Contents

The IBM Correcting Selectric III Typewriter and the IBM Selectric III Typewriter give you the flexibility of interchangeable typing elements and a host of other features to help make your typing easier. Read this manual carefully to assist you in gaining the maximum benefit from your new machine.

The IBM Correcting Selectric III Typewriter can completely eliminate erasures and messy corrections using IBM lift-off tape or IBM correcting tape, depending on the ribbon you are using.

Some of the many features of the Selectic III Typewriters are:

- Over 20 typing elements available to suit most applications.
- An express backspace key to give easy underlining and quick production of complex charts and tables.
- A simple and straightforward impression control to enable you to produce good results on thin paper and thick carbon packs.
- A page-end indicator, which helps you to judge when you are getting close to the bottom of the paper.
- Key buttons are 25% larger than on the earlier models.

The extra features on the dual-pitch model include:

- A choice of 10-pitch or 12-pitch type styles.
- A lighted margin scale which only illuminates the scale appropriate to the pitch you are using.
- A half-backspace lever which helps with awkward jobs such as ligatures, or corrections on previously typed copy.

All machines are fitted with typamatic keys, which give a single action when pressed down lightly, and repeat when the pressure on the key is increased. The keys fitted with this time and effort saving facility are:

- Backspace ←
- Spacebar
- Hyphen/Underline ─
- Index ⬚
- Correcting key ⊠ (IBM Correcting Selectric III only)
- Carrier Return ↵

Preparation

Switching On

To turn the typewriter on, depress the top part of the On/Off control, marked 'I'.

WARNING: Take care to keep your hair and fingers, or any personal item such as a necklace, bracelet, tie or scarf, clear of the printing and ribbon area when the machine is switched on.

Warn others working near the machine.
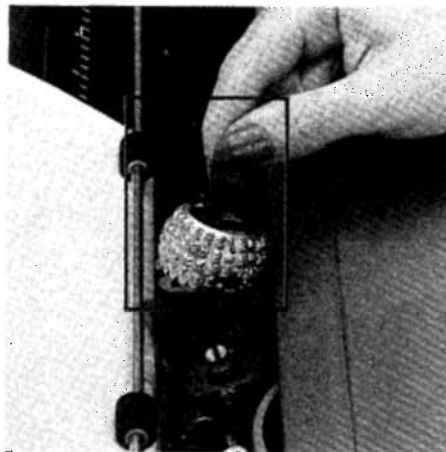
Changing Elements

Use an element marked ▲ when typing in 10-pitch and one marked △ when typing in 12-pitch.

Only elements with *yellow* labelling on the top may be used on this typewriter.

```
This is typed in
12-pitch Courier
```

```
This is typed in
10-pitch Courier
```
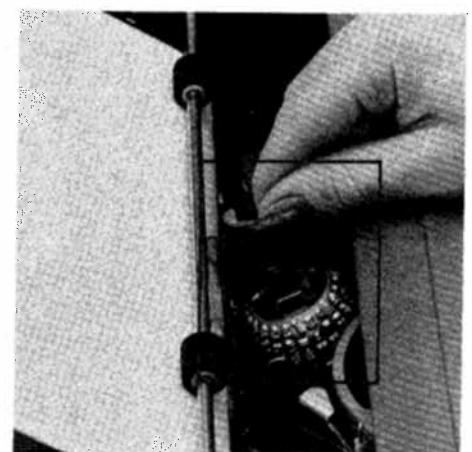
To put on an element:

- Tap the shift key to be sure it is not locked.
- Open the lever on the top of the element until it is *all the way* open, as shown above.
- Hold the element by the lever and place it on the element post, pointing the yellow triangle toward the platen.
- Close the lever all the way down.

To remove an element:

- Tap 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 shown above.
- Use the lever to lift the element *straight up* off the element post.

Inserting Paper

- Align the paper against the paper edge guide.
- Pull the paper bail lever forward.
- Depress the index key (page 8) to roll the paper into the typewriter.
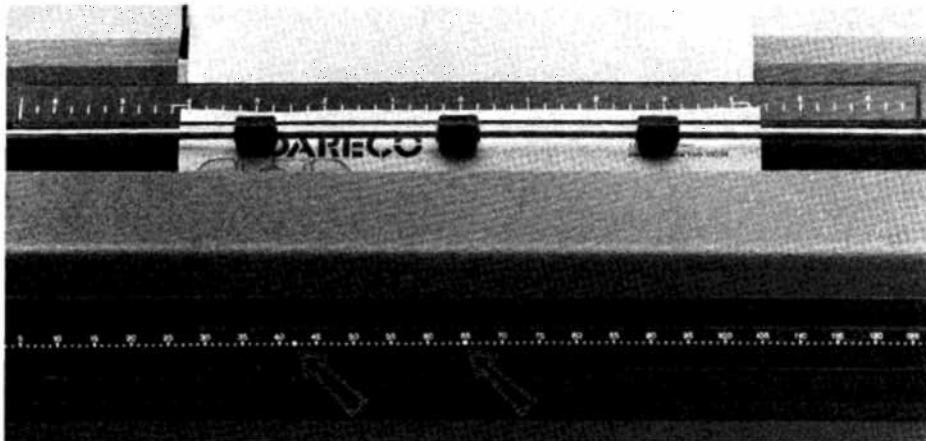
To Centre Paper

Above the platen is a paper centering scale, numbered from 0 in the centre to 7 at the edges. When the paper is in the middle of the platen, its edges will touch the same number on each side.

