



BY APPOINTMENT.

INSTRUCTIONS FOR USING
THE ALL ENGLISH
BAR-LET PORTABLE
MODEL 2
TYPEWRITER.

MANUFACTURED THROUGHOUT
IN NOTTINGHAM,
ENGLAND.

UTILISING ENGLISH BRAINS, CAPITAL, LABOUR, MATERIAL.

MANUFACTURED BY
BAR-LOCK TYPEWRITER COMPANY,
Nottingham. ENGLAND.

Telegrams :
BARLOCK, NOTTINGHAM.
Tel. phone :
75141-2 NOTTINGHAM.

No. 44-6 CARD CLIP.

No. 43-69 BASE COVER TOP.

To remove, unscrew the two thumb screws (No. 43-70) and then lift the cover upwards.

No. 47-57 RIBBON REVERSE LINK.

The ribbon will reverse direction if either of the guide arms are moved to right or left.

No. 49-7 SHIFT KEY-LEVER (FIG.)

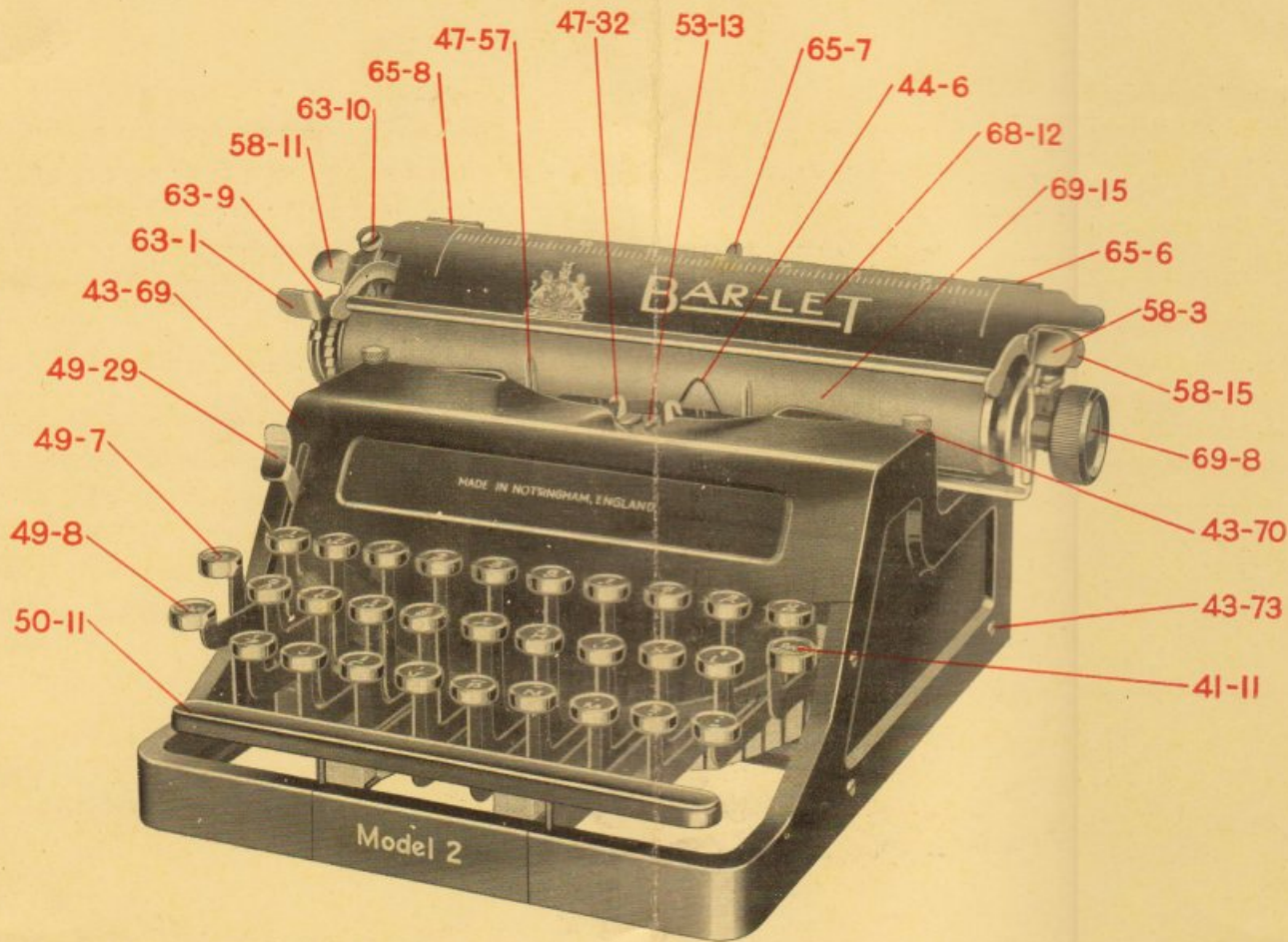
Depress for Figures and Signs—see paragraph N.)

