



Three New
Models,



Nos. 2, 3 and 4



Method of
Operating
and
Instructions
for
Practice.

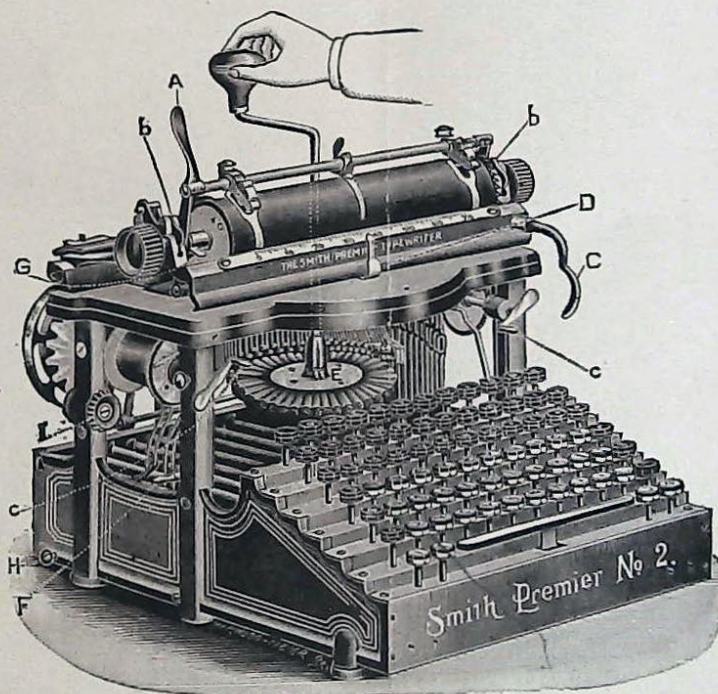
The Smith Premier
Typewriter.



DIRECTIONS FOR USING
THE SMITH PREMIER TYPEWRITER.

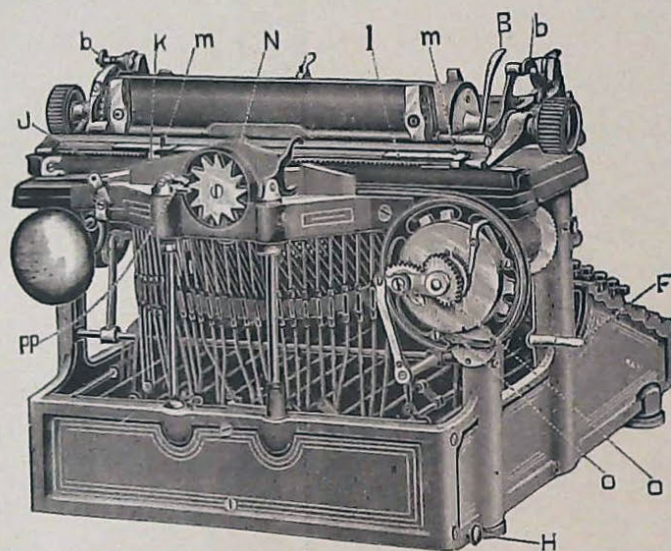
Read Instructions Carefully Before Commencing Practice on the Machine.

[N order to become an accurate, rapid and successful operator of a writing machine, it is necessary to become familiar with its mechanism and thoroughly understand the use of its various parts. With this fact in view, we give the following instructions, urging the learner to master the first pages of this book before commencing the "word exercises."



TO INSPECT THE WRITING.

To inspect the writing, take hold of the projecting lever A, at the left-hand front of the paper carriage, and tilt it upward until the work appears above the scale. By reversing this operation, the platen will resume its printing position.



THE PLATEN.

When it is desired to remove the platen to put on a new ribbon, clean the type, or for any other purpose, press backward the projections on the lower extremity of the platen pitmans, or hooks b-b, which hold the platen in position (with the thumbs of both hands), they will then unhook from the studs on the cradle, which can then be tilted backward so that the hooks will not again engage the studs when released. The platen and paper feeding mechanism can then be removed at will. By reversing this operation, the platen can be quickly replaced.

REMOVING THE PAPER.

To remove the paper from the machine, press forward the paper release lever B (page 2). This will raise the paper feed roller from the platen and allow the paper to be easily removed. Or the paper may be removed by giving the platen a turn with the knobs on the ends of its shaft.

This lever B may also be operated to remove the pressure in order to straighten or adjust the sheet of paper on the platen.

MOVING THE CARRIAGE.

