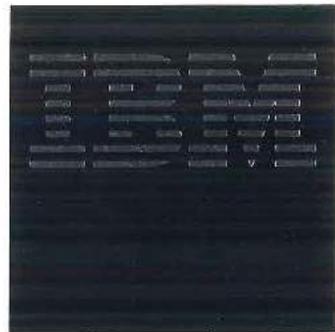
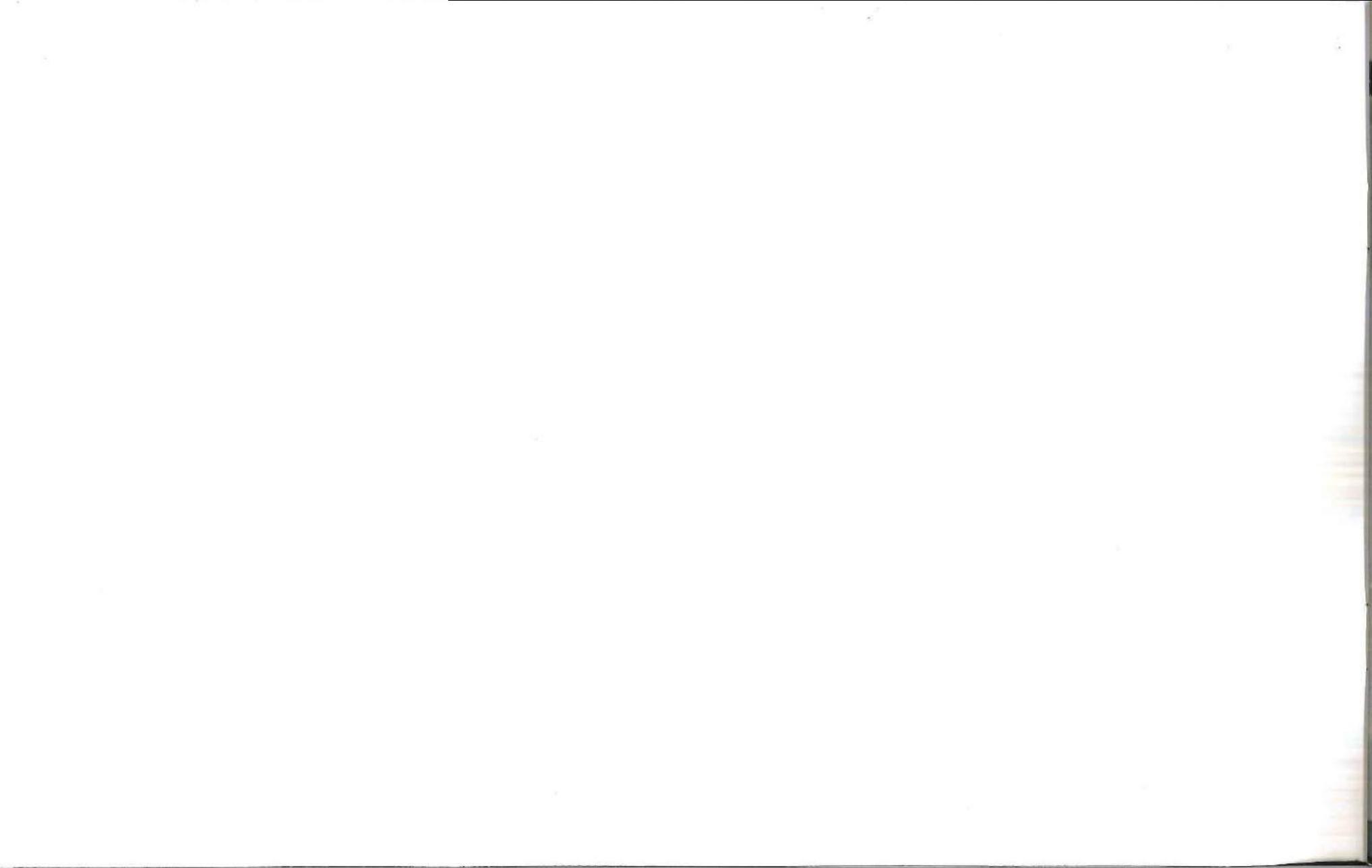
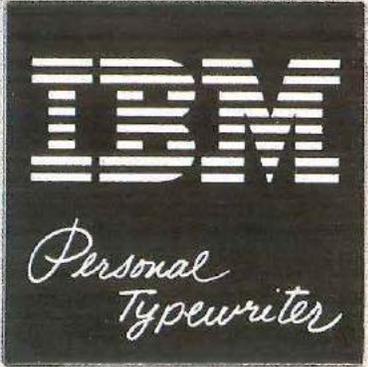


*Personal
Typewriter*





ELITE 12



First Edition (November 1982)

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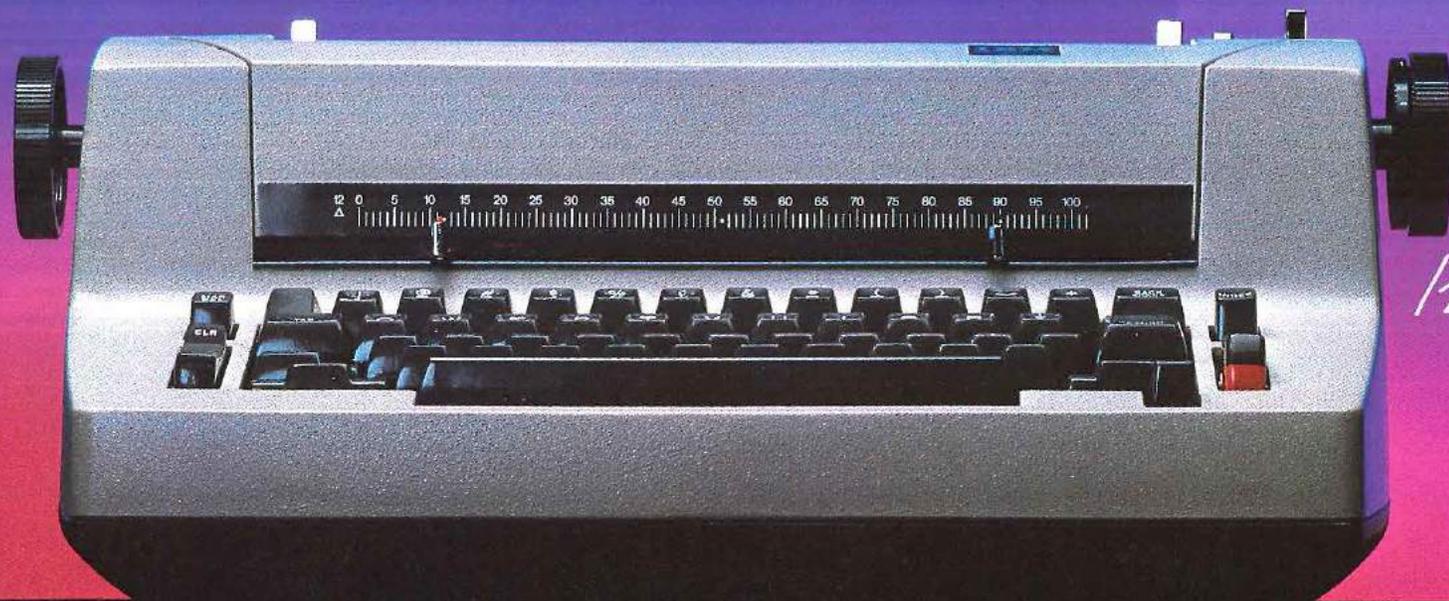
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Introduction

For years, businesses have used IBM typewriters to give their documents a professional appearance. With your new IBM typewriter, you too can enjoy high-quality typing.

Your IBM typewriter features:

