Panasonic

OPERATING INSTRUCTIONS

Electronic Typewriter

MODEL NO. KX-R350

Before operating this unit, please read these instructions completely.

This manual found at OldBobsOldTypewriters.com

Thank you for your purchase of the Panasonic Electronic Typewriter KX-R350.

This equipment has been tested and found to comply with the limits for a Class B computing device in accordance with the specifications set forth in Subpart J or Part 15 of the FCC Rules. If this equipment does cause interference to radio or television reception which can be determined by turning the equipment on and off, use the equipment in another location and/or utilize an electrical outlet different from that used by the receiver.

***WARNING:** TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.*

The serial number of the unit may be found on the label at the right side of the unit when the Top Cover is opened. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase or for future reference.

MODEL NO. KX-R350 _____

SERIAL NO. _____

NAME OF DEALER _____

DATE OF PURCHASE _____

Accessories (included)

Make sure that the following parts have been included with the unit.

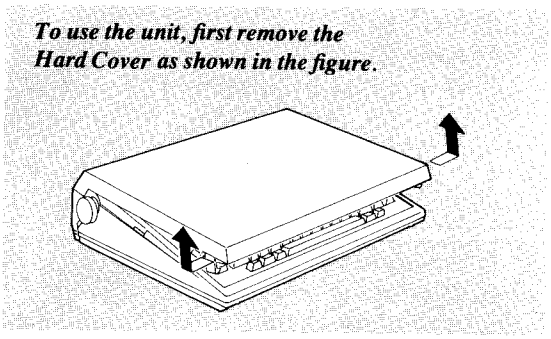
- *Ribbon Cassette* *1*
  (installed on the carriage)
- *Correction Tape* *1*
  (installed on the carriage)
- *Daisywheel* *1*
  (installed on the carriage)
- *AC Power Cord* *1*
- *Operating Instruction Manual* *1*
- *Hard Cover* *1*

Any details given in these Operating Instructions are subject to change without notice.

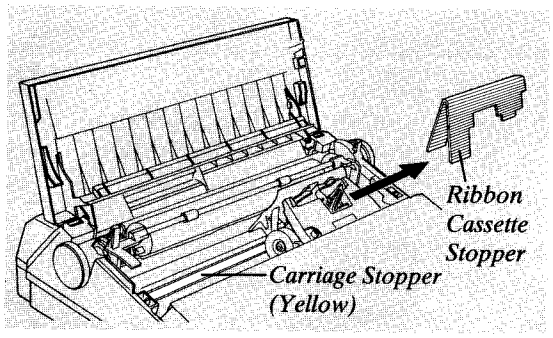
Precautions

(Be sure to read this section before operating this unit.)

To use the unit, first remove the Hard Cover as shown in the figure.



- *After confirming that the **POWER** switch is turned OFF, open the Top Cover and remove the carriage stopper installed on the carriage shaft.*
  Be sure to keep this stopper so the unit can be transported safely, if the need arises.

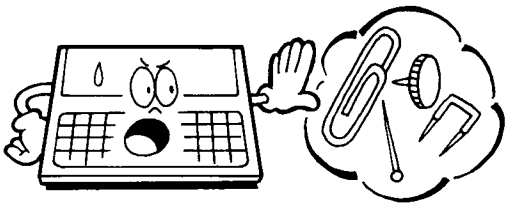


- *When you transport or ship the typewriter, be sure to position the carriage at the far right of the unit, and insert the Carriage Stopper and the Ribbon Cassette Stopper.*

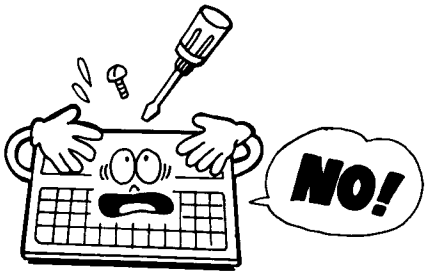
Cautions

- *Do not place your typewriter where it is exposed to direct sunlight, heat or intense vibration.*

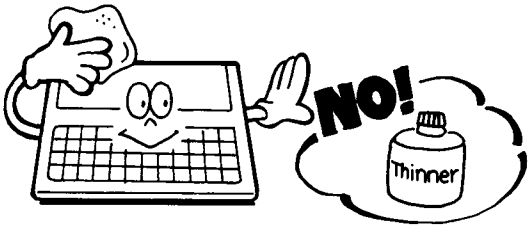
- *Do not allow any foreign matter to enter the interior of the typewriter or get between the keys. Be especially careful of metal objects.*



- *To prevent electric shock, do not remove screws. No user serviceable parts inside.*



- *Use only soft, dry cloth to clean your typewriter. Water or thinners may damage the covers, cases or electronic circuitry.*



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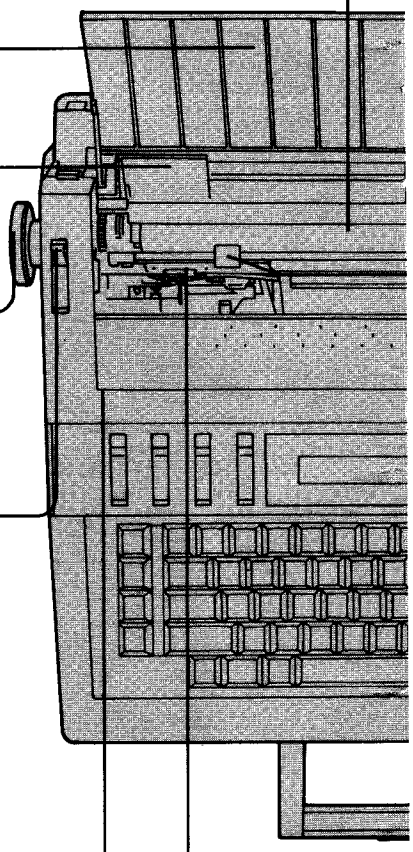
ACCU-SPELL PLUS

PRINTER

APPENDIX

1-1 NAMES AND OPERATION OF THE PARTS

A Main Parts



Platen

Paper Support

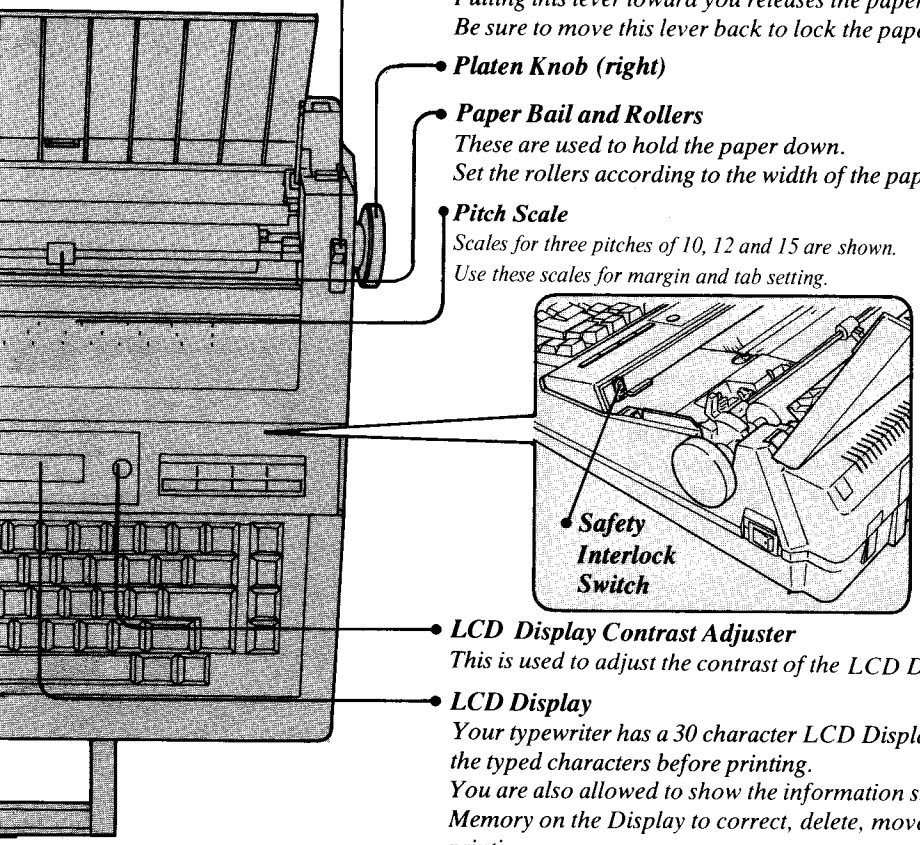
Paper Guide
(Refer to page 15.)

Platen Knob (left)
This is used to manually feed the paper up or down.
Pushing the left platen knob inward makes the platen variable so that it can be rotated freely to feed the paper.

Paper Bail Lever
Pulling this lever moves the Paper Bail away from the Platen to make a paper insertion easy.

Top Cover
The cover must be opened when you change the daisywheel, ribbon cassette or correction tape. It activates the Safety Interlock Switch so that the carriage will move to the center of the machine and stop when it is opened.

Carriage
The ribbon cassette, correction tape and daisywheel are installed on the carriage.



Paper Release Lever
This lever is used to release the paper.
Pulling this lever toward you releases the paper so that you can adjust it freely.
Be sure to move this lever back to lock the paper before typing.

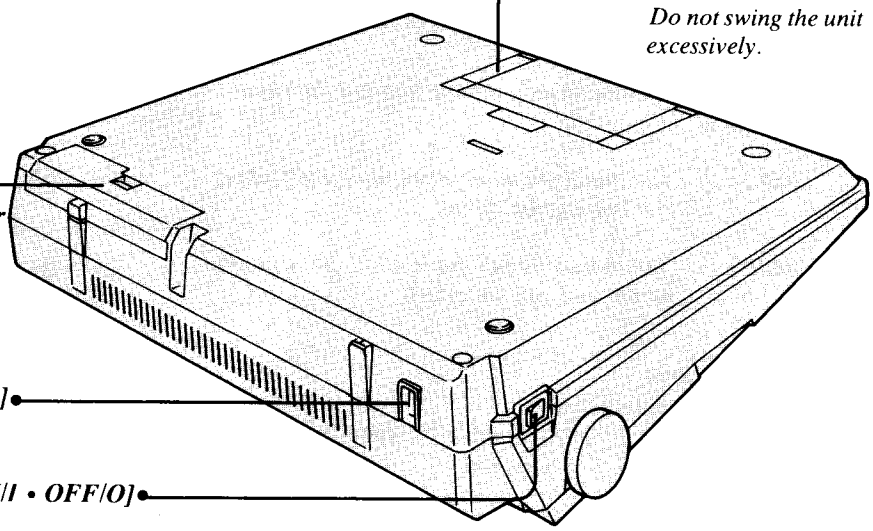
Platen Knob (right)

Paper Bail and Rollers
These are used to hold the paper down.
Set the rollers according to the width of the paper being used.

Pitch Scale
Scales for three pitches of 10, 12 and 15 are shown.
Use these scales for margin and tab setting.

LCD Display Contrast Adjuster
This is used to adjust the contrast of the LCD Display.

LCD Display
Your typewriter has a 30 character LCD Display which helps you to confirm the typed characters before printing.
You are also allowed to show the information stored in Phrase or Text Memory on the Display to correct, delete, move or edit it before printing.



Carrying Handle
Do not swing the unit excessively.

Ni-Cd Rechargeable Battery Compartment Cover
Refer to pages 12 and 13.

Power Input Jack [AC IN~]

Power Switch [POWER ON/I • OFF/O]

B Selectors

Typing Mode Selector (TPWR • L/L • JUST)

Typewriter (TPWR) Mode

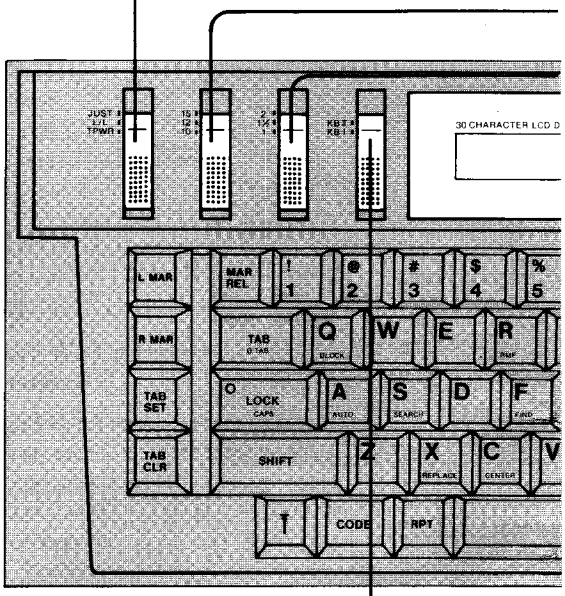
*The characters entered will be printed immediately. You can set the margins and tabs in this mode. You can select either **NORM** or **AUTO** Carriage Return in this mode by depressing **CODE+A**.*

Line by Line (L/L) Typing Mode

*When character keys are depressed, the respective characters appear on the Display and can be edited (inserted, deleted, corrected) on the Display before they are printed. You can select either **NORM** or **AUTO** Carriage Return in this mode. To print a line which does not reach the right margin or "Hot Zone", depress the **RETURN** key.*

Justify (JUST) Printing Mode

The typed characters will first appear on the Display at which time the characters can be edited before they are printed. When the characters exceed the right margin, the typewriter will start printing the line up to the last word within the right margin, aligning the last character of each line at the right margin and returning the carriage automatically.
*To print a line which does not reach the right margin, depress the **RETURN** key.*

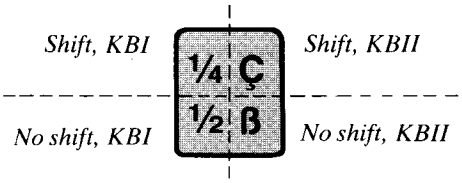


Keyboard Selector (KBI • KBII)

This selector is used to differentiate between the characters and symbols contained in each key.

KBI ..... *The characters and symbols on the left side of the key can be typed.*

KBII .... *The characters and symbols on the right side of the key can be typed.*



• *"Dead" keys*
These five accent symbols (¨ ´ ` ˆ ˜) can only be used with the characters shown. They will not be printed until the character, which is to fall below, is depressed.

äëïöü	*ÄËÏÖÜ*
áéíóú	*ÁÉÍÓÚ*
àèìòù	*ÀÈÌÒÙ*
âêîôû	*ÂÊÎÔÛ*
ãõñ	*ÃÕÑ*

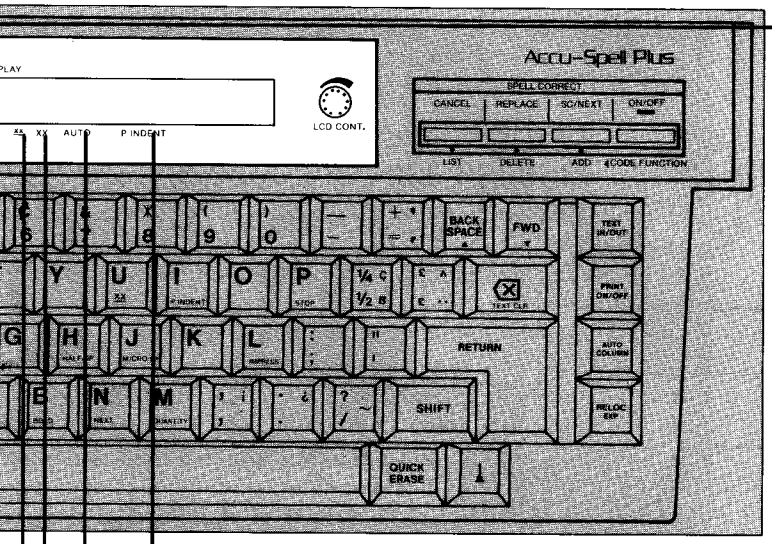
Pitch Selector (10 • 12 • 15)

This selector should correspond with the pitch of daisywheel in the machine.

10 .... 10 characters per inch (2.54 cm) or 100 characters per line can be printed.

12 .... 12 characters per inch (2.54 cm) or 120 characters per line can be printed.

15 .... 15 characters per inch (2.54 cm) or 150 characters per line can be printed.



Line Spacing Selector (1 • 1½ • 2)

*This selector is used for choosing the amount of paper that is fed each time the **RETURN** key is depressed.*

1 ..... Paper is fed one line.

1½ ..... Paper is fed one and a half lines.

2 ..... Paper is fed two lines.

• When the Platen Knob is rotated manually, one latch moves the platen one half line.

Mode Status Indicators (P INDENT, AUTO, XX, XX)

***P INDENT**.... The **CODE+I** keys select the paragraph indent function. (Refer to page 27.)*

***AUTO** ..... The **CODE+A** keys select whether a carriage return is made automatically or manually in the "Hot Zone". (Refer to page 24.)*

***XX** ..... The **CODE+B** keys select the bold print function. (Refer to page 23.)*

***XX** ..... The **CODE+U** keys select the underlining function. (Refer to page 23.)*

C Function Keys

Margin Release Key (MAR REL)
Releases left and right margins.

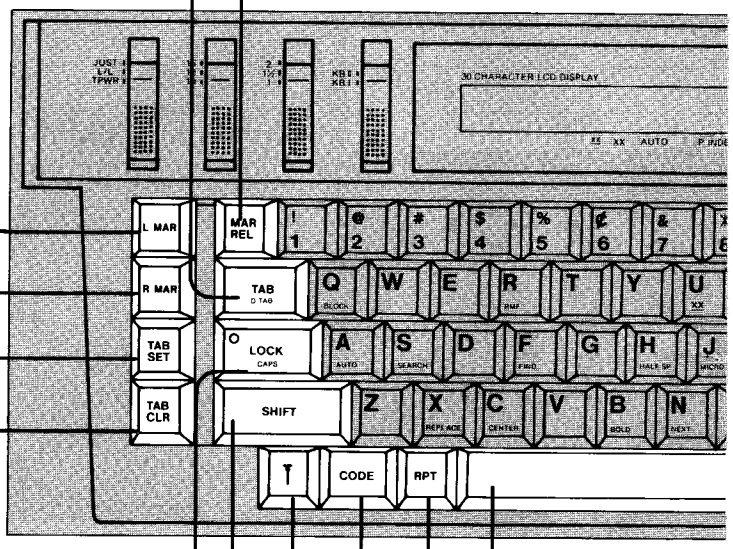
Tab Key (TAB)
Moves the carriage to the next tab position or to the right margin.

Left Margin Key (L MAR)
Sets the left margin.

Right Margin Key (R MAR)
Sets the right margin.

Tab Set Key (TAB SET)
Sets TAB stops.

Tab Clear Key (TAB CLR)
*Clears TAB stops. Also clears all tabs when used with the **CODE** key.*



Space Bar
Moves the carriage by one space toward the right.

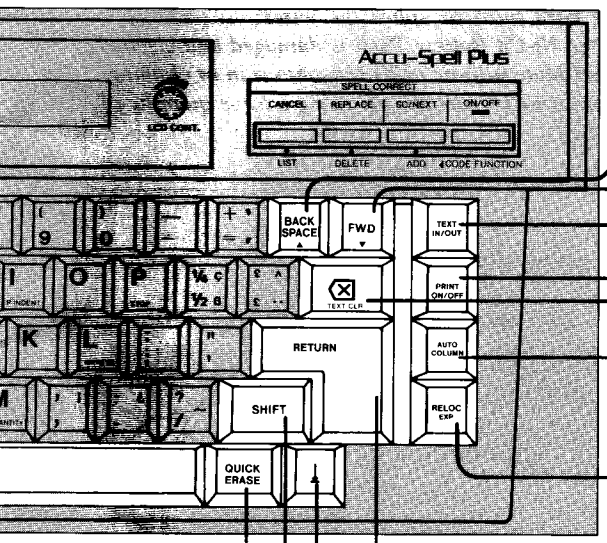
Shift Lock Key/Shift Indicator (LOCK)
*Depressing down this key creates the shifted condition so that capital letters or symbols on the top part of keys can be printed successively. Depressing the **SHIFT** key terminates the shifted condition.*
- ***Shift Indicator***
  Illuminates during the shifted condition.

Repeat Key (RPT)
Makes most keys repetitive keys.

Code Key (CODE)
Command key for automated functions used in conjunction with other keys.

Shift Key (SHIFT)
Depressing a character key while holding down this key causes the capital letter or the symbol on the top part of the key to be printed.

Reverse Index Key (↑)
Reverse Index moves the paper down ½ line.



- ***Backspace Key (BACK SPACE)***
  Moves the carriage by one space toward the left or the information on the Display. toward the right.
  Moves to prior text name.

- ***Forward Key (FWD)***
  Moves the information on the Display by one character toward the left.
  Moves to next text name.

- ***Text Key (TEXT IN/OUT)***
  Allows you to enter/recall information into/ from memory and visualize the text on the Display for modification.

- ***Print Key (PRINT ON/OFF)***
  Instructs the typewriter to start/stop printing documents or phrases stored in memory.

- ***Cancel Key (⌧)***
  Deletes characters from paper, Display and memory.

- ***Auto Column Key (AUTO COLUMN)***
  Instructs the typewriter to make a table.

- ***Relocate/Express Key (RELOC/EXP)***
  Moves the carriage next to the last printed character.
  (When you press this key after correcting errors on any previous line, the carriage moves next to the last printed character on the end of the lines so that you can continue typing with no delay.)
  Moves the carriage to the beginning of the line without line spacing when used with the ***CODE*** *key.*

- ***Return Key***
  Moves the carriage to the left margin of the next line.

- ***Index Key(↓)***
  Moves the paper up ½ line.

