

INSTRUCTION BOOK

for

Remington

PORTABLE TYPEWRITER

Quiet-riter
with MIRACLE TAB



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HOW TO OPERATE YOUR REMINGTON PORTABLE TYPEWRITER

CARRIAGE CENTERING LEVER—The Carriage Centering Lever (18) is located under the right Cylinder Knob. This device disengages and centers the Carriage (1) so when the machine is put into the case the cover can be closed.

To engage Carriage for operating, after case is opened, the Centering Lever is moved horizontally toward you by the tip of the finger.

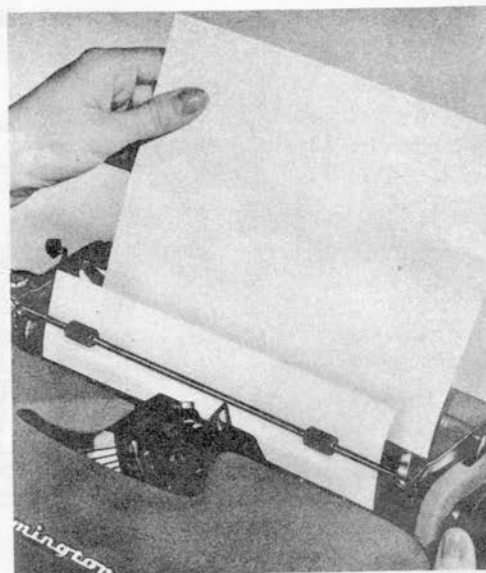
To disengage Carriage for centering preparatory to closing case, the Centering Lever is moved with the thumb horizontally away from you.

INSERTING PAPER

To insert paper into the machine, pull the Three-Position Paper Bail (12) forward and drop paper behind the Cylinder (11).

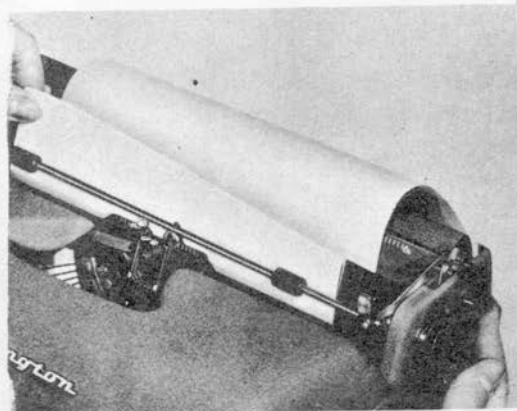
(Note: Your Remington Portable is equipped with a *single wide rear feed roll* which acts as a straight edge—your paper should feed in straight.)

Rest left edge of paper against Paper Guide (7). Turn either of the Cylinder Knobs (5) (preferably right hand knob) away from you until paper comes up under Three-Position Paper Bail.



ADJUSTING PAPER

If necessary, the paper may be adjusted by pulling forward the Paper Release Lever (17) which is located to right of Paper Bail. When paper is adjusted, return Paper Release Lever to original position. Flip Paper Bail into position on Cylinder with right or left thumb.



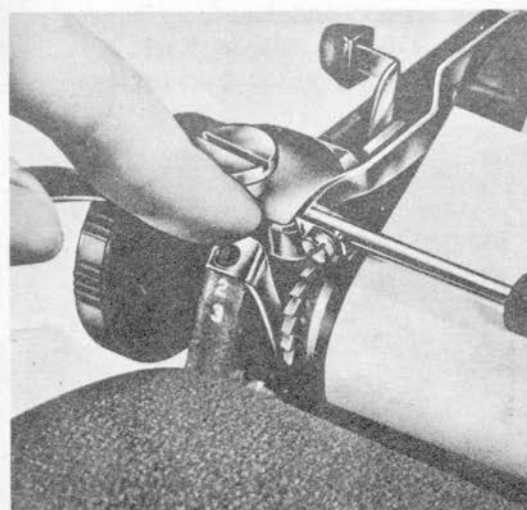
VISIBLE MARGINS

To set your margins, press down the left hand Visible Margin (9) and move to the point on the Paper Table Scale (8) where the writing line is to begin. Then press down the right hand Visible Margin and move to the point where the writing line is to end. Your margins are set. To change, repeat operation.



