

Instructions for using the
UNDERWOOD
Standard Typewriter



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U n d e r w o o d

Standard, Noiseless and Portable Typewriters — Accounting Machines

UNDERWOOD ELLIOTT FISHER COMPANY

ONE PARK AVENUE

NEW YORK, N. Y.

“Underwood, Elliott-Fisher, Sundstrand — Speed the World’s Business”

SETTING UP TYPEWRITER

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WHEN the typewriter is delivered by freight or express and removed from the box according to directions, place it on a table, back down, with baseboard or case bottom extending over the edge. Remove the case bottom and attach firmly, but not too tightly, the four rubber feet, contained in box of supplies sent with each machine.

CAUTION: *The rubber feet should be attached before the machine is set upright in position for writing.*

A cardboard cover has been placed over the top of the machine to protect the Carriage against damage. The Carriage Release Lever (right) (see diagram page 6) has been wired to the Carriage Frame. After removing this wire and all strings from the machine, move the Marginal Stops to their respective places at the end of the scale. This is done by pressing the two handle-levers together. Remove the Clips from the Ribbon Spools; polish the machine with a soft cloth and it is ready for use.

Instructions for Using THE UNDERWOOD STANDARD TYPEWRITER *Models 3 and 5*

NOTE: *The numbers in parentheses throughout the text of this book will be found on the Diagram Plates of the machine on Pages 6 and 7. Also the correct technical names of the operating parts which these numbers represent.*

Insertion of Paper

Insert paper against the Movable Lateral Paper Guide (15) and between the Paper Rest (18) and Cylinder (17) turn Cylinder until paper appears in front.

The Lateral Paper Guide may be set at any position on Paper Rest, insuring a uniform margin on succeeding pages.

Paper Release Lever

Should paper be inserted unevenly, press down Paper Release Lever (1) which relieves the Feed Roll Pressure. The paper can now be straightened and aligned with Rising Cylinder Scales (19). After paper has been straightened, be sure to raise Paper Release Lever to its normal position.

Paper Clamps

The Paper Clamps (12 and 21), feed and guide paper above the writing line. They can be moved to right or left and set to any width of paper within capacity of machine. To move Paper Clamps, grasp them close to rod with thumb and forefinger.

Marginal Stops

The length of writing line is regulated by Marginal Stops (10 and 25). To set Marginal Stops, press Marginal Stop Handles together and slide the Marginal Stops to desired number on Front Scale (11).

Right Marginal Stop Release

To write in left margin, without changing position of Marginal Stop, press Right Marginal Release Lever (2) with index finger, and with thumb pull Carriage to right beyond stop.

Key Lever Lock Release

When right margin has been determined and the Marginal Stop set, the bell rings seven spaces before the keys lock. Four more characters may be written by pressing Key Lever Lock Release (8) after which keys will lock the second time, the fifth and last character may be written by again pressing the Key Lever Lock Release.

Writing Line

The writing line is just above and parallel with Rising Cylinder Scales (19). The writing point is directly behind notch in Type Guide (16).

Line Spacing

Line Spacing and Carriage Return are performed in one operation by pressing the Line Space Lever (9) and pushing Carriage to right. For single spacing, set Line Space Adjusting Lever (13) opposite Fig. 1 on Left Cover Plate, double spacing at Fig. 2 and triple spacing at Fig. 3.

Space Bar

The Space Bar (33) should be used between words or when you desire to space the Carriage without making an impression.

Carriage Release Levers

To release Carriage for purpose of moving it in either direction without writing, depress either Carriage Release Lever (4 or 24) and move Carriage to desired position. When depressing either of these levers, the Carriage should be held by Thumb Piece (20) or Carriage Frame.

Variable Line Spacer

The Variable Line Space Push Button (6), when pulled out, disengages the Line Space Ratchet and Cylinder can be turned only by Cylinder Knobs (5 and 23). This operation makes it possible to write on ruled paper, spacing the Cylinder by hand to the writing line.

In preparing printed forms for use on typewriter, ruling and spacing should be made to correspond with the typewriter spacing, in which case Line Space Lever may be used.