When the paper is inserted centrally into the machine the dot in the centre of the margin scale indicates that the carrier is at the centre of the paper.
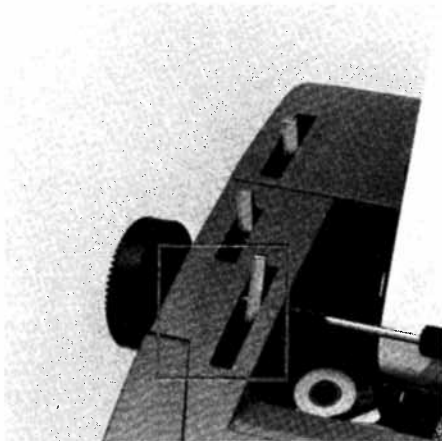
Similarly, if A4 paper is inserted so that its left hand edge is at the zero mark on the margin scale, a dot about one quarter of the way along the scale indicates the centre position.

To Centre Information

Horizontally

- Move the carrier to the centre of the paper.
- Backspace once for every two characters to be centered.
- Type the information.

Vertically

Single space typing gives 69 lines on an A4 page or six lines per inch. 1½ line spacing gives 4 lines to the inch, double spacing three lines to the inch.

Remember that use of the marks on the page end indicator (page 9) can help you to produce even margins at the top and bottom of the paper.

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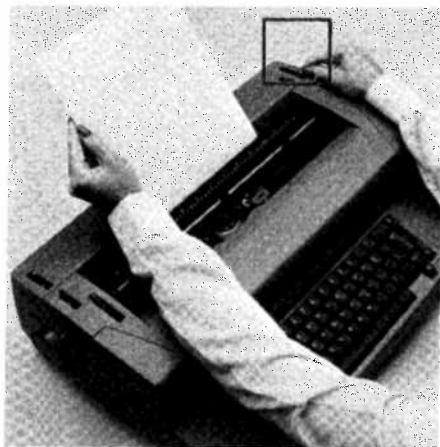
Paper Release

This is used to remove or re-position paper after it has been inserted, or when putting thick material, such as multiple carbon packs, into the machine.

Pull the paper release lever forward to slacken the rollers holding the paper to the platen. Remember to push the lever back before starting to type.
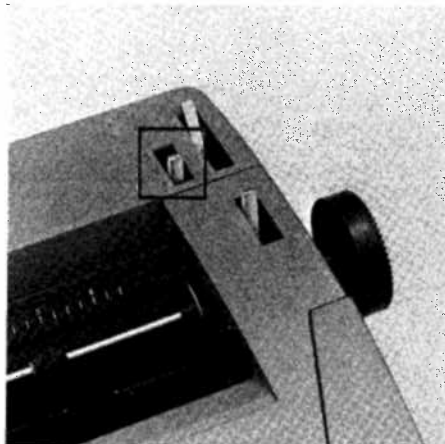
Line Spacing

There are three line spacings available.

- The position nearest you gives single line spacing.
- The middle position gives 1½ line spacing.
- The position away from you is used for double spacing.
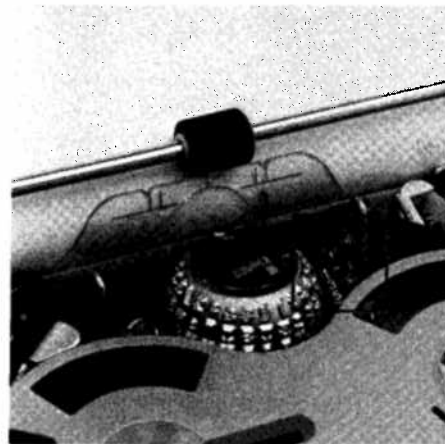
Impression Control

The impression control adjusts the striking force of the element.

Move the control to the right before changing the position.

The numbers by the side of the lever indicate the setting in use — the higher the number the heavier the striking force.

For normal use set the impression control to '3'.
For multiple carbon packs, stencils and other work requiring more force, set the control to a higher number. Similarly, use a lower number for offset masters or work on delicate materials.

Pitch Indicator and Margin/Carrier Position Scale (Single Pitch Model)

This scale is located directly above the keyboard. The 10 or 12 at the left of the scale indicates the typewriter's pitch.

The scale is numbered every five spaces from left to right.

A white pointer moves along the scale with the carrier indicating the typing position of the next character to print.

Use only elements marked 10 ▲ on a 10-pitch machine and those marked 12 △ on a 12-pitch machine.
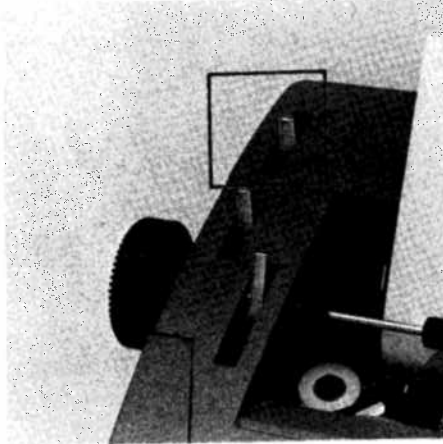
Pitch Selection Lever (Dual Pitch Model)

If your typewriter is a dual pitch model, it is designed to allow typing in either 10- or 12-pitch.

Move the pitch selection lever toward you for 12-pitch typing, and away from you to type in 10-pitch.

