

INSTRUCTION BOOK

for the

Imperial 66



BY APPOINTMENT
TYPEWRITER
MANUFACTURERS TO THE
LATE KING GEORGE V.

Imperial Typewriter Company Ltd.

LEICESTER and HULL, England.

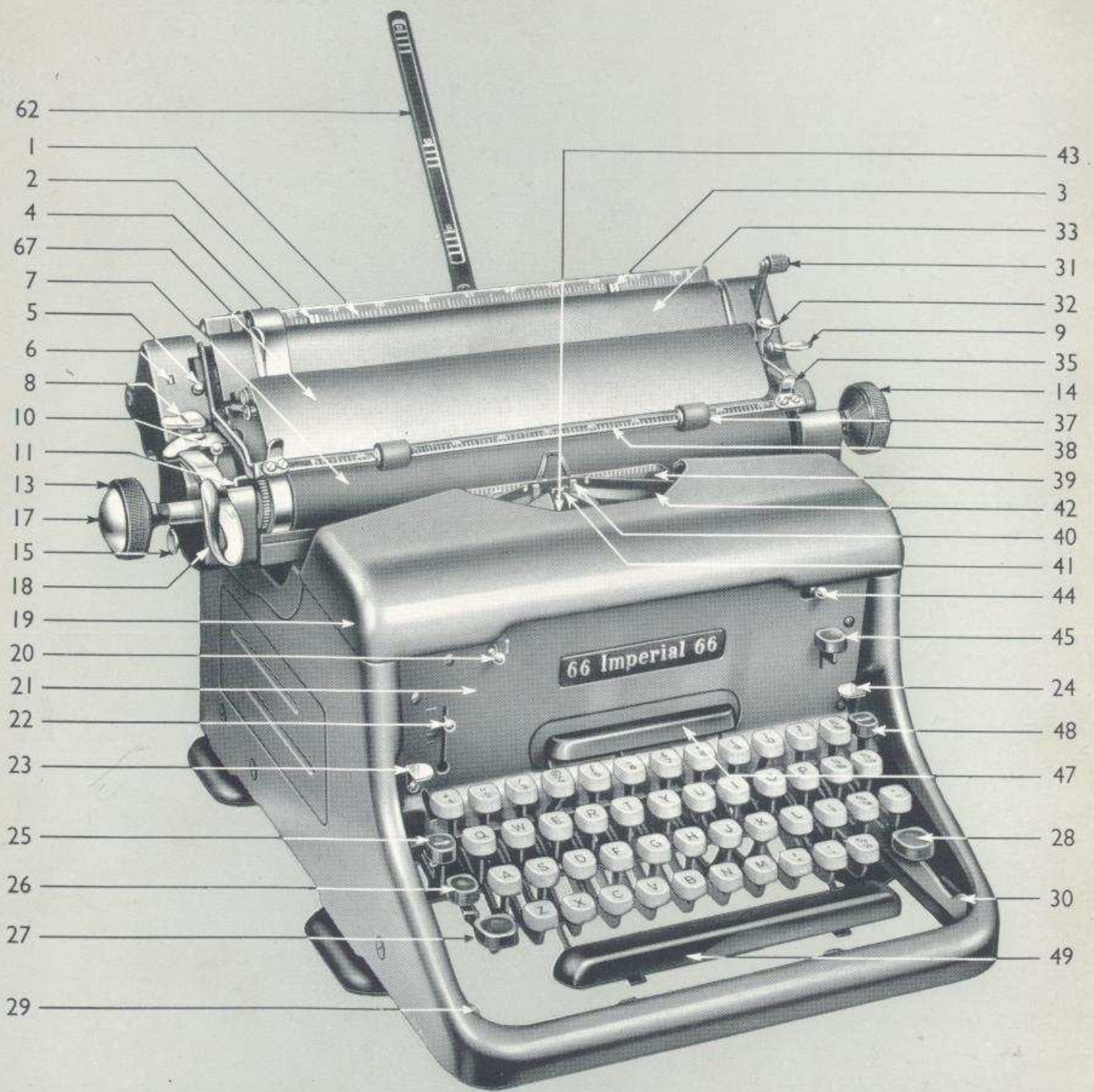


Fig. I

Principal Parts in the Imperial 66

1. Margin scale
2. Margin indicator (left-hand)
3. Margin indicator (right-hand)
4. Paper locating guide
5. Line-spacing adjusting lever
6. Line-spacing indicator
7. Platen roller
8. Carriage release lever (left-hand)
9. „ „ „ (right-hand)
10. Platen locating release lever
11. Platen clamping lever (left-hand)
12. „ „ „ (right-hand)
13. Platen turning knob (left-hand)
14. „ „ „ (right-hand)
15. Carriage clamping wedge (left-hand)
16. „ „ „ (right-hand)
17. Platen clutch release disc
18. Line-space lever
19. Hinged ribbon cover
20. Stencil switch
21. Type-unit front plate
22. Colour change lever
23. Type-unit release lever (left-hand)
24. „ „ „ (right-hand)
25. Back spacer
26. Shift lock
27. Shift key (left-hand)
28. „ „ (right-hand)
29. Type-unit runner (left-hand)
30. „ „ (right-hand)
31. Feed roller release lever
32. "Quickset" margin lever
33. Paper shelf
34. Bail bar lever (left-hand)
35. Bail bar lever (right-hand)
36. Auxiliary feed roller (left-hand)
37. „ „ „ (right-hand)
38. Bail bar
39. Line indicator
40. Ribbon centre guide
41. Type-bar fork
42. Line indicator locking lever
43. Writing point indicator
44. Ribbon reverse lever
45. Tabulator setting key
46. Touch adjustment control
47. Tabulator bar
48. Margin release
49. Space bar
50. Carriage locating stud (left-hand)
51. „ „ „ (right-hand)
52. Card guide
53. Drawband
54. Drawband lever
55. Top plate
56. Ribbon spool (left-hand)
57. „ „ (right-hand)
58. Ribbon tension lever (left-hand)
59. „ „ „ (right-hand)
60. Ribbon guide (left-hand)
61. „ „ (right-hand)
62. Page end scale
63. Ribbon prong
64. Tabulator stop clearing lever (collective)
65. „ „ „ „ (individual)
66. Margin warning bell on/off lever
67. Auxiliary paper shelf

Instructions for using the Imperial 66

Unpacking

Typewriters with cloth covers are packed in wood-wool, and the lid of the packing-case is nailed down. Remove the lid and lift the machine clear. The carriage will be found in a separate wrapping and it will be necessary to place this on the machine in accordance with instructions below.

Typewriters with metal covers and baseboards are clamped to the bottom of the case, which should first be unscrewed. Lift the bottom away from the case, together with the machine, baseboard and metal cover.