To Make Corrections

Move Carriage to right or left of printing point so erasings will fall outside of machine. If correction is being made when making carbon

copies, turn paper up three or four spaces, throw Paper Clamps (12 and 21) back, and Card Holders (32) away from Cylinder, which permits you to bring forward the original copy while erasing on carbons.

Capital Shift Keys

To write capitals or upper case characters, depress either Shift Key (31 or 34), holding Shift Key down while you strike the key having the desired characters. Release Shift Key as soon as impression is made.

Shift Lock

When Shift Lock (30) is depressed it will lock the Carriage on upper case and the machine will write all upper case characters. Depressing Left Hand Shift Key (34) slightly will release Shift Lock.

Back Space Key

If, for any reason, it is desired to back space, depress Back Space Key (7). This will return Carriage one space each time the key is depressed.

Tabular Key

Tabulating is an important factor in modern typewriting. The built-in Tabulator of the Underwood is controlled by Tabulator Key (29). Its purpose is to enable a typist to jump the Carriage from one fixed point to another by simply pressing Tabulator Key. (See Tabular Stops.)

The Tabular Key is not used as other keys. It must not be released until the Carriage reaches the stop.

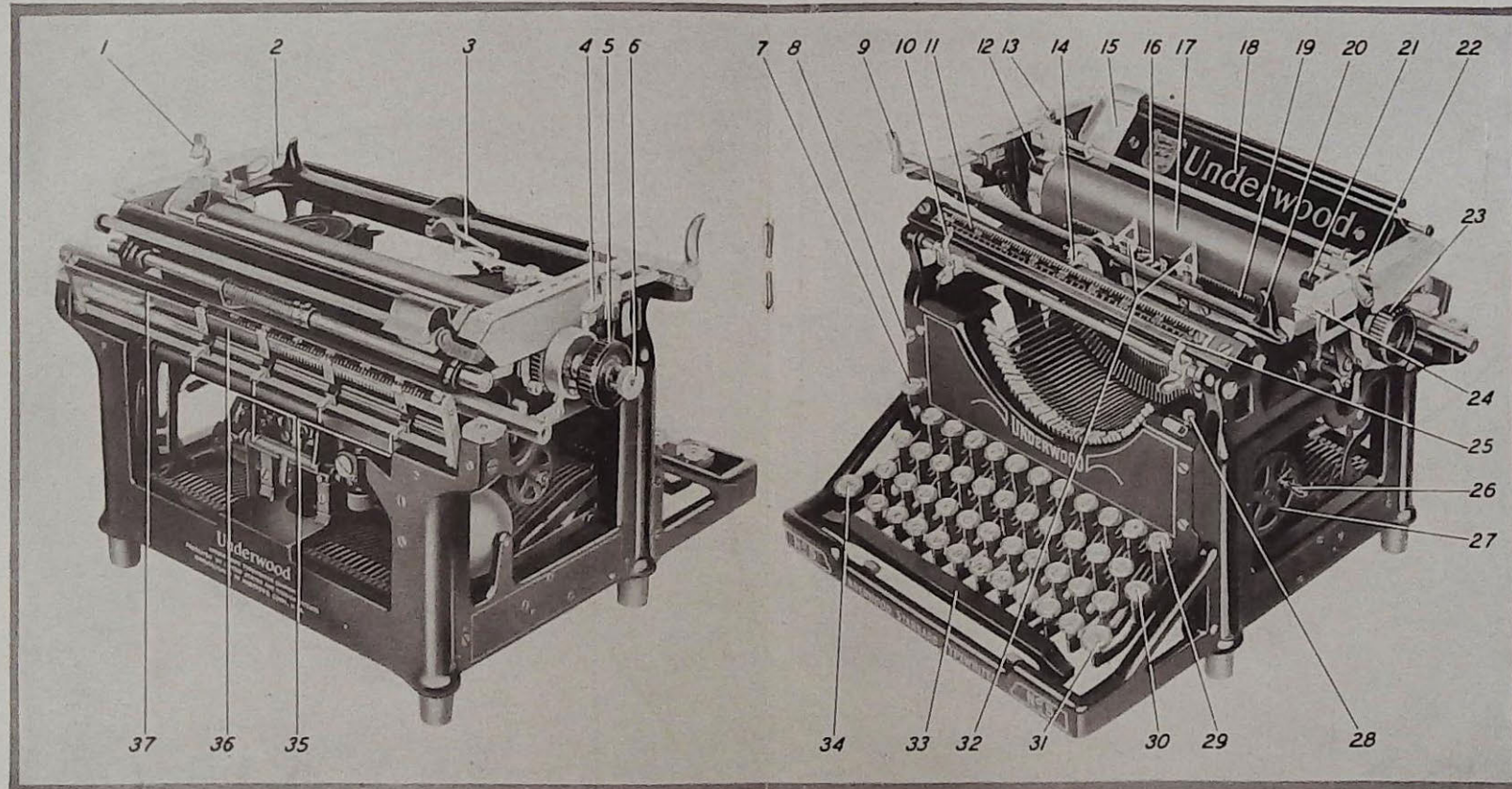
Tabular Stops

Tabular Stops (35) are mounted upon Tabular Frame with a graduated scale (37) and which corresponds with the Front Scale (11) of machine. These stops are movable and may be set at desired intervals along the Tabular Rack (36).

To change position of a Tabular Stop, disengage it from teeth in Tabular Rack (36) by pulling it back, then sliding stop to desired position, and reset.

The Carriage Frame Pointer (14) will indicate the number on Front Scale (11) at which the Tabular Stop should be set on Tabular Scale (37) when Carriage is placed at point of writing directly behind slot in Type Guide (16).

Diagram showing correct technical names of the principal operative parts of the
