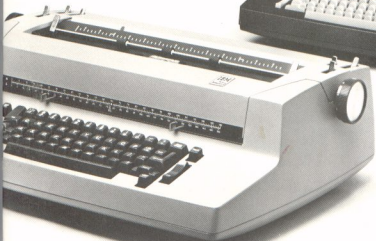


IBM

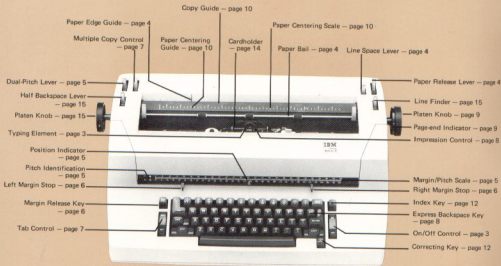
Operating  
Instructions

IBM  
Correcting  
Selectric®  
Typewriter



IBM  
Selectric® II  
Typewriter

Refer to this photograph while reading the Operating Instructions to help you locate the individual features of your IBM Correcting "Selectric" Typewriter and IBM "Selectric" II Typewriter.



## Contents

<b>Preface</b>	2	<b>Making Corrections</b>	12	<b>IBM Supplies</b>	
<b>Preparation</b>		Cardholder	14	IBM High Yield Correctable Film Ribbon	20
ON/OFF Control	3	Platen Variable	15	IBM Lift-off Tape	20
Changing Typing Elements	3	Line Finder	15	IBM Tech III Ribbon	20
To Insert The Paper	4	Half Backspace Lever	15	IBM Tech III Cover-up Tape	21
Paper Release	4	<b>Care And Maintenance</b>		IBM Carbon Film Ribbon	21
Line Space Lever	4	Ribbon Systems	16	IBM Fabric Ribbon	21
Margin/Pitch Scale	5	Selective Ribbon System	16	Carbon Papers	22
Dual-Pitch Model Typewriter	5	To Remove A Ribbon	16	Typing Elements	22
Margin/Dual-Pitch Scale	5	To Install A New Ribbon	16	Application Rating	23
To Set The Margins	6	Fabric Ribbon Mechanism	17	<b>Optional Features</b>	
Margin Release Key	6	To Remove A Fabric Ribbon	17	Velocity Control Dial	24
To Set And Clear Tabs	7	To Install A Fabric Ribbon	17	Dead Key	24
Multiple Copy Control	7	Ribbon Reverse Lever	17	Dead Key Disconnect	24
Impression Control	8	Changing The Correcting Tape	18	Sound Reduction	25
Shift Keys And Shift Lock	8	To Remove The Tape	18		
Express Backspace Key	8	To Install New Tape	18		
Page-end Indicator	9	Serial Number	19		
Centering The Paper	10	Cleaning The Typing Element	19		
<b>As You Type</b>		IBM Maintenance Agreement	19		
To Type Stencils	11	Checklist For Proper Typewriter Operation	19		
Typamatic Keys	12				
Multiple Character Keys	12				

## Preface

With the IBM Correcting Selectric® Typewriter, typing errors, erasures, strikeovers, and messy corrections can be a thing of the past. The IBM High Yield Correctable Film Ribbon and IBM Lift-off Tape allow you to lift incorrectly typed characters off the page. The IBM Correcting "Selectric" Typewriter also allows you to use the IBM Tech III Ribbon with the IBM Tech III Cover-up Tape for certain applications.

In addition, both the IBM Correcting "Selectric" Typewriter and the IBM "Selectric" II Typewriter utilize single-element typing technology.

The following are available on both the IBM Correcting "Selectric" Typewriter and "Selectric" II Typewriter.

**Dual-Pitch Model** – Choose a 10-pitch or 12-pitch typestyle to suit each application.

**Interchangeable Typing Elements** – A choice of over 20 available for every typing need.

**Half Backspace Lever** (dual-pitch models only) – Ideal for creating ligatures or correcting already typed copy.

**Sound Reduction Option** – The perfect choice in sound-sensitive working areas.

**Express Backspace Key** – A major convenience factor when underscoring or rapidly backspacing.

**Impression Control** – Easy to use and adjust to suit each typing application.

The following instructions and illustrations provide a quick, convenient way to help you realize the full benefits of your new IBM typewriter.

