

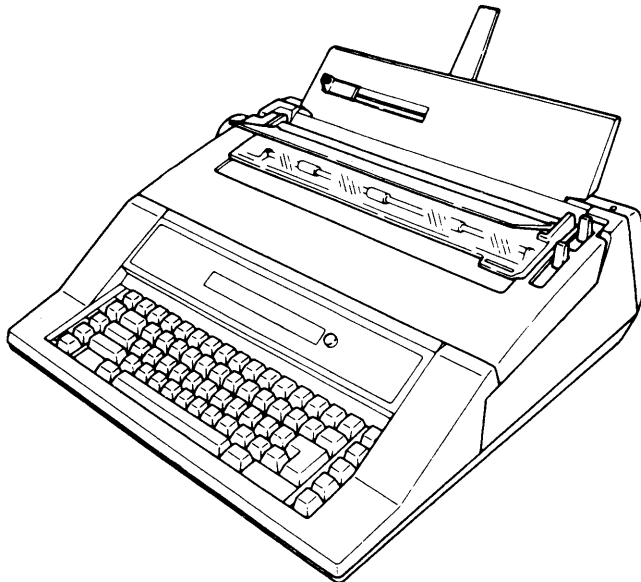
NAKAJIMA

First in quality and reliability

OPERATION MANUAL

AE-740

ELECTRONIC OFFICE TYPEWRITER



FOR USA ONLY

NOTE: This equipment has been tested and found to comply with the limits for a **Class B digital device**, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable **protection** against harmful interference in a residential installation. This equipment generates, uses and can **radiate radio** frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC WARNING:

- Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
- Use a shielded interface cable.

Your new Electronic Typewriter increases your typing efficiency through use of the most advanced technology. Some of the many outstanding features of your typewriter are:

- 16,000-character memory
- 15.0 inch paper capacity
- 40-character liquid crystal display
- Four modes: normal print/line print/justify print/store
- Easy-to-change 100-character printwheel
- 10-line correction memory (700 characters max.)
- Pitch selector: 10, 12, 15 and PS (proportional spacing)
- Line space selector: 1, 1 1/2 and 2 lines
- Programmable paper insert
- Full electronic tabulation for up to 30 positions
- Decimal/center/flush right tabulation
- Column layout
- Search and replace
- Block copy/move/delete/print
- Automatic full page relocation
- Automatic centering
- Right margin flush
- Automatic return
- Automatic underlining
- Bold typing
- Caps lock
- Micro up/micro down/micro back space
- Framing (line drawing)
- Optional interface
- Optional spell check (dictionaries for English, French, and Spanish are available)

This manual describes your typewriter's functions, operating controls and procedures, and replacement of its accessories. Thorough study of instructions will facilitate and maximize the efficient use of your new electronic typewriter.

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INTRODUCTION

Rules For Safe Operation

Make sure you are using the proper power as stated on the name plate at the back of the typewriter.

