

THE  
CARE  
AND  
MAINTENANCE  
OF  
YOUR

**BROTHER**

PORTABLE TYPEWRITER

# *Full Size Portable Typewriter*

*an exciting*

*new experience*

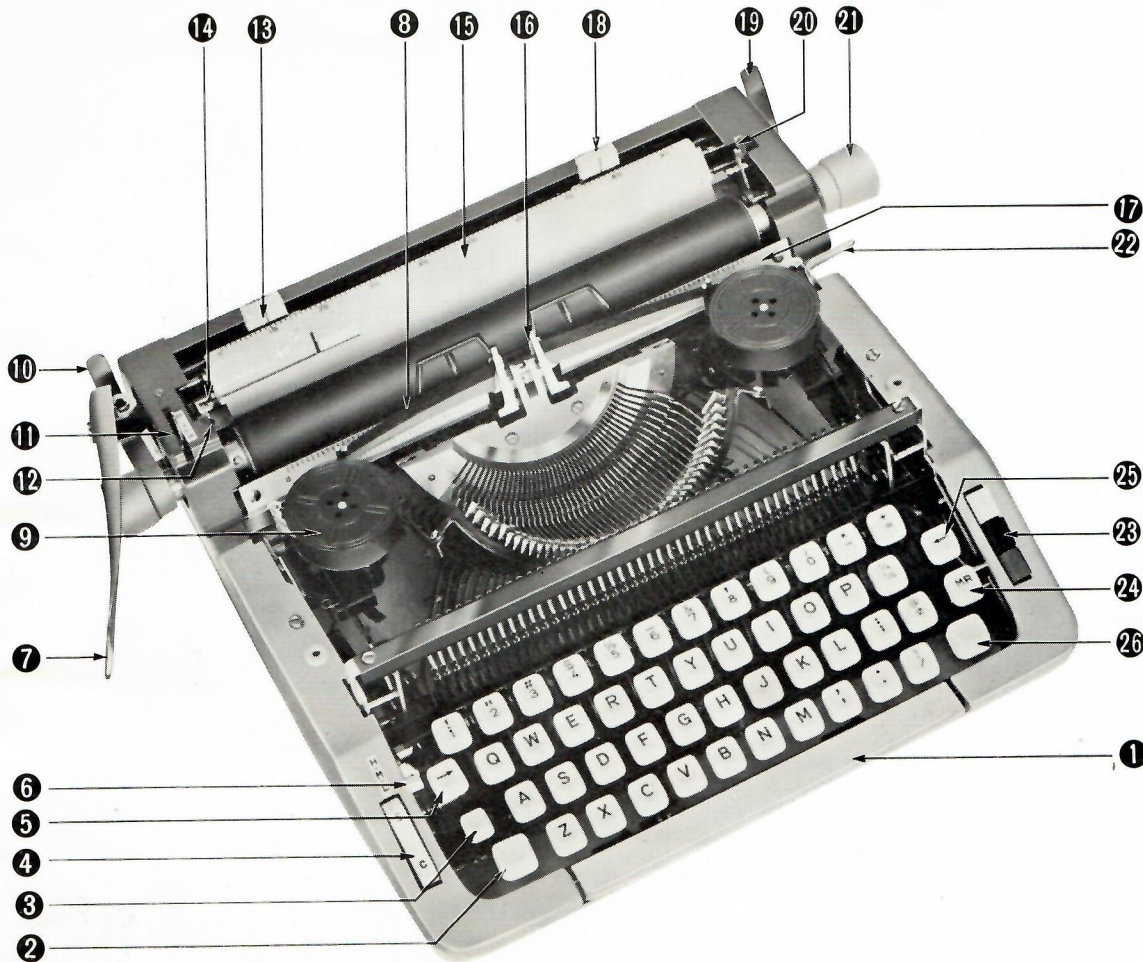
*in typing performance*

Whatever your typing touch or speed, you'll find your typewriter eager in its response, so smooth in its performance. Each of its many features has been selected to make typing easier. Among the features which are sure to simplify typing are the push button margins, column set tabulator button, special paper meter, touch adjustment, and the extra Special Rapid Advance Lever.

This guide book tells in detail the operating instructions for these features and many more. Please read it carefully before using your typewriter for the first time and refer to it until you are familiar with every phase of its operation. In this way, you'll be sure of perfect results every time.

