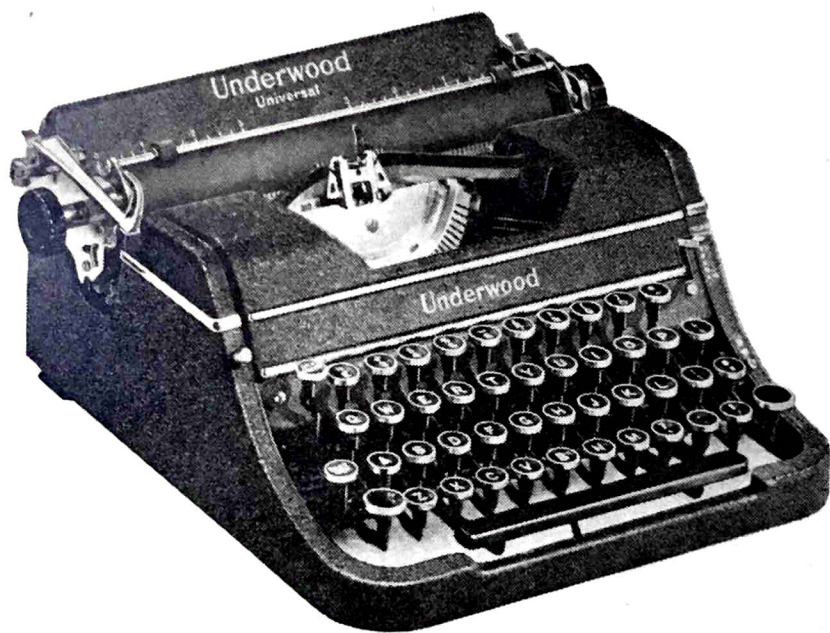


How to Use the
UNDERWOOD
UNIVERSAL TYPEMASTER



U n d e r w o o d

Standard, Noiseless and Portable Typewriters—Accounting Machines

UNDERWOOD ELLIOTT FISHER COMPANY

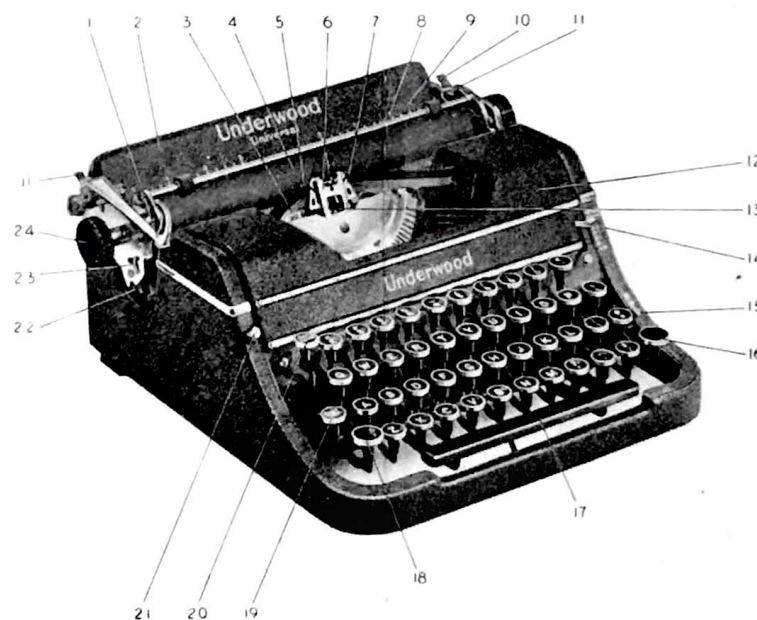
ONE PARK AVENUE

NEW YORK, N. Y.

"Underwood, Elliott-Fisher, Sundstrand—Speed the World's Business"

How to Use THE UNDERWOOD UNIVERSAL TYPEMASTER

TO UNLOCK CARRIAGE—SIMPLY
MOVE CARRIAGE TO THE RIGHT



Centralizing Carriage

See that the Variable Line Spacer Platen Knob (No. 24) is pressed in, then raise the Carriage Centralizing Lock (No. 22) at left side of Carriage Rail, then depress Carriage Release until Carriage stops, when it will be locked.

1. **LINE SPACE LEVER**—Spaces paper for new line of writing and returns Carriage.
2. **PAPER TABLE**—Tilted backward when setting Marginal Stops.
3. **PAPER SCALE**—For aligning paper and is located two spaces below line of writing.
4. **PLATEN**
5. **LINE FINDER SCALE**—Indicates line of writing. Used for making corrections and setting to lines.
6. **TYPE BAR GUIDE**
7. **RIBBON CARRIER**—Raises Ribbon to printing point.
8. **PAPER BAIL**—Holds paper when writing at bottom.
9. **PAPER CENTERING SCALES**—Are used to quickly and accurately center paper on Cylinder.
10. **FEED ROLL RELEASE LEVER**—Releases paper for straightening.
11. **CARRIAGE RELEASE LEVER**—Carriage may be moved freely in either direction when Lever is released.
12. **OUTSIDE FRAME COVER**—Raised when replacing a Ribbon. See Changing Ribbons.
13. **CYLINDER SCALE POINTER**—Indicates position of Carriage.