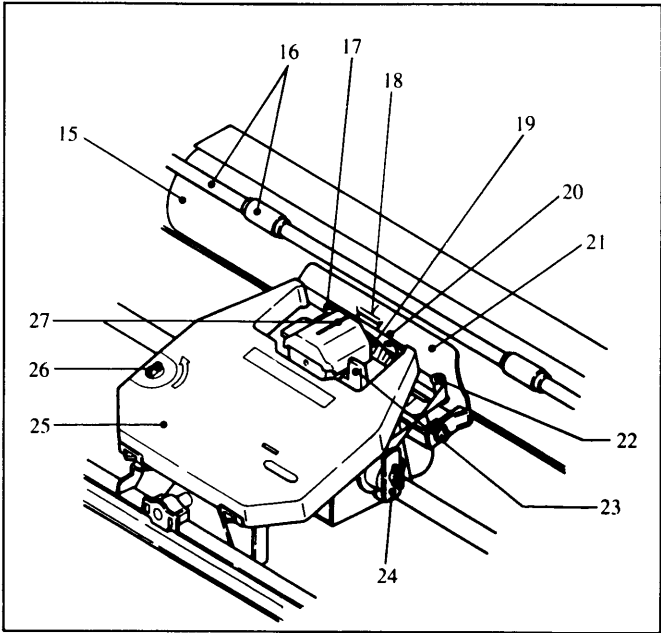
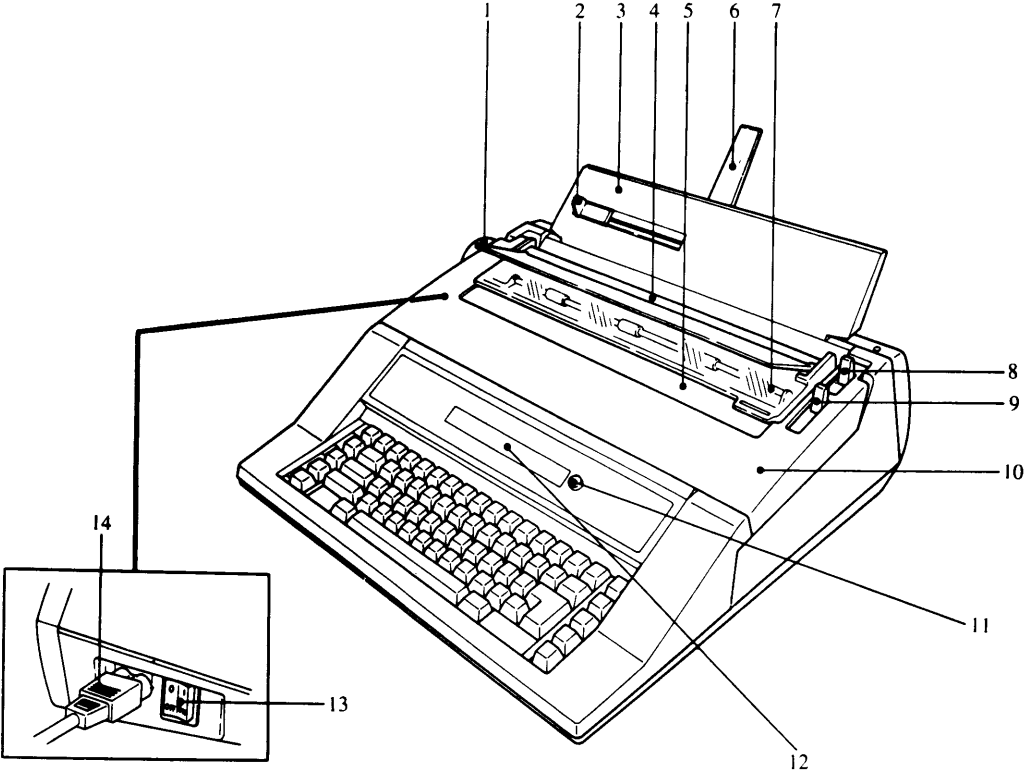
Your typewriter is a highly sophisticated mechanism. Never attempt to repair it yourself. If repair becomes necessary, take it to the authorized service center.

Never insert metal objects such as a screwdriver, paper clip, nail file, etc., inside the typewriter. This could cause damage to the typewriter and/or electrical shock.

Do not leave your typewriter unattended when it is turned on. Always turn off the typewriter when you have finished typing.

Be sure to turn off the typewriter when removing platen.