Unscrew the machine from the baseboard and remove wrapping.

Now turn the typewriter over on its side and remove the two hexagon headed nickel plated screws, each of which has a red label attached marked "PACKING SCREW. REMOVE BEFORE USING MACHINE". These screws are situated at the rear of the type-unit (or keyboard section) and are screwed into the type-unit runners Nos. 29 & 30, Fig. 1. Replace machine on feet and remove the two screws which will be found immediately underneath the type-unit release levers Nos. 23 & 24, Fig. 1. These screws will also be found to have red labels attached marked as above. The purpose of these four screws is simply to ensure that the type-unit is securely locked in the typewriter frame during transit.

Screw the machine back to the baseboard.

Assembling

First unwrap the carriage (which will be found in a separate compartment of the

packing case) and remove the four plungers as instructed. Then place the carriage on the machine as follows:—

Lift the carriage by both hands, and with the fore-fingers press the carriage clamping wedges on either side Nos. 15 & 16, Fig. 10. Place the carriage centrally over the machine, allowing it to fall over the two carriage-locating studs Nos. 50 & 51, Fig. 2. In so doing carefully watch the front part of the carriage to ensure that there is a slight clearance between the platen and the card guide No. 52, Fig. 2. Be careful also to hold the carriage absolutely level when lowering on to the machine. When the carriage is correctly located on the studs, release the wedges, and the carriage will remain firmly in position. Remove the plugs at each end of the carriage as per instructions on labels attached.

The margin stops Nos. 2 & 3, Fig. 2, will be found to be adjusted to the central position in order to lock the carriage for transit. These must be adjusted outwards along the scale as described in paragraph "Setting the Margin-Stops" on page 9.

All that remains to be done now before the carriage is ready for use is to attach the tension drawband, No. 53, Fig. 2. To do this, first move the carriage to the full extent of its left-hand traverse by using the carriage release lever No. 8, Fig. 2. Now with the right hand lift the drawband lever No. 54, Fig. 2, and at the same time move the carriage across to the right when the drawband will be automatically attached.

Remove the two safety locking screws under the right- and left-hand type-unit

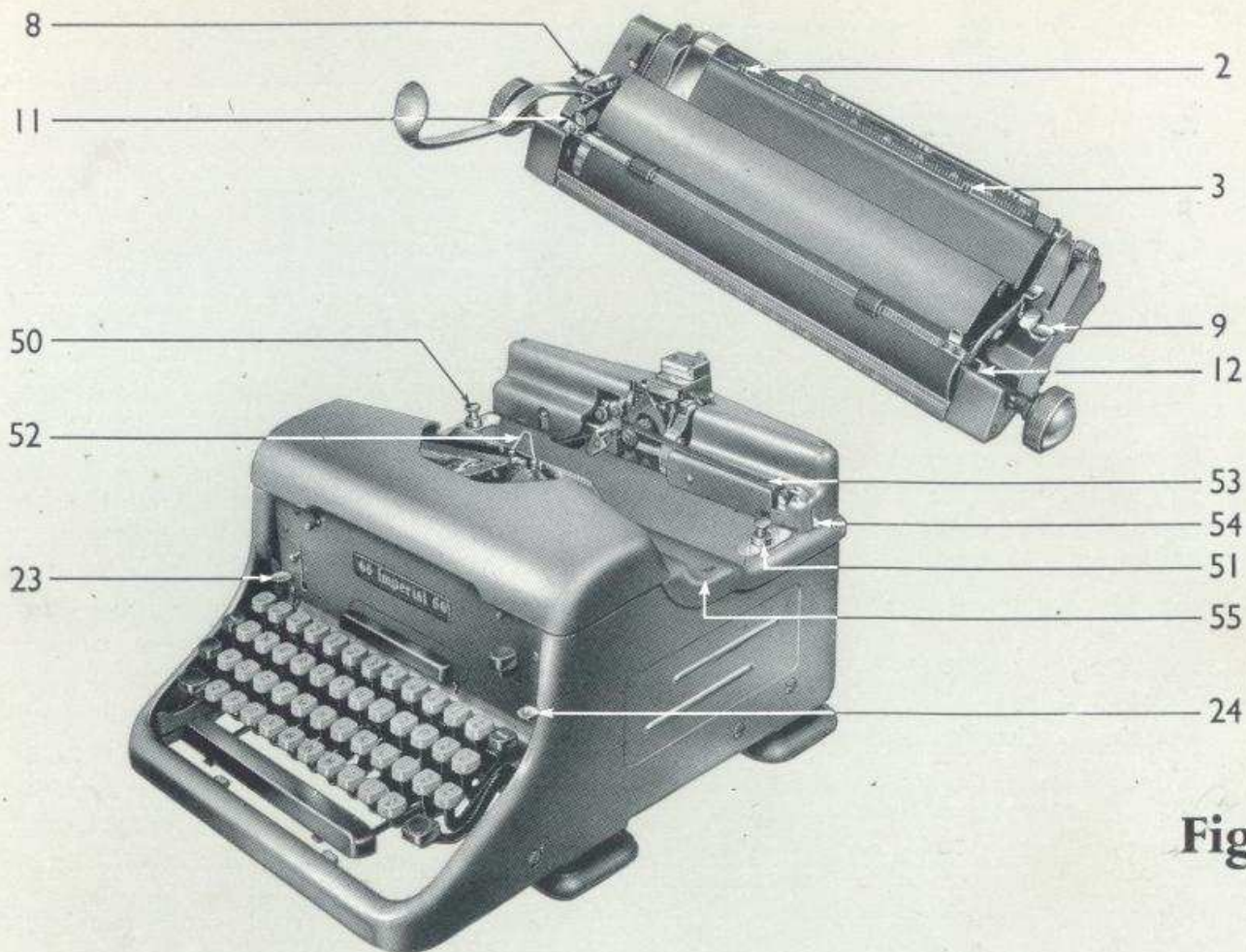


Fig. 2

release levers Nos. 23 & 24, Fig. 2, and the machine is then ready for use. (Instructions for fitting the ribbon will be found on the next page).

The Ribbon

The ribbon is wound on two spools Nos. 56 & 57, Fig. 3, and automatically moves along one space each time a character is typed. This movement ensures that the ribbon is worn evenly and as the ink quickly spreads from the unused to the used parts, uniformity of impression is made certain. The ribbon does not move, however, when the carriage is moved by hand.

The spools are interchangeable, right- and left-hand.

Ribbon Colour Switch

The Imperial 66 is fitted with a mechanism enabling the operator to write in either of two colours as desired, *e.g.*, black/red, blue/red, brown/green, etc., the particular colours being determined by the choice of ribbon. On the left of the type-unit front plate will be found the colour change lever No. 22, Fig. 3. When this lever is moved downwards the second colour is automatically brought into operation.

