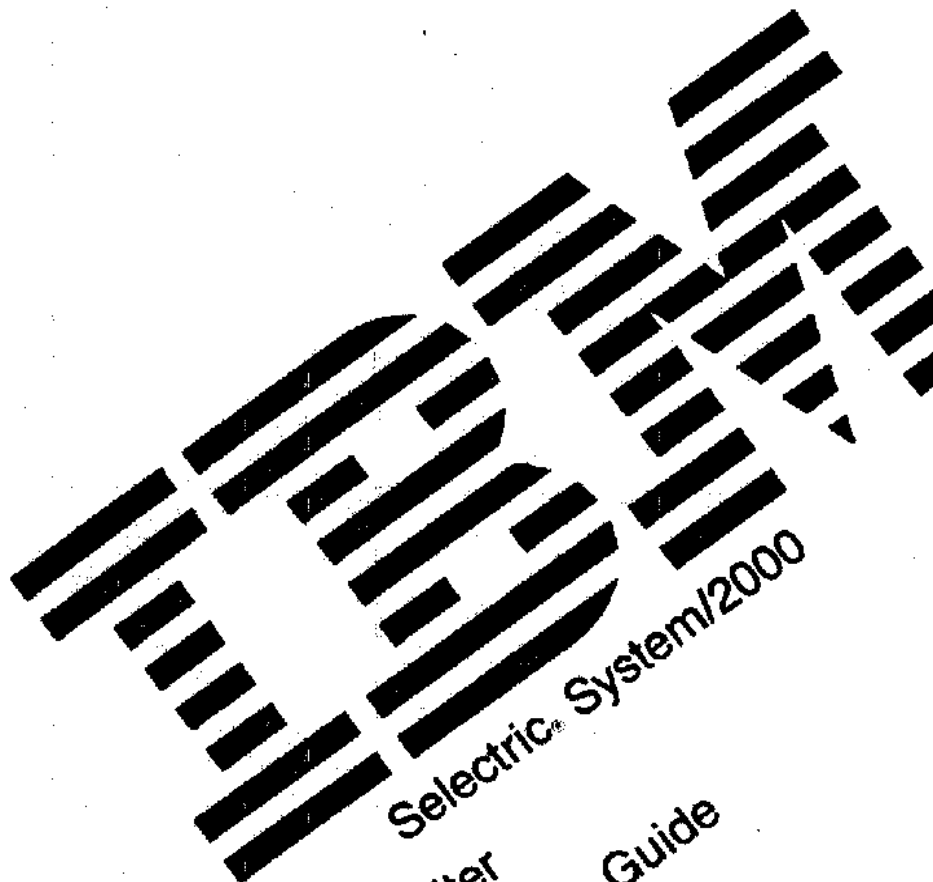
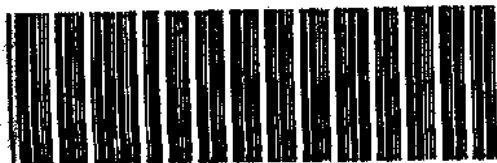




International Business Machines Corporation
Information Products Division
IPD Form No. S544-4041-4
Printed in USA 6/85
P/N 1356881

S544-4041-04



Wheelwriter™ 5 Typewriter
Selectric® System/2000
Operator's Guide

Unpacking and Setting Up the Typewriter

FCC Compliance

The IBM SELECTRIC System 2000 WHEELWRITER 5 Typewriter generates and uses radio frequency energy. If the IBM WHEELWRITER 5 Typewriter is not installed and used in accordance with the operating instructions and the service manual, it may interfere with radio or television reception. The typewriter has been tested and found to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of Federal Communications Commission (FCC) rules, which are designed to provide reasonable protection against such interference when operated in a residential area.

If this typewriter interferes with radio or television reception, which can be determined by switching the typewriter off and on, the user is encouraged to try one or more of the following:

- Move the receiving antenna on the radio or television.
- Relocate the typewriter in relation to the radio or television.
- Plug the typewriter into a different electrical outlet from the radio or television.

If necessary, consult your authorized IBM service representative. If anyone other than an authorized IBM representative modifies the typewriter and it causes interference, the user is responsible for correcting the interference.

Fifth Edition, June 1985

Described herein are basic procedures for using the IBM SELECTRIC System 2000 WHEELWRITER 5 Typewriter. However, the principles involved are adaptable to many different operations.

This operator's guide contains examples of business forms and reports with the names of persons, companies, brands, and products. All of these names are fictitious.

For prompt resolution to questions and comments regarding supplies, service, or the product, contact your point of purchase (IBM product center, authorized IBM dealer, or IBM Direct at 1-800-IBM-2468.)

Publications are not stocked at the address below. For copies, contact your point of purchase.

Should you have any comments or suggestions concerning this operator's guide, use the reader's comment form in the back of this book. If the form has been removed, address your comments to the IBM Corporation, Dept. F9B/962-3, 740 New Circle Road N.W., Lexington, KY 40511.

Information you supply may be used by IBM without obligation. You may, of course, use it yourself. Necessary changes will be made in later editions of this operator's guide.

References to IBM products, programs, or services do not imply that IBM intends to make them available outside the United States.

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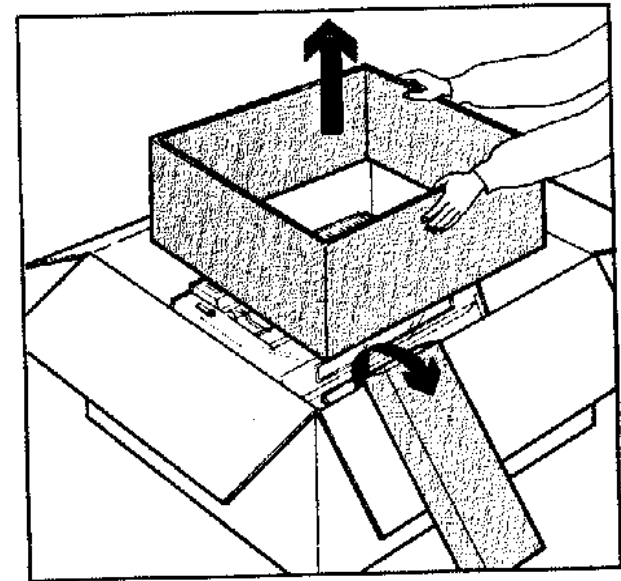
Introduction

Follow the steps in this section to unpack and set up your typewriter.

If you need assistance with setup, operation, or problem determination, call IBM Direct at 1-800-IBM-2468.

Step 1

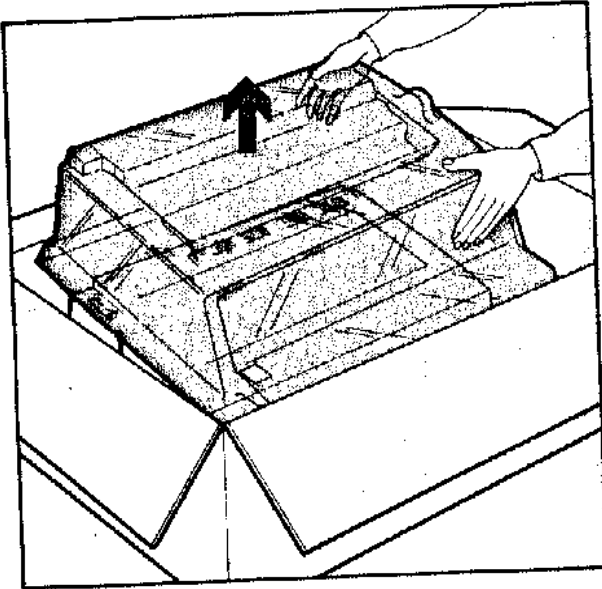
Remove the cardboard liner.



Unpacking and Setting Up the Typewriter

Step 2

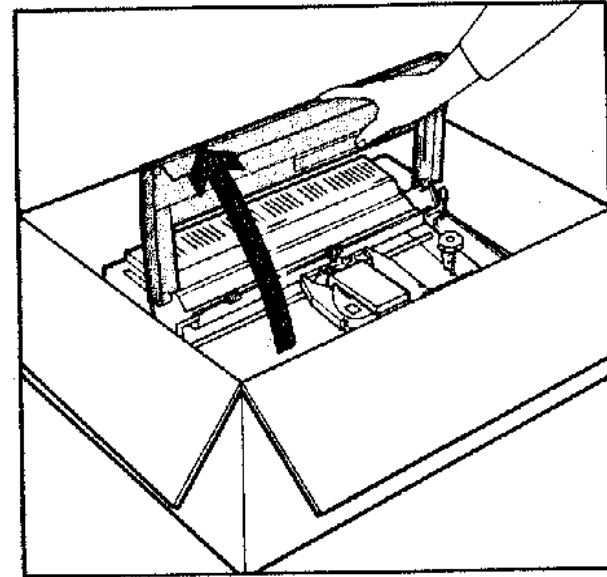
Remove the clear plastic protective cover.



Unpacking and Setting Up the Typewriter

Step 3

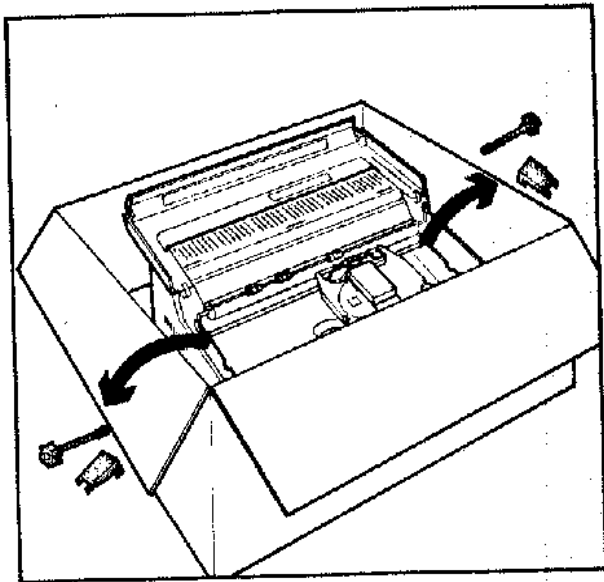
Raise the typewriter cover.



Unpacking and Setting Up the Typewriter

Step 4

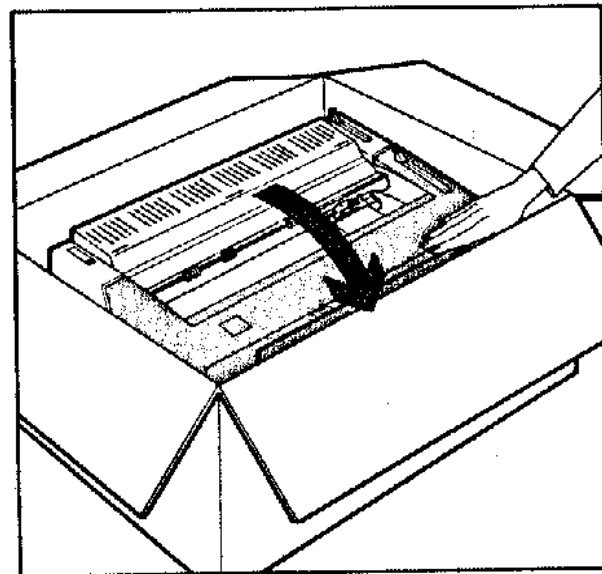
Unscrew the bolts with red plastic knobs on each side of the typewriter. Remove the bolts and shipping brackets from each side.



Unpacking and Setting Up the Typewriter

Step 5

Close the typewriter cover.

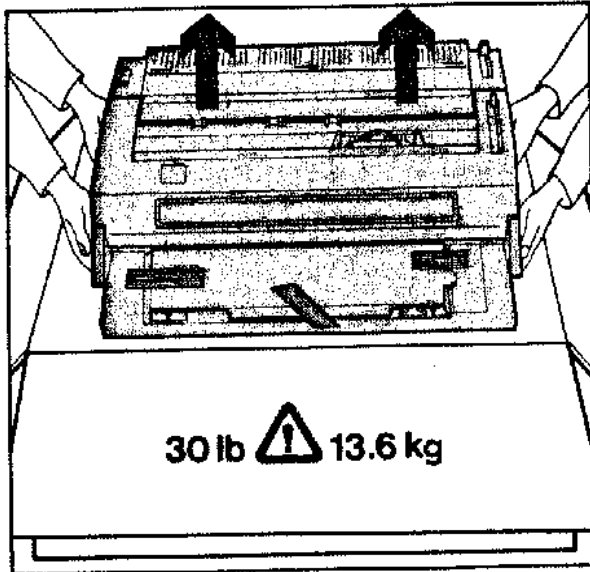


Unpacking and Setting Up the Typewriter

Step 6

Ask someone to help you lift the typewriter out of the box. *Do not lift the typewriter by grasping the keyboard.*

Place the typewriter on your typing table.

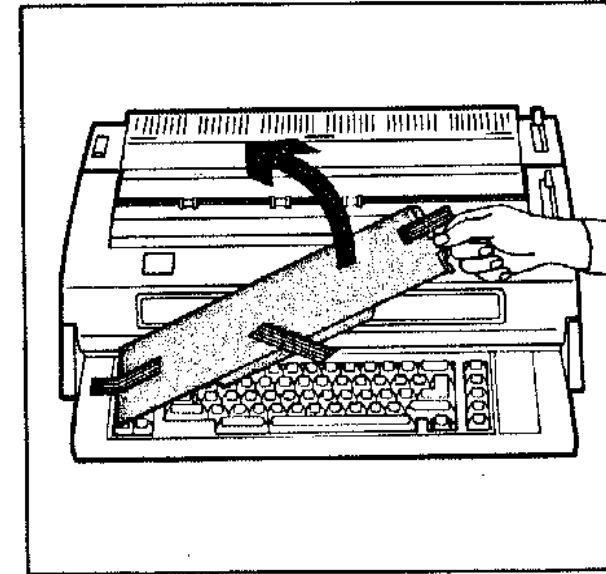


Unpacking and Setting Up the Typewriter

Step 7

To remove the cardboard on top of the keyboard:

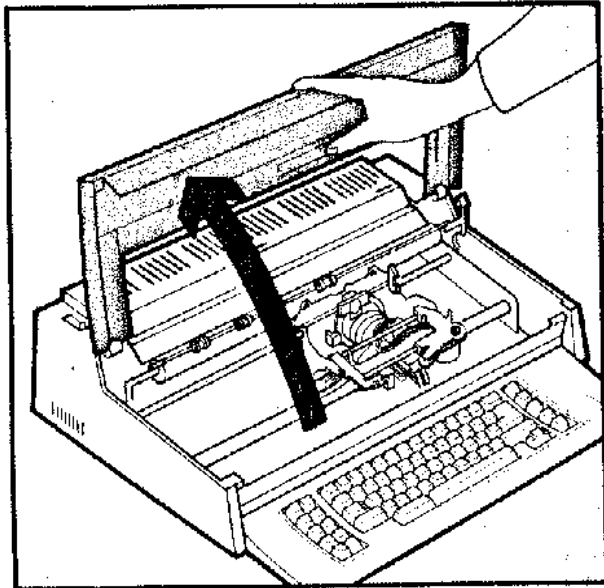
1. Grasp the tab on the right side of the cardboard.
2. Pull the tab up to remove the cardboard.



Unpacking and Setting Up the Typewriter

Step 8

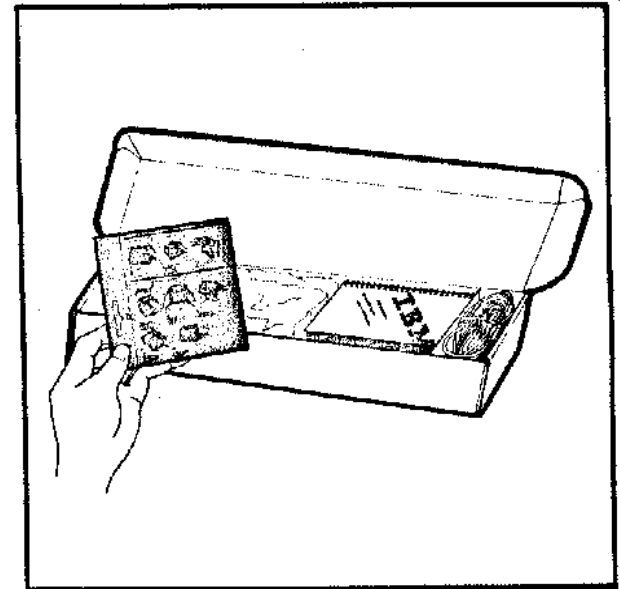
Raise the typewriter cover.



Unpacking and Setting Up the Typewriter

Step 9

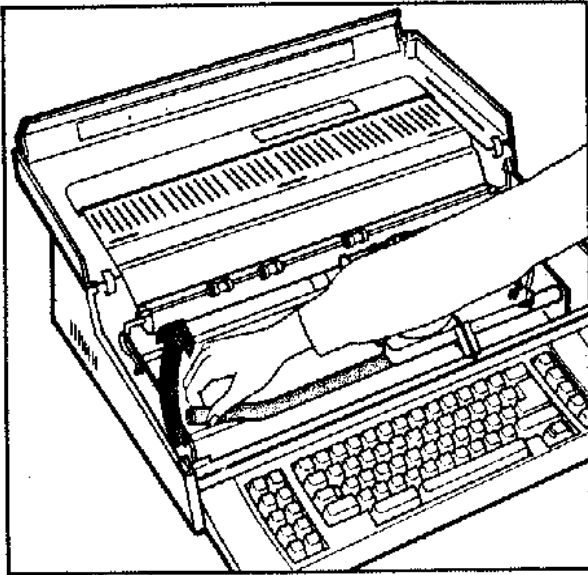
1. Locate the correctable ribbon cassette and the correction tape cassette in the accessory box.
2. Follow the instructions on the back of the ribbon cassette box to fasten the cassettes together and install them in the machine.



Unpacking and Setting Up the Typewriter

Step 10

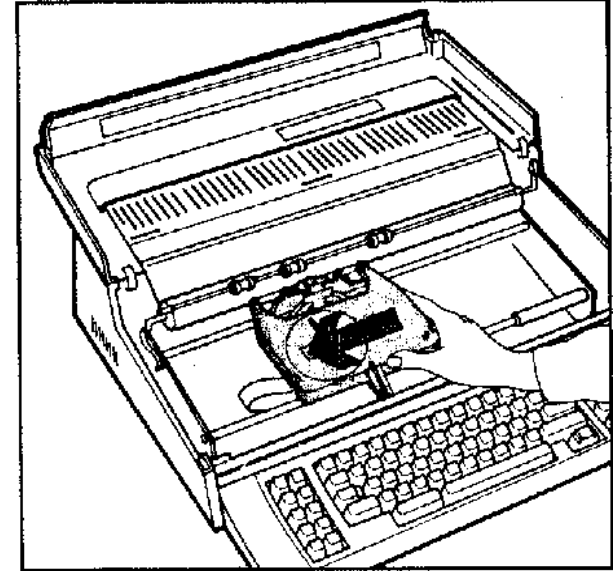
Lift the red rubber tube on the left side of the carrier rail to remove the tube from the typewriter.



Unpacking and Setting Up the Typewriter

Step 11

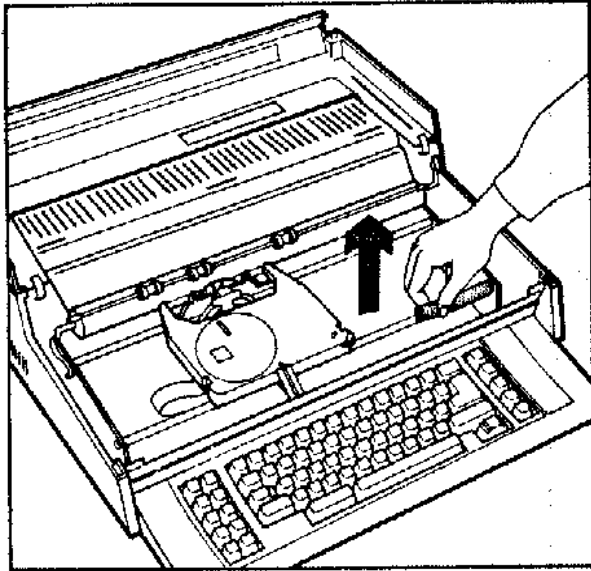
Push the ribbon cassette to the left to move the carrier to the center.



Unpacking and Setting Up the Typewriter

Step 12

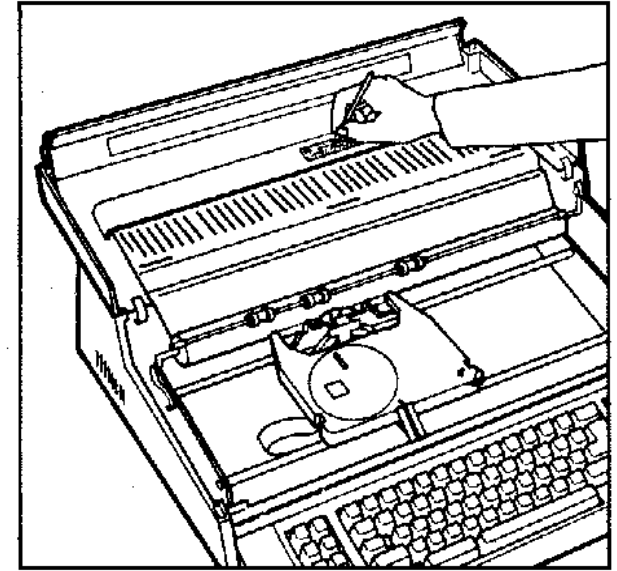
Lift the red rubber tube on the right side of the carrier rail to remove the tube from the typewriter.



Unpacking and Setting Up the Typewriter

Step 13

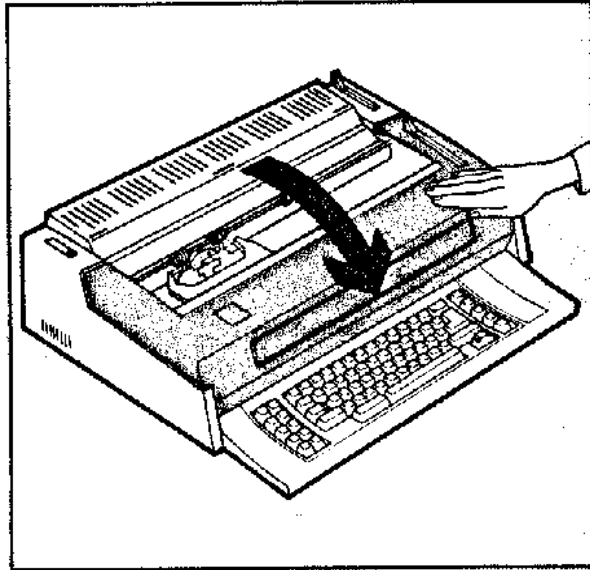
Fill out the installation sticker located on the inside of the typewriter cover.



Unpacking and Setting Up the Typewriter

Step 14

Close the typewriter cover.

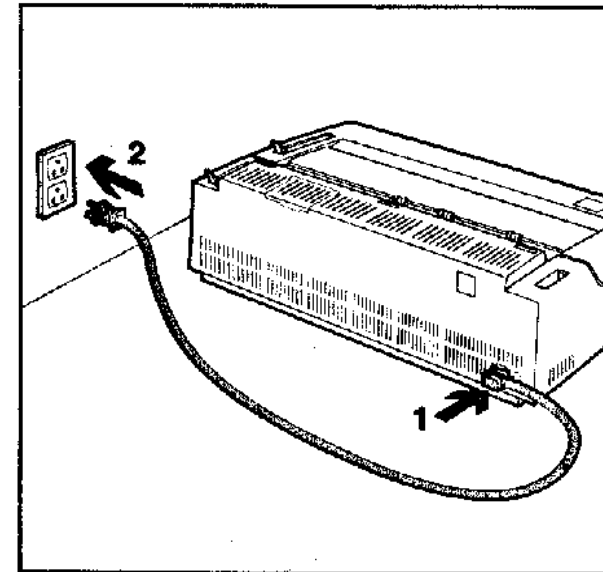


Unpacking and Setting Up the Typewriter

Step 15

Remove the electrical cord from the accessory box.

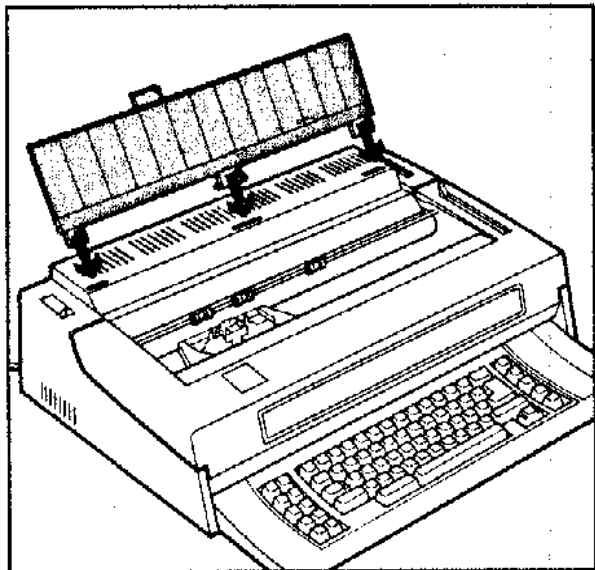
1. Plug the small end of the cord into the back of the typewriter.
2. Then plug the larger end into an electrical outlet.



Unpacking and Setting Up the Typewriter

Step 16

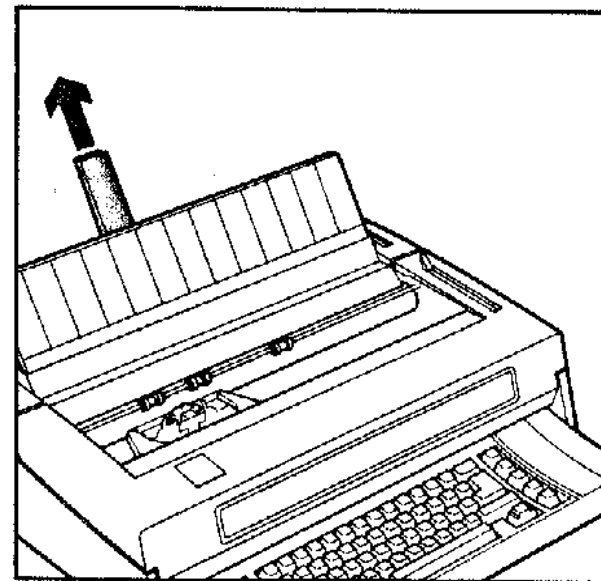
Remove the paper table from the accessory box. Hold the paper table so that its back slants toward the back of the typewriter. Insert the three tabs on the paper table all the way into the three slots on the typewriter.



