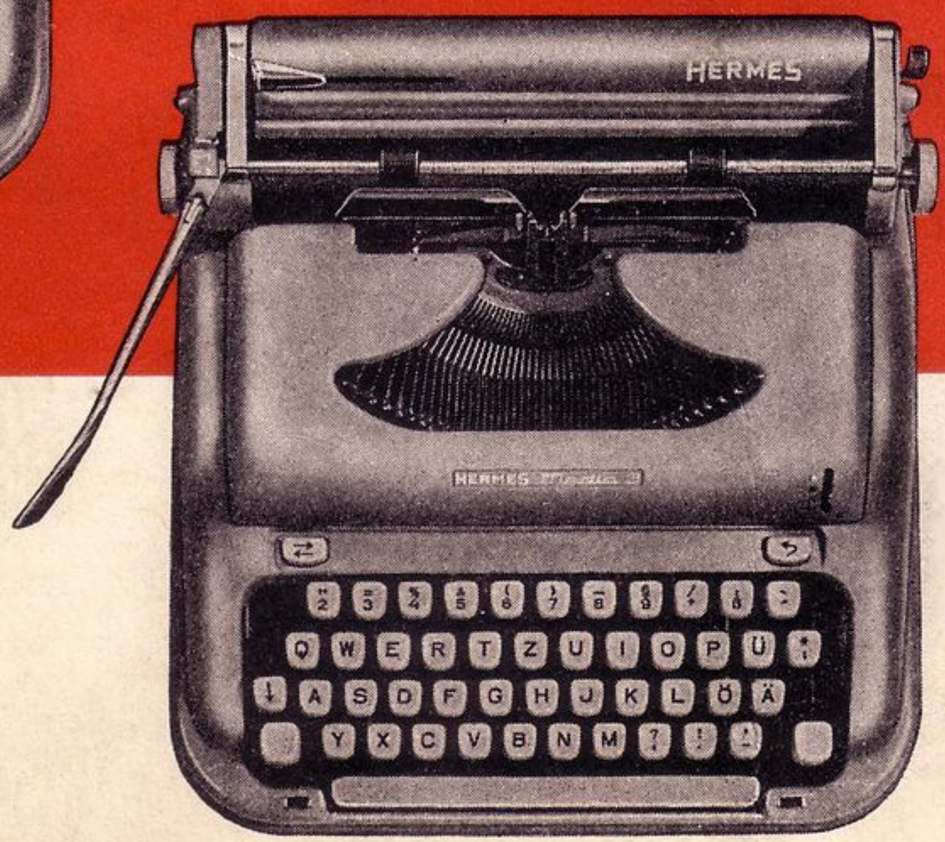
Hermes 3000

Hermes Media 3



How to use your

HERMES

portable

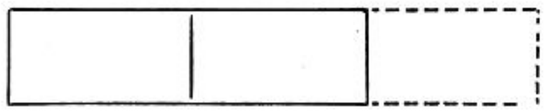
raillard produits

1. To obtain the best possible results from your machine, read these instructions carefully. Use the index on page 1 for easy reference.
2. If you need further advice contact an official HERMES agent, preferably the one who sold you the machine.
3. Make it a habit each night to put your typewriter in its case.
4. When erasing, move the carriage completely to the left or right. This will avoid rubber dust clogging the type-bars.
5. Make sure that the type of your HERMES is always clean, for a neat letter is a pleasure to read.
6. We should particularly warn you against tampering with the machine yourself, as any such interference would render invalid the benefits of your guarantee.

Machine Number

Each machine has a number stamped near the left-hand ribbon spool, under the front protection plate. To save time, always quote this number in any relevant correspondence with your HERMES agent.

Before reading these instructions, unfold the back cover as in the following diagram.



N.B. — The numbers quoted in the text refer to the specification at the end of this booklet.

If the machine is delivered with the factory packing, see the instructions given on the back cover page.

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SPECIFICATION

Diagram . . . . . inside back cover

* On the HERMES 3000 only.

Opening the carrying case

Place the machine flat with the handle towards you. Push to the right the catch arrowed in the illustration ; lift the lid by the handle, at the same time tilting it backwards. It will then lift off easily. **Do not pull the handle right out as this automatically prevents the opening or closing of the case.**
HERMES 3000 : If the case is locked, give the key a complete turn in a clockwise direction and then remove it.

Closing the carrying case

To replace the lid, reverse this procedure, not forgetting to centre the carriage first (see next paragraph) and, if necessary, lower the paper supports (19).