14. **TOUCH TUNING**—Regulates the touch. When Lever is at top position, the touch is lightest. When at bottom, touch is heaviest.
15. **COLOR SELECTING LEVER**—Black position writes on upper half of ribbon; red lower half. White on central position for stencil cutting.
16. **SHIFT KEY, RIGHT**—For writing capital letters.
17. **SPACE BAR**—Used in spacing between words.
18. **SHIFT KEY, LEFT**—For writing capital letters.
19. **SHIFT LOCK**—To lock Carriage on upper case to write all capital letters. Release by pressing Shift Key (left) No. 18.
20. **BACK SPACER**—To move Carriage one or more spaces to the right.
21. **MARGINAL STOP RELEASE BUTTON**—Pressing the Release Button allows writing beyond the set limits of Marginal Stops.
22. **CARRIAGE CENTRALIZING LOCK**—Locks Carriage in central position, before replacing Cover.
23. **LINE SPACE ADJUSTING LEVER**—Set for single, double or triple spacing between lines.
24. **VARIABLE LINE SPACER PLATEN KNOB**—When pulled out, Cylinder can be moved by hand to write on ruled lines or spaces that do not conform to the regular spacing of machine.

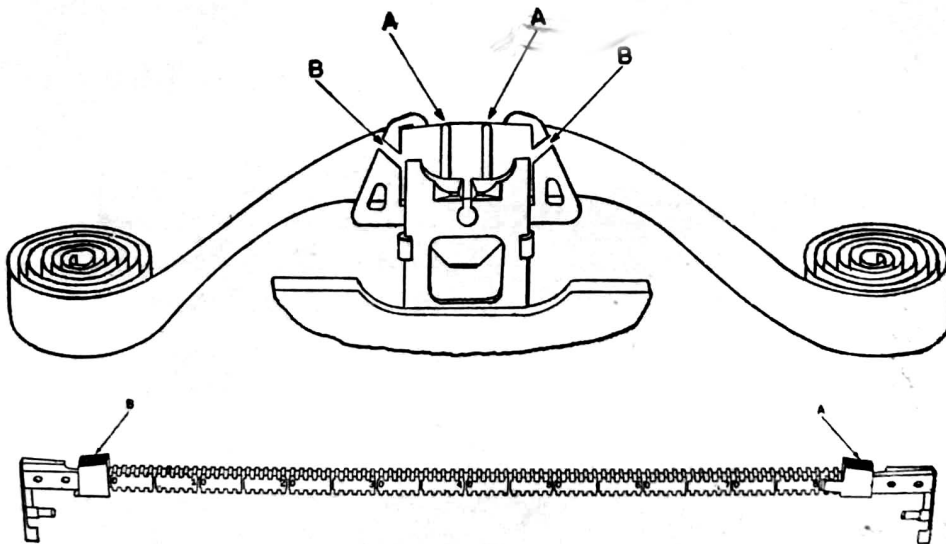
Changing Ribbons

Move the Carriage to the left until Line Space Lever clears side of the machine. Raise Outside Frame Cover (No. 12) by placing finger inside Cover above the word "Underwood" and gently lift Cover to upright position.

Wind the ribbon all on one Spool by means of the Ribbon Drive Shaft Knob located on the right side of the machine. Then lift both Spools from Ribbon Movement Shaft.

Attach end of new ribbon to empty Spool, and wind it around until the eyelet (in all Underwood Elliott Fisher Ribbons) reaches inside of Spool. Insert Spools on Ribbon Shafts making sure that the pin at side of Ribbon Shaft is in hole in ribbon spool and that ribbon feeds around front of both spools and through the slots in Automatic Ribbon Reverse Arms.

After setting Carriage on Capital Shift, loop the ribbon in back of the two pieces marked "A", on sketch of Ribbon Guide, then pass ribbon through slots marked "B" from the front, after which Carriage can be released. Best results are secured by using Underwood Elliott Fisher Ribbons.



MARGINAL STOPS - Shown above govern the length of the writing line. They are easily reached by tilting the Paper Table backward and are moved by pressing against the corrugated sides. The Right Hand Stop (A) as you face the machine, governs the margin at end of line and rings bell. The Left Hand Stop (B) governs the margin at the beginning of line.