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**Instruction Book**  
*FOR THE USE OF*  
**The CHICAGO**  
**TYPEWRITER.**

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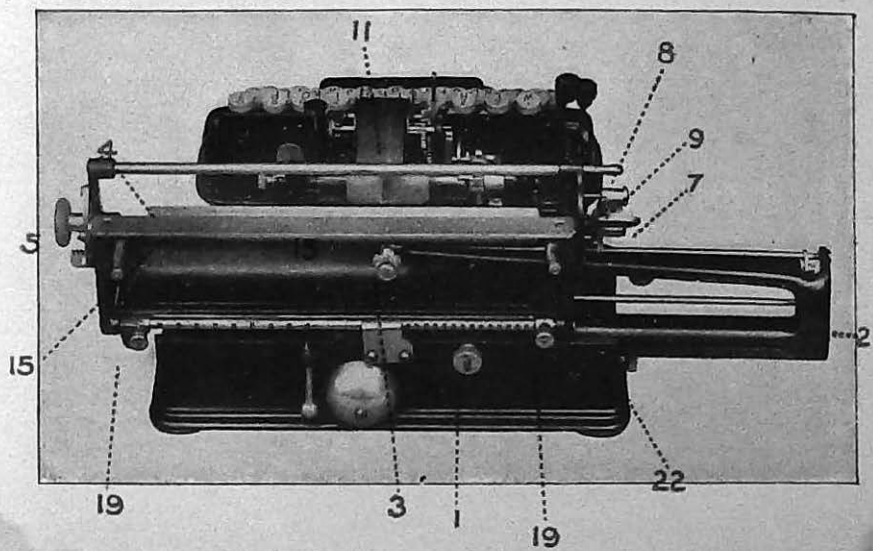
Manufactured by the  
**Chicago Writing**  
**Machine Company**



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**GENERAL OFFICES**  
**94-96 Wendell St., CHICAGO, U. S. A.**





DIRECTIONS  
FOR THE  
USE OF  
**THE CHICAGO**  
TYPEWRITER

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- No. 1. **Clamp Nut**—Holds hammer extension arm in position after it has been pulled out to its fullest extent.
- No. 2. **Extension Arm**—Draws the impression hammer in position for printing. Is located at back of machine, one part sliding under the carriage, and the other just under large paper feed roller.
- No. 3. **Hammer Head**—Throws the paper against typewheel to make impression.
- No. 4. **Large Paper Feed Roller**—Feeds paper through the machine.
- No. 5. **Paper Feed Roller Knob**—For turning paper up or down without use of line spacer, also for handling ruled paper when writing on lines.
- No. 6. **Paper Feed Roller Pawl**—To engage large gear wheel when spacing.
- No. 7. **Line Spacer**—To space paper from line to line.
- No. 8. **Line Spacer Handle**—To rest thumb on when drawing forward Figure 7 in spacing lines.

- No. 9. Line Spacer Regulator**—Regulates width of space between lines.
- No. 10. Typewheel**—Carrying ninety different characters.
- No. 11. Ribbon Spools**—Carry the ribbon.
- No. 12. Typewheel Shaft**—Carries the typewheel.
- No. 13. Typewheel Shaft Pin**—Goes in notch of small rotation gear and turns typewheel shaft.
- No. 14. Pointer**—Points directly to spot where letter is to be printed.
- No. 15. Erasing Plate**—To sustain paper when erasures or alterations are made.
- No. 16. Carriage Release Lever**—To detach carriage from escapement, that it may move sideways in either direction without use of "word spacer" or keys. Never touch without having left hand on carriage.
- No. 17. Ribbon Switch**—To reverse direction of ribbon.
- No. 18. Key Tension**—Regulates tension of spring on keys. Not shown in cut; is located just under the point marked thus: X.
- No. 19. Marginal Regulator**—Regulates margin on either side of printed page.
- No. 20. Shift Key Levers**—To rotate wheel three to six-ninths independent of touch key.
- No. 21. Shift Key Lock**—Locks down Capital or Figure key, when desirous of writing all capitals or doing tabulated work.
- No. 22. Carriage Main Spring Tension Knob**—To increase or diminish pull of spring on carriage.
- No. 23. Spring Catch**—Holds right point center in place.
- No. 24. Word Spacer**—Makes spaces between words or moves the carriage step by step independent of touch keys.