UNDERWOOD *Standard* TYPEWRITER



- | | | |
|--|------------------------------------|--------------------------------|
| 1. Paper Release Lever | 14. Carriage Frame Pointer | 27. Ribbon Shifting Disk Wheel |
| 2. Marginal Stop Release Lever (Right) | 15. Lateral Paper Guide | 28. Ribbon Shift Lever |
| 3. Envelope Guide | 16. Type Guide | 29. Tabular Key |
| 4. Carriage Release Lever (Left) | 17. Cylinder | 30. Shift Lock |
| 5. Cylinder Knob (Left) | 18. Paper Rest | 31. Shift Key (Right) |
| 6. Variable Line Space Push Button | 19. Rising Cylinder Scale | 32. Card Holders |
| 7. Back Space Key | 20. Thumb Piece | 33. Space Bar |
| 8. Key Lever Lock Release | 21. Paper Clamp (Right) | 34. Shift Key (Left) |
| 9. Line Space Lever | 22. Paper Release Lever | 35. Tabular Stops |
| 10. Marginal Stop (Left) | 23. Cylinder Knob (Right) | 36. Tabular Rack |
| 11. Front Scale (White and Red) | 24. Carriage Release Lever (Right) | 37. Tabular Scale |
| 12. Paper Clamp (Left) | 25. Marginal Stop (Right) | |
| 13. Line Space Adjusting Lever | 26. Ribbon Shifting Disk Handle | |

Centering Scale

It will be observed that the Front Scale (11) is graduated and numbered both ways, the upper part in white, the lower in red.

To center a heading, set paper in center of Cylinder. Set Carriage Frame Pointer (14) at the beginning, or "O" on scale. Strike the Space Bar (33) once for each character and space in the heading to be centered. Note figure on lower red scale at which Carriage Frame Pointer (14) stops, then set the pointer at the corresponding number on upper white scale, which will be the position to begin heading. For example:—to center

Underwood Typewriter

strike the Space Bar once for each character and space in the heading. The Carriage Pointer will stop at 30 on red scale. Move Carriage until pointer is at 30 on white scale. This will center the heading properly.

Envelope Guide

To address an envelope or write on a narrow slip of paper without shifting the Paper Clamps (12 and 21), turn the Envelope Guide (3) around against the Cylinder. When finished, return it to its normal position.