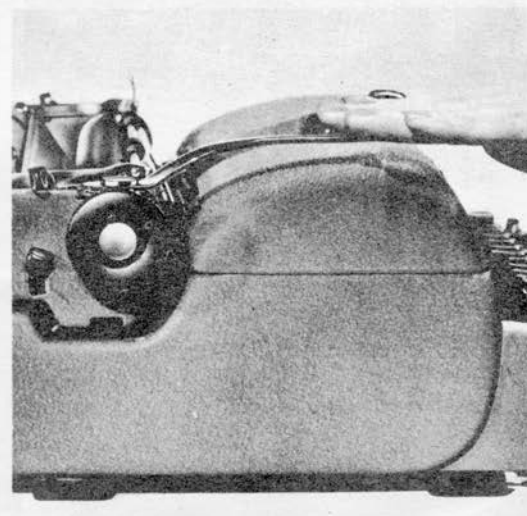
LINE SPACE SELECTOR

Your Remington Portable is equipped with single, double and triple spacing between lines. The plainly visible numbers below the Line Space Selector (2) permit you to select your spacing.



LINE SPACE AND CARRIAGE RETURN LEVER

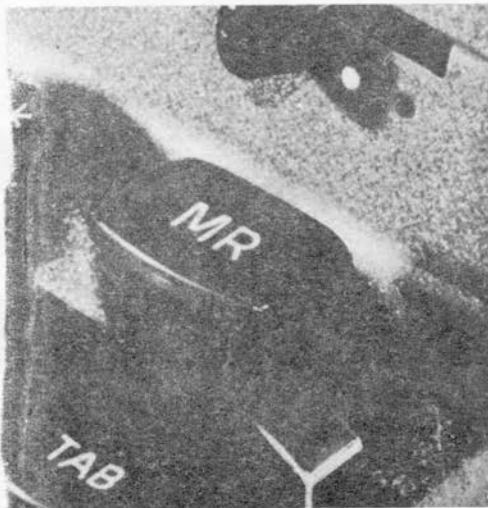
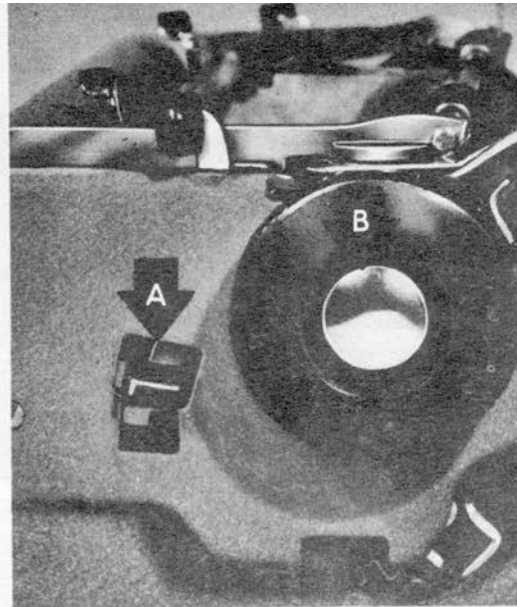
The Line Space and Carriage Return Lever (10) is a feature of the machine that comes into use every time the carriage is returned to begin a new line of typing. It is properly curved to fit the index finger of your left hand and that the same motion which returns the carriage, also moves the paper up into position for writing the next line.



LINE LOCATING LEVER & VARIABLE LINE SPACER

A. To change the line spacing to a fraction of a line temporarily (as in typing a chemical or mathematical formula such as H_2O), move the Line Locating Lever (4) downward as far as it will go and rotate the Cylinder to the desired position. Then, to return to the exact original alignment, return the Line Locating Lever to its upward position.

