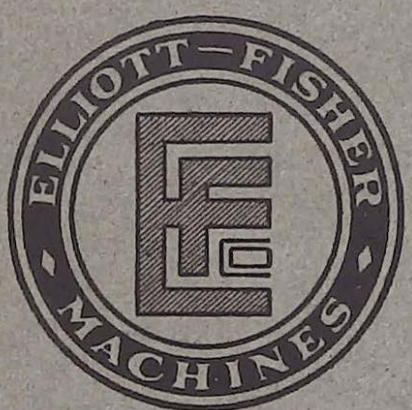
ELLIOTT-FISHER
WRITING MACHINE
INSTRUCTION BOOK



ELLIOTT-FISHER WRITING MACHINE INSTRUCTION BOOK

A TEXT BOOK FOR THE GUIDANCE
OF THE
ELLIOTT-FISHER OPERATOR

Published By
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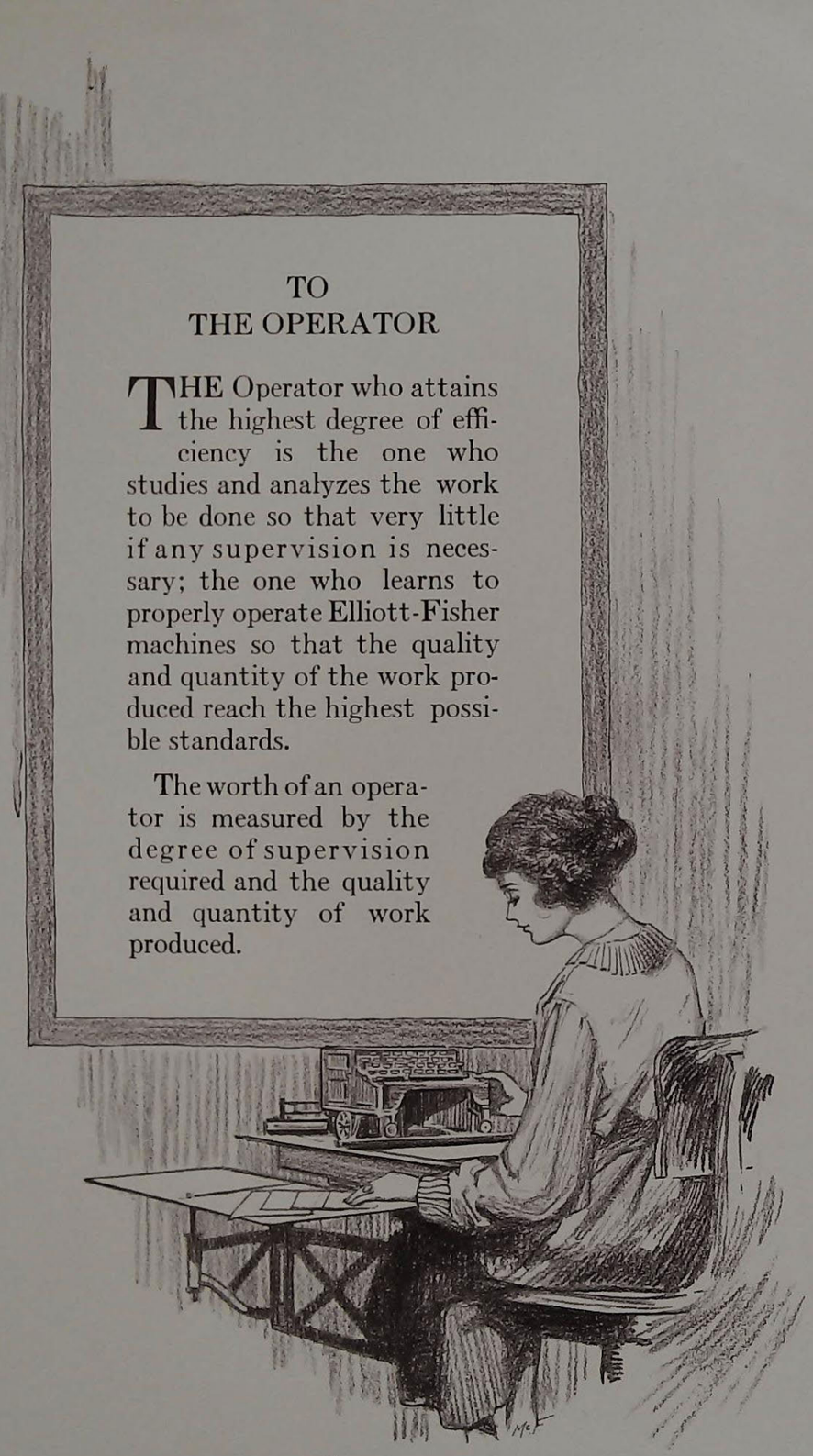
TO THE OPERATOR

THE Operator who attains the highest degree of efficiency is the one who studies and analyzes the work to be done so that very little if any supervision is necessary; the one who learns to properly operate Elliott-Fisher machines so that the quality and quantity of the work produced reach the highest possible standards.

The worth of an operator is measured by the degree of supervision required and the quality and quantity of work produced.



Introduction

The purpose of this book is to instruct the operator in the correct use and operation of Elliott-Fisher Machines.

The operator who gives his or her Machine reasonable care, turns out clean, satisfactory work that is a credit to both operator and Machine, and the Machine will give good service and wear well. By reasonable care is meant, proper cleaning and oiling, correct operation and abstinence from abuse.