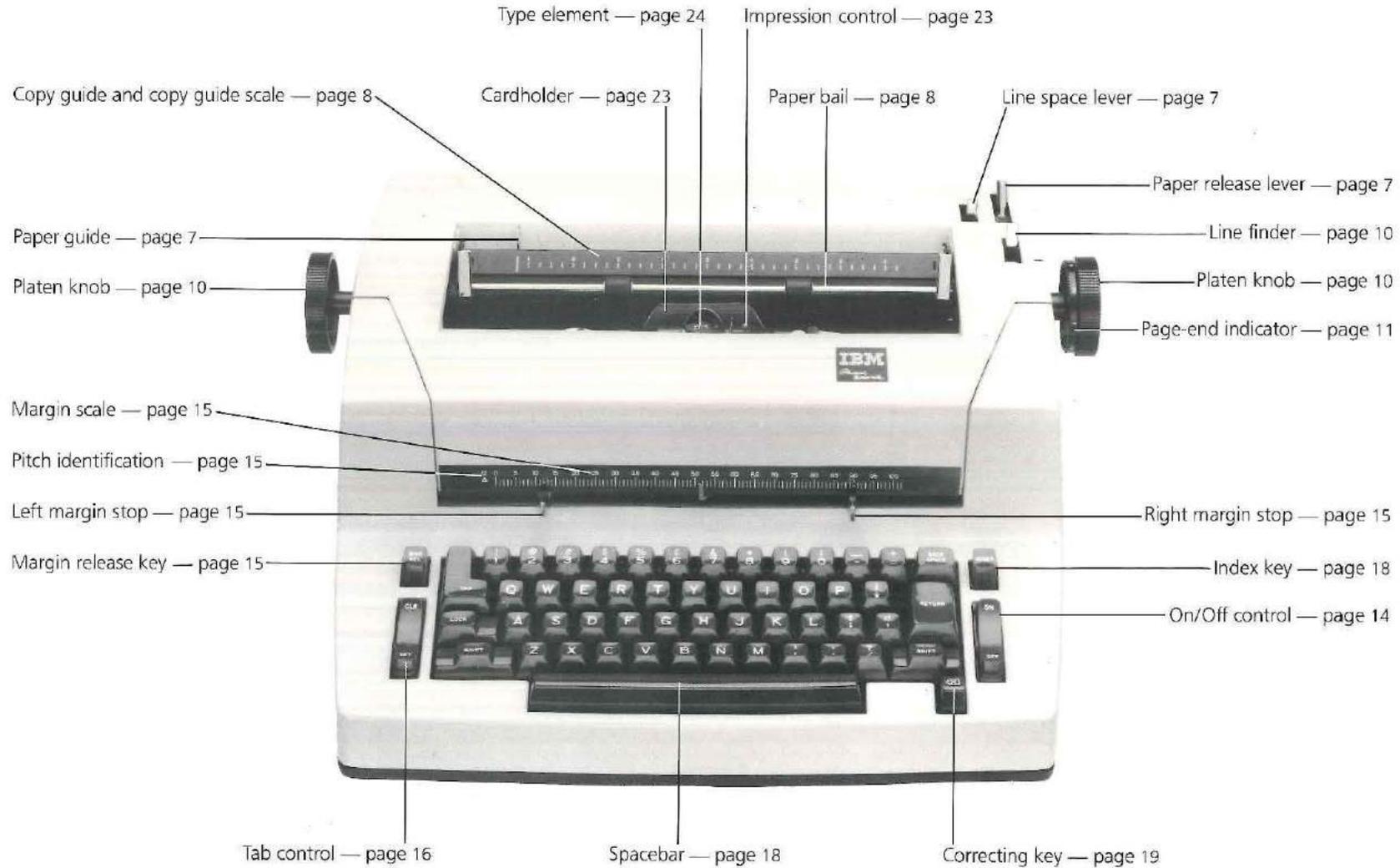
- An 88-character type element that moves quickly across the page as you type and offers you a wide variety of type styles
- A correction key for semi-automatic correction
- A choice of single, space-and-a-half, or double line spacing
- An easy-to-remove, long-lasting ribbon and correction tape

Use these features on your new typewriter to help you create beautifully typed documents!

Thank you for choosing an IBM typewriter. We hope you enjoy it.

The Parts of Your Typewriter

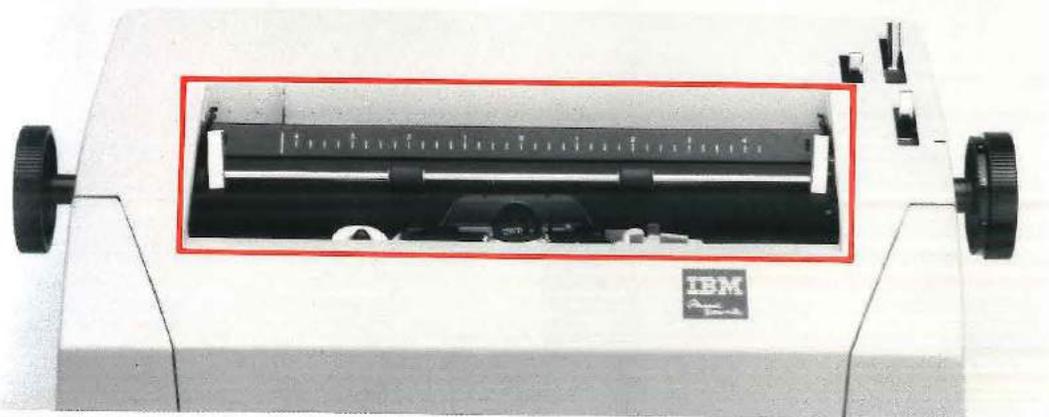
While you read the instructions, use the following picture to help you find and identify the parts of your typewriter.







*The Controls on the top
of your Typewriter*



Paper Bail

The paper bail is the metal bar with rubber rollers that extends across the platen.

The paper bail holds paper firmly against the platen. Pull the paper bail forward when you insert paper. Push the paper bail back, against the platen, to hold the paper in place while you type.

Copy Guide and Copy Guide Scale

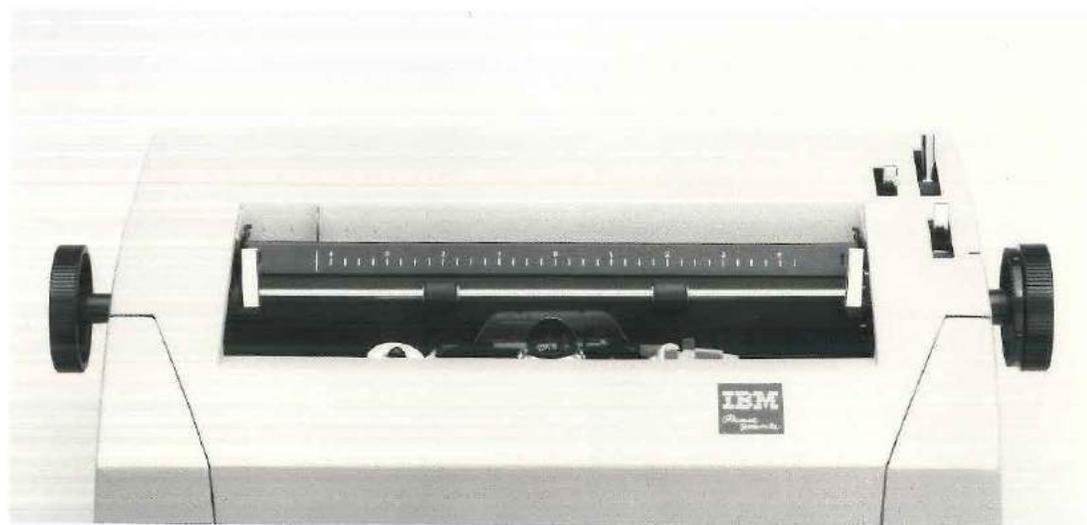
The black metal copy guide and its scale are located behind the paper bail next to the platen.

The copy guide prevents the paper from winding back around the platen. The guide also provides a flat surface for erasing.

Using the copy guide scale, you can easily center paper in the typewriter. The marks on the scale start from zero in the center and go up in each direction.

To center paper:

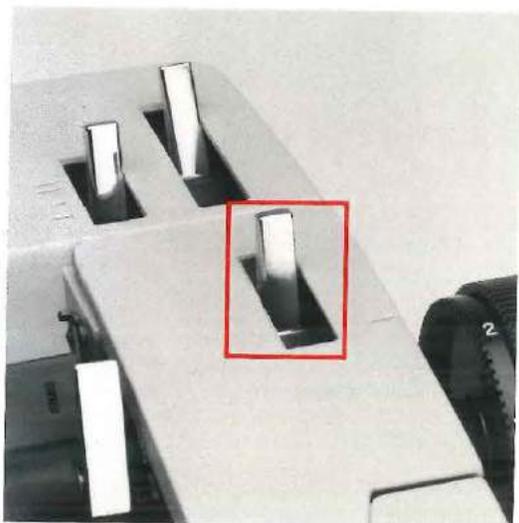
Insert the paper so that its left and right edges touch the same number on the scale. For example, to center standard-size paper (8½" x 11"), each edge of the paper should touch 4¼.

**Inserting Paper**

Use the levers and knobs on your typewriter to help you insert paper.

To insert paper:

1. Make sure the paper release lever is all the way back.
2. Pull the paper bail forward.
3. Place the left edge of the paper against the paper guide in the slot behind the copy guide.
4. Press the index key (INDEX) all the way down so that it repeats. As the key repeats, the typewriter rolls the paper around the platen. You can also use the platen knobs to roll paper into the typewriter.
5. Push the paper bail back.



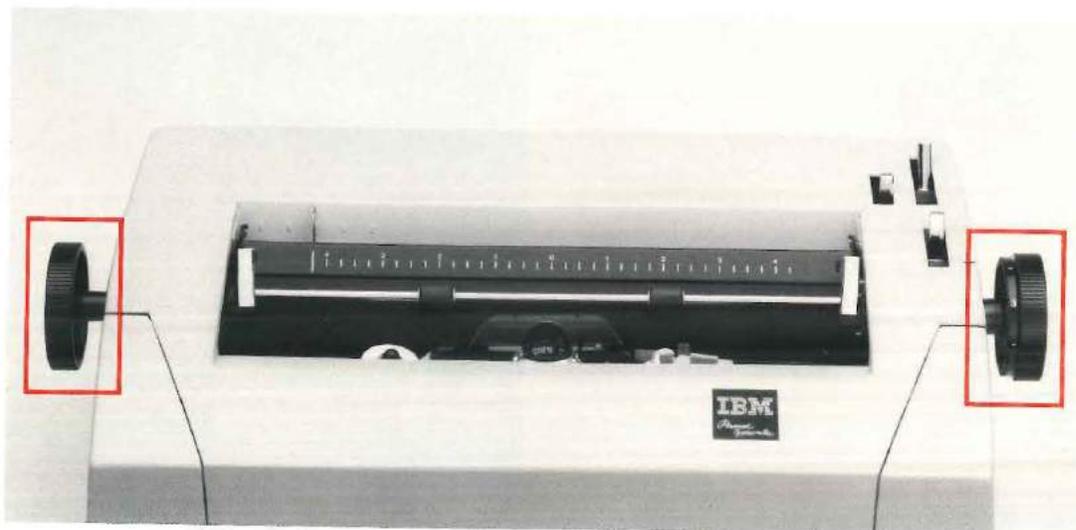
Line Finder

Use the line finder to leave a typewritten line and return to it again. For example, you may want to use the lever when you:

- Erase
- Type superscripts or subscripts
- Create double underlines
- Make corrections

To use the line finder:

1. Pull the line finder toward you.
2. Turn the platen knob to move to the line you want.
3. Type your insertion or correction.
4. Turn the platen knob to move to the original typing line.
5. Push the line finder away from you.
6. Press the carrier return key (RETURN).

