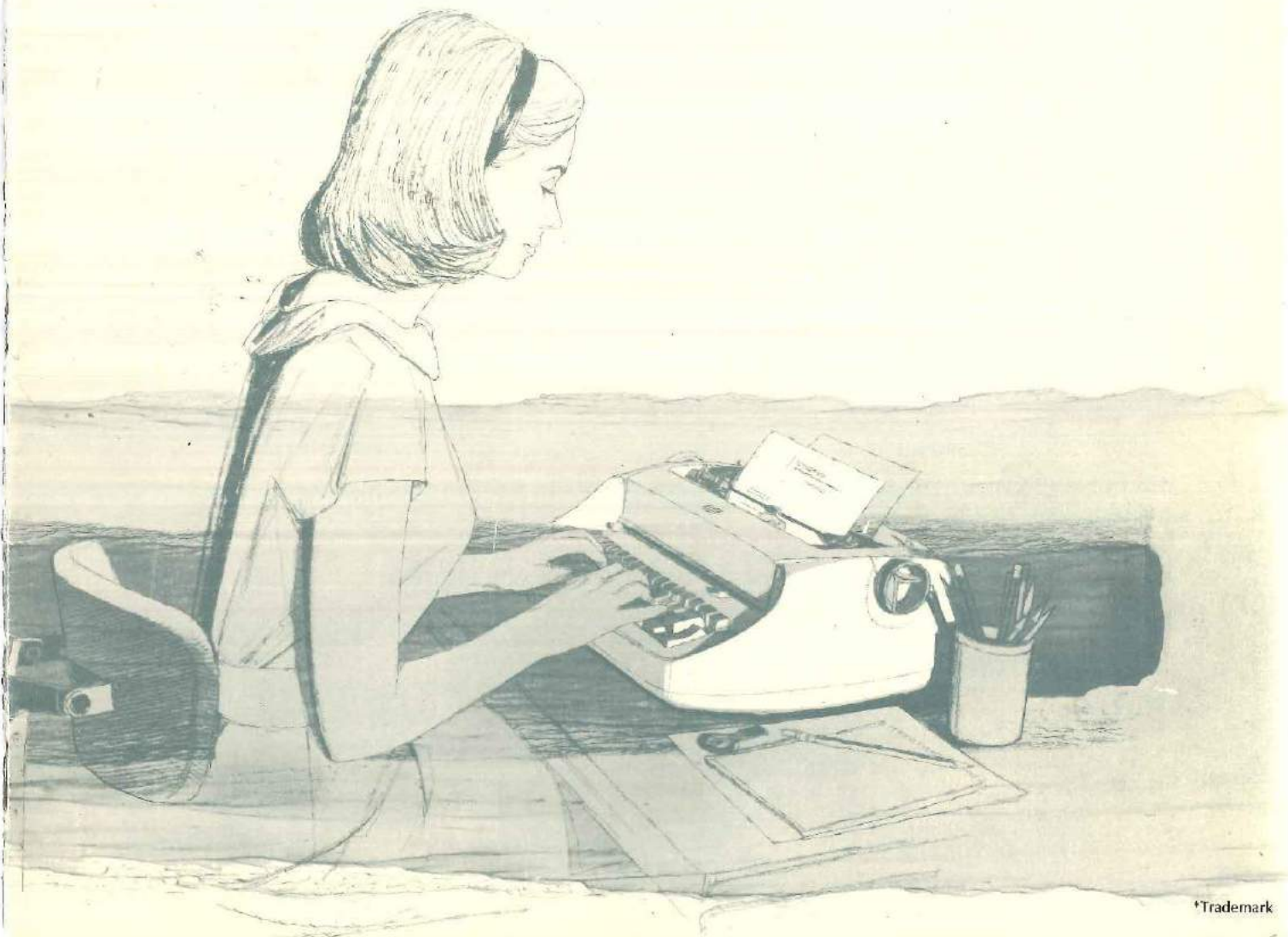


IBM

Your IBM "Selectric"\* Typewriter



\*Trademark

## **Your IBM "Selectric" Typewriter**

This is a completely new kind of typewriter. Now, typing can be completed faster and with less effort than ever before.

Instead of type bars and a moving paper carriage...the IBM "Selectric" Typewriter features a small globe-shaped printing element containing all type characters. This printing element skims across the page typing out characters faster than the eye can see. And because there are no type bars, key clash and type bar pile-up are completely eliminated.

Type styles can also be changed in seconds as easily as snapping off one element and snapping on another in its place. This selective element versatility now lets you select the type style best for each different typing job.

Your IBM "Selectric" Typewriter also offers many other benefits that help make all typing easier and more effortless. For example, the exclusive IBM Stroke Storage System reduces typing errors by storing the second of two rapidly typed characters until the first is printed out...the buoyant keyboard and sculptured keys provide a more confident, secure touch...all service keys are within finger's reach from the keyboard control area...and an IBM Impression Selector lets you adjust the impact of the typing element for each different typing application.

These are only a few of the advantages of your IBM "Selectric" Typewriter. Whether you are using the FILM RIBBON or FABRIC RIBBON CARTRIDGE IBM "Selectric" Typewriter...you can expect your typing to be smoother, faster and automatically more error-free.



**1.** THE PLATEN VARIABLE is operated by pressing in against the center of the left platen knob. This allows the platen to be rotated freely in either direction. The PLATEN VARIABLE should be used to change your line of type or to locate the original typing line when reinserting a page for correction or addition.

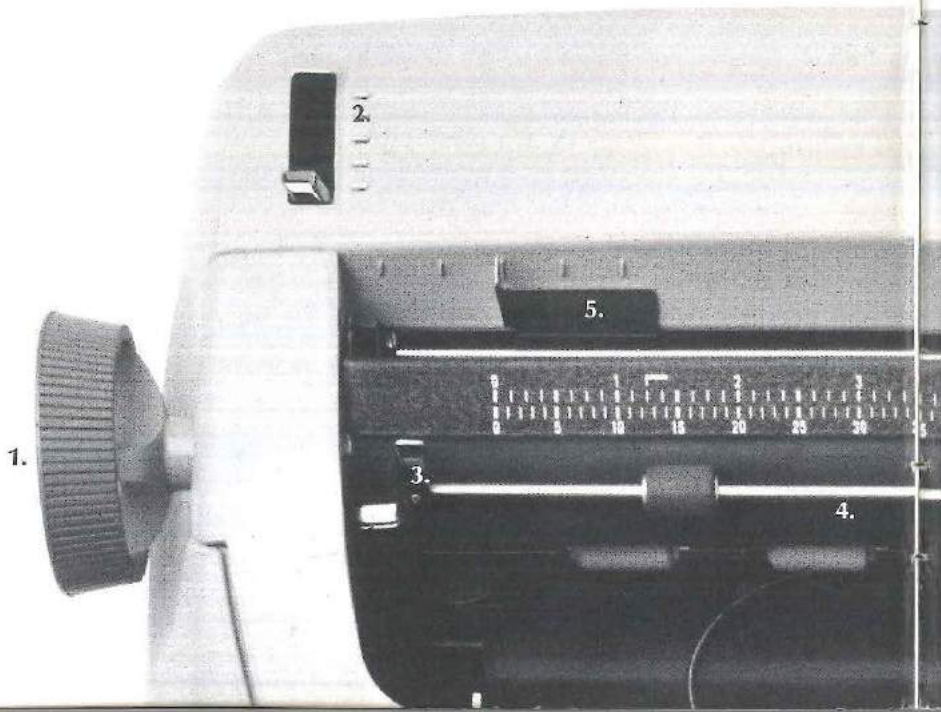
**2.** MULTIPLE COPY CONTROL LEVER — To compensate for additional copies move the MULTIPLE COPY CONTROL LEVER from the forward position toward the rear. This adjusts the platen to assure that the typing element will strike squarely on the paper. Set the multiple copy control lever on the SECOND marking for one original with three carbon copies and use the THIRD marking for one original with five or more copies. The weight of the paper you use will affect the correct multiple copy control setting.

**3/4** PAPER BAIL LEVER AND PAPER BAIL — Move the PAPER BAIL LEVER forward to insert paper and move it back to hold paper against the platen.

**5/6** PAPER GUIDE AND PAPER TABLE — To insert and align paper accurately, move the PAPER GUIDE to the marking corresponding to the "O" on the VISIBLE MARGIN SCALE or the "O" on the COPY GUIDE SCALE. Rest the sheet on the PAPER TABLE with the left edge of the paper against the PAPER GUIDE. Roll the paper into the platen.