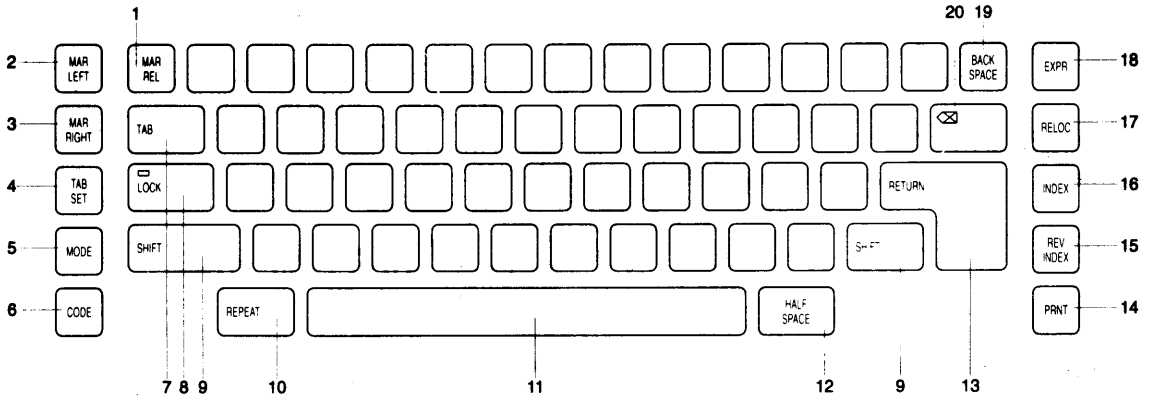
Part Names And Functions



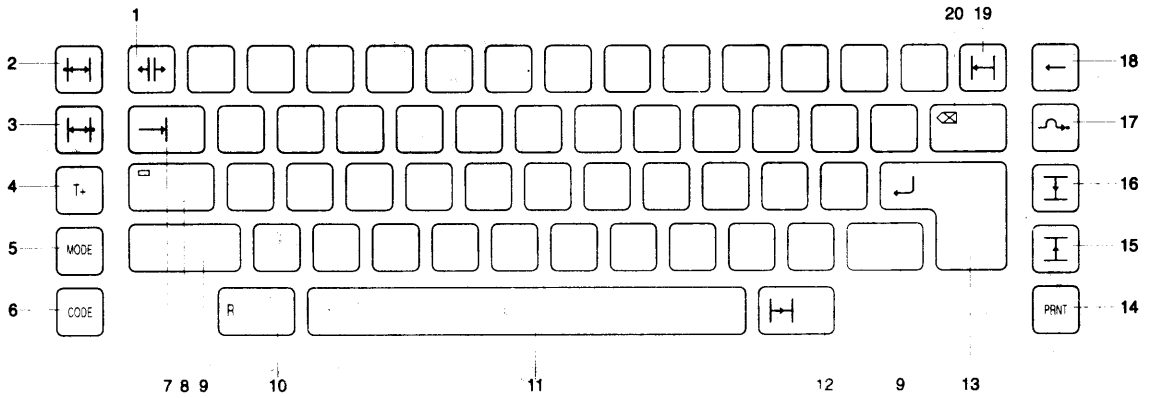
- 1. PLATEN KNOB**
Used to manually rotate the platen.
- 2. PAPER GUIDE**
Provides consistent placement of paper.
- 3. PAPER SUPPORT PANEL**
Supports the paper.
- 4. GLARE SHIELD**
Blocks out direct light from typing line.
- 5. MARGIN SCALE**
Provides numerical indication of printing position.
- 6. PAGE END INDICATOR**
Supports the paper. Scale indicates remaining paper length in inches (for 11-inch-long paper only).
- 7. NOISE COVER**
Buffers the sound of typing.
- 8. PAPER RELEASE LEVER**
Releases paper for alignment.
- 9. PAPER BAIL LEVER**
Lifts the paper bail. Pull to insert paper automatically.
- 10. TOP COVER**
Open to replace ribbon, correction tape or printwheel.
- 11. CONTRAST CONTROL**
Adjusts the contrast of display.
- 12. 40 CHARACTER ADJUSTABLE DISPLAY**
Displays typed characters. Adjust angle by pressing both sides of the display housing.
- 13. POWER SWITCH**
- 14. POWER CORD**
- 15. PLATEN (ROLLER)**
Rolls paper in and out.
- 16. PAPER BAIL & BAIL ROLLERS**
Holds paper against the platen.
- 17. RIBBON GUIDE**
Guides ribbon.
- 18. PRINT POINT INDICATOR**
Indicates printing position.
- 19. PRINTWHEEL**
- 20. LINE LOCATOR (red line)**
Denotes the bottom of the typing line.
- 21. CARD HOLDER**
Holds paper against the platen.
- 22. GUIDE ROLLER**
Guides correction tape.
- 23. PRINTWHEEL SET/RELEASE LEVER**
Used for replacing printwheel.
- 24. CORRECTION TAPE**
- 25. RIBBON CASSETTE**
- 26. RIBBON TAKEUP KNOB**
Used to take up any slack in ribbon.
- 27. PRINT HEAD**
Strikes against printwheel.