B. To change the line spacing to a fraction of a line and then proceed with regular spacing from the new position, press in the Variable Line Space Button (3) on the Left Cylinder Knob, and rotate the Cylinder to the desired line.



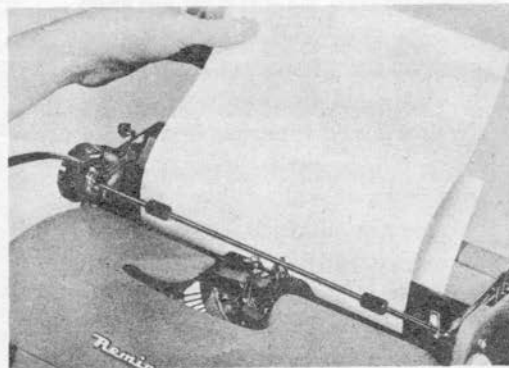
WARNING BELL AND MARGIN RELEASE

When in typing you approach the right margin, a Warning Bell will ring, after which there is allowed five spaces before reaching the right margin stop when the Line Lock will take effect. This locks the Type Bars to prevent you from typing one character over another. To type past the Line Lock or in left margin press the Margin Release Key (21).

REMOVING PAPER

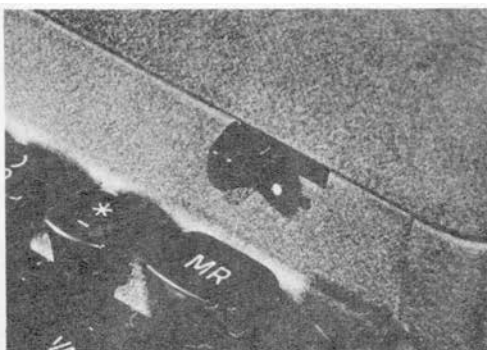
To remove paper, pull forward Paper Release Lever and Three-Position Paper Bail. Then remove paper from machine. Paper may also be rolled out by means of either Cylinder Knob.

(Suggestion: When rolling paper out by means of the Cylinder Knobs disengage the Line Locating Lever.)



RIBBON COLOR CONTROL

Your Remington takes a full twelve yard ribbon as on office typewriters. The Ribbon Color Control (20), found on the right of the machine just below the Hinged Top Cover, permits you to use both the upper and lower halves of any ribbon. To write on the upper half of the ribbon, move the Color Control Lever to the blue dot. To write on the lower half of the ribbon, move the Color Control Lever to the red dot. To make



the ribbon inoperative for stencil cutting move Lever to white dot.

STANDARD KEYBOARD AS ON OFFICE TYPEWRITERS

Your Remington Portable is equipped with Finger Speed Keys (26). If you place your finger on one of the keytops, it will appear as though the keytop was really moulded to *fit your finger*—which it was. These Finger Speed Keytops are *non-inflammable, dirt proof and snag proof* because they have *no rings* to

catch fingernails. The position of the keys, the arrangement of the Keyboard (27), as well as of the Standard Space Bar (28), Shift Keys (25), Margin Release (21), Positive Action Backspacer (29), is exactly standard and permits you to switch to or from the office size typewriter with ease and familiarity.