Fitting the Ribbon

Every machine is supplied complete with a ribbon and two spools. When it becomes necessary to fit a new ribbon, "Imperitype" brand ribbons are recommended, and these are supplied ready wound on the spool, which fits on the right-hand spindle.

When fitting a new ribbon, it is necessary to rewind the old ribbon on to one spool, so that the other spool is left empty, and ready to accommodate the new ribbon.

To do this raise the hinged cover No. 19, **Fig. 3**, when the two ribbon spools Nos. 56 & 57, **Fig. 3**, will be seen. Move the ribbon reverse lever No. 44, **Fig. 1**, in the direction of the spool containing the lesser amount of ribbon; this will enable the ribbon to be wound on to the fuller spool. Now rotate the appropriate spool in the required direction until the ribbon is fully wound.

The next operation is to remove the old ribbon and spools, which is quite simple. Depress the shift lock key No. 26, **Fig. 3**, thereby locking the type-unit in the "Capital" position. Take hold of the ribbon each side of the ribbon centre guide, No. 40, **Fig. 3**, and move it downwards and inwards until the top edge becomes disengaged from the outside guides. Do not remove the carriage or attempt to remove the type-unit while the hinged cover is in the raised position.

Remove each spool by swinging the ribbon tension levers Nos. 58 & 59, **Fig. 3**, out of the way, and lift the two spools clear of the machine. Now detach the end of the old ribbon from the empty spool, and attach the free end of the new ribbon to the metal prong No. 63, **Fig. 6**. Take care to ensure that the black portion of the ribbon is uppermost, that the ribbon is attached in a clockwise direction as **Fig. 6**, and that there are at least six turns of ribbon

on the new spool, before replacing it on the machine.

The new ribbon on its two spools should now be placed on the respective spindles, the full spool on the right hand side. Again take care to push back the tension levers whilst doing so, and afterwards thread the ribbon through the right and left-hand ribbon guides Nos. 60 & 6, **Fig. 4**.

Place the ribbon behind the inner prongs of the ribbon centre guide No. 40, **Fig. 4**; the ribbon is now pressed downwards until the top edges are again engaged by the outside guides of the ribbon centre guide. To make the ribbon taut, the ribbon reverse lever No. 44, **Fig. 1**, should now be moved over to the right. The empty spool can now be lightly turned by hand to take up any slackness in the ribbon. Replace the hinged cover, release the shift lock, and the machine is ready for use.

Reversing the Feed

Should it be necessary at any time to alter the direction of the ribbon's motion, this can be done by moving the ribbon reverse lever No. 44, **Fig. 1**. When this is moved over to the right the ribbon winds on to the left-hand spool and vice-versa.

Stencil Cutting

When cutting stencils it is essential that the type shall not strike through the ribbon. By lifting the stencil switch No. 20, **Fig. 1**, the ribbon mechanism is automatically thrown out of action and will remain so until the ribbon colour change lever No. 22, **Fig. 3**, is moved downwards into the black or red position. A safety lock in the colour change switch safeguards the operator against accidentally moving the lever into the Stencil position.

Fig. 3

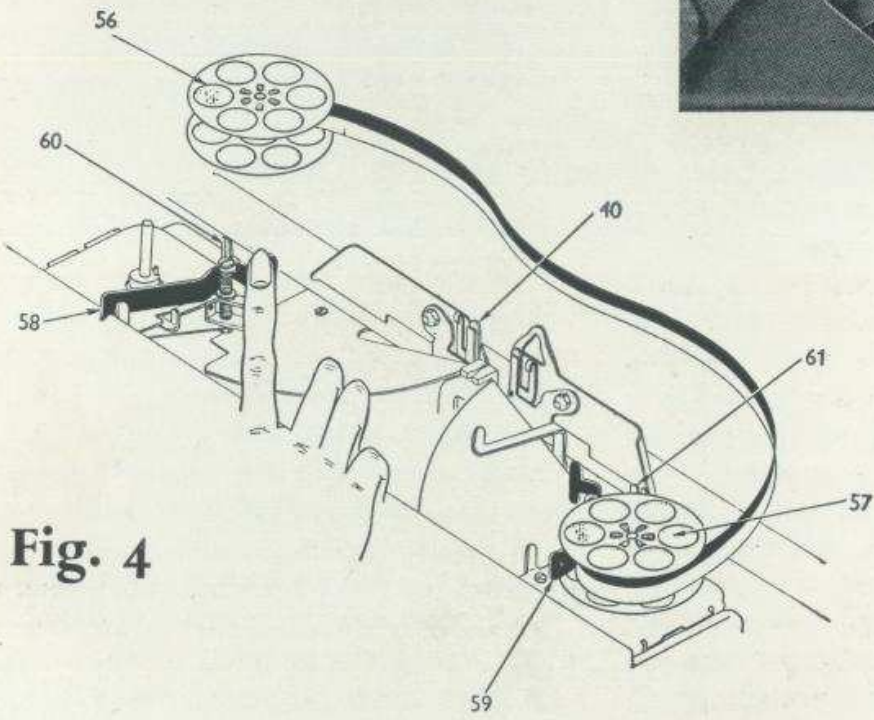
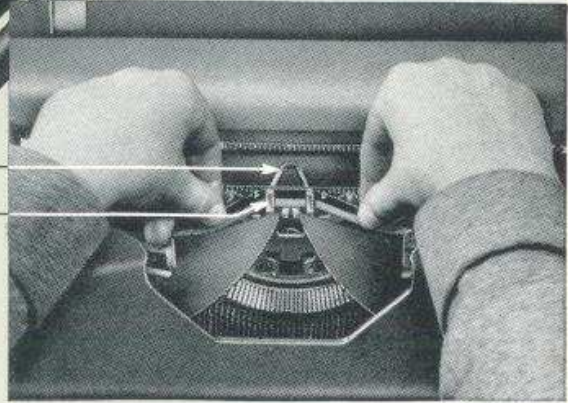
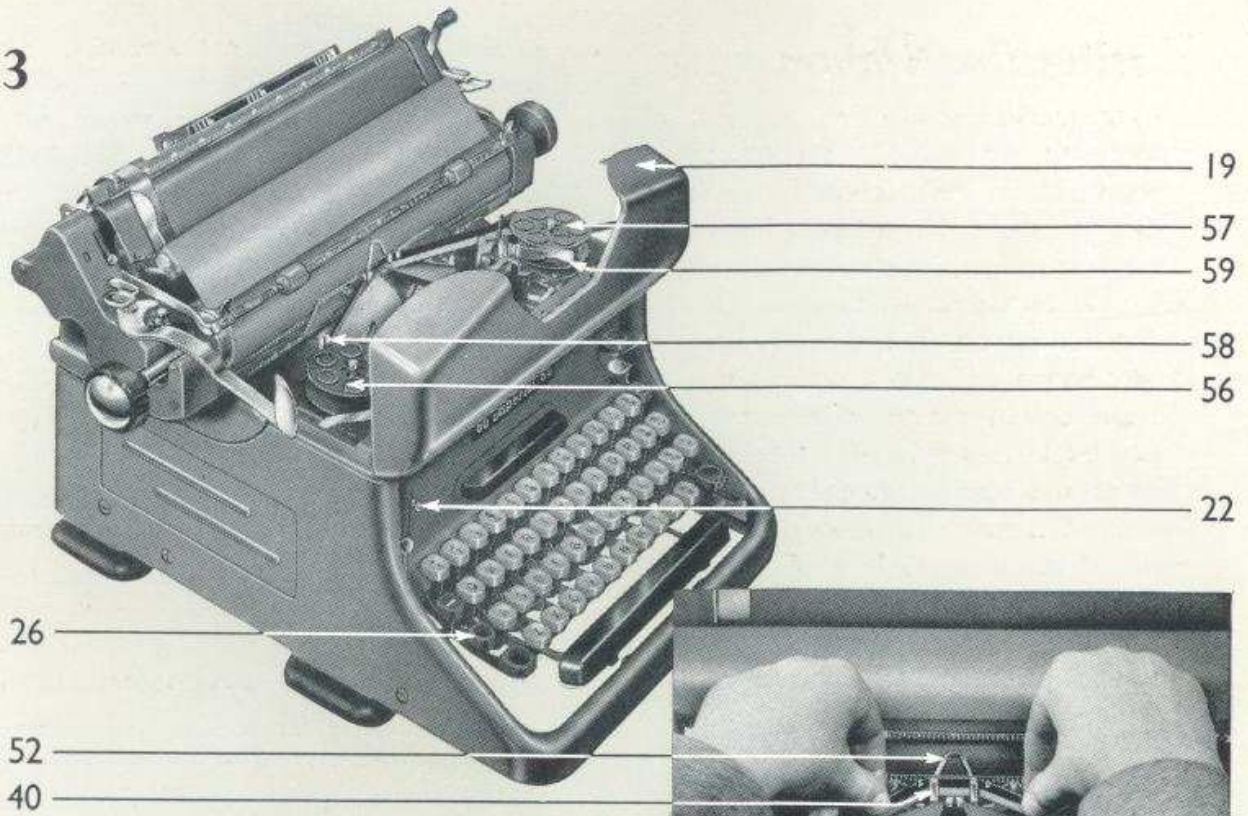