Use an element marked 10 ▲ when typing in 10-pitch; 12 △ for 12-pitch.
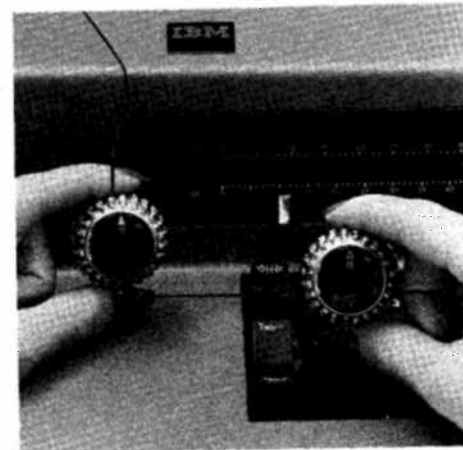
Pitch Indicator and Margin/Carrier Position Scale (Dual Pitch Model)

The dual pitch model has an illuminated margin scale. For ease of use, only the scale corresponding to the pitch selected is lit.

A red pointer moves along the scale with the carrier indicating the typing position of the next character to print.

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 characters.

The samples below are typed on:

the 12-pitch setting using a 12-pitch element

the 12-pitch setting using a 10-pitch element

the 10-pitch setting using a 12-pitch element

the 10-pitch setting using a 10-pitch element
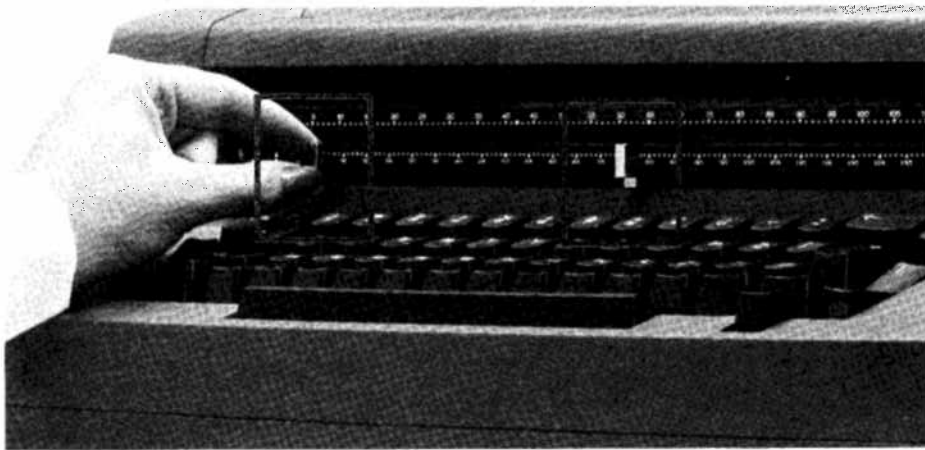
To Set Margins

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

The left margin stop cannot be moved further right than the carrier position pointer. Either move the carrier further along out of the way, or use the margin release lever.

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, depress the margin release key and continue typing.

Margins on Dual Pitch Models

On these models there is a white indicator to show the position of the left margin.

When a document is to incorporate both 10 ▲ and 12 △ characters, set the margins (and any tabulation) to numbered points on the 10 ▲ scale, as these positions are common to both 10 ▲ and 12 △ .

Margin Release

To work to the left of the left margin:

● Return the carrier.
● Depress the margin release key.
● Backspace to the required position.

To work to the right of the right margin:

● Continue typing until the keyboard locks.
● Depress the margin release key.
● Carry on typing through the margin.

This key is used to space down the page without moving the carrier horizontally. You will find it very useful for certain types of table, or adding captions to illustrations. The key has a typamatic (repeat) action.

Use the tab control to set and clear tabs.

- To set a tab, move the carriage to the required position and depress 'TAB+'
- To clear a tab, tab to the position and depress 'TAB—'
- To clear all tabs at once, tab the carrier all the way to the right and then hold down 'TAB—' while operating the carrier return or express backspace key.

If a document is to contain both 10 ▲ and 12 △, set your tabs (and margins) t a numbered position on the 10 ▲ scale, as these points are common to both 10 ⁄ and 12 △.

On a dual pitch model, the pointer should be at least two spaces before a tab stop in order to tab to that position

Hint: There is no need to return the carrier all the way to the left margin when typing inset lines or tables. Tap the carrier return, and then tap the tab key as soon as the carrier passes the tab position you want. The backward motion will stop and the carrier will move forward to the tab. This time-saving trick is known as 'catching tabs'.

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As You Type

Express Backspace Key

Use the express backspace key (◁◁) to move backward on the same typing line for underlining or re-positioning the carrier. The carrier will continue to move back toward the left margin as long as the key is held down.

Shift Keys and Shift Lock

To type capital and other upper case characters, depress either the left or right shift key. These keys are not marked ⇩

To lock the shift key for continuous use, depress the shift lock, marked

To remove the shift lock, depress either the left or right shift key.
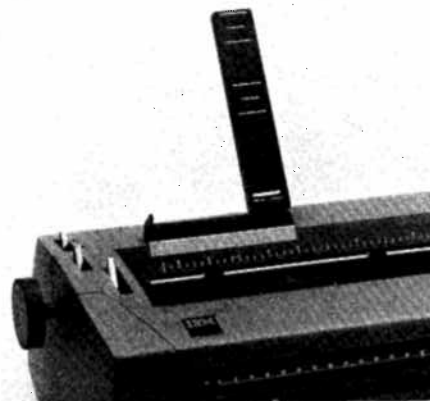
Page-End Indicator

The page-end indicator has six lines which, when they coincide with the top of the paper, indicate approximately how much space is remaining between the line you are typing and the bottom edge of the paper.

The upper three marks are used when typing conventionally, while the lower marks are for use when the long edge of the paper is inserted into the machine (landscape).

Using A4 paper the approximate measurements from the bottom of the paper to the typing line are:

When the top edge touches the		
top line:	44mm remaining
middle line:	32mm remaining
bottom line:	20mm remaining

These measurements are equal to approximately 1¾ inches, 1¼ inches and ¾ inch.

