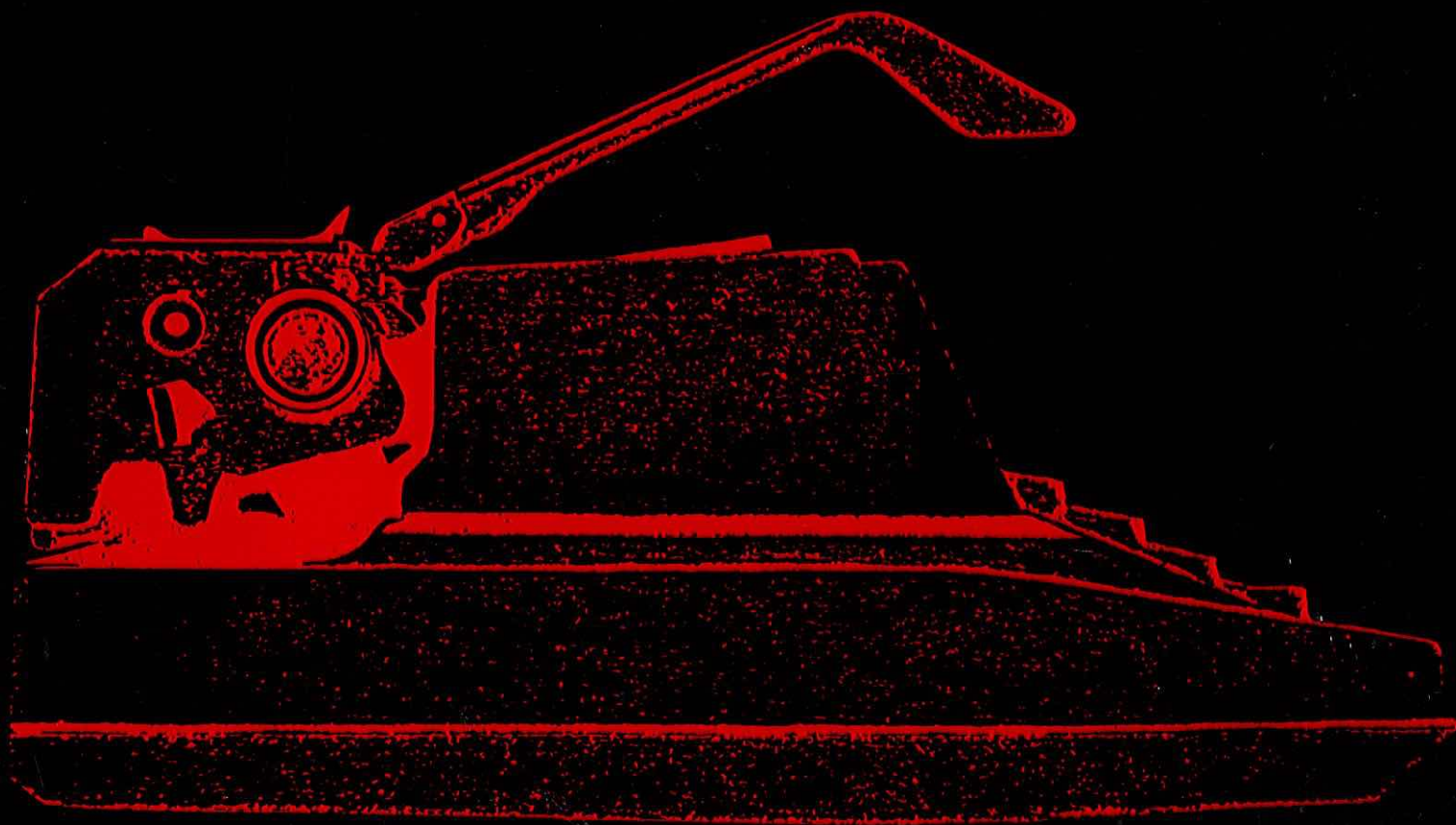


HERMES 3000/MEDIA

DIRECTIONS FOR USE



HERMES PRECISA INTERNATIONAL

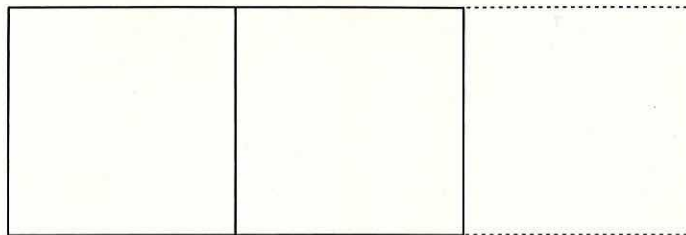
Useful tips

1. To obtain the best possible results with your typewriter, read these instructions carefully.
2. If you need further advice contact your nearest official HERMES dealer.
3. Make a habit of putting your typewriter in its case at the end of the day.
4. When erasing, move the carriage completely to the left or right. This will prevent particles of rubber 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 warn you particularly against tampering with the machine yourself, as any such interference would cancel the benefits of your guarantee.