Freeing and locking (centering) the carriage

a) The carriage is locked ; to free it, press the lever 33 and pull the carriage to the right until the lever becomes disengaged from the notch.

b) To lock (centre) again the carriage, maintain pressure on the lever 33 with the forefinger, whilst resting the thumb against the small plate 34, or on the Media 3 against the inside of knob 35, so as to brake the run of the carriage. When the centre position is reached, the carriage will lock automatically.

Paper insertion

Having raised the paper supports (19), insert the paper between the platen and the paper table (27). When the paper is firmly held, turn the platen by the right or left knob (35 or 10) so that the paper feeds in. For the best results, see that the transparent card holders (20 and 24) cover the largest area of paper possible at the moment of introduction, and that the rubber rollers (17 and 29) of the paper bail (23) are sufficiently close to each other, particularly in the case of a narrow sheet of paper or a postcard. These rollers may be positioned anywhere to the left or right.

Adjusting the paper

If the paper is crooked, pull forward the paper release lever (30) thus freeing the paper from all pressure and then adjust it so that it is parallel with the paper bail (23.) Return the lever 30 to its original position.

Paper supports

This feature (19) prevents the paper from coming into contact with the back of the machine or from touching the table. It is particularly useful when typing stencils. It also enables one to see clearly the written text. To bring the paper supports into position, one has merely to raise one of the two arms resting against the back protection plate (28).

Transparent card holders (guide lines)

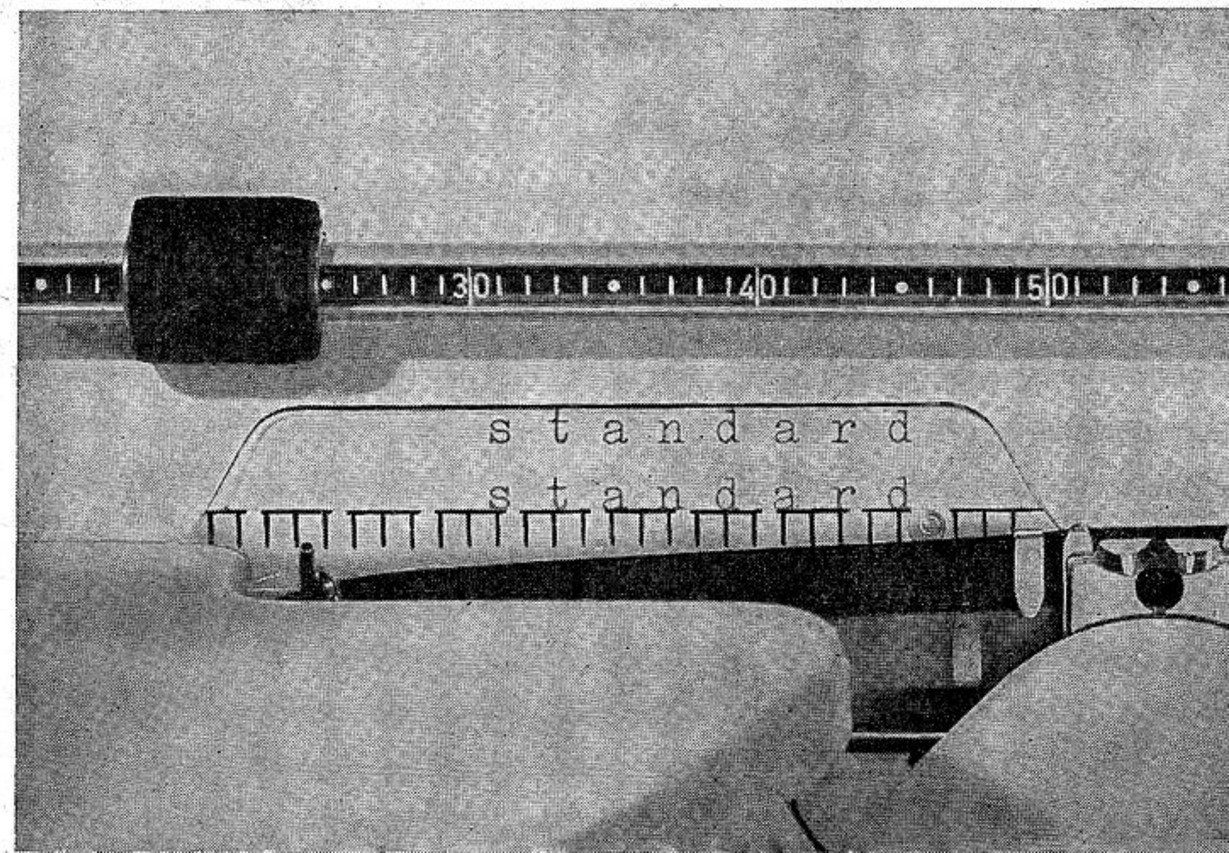
The card holders (20 and 24) allow one to type both at the top of the paper, even before it passes under the paper bail (23), and to the very end of the sheet. They also serve as line guides, since the top of the graduation (26) indicates the height of the writing line. Each vertical division marks the exact centre of a character (see illustration). It is therefore quite easy to replace in its correct position any document which has had to be removed.