## The Stationary Paper Carrier

The IBM "Selectric" Typewriter brings you a stationary paper carrier. There is no moving carriage to bump objects on your desk. The PLATEN KNOBS are large and easy to grasp. Every part is designed to operate as simply as possible. These features will facilitate paper insertion:

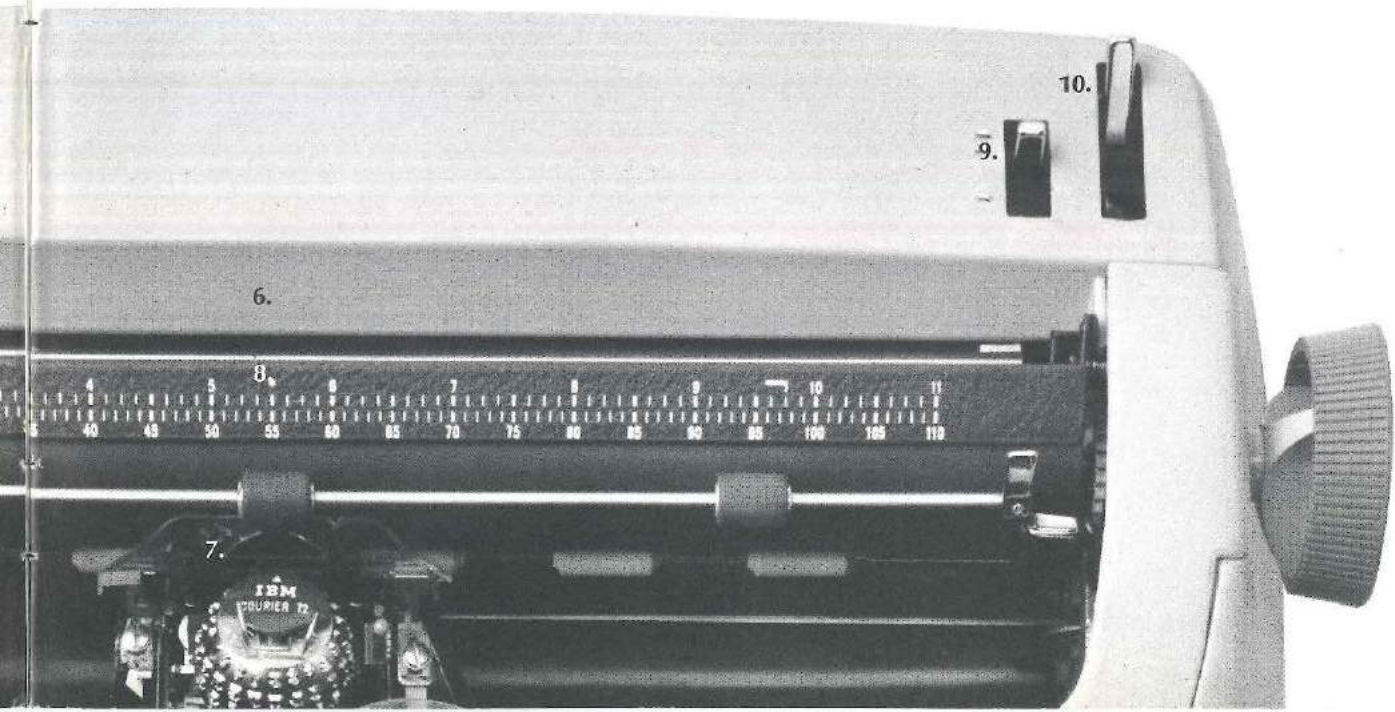


**7.** **THE CLEAR VIEW CARD HOLDER**—The clear plastic holder permits you to see through to the writing line. It also holds cards and envelopes firmly against the platen. A black centering line stamped in the plastic indicates the vertical point at which the element will print on the paper. Horizontal line scales help locate the original typing line when reinserting a page.

**8.** **THE COPY GUIDE**—The COPY GUIDE prevents the refeeding of copies around the platen and provides a flat surface for erasing. The top scale of the COPY GUIDE allows quick centering of your paper. The bottom scale can be used to determine the number of characters that have been typed per inch.

**9.** **LINE SPACE LEVER**—You may control the line space movement of the platen by setting the LINE SPACE LEVER either at single or double spacing.

**10.** **PAPER RELEASE LEVER**—Move the paper release lever forward to position or remove paper.



## Buoyant Keyboard

Typing is easier on the IBM "Selectric" Typewriter. The gradual slope of the keyboard places all keys comfortably within reach from the home row. Fingers are relaxed because the sculptured keys invite a natural typing position. Your orientation to each key is more secure, your speed more consistent. You will find that this touch security, plus the elimination of key clash, help reduce errors.

**1.**  
**TAB CONTROL (SET AND CLEAR)**—To set a tab stop, move the carrier to the desired point on the writing line. Then press the "SET" end of the TAB CONTROL KEY. To clear a tab, tab to the stop you wish to clear and press the "CLR" end of the TAB CONTROL KEY. To clear all tab stops completely, tab to the end of the writing line. Press the "CLR" end of the TAB CONTROL KEY, holding it down. Then press the CARRIER RETURN KEY.

**2.**  
**TAB KEY**—To move the carrier to a tab stop press the TAB KEY. Repeating this action will move the carrier to all tab stops, and on through the right margin.

**3.**  
**MARGIN RELEASE KEY**—To space through the left margin, press the MARGIN RELEASE KEY and backspace through the margin. To type through the right margin, press the MARGIN RELEASE KEY and continue typing.

### NOTE:

Certain keyboards are equipped with a special print switch situated to the left of the ON/OFF key. When using alphameric optical scanning elements, move the switch forward (toward the ON position). For all other elements, move the switch back (toward the OFF position).



**4/5.**  
**SHIFT KEY AND SHIFT LOCK**—Press either the right or left SHIFT KEY to place the element in upper-case position. Press the SHIFT LOCK key to keep the element in upper-case position. Press either the right or the left SHIFT KEY to release the upper-case lock position.

**6.**  
**MULTIPLE CHARACTER KEYS**—Two sets of characters are imprinted on each of the two MULTIPLE CHARACTER KEYS. However, only one pair of each of these characters are on any one element. When you change elements, be sure to check which of these sets of characters are on the particular element.



**7.**  
TYPAMATIC KEYS—The five TYPAMATIC keys—the UNDERSCORE/HYPHEN, INDEX, BACKSPACE, CARRIER RETURN, and SPACE BAR can save much typing time and effort. Each of these keys automatically repeat its action when depressed and held down.

**a.**  
SPACE BAR—To advance the carrier one space, touch and release the SPACE BAR. For quick, smooth typamatic movement across the page press and hold the space bar down.

**b.**  
CARRIER RETURN—To move the carrier to the left margin and advance the paper, depress the carrier RETURN KEY. To move the paper forward continuously, hold the return key down.

**c.**  
BACKSPACE—Tap lightly to move the carrier one space or depress and hold the BACKSPACE KEY to speed the carrier typamatically toward the left margin.

**d.**  
INDEX KEY—To space vertically to any point on the page, at any point along the writing line, depress the INDEX KEY. For quick paper insertion hold down the INDEX KEY.

**8.**  
ON/OFF KEY—When you are ready to type press the ON portion of the motor control switch. The red area at the base of the switch is visible when the switch is on and is a reminder to turn the typewriter off when not in use. The keyboard will lock when the typewriter is turned OFF, protecting any work remaining in the machine.

## Visible Margin Reset

The new VISIBLE MARGIN SCALE and VISIBLE MARGIN STOPS are located directly above the keyboard on the front of your IBM "Selectric" typewriter. The red arrow, (A) called the typing position indicator, locates the exact position of the carrier. These features contribute such simplicity to margin resetting that the operation will be but a pause in your typing.

TO RESET LEFT OR RIGHT MARGIN simply press in on the appropriate margin stop and glide it to the correct reading on the margin scale. You may occasionally have to move the typing position indicator (connected to the carrier) first, since the stops will not slide past it.

## Centering

Position the paper in the typewriter so that its extreme left edge is at 0 on the margin scale. Space the clear view CARD HOLDER to the right edge of the paper and note the reading on the scale. Dividing this number by 2 determines the center of the page.