Machine Number

Each typewriter has a number stamped near the left-hand ribbon spool under the cover (6). To save time, always quote this number in any relevant correspondence with your HERMES dealer.

Before reading these instructions, open out the back cover as in the diagram below.



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

To obtain the best results with your HERMES 3000/Media

Preparing the typewriter for use

To open the case

Place the machine flat with the handle towards you. Push to the right the fluted catch. Lift the lid by the handle, at the same time tilting it backwards.

To close the case

Reverse the procedure, remembering to centre the carriage first (see next paragraph) and, if necessary, lower the paper supports (19).

To free and lock (centre) the carriage

- a) The carriage is locked: to free it, press lever (33) and at the same time pull the carriage to the right until the lever is released.
- b) To lock (centre) the carriage, maintain pressure with the forefinger on lever (33) while resting the thumb against the small plate (34) or, on the Media, on knob (35), so as to brake the run of the carriage. Once the centre position is reached, the carriage will lock automatically.

Paper insertion

Raise the paper supports (19) and insert the paper between the platen and the paper table (27). Turn the platen by the right or left knob (35 or 10) so that the paper continues to feed in. For the best results, the transparent card holders (20 and 24) must cover the largest area of paper possible and the rubber rollers (17 and 29) of the paper bail (23) be 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.

General typing rules

Adjusting the paper

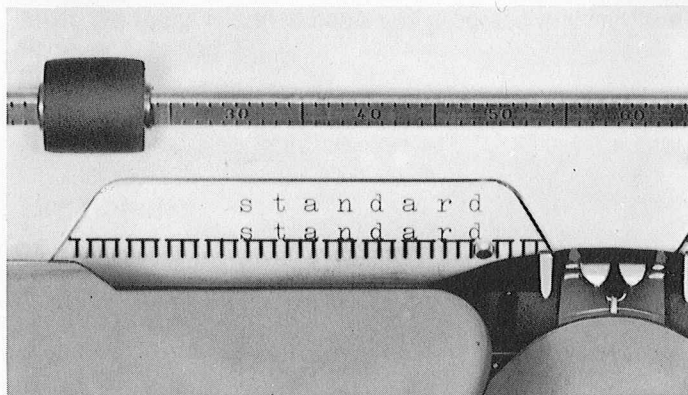
If the paper is crooked, pull forward the paper release lever (30) and adjust the paper so that it is parallel with the paper bail (23). Return lever (30) to its original position.

Paper supports (19)

This feature prevents the paper or stencil from coming into contact with the back of the machine. To bring the paper supports into position for use, raise one of the two arms resting against the back protection plate (28).

Transparent card holders (20 and 24)

They make it possible to type right at the top as well as right at the bottom of the page. They also serve as line guides: the top of the scale (26) indicates the height of the writing line. Each vertical division marks the exact centre of a character (see illustration).



End of page

There are two openings (16 and 36) in the plate covering the front feed rollers, making it possible to watch the progress of the paper and see when the end of the page is approaching.

Movable paper side guide (15)

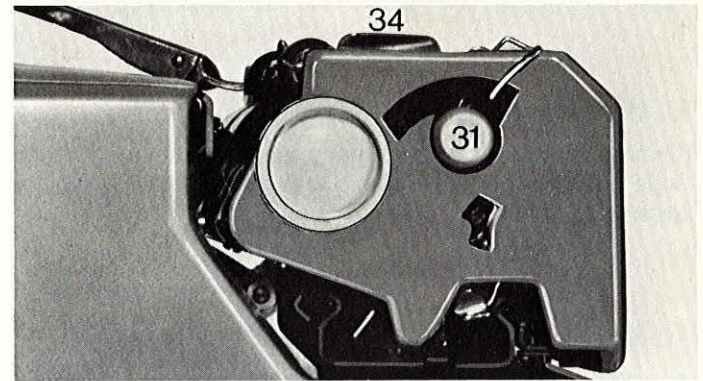
To the left of the paper table there is a guide (15) which can be moved sideways. It ensures that sheets of paper are always inserted in the same place, and have the same left-hand margin without margin stop (12) having to be re-set each time.