Unpacking and Setting Up the Typewriter

Step 17

1. Raise the page end indicator.



Unpacking and Setting Up the Typewriter

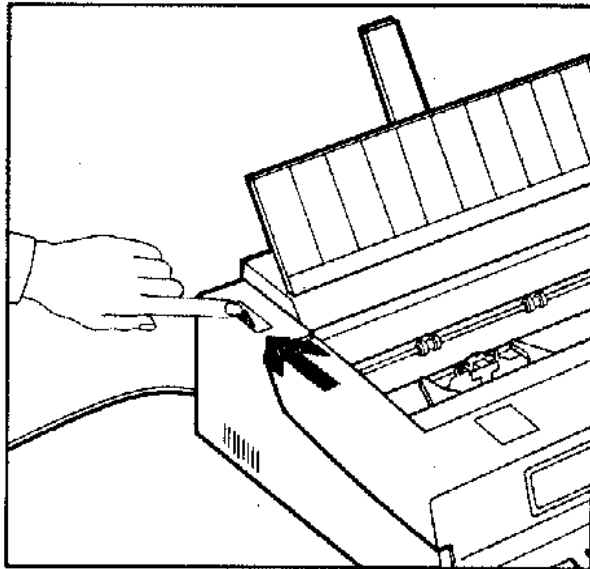
Step 18

Push the orange on/off switch toward the back of the typewriter to turn it on. The typewriter will:

- Beep once and move the carrier to the left, then
- Beep three times and flash all four lights on the bottom right panel.

This tells you that the typewriter is operating correctly and that its memory is empty.

If the carrier does not move, or if some other combination of lights comes on, repeat steps 8 through 18 carefully. If you need assistance, call IBM Direct at 1-800-IBM-2468.



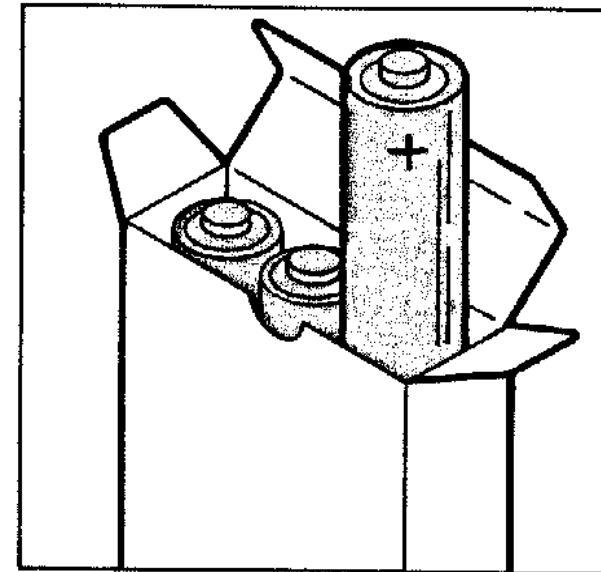
Unpacking and Setting Up the Typewriter

Step 19

In the next few steps, you will be installing batteries in your typewriter. Do *not* turn the typewriter off until you are instructed to do so.

The batteries are located in the accessory box. Remove the batteries from their box. Look at the plus (+) signs on the batteries. You will use these signs to help you install the batteries correctly.

Note that these are nonrechargeable, size AA alkaline batteries. You should replace the batteries at least once every year. When you need to replace batteries, see "Batteries" in the Reference section.

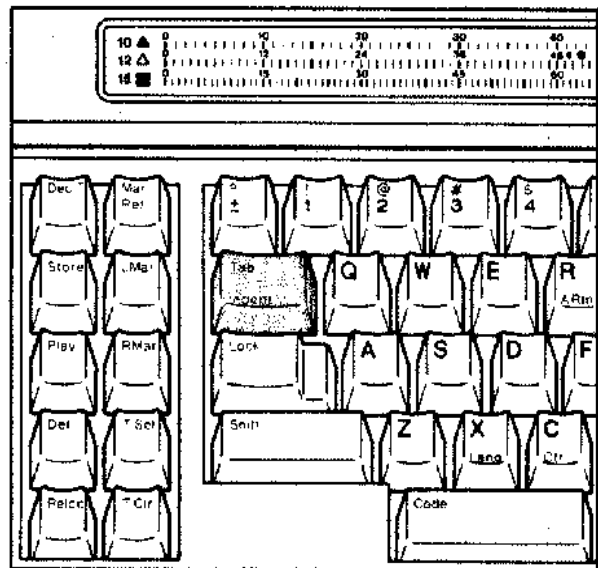


Unpacking and Setting Up the Typewriter

Step 20

Press the **Tab** key to move the carrier to the right.

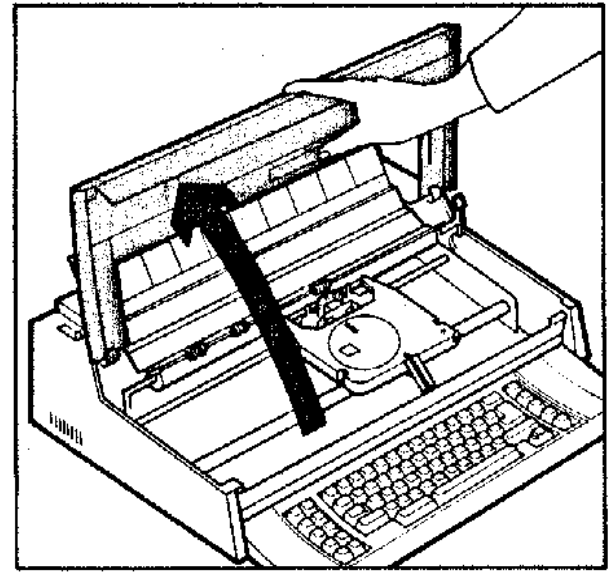
- The lights stop blinking.



Unpacking and Setting Up the Typewriter

Step 21

Raise the typewriter cover.



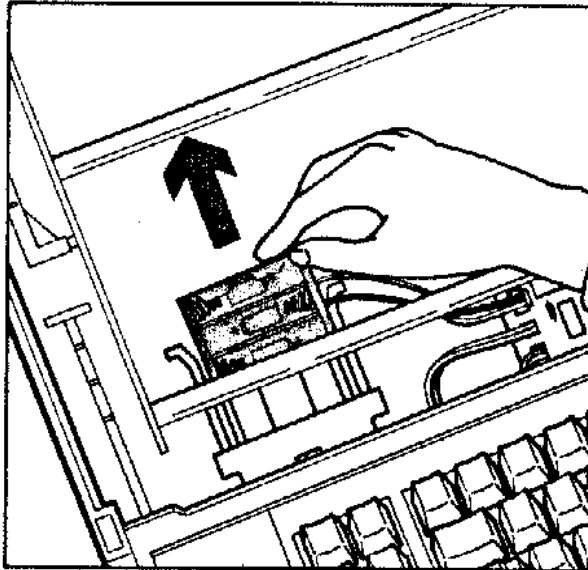
Unpacking and Setting Up the Typewriter

Step 22

Locate the black plastic battery holder on the left front side of the typewriter.

To remove the battery holder, put your finger under it and push up. Then carefully pull the holder out.

Note: If you pull the battery holder out too far, you may unplug the holder wires. The illustration below shows where to reconnect the battery wire plug. Align the plug over the three-pin receptacle and carefully press down on the plug.



Unpacking and Setting Up the Typewriter

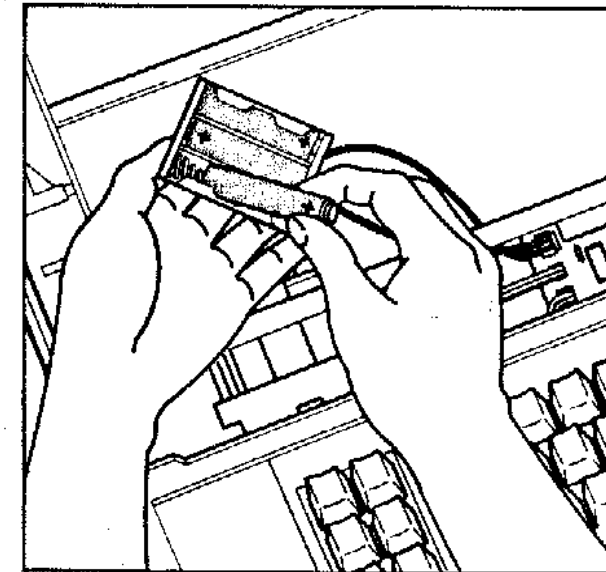
Step 23

Look at the plus (+) signs inside the holder. When you install batteries, you must match the plus signs on the batteries with the plus signs inside the holder. The batteries will not work properly unless the signs match.

Install the batteries in the holder by pushing the flat end of the batteries against the springs.

If you need to remove a battery, push it against the spring end of the holder and pop it out.

You should replace the batteries at least once every year. Use only size AA alkaline batteries (for example, Duracell¹ type MN 1500, Eveready² type E91, Ray-O-Vac³ type 815, or equivalent). *Do not use rechargeable batteries.*



¹Trademark of Duracell, Inc.

²Trademark of the Union Carbide Corp.

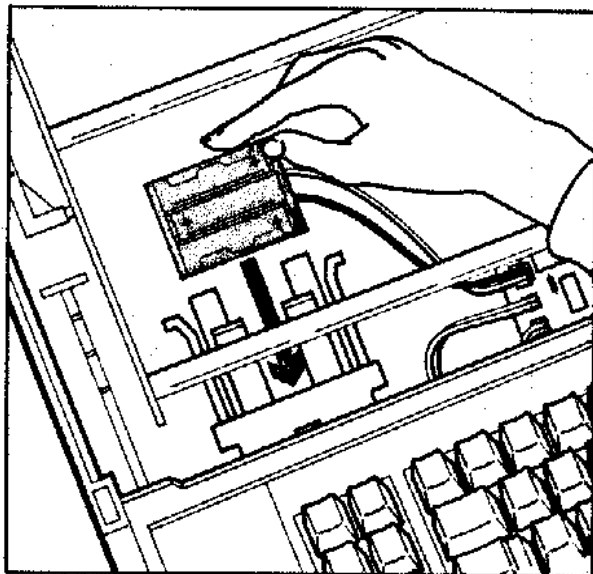
³Trademark of the Ray-O-Vac Corp.

Unpacking and Setting Up the Typewriter

Step 24

Push the battery holder all the way back into position. Then push down on the back edge of the holder to snap it into place.

Close the typewriter cover.



Unpacking and Setting Up the Typewriter

Step 25

To verify that the batteries are supporting the typewriter's memory, turn the typewriter off. Wait at least one minute. Turn the typewriter back on. The typewriter should beep once and move the carrier to the left side.

If:

- The 1 light on the right panel comes on, the batteries are supporting the typewriter's memory.

Then:

You have successfully set up your typewriter and should continue through this book to learn to operate it.

If:

- The typewriter beeps three times, and
- All four lights on the right panel flash, the batteries are not supporting the typewriter's memory.

Then:

The batteries are either installed incorrectly or are dead. Repeat steps 19 through 25 carefully, checking to be sure you install the batteries correctly.

If:

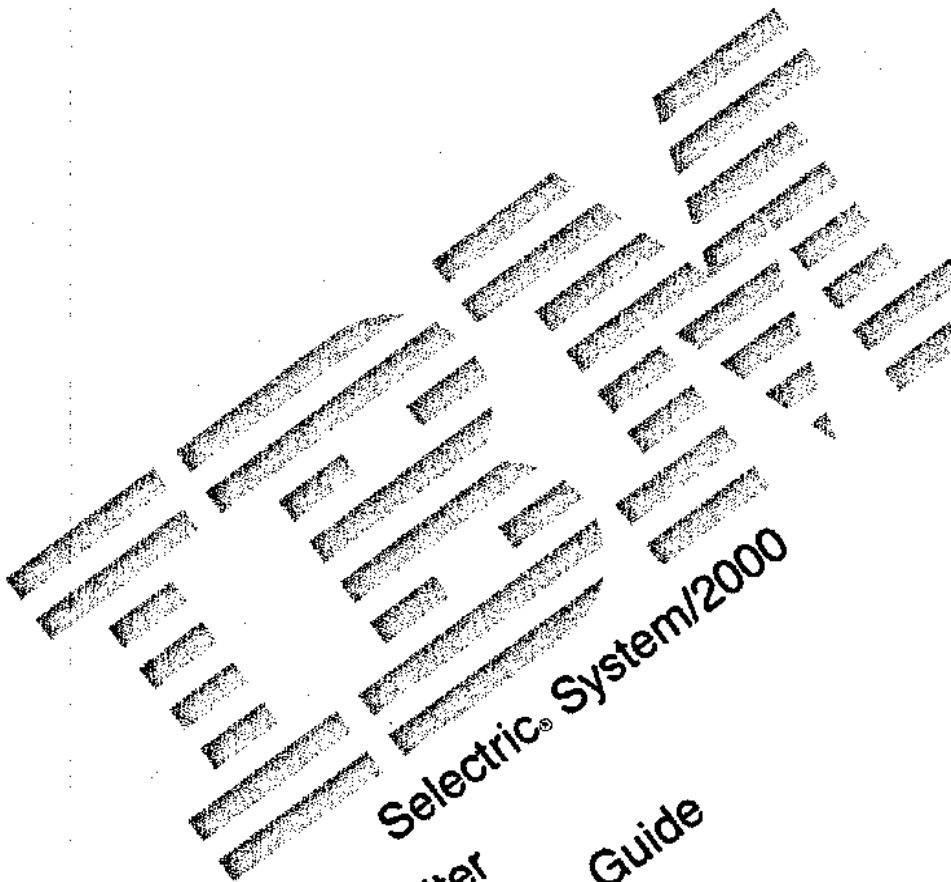
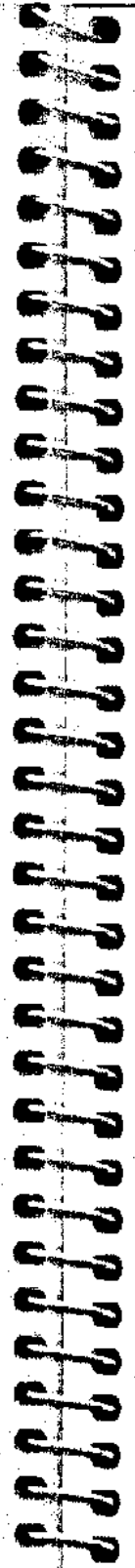
- The carrier does not move, or
- Some other combination of lights comes on, turn the typewriter off and remove the batteries.

Then:

Repeat steps 8 through 25 carefully. If you need assistance, call IBM Direct at 1-800-IBM-2468.

Step 26

You have finished setting up your typewriter. Continue with this operator's guide to learn how to operate your typewriter.



Wheelwriter™ 5 Typewriter
Selectric® System/2000
Operator's Guide

Safety Guidelines

- Keep hair and personal articles out of the printing and ribbon area when the typewriter is on to prevent them from getting caught in the machine. Be sure to comply with this warning and ask others to do so.
- Maintain at least a 63.5 to 76.2 mm (2½ to 3 in) clearance on all sides of the typewriter to allow for proper ventilation.
- The IBM WHEELWRITER 5 Typewriter incorporates Class II (double-insulated) construction as defined by the International Electrotechnical Commission Publication 380, "Safety of Electrically Energized Office Machines," and other national standards.

Class II construction provides protection against electric shock through the use of extra insulation and does not rely upon protective grounding.

The IBM WHEELWRITER 5 Typewriter is equipped with a nongrounding type (two-wire) electrical cord because protective grounding is unnecessary.

- The IBM WHEELWRITER 5 Typewriter is intended to be serviced by professional service personnel *trained to service this product*. There are some mechanical and electrical hazards in the service area of this machine.
- For Continued Protection Against Electric Shock:
 1. Connect only to an electrical outlet of the proper voltage. (See machine voltage rating plate.)
 2. Refer servicing to *trained professional service personnel*.
 3. When servicing, use only identical replacement parts.

The IBM WHEELWRITER 5 Typewriter is designed with special features such as automatic centering and underlining. These features are designed to make your typing jobs easier, faster, more enjoyable and productive.

The storage feature (approximately 7,000 characters or four average letters) allows you to store jobs that you may need to change later. After you store a job, you can play it back and change it without retyping the entire job.

In addition, you no longer have to retype frequently used jobs; for example, repetitive (form) letters, repetitive paragraphs, and certain statistical reports.

The decimal tabulation feature simplifies the job of aligning numbers.

This typewriter is like having four typewriters in one. You can type in either pica, elite, micro elite, or proportional spacing. Also, you have a choice of single, one-and-one-half, double, or triple spacing.

The alternate keyboard feature allows you to type different languages and special characters, such as accent marks and other symbols.

Just tell your IBM WHEELWRITER 5 Typewriter what you want it to do!

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Operator's Guide

Use this operator's guide to learn how to use your IBM WHEELWRITER 5 Typewriter. This guide is divided into seven sections:

- Contents and Introduction
- Basic Features
- Advanced Features
- Storage
- Reference
- What Happened?
- Index

Assistance

If you need assistance with setup, operation, or problem determination, call IBM Direct 1-800-IBM-2468.

Learning Guidelines

Section Overview

The steps to unpack and set up your typewriter are located in the front of this operator's guide. Be sure to keep these steps in this guide.

Section 1 contains the Table of Contents, Preface, Learning Guidelines and Safety guidelines.

Section 2 provides instructions to operate the basic features of your typewriter such as inserting paper; setting margins, tabs and line space; and erasing.

Section 3 provides instructions to operate the advanced features of your typewriter; for example, how to center, underline, align columns of numbers, and type other languages.

Section 4 describes how to store, play back and revise information.

Section 5 contains information on ordering IBM supplies, ribbon and printwheel installation, battery replacement and application recommendations.

Section 6 may help you correct a problem without calling a service representative and avoid unnecessary down time and service cost.

Section 7 provides an index to help you locate information.

Learning Guidelines

Using the Operator's Guide

Set aside time to learn the sections in this guide that meet your needs.

Each section is arranged in easy-to-follow steps to help you learn and locate information quickly. The steps are:

Information. Read the information that introduces the features.

How To . . . Read the How To . . . steps. Look at the examples but do not type them.

Practice. Type each practice. It is important that you do the practices step-by-step as you go through the operator's guide. They appear in shaded areas like this:

Practices appear in shaded areas like this.

Review the steps and repeat the practices *only* as needed.

Helpful Hints. These hints are additional information and should be used for reference after you have learned to use your IBM WHEELWRITER 5 Typewriter.

Supplies Needed

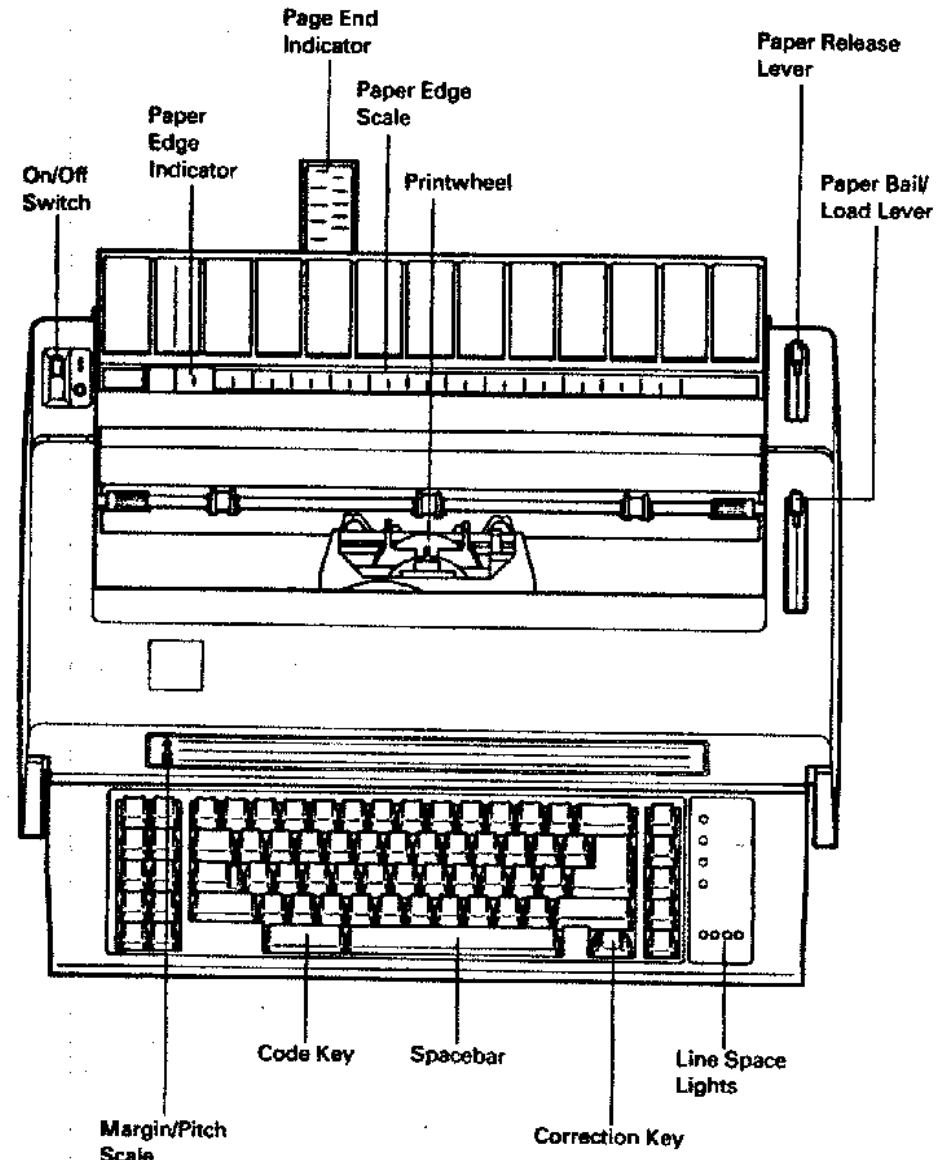
A 10- or 12-pitch printwheel is recommended while learning. If you have only a PS (Proportional Spacing) printwheel, use it while learning.

When Learning Is Completed

After you have completed this guide, you should be familiar with operating your IBM WHEELWRITER 5 Typewriter. However, only time and practice will let you feel completely comfortable with your typewriter. As you do your own work look for ways to use the features that you have learned.



Parts of the Typewriter

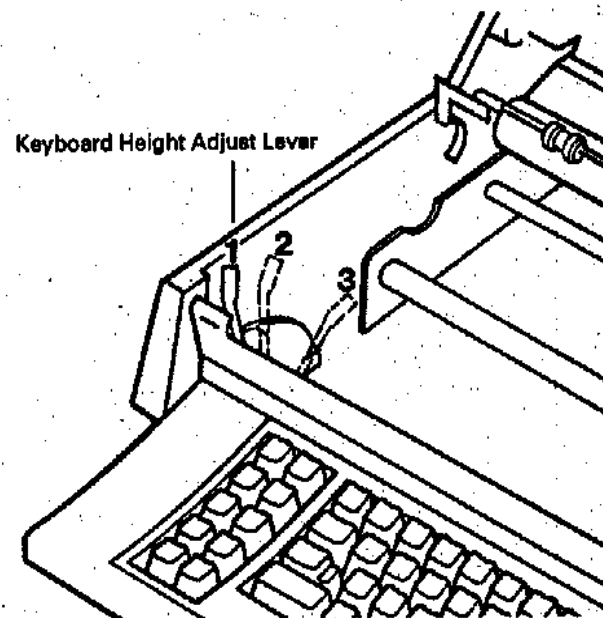


Keyboard Height Adjustment

Information

You can raise or lower the keyboard to the most comfortable position for you.

There are three settings: low (1), medium (2), and high (3):

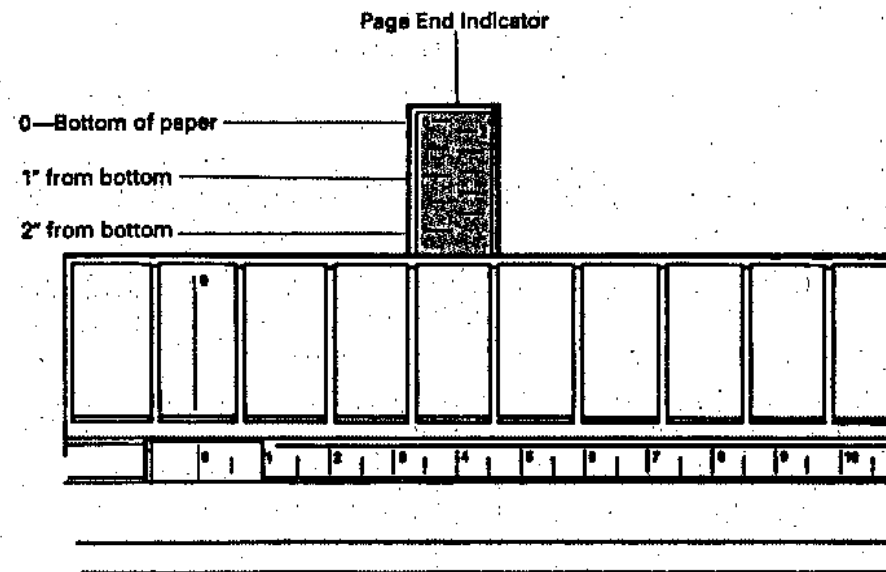


How to Adjust the Keyboard

Adjusting the Keyboard

1. Space or tab to move the carrier to the center of your typewriter.
2. Turn the typewriter off.
3. Raise the top cover.
4. Push the keyboard height adjust lever all the way back as far as it will go to set the keyboard to the high position (3).
5. Move the lever to the center notch to set the keyboard to the medium position (2).
6. Pull the lever all the way forward as far as it will go to set the keyboard to the low position (1).

Page End Indicator



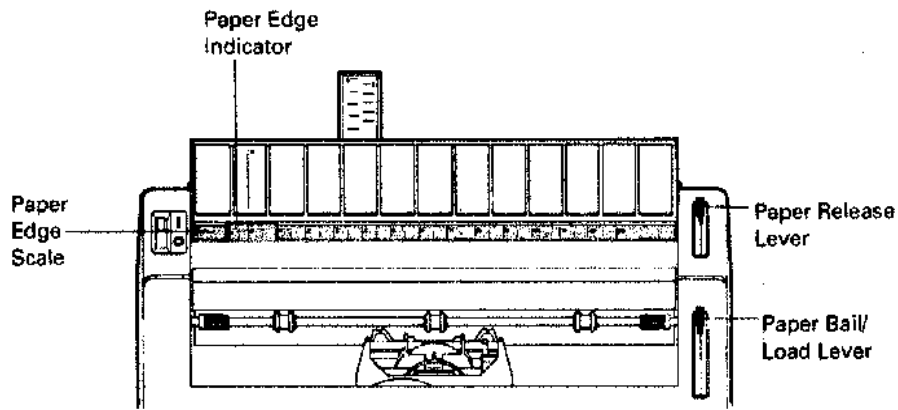
How to Use the Page End Indicator

Using the Page End Indicator

Pull the page end indicator all the way up until it locks into place.