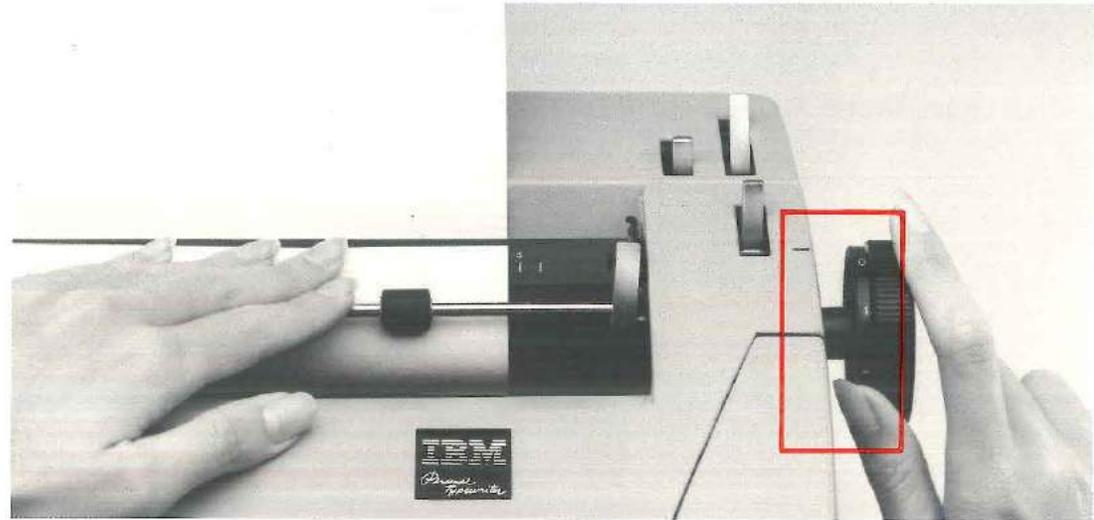


Platen Knobs

Using the left and right platen knobs, you can roll the platen manually. Use the platen knobs to help you insert paper or move up or down the page to a different typing line.

Platen Variable

Pressing in the left platen knob allows the platen to roll freely. Using this platen variable, you can permanently change the position of the typing line. If you need to reinsert a page for corrections or additions, use the platen variable to help you align the paper.



Page-End Indicator

The page-end indicator is the round dial on the right platen knob. The white numbers and dashes mark half-inch increments and show the number of inches remaining to the bottom of the page.

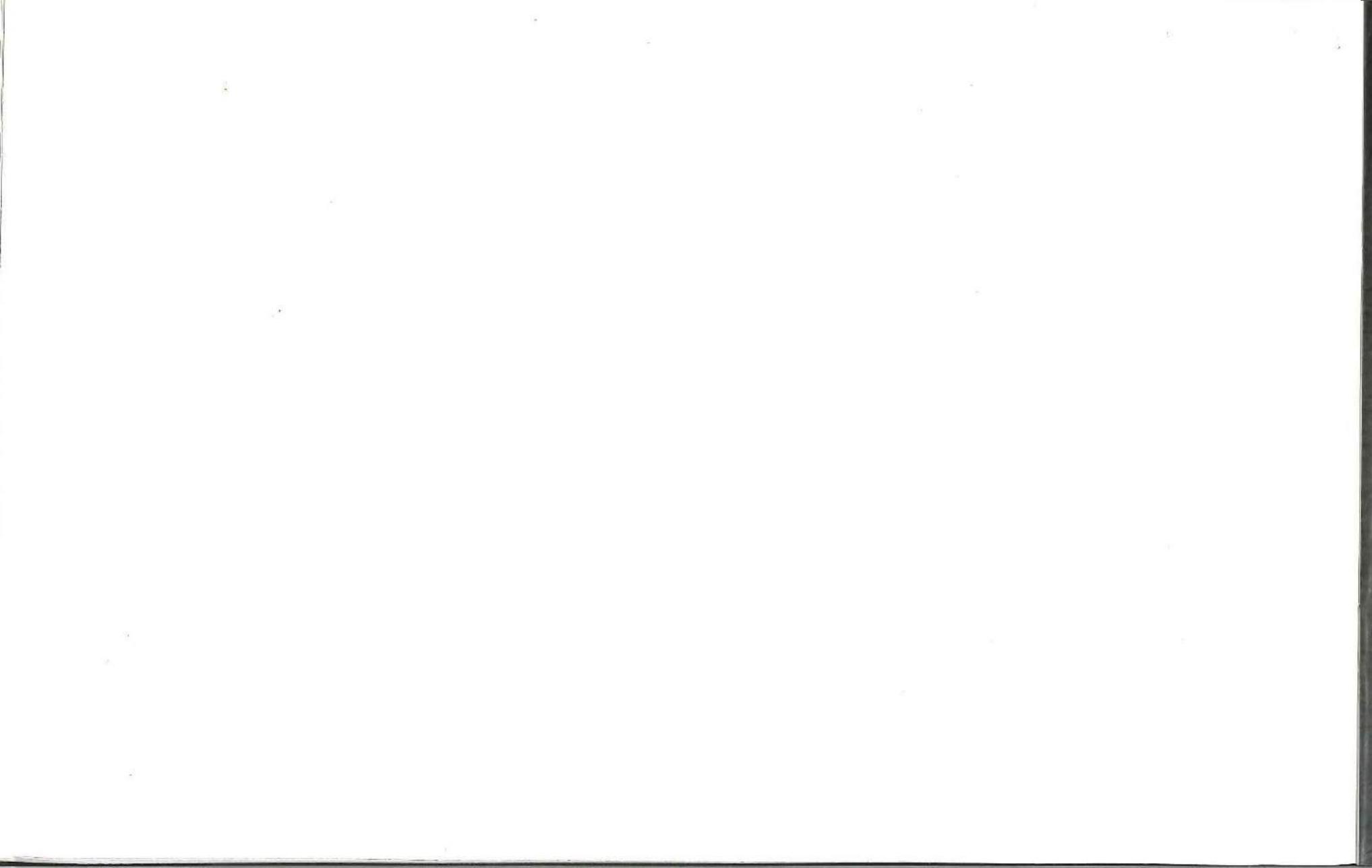
To use the page-end indicator:

1. Align the paper with the top edge of the copy guide (see photo).
2. Find the indicator setting opposite your paper length on the reference chart on this page.
3. Rotate the page-end indicator until the correct setting is at the small horizontal mark to the left of the platen knob.

When the typing line is four inches or less from the bottom of the page, the indicator shows the number of inches remaining.

Ready Reference For Page-End Indicator Settings (For Paper 3" To 14" Long)

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

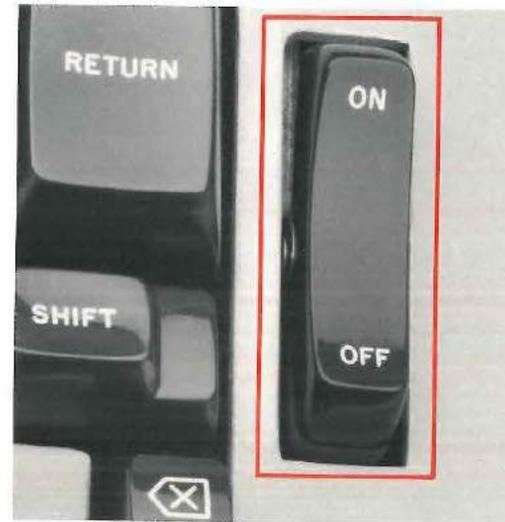




*The Keyboard
on your Typewriter*



Typing is convenient and easy on your typewriter because its gradual slope places all keys within comfortable reach of the home row. The contoured keys fit your fingers, making typing more comfortable.