Fig. 4

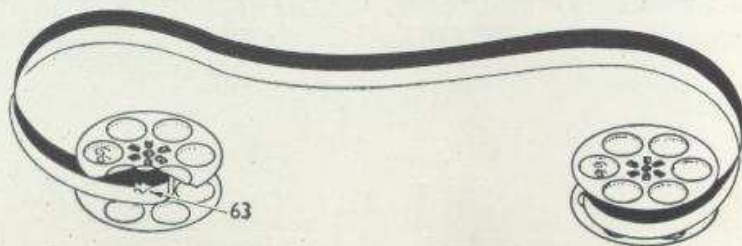


Fig. 6

Position of the Typewriter when in use

The height of the machine in relation to the operator is of the greatest importance if the best results are to be obtained.

Should the typewriter be either too high or too low correct control of the keyboard cannot be maintained.

The front of the typewriter should be placed level with the front of the desk. The chair should be of such a height that the feet reach the floor comfortably with the small of the back well supported by the back-rest. Forearms should slope upwards at the same angle as the keyboard with the bent fingers resting on the home keys and the elbows slightly away from the sides of the body.

Inserting the Paper

Before feeding paper into the machine lift bail bar No. 38, **Fig. 7**, to its full extent, *i.e.*, until it springs forward. Lower again until it rests against its supports and the auxiliary feed rollers Nos. 36 & 37, **Fig. 7**, will now be clear of the platen roller.

Place paper on paper shelf No. 33, **Fig. 7**, close up to paper locating guide No. 4, **Fig. 1**, on the left of the paper shelf and behind auxiliary paper shelf No. 67, **Fig. 7**.

This guide can be adjusted for position by simply sliding along as required. Now rotate platen turning knob No. 14, **Fig. 7**, away from you and the paper will automatically be fed through the machine, passing under the platen roller No. 7, **Fig. 7**, and behind the bail bar rollers and over auxiliary paper shelf No. 67, **Fig. 7**.

Now push the thumb lever No. 34 or 35, **Fig. 7**, or move the line space lever No. 18, **Fig. 7**, and the auxiliary feed will spring

back smoothly into its working position and automatically hold the paper firmly against the platen roller. The auxiliary feed rollers can be adjusted for correct position by simply sliding them along the bail bar. Generally speaking they should be set about half an inch inwards from the edges of the paper.

Auxiliary Paper Shelf

This is provided to facilitate the handling of air mail papers and "flimsies" and prevents the back copies from falling down behind the platen and being re-fed into the machine.

It also provides a firm smooth surface on which to make corrections which can be done by moving the paper up until the portion to be erased rests on the auxiliary paper shelf, or if the error is close to the bottom of the page rotate the platen backwards and bring the end of the sheet across the auxiliary paper shelf.

Adjusting the Paper

If the paper has not been fed through perfectly straight it can be properly adjusted as follows. Pull forward the feed roller release lever No. 31, **Fig. 7**, to its full extent. This frees the paper in the machine and also slightly raises the bail bar and auxiliary feed rollers. The edges of the paper can now be adjusted until they are quite level, after which the feed roller release can be returned to its normal position. The page end scale No. 62, **Fig. 7**, consists of a paper supporting arm on the face of which there are scale markings. The purpose of these scales is to warn the operator that the bottom edge of the paper