Capitals

To type capital letters or upper case signs, press one of the keys (1 or 45); pressure must be maintained while typing the sign. To write a series of capitals, press shift lock (2) down completely. To return to normal characters (small letters) press left shift key (1).

Buttons (13 and 31) for moving the carriage

They make it possible to slide the carriage 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) on the 3000 (see illustration), or against the right platen knob (35) on the Media 3.



Space bar (46)

This is used to separate two words or space out a text.

Back spacer (42)

Pressing this key fully down and **releasing it immediately** brings the carriage back one space.

Line spacer

Line spacing and carriage return are effected simultaneously by pressing on line space lever (7). Three different line spacings can be set by means of line space selector (11).

Platen release for:

- a) **writing between two lines.** When selector (11) is opposite the dot, the platen is free, **but the previous line spacing will be re-engaged** as soon as selector (11) is returned to its original position.
- b) **writing on lined paper.** On the other hand, **by pulling out** the left-hand platen knob (10) it is possible 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 with lines not corresponding to any of the three line spacings or when re-inserting a page already begun. Push knob (10) in to re-engage the platen and the line spacing.

To draw pencil lines quickly

To draw vertical or horizontal lines quickly, insert the 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 (14)

(on the HERMES 3000 only)

This table is extremely useful for correcting copies or adding notes by hand.

Margin stops

The margin stops — the indicators (18 and 25) of which are clearly visible in the paper bail (23) on the "3000" — are used to set 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 lever (12) forward. For the right-hand margin, follow the same procedure, using lever (32), after first moving the carriage to where the end of the line is required.

To move the left-hand margin further to the left, pull lever (12) forward while moving the carriage into the new position. To move the right-hand margin further to the right,

pull lever (32) forward with the middle finger, at the same time pressing with the forefinger on button (31) to move the carriage. Let the carriage slide, braking the movement slightly by resting the thumb against the small plate (34) or, on the Media, against 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 (43)

To type past the right-hand margin, press the margin release key (43) (on the Media, key 4). This key also enables you to type beyond the left-hand margin without altering the margin stop (12), provided it is kept down while passing the stop.

Key (43) has a second use: releasing jammed bars. To release two type bars that have become jammed, simply press on this key.

Individual touch regulator

(on the HERMES 3000 only)

Lever 5 is used to adjust the touch. When the lever is right down, the touch is soft, it becomes progressively harder as the lever is raised.

The ribbon

Ribbon colour lever (40)

The blue setting corresponds to the top of the ribbon, the yellow to the centre, and the red to the bottom. When lever (40) is opposite the white setting, the ribbon is disengaged.

Stencils

Clean the type thoroughly; disengage the ribbon, raise the paper supports (19) and insert the stencil; strike the keys evenly.

Choice of ribbon and spools

To function smoothly, a ribbon must be wound on a spool having the same fittings as Hermes or DIN spools, and measure 13 mm in width.

Reversing the ribbon direction by hand

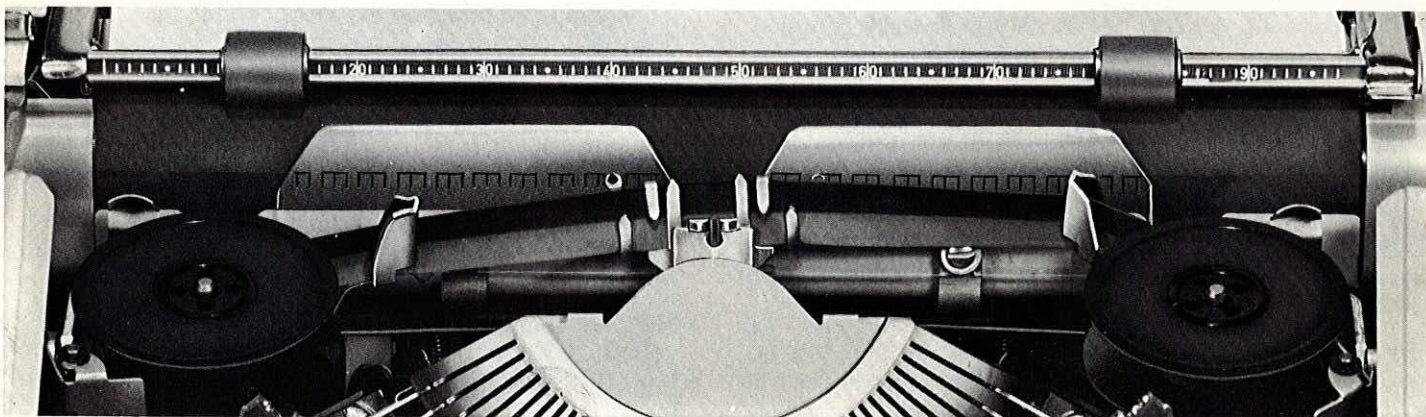
If, for some reason or other, you wish to change the direction of the ribbon yourself, push one of the ribbon guides (9 or 37) either forwards or backwards.