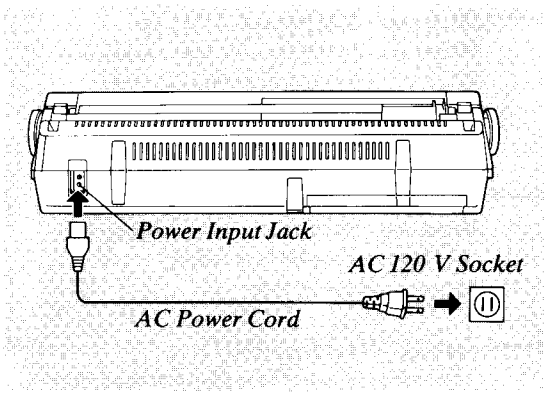
- ***Shift Key (SHIFT)***

- ***Quick Erase Key (QUICK ERASE)***
  Allows you to erase one word at a time.

1-2 POWER SUPPLY

A Using Household AC Power

Connect the AC Power Cord to the Power Input Jack on the unit and a household AC 120 V Socket.



- *When you will not be using the typewriter for a long period, unplug the Power Cord after turning off the **POWER** switch. About 3 watts are consumed even while the **POWER** switch is turned off.*

B Battery

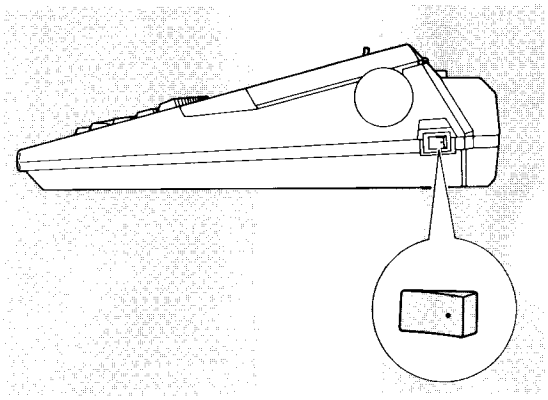
The Panasonic KX-R40 Ni-Cd Battery Pack (optional) can be charged by inserting it into the Ni-Cd Rechargeable Battery Compartment and connecting the AC Power Cord (included).

Caution

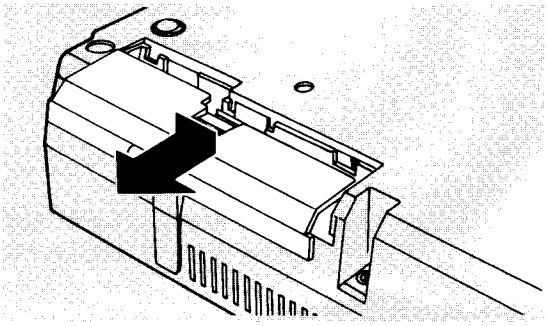
- *Before using the Ni-Cd Battery Pack for the first time, be sure to charge it.*
- *The time required to fully charge the Ni-Cd Battery Pack is about 12 hours.*
- *The **POWER** switch must be turned on to charge the Ni-Cd Battery Pack. The Battery Pack cannot be charged while printing.*
- *Do not charge the battery continuously for a longer than one day.*
  Overcharging will not only reduce performance of the Ni-Cd Battery Pack, but may shorten its life as well.
- *If the Ni-Cd Battery Pack quickly runs down soon after it has been completely charged, it has reached the end of its life. In this case, replace the Ni-Cd Battery Pack with a new one.*
- *The Ni-Cd Battery Pack will discharge naturally even when it is not used.*
  To prevent deterioration of the batteries, it is recommended that you use the Ni-Cd Battery Pack at least once or twice every three months.
- *Do not store the Ni-Cd Battery Pack in areas prone to high-temperature or high-humidity.*
- *Charge the Ni-Cd Battery Pack within an ambient temperature range of 32°F (0°C) to 104°F (40°C). If you charge the Ni-Cd Battery Pack outside this range, the performance of the Ni-Cd Battery Pack may be reduced or, in extreme cases, it may be completely impossible to charge it.*
- *Do not under any circumstances use any Ni-Cd Battery Pack other than the specified type (KX-R40).*
- *Do not, under any circumstances, disassemble or modify the Ni-Cd Battery Pack.*
- *Do not short circuit the Ni-Cd Battery Pack.*
- *Do not apply shock to the Ni-Cd Battery Pack or drop it.*
- *Do not, under any circumstances, pull the connecting cord hard or splice the wires.*
- *If the Ni-Cd Battery Pack is damaged and electrolyte (dilute sulfuric acid) gets onto skin or clothing, wash it away immediately using a large quantity of water.*

Charging Method

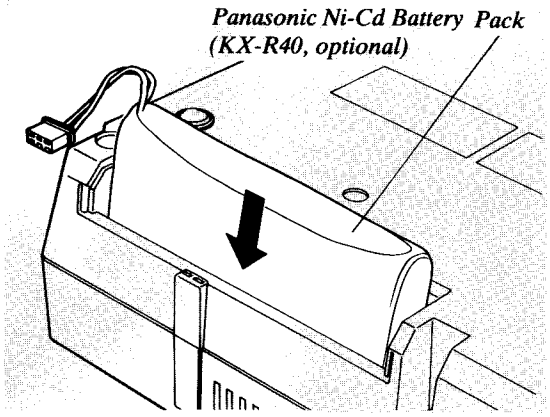
1 *Turn the **POWER** switch off.*



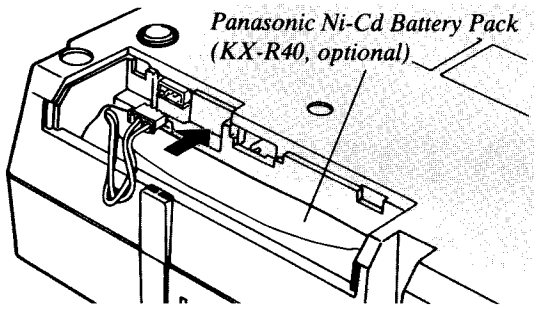
2 *Open the Ni-Cd Rechargeable Battery Compartment Cover.*



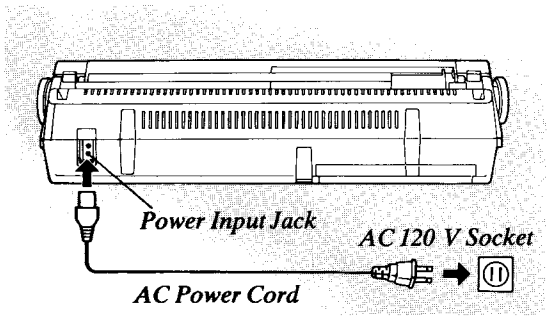
3 *Insert the Ni-Cd Battery Pack.*



4 *Plug the connector of the Panasonic KX-R40 Ni-Cd Battery Pack to the terminals inside the Ni-Cd Rechargeable Battery Compartment of the main unit. Close the Ni-Cd Rechargeable Compartment Cover.*



5 *Connect the AC Power Cord (included) as shown in the figure.*



6 *Turn the **POWER** switch "ON" to start charging.*

C Weak Battery

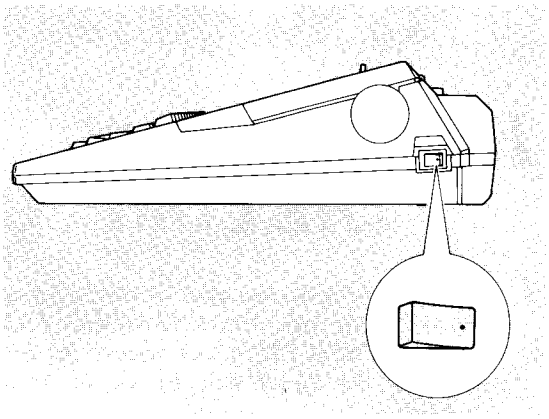
The Display will start flashing to let you know the battery is almost dead.
When this occurs, charge the battery using the AC Power Cord.
*When the **POWER** switch is turned on, if the battery is dead, the Display will show:*

WEAK BATTERY !

Even after the AC Power Cord is connected, the Display may keep flashing for a while.

D Power Switch

*When the **POWER** switch is set to "ON", the carriage will move to the left margin which was last set. The unit is now ready for typing.*



E Memory Back-up Function

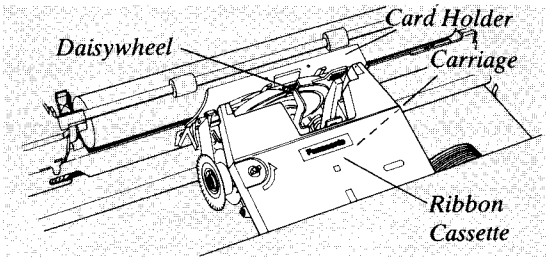
*The following will be stored even after the **POWER** switch is turned off:*

- ***Stored Text***
- ***Stored Phrase***
- ***Margins***
- ***Tabs***
- ***Stored Dictionary***

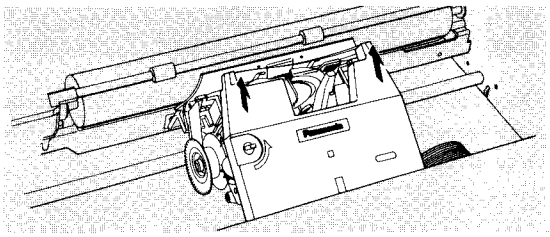
The built-in lithium battery that is used to retain these functions can be used for about 5 years.

1-3 CHANGING THE RIBBON CASSETTE

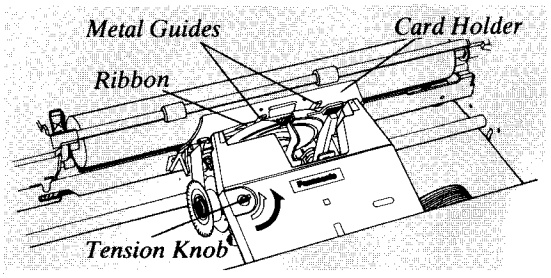
1 *Lift the Top Cover, you will see the carriage, ribbon cassette and daisywheel.*



2 *Hold the ribbon cassette on both sides and lift up the front portion (where the ribbon is exposed) to remove.*



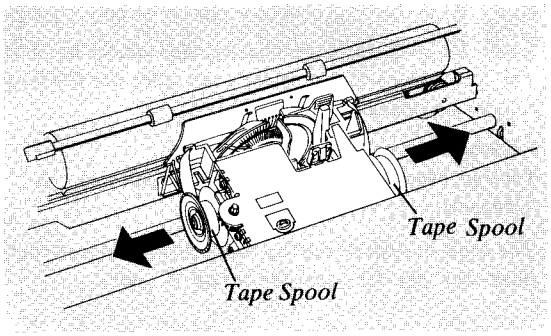
3 *To insert a new cassette, place the back end of the cassette on the cassette holder on the carriage and snap the front portion of the cassette onto the carriage.*



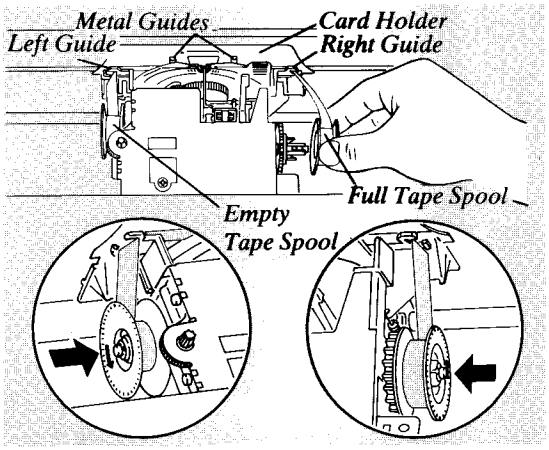
4 *Advance the tension knob on the cassette counter-clockwise until the ribbon slack is tightened.*

1-4 CHANGING THE CORRECTION TAPE

1 *To replace the correction tape, lift out the typing ribbon cassette (see "1-3 CHANGING THE RIBBON CASSETTE") and remove the two spools of the lift-off tape by pulling them outwards.*



2 *Place the empty spool of new tape on the left pin so that the tape winds counter-clockwise. Place the tape around the left guide and behind both metal guides. Pull the tape around the right guide and place the loaded spool on the right pin so that the tape unwinds counter-clockwise.*



3 *Manually turn the left-hand spool in the counter-clockwise direction, tightening the tape until resistance is felt.*

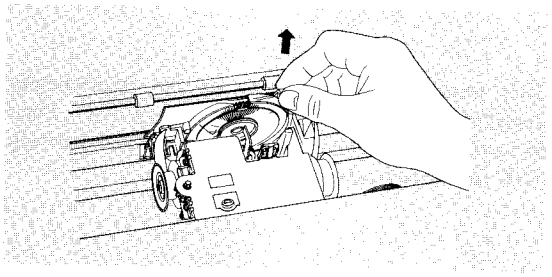
4 *Replace the typing ribbon cassette.*

- *After exchanging the correction tape, confirm that the correctable side of the tape faces toward the platen.*

1-5 CHANGING THE DAISYWHEEL

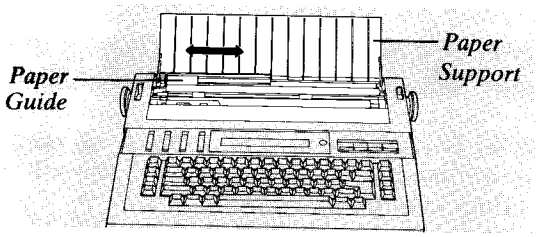
To remove the daisywheel, you do not have to remove the ribbon cassette.
You will see a green lever on the right side of the carriage. Pull this lever toward you and lift out the plastic cartridge of the daisywheel.

To insert the daisywheel, place the plastic cartridge in the carriage with the characters facing toward the platen. Push the green lever back into position.

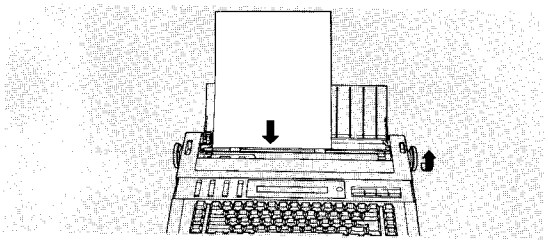


1-6 INSERTING THE PAPER

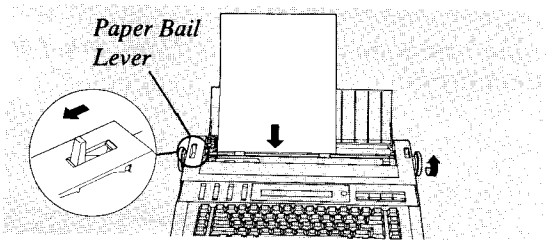
1 *Open the Paper Support and position the Paper Guide for the size of the paper you are using. (The Paper Guide is on the Paper Support and permits lateral sliding.)*



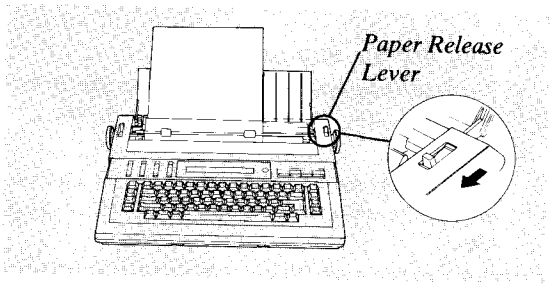
2 *Insert the paper straight under the back of the Platen.*



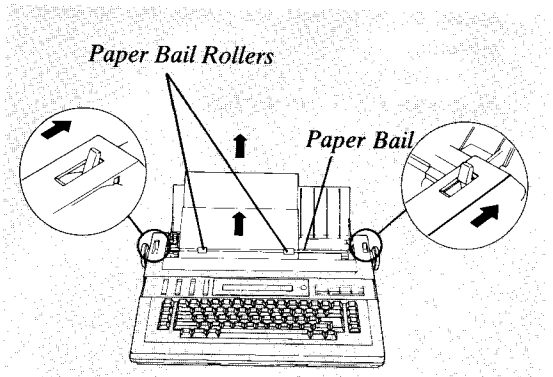
3 *Pull the Paper Bail Lever towards you. While keeping the left edge of the paper in line with the Paper Guide, turn the Platen Knob until the paper appears at the front of the Platen.*



4 *Feed the paper underneath the Paper Bail, pull the Paper Release Lever, and adjust the paper.*



5 *Return the Paper Release and the Paper Bail Levers to their original positions and then position the Paper Bail Rollers to hold down the paper.*



Proper printing and correction will not be possible if there is any slack in the paper. Hold the paper by the top edges and pull up to remove any slack.

2-1 USING THE TYPEWRITER

This section introduces you to the fundamental operations of your Panasonic Typewriter. Read through it and do the exercises to familiarize yourself with each operation.

A Procedure for Typing

1 *Open the Top Cover then confirm that the ribbon cassette, correction tape and daisywheel are properly installed on the carriage.*

- *Confirm that the Pitch Selector is set to the pitch of the daisywheel you are using.*

2 *You have a choice to use either the AC Power Cord (included) or the Ni-Cd Battery Pack (optional) as a power source.*

Refer to pages 12 and 13.

3 *Turn ON the* ***POWER*** *switch.*
The typewriter remembers the last margin format you used and moves the carriage to the left margin.

The Display shows the indicator arrow and the number of characters available on the writing line.

◀100

4 *Insert the paper behind the platen and rotate the platen knob to feed the paper to the desired position.*

Now you can begin typing.

5 *Type the following characters.*

Typewriter

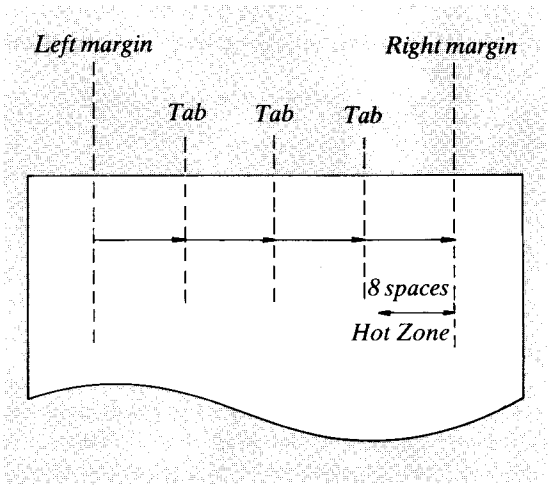
- *When the Typing Mode Selector is on the "TPWR" position, the characters will be printed on the paper immediately.*
- *When the Typing Mode Selector is on the "L/L" or "JUST" position, the characters will appear on the Display. Depress the* ***RETURN*** *key to print them.*
- *The characters will be printed on the paper as follows.*

Typewriter

You will now learn how to use the typewriter to perform simple operations.
Read the following descriptions thoroughly in order to make the most use of the splendid functions of the typewriter.

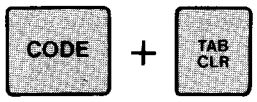
B Margin Formats

When you turn ON the ***POWER*** *switch, the margin format (margins and tabs) you used last will be automatically set.*



If you want to change this margin format, simply do the following:

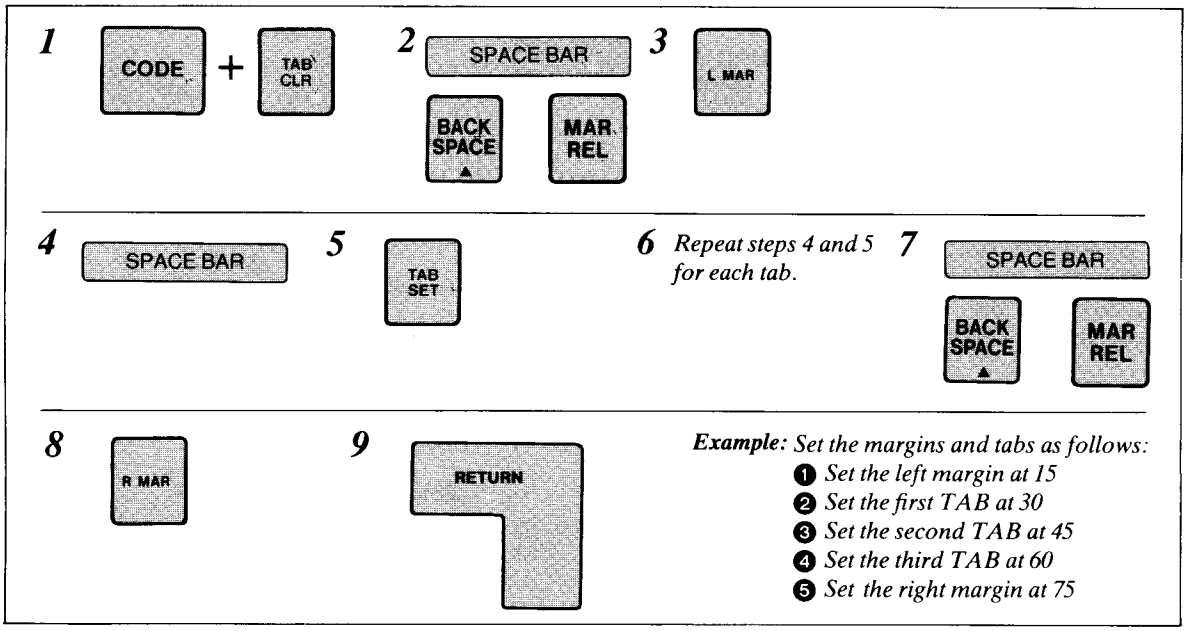
To Clear Tabs



*Depress the **CODE+TAB CLR** keys.*
The carriage moves to the left margin and clears all of the tabs.

*•Should you want to change a TAB stop, depress the **TAB** key to move the carriage to the tab position to be cleared, and depress the **TAB CLR** key. To set a **TAB**, depress the **TAB SET** key when the carriage is at the desired position.*

To Set Margins and Tabs



1 *Clear the current tabs.*
Refer to "To Clear Tabs".