## **To Operate Machine.**

First, loosen clamp screw (fig. 1) at back of machine, and draw out extension arm (fig. 2) at left to its fullest extent. When in this position, tighten clamp screw firmly. The hammer (fig. 3) will now be in position to print. Do not attempt to operate machine before drawing out this arm.

## **To Insert Paper.**

Pass sheet in from behind, beneath hammer, pushing it toward you until it engages squarely with rubber roller (fig. 4); then turn knob (fig. 5) on right of carriage from you until paper is in required position.

If paper is not in squarely, it can be drawn into line by pulling at top of paper, on either side, as occasion requires. Never try to straighten paper from bottom.

Paper feed roller is always easily moved in direction required to carry paper forward, but will not move backward without first freeing roller ratchet (fig. 6) at left of carriage from pawl engaging line spacer (fig. 7); therefore, should it be necessary to carry paper backward for corrections, etc., you must first release roller ratchet by pressing small pawl or dog (fig. 6) with thumb of left hand against movable part of line spacer.

## **Special Feature for Inserting Envelopes.**

Instead of inserting envelopes from behind, as in case of paper, better way is to insert from top, as follows:

Swing carriage back; then, with thumb of left hand, press half-round black plate to which small steel roller is attached, so that scale and roller will stand away from large rubber roller, allowing envelope to be dropped between the rollers. This method of inserting envelopes makes it possible for The Chicago operators to address fully fifty per cent more in a given time than is possible on other machines. Of course envelopes can be inserted from bottom, same as paper, but more rapidly as above mentioned.

## Line Spacer.

Has two handles (figs. 7 and 8) at left of carriage, and when you wish to space a line, you grasp handles with thumb and forefinger of left hand and bring the two together. You may, at the same time, if at end of a line push carriage back on its rack. These two movements are done without loss of time, and with virtually one movement. Several widths of line spaces may be made by means of a spring stop-pin (fig. 9) against which line spacer strikes. To change space between lines, draw pin out to left and insert in desired place. You may, however, go back and stop at any particular point for correction, interlineation, etc., by using roller knob (fig. 5) in connection with line spacer as described in instructions to introduce paper.

To write on lined paper, turn up handle that is fastened to lever carrying little roller that works in notches of paper feed-knob (fig. 5). This will free roller from ratchet wheel and allow roller to be stopped at any point. The line indicator, showing the exact line on which the letter will be, is at extreme right and back of typewheel shaft (fig. 12.)

## To Remove and Replace Wheel.

First, loosen ribbon so that wheel may be drawn through it, grasp typewheel shaft with left hand just to left of wheel itself, then with right hand pull toward you spring catch (fig. 23); this releases shaft, and both may be withdrawn. The wheel itself is readily removed from shaft.

Care should be taken, in replacing typewheel on shaft, to see that it is put on right end to; otherwise, in printing, the letters will all be reversed. To remember how to replace typewheel on shaft, notice that comma and period on typewheel are next to pin, as shown in cut of typewheel and shaft.

To place typewheel and shaft in machine, see that pin (fig. 13) on shaft is inserted in slot of gear, and that pin in typewheel lever is in slot around center of wheel.

It is exceedingly important that typewheel shaft be kept equally free from dust and oil. It should be frequently wiped off with an oiled rag.

### **Line and Letter Guides.**

Just to right of ribbon guides, over and underneath which ribbon passes, and attached to lower part thereof, is a small flat plate about half an inch long, the upper edge of which, when outlined against paper, marks base of printing line, thus forming line guide.

At top center of ribbon shield, when in position, is a small projection, which is always exactly in line with next letter to be struck. Therefore, by using line and letter guides as above mentioned, the ease and accuracy with which you can correct mistakes is quite apparent. In fact, no scale is necessary for these purposes, and is only useful when you have occasion to replace in machine for correction a sheet upon which you have already written.

### **Erasing Plate Fig. 15.**

When the writing is turned back, as for inspection, the line of print will be brought directly upon erasing plate at top of carriage, in which position you can, when necessary, use an eraser to good advantage. This is a feature peculiar to The Chicago Typewriter alone; one which has long been desired by operators, and found in no other machine.