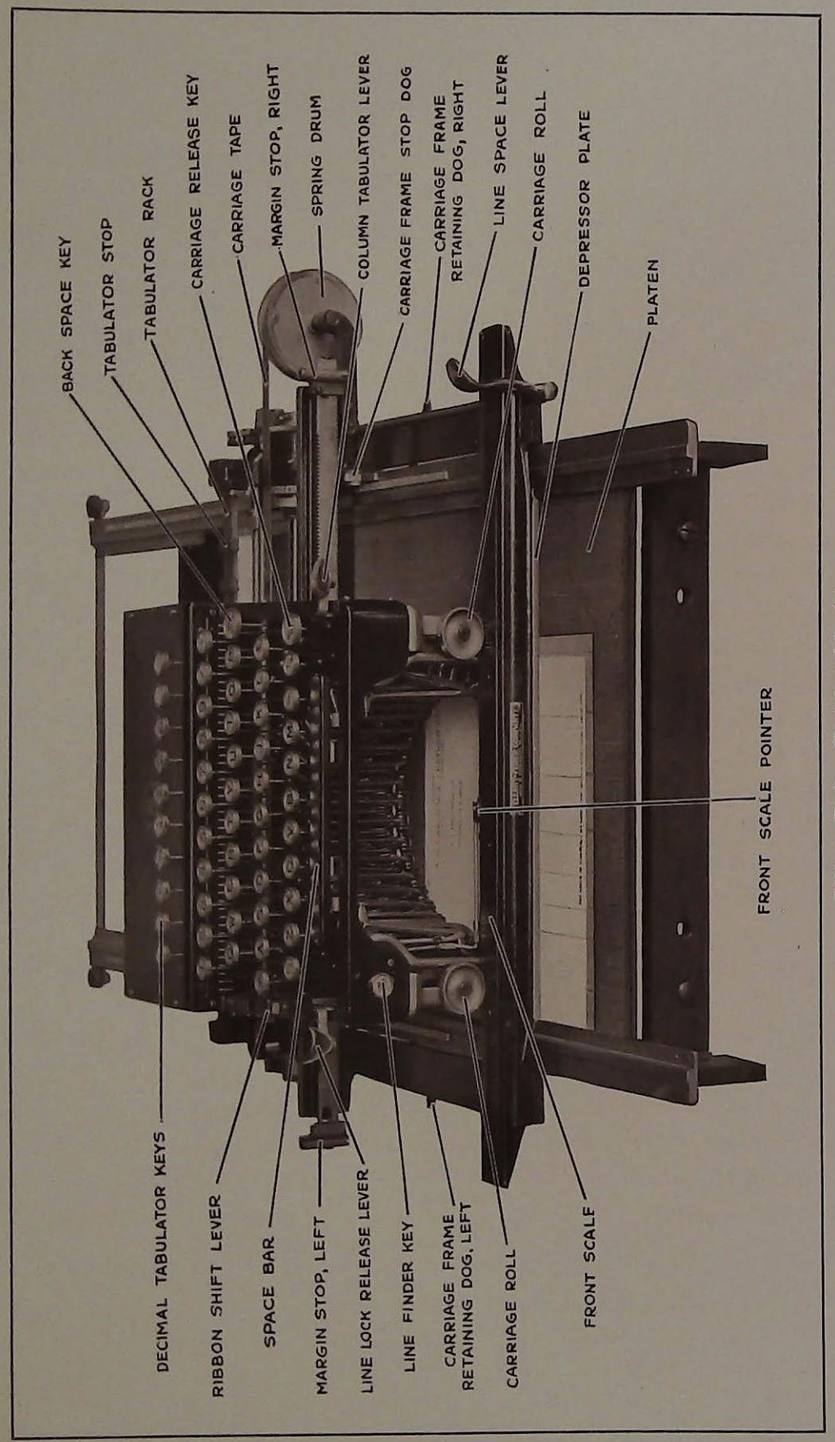
The care given to the machine has much to do with the permanency of the operator's position, and with his or her promotion.

Elliott-Fisher Inspection Service Agreement, at a fixed yearly rate, in cities where machine adjusters are stationed, provides for the proper Oiling, Cleaning. Adjusting and Repairing of Elliott-Fisher Machines, which keeps them always at maximum operating efficiency and prolongs their life. Ask our Local Office for Details.

Operators should read these instructions carefully and endeavor to follow them explicitly.

Cheap inferior grades of ribbons, carbon paper, carbon rolls and oil inevitably result in unsatisfactory work, and will prove poor investments.

Use ELLIOTT-FISHER SUPPLIES, designed especially to give best results on ELLIOTT-FISHER Machines.



Elliott-Fisher Writing Machine

Chapter I

Elliott-Fisher Writing Machines

The flat Writing Surface distinguishes Elliott-Fisher Writing and Accounting Machines from all other writing and adding machines.

The Flat Platen makes it possible to place forms of any size within the range of the platen or of any thickness one upon another, and to quickly assemble and accurately register them.

Any class of record writing handled by a typewriter can be handled more efficiently and with greater ease and rapidity on Elliott-Fisher Writing Machines because of the Flat Writing Surface. Correspondence is the only application that is not advocated.

Paper Insertion

Depress the Foot Pedal and insert paper or forms under Left or Right Platen Rail as far as they will go, then release the Foot Pedal. This returns the writing surface to the normal position and locks the forms or paper in place. (This instruction applies to Drop Platens only—See Special Instructions for Automatic Feed Platens.)

Use the "Line Lock Release" and the "Carriage Release" key to move the machine to any desired writing position. The "Line Finder" shows the exact writing position.

