *Daily Entry Billing*.

NOTE.—The Lever above referred to is located directly under the left front corner of the top plate. It bears a red disk which is visible to the operator when the machine is adjusted for writing that color.

MULTIPLE BILLING SYSTEMS

The systems included under this head are innumerable, but they all involve the writing of several forms at a single writing. In the case of commercial billing, these forms may include the bill proper, charge sheet,

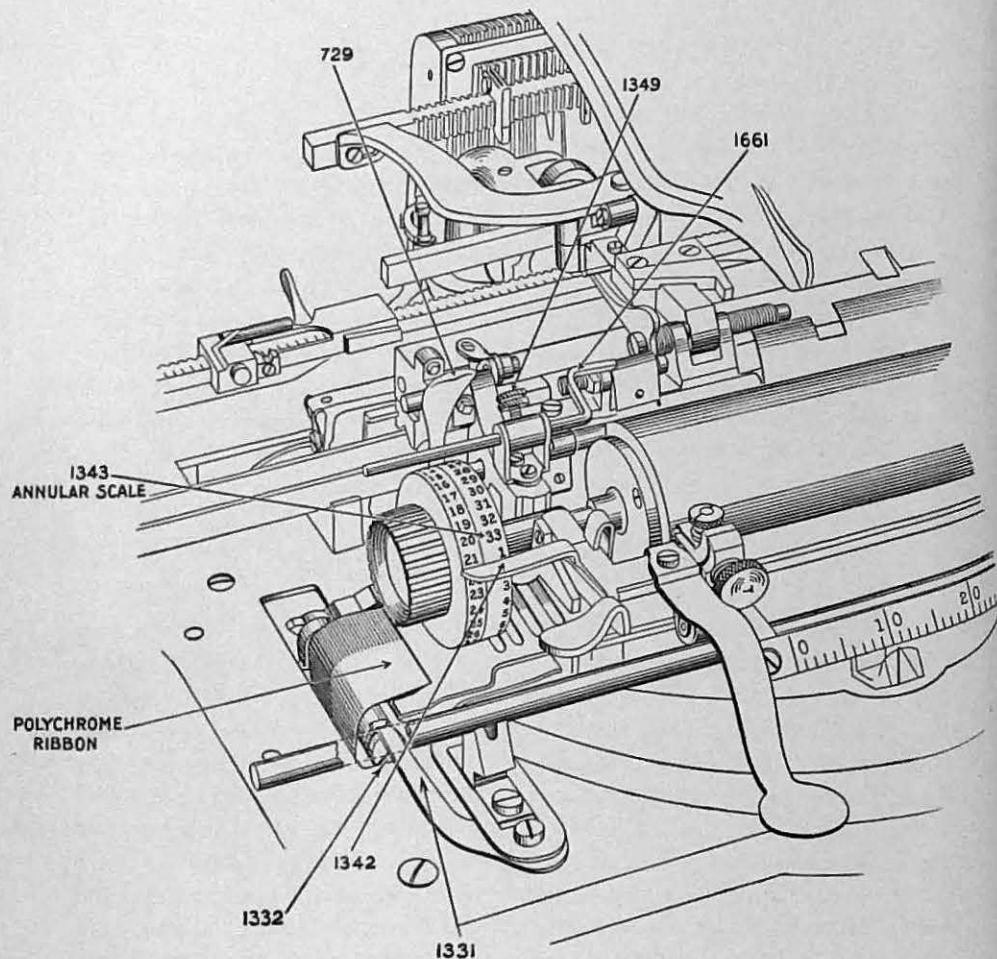


FIG. 2, MODEL NO. 8.

factory order slip, shipping ticket, and frequently additional forms designed for other departments of the business. In many cases these forms may also be of different sizes and shapes according to the requirements of the case.

By means of carbon underlay all of these forms are written at one writing on the New Remington Billing Typewriter. The end and side guides afford such perfect control of the paper that these forms may all be aligned and inserted in the machine at the exact writing line with speed and absolute accuracy. This insures an immense saving of time in every kind of multiple billing work.

CONDENSED CHARGING

When it is desired to have the largest possible number of carbon copies appear upon a single sheet, the "condensed charging" system is used. Under ordinary methods a space of three or four inches on the sales sheet is lost between the copies of each invoice. By the condensed charging system, however, the successive carbon copies of each bill are written on the sales sheet, with a uniform space between them of only a few lines, regardless of the number of items on the bill or the length of printed matter on the bill head.