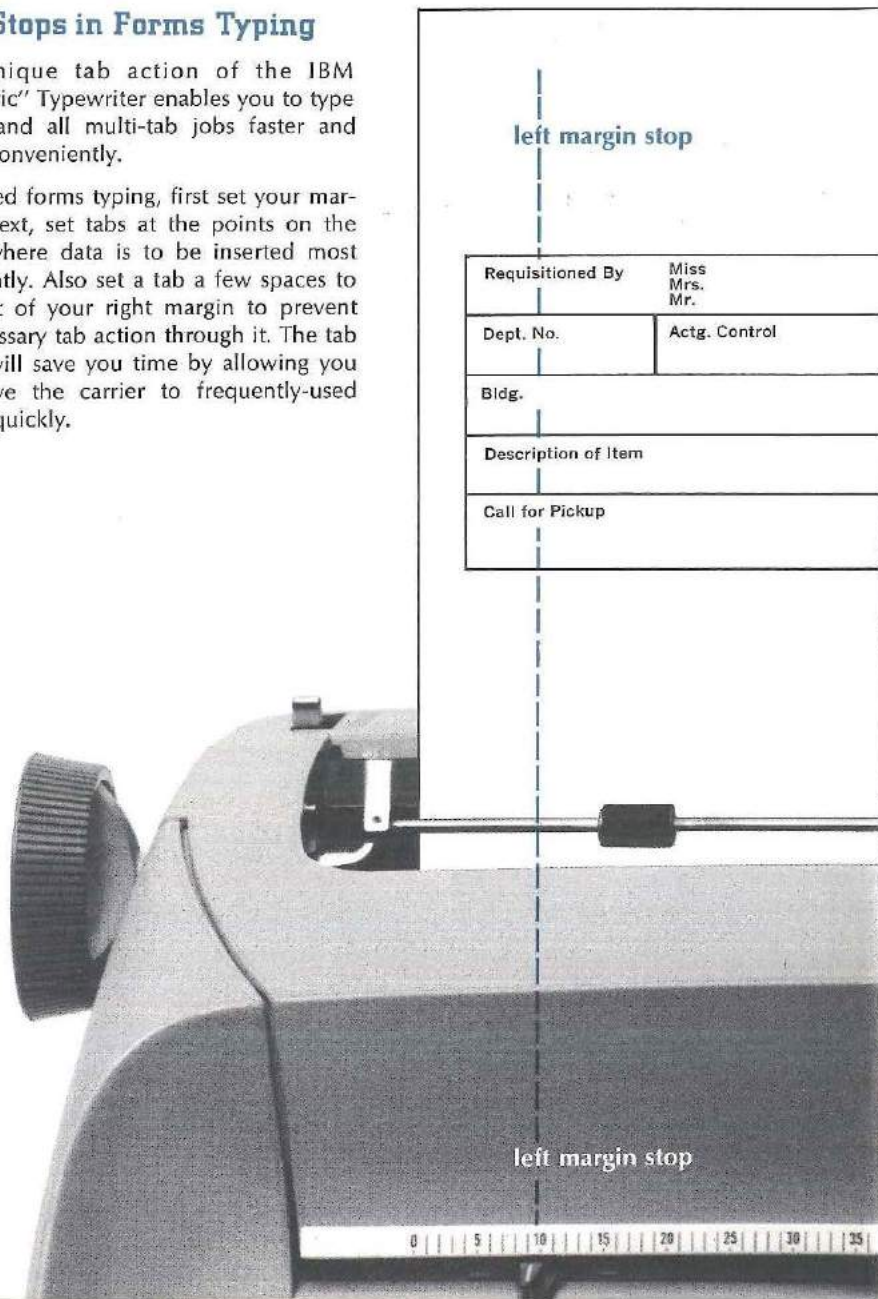
1. Move the carrier to the center point of the paper and set a tab stop.
2. From this center point, backspace one space for each two spaces to be typed. Disregard single spaces left over in the count.

You may prefer to clear all other tab stops before setting the stop you will use as your centering guide.

## Tab Stops in Forms Typing

The unique tab action of the IBM "Selectric" Typewriter enables you to type forms and all multi-tab jobs faster and more conveniently.

To speed forms typing, first set your margins. Next, set tabs at the points on the form where data is to be inserted most frequently. Also set a tab a few spaces to the left of your right margin to prevent unnecessary tab action through it. The tab stops will save you time by allowing you to move the carrier to frequently-used points quickly.





*ABC Corporation, Anywhere, U.S.A.*

tab stop

tab stop

right margin stop

**GENERAL INFORMATION**

		Date
Dept. Name		
Floor	Telephone No. and/or Ext.	
Mail	Send to Mailroom	

## Fast Tab Action

For a PARTIAL CARRIER RETURN, touch the carrier return key and then immediately press the tab key after the carrier has passed the set tab stop. This will automatically catch the carrier before the next tab stop.

To type information on the form where there is no tab set, tab to the nearest tab stop, then use the typomatic action of the SPACE BAR or BACKSPACE KEY to reach the desired location. The typomatic action of the INDEX KEY is a fast way to line space vertically to any point along the form.

**IBM**

right margin stop

A

40 45 50 55 60 65 70 75 80 85 90 95 100 105 110

## Selective Typing Elements

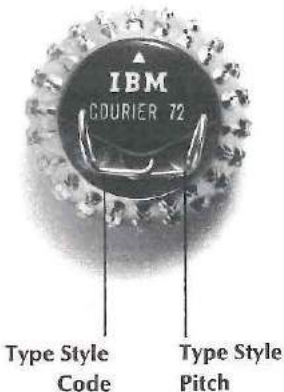
The selective typing elements available for your IBM "Selectric" Typewriter can be changed in seconds to provide the most appropriate style of type for each kind of typing application.

FOUR ITEMS of information appear on the top of each typing element: the name of the type style, such as IBM COURIER 72; an arrow which should point toward the platen whenever the typewriter is in lower case position; a three-digit number on top of the silver element, in the left corner, indicating the matching keyboard designed for the element; and in the same position on the right, a two-digit number indicating the type pitch of the element.

TYPE PITCH denotes the number of characters that are typed per inch. Your typewriter is either a 10 or 12 pitch machine. To check, look for a 10 or 12 stamped on the right side of the clear view card holder, or count the number of marks per inch on the visible margin scale.

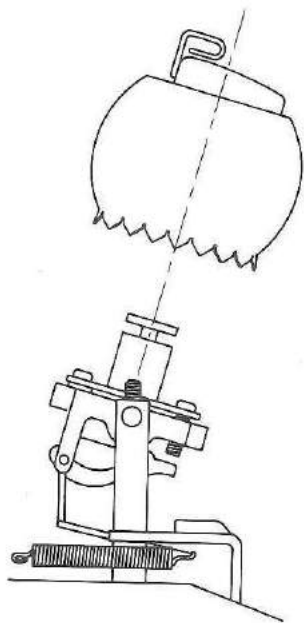
ELEMENTS are available in either 10 or 12 pitch and may be used on any IBM "Selectric" Typewriter. Using a typing element of one pitch on a typewriter of another pitch will only alter the amount of space between each character. Try different type styles and pitches to determine which is most suitable for you.

**NOTE:** The newer typing elements with a white imprinted arrow on the cap will fit all model IBM "Selectric" Typewriters. However, the elements without a white imprinted arrow, that have a horizontal-cut element cap, will not fit the newer model typewriters (those that have the selector lever on the carrier).



## Changing Typing Elements

Always make sure your typewriter is turned OFF and in the LOWER CASE position. When replacing or removing an element, never force it by manually rotating or tilting the element on the post. By doing so you may loosen or break the tape which controls the element.

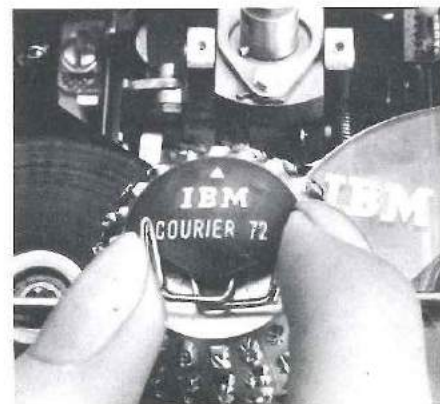
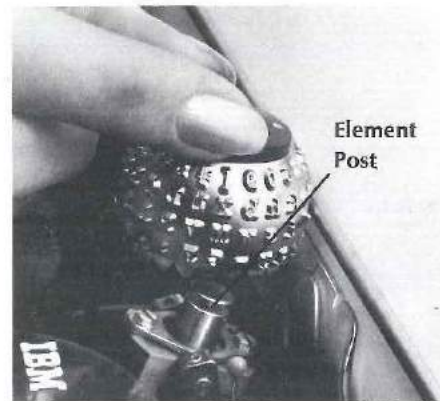
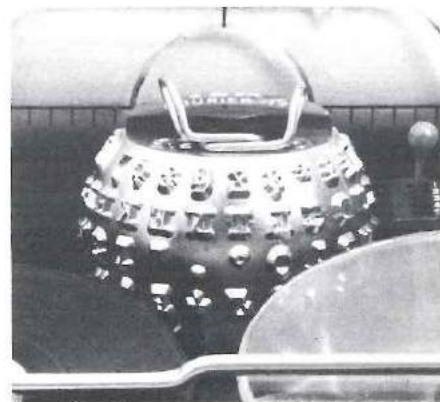


### To Remove an Element

1. Turn typewriter OFF and lift front cover.
2. The arrow on the element cap should point toward the platen when the typewriter is in lower case position.
3. Press the SPRING LEVERS together and lift up to release the element from the notch on the ELEMENT POST.
4. Hold one of the spring levers and lift the element off the post.

### To Replace an Element

1. Make sure the typewriter is in lower case position.
2. Grasp the SPRING LEVER and place the element on the element post. The arrow on top of the cap should be facing the platen.
3. With the thumb and forefinger, squeeze the spring levers together and gently press down until the element slips into place with a click. Always avoid forcing the element.

