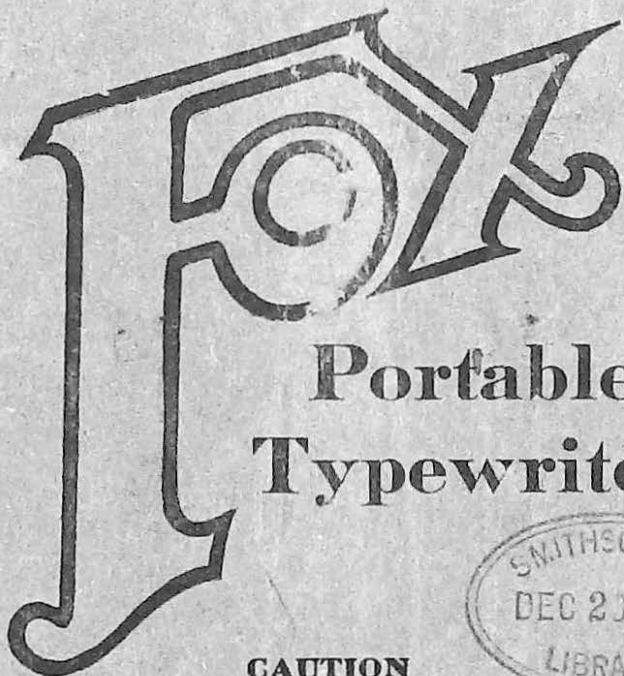


INSTRUCTION BOOK



Portable Typewriter



CAUTION

Do not put too much stationery in the portfolio—to do so may damage the machine in closing case.

FOX TYPEWRITER CO.
General Offices & Factory
GRAND RAPIDS, MICH.
U. S. A.

Directions

For Using

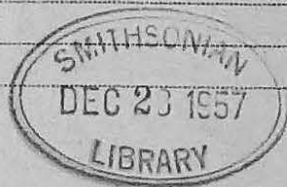
The

Fox Portable

Typewriter

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KEEP THIS INSTRUCTION BOOK IN THE CLIP PROVIDED FOR THE PURPOSE

Directions The Portable



for using Fox Typewriter

PURPOSE

It is the purpose of this instruction book to acquaint the operator with the names and proper uses of the different parts of the Fox Portable Typewriter. A complete knowledge of the mechanical construction of the typewriter is by no means necessary to its successful operation, but by becoming thoroughly familiar with the information contained in this book, the owner will learn how to secure better work with greater ease, and how to take proper care of the machine, thereby prolonging its life and preserving its fine writing qualities.

IMPORTANT !

It is highly important that the user should learn how to properly place the machine in its case. See page 13.

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UNPACKING

Lift the carrying case from the carton by the handle and place flat on a table or any other convenient place with the lock side down. Unsnap the two locks and raise the cover. Next remove the fastening tapes and packing material. Now swing the latches, which hold the machine on each side to the bottom of the case, as far forward as they will go. This disengages the machine from the case and the machine may be lifted vertically out and placed upon the table.

ERECTING

Place both thumbs on the corners of the crescent shaped name plate and hook the forefingers under the folding latches on each side of machine (see Figure I). First pull the latches upward, which will unlock the carriage from its folded position and then pull them forward, swinging the carriage forward and upward to the operating position. Now press the latches firmly downward, locking the carriage se-



Fig. I

curely in its erected position. It is important that the carriage be locked firmly or the machine will not operate properly.

ADJUSTING THE PAPER FINGERS

The paper fingers (see Figure IV, pages 8 and 9) slide to the right or left to accommodate varying widths of paper. The best way to adjust them is to move the carriage to the extreme left and adjust the left paper finger by pushing near the bottom, then slide carriage to the right and adjust right paper finger in the same manner. It will be found most convenient to set the paper fingers properly before inserting paper, but, should it be necessary to move the paper fingers after the paper has been inserted, be sure to hold the little roller on the paper finger away from the paper with the forefinger while the adjustment is being made. Care should also be taken to have the paper fingers far enough over the edges of the paper to hold the paper firmly and accurately.

INSERTING PAPER

Insert the paper behind the platen and turn the platen twirler until the front edge of the paper protrudes about two inches above the top of paper fingers. Then test to see if the paper is in perfectly straight by bringing the back of the sheet forward (see Figure II) and observing whether the edges coincide with the front part. If the paper is not in straight, press down the paper release lever to extent of its motion (see Figure II) and swing the rear part of paper to one side or other until the edges of the front and rear parts coincide. Then snap the paper release lever back to its original position.



Fig. II

It will be found convenient to always insert the paper with the left hand edge exactly even with the left hand edge of the platen so that sheets subsequently inserted will have the same margin without readjusting the margin stops. (Note next paragraph).



Fig. III

left as it will go (see Figure III). It is not necessary to turn the machine around in this operation as the margin stops can be conveniently reached from the writing position in front of the machine and one need not see where the stops are stopping to set them accurately. In operation, the bell will ring about five spaces before the end of the line is reached, giving an alarm so that, if the word which is being written is too long to go on the line, it can be properly divided at the end of a syllable with the hyphen, and the remainder of the word written on the next line.

MARGIN LOCK AND RELEASE

When the end of the line is reached the margin lock blocks the motion of the type bars and prevents printing the letters one over another. If it is desired to add a letter or two to finish the word or syllable, press the combination Margin Release and Back Space key at the right of the keyboard, thereby releasing the type bars and carriage for further printing. At all other times this combination key operates the Back Spacer only.

BACK SPACER

The back space key (see Figure IV) will be found at the right side of the keyboard and when pressed down with a full, firm stroke, will move the carriage backward one space at a time.