Card Writing

To write on ordinary cards, see that Card Holders (32) are in position against Cylinder, then insert card in regular manner.

Width of Paper

The No. 5 model will take paper 10³/₈ inches wide and write a line eight inches long. The various No. 3 models will accommodate paper and write lines as follows:

| Model | Width of Paper | Length of Lines |
|----------|---------------------------------------|-----------------|
| No. 3-11 | 11 ³ / ₈ inches | 9 inches |
| No. 3-12 | 12 ³ / ₈ " | 10 " |
| No. 3-14 | 14 ³ / ₈ " | 12 " |
| No. 3-16 | 16 ³ / ₈ " | 14 " |
| No. 3-18 | 18 ³ / ₈ " | 16 " |
| No. 3-20 | 20 ³ / ₈ " | 18 " |
| No. 3-26 | 26 ³ / ₈ " | 24 " |

Stencil Cutting

Cutting a stencil is done without the use of the ribbon. Move the Ribbon Shift Lever (28) to the white position. This disengages the mechanism that raises the ribbon. The type must be cleaned thoroughly to insure clear, sharp impressions.

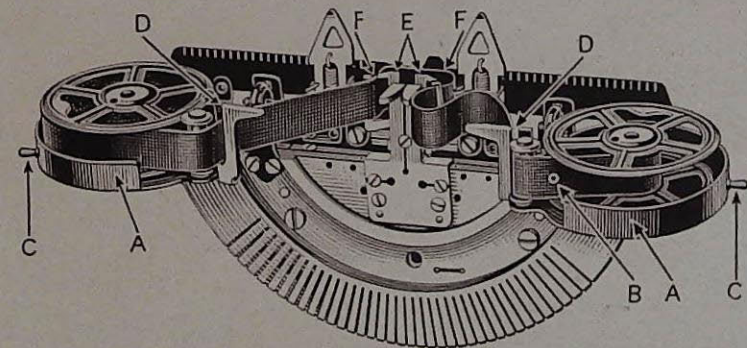
After stencil is cut, move Ribbon Shift Lever (28) to the right.

Changing Ribbon

To change a Ribbon, wind the old Ribbon all on one spool by means of Ribbon Shifting Disk Handle (26). After this has been done, set the Carriage in center and depress the Shift Lock (30). Lift the Ribbon Spools from the Ribbon Cups (A) and the Ribbon Guide (E). Detach the Ribbon from the empty spool and attach new Ribbon. Wind the Ribbon around the spool until eyelet (B) reaches the hub. Place the Ribbon Spools into Ribbon Cups, making sure that the small pin, alongside of the Ribbon Spool Shaft, enters the small hole in the Ribbon Spool. Be sure the Ribbon feeds around the front of both spools and, if a Bi-chrome Ribbon, the color least used should be the lower one.

Pass the Ribbon through the openings in cups in front of rollers or guides, then through slots in Reversing Levers (D). Then thread it down through slots of Ribbon Guide (F) as shown by diagram on this page. The Ribbon is more easily placed in position by pulling forward the Levers (C) that extend from outside of Ribbon Cups, as this throws the roller in proper position, touch Left Shift Key (34), which will lower the Ribbon Guide.

Type impressions are usually made through upper half of Ribbon. When this becomes worn, reverse the Ribbon Spools in cups. This brings the unused half of Ribbon to upper side. The best results will be had by using Ellwood Ribbons purchased from the Underwood Typewriter Company. These special Ribbons are on sale at all Underwood Sales Offices.



Bichrome Ribbon

When using a Ribbon of two colors, the color most frequently used should be placed uppermost in machine.

When desiring to write on upper half of Ribbons, the Ribbon Shift Lever (28) is placed in the black position. To write on lower half, it is placed in the red position. When using a single color Ribbon, always keep the Ribbon Shift Lever (28) in black position.