## Preparation



### ON/OFF Control

To turn the typewriter on, press the top part of the control (ON).

As a reminder to you, the red portion of the control shows that the machine is on.

**WARNING:** Keep hair, fingers, and personal objects (such as bracelets, necklaces, neckties, etc.) out of the printing and ribbon area when the machine is on.

In order to prevent long hair, fingers, and personal articles from getting caught on the rotating shaft in the machine, you should comply with this warning and ensure that other persons do also.

If the typing unit has a plastic accordion-like shield over the shaft, it should not be removed.



### Changing Typing Element

#### To put on an element:

- Touch the SHIFT key to be sure it is not locked.
- Lift the lever on top of the element until it is all the way open, as pictured above.
- Hold the element by the lever and place it on the post.
  - The triangle on the element should be pointing toward the platen.
- Close the lever all the way down.

**NOTE:** Care should be taken not to drop the element.



#### To remove an element:

- Touch the SHIFT key to be sure it is not locked.
- Lift the lever on top of the element until it is all the way open, as pictured above.
- Use the lever to lift the element *straight up* off the post.

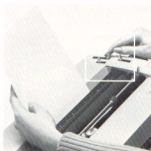


#### **Inserting The Paper**

Align the paper against the paper edge guide.

Pull the paper bail forward. Press INDEX to roll the paper into the typewriter.

**NOTE:** If you have the sound reduction option, see page 25.



#### **Paper Release**

To reposition the paper after it is inserted in the typewriter, move the paper release lever forward.

Push this lever back after the paper is in the desired position.

Use this feature when inserting a thick carbon pack and when removing paper from the typewriter.



#### **Line Space Lever**

**To select single or double spacing:**

Move the line space lever toward you for single spacing; move it away from you for double spacing.

**Models With Single, Space-And-A-Half, Or Double Spacing**

Move the line space lever toward you for single spacing, to the middle mark for space-and-a-half spacing, and away from you for double spacing.

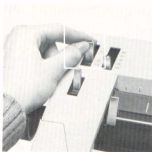


#### Margin/Pitch Scale

The margin/pitch scale is located directly above the keyboard. The 10 or 12 at the left of the scale indicates the pitch\* of your typewriter; that is, the number of characters per inch. The scale is numbered every five spaces from left to right.

A red pointer moves along the scale with the carrier, indicating the position of the typing element. It gives the typing position of the next character on your paper.

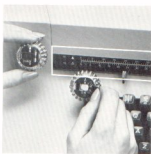
On top of the element is a 10 or 12, indicating pitch. Use an element with a 10 for a 10-pitch typewriter; use an element with 12 for a 12-pitch typewriter.



#### Dual-Pitch Model Typewriter

Your typewriter may be a dual-pitch model which is designed to allow typing in either 10 or 12 pitch.\*

For 12-pitch typing, move the dual-pitch lever toward you. To type 10-pitch copy, push the lever away from you.



#### Margin/Dual-Pitch Scale

(Dual-Pitch Models Only)

Dual-pitch typewriters have both 10- and 12-pitch scales. The top scale is the 10-pitch scale; the bottom scale is the 12-pitch scale.

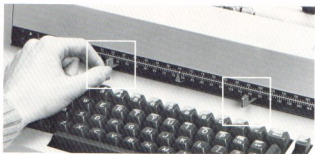
The typing elements have a 10 or a 12, indicating pitch. Use an element with a 10 when typing in 10 pitch. Use an element with a 12 when typing in 12 pitch.

\*10-pitch type (pica):

10 characters per inch

12-pitch type (elite):

12 characters per inch



#### Setting The Margins

Push in and slide the margin stops to the new margin settings.

The left margin stop cannot be moved past the red pointer. Space the pointer out of the way before moving the margin stop.

The right margin stop prevents you from typing past the right margin; however, you can space or tab through it. To type past the right margin, press MAR REL (margin release) and continue typing.



