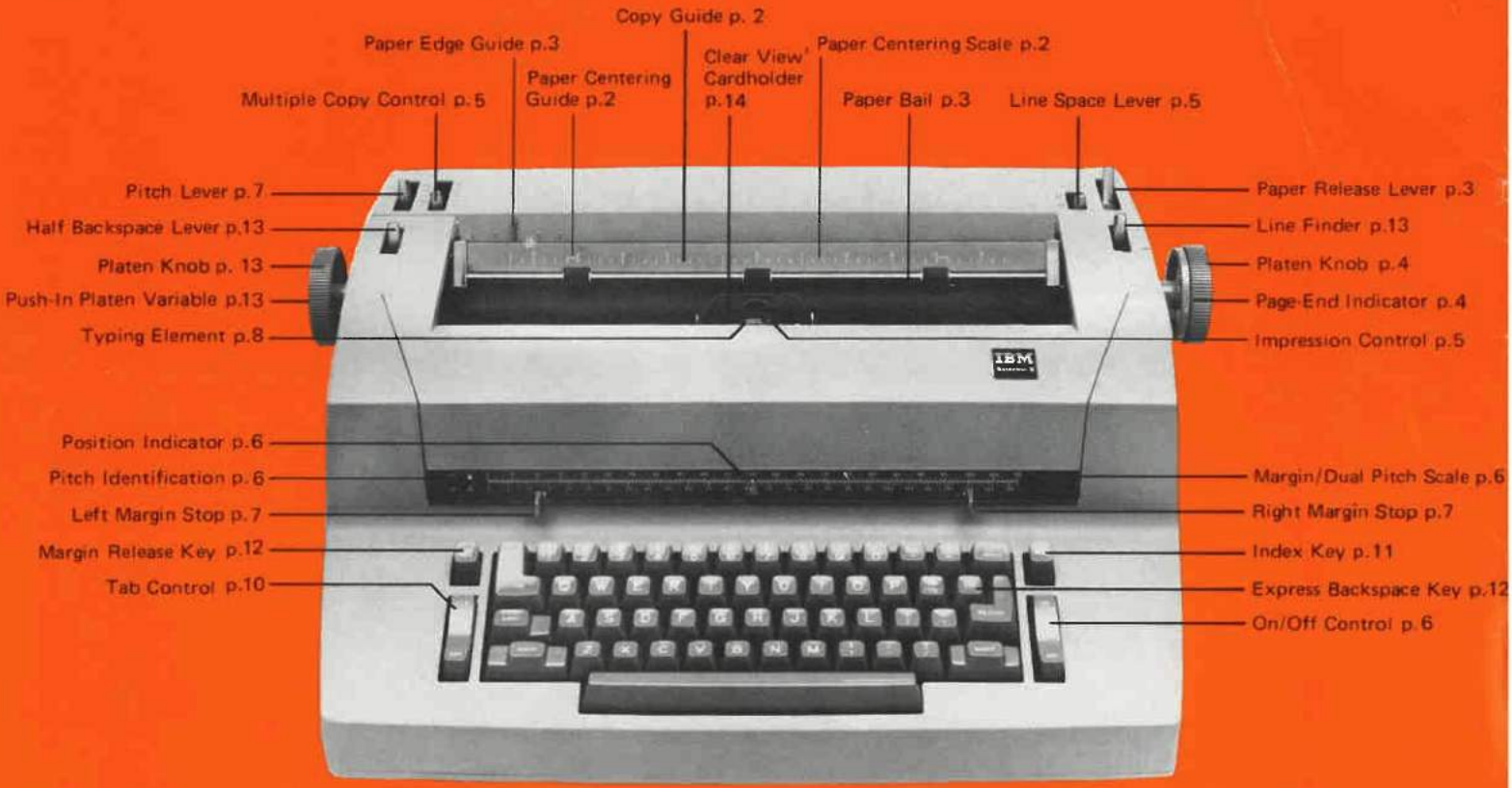
IBM

Selectric® II Typewriter

Operating Instructions

Locate and identify the operative parts of your IBM "Selectric" II Typewriter.
Refer to this photograph while reading the Operating Instructions
to help you locate the individual features of the IBM "Selectric" II Typewriter.



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All type, 12 point or less, was set on the IBM "Selectric" Composer.

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Preface

The IBM "Selectric" II Typewriter, featuring a small, globe-shaped element containing all type characters, makes typing fast and easy. The element skims across the page typing out characters rapidly and evenly. Because there are no typebars, type clash has been eliminated. There is no moving carriage, therefore eliminating much vibration and machine movement. This actually provides more work area around your machine.