Key Functions

Keyboard with letter-type function keys



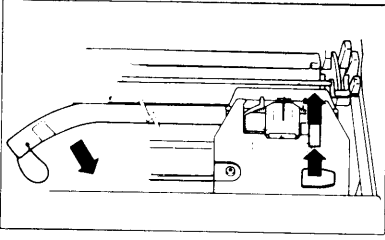
Keyboard with symbol-type function keys



- 1. MARGIN RELEASE KEY**
Releases the margins to type beyond them or set new ones.
- 2. LEFT MARGIN KEY**
Sets the left margin.
- 3. RIGHT MARGIN KEY**
Sets the right margin.
- 4. TAB SET/CLEAR KEY**
Sets/clears tabs.
- 5. MODE KEY**
Changes the typing modes.
- 6. CODE KEY**
Activates special functions in conjunction with other keys.
- 7. TAB KEY**
Moves carrier/cursor to the next tab position.
- 8. SHIFT LOCK KEY**
Locks the Shift key to type a series of capital letters. The red lamp on the key lights up when the key is pressed. Release the shift lock by pressing either Shift key.
- 9. SHIFT KEY**
Enables the typing of upper case letters and symbols which appear on the upper left corner of each key.
- 10. REPEAT KEY**
Repeats the last character typed or the last key function entered.
- 11. SPACE BAR**
Moves the carrier/cursor ahead one space to the right. Hold down the Space bar for continuous movement to the right. (On the display, the Space bar replaces the character with a space when it moves on the typed characters.)
- 12. HALF SPACE KEY**
Moves the carrier one half space to the right.
- 13. RETURN KEY**
Returns the carrier/cursor to the left margin on the next line.
- 14. PRINT KEY**
Prints text which appears on the display. Also prints a file stored in memory.
- 15. REVERSE INDEX KEY**
Retracts paper downward in 1/2 line (1/12 inch) increments without moving the carrier. Hold the key down to retract paper continuously.
- 16. INDEX KEY**
Advances paper upward in 1/2 line (1/12 inch) increments without moving the carrier. Hold the key down to advance paper continuously.
- 17. RELOCATION KEY**
Moves the carrier/cursor one space to the right of the last character typed.
- 18. EXPRESS (BACKSPACE) KEY**
Returns the carrier to the left margin without a line feed. On the display, the Express key moves the cursor one space to the right. Hold down the key for continuous movement to the right.
- 19. BACKSPACE KEY**
Moves the carrier/cursor one space to the left. Hold down the key for continuous movement to the left.
- 20. CORRECTION KEY**
Corrects characters. Hold down the key for repeat correction.

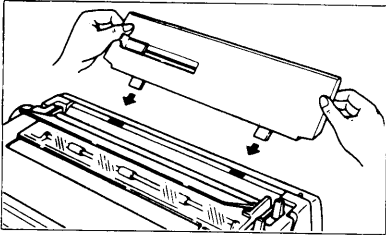
GETTING STARTED

Unpacking

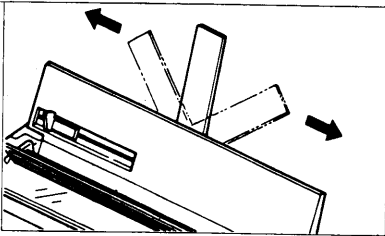


Before using your typewriter, be sure to remove the packing materials as described in the unpacking instructions.

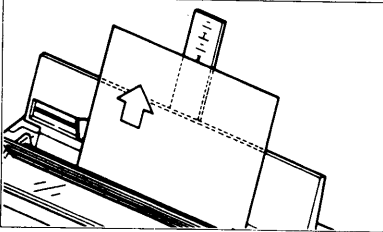
Setting Up



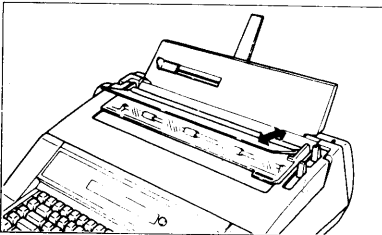
1) Insert the paper support panel.



2) Raise the page end indicator located on the back of the paper support panel. Move it to the desired position by tilting and pulling it in the desired direction.

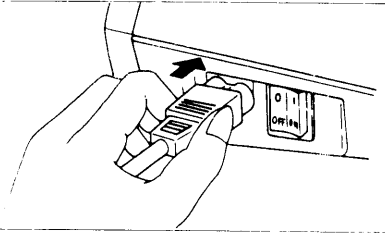


The scale on the page end indicator indicates the amount of space remaining in inches between your current position and the end of the paper.

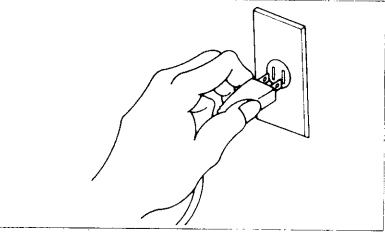


3) Position the glare shield to prevent direct light from obscuring the typing line.

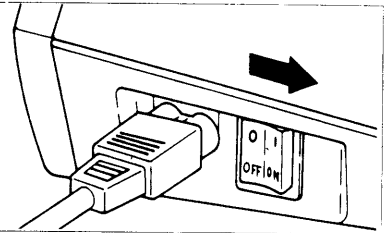
Turning On Typewriter



1) Plug the appropriate end of the power cord into the typewriter.



