

SERVICE AND OPERATING INSTRUCTIONS



CHIEFTAIN PORTABLE TYPEWRITER

MODEL NO. 611.100

This is the model number of your Tower Portable Typewriter. It will be found on a plate attached to the back of the Portable Typewriter. Always mention this model number and the **serial number** of your typewriter, which is located on the right hand side of the main frame (move carriage all the way to the left to read serial number), when communicating with us regarding the typewriter.

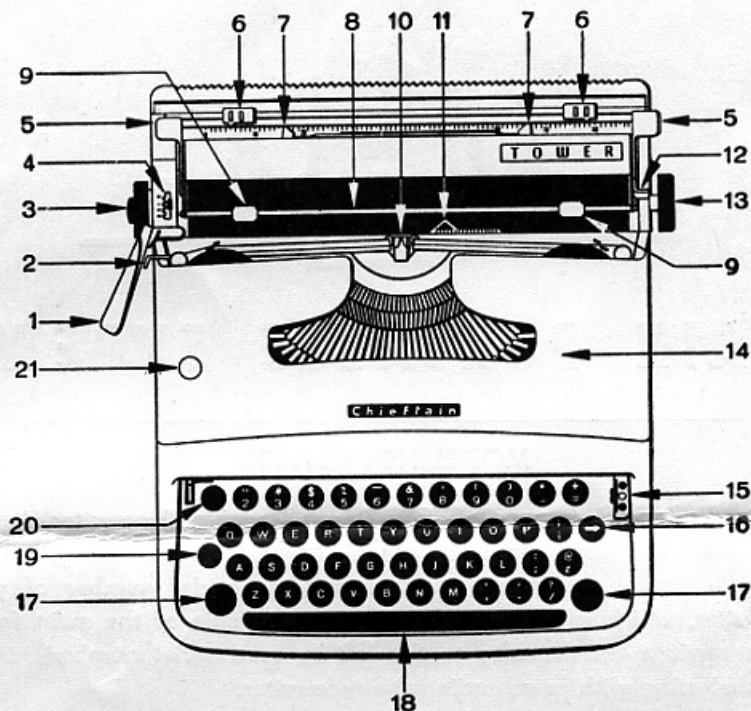
IF YOUR TOWER PORTABLE TYPEWRITER NEEDS SERVICE AND REPAIR

Deliver to any Sears retail or mail order store, who will have the typewriter serviced for you. If it is necessary to ship the Portable Typewriter, carefully follow the packing instructions shown on page 5.

This list is valuable. It will assure your being able to obtain proper service at all times. We suggest you keep it with other valuable papers.

SEARS, ROEBUCK AND CO.

You are now the proud owner of a Tower Chieftain Portable Typewriter. Proper use and care will add to your enjoyment of ownership. We suggest you read the instructions carefully.



HOW TO USE THE TOWER CHIEFTAIN PORTABLE TYPEWRITER

1. LINE SPACE LEVER — Spaces paper for new line of writing and returns carriage. (When typewriter is put into its case this lever must be folded back).
2. CARRIAGE LOCKING LEVER — It locks the carriage in the central position. The carriage should be locked when the typewriter is put into its case.
3. VARIABLE LINE SPACE CYLINDER KNOB — When pressed Cylinder can be turned by hand to write on ruled lines or at positions that do not conform to the regular spacing of the machine. When released it creates a new line of writing from which regular line spacing takes place.
4. LINE SPACE SELECTOR — Set for single, double or triple spacing between lines.

5. CARRIAGE RELEASE LEVERS — Right and left — Carriage may be moved freely in either direction when Lever is held down.
6. MARGIN STOPS — The two margin stops can be moved quickly into the desired positions by pressing lightly on them to left or right along the scale to the desired position. Each division on the scale corresponds to one typing space.
7. PAPER SUPPORTS — These are folded down when not in use and are raised to support the paper while typing.
8. PAPER BAIL — Holds paper smoothly against the Cylinder. It should be raised when inserting paper or when erasing.
9. PAPER BAIL FEED ROLLS — Assist in paper feeding. Can be moved horizontally for various paper widths.
10. TYPE BAR GUIDE.
11. LINE FINDER SCALE — Indicates line of writing. Used to line up paper when re-inserting to make corrections and for setting to lines.
12. PAPER RELEASE LEVER — Releases paper for straightening.
13. RIGHT HAND CYLINDER KNOB.
14. DETACHABLE TOP COVER — To remove, grasp the cover firmly at the center and lift it. It is raised when replacing a ribbon (see "changing ribbons"), when cleaning type, and to change touch adjustment.
15. RIBBON COLOR SELECTING LEVER — Black or blue position writes on upper half of ribbon; red lower half; white makes ribbon inoperative for cutting stencils.
16. BACK SPACER — To move the carriage one or more spaces to the right.
17. SHIFT KEYS — Right and Left. For writing capital letters.
18. SPACE BAR — Used in spacing between words.
19. SHIFT LOCK — To lock type bars and segment in upper case to write all capital letters. Release by depressing either shift key.
20. MARGIN RELEASE AND PARAGRAPH INDENTATION KEY — It serves a double purpose: to write beyond the set limits of either margin stop, and to get an automatic paragraph indentation. In fact, if this key is kept pressed down while bringing the carriage back to the start of a new line, the carriage will stop 5 spaces in from the margin.
21. TOUCH ADJUSTER — (located under the Detachable Top Cover on the left side). There are four tensions: 1 the lightest, 4 the heaviest.