Correct Position at the Machine

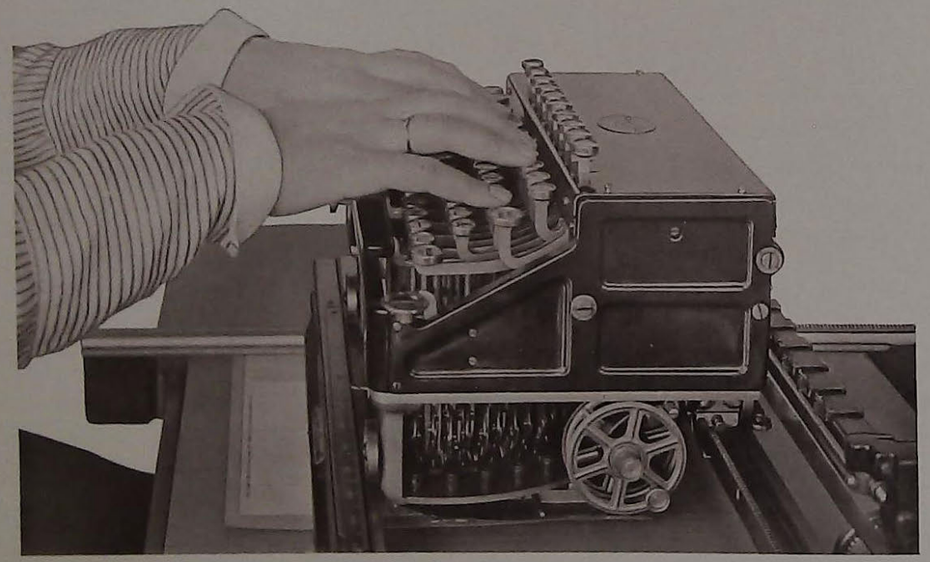
The operator should sit erect in a chair of the proper height, so that the arms at the elbow form as nearly as possible a "right angle". If the chair is too low the forearms must reach up, a position that will tire the operator in a short time.

Both feet should be kept squarely on the floor and tension or strain of any kind should be avoided in every possible way. (See illustration page 6.)

Touch Writing

Touch writing is absolutely essential to the efficient operation of any writing machine. However, like all better accomplishments, writing by "touch" is a little more difficult to learn than operating by watching the keys but when once learnt it greatly increases the quantity as well as quality of work produced by the operator.

Correct Position at Machine



Correct Position of the Hands

Position of the Hands

The hands should be kept close to the keyboard (see illustration page 6) and each key should be struck with the same speed and force. In no other way can uniformly nice, clean and even writing be produced.

Single Copy Work

When handling single copy records on an Elliott-Fisher Machine, insert from ten to fifteen forms, depending upon the thickness, at one time. Write the first record, depress the foot pedal, withdraw the written record and the next form is in writing position. Repeat this operation until all but four or five of the forms on the platen are used, then insert another batch. The above plan saves inserting individual forms at separate operations and eliminates the necessity of moving the machine head back the extreme length of the platen to remove forms. Writing single copies without other forms or paper or cardboard beneath, will cause the type to cut the work and eventually the platen surface.

Handling More Than One Copy and Using Sheet Carbon

Whenever handling two or more sheets of paper or forms in connection with which it is necessary to use sheet carbon—first insert the desired number of forms —then interleave the carbon. When the record has been completed withdraw the carbon sheets first and then the forms. These two operations can be performed almost simultaneously with a little practice.

Erasing and Correcting Errors on Carbon Copies

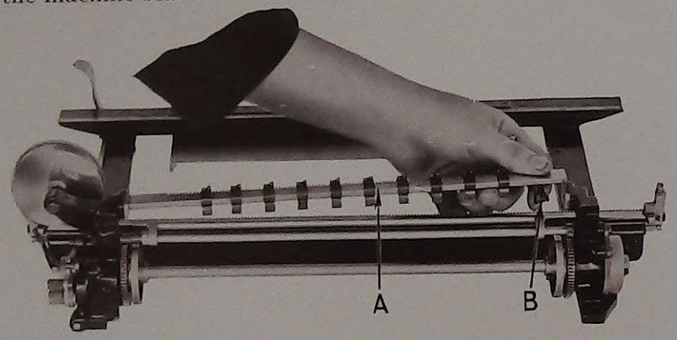
In case of an error it is very easy to erase on each one of the carbon copies and to strike in the correct character. The forms are held in position by the grip on the rail at the left or right margin and the forms open up like the pages of a book which makes it easy to erase on the solid flat surface and the forms drop back to their original position with absolute accuracy. A piece of cardboard should always be inserted beneath the carbon sheet under the form being erased.

Column Tabulating

Whenever it is necessary to enter information in the same relative position on any number of forms, always set the tabulator stops so that the required writing position can be found by the manipulation of the Column or Decimal Tabulator and not by the operation of the space bar.