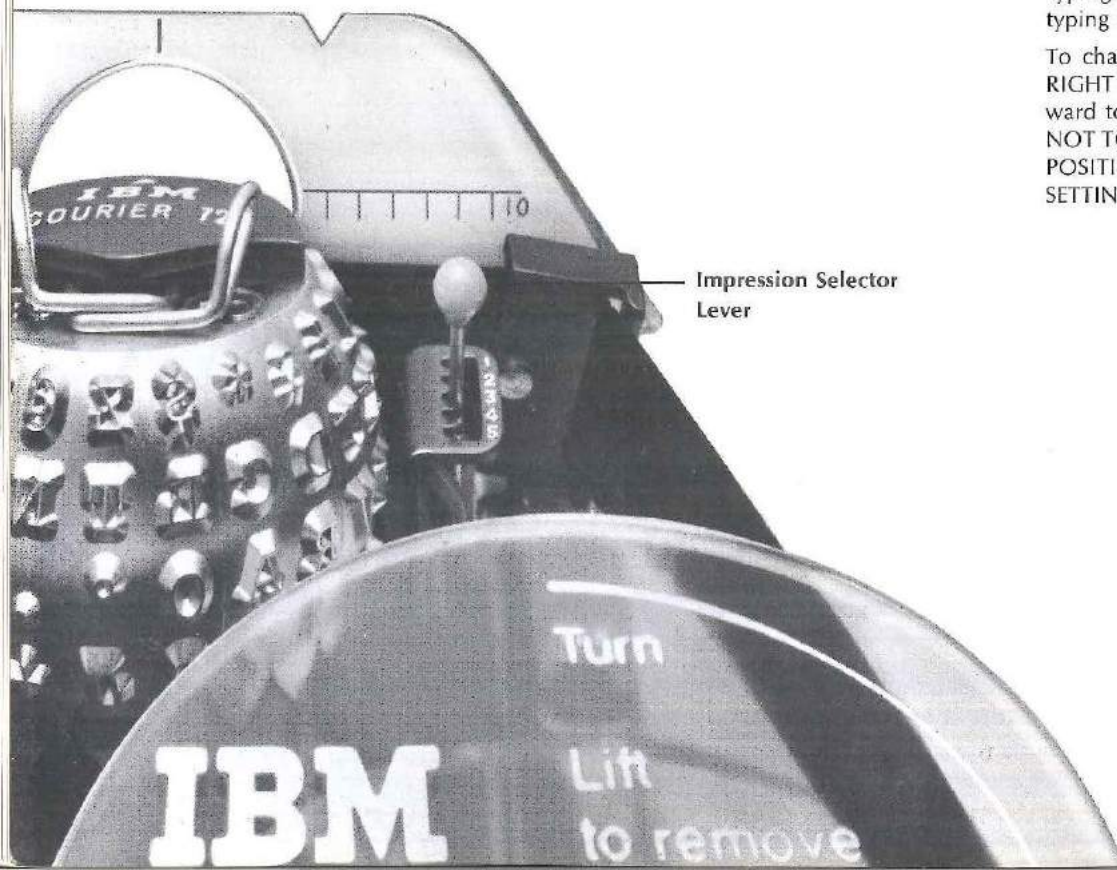


## Impression Selector

To add to the versatility of selective element typing, the IBM IMPRESSION SELECTOR enables you to adjust the striking force of the element to meet the requirements of different typing applications.

For example, when typing many carbons or a stencil, greater typing impact is required and so the IMPRESSION SELECTOR LEVER should be set at a high number. Offset masters, on the other hand, require less typing impact and consequently a lower number setting. Experience will indicate the best setting for each kind of typing job. However, for most routine typing a setting of three is satisfactory.

To change settings, push the lever to the RIGHT and slide it either forward or backward to the desired number. **BE CAREFUL NOT TO FORCE THE LEVER AGAINST THE POSITION NOTCHES WHEN CHANGING SETTINGS.**



Impression Selector  
Lever

## The Carrier

Your IBM "Selectric" Typewriter carrier holds the typing element, ribbon, and contains the ribbon control levers. The following information will be helpful in achieving maximum writing performance. You will find complete information on changing either the film or fabric ribbon typewriters on the following pages.

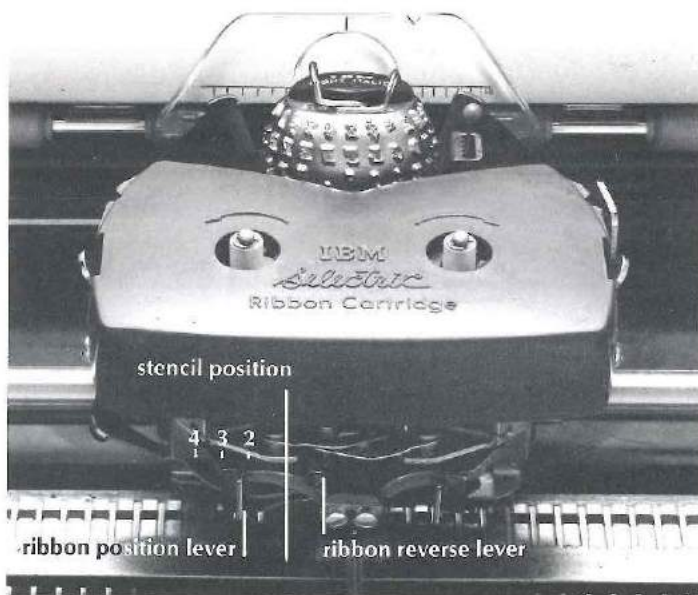
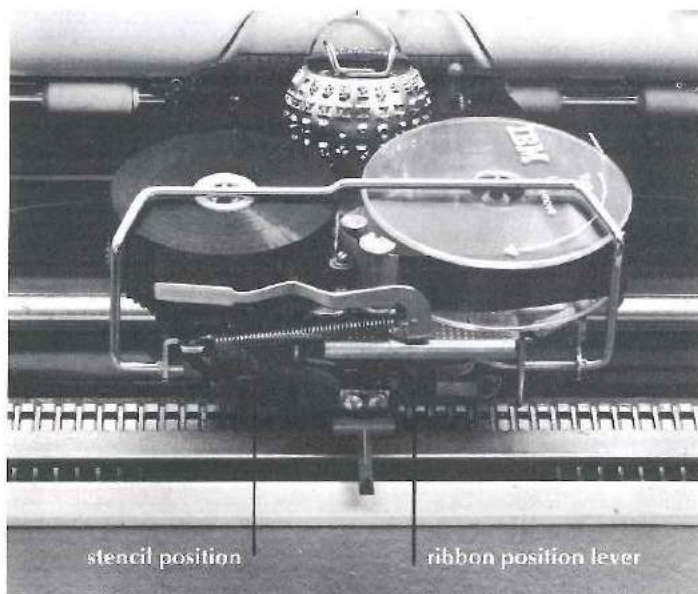
### Film Ribbon Carrier

By moving the RIBBON POSITION LEVER, located on the right side of the carrier, to the FAR LEFT the ribbon will be moved aside for cutting stencils. Be sure to return the lever to its original position after you are through typing. Instructions for changing the film ribbon IBM "Selectric" Typewriter are explained step-by-step on pages 12 and 13.

### Fabric Ribbon Carrier

Your fabric ribbon will provide longest life if the left ribbon position lever is changed frequently. This will allow the ribbon to re-ink itself during these changes. The first setting, on the right, is used for cutting stencils. Settings TWO, THREE and FOUR, move the typing line to the top, middle and bottom portions of the ribbon. If you wish to reverse the direction in which the ribbon is winding, move the RIBBON REVERSE LEVER to the opposite side.

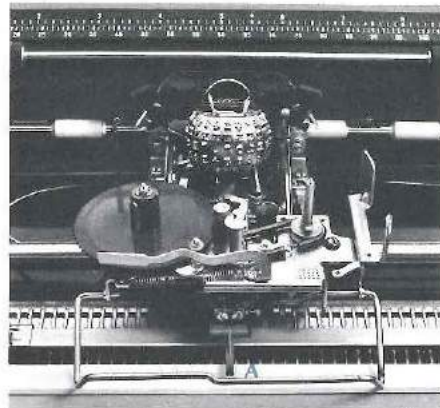
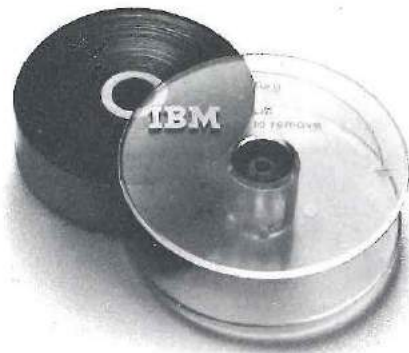
NOTE: To prevent drying out, keep ribbons in containers until ready to use.



It's time to change to a new ribbon when the cross hatching on the ribbon trailer begins to unroll from the left hand ribbon spool. First, center the carrier and then turn off the motor. Lift the front cover. Keep the paper bail against the platen.

#### To Install New Ribbon

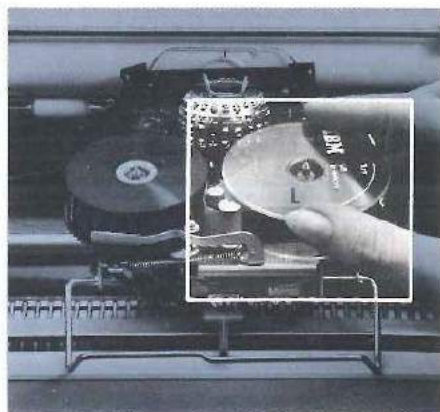
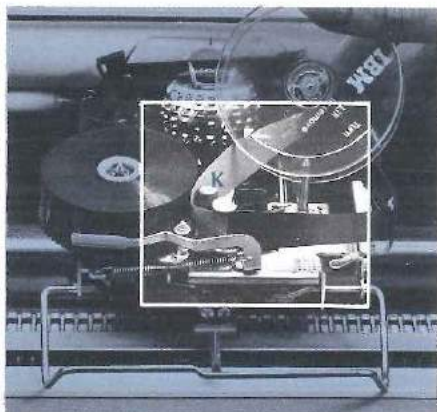
Before threading, hold the clear ribbon spool (printing on top) in LEFT hand. With ribbon in RIGHT hand, gently separate the two. The leader should remain connecting the two parts.