2 *Depress the **SPACE BAR** or the **BACKSPACE** key to move the carriage to the desired left margin position. If necessary, depress the **MAR REL** key to by-pass a previously set margin.*

3 *Depress the **L MAR** key to set the left margin.*

4 *Depress the **SPACE BAR** until you reach the first desired TAB stop.*

5 *Depress the **TAB SET** key to set the first TAB stop.*

6 *Repeat steps 4 and 5 for each required TAB stop. Remember that the maximum number of tab stops is 13.*

7 *Depress the **SPACE BAR** or the **BACKSPACE** key to move the carriage to the desired right margin position. If necessary, depress the **MAR REL** key to by-pass a previously set margin.*

8 *Depress the **R MAR** key to set the right margin.*

9 *Depress the **RETURN** key to move the carriage to the left margin on the next line.*

C Hot Zone

The "Hot Zone" represents the number of spaces between the bell and the last character at the right margin. When the carriage enters the "Hot Zone", you will hear the bell which indicates that the right margin is approaching.

(It is pre-programmed in the machine at 8 spaces from the right margin. Refer to page 16.)

D Using the Display

This typewriter has a 30 character Display which acts as an operator prompt, allowing you to correct, edit, move or delete information.

When typing, most errors are "felt" by the operator. Through the use of the Display, you can check if there are errors and correct them before they are printed.

In order to activate the Display, your Typing Mode Selector must be in the "L/L" or "JUST" position.

Display Messages

The Display will give you certain messages to guide you through your projects. As you proceed through the exercises in this manual, these messages will become second nature to you.

(On p. 62 and 63 you will find a listing of all the display prompts.)

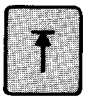
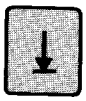
Display Symbols

As you begin the exercises, you will see various symbols on the Display. These symbols indicate certain functions and are listed below to help you understand what you are seeing.

You are not expected to memorize these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your typewriter to perform.

- ◀ *Indicator Arrow*
- ↵ *Manual Return*
- ⊞ *Beginning of Text*
- ▶ *Bold Mode Start*
- ◀ *Bold Mode End*
  Bold Print is in operation
- P *No Print*
- C *Centering*
- D *Decimal Tabulation*
- S *Stop Code*
- R *Right Margin Flush*
- M *Manual Correction*
- ↓ *Index Command*
- ↑ *Reverse Index Command*
- -- *Half Space*
- --- *Micro-Pitch Spacing*
- ▯ *Open/Close of Block Move, Copy or Delete*
- ⊢ *Paragraph Indent*
- ⊟ *Temporary Hyphen*
- — *Permanent Space*
- ⊣ *Tab Command*
- ▶ *Underline Mode Start*
- ◀ *Underline Mode End*
  Underline is in operation
- ◀ *Bold Print and Underline are in operation*
- T *Text Mode*

E INDEX (↓) and REVERSE INDEX (↑)

1 Type. 2  Type. 3  4 Continue typing.

*The **INDEX** (↓) key allows you to move the paper ½ line toward the bottom of the page. The **REVERSE INDEX** (↑) key allows you to move the paper ½ line toward the top of the page.*

These keys are used for the typing of superscripts (e.g. 10^3) and subscripts (e.g. $\log_{10}1000$). You will also use them for manual correction.

The 4th of July is Independence Day.

1 *To type this sentence, you would first enter "The 4" and then:*

2 *Depress the **REVERSE INDEX** (↑) key and type "th".*

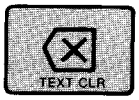
3 *Depress the **INDEX** (↓) key to reposition the carriage on the actual typing line.*

4 *Continue typing.*

BASIC OPERATIONS

F Correction

To Correct Errors on the Paper

1 

2 Type the correct characters. 3

This typewriter has a one line correction memory so you can delete the characters on the current line automatically with one simple operation.

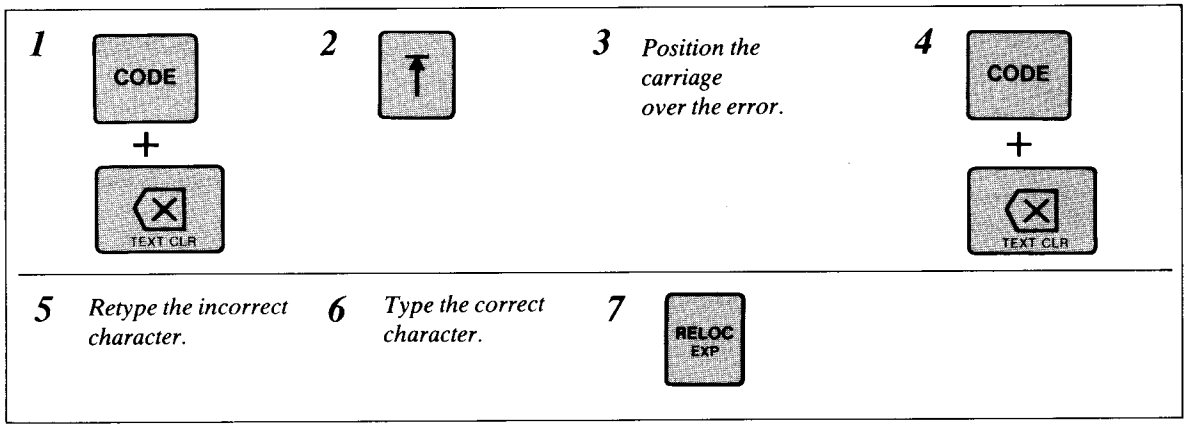
1 *To erase the last printed character on the line; Depress the **CANCEL** (⊠) key to "lift" the incorrect character off the paper. If you depress the **CANCEL** key again or the **RPT** key the next character will be erased.*

- *To erase characters towards the beginning of the line, depress the **CODE+RELOC** keys, the **SPACE BAR** or the **BACKSPACE** key and position the carriage so that the character to be erased is aligned between the two vertical lines on the top of the Card (Plastic) Scale. Depress the **CANCEL** (⊠) key.*

2 *Type the correct characters.*

3 *Depress the **RELOC** key after making the correction to move the carriage back to the end of the line.*

To Make Manual Corrections on a Previous Line



To erase characters on previous lines:

1 *Depress the* ***CODE+CANCEL*** *(⌧) keys.*
This instructs the typewriter to enter the Manual Correction Mode. The carriage will automatically move to the left margin to allow you to begin making corrections.
- *The Display will show the symbol "M".*

2 *Depress the* ***REVERSE INDEX*** *(↑) key to position the carriage on the line with the error.*

3 *Depress the* ***SPACE BAR, TAB, CODE+H, CODE+J*** *or* ***BACKSPACE*** *key to position the carriage over the error.*

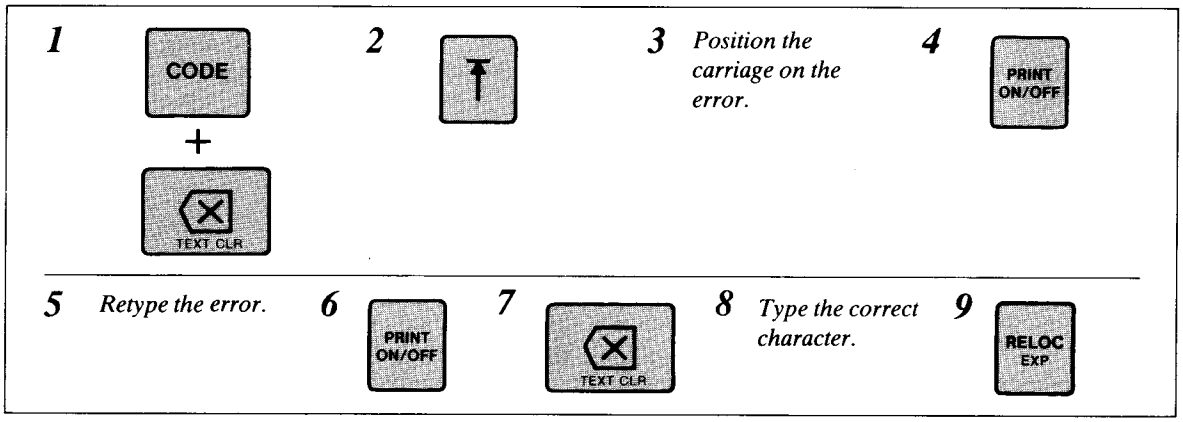
4 *Depress the* ***CODE+CANCEL*** *(⌧) keys.*

5 *Retype the incorrect character.*
This will lift the character off the paper.

6 *Type the correct character.*
- *Repeat steps 2–6 to correct errors on other line.*
- *Repeat steps 3–6 to correct the next character to the left.*

7 *Depress the* ***RELOC*** *key.*
This will position the carriage to the end of the last line.
- *The symbol "M" will disappear from the Display.*

No Print When Making Manual Corrections



*The **PRINT** key may be used to make manual corrections.*
This feature is especially helpful when correcting in the Justify Printing Mode or making many corrections successively.

1 *Depress the **CODE+CANCEL** (⊗) keys.*
The carriage will automatically return to the left margin.
•The Display will show the symbol "M".

2 *Depress the **REVERSE INDEX** (↑) key to position the carriage at the beginning of the line on which the correction is to be made.*

3 *Depress the **SPACE BAR, TAB, CODE+H, CODE+J** or **BACKSPACE** key to position the carriage on the error.*

4 *Depress the **PRINT** key.*
The Display will show:

M P	◀ 60

5 *Retype the error.*

This information has now been entered back into memory but has not reprinted on the paper.

6 *Depress the **PRINT** key.*

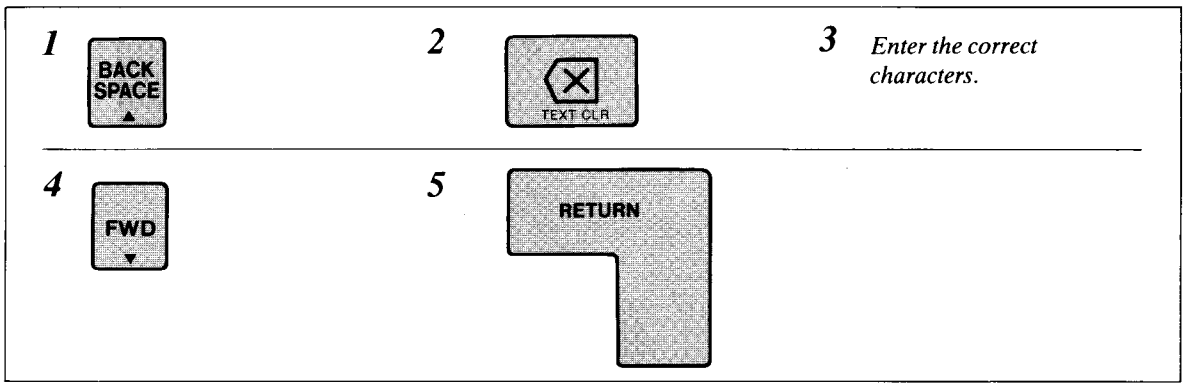
7 *Depress the **CANCEL** (⊗) key to delete the entered characters.*

8 *Type the correct character.*
•Repeat steps 2–8 for each error to be corrected.

9 *Depress the **RELOC** key.*
This will position the carriage to the right of the character printed last before correction.
•The symbol "M" will disappear from the Display.

In the Justify Printing Mode:
•Perform the steps 1–2.
*•Depress the **PRINT** key.*
•Retype the entire line with the error, and continue typing the line until the carriage reaches the right margin. It is necessary to type beyond the error line so that the typewriter can perform its justification.
*•Depress the **BACKSPACE** or **SPACEBAR** to position the carriage on the error.*
*•Depress the **CANCEL** (⊗) key to delete the error.*
•Type the correct characters.
*•Depress the **PRINT** or **RETURN** key.*

To Make Corrections on the Display



Move the Typing Mode selector to "L/L" or "JUST".
This will activate the Display.
As you type, the descending line counter will count down for each character key depression, letting you know how many more characters may be entered on the current line.

Enter the following information including the errors. Do not depress the RETURN key at the end of the line.

"Errors are corrected before tehy are printed on paper."

The Display will show:

ore tehy are printed on paper.◀ 6

1 *Depress the **BACKSPACE** key to position the error to the left of the indicator (◀).*

rrors are corrected before teh◀ 29

2 *Depress the **CANCEL** (⊠) key to delete the incorrect characters.*

Errors are corrected before t◀ 31

3 *Enter the correct characters.*

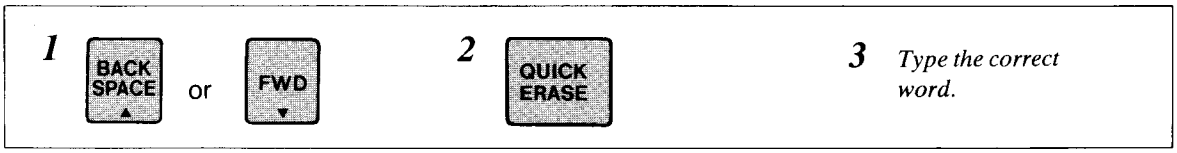
rrors are corrected before the◀ 29

4 *Depress the **FWD** key to move toward the next error or to the end of the line.*

5 *Depress the **RETURN** key to print the information you have typed.*

- *If the error is located toward the beginning of the line, you may use the **CODE+RELOC** keys instead of the **BACKSPACE** key. To reposition the carriage at the end of the line, use the **RELOC** key instead of the **FWD** key.*

To Erase one Word at a Time



*The **QUICK ERASE** key may be used to speed up correction by correcting one word at a time.*

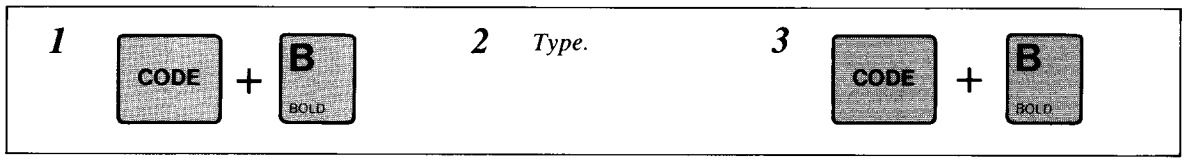
1 *Depress the **BACK SPACE** key or the **FWD** key to locate the desired position.*

- *If you have depressed the **SPACE BAR** after typing an incorrect word, make sure to depress the **BACK SPACE** key before depressing the **QUICK ERASE** key.*

2 *Depress the **QUICK ERASE** key.*

3 *Type the correct word.*

G Bold Print



You can instruct the typewriter to "highlight" certain words or characters for emphasis by using the bold print function.

1 *Depress the **CODE+B** keys. The Display will show:*

BOLD ◧ 60

▼ XX

- *The mode status indicator of "Bold" is displayed.*

2 *As you type the characters, they will be printed in bold face.*

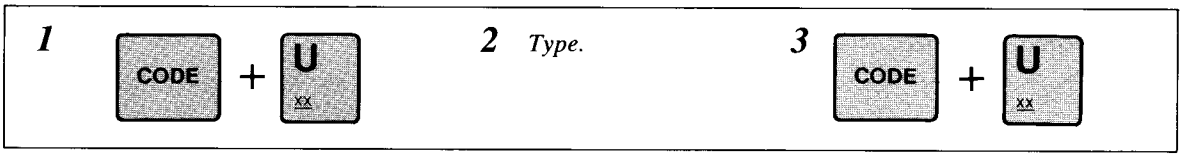
3 *Depress the **CODE+B** keys again to deactivate the command.*

- *When the Typing Mode Selector is on the "JUST" or "L/L" position, the symbol "◨" is displayed in front of and the symbol "◧" is displayed behind the characters to be bold.*

This is ◨Bold ◧print◀ 42

XX

H Underlining



You can instruct the typewriter to "underline" certain words or characters for emphasis using the underlining function.

1 *Depress the **CODE+U** keys. The Display will show:*

UNDERLINE ◀ 60

▼ XX

- *The mode status indicator of "Underlining" is displayed.*

2 *Enter the information. All characters and spaces will be underlined.*

3 *Depress the **CODE+U** keys again to deactivate the command.*

- *When the Typing Mode Selector is set to "JUST" or "L/L", the symbol "▶" is displayed in front of and the symbol "◀" is displayed behind the information to be underlined.*

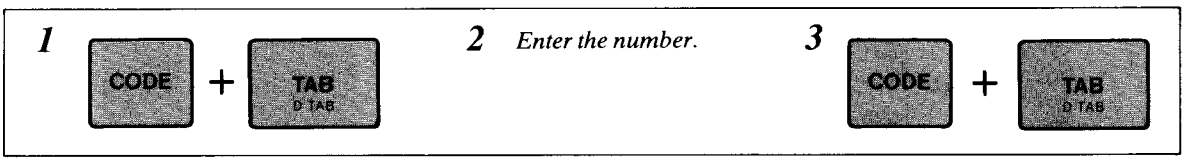
▶Underline◀ print◀ 45

XX

- *When the Bold Print command is set together with Underlining, the symbol "◧" will be shown on the Display.*

BASIC OPERATIONS

I Decimal Tabulation



*You may use the **CODE+TAB** keys in place of the **TAB** key when typing statistical formats.*
The typewriter will automatically align decimal points at the preset tab stops and eliminates the need to space to the correct starting position in a column.
This function also can be used when typing formats which include characters.

1 *Depress the **CODE+TAB** keys.*
The carriage will move to the first TAB position and the Display will show:

D	◀ 45

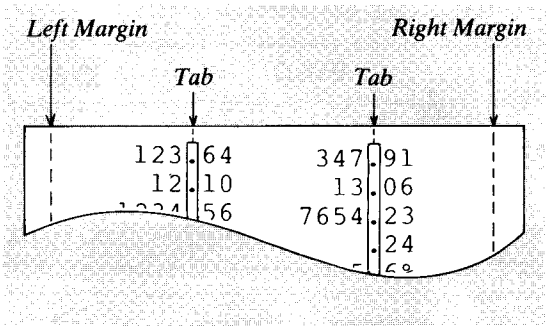
2 *Enter the numbers and decimal point.*
The entry can be seen on the Display.

D	123.64◀42

3 *Depress the **CODE+TAB** keys.*

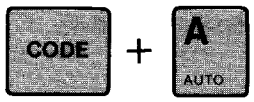
The first column will be printed so that the decimal point is positioned on the tab stop and the carriage will move to the next tab position.

Repeat the above two steps until you have completed all of your column entries.



- *After entering the last number, depress the **RETURN**, **TAB** or **PRINT** key to execute printing.*
- *To terminate the Decimal Tabulation command, while "D" is on the Display as shown in steps 1 and 2, depress the **CANCEL** (⊠) key.*

J Carriage Return (NORM • AUTO)



*The **CODE+A** keys select whether a carriage return is made automatically or normally in the "Hot Zone".*

NORM .... *Printing stops at the right margin.*

AUTO ..... *When a character after entering a "Hyphen" or "Space" is entered within the "Hot Zone", the carriage automatically returns to the left margin or the paragraph indent position of the next line.*

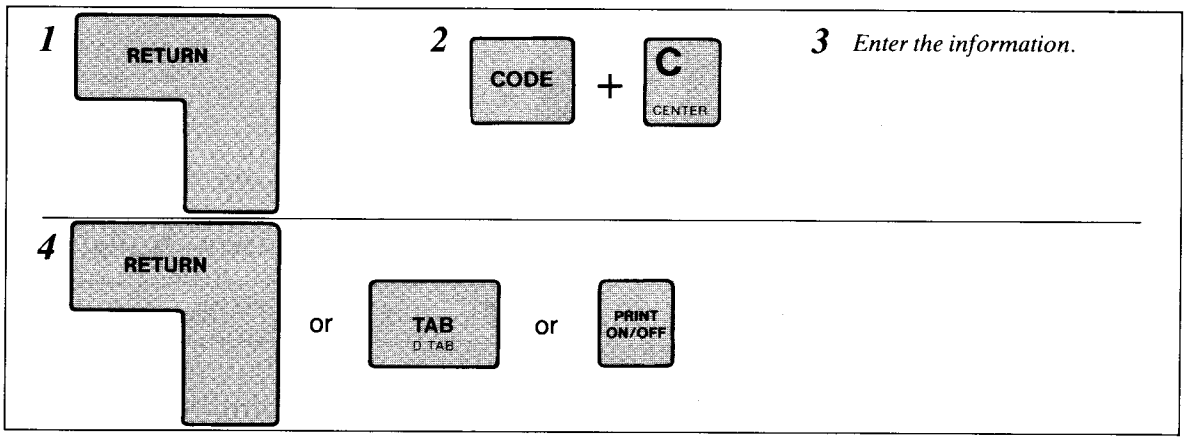
◀60
▼ AUTO

- *When the Automatic Carriage Return Mode is set, the status indicator is displayed.*

K Centering

Your typewriter has three ways to center information; between margins, between tab stops and over a specified point.