Draw the carriage backward to commence new lines of printing by means of the line space lever C (page 1), which projects forward and downward from the right-hand front of the carriage. For purpose operate the lever with the thumb of the right hand only.

CORRECTING ERRORS.

To correct errors, etc., the index pointer, D, indicates the exact position where the type will strike when the machine is operated, and it is only necessary to place the space where an impression is desired opposite the index, return the platen to its printing position, and insert the desired letter.

To insure neatness of work in correcting errors, it is desirable to erase the misprinted letter, which can more easily be accomplished by turning the platen one or two notches forward, returning same before tilting the platen to the printing position.

INSERTING THE PAPER.

In inserting a sheet of paper, it is desirable to have the left-hand edge of the sheet project slightly beyond the end of the platen (in order to note the progress of the sheet), then turn the platen roller by one of the knobs until the paper reaches the desired position. Before commencing to write, it is desirable to see that the edge of the paper is parallel with the scale or the front rod of the paper carriage.

CLEANING THE TYPE.

The type in the machine should be cleaned at least daily, sometimes oftener when a new ribbon is used. This is best accomplished in this machine by removing the platen from the machine and then connecting the brush crank (which accompanies the machine) to the brush wheel E (page 1), located below the type at the bottom of the "basket;" then turn the crank in the opposite direction of the hands of a watch until the brush passes upward beyond the upper row of type. By reversing the motion the brush will resume its former position below the type bars. Care should be taken to note that none of the type bars are thrown forward over the brush wheel when the same is in operation.

TO CHANGE THE RIBBON.

Remove the platen from the machine, and with one of the ribbon spool cranks, c-c, wind the entire ribbon upon one of the spools, then unpin the ribbon from the stub of the other spool and reel it off from the full spool. In the first place, however, it may be necessary to reverse the ribbon feed by use of the little lever, F, at the left-hand side of the machine located below the ribbon spool. The new ribbon can then be attached and wound (with the exception of about one foot of its length) upon one of the spools. The end of the ribbon must then be put through the apertures in the ribbon guard and pinned to the stub on the other spool.

It is well, before changing the ribbon for the first time, to note carefully how the ribbon is arranged on the machine. By taking this precaution, you will have no trouble in changing the ribbon. The action of the ribbon from this time until it is worn out is

automatic, requiring no further attention. Should any occasion arise making it desirable to reverse the ribbon, it can be done instantly by moving the lever F toward the front or rear of the machine.

LINE SPACE REGULATOR.

The line space regulator regulates the distance between the lines of printing, and is located on the right-hand end of the carriage, and operated by moving toward or from the front of the carriage. When in its forward position it gives the widest space, and in the rear position the narrowest, with an intermediate in the center.

MARGIN REGULATORS.

On the rear of the carriage is located a graduated bar, J (page 2), carrying two regulators or stops, k-1. The regulator or stop l, on the left, controls the width of the margin at the left of the paper, and the stop k, at the right, regulates the locking and bell mechanism and the margin, should one be desired, at the right, producing, if desired, a page with three columns.

When using the machine with a margin at the left, as in legal work, annotations may be written within this margin by pressing down the carriage release lever G (page 1) at the left-hand front of the machine, and pushing the carriage to the right as far as desired. After writing the required words in the margin, press the lever G and set the machine back to the left, and the machine will act as originally set. The regulator k, at the right, may be adjusted toward the left as desired, thus stopping the writing at any predetermined point, and also sounding the alarm before locking. After the machine is locked at the end of a line, a depression of the release lever will unlock the same and allow one or two letters to be printed in finishing a word.

Both regulators are held in their adjusted positions by dogs, m-m, in the regular block engaging the teeth in the graduated bar; hence, to set or reset a regulator, take hold of the projecting handle on one of the dogs m-m, and pull it toward the front of the machine and move the regulator to any desired position on the bar.

CARRIAGE RELEASE.

The carriage release, formerly referred to, is used in moving the carriage to any position upon the scale and stopping the same at any desired point. This is accomplished by pressing the lever G (page 1), at the left front of the carriage, with the thumb of the left hand, and moving the carriage slightly to the right to release the feeding mechanism, when it may be run to any position.

KEY TENSION.

The key tension for increasing or diminishing the tension or resistance of the keys is operated by turning the thumb nut, H, toward the front of the machine to increase the tension, and toward the rear to decrease it.

CARRIAGE TENSION.

The carriage tension device, I, for increasing or diminishing the tension of the carriage, should be turned in the direction of the hands of a watch to increase the tension, and in the opposite direction to decrease it.