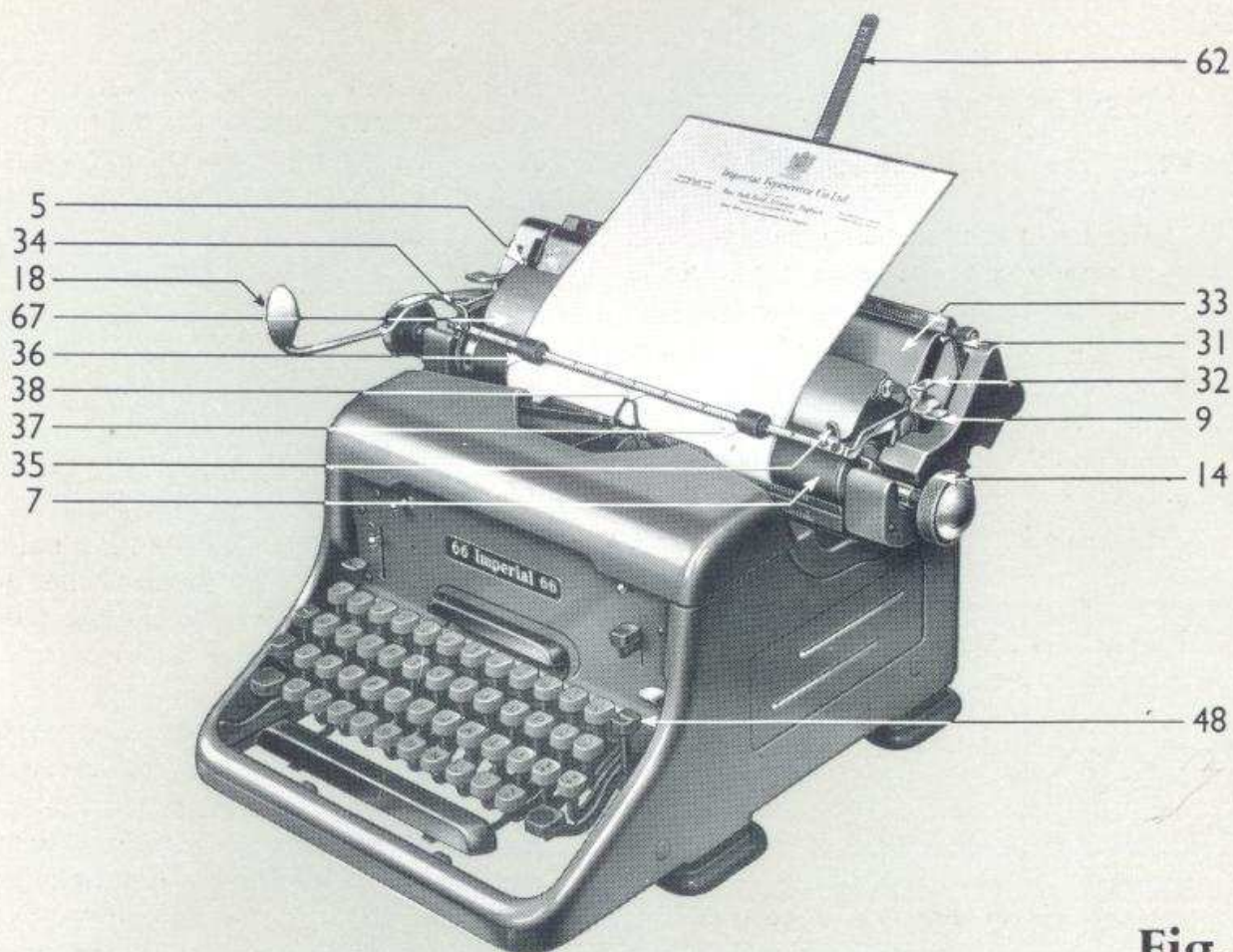


Fig. 7

is being reached. There are three groups of figures marked on the scale, namely 8, 10, and 13. The "8" represents the safety line for a quarto or foolscap sheet of paper when fed in sideways, the "10" when a quarto sheet is fed in normally, and the "13" if for foolscap when fed in normally. When the top edge of the paper reaches the third marking below the corresponding figure there are only three spaces to the bottom of the paper. When the top edge of the paper is level with the corresponding figure on the scale the operator has arrived at the bottom of the page.

Setting the Margin Stops

The width of the writing line is controlled by the position of the left- and right-hand margin stops Nos. 2 & 3, **Fig. 1**, which can be set in any desired position. The new "Quickset" margins on the Imperial 66 can be set in a moment, using the right hand only, as follows. Hold the right-hand platen-turning knob to steady the carriage, depress the "Quickset" margin lever No. 32, **Fig. 7**, with the thumb and move the carriage until the margin stop desired to be set is picked up. By keeping the margin

lever depressed and further moving the carriage (in either direction) the selected stop can be placed in any desired position as indicated on the visible margin scale No. 1, Fig. 1. When the lever is released the margin stop is automatically set. Before setting the second stop, however, it is necessary to depress the carriage release lever No. 9, Fig. 7, and move the carriage away from the first margin stop before again using the "Quickset" margin lever, otherwise the first stop will again be picked up.

Line Spacing

On the left-hand side of the carriage is the line-space lever No. 18, Fig. 7. This fulfils the double purpose of returning the carriage to the start of the writing line (as determined by the setting of the left-hand margin stop) and of turning up the paper for another writing line. The operation of the line-space lever can be adjusted to feed the paper up from one to three lines at a time in half-line stages. The distance between lines is pre-set by moving the line-space adjusting lever No. 5, Fig. 1, to the desired position as shown by the line-space indicator No. 6, Fig. 1.

Writing Point and use of Scales

The position of the vertical writing point can always be determined by reference to the writing point indicator window No. 43, Fig. 8. All scales on the carriage are synchronised, *i.e.* the number shown in the writing point window will correspond with the same number on the bail bar and margin scales. The horizontal writing line is located immediately above the line indi-

cator No. 39, Fig. 8, and the bottom edge of the "capitals" aligns with the top edge of the line indicator.

Writing on Lines

Sometimes it is necessary to depart from the standard line-spacing of the typewriter in order to write on a printed line that does not correspond with the typewriter spacing. This is done in one of two ways, according to circumstances:—

(a) Normally, by pushing in the disc No. 17, Fig. 8, on the left platen turning knob No. 13, Fig. 1. This releases the platen from the ratchet wheel and the platen can then be turned freely to the desired point, enabling the operator to write on a ruled line in any position. When the disc is released, the platen once more becomes engaged with the ratchet and normal line-spacing is resumed from that point.

(b) When previous matter has been typed and it is necessary to return to exact former line-spacing lever after having made a departure from it, the platen locating release lever No. 10, Fig. 1, should be used. This will be found on the left of the carriage, and when pressed forward will disengage the platen ratchet for so long as it remains in the forward position. When pushed back to the normal position, the writing will be resumed in accordance with the original matter.