#### Margin Release Key

To temporarily release the left margin, return the carrier to the left margin, press MAR REL, and backspace through the margin. To type through the right margin after the keyboard has locked, press MAR REL and continue typing.





#### Setting And Clearing Tabs

Use the tab control to set and clear tabs. To set a tab, move the carrier to the place where you want to set a tab. Then press SET.

To clear a tab, tab the carrier to the stop you want to clear. Then press CLR (clear).

To clear all tabs at once, tab the carrier all the way to the right, then press and hold CLR as you press RTN (carrier return) or EXP (express backspace).

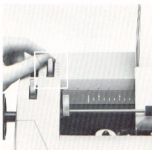
When using a dual-pitch typewriter, set your tabs at a numbered marking on the 10-pitch scale if you plan to change pitch in the copy but want the same tab positions for both pitches.

The carrier should be at least two spaces to the left of a tab stop in order to tab to that position.

#### Time Savers

A partial carrier return can be used to type tabulated materials, such as columns of figures or addresses on envelopes. Set tab stops first. Then tap RETURN followed by TAB as soon as the carrier passes the tab stop.

Typing forms is faster when you set tab stops at the points on the form where most of the typing begins. Use the partial carrier return to go directly to a predetermined point on the page; that is, tap RETURN followed by TAB as soon as the carrier passes the tab stop.



#### Multiple Copy Control

The multiple copy control adjusts the position of the platen to compensate for the varying thicknesses of typing material.

Keep the control at "A" for normal typing requirements.



#### Impression Control

The impression control enables you to adjust the striking force of the element. For most jobs, set the control on three.

Multiple carbon packs and stencils generally require greater striking force for good quality, so you may want to move the impression control to a higher number. Offset masters generally require less force, so you may want to move the control to a lower number. Be careful to move the control to the right before changing position.



#### Shift Keys And Shift Lock

To type capital and other uppercase characters, press either the left or right SHIFT key.

To lock SHIFT for continuous use, press LOCK.

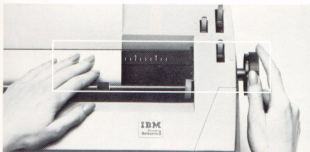
To unlock SHIFT, press the left or right SHIFT key.



#### Express Backspace Key

Use this key to move rapidly backward on the same typing line for underscoring or repositioning the carrier. With each depression of this key, the carrier moves back until it reaches the left margin stop.

## As You Type



### Page-end Indicator

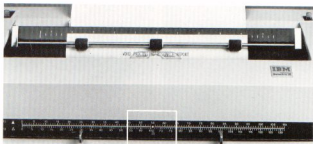
The page-end indicator shows the number of inches remaining to the bottom of the page.

- Align the paper with the top edge of the copy guide.
- Find the indicator setting opposite your paper length on the reference chart on this page.
- Rotate the page-end indicator until the correct setting is at the small horizontal mark to the left of the platen knob.


When the typing line is four inches or less from the bottom, the indicator shows the actual inches to the bottom of the page.

### Ready Reference For Page-end Indicator Settings (For Paper 3" To 14" Long)

Length Of Paper (Inches)	Indicator Setting
3"	1
3½"	1½
4"	2
4½"	2½
5"	3
5½"	3½
6"	4
6½"	0
7"	½
7½"	1
8"	1½
8½"	2
9"	2½
9½"	3
10"	3½
10½"	4
11" Standard Size	0
11½"	½
12"	1
12½"	1½
13"	2
13½"	2½
14"	3



#### Centering The Paper

To center paper 8 $\frac{1}{2}$  inches wide, move the paper guide to the outer edge of the  on the paper centering scale.

To center any width paper, insert the paper so that its left and right edges touch the same number on the scale; for example, for 11-inch paper, both edges touch 5 $\frac{1}{2}$ .

When paper is centered in the typewriter, the centered dot on the margin/pitch scale or margin/dual-pitch scale will be the center of the page.

