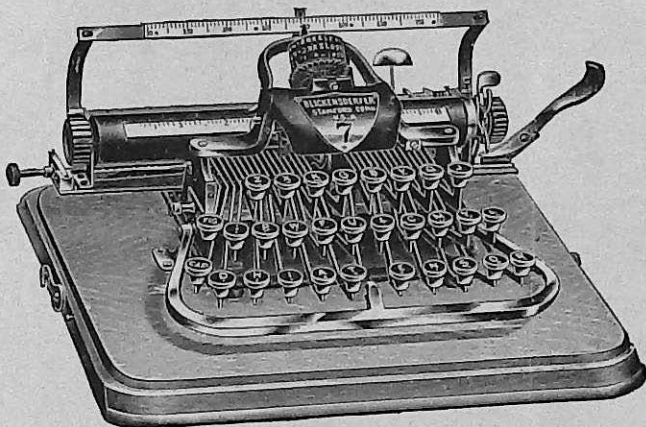


INSTRUCTIONS FOR USING  
**The Blickensderfer Typewriters.**



**READ BEFORE YOU WRITE.**



**TO THE BEGINNER :**

Before attempting to write, if you will carefully and thoughtfully read the directions contained in this little book and observe them conscientiously in practice, you will quickly and easily become an expert writer.

# The Blickensderfer Typewriters.



No. 5.

## The Paper Rack.

Spread the wire paper rack found in the lid of the case, and insert the ends in the slots provided for that purpose in the standards which support the rubber roll or "platen." When properly inserted it should be a little above and entirely clear of the swinging wire "bail" in the rear of the platen..

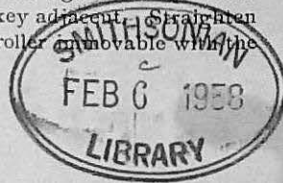
## The Spacing Bar. (For No. 5 Only.)

For convenience in packing the Space Bar is turned back until it rests between the two lower banks of keys. Before using turn the "spacing bar" towards you until it lies flat in front of the key board, as shown in cut.

## Inserting Paper.

Taking the sheet in both hands, lay it upon the paper rack and move it forward until it passes beneath the large roller and touches the small roller. Then, continuing to move the paper forward with the left hand, revolve the roller with the right hand by means of the bell or knurl or by the line spacing key adjacent. Straighten the paper, if necessary, by holding the roller immovable with the

(2)



right hand, and pulling the paper steadily with the left until it is in line with the edge of the scale bar. Be careful to grasp the paper at the bottom and not at the top of the sheet when straightening.

## The Key-Board.

The small letters (commonly called "lower case"), the "comma" and "period" comprise the upper line of type on the wheel and they are written without the use of the shift keys.

The capital (or "upper case" letters, the "&" and "period," form the middle line of type and require the use of the shift key marked CAP. The numerals and all the rest of the characters are on the lowest line of type and are brought into action by means of the shift key marked FIG. The "period" is on all three lines of type. The arrangement of the letters and characters on the key board follows the rule adopted by printers, who are accustomed to distribute the characters in the case, so that those most frequently used are nearest to the hand. Seventy per cent. of all the letters will be found on the lowest row of keys, with but 24 per cent. on the middle row and 6 per cent. on the top row. This is the natural arrangement and has been properly called "scientific" and it will be found in practice to facilitate the learning and, subsequently, the rapid operation of the machine.

## The Stroke.

The touch of this machine is the natural one with the ball of the finger instead of the tip, and is elastic. The key must be followed downward until it stops by reason of the type striking the paper. *Do not waste energy by striking hard, and observe that a light uniform touch produces the clearest and sharpest impression.* Before attempting to write, it is best to practice this stroke with single letters on various parts of the key-board, so as to become familiar with the precise degree of force required to secure the best results.

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### **To Move the Carriage.**

Depressing the "space bar" in front of the machine, or pressing the swinging "bail" in the rear against the "platen" will release the carriage and permit it to be moved freely in either direction to its full extent.