THE INDEX.

The index or scale pointer always indicates the point where the next impression would be made, and directs the setting of the carriage for inserting an omitted letter or a place of beginning or finishing, or inserting a period or decimal point; in fact, indicating the progress of the carriage for any purpose whatsoever.

BALL GROOVES.

The ball grooves in which the anti-friction balls of the carriage travel should be kept clean and oiled.

EXTRA CHARACTERS.

For numerals one and naught, use the lower case "1" and capital "0" respectively.

The exclamation point is made by holding down the space key and striking the apostrophe and period keys.

The character indicating cents can be made by striking "c" with the "/" over same.

Feet and inches can be designated by the apostrophe (') and quotation (") marks.

Fractions are made by striking the numerator, then the oblique dash, then the denominator. Example: 1/2, 3/4, 4/5, etc.

OILING THE MACHINE.

Oil should be applied to the ways on which the platen axle slides when the platen is tilted forward to inspect the writing.

A little oil should be applied from time to time to the escapement wheel shaft through the hole provided for the purpose at M, and occasionally to the ribbon spool shafts.

A little oil should be occasionally applied to the cord wheel and ribbon feed gear shafts, o-c, and to the crank pin and connections of the same. The space dogs, p p, should be frequently oiled where they come in contact with the escapement wheel.

Before oiling, wipe off from all accessible parts any accumulation of oil or dirt.

It is best in all cases to use a fine quality of watch oil, such as The Premier Typewriter Oil, as the machine will then never become gummed or sticky from its use.

POSITION AT THE MACHINE.

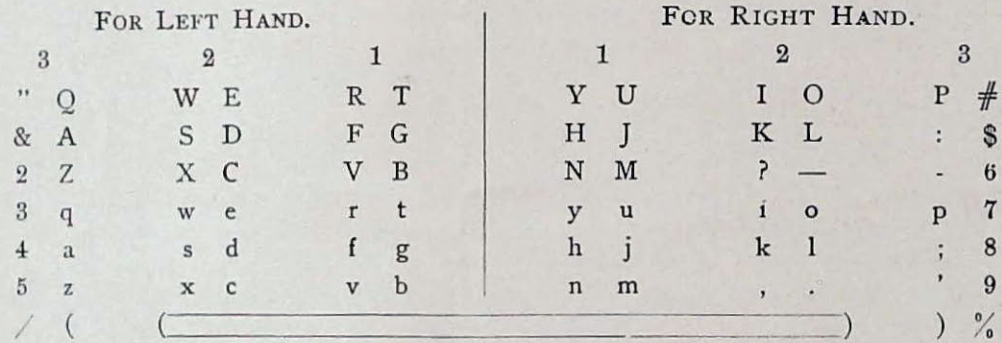
Assume an upright, easy position, directly in front of the machine, with the forearm on a level with the key board, using the arms and fingers in the manipulation of the typewriter.

Strike the keys quickly and with uniform force, with proper fingers, as per the following instructions, taking great care not to strike two keys at the same time. It is also of importance to early form the habit of striking a very light blow in printing periods, commas, or other small marks

WORD EXERCISES.

The figures above the words in the following word exercises indicate the first, second and third fingers, respectively, and five the thumb. They should be practiced with care, and exactly as given on the following pages, paying strict attention to the proper fingering.

DIAGRAM OF KEYBOARD.



RULES FOR FINGERING.

The keyboard is divided perpendicularly exactly through the center (see diagram of keyboard); each half is divided again into three distinct columns for the first, second and third fingers, respectively, of each hand; the keys on the left-hand side to be manipulated with the left hand, and those on the right-hand side with the right hand; the space-bar to be struck with the thumb of either hand.