#### To center:

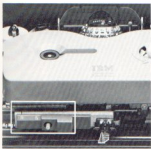
##### Horizontally

When the paper is centered in the typewriter, move the carrier to the center dot on the margin/pitch scale. Then, backspace once for every two characters to be centered. Type the material.

##### Vertically

Normal typewriter spacing provides six vertical line spaces per inch, or 66 lines per standard page (11 inches long).

Use the page-end indicator (see page 9) to gauge the bottom margin.

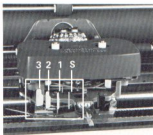


#### Typing Stencils

##### Selective Ribbon System

To type stencils, move the ribbon/stencil control to the left so the "S" lines up under the mark and locks into position.

To return to regular typing, push the button on the control. This automatically moves the control to printing position.



##### Fabric Ribbon Typewriter

To type stencils, move the ribbon/stencil control to position "S."

For regular typing, set the control on "1," "2," or "3" to type on the top, middle, or bottom portion of the ribbon. Change the position frequently to allow the ribbon to re-ink itself for longer life.

For red/black ribbons, set the control at position "1" to type in black and at position "3" to type in red.



#### Typamatic Keys

Typamatic keys have a repeat action when held down. Any of the six typamatic keys can be touched lightly for single action or held down for repeat action.

- BACKSPACE
- Spacebar
- Hyphen/Underscore
- RETURN
- INDEX\*
- Correcting key (available on the IBM Correcting "Selectric" Typewriter only)

\*INDEX is used to space vertically without the carrier returning to the left margin.



#### Multiple Character Keys

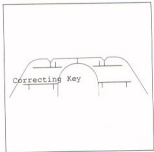
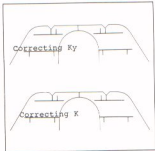
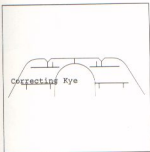
On your typewriter there are two keys which show two or more sets of characters — multiple character keys. However, only one pair of characters shown on each key is on any one element. When you change elements, be sure to check which of these sets of characters is on that particular element.

#### Making Corrections

The IBM Correcting "Selectric" Typewriter with either the IBM Correctable Film Ribbon with IBM Lift-off Tape or the IBM Tech III Ribbon with IBM Tech III Cover-up Tape\* makes erasures, strikeouts, and messy corrections on originals a thing of the past. During the correcting cycle, the typing element stays "in place" after the incorrect character is deleted. The correct character can be typed immediately without wasted motion. (It is necessary to match the appropriate tape and ribbon. Therefore, they are color coded for your convenience.)

\*When typing offset masters, do not use:

1. the IBM Correctable Film Ribbon, or
2. the correcting key when using the IBM Tech III Ribbon,



**To make a correction:**

- Press the correcting key to backspace to the last incorrectly typed character.

**NOTE:** The correcting key is typamatic (repeat), so you can quickly backspace to correct any character toward the beginning of the line.

- Restrike the last incorrectly typed character to delete it from the paper.\*
- Repeat until all incorrect characters are deleted.

- Type the correct character(s).

If you are typing carbon copies, correct them in the usual way after deleting the character(s) from the original.

\*If you space after backspacing with the correcting key, the correcting process is deactivated.



#### Cardholder

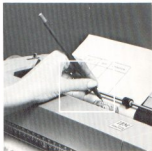
The cardholder holds paper, cards, and envelopes close to the platen.

To realign characters for a correction, use the markings on the cardholder as a guide. First, position the characters in the small vertical lines at the top of the cardholder. Then, roll the paper down to the horizontal line toward the bottom of the cardholder. This line indicates the base of the typing line. Position your paper so the bottom of each character rests just above the line as illustrated.

The red vertical line at the top center of the cardholder indicates the position of the next character to be typed.

The red vertical line on the cardholder can be used to realign characters.

To realign characters for a correction, position an "i" or an "l" directly under the vertical line at the top of the cardholder. Then, roll the paper down to the horizontal line toward the bottom of the cardholder. This line indicates the base of the typing line. Position your paper so the bottom of each character rests just above the line, as illustrated.