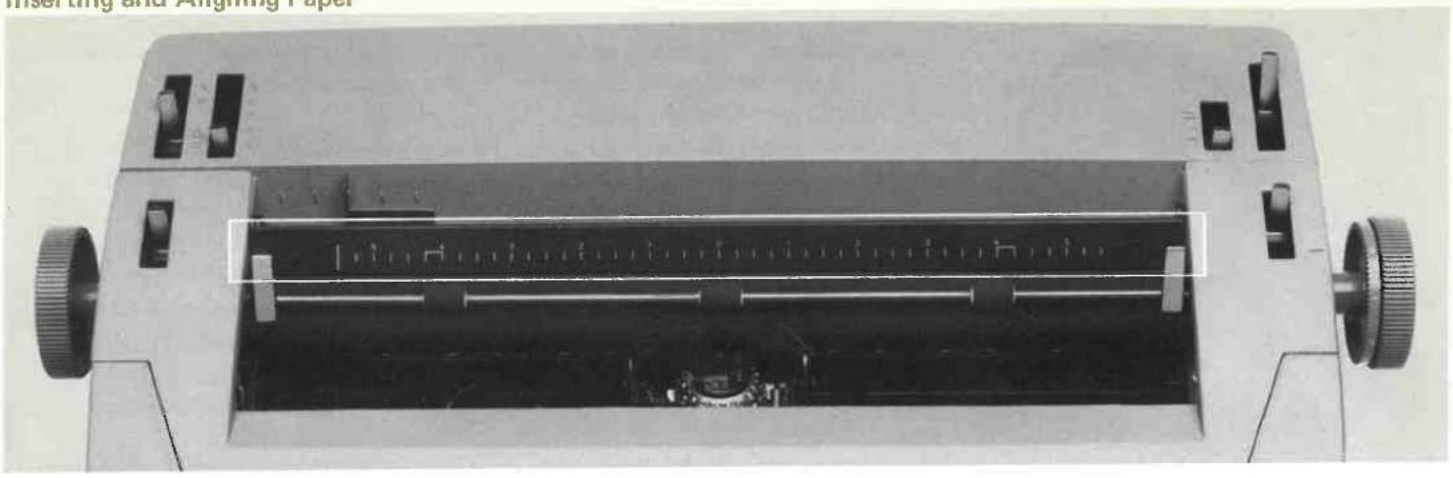
Type styles can be changed in seconds by lifting off one element and replacing it with another. You can also select the horizontal spacing (pitch)—either 10 or 12 characters per inch. This versatility lets you select the type style and pitch best suited to each typing job.

Your IBM "Selectric" II Typewriter offers many features that help make all typing jobs easier. The IBM Stroke Storage System reduces typing errors by storing the second of two rapidly typed characters until the first is printed out. All service keys are within easy reach from the keyboard control area, and an Impression Control lets you adjust the impact of the typing element to suit each application.

New features available on the IBM "Selectric" II Typewriter include the following:

- Selective Ribbon System lets you select either the new, exclusive IBM Tech III ribbon or a carbon film ribbon for a high quality, uniform image with reduced ribbon changes.
- Express Backspace Key moves the typing element from right to left quickly without changing the typing line.
- Dual Pitch Lever (Dual Pitch models only) enables you to type either 10 or 12 characters per horizontal inch – whichever you choose.
- Half Backspace Lever permits typing halfway between two characters or spaces. (Available on Dual Pitch machines only.)

With the IBM "Selectric" II Typewriter, you can expect your typing to be smoother and faster than ever before.



Copy Guide

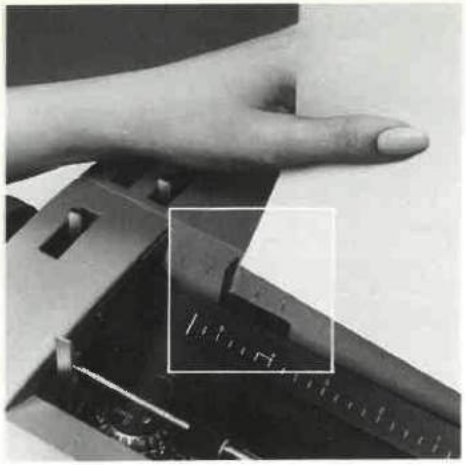
The Copy Guide keeps your paper from refeeding around the platen, *guiding* it instead toward the back of the typewriter. It also serves as a convenient surface for making erasures.

Paper Centering Guides

Printed on the left and right side of the Copy Guide are small white horizontal brackets – the Paper Centering Guides. To center standard size (8-1/2" x 11") paper in the typewriter, position the paper to align with the outer edges of the Paper Centering Guides. Center 8" wide paper with the inner edges of these Guides.

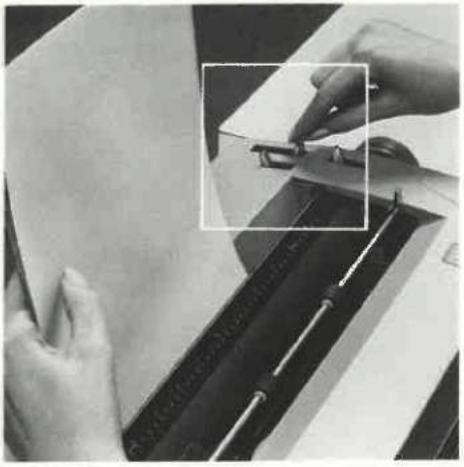
Paper Centering Scale

Center any width paper in the carriage using the Paper Centering Scale. Insert the paper so that its left and right edges touch the same number on the scale; e.g., for 11" wide paper each edge touches 5-1/2.