Setting Up Tabulating Stops

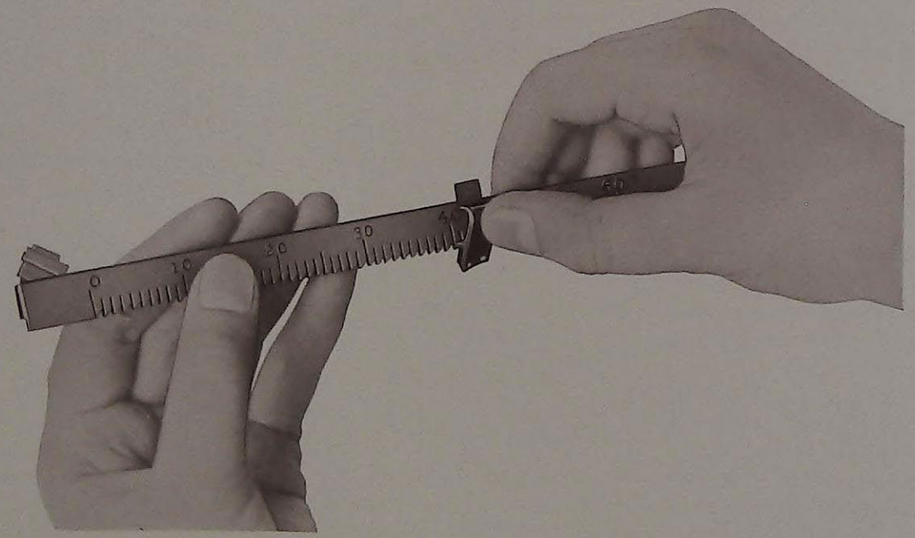
Remove the Tabulator Rack as illustrated below and place it on the platen in front of the machine scale.



Removing Tabulator Rack from Carriage Frame

Grasp the Tabulator Rack "A" and push Tabulator Rack Latch "B" to rear, releasing the Rack. Lift the Rack out and lay it to one side.

Use the "Line Finder" to locate the proper column positions. The Front Scale Pointer will indicate the numbers on which the Tabulator Stops should be set. Always set the Tabulator Stops to the Right of the figures on the Tabulator Rack Scale.

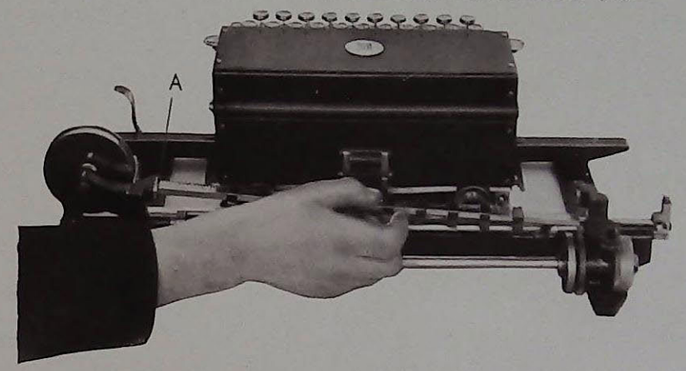


Setting Up Tabulator Stops

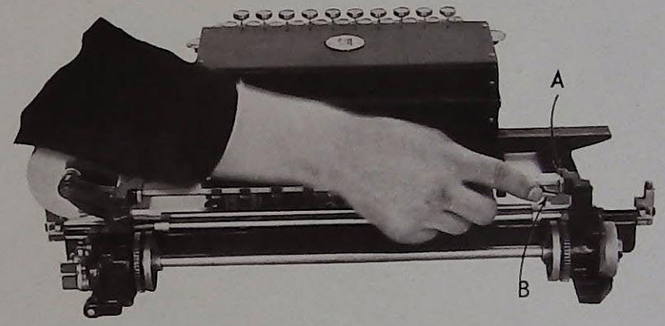
Place the front of the Stop over the teeth on the Tabulator Bar and press firmly down on the back of the Tabulator Stop (see above illustration). This will cause it to slip into position on the tabulator bar. All Stops must be placed securely on the Tabulator Bar.

Replacing Tabular Rack—First Movement

Place one end of Tabulator Rack in Tabulator Rack Plate (A).



Replacing Tabular Rack—Second Movement



Place other end of Rack in Tabulator Rack Plate (A) and close Latch (B) under Tabulator Rack Plate.

Flexibility of Tabulator

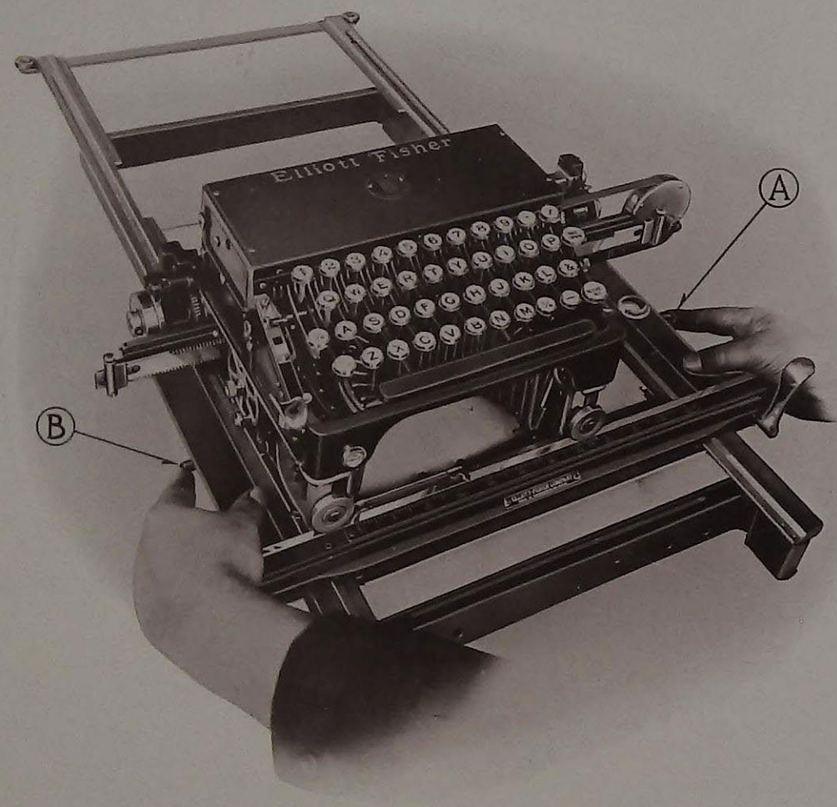
When two or more sets of forms of different column arrangement are to be written on the same Machine, each set requiring the use of the Tabulator, secure extra Tabulator Racks and Tabulator Stops. A Tabulator Rack should be set up for each set of forms and the Racks changed when changing forms, rather than changing the Tabulator Stops.

