

## SERVICE AND OPERATING INSTRUCTIONS

★ TOWER ★

OUR OWN TRADE MARK

### C H I E F T A I N II

#### MODEL No. 871.900

This is the model number of your Tower Chieftain II Portable Typewriter. It will be found on the back of the machine. Always refer to the model number or serial number of your individual typewriter in all communications concerning it. The serial number is stamped in the outer surface of the machine frame directly under the right hand end of the carriage bed. Locate it by moving the carriage to the extreme left.

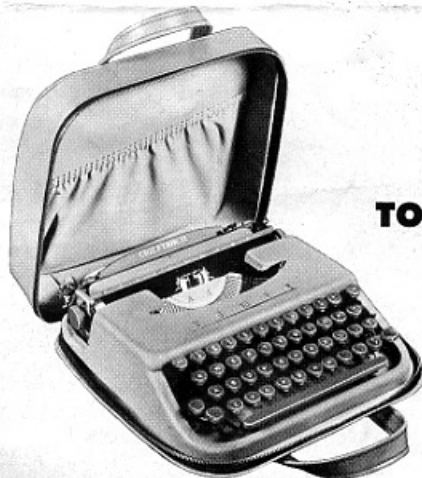
#### IF YOUR TOWER PORTABLE TYPEWRITER NEEDS SERVICE OR REPAIR

Deliver to any Sears store who will have it serviced for you. If it is necessary to ship the machine, carefully follow the packing instructions found on page 6.

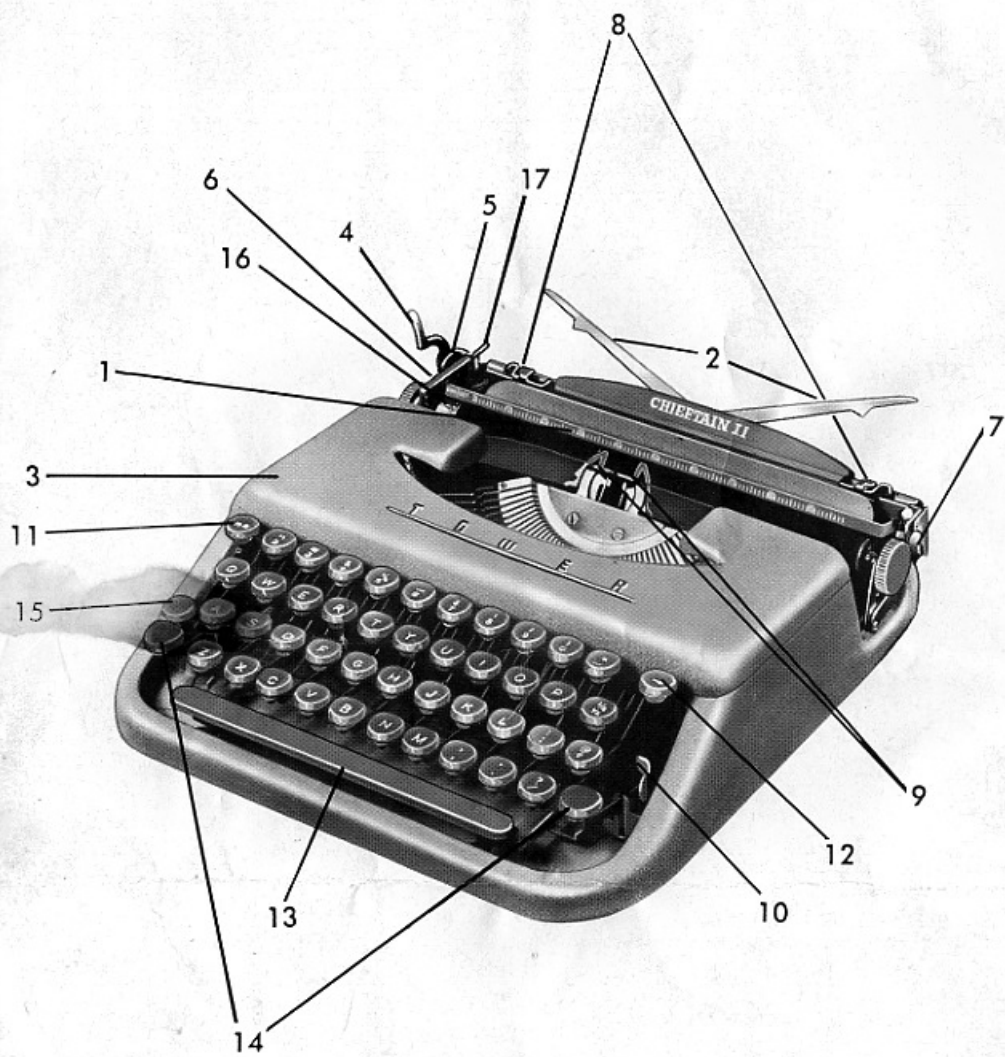
The information contained herein is of value. It will assure receiving proper service at all times. We suggest you keep the folder with your other important papers.