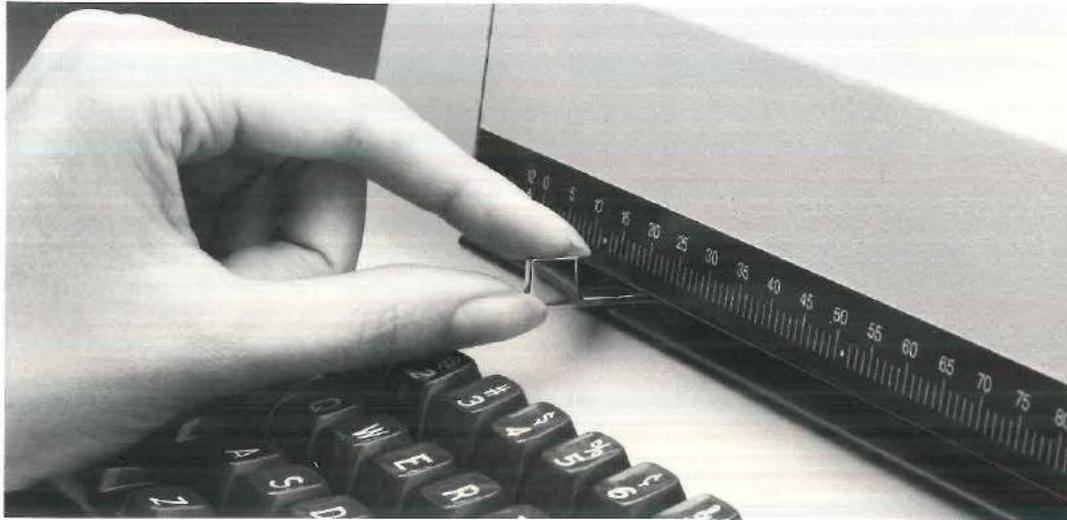
On/Off Control (ON/OFF)

The on/off control (ON/OFF) is located on the bottom right side of the keyboard.

To switch the typewriter on, press the top part of the control (ON). The red portion of the control appears when the typewriter is on.

Warning: Keep hair, fingers, and personal objects (such as bracelets, necklaces, neckties) out of the printing and ribbon area when the typewriter is on.

To prevent long hair, fingers, and personal articles from getting caught on the rotating shaft in the machine, you should comply with this warning and ensure that other persons do also.



Margin Scale and Margin Stops

The margin scale and margin stops are located directly above the keyboard on the front of your typewriter. The red arrow that moves along the scale as you type shows you the exact typing position. These features make margin resetting a very simple operation.

The pitch of your typewriter is shown on the left side of the margin scale. Your typewriter is a 12-pitch (elite) typewriter with a 12-pitch margin scale, which means that 12 characters fit in each typed inch. Always use a 12-pitch type element on this typewriter.

To set or change the left or right margin:

Push in on the appropriate margin stop and slide it to the correct position on the margin scale.

Use the spacebar to move the carrier out of the way when setting a margin to the right of the carrier's present location.

You can space and tab through the right margin, but you cannot type through the right margin unless you press the margin release key (MAR REL).



Margin Release Key (MAR REL)

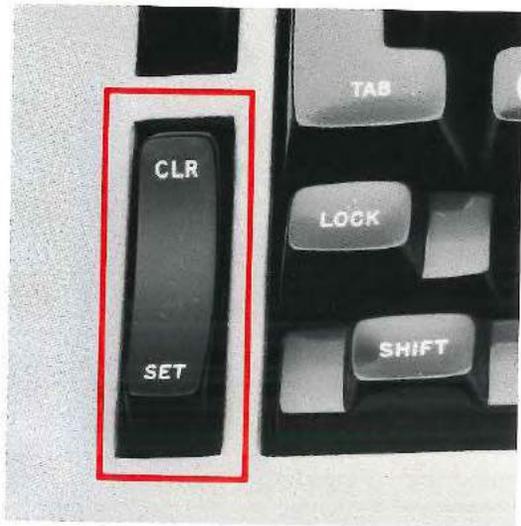
Use the margin release key (MAR REL) to move the carrier beyond the left or right margin.

To move to the left of the left margin:

1. Press the carrier return key (RETURN) to return the carrier to the left margin.
2. Press the margin release key (MAR REL).
3. Press the backspace key (BACKSPACE) to backspace through the margin.

To type through the right margin:

1. When the keyboard locks, press the margin release key (MAR REL).
2. Continue typing.



Tab Control (SET and CLR)

Use the tab control on the left side of the keyboard to set and clear tabs.

To set a tab stop:

1. Press the spacebar to move the carrier to the desired point on the writing line.
2. Press the set end (SET) of the tab control.

To clear a tab stop:

1. Press the tab key (TAB) to move to the stop you wish to clear.
2. Press the clear end (CLR) of the tab control.

To clear all tab stops:

1. Press the spacebar or tab key (TAB) to move the carrier all the way to the right.
2. Press and hold down the clear end (CLR) of the tab control while you press the carrier return key (RETURN). The carrier moves to the left margin, clearing all stops as it moves.



Tab Key (TAB)

To move the carrier to a tab stop, press the tab key (TAB). Repeating this action moves the carrier to each preset tab stop on the writing line. The tab key does not cause the carrier to stop at the right margin, unless a tab stop is set at the right margin.

**Shift Keys and Shift Lock (SHIFT and LOCK)**

Use the shift and shift lock keys (SHIFT and LOCK) to type uppercase characters.

To type uppercase characters:

Press and hold down either the left or right shift key (SHIFT) while you type the character(s) you want.

To keep the typewriter in uppercase:

Press the shift lock key (LOCK) to type several uppercase characters without pressing the shift key (SHIFT) each time.

To release the shift lock:

Press either the left or right shift key (SHIFT).



Repeat Keys

The following keys on your typewriter are repeat, or typematic, keys:

- Carrier return key (RETURN)
- Index key (INDEX)
- Hyphen/Underline key
- Backspace key (BACKSPACE)
- Spacebar
- Correcting key ($\leftarrow \boxtimes$)

For single action, press the key lightly. For repeat action, press the key to its second level and hold down.

Carrier Return Key (RETURN)

To move the carrier to the left margin and move the paper vertically, press the carrier return key (RETURN). For continuous vertical spacing, press the key to its second level and hold it down.

Index Key (INDEX)

To move the paper vertically, press the index key (INDEX). Press it lightly for single action; hold it at the second level for repeat action. Paper insertion is easy and exact when you drop the paper behind the platen and then hold down the index key.

Hyphen/Underline Key

For single action, touch the key lightly. For repeat action, press the key to its second level and hold it down.

Backspace Key (BACKSPACE)

Touch the backspace key (BACKSPACE) lightly to move the carrier back one space. To move the carrier back toward the left margin faster, press the key to its second level and hold it down.

Spacebar

To move the carrier forward one space, touch and release the spacebar. To move the carrier quickly and smoothly across the page, press the spacebar to its second level and hold it down. When the carrier reaches the right margin, the spacebar moves the carrier through the right margin without stopping. You do not have to press the margin release key (MAR REL).

Correcting Key (⏪)

Your typewriter has a correcting key on the bottom right side of the keyboard to help you correct errors quickly and easily.

To correct errors:

1. Press the correcting key (⏪) to backspace to the last incorrectly typed character. Because the correcting key repeats when you hold it down, you can quickly move to any character toward the beginning of the typing line.

Example:

correctign kye

|
last incorrect character

2. Retype the incorrect character to erase it from the paper.

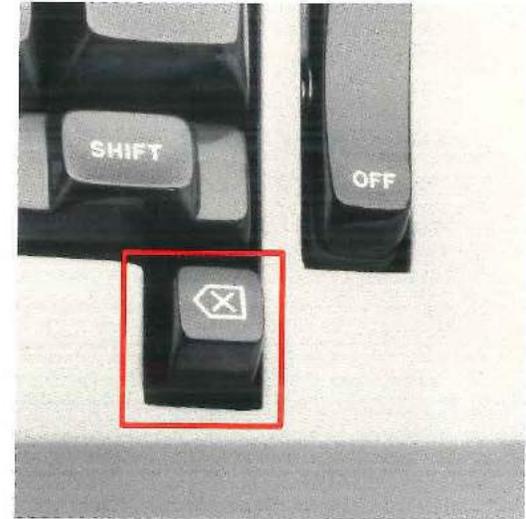
Example:

correctign ky

3. Press the correcting key to backspace to the next incorrect character. Retype the character to erase it from the paper.

Example:

correctign k



4. Repeat step 3 until you correct all the errors.

Example:

correcti

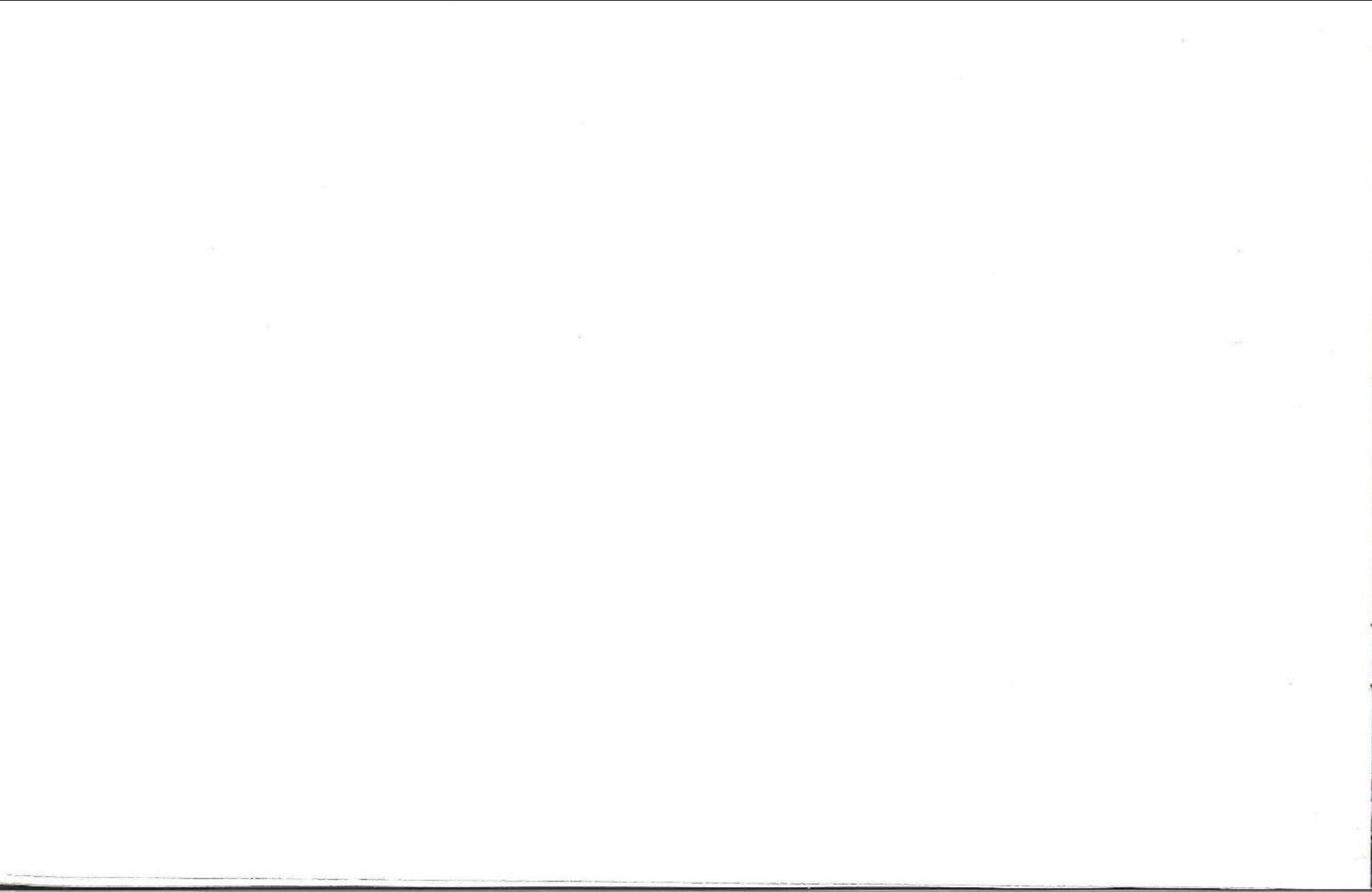
5. Type the correct character(s).

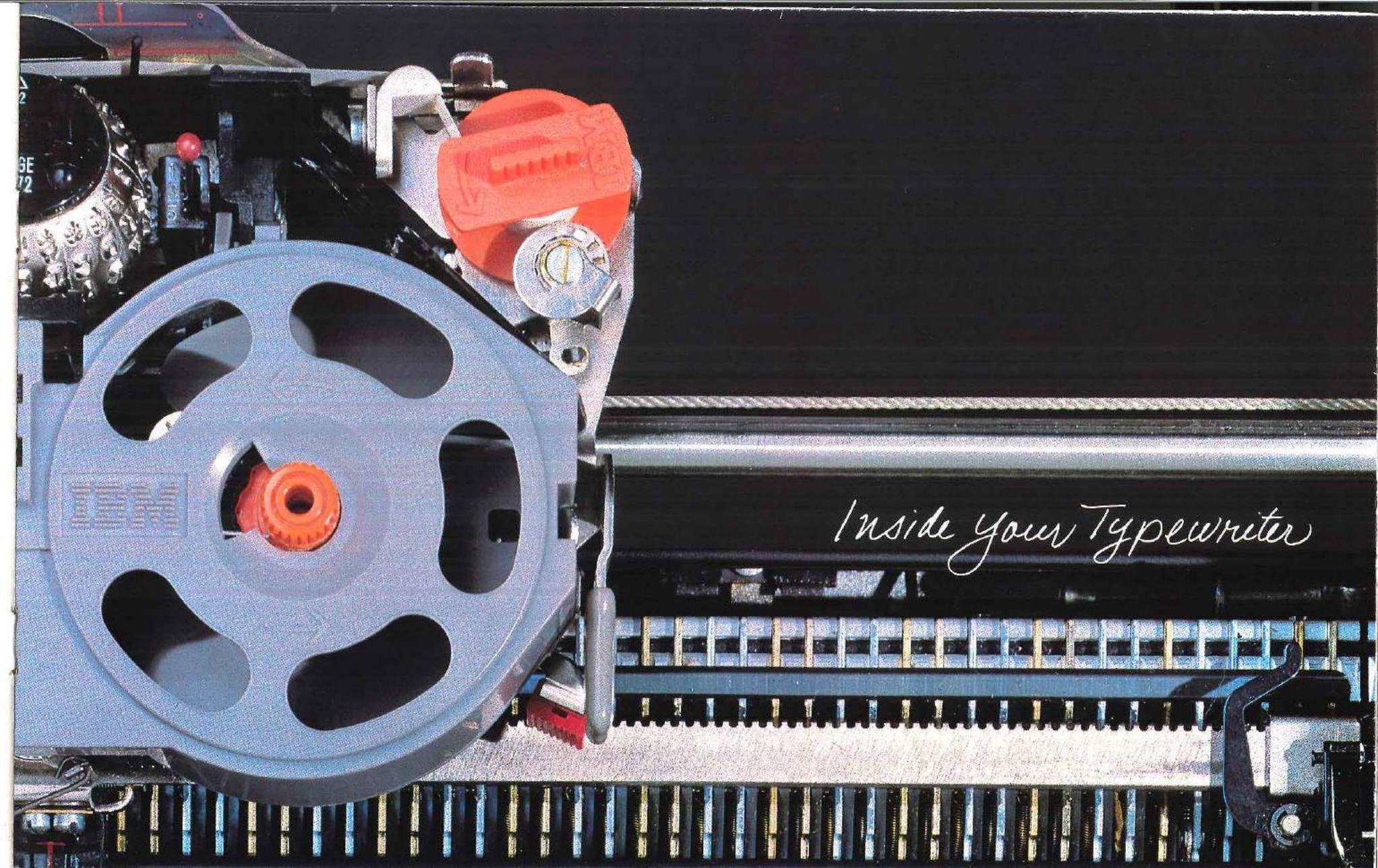
Example:

correcting key

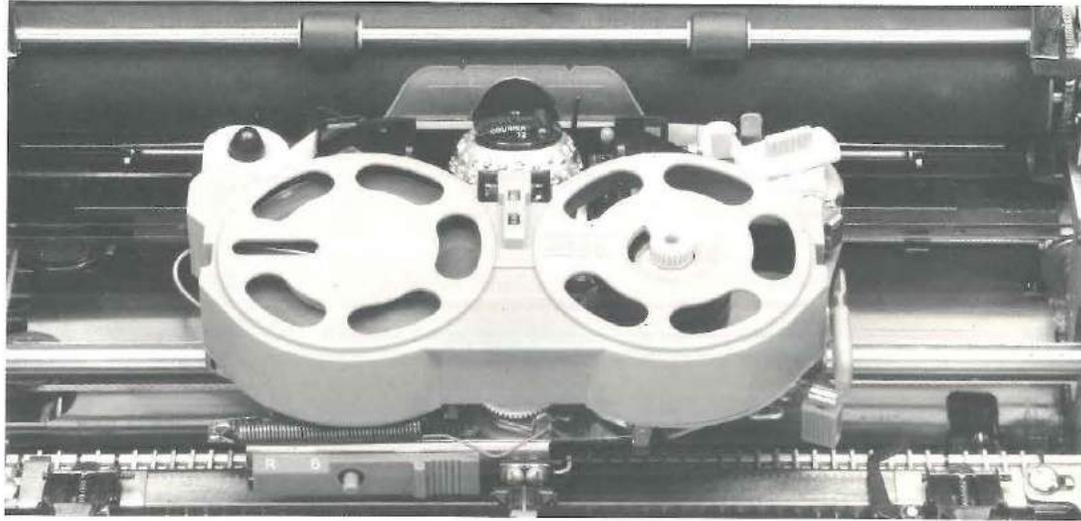
If you are typing carbon copies, correct them in the usual way after you erase the character(s) from the original.

To cancel the correcting process, press spacebar after you press the correcting key.





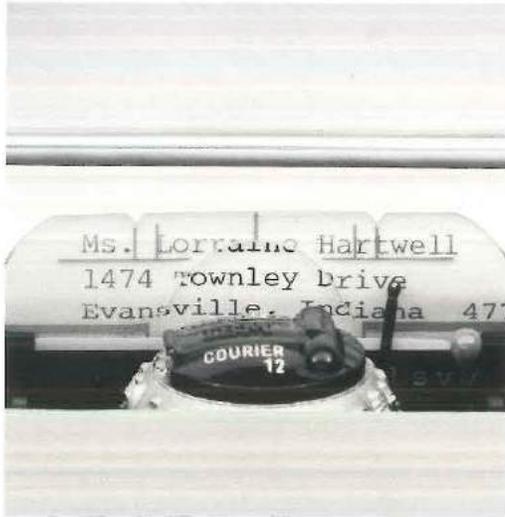
Inside your Typewriter



The inside of your typewriter contains:

- The carrier
- The cardholder
- The impression control
- The type element
- The ribbon and correcting tape
- The serial number

The carrier moves from left to right, carrying the type element across the typing line. To return the carrier to the left margin, press the carrier return key (RETURN).