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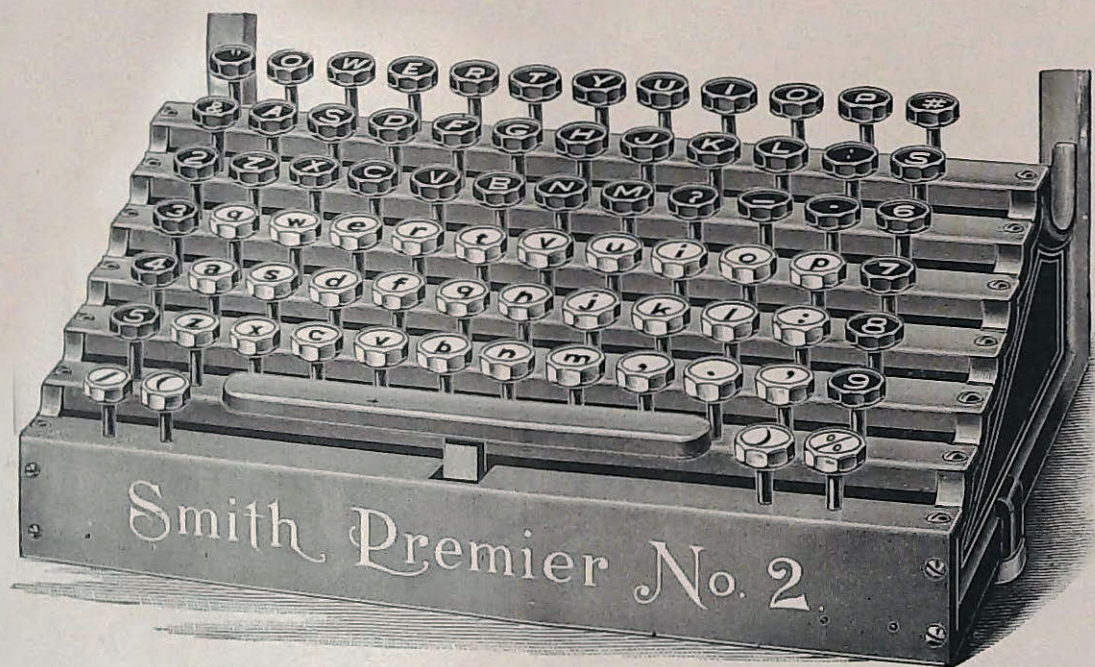
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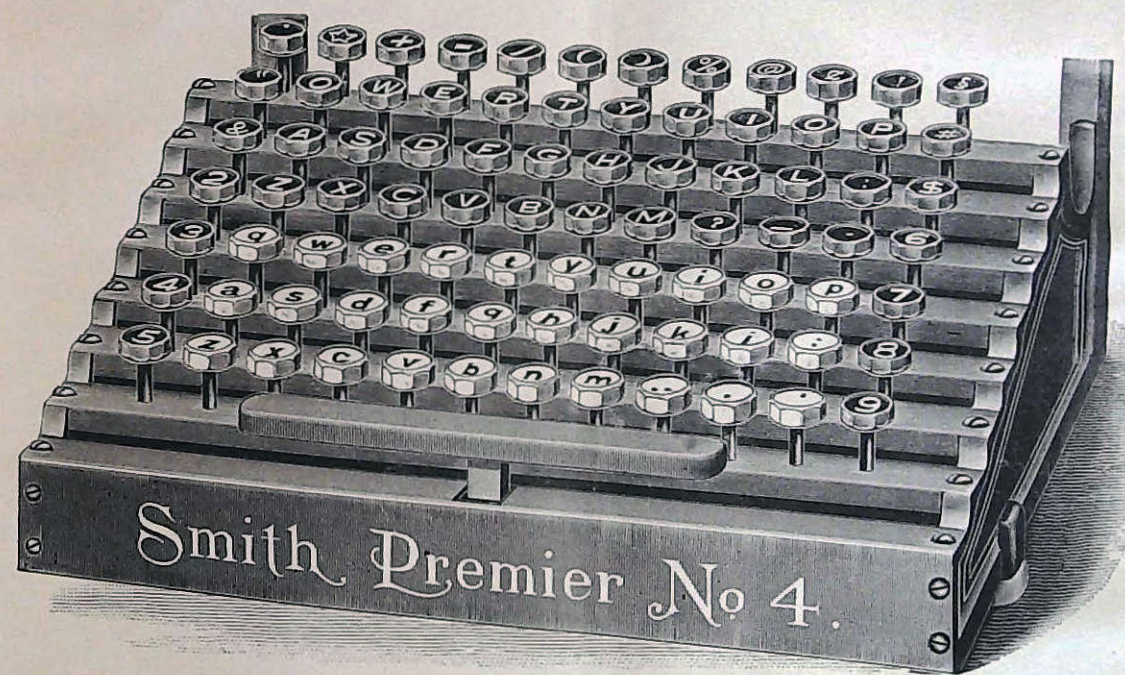
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THE ABOVE CUT REPRESENTS OUR No. 2 KEYBOARD.



THE ABOVE CUT REPRESENTS OUR No. 4 KEYBOARD.





THE SMITH PREMIER
TYPEWRITER CO. WORKS