2) Plug the other end of the power cord into an outlet of the proper voltage/frequency as specified on the name plate on the back of the typewriter.



3) Turn on the power switch located at the left rear of the typewriter.

When the power is turned on, a beep sounds and the power-on lamp on the keyboard lights up. The carrier stops at the left margin.

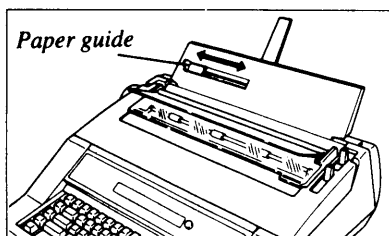
Be sure to begin operation after the initialization sequence is completed.

Note:

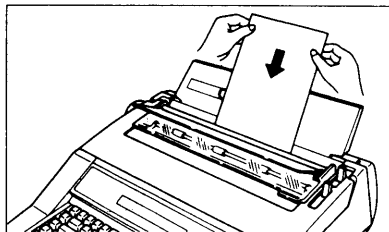
Make sure the printwheel, ribbon cassette and correction tape are properly installed.

Inserting/Ejecting Paper

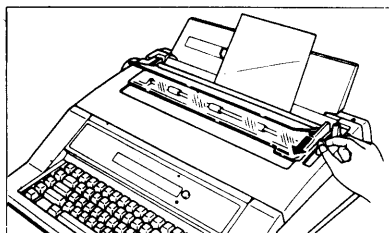
Inserting paper



1) Adjust the paper guide on the paper support panel to the desired position. The paper guide ensures consistent placement of your paper.



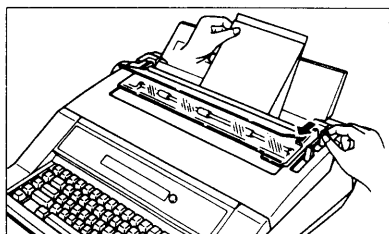
2) Insert a sheet of paper behind the platen aligned with the paper guide.



3) Pull the paper bail lever toward you as far as it goes. The paper is automatically inserted and stops at the position where you have set by the top of form setting. See "Setting The Top of Form" section which follows.

Note:

Pulling the paper bail lever halfway raises the paper bail away from the platen.

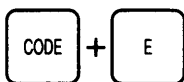


4) To release and straighten the paper, pull the paper release lever toward you.

5) Return the paper release lever and paper bail lever to their normal positions.

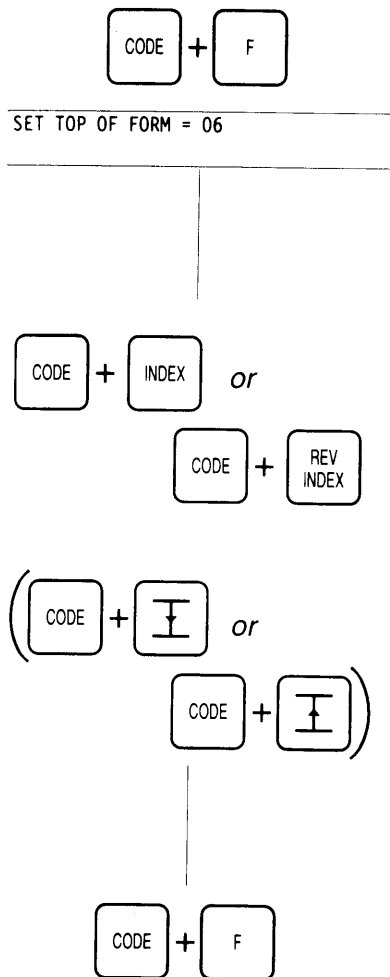
Ejecting paper

Hold down the Code key and press the "E" key to automatically eject paper.



Setting The Top of Form (Amount of Paper Insert)

This function sets the amount of the paper insertion. When you pull the paper bail lever to automatically insert the paper, the paper will advance the number of lines according this setting.



- 1) Hold down the Code key and press the "F" key. The message "SET TOP OF FORM = 06" appears on the display.

The preset setting is 6 lines; 1.0 inch from the top of the page.

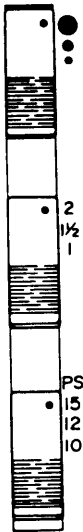
- 2) Hold down the Code key and press the Index key to increase the number. Hold down the Code key and press the Reverse index key to decrease the number.