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Cardholder

Ribbon Control — Fabric Ribbon Typewriters

To Type Stencils:

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

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

For normal typing, set the control on '1,' '2' or '3' to type on the top, middle or bottom portion of the ribbon respectively. 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.
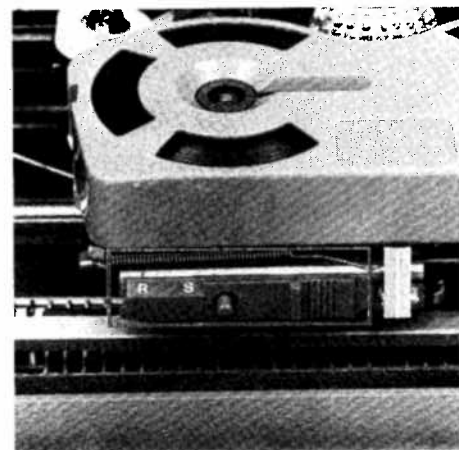
Selective Ribbon System

To type stencils, push the ribbon/stencil control in and to the left so that the 'S' lines up under the mark. Release to lock into place.

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

Fabric Ribbon System

To type stencils, move the ribbon/stencil control to position '0.'

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To Make a Correction

- Depress the correcting key <X] to backspace to the last incorrectly typed character. This key has a typamatic (repeat) action 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.
- Backspace with the correcting key to the next incorrect character and re-strike it to delete it from the paper. Repeat until all incorrect characters are deleted.
- Type the correct character or characters.

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 released.

The correction facility requires the matching of the correction tape with the ribbon.
For IBM High Yield Correctable Film Ribbon use IBM Lift-Off Tape.
For IBM TIII Ribbon use IBM Cover-up Tape

Offset Masters

Note that IBM High Yield Correctable Film Ribbon is not suitable for use on offset masters, and that for this work the correction facility should not be employed.

Example

This is/an er̸or

Press correction key three times

This/is an /eroor

Press 'o' key

This/is an /er or

Press 'r' key

This /is an ̸rror

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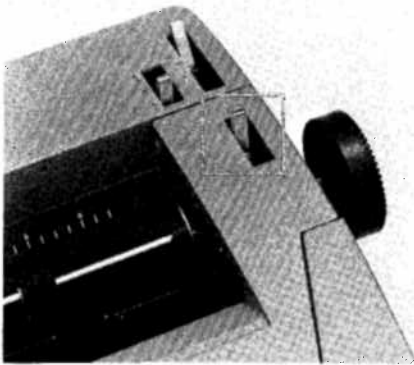
The line-finder lever allows the platen to rotate freely, rather than in half line stop. It is useful for superscripts, subscripts, a form with irregular spacing, drawing lines, double underlining etc.

Pull the lever forward to release the platen, which can then be rolled to the required position.

To return to the normal line positions simply push the lever back and roll the platen to the required line.
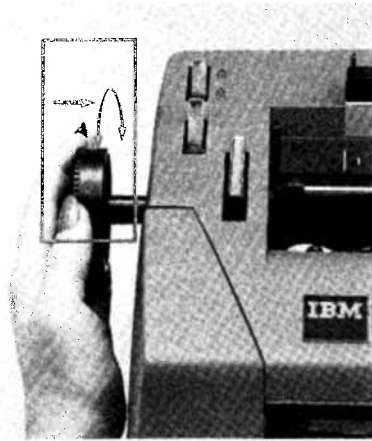
Re-aligning a Page for Corrections

Vertically

Platen Variable

Press in the left platen knob to permanently change the position of the writing line or to re-align a page vertically for corrections or additions

Horizontally

To re-align characters horizontally for a correction, use the markings on the cardholder as a guide:

● Position the characters in the small vertical lines at the top of the cardholder.
● Roll the paper down to the horizontal line at the bottom of the cardholder. This indicates the base of the typing line.
● Position your paper so that the bottom of each character rests just above the line, as shown in the photograph above.

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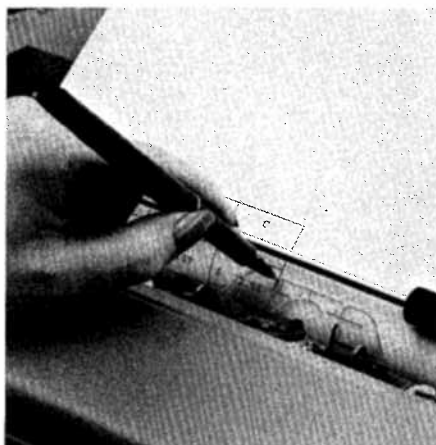
Drawing Vertical Lines

Lodge a pen in the notches on the card-holder to draw vertical lines. Hold the pen in contact with the paper and roll the platen with the line-finder lever in the forward position.

Remember to return the lever to its original position before you start typing again.
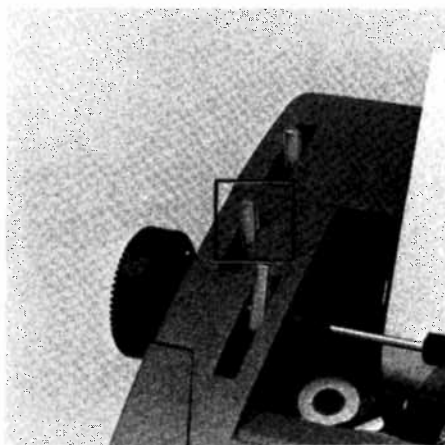
Half-Backspace Lever
(Dual Pitch Model Only)

Use this lever to spread or squeeze characters or create a ligature (for example æ).

- Pull the half-backspace lever forward and hold. The carrier will move back one-half character space.
- Type the character(s).
- Release the half-backspace lever. The carriage will move forward to its normal typing position.