- As you type, the top of the paper comes out of the typewriter and reaches a line on the indicator.
- The lines on the indicator tell you approximately how many inches remain to the bottom of 11-inch paper.
- The right side of the indicator is marked in centimeters.

Paper Insertion



How to Insert Paper Automatically

Inserting Paper

1. Make sure the typewriter is turned on.
2. Push the paper release lever all the way back.
3. Slide the paper edge indicator to zero (0) on the paper edge scale.
4. Align the left edge of the paper with the center of the paper edge indicator, then let go of the paper.
5. Pull the paper bail/load lever all the way forward until the paper begins feeding, then release the lever.
 - The paper feeds to approximately one inch from the top of the paper.
6. Push the paper bail/load lever all the way back until it holds the paper against the platen.

Helpful Hints

When inserting loose carbon copies (five maximum), pull the paper release lever forward. Insert the copies, then push the lever all the way back.

Moving and Removing Paper

Information

You have four control keys to move your paper up or down in the typewriter: **Paper Up**, **Paper Down**, **Micro Up**, and **Micro Down**.

How to Move and Remove Paper

Moving Paper



Press **Paper Up**.

- The paper moves up one-half line.



Press **Paper Down**.

- The paper moves down one-half line.



Press **Micro Up**.

- The paper moves up 1/48 of an inch.



Press **Micro Down**.

- The paper moves down 1/48 of an inch.

Removing Paper

1. Pull the paper bail/load lever toward you.
2. Pull the paper release lever toward you.
3. Remove the paper.
4. Push the paper release lever back.
5. Push the paper bail/load lever back.

Note: You may also press and hold down the **Paper Up** key or pull the paper bail/load lever forward several times to remove the paper.

Information

Your IBM WHEELWRITER 5 Typewriter uses a printwheel. The printwheel is lightweight and easy to change. You can choose from four different pitches as shown in the chart below.

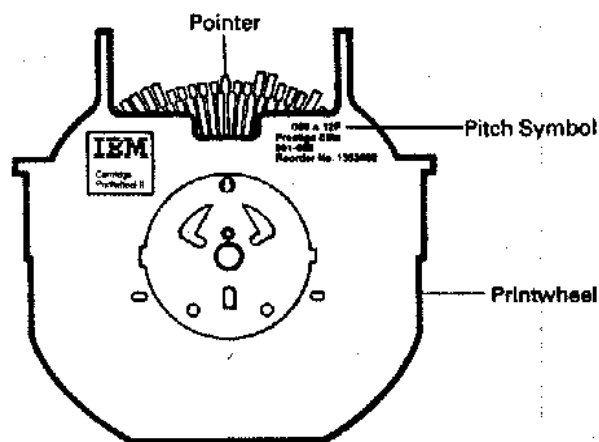
Pitch (Type Size)	Characters Per Inch	Pitch Symbol
Pica (10)	10	▲ 10P
Elite (12)	12	△ 12P
Proportional Spacing (PS)	Varies in Width	● PSP
Micro Elite (15)	15	■ 15P

Automatic Selection

When you install a printwheel, these settings are automatically selected:

- Pitch
- Margins
- Tabs
- Impression

The symbol on the front of each printwheel indicates the pitch in which you will be typing.



Choosing a Printwheel

A 10- or 12-pitch printwheel is recommended for learning.

If you need to install or change your printwheel, refer to pages 5-8 to 5-10.

Note: If you change to a printwheel in a different pitch, your margins and tabs may change. Be sure to always press Code after changing the printwheel.

Characters Per Horizontal Inch

The difference between 10 pitch, 12 pitch, 15 pitch and proportional spacing is the size of the characters.

The pitch determines the number of characters typed per horizontal inch.

Below are examples of each pitch.

Pica (10 Pitch) This is a sample.

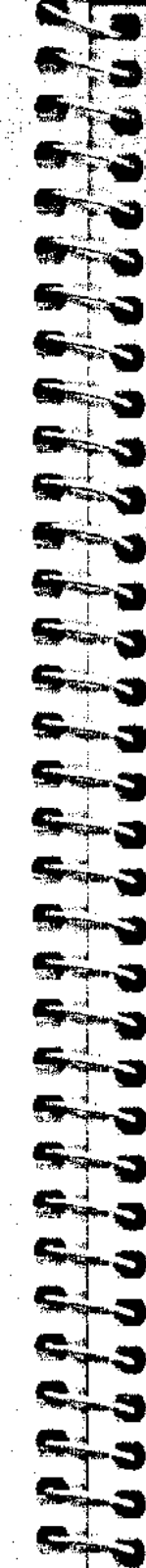
Elite (12 Pitch) This is a sample.

Proportional (PS Pitch) This is a sample.

Micro Elite (15 Pitch) This is a sample.

Lines Per Vertical Inch

There are six lines per vertical inch in 10, 12, and PS pitch. There are eight lines per vertical inch in 15 pitch.



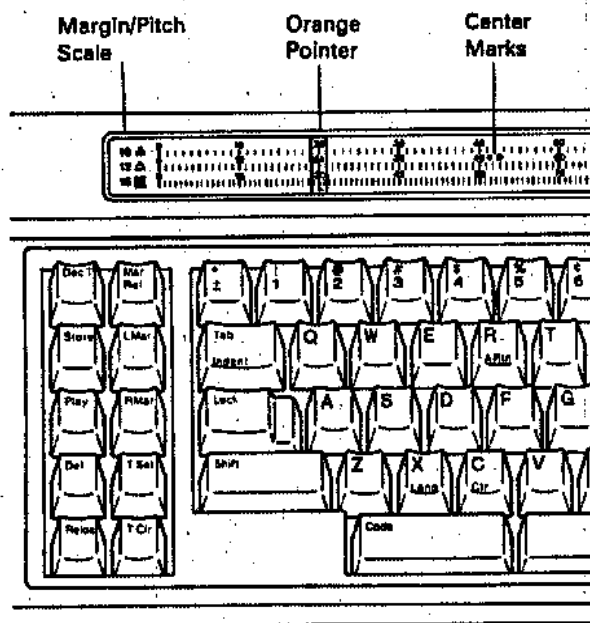
Margin/Pitch Scale

Information

Your IBM WHEELWRITER 5 Typewriter has three margin scales. When typing, use the scale that matches the label on your printwheel.

- For 10 ▲ pitch (pica) type, use the upper scale.
- For 12 ▲ and PS ● pitch (elite and proportional spacing) type, use the middle scale.
- For 15 ■ pitch (micro elite) type, use the lower scale.

An orange pointer moves along the scale to show the position of the next character to print.



The ● and ■ mark the center of the paper when the left edge of the paper is aligned with the zero on the paper table.

- marks the approximate center of paper 8½ inches (215.90 mm) wide.
- marks the approximate center of paper 8.27 inches (210 mm) wide.

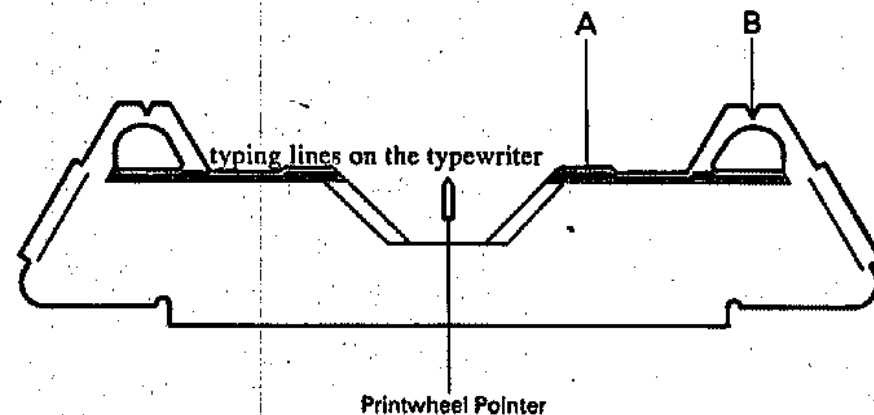
Cardholder

Information

The cardholder holds paper, cards, and envelopes against the platen.

The top red portion (A) of the cardholder indicates the base of the typing line. Look at the example below.

The notches (B) on the cardholder are used for drawing vertical lines. Place a pen or pencil in the notch and use the Paper Up key to move the paper freely.



How To Set the Left and Right Margins

Setting the Left Margin

1. Use **Spacebar** or **Backspace** to move the carrier to the desired left margin position.
2. Press **L Mar**.
 - The printwheel spins when the left margin is set.



Setting the Right Margin

1. Use **Spacebar** or **Backspace** to move the carrier to the desired right margin position.
2. Press **R Mar**.
 - The printwheel spins when the right margin is set.
 - To check the right margin setting, space toward the right margin and listen for a beep. You should hear the beep approximately five spaces before the right margin setting.



Releasing the Left Margin

1. Return the carrier to the left margin.
2. Press **Mar Rel**.
 - The printwheel spins.
3. Backspace through the left margin.
 - To set a new left margin, backspace to the desired position, then press **L Mar**. The old margin is automatically eliminated.



Saving Margins

Your typewriter automatically saves four sets of margins: one set for each pitch (10, 12, PS, and 15).

Your typewriter has a battery pack to save margins when you turn the typewriter off. Keep batteries installed at all times and replace them once a year. See pages 5-11 to 5-14.

Helpful Hints

- When you change to a printwheel in a different pitch, your margins may change.
- You can type, tab, or space through the right margin without stopping.
- When you press **C Rtn** after setting margins, the paper moves up.
- Press **Mar Rel** when the carrier is positioned at the left margin and backspace to set a new left margin.
- You do not have to press **Mar Rel** to set a new right margin.
- The old margin is automatically eliminated when a new margin is set.

How to Set and Clear Tabs

Setting a Tab



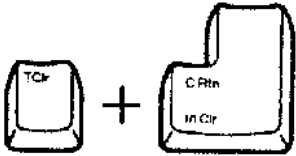
1. Press **Spacebar** or **Backspace** to move the carrier to the desired tab position.
2. Press **T Set**.
 - The printwheel spins when the tab is set.
3. Repeat these steps to set each additional tab. You can set a tab at every space on the margin/pitch scale.

Clearing a Tab



1. Press **Tab** to move to the tab stop you want to clear.
2. Press **T Clr**.
 - The printwheel spins when the tab is cleared.
3. Repeat the steps to clear each individual tab.

Clearing All Tabs



- Press and hold down **T Clr** while you press **C Rtn**.
- The carrier returns to the left margin.
 - All tabs are cleared.
 - The carrier may be at any position to clear all tabs.

Saving Tabs

Your typewriter has a battery pack to save tabs when you turn the typewriter off.

Your typewriter automatically saves four sets of tabs: one set for each pitch (10, 12, PS, and 15).

Helpful Hints

- When you change to a printwheel in a different pitch, your tabs may change.
- You can tab, type, or space through the right margin.
- When you press **Tab**, the carrier will not stop at the right margin unless a tab stop is set at the right margin.
- The carrier may be at any position to clear all tabs.

Information

Line spacing is the amount of space between the lines of type.

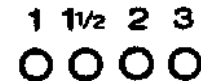
Your typewriter has a line space selector that lets you choose four line space settings: 1, 1½, 2 or 3.

The **Line Space** indicator lights tell you which line spacing you are using.

How To Set Line Spacing

Setting Line Spacing

- Press the **Line Space** key.
- Keep pressing the key until the desired **Line Space** light is on.



Helpful Hints

- The paper moves one-half line up or down when you press **Paper Up** or **Paper Down** regardless of the line space setting.
- The paper moves 1/48 of an inch up or down when you press **Micro Up** or **Micro Down** regardless of the line space setting.
- When you select a line space setting, it will not change until you press **Line Space** or turn the typewriter off.
- The line spacing resets to 1 (single space) when you turn the typewriter off.

Shift and Shift Lock Keys

Information

Use the **Shift** and **Shift Lock** keys (**Shift** and **Lock**) to type uppercase characters (all capitals).

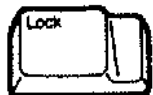
The **Lock** key allows you to type continuously in uppercase without pressing the **Shift** key each time. A **Shift Lock** indicator light comes on to let you know that **Shift Lock** is on.

How to Lock and Unlock the Shift Key

Locking Shift

Press **Lock**.

- The **Shift Lock** light comes on.
- All characters print in uppercase.



Unlocking Shift

Press either the left or right **Shift** key to unlock the **Lock** key.

- The **Shift Lock** light goes off.



Typematic (Repeat) Keys

Information

Typematic keys have both a single and a repeat action. Any of these keys can be touched briefly for a single action, or held down for repeat action.

Asterisk/B
Backspace/Bksp 1
Carrier Return
Correction Key
Micro Down
Micro Up
Paper Down
Paper Up
Period
Plus/Equal
Question Mark/Slash
Spacebar
Underline/Hyphen
X, x

For example, if you press the letter **X**, an **X** prints on your paper. If you hold down the **X** key for more than one-half second, **X** prints repeatedly until you release the key.

Correction Memory

Information

Just as you remember what you read, your typewriter remembers what you type. In other words, your typewriter has a correction memory that remembers approximately the last 200 characters you type.

The correction memory makes erasing characters very easy and automatic. The correction memory is present when you turn your typewriter on.

Note: There are two ways to erase characters: *automatically* and *manually*.

Automatic Erase

Automatic erasing (within the correction memory) allows you to erase incorrect characters:

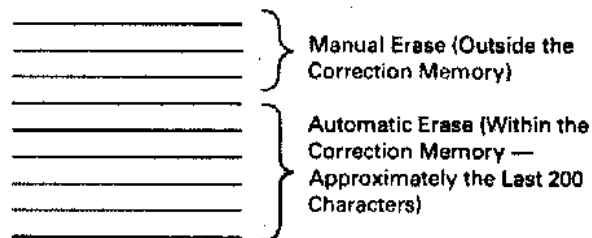
- Noticed immediately
- Farther back on the same line
- On previously typed lines, up to approximately the last 200 characters.

Manual Erase

Manual erasing (outside the correction memory) allows you to erase incorrect characters:

- Farther back than approximately the last 200 characters
- That are not erased automatically.

Example



Erasing Automatically in 10, 12, or 15 Pitch

How to Erase Automatically in 10, 12, or 15 Pitch

Erasing a Character You Notice Immediately

- Press the **Correction** key (⊗).
- The character is automatically erased.

Example

Thi
Th



Erasing a Character Farther Back on the Same Line



1. Press **Backspace** to move the printwheel pointer to the incorrect character.
2. Press the **Correction** key.
 - The character is automatically erased.
3. Type the correct character.
4. Press **Reloc**.
 - Use of the **Relocate** key (**Reloc**), within the correction memory, will return the carrier to the last typing position.
5. Continue typing.

Practice

1. Set margins.
 - You will use these margin settings until instructed to change them.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 80		R Mar 75
2. Type the line printed below, including the circled error. When you reach the ✓, stop typing.
 - a. Use **Backspace** to move the carrier back to the incorrect character, then press the **Correction** key to erase it.
 - b. Type an **e**, then press **Reloc** and continue typing.

You may need to correct errors farther back ✓ on the


Erasing Automatically in 10, 12, or 15 Pitch

Erasing on Previous Lines

1. Press **Paper Down** to move the carrier to the line with the incorrect character.
 - Use **Paper Up** if you move back too many lines.
2. Press **Spacebar** or **Backspace** to position the printwheel pointer at the incorrect character.
 - If you are erasing several characters in a word, or the entire word, position the printwheel pointer at the *last incorrect character in the word*. Look at the example below.

The Central School Distritc has

Position Printwheel Pointer Here

3. Press the **Correction** key () until each incorrect character in the word is erased.

Look at the example below.

The Central School Distri has

- If the incorrect character is not erased, be sure the carrier is not above or below the typing line.
4. Type the correct characters as shown below.

The Central School District has
 5. Repeat steps 1 through 4 until all corrections have been made.
 6. Press **Reloc** and continue typing.


Erasing Automatically in 10, 12, or 15 Pitch

Practice

Type the following paragraph line by line as printed below, including the circled errors. Do not remove the paper from your typewriter.

The Central School Distri^o has been granted funds to establish a Demonstration Center to serve this entire area. (Do not press **C Rtn.**)

Erase the incorrect characters using the following steps:

1. Press **Paper Down** two times to move the carrier to the line with the incorrect character (the second line).
 - If you move too far, press **Paper Up**.
 - Remember, the paper moves one-half line each time you press **Paper Down** or **Paper Up**.
2. Press the **Spacebar** to move the printwheel pointer to *e*.
 - If you space too far, press **Backspace**.
3. Press the **Correction** key ().
 - The *e* is automatically erased.
4. Type *a* (the correct character).
5. Press **Paper Down** two times, then press the **Spacebar** to move the printwheel pointer to *c* (the last incorrect character in the word).
6. Press the **Correction** key two times.
 - The *t* and *c* are automatically erased.
7. Type *ct* (the correct characters).
8. Press **Reloc**.

How to Erase Manually in 10, 12, or 15 Pitch

Erasing Manually

1. Press **Paper Down** to move the carrier to the line with the incorrect character.
 - Use **Paper Up** if you move back too many lines.
2. Press **Spacebar** or **Backspace** to position the printwheel pointer at the incorrect character.
 - If you are erasing the entire word or several characters in the word, position the printwheel pointer at the last incorrect character in the word.

Look at the example below.

Position Printwheel Pointer Here

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnati, Louis Taub, challenged Frank McGurrin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying.

} Outside the Correction Memory
} Within the Correction Memory (Approximately the Last 200 Characters)

3. Press the **Correction** key.
 - The printwheel spins.
4. Type the incorrect character.
 - The incorrect character is erased.
5. If you are erasing several characters from right to left, press the **Correction** key again and type the next incorrect character.
 - You do not need to press **Backspace** when erasing from right to left. The carrier moves to the left when you type the next incorrect character.
6. Repeat steps 3 and 4 to manually erase each incorrect character.
7. Type the correct characters.


Practice

Type the following paragraph, line by line as printed below, including the circled errors. Do not remove the paper from your typewriter. Manually erase the incorrect characters after you type the entire paragraph.

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnati, Louis Taub, challenged Frank McGurrin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying. (Do not press C Rtn.)

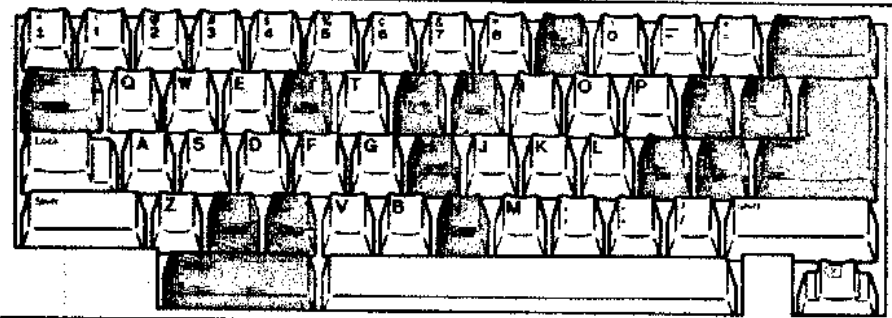
1. Press **Paper Down** twelve times to move the carrier to the line with the incorrect characters (the first line).
2. Press **Spacebar** to move the printwheel pointer to the *t* in *wiht* (the last incorrect character in the word).
3. Press the **Correction** key.
4. Type *t*.
 - The *t* is erased.
5. Press the **Correction** key.
6. Type *h*.
 - The *h* is erased.
7. Type *th*.
8. Press the **Spacebar** to move the printwheel pointer to the incorrect *r* in *typewrrter*.
9. Press the **Correction** key.
10. Type *r*.
 - The *r* is erased.
11. Type *i*.

Helpful Hints

- Always erase from right to left, then type the correct characters.
- If the printwheel spins when you press the **Correction** key, and the incorrect character is *not* erased:
 - Type the incorrect character again, just like you typed it the first time, and it is erased.
- Use the **Correction** key () to erase unwanted carrier returns. For example, if you accidentally press **C Rtn**, press the **Correction** key until the carrier moves back to the end of the previous line.
- After you perform any of the following typewriter functions (even if you are within approximately the last 200 characters), you must use manual erase.
 - Pull the paper bail/load lever forward to advance the paper.
 - Remove the printwheel.
 - Enter a keyboard change; for example, press **Code + X (Lang)**.
 - Set or clear a temporary left margin.
 - Press **Store** or **Store + a number**.
 - Press **Paper Down** or **Micro Down** and type on a new line.
- When manually erasing a symbol created by two or more characters, for example (ø), erase each character individually. Then type the correct character or symbol.
- To manually erase underlined characters, turn **Underline** on and then erase the incorrect character.

Information

The **Code** key is used with other function keys on the typewriter. The **Code** key and some of the function keys have *green* letters on them. The other function keys used with **Code** (which do not have *green* letters on them) are: **Q**, **hyphen**, **Spacebar** and **Del**.



How to Use the Code Key

Using Code



Any Function Key

1. Press and hold down the **Code** key.
2. Keep **Code** held down while you press a function key.

Helpful Hints

You can use more than one coded function at a time. For example, you can use Automatic Centering and Underlining together.

Information

You can automatically center words between the left and right margins, or at any point on the page.

How to Center Automatically

Centering between the Left and Right Margins



1. Press **C Rtn.**
 - The carrier must be positioned at the left margin.
2. Press and hold down **Code + C (Ctr).**
 - The printwheel spins.
 - The carrier moves to the center point between the margins.
3. Type the words you want centered.
 - As you type, the carrier backs up without printing.
 - If you make an error, press the **Correction** key and type the correct character.
4. Press and hold down **Code + C.**
 - The words print.

Note: The centered words also print when you press **Tab, Dec T, or C Rtn.**

Centering at Any Point on the Page



1. Press **Tab** or **Spacebar** to position the carrier at the desired center point.
2. Press and hold down **Code + C (Ctr).**
 - The printwheel spins.
3. Type the words you want centered.
 - As you type, the carrier backs up without printing.
4. Press and hold down **Code + C.**
 - The words print.

Note: The centered words also print when you press **Tab, Dec T, or C Rtn.**

Helpful Hints

- To cancel centered characters before they print:
 1. Press the **Correction** key until the carrier stops moving forward.
 2. Press and hold down **Code + C (Ctr), Tab, Dec T, or C Rtn.**
- To change a printwheel in a centered heading, type a stop code at the point where you want to change the printwheel.

How to Turn Automatic Underline On and Off

Turning Underline On



Press and hold down **Code + U (Undln).**

- The printwheel spins.
- Everything you type will be underlined until you turn Underline off.

Turning Underline Off



Press and hold down **Code + U (Undln).**

- The printwheel spins.
- The typewriter stops underlining.

Helpful Hints

- If spaces between words should not be underlined, turn Underline off before you press the **Spacebar**. Spaces created as a result of a tab are not underlined.
- If you are within the correction memory, the characters and the underlines are automatically erased.
- To manually erase underlined characters, turn Underline on and then erase the incorrect character.

Automatic Carrier Return

Information

With Automatic Carrier Return (A Rtn) on, you do not have to press C Rtn when you reach the right margin. When the beep sounds as the carrier moves toward the right margin, continue typing. The carrier automatically returns to the left margin when you press the Spacebar near the right margin.

Note: Be sure Automatic Carrier Return is off when typing tables, columns, or heavily formatted material.

How to Turn Automatic Carrier Return On and Off

Turning Automatic Carrier Return On

Press and hold down Code + R (A Rtn).

- The A Rtn light comes on.
- The printwheel spins.



Turning Automatic Carrier Return Off

Press and hold down Code + R (A Rtn).

- The A Rtn light goes off.
- The printwheel spins.



Automatic Carrier Return

Practice

1. Insert paper and set margins.

12 Pitch	or	10 Pitch
L Mar 30		L Mar 25
R Mar 72		R Mar 65

2. Type the following paragraph with A Rtn on, and correct only the errors that you notice immediately.
 - Your line endings will not match the printed copy below when you have A Rtn on.

Note: Do not press C Rtn at the end of the lines except where marked.

Code + R (A Rtn)

The world's first duel with typewriters was fought in Cincinnati, Ohio, in 1888. A Cincinnati, Louis Taub, challenged Frank McGurkin, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying from a script. C Rtn Code + R (A Rtn)

Helpful Hints

- When the A Rtn light is on, you do not have to press C Rtn at the end of each line. The typewriter will automatically return the carrier to the left margin.
- If you need to end a line before you reach the right margin, press the C Rtn key. Some examples of short lines are: Date, inside address, salutation, short last line in a paragraph, closing, and short headings.
- Do not use Automatic Carrier Return when typing tables, columns, forms, or heavily formatted material.

Information

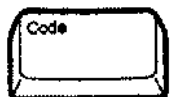
When the **A Rtn** light is on, the carrier automatically returns when you type a space near the right margin.

There are times when you do *not* want the carrier to return automatically. For example, you do not want the carrier to return automatically between names or dates at the right margin. You want the typewriter to keep them on the same line.

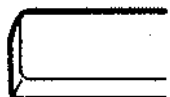
The carrier does not automatically return when you type a required space. Therefore, required spaces typed between words keep them on the same line.

How to Type a Required Space

Typing a Required Space



+



Spacebar

When the beep sounds at the right margin while you are typing words that must be kept on the same line:

1. Finish the word you are typing.
2. Press and hold down **Code + Spacebar**.
 - If you accidentally press the **Spacebar** and the carrier returns, press the **Correction** key until the carrier moves back to the previous line. Then press and hold down **Code + Spacebar**.
3. Type the next word.
4. Continue typing required spaces between words that must be kept together.
5. When you type the last word on the line, press the **Spacebar** to return the carrier automatically.

Below is an example of words typed without required spaces.

This is to confirm our reservation for May 16, 1984.

Below is an example of words kept together with required spaces.

This is to confirm our reservation for May 16, 1984.

Practice

1. Insert paper and set margins.

12 Pitch	or	10 Pitch
L Mar 36		L Mar 30
R Mar 72		R Mar 65

2. Make sure the **A Rtn** light is on.
3. Type the line below using *regular spaces* between words in the date.
 - The carrier automatically returns between *August* and *12*.
4. Type the same line again using *required spaces* between words in the date.
 - The typewriter keeps the date on the same line.

The convention will be held August 12, 1984.

Helpful Hints

You only need to keep words together with required spaces *after* the beep sounds at the right margin.

Subscripts and Superscripts

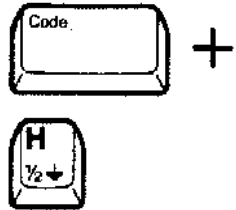
Information

Subscripts are typed *below* the writing line (for example, CuSO_4).

Superscripts are typed *above* the writing line (for example, *Happy Living*⁵).

