

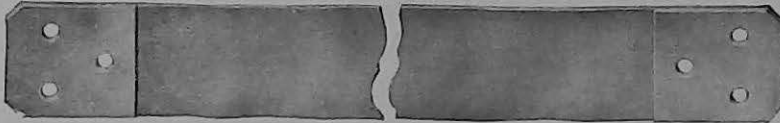
How to Make CARBON COPIES on the Hammond

"MULTIPLEX" Brand Carbon Paper will *GIVE THE BEST RESULTS. IT LASTS BEST.* "SUPERIOR" Brand Typewriter Ribbons are "SUPERIOR"



FIRST

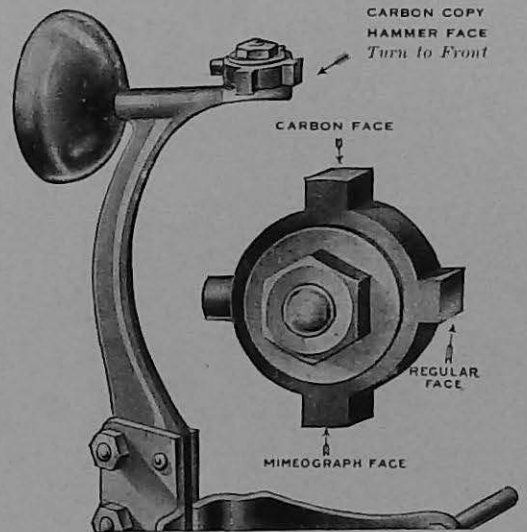
If several copies are desired remove the *Rubber Impression Strip* running the width of the carriage, just under the erasing plate. (See cut).



(Rubber Impression Strip)

SECOND

Reach around back of the typewriter and with the thumb and forefinger of the right hand turn to the front, or printing position, the right hand side or *Carbon Face* of the revolving hammer head. (See cut).



THIRD

If more than two copies are desired, turn the machine so that the back faces you, and turn the *Spring Winder Key* 19 to the *Right* about four turns, for three or four copies. For more copies, turn the winder until it stops. (See cut.)



DON'T FORGET

When you are through making Carbon-Copies to *Unwind the Spring Winder* (just turn in opposite direction), also turn the *Regular Hammer Face* to the front for printing again, and replace *Rubber Impression Strip*.

Be sure and get "Multiplex" carbon. It gives best results. It wears longest

Carbon Paper, "Multiplex" Brand, All Colors, per box of 100 sheets.....	\$3.00	Ribbons, "Superior" Brand, all Col- ors, Single.....	\$1.00
Carbon Paper, "Duplex" Brand.....	2.25	Half Dozen (or by Coupon).....	Per Half Dozen 4.50
All Colors, per one Dozen Sheets.....	.50	Per Dozen (or by Coupon).....	Per Dozen 9.00
Coupon Books, all Colors, 200 sheets, per book.....	5.00	Carbon Ribbons.....	Each .35

BUY YOUR RIBBONS and CARBON PAPER BY COUPON PLAN and GET THEM FRESH AT SPECIAL RATES

POST CARD

STAMP

The Hammond Typewriter Co.

1032 Wayne St.,

Detroit, Mich.



It will be to your best interests to fill out
this card at ONCE and mail it TODAY.

I am interested in knowing more about the MULTIPLEX
HAMMOND typewriter. Also the SPECIAL OFFER you wish
to make me. *This request does not carry any obligation
whatsoever on my part.*

(If you have any kind of a typewriter fill in following)

Make Style Serial No. Condition

These facts will bring you an EXTRA SPECIAL proposition

Name Occupation

Address (street)

REMARKS: City or town

State

The most convenient time for a call would be
This is actual work of the "Hammond" and shows its versa-
tility in making type changes.