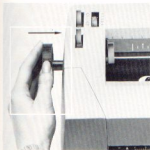


#### Drawing Lines

Another feature of the cardholder is the capability for drawing lines.

Use one of the notches on the cardholder to draw vertical lines by rolling the platen manually. (Pull forward on the line finder lever to achieve a free-rolling motion. Remember to return the lever to its home position for normal line spacing.)





#### Platen Variable

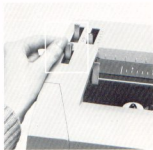
Press in against the left platen knob to permanently change the position of the writing line or to realign a page for corrections or additions.



#### Line Finder

The line finder allows you to temporarily leave the original typing line to type a superscript, subscript, double underscore, form with irregular spacing, etc., or to draw lines.

- Pull the line finder lever toward you.
- Turn the platen knob to move to the temporary typing line and type.
- Push the lever away from you. The platen can then be rolled back to the original typing line.



#### Half Backspace Lever

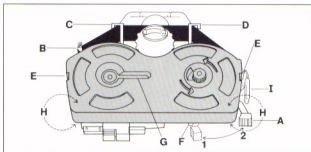
(Dual-Pitch Models Only)

Use this lever to justify copy, insert a character, or create a ligature (example: `æ`).

Move the half backspace lever toward you until the red vertical line at the top center of the cardholder indicates the desired typing position for the next character to be typed. To move exactly one-half space, pull the lever forward as far as it will go.

When the lever is released, the carrier will move forward to its normal position.

Typing with the lever forward allows regular character spacing, but one-half space out of the normal typing position.



#### Ribbon Systems

The IBM Correcting "Selectric" Typewriter offers a selective ribbon system: IBM High Yield Correctable Film Ribbon with IBM Lift-off Tape, or IBM Tech III Ribbon with IBM Tech III Cover-up Tape. Both are quickly and easily installed. And, to avoid any confusion, both types are color coded — the color on the ribbon cartridge matches the color on the corresponding correcting tape.

The IBM "Selectric" II Typewriter is equipped with a selective ribbon system which accepts either an IBM Tech III Ribbon or a carbon film ribbon. A fabric ribbon mechanism is also available.

Choose the ribbon system instructions that correspond to the ribbon mechanism on your typewriter.

#### Selective Ribbon System

To see how much ribbon remains in the cartridge, look at the ribbon end indicator (G).

#### To remove a ribbon:

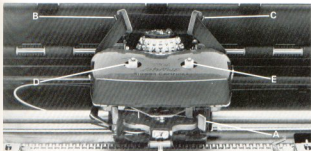
- Center the carrier and turn the motor off.
- Lift the cover.
- Keep the paper bail against the platen.
- Move the ribbon load lever (A)\* to the load position (1) until it snaps against the stop (F).
- Using both hands, hold the ribbon cartridge at the front corners (H) and lift straight up.

\*The ribbon load lever on the IBM Correcting "Selectric" Typewriter cannot be moved if the tape load lever (I) is in the load position.

#### To install a new ribbon:

- Be sure the ribbon load lever (A) is in the load position (1).
- Put the ribbon leader (uninked portion) over the *outside* of the guidepost (B) and ribbon guides (C and D). *Failure to do so will cause ribbon breakage.*
- Position the ribbon cartridge so that it fits between the spring clips (E). Firmly push down both ends of the cartridge.
- Thread the leader through the ribbon guides (C and D).
- Turn the knob on the cartridge in the direction of the arrow until the leader disappears inside the cartridge.
- Move the ribbon load lever (A) to the type position (2).
- Close the cover.

**NOTE:** The name and reorder number of each ribbon appear on the underside of the ribbon cartridge.



#### Fabric Ribbon Mechanism

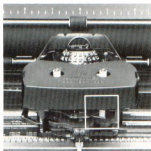
##### To remove a fabric ribbon:

- Center the carrier; then, turn the motor off.
- Lift the cover.
- Keep the paper bail against the platen.
- Move the ribbon change lever [A] to the far right to raise the ribbon guides (B and C).
- Lift the cartridge upward and off the spindles (D and E).
- Ease the ribbon out of the ribbon guides (B and C).