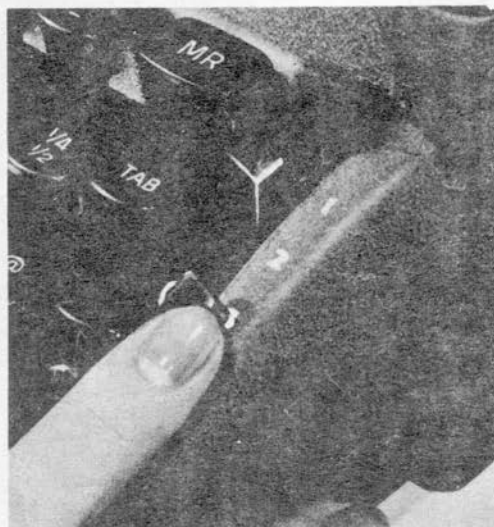
CAPITALS OR UPPER CASE CHARACTERS

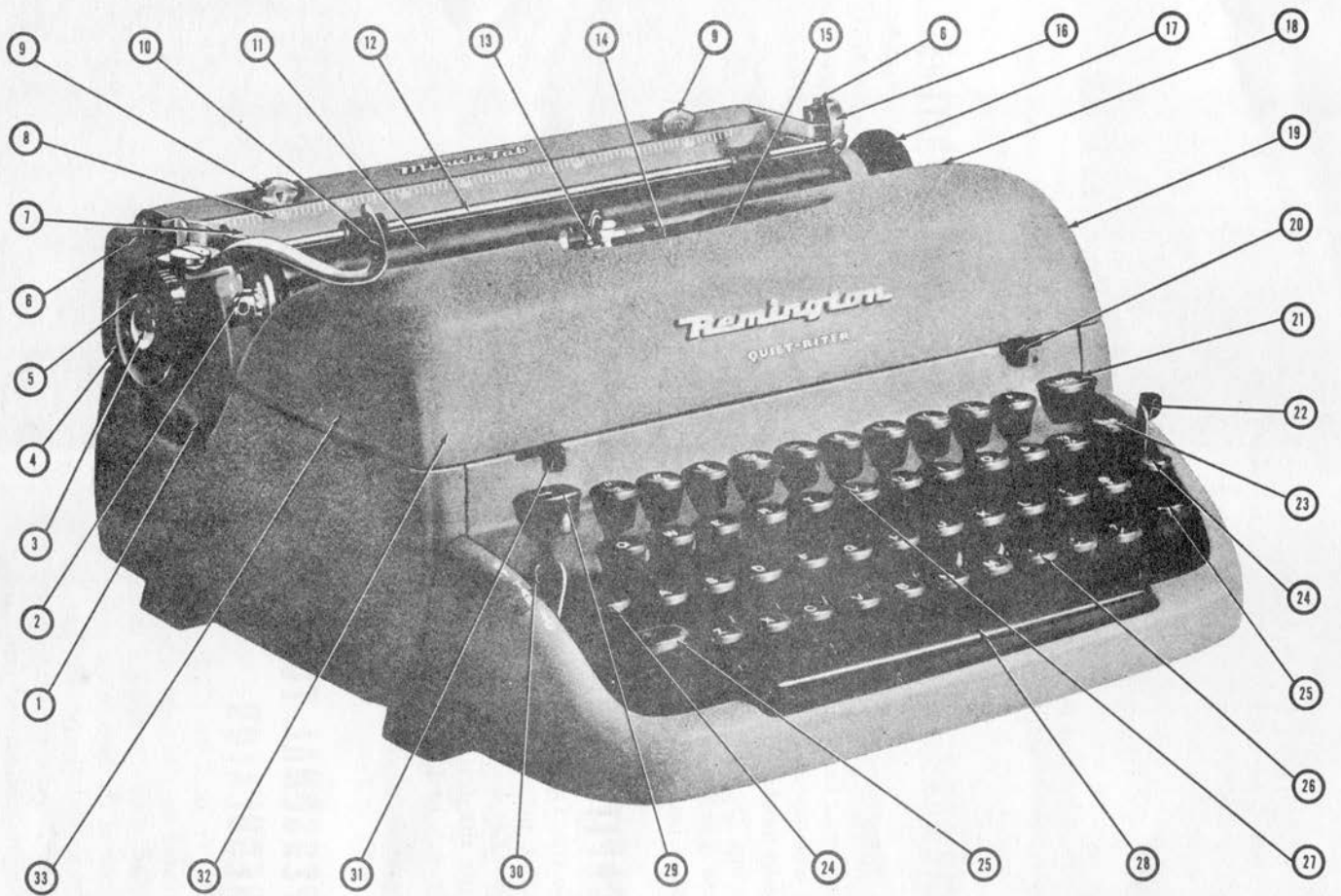
To type Capitals or Upper Case Characters, press either the Right or Left Shift Key down. Hold it down while you type the desired character. To type Capitals or Upper Case Characters in

sequence, use the Shift Key Lock (either right or left) which holds the Feather-light Locked Segment (14) in Upper Case position until you release it by pressing down on either Shift Key.