End of page

There are two openings (16 and 36) in the plate covering the front feed rollers, which enable one to watch the progress of the paper and have ample warning of when the end of the page is reached. (See white line.)

Movable paper side guide

On the left-hand side of the paper table there is a guide (15) which can be moved sideways. It ensures that sheets of paper are always inserted in the same place, and have the same left-hand margin without having to set a new margin stop each time. It also enables a sheet to be re-inserted in the right position for corrections.



Capital letters

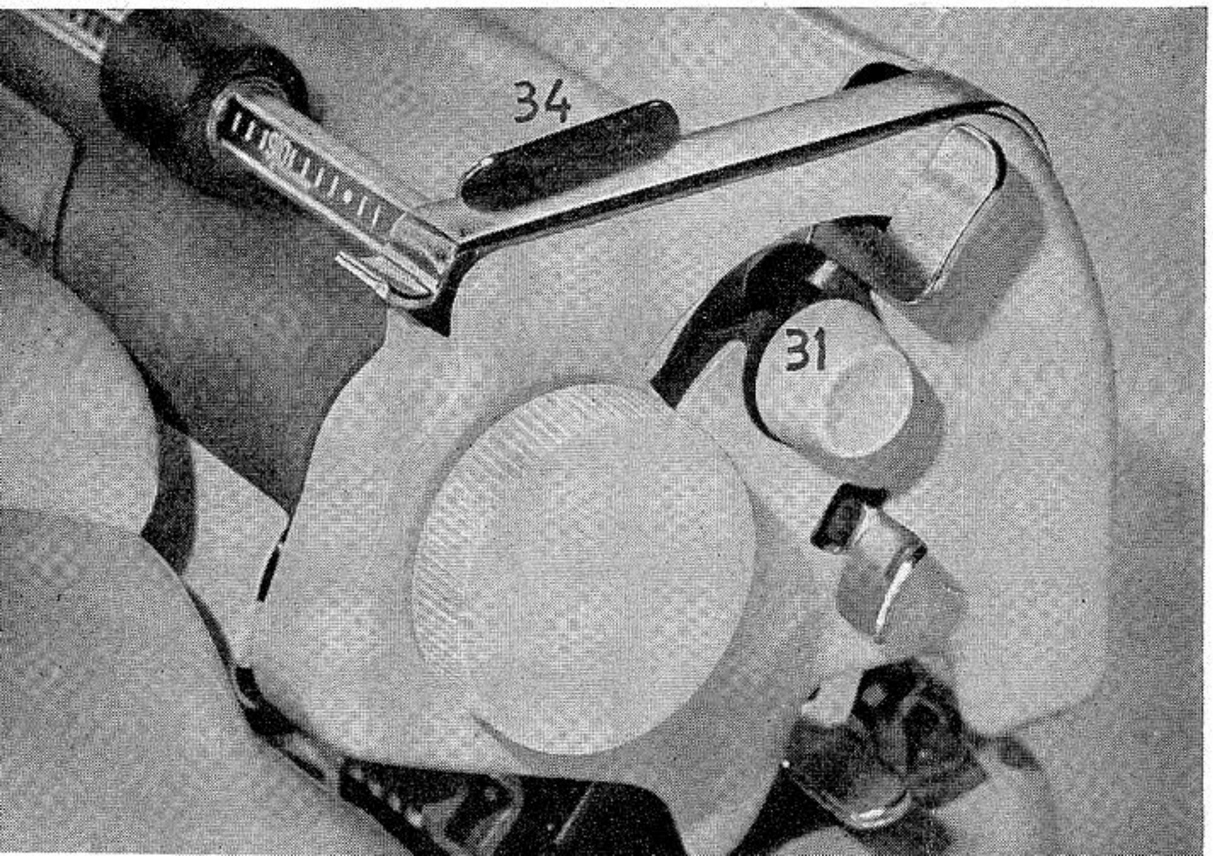
To write capital letters or those signs in the upper case, press one of the keys 1 or 45 which are found on each side of the keyboard ; pressure must be maintained whilst typing the sign. To write a series of capitals, press down completely the shift lock (2). To return to normal writing (small letters) press the left shift key (1).