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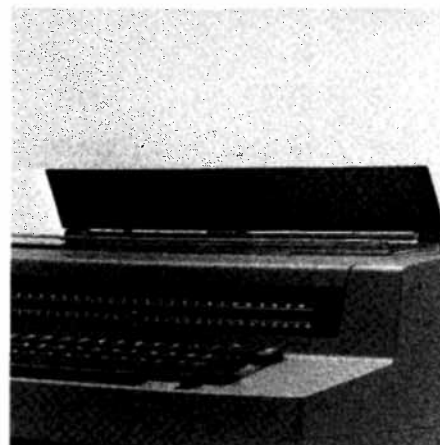
Acoustic Hood

This feature quietens the machine for use in noise-sensitive environments.

You can insert paper in the typewriter without lifting the acoustic hood.

Adjust the visor to avoid reflections on the surface of the cover.

To give access to the element and ribbon, lift the cover after pulling the hood toward you.

Clean the hood with a damp cloth and mild soap only. Use of other cleaning materials may damage the surface.

When using foreign language or technical typing elements, this feature enables specialist symbols to be printed with the right striking velocity. Thus small specialist characters, such as accent marks are not excessively indented into the paper, and large characters, such as fractions, are printed with a clear, sharp image. Adjustment to give the optimum velocity for characters in a normal element is built into the typewriter.

For small characters, such as accent marks, move the dial toward the narrow mark; for large characters move it toward the large mark.
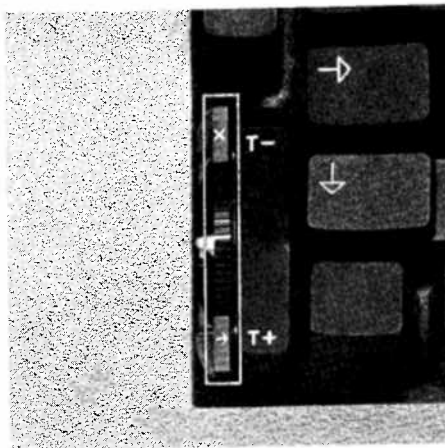
If you regularly use a library, language, or trilingual typing element, your typewriter should be equipped with the dead key feature. With dead key, you can type accent marks without the carrier advancing to the next space.

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.

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.

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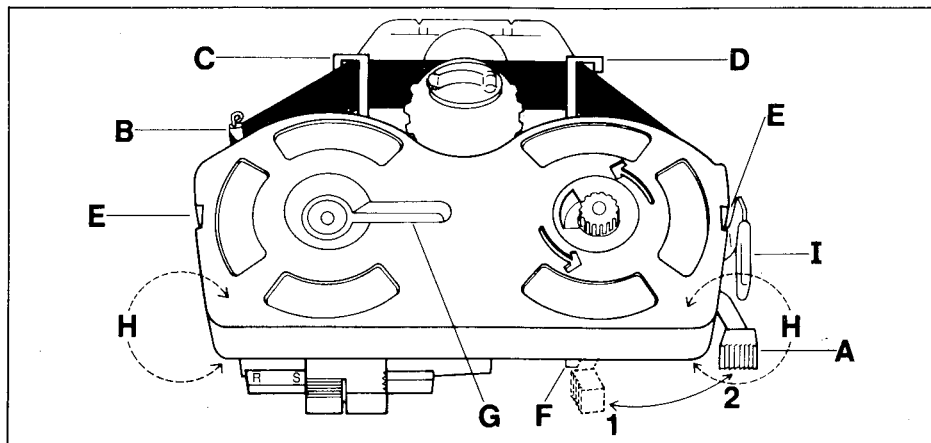
The IBM Correcting Selectric III Type-
writer offers a selective ribbon system:
IBM High Yield Correctable Film Ribbon
with IBM Lift-off Tape, or the IBM
TIII Ribbon with IBM TIII Cover-up
Tape. Both are quickly and easily in-
stalled. To avoid any confusion, the spool
take up knob on a ribbon cartridge is the
same colour as the spool of the corres-
ponding correction tape.

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

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

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

To remove a ribbon:

- Centre the carrier and turn the
  typewriter off.
- Lift the cover. Pull the acoustic
  hood towards you before lifting the
  cover.
- Keep the paper bail against the platen.
- Move the ribbon load lever (A*) to
  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.*

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

To install a ribbon:

- Be sure the ribbon load lever (A) is
  in the load position (1).
- Put the ribbon leader (un-inked
  portion) on the *outside* of the guide-
  post (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 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 re-order number of
each ribbon appear on the underside of
the ribbon cartridge.
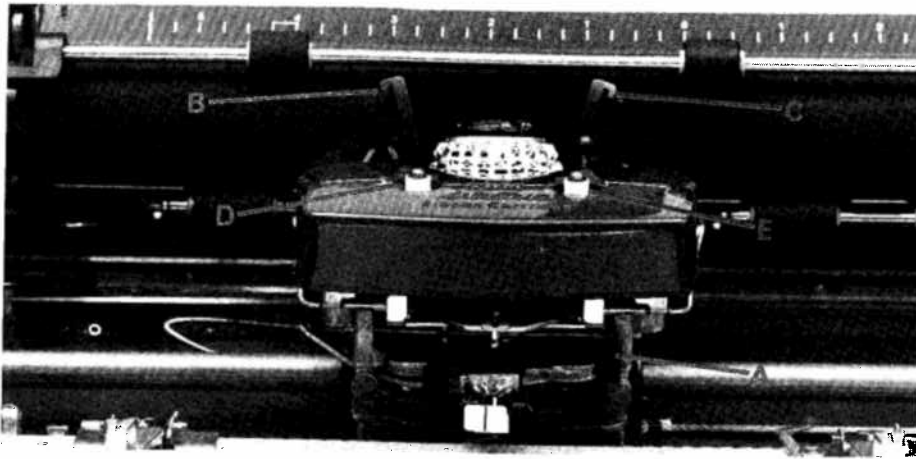
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To remove a fabric ribbon:

● Centre the carrier and turn the type-writer off.
● Lift the cover. Pull the acoustic hood towards you before lifting the cover.
● Keep the paper bail against the platen.
● Move the ribbon change lever (A) to the far right to raise 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 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) 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 re-order number of each ribbon appear on the underside of the ribbon cartridge.