Between Margins



1 *Depress the **RETURN** key to position the carriage at the left margin.*

2 *Depress the **CODE+C** keys to move the carriage to the center of the margins. The Display will show:*

C	◀ 30

3 *Enter the information to be centered. The characters will appear on the Display.*

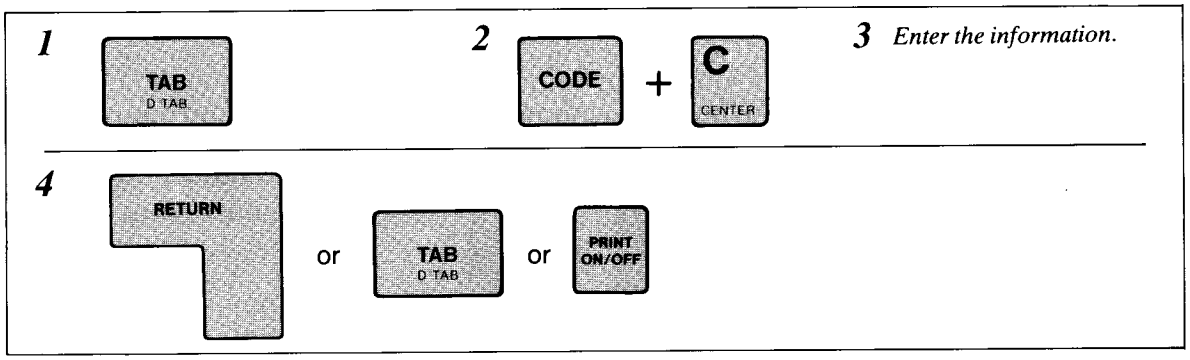
C	centering ◀ 26

4 *Depress the **RETURN** key, the **TAB** key or the **PRINT** key. The information entered will be printed between the margins and the Centering command will be deactivated.*

- *When the indent function is in operation, centering is performed between the indented position and the right margin.*

BASIC OPERATIONS

Between Tab Stops



1 *Depress the **TAB** key to position the carriage at the left tab position of the column you want to center in.*

2 *Depress the **CODE+C** keys. The Display will show:*

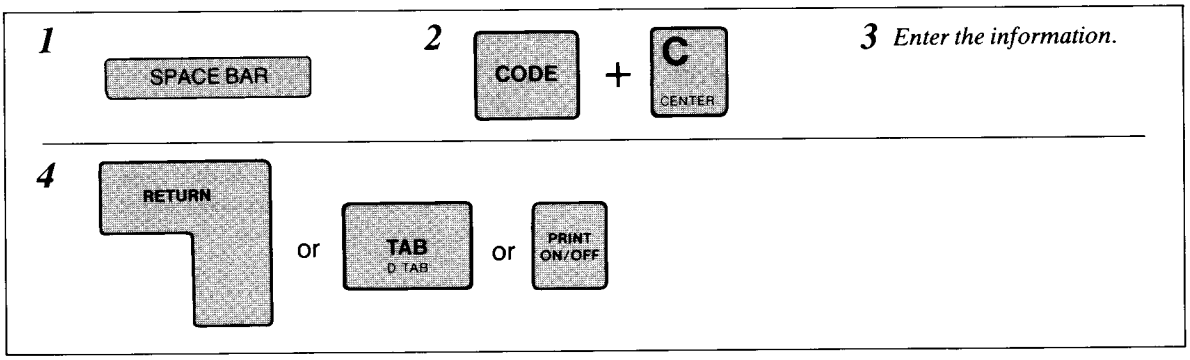
C	◀ 38

3 *Enter the information to be centered. The typed characters will appear on the Display.*

C	centering ◀ 33

4 *Depress the **RETURN** key, the **TAB** key or the **PRINT** key.*
The information will be printed between tab stops and the Centering command will be deactivated.

Over a Specified Point



1 *Depress the **SPACE BAR** to move the carriage to the desired position.*

2 *Depress the **CODE+C** keys. The Display will show:*

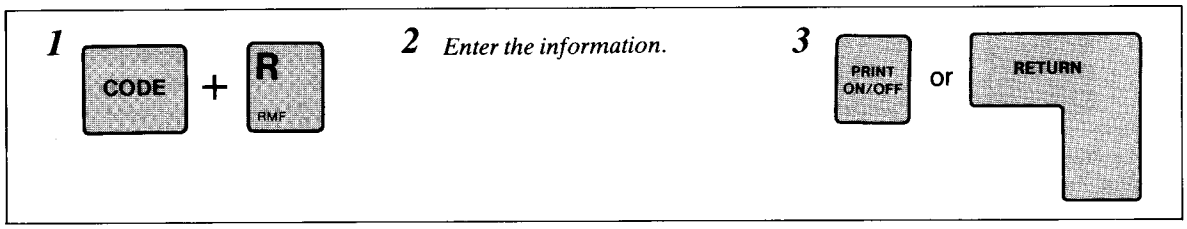
C	◀ 46

3 *Enter the information to be centered. The characters will appear on the display.*

C	centering ◀ 42

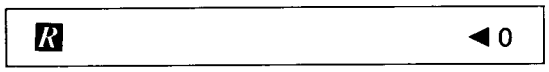
4 *Depress the **RETURN** key, the **TAB** key or the **PRINT** key. The information will be printed and the Centering command will be deactivated.*

L Right Margin Flush



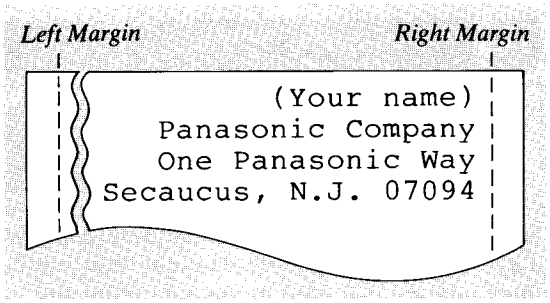
This command instructs the typewriter to print the information with the last character of each line aligned at the right margin.
You can use this function to conveniently type dates or addresses.

1 *Depress the **CODE+R** keys to move the carriage to the right margin. The Display will show:*

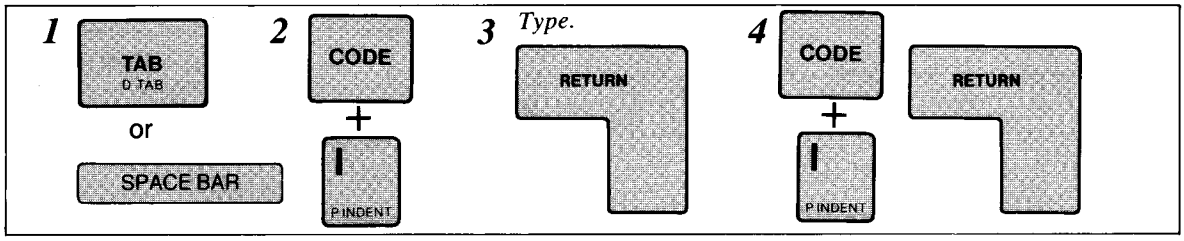


2 *Enter the information.*
The information will be shown on the Display.

3 *Depress the **PRINT** or **RETURN** key. The characters will be printed with the last character Right Margin Flush. The command will then be deactivated.*



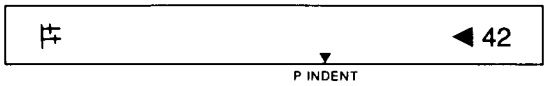
M Paragraph Indent



This command provides you with the ability to set a temporary left margin and eliminates the need to position the carriage to an indented location on every line.

1 *Depress the **TAB** key or the **SPACE BAR** to move the carriage to the desired indented position.*

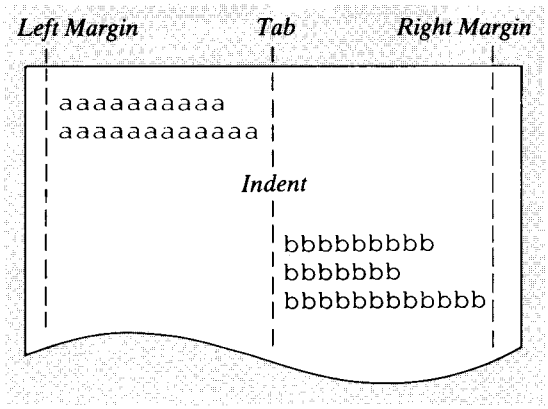
2 *Depress the **CODE+I** keys.*
This sets the indented (temporary left margin) position. The Display will show:



- *The mode status indicator of "Paragraph Indent" is displayed.*

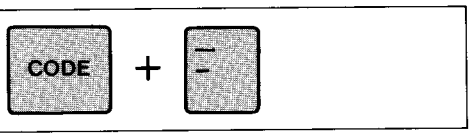
3 *Type the characters.*
*Depress the **RETURN** key to move the carriage to the indented position on the next line.*
Continue typing.

4 *Depress the **CODE+I** keys again to deactivate the command.*
*The carriage will move to the original left margin when the **RETURN** key is depressed.*



BASIC OPERATIONS

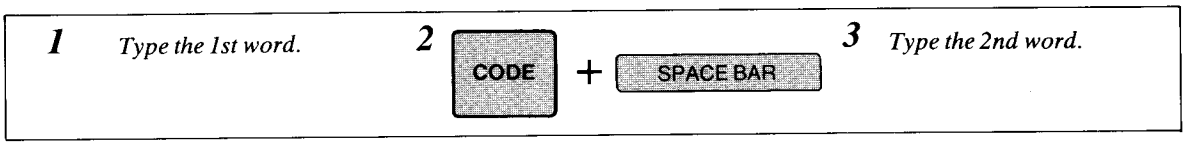
N Permanent Hyphen



*If you depress the **CODE+HYPHEN (-)** keys within the Hot Zone, when the automatic carriage return is activated, the typewriter will continue printing without generating an automatic return. This coded hyphen is called a "Permanent Hyphen". It is indicated by the symbol "-" on the Display and will be printed at the same point every time you print this text recalled from memory.*

When you reach the end of a line, you may need to hyphenate a word to stay within your margin settings. In this case, depress the "-" key and enter the next character. The hyphen will be printed and the carriage will automatically returns to the left margin of the next line. This hyphen which is used temporarily in the Hot Zone, is called a "Temporary Hyphen". It is indicated by the symbol "¯" on the Display. If you change the margin setting, the hyphen will not be printed unless it falls within the Hot Zone.

O Permanent Space



Since your typewriter allows you to print with automatic returns or with a justified margin, there may be times you do not want to separate characters or words. The typewriter allows you to set a "Permanent Space" between characters and will not separate them when printing with varied line lengths.

1 Type the first word.

New ◀ 5

*2 Depress the **CODE key+SPACE BAR**.*
The Display will show:

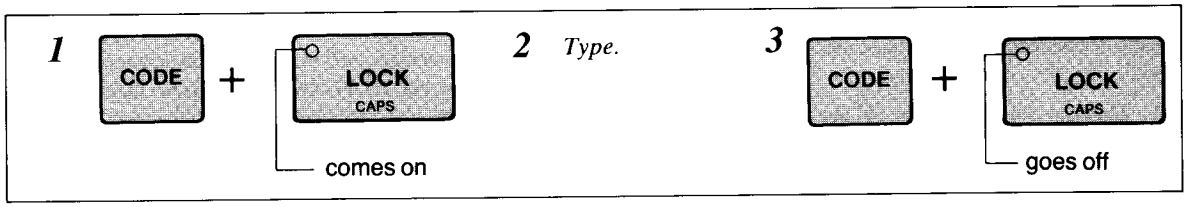
New ¯ ◀ 4

3 Type the second word.

New ¯ York ◀ 0

When the characters are printed, the typewriter will recognize the two words as one and will not separate them.

P Caps Lock



To preset the unit for typing capital letters, lower case numbers, punctuation marks and symbols:

*Depress the **CODE+LOCK** keys.*

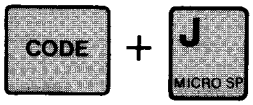
*In this mode the **SHIFT** key will call for the opposite characters to be entered.*

*1 Depress the **CODE+LOCK** keys.*
*The **SHIFT Indicator** will come on and the Caps Lock mode will be activated.*

2 Type the text.

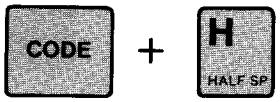
*3 Depress the **CODE+LOCK** keys again to deactivate the command.*
*The **SHIFT Indicator** will go off and the Caps Lock mode will be deactivated.*

Q Micro-Pitch Spacing



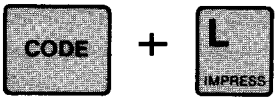
*Depressing the **CODE+J** keys move the carriage by 1/60 inch.*
You may use this function to "squeeze" characters together.
In the "L/L" and "JUST" mode, the symbol "..." will appear on the Display.

R Half Space



*Depressing the **CODE+H** keys reduces the normal carriage spacing by one half.*

S Typing Impression Control



This controls the impact of the printed characters. Select the impression level that is most suited for your needs.

*Depress the **CODE+L** keys.*
The Display will show:

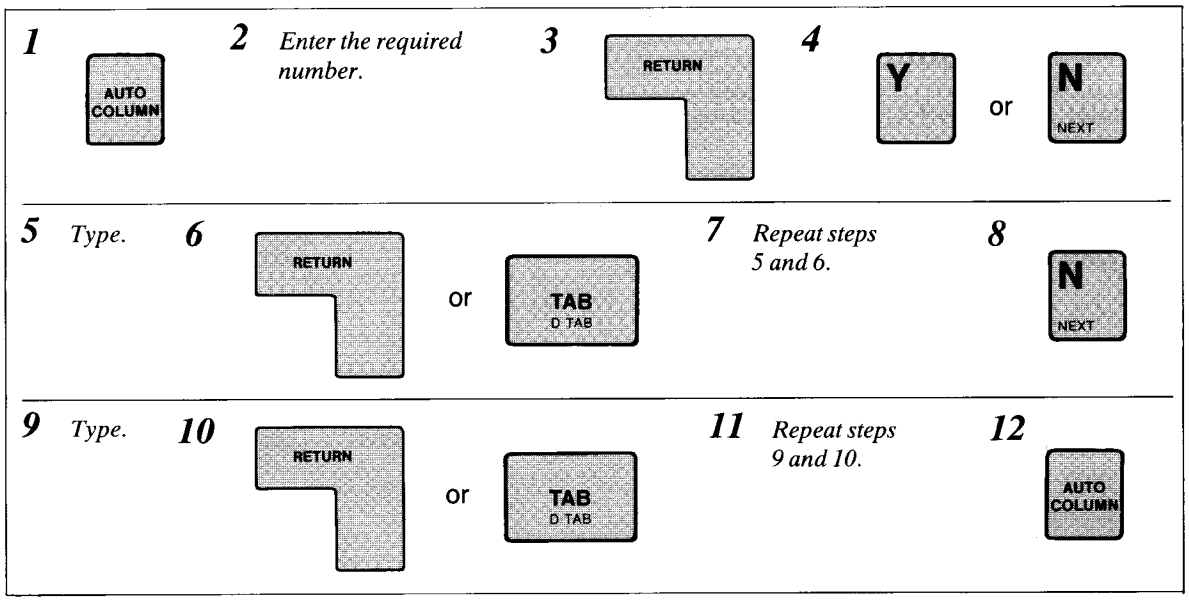
IMPRESSION : # (desired No.)

Each time these keys are depressed, the typing impression level will change. A typing impression level of 1, 2 or 3 can be selected.

- *"IMPRESSION : 1" is softer than "IMPRESSION : 3".*
- *At first, try impression "IMPRESSION : 1" and if you feel the impression is too soft, try "IMPRESSION : 2" or "IMPRESSION : 3".*

2-2 AUTO COLUMN

This function is used to make a table (ruled form). You can set between 2 and 12 columns and it will automatically center them between the left and right margins.



1 *Depress the* ***AUTO COLUMN*** *key. The Display will show:*

AUTO COLUMN

After one second, the Display will show:

HOW MANY COLUMNS? 2-12

2 *Enter the required number of columns. For example, enter 4. The Display will them show the number of columns and the maximum number of characters per column.*

4 COLUMNS [MAX 12 CHR.]

If you want to cancel the number, depress the ***CANCEL*** *(⊗) key and then enter the new number.*

3 *Depress the* ***RETURN*** *key. First, a line of the designated width will be typed. Next, the Display will show:*

INPUT HEADING Y/N ?

("HEADING" means "Age", "N", "Smoker", "No Smoker", in the example on page 31.)

4 *Depress the "Y" key to type a heading.*

1:

- *Depress the "N" key not to type a heading and go to step 9.*

5 *Type the heading for the first column.*

1: Age

6 *Depress the* ***RETURN*** *key or the* ***TAB*** *key. The first column's heading will be printed at the center of the column and the Display will show:*

2:

7 *Repeat steps 5 and 6. When the* ***RETURN*** *key or the* ***TAB*** *key is depressed after entering the heading of the last column, the Display will show:*

INPUT HEADING Y/N ?

8 *Depressing the "Y" key will allow you to enter an additional line to each column's heading. Repeat steps 5 and 6 for each column.*

- *Depress the "N" key if you wish to begin entering each column's data. A line equal to the width of the table will be typed beneath the headings, and the Display will show:*

INPUT DATA

After one second, the Display will show:

1:

9 *Type the data for each column.*

1:	Twenties

10 *Depress the **RETURN** key or the **TAB** key. The data for the first column will be printed in the center of the column.*

2:

11 *Repeat steps 9 and 10 and type all of the data.*

12 *Depress the **AUTO COLUMN** key. A line indicating the end of the table will be typed, the Display will show:*

AUTO COLUMN END

Age	N	Smoker	No smoker
Twenties	1,722	30	70
Thirties	2,012	37.1	62.9
Forties	1,928	35.5	64.5
Fifties	1,646	30.5	69.5

- *Centering is performed in each column. However, if numerical data is typed, a decimal point will take priority.*

- *The maximum width of one column is equal to 14 characters. Consequently, if there are only a small number of columns, the table will appear at the center of the page without extending to the margins.*
- *In each column, a maximum of 12 characters can be printed. The number of characters is 2 characters less than the column width. If this number of characters is exceeded, the buzzer will sound and further input will not be accepted.*
- *If the margin is too small to print characters, the buzzer will sound and the Display will show:*

CHECK MARGIN WIDTH!!

Print-out will be prevented. In this case, select the number of columns again or reset the margin width.

- *Accu-Spell Plus can be performed in the Auto Column Mode. Misspelled words will not be printed even if the **RETURN** key is depressed. If you wish to print the word, depress the **RETURN** key again.*
- *To perform left flush in a column, type the data and then hold the space bar down until the buzzer sounds. When the **TAB** or **RETURN** key is depressed the data will be printed left flush.*

- *While performing this function, do not change the pitch of the daisywheel.*

3-1 MEMORY

Your typewriter has an internal memory of 12,000 characters which you can use to store phrases or texts to be recalled as you wish.

The memory can be accessed in two different ways.

*The first is what is referred to as "**Phrase Memory**", where you have quick access to the memory for storing commonly used phrases, address or paragraphs.*
*The second method is called "**Text Memory**", which is used for lengthy documents or projects requiring editing or repetitive printing.*
When your typewriter has reached the maximum storage capacity of 12,000 characters, the bell will ring every time a key is depressed and the Display will indicate the following;

MEMORY FULL!

At this time, you will be required to delete portions of the memory, which are no longer needed to continue with your current project. Deletion of Memory Contents will be discussed later in this manual.

3-2 PHRASE MEMORY

This typewriter will allow you to store up to twenty (20) separate phrases, which can be used for storing short blocks of data such as dates, names and addresses, standard paragraphs, signature blocks, etc.
Remember, the length of each phrase is limited by the total available memory of your typewriter.

Phrase Memory will accept;

Bold	***Underline***
Centering	***Right Margin Flush***

Phrase Memory will not accept;

Tab	***Decimal Tab***
Paragraph Indent	***Stop Code***

A To Store Information in the Phrase Memory

1 CODE + 1–20 key + RETURN 2 Enter the information. 3 CODE + the selected number + RETURN

- *The way printing is performed depends on the typing mode:*
  In the "TPWR" mode;
  As you type, the characters are printed on the paper.
  In the "L/L" or "JUST" mode;
  *As you type, the characters are shown on the Display and each line will be printed after the **RETURN, PRINT** or **TAB** key is depressed or an **AUTOMATIC RETURN** is performed.*

1 *Depress the **CODE+** 1-20 keys (the desired phrase memory No.). The Display will show:*

PHRASE 1

*Depress the **RETURN** key.*
The Display will show the phrase number selected:

1 ◀ 60

2 *Enter the information to be stored.*
For example, type:
"The quick brown fox jumps over the lazy dog. It is true, but if"

3 *Depress the **CODE+** 1-20 keys and then **RETURN** key (the number selected in step 1) again to close the phrase block.*

- *Repeat the above steps for storing information in other phrase memory block.*

B To Print from the Phrase Memory

1 CODE + the desired phrase No. + RETURN 2 PRINT ON/OFF

1 *Depress the **CODE+** 1-20 keys and then **RETURN** key (desired phrase memory No.).*
The first 28 characters of the stored phrase will appear on the Display.

1 The quick brown fox jumps ov◀

2 *Depress the **PRINT** key.*
The Display will show:

TEXT PRINTING

- ***In the "TPWR" mode:***
  The stored phrase will be printed continuously until it ends.
- ***In the "L/L" or "JUST" mode:***
  *The stored phrase will be printed continuously as long as each line reaches the right margin. When a line doesn't reach the right margin, the line will not be printed until the **PRINT** key or the **RETURN** key is depressed.*

- *Should you want to start printing from any position, other than beginning of the phrase, depress the **BACKSPACE** or **FWD** key to move to the first character to be printed and depress the **PRINT** key.*
- *The typewriter will start printing your phrase from the current carriage position.*
- *When you want to print a phrase with Centering or Right Margin Flush, you must insert those codes at the top of the phrase.*

C To Stop Printing in the Middle of a Phrase

1 *While printing* [PRINT ON/OFF] 2 [Y] or [N NEXT]

1 *Depress the **PRINT** key to stop printing. The Display will show:*

CONTINUE Y/N?

2 ***To continue printing:** Depress the "Y" key.*
***To exit the printing command:** Depress the "N" key.*

- *Depressing the **CODE+RELOC** keys clears the **PRINT** command and moves the carriage to the beginning of the phrase.*

D To Modify a Phrase

1 [CODE] + phrase No. + [RETURN] 2 [BACK SPACE ▲] or [FWD ▼] 3 [⊗ TEXT CLR] or [QUICK ERASE]

4 *Type.* 5 [CODE] + selected phrase No. + [RETURN]

Example: Change the word "brown" to "yellow"

1 *Depress the **CODE+** 1-20 keys (memory number of a phrase to be modified) and then **RETURN** key.*
The first 28 characters of the recalled phrase will be shown on the Display.