#### UNPACKING YOUR TOWER CHIEFTAIN II

SAVE THE CARTON AND ALL SHIPPING PIECES TO USE IF YOU EVER NEED TO RESHIP. Remove the cardboard shipping collar from the machine and take your typewriter out of the plastic bag. We suggest you save the bag to use as a dust cover for your portable and to also protect the interior of the carrying case.



**TOWER CHIEFTAIN II**



*Although small, the Chieftain II is capable of big typing tasks, and we are sure that you will find its fine touch and fast action make typing easier. Compact, convenient, it is an excellent traveler wherever you go.*

*We know that you are familiar with the operation of a typewriter, but we would like to point out, in this booklet, some features, many of them exclusive, which can simplify your work . . .*

#### **1 PAPER BAIL**

. . . Holds paper evenly, preventing wrinkling and reducing noise. Can be raised out of the way if desired. Scale on bail provides guide for margins or other spacing you may require.

#### **2 RETRACTABLE PAPER SUPPORT ARMS**

. . . Are geared together. Raise one and the other is raised automatically.

#### **3 TOUCH SELECTOR**

. . . Located beneath the ribbon spool cover, this lever can be set to the position which gives you the key tension you prefer.

#### **4 LINESPACE-CARRIAGE RETURN LEVER**

. . . Moves carriage back to starting point of new typing line, moving paper up automatically, when you pull lever to the right. It is self folding for compactness and automatically returns to functioning position for convenience.

#### **5 LINE SPACE ADJUSTER**

. . . Can be set to give you single or double linespacing. Move forward for double linespacing.

#### **LINE RETAINER**

. . . When you wish to vary linespacing for other than that for which linespace adjuster is set, raise line retainer up, space paper by turning platen knobs. When ready to return to original linespacing, press retainer down again.

#### **7 CARRIAGE RELEASE LEVER**

. . . Allows you to move carriage freely to any position you require. Hold lever forward while moving carriage.

#### **8 MARGIN STOPS**

. . . Push down and slide to whatever position at which you wish your margins to be set.

## **9 LINE INDICATOR**

... Shows you where a line will print. Vertical lines on line indicator wings should be lined up with centers of letters when relocating partly typed work you may be replacing in the machine.

## **10 MANUAL RIBBON REVERSE**

... Reversing of direction of ribbon travel is done automatically, but manual reverse allows you to reverse direction of ribbon travel at any time you wish.

## **11 MARGIN RELEASE KEY**

... Press down to allow typing beyond positions for which margin stops may be set.

## **12 BACK SPACE KEY**

... Press key once for each space you wish carriage to move back to the right.

## **13 SPACE BAR**

... For spacing between words, etc. Press bar down once for each space you wish carriage to move to the left.

## **14 SHIFT KEY**

... For typing capital letters: press down while striking letter key desired.

## **15 SHIFT LOCK KEY**

... Press down to hold shift key in locked position. This allows you to write capital letters in sequence without necessity of holding shift key down manually. To release shift lock, press left hand shift key.