CARE

Remember your "Chieftain" Portable is a precision machine and all fine machinery has to be kept in a clean working condition to produce fine results. Always keep the type clean; start the day by using a type brush with stiff bristles to clean all the type faces. Lift up the Detachable Top Cover (No. 14) to clean type.

Never oil the machine. It leaves the factory ready for long service.

UNPACKING INSTRUCTIONS

*NOTE: Read instructions carefully all the way through.
Then follow in proper order.*

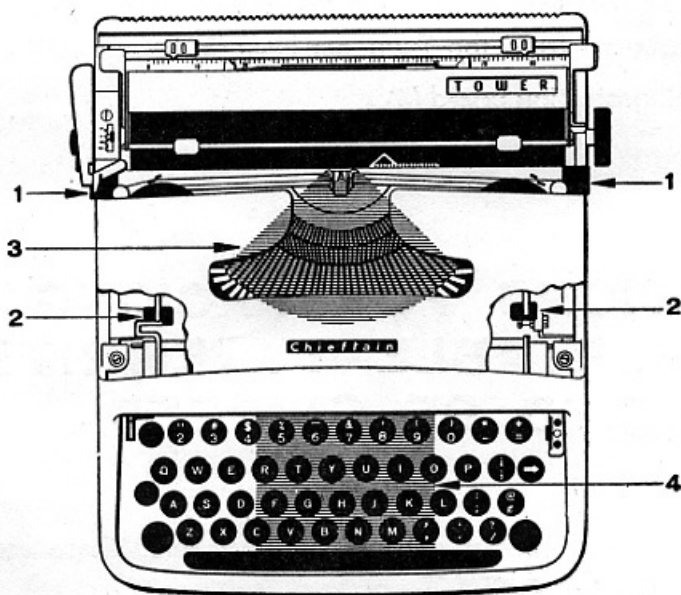
1. Cut the string that holds the carriage.
2. Remove the two rubber wedges (1).
3. Lift the Detachable Top Cover and remove the two rubber washers (2).
4. Remove the cardboard from the Type Bar Nest (3).
5. Remove the small protection board (4).

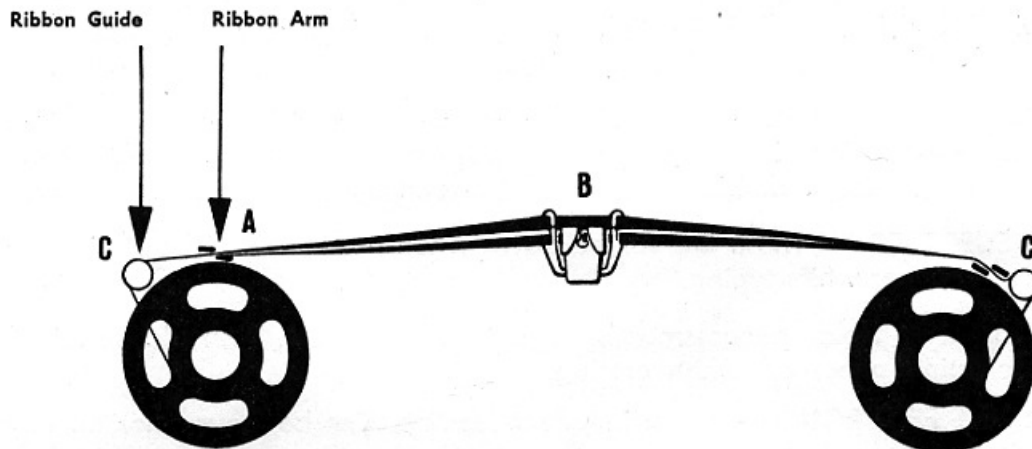
INSTRUCTIONS FOR PACKING IN THE EVENT PORTABLE TYPEWRITER HAS TO BE SHIPPED

Save all cardboard and rubber wedges and washers. These are needed for re-packing to avoid damage in shipment.

RE-PACKING INSTRUCTIONS

1. Lock the carriage by means of the carriage Locking Lever (2).
2. Insert the two rubber wedges at position 1 of the illustration.
3. Remove the Top Cover and insert the two rubber washers at position 2 of the illustration.
4. Replace the cardboard sector at position 3.
5. Replace the small protection board at position 4.
6. After having folded the Line Space Lever 1 tie the carriage with a string, as it was when you unpacked it.
7. Wrap the machine in a sheet of tissue paper and put into the case.
8. Use the same corrugated carton in which you received the machine for re-shipment.





CHANGING RIBBONS

Order "Chieftain" Portable Typewriter ribbon from your nearest Sears, Roebuck and Co., store. In emergency a standard Underwood typewriter ribbon will serve satisfactorily, as spool construction is similar.

Move the Carriage to the left until Line Space Lever clears side of the machine. Raise Detachable Top Cover (No. 14) by placing fingers inside Cover above the word "Chieftain" and gently lift Cover.

Wind the ribbon all on one Spool by rotating that spool with the finger. Before doing so, move the Ribbon Arm "A" as far as it will go away from the spool towards the center of the machine. Then slide the ribbon out of the hooks of the ribbon vibrator, unscrew the spool securing nuts and take out the two spools.

Attach end of new ribbon to empty Spool, and wind it around until the metal catch is covered. Replace Spools on their shafts, making sure that the bottom half or the ribbon is the red position.

Loop the ribbon in back of Ribbon Guide « C », then pass ribbon through the slots marked « B ».