Paper Edge Guide

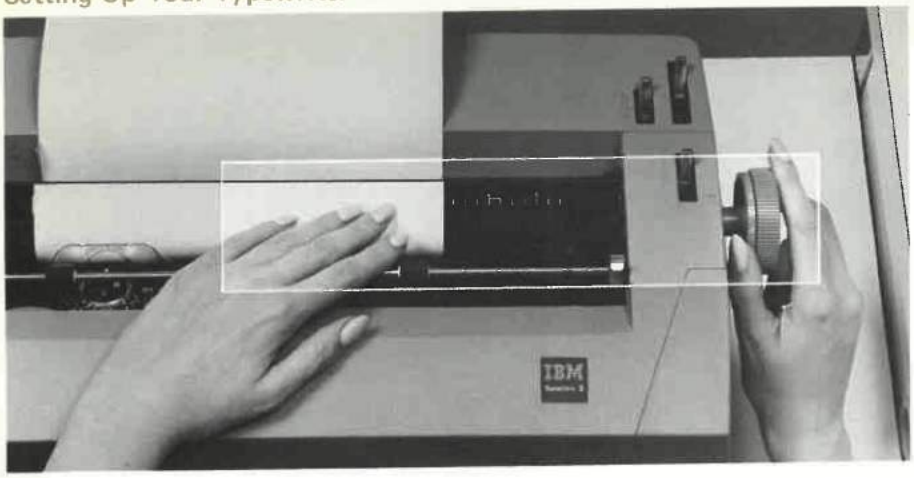
The Paper Edge Guide assures that each sheet of paper will be inserted into the typewriter in the same horizontal position. To insert your paper, first move the Paper Edge Guide to the desired location. Drop the paper behind the platen with the left edge against the Paper Edge Guide. Pull the Paper Bail forward and use the typamatic action of the Index Key to roll the paper into the typewriter. (See page 11.)



Paper Release Lever

Move the Paper Release Lever toward you to reposition or remove paper from the typewriter. When you are ready to type, move the Lever back.

Also use this Lever to start a carbon pack into the typewriter.



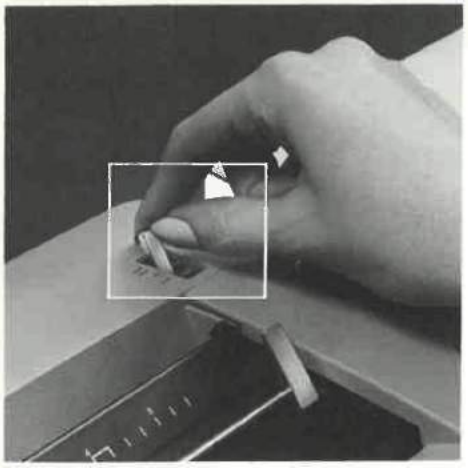
Page-End Indicator

The Page-End Indicator shows the number of inches remaining to the bottom of the page.

- Before setting the Page-End Indicator, *align the top edge of the paper with the top edge of the Copy Guide.*
- Rotate the Indicator until the 0 (for standard-size 8½" x 11" paper) is in line with the horizontal mark on the top of the typewriter adjacent to the right Platen Knob. (Indicator settings for other paper sizes are shown in the table at the right.)
- When the 0 next appears in line with the horizontal mark, the typing line will be 4½" from the bottom of the page; when 4 appears, the typing line will be 4" from the bottom; when 3 appears, the typing line will be 3" from the bottom, etc. (For other than standard-size paper, the 0 may appear once, twice, or not at all depending on the paper length.)

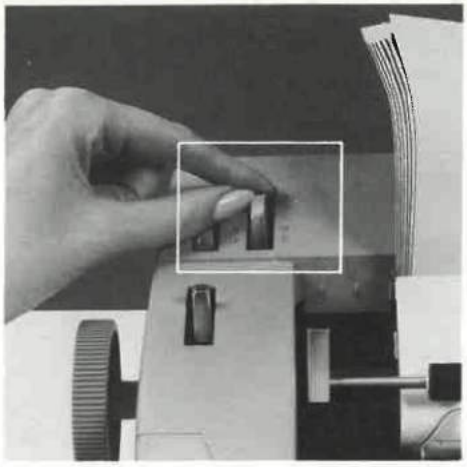
Ready Reference for Page-End Indicator Settings
(for paper 3" to 14" long)

Length of Paper (inches)		Indicator Setting
3"		1
3½"		1½
4"		2
4½"		2½
5"		3
5½"		3½
6"		4
6½"		0
7"		½
7½"		1
8"		1½
8½"		2
9"		2½
9½"		3
10"		3½
10½"		4
11"	Standard Size	0
11½"		½
12"		1
12½"		1½
13"		2
13½"		2½
14"		3



Line Space Lever

Select single or double spacing by moving the Line Space Lever to the appropriate position. Single spacing is indicated by one line, double spacing by two.



Multiple Copy Control

The Multiple Copy Control adjusts the position of the platen to compensate for the varying thicknesses of typing material.

Keep the Lever at "A" when typing up to three carbon copies. For additional copies move the Lever back until the desired print quality is achieved, consistent with the weight of the paper and carbon paper.

Impression Control

Located at the right of the Typing Element, the Impression Control sets the force with which the Element strikes the paper. The higher the number on which the Control is set, the harder the element strikes.

To change the setting, 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.*

On/Off Control

Depress the portion of the On/Off Control marked ON to turn the motor ON. A red band appears as a reminder that the motor is ON. Depress OFF when you are not using the typewriter.

Caution: *When the machine is ON, please be careful that jewelry (beads, necklaces, bracelets, etc.), fingers, or hair are not allowed to be within the top cover opening of the machine.*

Margin/Pitch Scale

The Margin/Pitch Scale is located directly above the keyboard. At the left of the scale is the number 10 or 12, indicating the pitch, i.e., the number of characters per inch. The scale is numbered from left to right every five spaces.