Care of Machine

As the quality of a typist's work cannot be first-class if the machine is not in good condition, it should be thoroughly cleaned every day. This should be a typist's first duty. The Way Rod on which the Carriage rides, should receive special attention. The wiping of this rod daily with a cloth moistened with oil will insure a smooth, easy running Carriage. The nickel parts should be polished daily. The inner parts of the machine should be brushed out with a long-handled brush. About once a month, the surface of Cylinder, Rubber Feed Rolls and Paper Clamp Rolls should be cleaned with a cloth moistened with denatured alcohol.

Cleaning Type

The type lies face up on the Type Bar Rest, in a most accessible position for cleaning, and should be kept clean at all times. Clean type insures clean, sharp impressions and greatly improves the appearance of typewritten copy. When cleaning type, brush them toward you with the stiff brush furnished with each machine.

Oiling

After cleaning the machine thoroughly, should the Way Rod require further oiling, move Carriage to extreme right and place a drop of oil on the rod between the Carriage Bearings. Move the Carriage to the left and repeat operation. Then depress Carriage Release Lever (24) and, by means of Thumb Piece, (20) run the Carriage back and forth a few times to distribute the oil. The rods upon which the Paper Clamps, Marginal Stops and Tabular Stops are attached, should be wiped off occasionally with a cloth moistened with oil, so as to permit the free sliding of the clamps and stops on rods. Place a drop of oil occasionally on friction points of Shift Key Levers. When required, apply a drop of oil with toothpick to Paper Feed Roll Bearings and Paper Clamp Roll Bearings. Do not get oil on the rubber Cylinder or rubber Feed Rolls. After oiling, remove all surplus oil with a cloth to prevent an accumulation of dust.

Use only ELLWOOD Typewriter Oil to secure best results. It is light and penetrating and reduces gumming to a minimum.

The Bearings of Type Bars and Variable Line Space Mechanism should not be oiled.

INSTRUCTIONS FOR FASTENING UNDERWOOD TYPEWRITERS TO DESKS

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TO attach machine to desk, drill two $\frac{1}{4}$ -inch holes through board upon which machine is to rest, the center of each hole being 8 inches from the front of the desk board. The holes should be 9-11/16 inches apart from center to center and at equal distances from the sides of the desk board. If the desk has a sliding board, these holes must be countersunk on inside sufficiently to allow for screw heads.

The No. 3 Models must be raised sufficiently to allow the carriage to clear the top of the desk. This is done by using a set of metal feet between the Main Frame and the typewriter rubber feet. The metal feet are first screwed into the Main Frame and the rubber feet are then screwed into the metal feet.

Special fastening screws are required to attach machines raised in this manner to desks. This desk fastening equipment is in stock in all Underwood Branch Offices.

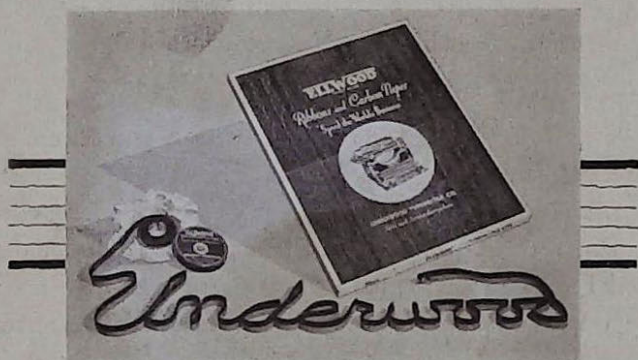
NOTE: Keep this book for future reference. It contains information valuable at all times.

ELLWOOD

TRADE MARK

RIBBONS and CARBON PAPER

Product of Underwood Elliott Fisher Company



Carried in stock at all Underwood Sales Offices

A **T**YPIST is judged by the *Quality* of her work. ELLWOOD Ribbons and Carbon Papers are made of materials and from formulae designed expressly for the production of *Quality* work on the Underwood Typewriters.



AN UNBEATABLE COMBINATION

The UNDERWOOD TYPEWRITER
plus UNDERWOOD SERVICE *and*

ELLWOOD
TRADE MARK

RIBBONS AND CARBON PAPER