Moving the Carriage

When it is desired to move the carriage without using the line-spacer lever, steady the carriage with the hand and depress either of the two carriage release levers Nos. 8 & 9, Fig. 8. The carriage can then be made to move freely to any desired

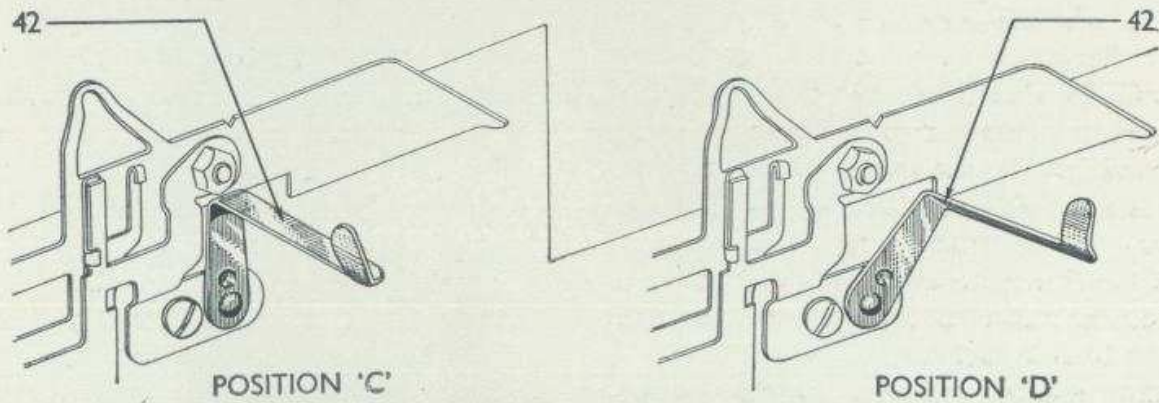
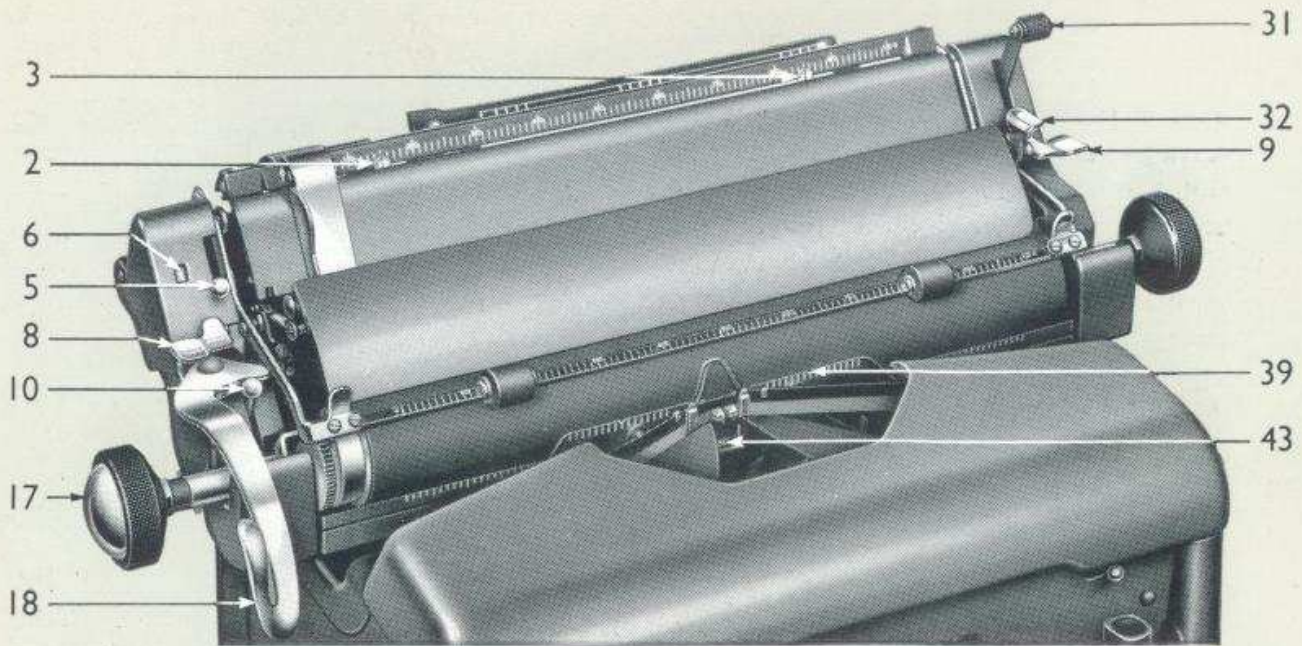


Fig. 8

position. (N.B.—When it is moving to the left, do not release the lever until the carriage is stationary.)

To type on Cards or Thick Envelopes

When it is necessary to type on cards or thick envelopes, lever No. 42, Fig. 8, should be moved into position "C" as shown in the illustration. When typing normally or taking carbon copies, the lever should be returned to position "D".

To Rule Horizontal or Vertical Lines

On the top edge of the line indicator No. 39, Fig. 8, are two small notches. To rule horizontal lines place pencil point in one of these notches and move the carriage endways. To rule vertical lines, rotate platen with turning knob.

Carriage Lock

By adjusting the margin stops Nos. 2 & 3, Fig. 8, to the centre of the carriage, not

only is the carriage locked in the central position but the whole of the type-bar mechanism is locked also. Thus, the typist is enabled to secure the machine against interference when not in use.

The Keyboard

The Imperial 66 is supplied with the universal standard keyboard. It has the advantage, however, of possessing forty-six keys, which give ninety-two characters as compared with the usual eighty-four. A full range of figures is given, including the numerals "1" and "0".

Shift Keys

To obtain a capital letter, or one of the characters printed uppermost on the key-tops, depress either of the shift keys Nos. 27 & 28, **Fig. 9**, and then strike the required key with the other hand. The shift key must not be released until the character has been typed. To type a passage entirely in capitals ("upper-case"), depress the shift lock No. 26, **Fig. 9**. This locks the type in the "capital" position and the machine will continue to write capitals so long as the shift remains locked. To return to the small (or "lower-case") characters, depress either of the shift keys Nos. 27 & 28, **Fig. 9**, which releases the shift lock.

Space Bar

The space bar No. 49, **Fig. 9**, when depressed, has the effect of moving the carriage by the space of one letter. This bar is in front of the keyboard, and is used for obtaining spaces between words, etc. It is normally operated by the right

or left thumb, as convenient. Depress the space-bar as follows:—

ONCE between words or after a comma;

TWICE after a colon or semi-colon;

THREE TIMES after a full-stop, query or exclamation.

Back Space Key

On the left of the keyboard there is a key marked "Back Space" No. 25, **Fig. 9**, which, when depressed, returns the carriage by the space of one letter at a time. This key is particularly useful when writing numbers in columns and also enables one to make a quick correction.

The Warning Bell

Just before coming to the end of each line of writing the bell will ring. This is to warn the operator that six more characters only can be typed on that line. After this, however, the margin release key can be used (see next paragraph). The margin warning bell may be switched out of action if desired by moving the bell lever No. 66, **Fig. 10**.