The annular scale (1343) is used for this purpose. The annular scale is attached to the thumb wheel on the left of the cylinder, and consists of two scales, a red one and a white one, with one number for each line space. The outside, or red one, turns with the cylinder, but the inside, or white one, can be made to revolve independently by pushing it away from the red one.

In carrying out the following instructions the guide piece of the center postal guide is always set clear of the cylinder. This permits every operation in connection with condensed charging without the necessity of raising the carriage.

I. TO SET THE SCALES

Turn the cylinder until number "1" on the red scale appears opposite the indicator (1340 on Figure 1, 1342 on Figure 2), which is attached to the carriage frame. Then push back the feed roll release key (165 on Figure 1, 729 on Figure 2) and insert the bill alone, being careful to follow the instructions contained under *Insertion of Paper*. Next, turn forward to the first writing line (name and address or date). This operation secures the proper setting for the red scale. Then hold the thumb wheel with the right hand to prevent the cylinder from turning, and with the fingers of the left hand turn the white scale until number "1" on the latter scale comes opposite the indicator. Then the bill can be removed. The two scales are now permanently set and will never require readjustment so long as the same style of bill is used.

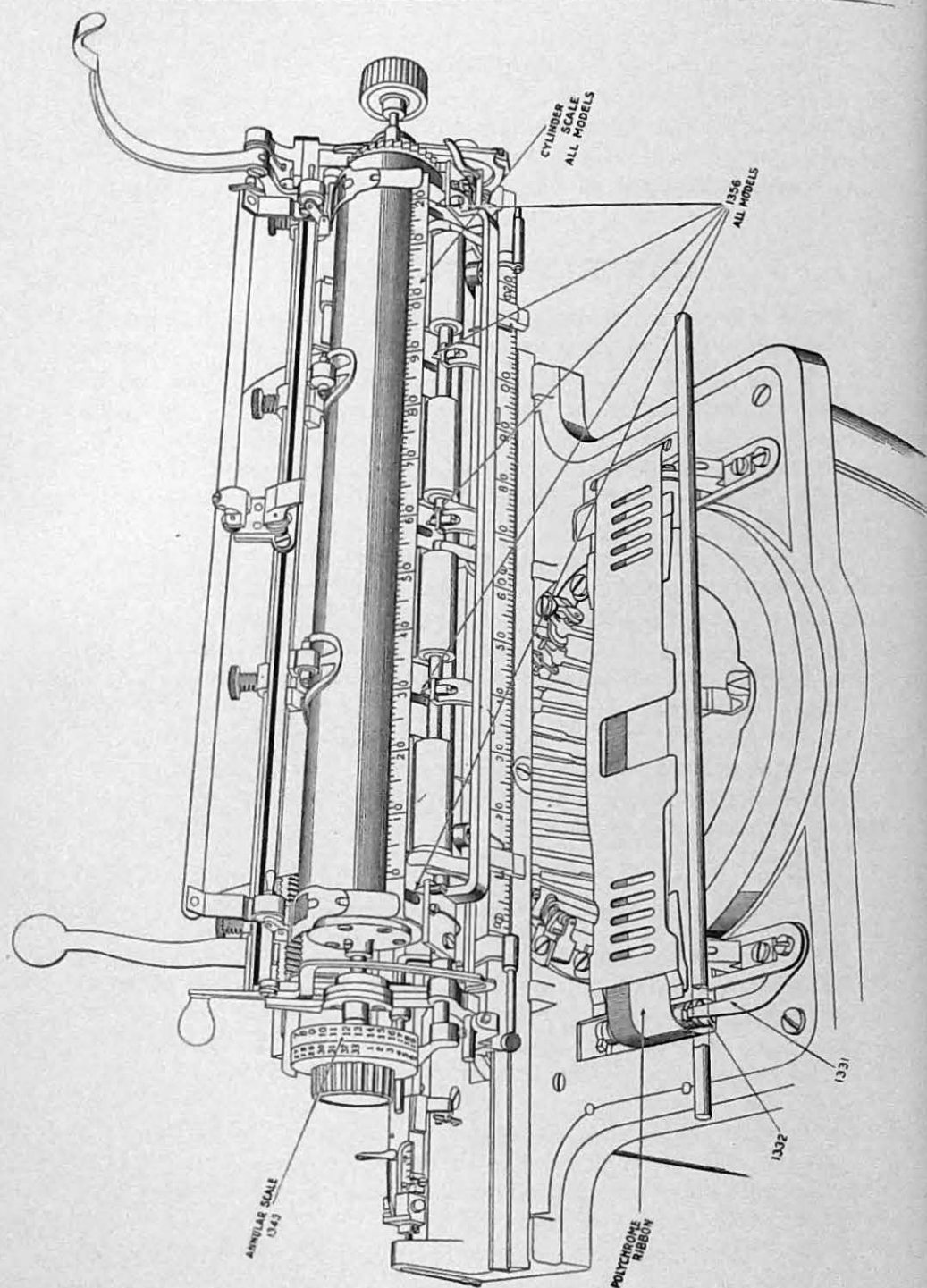


FIG. 3, MODEL No. 8.

II. TO WRITE

1. Turn the cylinder until "1" on the red scale appears opposite the indicator, and insert bill, observing the instructions under *Insertion of Paper*.

2. Turn the cylinder forward by revolving the right hand thumb wheel until number "20" on the white scale comes opposite the indicator. Then insert sales sheet with carbon (without touching feed roll release key).

NOTES.—The turning forward of the white scale to number "20" before the sales sheet is inserted provides for bringing the first writing line on the sales sheet to within about one inch of the top of the page. If, however, it is desired to bring the first entry still nearer the top of the page, the sales sheet may be inserted when the white scale is at any higher number up to "25." If the first writing line on a bill is located within an inch and a half of the top of the bill head, the first bill and sales sheet may both be inserted at number "1" on the red scale. If, on the other hand, the length of the bill head necessitates a wider margin at the top of the sales sheet, this sheet may be inserted at some lower number than "20" on the white scale according to the needs of the case.

Please observe that the feed roll release key is pushed back only when inserting the bills, never when inserting the sales sheet and carbon.

3. Turn forward until "1" on the white scale appears opposite the indicator. This always brings the bill to the first writing line (name and address or date). Then write the bill.

