

Underwood 310

Carriage Locking Lever 11

Before placing the typewriter in its case, the carriage should always be locked in center position by pulling lever 11 down on the right-hand side, and moving the carriage to the central position where it will lock. To unlock the carriage, raise lever 11 and the carriage lock will release automatically.

Line Space and Carriage Return Lever 4

This lever returns the carriage from the end of the typing line to the left-hand margin, and simultaneously rotates the platen, moving the paper up to the next typing line. Before replacing the typewriter in its carrying case, always fold the lever back; ease it to the left, and push it down to protect the lever. To place the lever in operating position, ease it to the left and pull it up and forward.

Line Space Selector 5

The distance between lines of typing is determined by lever 5, which has four different positions. Position 0 disengages the platen from the spacing mechanism for typing between the lines or returning to a previous line. The normal position for single space typing is at number 1. The number 2 setting is for one and one-half spaces and the number 3 setting is for 2 spaces.

Margin Stops 6

Begin by moving the left-hand margin stop 6 to the extreme left and the right-hand margin stop 6 to the extreme right.

To set the left-hand margin: move the carriage until the type guide 8 is immediately below the point at which you wish to begin typing. Depress and slide the left-hand margin stop to the right until it comes to a halt.

To set the right-hand margin: move the carriage to the left until the type guide is immediately below the point at which you wish to finish typing. Depress and slide the right-hand margin stop to the left until it comes to a halt. Your margins are now set and the warning bell will ring 8 spaces from the right-hand margin stop.

Margin Release and Paragraph Indentation Key

It is possible to free the carriage to move outside either of the two margin stops by depressing key 3, and then moving the carriage in the desired direction. The same key, if held depressed while returning the carriage to the beginning of the next typing line, will stop the carriage 5 spaces from the left-hand margin.



Paper Release Lever 10

With paper inserted in the typewriter, you may loosen the paper under the platen by pulling forward lever 10. In the forward position, you may adjust the paper to the typing line, vertically and horizontally to achieve a straight line of write. With the paper properly positioned, move the lever back to its normal position.

Space Bar (also horizontal half spacing) 15

In addition to moving the carriage along a space at a time, the space bar may also be used to correct the accidental omission of a letter from a word, without having to erase the entire line. For example: if you have typed **—the very good idea—** instead of **—the very good idea—** Insert the missing « r » as follows: 1) Erase the word **vey**. 2) Set the carriage so the letter « e » of « the » is directly in the center of the type guide 8. 3) Overtyping the « e », depress the space bar and —holding it down— type the letter « v ». 4) Let the space bar rise, depress it and again holding it down, type the letter « e ». 5) Type the letter « r » and « y » in the same way.

Vertical Half Spacing (above or below the line)

This special feature, ideal for typing footnotes, chemical and mathematical formulae, is readily accomplished by rotating the cylinder (platen) clockwise or counter-clockwise, one position. Using the left hand platen knob, one «click» clockwise equals one half-space above the line. One «click» counter-clockwise equals one-half space below the line.

Ribbon Color Change and Stencil Lever 13

By positioning this lever next to the blue dot you type on the upper half of the ribbon; by positioning it next to the red dot you type on the lower half. The white dot is used for typing stencils in which case the ribbon will not raise for printing.

Detachable Top Cover 12

The easily detachable top cover 12 gives access to the ribbon spools, and to the type faces (for cleaning).

Ribbon Changing

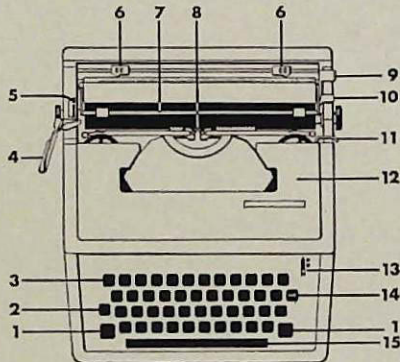
Remove the detachable cover and wind the ribbon on to one of the spools. Slide the ribbon out of the ribbon vibrator (at the printing point), unscrew the two milled nuts on the spools and remove both spools with the ribbon. Hook the new ribbon on to the empty spool, and wind it until the metal eyelet, about 6" from the end, is covered by the ribbon. Replace the spools on their spindles, and, checking that the lower half of the ribbon is the red part, put the milled nuts back on the spools and tighten them. Then replace the detachable cover carefully by easing the front portion into position, then snapping the back portion into place.

Maintenance

Cleaning the letters - If your typescript loses its usual crispness, the typefaces should be cleaned.

Cleaning the platen (cylinder) - When necessary wipe the platen with a clean white cloth dipped in alcohol.

General Care - For a general checkup, or for any other servicing, take the typewriter to the nearest Olivetti Underwood branch or dealer.



- 1 Shift Keys
- 2 Shift Lock
- 3 Margin Release and Paragraph Indentation Key
- 4 Line Space and Carriage Return Lever
- 5 Line Space Selector Lever
- 6 Margin Stops
- 7 Ball Rod
- 8 Type Guide
- 9 Carriage Release Lever
- 10 Paper Release Lever
- 11 Carriage Locking Lever
- 12 Detachable Top Cover
- 13 Ribbon Color Change and Stencil Lever
- 14 Back Space Key
- 15 Space Bar