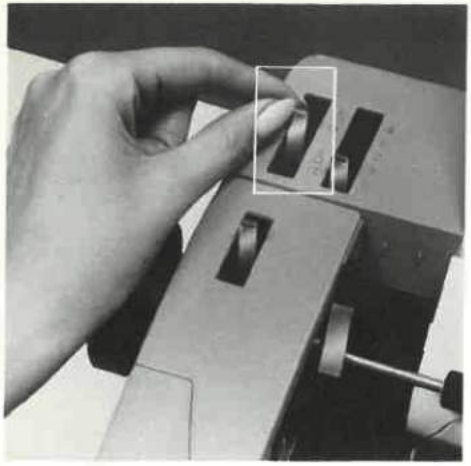
The white dot on the scale indicates the center point of the typing line when the paper is centered in the typewriter.

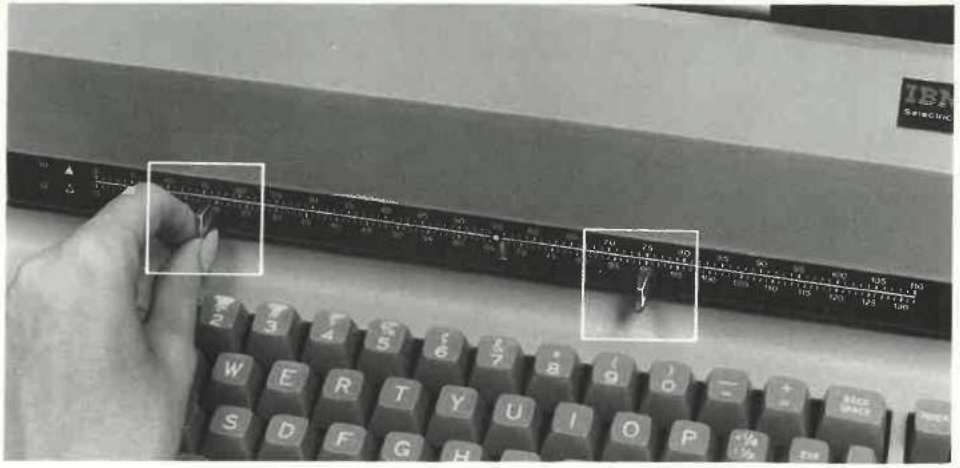
A small triangular position indicator attached to the Carrier glides along the scale to indicate the position of the typing element.

Margin/Dual Pitch Scale

(Dual Pitch models only)

Dual Pitch Typewriters have both 10- and 12-pitch Scales as indicated by the numbers at the left of the Scale. Each scale is numbered from left to right every five spaces.





Dual Pitch Lever

(Dual Pitch models only)

Select either 12-pitch typing or 10-pitch typing with the Dual Pitch Lever. (Type pitch denotes the number of characters that print in each horizontal inch of space.)

For 12-pitch typing, move the Dual Pitch Lever forward to the open triangle position and refer to the 12-pitch scale. To type 10-pitch copy, move the Lever back to the solid triangle position and refer to the 10-pitch scale.

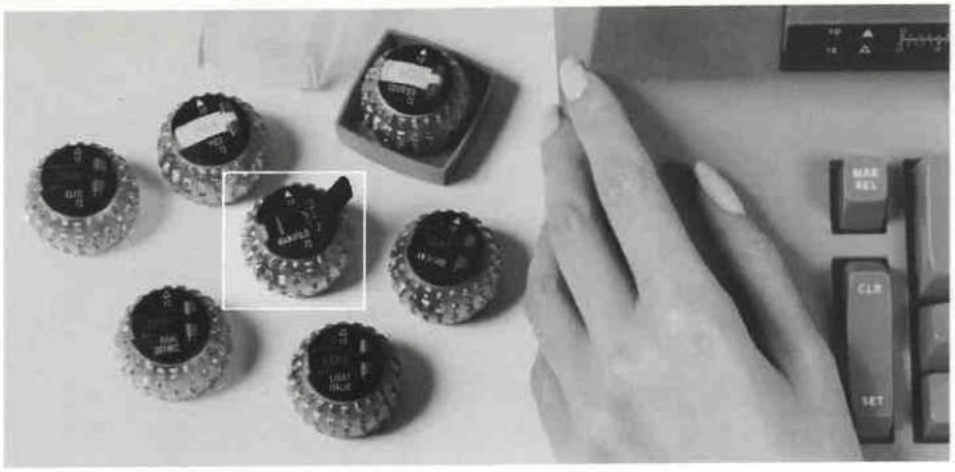
Margin Stops

To change the left or right margin, push in on the appropriate Margin Stop, and slide it to the desired position on the Margin/Pitch Scale. Use the Space Bar to move the Carrier out of the way when setting a margin to the right of the Carrier's present location.

When using a dual-pitch typewriter, be sure to set your margin at one of the numbered marks on the top Scale if you plan to change the pitch in the *same* copy.

Each time you change pitch, begin typing at the left margin or at one of the numbered marks on the top (10-pitch) Scale so that all succeeding lines will be evenly aligned.

You can space and tab through the right margin, but you cannot *type* through the right margin.