1 The quick brown fox jumps ov◀

2 *Depress the **FWD** or **BACKSPACE** key to position the last character of the word to be deleted to the left of the indicator arrow.*

1 The quick brown◀

3 *Depress the **CANCEL** (⊗) key or the **QUICK ERASE** key to delete the word.*

1The quick◀

4 *Type the new word.*

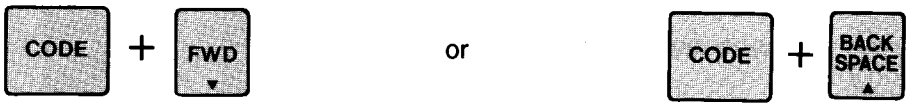
1 The quick yellow◀

5 *After your corrections have been made: Depress the **CODE+** 1-20 keys (phrase number entered in step 1) to close your modified phrase and then **RETURN** key.*

- *If the part to be modified is located toward the end of the phrase, depress the **RELOC** key to position yourself at the end of the phrase.*
  *To return to the beginning of the phrase, depress the **CODE+RELOC** keys.*
- *When modifying a phrase, additional information will not be printed on the paper.*

MEMORY

E To Scroll through Phrase Memory

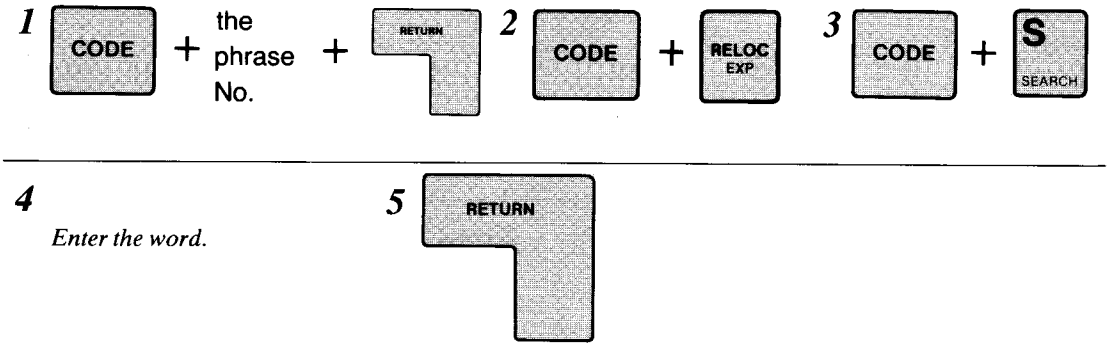


There are several ways of locating characters within a phrase to make additions, deletions or corrections. Two of these ways are called "scrolling".

- *Depressing the **CODE+FWD** keys allow you to scroll forward through the first few characters of each line.*
- *Depressing the **CODE+BACKSPACE** keys allows you to scroll backward through the first few characters of each line.*

> *You can also use this function to scroll through text memory.*

F Direct Search to a Particular Point



1 *Depress the **CODE+** 1-20 keys (memory number of a phrase to be searched) and then **RETURN** key.*
Your Display will show the first 28 characters of the phrase.

```
1 The quick yellow fox jumps o◀
```

2 *Depress the **CODE+RELOC** keys to move to the beginning of the phrase.*

```
1◀
```

3 *Depress the **CODE+S** keys.*
The Display will show:

```
SEARCH-WD=
```

4 *Enter the word(s) (maximum of 20 characters) you are searching for.*
(For example, type "dog")

```
SEARCH-WD=                dog
```

5 *Depress the **RETURN** key.*
On the Display, the last character you entered in the Search Command will be positioned to the left of the indicator arrow "◀".

```
ow fox jumps over the lazy dog◀
```

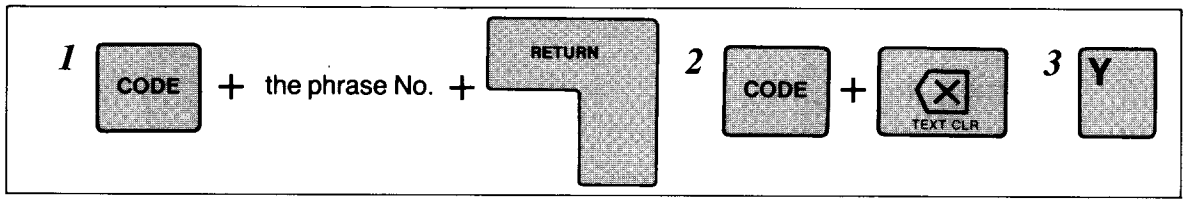
- *If the word is not found in the phrase, the Display will show:*

```
NOT FOUND!!
```

- *To locate the second position of the entered word within the phrase, depress the **CODE+N** keys.*

MEMORY

G To Clear a Phrase from Memory



1 *Depress the **CODE+1-20** keys (memory number of a phrase to be cleared) and then **RETURN** key.*
The first 28 characters of the phrase will appear on the Display.

1 The quick yellow fox jumps o◀

2 *Depress the **CODE+CANCEL** (⊠) keys. The Display will show:*

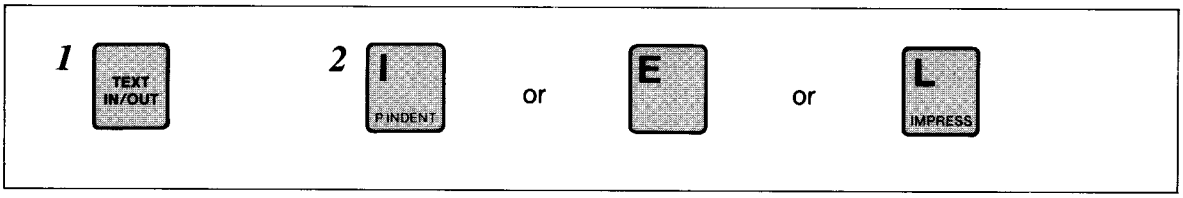
CLEAR THIS PHRASE Y/N?

3 *Depress the "**Y**" key for yes.*

- *Depress the "**N**" key for no.*

MEMORY

3-3 TEXT MEMORY



- *The Text Memory allows you to enter documents which would require revisions, repetitive print-out, insertion of variable information or width changes. With this memory you may store documents that are either short or lengthy. Once you begin using the Text Memory, you will find yourself using it all the time because of its ease of operation and the perfect finished appearance of your projects.*

- *You can also enter special functions such as Tab, Decimal Tab and Indent commands as well as Centering, Bold Print and Underlining.*

- *You will notice that when entering, modifying or printing a document, the Display on your typewriter will ask:*

1

TEXT IN/EDIT/LIST?

2 *You should depress the "**I**" key for In, "**E**" key for Edit, or "**L**" key for List.*

Depress the "I" key when you are;

- *creating the initial text*
- *continuing (adding) to the end of a text*

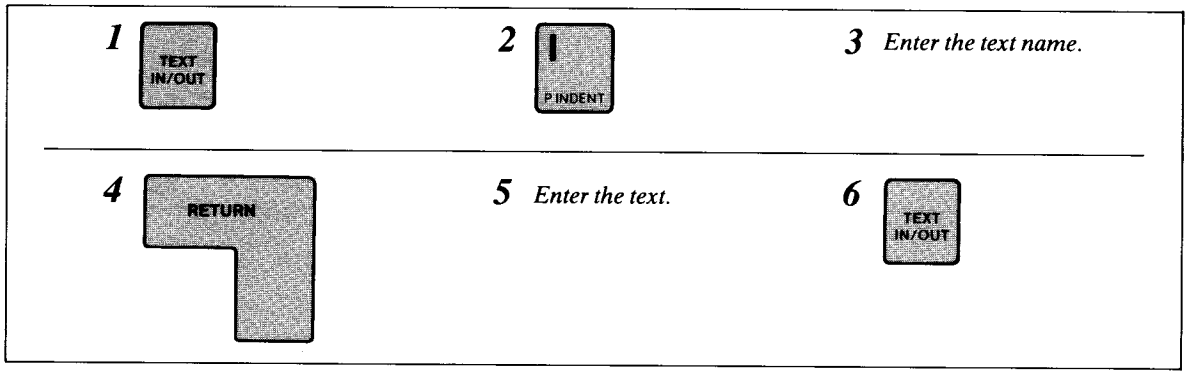
Depress the "E" key when you are;

- *recalling a text for modification*
- *recalling a text to print it*
- *listing the text names in memory on the Display*
- *deleting a text from memory*
- *renaming a text*

Depress the "L" key when you are;

- *requesting a printed list of text names in memory*

A To Store Information in the Text Memory



1 *Depress the **TEXT** key.*

TEXT IN/EDIT/LIST?

2 *Since you are entering information into the text memory:*
Depress the "I" key.

TEXT NAME=

3 *Name the text as you wish, but do not exceed ten (10) characters. (For example, "TEST 1")*

4 *Depress the **RETURN** key.*
The Display will show the symbol " T " and the number of characters you have available on the writing line.

T ◀ 60

5 *Begin typing your document.*
"The quick yellow fox jumps over the lazy dog. It is true, but if "
- *The way the text is printed depends on the typing mode:*
  In the "TPWR" mode;
  As you type, the characters are printed on the paper with an automatic return.
  In the "L/L" or "JUST" mode;
  *As you type, the characters are shown on the Display and each line will be printed after the **RETURN**, **PRINT** or **TAB** key is depressed or an **AUTOMATIC RETURN** is performed.*

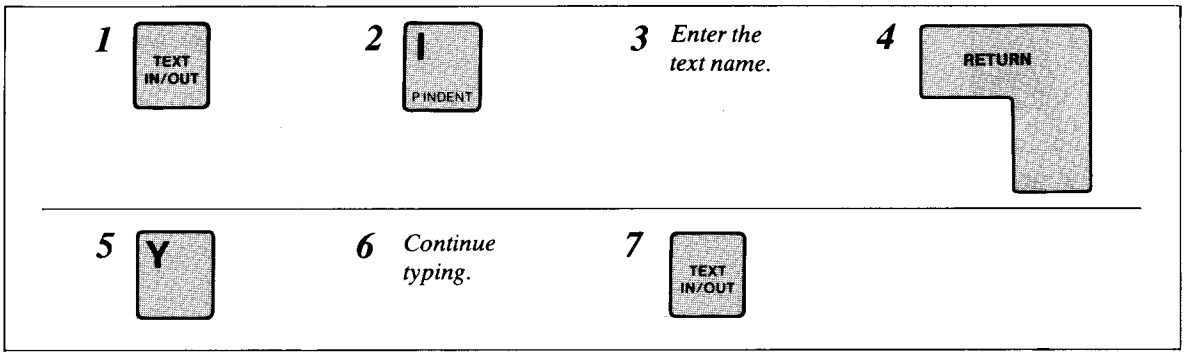
6 *When finished, depress the **TEXT** key again to store the information and close the text.*
- *The carriage will move to the left margin when the text is closed.*

When entering text names, all characters will appear in capital letters no matter how you type them.

The minimum storage capacity of 47 bytes is necessary to store a text (file).

MEMORY

B To Add to an Existing Text (File)



If you are interrupted while entering a text, simply end the document and continue it later.

1 *Depress the **TEXT** key.*

TEXT IN/EDIT/LIST?

2 *Depress the "**I**" key.*

TEXT NAME=

3 *Enter the text name to be recalled.*

4 *Depress the **RETURN** key. The Display will show the following message.*

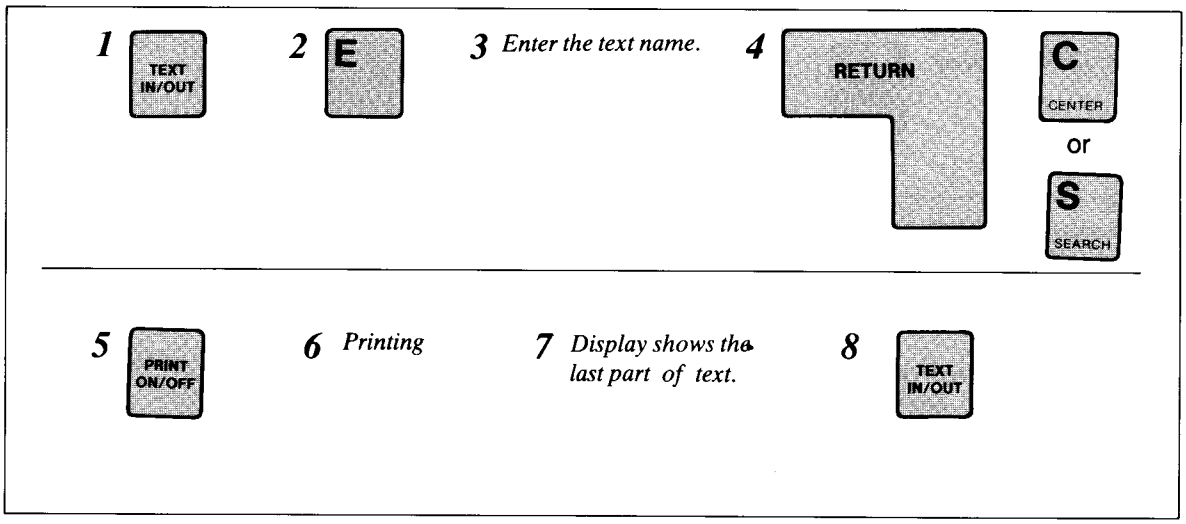
CONTINUE TEXT Y/N?

5 *Depress the "**Y**" key.*
- *Depress the "**N**" key to go back to step 2.*

6 *This positions you at the end of the text. Continue typing as you did while storing.*
- *You cannot scroll backwards through the text at this time, using the **BACKSPACE** key, etc. You may only continue where you left off.*

7 *Depress the **TEXT** key again to store the added information and close the text.*

C To Print a Text from Memory



You have entered your document into memory and now want to print it.

1 *Depress the **TEXT** key.*

TEXT IN/EDIT/LIST?

2 *Depress the "**E**" key.*

TEXT NAME=

3 *Enter the name of the text to be printed.*

- *If you don't remember the text name, depress the **FWD** key, the first text stored in memory will be recalled and the Display will show its name.*
  *Depress the **FWD** key to display the next text, or the **BACKSPACE** key to display the previous one.*

4 *Depress the **RETURN** key.*

MARGIN CURRENT/STORED?

If the margin format you want to use is;

- *the current format, depress the "**C**" key. The text will be opened and the unit will start printing from the point where the carriage is located.*
- *the format used when the text was stored last, depress the "**S**" key. The text will be opened, the carriage will move to the left margin and the unit will start printing.*

The Display will show the symbol "T" and the text name, followed by the symbol (⊞) indicating you are at the beginning of the text.

T TEST 1 ⊞ ◀

- *In case the text name is not stored in memory, the Display will show the following message for about one second:*

NOT FOUND!!

- *Go back to the step 1.*

5 *Depress the **PRINT** key.*

6 *Your typewriter will begin printing the document and the Display will show the following:*

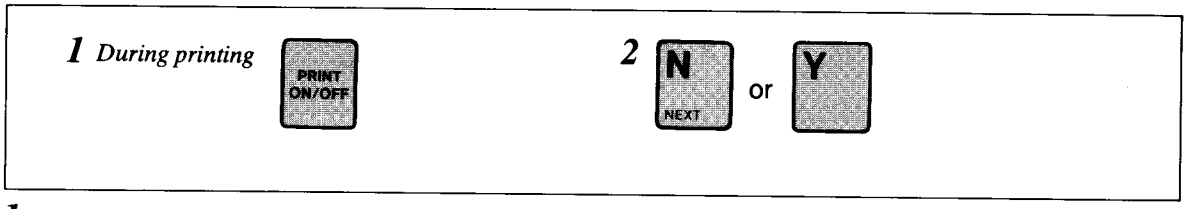
TEXT PRINTING

7 *When printing has finished, the Display will show the last part of the text.*

- *If you want to print more than one original, depress the **PRINT** key again. The typewriter will start printing from the current carriage position.*

8 *Depress the **TEXT** key to close the text.*

D To Stop Printing in the Middle of a Text



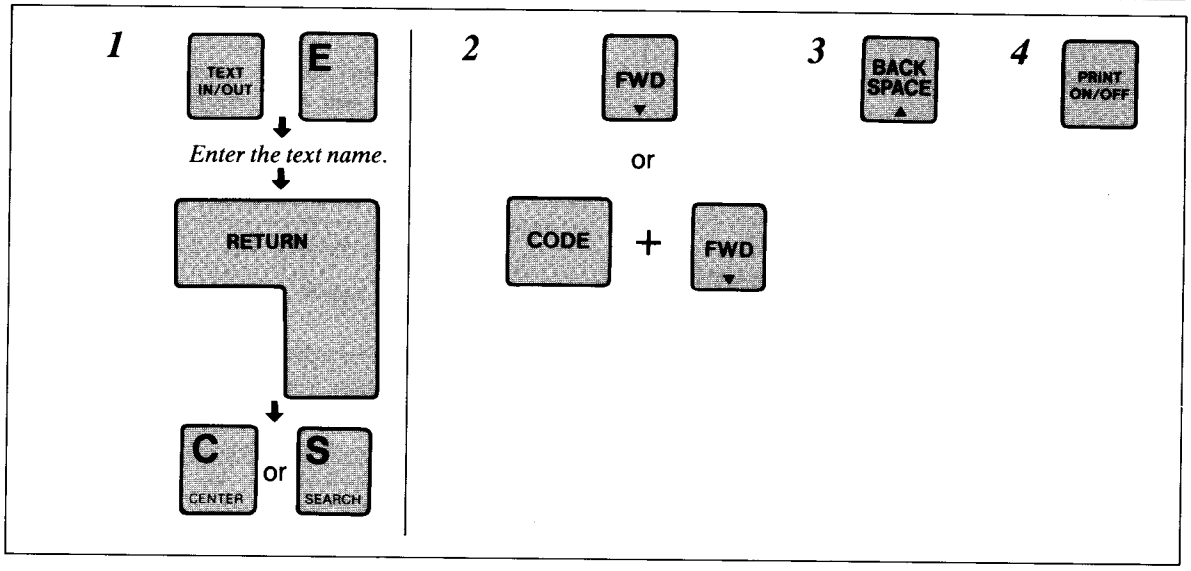
1 *Depress the **PRINT** key during printing.*

CONTINUE Y/N ?

2 ***If you want to exit the printing mode:***
Depress the "N" key or any other key.
If you want to continue printing the text:
Depress the "Y" key.
Your typewriter will resume printing from the point on the line where it stopped.

- *If you want to reprint from the beginning of the text:*
  *Depress the **CODE+RELOC** keys to return to the beginning of the text.*
  *Depress the **PRINT** key.*
  Your typewriter will start printing from the beginning of the text.

E To Print from a Particular Point



1 *Perform the steps 1–4 of "To Print a Text from Memory" on p. 39 to recall the text.*

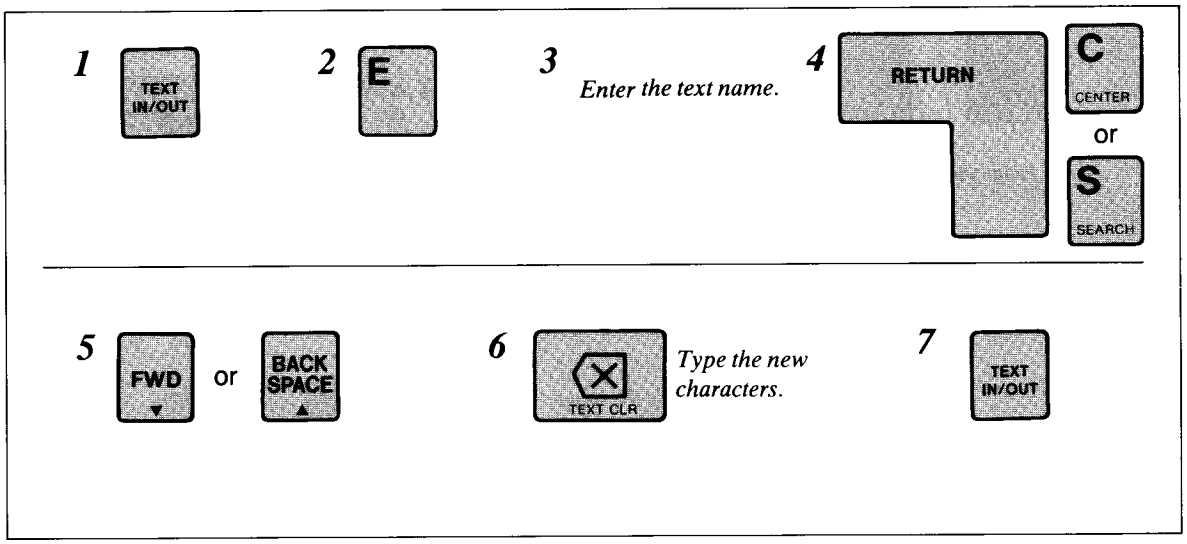
2 *Depress the **FWD** key or the **CODE+FWD** keys to locate the desired starting point. Refer to "To Scroll through Phrase Memory" on p. 35.*

3 *Depress the **BACKSPACE** key until the first character to be printed disappears behind the indicator arrow (◀).*

4 *Depress the **PRINT** key to start printing.*

- *The Word Search function (see p. 35) will help you to locate the desired word(s) easily.*

F To Modify a Text (File)



1 *Depress the **TEXT** key.*

TEXT IN/EDIT/LIST?

2 *Depress the "**E**" key.*

TEXT NAME=

3 *Enter the name of the text to be modified.*

4 *Depress the **RETURN** key.*

MARGIN CURRENT/STORED?

- *If you wish to use the current margin settings (format), depress the "**C**" key. The text will be opened and the unit will start printing from the present carriage position.*
- *To use the same format as when the text was stored (if different from the current format), depress the "**S**" key. The text will be opened, the carriage will move to the left margin and the unit will start printing.*

The Display will show the symbol "T" and the text name followed by the symbol (⊞) indicating you are at the beginning of the text.