Use of Decimal Tabulating Device

The Decimal Tabulator Keys should be used when figures are to be written in columns. Set up the Tabulator Stops as described on pages 8 and 9. Stops should be set up for units of dollars when money values are being tabulated. Depress Tabulator Key marked "1" to write any figure in units up to 9 99; and key marked "10" to write any figure in tens up to 99 99, and key marked "100" to write any figure in hundreds up to 999 99, and so on. To write figures in tens of cents position, depress tabulator key marked "." and space one: For units of cents, space two (this instruction is for writing Machine only).

Whenever using Decimal Tabulating Device in connection with the Elliott-Fisher Writing Machine (without adding device) always space between dollars and cents position by depressing the space bar with thumb of either hand. This rule does not apply when tabulating quantities instead of money values.

How to Remove Machine from Platen



To remove the machine from the Platen, pull toward the front of the Machine, the ends of the Carriage Frame Retaining Dogs (A) and (B), which are located at the right and left Side of the Carriage Frame, then by taking hold of the Carriage Frame Side Rails lift the machine clear of the Platen and rest it on the Carriage Frame Feet, which are provided to prevent injury to the ribbon mechanism.

Chapter II

Use and Care of Elliott-Fisher Machines

Elliott-Fisher Writing and Accounting Machines, like all similar pieces of machinery, will give the maximum and best results if they are properly used and given the proper attention.

Cleaning Machines

The machine should be thoroughly cleaned with a soft clean cloth free from lint, daily, preferably the first thing in the morning.

Be particularly careful to keep the Carriage Front Rail and Carriage Rear Rail (which are the tracks on which the Carriage moves sidewise) thoroughly cleaned and free from accumulations of dust or dirt. The surfaces of these two Rails are finished very accurately by grinding and if neglected these surfaces will rust quickly from moisture in the atmosphere, and if oil and dirt are allowed to accumulate on them the Carriage will not run smoothly.

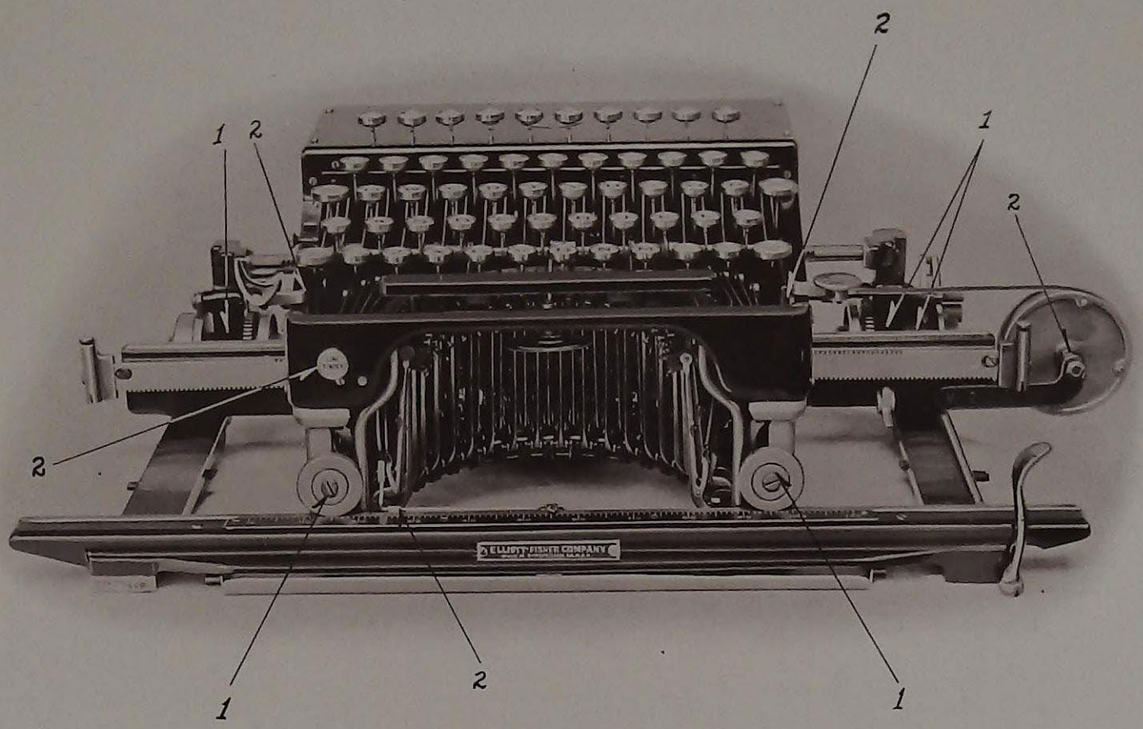
Cleaning Type

To clean the type, use the special brush supplied with the machine for that purpose. The face of the type can be readily reached from the front of the Carriage. Occasionally lint will fill up the loop of such letters as "e", "o", "b", etc. When this deposit cannot be removed by brushing the face of the type, depress the key moving the type head about halfway down and remove the dirt with a wooden or quill tooth pick. Do not use a knife blade or any tool which is liable to mar the face of the type. Clean type often enough so that cleaning liquids such as alcohol, etc., are not needed. If cleaning liquids are occasionally used, be careful to wipe off carefully and oil afterwards. Rust will otherwise develop.