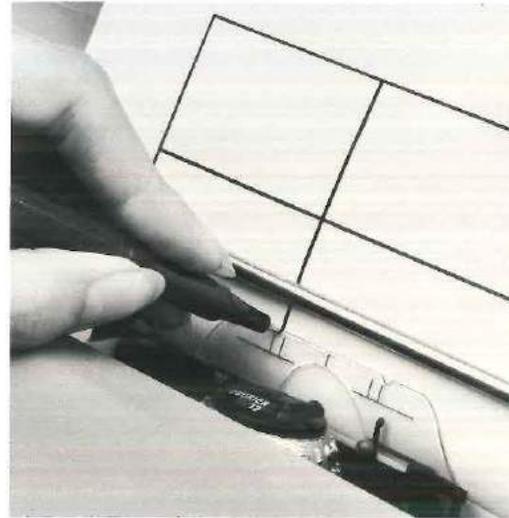
Cardholder

The clear plastic cardholder holds paper, cards, and envelopes close to the platen. The red horizontal line toward the bottom of the cardholder indicates the base of the typing line.

The red vertical line at the top center of the cardholder shows the position of the next character to be typed. Use the red vertical line on the cardholder to realign characters.

To realign characters for a correction:

1. Position the characters in the small vertical lines at the top of the cardholder.
2. Roll the paper down to the horizontal line toward the bottom of the cardholder (see photo).
3. Position your paper so the bottom of each character rests just above the line, as shown.



Drawing Lines

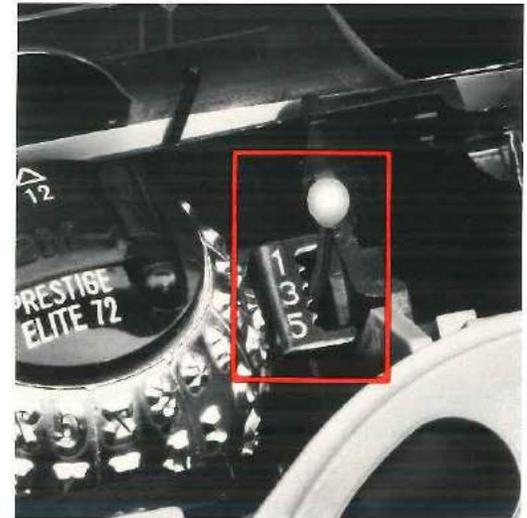
Use the cardholder to help you draw lines.

To draw a vertical line:

1. Place a pencil or ballpoint pen in the notch on the top of the cardholder.
2. Using the platen knobs or index key, roll up or down the page. (You can also pull the line finder forward, then use the platen knobs to roll up or down the page. With the line finder forward, the platen rolls freely. Return the line finder to its original position when you finish.)

To draw a horizontal line:

1. Place a pencil or ballpoint pen in the notch on the cardholder.
2. Using the spacebar, move the carrier across the page.



Impression Control

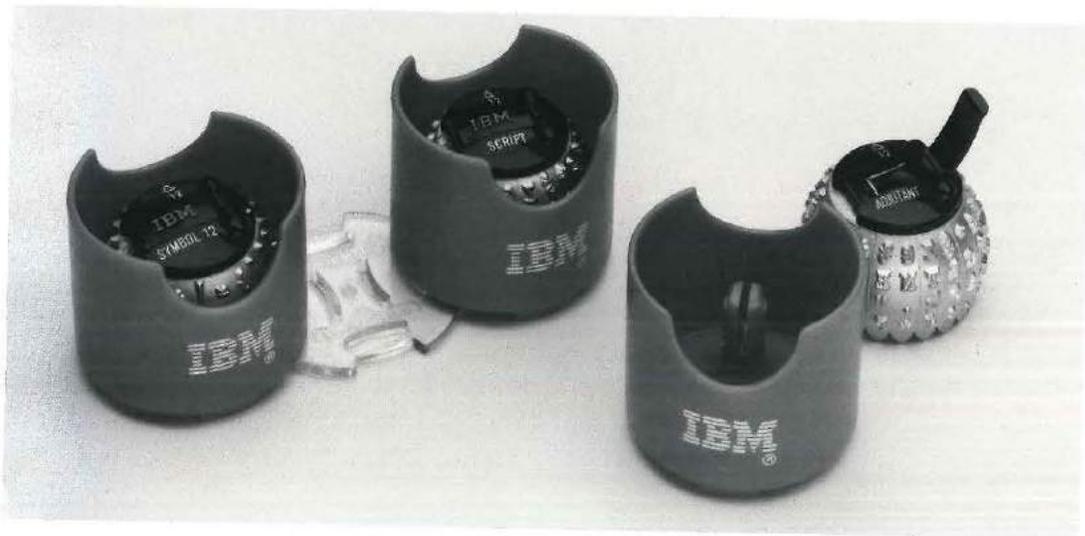
The impression control lever is located to the right of the type element. You can change the impression control setting to adjust the striking force of the element.

To change the impression control setting:

Push the lever to the right and slide it forward or backward to the desired number. Do not force the lever against the notches when you change settings.

Use the following list as a guide for setting the impression control:

- 1-3 = offset masters
- 3 = most typing
- 3-5 = stencils and carbon sets



Type Elements

Most IBM type elements are shipped in IBM's unique protective container. You can use the sturdy red plastic containers to store elements. To store more than one element, simply clip the containers together using the clear plastic connectors.

The following information appears on the top of each element:

- The name of the type style (for example, Prestige Elite)
- An open triangle above a 12, which stands for 12 pitch. The triangle points toward the platen when the typewriter is in lowercase.
- The IBM logo
- A three-digit part number (for example, 143) in raised numbers. The part number is located on top of the element under the end of the release lever.

Each type element carries a different type style. Try different type styles to choose the one most suited to your needs.

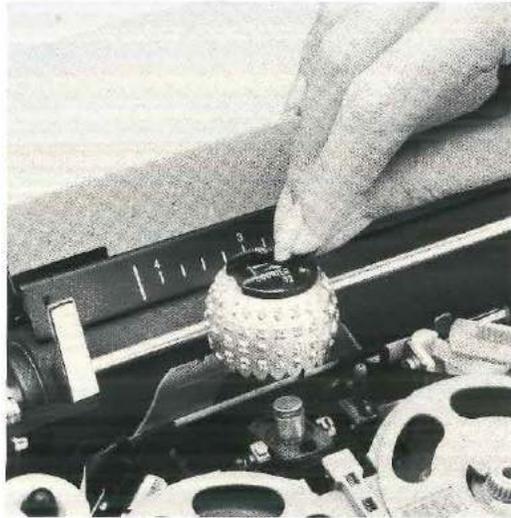
Note: The lever on each element is usually black. Only those elements with a specially requested character have a white lever. This white lever helps you distinguish between two elements bearing the same type name but differing in this one way.



Changing Type Elements

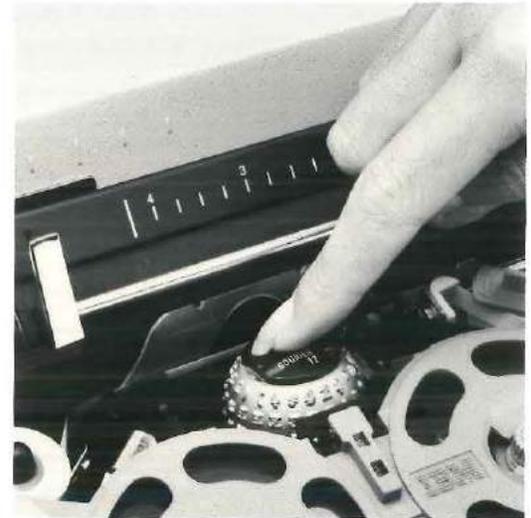
Using the release lever on the type element, you can change elements in seconds.

When you put an element on or take one off the typewriter, make sure that the typewriter is in the lowercase position. The triangle on the element should point toward the platen, and you should be able to read the name of the type style on the element. Never force the element by manually rotating or tilting it on the post.



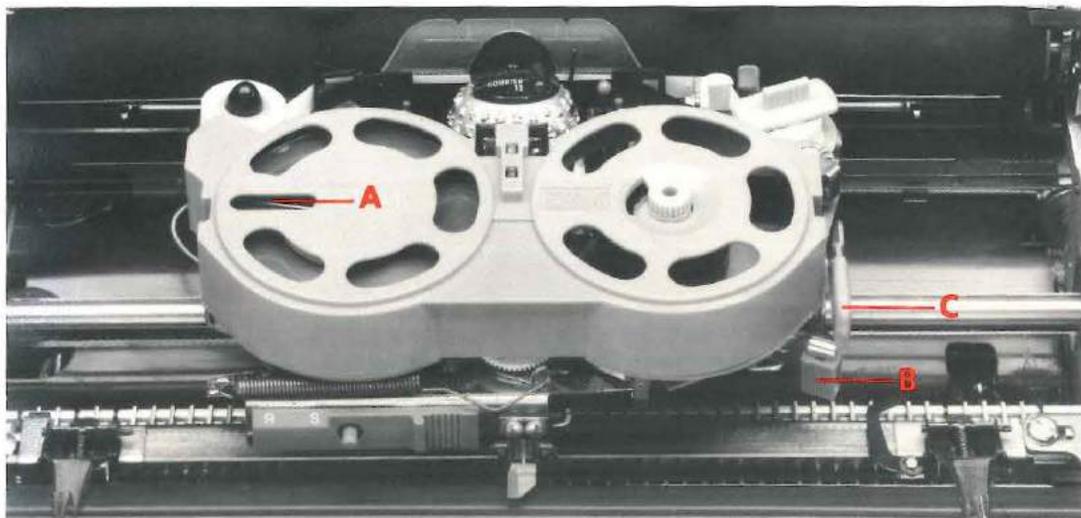
To take off an element:

1. Switch the typewriter on.
2. Press and release the shift key (SHIFT) so the typewriter is in lowercase.
3. Switch the typewriter off.
4. Lift the release lever on top of the element until it clicks. When you hear the click, the lever is open and should stay open without pressure.
5. Hold the lever and raise the element straight up off the element post.