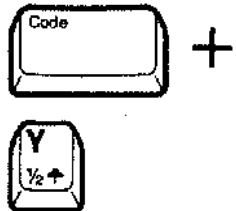
How to Type Subscripts and Superscripts

Typing Subscripts



1. Press and hold down **Code + H** ($\frac{1}{2}$ ↓).
 - The carrier is positioned one-half line below the typing line.
2. Type the subscript.
 - The carrier automatically returns to the typing line.

Typing Superscripts



1. Press and hold down **Code + Y** ($\frac{1}{2}$ ↑).
 - The carrier is positioned one-half line above the typing line.
2. Type the superscript.
 - The carrier automatically returns to the typing line.

Helpful Hints

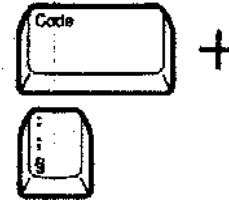
- To erase subscripts or superscripts manually:
 1. Space to the position where the subscript or superscript is typed.
 2. Press and hold down **Code + H** ($\frac{1}{2}$ ↓) or **Code + Y** ($\frac{1}{2}$ ↑).
 3. Press the **Correction** key.
 4. Type the subscript or superscript.
 - The subscript or superscript is erased.
 5. Press and hold down **Code + H** ($\frac{1}{2}$ ↓) or **Code + Y** ($\frac{1}{2}$ ↑) to type the correct subscript or superscript.
- It is not recommended to use **Code + U** (**UndIn**) while typing subscripts or superscripts.

Special Characters

How to Type These Special Characters

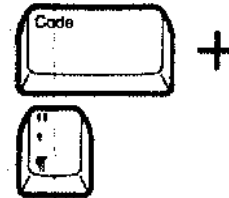
Section Symbol (§)

- Press and hold down **Code +**
- A § prints.



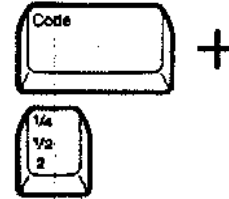
Paragraph Symbol (§)

- Press and hold down **Code +**
- A ¶ prints.



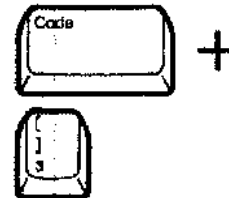
Superscript (²)

- Press and hold down **Code +**
- A superscript ² prints.



Superscript (³)

- Press and hold down **Code +**
- A superscript ³ prints.



Helpful Hints

To erase special characters manually:

1. Position the carrier at the special character.
2. Press the **Correction** key.
 - The printwheel spins.
3. Press and hold down **Code +** the special character.
 - The special character is erased.

Impression Control

Information

There are two impression control settings:

- Normal
- Heavy

The impression control is set to normal when you turn the typewriter on.

Use the impression control anytime you need a heavier impression.

How to Set the Impression Control

Changing the Impression to Heavy

Press and hold down **Code + Q**.



Returning the Impression to Normal

Press and hold down **Code + Q**.



Helpful Hints

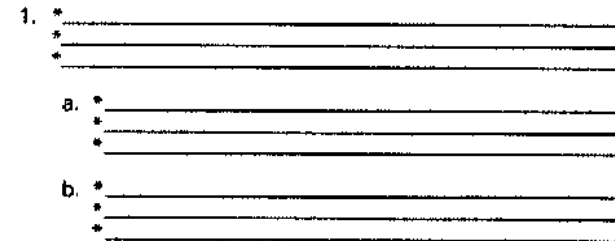
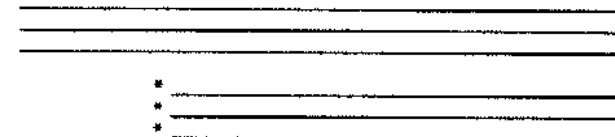
When the typewriter is turned off, the impression is reset to normal.

Indenting

Information

Use **Code + Tab (Indent)** to set a *temporary* left margin for indented lines. When you set a temporary left margin, you do not have to press **Tab** at the beginning of each indented line.

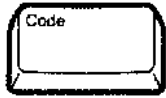
Here are examples of temporary left margins:



*Temporary Left Margin

How to Indent

Setting a Temporary Left Margin



+

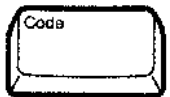


1. Type until you reach the *first* line of the indented lines.
2. Space or tab to move the carrier to the desired temporary left margin position.
3. Press and hold down **Code + Tab (Indent)** to set a temporary left margin.
 - The printwheel spins.
 - A temporary left margin is set.

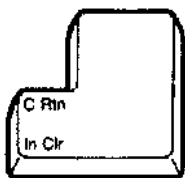
Typing

- Type the indented lines.
- If the **A Rtn** light is on, the carrier automatically returns to the temporary left margin.

Clearing the Temporary Left Margin



+



- When you finish typing the indented lines, press and hold down **Code + C Rtn (In Clr)**.
- The carrier returns to the original left margin.
 - The temporary left margin is cleared.

Practice

1. Set margins and tabs.

12 Pitch	or	10 Pitch
L Mar 12		L Mar 10
R Mar 42		R Mar 40
Tab at 17		Tab at 15

2. Type the first paragraph printed below.
3. Space or tab to position the carrier to type the indented (second) paragraph.
4. Set a temporary left margin (**Code + Tab**).
5. Type the indented paragraph.
6. Press and hold down **Code + C Rtn (In Clr)** to clear the temporary left margin.
7. Type the last paragraph.

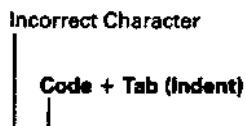
Your new IBM Typewriter is designed to make typing easier and more enjoyable.

For example, centering, underlining, and indenting are done automatically on this new typewriter.

Try using these new functions to help you with your work!

Helpful Hints

- To cancel a temporary left margin, press and hold down **Code + C Rtn (In Clr)**.
 - The **Correction** key will not cancel a temporary left margin.
- To erase other characters after setting or clearing a temporary left margin (as in the example below):



12. The world's first duel with

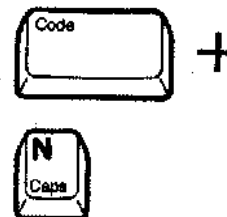
- Press **Backspace** until the carrier stops at the temporary left margin.
- Press **Mar Rel**.
- Press **Backspace** to position the carrier at the 2 (the incorrect character).
- Manually erase the 2 (the incorrect character), and then retype a 3.
- Press **Reloc** and continue typing.
 - The temporary left margin is still set.

Information

The **Caps** feature lets you type capital letters while typing numbers and lowercase punctuation without using the **Shift** or **Shift Lock** key.

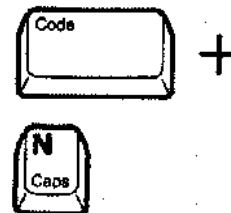
How to Turn Caps On and Off

Turning Caps On



- The **Shift Lock** light must be turned off.
 - If necessary, press **Shift** to turn the light off.
- Press and hold down **Code + N (Caps)**.
 - The printwheel spins.
 - All letters are typed in uppercase (capital letters).
 - All numbers and punctuation are typed in lowercase.

Turning Caps Off



- Press and hold down **Code + N (Caps)**.
- The printwheel spins.
 - All letters return to lowercase.

Helpful Hints

- The **Shift Lock** light must be turned off before **Caps** can be turned on.
- While **Caps** is turned on, press the **Shift** key to type uppercase symbols (on the numbers row) and uppercase punctuation marks.
- The **Caps** feature can be used only with the United States keyboard.

Decimal Tabulation

Information

Use the **Dec T** key to automatically align columns of numbers.

How to Type Columns with Decimal Tabs

Setting Up the Columns

Set *regular* tabs at the desired decimal point in each column as shown below.

Set Tab Here	Set Tab Here	Set Tab Here
234.56	456.79	1.3
2.87	20.13	.5

Typing the Columns



1. Start at the left margin.
2. Press **Dec T**.
 - The carrier moves to the first tab stop.
 - If you accidentally press **Tab** instead of **Dec T**, press the **Correction** key until the tab is erased, then press **Dec T**.
3. Type the numbers in the column and the decimal point.
 - The carrier moves back without printing.
 - The numbers print when you type the decimal point, or press **Dec T**, **Tab**, or **C Rtn**.
4. Type numbers or characters after the decimal point.
5. Press **Dec T** to move to the tab stop in the next column, or press **C Rtn** to return to the left margin.

Note: The decimal point may be a period or comma depending on the keyboard language selected for alternate language keyboards.

Decimal Tabulation

How to Type Columns without Decimals

Setting Up the Columns

Set *regular* tabs at the right edge of each column. See the example below.

Set Tab Here	Set Tab Here	Set Tab Here
26,745	87,453	873
387	3,498	34

Typing the Columns



1. Start at the left margin.
2. Press **Dec T**.
 - The carrier moves to the tab stop in the first column.
 - If you accidentally press **Tab** instead of **Dec T**, press the **Correction** key until the tab is erased, then press **Dec T**.
3. Type the numbers in the column.
 - The carrier moves back without printing.
 - The numbers print when you press **Dec T**, **Tab**, or **C Rtn**.
4. Press **Dec T** or **Tab** to move to the tab stop in the next column, or press **C Rtn** to return to the left margin.

Practice

1. Hold down **T Clr** and press **C Rtn** to clear all tabs.
2. Set margins and tabs.

12 Pitch	or	10 Pitch
L Mar 12		L Mar 10
Tabs 27, 42		Tabs 25, 40

3. Type the table below using the **Dec T** key to automatically align each column at the decimal point.

333.33	5,555.00
16,000.00	2.37
28.99	329.87

4. Type the table below using the **Dec T** key to automatically align columns without decimals.

38,765	7,658
976	229

Helpful Hints

- To cancel **Dec T** before the numbers print:
 1. Press the **Correction** key until the carrier stops moving forward.
 2. Press **Tab**, **Spacebar**, **Backspace** or **C Rtn**.
- When using a proportional spacing (PS) printwheel, always type the number 1 (on the numbers row). Never use the letter / for the number 1.
- After typing a number, always press **Tab**, **Dec T** or **C Rtn** to print the number before performing another operation (for example, making corrections on a previous line).

Helpful Hints

(continued)

- If columns *without* decimals contain additional information (for example, 3,865%):
 1. Use the **Dec T** key to align the numbers in the column (3,865).
 2. Press **C Rtn** or **Tab** to print the numbers.
 3. Press the **Correction** key to return the carrier to the right edge of the column.
 4. Type the additional information (%).
- To underline numbers in a column:
 1. Press **Dec T**.
 - The carrier moves to the first tab stop.
 2. Turn Underline on. (Press and hold down **Code + U**.)
 3. Type the number.
 - Type any leading blank spaces that appear before the number in the column if you want the space underlined.
 4. Turn Underline off. (Press and hold down **Code + U**.)
 5. Press **Dec T** to move to the next tab stop.
 6. Continue typing each number by repeating steps 1 through 5.
- To double underline numbers in a column:
 1. Use Underline while typing each number.
 - See the steps above "To underline numbers in a column."
 2. Press **C Rtn** after the last number.
 3. Turn Underline off. (Press and hold down **Code + U**.)
 4. Press **Paper Down** until the carrier is positioned one-half line below the first underline.
 5. Space to each column and manually type the second underline (**Shift + =**).

Backspace 1

Information

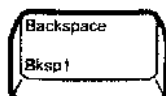
You have already learned that the **Backspace** key moves the carrier back one space. **Code + Backspace (Bksp 1)** moves the carrier back one *unit* of space when used with the **Code** key.

Use the one-unit backspace (**Bksp 1**) key when you want to insert an extra character in a word.

How to Use Backspace 1

Inserting an Extra Character

Look at the example below.

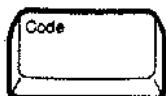


The letters should be
The letters should be

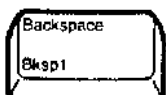
1. Position the printwheel pointer at the last character in the incorrect word. Look at the example below.

Position Printwheel Pointer Here

The letters should be



+



2. Press the **Correction** key until the incorrect word is erased.
3. Press **Code + Bksp 1** two or three times (for any pitch) to move the printwheel pointer back a fraction of a space.
4. Type the correct word.
5. Press **Reloc** and continue typing.

Practice

Type the following line. When you reach the stop typing and correct the word *should*. If you need help, use the instructions above.

The letters should be received by our

Erasing in Proportional Spacing (PS)

Information

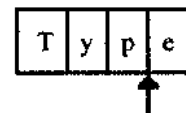
Complete this section (pages 3-21 to 3-24) only if you have a proportional spacing printwheel. Do not complete this section if you are using a 10-, 12-, or 15-pitch printwheel. If you need help changing the printwheel, see pages 5-8 to 5-10.

In proportional spacing (PS), you should erase the entire word containing an incorrect character. Erase the word from right to left, then retype the correct word.

When you are using a PS printwheel, think of each character arranged in a box. Each box is slightly larger than the character.

When erasing automatically or manually, position the printwheel pointer at the left edge of each incorrect character (the left edge of the character box). See sample printwheel pointer on page 2-6.

Example:



Position the printwheel pointer here to erase the e.

How to Erase Automatically in Proportional Spacing

Erasing Automatically

1. Use the **Backspace** key to position the printwheel pointer at the left edge of the *last* character in the word.
2. Press the **Correction** key.
 - The last character in the word is automatically erased.
 - If the character is *not* erased, you are outside the correction memory. The word must be erased manually.
3. Press the **Correction** key for each character until the entire word is erased.
4. Retype the correct word.
5. Press **Reloc**.

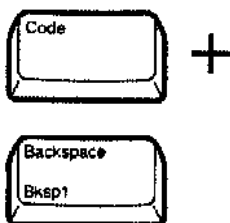
How to Erase Manually in Proportional Spacing

Erasing Manually

When erasing manually, hold down **Code** while you press **Backspace (Bksp 1)** to correctly realign the printwheel pointer at the incorrect character.

The carrier moves back one unit of space each time you press and hold down **Code** while you press the **Backspace** key.

1. Position the printwheel pointer at the left edge of the *last* character in the word.
 - Use **Spacebar**, **Backspace**, or **Code + Backspace (Bksp 1)**.
2. Press the **Correction** key.
 - The printwheel spins.
3. Type the last character in the word just like you typed it the first time.
 - The character is erased.
 - If the incorrect character is not completely erased, press and hold down **Code + Backspace (Bksp 1)** to reposition the printwheel pointer to the left edge of the incorrect character. Repeat steps 2 and 3.
4. Press the **Correction** key.
 - The printwheel spins and the carrier does not move.
5. Type the previous character in the word.
 - The carrier backs up and erases the previous character.
6. Repeat steps 4 and 5 for each character until the entire word is erased.
7. Type the correct word.



Practice

Type the following paragraph, line by line as printed below, including the circled errors. Do not remove the paper from your typewriter. Manually erase the incorrect word after you type the entire paragraph.

The world's first duel (thiw) typewriters was fought in Cincinnati, Ohio, in 1883. A Cincinnati, Louis Taub, challenged Frank McGurrian, a Salt Lake City court typist, to a contest consisting of 45 minutes of direct dictation and 45 minutes of copying. (*Do not press C Rtn.*)

1. Press **Paper Down** twelve times to move the carrier to the line with the incorrect word (the first line).
2. Press **Spacebar**, **Backspace**, or **Code + Backspace (Bksp 1)** to position the printwheel pointer at the left edge of the *w* in *thiw* (the last incorrect character in the word).
3. Press the **Correction** key.
 - The printwheel spins.
4. Type the incorrect character (*w*).
 - The *w* is erased.
 - If the incorrect character is not completely erased, press and hold down **Code + Backspace (Bksp 1)** to reposition the printwheel pointer to the left edge of the incorrect character. Repeat steps 2, 3 and 4.
5. Press the **Correction** key.
 - The printwheel spins, but the carrier does not move.
6. Type the incorrect character (*i*).
 - The carrier backs up and erases the *i*.
7. Repeat steps 5 and 6 to erase the *h* and *t*.
 - The entire incorrect word is erased.
8. Type the correct word.

Erasing in Proportional Spacing (PS)

Helpful Hints

- When erasing manually, you only need to position the printwheel pointer at the left edge of the *last character in the word*. After you erase the last character, pressing the **Correction** key and typing the previous character automatically moves the carrier and erases the previous character.
- Always erase a word from right to left, then type the correct word.
- If the incorrect character is not completely erased, press and hold down **Code + Backspace (Bksp 1)** to reposition the printwheel pointer at the left edge of the incorrect character.
- When erasing in PS (within the correction memory) your typewriter remembers approximately the last 100 characters you type.

Alternate Keyboard

Information

Complete this section (pages 3-25 to 3-46) *only* if you have a printwheel for other languages or special applications (Library or Trilingual).

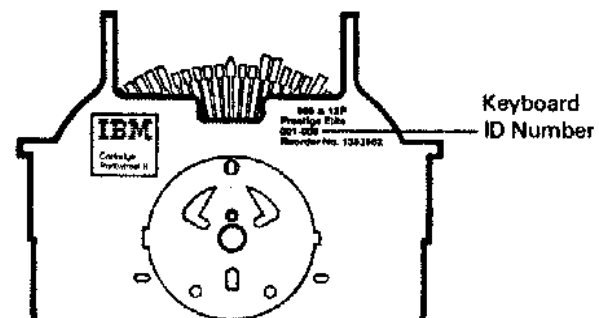
Your typewriter has primary and alternate keyboards. You have already been using your primary keyboard.

- The primary keyboard lets you type in your home language. Your typewriter automatically sets your primary keyboard to match the keybuttons on your typewriter.
- Alternate keyboards let you type in another language (for example, French), or special applications (for example, Library or Trilingual) when used with the appropriate printwheel.

Keyboard/ Printwheel Identification Numbers

Each printwheel for alternate keyboards contains characters other than those printed on your typewriter keybuttons. You can access characters of an alternate keyboard by typing a keyboard change called a keyboard identification (ID) number.

The keyboard ID is printed on all printwheels. When more than one set of numbers is printed, the first number is the keyboard ID, for example, 001-008. The keyboard ID for the United States keyboard is 001 or 1. Look at the example below.



See the list on page 3-31 for alternate keyboard ID numbers.

Information

You can select alternate keyboards for other countries (for example, France and Spain), or special applications (for example, Library and Trilingual). These keyboard ID numbers are listed on page 3-31.

How to Use Alternate Keyboards

Using the Alternate Keyboards

1. Select a keyboard and keyboard ID number for a country or special application.
 - Alternate keyboard charts are printed on pages 3-32 to 3-46.
2. Insert the country or special application printwheel.
 - The ID number on the keyboard list should match the number on your printwheel.
3. Press and hold down **Code** while you type **X (Lang)** and the keyboard ID, for example: **Code + X + 251**.
 - The **Language** light comes on.
 - The keyboard is changed to the alternate keyboard.
4. Find the keyboard chart that matches your keyboard ID.
 - Keyboard charts are on pages 3-32 to 3-46.
 - Place the chart near your typewriter.
 - Use the keyboard chart to locate the character you want to type.
5. When you finish typing in the alternate keyboard, press and hold down **Code + X (Lang)**.
 - The **Language** light goes off.
 - The keyboard returns to the primary keyboard.
6. Reinstall your primary 001 printwheel.



+



+

Keyboard ID Number



+



Information

Sometimes you may want to type accent marks, universal symbols, or Latin and Greek characters using the Latin Supplemental keyboard, ID 099. You must tell your typewriter that you are typing alternate language characters by turning on the **Language (Lang)** light.

How to Use the Latin Supplemental Keyboard

Using the Latin Supplemental Keyboard

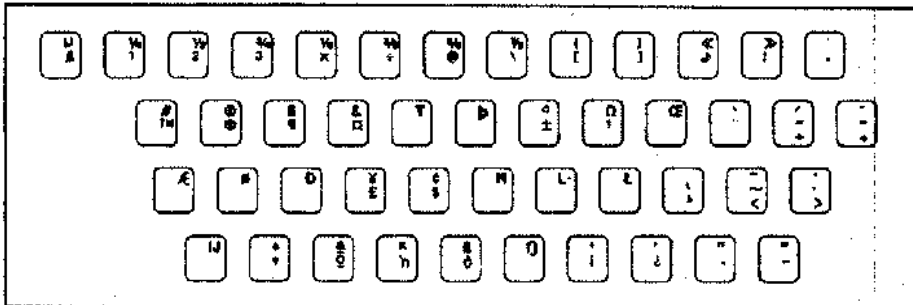
1. Insert a printwheel with an ID 099.
2. Hold down **Code** while you press **X (Lang)**.
 - The **Language (Lang)** light comes on.
 - The printwheel spins.
 - The keyboard is changed to a Latin Supplemental keyboard.
3. Use the Latin Supplemental keyboard chart below to locate the characters you want to type.
4. When you finish typing in the Latin Supplemental keyboard, hold down **Code** while you press **X (Lang)**.
 - The **Language** light goes off.
 - The printwheel spins.
 - The keyboard returns to the primary keyboard.
5. Remove the 099 printwheel and install the 001 primary printwheel.
 - Be sure to press **Code** when you install the printwheel and make any print position adjustments using **Bksp 1**, **Backspace**, or **Spacebar**.
 - The printwheel spins.



+



+



Helpful Hints

- If you are using the primary keyboard, your typewriter automatically sets the keyboard to match the keybuttons on your typewriter keyboard.
 - You do not have to type the keyboard ID 001. However, be sure you have a printwheel ID 001 in your typewriter.
- To type in alternate keyboards for accent marks, universal symbols, or Latin and Greek characters only, use the Latin Supplemental keyboard and printwheel 099.
 1. Select keyboard ID 099 (Latin Supplemental).
 2. Select the matching printwheel (ID 099).
 3. Press **Code + X**.
 - You do not have to type the keyboard ID 099. However, be sure you have a printwheel ID 099 in your typewriter.
 4. When you finish typing, press **Code + X** to turn the **Language** light off.
- To type in alternate keyboards for other languages or special applications:
 1. Select the keyboard and ID number.
 2. Select the matching printwheel (same number as keyboard ID).
 3. Press **Code + X + ID** number.
 4. When you finish typing, press **Code + X** to turn the **Language** light off.
- When typing an alternate keyboard ID, use the numeric keys to type the one (1) and the zero (0).
- Always make sure the **Language** light is off when you are not typing in alternate keyboards.

Helpful Hints (continued)

- If you are storing jobs using alternate keyboards, type a stop code at the point where you want to change the printwheel to type in another language.
 - When you play back the job, playback will stop at the point where you want to change the printwheel and the keyboard ID number.

Note: You will learn how to store and play back jobs in the next section.
- Many alternate keyboards contain accent marks which are dead keys. Dead keys print without advancing the carrier to the next space. To type accent marks over alphabetic characters:
 1. Type the accent mark first.
 - If the accent mark is a dead key, the carrier will not advance to the next space.
 2. Type the alphabetic character.
- The alternate keyboard charts show some keybuttons with three characters. To access the third (bottom) character, see page 3-9.

Information

The keyboard for each country and special application has an identification number. The list on page 3-31 shows the name of the country and special application printwheels and their keyboard identification (ID) numbers.

For a complete list of available tpestyles for your alternate keyboard countries, see "Ordering Procedures" in the Reference section.

See page 5-17 for a list of printwheel tpestyles and pitches available for use with your primary keyboard.

Note: Alternate keyboards have some key-buttons with three characters. To access the third (bottom) character, see page 3-9.

Use the keyboard charts on pages 3-32 to 3-46 to type symbols, accent marks, and characters in another language.

Keyboards of Other Countries

Name	Printwheel and Keyboard ID
Argentina	35
Australia	1
Austria	29
Belgium	251
Bulgaria	227
Canada (Bi-Lingual)	39
Canada (English)	37
Czechoslovakia (Czech)	83
Czechoslovakia (Slovak)	85
Denmark	59
Finland	53
France	251
Germany (East)	34
Germany (West)	29
Greece (Greek)	219
Greece (Latin)	207
Hong Kong	119
Hungary	109
Iceland	97
Italy	41
Japan (English)	69
Japan (Katakana)	221
Latin America (Spanish)	25
Netherlands	43
New Zealand	1
Norway	55
Poland	213
Portugal	63
Rumania	217
South Africa	81
Spain	70
Sweden	53
Switzerland (French)	49
Switzerland (German)	51
Turkey	79
United Kingdom	67
United States (English)	1
USSR	231
Yugoslavia (Cyrillic)	225
Yugoslavia (Latin)	233

Keyboards for Special Applications

Latin Supplemental	99
Library	111
Trilingual	113

Alternate Keyboard Charts

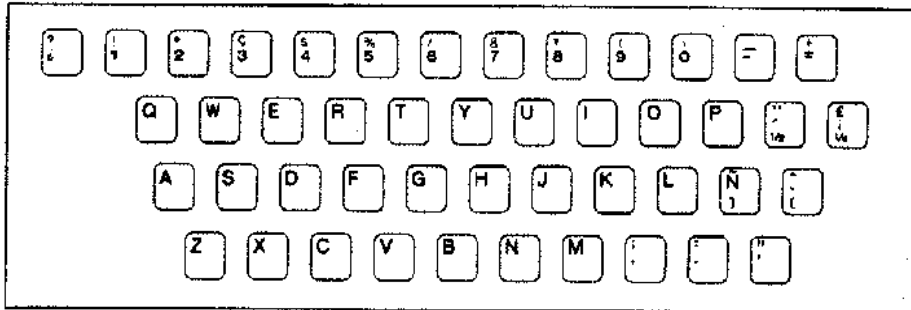
Information

The following keyboard charts show the keyboard ID numbers and the character locations. These keyboards are available for your IBM WHEELWRITER 5 Typewriter.

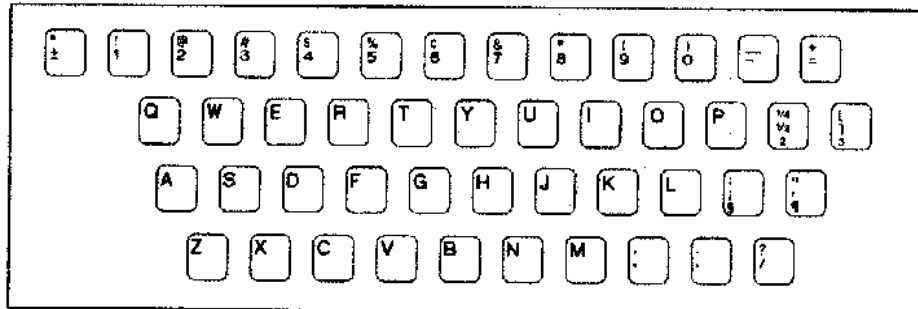
Refer to page 3-31 for an alphabetical list (by country name) of these keyboards.