PERSONAL TOUCH REGULATOR

The Personal Touch Regulator (22), located on the right side of the keyboard, makes it possible to adjust the touch of the keys to the preference of the individual operator. The Personal Touch Regulator has three positions for — light, medium and firm touch.





these features contribute to better typing with your remington portable typewriter

- 1 Smooth operating rigid carriage.
- 2 Single, double and triple line space selector.
- 3 Variable line spacer.
- 4 Line locating lever permits typing of fractional spacing, allows return to accurate register at original printing position automatically.
- 5 Cylinder knobs (right and left).
- 6 Carriage release (right and left).
- 7 Adjustable paper side guide.
- 8 Paper table with paper scale.
- 9 Visible margins, set directly from front of machine.
- 10 Long convenient line space and carriage return lever.
- 11 Larger size cylinder provides greater paper gripping facility and better print-work as on office typewriters.
- 12 Three-position paper bail smoothes out the paper, quieting your typing and insuring good registration.
- 13 Patented simplified ribbon changer.
- 14 Featherlight locked segment shift for faster, positive shifting to capital letters and upper case characters as on office typewriters.
- 15 Synchronized scales for margin setting, centering paper and locating writing line.
- 16 Paper bail lever (right and left).
- 17 Paper release lever.
- 18 Carriage centering lever.
- 19 Single stroke automatic ribbon reverse (reverses instantly).
- 20 Positive two-color ribbon and stencil control mechanism.
- 21 Margin release permits typing beyond right or left margin stops.
- 22 Personal touch regulator permits adjustments of key action to personal preference.
- 23 Tabulator key.
- 24 Shift lock (right and left).
- 25 Shift key (right and left).
- 26 Exclusive scientifically designed finger-speed keys developed especially for your finger comfort.
- 27 Standard 4-row, 42 key, 84 character keyboard with operating controls as on office typewriters.
- 28 Standard space bar as on office typewriters.
- 29 Positive action back spacer.
- 30 Exclusive Miracle Tab. Sets and clears tabulator stops right from the keyboard with one lever operation.
- 31 Auxiliary manual ribbon reverse.
- 32 Full 12 yard ribbon as on office typewriters.
- 33 Hinged top cover for easy access to ribbon spools and routine type cleaning.

GENERAL CARE—Reasonable care on your part will insure added years of satisfactory performance from your typewriter. A typewriter's principal enemy is dust. Keep your typewriter covered when not in use. Clean the typefaces occasionally with a brush to remove accumulated lint and ink.

Do not clean your typewriter's surface with alcohol as it is injurious to the finish.

Once in a while you may put a drop of oil on each of the two rails on which the carriage moves and then rub it off again. Never attempt to oil the typebars or any other part of the mechanism as this may have a tendency to gum and clog the working parts.

Take good care of your Remington Portable and it will repay you with many years of faithful service.

EXCLUSIVE MIRACLE TAB



The Miracle Tab (30) on the left of the keyboard sets and clears tabulator stops right from the keyboard.

To set tab stops, move the Carriage to the desired position, then merely move the Double Action Lever up to the "S" or set position and the tab stop is set. You may repeat this process as often as desired for there is a tab stop for every space on the carriage.