### **To Move Carriage Without Moving Spacer.**

Place left hand against corresponding end of carriage and with right hand press on projecting button (fig. 16) at right of ribbon motion. This releases carriage and enables



you to move it backward and forward with left hand, independently of other parts of machine. Never, however, press on button unless at same time you hold carriage with other hand, otherwise carriage will fly back with all force of main spring, to its possible damage.

## **Ribbon Motion.**

The Chicago uses an inch-wide woven-edge ribbon (made especially for this machine), wound upon permanent metal spools with which machine is fitted.

Our customers will find it greatly to their advantage to purchase ribbons from us.

**To Replace Spools.** Spindles can only be inserted into the spool one way. In replacing spools see that gear end of spindles is to the left.

**To Replace Ribbon on Machine.** Remove typewheel and shaft, place spool on which ribbon is wound in front position, which is the one nearest operator, then pass ribbon under lower ribbon guide, which is just beneath typewheel, and spring shield away sufficient to allow it to go below it and over upper ribbon guide, which is above typewheel. Now place the other spool in rear position and hook end of ribbon on to pin in spool. Be sure ribbon is over upper and under lower ribbon guides, as it should not touch wheel.

The spools should always be kept in line with each other, though they may be moved sideways upon spindles, so as to present a different line of ribbon for type. By this means nearly all surface of ribbon may be brought into actual use.

As will be seen at a glance, the direction of ribbon motion is controlled by lever (fig. 17) at left of spools, and may be changed instantly at will of operator. Care should be taken to notice and change direction when end of ribbon is reached, otherwise the operator will be likely to pull ribbon off spools.

## **Varying Widths of Paper.**

At rear of machine, on back notched rod of carriage, will be found two movable marginal regulators (fig. 19). These can be adjusted instantly to any width of line desired, by simply drawing out small button and pushing regulator to desired place and letting pin drop into notch. This will hold them firmly in position.

## **Hammer Heads.**

An observing operator will perceive that the clearness and beauty of the print will depend upon the evenness of the impression, and one of the special features of The Chicago is the fact that, by the use of the different hammer heads, you can adapt the machine perfectly to the kind of work desired.

Each machine is fitted with a medium and a hard rubber hammer with five faces.

In ordinary writing use the medium rubber hammer head. When one point or face of star-shaped hammer head has become punctured, turn another one of the five faces to printing side.

## **Ribbon Shield**

is used to prevent ribbon coming in contact with paper and soiling it.

**To Remove the Ribbon Shield.** Just beneath hammer you will see a screw that fastens on shield. Unscrew it about three turns (being careful not to take clear out). Lift off one corner, then the other from pins, with a screw driver. Then shield can be lifted up out of machine. The shield should be removed only when the machine is to be used for mimeograph work.

**To Replace Shield.** Push it down between typewheel and carriage, slipping corner over pins, first one, then the other, when slot in shield will go over screw, which will then be tightened.

## **Manifolding.**

To obtain the best results in manifolding, carbon and manifolding paper should be ordered from us, as we have them manufactured of special quality which, after thorough experiment, has been proven most suitable for our machines.

When only one or two copies are to be taken the soft rubber hammer head, with which machine is equipped when sent from factory is to be used. Where more copies are required the hard hammer head which will be found in supply box must be put on in its place. In adjusting hammer head be sure that it strikes type squarely on all sides.

If very heavy manifolding is required of the machine a brass hammer head should be ordered from us and used solely for this work. When manifolding on the machine use a quick, sharp touch.

## **Mimeographing.**

Clean type thoroughly, remove shield and ribbon, and use hard rubber hammer head.

Place wax sheet, with printing face down, on oil tissue or fibrous paper; upon this lay the silk cloth and fold over each side. A sheet of legal cap should be placed over this and top folded over about one inch to prevent unfolding of edges.

Put stencil in typewriter same as ordinary writing paper, with fibrous sheet toward typewheel, and write with a good firm touch. In line spacing it is best to take hold of top and center of stencil, drawing it gently upward while rolling stencil up by knob (fig. 5) on right hand end of carriage.

After taking stencil out of typewriter, unfold edges and separate fibrous paper from wax sheet, care being taken not to injure letters on wax sheet. Then proceed as directed by mimeograph instructions.