Countries

Argentina
Keyboard ID 35

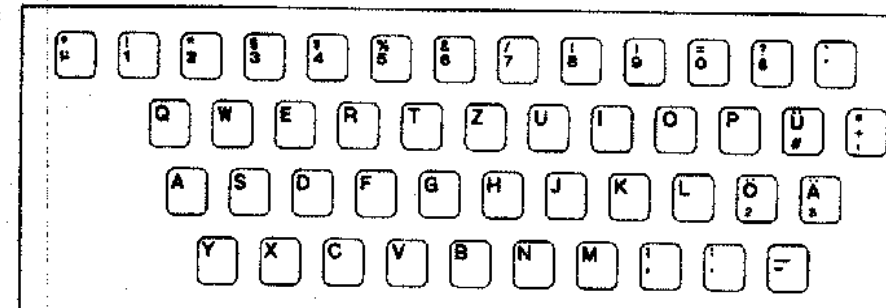


Australia
Keyboard ID 1

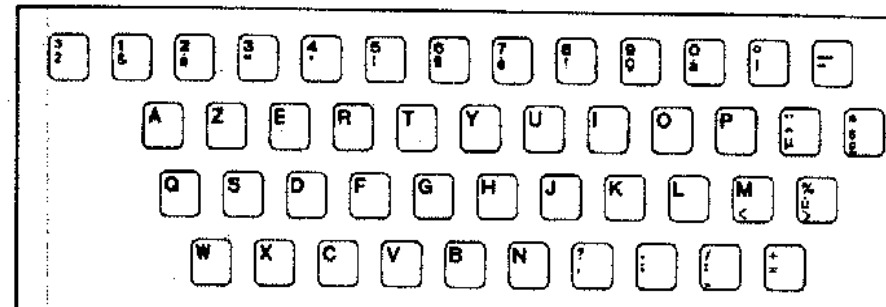


Alternate Keyboard Chart

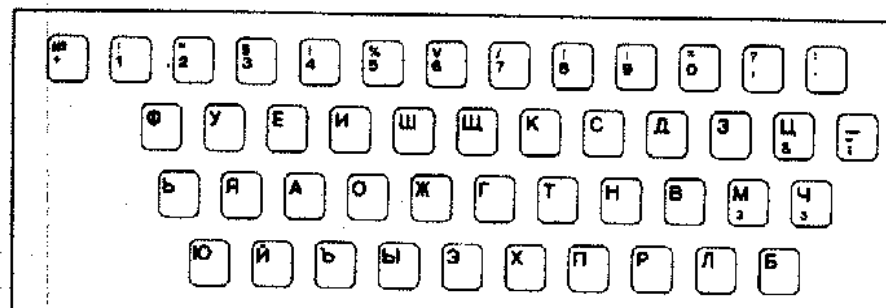
Austria
Keyboard ID 29



Belgium
Keyboard ID 251

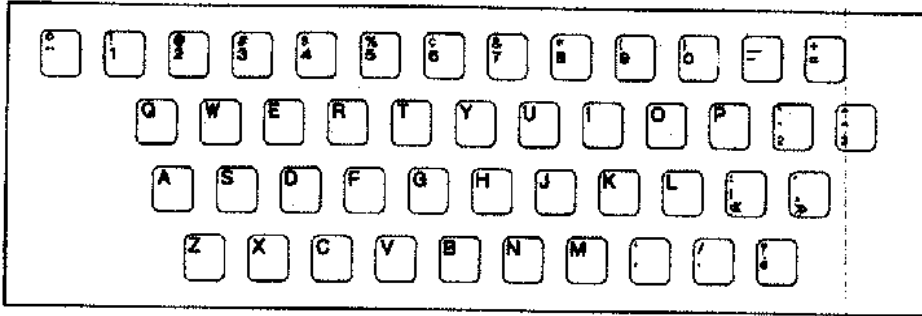


Bulgaria
Keyboard ID 227

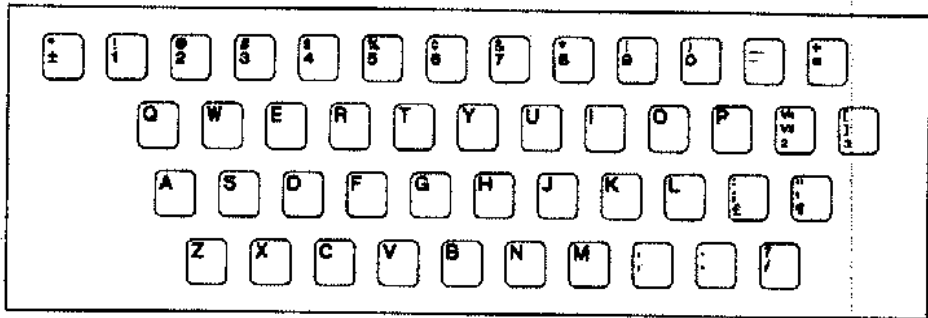


Alternate Keyboard Charts

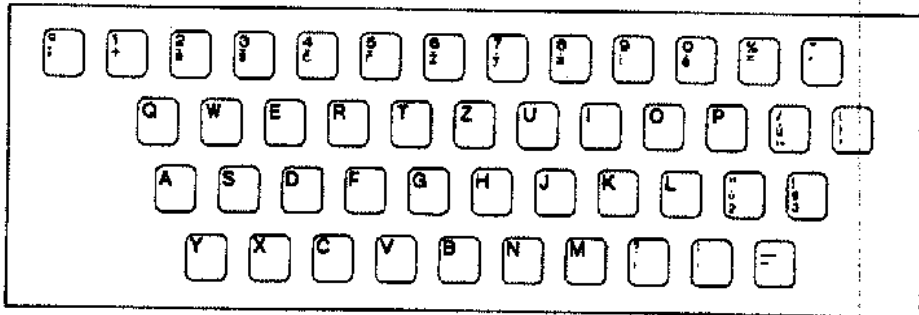
Canada (Bi-Lingual)
Keyboard ID 39



Canada (English)
Keyboard ID 37

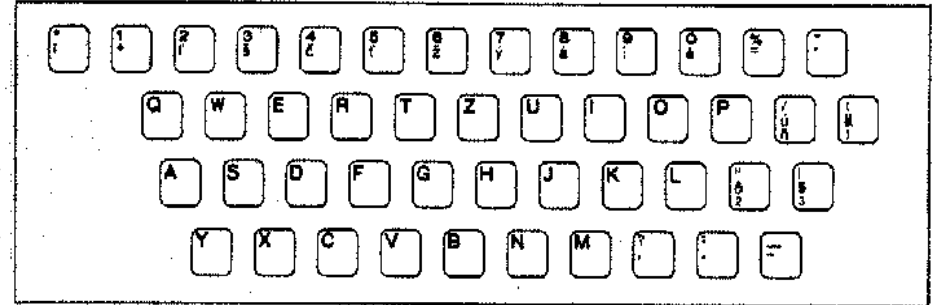


Czechoslovakia (Czech)
Keyboard ID 83

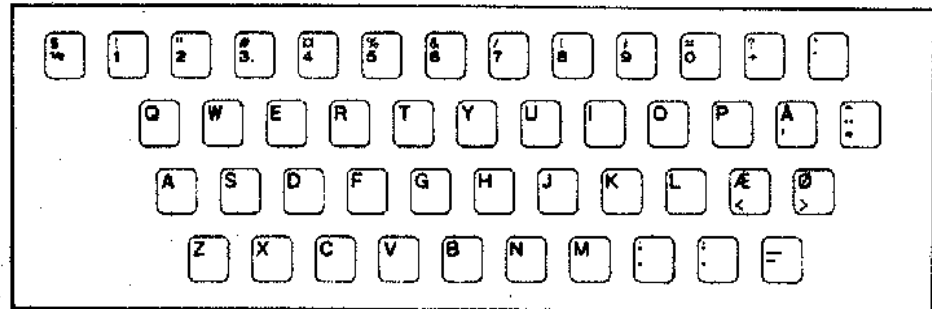


Alternate Keyboard Charts

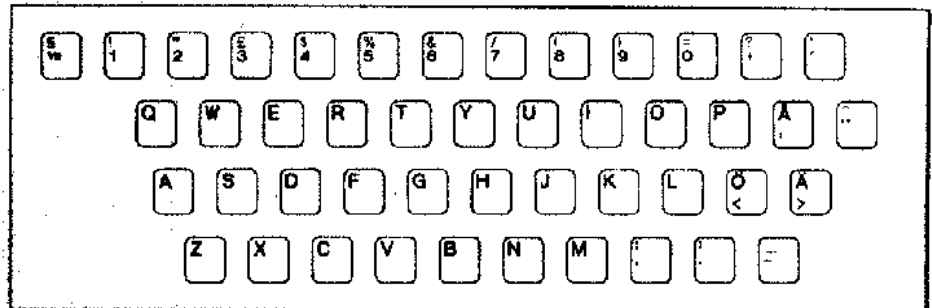
Czechoslovakia (Slovak)
Keyboard ID 85



Denmark
Keyboard ID 59

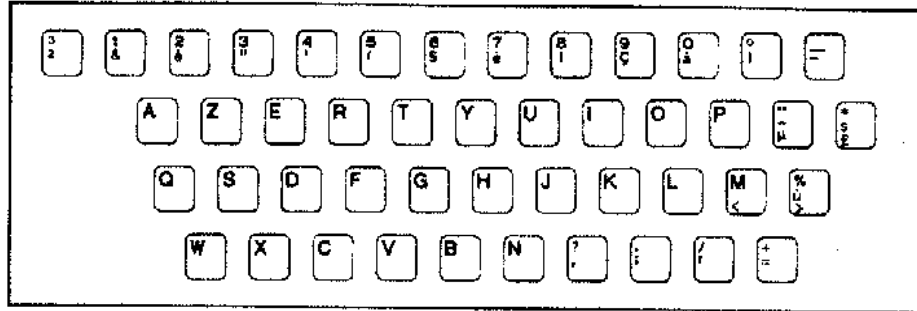


Finland
Keyboard ID 53

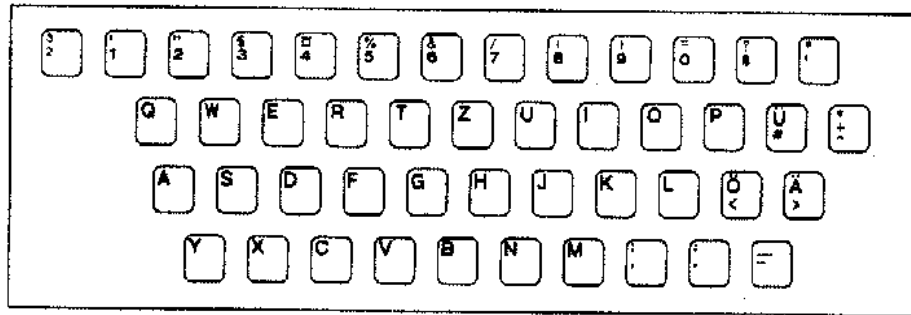


Alternate Keyboard Charts

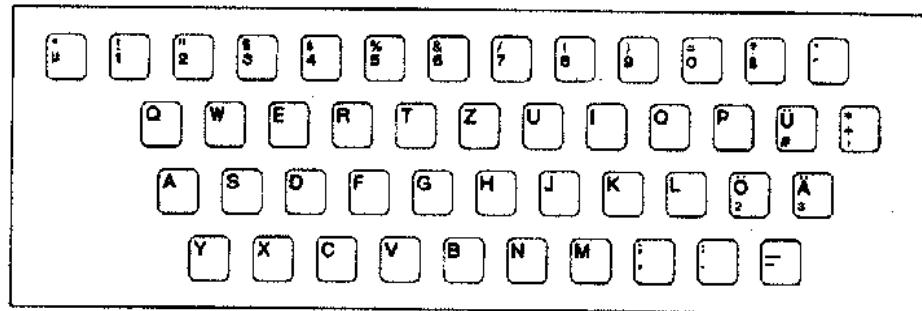
France
Keyboard ID 251



Germany (East)
Keyboard ID 34

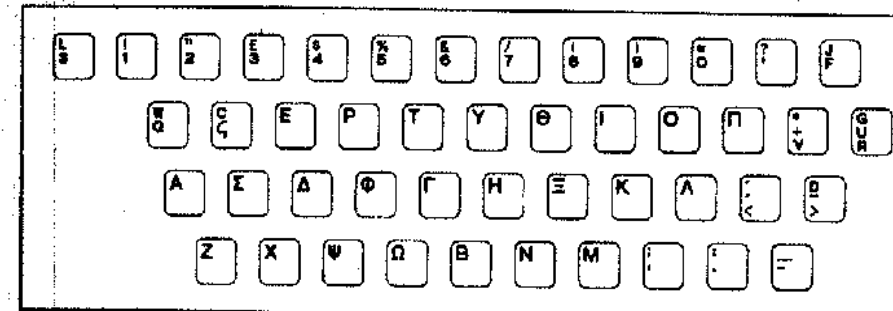


Germany (West)
Keyboard ID 29

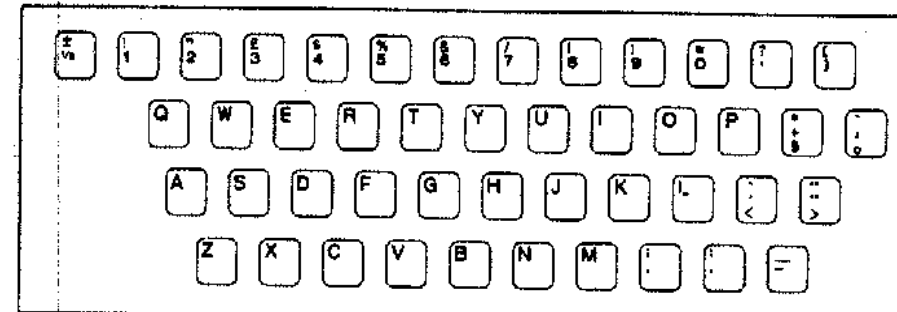


Alternate Keyboard Chart

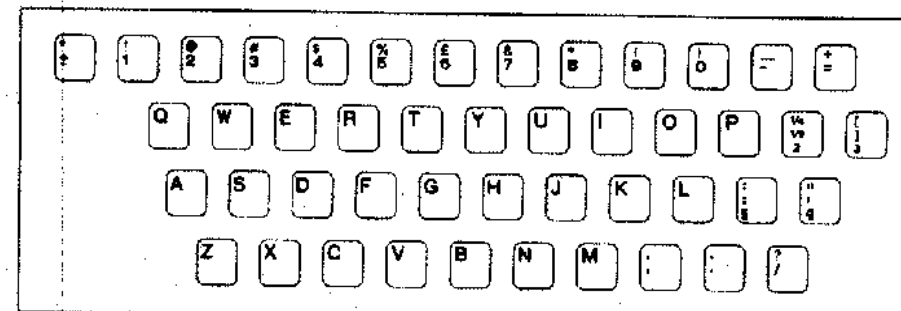
Greece (Greek)
Keyboard ID 219



Greece (Latin)
Keyboard ID 207

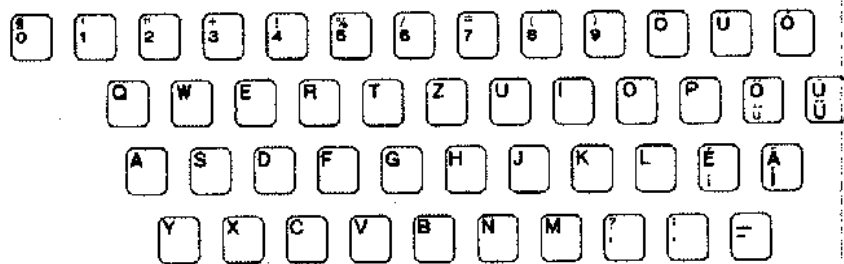


Hong Kong
Keyboard ID 119

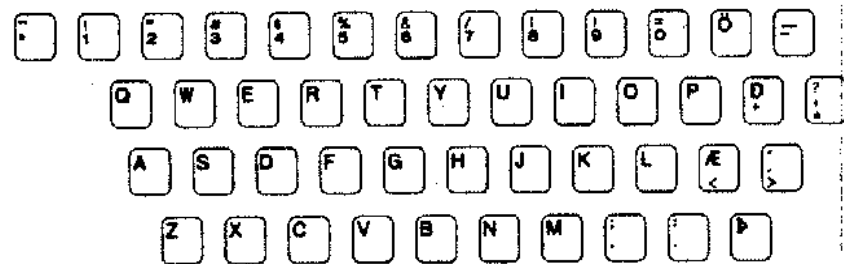


Alternate Keyboard Charts

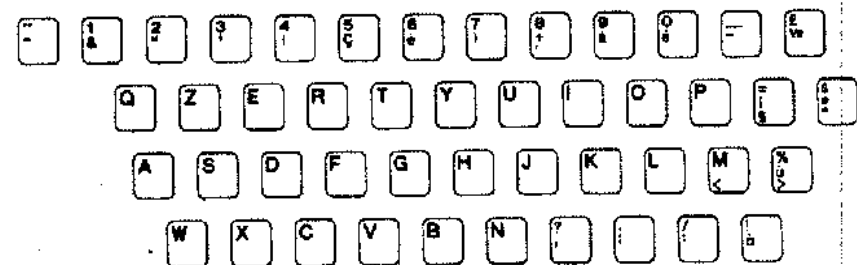
Hungary
Keyboard ID 109



Iceland
Keyboard ID 97

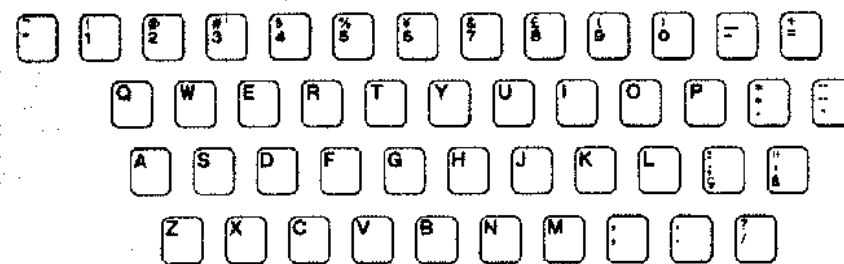


Italy
Keyboard ID 41

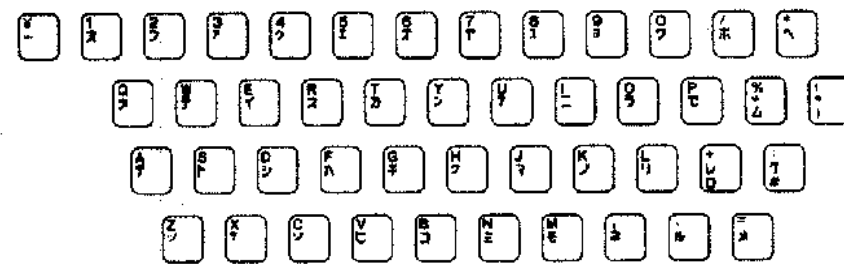


Alternate Keyboard Charts

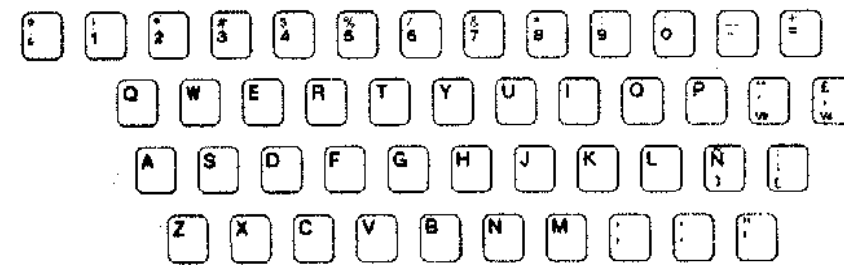
Japan (English)
Keyboard ID 69



Japan (Katakana)
Keyboard ID 221

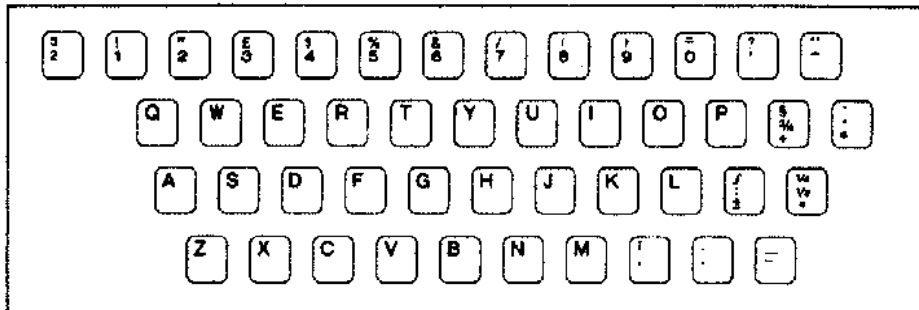


Latin America (Spanish)
Keyboard ID 25

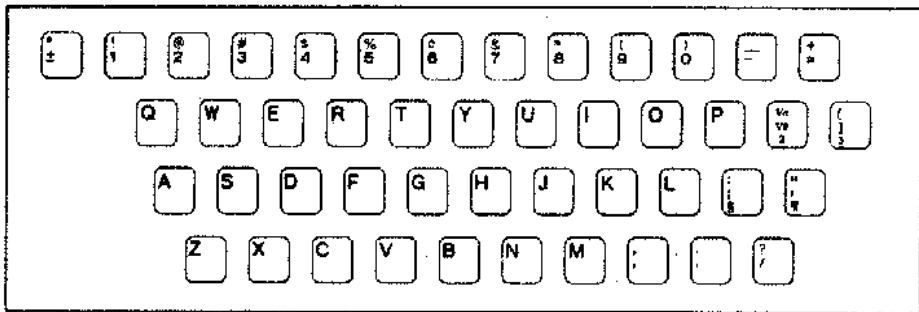


Alternate Keyboard Charts

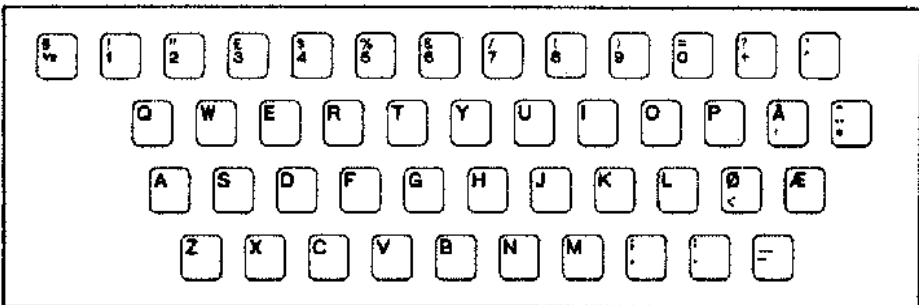
Netherlands
Keyboard ID 43



New Zealand
Keyboard ID 1

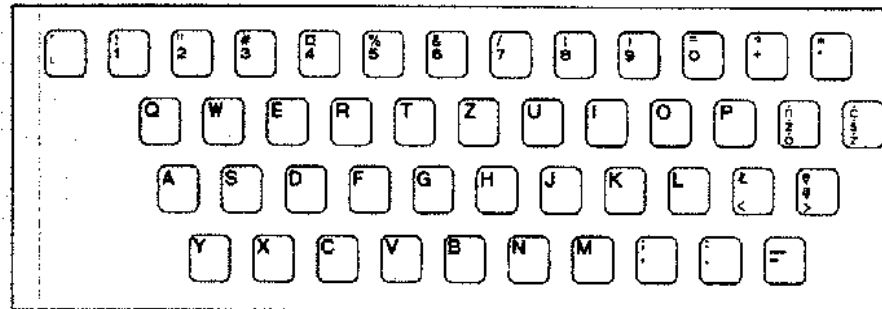


Norway
Keyboard ID 55

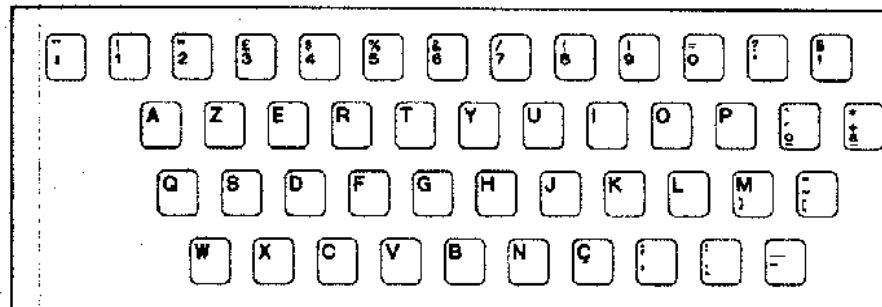


Alternate Keyboard Chart

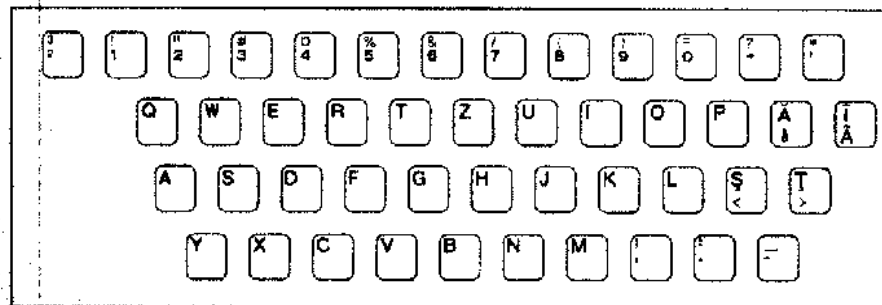
Poland
Keyboard ID 213



Portugal
Keyboard ID 63

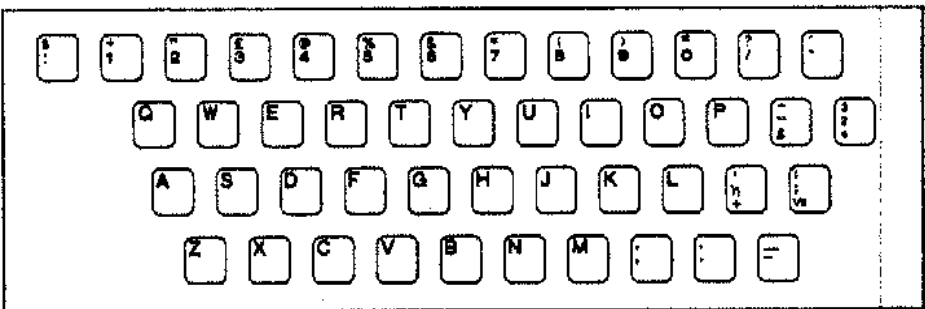


Rumania
Keyboard ID 217

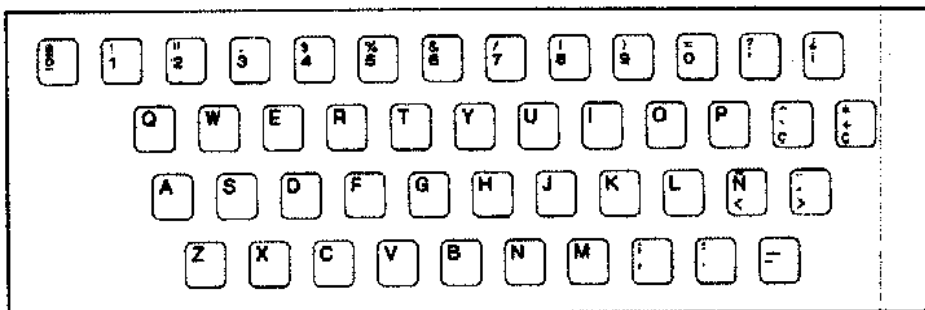


Alternate Keyboard Charts

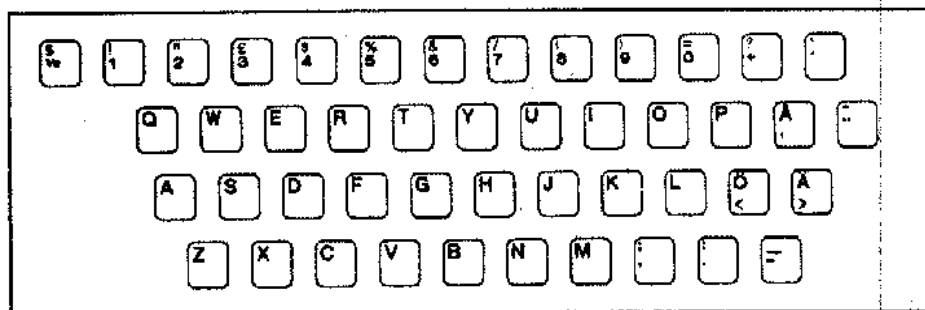
South Africa
Keyboard ID 81



Spain
Keyboard ID 70

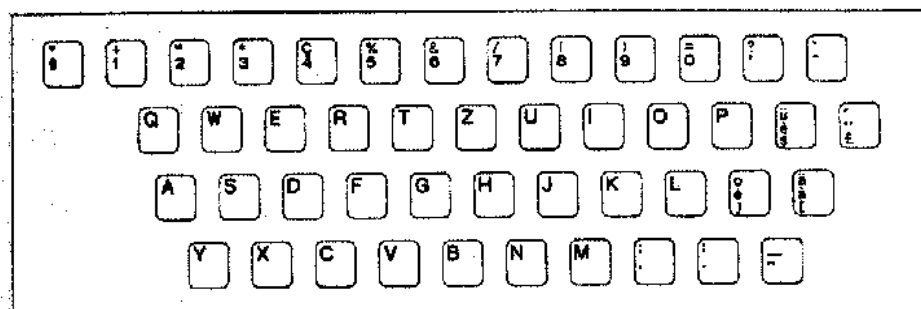


Sweden
Keyboard ID 53

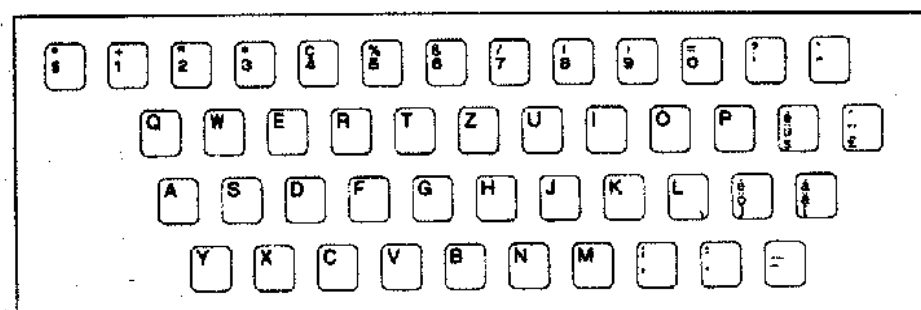


Alternate Keyboard Charts

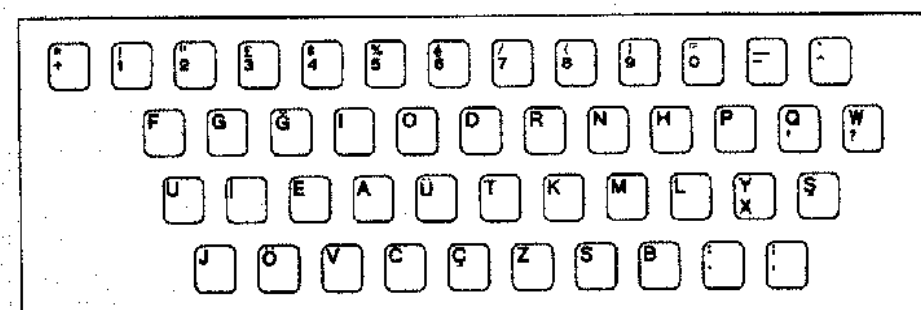
Switzerland (French)
Keyboard ID 49



Switzerland (German)
Keyboard ID 51

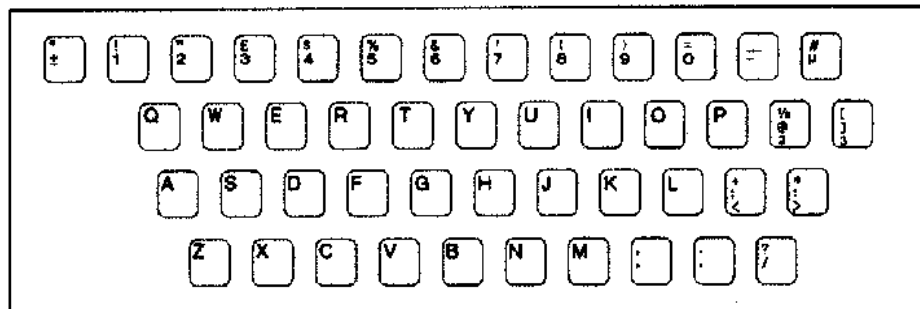


Turkey
Keyboard ID 79

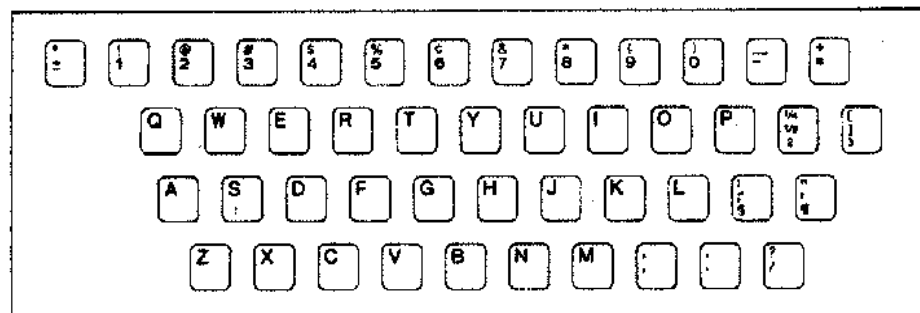


Alternate Keyboard Charts

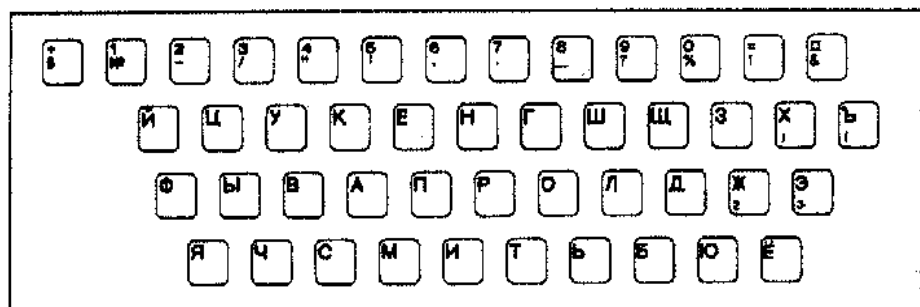
United Kingdom
Keyboard ID 67



United States
Keyboard ID 1

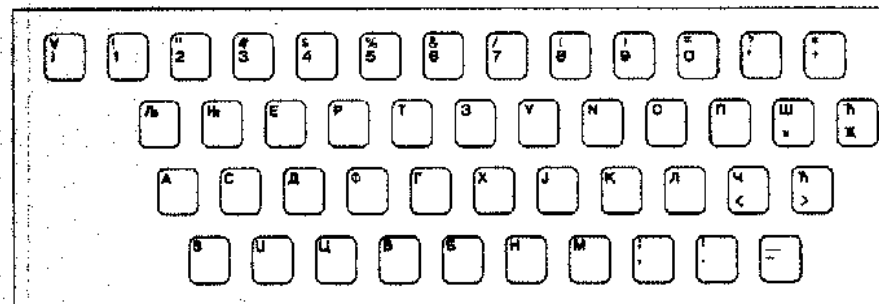


USSR
Keyboard ID 231

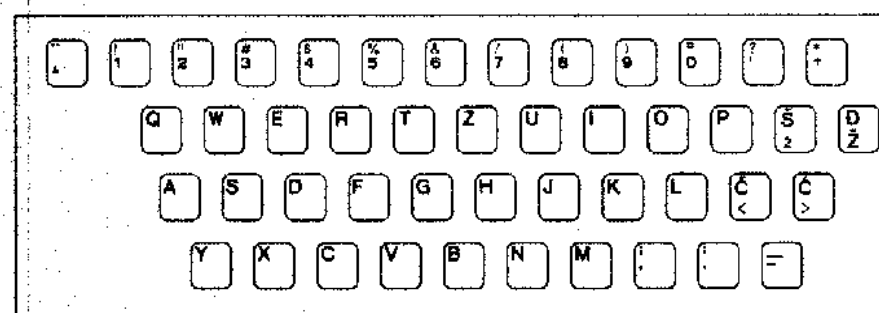


Alternate Keyboard Chart

Yugoslavia (Cyrillic)
Keyboard ID 225



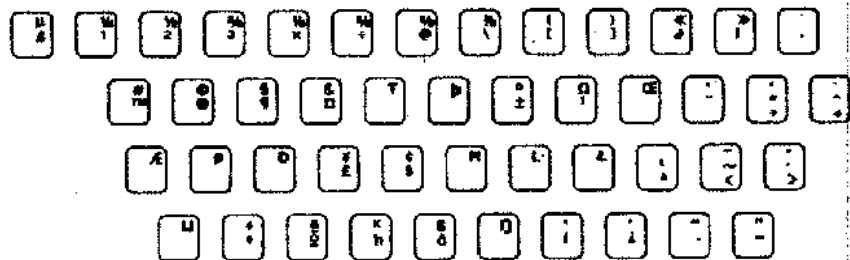
Yugoslavia (Latin)
Keyboard ID 233



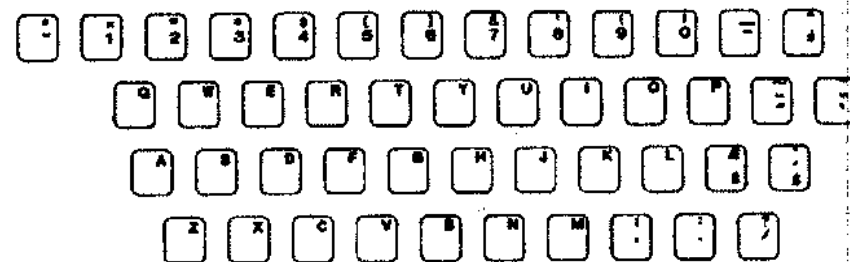
Alternate Keyboard Charts

Special Applications

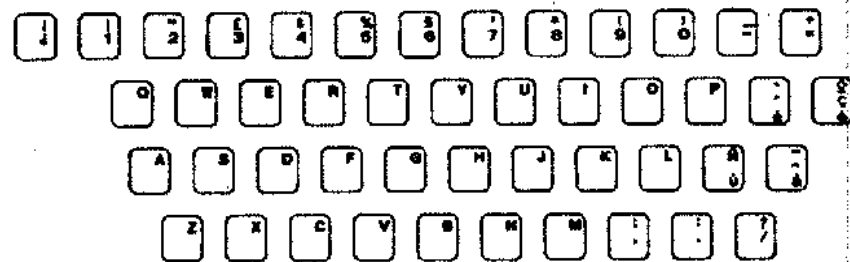
Latin Supplemental
Keyboard ID 99



Library
Keyboard ID 111



Trilingual
Keyboard ID 113



Information

Your IBM WHEELWRITER 5 Typewriter can store approximately 7,000 characters. There are up to 99 storage areas available. You can store information in individual storage areas until the total storage capacity (approximately 7,000 characters) is used.

The information you store is called a job. A job can be a word, line, sentence, paragraph, page, or several pages. Some specific examples of a job may be a letter, will, statistical report, or the current date.

Storing jobs allows you to:

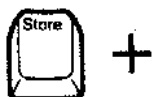
- Play back information that you use frequently; for example, names, addresses, and paragraphs in a letter.
- Play back copies of letters or other jobs without retyping the entire job.
- Make changes to your letters or documents without retyping the entire job.

The storage capacity of the typewriter is approximately four average letters. You store a job in your typewriter similar to the way you store letters or reports in a file cabinet.

Your typewriter uses batteries to save stored information when the typewriter is turned off. Keep batteries installed at all times and replace them once a year. See pages 5-11 to 5-14 in the Reference section.

How to Store a Job

Opening Storage



the number
(1 through 99)

- Always prepare your typewriter *before* you open storage:
 - Insert paper; install the desired printwheel; set margins, tabs, and line space.
- Press and hold down **Store** while you type the number where you want to store the job.
 - You may type any number (1 through 99).
 - Always use the number 7 (one) on the top row, not the *L* to type a number.
 - The **Store** light comes on. This tells you that storage is open.
 - The **A Rtn** light comes on.
 - The carrier returns to the left margin but the paper does not move up.
 - The printwheel spins.
- Write down the number of the storage area you are using on your paper or on a log sheet. (See pages 4-18 and 4-19 for a sample storage log.)

Typing into Storage

Type your job.

- Let the carrier return automatically at the end of each full line of typing.
- Use the **Correction** key to erase any incorrect characters, spaces, or carrier returns you notice immediately.

Note: You cannot use manual erase to correct errors while storing a job. You will learn how to revise a stored job later.

Closing Storage



Press and release **Store**.

- The carrier returns to the left margin.
- The **Store** light goes off and the storage area is closed.
- The **A Rtn** light stays on.
- The printwheel spins.

Practice

- Insert paper; install the desired printwheel; and set margins, tabs, and line space.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 74		R Mar 70

- Store the following paragraph, leaving the **A Rtn** light on.
 - Correct only the errors that you notice immediately.
- Remember, be sure to press **Store** to close the storage area at the end of the paragraph.

Store + the number:

The Central School District has been granted funds to establish a Demonstration Center to serve this entire area. On behalf of our staff, I would like to extend a formal invitation to you to visit our facilities. **Store**

Helpful Hints

- Always set margins and tabs *before* you begin storing a job.
- Do not change margins *while* storing a job.
- If you plan to change to a printwheel in a different pitch while storing a job, be sure to set the same margins and tabs for both printwheels *before* you begin storing the job.
- Do not try to use manual erase while storing a job.* The typewriter backspaces when you press the **Correction** key outside the correction memory.
- Use the **Correction** key to erase incorrect characters or unwanted spaces and carrier returns you notice immediately.
 - You will learn how to revise a stored job later in this section.
- Always press **Store** to close storage when you finish typing a job.

Playing Back a Stored Job

How to Play Back a Stored Job

Beginning Playback



the number
(1 through 99)

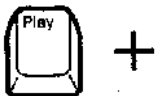
1. Insert paper. Install the same pitch print-wheel and set the same margins, tabs, and line space you used when you stored the job.
 - Be sure the **A Rtn** light is on.
 - Be sure the carrier is positioned at the point where you want playback to begin.
2. Press and hold down **Play + the number** where you stored the job.
3. Release the keys.
 - Playback begins immediately.

Stopping Playback

Press any key and release it. For example, the **Spacebar**, **Play** or **Correction** key, or *any* key on your typewriter will stop playback.

- Playback stops immediately.

Playing Back One or More Characters



Spacebar

Press **Play + Spacebar**.

- One character prints each time you press and release the **Spacebar** while holding down **Play**.
- Characters keep printing if you hold down the **Spacebar** while you hold down **Play**.

Continuing Playback



Press and release **Play**.

- The typewriter prints the rest of the job.

Playing Back a Stored Job

Practice

1. Insert paper. Install the same pitch print-wheel and set the same margins, tabs, and line space you used when you stored the job.
2. Play back the job you stored earlier.
 - You can play back the job as many times as you wish.
 - a. Press **C Rtn** to position the carrier at the left margin.
 - b. Press **Play + the number** where you stored the job.
 - c. Practice starting, stopping, and playing back one character at a time.

Helpful Hints

- If you are playing back a job and want to start from the beginning, press **C Rtn** to position the carrier at the left margin, then press **Play + the number**.
- A job can be played with the **Automatic Carrier Return (A Rtn)** light on or off. The **A Rtn** light stays on until you turn it off.

When the **A Rtn** light is *on* during playback:

- The typewriter automatically ends the lines according to the present margins set in the typewriter. If a word extended past the right margin when you originally typed it, it may be printed on the next line during playback.
- If you press **C Rtn** before your typewriter beeps at the right margin, the typewriter will return at that point during playback.

When the **A Rtn** light is *off* during playback your job plays back line for line as you typed it.

- Corrections made while playing back with the **Store** light off are *not* corrected in the stored job. The corrections will not appear the next time you play back the job.
- When complex jobs are stored in PS and played back in 10, 12, or 15 pitch, they may not play back properly spaced characters or underlines.

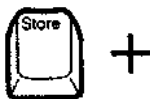
Information

You have just learned to play back a stored job with storage closed (**Play + the number**).

You will learn another way to play back a stored job with storage open (**Store + the number**). Storage must always be open if you want to add, remove or replace words in a stored job.

How to Add a Word in a Stored Job

Opening Storage



the number
(1 through 99)

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press and hold down **Store + the number** (1 through 99) where you stored the job.
3. Release the keys.
 - The carrier returns to the left margin.
 - The **Store** light comes on.
 - The **A Rtn** light comes on.
 - The printwheel spins.

Playing Back



Spacebar

1. Press and release **Play** to begin playback.