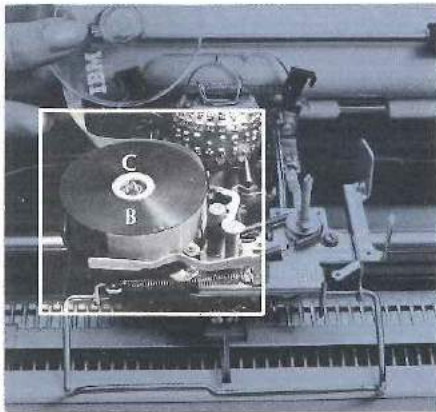


1. RIBBON BAIL (A) should be pulled down.

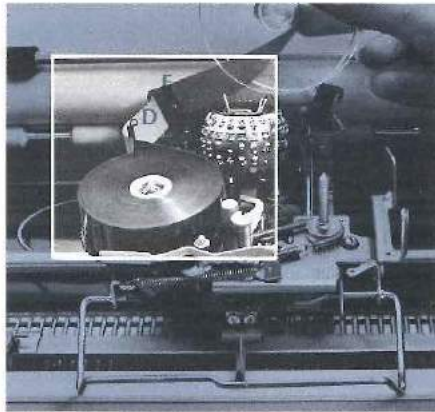
## Changing Your IBM Film Ribbon

5. Guide ribbon past and to the LEFT of CARRIER POSITION POST (I), and around to the RIGHT of RIBBON GUIDE POST (J).
6. Thread ribbon to the LEFT, PAST the TAKE-UP ROLLERS (K).
7. Place ribbon spool on RIGHT SPINDLE (L) and press down. Turn spool CLOCKWISE until it clicks into position.

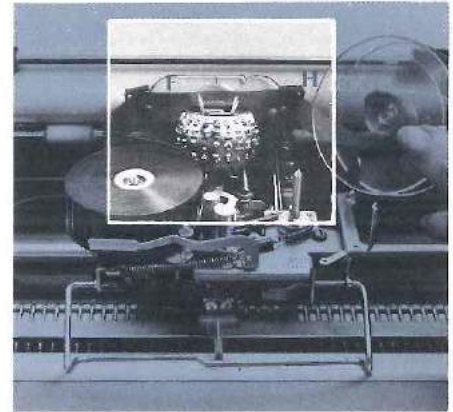




2. Place RIBBON ROLL (B) with cerise center core on LEFT spindle (C).



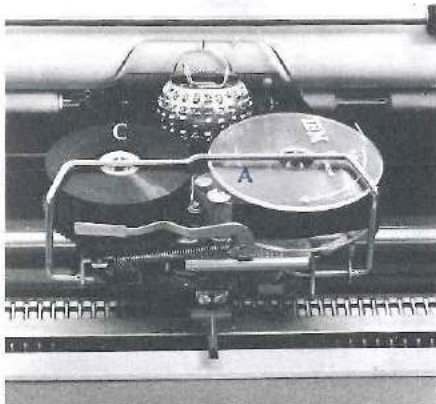
3. Then, guide ribbon to the LEFT of TENSION WIRE (D), and thread through the LEFT RIBBON LIFT (E).



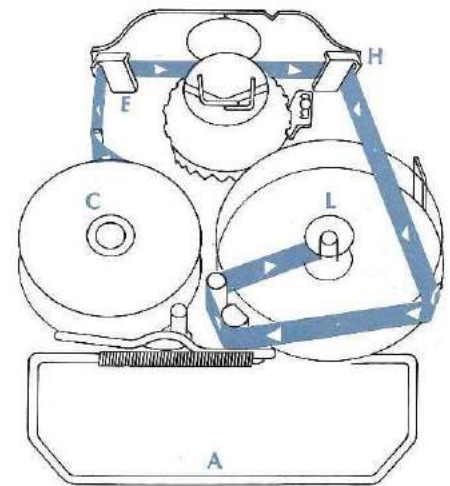
4. Thread between ELEMENT and CARD HOLDER (G and F) and then thread through RIGHT RIBBON LIFT (H).

## To Remove Ribbon

8. Take up ribbon slack by turning ribbon roll on LEFT SPINDLE (C) CLOCKWISE. Lift and return RIBBON BAIL (A) to original position. Close cover. Turn on motor and type.

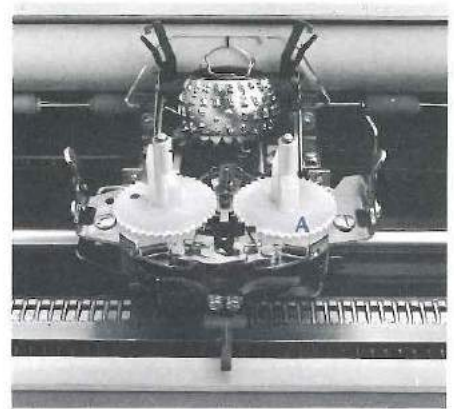


1. Pull the chrome RIBBON BAIL (A) toward you and down.  
 2. Remove the ribbon from the two black RIBBON LIFTS (E and H).  
 3. Lift the cerise ribbon CORE from the LEFT ribbon spindle (C).  
 4. Then turn the clear RIBBON SPOOL CLOCKWISE and lift to remove from the RIGHT spindle (L). Discard both core and spindle.



## To Install New Cartridge

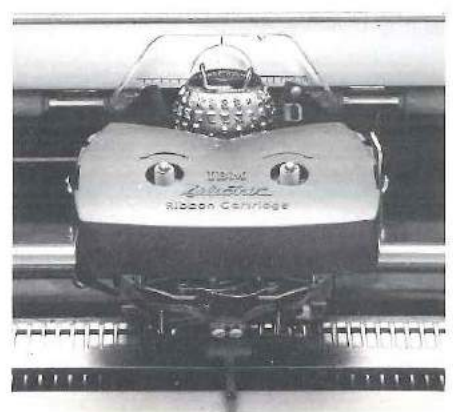
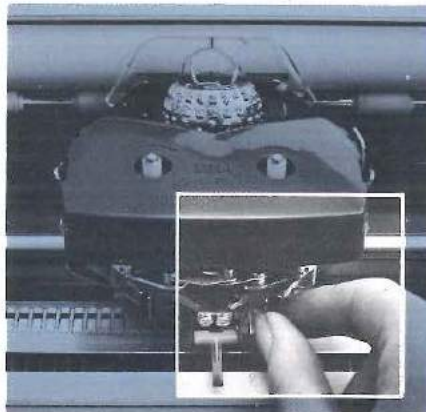
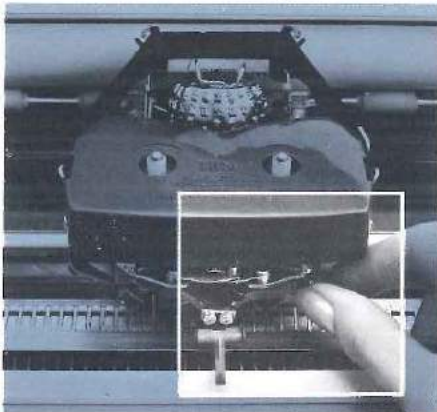
Whenever you wish to switch ribbon colors or change to a new ribbon, the IBM ribbon cartridge makes ribbon changes quick, easy and clean. First, center the carrier and then turn off the motor. Lift the front cover. Keep the paper bail against the platen.



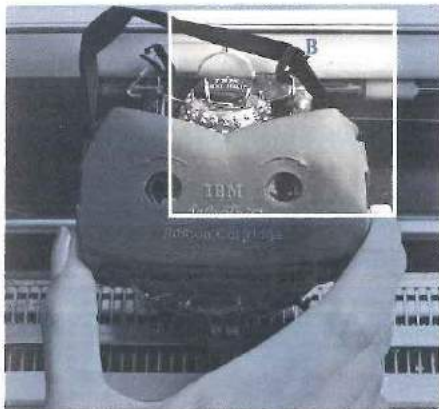
1. Make sure RIBBON CHANGE LEVER (A) is at far RIGHT.

## Changing Your IBM Fabric Ribbon Cartridge

5. Move the RIBBON CHANGE LEVER back to the left.
6. This will lower the ribbon into typing position.
7. To rewind excess ribbon, turn either spindle in the direction of the arrow. Close cover. Turn on motor and continue typing.



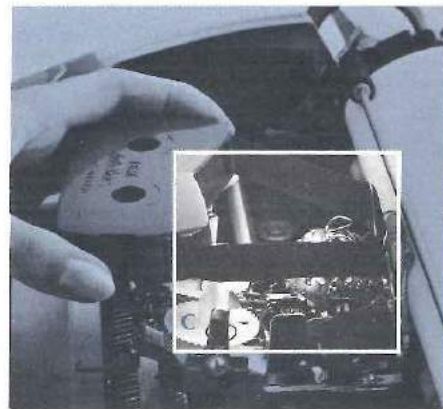




2. Pull out several inches of ribbon and position the cartridge in front of the RIBBON LIFTS (B). Slide the ribbon through the RIGHT RIBBON LIFT (B).