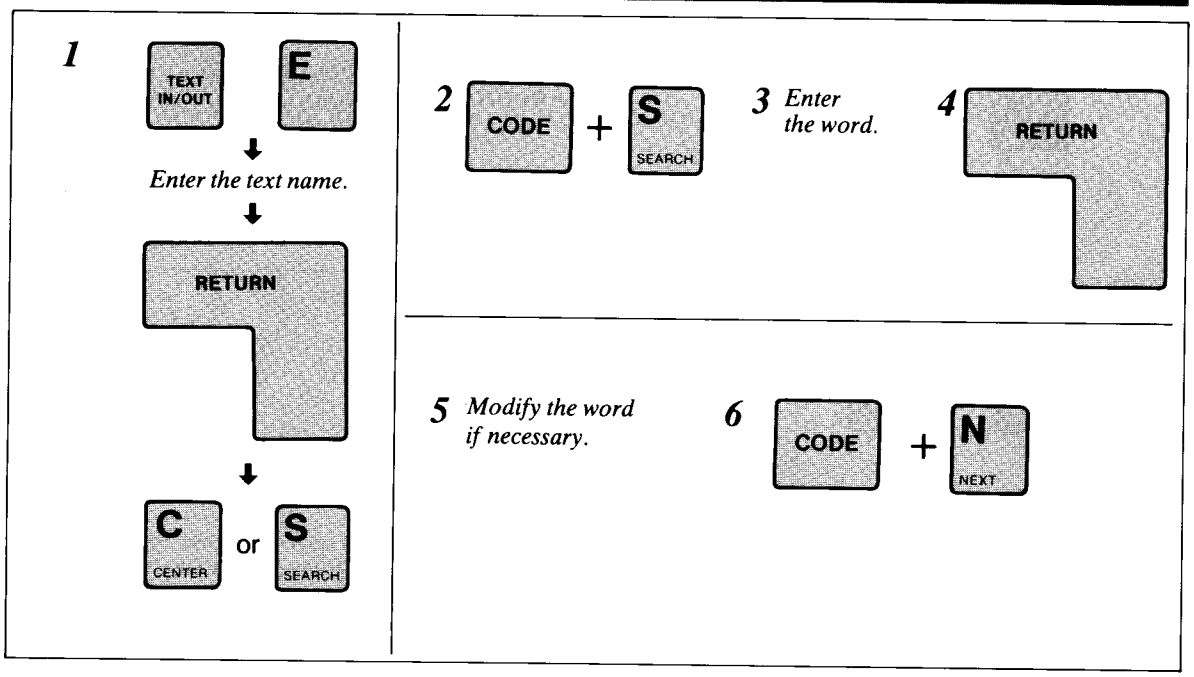
T (Text Name) ⊞◀

5 *Depress the **FWD** key or the **BACKSPACE** key to position the last character of the word or phrase to be deleted to the left of the indicator arrow.*

6 *Depress the **CANCEL** (⊠) key to delete the characters and type new characters.*

7 *Depress the **TEXT** key again to store the modified information and close the text.*

G Word Search



As you have done in the Phrase Memory, you can locate the word to be corrected directly within a text.

1 *Perform the steps 1–4 of "To Modify a Text (File)" on p. 41 to recall the text from memory.*

2 *Depress the **CODE+S** keys.*

SEARCH-WD=

3 *Enter the word or words (maximum of 20 characters) you are searching for.*

- *Searching for particular characters.*
  - *To search for a return mark, depress the **CODE+RETURN** keys.*
  - *To search for a start mark of the **BOLD** or **UNDERLINE** function, depress the **CODE+B** keys for **BOLD** or **CODE+U** keys for **UNDERLINE**.*
  - *To search for an end mark of the **BOLD** or **UNDERLINE** function, depress the **CODE+B** keys twice for **BOLD** or **CODE+U** keys twice for **UNDERLINE**.*

4 *Depress the **RETURN** key.*
The Display will show the word(s) you entered in the Search Command just left of the indicator arrow (◀).

- *When the entered word is not included in the text, the Display will show:*

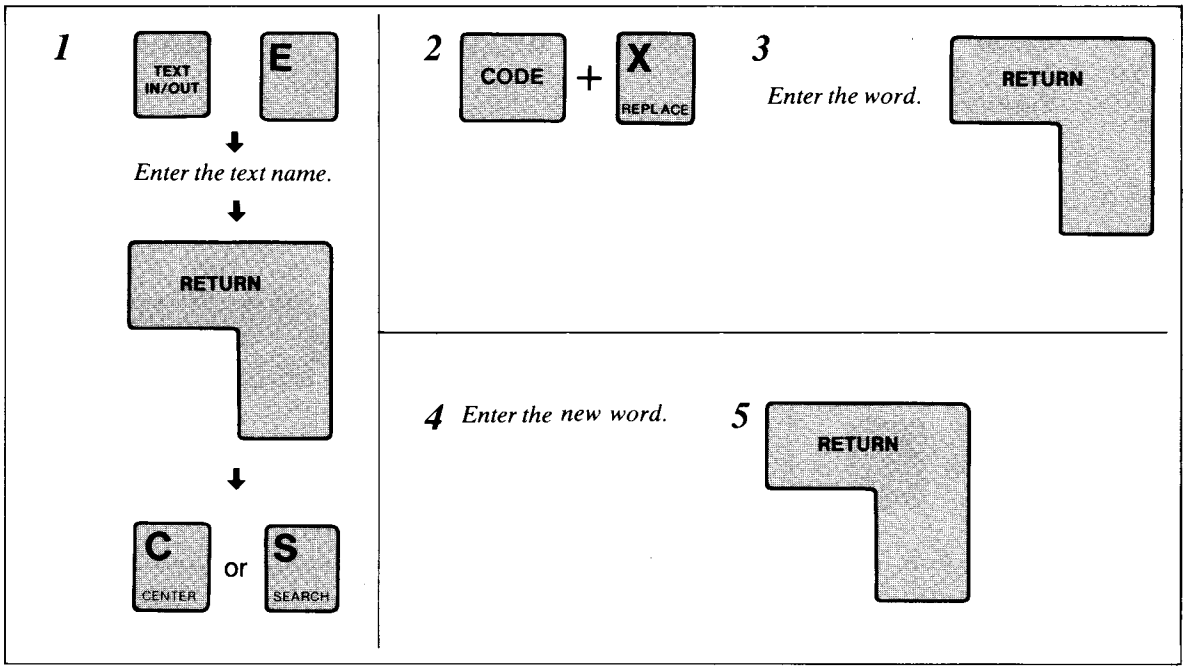
NOT FOUND!!

5 *Depress the **BACKSPACE** key or the **FWD** key to move to the desired position, and depress the **CANCEL** (⊠) key to modify.*

6 *To locate the second occurrence of the entered word within the text, depress the **CODE+N** keys.*

H Word Replace

*There may be times when certain words (such as titles or names) appear very often in a document, and need to be changed. Rather than modifying each one separately, the typewriter can perform a "global search" and **replace of the words** where ever they appear in the text.*



1 *Perform the steps 1–4 of "To Modify a Text (File)" on p. 41 to recall the text.*

2 *Depress the **CODE+X** keys.*

CHANGE-WD=

3 *Enter the word you want to replace (maximum 20 characters).*
*Depress the **RETURN** key.*

REPLACE-WD=

If the word entered is not in the text, the Display will show the following for about one second and deactivate the Word Replace command.

NOT FOUND!!

Only the word or words, with the following symbols in front of and behind, can be searched for.

- *SPACE, CODE+H, CODE+SPACE, CODE+J*
- *UNDER BAR*
- *TAB*
- *DEC TAB*
- *BOLD, UNDERLINE MARK*
- *INDENT*
- *CENTERING*
- *RIGHT MARGIN FLUSH*
- *CODE+RETURN*
- *STOP CODE*
- *BLOCK MARK (▯)*

4 *Enter the word or words you want to insert (maximum 20 characters).*

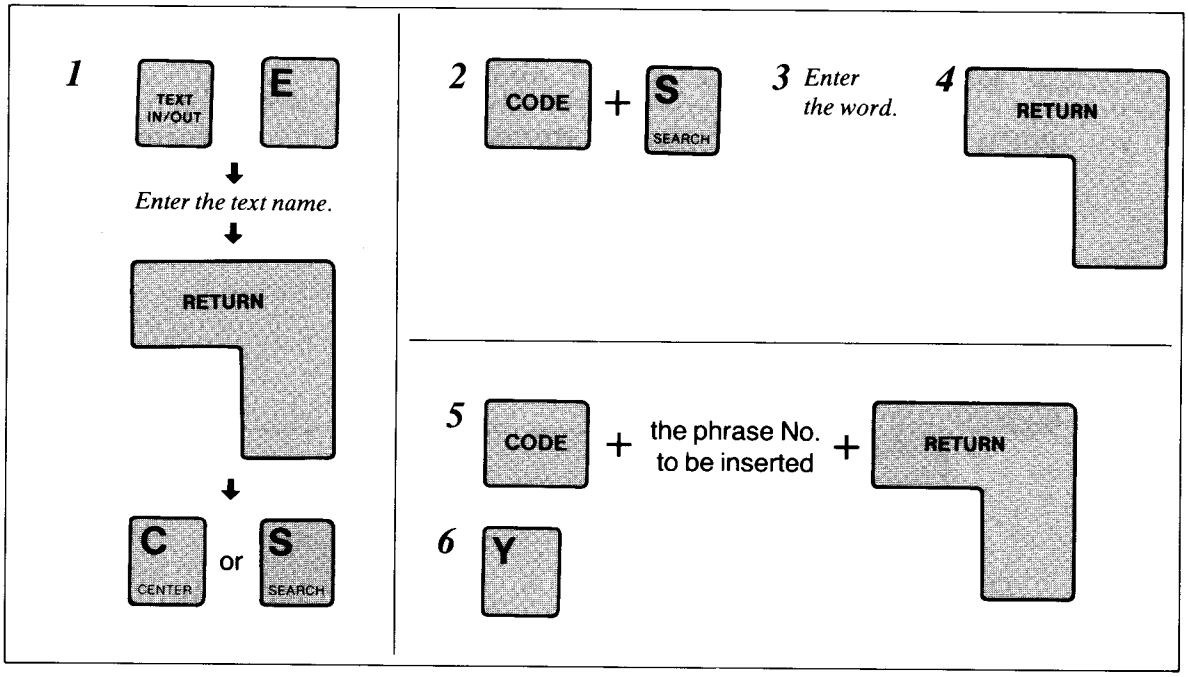
5 *Depress the **RETURN** key.*
The Display will show.

CHANGING

The Display will show the last position in the text where your change has been made.
The changes have been made throughout the text.

- *To enter the start code for the **BOLD** or **UNDERLINE** function, depress the **CODE+B** or the **CODE+U** keys respectively.*
- *To enter the end code for the **BOLD** or **UNDERLINE** function, depress the **CODE+B** keys twice or the **CODE+U** keys twice respectively.*

I To Insert a Phrase into Text Memory



Your typewriter allows you to recall phrases stored in the Phrase Memory and insert them into the Text Memory.

1 *Recall your text.*
[Refer to the steps 1–4 of "To Modify a Text (File)" on p. 41.]

2 *Depress the **CODE+S** keys.*

SEARCH-WD=

3 *Enter the word preceding the point at which the phrase is to be inserted.*

4 *Depress the **RETURN** key.*
The Display will show the word(s) entered in the Search Command just left of the indicator arrow (◀).

5 *Depress the **CODE+1-20** keys (the phrase No. to be inserted) and then **RETURN** key.*
The Display will show:

COPY THIS PHRASE Y/N?

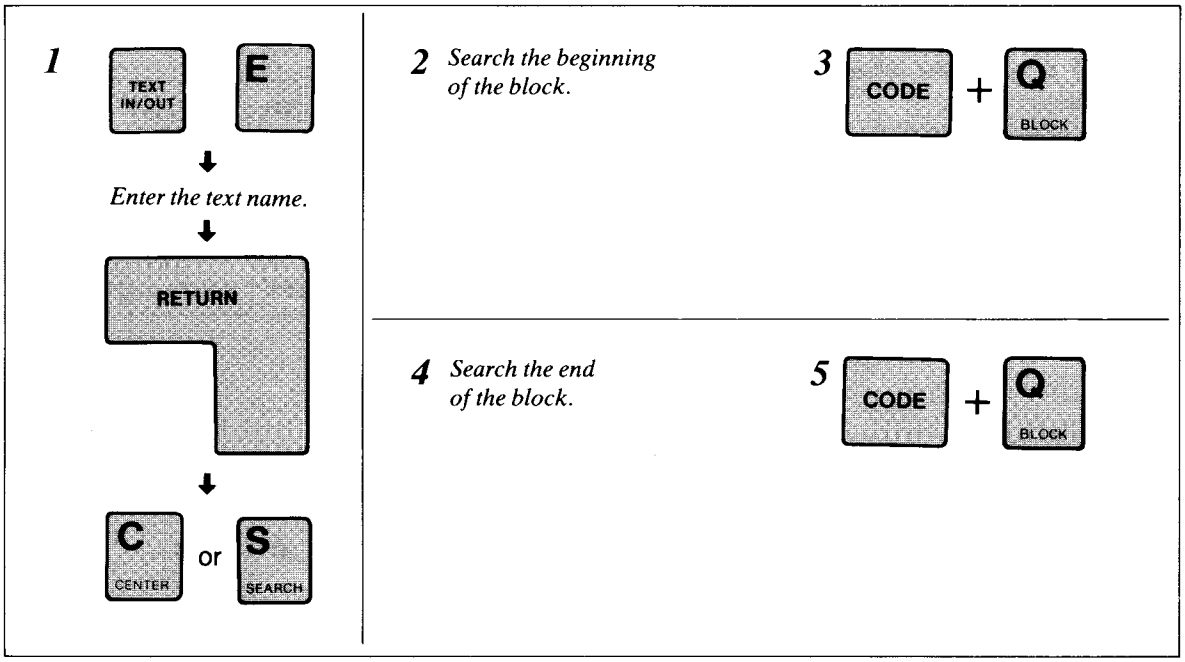
6 *Depress the "**Y**" key if you want it copied into the text.*
- *If you do not want it copied into the text, depress the "**N**" key.*

MEMORY

J Block Move, Copy and Delete

When the need to move, copy or delete a sentence or a paragraph arises, the typewriter can do it simply and automatically.

Mark a Block



1 *Recall your text.*
[Refer to the steps 1–4 of "To Modify a Text (File)" on p. 41]
The Display shows you are at the beginning of the text.

2 *Depress the **FWD** key, the **CODE+FWD** keys, the **CODE+S** keys, the **BACKSPACE** key or the **CODE+BACKSPACE** keys to move the first character of the block to be moved, copied or deleted until it disappears behind the indicator arrow (◀).*

3 *Depress the **CODE+Q** keys.*
The Display will show a rectangular (▯) symbol just left of the indicator arrow, which indicates the "beginning of a move, copy or delete command".

> **T**he quick yellow fox jumps over ▯ ◀

4 *Depress the **FWD** key, the **CODE+FWD** keys, the **CODE+S** keys, the **BACKSPACE** key or the **CODE+BACKSPACE** keys to position the last character of the block to be moved, copied, or deleted to the left of the indicator arrow.*

5 *Depress the **CODE+Q** keys again.*
A second rectangle will appear on the Display indicating "end of move, copy or delete command" (▯).

> **T**ow fox jumps over ▯ the lazy dog ▯ ◀

MEMORY

To MOVE the information block

1 Mark the block. 2 Locate the new position. 3 CODE + Q BLOCK 4 M QUANTITY

1 *Perform the steps 1–5 of "Mark a Block" on p. 45 to locate the information block to be moved.*

2 *Move to the position where you want to insert the information block which you have just marked, using the* ***FWD*** *key,* ***BACKSPACE*** *key or* ***CODE+BACKSPACE*** *or* ***CODE+FWD*** *keys.*

T he lazy dog□. It is true, but if◀

3 *Depress the* ***CODE+Q*** *keys.*

MOVE/COPY/DELETE?

4 *Depress the "****M****" key to delete the words inside the □ marks and move them to the new position.*

T It is true, but if the lazy dog◀

To COPY the information block

1 Mark the block. 2 Locate the position. 3 CODE + Q BLOCK 4 C CENTER

1 *Perform the steps 1–5 of "Mark a Block" on p. 45 to locate the information block to be copied.*

2 *Move to the position where you want to copy the information block.*
(Refer to the step 2 of "To MOVE the information block" on this page.)

3 *Depress the* ***CODE+Q*** *keys.*

MOVE/COPY/DELETE?

4 *Depress the "****C****" keys to copy the information block at the new position.*

T It is true, but if the lazy dog◀

To DELETE the information block

1 Mark the block. 2 CODE + Q BLOCK 3 D

1 *Perform the 1–5 steps of "Mark a Block" on p. 45 to mark the information block to be deleted.*

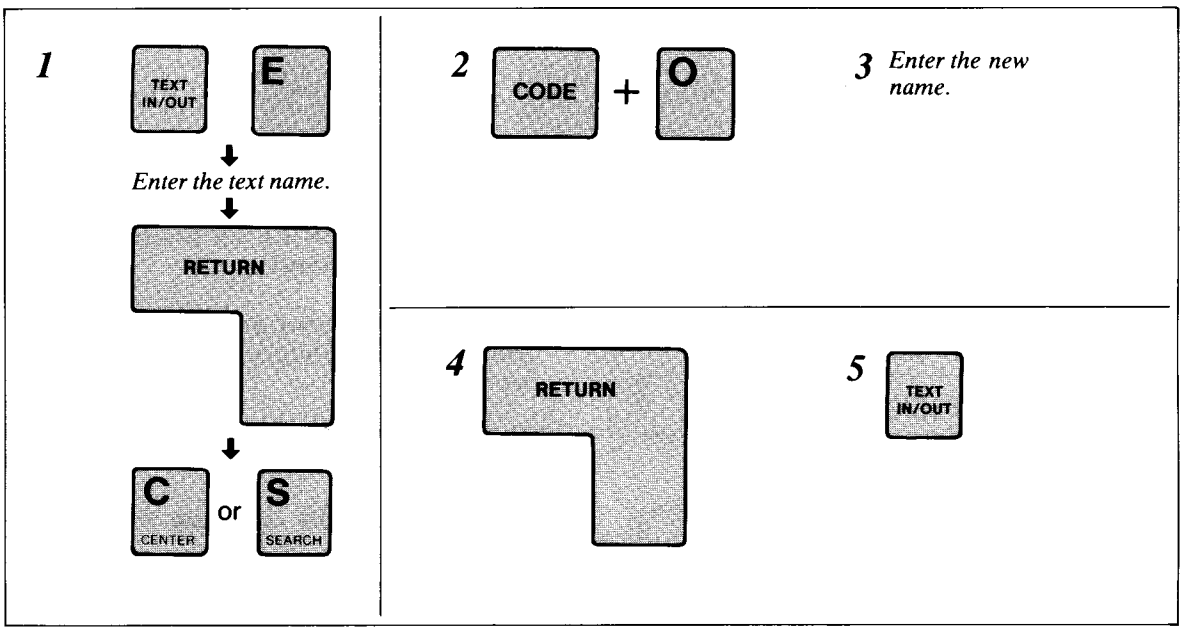
2 *Depress the* ***CODE+Q*** *keys.*
The Display will show:

MOVE/COPY/DELETE?

3 *Depress the "****D****" key to delete the information block.*

T ⊞ The quick yellow fox jumps over◀

K To Rename a Text



1 *Recall your text.*
[Refer to the steps 1–4 of "To Modify a Text (File)" on p. 41.]
The Display will indicate the beginning of the text.

2 *Depress the **CODE+O** keys.*

NEW NAME=

3 *Enter the new name.*

4 *Depress the **RETURN** key.*
If the name you just entered is already being used, the Display will show:

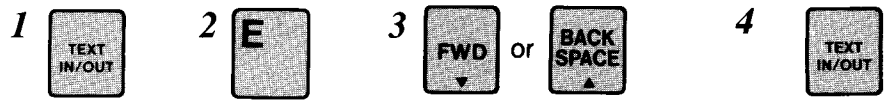
ALREADY EXISTS

5 *Depress the **TEXT** key to close the text.*

- *Your text is now renamed. In the future, the new text name should be used because the original is no longer in memory.*

MEMORY

L To List Texts on the Display



There may be times when you need to know the names of the texts which are stored in memory. To display each text name successively:

1 *Depress the **TEXT** key.*

TEXT IN/EDIT/LIST?

2 *Depress the "**E**" key.*

TEXT NAME=

3 *If you don't remember the text name, depress the **FWD** key.*
Your Display will show the name of the first text which you have in memory.

- *Continue depressing the **FWD** key to scroll forward through the remaining text names.*
- *Depress the **BACKSPACE** key to scroll backward through then text names.*
- *When you have reached the last text in memory, your typewriter will beep to indicate "End of Memory".*
- *To select a text to edit or print, depress the **RETURN** key when the correct text name is displayed.*

4 *Depress the **TEXT** key to exit the text listing command.*

MEMORY

M To Print the Text Listing

1 *Depress the **TEXT** key.*

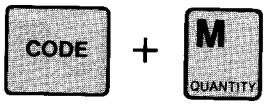
TEXT IN/EDIT/LIST?

2 *Depress the "**L**" key.*
The names of the texts in memory will be printed on the paper.