2. Press **Play** or any key to stop playback one or two words before the point where you want to add the word.
3. Hold down **Play** while you press and release the **Spacebar**. Play back one character at a time to reach the point where the word is to be added.
 - If you played too far, use the **Correction** key to erase the characters. Remember what you erase so you can retype the characters later.

Adding a Word

1. Type the word plus one space after it.
 - Also retype any words that you erased if you played too far.
2. Press **Play + Spacebar** to make sure the next character plays back correctly.

Continuing Playback



Press and release **Play** to print the rest of the job or to reach the next point to add a word.

Closing Storage



Press and release **Store**.

- The carrier returns to the left margin.
- The **Store** light goes off and storage is closed.
- The **A Rtn** light stays on.
- The printwheel spins.

Practice

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press **Store + the number** where you stored the Central School District job.
 - Leave the **A Rtn** light on.
3. Press **Play** to play back through the space after the word *Demonstration*, then type *Training* plus a space.
 - Use the **Correction** key to erase any characters if you played too far to insert the word. Remember the characters you erased because you will have to retype them after you add the word *Training*.
4. After adding the word *Training*, press **Play + Spacebar** to make sure the next character plays back correctly.
 - When you add a word to a job, the words in storage move over as you add the information. You are not typing over anything.
5. Press **Play** to play back the remainder of the job.
6. Always end a job by pressing **Store**.
 - This closes the storage area.

How to Remove a Word in a Stored Job

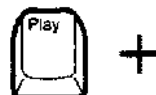
Opening Storage



the number
(1 through 99)

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press and hold down **Store** + the number where you stored the job.
3. Release the keys.
 - The carrier returns to the left margin.
 - The **Store** light comes on.
 - The **A Rtn** light comes on.
 - The printwheel spins.

Playing Back



Spacebar

1. Press and release **Play** to begin playback.
2. Press and release **Play** or any key to stop playback one or two words before the point where the word is to be removed.
3. Press and hold down **Play** while you press and release the **Spacebar** until the last character in the word and the space you want to remove print on your paper.

Removing a Word

1. Press the **Correction** key to erase the word and the space following the word from your paper.
 - The word is automatically being erased from storage and your paper at the same time.
2. Press **Play** + **Spacebar** to make sure the next character plays back correctly.

Continuing Playback



Press and release **Play** to print the rest of the job or to reach the next point to remove a word.

Closing Storage



Press and release **Store**.

- The carrier returns to the left margin.
- The **Store** light goes off and storage is closed. The **A Rtn** light stays on.
- The printwheel spins.

Practice

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
 - See if your line endings match the printed copy below. If not, mark the changes on your copy.
2. Press **Store** + the number where you stored the Central School District job.
 - Leave the **A Rtn** light on.
3. Press **Play** to play back through the space after the word *Training*.
4. Press the **Correction** key to erase the word *Training* and the space after it. (The space is erased first.)
5. Press **Play** to play back the rest of the document.
6. Remember, press **Store** to end the job and close storage.

Store + the number
Play

The Central School District has been granted funds to establish a Demonstration Training Center to serve this entire area. On behalf of our staff, I would like to extend a formal invitation to you to visit our facilities. **Store**

Helpful Hints

- Be sure the **Store** light is on when adding or removing a word from a stored job.
- Use the **Correction** key to remove unwanted tabs, carrier returns, and spaces from a stored job.
- If you play back too far and play into the next line, press the **Correction** key to erase back to the previous line. Be sure to remember what you erase so that you can retype the characters later.

How to Replace a Word in a Stored Job

Opening Storage



the number
(1 through 99)

1. Insert paper. Install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press and hold down **Store** + the number where you stored the job.
3. Release the keys.
 - The carrier returns to the left margin.
 - The **Store** light comes on.
 - The **A Rtn** light comes on.
 - The printwheel spins.

Playing Back



Spacebar

1. Press and release **Play** to begin playback.
2. Press and release **Play** or any key to stop playback one or two words before the point where the word is to be replaced.
3. Press and hold down **Play** while you press and release the **Spacebar** until the last character in the word and the space you want to replace print on your paper.

Replacing a Word

1. Press the **Correction** key to erase the word and the space following the word from your paper.
 - The word is automatically erased from storage and your paper at the same time.
2. Type the new word plus a space.
3. Press **Play** + **Spacebar** to make sure the next character plays back correctly.

Continuing Playback



Press and release **Play** to print the rest of the job or to reach the next point to replace a word.

Closing Storage



Press and release **Store**.

- The carrier returns to the left margin.
- The **Store** light goes off and storage is closed.
- The **A Rtn** light stays on.
- The printwheel spins.

Practice

1. Insert paper, install the same pitch printwheel and set the same margins, tabs, and line space you used when you stored the job.
2. Press **Store** + the number where you stored the Central School District job.
 - See if your line endings match the sample below. If not, mark the changes on your copy.
3. Press **Play** to play back through the space after the word *formal*.
4. Press the **Correction** key to erase the word *formal* and the space after it. (The space is erased first.)
5. Type the word *personal* plus a space.
 - Press **Play** + **Spacebar** to be sure the next character plays back correctly.
6. Press **Play** to play back the remainder of the job.
7. Press **Store** to close storage.

Store + the number
Play

The Central School District has been granted funds to establish a Demonstration Center to serve this entire area. On behalf of our staff, I would like to extend a formal invitation to you to visit our facilities. Store

Syllable and Permanent Hyphens at the Right Margin

Information

A syllable hyphen is used to divide a word that is too long at the right margin. If the hyphenated word does not fall at the right margin during playback, the hyphen will be automatically dropped. Look at the following example.

Our credit department has reviewed your application.

Some hyphens are permanent parts of words; they must always be there. Permanent hyphens followed by a carrier return or an automatic carrier return must be coded. Otherwise they may be treated as a syllable hyphen and dropped when played back with **A Rtn** on. Look at the following example.

Code + -

Enclosed is your new credit card No. 567-345-6501 to replace your stolen card.

How to Type Syllable and Permanent Hyphens

Typing a Syllable Hyphen



1. When you hear the beep at the right margin, type the first part of the word plus the hyphen (≡).
2. Press **C Rtn** to return the carrier.
3. Finish typing the word on the next line.

Typing a Permanent Hyphen



+



1. When you hear the beep at the right margin, type the word or characters up to the permanent hyphen.
2. Hold down **Code** while you type the permanent hyphen (≡).
3. Press **C Rtn** to return the carrier.
4. Finish typing the word on the next line.

Syllable and Permanent Hyphens at the Right Marg

Practice

1. Insert paper; install the desired printwheel; set margins, tabs, and line space.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 72		R Mar 65

2. Store the paragraph printed below with **A Rtn** on.
 - Press **C Rtn** only where marked.
 - Press **Code + -** where marked.
3. Play back the job using the same margins you used when you stored it.
4. Change the right margin to 60 and play back the job a second time with **A Rtn** on.
 - The line endings will change.

Code + -

Enclosed is your new credit card No. 567-345-657 to replace card No. 222-345-657. **C Rtn**
C Rtn

Our credit department has reviewed your appli-**C Rtn**
cation and is increasing your line of credit
to \$2,500. **C Rtn**
Store

Helpful Hints

- Use syllable hyphens to divide words that are too long to be typed at the right margin.
- Permanent hyphens or dashes are not required unless they are typed at the right margin.
- Permanent hyphens or dashes are typed in different styles (for example, two hyphens or space/hyphen/space). Just remember that whatever style you use, the permanent hyphen or dash must be used when it is at the end of a line.

Storage Helpful Hints

While Storing a Job

- Always remember to close storage (press **Store**) after storing a job.
- Use the **Correction** key to erase unwanted tabs, carrier returns and spaces.

While Storing an Indented Job

When storing an indented job (the **Store** light is on), you should set tabs for each temporary left margin *before* you begin typing.

- Be sure to make all corrections in storage before setting or clearing a temporary left margin.
- To correct errors when storing a job with indented lines, do not backspace beyond the temporary left margin to correct errors. Finish typing the job, then correct the errors during playback.
 1. Set tabs for each temporary left margin before you begin typing.
 2. Type until you reach the first indented line.
 3. Type any characters to the left of the temporary left margin (for example, a number or letter when typing indented outlines).
 4. Press the **Tab** key to move to the temporary left margin.
 5. Press **Code + Tab (Indent)** to set the temporary left margin.
 6. Type the indented lines.
 7. When you finish typing the indented lines, press and hold down **Code + C Rtn (In Clr)**.

Storing a Job with Underlining

Always store the underlines while you are typing and storing the job. If a job is stored with Underline off and is played back with Underline on, the underlines in the job may not play back as desired.

Storing a Job with Required Spaces

Required spaces are not needed unless they are typed at the right margin. See "Required Spaces" page 3-6 for more information.