To tabulate after Tab Stops are set, merely press down the Tab Key (23)

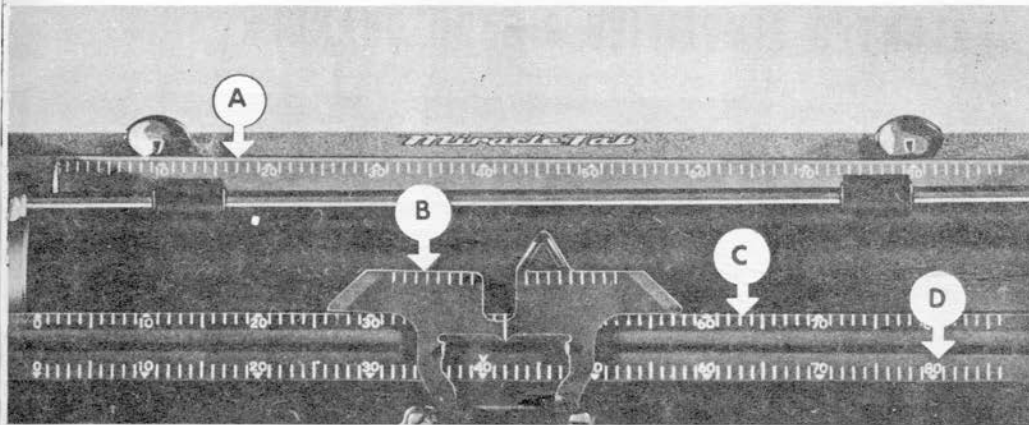
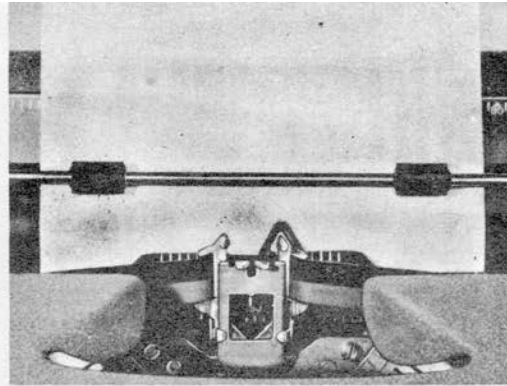
which is found on the right side of the keyboard below the Margin Release Key.

To clear a single stop merely tabulate to the stop you wish to eliminate, press the Double Action Lever down to "C" or clear position, and that stop is removed. If you wish to remove all the tab stops, just press the Double Action Lever down to the "C" position and hold it there while moving the Carriage completely across to its left or right margin. All stops will be removed.

HANDLING CARDS AND ENVELOPES

To write on cards and envelopes, you will note that there is a permanent Card Finger on the Card and Writing Line Scale. You can write in perfect alignment to the extreme top, from edge to edge or to the bottom of cards.

(When writing at bottom of cards use the Three-Position Paper Bail.)



SYNCHRONIZED SCALES

Your Remington is equipped with Synchronized Scales (15) which are in effect a set of corresponding synchronized rulers. All read from left to right, are identically calibrated with "0" in the same place, and are invaluable for margin setting, centering paper and locating the writing line.

A. Paper Guide Scale On Paper Table.

Is used in setting the Paper Guide. Ordinarily, the Paper Guide is set at "0". Another value of this Scale is for centering paper.

B. Card and Writing Line Scale. Is used to align characters with work already on page or card. Top edge of Scale denotes base of writing line.

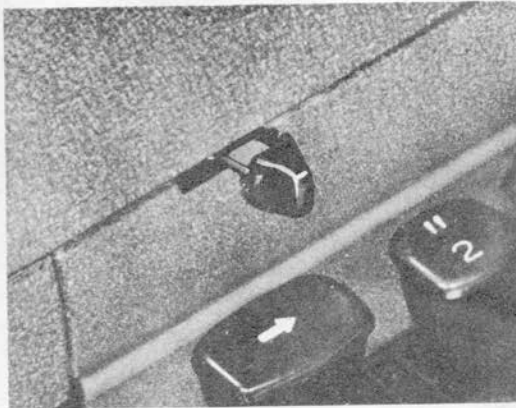
C. Cylinder Scale. Is used to compute measurements on the paper and for aligning full lines of writing. The top edge of the Cylinder Scale denotes the base of the writing line. It is also used for centering paper.