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## FEATURES

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# OPERATING YOUR FULL SIZE PERSONAL TYPEWRITER

## 1. Preparing to Use the Typewriter

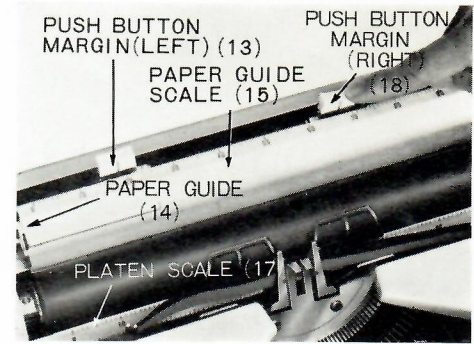


- a. Unlock carriage lock (22).
- b. Raise carriage return lever.

## 2. Inserting the Paper

- a. Insert paper behind platen.
- b. Roll paper in, by turning the platen knob.
- c. If paper has not rolled in straight, release paper release lever (20) by pushing it back and straighten paper. When paper is straightened, re-engage paper release lever by pulling it forward to former engaged position.

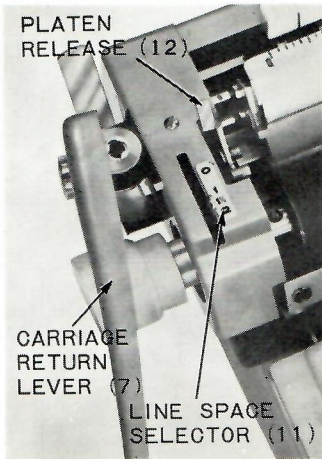
## 3. Setting the Margins



- a. The platen scale (17) corresponds exactly with the margin and paper scale (15).
- b. Select your margins by reading platen scale (17) in relation to the inserted typing paper and set your left and right margins at corresponding numbers on the margin and paper guide scale. To move the push button margins (13,18), depress with forefinger and release at selected margins.
- c. Use the paper guide (14) to get uniform margin. If a margin of 10 spaces is desired set paper guide to 0 and set left margin stop (13) to 10 of the margin and paper guide scale (15). The paper guide (14) can

be set to any position between 0 to 25 of the margin scale (15).

#### 4. Selecting Line Spacing



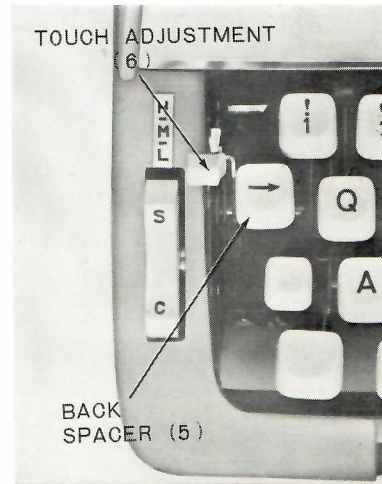
- a. Set line space selector (11) to desired line, spacing from one and one-half to two.
- b. At "O" the platen is released from the carriage return lever (7) and will not space when carriage return lever is stroked. However, the platen retains its line spacing when it is rolled manually.

#### 5. Touch Adjustment

- a. Set touch adjustment (6) to Light (L), Medium (M) or Heavy (H) or any intermediate tension to suit your own personal touch.

#### 6. Back Spacer

- a. Carriage moves back one space for each depression.



## 7. Ribbon Color Selector



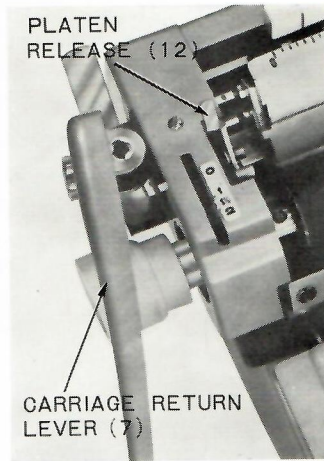
- a. Use ribbon color selector (23) as follows:
  1. For black, push black button.
  2. For red, push red button.
  3. For stencil cutting, push white button.  
Stencil cutting can be done also when all 3 buttons are in raised position.  
To raise all 3 buttons, depress either one of three buttons half way and release.

## 8. Tabulator



- a. To set tabulator stops, move carriage to desired position and set tabulator set-clear key (25) at "S" position. Any number of tabulator stops can be set as needed.
- b. Depress tabulator key (25) to move carriage in tabulating work.
- c. To clear tabulator stops, move carriage to position at which tabulator stops have been set, and depress tabulator set-clear key (25) at "C" position.

## 9. Line Retainer



When you wish to type on a different line and still retain the original typing line, push the platen release (12) back, roll platen to any position of the typing paper and type.