No. 49-29 SHIFT LOCK LEVER.

(Press backwards to lock, and forwards to release.)

No. 50-11 SPACE KEY.

No. 53-13 TYPEBAR GUIDE



No. 58-3 CARRIAGE END, R.H.

No. 58-11 CARRIAGE END, L.H.

No. 58-15 CARRIAGE RELEASE LEVER. (Pull forward to release carriage—see paragraph I.)

No. 63-1 LINESPACE LEVER. (For turning up the paper and returning the carriage—see paragraph G.)

No. 63-9 LINESPACE SETTING LEVER. (For distance between lines—see paragraph F.)

No. 65-6 MARGIN STOP, R.H.

No. 65-8 MARGIN STOP, L.H.

No. 65-7 MARGIN RELEASE LEVER.

A pocket is provided in the case for carrying paper, envelopes, etc. This will be found very convenient if the case is stood upright behind the machine with the open side to the front.

To release the flap, press the flat spring inside the case, when the flap will drop down on to two stops which hold same in a horizontal position. The paper, etc., can then be taken and used as required.

The machine is attached to the baseboard and cover plate by means of four screws. If the machine is not being frequently transported, it may, if desired, be removed from the baseboard by simply removing the four screws.

INSTRUCTIONS FOR USING THE BAR-LET PORTABLE. MODEL **2**

TYPEWRITER.

A.—Inserting the Paper.

First raise the paper bar by pulling forward the small locking lever that will be found at the right hand side. Take the paper in the left hand, with the top edge or printed heading downwards—and the side to be written on facing away from the operator. Slide the paper down the Paper Table until it rests against the bottom Feed Rolls and the Platen. Then rotate the Platen Knob in a clockwise direction. Pull down the paper bar which will be automatically locked in position by means of the small locking lever. If it is necessary to re-adjust the paper when in the machine, pull forward either of the tabs on the Paper Table with the first finger, at the same time resting the thumb on the tab of the carriage. (No. 58-11).

B.—Left Hand Margin.

A margin of 5, 10 or 15 spaces is usual at the left-hand side of the paper, but to set the Margin Stop to obtain any desired margin width, first move the carriage into the position required. If, for instance, a margin of 10 spaces is proposed, the tenth graduation on paper table must be set opposite the red line on Margin Release. Then slide the Margin Stop up to the Release Lever, i.e., as far as it can be pushed to the right. The same procedure is followed for the Right Hand.

C.—Right Hand Margin.

This should be set in exactly the same way as the left-hand. It adjusts the ringing of the alarm bell

H.—Line Finder.

In order to find the exact line on which the letters will appear—for instance writing on a ruled line—turn the paper forward until the line to be written on coincides exactly with the edge of the Card Clip (No. 44/6) and the writing will take place on that line. (See also Writing on Ruled Lines).

I.—Carriage Release Lever.

To bring carriage to the left (without typing) press together the two tabs (No. 58/3 and 58/15) on the right-hand side of the carriage. The carriage will then move freely.

J.—Raising the Carriage.

To raise for cleaning purposes, pull the carriage to the right hand, and then push forward the small locking lever until this is clear of the pin. The carriage can then be swung right over for cleaning, etc.

K.—To Clean the Type.

Remove the Base Cover Top (43-69). To do this, unscrew the two thumb screws (No. 43-70) and then lift the cover upwards. Place a duster or piece of blotting paper, over the keyboard to prevent the keys becoming stained. Now brush the type with a type brush, but do not do this too vigorously, otherwise the ink will spread all over the type-bars, causing dis-

O.—Ribbon.

Remove Base Cover Top (43-69). See paragraph K. The ribbon is threaded through the slots in the Reverse Link Arms (No. 47/57) and the Ribbon Vibrator, and passes behind the back of the Typebar Guide (see Sketch 1). When the end of the ribbon is reached, a small eyelet will appear pressing against the side of one of the Reverse Link Arms. This will cause the Reverse Link to move sideways and automatically reverse the ribbon movement. The ribbon can be made to reverse its motion by moving sideways either of the arms on the Ribbon Reverse Link. The ribbon is $\frac{1}{4}$ in. wide. When one half of this has been used, the spools may be turned over, that is to say, the right-hand should be fitted on the left-hand side, and vice-versa. This will bring the unused portion of the ribbon into action. The ribbon spools are removed by pulling upwards. It should always be noted that spools are pressed right home on their spindles, i.e. the top of the spindle should be showing through the top of the spool.

It is essential for the ribbon to be correctly fitted. Underneath Base Cover Top (43/69) will be found a diagram showing the correct method of threading the ribbon. This diagram is similar to Sketch No. 1 below.