Note:

If you set the number to "00", paper will continuously advance until you release the paper bail lever.

- 3) Hold down the Code key and press the "F" key again. The new setting is stored. This setting remains in memory even after you turn off the typewriter.

Typing Controls



Impression control

This control determines the printing impact (how hard the printwheel strikes the paper). Select the proper impact depending on the type of printwheel, ribbon, paper, or the number of multiple copies. The largest dot represents the heaviest impact.

Line space selector

This selector determines the spacing of the lines.

- 2: double spacing (3 lines per inch)
- 1-1/2: one and a half spacing (4 lines per inch)
- 1: single spacing (6 lines per inch)

Pitch selector

This selector determines the character pitch.

- 10: PICA pitch (10 characters per inch)
- 12: ELITE pitch (12 characters per inch)
- 15: MICRO pitch (15 characters per inch)
- PS: Proportional Spacing
spacing varies according to the character. PS pitch is used with the PS printwheels only.

Note:

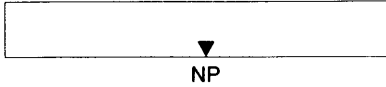
You can change the pitch setting in the middle of the line.

Typing Modes (NP/LP/JUST/STORE)



Your typewriter has four different modes: Normal print (NP), Line print (LP), Justify print (JUST) and Store (STORE) mode. A "▼" on the display indicates the current mode. Each time you press the Mode key, the "▼" moves to the next mode indication.

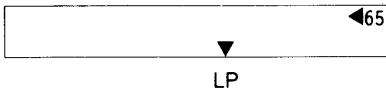
Normal print mode (NP)



When you turn on the typewriter, it is set in the normal print (NP) mode.

In this mode, characters are immediately printed on paper as you type a character. (Characters does not appear on the display.)

Line print mode (LP)



The Line print mode is used to print characters one line at a time.

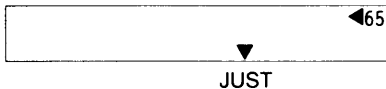
In this mode, characters appear on the display as you type. You can correct an error on the display before it is printed.

The line of text is printed on paper when you press the Return, Tab, or Print key. While printing the line, you can continue to type the next line of text on the display.

Note:

The column counter on the right side of the display indicates the remaining number of spaces to the right margin.

Justify mode (JUST)



The Justify mode is used to print text with perfectly aligned left and right margins. This mode randomly adds spaces between the words to ensure perfect alignment with the margins. (Spaces will be added only during time of print).

When entering text, characters appear on the display as you type. You can correct an error on the display before it is printed.

The justified printing of the current line automatically starts after you type a word which will be beyond the right margin. The word is wrapped to the next line and remains on the display as the first word of the next line.

Note:

If you press the Return, Tab, or Print key, the line is printed immediately and not be justified.

Store mode (STORE)

NAME OF FILE?



STORE

The Store mode is used to store text in the typewriter's memory. See the "Memory Functions" chapter.

Margins

Preset margins

When you first turn on the typewriter, the preset margins are used. These settings provide you with standard one inch left and one inch right margins for each pitch selection.

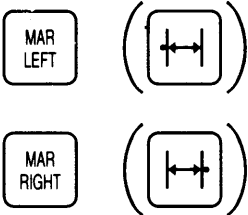
	Left margin	Right margin
10 pitch (PICA)	10	75
12 pitch (ELITE)	12	90
15 pitch (MICRO)	15	113
PS pitch	12	90

The area of 5 spaces immediately before the right margin is called the hot zone. As the carrier/cursor moves toward the end of a line and enters the hot zone, a beep sounds. This beep warns you that the right margin is approaching.

Setting a new margin

Note:

Before setting a new margin, make sure the display has been cleared.



- 1) Use the Space bar or Backspace key to position the carrier/cursor at the position where you want to set a new margin.

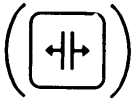
To set a margin beyond either of the current margins, move the carrier/cursor to the current margin, press the Margin release key, then continue moving the carrier/cursor to the desired position.

- 2) Press the Left margin key to set the left margin.
or
Press Right margin key to set the right margin.

A beep sounds to signal that a new margin has been set. When you set new margins, current margins are automatically cleared.

Note:

You cannot set left and right margins that are less than one inch apart.