3. Slide the exposed ribbon down between the card holder and element, and then through the LEFT RIBBON LIFT (B).



4. Then place the cartridge on the two ribbon spindles and press down evenly and firmly (C).

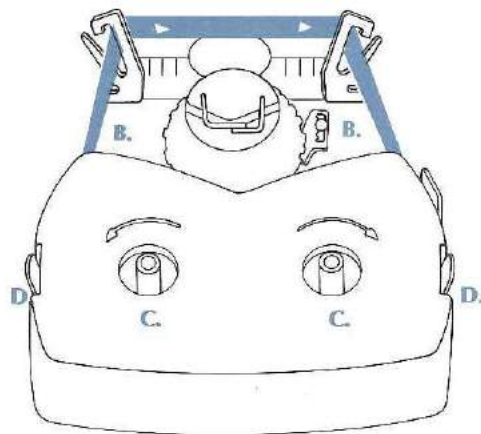
## To Remove Ribbon Cartridge

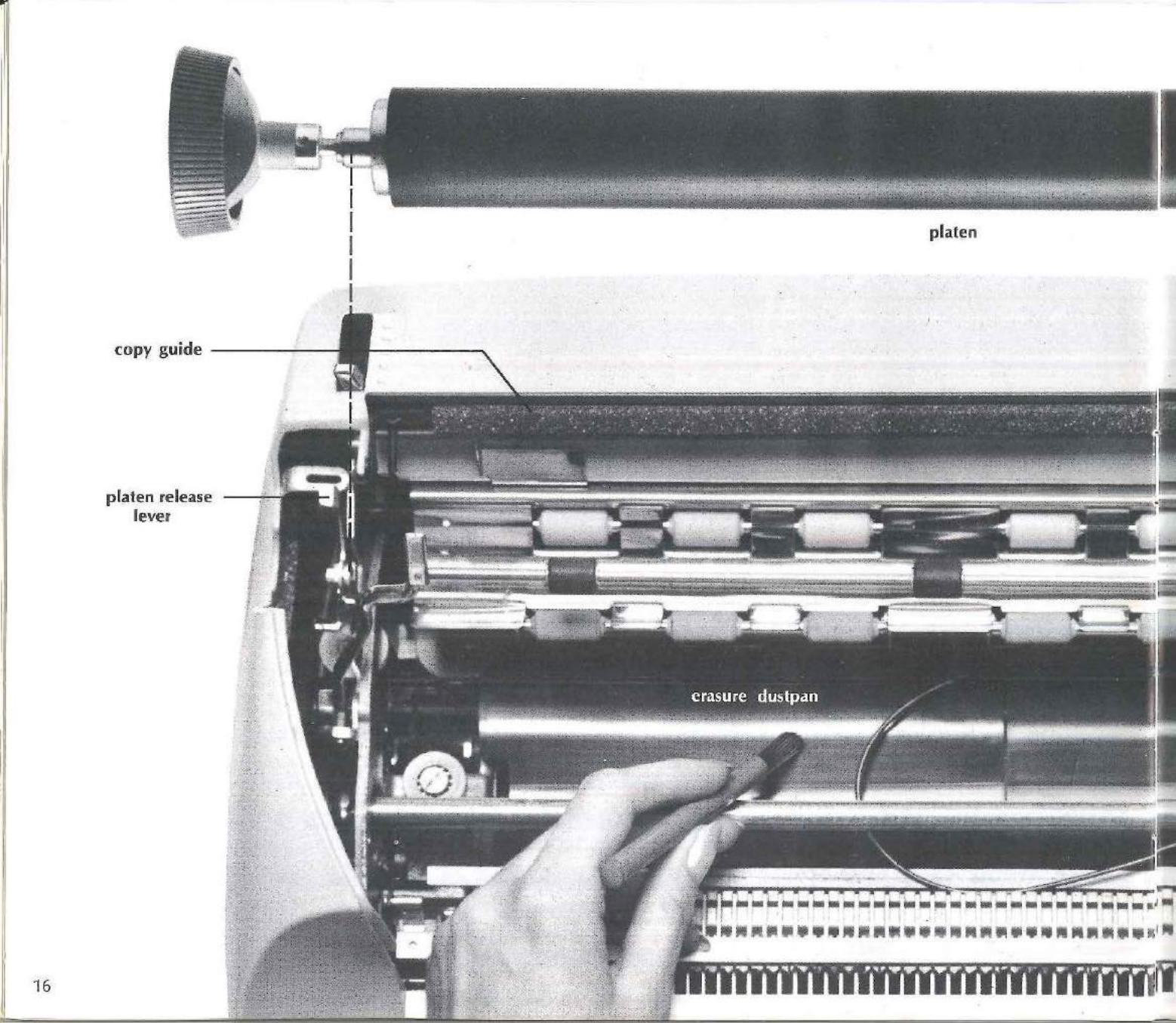


### Ribbon Identification

The name and reorder number of each ribbon is clearly printed on the underside of the ribbon cartridge, as shown above.

1. Move RIBBON CHANGE LEVER (A) to the far RIGHT. This will raise the ribbon for easier removal from the RIBBON LIFTS (B).
2. Lift the cartridge upward and off the RIBBON CARTRIDGE SPINDLES (C) to free it from the retaining clips (D).
3. Ease the ribbon out of the slots in the RIBBON LIFTS (B).
4. To rewind excess ribbon, insert a pencil in either of the top ribbon holes and turn in the direction of the arrow.



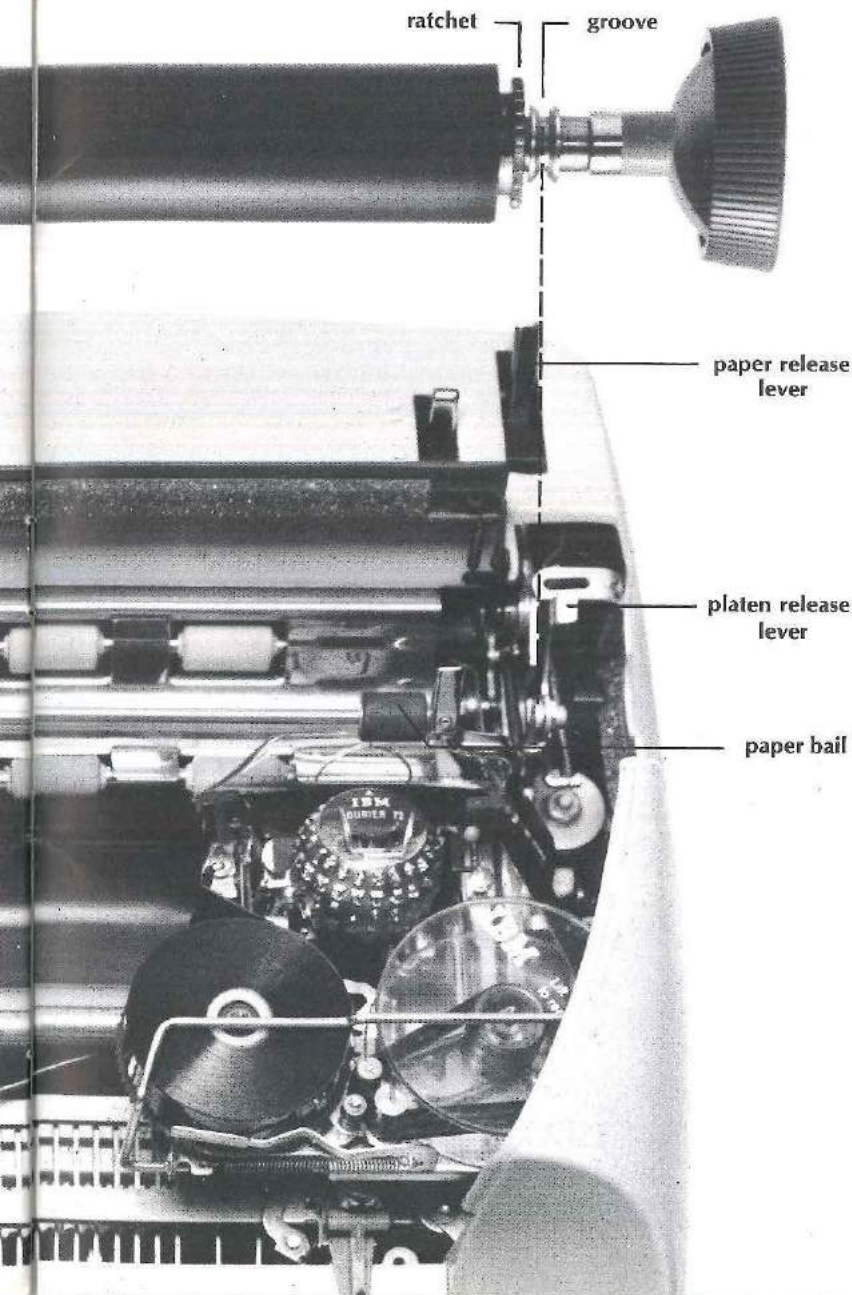


copy guide

platen release  
lever

erasure dustpan

platen



## Removing and Replacing the Platen

If you type stencils, frequent cleaning of the platen is recommended. Platen cleaners are available from stationery suppliers. Use this liquid sparingly and apply with a soft cloth.