##### To install a fabric ribbon:

- The carrier should remain centered and the motor off.
- Keep the paper bail against the platen.
- Be sure that the ribbon change lever [A] is at the far right.
- Position the cartridge in front of the ribbon guides (B and C) and thread the ribbon through these guides.
- Place the cartridge on the spindles (D and E) and press down.
- Move the ribbon change lever (A) back to the left to lower the ribbon into typing position.
- To take up the slack in the ribbon, turn either spindle (D or E) in the direction of the arrows.

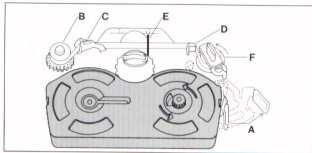
**NOTE:** The name and reorder number of each ribbon appear on the underside of the ribbon cartridge.



#### Ribbon Reverse Lever

##### (Fabric Ribbons Reverse Only)

Fabric ribbons reverse automatically when either side of the cartridge becomes empty. However, to manually reverse the ribbon, press the ribbon reverse lever nearest you to the rear.



### Changing The Correcting Tape

#### To remove the tape:

- Move the tape load lever (A) to the right.\*
- Lift off the empty tape spool (B) by twisting it slightly clockwise; remove the take-up spool.

\*The tape load lever cannot be moved if the ribbon load lever is in the load position.

#### To install a new tape:

**Remember:** Use a tape with an orange spool with a ribbon which has an orange knob; use a tape with a blue spool with a ribbon which has a blue knob.

- Gently separate the two spools, but keep them connected by the orange or blue tape (leader).
- Place the new tape spool (B) on the left spindle.
- Thread the leader through the guide (C), behind the separator wire (E), and behind the guide or roller (D).
- Place the take-up spool (F) on the right spindle. Turn the take-up spool in the direction of the arrow until the leader is past the roller.
- Close the tape load lever (A). (The lever must be closed before you begin to type.)



#### Serial Number

##### To locate the serial number:

- Tab the carrier all the way to the right.
- Raise the typewriter cover.
- Locate the number directly below the platen toward the left on the metal bar as shown in the illustration.

**NOTE:** Typewriters made in Canada have the serial number on the right side of the frame.

#### Cleaning The Typewriter Cover

Use only a mild detergent to clean the plastic parts and painted portions of the typewriter since certain cleaning fluids may be harmful. Where stubborn stains persist, consult your local IBM Service Department.

#### Cleaning The Typing Element

Remove the element from the typewriter and use a dry brush and cloth to clean the typing element.

#### IBM Service Agreement

An IBM Service Agreement puts the latest service techniques at your disposal. You receive preventive maintenance, emergency service during business hours, and parts replacement without additional charge.

Call your local IBM Representative to purchase an IBM Service Agreement.

#### Checklist For Proper Typewriter Operation

- Be sure the electric cord is correctly plugged into the outlet.
- The ON portion of the ON/OFF control should be depressed.
- Make certain the ribbon/stencil control is not in the stencil position and that the multiple copy control is appropriately set.
- If the carrier will not move, turn the motor off for a few seconds, then on. Press MAR REL or TAB to release the carrier.
- When erratic line spacing occurs, check to see that the line finder is engaged.
- Remove the element to check for a broken tooth at the bottom. If a tooth is broken, the element will have to be replaced.
- On a fabric ribbon typewriter, reverse the ribbon *manually* (see page 17) and continue typing.
- If the ribbon is not printing properly, make sure that the ribbon and the correcting tape have been installed correctly.



**IBM High Yield Correctable Film Ribbon**

IBM High Yield Correctable Film Ribbon is a correspondence ribbon specially formulated to work with IBM Lift-off Tape to lift incorrectly typed characters off the page. Character edge definition and print quality are best when using a smooth-surfaced paper with an original and less than three carbon copies. Carbon paper weight should not exceed that of IBM 752 Carbon Paper. The IBM Tech III Ribbon is recommended for typesizes larger than Courier.