D. Carriage Scale. To determine margin or tabulator settings use the Carriage Scale Pointer to locate the Carriage at a specific printing point.

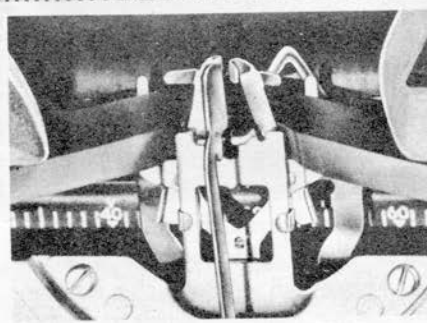
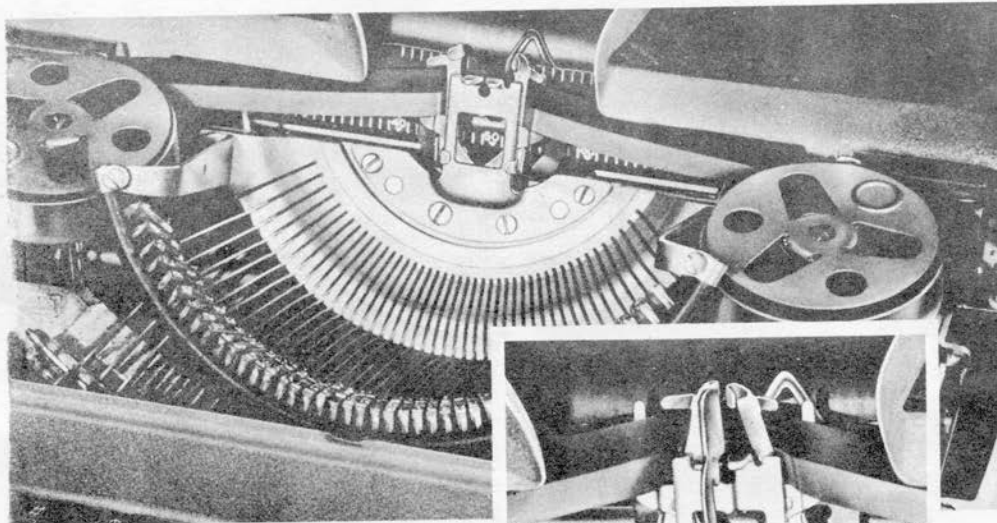
Note: To find the center of a page, insert the paper with the left edge at "0" on the Cylinder Scale. Then read the measurement at the right edge and divide by two, thus locating on the Carriage Scale the printing point which is the center of the page. To center a heading after locating the center of the page, backspace once for each two letters and spaces in the heading.

AUTOMATIC RIBBON REVERSE

The ribbon reverses itself automatically (it is a single stroke automatic reverse (19).) When the end of the ribbon is reached, it reverses instantly. It may be reversed manually at any time by moving the Manual Ribbon Reverse (31) found on left side just below Hinged Top Cover (33), to opposite position.



PATENTED SIMPLIFIED RIBBON CHANGER



Makes ribbon changing a simple operation. To change the ribbon:

- A. Lift Hinged Top Cover.
- B. Move the Manual Ribbon Reverse to its left position.
- C. Wind all the old ribbon onto Right Spool.
- D. Press down on either Shift Lock Key (24). *Press together prongs of the Simplified Ribbon Changer (13), and lift ribbon from changer.*
- E. Remove the tops from the Spools, then lift the ribbon from the slot in the Left Spool and discard old ribbon and

Metal Core from Right Spool. Place the new ribbon on Right Spool, making certain the ribbon unwinds from the back of the Spool. Place the end of the ribbon with metal tip into slot on Left Spool. Place the ribbon behind the Simplified Ribbon Changer. Replace Spool Covers and strike any character key. Release Shift Lock, put Hinged Top Cover down and you are ready to type.