PRINTING

- *The amount of available memory will also be printed.*

N Memory Left

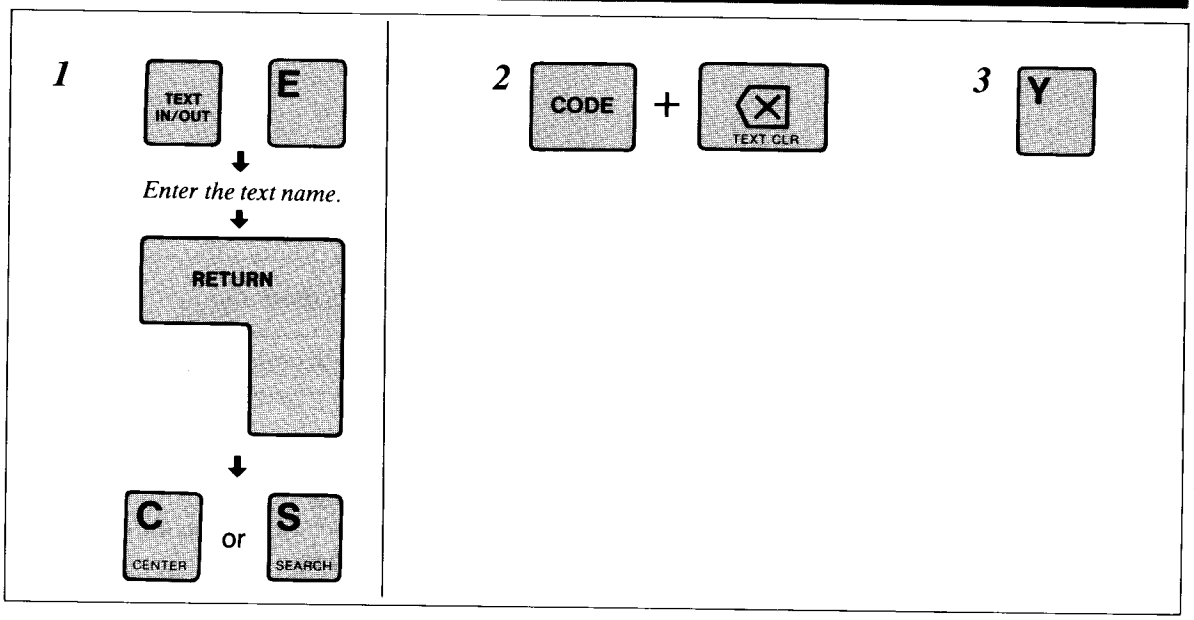


Occasionally you will want to know how much memory is available before entering a new text. To find out;

Depress the ***CODE+M*** *keys.*
The Display will show the following for about one second.

(# chr. available) CHARACTER LEFT

O To Clear a Text from Memory



When you no longer need a particular text, or need the space to enter a new text, you can delete an old text from memory as follows:

1 *Recall your text. [Refer to the steps 1–4 of "To Modify a Text (File)" on p. 41.]*

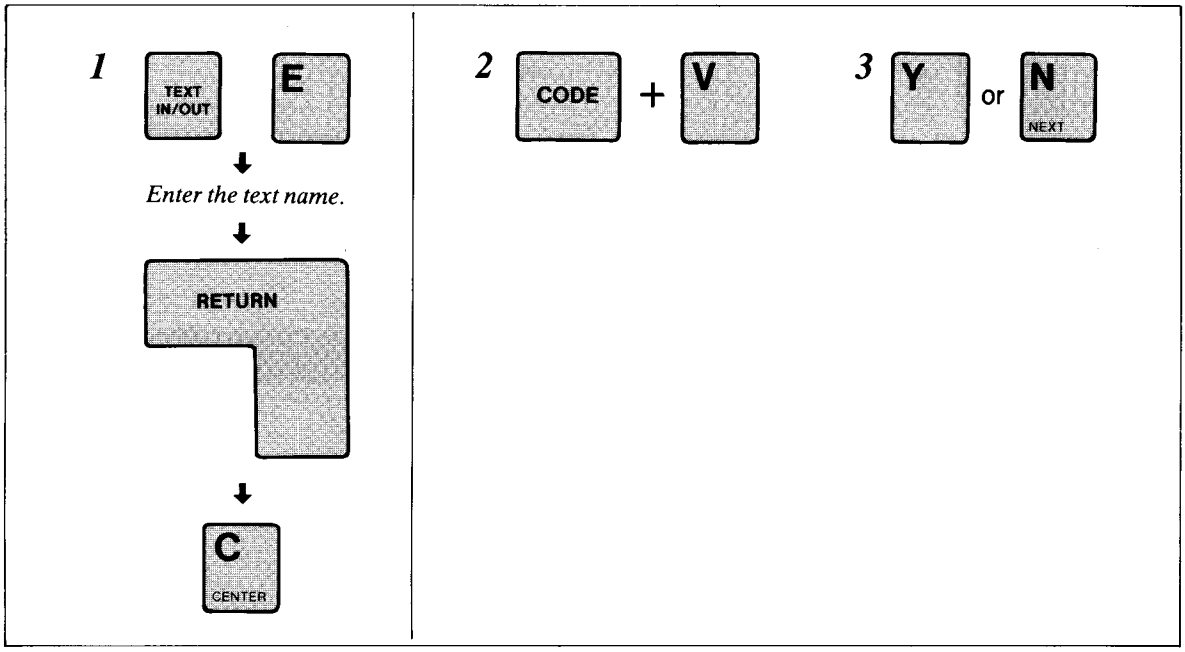
2 *Depress the* ***CODE+CANCEL*** *(⌫) keys.*

CLEAR THIS TEXT Y/N?

3 *Depress the "Y" key to delete the text from memory.*
- *If you want to exit from this mode without deleting the text, depress the "N" key.*

MEMORY

P To Change the Margin Format in the Text



This typewriter allows you to change the margin format in the text memory to the current margin format.

1 *Recall your text. [Refer to the steps 1–4 of "To Modify a Text (File)" on p. 41.]*
Depress the "C" key to choose the current margin format.

2 *Depress the* ***CODE+V*** *keys.*

CHANGE FORMAT Y/N?

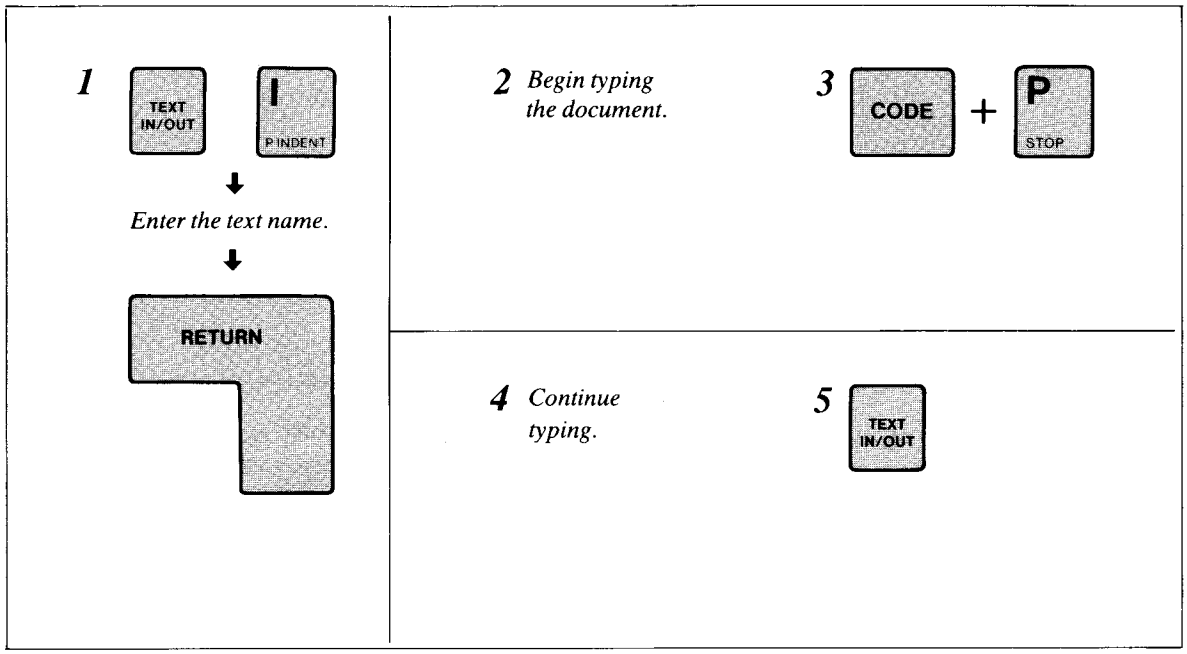
3 *Depress the "Y" key to store the current margin format in the text.*
Depress the "N" key, if you do not want to change the format.

3-4 APPLICATION

A Stop Code

You may have to type a letter and send it to several different people. Each letter must be personalized and have specific but different information inserted into the body of the text. These different bits of information are referred to as "variables".
Your typewriter will allow you to enter a text and instruct it to stop printing at a particular point so that you may insert the variable within the body of the letter.
This code "to stop printing and insert variables" is called a ***Stop Code****.*

To Store a Text with Stop Codes



1 *Perform the steps 1–4 of "To Store Information in the Text Memory" on p. 37.*

2 *Begin typing the document.*

3 *When you are at the position within the text where you want to insert variable information: Depress the* ***CODE+P*** *keys.*

STOP CODE WAS SET

4 *Continue typing.*
When your Typing Mode selector is set to the "L/L" or "JUST", the symbol "S" appears on the Display at the position where the stop codes will be inserted.
(See the example below.)

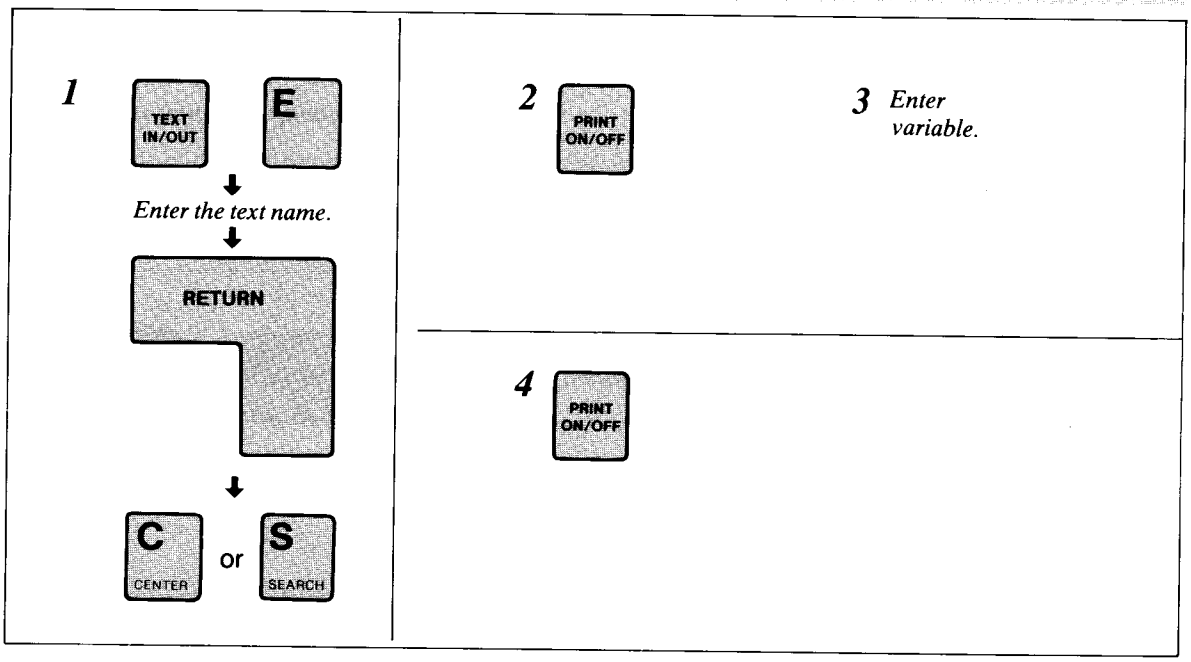
7 The quick yellow S jumps over◀ 32

- *Continue entering the stop codes following the above procedure for all locations where the variables will be inserted.*

5 *When you have completed entering the text, depress the* ***TEXT*** *key again to store the stop codes and close your text.*

MEMORY

To Print a Text with Stop Codes



1 *Perform steps 1–4 of "To Modify a Text (File)" on p. 41 to recall the text.*
The Display will indicate that you are at the beginning of the text.

2 *Depress the **PRINT** key to print to the point where the first stop code was set. The Display will show:*

STOP CODE

- *In the "L/L" or "JUST" mode, this message will be displayed for about one second, then the symbol "S" appears on the Display at the position where the stop code was set.*

3 *Enter your variable which will be inserted in the first position by typing it or recalling it from the Phrase Memory. (**CODE+1-20+RETURN key**)*

4 *Depress the **PRINT** key to resume printing.*

- *Continue inserting the variables until you have completed the text.*

B To Store Information with No Print

This typewriter allows you to store phrases and texts with the NO PRINT feature. By using this feature you can store information without printing them on the paper.

When storing in the phrase memory:

- *Perform step 1 of "To Store Information in the Phrase Memory" on p. 33.*
- *Depress the **PRINT** key or the **CODE+PRINT** keys. The Display will show:*

1 P ◀60

- *Perform steps 2–3 of "To Store Information in the Phrase Memory" on p. 33.*

When storing in the text memory:

- *Perform steps 1–4 of "To Store Information in the Text Memory" on p. 37.*
- *Depress the **PRINT** key or the **CODE+PRINT** keys. The Display will show:*

T P ◀60

- *Perform steps 5–6 of "To Store Information in the Text Memory" on p. 37.*

*When you use the **PRINT** key, the carriage will move corresponding to the Typing Mode Selector. When you use the **CODE+PRINT** keys, the carriage will not move.*

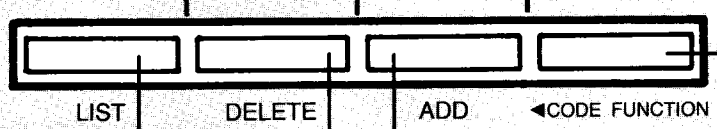
4-1 ACCU-SPELL PLUS™ (Spell Verifying/Correcting Feature)

When you misspell a word, Accu-Spell Plus informs you by means of an indication on the Display and a buzzer. In this case, by using Accu-Spell Plus Function you can replace the misspelled word with the correct word. The typed words are checked by the basic dictionary, which contains about 63,000 words, and also the user's dictionary.

You can register about 120 words in the user's dictionary. These words can be deleted and changed. Also, a list of the registered words can be printed or displayed.

•Accu-Spell Plus™ is a trademark of the Spell Correct Function in the U.S.A.

•The following keys are used as Accu-Spell Plus Function keys.



Accu-Spell Plus Indicator
*Lights when the **Accu-Spell Plus ON/OFF** key is depressed, indicating that Accu-Spell Plus is activated.*

CANCEL • LIST Key
Cancels Accu-Spell Plus operation.
*Lists the words registered in the user's dictionary when used with the **CODE** key.*

Accu-Spell Plus ON/OFF Key
Activates or deactivates Accu-Spell Plus.

REPLACE • DELETE Key
Replaces the misspelled word with the correct one.
*Deletes the words from the user's dictionary when used with the **CODE** key.*

SC/NEXT • ADD Key
Shows a misspelled word on the Display when Accu-Spell Plus Function operates. Each time you depress this key, a new suggestion for the correct word will show.
*Registers the words in the user's dictionary when used with the **CODE** key.*

CODE + F FIND *. . Use this operation to check the spelling of an entire text file.*

ACCU-SPELL PLUS

International CorrectSpell English licensed from Houghton Mifflin Company. U.S. Pat. No. 4,580,241. Copyright © 1985, 1987 by Houghton Mifflin. All rights reserved. Reproduction or disassembly of embodied algorithms or database prohibited. Based upon The American Heritage Dictionary.

Accu-Spell Plus operates when you make an input from your keyboard.
It does not work during Text Printing.

A Accu-Spell Plus Operation

1 *Depress the **Accu-Spell Plus ON/OFF** key. The Accu-Spell Plus Indicator will light.*

2 *While Accu-Spell Plus is activated, enter the words as usual.*

3 *When you end a word (by depressing the **SPACE BAR** or **RETURN** key, etc.), it will be checked.*
- *If the word is not contained in either the basic dictionary or the user's dictionary, the typewriter will judge it to be a misspelled word, the buzzer will sound, and the word will flash on the Display.*
- *If the word is found in either the basic dictionary or the user's dictionary, the buzzer will not sound and the Display will remain unchanged.*
- *If the **RETURN** key is depressed immediately after typing a misspelled word, the buzzer will sound but the word will not flash on the Display. (Except text edit mode)*

4 *Depress the **SC/NEXT** key.*
The Display will show.

SEARCH FOR ALTERNATIVES

- *A correctly spelled word will show on the Display.*
  *If it is not the desired word, depress the **SC/NEXT** key again to display the next suggestion.*
  *Repeat the above operation until the desired word will be displayed. You can also call the previous or next suggestion by depressing the **BACKSPACE** or **FWD** key.*
  If the correct word to be replaced cannot be found more, the Display will show.

NO MORE ALTERNATIVES

*In this case, depress the **CANCEL** key and use the ordinary correction method.*

5 *When the desired word will be displayed, depress the **REPLACE** key.*
The misspelled word will be replaced with correct one.

- *You can correct the misspelled word during its flashing.*
- *If the length of the correct word is different from the misspelled word in the "TPWR" mode, the misspelled word and the following characters are deleted and reprinted.*
- *If the word to be inserted is longer than the misspelled word, causing the line to go past the right limit margin.*
  The Display will show.

WORD TOO LONG

- *If no suggestion is found when the **SC/NEXT** key is depressed.*
  The Display will show.

NO ALTERNATIVES

Word Endings

Accu-Spell Plus checks a word when it has been completed.
The typewriter judges that a word has been completed when you perform one of the following operations:
- *when you depress the **SPACE BAR** after a word*
- *when you depress the **RETURN** key*
- *when you depress a function key to move the carriage (**TAB**, **SPACE BAR**, etc.)*
- *when you perform Right Margin Flush or centering*

When you enter a character after entering a hyphen at the end of a line, the automatic return is performed and the word will be connected to the beginning of the next line, and will be spell verified as a single word.

Accu-Spell Plus checks spelling according to the following rules.

- *Numbers and symbols are also treated as part of a word. For example, "etc" is treated as a mistake while "etc." is judged correct.*
- *Symbols before and after a word such as " (quotation marks) and ? (question mark) are first removed from the word before it is spell verified. For example, "Great!!" is judged correct, but "Gleat!!" is judged incorrect.*
- *Some punctuation errors are detected. For example, "word:)" is judged as an error and the buzzer will sound.*
- *Some errors of apostrophe are detected. For example, "now's" and "at's" will be judged incorrect.*
- *A word consisting of several words joined by hyphens, such as "mother-in-law", is spell verified as a single compound word.*
- *Accu-Spell Plus takes into account the difference between capital letters and small letters. If you type "check, Check, CHECK", all of these words will be judged correct. This is because when a word is at the beginning of a sentence, it starts with a capital letter, while if it is part of a title it consists entirely of capital letters. If, however, you type "CHeck", it will be judged incorrect.*
- *In the case of words which always begin with a capital letter, such as America, both "America" and "AMERICA" will be judged correct, however "america" will be judged incorrect.*

Sometimes the buzzer will sound even if you type a correct word, because the word is not in the basic dictionary.
If you only use the word occasionally, you can ignore the buzzer and continue typing. If you use the word fairly frequently, it is a good idea to register it in the user's dictionary.

B How to Verify/Correct the Spelling of an Entire File

1. *While Accu-Spell Plus is activated, depress the **TEXT** key, enter the text name or the phrase number (1–20) to be verified, and depress the **RETURN** key.*
2. *Move to the desired position to start the check.*
3. *Depress the **CODE+F** keys.*
4. *Each word in the text will be verified from the indicator arrow position sequentially to the end of the text.*
   The Display will show:

VERIFYING

5. *If a word that is not in the dictionary is found, spell verification will be interrupted, the buzzer will sound, and the word will appear as a flashing indication on the Display.*
6. *Correct the misspelled word by depressing the **SC/NEXT** key and the **REPLACE** key.*
7. *To continue spell verification depress the **CODE+F** keys.*
8. *If no misspelled words are found in any part of the text or the phrases, the following message will appear on the Display, and the indicator arrow position remains unchanged.*

VERIFIED

C How to Add Words to the User's Dictionary

1 *Enter the word to be registered.*

2 *Depress the **CODE+SC/NEXT** keys.*

3 *The word will be registered in the user's dictionary.*
The Display will show:

ADDED

- *You can register a word by depressing the **CODE+SC/NEXT** keys immediately after the check.*
- *You can also register a word by first moving the carriage to the desired word and then depress the **CODE+SC/NEXT** keys.*
- *You can also register words which include numbers and symbols.*
  But at least two alphabet characters should be included for registration. The Display will show:

NOT ACCEPTED

- *If there is no room in the user's dictionary memory to register the word, the buzzer will sound. The Display will show:*

DICTIONARY FULL!

In this case, you must first delete a word or words already registered in order to register the new word.

- *If the word which you want to register is already registered in the basic dictionary or user's dictionary, the Display will show:*

ALREADY EXISTS

- *You can add the word maximum 30 characters. If you attempt to add a word of more than 31 characters, the Display will show:*

WORD TOO LONG

D How to Delete Words from the User's Dictionary

1 *Enter the word to be deleted.*

2 *Depress the **CODE+REPLACE** keys.*

3 *The word will be deleted from the user's dictionary. The Display will show:*

DELETED

- *You can delete a word by depressing the **CODE+REPLACE** keys immediately after the check.*
- *You can delete a word by first moving the carriage to perform a check, then immediately after the check, depress the **CODE+REPLACE** keys.*
- *If the word which you want to delete from the basic dictionary or the user's dictionary can not be found, the Display will show:*

NOT FOUND!!

- *If you try to delete a word from the basic dictionary, the Display will show:*

CAN NOT DELETE

- *While displaying a list of the registered words, you can delete a displayed word by depressing the **CODE+REPLACE** keys.*

E How to List the Words in the User's Dictionary

How to Display the Contents of the User's Dictionary

1 *Depress the* ***CODE+CANCEL*** *keys.*
The first word in the user's dictionary will appear on the Display.