Best results are obtained with the first original sheet being a 16-20 lb., unglazed, smooth-finish paper. Many 24 lb. bond papers will give satisfactory results on single copy applications. Other paper weights and finishes should be tested to ensure satisfactory results. Certain erasable or coated bond papers are not

receptive to the IBM High Yield Correctable Film Ribbon and may result in partially printed characters.

**Reorder Number:**

Black: 1299095

Blue: 1299361

Green: 1299362

Brown: 1299363

**IBM Lift-off Tape**

Designed to correct typing errors in an instant when used in combination with the IBM High Yield Correctable Film Ribbon. It lifts the character from the paper.

**Reorder Number:** 1136433

**NOTE:** As a reminder to you to match the appropriate tape and ribbon, they are color coded orange for your convenience.



**IBM Tech III Ribbon**

Provides a high quality, uniform image on a broader range of papers than carbon film ribbons, and reduces ribbon changes. Available in black only. It is virtually impossible to decipher any information on the IBM Tech III Ribbon after its use. The advanced fluid ink technology enables the ribbon to be struck several times in the same area without reducing the clarity of the typewritten page. Use this ribbon when typing on both sides of a sheet of paper.

**Reorder Number:** 1136391



#### IBM Tech III Cover-up Tape

Specially designed to work with the IBM Tech III Ribbon, the IBM Tech III Cover-up Tape provides complete coverage of the incorrectly typed image. This tape is not satisfactory for making corrections on direct image offset masters, non-white paper, or OCR applications.

**Reorder Number:** 1136435

**NOTE:** As a reminder to you to match the appropriate tape and ribbon, they are color coded blue for your convenience.



#### IBM Film Ribbon Cartridge

For the IBM "Selectric" II Typewriter, this high-quality ribbon is supplied in a convenient cartridge that not only simplifies ribbon changing but also reduces the number of ribbon changes.

In addition to black, carbon film ribbons are available in a variety of colors.

**Reorder Number:**

Black: 1136390

Med. Blue: 1136388

Med. Green: 1136386

Dk. Brown: 1136383

**NOTE:** When typing negotiable instruments, the IBM Tech III Ribbon should be used. For direct offset masters and OCR applications, the IBM Film Ribbon is recommended. The IBM High Yield Correctable Film Ribbon is unsatisfactory for these applications.

#### IBM Fabric Ribbon

IBM manufactures a complete line of nylon "Selectric" II Typewriter ribbons in easy-to-handle cartridges. They all offer uniform impression, excellent performance, and long ribbon life. IBM fabric ribbons can be used only on IBM "Selectric" II Typewriters having a fabric ribbon mechanism. Ribbons are available in a variety of colors.

**Reorder Number:**

Black: 1136138

Black: 1136077 (60 Inking)

Black/Red: 1136110

Med. Blue: 1136026

Med. Green: 1135028

Med. Brown: 1136030



#### IBM 752 Carbon Paper

Ideal for typing jobs requiring up to five carbon copies. IBM 752 Carbon Paper contains a dry-writing ink that assures clean, smudge-free copies every time. In addition, the 752's sponge-like surface re-inks itself after each use to provide longer life.

#### Reorder Number:

8 $\frac{1}{2}$ " x 11 $\frac{1}{2}$ " - 1023763

8 $\frac{1}{2}$ " x 14 $\frac{1}{2}$ " - 1023764



#### Typing Elements

The IBM Correcting "Selectric" Typewriter and the IBM "Selectric" II Typewriter incorporate interchangeable element technology for the greatest versatility and flexibility in typing. When changing typing applications, simply change the typing element. It snaps off and on in seconds.

On top of each element is the following:

- The name of the typestyle; for example, Courier 72.
- A 10 or 12, indicating pitch.
- The black element release lever (except on elements with a specially requested character, which have a white lever).
- A three-digit part number under the element release lever.

The wide range of type styles available from IBM covers virtually every typing application, from general correspondence to specialized formats. You'll find one right for every typing job. You can even order type elements applicable to specific industries and foreign languages - with special characters, punctuation marks, and symbols. If you don't find the typing elements just right for you among the standard keyboard arrangements, ask your IBM Representative about additional elements.