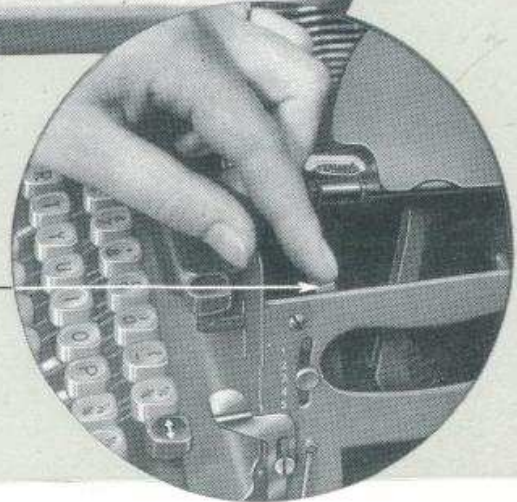
Releasing the Margin Stops

It is sometimes necessary to write a note in the margin. To do this, depress the margin-release lever No. 48, **Fig. 9**, at the same time moving the carriage to the right, when it will run back past the left-hand margin stop, thereby enabling typing to be done in the left-hand margin of the paper.

Similarly, when six characters have been written after the warning bell rings, the type-bars will automatically lock to prevent over-running of the margin. By depressing the margin-release key typing can be continued to the end of the full writing line.



Fig. 9



Touch Adjustment Control

The touch adjustment control No. 46, Fig. 9, is located behind the front plate of the type unit, so that once adjusted by the operator there is little likelihood of the setting being altered. It can instantly be adjusted to suit the finger pressure of the individual typist and gives a complete uniform tension on all keys. Key tension is lightest at the No. 1 position and is increased as the control lever is moved down

through the five selectj e positions. The lever is released by pressing the stud in the slot shown.

Dead Key

When correspondence in foreign languages is required, any necessary accents such as ` , ^ , are carried on so-called "dead keys". The carriage remains stationary when these keys are struck; thus, the required accent is typed first and the letter afterwards.

Setting and Using the Tabulator

General

The tabulator is a device which enables the carriage to be brought rapidly and automatically to any desired point or points without using the space bar or carriage release lever. For this purpose a tabulator "stop" is provided for each writing space, the stops themselves being accommodated on the tabulator stop rod inside the carriage. Two types of inbuilt tabulator, the Unit Model and the 10-key Decimal Model are available with the Imperial 66. Both types are described in the following pages.

The Unit Model

Setting the Stops

As an example, it is assumed that the tabulator is required for writing some columns of names. First determine the point on your paper at which each column commences and note its number on the front scale pointers for future reference. To set the stop at that point depress the tabulator setting key No. 45, Fig. 9. Repeat for every stop position required.

Using the Tabulator

Having set a stop for each column, move the carriage to commencement of line (*i.e.*, left margin stop). Press down the tabulator bar No. 47, Fig. 9, when the carriage will immediately travel to, and halt at, the first column. DO NOT RELEASE THE TABULATOR BAR UNTIL THE CARRIAGE HAS STOPPED, AND DO NOT TYPE UNTIL THE TABULATOR BAR HAS RETURNED TO ITS

NORMAL POSITION. Type the required entries and press the tabulator bar again. The carriage will then move to the next column and so on. In this way column entries fall into accurate register right down the page.

The Decimal Model

Instead of the tabulator bar this model has an additional row of 10 operating keys as shown in Fig. 11.

Words

When tabulating columns of words, the theory of operation is the same as that described under the last heading ("The Unit Model"), except that you will use the first (or left-hand) key on the extra top row instead of the usual tabulator bar. The result will be the same; the carriage will halt at every point where a stop has been set.

Figures

When tabulating numerals, set a tabulator stop at the point where the last figure in your column is to be written, and press the proper keys once only. It is then possible to write any quantity from 1-99,999,999. Since the "comma" is often used when writing numbers in excess of 999 it should be understood that on the Imperial Decimal Tabulator the additional space required by the comma is included when you press the proper key. Commas are allowed for when writing the following:—

1,000 to	9,999	Press Key No.	5
10,000 to	99,999	„	6
100,000 to	999,999	„	7
1,000,000 to	9,999,999	„	9
10,000,000 to	99,999,999	„	10



Fig. 10

Money

When tabulating money columns determine the position of the unit in the pence column, setting the tabulator stop at that point. Then press the proper tabulator key.

To write any amount from 1d. to £9,999 19s. 11d. press the proper tabulator keys only once. One stop will be sufficient for each column of figures providing the maximum amount is not more than £9,999 19s. 11d. Should you wish to exceed this, set two stops for each column, the second one six spaces to the left of the existing one, and press the proper tabulator keys. For example, if the first stop is on 50, the second stop should be set on 44.

Examples

To write any amount from:

- | s. | d. | s. | d. |
|----|-------|----|---|
| | 1 to | 9 | with one stop, press first key once. |
| | 10 or | 11 | with one stop, press second key once. |
| 1 | 0 to | 9 | 0 with one stop, press fourth key once. |
| 10 | 0 to | 19 | 0 with one stop, press fifth key once. |

To write the above with two stops, press proper keys twice.



Fig. 11

To write any amount from:

£	£				
1 to	9	with one stop,	press seventh key	once	
10 to	99	" "	" eighth	" "	
100 to	999	" "	" ninth	" "	
1000 to	9999	" "	" tenth	" "	

To write the above with two stops, press proper keys twice.

To write any amount from:

£	£				
10,000 to	99,999	with two stops only	press 6th key	once	
100,000 to	999,999	" "	" 7th	" "	
1,000,000 to	9,999,999	" "	" 9th	" "	
10,000,000 to	99,999,999	" "	" 10th	" "	

sideways motion. After this the whole machine should be thoroughly dusted.

This brushing and dusting should be done before commencing work every morning, in addition to which, the type should be cleaned as often as required, and always before and after cutting a stencil. "Imperitype" ribbons, however, tend to reduce type-clogging and with their use the type remains clean for a much longer period.

Clearing the Stops

The following instructions apply to both models. When any particular stop-combination is finished with, it is cleared by pushing backwards the tabulator-stop clearing lever No. 64, Fig. 10, when all stops are returned to normal together, ready for the next setting. Should it be necessary to clear individual stops this can be done without unsettling the whole by pressing tabulator bar or key until the carriage comes to rest at the particular stop it is desired to clear. Now press the individual tabulator stop clearing lever No. 65, Fig. 10, and the selected stop will return to its disengaged position.

Automatic Brake

Uniformity in the speed of travel of the carriage between one stop position and another is ensured by the fitting of a centrifugal brake. This brake also provides against any possible variation when carriages of different lengths are used.