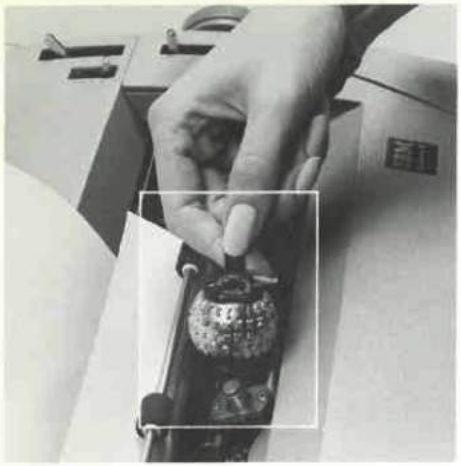
Lever Action Typing Elements

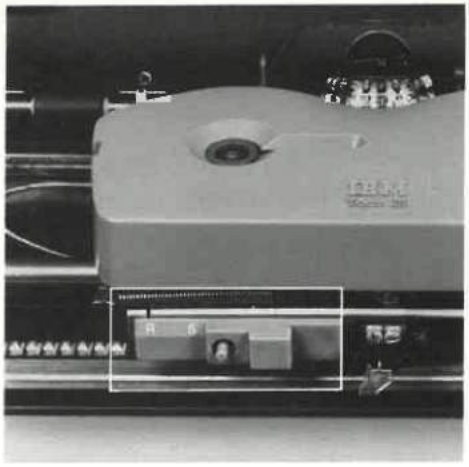
Change the Lever Action Typing Elements on your IBM "Selectric" II Typewriter in seconds for the most appropriate style of type for each typing job.

On top of each element the following appears:

- The name of the type style, e.g., Manifold 72.
- The Element Release Lever (a black lever except on elements with a specially requested character which will have a white lever).
- A three-digit part number atop the element and under the end of the Element Release Lever.
- A triangle which points toward the platen whenever the typewriter is in lowercase position. A solid triangle denotes 10-pitch type, an open triangle 12-pitch type. (The pitch denotes the number of characters that are typed per horizontal inch of space.)

Note: *Using a typing element of one pitch when the typewriter is set for the other pitch will alter only the amount of space between each character.* Try different type styles to determine which is most suitable for your needs.





Changing Typing Elements

To remove an Element

- Be sure the typewriter is in lowercase position, i.e., the triangle on the Typing Element points toward the platen.
- Lift the element release lever until the lever clicks into position.
- Remove the Element, grasping it by the element release lever and lifting it off the element post.

To replace an Element

- Be sure the typewriter is in lowercase position; i.e., the shift lock key is not depressed.
- Grasp the element release lever and place the Typing Element on the element post with the triangle pointing toward the platen.
- Lower the element into place on the element post and close the lever.

Ribbon/Stencil Control

Film Ribbon Typewriter

Regular typing: Set The Ribbon Control at position R for regular typing. This may be done by pushing the button on the control, if not already at R. This automatically moves the Control to the printing position.

Stencil typing: To type stencils move the Control to the left so the S lines up under the red mark and locks into that position.

Tab Control (Set and Clear)

To set a tab stop, space to the desired point on the writing line. Then press the SET end of the Tab Control.

To clear a tab stop, touch the Tab Key to tab to the stop you wish to clear and press the clear (CLR) end of the Tab Control.

To clear all tab stops, tab to the extreme right. Depress and hold down the Tab Clear portion of the Tab Control while you depress the Return Key or the Express Backspace Key. As your Carrier moves to the left margin, all stops are cleared.

On a Dual Pitch Typewriter, tab stops should be set on the numbered 10-pitch markings for changing pitch within a document, if you wish to have common tab positions for both pitches. Otherwise, clear all tabs before changing pitch, and reset new tab stops according to the new pitch scale.

On a Dual Pitch Typewriter, the Carrier should be at least two spaces to the left of a set tab stop in order to tab to that position. On single pitch typewriters, the requirement is one space or more.

Partial carrier return can be used to type tabulated materials, such as columns of figures or addresses on envelopes. Set tab stops first. Then tap the Return Key followed by the Tab Key as soon as the Carrier passes the tab stop.

Forms typing is faster when you set tab stops at the points on the form where most of the typing begins. Use the partial carrier return to go directly to a predetermined point on the page, i.e., tap the Return Key followed by the Tab Key as soon as the Carrier passes the tab stop.

Typamatic Keys

Typamatic—repeat action—Keys save much typing time and effort. Each of these is a single action key until it is depressed to its second level and held there. This makes the key typamatic—a repeat action key.

- Backspace Key
- Space Bar
- Hyphen/Underscore Key
- Return Key
- Index Key

To space vertically from any point on the writing line to any line on the page, depress the Index Key.

Paper insertion is easy when you insert the paper (centered in the carriage), pull the Paper Bail forward, and then hold down the Index Key.

Multiple Character Keys

On your IBM "Selectric" II Typewriter there are two keys which show two or more sets of characters—Multiple Character Keys. However, only one pair of characters shown on each key is on any one element. When you change elements, be sure to check which of these sets of characters is on that particular element.

Margin Release Key

To space through the left margin, return the Carrier to the left margin, press the Margin Release Key, and backspace through the margin. To type through the right margin, after the keyboard has locked, press the Margin Release Key and continue typing.

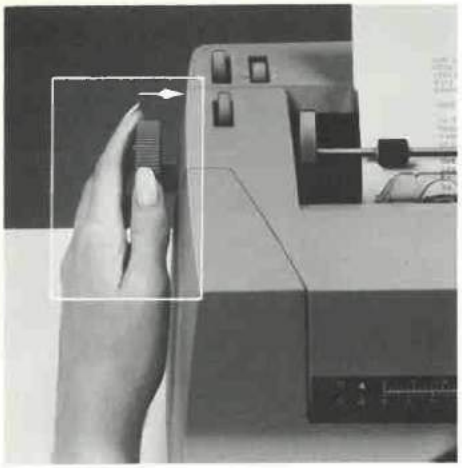
Shift Keys and Shift Lock

Depress either the left or right SHIFT Key in order to type uppercase characters. Depress the Shift LOCK to keep the element in uppercase position to permit you to type extended sections of uppercase characters. To release the Shift LOCK depress the left or right SHIFT Key.