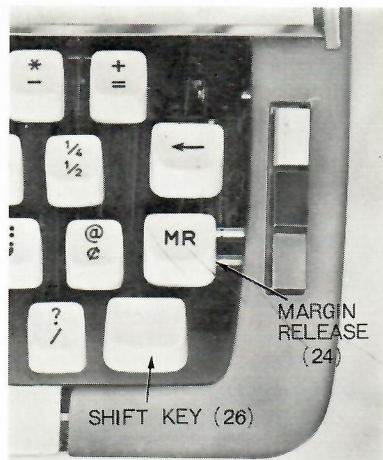
Pull forward platen release (12) to engaged position, line space once by stroking carriage return lever (7) and roll platen back to original typing line.

## 10. Erasing and Correcting

First, move the carriage to extreme left or right side to prevent erasure dust falling into the typing mechanism.

Erase the mistyped words without taking the paper out of the platen. After erasing, return carriage and platen to desired position to re-type in, or continue typing.

## 11. Margin Release



- a. The margin release (24) disengages the push button margin to the left and right as you approach the end of the line while typing.
- b. The warning bell rings 8 spaces before the type bars automatically lock at the position where you have set the right push button margin. After bell rings, you will be able to type 7 letters including spacing between words.
- c. If you have to type beyond the right push

button margin, depress the margin release (24) and you will be able to continue typing until the extreme end of the platen.

- d. When you wish to type from before the left push button margin (13), move carriage until it stops at left push button margin, press the margin release (24) and move carriage to left past the margin stop. In typing back, the left push button margin will not stop the carriage.

## 12. Shift Key and Shift Lock

- a. Use shift keys (2), (32) to type capitals and upper case type. Shift with small finger of hand opposite to the striking hand.
- b. When you wish to type capital letters and upper case type consecutively, lock shift key by depressing the shift lock (3). Unlock by depressing the left, or right shift key, whichever convenient to proceed with the next stroke.



### 13. Using Half Space Mechanism

Your typewriter is equipped with a half-space mechanism useful for inserting a missed letter and making corrections, when necessary. The half-space is obtained by depressing the space bar and typing in the desired letter, while keeping the space bar depressed.

To type in a missed letter in a word, proceed as follows:

- a. Erase word out completely.
- b. Return typewriter carriage to last letter of word preceding the word to be correctly inserted.
- c. Depress space bar (1) once.
- d. Depress space bar (1) again, but keep it depressed and type first letter of word. Release space bar (1).
- e. Repeat step until word is completely typed in.

Example:

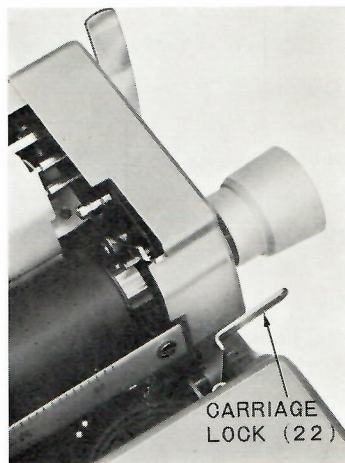
Your new typewriter s wonderful.

(Wrong)

Your new typewriter is wonderful.

(Corrected)

### 14. Carriage Lock



The carriage can be locked at any position by pulling the carriage lock forward.

When storing the typewriter, however, it is best to lock the carriage at center position. Carriage can be brought to center by pulling carriage release lever (10, 19) forward and moving carriage freely to left, or right by hand.

## 15. Changing the Ribbon

- a. Remove top cover by pushing it up with thumbs at front corners of top cover.
- b. Wind the worn ribbon onto the left, or right, spool by turning either ribbon spool with forefinger.
- c. Depress shift lock key (3) and red ribbon selector button (23) and then depress any two keys, such as "T" and "Y", together so that they jam and keep ribbon vibrator (16) in raised position. This makes ribbon more accessible and easier to remove. To remove ribbon from the ribbon vibrator (16), push ribbon up with both hands and pass bottom of ribbon through slots of the ribbon vibrator, thence pull ribbon down until it comes completely out of the slots. Raise ribbon up, free of the ribbon vibrator (16).
- d. Open up spool catches and remove both spools from spool holder shaft. Unhook ribbon from the empty spool. Dispose spool with the worn ribbon.
- e. Hook new ribbon onto empty spool and wind manually until the stopper rivet on the

ribbon is wound into the spool.