2 *Each time you depress the* ***FWD*** *key or the* ***BACK SPACE*** *key, the next or the previous word will be displayed in alphabetical order.*
- *You can see the contents of the user's dictionary from any point only by entering the capital letter you want to display from.*
- *By depressing the* ***CODE+REPLACE*** *keys, the word displayed will be deleted.*

3 *After the last word in the user's dictionary has been displayed, the Display will show:*

LIST MODE END

How to Print the Contents of the User's Dictionary

1 *While in the List Mode, depress the* ***PRINT*** *key. Printing will start from the current word.*

2 *If you want to stop printing, depress the* ***PRINT*** *key. After the present line has been printed, printing will temporarily stop.*

3 *By depressing the* ***PRINT*** *key once again, printing will start.*

4 *After the last word in the user's dictionary has been printed, the Display will show:*

LIST MODE END

How to Exit the List Mode (Printing/Display)

1 *While in the List Mode, depress the* ***Accu-Spell Plus ON/OFF*** *key.*

2 *Accu-Spell Plus will be deactivated and the Accu-Spell Plus Indicator will go out:*

3 *By depressing the* ***Accu-Spell Plus ON/OFF*** *key once again, Accu-Spell Plus will be reactivated.*

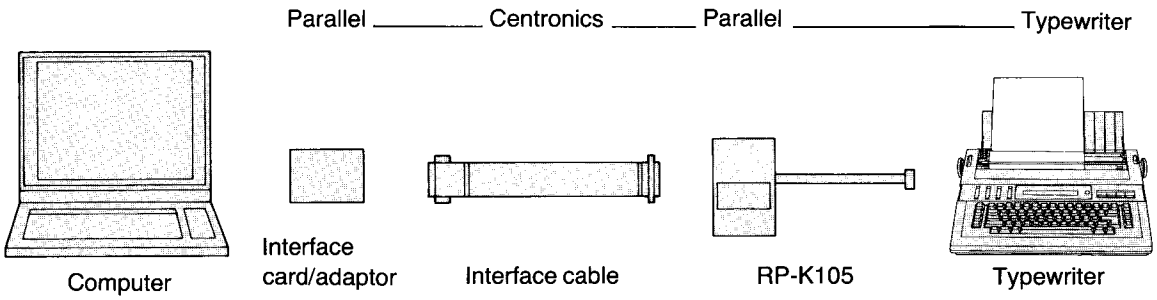
5-1 USE AS A PRINTER (with RP-K105)

To use this unit as a printer, the following must be purchased separately.
- ***RP-K105** (Interface Adaptor), optional*
- *Interface cable*
- *Interface card (if necessary for your computer)*

A Connection to a Computer

This unit has an input that is designed to receive data from the Panasonic RP-K105 Interface Adaptor. In turn, the RP-K105 connects to the computer (or to its external interface adaptor).

This typewriter can be used as a printer to print data from a computer that is equipped with a parallel (Centronics) interface.



- *If your computer is not equipped with a Centronics parallel interface then you will need to purchase one for your computer.*
- *Turn the **POWER** switch off before proceeding with the connections.*

Before connecting the computer, refer to the operating instructions for the RP-K105 and your computer.

B Operation

1 *Depress the **CODE+E** keys.*

EXTERNAL MODE: ON LINE

2 *Set the ON-LINE Mode switch of the RP-K105. Then send a print command from the computer.*

3 *To stop printing temporarily, depress the **PRINT** key of the typewriter.*

EXTERNAL MODE: OFF LINE

- *Depress the **PRINT** key again to resume printing.*

- *While data is being received by the Interface Adaptor, the Carriage automatically returns when it reaches the right margin. The paper advances one line and printing continues.*
- *If the **POWER** switch of the typewriter is turned off and printing is forcibly stopped while data is being transmitted, the data will remain in the buffer memory of the RP-K105 Interface Adaptor. When printing is to be resumed, stop the transmission from the computer and turn off the **POWER** of the RP-K105 Interface Adaptor to clear the buffer memory.*
- *When the **PRINT** key is depressed, printing will stop after the current line has been printed.*

PRINTER

Character Set

Every computer has a set of letters, numbers, and symbols that it can display. This is called its "character set". Every printer also has a character set, that is, the numbers, letters, and symbols that it can print.

Unfortunately, these character sets do not match perfectly from computer to computer or printer to printer. Fortunately, enough of the characters do match so that you can print English sentences and, of course, numerals. The characters that don't match are usually the foreign character accents and other special symbols.

Lower \ Upper	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			SP	0	@	P	`	p			ß	¨	Ú	ù		
1			!	1	A	Q	a	q			½	Ä	á	ˆ		
2			"	2	B	R	b	r			¼	Ë	é	Â		
3			#	3	C	S	c	s				Ï	í	Ê		
4			$	4	D	T	d	t				Ö	ó	Î		
5			%	5	E	U	e	u				Ü	ú	Ô		ñ
6			&	6	F	V	f	v				ä	`	Û		
7			'	7	G	W	g	w				ë	À	â		
8	BS		(	8	H	X	h	x			ç	ï	È	ê		
9	HT		)	9	I	Y	i	y				ö	Ì	î		˜
A	LF		*	:	J	Z	j	z			¡	ü	Ò	ô		Ã
B		ESC	+	;	K	SP	k	SP			¿	´	Ù	û		Õ
C			,	SP	L	SP	l	SP			¢	Á	à			Ñ
D	CR		–	=	M	SP	m	SP			£	É	è			ã
E			.	SP	N	ˆ	n	˜				Í	ì			õ
F			/	?	O	_	o					Ó	ò			

(SP=Space)

•For the five types of accent symbols (Codes, B0H, BBH, C6H, D1H, F9H) the carriage respectively stops at the printing position and moves after printing the next character.

Control Codes

Symbol	Code	Operation
BS	08H	Back Space
HT	09H	Tabulation
LF	0AH	Line Feed
CR	0DH	Carriage Return
ESC	1BH	Special functions in combination with the following code

•Expansion Function

ESC+"E"..... (1BH+45H) ..... Bold ON
ESC+"F"..... (1BH+46H) ..... Bold OFF
ESC+"G"..... (1BH+47H) ..... Bold ON
ESC+"H"..... (1BH+48H) ..... Bold OFF
ESC+"—"+00H ..(1BH+2DH+00H)..Underline OFF
ESC+"—"+01H ..(1BH+2DH+01H)..Underline ON
ESC+"—"+"0" ..(1BH+2DH+30H)..Underline OFF
ESC+"—"+"1" ..(1BH+2DH+31H)..Underline ON

Auto Line Feed Operation

Automatic Line Feed can be selected by setting the Carriage Return Mode as shown below.

•Automatic Carriage Return Mode
Auto Line Feed ON

•Manual Carriage Return Mode
Auto Line Feed OFF

Code	Auto Line Feed ON	Auto Line Feed OFF
CR	Carriage Return, Line Feed	Carriage Return
LF	Carriage Return, Line Feed	Line Feed
CR+LF	Carriage Return, Line Feed	Carriage Return, Line Feed
LF+CR	Carriage Return, Line Feed	Carriage Return, Line Feed

6-1 LIST OF CODE KEY FUNCTIONS

CODE + A (AUTO) ..... *sets/releases auto carrier return mode*

CODE + B (BOLD) ..... *sets/releases BOLD print*

CODE + C (CENTER) ..... *centers information*

CODE + E ..... *sets the machine to be used as a printer to print data from a computer*

CODE + F (FIND) ..... *finds mistype (at edit mode)*

CODE + H (HALF SP) ..... *Half spacing*

CODE + I (P. INDENT) ..... *sets/releases Paragraph Indent*

CODE + J (MICRO SP) ..... *moves the carriage by 1/60 inch (Micro-Pitch Spacing)*

CODE + L (IMPRESS) ..... *controls the impact of the printed characters*

CODE + M (QUANTITY) ..... *checks the remaining memory quantity*

CODE + N (NEXT) ..... *locates next position of the word being searched*

CODE + O ..... *renames texts*

CODE + P (STOP) ..... *sets a Stop Code in a text*

CODE + Q (BLOCK) ..... *moves, copies and deletes information block in a text*

CODE + R (RMT) ..... *prints information with the last character on each line aligned at the right margin*

CODE + S (SEARCH) ..... *searches words in a phrase or a text*

CODE + U (X) ..... *sets/releases Underlining*

CODE + V ..... *stores Margin Format and changes Margin Format in a text*

CODE + X (REPLACE) ..... *replaces words in a phrase or a text*

CODE + *1-20* + RETURN ..... *recalls/stores phrase memory*

CODE + BACK SPACE ▲ ..... *scrolls backward through the first characters of each line in a phrase or a text*

CODE + FWD ▼ ..... *scrolls forward through the first characters of each line in a phrase or a text*

CODE + ⌫ (TEXT CLR) ..... *makes correction manually in normal mode/clears phrases or texts*

CODE + – ..... *Permanent Hyphen*

CODE + Space Bar ..... *Permanent Space*

CODE + TAB (Ω TAB) ..... *aligns decimal points at the preset tab stops*

CODE + TAB CLR ..... *clears all tabs*

CODE + RETURN ..... *searches the return mark while executing the word search command or the word replace command*

CODE + LOCK (CAPS) ..... *presets the unit for typing capital letters, lower case numbers, punctuation marks and symbols*

CODE + PRINT ON/OFF ..... *stores information without printing or carriage movement*

CODE + RELOC EXP ..... *moves the carriage to the beginning of the line without line spacing*

CODE + CANCEL (LIST) ..... *lists the words registered in the user's dictionary*

CODE + REPLACE (DELETE) ..... *deletes words from the user's dictionary*

CODE + SC/NEXT (ADD) ..... *registers words in the user's dictionary*

6-2 LIST OF DISPLAY MESSAGES

Message	*Description*
ADDED	*You can register the word into the use's dictionary.*
ALREADY EXISTS	*The entered word has already been registered in the user's dictionary. The entered text name has already been stored in the memory.*
AUTO COLUMN	*You can perform the Auto Column function.*
AUTO COLUMN END	*The Auto Column is completed.*
BOLD	*Bold print is in operation.*
BOLD & UNDERLINE	*Both bold and underline modes are in operation.*
CAN NOT DELETE	*You can not delete the word. Because the entered word has already been registered in the basic dictionary.*
CHANGE-WD=	*Enter the word or words you want to replace.*
CHANGING	*The machine is changing words.*
CHANGE FORMAT Y/N?	*Do you want to change the margin format stored in the text?*
# CHARACTER LEFT	*The numeric value represents the number of characters left in memory.*
CHECK PRINTER!	*Something is wrong with the printer. Check the typewriter.*
CHECK MARGIN WIDTH!!	*The margin is too small. Check the margin width.*
CLEAR THIS PHRASE Y/N?	*Do you want to clear this phrase from memory?*
CLEAR THIS TEXT Y/N?	*Do you want to clear this text from memory?*
CODE	***CODE** key is depressed.*
#COLUMNS [MAX # CHR.]	*Indicate the number of columns and the maximum number of characters.*
CONTINUE TEXT Y/N?	*Do you want to continue typing in the text?*
CONTINUE Y/N?	*Do you want to continue printing?*
COPY THIS PHRASE Y/N?	*Do you want to add this phrase to the body of a text?*
DELETED	*You can delete the word from in the user's dictionary.*
DICTIONARY EMPTY!	*There are no words in the user's dictionary.*
DICTIONARY FULL!	*There is no memory in the user's dictionary.*
EXTERNAL MODE: OFF LINE	*The machine can not receive the data from a computer and stop printing.*
EXTERNAL MODE: ON LINE	*The machine can receive the data from a computer and you can use it as a printer.*
HOW MANY COLUMNS? 2-12	*How many columns?*
IMPRESSION: # (desired No.)	*Typing impression is changed.*
INPUT DATA	*Enter each column's data.*
INPUT HEADING Y/N ?	*Do you want to enter the heading or data?*

Message	*Description*
LID OPEN	*The top cover is opened.*
LIST MODE END	*This position is end of list.*
MARGIN CURRENT/STORED?	*Which margin format do you want to use, the current one or the one you used when storing?*
MEMORY FULL!	*Entire memory capacity has been used.*
MOVE/COPY/DELETE?	*Do you want to move the block?; copy the block?; delete the block?*
NEW NAME=	*Enter the new name for a stored text.*
NO ALTERNATIVES	*Alternatives is not in the basic and user's dictionaries.*
NO MORE ALTERNATIVES	*The basic and user's dictionaries have no more alternative.*
NOT ACCEPTED	*The entered word is error.*
NOT FOUND!!	*The required word is not within this phrase or text, or the text not in the memory. The entered word does not exist in the user's dictionary.*
PHRASE # (the selected No.)	*The selected phrase number is entering.*
PRINTING	*The machine is printing.*
REPLACE-WD=	*Enter the word or words you want to insert.*
SEARCH-WD=	*Enter the information you want to search for.*
SEARCH FOR ALTERNATIVES	*Alternative is been searching for.*
STOP CODE	*Insert variable information here and depress the* ***PRINT*** *key to continue text.*
STOP CODE WAS SET	*Stop printing command for variable entry.*
TEXT IN/EDIT/LIST?	*Do you want to enter a text; recall a text; or print a list of texts in memory?*
TEXT NAME=	*Enter the name of the text.*
TEXT PRINTING	*The typewriter is printing from text or phrase memory.*
TOO MANY TAB STOPS!	*You have tried to enter more than the maximum number of tab stops.*
TOP OF LIST	*This position is top of list.*
UNDERLINE	*Underline mode is in operation.*
VERIFIED	*Verifying is completed.*
VERIFYING	*The machine is verifying.*
WEAK BATTERY!	*The battery needs recharging.*
WORD TOO LONG	*The entering word is too long.*

6-3 OTHERS

A Troubleshooting

• *Check the points below before returning your typewriter for service.*

Symptom	Cause	Remedy/check
No operation; even when keys are depressed, nothing appears on the Display.	The plug for the Ni-Cd Battery Pack is not correctly connected.	Correctly connect the plug for the Ni-Cd Battery Pack.
	The **POWER** switch is turned "OFF" or Power Cord is unplugged.	Turn the **POWER** switch "ON". Plug in the Power Cord.
	The LCD Contrast Adjuster is set to low contrast.	Adjust the setting of the LCD Contrast Adjuster.
	The battery has run down after a very short period of use, even though it was correctly charged.	Replace the battery pack with a new one. (optional)
Unit does not print correctly, or printing is blurred.	Flashing Display (battery has worn out).	Recharge the battery.
	Paper Release Lever is in Release position.	Push lever to Lock position.
	End of Ribbon Cassette or Correction Tape.	Replace with new Ribbon Cassette or Correction Tape.
No deletion even with the **CANCEL** (⊠) key; blurred characters.	Correction Tape is not installed, or installed incorrectly.	Install Correction Tape.
Buzzer sounds during typing and typing is disabled (keys do not function).	Carriage at right margin.	Depress the **RETURN** key and move carriage to next line.
		Depress the **MAR REL** key and continue printing on same line.
	Text Memory is full.	Re-edit the data or cancel the Text Memory Mode.

B Product Service

Should your Panasonic product ever require service, refer to the Directory for an Authorized Servicenter or consult your authorized Panasonic dealer for detailed instructions.

6-4 OPTIONAL ACCESSORIES

- *Replacement parts and accessories are available through your local authorized parts distributor.*
- *For the authorized distributors in your area, call toll free: 1-800-447-4700.*

Part No.	Description	Comment
	Daisywheel Printing Element	
KX-R10	COURIER 10	1 unit
KX-R11	PRESTIGE PICA 10	1 unit
KX-R12	PRESTIGE ELITE 12	1 unit
KX-R13	SCRIPT 10/12	1 unit
KX-R14	GOTHIC 15	1 unit
KX-R20	Correctable Film-Ribbon Cassette	1 unit
KX-R21	Fabric Ribbon Cassette	1 unit
KX-R30	Lift-off Correction Tape	2 units
KX-R31	Cover-up Correction Tape	2 units
KX-R40	Ni-Cd Rechargeable Battery Pack	1 unit
KX-R50	Correctable Film-Ribbon Cassette	2 units
KX-R51	Correctable Film-Ribbon Cassette	3 units
	Lift-off Correction tape	2 units
RP-K105	Interface Adaptor	1 unit

6-5 SPECIFICATIONS

Print Element:	Daisywheel; 96 characters
Print Speed:	12 cps
Print Pitch:	10, 12, 15
Line Spacing:	1, 1½, 2
Paper Width:	12"
Writing Line:	10"
Ribbon:	Correctable Carbon Ribbon Fabric Ribbon (Optional)
Correction Tape:	Lift-off Tape Cover-up Tape (Optional)
Operating Modes:	TPWR, L/L, JUST
Memory Life:	Min. 5 years
Correction Memory:	1 line
Phrase/Text Memory:	12,000 Characters
Built-in dictionary:	63,000 words
User dictionary:	120 words
Display Type:	Liquid Crystal Display with contrast adjuster
Display size:	30 chr. +counter
Interface:	Parallel (Centronics) with optional Interface Adaptor RP- K105 (receive only)
Power Requirements:	AC 120 V ±10% 60 Hz DC (Ni-Cd, Optional)
Power Consumption:	35 W (Approx. 3 W: When the power switch is turned off)
Operating Temperature:	41°F (5°C) to 95°F (35°C)
Operating Humidity:	20 to 80% RH
Storage Temperature:	−4°F (−20°C) to 140°F (60°C)
Dimensions:	16 13/16" (W)×14 3/4" (D)×4 3/8" (H) (427×375×112 mm)
Weight:	12¾ lbs. (5.8 kg)

To locate an Authorized Servicenter in your area within the Continental U.S.A.

DIAL TOLL FREE: 1-800-447-4700

24 Hours a Day, 7 Days a Week

Consumers requiring assistance with service matters should contact the appropriate Regional Administration Office:

EASTERN
2250 Cabot Blvd., West
Langhorne, PA 19047
(215) 741-0676

Covers:
CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, DC, WV

MIDWEST
425 East Algonquin Road
Arlington Heights, IL 60005
(312) 981-4842

Covers:
IL, IN, IA, KS, KY, MI, MN, MO, NE, ND, SD, OH, WI

WESTERN
6550 Katella Avenue
Cypress, CA 90630
(714) 895-7438

Covers:
AK, AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA, WY

SOUTHERN
1854 Shackleford Court, Suite 105
Norcross, GA 30093
(404) 925-6860

Covers:
AL, AR, FL, GA, LA, MS, NC, SC, TN, TX, OK

Consumers requiring product information or operating assistance with a consumer product should contact:

CONSUMER AFFAIRS DEPARTMENT 2F-3
50 Meadowland Parkway Secaucus, N.J. 07094 (201) 392-4767/4768

Service in Puerto Rico

MATSUSHITA ELECTRIC OF PUERTO RICO, INC.
Panasonic Sales Company/Factory Servicenter
Calle Rosarito, Edif. D, Ceramica Industrial Park
Carolina, Puerto Rico 00630 (809) 750-5135

Service in Hawaii

PANASONIC HAWAII, INC.
91-238 Kauhi Street, Ewa Beach P.O. Box 774
Honolulu, Hawaii 96808-0774 (808) 682-1521

F80120

Your product is designed and manufactured to ensure a minimum of maintenance. However, should your unit ever require service, a nationwide system of FACTORY SERVICENTERS and AUTHORIZED INDEPENDENT SERVICENTERS is maintained to support your product's warranty.

Service in the Continental U.S.A. ... Factory Servicenters

MATSUSHITA SERVICES COMPANY
Division of Matsushita Electric Corporation of America
50 Meadowland Parkway, Secaucus, New Jersey 07094

ALABAMA
2523-5th Avenue, South
Birmingham, AL 35233
205-252-4195

ARIZONA
2121 Priest Drive, South
Suite 107
Tempe, AZ 85282
602-968-8645

CALIFORNIA
6550 Katella Avenue
Cypress, CA 90630
714-895-7425
930 South Mt. Vernon Drive
Colton, CA 92324
714-825-3110
800 Dubuque Avenue
So. San Francisco, CA 94080
415-871-6373
20201 Sherman Way
Suite 102
Canoga Park, CA 91306
818-709-1775
4830B Viewridge Avenue
San Diego, CA 92123
619-560-9200

COLORADO
14401 E. 33rd Place
Suite E
Aurora, CO 80011
303-371-6968

FLORIDA
16175 NW 52nd Avenue
Miami, FL 33014
305-624-6521
4115 W. Kennedy Boulevard
Tampa, FL 33609
813-872-2686

GEORGIA
1575 N[illegible]nside Dr.
Suite 32[illegible] [illegible]tlanta, GA 30318
404-351-89/8
4245 International Blvd.
Suite C
Norcross, GA 30093
404-925-6880

ILLINOIS
425 E. Algonquin Road
Arlington Heights, IL 60005
312-981-4840

MARYLAND
Sulphur Spring Business Park
1638 Sulphur Spring Road
Baltimore, MD 21227
301-242-2607

MASSACHUSETTS
385 University Avenue
Westwood, MA 02090
617-329-4280

MINNESOTA
7860-12th Avenue, South
Airport Business Center
Bloomington, MN 55420
612-854-8624

MISSOURI
13711 Rider Trail North
Earth City, MO 63045
314-739-5301

OHIO
494 Northland Boulevard
Cincinnati, OH 45240
513-851-4180

PENNSYLVANIA
2250 Cabot Blvd.,
West Langhorne, PA 19047
215-741-0661
4986 Library Road, Rt. 88
Hillcrest Shopping Center
Bethel Park, PA 15102
412-343-0555

TENNESSEE
925-8th Avenue, South
Nashville, TN 37203
615-244-4434

TEXAS
7420 Harwin Drive
Houston, TX 77036
713-781-1528
4500 Amon Carter Blvd.
Fort Worth, TX 76155
214-550-0201

WASHINGTON
20425-84th Ave., South
Kent, WA 98032
206-872-7922

MEMO

Panasonic Company
Division of Matsushita Electric
Corporation of America
One Panasonic Way, Secaucus,
New Jersey 07094

Panasonic Hawaii, Inc.
91-238 Kauhi Street Ewa Beach
P.O. Box 774
Honolulu, Hawaii 96808-0774

Panasonic Sales Company
Division of Matsushita Electric
of Puerto Rico, Inc.
Ave. 65 De Infantería, KM9.7
Victoria Industrial Park
Carolina, Puerto Rico 00630

Printed in Japan

PJQX5611ZA F0588K0

This is a test.

Panasonic R350 Test

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!@#$%¢&*(_QWERTYUIOPçÂSDFGHJKL:"ZXCVBNM¡¿?

Test this out

15 CPI Any Difference?
12 CPI Any Difference?
10 CPI Any Difference

10 CPI. Any Difference?

Straight typing. Seemm to work just fine.