Storage Helpful Hints

While Playing Back a Stored Job

When complex jobs are stored in PS and played back in 10, 12, or 15 pitch, they may not play back properly spaced characters or underlines.

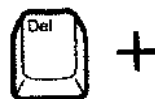
While Revising a Job

- When revising complex jobs, be sure to play back and make revisions in the same pitch used to store the job, especially if the job was stored in PS.
- Always open storage before making a revision.
 - The **Store** light must be on.
- Always close storage after you finish revising the job by pressing **Store**.
 - The **Store** light goes off.
- Pressing **Store + the number** (1 through 99) always opens storage at the beginning of a job.
- If you play back too far or want to start over:
 1. Press **Play** to stop playback.
 2. Press **Store + the number** (1 through 99).
 3. Press **Play**. (Playback starts again at the beginning of the job.)
- Use the **Correction** key to erase unwanted carrier returns from a stored job:
 1. Press **Play** or **Play + Spacebar** until the carrier return plays back.
 2. Press the **Correction** key.
- After making a revision, hold down **Play** while you press and release the **Spacebar** several times to make sure the next few characters play back correctly.
- When revising indented jobs, be sure to stop playback at the word or character you want to revise. Remember, *you cannot use the Correction key to erase characters typed before you press Code + Tab or Code + C Rtn*. Therefore, if you play back too far, you may need to start playing back again from the beginning of the job.

Deleting Storage

How to Delete a Storage Area

Deleting a Storage Area



the number
(1 through 99)

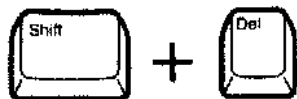
1. Press and hold down **Del** while you type the number of the storage area you want to delete.
2. Release the keys.
 - The printwheel spins.
 - The storage area is deleted.

Canceling Delete

If you press **Del** by mistake, you can cancel it.

1. When you press **Del**, *do not* release **Del**.
2. While holding down **Del**, type a number larger than 100 or any alphabetic character.
3. Release the keys.
 - Nothing is deleted.

Deleting All Storage Areas



1. Hold down **Code** and **Shift** while you press **Del**.
2. Release the keys.
 - All storage areas are deleted.

Deleting to the End of Storage

1. Press **Store** + the number where you stored the job.
2. Press **Play** to play back the portion of the job you want to save.
3. Press **Play** or any key to stop playback.
4. Press and release **Del**.
 - The remainder of the job is deleted.
5. Continue typing or press **Store** to close storage.

Storage Full Warning

Information

The storage capacity of your typewriter is approximately 7,000 characters. Therefore, each job you store subtracts from the available capacity.

Storage Full Warning

When your typewriter beeps three times while the **Store** light blinks continuously, you have space for approximately 90 characters.

- *Do not continue typing.*
- *You must make more space available.*

Note: If you are using a PS printwheel, you have space for approximately 30 characters.

How to Make Space Available in Storage

Making Space Available in Storage

1. Do not press **Store** to close the present storage area.
2. Decide which storage area you want to delete (a job you no longer need).
3. Press **Del** + the number of the storage area you want to delete.
 - The printwheel spins.
 - You may need to delete one or more storage areas until the **Store** light stops blinking.
 - The present storage area stays open.
4. Continue typing.

If you do not want to delete a storage area:

1. Press **Store** to close the storage area.
 - You must position the carrier at the last character you typed.
2. Continue typing. (Your typing *will not* be stored.)

Storage Full

If you ignore the warning and type until storage is full:

- All keybuttons become inoperative except **Del** and **Store**.
- The typewriter beeps each time you press a keybutton but no characters print on your paper.
- Nothing else can fit into storage.
- You must delete one or more storage areas or close storage.

Information

A form (repetitive) letter is the same letter sent to several different people. On your IBM WHEELWRITER 5 Typewriter, you have to type the form letter only once.

How to Store a Form Letter Using Stop Codes

Storing a Form Letter

1. Insert paper; install the desired printwheel; set margins, tabs, and line space.
2. Press and hold down **Store** + the number where you want to store the letter.
3. Type the form letter placing stop codes (**Code + 9**) wherever variable information is to appear.
4. Press **Store** to close storage.

In the example below, the variable information, such as name, address, salutation, and additional information in the body of the letter, is shaded ().

When you type the letter, press **Code + 9 (Stop)** where the address, name and other variable information appear.

April 23, 1984

6 C Rtns

Code + 9 (Inside Address)

2 C Rtns

Dear Code + 9 (Mr. Name):

2 C Rtns

Thank you for ordering an IBM Typewriter. Your new typewriter will be delivered

Code + 9 (date). Please call me if you have any questions.

Cordially yours,

Paul Boler
Sales Manager

Store

Practice

To store the form letter printed on page 4-22:

1. Insert paper; install the desired printwheel; set margins, tabs and line space.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 60		R Mar 65

2. Press **Store** + the number where you want to store the form letter.
3. Type the date and press **C Rtn** six times.
4. Press **Code + 9**.
 - The printwheel spins.
 - Do not press **C Rtn** to leave space for the inside address.
5. Press **C Rtn** two times.
6. Type *Dear* plus one space, then press **Code + 9**.
 - Do not space after the stop code.
7. Type a colon (:), then press **C Rtn** two times.
8. Type the rest of the letter up to the word *delivered*.
9. Type *delivered*. Press **Spacebar**, then press **Code + 9**. (Do not space.) Type a period (.) and space two times.
10. Type the rest of the letter and press **Store** to close the storage area.

How to Play Back a Form Letter

Playing Back a Form Letter

1. Press **Play** + the number (1 through 99) where the form letter is stored.
2. When playback stops at a stop code, type the variable information.
3. Press **Play** to continue playback.

Practice

To play back the form letter you stored:

1. Insert paper. Install the same pitch print-wheel and set the same margins, tabs, and line space you used when you stored the form letter.
2. Press **Play** + the number where you stored the letter.
 - Leave the **A Rtn** light on.
 - The **Store** light will be off; storage is closed.
 - Playback will stop when a stop code is reached.
3. When playback stops, type the inside address:

Mr. A.L. Black (Press **C Rtn**.)
1708 Sunset Boulevard (Press **C Rtn**.)
Lexington, KY 40502 (Do not press **C Rtn**.)

4. Press and release **Play**.
5. When playback stops, type: *Mr. Black* (the salutation). Do not press **Spacebar**.
6. Press and release **Play** to play back to the next stop code.
7. Type: *June 21, 1984* (the date). Do not press **Spacebar**.
8. Press and release **Play** to play back the rest of the letter.

Optional Practice

Repeat the steps on the previous page and print the next letter using the variable information below. (Press **C Rtn** only where marked.)

Ms. Diane Moore **C Rtn**
809 Sun Valley Lane **C Rtn**
Lexington, KY 40509

Dear Ms. Moore

June 25, 1984

Information

After you have stored each job in a separate storage area, you can combine those jobs into one job by playing each job into another storage area. For example, paragraphs stored as separate jobs can be combined to create a form letter.

How to Store and Combine Jobs

Storing Jobs in Separate Storage Areas

1. Insert paper. Install desired printwheel and set margins, tabs, and line space.

12 Pitch	or	10 Pitch
L Mar 24		L Mar 20
R Mar 60		R Mar 65
2. Press and hold down **Store + the number** where you want to store the job, then release the keys.
3. Type the job.
4. Press **C Rtn** two times or as many times as necessary at the end of each job.
5. Press and release **Store** to close the storage area.
6. Repeat steps 2 through 5 until each job has been stored in a separate storage area.

Practice

Store each of the following jobs in a separate storage area. If the storage areas you choose are different from the job numbers printed below, write the numbers you use on your copy.

(Job 3)

Store + the number (1 through 99)
 October 15, 1984C Rtn
 C Rtn
 C Rtn
 C Rtn
 C Rtn Store

(Job 4)

Store + the number (1 through 99)
 Mr. Robert W. TorezC Rtn
 500 Laketower DriveC Rtn
 Lexington, KY 40502C Rtn C Rtn Store

(Job 5)

Store + the number (1 through 99)
 Ms. Diane MooreC Rtn
 809 Sun Valley LaneC Rtn
 Lexington, KY 40509C Rtn C Rtn Store

(Job 6)

Store + the number (1 through 99)
 Thank you for your recent order.C Rtn C Rtn Store

(Job 7)

Store + the number (1 through 99)
 Thank you for your recent order. We are pleased to welcome you as a new customer.C Rtn C Rtn Store

(Job 8)

Store + the number (1 through 99)
 Your order has been processed, and will be shipped in approximately ten days.C Rtn C Rtn Store

(Job 9)

Store + the number (1 through 99)
 Sincerely,C Rtn
 C Rtn
 C Rtn
 C Rtn
 Sharon R. GallagherC Rtn
 New Account ManagerC Rtn C Rtn Store

Combining Stored Jobs

Practice

Using the jobs you just stored, practice combining the jobs to create two jobs in separate storage areas.

You will combine jobs 3, 4, 6, 8, and 9 to create one job. You will combine jobs 3, 5, 7, 8, and 9 to create another job.

1. Insert paper. Install the same pitch print-wheel and set the same margins, tabs and line space you used when you stored the job.
2. Press and hold down **Store + the number** of an unused storage area; release the keys.
3. Press and hold down **Play + the number** where you stored job 3; release the keys.
 - The job will play into the new storage area.
4. When playback stops, press and hold down **Play + the number** where you stored job 4; release the keys.
 - The job will play into the new storage area.
5. When playback stops, type:
Dear Mr. Tarez: C Rtn C Rtn
6. Press and hold down **Play + the number** where you stored job 6; release the keys.
 - The job will play into the new storage area.
7. When playback stops, press **Play + the number** where you stored job 8.
 - The job will play into the new storage area.
8. When playback stops, press and hold down **Play + the number** where you stored job 9.
9. Press and release **Store**.

Optional Practice

Repeat steps 1 through 9 above to combine the following jobs: 3, 5, 7, 8, and 9.

- When you reach step 5, type:

Dear Ms. Moore: C Rtn C Rtn

Note: Delete these two letters. You no longer need them.

Addressing Envelope

Practice

1. Insert an envelope.
2. Set the left margin at the point where you want printing to begin.
3. Turn Automatic Carrier Return (A Rtn) off.
4. Press and hold down **Play + the number** where you stored job 4. See page 4-27.
5. Release the keys when playback starts.
6. When playback stops, remove the envelope.
7. Insert another envelope.
8. Press and hold down **Play + the number** where you stored job 5. See page 4-27.
9. Release the keys when playback starts.
10. When playback stops, remove the envelope.



Supplies Ordering and Installation Procedure

Information

Use this section to learn how to:

- Remove and install the ribbon cassette, printwheel, or batteries in your typewriter
- Order IBM supplies
- Take care of your typewriter.

This section also contains recommendations for ribbons and printwheels for various applications.

Ordering Procedures for IBM Supplies

To order IBM supplies contact your point of purchase:

IBM product center _____
(phone number)

Authorized IBM dealer _____
(phone number)

IBM Direct 1-800-IBM-2468

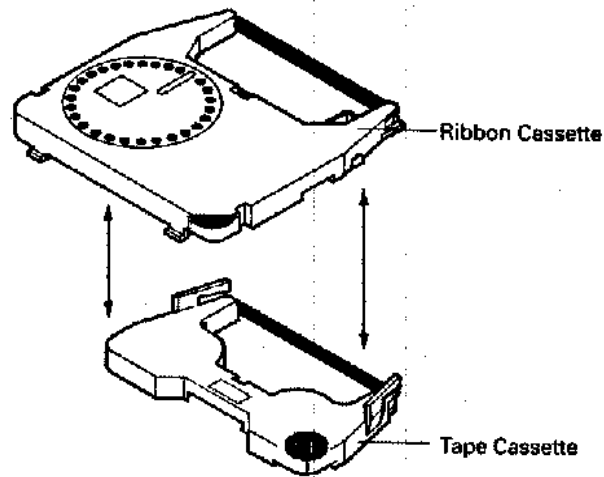
Installation Procedures

If you need assistance removing or installing IBM supplies, call IBM Direct at 1-800-IBM-2468

Ribbon Cassette System

Information

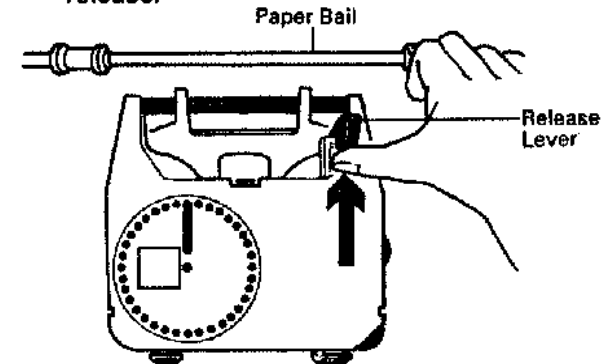
The ribbon and tape cassettes fasten together. To change one of the cassettes, remove both cassettes from the typewriter, throw away the used ribbon or tape cassette, and reassemble with a new ribbon or tape cassette.



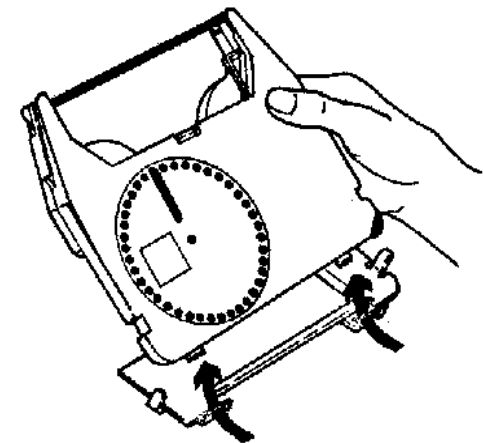
Ribbon Cassette System

Removing the Cassettes

1. Space or tab to the center of your typewriter.
2. Raise the typewriter cover.
3. Make sure the paper bail is against the platen.
4. Push the release lever until the cassettes release.



5. Lift the cassettes up and out of the typewriter.

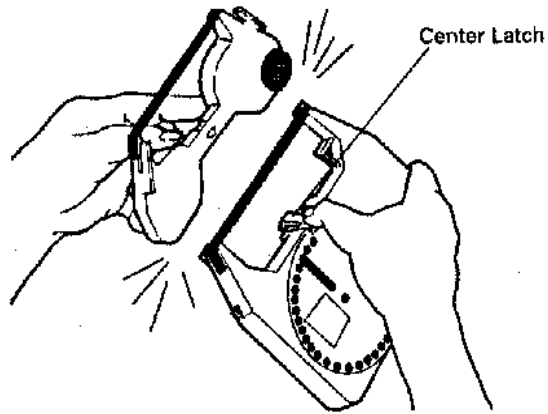


Note: When you install the ribbon, you may need to space or backspace to move the carrier away from the first or last mark on the margin/pitch scale. If you are in storage, you may need to erase these spaces or backspaces.

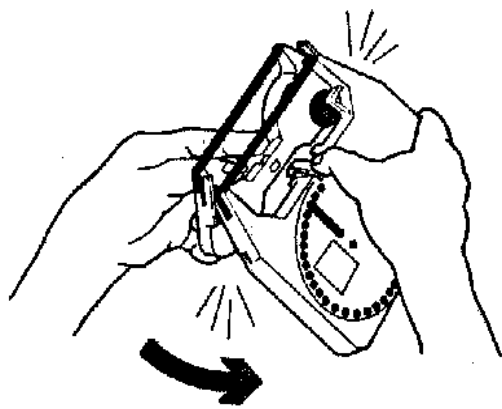
Ribbon Cassette System

Installing the Cassettes

1. After you remove the cassettes from your typewriter, press on the top of the center latch and slide the cassettes apart.
2. Throw away the used cassette.



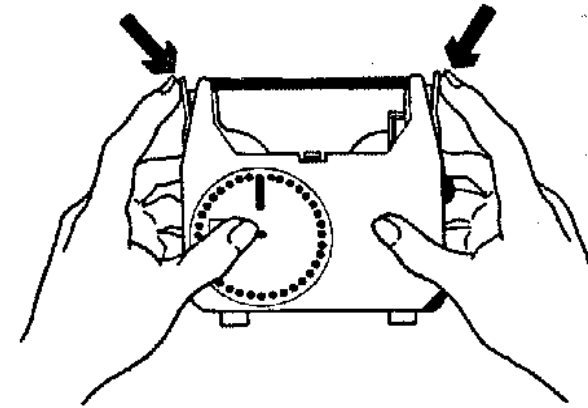
3. Slide the ribbon cassette onto the tape cassette.
4. Be sure the center latch latches onto the correction cassette.



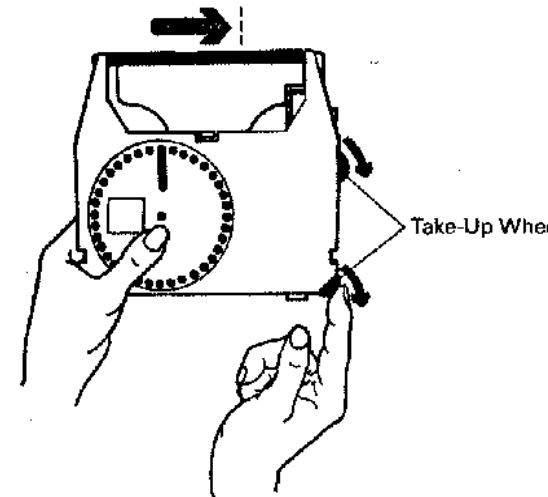
Ribbon Cassette System

Installing the Cassettes (continued)

5. After you latch the cassettes together, press the gray tabs (on both ends of the correction tape) to be sure the tape and ribbon cassettes are latched together.

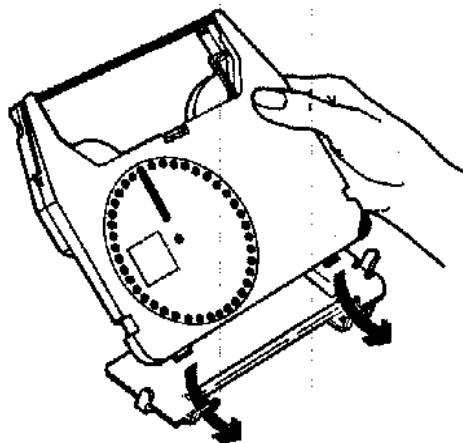


6. Turn the take-up wheels to advance the orange or blue ribbon and tape leaders past the center.

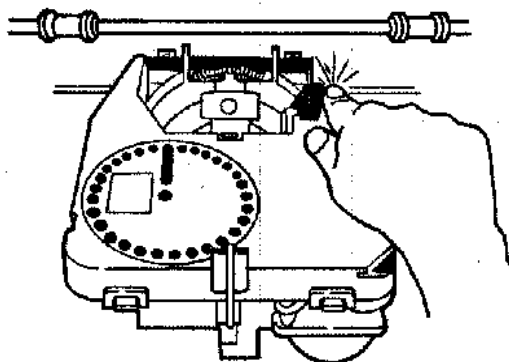


Installing the Cassettes
(continued)

- 7. Install the cassettes in your typewriter.

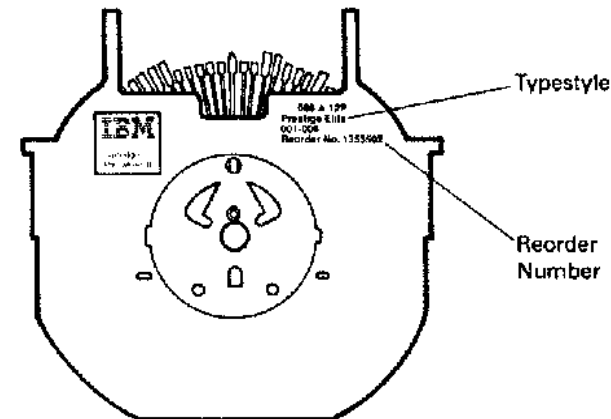


- 8. Push down on the right corner of the ribbon cassette to snap it into place.



Information

The IBM Cartridge Printwheel II is available in several different types and pitches. Some of the available types are listed on page 5-17. The illustration below shows where to find the type and reorder number on the printwheel.



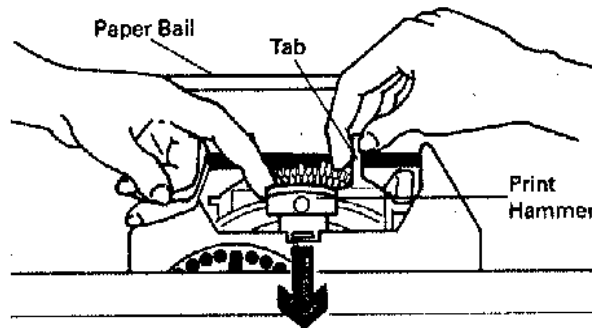
To order new or replacement printwheels, refer to "Ordering Procedures" on page 5-1.

Removing the IBM Cartridge Printwheel II

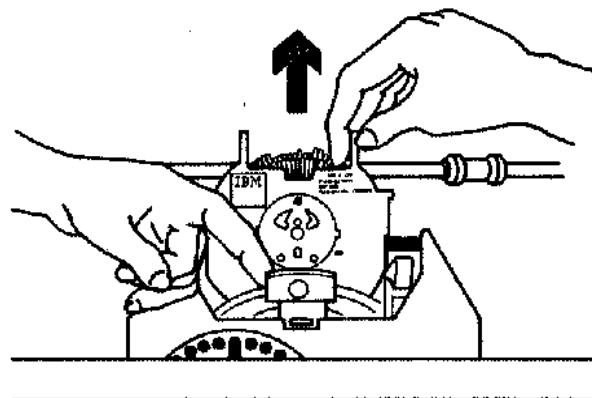
CAUTION

To prevent unwanted carrier motion, make sure the paper bail is against the platen.

1. Pull the print hammer all the way toward you and hold it.
2. While you are holding the print hammer, grasp the printwheel tab.

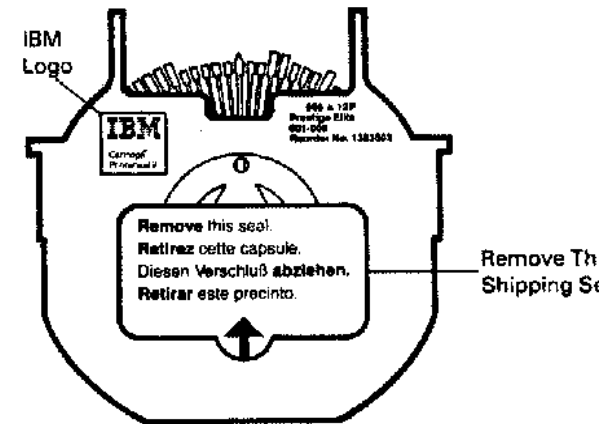


3. Lift the printwheel straight up and out of the slot. Be careful not to scratch the ribbon.
4. Release the print hammer.



Installing the IBM Cartridge Printwheel II

Important: Remove the yellow shipping seal from the center of a new printwheel before installing the new printwheel.



When installing the IBM Cartridge Printwheel II, make sure the IBM logo is facing you. Read the information on the upper right corner to verify you have the desired pitch and typestyle.

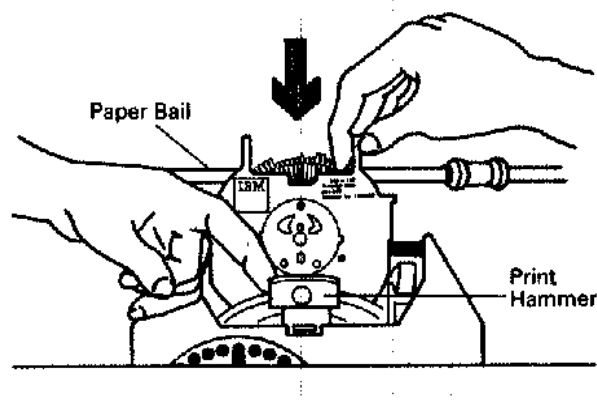
Your typewriter automatically sets the pitch to match the printwheel.

Installing the Printwheel (continued)

CAUTION

To prevent unwanted carrier motion, make sure the paper bail is against the platen.

1. Hold the printwheel so the IBM logo is in the upper left corner.
2. Pull the print hammer all the way toward you and hold it.
3. While you are holding the print hammer, slide the printwheel into the slot. Be careful not to scratch the ribbon.
4. After the printwheel touches the bottom of the slot, release the print hammer.
5. Press the **Code** key:
 - The printwheel spins.
 - If the printwheel is a different pitch, the carrier moves to adjust for the pitch change.
 - Be sure to always press **Code** after changing the printwheel, then make any print position adjustments using **Spacebar**, **Backspace** or **Code + Backspace (Bksp 1)**.



Information

Your typewriter uses three size AA alkaline batteries. These batteries are used to save margins, tabs, and storage when the typewriter is turned off. They must be installed correctly and changed at least once every year (before they run down). Otherwise, stored information will not be saved when the typewriter is turned off.

Checking the Batteries

If the beeper signals three times and the **Line Space** lights blink continuously when you turn the typewriter on:

- The batteries are installed incorrectly, or
- No batteries are installed, or
- The batteries are weak, or
- The batteries are dead.

Check the following while the typewriter is on:

1. Make sure the battery holder wire plug is connected. (See page 5-12.)
2. Look at the batteries for correct installation.
 - If the batteries are installed correctly, the batteries may be weak or dead.
3. Replace all three weak or dead batteries.
 - Do not turn the typewriter off while replacing the old batteries. If you turn the typewriter off without batteries installed, margins, tabs, and storage will be lost. See pages 5-12 to 5-14 for correct installation.

If you have optional features installed which also use batteries, replace all batteries at the same time.

Important: Use only size AA alkaline batteries (for example, Duracell¹ type MN 1500, Eveready² type E91, Ray-O-Vac³ type 815, or equivalent). *Do not use rechargeable batteries.*

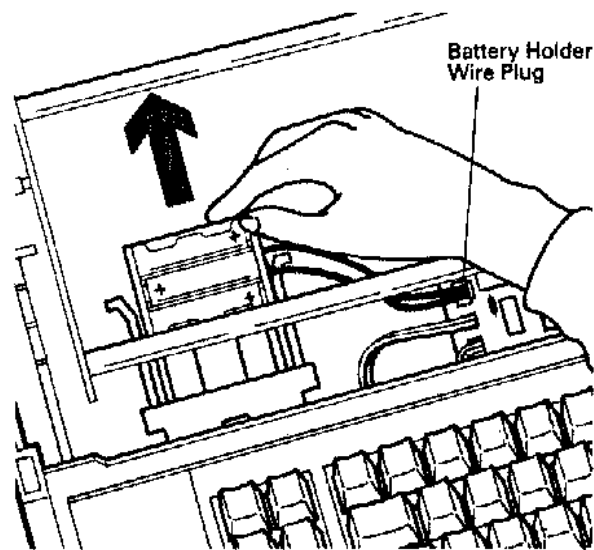
¹Trademark of Duracell, Inc.