- f. Open up spool catch and place new ribbon spool onto left spool holder shaft so that red portion of ribbon is at the bottom and spool unwinds in clockwise direction. Place the other spool onto right spool holder shaft.
- g. Take away unnecessary slack in ribbon by winding either spool and pass through left and right ribbon guides. Insert ribbon behind ribbon vibrator (16) and push top edge of ribbon through slots of ribbon vibrator (16). Pull ribbon up until bottom of ribbon passes completely through the ribbon vibrator slots and thence down to nestle ribbon in ribbon vibrator (16) properly.
- h. Take out unnecessary slack in ribbon by winding either spool. Replace top cover.

## 16. Cleaning

Keep your machine as clean as possible to type clean-cut letters and maintain smooth movement. To clean your machine, first lift up the top cover and brush the types with brush or type cleaner.

RIBBON VIBRATOR (16)

SPOOL CATCH

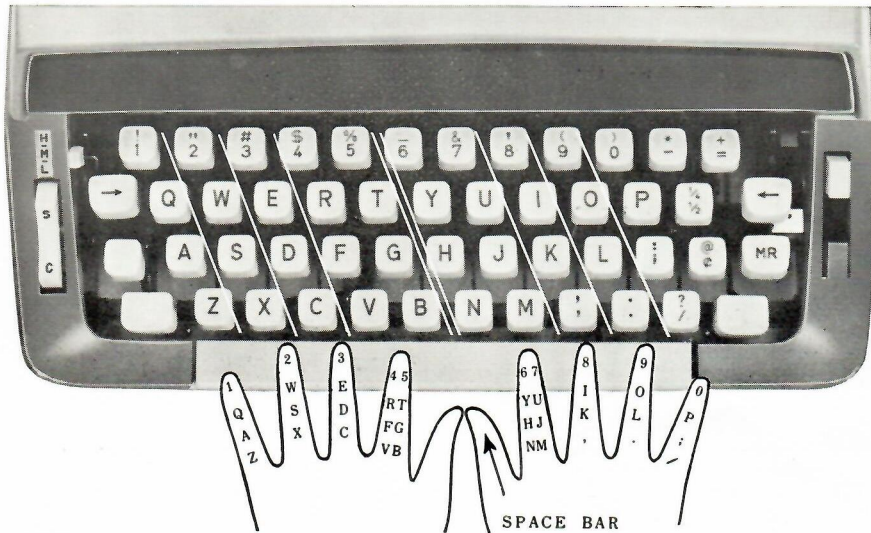
RED RIBBON SELECTOR  
BUTTON (23)

SHIFT LOCK KEY (3)



## 17. THE TOUCH TYPING SYSTEM

The touch typing chart is designed to aid the beginner to learn properly the modern method of typing by touch. Proper posture is a prerequisite of good typing. Sit erect with your feet placed flat on the floor. Sloppiness means bad typing leading to the straying of your fingers from the HOME KEYS: a, s, d, f for the left hand and ;, l, k, i, for the right hand. Learn to type by looking at the copy only without looking at the keys ..... a bad habit will form unless you restrain yourself from constantly peeking at the keys. Be sure to strike the letters with the finger as indicated on the chart. From the HOME KEYS, you can strike any key without straying away from the HOME KEYS as long as you strike with the proper finger. Strike crisply and accurately. Once the positions of the keys are firmly set in mind, then strive for speed. Constant practice and following the rules will develop speed and typing will become a pleasure and not a task.



## LESSON 1

asdfg asdfgf asdfg asdfgf asdfg asdfgf asdfg  
;lkjh ;lkjhj ;lkjh ;lkjhj ;lkjh ;lkjhj ;lkjh  
qwerty qwertyr qwerty qwertyr qwerty qwertyr qwerty  
poiuy poiuyu poiuy poiuyu poiuy poiuyu poiuy  
zxcvc zxcvcz zxcvc zxcvcz zxcvc zxcvcz zxcvc  
. ,mnb . ,mnb . ,mnb . ,mnb . ,mnb . ,mnb . ,mnb  
12345 123454 12345 123454 12345 123454 12345  
09876 098767 09876 098767 09876 098767 09876

## LESSON 2

ask ask for for six six ten ten the the it it  
more more wool wool sell sell save save on on  
milk milk work work rule rule oxen oxen up up  
from from peek peek king king zero zero as as  
while while small small quite quite have have

## LESSON 3

The quick sly fox jumped over the lazy dog.  
Now is the time for all good men to come to  
the aid of his country.

\*\*\*\*\*

Do not let errors discourage you. Strive as you practice to lessen  
the errors. The real question is: Are you improving day by day?

PRACTICE MAKES PERFECT.