How to change the ribbon

1. Remove the top protective cover (6) by taking hold of the left- and right-hand sides, thumbs on top, forefinger and middle fingers on sides (8 and 38) and pulling it

upwards from below. Before doing this, make sure that the line space lever (7) is sufficiently to the left.

2. Wind the ribbon completely onto one of the spools.
3. Press the shift lock down 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. Separate the arms of the left- and right-hand spools, indicated by A and B in the illustration below. Remove the two spools and detach the old ribbon. Hook the new ribbon onto the empty spool. (If the ribbon has an eyelet, **keep winding until this eyelet is hidden.**)
6. Place the two spools securely on their axles (with the red at the bottom if the ribbon is two-coloured) making sure that the pin under the axle fits into one of the four small holes in the spool. Make sure too that the eyelet is positioned between the axle of the spool and one of the side guides (9 or 37). Fit the ribbon into the two slots on the carrier (39), then pass the ribbon through the two side guides (9 and 37) and close the two arms A and B. Having done this, replace the top protective cover (6), making sure it is flat.



Automatic tabulator

(concerns the Hermes 3000 only)

a) Setting 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, then press the + key (3). Repeat the same operation for the other stops, then return the carriage to the right. At each successive pressure on the TAB key (4) the carriage will stop in the preselected position.

b) Clearing individual tab stops

To clear any particular stop, press the TAB key to bring the carriage to the point where the stop is set, then press the - key (44).

c) Clearing all tab stops

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

Maintenance

Cleaning the characters

To obtain clearly typed pages, clean the type face regularly 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. **Protect the keys and card holders.** Also place a cloth underneath the type bars.

Cleaning the platen

The rubber platen **should be cleaned only with alcohol**, taking care to protect the card holders.

Cleaning the card holders, space bar, keys, knobs and body.

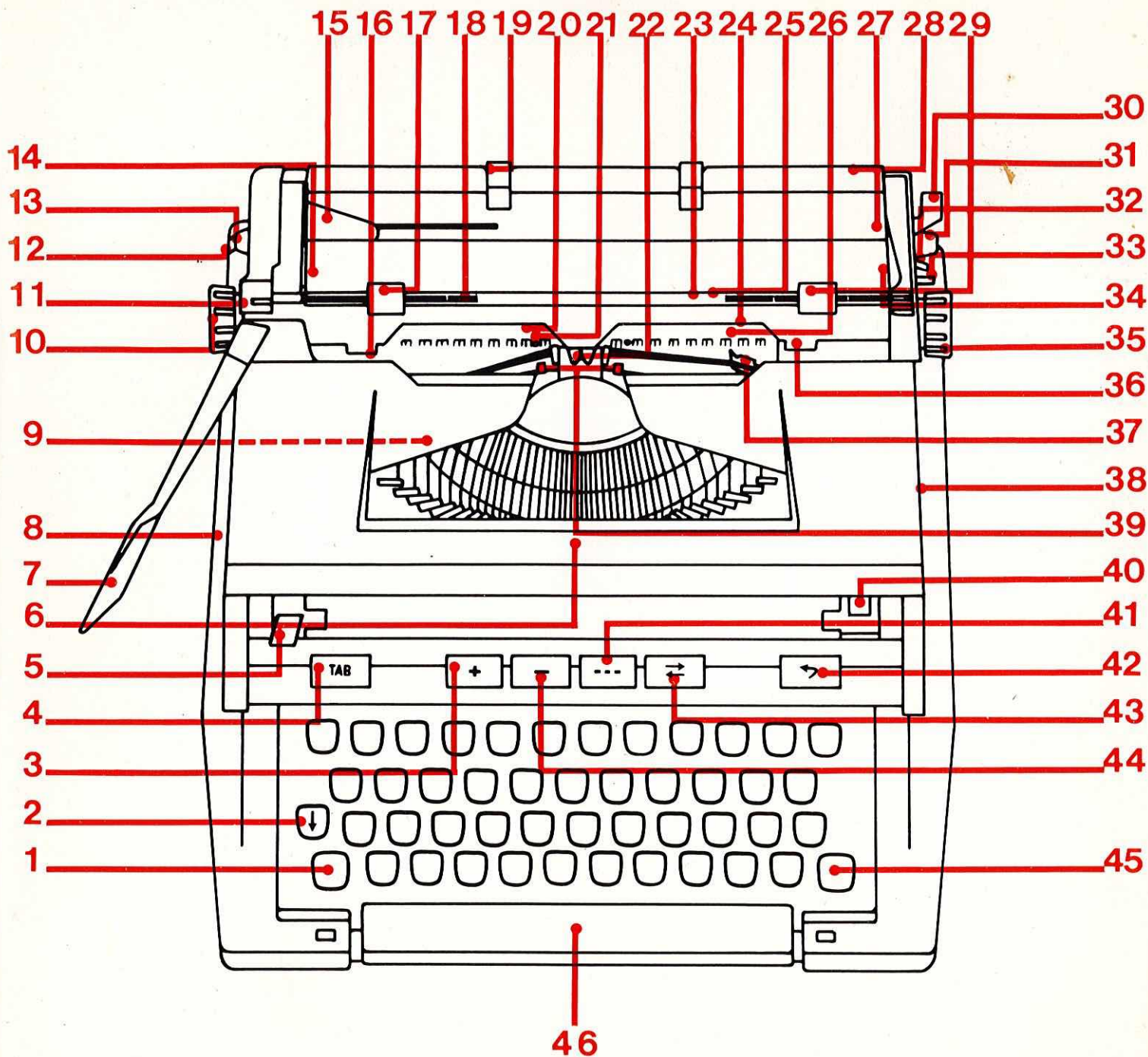
Use only a soft cloth **dipped in soapy water.**