Express Backspace Key

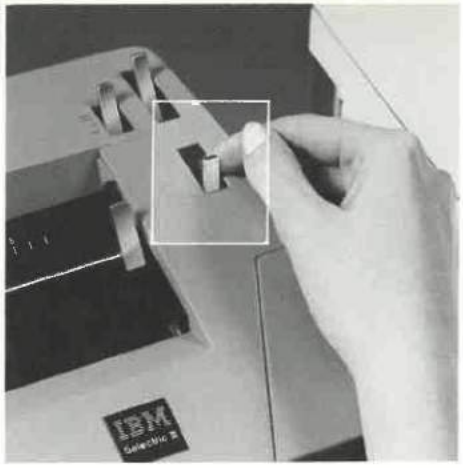
Use the Express Backspace Key to move backward rapidly on the same typing line. The distance the Carrier moves back is determined by the length of time you depress the Key.

Use the Express Backspace Key to position the Carrier to an area for typing or underscoring. The backspace key or spacebar can then be used for exact positioning. The Express Backspace Key can also be used in conjunction with the tab clear to clear all tab stops simultaneously.



Platen **Variable**

Press in against the left Platen Knob to permanently change the position of the writing line or to realign a page for corrections or additions.

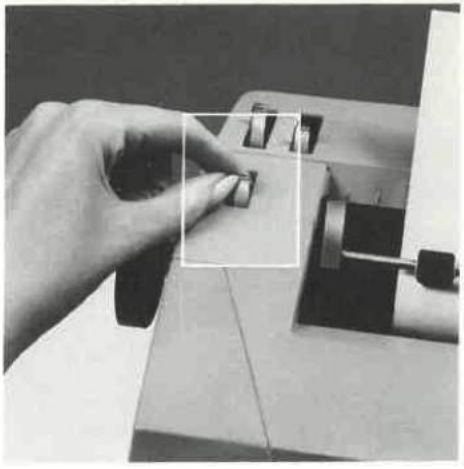


Line **Finder**

The Line Finder permits you to leave a typewritten line and return again.

- Move the Lever forward before leaving the typing line.
- Make the insertion.
- Return to the line preceding the one in which you made the insertion and return the Lever to its home position. Tap the Return Key to arrive at the exact typing line again.

Use this Lever for typing superscripts or subscripts, creating double underscores, typing on forms where the line spacing is irregular, or drawing lines.



Half Backspace **Lever**

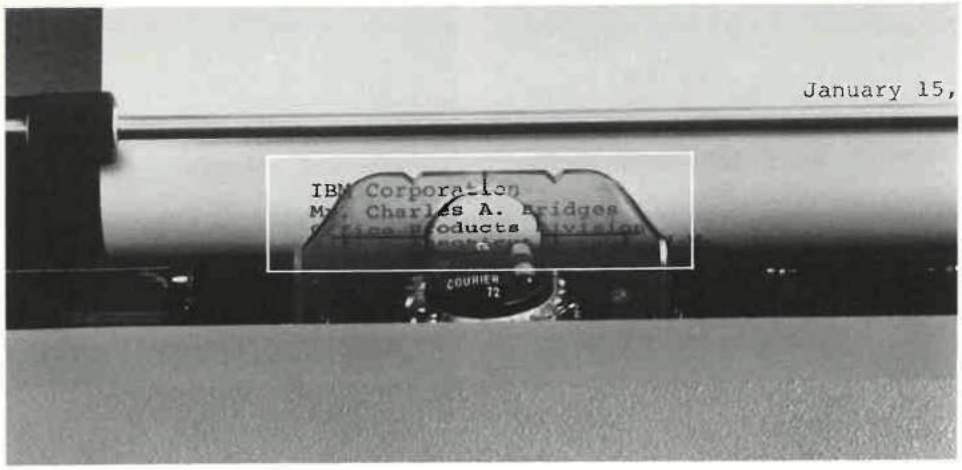
(Dual Pitch models only)

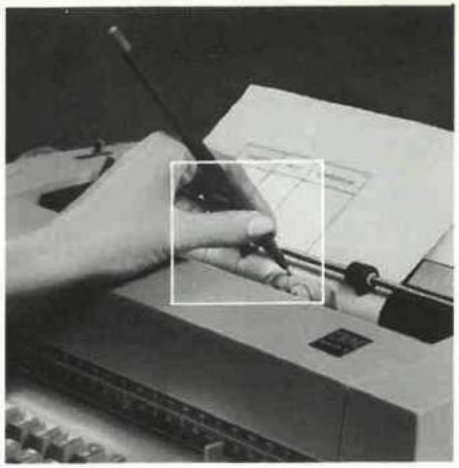
Move the Half Backspace Lever forward (toward you) until the red vertical line stamped in the top center of the Clear View Cardholder indicates the desired typing position for the next character to be typed. To move back exactly one-half space, pull the Lever forward as far as it will go.

Typing with the Lever held forward will permit full character spacing but one-half space out of the normal position.

When the Lever is released, the Carrier will move forward a half space to its normal position.

Use this Lever to justify copy, insert a character, remove a character, or create a ligature.





Clear View Cardholder

Since you can see through this Cardholder, the line of type is always visible. The Cardholder, which is attached to the Carrier, holds paper, cards and envelopes close to the platen.