(Fabric Ribbon Model Only)
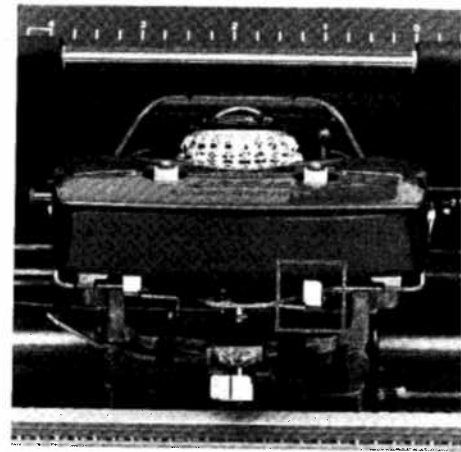
Fabric Ribbons reverse automatically when either side of the cartridge becomes empty. However, to manually reverse the ribbon, press the ribbon reverse lever nearest you to the rear.

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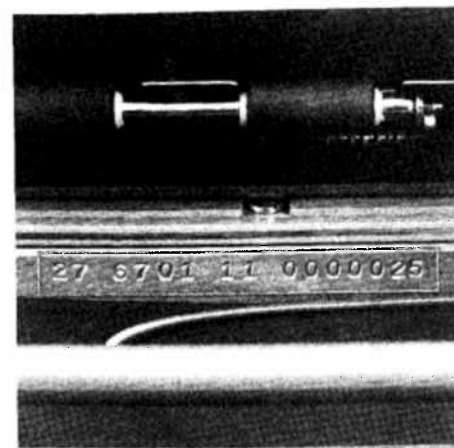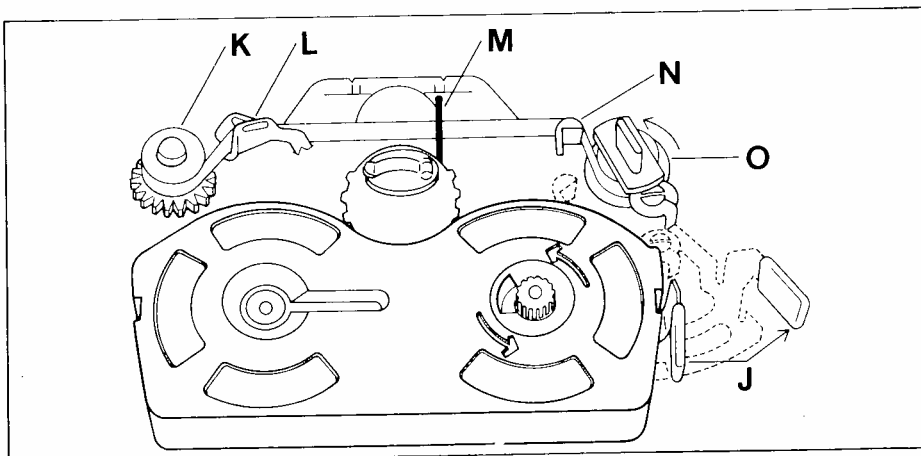
To remove the tape:

- Move the tape load lever (J) to the right.*
- To lift off the empty tape spool (K) twist slightly clockwise; remove take-up spool.

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* The tape load lever cannot be moved if the ribbon load lever is in the load position see page 15

To install new tape:

Remember: Use an orange spool with a ribbon which has an orange knob; 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 new tape spool (K) on the left spindle.
- Thread the leader through the guide (L), *behind* the separator wire (M), and behind the guide (N).
- Place the take-up spool (O) on the right spindle. Turn the take-up spool in the direction of the arrow until the leader is past the guide.
- Move the tape load lever (J) to the left. (The lever must be closed before you begin to type.)

To locate the serial number:

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

Cleaning Your Typewriter

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.

Typing elements may be cleaned with a dry brush and cloth *after* removing from the machine.

For ordering information see page 24.

Ideal for typing original documents. Designed specifically for correspondence typing. Best results are obtained with less than three carbon copies. Carbon copy sheets should be lightweight, smooth surfaced paper. Carbon paper weight should not exceed 6 lb (2gsm). The first or original sheet should be a good 16-20 lb (60-75 gsm) bond paper.

Since the receptivity of the surface of these papers varies, it is best to first try the ribbon on the paper to be used. It is *not* recommended for OCR, Direct Image Offset Masters, Photo-Master Paper or Negotiable Instruments. Type styles larger than Courier *will* not achieve maximum results. This ribbon is *not* recommended for use with Orator type style. For these applications the IBM TIII ribbon should be used.

Equipment: IBM Selectric III Typewriter with selective ribbon system (fits machines with or without correction facility).