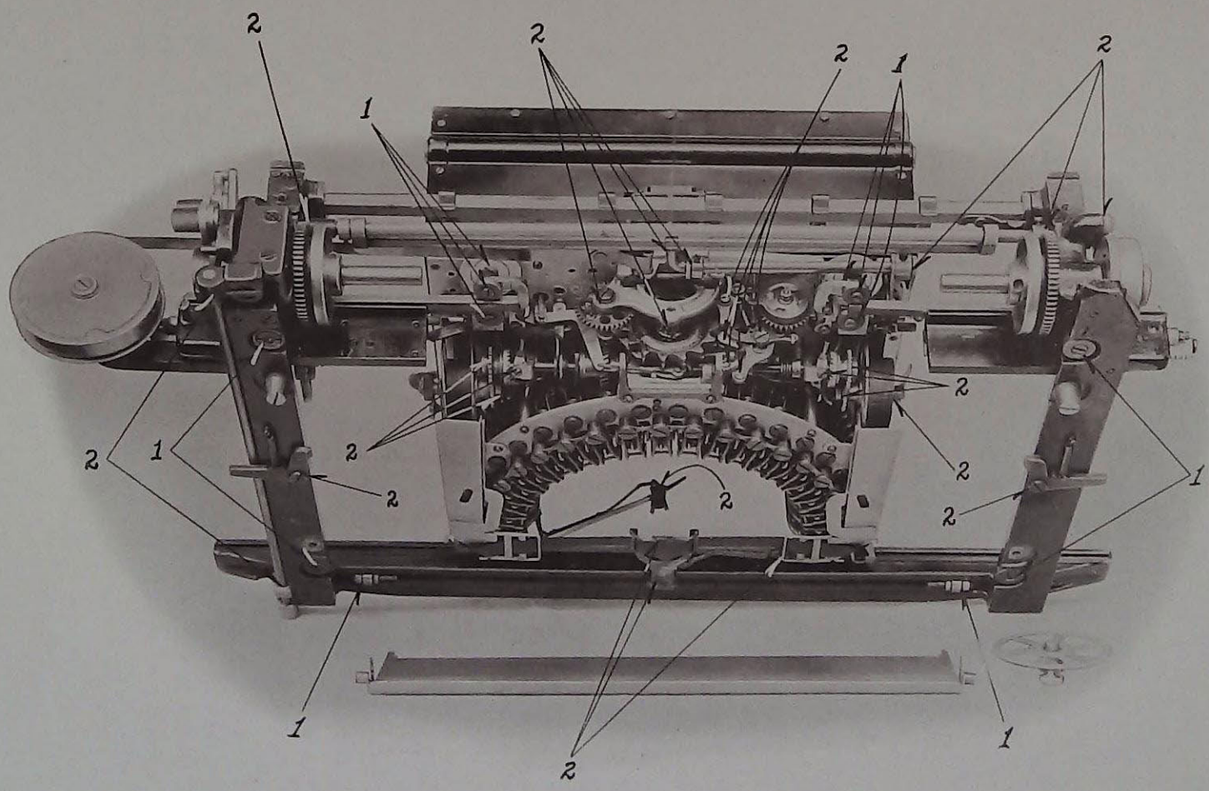
For best results use Elliott-Fisher ribbons. Inferior ribbons result quickly in dirty type.

Keep Machine Covered When Not In Use

Use the Rubber Cover supplied with the machine for this purpose. It will protect the machine from dust and dampness and reduce materially the time required for the daily cleaning.



OILING CHART. Oil as follows:
At (1) One drop of oil, once a week
At (2) " " " " " " month



OILING CHART. Oil as follows:
At (1) One drop of oil once a week
At (2) " " " " " " month

Oiling

Conditions of operation vary so widely that it is difficult to definitely define the required frequency of oiling, but assuming about eight hours use of the machine per day under average conditions, the oiling chart will be about correct.

Particular attention is directed to the fact that ONE DROP of oil is specified in every case. DO NOT UNDER ANY CIRCUMSTANCES USE MORE THAN THIS AT ANY ONE POINT. This cannot be emphasized too strongly for too much oil is just as bad as too little, and if more than the required amount is used the excess will run out of the bearings on to the exposed part of the machine and dust and dirt will accumulate forming a gummy deposit which will be hard to remove and will interfere with the smooth working of the machine. Always wipe off immediately any excess oil which runs out of the bearings with a clean cloth to prevent it dropping and soiling work on the platen.

If one drop of oil will not cause the part on which it is used to work smoothly, more oil usually will not improve matters. In such a case, the proper procedure is to wash the part of bearing with gasoline to thoroughly clean, after which oil again.

The use of a suitable oil is highly important. Just "oil" will not answer for a mechanism like Elliott-Fisher Machines. Use oil especially prepared for such a mechanism. Elliott-Fisher oil is especially prepared for use on Elliott-Fisher Machines; it has every desirable quality which an oil for this purpose should possess, and is priced sufficiently low to make experiments unnecessary.

Proper Use of the Release Key

The function of the Carriage Release Key is to permit the free, noiseless moving of the Carriage in either direction.

When using the Release Key keep the Carriage under control with one hand.

Do Not Use the Release Key for Tabulating

The Release Key should only be used when moving the Carriage from Left to Right or vice versa. This Key should never be used as a tabulator. Never depress the Space Bar or any character key when using the Release Key, in returning the Carriage. Neglect of the instructions in this paragraph will eventually damage the Escapement.