4. After writing bill turn the cylinder forward four line spaces. In other words, double space twice. This operation provides four spaces between the copy of each bill on the sales sheet.

NOTES.—This interval between the bills may be regulated according to the number of line spaces the cylinder is turned forward, though four spaces is usually accepted as standard.

Operators usually omit the removal of the completed bills from the machine immediately after they are written, the bills ejecting themselves automatically as the work proceeds. This method of course involves an important saving of time. Should it be desired, however, to remove each bill from the machine as fast as written, it may be done readily by pressing back the feed roll release key with the left hand and pulling out the bill with the right hand, the sales sheet with carbon remaining in the machine. Care only should be taken after pressing back the feed roll release key to release the pressure on it slightly before pulling out the bill.

5. Now note what number is indicated on the inside or white scale.

6. Turn the cylinder containing the sales sheet and carbon backward until the same number is indicated on the outside or red scale.

7. Then insert a new bill and turn forward again to the same number on the white scale. This always brings the bill to the first writing line (name and address or date).

8. Write bill and proceed as before, repeating operation described in sections 4 to 8, until the sales sheet is full.

With a little practice the operator will become so adept in turning the cylinder to the proper numbers that no appreciable time is lost.

The following instructions may be observed for the reinsertion in the machine of any uncompleted sales sheet:

Insert sales sheet alone (without carbon) and turn to the last writing line, adding four line spaces. Note number on the white scale when this point is reached. Then turn back to corresponding number on the red scale and insert bill with carbon. Next turn forward again to the same number on the white scale, and write the bill.

As a further economy in space it is customary to make entries on both sides of the sales sheet. We recommend that the carbon copies be taken on McMillan Book sheets, which are afterward bound, thus making the most satisfactory sales book yet devised.

The following abbreviation of the instructions for condensed charging may also be found useful:

I. TO SET THE SCALES

1. Set red scale at " 1 " and insert bill.
2. Turn bill to writing line.
3. Set white scale at " 1."

II. TO WRITE

1. Set red scale at " 1 " and insert bill.
 2. Turn to white scale at " 20 " and insert sales sheet.
 3. Turn to white scale at " 1 " and write bill.
 4. Double space twice.
 5. Note number on white scale.
 6. Turn back to same number on red scale.
 7. Put in new bill, and turn forward again to same number on white scale.
 8. Write bill and proceed as before.
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REMINGTON TYPEWRITER COMPANY,