Cleaning the machine

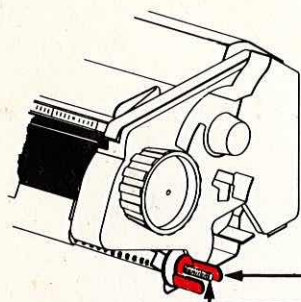
Clean the machine regularly without dismantling it. Remove the rubber particles and dust by means of the soft brush provided. Avoid touching the springs with the brush so as not to risk stretching or unhooking them. When the machine leaves the factory it is carefully oiled and therefore requires no particular lubrication. You are recommended to have your typewriter overhauled and checked by a Hermes dealer at least once every year.

Specifications

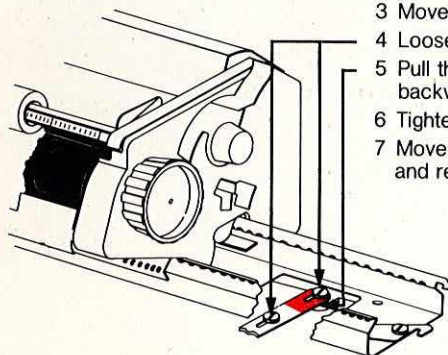
1. Left shift key
2. Shift lock
3. Key for setting tabulator stops
4. Tabulator key
On the Media: margin and jammed type bar release key
5. Touch regulator
6. Cover plate
7. Line space lever
8. Left top portion of cover
9. Left ribbon side guide
10. Left platen knob
11. Line space selector
12. Left margin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



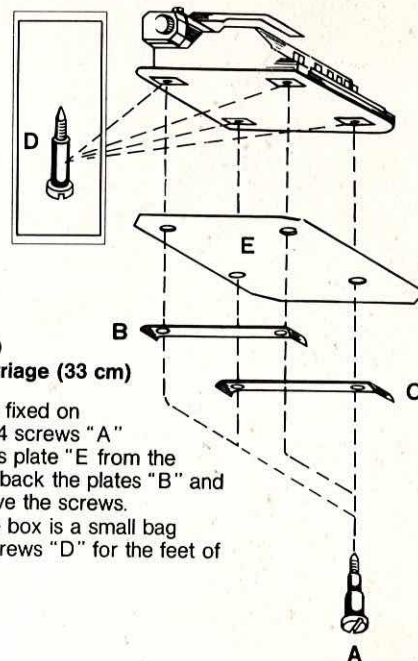
N.B. — On certain machines the positions of key 4 and 42 are interchanged.



- 1 Unscrew this bolt
- 2 Pull this rod out from the 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



**HERMES 3000
with B-13" carriage (33 cm)**

The machine is fixed on plate "E" with 4 screws "A". To separate this plate "E" from the machine, bend back the plates "B" and "C", and remove the screws. Enclosed in the box is a small bag containing 4 screws "D" for the feet of the machine.



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We reserve the right to modify at any time and without prior notice, the appearance, characteristics and prices of the machines described in this instruction booklet.

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