To put on an element:

1. Switch the typewriter on.
2. Press and release the shift key (SHIFT) so the typewriter is in lowercase.
3. Switch the typewriter off.
4. Lift the release lever on top of the element until it clicks. When you hear the click, the lever is open and should stay open without pressure.
5. Hold the element by the release lever and place it on the post in front of the ribbon. If you have the type element in the correct position, the triangle on the element points to the platen.
6. Once the element is in position, press down the lever until it clicks.



Ribbon

Your typewriter uses a correctable film ribbon cassette. You can use either the IBM 210 Correctable Ribbon Cassette, IBM Color Correctable Ribbon Cassette, or IBM 800 T-III Ribbon Cassette.

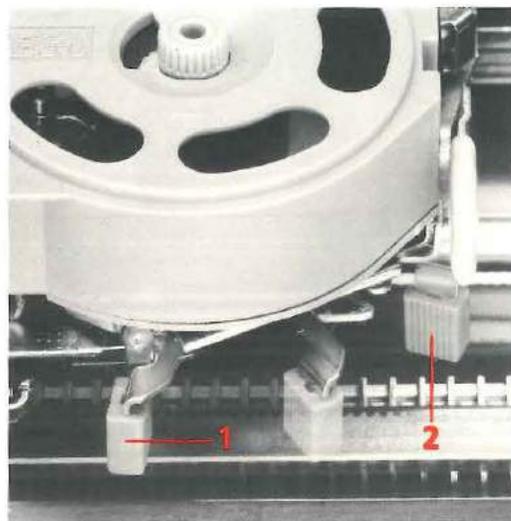
Information on ordering ribbons and other supplies is in the section called "Supplies and Service." The name and reorder number of each ribbon appear on the *underside* of the ribbon cassette.

To see how much ribbon remains in the cassette, look at the ribbon-end indicator (A).

To remove a ribbon:

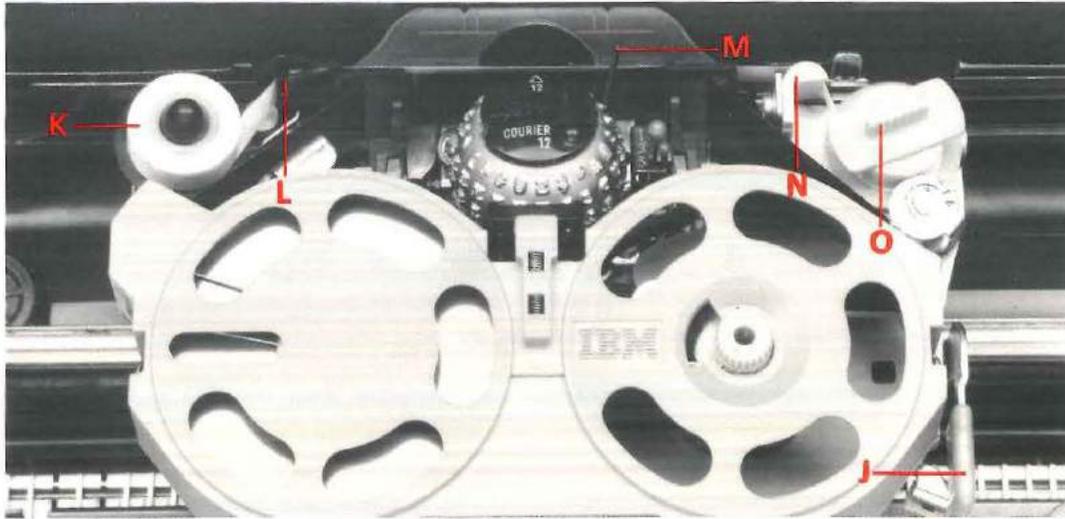
1. Press the spacebar to move the carrier to the center.
2. Switch the typewriter off.
3. Lift the cover.
4. Keep the paper bail against the platen.
5. Move the ribbon load lever (B)* to the load position (1).
6. Using both hands, lift the cassette straight up and off.

*The ribbon load lever on your typewriter cannot be moved if the correction tape load lever (C) is in the load position.



To install a ribbon:

1. Be sure the ribbon load lever (B) is in the load position (1).
2. Using both hands, place the cassette over the two posts.
3. Push down firmly on the cassette.
4. Turn the knob on the cassette in the direction of the arrow until the uninked part of the ribbon disappears inside the cassette. If the ribbon is not tight, turn the knob on the cassette in the direction of the arrows.
5. Move the ribbon load lever (B) back to the operating position (2).
6. Close the cover.



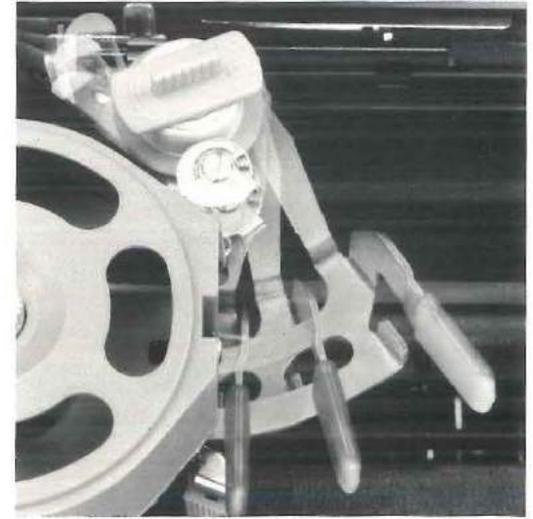
Correcting Tape

Be sure to use the correcting tape that matches the ribbon you are using. Use an orange tape spool with a ribbon which has an orange knob; use a blue tape spool with a ribbon which has a blue knob.

To remove the tape:

1. Move the tape load lever (J) to the right.*
2. To lift off the empty tape spool (K), twist it slightly clockwise. Remove the take-up spool.

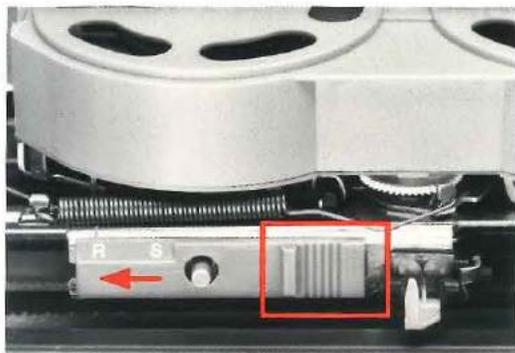
*The tape load lever cannot be moved if the ribbon load lever is in the load position.



To install new tape:

Use an orange tape spool with a ribbon which has an orange knob; use a blue tape spool with a ribbon which has a blue knob.

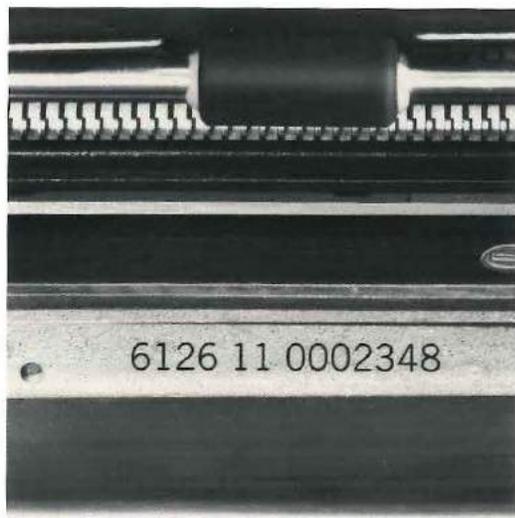
1. Gently separate the two tape spools, but keep them connected by the orange or blue uninked tape (leader).
2. Place the new tape spool (K) on the left spindle.
3. Thread the uninked tape (leader) through the guide (L), *behind* the separator wire (M), and behind the guide (N).
4. Place the take-up spool (O) on the right spindle. Turn the take-up spool in the direction of the arrow until the uninked tape is past the guide.
5. Move the tape load lever (J) to the left. (You must close the lever before you begin to type.)



Typing Stencils

To type stencils, push the ribbon/stencil control to the left so the *S* lines up under the mark. Release the control to lock it in place.

To return to regular typing, push the button on the control. This automatically moves the control to the printing position.



Serial Number

To locate the serial number:

1. Use the tab key (TAB) to move the carrier all the way to the right.
2. Raise the typewriter cover.
3. Look for the serial number on the left side, directly below the platen on the metal bar behind the black base plate.