Typing beyond the margins

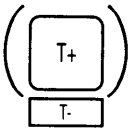
To type beyond the right margin, press the Margin release key when the carrier/cursor stops at the right margin, and continue typing.

To type beyond the left margin, press the Margin release key at the left margin. Then press the Backspace key to move the carrier/cursor to the position where you want to start typing.

Margin back-up

The current margin settings are maintained in memory by the back-up battery even when you turn off the typewriter. You can use the same margins when you turn on the typewriter next time.

Tab



Setting a tab

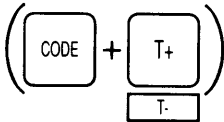
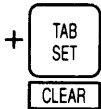
Note:

Before setting a tab, make sure the display has been cleared.

- 1) Use the Space bar or Backspace key to position the carrier/cursor at the point where you want to set a tab.
- 2) Press the Tab set/clear key. A beep sounds to signal that the tab has been set. A maximum of 30 tabs can be set.

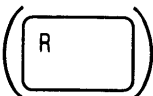
Clearing a tab

- 1) Position the carrier/cursor at the tab you want to clear.
- 2) Hold down the Code key and press the Tab set/clear key. A beep sounds to signal that the tab has been cleared.



Clearing all tabs

- 1) Hold down the Code key and press the Tab set/clear key at any position.
- 2) Press the Repeat key. Repeating beeps sound to signal that the all tabs have been cleared.





Using regular tabs

- 1) Press the Tab key to move the carrier/cursor to the first tab setting to the right of your current position.
- 2) Type the text.

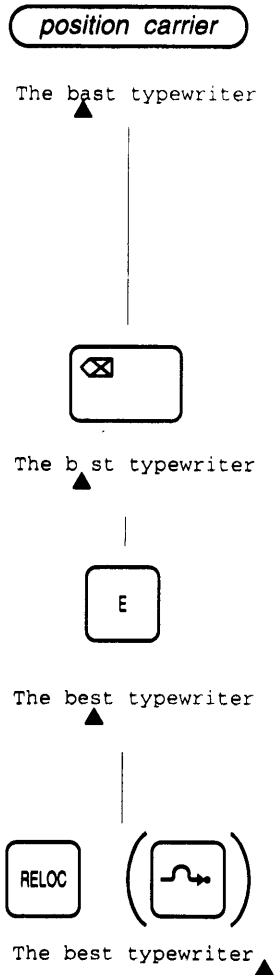
Tab back-up

The current tab settings are maintained in memory by the back-up battery even when you turn off the typewriter. You can use those tabs when you turn on the typewriter next time.

Corrections on Paper

Your typewriter has an automatic correction memory. It remembers the last 700 characters typed within the last 10 lines and will correct any or all of those characters. Characters typed outside the correction memory can be easily corrected using the manual correction.

Automatic character correction (correcting characters within the correction memory)

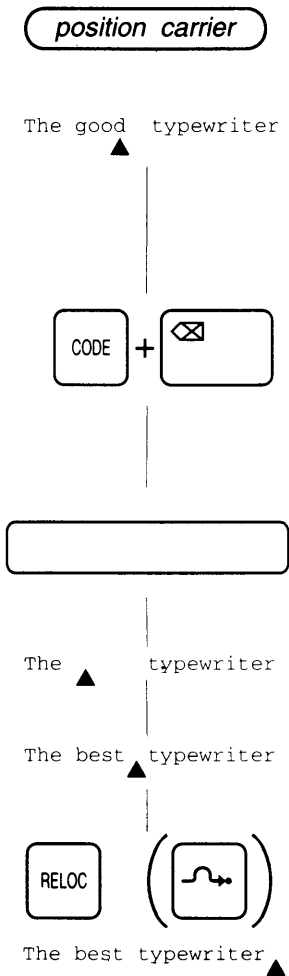


- 1) Use the Index key or Reverse index key to position the print point indicator on the line which contains the error. The line locator (red line) marked on the card holder should be line up below the line. Do not use the platen knob for alignment.
- 2) Use the Backspace Key or Space bar to position the print point indicator on the character to be corrected.
- 3) Press the Correction key. The character under the print point indicator position is erased.
Hold down the Correction key to erase more characters to the left.
- 4) Type the correct character(s).
- 5) Press the Relocation key. The print point indicator returns to one space beyond the last character typed on the page.