### **The Line Spacer.**

To obtain space between lines, push with the thumb the pawl or line spacing key which projects above the right end of the carriage, until it comes to a full stop. The width of this space is adjusted at pleasure by means of the screw behind the "pawl plate." The small pointer on the inner side of the pawl plate, in connection with the line space scale at the end of the platen, furnishes a convenient means of returning to any desired line space. After the space has been determined, the nut on the screw must be set hard.

### **Beginning a New Line (For No. 5 Only.)**

The bell will ring within eight spaces of the end of the line. When the latter has been reached, press the line spacer and then move the thumb to the bell in order to secure a firm hold. With the second finger press inwards against the platen the swinging bail in the rear. Then, slide the carriage to the right to its full limit. Depressing the space bar in front accomplishes the same purpose as the swinging bail by releasing the carriage and can be substituted when more convenient.

### **The Margin Stop (For No. 5 Only.)**

The thumb screw at the left end of the carriage slide regulates the amount of margin to the left of the writing by placing it in one of the screw holes. As the platen is much longer than the usual width of writing paper, the margin can be also varied by moving the paper to the right or left.

### **The Indicator (For No. 5 Only.)**

Characters can quickly be inserted, or any point accurately or speedily located, by means of the "Indicator," which extends obliquely over the platen at the left of the type wheel. When the indicator is pressed downwards its point rests beneath the spot where the next impression will be made. To insert a character or make a correction, it is only necessary to depress the indicator and then to move the carriage until the required point is located immediately above the extreme point of the indicator, which must first be released, and then the proper key struck. After a line which requires correction has been passed, or the paper removed, the desired point can be promptly located by depressing the indicator and revolving the platen until the top edge of the indicator corresponds with the bottom of the line of writing. Then proceed as above directed. Many valuable applications of the indicator will suggest themselves as the writer becomes proficient. One of its most useful features is in making bills and invoices and filling in blank forms.

### **To Change the Type Wheel.**

Turn the lock catch on the top of the type wheel about one quarter turn to the right and then raise the wheel vertically off of its pin. In replacing the wheel, the guide pin on the machine must enter the small square hole in the bottom of the type wheel and the lock catch must engage in the slot in the end of the type wheel shaft. To locate wheel have the J and Z on upper side.

### **To Change the Ink Roller.**

Turn the swinging ink roller frame upwards. Pull the spring at the right of the ink roller outwards until clear of the pin and then turn it downwards out of the way. The ink roller can then be readily slid off and replaced. After a new roller is on the pin, reverse the foregoing process.

*A Word of Caution.*—Should there be a surplus of ink on the roll it can readily be removed by rubbing the roll between two ordinary pieces of paper.

### The Shift Lock.

When either of the shift keys is fully depressed, it can be locked in that position by moving forward the slide on the left hand of the frame, so that without having to use the shift key with each stroke, capitals alone, or figures alone, can be written.

### The Paper Guide.

The pressure of the paper guide which curves over the platen and holds the paper down upon the latter can be changed by means of the thumb screw located at the point where the guide is secured to the frame. When manifolding a large number of copies, the sheets may be more easily inserted if the paper guide is raised, but care must be taken afterwards to restore it to its proper position in contact with the paper, or the latter may be marked above or beneath the writing. Should its pressure interfere with the free movement of the carriage, turn the screw slightly to the right.

### Addressing Envelopes.

If the envelope is thick and stiff, press the ends flat with the thumb and forefinger and open the flap of the envelope before inserting, and observe that the paper guide is pressing firmly on the paper. This will lessen the tendency of the envelope to spring upwards and be defaced by striking the ink roller. A light touch is particularly essential to insure good work on envelopes.

### Copying.

We use only the best inks, but all typewriter inks, whether on ribbon or roller, are heavier than those used with the pen. Consequently the paper of the copying book must be left moister than when the ordinary ink is used, and the book must be left longer in the press. With our superior inks several different copies can be made at intervals from the same original.