Finding the Typing Position

A red vertical line stamped in the top center of the Cardholder is directly above where the next character will print on the paper. To realign the paper, position an i or I behind the line. Then roll the paper down two line spaces.

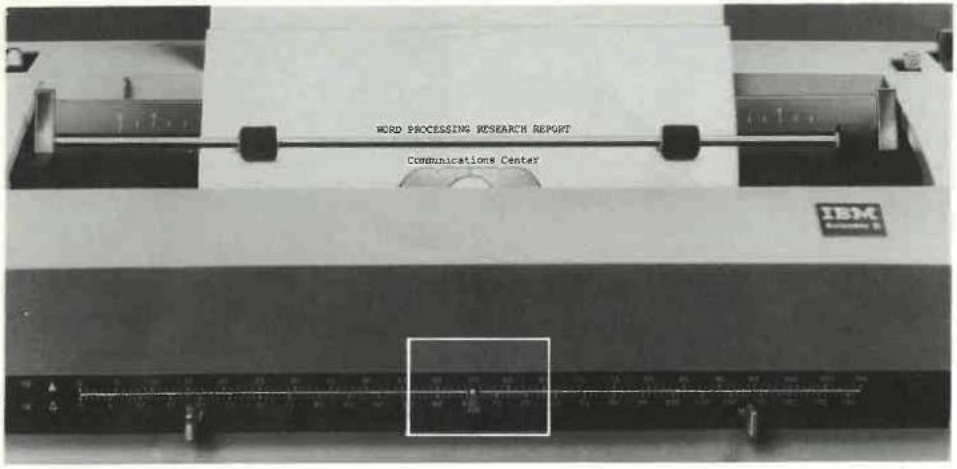
The horizontal line toward the lower part of the Cardholder indicates the bottom of the typing line. Position your paper vertically so the bottom of each character rests just above the line as illustrated.

Use the Spacebar or Backspace Key to reach the desired typing position.

Drawing Lines

Another feature of the Clear View Cardholder is the capability for drawing lines.

Use one of the notches on the Clear View Cardholder to draw vertical lines by rolling the platen manually. (Pull forward on the Line Finder to achieve a free rolling motion. Remember to return the Lever to its home position for normal line spacing.)



Centering Guidelines

Horizontally

When the paper is centered in the carriage (see Page 2), move the Carrier to the center dot on the Margin/Pitch Scale. Then backspace once for each two characters in the material to be centered. Type the material.

Vertically

Normal typewriter spacing provides 6 line spaces per inch, or 66 line spaces per standard (11" long) page. Be sure to allow for a top and bottom margin. Use the Page-End Indicator (see Page 4) to gauge the bottom margin.

Special Typing Needs

Velocity Control (Optional Feature)
When a typewriter with a correspondence keyboard is used for special applications, a Velocity Control Dial, located to the right of the On/Off Control, adjusts the striking force of some of the characters on the element.

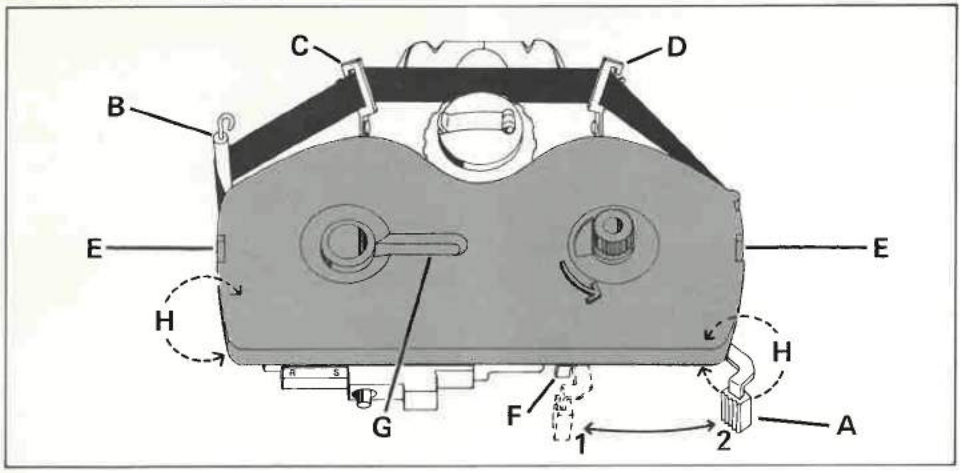
- Move the Dial toward the thick line when typing in uppercase with elements containing a ten-key numerical cluster, or some foreign language elements with large characters in the keyboard positions normally reserved for punctuation.
- To type with a correspondence element, move the Dial to the center.
- For occasional typing with language elements, move the Dial to the thin line and *hold* it at that position as you type small characters such as the accent marks.

Dead Key (Optional Feature)
Typewriters normally using a library, trilingual, or language typing element are equipped with dead keys to allow a foreign language accent mark to be typed *before* the alphabet character without advancing to the next space.

Dead Key Disconnect (Optional Feature)
Normal correspondence elements can also be used on typewriters equipped with dead keys through the use of the Dead Key Disconnect feature.

Set the Dial at the X position when using a library, trilingual, or language typing element to allow normal use of a dead key.

Set the Dead Key Disconnect Dial at the → position to use a correspondence element. While the Dial remains in this mode, the carrier will space to the next typing position for all characters as they are printed.



Changing Film Ribbons

To Remove a Film Ribbon

To check the amount of remaining ribbon in the cartridge, look at the ribbon end indicator G.

When the cross-hatching appears on the ribbon between the guidepost B and the left ribbon guide C it is time to change to a new ribbon.