### To Remove the Platen:

1. Turn off the motor.
2. Pull PAPER RELEASE LEVER and PAPER BAIL forward.
3. Lift the cover.
4. Lift the COPY GUIDE.
5. Depress the right and the left PLATEN RELEASE LEVERS.
6. Lift the PLATEN from typewriter.

### To Replace the Platen:

1. Hold the platen with the ratchet end to the RIGHT.
2. Place the groove of the platen in the RIGHT PLATEN LATCH.
3. Press down on both PLATEN KNOBS. The platen will snap into place.

## To Sweep the Erasure Dustpan

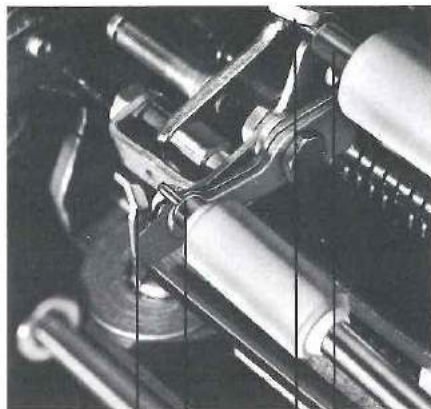
1. Tab the carrier to the far right.
2. Turn off the motor.
3. Lift the cover.
4. With the pencil-shaped dual-purpose brush, sweep lightly toward either the left or the right side of the typewriter.

**NOTE:** do not allow your brush to interfere with the tapes located above the dust pan.

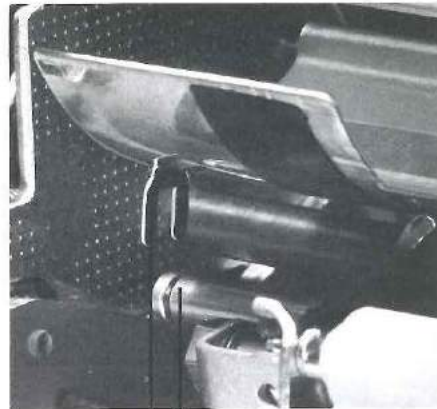
## Replacing the Deflector Plate

Should you remove the deflector plate for any reason, here is the procedure for replacing it. Use care not to bend the deflector or the TINES (A) on either end of it.

1. Make sure the motor is off.
2. Pull the paper release lever FORWARD.
3. Align the ends of the front and rear FEED ROLL SHAFTS (B) in the notches of the front and rear FEED ROLL ARMS (C). The small rolls belong in front and the larger rolls to the rear.
4. Placing the toothed edge of the deflector toward you, lower it until the two TINES (A) on either end straddle the grooves in the DEFLECTOR SHAFT. (D)
5. Replace the platen as instructed on previous page.



c. b. c. b.



a. d.

## Typing In Corrections

When making corrections, you may locate the horizontal position of the typing element by using either the black line on the CLEAR VIEW CARD HOLDER (square at right) or the red arrow on the MARGIN SCALE. If you use the card holder as your indicator, position the black line at the point on the paper at which you want to insert the new character. Then simply return to the line of type and insert the correction.

## Crowding Letters

### Example:

Send the ordr today.  
Send the order today.

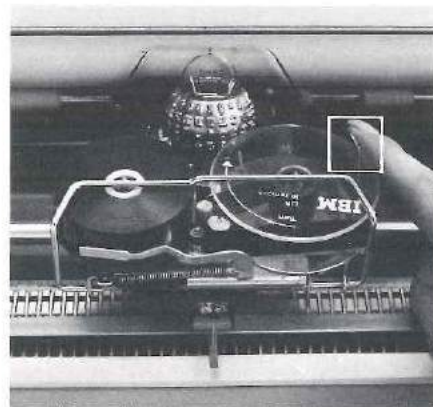
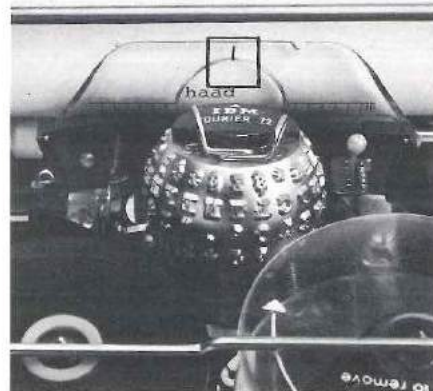
To crowd the "e" into "ordr," erase the final "r." Backspace until the black line on the card holder is over the space formerly occupied by the final "r." Place the palm of the right hand on the top of the front cover. Reach under the cover and press LEFT against the CARRIER POSITION POST with your finger until the black line is moved back one-half space. Hold the carrier in this position and type the "e." Repeat the procedure for the "r."

## Spreading Letters

### Example:

He will send it.  
He c a n send it.

To replace "will" with "can," first erase "will." Type the "c" in place of the "w" and type "n" in place of the final "l." Position the black line on the card holder over the position occupied by the first "l." Place the palm of the right hand on the



## Two ways of spacing:

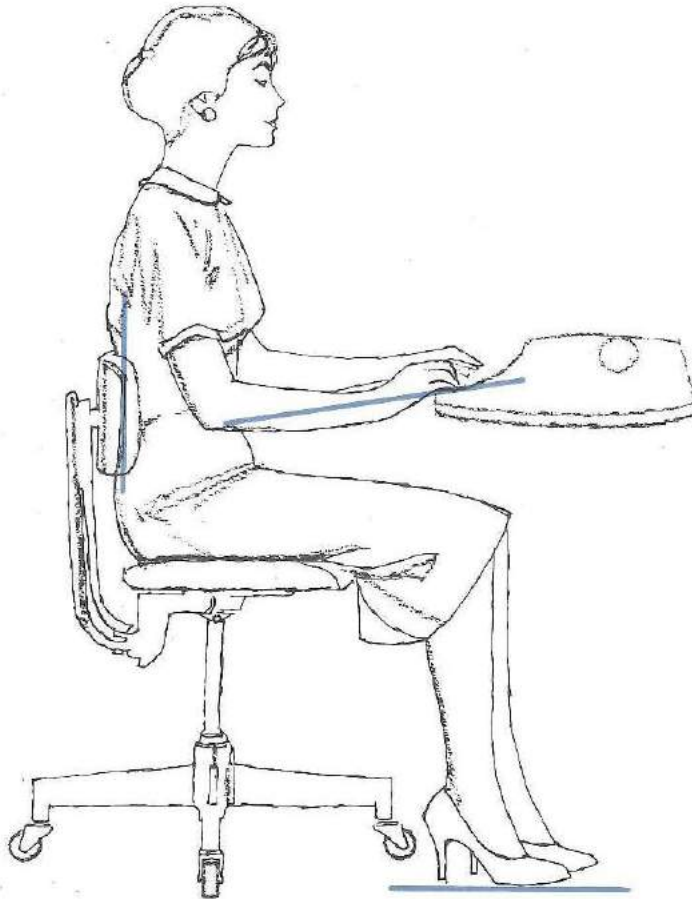
He could go.  
He c a n go.

He could go.  
He can go.

top of the front cover. Reach under the cover and press left against the carrier position post with your finger until the black line of the card holder is directly between the "i" and "l." Type "a." Release the carrier and continue to type.

## Typing Guides For Your IBM "Selectric" Typewriter

1. Be sure the electric cord is plugged all the way into the outlet and that there is a flow of electricity.
2. ON portion of motor control should be depressed.
3. If typing element does not print:
  - make certain ribbon position lever is not in "stencil" position.
  - and that multiple copy control lever is pulled toward you.
4. If carrier will not move:
  - turn motor off for a few seconds, then on.
  - with switch on, depress margin release key or tab key.



### For Your Typing Ease

#### Posture

1. Upper arms sloped slightly forward.
2. Forearms on same slope as keyboard.
3. Back erect, supported by backrest.
4. Feet flat on the floor.

#### Typing Touch

When you start typing, begin slowly. Keep your fingertips close to the keys in a natural, curved position. Tap the keys squarely in the center, using a quick, resilient touch and relax finger pressure the instant you contact the keys. Practice this with familiar words or sentences.

## Typing Tips

### Addressing Envelopes

Before removing the typewritten letter, drop the envelope between the letter and platen. When you remove the letter, the envelope will come to the typing position.

### Typing Cards and Labels

Make a horizontal pleat-fold across the center of a sheet of bond paper. Insert the sheet around the platen and line up the edge of the pleat with the edge of the line scale. Place the card or label in the pleat, roll back, and type.

### Variable Line Spacing

When the spacing of printed forms does not correspond to typewriter line spacing, the platen may be removed and reversed so that it rolls freely for manual positioning. (See page 16 for platen removal.)

### Corrections on Bound Copies

Manuscripts stapled across the top can be corrected without removing staples. Insert a sheet of paper into the typewriter. When the paper is an inch or so above the card holder, place the page of bound material to be corrected between this sheet and the platen. Roll the page backward and make the correction.

### Crowding and Spreading Characters

Backspace until the black line of the clear view card holder is directly over the character PRECEDING the point where you wish to squeeze in or spread the letter. Reach under the cover and with slight pressure hold the carrier and depress the space bar. You will then be able to guide the carrier to the half-space position and type in the character.