Correct Use of the Space Bar

Spacing between words, punctuations, or other characters is secured by depressing the Space Bar a full downward stroke until stopped by the Space Bar Buffer.

The Space Bar should be used only when desired to space between words and characters. THE SPACE BAR SHOULD NOT BE OPERATED TO LOCATE COLUMN POSITION. USE THE TABULATOR FOR THIS PURPOSE. Never abuse the Space Bar by striking it with a too hard or with a too angular blow. Such abuse may distort the Space Bar Levers causing them to bind on their bearings with resultant retarding action of the machine.

Correct Use of the Depressor Plate

The purpose of the Depressor Plate is to smooth the air out of the forms when bringing the Machine Head forward and to protect the lower edge of the forms. Whenever the Depressor Plate is permitted to go below the lower edge of the forms, always depress the Foot Pedal and push the front edge of the Depressor Plate down before pushing the machine back. Failure to do this will cause the Depressor Plate to tear the Forms.

If the machine is properly operated the Depressor Plate will not get below the lower edge of the forms.

Ribbon Mechanism

All Writing Machines are equipped with three ribbon positions: Red, Black and Stencil, obtainable by moving the Lever on the Left Carriage Side. The Stencil (or white track) indicates that the ribbon is out of engagement with the type and while in this position the Type does not strike the Ribbon. This is the proper position for stencil cutting.

Some service calls have been made because the operator accidentally or unknowingly moved the ribbon shift into the stencil position and was unable to account for failure of the machine to write. When using an all black record ribbon, the life of the ribbon can be doubled by switching the Ribbon Shift Lever daily from Red to Black and vice versa. This will result in the ribbon receiving uniform wear. The Ribbon will not feed properly if worn out on one track. When in this condition no attempt should be made to shift it into another position.

Every operator should learn to change a ribbon quickly and properly.

Putting On A New Ribbon

First, wind the old ribbon on the Left-hand Spool, leaving about 6 inches of the old Ribbon protruding from the Ribbon Shield next to the Right-hand Spool.

Second, remove the ribbon Core from the Right-hand Spool.

Third, put the new ribbon on the Right-hand Ribbon Spool exactly the way that the old one was fastened, fitting grooves in Core onto pins in Ribbon Spool.

Fourth, slit the old ribbon near its end and draw the end of the new ribbon through the slit.

Fifth, wind the Left-hand Ribbon Spool until the new ribbon is drawn through the Ribbon Shields and Ribbon Carrier to the Left-hand side of the machine.

Sixth, detach the old ribbon and fasten the new ribbon to the Left-hand Ribbon Spool Core.

Elliott-Fisher Mechanical Adjusters will be glad to instruct operators in proper methods of putting on ribbons.

Putting On A New Ribbon (Optional Method)

The foregoing method of inserting a Ribbon is the simplest and quickest, but in the event that Ribbon becomes detached from machine, the following method can be employed.

First, remove the Carriage to the Extreme right of Carriage Frame.

Second, remove Machine from Platen, as instructed on page 10, and rest the back on Platen Rubber.

Third, put the new Ribbon on right-hand Ribbon Spool, fitting grooves in Ribbon Core onto pins in Ribbon Spool.

Fourth, draw the end of Ribbon up between Right Hand Ribbon Shield and the Metal Leaf attached to it. Bring ribbon through the 'U' shaped wire guard, make right angle turn to the left, which brings the ribbon on the side of the shield towards you. Next, thread the ribbon downward through the first slot and back through the second slot and downward through the third slot.

Fifth, grasp the Ribbon Carrier lightly and pull downward gently until it clears Depressor Plate. Insert the end of the ribbon down through the first slot and up through the second slot in the right hand side of the ribbon carrier, across the ribbon carrier, down through the first slot and up through the second slot in the left hand side of the ribbon carrier.

Sixth, through the left hand ribbon shield in exactly the same manner in which it was threaded through the right hand ribbon shield.

Seventh, remove old Ribbon from Left-hand Ribbon Spool. Fasten end of new Ribbon to Core with a spring clip and place Core on Ribbon Spool, fitting grooves in Core onto pins in Ribbon Spool.

If you will note closely the parts of Ribbon Shields and Carrier that are polished bright by the previous movement of the Ribbon, and thread accordingly, the operation will be greatly simplified.

CAUTION: The machine must not be moved from right to left or vice versa when the ribbon is entirely removed from the Ribbon Spools, as this will cause damage to the Ribbon Mechanism.

Ribbon Reverse (Automatic and Hand)

When the ribbon is within approximately 7 to 10 inches of being unwound from either Ribbon Spool, the Feeding Mechanism is automatically reversed and the ribbon then travels in the opposite direction. When desired, the ribbon feed can be reversed by hand by pulling the Ribbon Reverse Wire outward which will cause the ribbon to feed on the Left-hand Spool, or push it inward which will cause the ribbon to feed on the Right-hand Spool. The Ribbon Reverse Wire is located on the left-hand side of the Carriage and just about and slightly to the rear of the Left-hand Ribbon Spool and may be identified by a spherical knob which is attached to its end.