Color Correctable Ribbon Cassette
Color Correctable Ribbon Cassette
Color Correctable Ribbon Cassette
Color Correctable Ribbon Cassette
Cassette à Ruban Correctible de Couleur
Cassette à Ruban Correctible de Couleur
Cassette de Cinta Corregible a Color
Cassette de Cinta Corregible a Color

800 T-III Ribbon Cassette
800 T-III Ribbon Cassette
800 T-III Ribbon Cassette
800 T-III Ribbon Cassette
Cassette à Ruban T-III 800
Cassette à Ruban T-III 800
Cassette de Cinta T-III 800
Cassette de Cinta T-III 800

Color Correctable Ribbon Cassette
Color Correctable Ribbon Cassette
Color Correctable Ribbon Cassette
Color Correctable Ribbon Cassette
Cassette à Ruban Correctible de Couleur
Cassette à Ruban Correctible de Couleur
Cassette de Cinta Corregible a Color
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Color Correctable Ribbon Cassette
Cassette à Ruban Correctible de Couleur
Cassette à Ruban Correctible de Couleur
Cassette de Cinta Corregible a Color
Cassette de Cinta Corregible a Color

210 Correctable Ribbon Cassette
210 Correctable Ribbon Cassette
210 Correctable Ribbon Cassette
210 Correctable Ribbon Cassette
Ruban Correctible 210
Ruban Correctible 210
de Cinta Corregible 210
de Cinta Corregible 210

1-138-423

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Service



Ordering Supplies

You can order IBM supplies by calling us toll-free!

Call IBM Direct at the following toll-free numbers
(excluding Puerto Rico):

800-631-5582

800-526-2484 (Alaska and Hawaii)



Type Elements

The wide range of type styles available from IBM covers virtually every typing application. You'll find an element right for every typing job. You can even order type elements applicable to specific disciplines and foreign languages — with special characters, punctuation marks, and symbols.

You can order any of the following type elements for your typewriter.

Name, Order Number and Type Sample

Adjutant (1167129)

ABCDEFGHIJKLMN**OP**QRSTUVWXYZabcdefghijklmn**op**qrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

 $\frac{1}{2}$ $\frac{1}{4}$; : ' " , . / ? -**Artisan 12-72 (1167131)**ABCDEFGHIJKLMN**OP**QRSTUVWXYZabcdefghijklmn**op**qrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

 $\frac{1}{2}$ $\frac{1}{4}$; : ' " , . / ? -**Name, Order Number and Type Sample**

Auto Elite (1167208)

ABCDEFGHIJKLMN**OP**QRSTUVWXYZabcdefghijklmn**op**qrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

 $\frac{1}{2}$ $\frac{1}{4}$; : ' " , . / ? -**Courier 12 (1167132)**ABCDEFGHIJKLMN**OP**QRSTUVWXYZabcdefghijklmn**op**qrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

 $\frac{1}{2}$ $\frac{1}{4}$; : ' " , . / ? -**Name, Order Number and Type Sample**

Courier 12 Italic (1167133)

*ABCDEFGHIJKLMN**OP**QRSTUVWXYZ**abcdefghijklmn**op**qrstuvwxyz*

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

 $\frac{1}{2}$ $\frac{1}{4}$; : ' " , . / ? -**Dual Gothic (1167136)**ABCDEFGHIJKLMN**OP**QRSTUVWXYZabcdefghijklmn**op**qrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

 $\frac{1}{2}$ $\frac{1}{4}$; : ' " , . / ? -

Name, Order Number and Type Sample

Elite 72 (1167137)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Large Elite 72 (1167161)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Name, Order Number and Type Sample

Letter Gothic (1167138)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Light Italic (1167139)*ABCDEFGHIJKLMNOPQRSTUVWXYZ**abcdefghijklmnopqrstuvwxyz*

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Name, Order Number and Type Sample

Olde World (1167250)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Prestige Elite 72 (1167143)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Name, Order Number and Type Sample

Scribe (1167144)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Script (1167145)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1 2 3 4 5 6 7 8 9 0 - =

! @ # \$ % & * () _ +

½ ¼ ; : ' " , . / ? -

Name, Order Number and Type Sample

Symbol 12 (1167004)

∇ ∞ Ψ Φ ← < Λ Π † > § Ω θ ~ †

ℓ Γ Θ Σ → Ξ α Δ ≡ T ≈ α β ψ φ

ε (λ η ι j κ ω π ν ο ρ γ θ σ

τ ξ × δ χ υ ζ 1 2 3 4 5 6 7 8

9 0 = ∠ √ | { } ± ∇ ∫ ∫ ∫ ∫ -

J π Π ° ^ ÷ • ^ ~ † ~ ∫ ∫

Name, Order Number and Type Sample

Symbol II (1167243)

μ ℓ ° X ◊ _ - | + i = ~ ... ∫ ∘

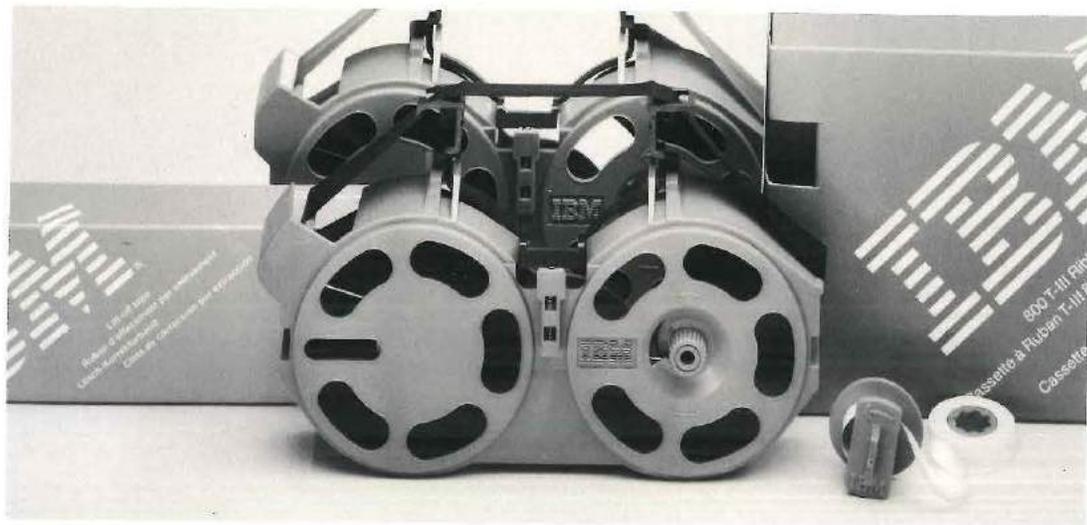
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Ribbon and Correcting Tape

IBM 210 Correctable Ribbon Cassette

IBM Color Correctable Ribbon Cassette

Shelf Life: Three years

Colors: Black, Dark Brown, Medium Green,
Medium Blue

Average Character Yield: 208,000*

Packaging: One ribbon per box

Reorder Numbers:

Black: 1299508

Dark Brown: 1299510

Medium Green: 1299511

Medium Blue: 1299512

*Colors other than black have an average character yield of 150,000.

IBM 800 T-III Ribbon Cassette

Shelf Life: Two years

Color: Black

Average Character Yield: 800,000

Packaging: One ribbon per box

Reorder Number: 1299509

Correcting Tape

IBM Lift-off Tape works with the IBM 210 Correctable Ribbon Cassette and the IBM Color Correctable Ribbon Cassette. It lifts incorrectly typed characters off the page.

Reorder Number:

IBM Lift-off Tape: 1136433

IBM Tech III Cover-up Tape works with the IBM 800 T-III Ribbon Cassette. It covers up incorrectly typed characters.

Reorder Number:

IBM Tech III Cover-up Tape: 1136435

Service

For service, return your typewriter to the nearest IBM service location. For the nearest IBM service location, call 1-800-631-5582. In Alaska and Hawaii call 1-800-526-2484.

Caring for Your Typewriter

Use only a mild detergent to clean the plastic parts and painted portions of the typewriter because some cleaning fluids harm the typewriter.

To clean the type element, remove the element from the typewriter and use a dry brush and cloth.

Checklist for Proper Typewriter Operation

If your typewriter isn't working properly, check the following before you take it for service.

If the typewriter does not come on, be sure the electric cord is plugged into the outlet and the on part of the ON/OFF control is pressed down.

If nothing prints on the paper, make sure the ribbon/stencil control is not in the stencil position.

If the carrier will not move, switch the typewriter off for a few seconds, then on. Press the margin release key (MAR REL) or tab key (TAB) to release the carrier.

If erratic line spacing occurs, make sure the line finder is all the way back.

If the ribbon is not printing properly, make sure that the ribbon and correcting tape have been installed correctly. Check to make sure there is ribbon available on the left spool of the cartridge.

If wrong characters or partial characters print, erratic character spacing occurs, or the type element was dropped, check the bottom of the type element for a broken tooth. If a tooth is broken, the element will have to be replaced.

If you get no correction or partial correction, make sure the correcting tape is installed properly. Check the ribbon and correcting tape spools to be sure they are the same color. For example, the orange tape spool matches the orange ribbon; the blue tape spool matches the blue ribbon.

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Cut along line

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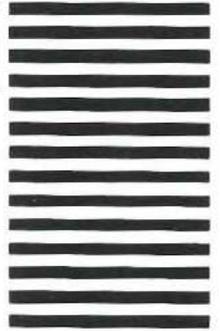
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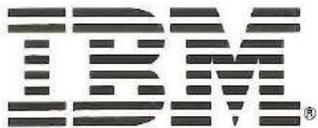
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