²Trademark of the Union Carbide Corp.

³Trademark of the Ray-O-Vac Corp.

Removing Old Batteries

1. Leave the typewriter turned on so that margins, tabs, and storage will not be lost.
2. Press the **Tab** key to move the carrier to the right.
3. Raise the typewriter cover.
4. Locate the black plastic battery holder on the left front side of the typewriter.
5. Remove the holder by putting your finger under it and pushing up. Then carefully pull the holder out.
 - If you pull the battery holder out too far, you may unplug the battery holder wires. The illustration below shows where to reconnect the battery holder wire plug. Align the plug over the three-pin receptacle and carefully press down on the plug.
6. Push the batteries against the spring ends of the holder and pop them out.

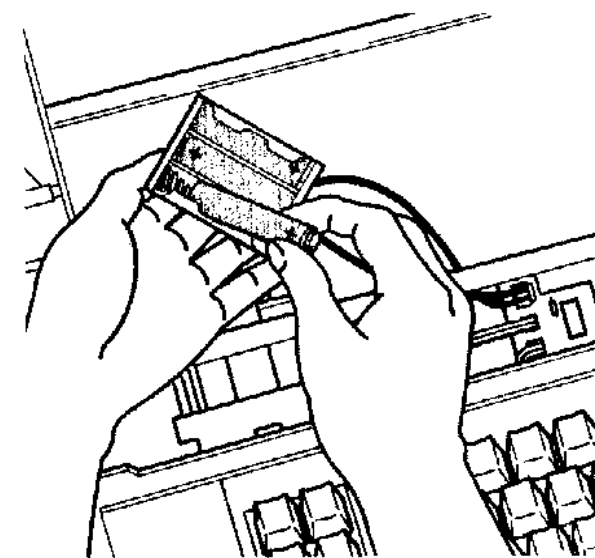


Installing New Batteries

Make sure the batteries you are installing are nonrechargeable. (See page 5-11 for recommended types of batteries.)

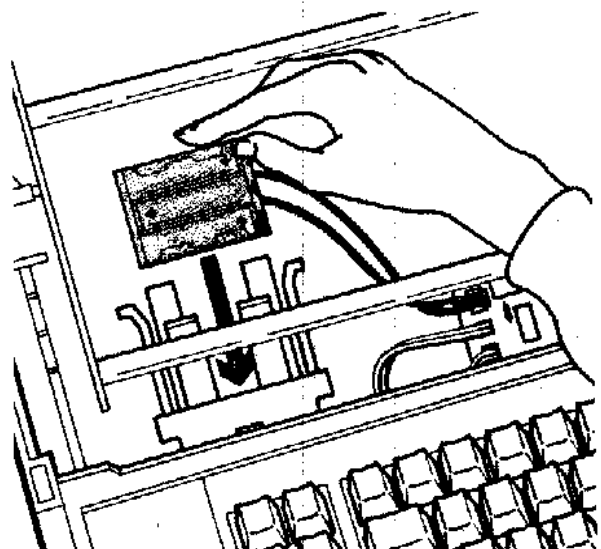
1. Install three new batteries by pushing the flat ends of the batteries against the springs in the battery holder.
 - Be sure you match the plus (+) signs on the batteries with the plus signs inside the holder.

Note: The batteries will *not* save stored information unless the plus sign on each battery matches the plus sign inside the holder. See the example below for correct battery installation.



Installing New Batteries (continued)

2. Push the battery holder all the way back into position.



3. Push down on the back edge of the holder to snap it into place.
4. Close the typewriter cover.

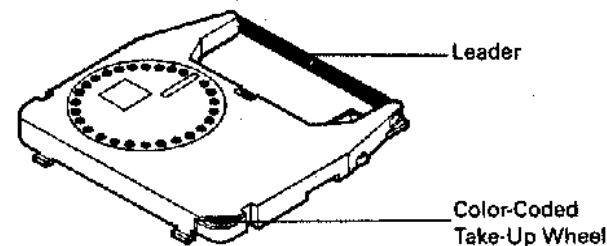
Information

To order any of the following IBM ribbons, see "Ordering Procedures for IBM Supplies" on page 5-1.

IBM EASYSTRIKE™ Correctable Ribbon Cassette

Reorder Numbers:
 1337761 (black)
 1337762 (brown)
 1337763 (blue)

This ribbon is for general correspondence applications, and typing with three copies or less produces the best results. It is not recommended for typing negotiable items, such as checks. Your first or original sheet should be a smooth surface, 20-pound soft paper, such as good OCR or bond paper. Typestyles larger than Courier may not produce uniform type with this ribbon. For larger typestyles, use the IBM EASYSTRIKE Multipurpose Ribbon Cassette, reorder number 1337764.

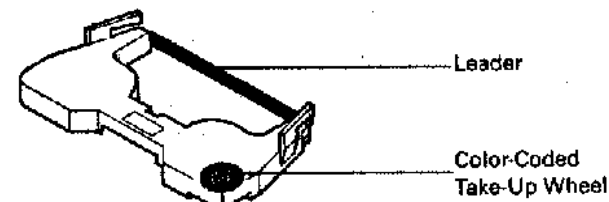


IBM EASYSTRIKE™ Lift-Off Tape Cassette

Reorder Number:
 1337765

The lift-off tape is designed to be used with the IBM EASYSTRIKE Correctable Ribbon Cassette. The lift-off tape lifts incorrect characters from the paper.

Note: Be sure to match the appropriate tape and ribbon. The take-up wheels and leaders are color-coded orange for your convenience.

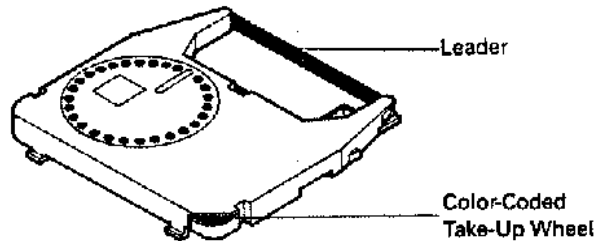


Ordering Ribbons

IBM EASYSTRIKE™ Multipurpose Ribbon Cassette

Reorder Number:
1337764
(black only)

This ribbon provides a high-quality, uniform image on a broad range of papers. Typestyles larger than Courier work well with this ribbon. This ribbon is recommended for typing negotiable items, such as checks.

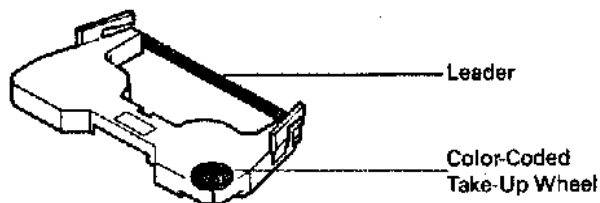


IBM EASYSTRIKE™ Cover-Up Tape Cassette

Reorder Number:
1337766

The cover-up tape is designed to be used with the IBM EASYSTRIKE Multipurpose Ribbon Cassette. It covers the incorrect characters. It is not satisfactory for making corrections on direct-image offset masters.

Note: Be sure to match the appropriate tape and ribbon. The take-up wheels and leaders are color-coded blue.



IBM EASYSTRIKE™ Fabric Ribbon Cassette

Reorder Number:
1356000
(black only)

This high-yield ribbon has been designed primarily for use in a classroom environment.

Note: This ribbon is not to be used with the IBM EASYSTRIKE Lift-Off Tape Cassette, reorder number 1377765 or the IBM EASYSTRIKE Cover-Up Tape Cassette, reorder number 1337766.

Ordering Printwheels

Information

To order any of the following IBM Cartridge Printwheels, see "Ordering Procedures for IBM Supplies" on page 5-1.

IBM Cartridge Printwheel II Typestyles and Pitches

10 Pitch	12 Pitch	15 Pitch	PS
Advocate	Adjutant	Courier 15	Boldface
Artisan 10	Artisan 12	Gothic 15	Essay
Bookface Academic	Auto Elite	Prestige 15	Essay Italic
Courier 10	Courier 12	Symbol 15*	Modern
Delegate	Courier 12 Italic		Thesis
Manifold	Dual Gothic		
OCR-A	Elite		
OCR-B	Large Elite		
Pica	Letter Gothic		
Prestige Pica	Light Italic		
Printing and Publishing No. 3 OCR	Olde World		
Rhetoric	Prestige Elite		
Rhetoric Presentor	Scribe		
Symbol 10*	Script		
	Symbol 12*		

*For best results, use a symbol printwheel that matches the pitch of your regular printwheel. For example, use Symbol 15 with 15-pitch typestyles.

Ribbon Application Recommendations

Typing Applications

	IBM EASYSTRIKE Multipurpose Ribbon Cassette	IBM EASYSTRIKE Correctable Film	IBM EASYSTRIKE Fabric Ribbon Cassette
Legal Correspondence	•	•	NR
Statistical Correspondence	•	•	•
Specification Writing	•	•	•
Medical Reports	•	•	•
Executive Correspondence	•	•	NR
Routine Correspondence	•	•	•
Hard-to-Image Originals* Example: Engineering Drawings	•	•	•
OCR	•	•	NR
Carbon Copies	•	•	•
Speech Writing**	•	•	•
Negotiable Instruments— (checks, stocks, etc.)	•	•	•
Erasable Bond*	•	•	•

Reproduction Recommendations

	IBM EASYSTRIKE Multipurpose Ribbon Cassette	IBM EASYSTRIKE Correctable Film	IBM EASYSTRIKE Fabric Ribbon Cassette
Heat Transfer	•	•	•
Transfer Electrostatic	•	•	•
Direct Electrostatic	•	•	•
Offset Masters, Direct to Plate	•	•	•
Offset Masters, Copier Process	•	•	•
Offset Masters, Photo Process	•	•	•
Diazo Process, Ozalid ¹ or Bruning ²	•	•	•

• = Recommended

NR = Not Recommended

* The receptivity of the surface of these materials varies widely and care must be used in the selection of a specific material to be typed on, typestyle, impression control and ribbon to produce the best result. When in doubt, prepare samples first.

** Best results with Rhetoric and other large typestyle printwheels are obtained by using the IBM EASYSTRIKE Multipurpose ribbon.

¹ Trademark of the GAF Corp.

² Trademark of the Charles Bruning Co., Inc.

Printwheel Application Recommendations

10-Pitch Applications

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Masters	Stencils
Advocate	A	A	A	A	A	A
Artisan 10	A	A	A	A	A	A
Bookface Academic	A	B	C	A	B	B
Courier 10	A	A	A	A	B	B
Delegate	A	A	A	A	B	B
Manifold	A	A	A	A	B	B
Pica	A	A	A	A	A	A
Prestige Pica	A	A	B	A	B	B
Rhetoric	A	B	C	A	B	B
Rhetoric Presenter	A	B	C	A	B	B
Symbol 10	A	B	C	B	C	C

Ratings:

A—Good; B—Fair; C—Marginal

(Based on proper selection of ribbon, carbon paper, stencils, etc.)

Printwheel Application Recommendations

12-Pitch Applications

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Masters	Stencils
Adjutant	A	A	A	A	B	B
Artisan 12	A	A	A	A	B	B
Auto Elite	A	A	A	A	A	A
Courier 12	A	A	A	A	B	B
Courier 12 Italic	A	A	A	A	B	B
Dual Gothic	A	A	B	B	B	B
Elite	A	A	A	A	A	A
Large Elite	A	A	A	A	A	A
Letter Gothic	A	A	A	A	B	B
Light Italic	A	A	A	A	A	A
Olde World	A	A	C	B	C	NR
Prestige Elite	A	A	B	A	A	A
Scribe	A	A	A	A	A	A
Script	A	B	C	A	C	C
Symbol 12	A	C	C	B	C	C

Ratings:
A—Good; B—Fair; C—Marginal; NR—Not Recommended
(Based on proper selection of ribbon, carbon paper, stencils, etc.)

Printwheel Application Recommendations

15- and PS Applications

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Masters	Stencils
15 pitch:						
Courier 15	A	A	B	A	B	B
Gothic 15	A	B	C	NR	NR	B
Prestige 15	A	A	B	A	A	A
Symbol 15	A	C	C	B	C	C
PS pitch:						
Boldface	A	B	C	NR	NR	B
Essay	A	A	B	A	B	B
Essay Italic	A	A	B	A	B	B
Modern	A	A	B	A	B	B

Ratings:
A—Good; B—Fair; C—Marginal; NR—Not Recommended
(Based on proper selection of ribbon, carbon paper, stencils, etc.)

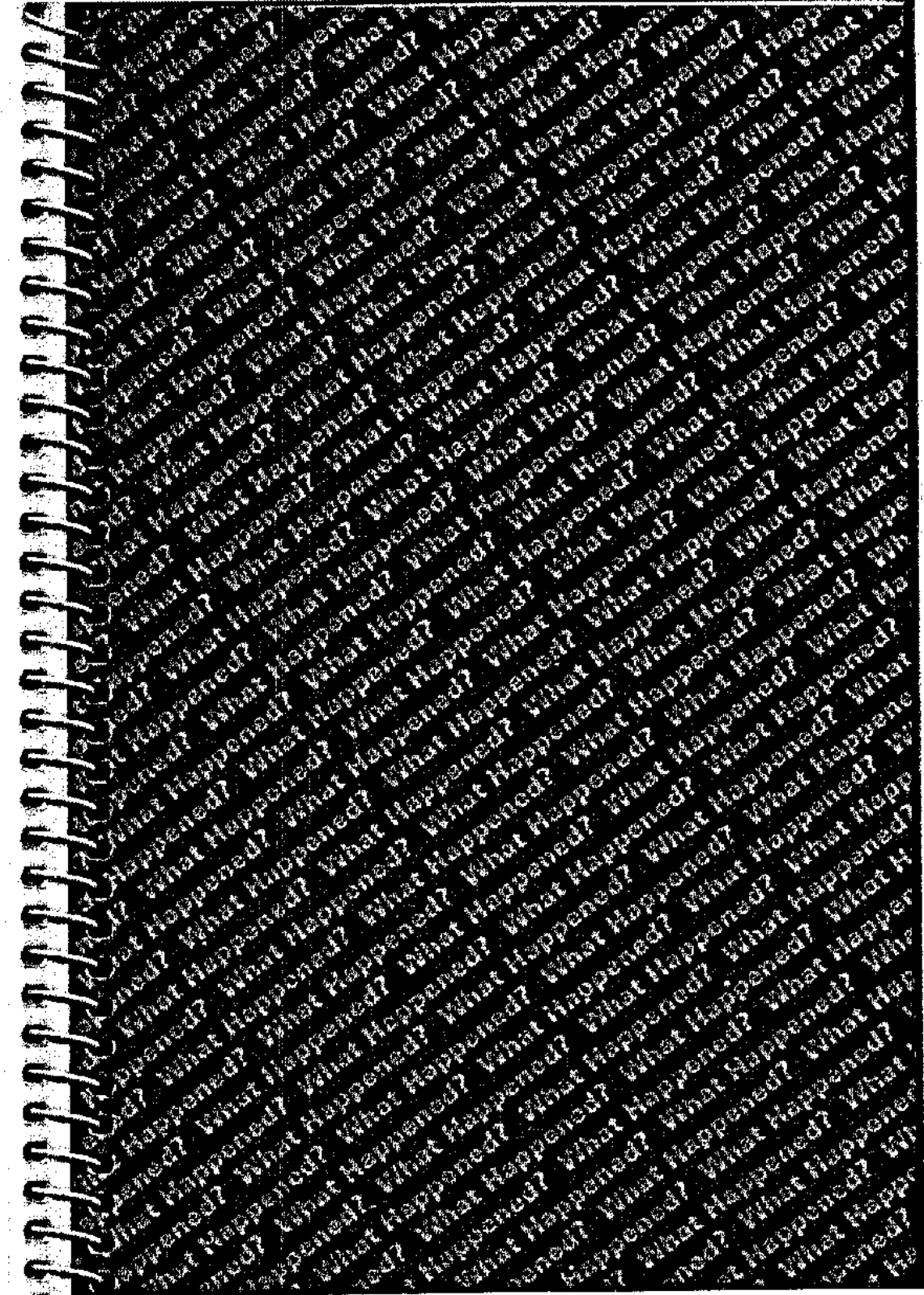
Care and Maintenance

Replacing Batteries

All batteries should be replaced annually to protect against loss of storage when the power is turned off. See pages 5-11 to 5-14.

Cleaning the Typewriter Cover

Important: Use only a damp cloth and mild detergent to clean the typewriter cover and keybuttons. Certain fluids may be harmful. *Do not use IBM Cleaning Fluid.*



How to Use This Section

If you have a problem while using your typewriter, use this section to help you solve the problem.

You may be able to correct the problem without help from a service representative and avoid unnecessary downtime and service costs.

Before you call for service:

1. Find your problem in the index on the next page.
2. Turn to the page referenced.
3. Complete as many steps as needed to correct the problem.
 - Try using the typewriter after completing each step.
4. If you cannot correct the problem or need help completing the steps, call IBM Direct at 1-800-IBM-2468.

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Beeper and Lights Signals

**Beeper Signals
Three Times**

Wait until the typewriter stops printing, then continue typing. You were typing faster than the typewriter could accept your typing.

**Beeper Signals
Three Times and
Line Space Lights
Blink Continuously**

If the beeper signals three times and the **Line Space** lights blink continuously when you turn the typewriter on:

- The batteries are installed incorrectly, or
- No batteries are installed, or
- The batteries are weak, or
- The batteries are dead.

Check the following while the typewriter is on:

1. Make sure the battery holder wire plug is connected. (See page 5-12 in the Reference section.)
2. Look at the batteries for correct installation.
 - If the batteries are installed correctly, the batteries may be weak or dead.
3. Replace all three weak or dead batteries.
 - Do not turn the typewriter off while replacing the old batteries. If you turn the typewriter off without batteries installed, margins, tabs, and storage will be lost. Refer to "Batteries" on pages 5-11 to 5-14 in the Reference section for correct installation; type and size of batteries.

**Beeper Signals
Three Times and the
Store Light Blinks**

Do not continue to type. You must create more space if you want to store the remainder of the job. See "Storage Full Warning" on page 4-17. However, if you do not want to continue to store, press **Store**.

What Happened? Problems

Beeper and Lights Signals (continued)

Beeper Signals Each Time You Press a Key and the Store Light Blinks

Storage is full. Delete one or more storage areas or press **Store** to close storage. If you press **Store**, reposition the carrier to the last typing position and continue typing. See "Storage Full" on page 4-17 for more information.

Beeper Signals Six Times and One or More Lights Blink

1. Make sure the printwheel is installed correctly.
2. Make sure the ribbon and correction tape cassettes are installed correctly.
3. Turn the typewriter off, then on again. If the same thing happens, install another printwheel.
4. Turn the typewriter off, then on again. If the same thing happens, call for service.
 - Tell your service person which lights are blinking when you place the call.

All Lights Stay On

Turn the typewriter off, then on again. If all the lights still stay on, call for service.

No Lights Come On

1. Make sure the typewriter cord is plugged into the back of the typewriter.
2. Turn the typewriter off, then on again.
3. Make sure the typewriter is plugged into a wall outlet.
4. Make sure the extension cord, if you are using one, is plugged into the typewriter cord.
5. Look to see if any other equipment plugged into the same wall outlet operates.
6. Make sure the wall outlet does not turn off with the room lights.

What Happened? Problem

Erasing Problems

Correction Does Not Erase All of the Character or Character Leaves Shadows

1. Make sure the ribbon and correction tape cassettes are fastened together correctly.
 - Make sure the center latch is latched securely. (See page 5-4 in the Reference section.)
 - Make sure the gray tabs are pressed in. (See page 5-5 in the Reference section.)
2. Make sure the ribbon and correction tape cassettes are installed in the typewriter correctly. (See page 5-6 in the Reference section.)
3. Try plain bond paper.
4. Try a new correction tape.
5. Look for folds in the paper.
6. Make sure the typewriter is on a level surface.

What Happened? Problems

Typewriter Problems

Typewriter Dead (No Lights Come On)

1. Make sure the typewriter cord is plugged into the back of the typewriter.
2. Turn the typewriter off, then on again.
3. Make sure the typewriter is plugged into a wall outlet.
4. Make sure the extension cord, if you are using one, is plugged into the typewriter cord.
5. Look to see if any other equipment plugged into the same wall outlet operates.
6. Make sure the wall outlet does not turn off with the room lights.

Typewriter Runs Hot

1. Make sure nothing is blocking the top, rear, or bottom typewriter vents.
2. Make sure the typewriter is at least three inches away from the wall on all sides.
3. Make sure the typewriter is not near a heater.

Typewriter Too Noisy

1. Make sure the cover and sound hood, if you have a sound hood, are snapped down tightly.
2. Move any objects touching the typewriter cover.
3. Look for objects in the typewriter.
4. Remove any material placed under the typewriter.
5. Check the typing table or desk. (Metal tables can make the typewriter sound noisy.)

What Happened? Problems

Print Quality Problems

Characters Do Not Print

1. Turn the typewriter off, then on again.
 - Try typing again.
2. Make sure the ribbon is installed correctly.
3. Make sure the printwheel is installed correctly.
 - Look at the printwheel for broken parts.
4. Make sure the platen is latched down at both ends.
 - Pull the paper release lever all the way toward you.
 - Push down firmly on each end of the platen. Then push the paper release lever all the way back.

Characters Print Too Lightly

1. Make sure the ribbon is installed correctly.
2. Look for folds in the ribbon.
3. Change the impression control. (Press **Code + Q**).
4. Look for folds in the paper.
5. Try a new ribbon.
6. Try plain bond paper.
7. Try a new printwheel.

What Happened? Problems

Typing Problems

Line Spacing Aligns Incorrectly

1. Look for objects inside the typewriter.
2. Look at the number of carbon copies being used (five maximum).
3. Make sure the paper release lever is pushed all the way back.

Paper Feeds Incorrectly

1. Check the number of carbon copies being used (five maximum).
2. When inserting loose carbon copies, pull the paper release lever forward. Insert the copies, then push the lever all the way back.
3. Look for labels or paper caught under the platen.
4. Make sure the paper release lever is pushed all the way back.
5. Make sure the platen is latched down at both ends.
 - Pull the paper release lever all the way toward you.
 - Push down firmly on each end of the platen. Then push the paper release lever all the way back.

Wrong Characters Print or Characters Space Incorrectly

1. Turn the typewriter off, then on again.
2. Try typing again.
3. Make sure the Language light is off.
4. Try a new printwheel.
5. Look for objects in the path of the carrier.

Wrong Character Spacing or Breaks in Underline

If you are playing back from storage, make sure you use the same pitch printwheel you used when you stored the job.

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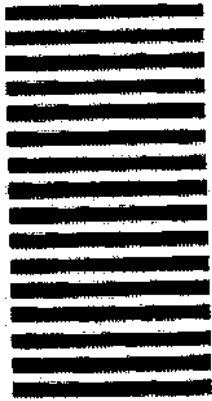
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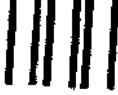
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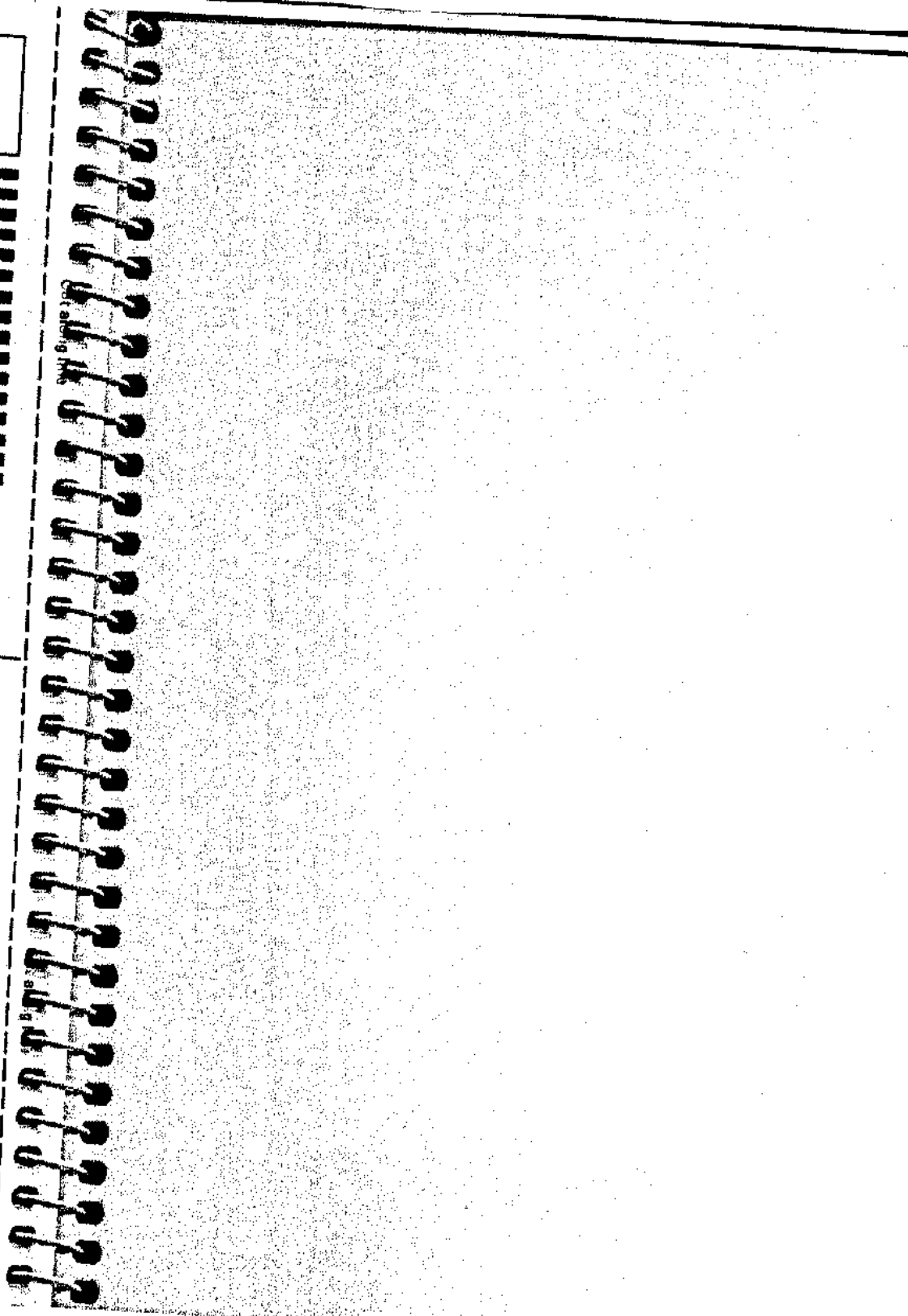
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