- Center the carrier and turn the motor OFF.
- Lift the cover.
- Keep the paper bail against the platen.
- Pull the load lever A to the load position 1 until it snaps against the stop F.
- Using both hands, grasp the ribbon cartridge at the front corners H and lift straight up.

Note: The name and reorder number of each ribbon appear on the underside of the ribbon cartridge.

To Install a New Film Ribbon

- Be sure the load lever A is in the load position 1.
- Drape the uninked leader portion of the ribbon over the guidepost B and behind the ribbon guides C and D.
- Position the ribbon cartridge so that it fits between the spring clips E. Then push down both ends of the cartridge.
- Thread the uninked ribbon through the ribbon guides C and D.
- Turn the knob on the cartridge in the direction of the arrow until the inked portion of the ribbon is past the right ribbon guide D.
- Move the load lever A to the type position 2.
- Close the cover.
- Turn the motor ON and continue typing.

Cleaning the Typing Element

Typing Elements may be cleaned as required using IBM typewriter brushes.

- Position the Element on the end of the Dual Purpose Brush by inserting the handle of the brush into the hole under the element and then closing the element release lever.
- Clean type by brushing up and away from you with the Element Brush provided for this purpose.

Type cleaners in sheet form are also recommended since they may be used without removing the typing element. Just insert the sheet, move the Ribbon Lever to stencil position, and type each character at least once.

Serial Number

To locate the Serial Number:

- Use the Tab Key to move the Carrier all the way to the right.
- Raise the typewriter cover.
- Locate the number directly below the platen toward the left on the metal bar behind the black base plate as indicated in the illustration.

Cleaning the Typewriter Cover

Use only a mild detergent to clean the plastic parts and painted portions of the typewriter since certain cleaning fluids may have a harmful effect. Where stubborn stains persist, consult your local IBM Service Department.

Checklist for Proper Typewriter Operation

- Be sure the electric cord is correctly plugged into the outlet.
- The ON portion of the ON/OFF Control should be depressed.
- Make certain that the Ribbon/Stencil Control is not in stencil position (unless, of course, you are typing stencils) and that the Multiple Copy Control is appropriately set.
- If the Carrier will not move, turn the motor OFF for a few seconds, then ON. With the Control ON, depress the Margin Release Key or Tab Key to release the Carrier.
- When erratic line spacing occurs, check to see that the Line Finder is engaged.
- For other-than-normal printing, remove the typing element to check for a broken tooth at the bottom, which requires replacing the element.

IBM Maintenance Agreement

An IBM Maintenance Agreement puts the latest service techniques at your disposal. You receive Preventive Maintenance, Emergency Service during business hours, and Parts Replacement (except platens) at no additional charge.

To assure your IBM "Selectric" II Typewriter's continued performance, purchase an IBM Maintenance Agreement.

Ribbons
All film ribbons for the "Selectric" II Typewriter are provided in cartridges. This reduces the number of ribbon changes and makes changing of ribbons simpler and cleaner than before.

IBM's two different film ribbons combine special smear resistant inks with a highly elastic ribbon base that "shapes" to each character as it prints.

IBM Tech III Ribbon

This new and exclusive film ribbon is a major break-through in ribbon technology. It provides a high quality, uniform image on a broader range of papers than carbon film ribbons, and reduces ribbon changes to 1/12th of the former "Selectric" Typewriter. It combines the best quality features of carbon film with the long life previously available only with fabric ribbons. This ribbon is only available in black.

IBM Carbon Film Ribbon

This is the same high quality film ribbon that IBM pioneered and made available for the former model "Selectric" Typewriter. For the "Selectric" II Typewriter, this Carbon Film Ribbon is provided in a specially designed cartridge that not only simplifies ribbon changing but reduces the number of ribbon changes.

In addition to Black, Carbon Film Ribbons are available in a variety of colors—Light Blue, Medium Blue, Dark Blue, Medium Green, Dark Green, Medium Brown, Dark Brown and Red.

Note: – The name and reorder number of each ribbon appear on the underside of the ribbon cartridge.

Typing Elements

Because your IBM "Selectric" II Typewriter employs a unique kind of printing mechanism—a Typing Element—you have typing versatility never before possible. When you change typing applications, you can change to the type style best suited for the job. Interchangeable IBM Typing Elements are designed for general correspondence as well as for special typing applications. Whatever your typing requirements, the IBM "Selectric" II Typewriter brings ease, speed, and versatility to your work.

For your special typing needs, a wide variety of special characters and symbols is available. Ask your IBM Representative about the Custom Typing Element.

IBM 752 Carbon Paper

Ideal for typing jobs requiring up to five carbon copies, IBM 752 Carbon Paper contains a dry-writing ink that assures clear, smudge-free copies every time. In addition, 752's sponge-like surface re-inks itself after each use to provide longer on-the-job life.

IBM 611 Carbon Paper

When *large* numbers of carbon copies are required, IBM 611 Carbon Paper with its light weight and intense finish is the best choice. IBM's special carbonizing process guarantees crisp, legible impressions on all copies—from first to last.

IBM Photo-Master Paper

This paper is specifically designed to accept direct impression images with varied type styles for camera-ready copy. This impression is then photographed to make a negative and plate for the offset press. Sharp character edge definition, absence of voids, and uniform impression result in copy of superior quality.

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, and full protection against price increases during the period covered by the agreement.

Reorder Number

For prompt, accurate supply ordering service, use the Reorder Number found on your IBM Supply Packages.

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