Cleaning the Machine

To clean the type, draw type-unit forward (see page 18) and with the special brush provided, brush the type with a

Oiling the Machine

If the typewriter is kept well dusted it will not need much oil, especially if it is in constant use. More machines are ruined by the use of too much oil than by the lack of it.

Use only the oil which we provide, for it is the best procurable and any other is apt to "gum" after a time and thereby hamper the work of the machine.

All working parts should have a drop of oil occasionally. Never oil the type-bars.

Every Imperial typewriter is guaranteed, but the manufacturers do not take any responsibility if the machine gets out of order through carelessness, or if the screws or any other parts of the machine are wrongly turned, or if any mechanic not sent out by the manufacturers or their agents undertakes a repair.

Covering the Machine

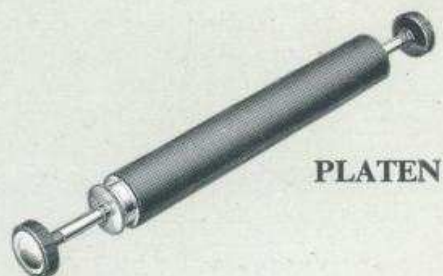
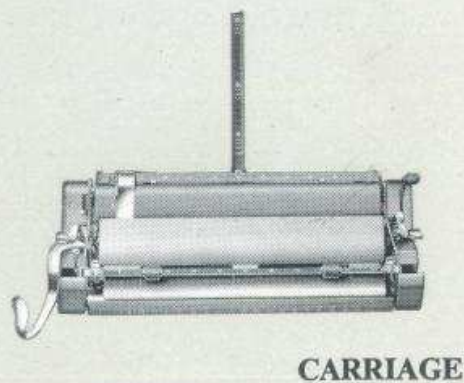
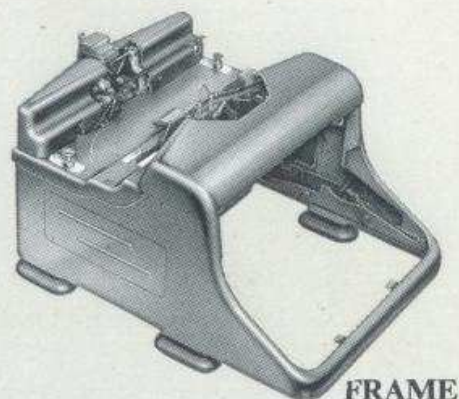
Prevention is better than cure—and to prevent dust from getting into the machine use the dust-cover or the metal cover, as the case may be, when the machine is not in use. Dust, especially when allied with over-oiling, spells ruin to any delicate machinery.

The Imperial Feature of “Interchangeability”

We don't like the word “interchangeability”. It is long and clumsy, but it's the only one which can rightly describe a most important feature of our Imperial 66 typewriter. Briefly the Imperial 66 is built on the principle of unit construction so that the type-unit (keyboard section), the carriage and the platen roller can all be quickly changed without using any tools. In planning the Imperial 66 on these lines our designers have provided a flexibility of operation that only Imperial can give.

Our illustrations show the four component parts. Firstly, there is the FRAME SECTION. Into this fits the TYPE-UNIT, which slides into its correct position like a drawer. Type-units fitted with different type styles covering nearly every written language can be supplied. The CARRIAGE is now fitted into position and is available in five different widths, from 12 in. to 26 in. The PLATEN ROLLER fits into the carriage and is supplied in varying degrees of hardness.

The combination of these features is exclusive to Imperial and enables greater service to be obtained from one machine. With an extra type-unit for a different language, or an additional longer carriage for special work, one Imperial will do the work of many typewriters. Another point: it is a simple matter for the machine to be kept thoroughly clean—an important factor in the life of a typewriter and the quality of the work it produces.



The Type-Unit

Hold the right and left shift keys Nos. 27 & 28, **Fig. 1**, with the thumb and second finger as shown on opposite page, and press type-unit release levers Nos. 23 & 24, **Fig. 1**, with the index finger of each hand. The type-unit is now free in the machine and can be drawn forward. **IT IS MOST IMPORTANT THAT WHILE CARRYING OUT THIS OPERATION THE FINGERS DO NOT TOUCH ANY OF THE TYPEWRITER KEYS, OTHERWISE THE TYPE-BARS MAY BE DAMAGED.**

When drawn out to its full extent, the type-unit should be lifted slightly forward and tilted, when it can be lifted clear of the machine. Take care not to scratch the enamel on the front of the frame with the base of the type-unit. **DO NOT TRY TO REMOVE TYPE-UNIT WHEN THE HINGED RIBBON COVER IS IN THE RAISED POSITION OR WHILE THE SHIFT-KEY IS LOCKED.** When the type-unit is withdrawn, all parts are accessible for cleaning and oiling.

To replace the type-unit, tilt it into the machine until it slides freely upon its runners Nos. 29 & 30, **Fig. 1**, and then push it back with the thumbs, when it will automatically lock itself in position.

The Carriage

To remove the carriage from the machine first move the carriage along to the full extent of its right-hand traverse, lift the drawband lever No. 54, **Fig. 2**, with the right hand and while doing so move the carriage by means of the carriage release

lever No. 8, **Fig. 2**, to the full extent of its left-hand traverse. It will now be found that the carriage drawband No. 53, **Fig. 2**, has automatically been detached. Take hold of the ends of the carriage with both hands and with the forefingers press the carriage clamping wedges Nos. 15 & 16, **Fig. 10**, on either side. The complete carriage can now be lifted vertically from the machine. Instructions for replacing the carriage will be found on page 4 under the heading "Unpacking".

The Platen

To remove the platen, first move the carriage a little to the left, lift the auxiliary paper shelf No. 67, **Fig. 1**, then lift the bail bar No. 38, **Fig. 1**, to its full extent. Hold the right platen turning knob No. 14, **Fig. 1**, with the right hand, and the left platen turning knob No. 13, **Fig. 1**, with the left hand. Pull forward platen clamping lever No. 12, **Fig. 2**, with the right thumb and lever No. 11, **Fig. 2**, with the left thumb. The platen can now be lifted clear but it is advisable to keep the right-hand side of the platen a little higher than the left as this facilitates withdrawal from underneath the line space lever.

To replace the platen, reverse the above instructions, taking special care to see that the grooves on the platen spindles fall into the slots on the carriage ends.

The above instructions for dismounting the machine, while apparently involved, are actually simple. After a little practice in the manipulation of the various units the different movements are made swiftly and freely.



**INTERCHANGEABLE
TYPE-UNIT**



**INTERCHANGEABLE
PLATEN ROLLER**



**INTERCHANGEABLE
CARRIAGE**