### Care of the Machine.

The life and continued smooth working of any kind of a machine are *largely governed by the care bestowed upon it.* Daily before using, every accessible part should be cleaned with a chamois skin, or soft cloth, and dust and superfluous oil removed. When not in use, the machine should be protected from dust and dampness by being placed in its case, or covered with a cloth.

### Oiling the No. 5 Machine

Frequent oiling is necessary to obtain continued good work. It is of the first importance that the carriage should move freely. It is therefore necessary that the slides through which the carriage moves should be oiled at least twice a week, using only a few drops of oil, as superfluous oil serves only to accumulate dust. At intervals of several weeks, depending upon the extent to which the machine is used, the working parts under the type wheel should be oiled. Use only clock or fine machine oil and use very little at one time. If a machine has been exposed in a dusty place and the working parts have become clogged with dust, fill a small oil can with benzine and squirt through the machine freely. This will remove all of the dirt and oil. A drop of fresh oil should then be placed on all moving parts. Before cleaning and oiling a machine it is advisable to remove the carriage which is done by removing the margin thumb screw and depressing the space bar. The carriage can then be pulled to the right clear of the base. When replacing the carriage always depress the space bar until the carriage is in position.



## Special Instructions for No. 7 Machine.



### To Return the Carriage.

To return the carriage and space between the lines at the same time, depress the Release Lever which is at the right end of the carriage and pull to the right until the carriage is brought to a stop by the margin rod.

### The Margin Stop.

The width of margin at the left of the page is regulated by the sliding rod at the left of the carriage. Turn this rod one quarter turn and slide it in or out as the case may require, turning it again to bring the notches upward at the required point.

### Alarm Bell and Left Hand Margin.

For convenience in packing, the bell is turned forward until it rests on the rubber roll, and it should always be in this position before putting the cover over the machine. Before using, turn this bell backward to the rear of the carriage. The bell is free to slide to any position on the square rod at the rear of the carriage and can be set to ring at any part of the line desired. The machine will print several letters after the alarm has sounded and the action will then become locked and the keys cannot be depressed. The locking arm extends over the carriage at the right

of the machine and engages a pointed projection on the frame which carries the bell. If it is desired to add one or more letters or complete a syllable or word, by lifting the end of this locking arm over the projecting point, the lock is released and left in perfect adjustment for the next line.

### The Automatic Indicator.

When the machine is at rest, the automatic indicator always points to the exact place where the next letter will be printed. It is used in the same manner as that on the No. 5, except that it is always in position, moving out of the way automatically as the type wheel descends.

### Tension Adjustment.

On the No. 7 machine provision is made for adjusting the tension of the springs. Should the carriage feed too slowly first make sure that it is cleaned and oiled and that the trouble is not owing to excessive friction from the paper guide arm. The spring may then be increased by means of the thumb screw adjustment which projects from the rear of the base of the machine at the left of the center. Should the movement of the type wheel not be quick enough for fast operating, the tension may be increased by turning the thumb screw which passes down through the rim of the upper casting at the right of the type wheel. This screw is provided with a lock nut to hold it firmly in adjustment.

### Replacing Carriage.

When shipping to distant points the Blickensderfer No. 7 is packed with carriage detached. The following instructions for replacing it in the machine should be carefully noted.

Before placing the carriage in the machine see that the margin latch is raised and the margin rod pushed in to its full extent, the inner end resting on top of the paper shield under the rubber roll. Take the carriage in the right hand, and with the left hand push in the space plate which projects out of the center of the rear of the machine, and hold it in this position while introducing the

carriage from the right hand side of the machine. Hold the space plate pressed in until the carriage is in position and then release it. The margin rod should now be drawn out toward the left and the latch allowed to drop into position. The scale holders should now be placed on the projecting ends of the square rod at either end of the carriage, and the scale attached by means of thumb screws. The scale when in position should rest between the upper part of the ink frame and the pointer or indicator.

#### Attaching Screws.

The six screws attaching the No. 7 machine to the wood base should not be set down too tight. The machine will make much less noise if these are left sufficiently loose to allow the washers under the heads to turn freely.