### Vertical and Horizontal Lines

Place pen, pencil or ball pen in the notch of the clear view card holder. Vertical lines may be drawn by rolling the platen manually or using the index key. Horizontal lines can be made by using the space bar or backspace key. The paper bail also provides a horizontal ruling edge.

### The Rush Message

To type a rush telegram when you have a transcript in the typewriter, roll the transcript backward until one inch or so remains in front of the platen. Place a telegram blank against the paper table and behind each carbon. Add carbons if necessary. Advance the material to typing position on telegram and type the message. Then roll the material backwards and remove the telegraph blanks and extra carbons. Reposition the transcript and continue to type.

## IBM "Selectric" Typewriter Supplies and the IBM Supply Agreement

For convenience and economy in purchasing supplies, ask your IBM representative about the IBM Supply Agreement. It gives you quantity prices... systematic shipments as supplies are required, with no advance payment... full protection against price increases during the period covered by the Agreement.



### Typing Elements

Because your IBM "Selectric" typewriter employs a completely new kind of printing mechanism—a selective element—you have a typing versatility never before possible. When you change typing applications, you can change to the type style best suited for the job. There are interchangeable IBM typing elements designed specifically for general correspondence, as well as for special typing applications. Whatever your typing requirements, the IBM "Selectric" typewriter brings new ease, speed and versatility to your work.



### Film Ribbons

For unsurpassed carbon ribbon performance, IBM Film Ribbon combine special, dry-writing inks that resist smearing with a highly elastic ribbon base that "shapes" to each character as it prints. The result: typed copy of unsurpassed clarity and definition. Whatever the typing application, whenever a quality of impression is important, IBM film ribbons for your IBM "Selectric" Typewriter provide quality impressions.

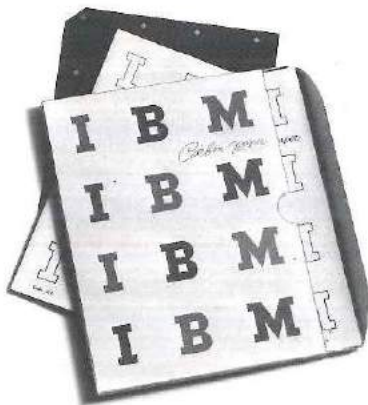
Your IBM Salesman recommends:		
RIBBON _____	Re-order number	Color
_____	Re-order number	Color
CARBON PAPER _____		
TYPE STYLES _____		
_____		





### Ribbon Cartridges

IBM manufactures a complete line of nylon "Selectric" typewriter Ribbon Cartridges, to give you uniformity of impression and excellence of performance. They are Black, Black and Red, Plate Writing and seven special color ribbons—Light Blue, Medium Blue, Dark Blue, Medium Green, Dark Green, Medium Brown and Dark Brown. All are easily interchanged and specially designed for your new fabric ribbon IBM "Selectric" typewriter.



### IBM 610 Carbon Paper

The light weight and intense finish of IBM 610 Carbon Paper makes it the best choice for all typing jobs requiring large numbers of carbon copies. And IBM's special carbonizing process guarantees crisp, legible impressions on all copies...from first to last.

### IBM 762 Carbon Paper

Ideal for typing jobs requiring up to five carbon copies, IBM 762 Carbon Paper contains a dry-writing ink that assures clear, smudge-free copies every time. Further, 762's sponge-like surface re-inks itself after each use, to provide longer on-the-job life.

## IBM Maintenance Agreement

Ask your IBM representative about IBM's economical Maintenance Agreement—a program of planned "preventive" maintenance that assures you the finest typewriter performance at all times.

### Cycle Inspections

On a planned schedule—your IBM equipment is power cleaned, lubricated and checked for worn parts.

### Parts Replacement

Should an inspection result in the discovery of worn parts, they are replaced, without additional charge (except typewriter platens)...before malfunction can occur.

### Service Rendered Between Inspections Costs You Nothing Extra

(During IBM's normal business hours.)

### Trouble-Free Convenience

When you sign the IBM Maintenance Agreement, IBM automatically takes care of your equipment, and bills you only once annually.

### IBM Office Equipment is Superior in Design and Performance

Protect your machine investment with regular and thorough servicing.

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## IBM "Selectric" Typewriter Care

### Lubrication

Your IBM "Selectric" typewriter is a precision writing instrument. It has been engineered to extremely close and exacting tolerances to provide more usable speed and versatility than has ever before been available to you. In order to maintain efficient operation, it is essential that your "Selectric" typewriter receive periodic inspection and lubrication—at least annually—by trained personnel.

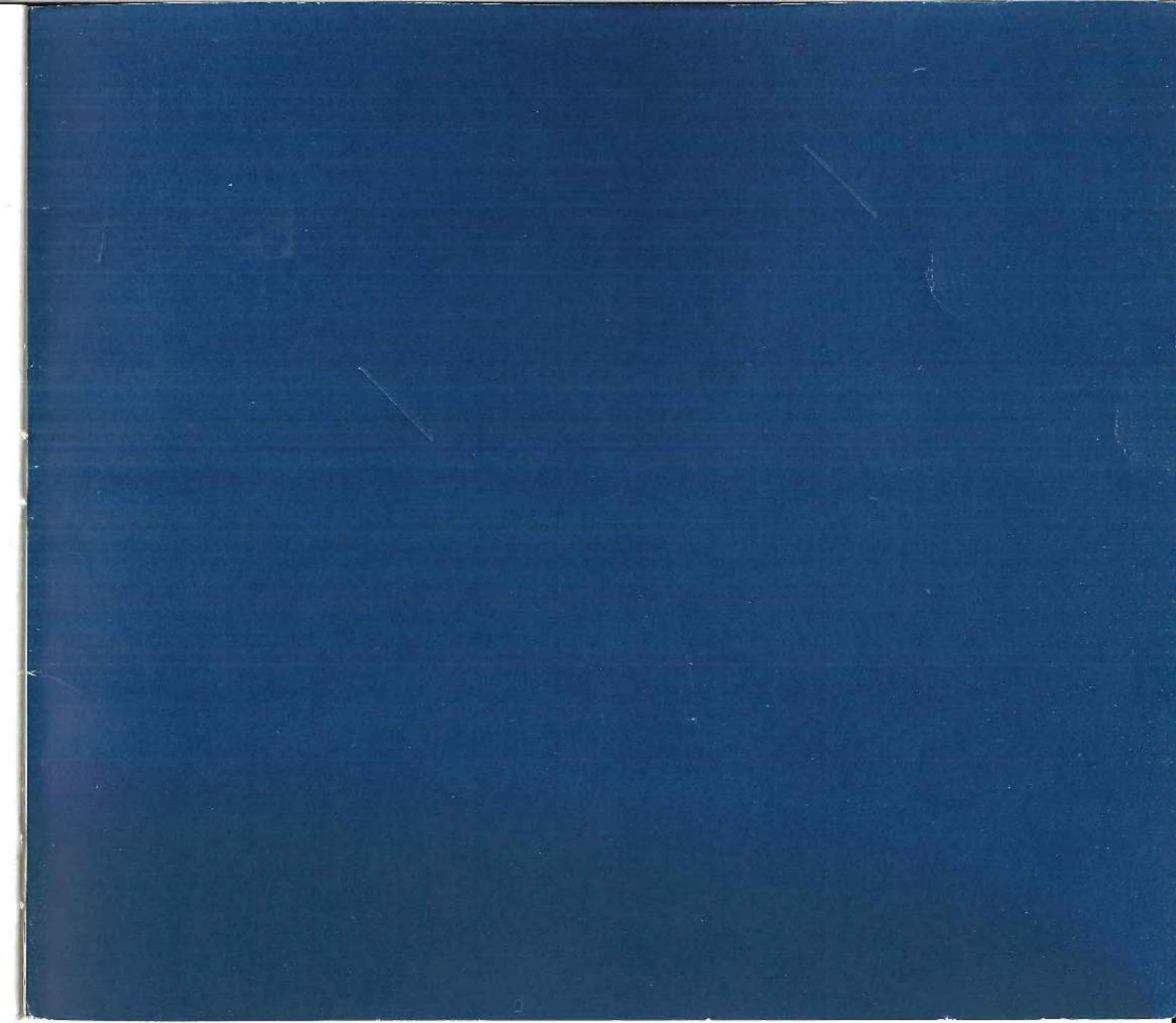
Never use oil or cleaning fluid on your "Selectric" typewriter, since they may damage rubber parts. Soap and water is sufficient to clean the typewriter case.

### To Clean the Typing Element

Typing elements may be cleaned as required using IBM typewriter brushes. Type cleaners, in sheet form, are also recommended since they may be used without handling the typing element. Just insert the sheet, switch the ribbon lever to "stencil" position, and type each character at least once.

### To Brush the Typing Element

1. Place the carrier in lower case position.
2. Turn off the motor.
3. Remove the typing element.
4. Clip the element to the end of the pencil-like dual-purpose brush.
5. Brush away from you and toward the top of the element with the flat element brush.



IBM

IBM "Selectric" Typewriters are available in a range of models providing a versatility to best fit each typing station

Writing line 8.5"  
Maximum paper accommodation 11.0"



Writing line 11.0"  
Maximum paper accommodation 13.5"



Writing line 13.0"  
Maximum paper accommodation 15.5"



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