INSERTING NEW RIBBON

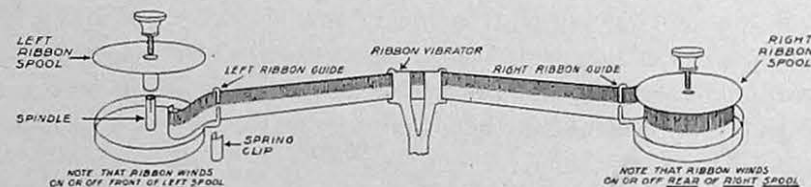


Fig. V

To insert a new ribbon, wind the old ribbon all on one spool, then remove the thumb screws at the top of both of the ribbon spools. Remove the clip holding the end of the old ribbon to the empty spool and attach the end of the new ribbon to the same spool with the same clip, clipping the black side of the ribbon next to the top of the spool. Place the spool containing the new ribbon so that it winds on or off the front of the left hand spool, or on or off the rear of the right hand spool (see Figure V). This is necessary because both of the spools are geared to turn in the same direction. Next slip the ribbon through both ribbon guides, and put the empty spool on the vacant spindle. Now take hold of the ribbon on both sides of the center and slip it behind the ribbon vibrator (which is just behind the type guide). Next draw it forward through the slots on each side of the vibrator so that it goes back of the center portion and comes out and covers the slotted portions. Now turn either spool with the fingers until any slack in the ribbon has been taken up, and tighten the thumb screw on the empty spool.

OILING

It is important that the working parts should be oiled with typewriter oil occasionally. In order to do this, remove the bed plate cover, back cover plate, and front cover plate (see Figure IV). Access may now be had to all the bearings in the machine and by using the oil dropper furnished in the cleaning outfit, oil can be applied to all the points which are subject to fric-

tion while the machine is being operated. It should be remembered, however, that too much oil is as bad for a typewriter as too little and that although it is best to keep all frictional points lubricated, yet only a slight trace of oil is needed in any of the bearings or at any of the points of friction to perfectly lubricate the machine. Care should also be taken not to get oil on the platen or feed rolls as these are made of rubber and oil will soften and ruin rubber very quickly.

CLEANING

The type of the Fox Portable are very easy to get at and should be cleaned frequently so that they will always give clear, sharp impressions. The best method to use is as follows: raise all the type from the rest by pressing the palm of the hand on the keyboard and slip a blotter underneath all the type. Next dip the cleaning brush, which will be found in the cleaning outfit, in a little gasoline or benzine, and thoroughly scrub the type. The blotter will protect the machine and the gasoline will quickly cut the dirt. Particular care, however, should be taken with the enclosed letters, such as A, E, O, etc., to see that all foreign matter has been completely removed. If they have become very dirty, it will be necessary to scrape them out with the point of a pin or some other convenient sharp instrument. The type are thoroughly hardened and there is little danger of scratching them.

Other portions of the machine should be occasionally wiped off with a soft cloth to which a few drops of oil have been applied. This will keep the nicked and enameled parts bright. Care should also be exercised to keep the slots in the segments (see Figure IV) and all other parts of the machine free from eraser-grit and dust. When the machine is not in use it will be found a good plan to keep it in the case or under cover of some kind.

IMPORTANT! FOLDING THE MACHINE

The folding of the Fox Portable for transportation is very simple. First slide the carriage slightly to the right of the center, say an inch or two, and pressing the thumbs on the corners of the name plate (the same as in erecting) raise the folding latches with the forefingers and press the latches backward with the thumbs, swinging the carriage backward and downward, and finally locking the carriage in its folded position by a firm downward pressure on the latches. Next release the carriage and slide to the left as far as it will go. It will be found that it automatically centers.

IMPORTANT! PLACING MACHINE IN CASE



Fig. VI

To place the machine in case grasp it as illustrated in Figure VI, holding it so that the front part is a little lower than the rear, and engage the lug in the front of the frame with the lug in the front of the case. Then lowering the back part of the machine, see that the projection on the left case bracket slips up through the slot in the carriage bed plate and through the slot in the rear carriage rail, thus pinning the carriage and bed plate together and taking all strain off the mechanism of the carriage. The carriage should then be pressed down firmly so that the bed plate rests solidly on the shoulder portion of the case brackets (see Figure IV). When in this position the latches at the sides of the case can be thrown back to the limit of their motion, locking the machine securely to the baseboard of the case. Thus locked, the machine will stand any ordinary transportation without damage. In the event, however, of shipping a long distance, it is recommended that it be tied down at the front, middle and rear as when received, as an additional precaution against damage in case of unusually rough treatment.

USE OF MACHINE ON BASEBOARD

Travelers and others will find it convenient to use the machine without removing from the baseboard of case. The top of the case may be unhooked at the hinges, by sliding the top, when the case is partly open, to the right. With the case bracket latches pulled forward the machine can be erected and used on the baseboard in the same manner as on a desk or a table. The operation of folding is the same as when the machine is outside of the case, except that extra precaution must be taken to see that the upstanding lug on the left case bracket goes up through the bed plate and carriage rail and that the bed plate is down firmly on the shoulders of the case brackets.

USE OF PORTFOLIO

Fox Portable Typewriter cases are regularly provided with a portfolio in which a small quantity of stationery can be carried without the necessity of carrying an extra package. Care should be taken, however, not to place so much paper or other material in the portfolio as to cause excessive pressure on the machine when the case is closed. Serious damage to the machine can easily occur if this caution is not heeded. The case should close of its own weight to within $\frac{3}{4}$ of an inch of its locking point. If desired additional envelopes may be carried at the side of machine and additional paper may be rolled up and placed over the keyboard.

Supplies

Fox Portable ribbons	\$.50
Typewriter oil20
Oilers10
Cleaning brushes20