327 Broadway, New York.

The Remington Standard Typewriter

MANUFACTURED ONLY BY

REMINGTON TYPEWRITER COMPANY

Main Office, 327 Broadway, New York, U. S. A

ALBANY, N. Y., 32 Lodge Street.
BALTIMORE, MD., 14 West Franklin Street.
BLOOMINGTON, N. Y., 31 Court St.
BLOOMINGTON, ILL., 308 North Main St.
BOSTON, MASS., 81 Franklin Street.
BUFFALO, N. Y., 52 Niagara Street.
BUTTE, MONTANA, 47 East Broadway.
CEDAR RAPIDS, IOWA, 226 Masonic Temple.
CHARLESTON, S. C., 11 Broad Street.
CHARLOTTE, N. C., 33 North Tryon Street.
CHATTANOOGA, TENN., 16 East Eighth St.
CHICAGO, ILL., 154 Wabash Avenue.
CINCINNATI, OHIO, 125-127 West Fourth St.
CLEVELAND, OHIO, 94 Prospect Street.
COLUMBUS, OHIO, 72 North High Street.
DALLAS, TEXAS, 313 Main Street.
DAVENPORT, IOWA, 107 Main Street.
DAYTON, OHIO, 3 East Second Street.
DENISON, TEXAS, 228 West Main Street.
DENVER, COLO., 1645 Champa Street.
DES MOINES, IOWA, 218 Fifth Street.
DETROIT, MICH., 28 Lafayette Boulevard.
DUBUQUE, IOWA, 661 Main Street.
DULUTH, MINN., 323 West Superior Street.
EL PASO, TEX., Suite 11-12 Masonic Temple.
ERIE, PA., 1023 1/2 State Street.
FORT WORTH, TEXAS,

Fort Worth National Bank Building.
GALVESTON, TEXAS, 219 Tremont Street.
GRAND RAPIDS, MICH., 105 Ottawa Street.
HAMILTON, ONT., 43 King Street West.
HARRISBURG, PA., 5 South Third Street.
HARTFORD, CONN., 82 Pearl Street.
HOUSTON, TEXAS, 218 Main Street.
INDIANAPOLIS, IND., 12 East Market St.
KALAMAZOO, MICH., 224 Pratt Building.
KANSAS CITY, MO., 105 West Ninth Street.
LA CROSSE, WIS., 521 Main Street.
LINCOLN, NEB., 149 North Thirteenth Street.
LITTLE ROCK, ARK., 221 West Markham St.
LONDON, ONT., 6a Masonic Temple.
LOS ANGELES, CAL., 113 South Broadway.
LOUISVILLE, KY., 246 Fourth Avenue.
MILWAUKEE, WIS., 385 East Water Street.
MINNEAPOLIS, MINN., 3 Fifth Street South.
MONTREAL, QUE., 1757 Notre Dame Street.
NASHVILLE, TENN., No. 8 Arcade.

NEWARK, N. J., 22 Clinton Street.
NEW HAVEN, CONN., 14 Center Street.
NORFOLK, VA., 91 Plume Street.
OAKLAND, CAL., 952 Broadway.
OKLAHOMA CITY, O. T., 6 Broadway.
OMAHA, NEB., 1619 Farnam Street.
OTTAWA, ONT., 5 O'Connor Street.
PADUCAH, KY., 520 Broadway.
PEORIA, ILL., 103 South Jefferson Street.
PHILADELPHIA, PA., 110 South Ninth St.
PHOENIX, ARIZ., 6 East Washington St.
PITTSBURG, PA., 301 Wood Street.
PORTLAND, ME., 234 Middle Street.
PORTLAND, OREGON, 249 Stark Street.
PROVIDENCE, R. I., 58 Exchange Street.
PUEBLO, COLO., 205 West Fifth Street.
READING, PA., 528 Court Street.
RICHMOND, VA., 706 East Main Street.
ROCHESTER, N. Y., 42 Main Street West.
SACRAMENTO, CAL., 706 J Street.
SALT LAKE CITY, 172 South West Temple I
SAN ANTONIO, TEX., 319 East Houston St.
SAN FRANCISCO, CAL., 228 Bush Street.
SAN JOSE, CAL., 28 East Santa Clara St.
SCRANTON, PA., 130 Washington Avenue.
SEATTLE, WASHINGTON, 116 Yesler Way
SIOUX CITY, IOWA, 307 Nebraska Street.
SOUTH BEND, IND., 110 West Jefferson St.
SPOKANE, WASH., 110 Washington Street.
SPRINGFIELD, ILL., 410 East Monroe St.
SPRINGFIELD, MASS., 27 Harrison Avenue.
ST. JOSEPH, MO., 612 Edmond Street.
ST. LOUIS, MO., 710 Locust Street.
ST. PAUL, MINN., 94 East Fourth Street.
TACOMA, WASHINGTON, 105 Tenth Street.
TERRE HAUTE, IND., 651 Wabash Avenue.
TOLEDO, OHIO, 517 Adams Street.
TOPEKA, KANSAS, 505 Kansas Avenue.
TORONTO, ONT., 33 Adelaide Street East.
TRENTON, N. J., 234 East State Street.
WACO, TEXAS, 114-116 North Fourth St.
WASHINGTON, D. C., 8th and F Sts., N. W.
WATERBURY, CONN., 114 Bank Street.
WHEELING, W. VA., 1503 Market Street.
WILLIAMSPORT, PA., 106 West Fourth St.
WORCESTER, MASS., 51 Pleasant Street.