P.—Changing Ribbon.

Remove Base Cover Top (see paragraph K). Before removing spools and ribbon, carefully note how ribbon is fitted, and the direction of rotation of spools. The right-hand spool travels clock-wise when filling, and the left-hand anti-clockwise (see Sketch No. 1). It is most important that ribbon should be fitted exactly as shown in Sketch No. 1. It should be noted that no twists are in the ribbon previous to attaching same to

the right. The same procedure is followed for the Right Hand.

C.—Right Hand Margin.

This should be set in exactly the same way as the left-hand. It adjusts the ringing of the alarm bell which will ring and warn the operator that five spaces hence the carriage will lock.

D.—Marginal Notes.

If it necessary to write inside the margins without changing the position of the stops, press back Margin Release Lever (No. 65/7).

E.—Operation.

Touch the keys lightly and sharply. Do not strike the full stops and commas too heavily.

F.—Spacing for New Line.

When the line of writing is completed, return the carriage by the left hand, placing index finger under (No. 58/11) and thumb on (No. 63/1), press together, and push carriage to right hand side until it comes up against the Margin Stop. This automatically feeds the paper forward 1 or 2 spaces, according to the position of Setting Lever (No. 63/3, Sketch No. 2)

G.—Setting Linespace.

Before this setting lever can be moved, it will be necessary to press backward the Platen Release Lever (No. 63/5, Sketch 2). When the lever has been set it should be noted that the Roller which is carried by the Linespace Roller Lever is in re-engagement with the Ratchet.

unscrew the two thumb screws (No. 43-70) and then lift the cover upwards. Place a duster or piece of blotting paper, over the keyboard to prevent the keys becoming stained. Now brush the type with a type brush, but do not do this too vigorously, otherwise the ink will spread all over the type-bars, causing discoloration, etc. If any difficulty is experienced with the ink, a little benzine may be used.

L.—Writing on Ruled Lines.

The Linespace Roller Lever (No. 63/5, Sketch No. 2) may be disengaged from the Platen Ratchet by pressing this backward, and at the same time pushing the setting lever (No. 63/3) back as far as it will go. This will enable ruled lines to be written upon.

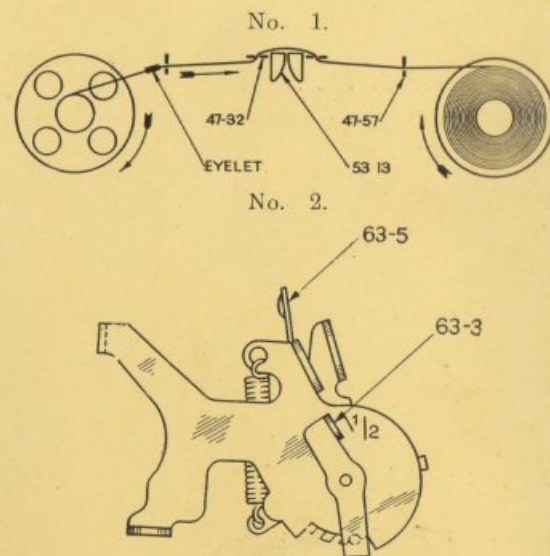
M.—Backspace Key.

Is situated on extreme right of keyboard, and is used to move the carriage quickly a space to the right in order to reprint a letter which may have been too lightly printed, or to correct an error. This key should be depressed as far as it will go.

N.—The Keyboard.

There are 28 keys, each key printing three characters. To obtain figures and signs, depress Fig. Key No. 49/7). To lock the carriage in this position, press backward the shift lock while the Fig. Key is being depressed. To release, depress Fig. Key a little, and the shift lock automatically releases. Follow the same instructions for Capitals, using the Cap Key. When neither of the shift keys is used the machine prints in small letters the characters shown in the bottom half of the key inserts.

moving spools and ribbon, carefully note how ribbon is fitted, and the direction of rotation of spools. The right-hand spool travels clock-wise when filling, and the left-hand anti-clockwise (see Sketch No. 1). It is most important that ribbon should be fitted exactly as shown in Sketch No. 1. It should be noted that no twists are in the ribbon previous to attaching same to the spool by means of the hooks on the centre of the spool.



Q. - Making Corrections.

Before erasing an error, draw the carriage to one side so that eraser dust will not drop in the machine mechanism. Insert small slip of paper between each carbon, otherwise the pressure of the eraser will mark the copies.

R.—Cleaning.

This should be done once a week when the machine is in use. Obtain a long handled cleaning brush (which is similar to a flat paint or varnish brush) and remove all dust and eraser dirt from the machine, taking particular pains to see that no dirt is left in the typebar bearing.

DONT'S FOR BEGINNERS.

DONT forget to write the company in case of trouble. We are anxious to assist you.