#### Oiling the No. 7 Machine.

The directions given for the No. 5 will apply equally to the No. 7, except the directions for removing the carriage. On the No. 7 it is necessary first to unscrew and remove the elevated scale, then slide the left hand standard off the end of the square rod on which it is supported. Lift up the margin latch and push the margin rod in to the extreme limit, drop the latch and in this position the rod will rest on the top of the paper shield under the rubber roll. Hold down the space bar with the left hand or push in with the finger the sliding plate in the center and rear of base of the machine under the carriage, and the latter will then be free to be drawn out of the machine toward the right. When replacing the carriage always press in this sliding plate first, holding it in until the carriage is in position.

#### Our Guarantee.

We warrant all of Our machines to be of good material and workmanship and we will furnish free, at any time within one year from the date of purchase, any parts that may wear out or break, if not caused by neglect or misuse.

In case of any derangement of the machine, *the fact should be communicated at once to the office of the agents from whom it was purchased.* With proper care the life of the machine is almost indefinite.

#### Tabulator for No. 5 or No. 7.

The tabulating attachment consists of two separate parts, a notched rod on which are placed the column stops, and a frame through which works a rocking shaft.

The notched rod is placed in the hole on the right and rear of the main frame of the machine directly under the carriage, the pointed ends of the column stops being upward. The rod is firmly held in this position by the set screw passing down through the casting. The frame is attached to the under side of the right end of the carriage, the two notches of the frame fitting on the two studs found on the under side of the carriage casting, the numbered side of the tabulator frame being upward. The thumb screw is then put through the carriage casting from the upper side and screwed down tight into the tabulator frame. By turning the column stops one-quarter turn they can be moved to any part of the rod, thus locating the position of columns on the paper. To print figures in a given column, push the shaft through the frame turning the pin into the numbered notch corresponding to the number of figures required. Thus, to print 1.50, the pin would be turned into notch No. 3; to print 5,630.50 the pin would be turned into notch No. 6, etc., Holding the shaft in this position depress the space bar and push the carriage to the left until it is stopped by reason of the tabulator shaft striking against the column stop. At this point first release the tabulator shaft and then the space bar, and print the figures desired, striking the space bar between the dollars and cents, hundreds and thousands, etc., or if preferred the comma and period may be used instead of these spaces. Space between the lines and return the carriage the same as in ordinary

printing and repeat the operations for the next one. Each figure will come in perfect vertical alignment even though the first item may be at the top of the page and the next at the bottom.

Experience in operating other typewriters will be of utility in learning and operating this machine.

#### **General Suggestions to Beginners.**

The novice should begin as already suggested, by repeatedly striking the various keys so as to become familiar with the touch. Far less effort is needed on the Blickensderfer than on type-bar machines. Next write any simple word repeatedly using the space bar to space between the words, and the shift to write capitals. After confidence has been acquired, write a sample sentence many times until it can be written easily and without mistakes. So far as practicable, use the right hand on the keys to the right of the space lever and the left hand on those to the left. Accustom yourself to write with at least two fingers on each hand. Make no attempt to write rapidly at first; speed comes with practice alone. Consider that correctness is, in the beginning, of supreme importance. Patience in learning to write correctly and time devoted to practice on familiar words and sentences, though irksome to a busy person, will bring a large reward in skill in a short time. Efforts to write rapidly in the beginning and before the rudiments have been mastered, occasionally result in needless discouragement. Good habits are as readily acquired as vicious ones and the latter are usually the outcome of too great eagerness to put the machine into use without having learned how. As to the time required to learn the machine, it is a conservative statement that any intelligent person who is determined to learn and who will practice daily, can write with ease and reasonable speed in thirty days and rapidly in three months.

**SPECIAL NOTICE.—OUR SALESROOMS ARE OPEN DAILY DURING BUSINESS HOURS TO EVERY ONE WHO WISHES TO RECEIVE INSTRUCTION AND TO PRACTICE. IT IS OUR INTEREST AND OUR DESIRE THAT EVERY PURCHASER BECOME AN EXPERT.**

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**The Blickensderfer Manufacturing Company,  
Stamford, Conn.**