Average Annual Usage: 16-20 ribbons

Shelf Life: Up to three years

Colours: Black, Blue, Green, Brown

Average Character Yield: 150,000

Packaging: 6 ribbons per box (Minimum order—2 boxes)

Re-order Numbers:
Black: 1299095
Blue: 1299361
Green: 1299362
Brown: 1299363
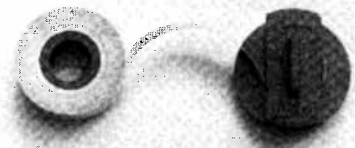
Works in tandem with IBM High Yield Correctable Film Ribbon to lift incorrectly typed characters off the page Some thin papers such as air mail pape are not recommended. Try the tape on the paper first.

Equipment: IBM Correcting Selectric I Typewriter

Average Annual Usage: 16—20 tapes

Shelf Life: Up to two years

Colour: White

Average Character Yield: Approximately 2,000 corrections

Packaging: 6 tapes per box (Minimum order — 1 box)

Re-order Number: 1136433

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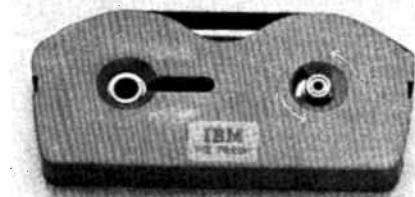
IBM TIII Ribbon

Ideal for all general-purpose typing, offset masters, hard-to-image surfaces, and some OCR applications.

Equipment: IBM Selectric III Typewriter (with or without correction capability) equipped *with* the selective ribbon system.

Average Annual Usage: 4—6 ribbons

Shelf Life: Up to two years

Average Character Yield: 580,000

Colour: Black

Packaging: 2 ribbons per box (Minimum order—1 box)

Re-order Number: 1136395
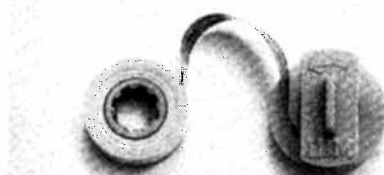
IBM Cover-up Tape

Developed to work in combination with IBM TIII Ribbon to cover up incorrectly typed characters. Not suitable for Direct Image Offset Masters.

Equipment: IBM Correcting Selectric III Typewriter

Average Annual Usage: 16—20 tapes

Shelf Life: Up to three years

Colour: White

Average Character Yield: Approximately 2,000 corrections

Packaging: 6 tapes per box (Minimum order—1 box)

Re-order Number: 1136434

IBM Film Ribbon Cartridge

Suited for general-purpose typing, offset masters, OCR applications.

Equipment: IBM Selectric III Typewriter and Correcting Selectric III Typewriter* equipped *with* the selective ribbon system.

Average Annual Usage: 20—24 ribbons

Shelf Life: Up to three years

**Colours:** Black, Medium Blue, Medium Green, Dark Brown
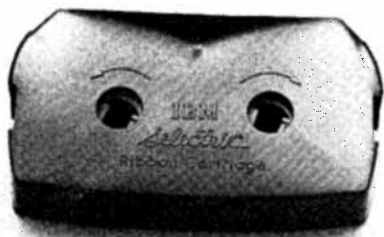
Average Character Yield: 120,000

Packaging: 6 ribbons per box (Minimum order — 1 box)

Re-order Numbers:
Black: 1136390
Medium Blue: 1136388
Medium Green: 1136386
Dark Brown: 1136383
*You cannot correct with the correcting key   19

For general correspondence typing.

Equipment: IBM Selectric III Type-writer *with* the fabric ribbon system.

Average Annual Usage: 6 ribbons

Shelf Life: Up to 3 years

Colours: Black, Black/Red, Medium Blue, Medium Green, Medium Brown

Packaging: 6 per box (Minimum order—1 box)

Reorder Numbers:

Black (general purpose) 6512732
Black (heavy inking) 6512730
Black/red 6512731
Medium Blue 6512236
Medium Green 6512238
Medium Brown 6512240

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IBM carbon film — gold grade

This advanced carbon film produces sharp, dense smudge-proof copies. A sponge-like material, laminated to a sheet of polyester film, retains the ink in fluid form. This design provides a product life significantly longer than conventional carbon papers. The rigidity and excellent handling characteristics combined with qualities which resist slippage, tearing and creasing make this the best copying sheet in the IBM range.

Base material: Polyester
Shelf life: Up to 3 years
Packaging: 200 sheets per box
Size and re-order no:
A4 (8¼in x 12¼in) 9991043
Foolscap (8in x 13½in) 0813250
US quarto (8½in x 11½in) 0911250
US foolscap (8½in x 13½in) 0913250
A5 (8¼in x 5¾in) 0608250
²/3 A4 (8¼in x 7¾in) 0808250
A3 (16½in x 11¾in) 1216250
Octavo (8in x 5in) 0508250
Sixmo (8in x 6½in) 0708250
Quarto (8in x 10½in) 0810250
Brief (13in x 16in) 1316250

IBM carbon paper — standard grade

A long-lasting lightweight carbon tissu suitable for applications demanding multiple copies. Two types are availal

611 dark dense write, and 613 sharp write.

Base material: 5½ lb paper tissue
Shelf life: Up to 3 years
Packaging: 200 sheets per box
Size and re-order no:

611 dark dense write
A4 (8¼in x 12¼in) 0812211
Foolscap (8in x 13½in) 0813211
Quarto (8in x 10½in) 0810211
US quarto (8½in x 11½in) 0911211

613 sharp grey write
A4 (8¼in x 12¼in) 0812213
Foolscap (8in x 13½in) 0813213
Quarto (8in x 10½in) 0810213
US quarto (8½in x 11½in) 0911213
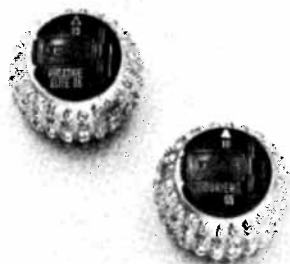
The IBM Correcting Selectric III and the IBM Selectric III Typewriters incorporate 96 character interchangeable elements for versatility and flexibility in typing. When changing typing applications, simply change the typing element. (96 character elements are not interchangeable with the earlier range of 88 character elements.)