Space bar

The space bar (46) is used to move the carriage from right to left, for separating two words or leaving blank spaces.

Buttons for moving the carriage

When pressing these buttons (13 and 31) with the forefinger, the carriage will move quickly from right to left. When using the right-hand button (31) brake the carriage slightly by resting the thumb against the small plate (34) for the 3000, or against the inside of the right platen knob for the Media 3 (see illustration).



Back spacer

The back spacer (42) serves to return the carriage space by space. This key should not be struck, but pressed right down and then released.

Line spacer

The line spacing and carriage return are obtained simultaneously in a single movement by working the line space lever (7) with two or three fingers of the left hand. Three different line spacings are possible, thanks to the line space selector 11.

Platen release for:

a) **writing between two lines.** When the selector 11 is opposite the white dot, the platen is free, **but the previous line spacing will be re-engaged** as soon as the selector 11 is returned to its original position. This device is particularly useful when you wish to return to the original spacing after making an addition or correction between the lines.

b) **writing on lined paper.** On the other hand, it is possible, **by pulling out** the left-hand platen knob (10) to free the platen completely **so that it will not re-engage the original spacing.** This procedure may be used when typing on lined paper or forms, for which none of the three line spacings are suitable or, for example, when re-inserting a page already begun. Push in the knob 10 to re-engage the platen and the line spacing.

Drawing pencil lines quickly

To draw vertical or horizontal lines quickly, insert the sharp point of a pencil in one of the holes (21) of a card holder, and either move the carriage sideways, or turn the platen.

Intermediate table (on the HERMES 3000 only)

This feature (14) is extremely useful when correcting the various copies or adding hand-written notes without having to remove the paper from the machine.

Margins

The stops — the positions (18 and 25) of which are clearly visible in the paper bail (23) on the "3000" — are used to fix the left and right-hand margins of the text. To set the left-hand margin, move the carriage to where the first typed sign is to appear, and pull forward the lever 12. The margin is automatically set in the required position. For the right-hand margin, follow the same procedure, using lever 32, after having moved the carriage to where the end of the line is required.

To move the left-hand margin further to the left, pull forward lever 12 whilst moving the carriage into the new position. Then release the lever 12. To move the right-hand margin more to the right, pull forward the lever 32 with the middle finger, whilst at the same time pressing with the index finger on button 31 to move the carriage. Let the carriage slide to where the new margin is required, braking the movement slightly by resting the thumb on the small plate 34 or against the inside of platen knob 35.

N.B. — When the carriage is blocked, the left-hand margin is locked.

Margin (end of line) and jammed type bar release key

The type bars lock automatically about seven spaces after the warning bell. To write past the margin, press the margin release key (43) (on the Media, 4). It is then possible to type as far as the end of the platen. This key also enables one to type beyond the left-hand margin without altering the margin stop. Pressure must be maintained on the key when typing over the stop.

The same key has a second use. When two type bars become jammed, press on this key to release and return them to their proper places.

Individual touch regulator (on the HERMES 3000 only)

By means of the lever 5 it is possible to adjust the touch to your own taste. When the lever is right down, the touch is soft and becomes progressively harder as the lever is raised.

Changing the ribbon colour

The position of the selector lever 40 in relation to the four coloured dots on the right of the front protection plate indicates the ribbon colour in use. The blue dot corresponds to the upper portion of the ribbon, the yellow to the centre position, and the red to the lower portion. When the selector 40 points to the white dot, the ribbon is neutralized (for stencils). For Script type machines, the use of a two-colour ribbon is not recommended.

Stencils

To type a stencil, the following procedure is necessary. Neutralize the ribbon, raise the paper supports (19) and clean the type thoroughly. Insert the stencil and take care to type very regularly.

Choosing the ribbon and spools

To function smoothly, a ribbon must fulfil certain conditions. The spool on which it is wound must have the same fittings as a HERMES spool. It must be ½" (13 mm.) wide and have an eyelet at least 5" (12 cm.) from each end. For the best results the ribbon should be both thin and strong.