## **16 PAGE END INDICATOR**

... Tells how far your typing line is from the bottom of page. Green markings refer to paper length in inches; red markings are to measure the predetermined bottom margin. Dashes between numerals indicate fractional spacings (half inches). Turn platen until green number indicating length of paper used, is aligned under the word "SET" stamped on paper bail. Insert paper squarely to assure straight feeding, and type in usual manner. As you approach bottom of sheet, the red numeral, appearing under "END" indicator stamped on paper bail, shows you the number of inches remaining to the bottom of the paper.

## HALF SPACING OF LETTERS

... The space bar, when depressed and held, moves the carriage one half a letter space; and, when released, moves it the remaining half space. Thus, when you press and hold the space bar, and strike a letter, the letter prints one half space to the left of its normal position. With this convenient feature, you can correct errors where letters have been omitted, or where space should be closed, etc. Half spacing allows you to make even right hand margins more easily, to half space between letters for emphasis, or to vary letter spacing as you desire for any special work.

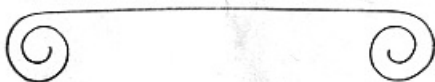
## CUTTING STENCILS

... Your Chieftain II cuts neat, clear stencils. When cutting stencils, simply slip the ribbon out of the vibrator, and push it down behind the typeguide.

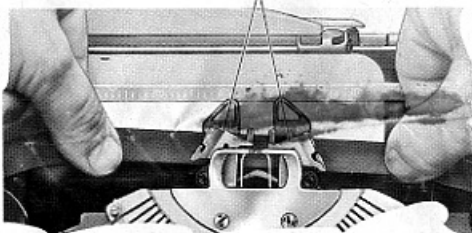
## REPLACING RIBBONS

... When removing old ribbon, save the metal U-shaped clip holding ribbon to spool and one old spool, for use with new ribbon.

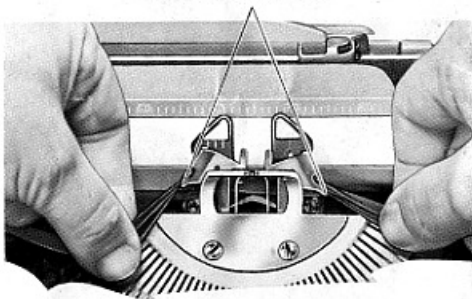
Remove old ribbon. Unroll about two inches of the new ribbon, and place spool carrying new ribbon on right hand spindle. Attach end of new ribbon to left spool, and wind left spool until metal eyelet in ribbon has been covered. Put left hand spool on left hand spindle, and make sure that both spools are seated correctly. Ribbon must wind to and from the back of each spool. Drop ribbon into slot of each ribbon actuator, making sure that metal eyelets on ribbon are between spool and actuator. Lock the shift in capital letter position. Thread ribbon through ribbon vibrator (ribbon carrier) as follows: Place ribbon behind vibrator; crowd ribbon into lower ribbon vibrator loops, and then straighten ribbon so that upper edge of ribbon slips up into upper vibrator loop. Pull ribbon a little to right and to the left to make sure it is passing through correctly. Take up slack in ribbon by turning left ribbon spool counter-clockwise.



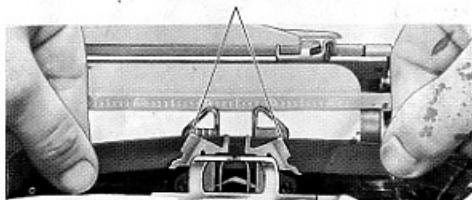
Ribbon Vibrator



Vibrator Lower Loops



Vibrator Upper Loops



## 17 CENTERING CARRIAGE

Move the carriage to the extreme left (see paragraph 7).

Swing the carriage centering lever (arrow 17 page 2) backward and down—hold it there and push the carriage to the right as far as it will go.



## RE-PACKING INSTRUCTIONS

1. Center carriage (see paragraph 17).
2. Fasten linespace-carriage return lever down in folded position with a rubber band.
3. Put machine in the plastic bag that was furnished when the typewriter was originally delivered.
4. Place cardboard shipping collar around periphery of machine.
5. Place machine in carrying case and close the case.
6. Slip machine into the shipping carton. This is most easily done when a piece of cardboard is first placed over the top and the bottom of the carrying case.