On top of each element is the following:
- The name of the type style in yellow; example, Courier 96.
- A 10 ▲ or 12 △ indicating pitch.
- A four- or five-digit identification number under the element release lever.

A wide range of elements is available, including many for specialised applications. If you cannot find a suitable element in the standard range ask your IBM Office Products Division Marketing Representative.

The tables on the following pages will help you to choose the best IBM ribbon and element for each task.

Type Style	Original	1—3 Carbon Copies	3—5 Carbon Copies	Offset Masters	Spirit Masters	Stencils
12-pitch:						
Artisan	A	A	B	A	B	B
Courier 12	A	A	B	A	B	B
Diplomat	A	A	B	A	A	B
Dual Gothic	A	B	C	NR	NR	B
Elite	A	A	A	A	A	A
Letter Gothic	A	A	A	A	B	B
Light Italic	A	A	A	A	A	A
Polygo Elite	B	C	NR	B	B	A
Prestige Elite	A	A	B	A	A	A
Scribe	A	A	A	A	A	A
Script	A	B	C	A	C	C
Symbol	A	C	C	B	C	C
10-pitch						
Advocate	A	A	A	A	A	A
Bookface Academic	A	B	C	A	B	B
Courier 10	A	A	B	A	B	B
Delegate	A	A	B	A	B	C
Manifold	A	A	A	A	B	B
OCR B	A	B	C	C	C	C
Orator	B	C	NR	C	C	NR
Pica	A	A	A	A	A	A
Polygo Pica	B	C	C	A	A	A
Symbol	A	C	C	B	C	C

*Ratings:
A—Good; B—Fair; C—Marginal; NR—Not Recommended
(Based on proper selection of ribbon, carbon paper, stencils, etc.)

	TIII	High Yield Correctable Film	Film Ribbon Cartridge	Fabric
Typing Applications				
Legal Correspondence	●	●	●	
Statistical Correspondence	●	●	●	●
Specification Writing	●	●	●	●
Medical Reports	●	●	●	●
Executive Correspondence	●	●	●	
Routine Correspondence	●	●	●	●
Hard-to-Image Originals*				
Example: Engineering Drawings	●			●
OCR	●		●	
Manifolding	●		●	●
Speech Writing**	●		●	●
Negotiable Instruments—				
(checks, stocks, etc.)	●		●	●
Erasable Bond*	●		●	
Reproduction Applications				
Heat Transfer	●	●	●	●
Transfer Electrostatic	●	●	●	●
Direct Electrostatic	●	●	●	●
Offset Masters, Direct to Plate	●		●	●
Offset Masters, Copier Process	●	●	●	●
Offset Masters, Photo Process	●		●	●
Diazo Process, Ozalid[1] or Bruning[2]	●	●	●	●

When typing Direct Image Offset Masters, the IBM Film Ribbon Cartridge or the IBM TIII Ribbon should be used. When typing negotiable instruments, the IBM TIII Ribbon should be used.

* The receptivity of the surface of these materials varies widely and care must be used in the selection of a specific material to be typed on, type style, impression control and ribbon to produce the best result. When in doubt, prepare samples first.

** Best results with Orator and other large type style elements are obtained by using the IBM TIII Ribbon.

[1] Trademark of the GAF Corp.
[2] Trademark of the Charles Bruning Co., Inc.

The Supplies Centre provides you with a fast,convenient method of ordering IBM supplies. It is staffed by specialists to answer your questions and offer advice, in addition to accepting and processing your supplies orders with speed, courtesy and accuracy.

How to order IBM Supplies

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9.00 am to 5.00 pm Monday to Thursday
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By post: IBM United Kingdom Limited
OP Supplies Centre
PO Box 7
Rockware Avenue
Greenford
Middlesex UB6 0DW

By telex: Telex number 263789

By Supplies Agreement: Call your IBM representative, or discuss your requirements with our Supplies Agreement Specialists on 01-578 9343

- Discounts are based on annual usage.
- Pre-payment is not necessary, and stockpiling can be avoided.
- Your needs are tailored for, within clearly defined terms and conditions.
- It is flexible — your planned deliveries can be adjusted.
- The price you pay is protected for the year ahead; we guarantee that charges will not be increased by more than five per cent during any one 12-month period.
- Your administration costs are reduced; one order normally takes care of your annual requirements.
- Unplanned additional requirements can be added in at similar discounts.

Ask your IBM Office Products Division Marketing Representative to explain the benefits of the IBM Supplies Agreement, or call our Agreement Specialist on 01-578 9343.

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Checklist for Proper Typewriter Operation

- If the typewriter does not turn on make sure that it is properly plugged in to the mains supply and that the on/off switch is pushed in at the top.
- If nothing prints on the paper, make certain the ribbon/stencil control (page 10) is not in the stencil position.
- If the carrier will not move, turn the typewriter *off* for a few seconds, then *on*. Depress the margin release key or tab key to release the carrier.
- If erratic line spacing occurs, check to see that the line-finder (page 12) is not forward.
- If the ribbon is not printing properly, make sure that the ribbon (page 15) and the correcting tape (page 17) have been installed correctly. On a fabric ribbon typewriter, reverse the ribbon manually (page 16) and continue typing.
- If characters are crowded or too far apart, check to see if the pitch selection lever matches the element.
- If an element has been dropped or if erratic character spacing occurs, check the bottom of the element for a broken tooth. If a tooth is broken, the element will have to be replaced.