**NOTE:** Using a typing element of one pitch when the typewriter is set for the other pitch will alter only the amount of space between each character.

#### Ordering IBM Supplies

Any IBM Office Products Division supply item can be ordered in the continental United States by contacting your local IBM Office Products Division Branch Office or by calling IBM DIRECT at the following toll-free numbers (excluding Alaska, Hawaii, and Puerto Rico):  
800-631-5582  
800-352-4960 (New Jersey)



## Element Application Rating\*

	Maximum Carbon Copies	Offset Masters	Spirit Masters	Stencils	Diazo	Office Copier Machines
Adjutant	B	A	B	B	A	A
Advocate	A	B	A	A	B	A
Artisan 12 (72)	B	B	B	B	B	A
Bookface Academic 72†	B	A	B	C	B	A
Courier 12	B	A	B	B	B	A
Courier 12 Italic	B	A	B	B	B	A
Courier 72	B	A	B	B	B	A
Delegate	B	A	B	C	A	A
Dual Gothic	C	B	B	A	B	A
Elite 72	A	A	A	A	A	A
Large Elite 72	A	A	A	A	A	A
Letter Gothic	A	A	B	B	B	A
Light Italic	A	A	A	A	A	A
Manifold 72	A	B	B	B	A	A
Orator†	C	C	C	C	C	A
Pica 72	A	A	A	A	A	A
Prestige Elite 72	A	A	A	A	A	A
Prestige Pica 72†	B	A	B	B	B	A
Scribe	A	B	A	A	A	A
Script	C	B	C	C	B	A

\*Ratings: A — Good; B — Fair; C — Marginal

†For best print quality, the IBM Tech III Ribbon is recommended for these large typestyles.

**Assumptions:**

Proper setting of the impression control. (See page 8.)

Proper selection of ribbon, carbon paper, stencils, etc.

**NOTE:** Symbol and OCR elements are special application type styles.

## Optional Features



### Velocity Control Dial

This dial is used when typing with foreign language and technical typing elements.

Hold the dial at the thin mark to type small characters such as accent marks.

Move the dial toward the thick line when typing in uppercase with elements containing a ten-key numerical cluster, or some foreign language elements with large characters in the keyboard positions normally reserved for punctuation.

For a standard element, keep the dial at the center position.



### Dead Key Disconnect

Standard correspondence elements can also be used on typewriters equipped with dead keys through the use of the dead key disconnect feature.

To allow normal use of a dead key, set the dial at the "X" position when using a library, language, or trilingual typing element.

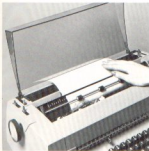
Set the dead key disconnect dial at the "→" position for a correspondence element. When the dial is set here, the carrier will space to the next typing position for all characters as they print.

### Dead Key

If you regularly use a library, language, or trilingual typing element, your typewriter should be equipped with the dead key feature. With dead key, you can type accent marks without the carrier advancing to the next space.

To use the feature, first type the accent mark; then, type the alphabetic character. The carrier will move after the alphabetic character is typed.

You must space forward before pressing the correcting key when correcting a character on a dead key.



#### Sound Reduction

To insert paper into your typewriter:

- Lift the front of the hood up and back.
- Insert and reposition the paper.  
(See page 3.)
- Guide the paper out the back opening.
- Close the hood.

Use a damp cloth and mild soap to clean the hood. Do not use liquid type cleaner.

**NOTE:** Keep hood up when typing direct image offset masters.

#### Your IBM Sales Representative

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

Address \_\_\_\_\_

#### Your IBM Customer Engineer

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

Address \_\_\_\_\_

#### Your IBM Supplies Representative

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

Address \_\_\_\_\_

References in this publication to IBM products, programs or services do not imply that IBM intends to make these available outside the United States.



**IBM**<sup>®</sup>

International Business Machines Corporation  
Information Systems Division

For additional information, consult the nearest IBM Branch Office.

Form No. G542-0054-6

Printed in USA 273

P/N 1206423