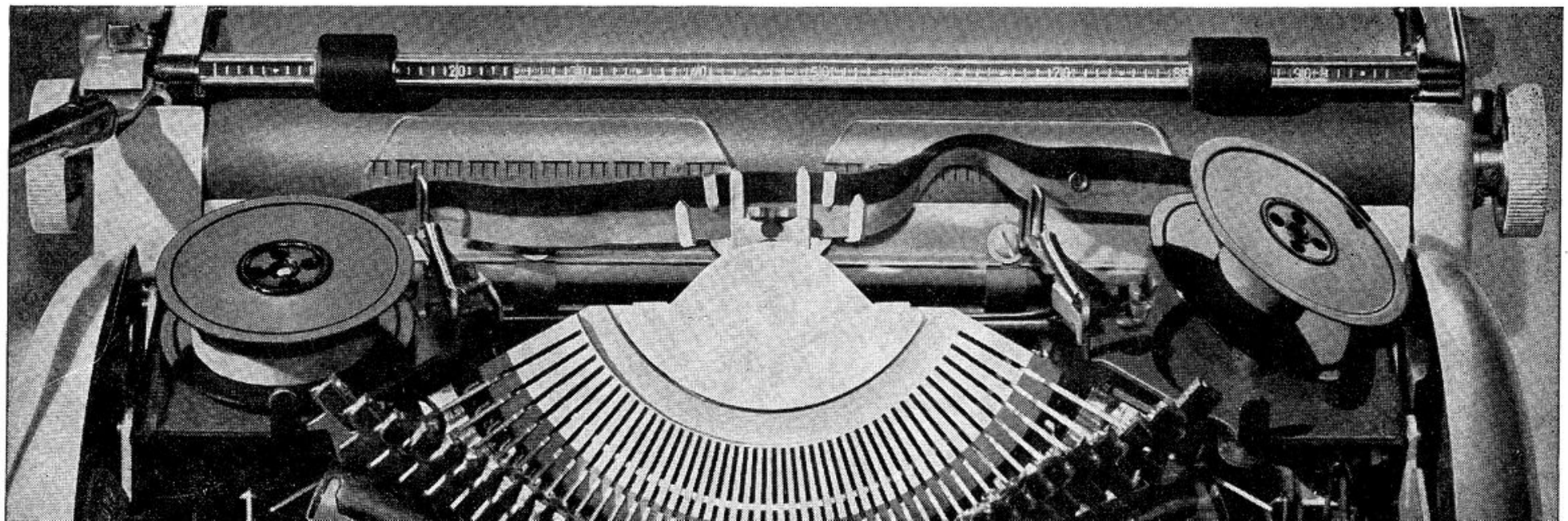
Reversing the ribbon direction

1) **Automatically.** When the ribbon has wound itself completely onto one spool, it will automatically reverse and wind back onto the other. This will only happen, however, if the ribbon is fitted with eyelets.

b) **By hand.** If, for some reason or other, you wish to change the direction of the ribbon yourself, push sideways one of the ribbon guides (9 or 37).

How to change the ribbon

1. Remove the front protection plate (6) by taking hold of the two points (8 and 38) and pulling the plate towards you, lifting it at the same time. Before doing this, make sure that the line space lever (7) is sufficiently to the left. The ribbon mechanism is now accessible, and you should first take careful note of how the old ribbon is fitted.
2. Wind the ribbon onto one of the spools until the eyelet appears.
3. Depress the shift lock so as to raise the ribbon carrier (39).
4. Remove the ribbon from the carrier (39) and then from the two side guides (9 and 37).
5. Remove the two spools and detach the used ribbon. Hook the new ribbon onto the empty spool and **wind it at least as far as the eyelet.**
6. Place the two spools securely on their axles (with the red at the bottom if the ribbon is bi-coloured) making sure that the pin under the axle fits into the second eccentric hole in the spool. Take care also that the eyelet is positioned between the axle of the spool and one of the side guides (9 or 37), then fit the ribbon in the two slots of the carrier (39). Finally, pass the ribbon through the two side guides (9 and 37). Having done this, replace the front protection plate (6).



Automatic tabulator

This is a device by means of which the carriage moves automatically from column to column.

a) **Setting tabulator stops**

The scale on the paper bail (23) corresponds to the tabulator stops. If, for example, you want the carriage to stop at the 30th space, move it along until the slot of the type bar guide (22) is opposite point 30 on the paper bail scale, and then press the key + (3). Repeat the same operation for other stops. At each successive pressure on the key TAB (4) the carriage will stop in the pre-selected position.

b) **Clearing individual tab stops**

To clear any particular stop which is no longer required, press the TAB key to bring the carriage to the point where the stop is set, and then press the key — (44).

c) **Clearing all tab stops**

To clear all the stops at once, press the key — (41).