How to Pack and Unpack Hammond Machines (All Models)

HOW TO PACK HAMMOND MACHINES

- No. 2 and 12 MODELS (Without Line Locks).** For shipment the carriage is held by two elbow shaped fasteners which are placed over each end of the carriage rack and screwed firmly into place.
- No. 12 (With Line Locks) and MULTIPLEX MODELS.** For shipment the carriage is held by a screw which goes through the left hand rear post of the bed plate (as you face the front of the machine), and is screwed into the carriage rack. If for any reason this screw has been lost, the carriage should then be firmly tied to the bed plate.
- RIBBONS. No. 2 and 12 MODELS.** In transit both thumb nuts of the ribbon spools should be screwed down firmly so that the ribbons are held in place. **MULTIPLEX MODELS—with open ribbon spools—**should have the ribbon spools tied so that the ribbon will not unreel.
- IMPORTANT. CARRIAGE END CLASP.** On most models a curved clasp about an inch in length will be found on each end of the carriage. Loosen the small screw of this clasp and swing it up to a horizontal position across the end of the carriage and on to pin, which will be found to fit into the other end of the clasp—then tighten screw.
- MACHINE FASTENED TO THE BASEBOARD.** The four screws which hold the machine to the baseboard should be tightened so that the typewriter will not tear loose. When clamps are used, care should be taken to see that the clamps are placed over the edge of the bed plate and the screws turned down firmly.
- ALL MODELS** should have the scale rod or upper front rod of the carriage tied firmly to the upright ribbon posts, thus holding the carriage firmly forward.
- THE CASE SHOULD THEN BE FULLY WRAPPED IN PAPER** and the machine boxed. NEVER ship otherwise. Some excelsior, straw or crumpled paper should be packed around the machine on all sides to prevent jar in transit.
- MARKING THE BOX.** 1. Write plainly name and address of Hammond Branch or Dealer to whom you are sending. 2. Be sure to give us your own name and address. 3. Print or write very plainly—these points are very important.

HOW TO UNPACK HAMMOND MACHINES

- No. 2 and 12 MODELS (Without Line Locks).** The two elbow shaped fasteners which are placed over each end of the carriage rack should be loosened, and turned around backwards out of the way and the screws again tightened.
- No. 12 (With Line Locks) and MULTIPLEX MODELS.** The screw which goes through the left hand rear post of the bed plate (as you face the front of the machine), and is screwed into the carriage rack, should be removed sufficiently to allow the carriage to operate without hindrance.
- RIBBONS. No. 2 and 12 MODELS.** On unpacking one ribbon spool nut should be loosened and the other left tight. On reaching the end of the ribbon, tighten the thumb nut that is loose and loosen the nut that is tight.
- OPENING CARRIAGE ENDS.** On most Hammond models a curved clasp, about an inch in length, will be found across each end of the carriage. Loosen the screw of each clasp and swing it down onto the small pin placed to receive it. Then tighten the screw.
- MACHINE FASTENED TO THE BASEBOARD.** If the four screws which hold the machine to the baseboard are loosened, the typewriter will make much less noise when being operated. To deaden noise, a piece of felt or very soft rubber might be placed under each leg of the machine.
- NOTE.**—If any parts of the machine are tied for shipping, simply cut the cords and remove.

USE HAMMOND SUPERIOR
RIBBONS, MULTIPLEX
CARBON
AND HAMMOND SPECIAL OIL

PRESERVE THIS -- NOTE WITH CARE

1. UPON UNPACKING THE TYPEWRITER, note carefully the instructions on the shipping tags attached to various parts of the machine. If anything is not clear, consult the book of instructions.
2. THE REGULAR HAMMER FACE or Printing Striker is to the front, the Manifolding Face to the right and the Mimeograph Face (for cutting stencils) to the left.
3. WHEN OPERATING, depress the keys fully. Do not pound the keys. The action is automatic, but a quick, gentle, full depression should be used, rather than a staccato blow.
4. WHEN MANIFOLDING remove the impression strip and turn the Manifolding or right hammer face to the front. When a number of copies are required, wind up the spring winder at the back of the machine, thus obtaining a greater manifolding power. Best results are obtained from using "Multiplex" Carbon Paper. "Multiplex" Carbon will produce 100% better results than ordinary carbon.
5. KEEP THE MACHINE CLEAN, especially the shuttle shield, which should be wiped off frequently with a cloth. The Anvil Slot should be cleaned by running a card through it. The metallic web of the shuttle should be kept dust-free.
6. OIL. Never Oil the Type Plate or Shuttle. Occasionally oil should be applied to friction points, such as the escapement, anvil shaft and the ends of the driver arms where they engage the shuttle arm and other friction parts.

Form 131-10M-1-20.

The Hammond Typewriter
Company
69th to 70th Street, East River
NEW YORK