## **The Keyboard.**

The keyboard of The Chicago contains thirty-two keys. Thirty of these are devoted to letters and characters, and two are shift keys, marked "Fig." and "Cap."

To depress anyone of the keys will give you small or "lower case" letter to correspond with the one on key. When you desire a capital letter depress, with left hand, key marked "Cap." to its greatest depth; then, while holding it in position, strike the letter desired, care being taken to remove finger from letter struck before lifting it from "Cap." key. In same manner, to print figures and special characters use the "Fig." key. Be sure to release key struck to print capital letters or figures before removing finger from shift key, otherwise the typewheel may stick. Fig. 21 is a very simple shift key locking device to be used when you wish to use all capitals or figures.

## **Touch.**

The style of touch most conducive to speed in type-writing is a quick, sharp finger thrust, because the quicker a key is struck the more rapidly the finger returns and is ready to strike another key without impeding the return of the former key. This style of touch has reached its climax in The Chicago, consequently the machine is capable of a rate of speed heretofore possessed only by a few of the \$100 typebar machines.

Strike the keys quickly and sharply, drawing the fingers away instantly after keys are touched, this will give a light elastic touch and will enable you to develop a high rate of speed.

## **Directions for Oiling.**

The Chicago to be at its best—like other fine machines—must be kept clean and well oiled; i. e., just enough, but not too much, oil. If machine is in constant use, typewheel should

be cleaned with a brush, and typewheel shaft wiped with an oiled rag once a day, but do not oil stop pins which limit motion of typewheel. If these should stick simply clean them with benzine.

All bearing parts of various shafts, and particularly those of hammer rods with their connecting links, should be touched with a drop of oil occasionally; and "once in a great while" it will be well to look after bearings of escapement, carriage wheels, paper rollers, feed ratchets, and curved lever which moves typewheel. To get at latter you must remove ribbon spools.

Use wooden toothpick, or small oiler, to distribute oil, so as to avoid excess and consequent gumming.

### **Key Tension.**

At back of main casting holding typewheel will be found a knurled head-screw (fig. 18) with an arrow stamped thereon; this can be better seen when carriage is moved to left to its fullest extent. Turn this screw in direction of arrow and it will tighten tension and the opposite way will lighten it, so that operators can regulate touch to their requirements.

### **Main Spring.**

At left side of machine just underneath hammer extension, is a knurled knob (fig. 22) stamped with an arrow. All that is necessary to increase carriage tension is to turn knob in direction of arrow.

# PRICE LIST

## of Typewriter Supplies



Steel Typewheels, each .....	\$5 00
Ribbon Spools, per pair .....	1 00
Hammer Heads, Rubber (hard or soft), each .....	10
Hammer Heads, Metal, each .....	10
Key Tops, each .....	10
Ribbons, any color, copying or non-copying, each .....	75
Shields, Celluloid, each .....	10
Shields, Metal, permanent, each .....	10
Carbon Paper, best quality, per hundred sheets .....	4 00
Carbon Paper, best quality, per dozen sheets .....	50
Typewriter Oil, per bottle .....	20
Typewriter Paper, per ream .....	75 to 2 50
Manifolding Paper, per ream .....	75 to 3 00
Oil Cans, each .....	15
Typewriter Brushes .....	15 to 25
Chamois Skin, (for cleaning) .....	15 to 25
Carrying Cases, (for traveling) in oak .....	3 50
Carrying Cases, (for traveling) in karatol .....	3 50
Carrying Cases, (for traveling) in canvas .....	2 50
Erasers, per dozen .....	75
Eraser Shields, each .....	20
Notebooks for Shorthand, per dozen .....	60 to 1 00
Pencils, Stenographers' Hexagon, per dozen .....	50
Pencils, Stenographers' Round, per dozen .....	60
Pencils, Office, per dozen .....	50
Typewriter Stands, with drawer .....	3 50

Typewriter Cabinets, styles and prices on application.

Our special price list of Typewriter papers will be sent upon application.

The list price of supplies does not include postage. To avoid delay remittance should be sent with order and cost of postage added to list price. We cannot be responsible for goods sent by mail and advise that parcels be registered. This costs eight cents extra per parcel. Address

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**Chicago Writing Machine Company**  
**94-96 WENDELL ST., CHICAGO, ILL.**