LONDON { 100, Gracechurch Street, E. C.
West End Branch, 258, Oxford Street, W.

ABERDEEN, SCOTLAND, 12, Crown Street.
ASHFORD, ENGLAND, Wolsley Road.
BELFAST, IRELAND, 34, Rosemary Street.
BIRMINGHAM, ENGLAND, 23, Martineau St.
BRADFORD, ENGLAND, 52, Sunbridge Road.
BRIGHTON, ENGLAND, 2, Duke Street.
BRISTOL, ENG., Redcliff St., Bristol Bridge.
CARDIFF, WALES, 5, Mount Stuart Square.
COVENTRY, ENGLAND, 25, Hertford Street.
DUBLIN, IRELAND, 6, D'Oller Street.
DUNDEE, SCOTLAND, 27, Reform Street.
EASTBOURNE, ENG., 53f, Terminus Road.
EDINBURGH, SCOTLAND, 44, George Street.
GLASGOW, SCOTLAND, 159, Queen Street.
HUDDERSFIELD, ENGLAND, Market Place.

HULL, ENGLAND, Land of Green Ginger.
IPSWICH, ENGLAND, 1, Princes Street.
LEEDS, ENGLAND, 40, New Briggate.
LEICESTER, ENGLAND, 15, King Street.
LIVERPOOL, ENGLAND, 14c, North John I
MANCHESTER, ENGLAND, 57, Cross Street
NEWCASTLE-ON-TYNE, ENG., 12, Neville I
NORWICH, ENGLAND, 28, London Street.
NOTTINGHAM, ENGLAND, 2, Lister Gate.
PLYMOUTH, ENGLAND, 10, Whimpey Stre
PRESTON, ENGLAND, 36-40, Miller Arcade
PORTSMOUTH, ENGLAND, 117, High Stre
SHEFFIELD, ENGLAND, 1, Leopold Street
SOUTHAMPTON, ENGLAND, 31, High Stre
YORK, ENGLAND, 32, Stonegate.

Paris, 8 Boulevard des Capucines.

ALLAHABAD, 22, Queen's Road.
AMSTERDAM, HOLLAND, Reguliersbreest, 36.
ANTWERP, BELGIUM, 18, Kildorp.
BARCELONA, SPAIN, 11, Calle Balmes.
BILBAO, SPAIN, Calle Gardequi 3, Entresuelo.
BORDEAUX, FRANCE, 10, Allées de Tourny.
BRUSSELS, BELGIUM, 60, Rue de l'Ecuyer.
CALCUTTA, 2, Pollock Street.
GRONINGEN, HOL., Grootte Kromme Elleboog, 4.
HAVRE, FRANCE, 15, Rue de la Bourse.
LILLE, FRANCE, 8, Rue d'Inkermann.

LISBON, PORTUGAL, Rua do Ouro, 127.
LYONS, FRANCE, 8, Rue Président Carnot.
MADRID, SPAIN, Calle Pellos, 20.
MARSEILLES, FRANCE, 11, Rue Paradis.
NANTES, FRANCE, 14, Rue J. J. Rousseau.
OPORTO, PORT., Monsinho da Silveira, 252-2.
ROTTERDAM, HOLLAND, Zeevischmarkt, 4.
SEVILLE, SPAIN, Calle de Palmas, 70.
THE HAGUE, HOLLAND, Papenstraat, 12.
VALENCIA, SPAIN, Calle San Vicente, 116.

THE GOODS WE MANUFACTURE ARE SOLD BY LOCAL DEALERS IN ALL PARTS OF THE WORLD.