Français : Les machines à écrire "HERMES" sont livrables dans de nombreuses écritures, dont:

English : "HERMES" typewriters are available with numerous styles of writing, namely:

Deutsch : Die "HERMES" Schreibmaschinen sind in zahlreichen Schriftarten lieferbar, darunter:

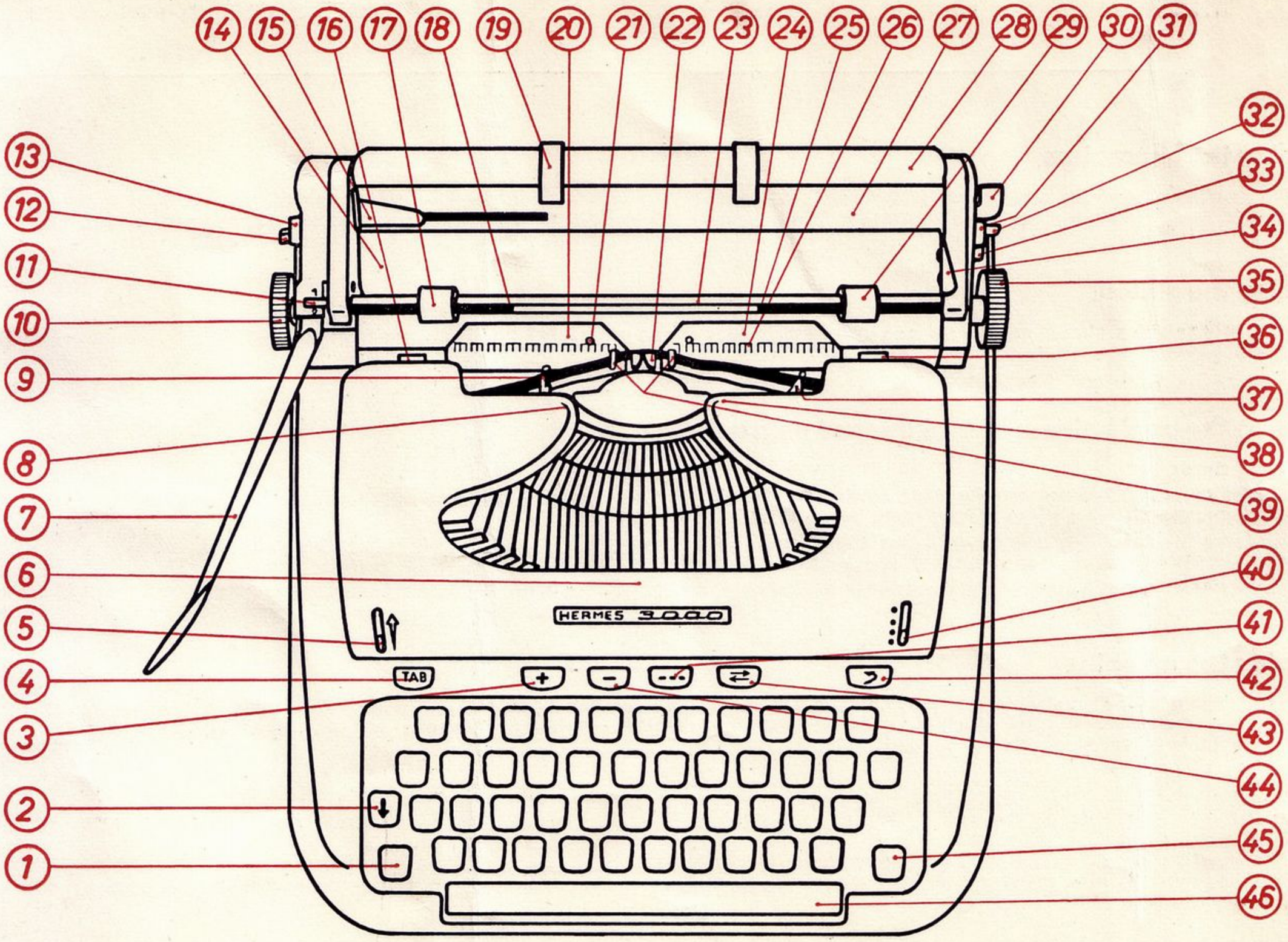
Espagnol : Las máquinas de escribir "HERMES" se entregan con numerosas escrituras . He aquí algunas:

Ecritures - Types Schriftarten - Tipos	Baby	Media	3000	Stand.	Ambas.
Economic	–	–	–	x	x
Petit-Pica	–	x	x	–	–
Elite	x	x	x	x	x
Hermès Speciale	–	x	x	x	x
Pica	x	x	x	x	x
Director	–	x	x	x	x
Bloc	–	–	–	x	x
Techno	–	x	x	x	x
	↑	↑	↑	↑	↑
	1st tab stop	2nd tab stop	3rd tab stop	4th tab stop	5th tab stop

Specification

HERMES 3000 + Media 3

1. Left shift key (page 4)
2. Shift lock (page 4)
3. Key for setting tabulator stops (page 8)
4. Tabulator key (page 8)
   On the Media : margin and jammed type bar release key (page 6)
5. Touch regulator (page 6)
6. Front protection plate (page 7)
7. Line space lever (pages 4, 7)
8. Left point of the front protection plate (page 7)
9. Left ribbon side guide (page 7)
10. Left platen knob (pages 2, 5)
11. Line space selector (pages 4, 5)
12. Left margin stop (pages 5, 6)
13. Left button for moving the carriage (page 4)
14. Intermediate table (page 35)
15. Movable paper side guide (page 3)
16. Left opening in front feed rollers cover plate (page 3)
17. Left rubber roller (page 2)
18. Left margin indicator (page 5)
19. Paper supports (pages 2, 3, 6)
20. Left card holder (pages 2, 3)
21. Hole in left card holder (page 5)
22. Type bar guide (page 8)
23. Paper bail (pages 2, 3, 5, 8)
24. Right card holder (pages 2, 3)
25. Right margin indicator (page 5)
26. Card holder graduations (page 3)
27. Table (page 2)
28. Rear protection plate (page 3)
29. Right rubber roller (page 2)
30. Paper release lever (page 3)
31. Right button for moving the carriage (pages 4, 5)
32. Right margin stop (page 5)
33. Lever for locking the carriage (page 2)
34. Small plate for braking run of the carriage (pages 2, 4, 5)
35. Right platen knob (pages 2, 5)
36. Right opening in front feed roller cover plate (page 3)
37. Right ribbon side guide (page 7)
38. Right point of the front protection plate (page 7)
39. Ribbon carrier (page 7)
40. Selector lever for ribbon colour (page 6)
41. Key for clearing all tabulator stops (page 8)
42. Back spacer (page 4)
43. Margin and jammed type bar release key (page 6)
44. Key for clearing individual tabulator stops (page 8)
45. Right shift key (page 4)
46. Space bar (page 4)



N.B. — On certain machines the positions of keys 4 and 42 are interchanged.

Cleaning the characters

To maintain a clear impression, clean the type face regularly — brushing from back to front — with the brush provided. If certain type faces are clogged with hard ink, this can be removed by tapping them with a brush moistened with petrol.

Cleaning the platen

The rubber platen should only be cleaned with alcohol. **Never use petrol,** benzine or any other liquid which may be harmful to the rubber.

Cleaning the card holders, space bar and painted parts

Important:

Avoid the card holders coming into contact with petrol, alcohol or any diluting agent as this would affect their transparency. Clean them with a cloth moistened in soapy water.

Likewise the space bar and platen knobs **should never be cleaned with organic solvents** (petrol, paraffin, turpentine, trichlorethylene, alcohol, etc.) but with soapy water.

On the other hand, a cloth slightly moistened with alcohol may be used to clean the painted parts.