DON'T forget that if the right-hand margin is used, the carriage will lock five spaces after the bell has rung.

DON'T use cheap imitations of the genuine Bar-Let ribbon. The genuine ribbons have a small eyelet attached to each end. This eyelet is essential for the correct working of the Automatic Ribbon Reverse.

DON'T forget to consult the diagram when fitting a new ribbon.

DON'T allow any twists in the ribbon.

DON'T fail to clean and oil the machine once a week—it will pay.

DON'T brush the type with a circular motion, but backwards and forwards.

DON'T tamper with the mechanism.

DON'T oil the typebars or segment slots.

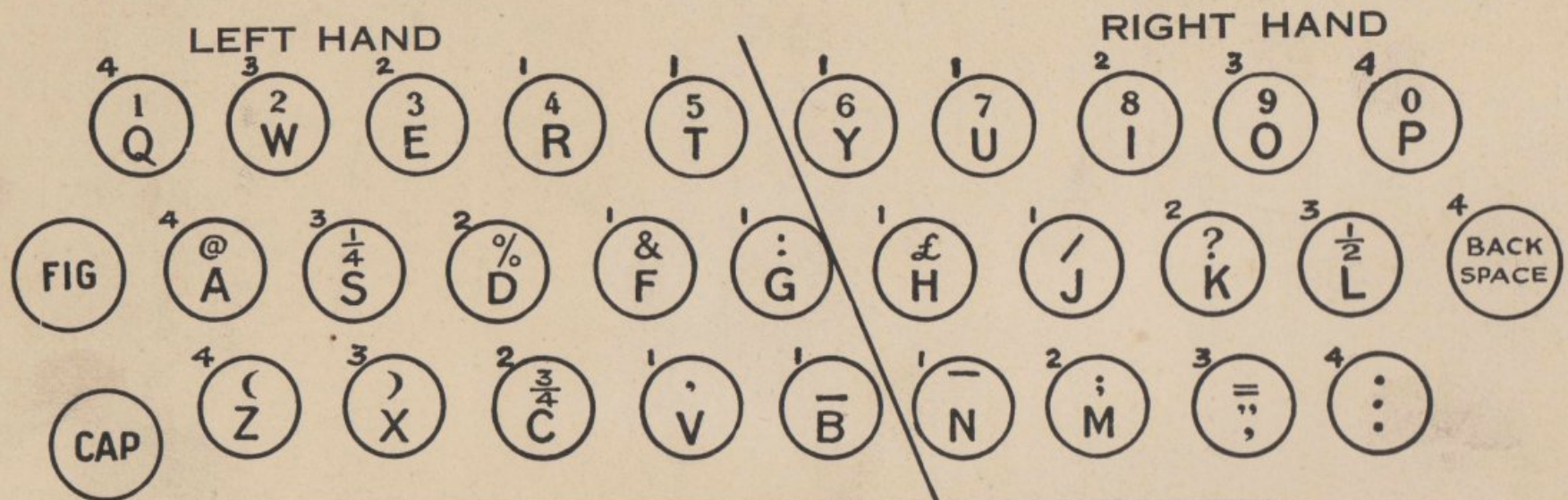
DON'T get oil on the platen or type face.

DON'T forget to consult the numbered illustrations if in doubt about the machine.

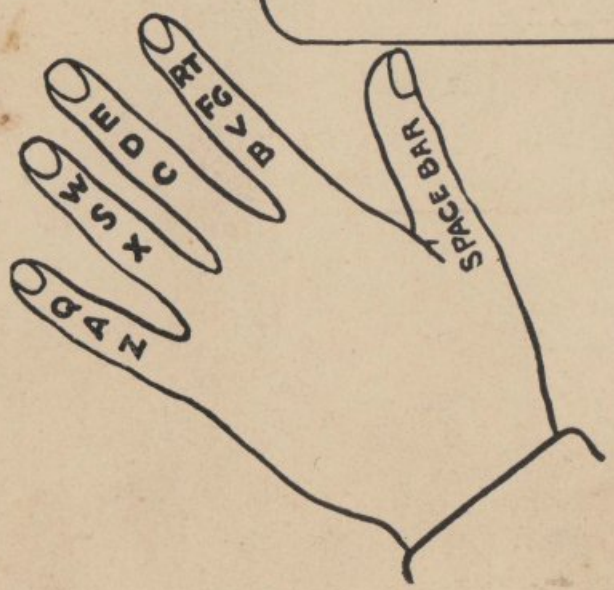
DON'T forget there is a loose flap for stationery inside the Carrying Case.

FINGERING CHART.

BAR-LET PORTABLE TYPEWRITER.



SPACE BAR



To secure the best results a light, quick, staccato touch should be developed using the finger on each hand for the letters indicated in the illustration.