Correct Use of Line Finder

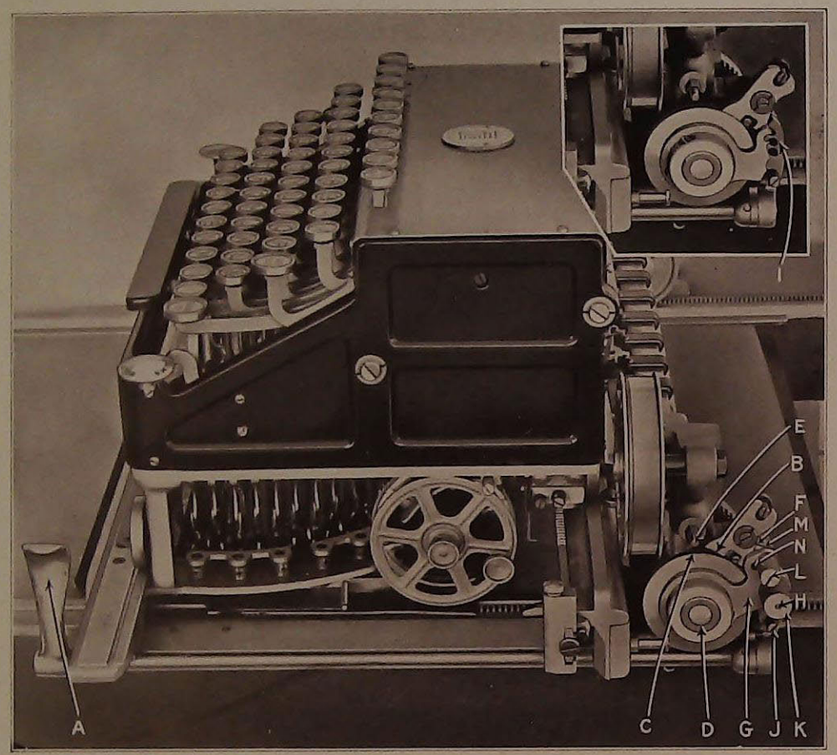
By pressing the Line Finder Button in against the Carriage Front, the Line Finder Blade is moved forward and downward close to surface of the Platen. Its front edge indicates the line of writing, while the "V" cut in its center indicates the point where the center line of the next charater will be typed. Releasing pressure from the Button returns the Blade clear of the paper.

DO NOT DEPRESS THE LINE FINDER KEY WHEN THE MACHINE HEAD IS IN MOTION, either up or down or crosswise on the Platen. Many Line Finders are damaged in this way.

Adjustment of Line Spacing

The Line Space Mechanism (see illustration below) moves the Carriage Frame and the Carriage from the top of the sheet to the bottom, line by line.

Pressing down the Line Space Handle, "A", causes the Line Space Pawl, "B", having fine teeth at the bottom to engage the fine teeth in the top of Wheel, "C", revolving the Shaft, "D", spacing the machine towards the operator.



Line Spacing Mechanism Diagram of Parts

Three major widths of line spacing are provided and obtained by withdrawing the Plunger "H" and inserting in any one of the three holes in the Bracket "I".

If a width of line space, intermediate between any two of the major widths is desired, it may be obtained by loosening the Screw "L" and moving it in the elongated Slot "N" backward to increase the width of the line space and forward to decrease it. Be careful to tighten Screw "L".

By the adjustments described above it is impossible to obtain any width of spacing up to $^{15}/_{32}$".

Line Lock Release Lever

Use the Line Lock Release Key when moving the machine to the desired writing position: do not attempt to find the writing position by bumping the Carriage in the middle of the frame just below the Space Bar. This practice will bend the Carriage Front and finally interfere with the Space Bar.

Normally the Carriage Frame is held by the Line Lock Release mechanism in any given position on the Platen with a degree of rigidity which prevents it being involuntarily moved backward or forward while writing, and the Carriage Frame should never be so moved (except when using the Line Space Lever) without first depressing the Line Lock Release Lever which neutralizes the brake action of this mechanism. Disregard of these instructions will result finally in failure of the Brake to function.

Correct Use of the Column Tabulator

The Column Tabulator should be used for all tabulating except decimal and quantity tabulations. The key is in a convenient position for the operator and its accessibility makes it easy to operate with the heel of the palm of the right hand.

The greatest operating speed is eventually attained by depressing the Column Tabulator Key with a steady even pressure, instead of a sharp blow, and by allowing the Carriage to move freely to the right under the tension of the spring, instead of assisting it with the hand.

Correct Use of Decimal Tabulator

The important thing to remember in connection with the Decimal Tabulator, and the Column Tabulator, is to depress each key as far as possible with a steady even pressure, and hold it down, while the Carriage travels to the right under the tension of the spring, and until the Carriage comes to a full stop against the Tabulator Stop. Do not depress the Decimal Tabulator Key with the same touch used in writing because, with such a stroke the Tabulator Blade will not sufficiently engage the Tabulator Stop. This causes excessive wear on the tabulator parts and is apt to cause tabulation into the wrong position.

Correct Use of the Back Space Key

The Back Space mechanism is designed to back space the Carriage one space at a time. The operator cannot force the machine back more than one space for each depression of the key no matter how hard the key is depressed. The Back Space Key must not be operated in a register. Do not touch the Back Space Key, however lightly, when using any other key. The machine will not space if this is done.

Margin Stops

With the Left Margin Stop in its extreme left-hand position, there is a fixed left writing margin on the paper of $^{7}/_{10}$ inches, and any desired margin of greater width is obtainable in $^{1}/_{10}$ inch steps by gripping the Stop with the thumb on top of the Button, depressing the Button, removing the Stop to the desired position.

Likewise the Right Margin Stop can be moved leftward to any desired position.

Capital Shift and Shift Lock Mechanism

The Shift Lock mechanism is provided on Writing Machines only.

These Keys provide the usual shift from Upper to Lower Case characters on Hybrid and Double Case machines only.

A full downward stroke of the Shift Lock Key places and locks the Trip Disc in tripping position and is used when typing numerous upper case characters and letters. The Trip Disc is released by a slight stroke of the Shift Key. Never strike these keys with sufficient strength to bend the Levers.

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