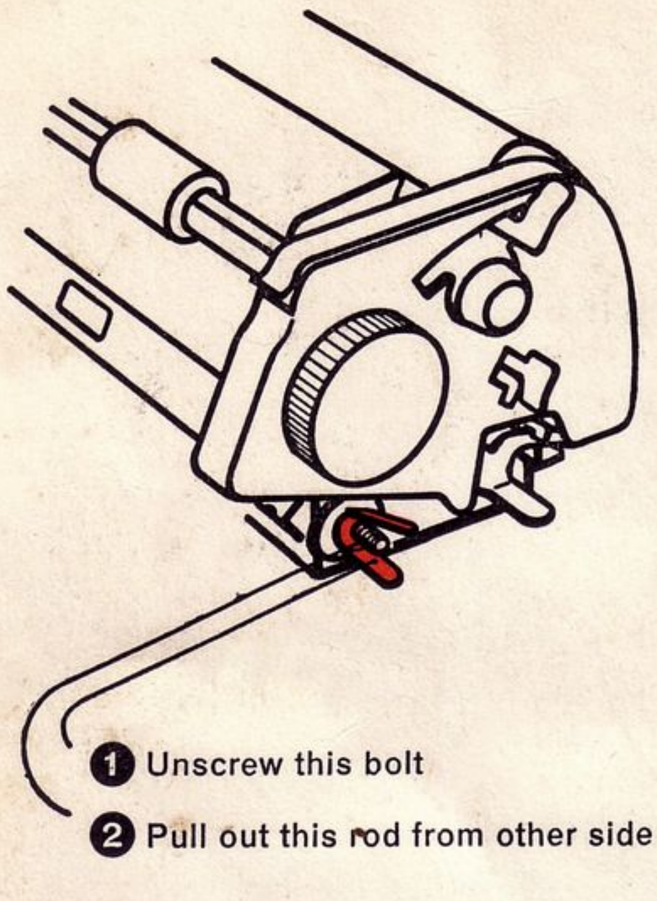
Cleaning the machine

Clean the machine regularly without dismantling it. Remove the rubber particles and dust by means of the soft brush which is also provided. The parts which must be cleaned in this way are perfectly accessible, and the utmost care should be taken not to break the springs or damage other parts.

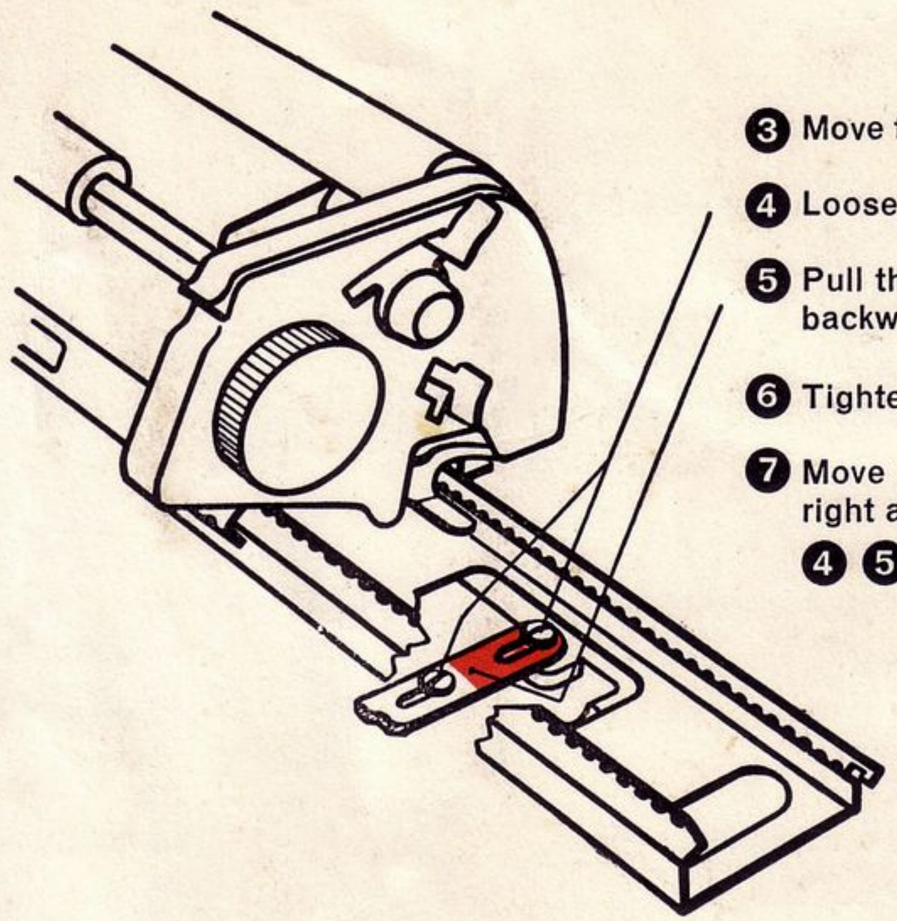
Oiling

The machine should not be oiled too frequently, as this encourages dust to collect. **Never oil the segment slots** in which the type bars move, or the type bars themselves. We strongly advise you to have the machine cleaned and checked at least once a year by a HERMES agent.

UNPACKING



1. Unscrew this bolt
2. Pull out this rod from other side



3. Move the carriage to the extreme left
4. Loosen these two screws
5. Pull the red-painted bar completely backwards
6. Tighten the two screws 4
7. Move the carriage to the extreme right and repeat the operations 4 5 6

Manufacturers:
PAILLARD S.A.
Yverdon
(Switzerland)

For cleaning and overhauling your typewriter, we advise you to contact an official **HERMES** agent.

Paillard S.A. reserves the right to modify at any time and without previous notice, the appearance, characteristics and prices of the machines described in the present instruction booklet.

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