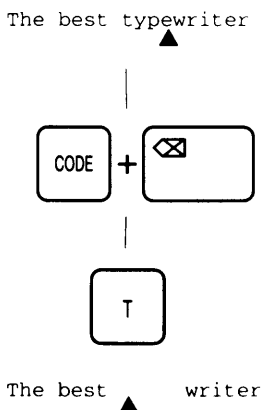
Note:

When you correct the last character you typed, you do not need to backspace to the character. Simply touch the Correction key and the print point indicator will automatically backspace and delete the character.

Automatic word correction (correcting words within the correction memory)



- 1) Use the Index key or Reverse index key to position the print point indicator on the line which contains the word to be corrected. The line locator (red line) marked on the card holder should be line up below the line. Do not use the platen knob for alignment.
- 2) Use the Backspace key or Space bar to position the print point indicator on the last letter of the word to be corrected, or the space following the word to be corrected.
- 3) Hold down the Code key and press the Correction key. An intermittent beep sounds.
- 4) Press the Space bar. The word is erased.
- 5) Type the correct word.
- 6) Press the Relocation key. The print point indicator returns to one space beyond the last character on the page.



Note:

You can erase a part of the word automatically.

- a) Position the print point indicator on the last letter to be erased in the word.
- b) Hold down the Code key and press the Correction key. An intermittent beep sounds.
- c) Type the first letter to be erased in the word. The part of the word specified is erased.

Manual correction (correcting characters outside the correction memory)

position carrier

The bast typewriter ▲



The b st typewriter ▲



The best typewriter ▲

- 1) Use the Index key or Reverse index key to position the print point indicator on the line which contains the error. The line locator (red line) marked on the card holder should be line up below the line. Do not use the platen knob for alignment.
- 2) Use the Backspace key or Space bar to position the print point indicator one space to the right of the character to be corrected.

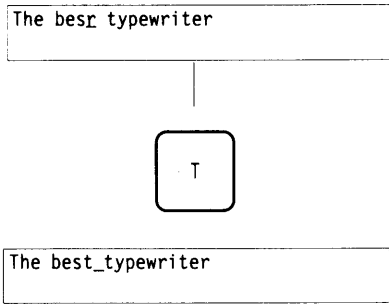
Note:

Use the micro up/micro down/micro back space for accurate alignment. See "Micro Up/Micro Down/Micro Space" in the "Typing Functions" chapter.

- 3) Press the Correction key. The print point indicator backspaces to the character.
- 4) Press the character to be erased. The character is erased and the print point indicator remains at that position.
- 5) Type the correct character(s).

Corrections on the Display

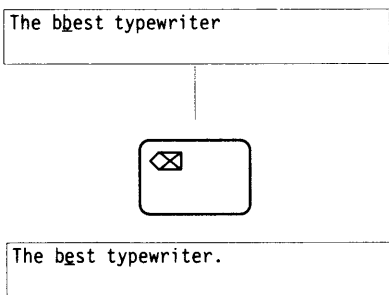
Overstriking (replacing) a character



- 1) Use the Backspace key or Express key to position the cursor under the character to be corrected.
- 2) Type the correct character. The character appears in place of the previous character.

If necessary, press the Relocation key to return the cursor to the right of the last character on the display.

Deleting a character



- 1) Use the Backspace key or Express key to position the cursor under the character to be corrected.
- 2) Press the Correction key to delete the character. Each time you press the Correction key, the character above the cursor is deleted. The all succeeding text is pulled to the left.

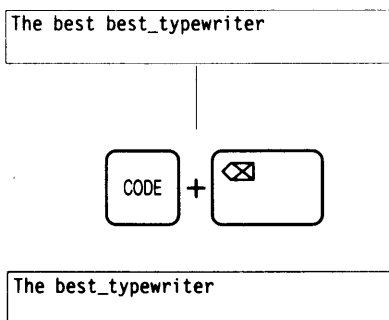
To delete more characters, hold down the Correction key, or press the Repeat key after pressing the Correction key.

If necessary, press the Relocation key to return the cursor to the right of the last character on the display.

Note:

When you correct the last character you typed, you do not need to backspace to the character. Simply touch the Correction key and the cursor will automatically backspace and delete the character.

Deleting a word

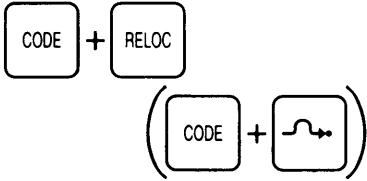


- 1) Use the Backspace key or Express key to position the cursor under the space following the word to be deleted.
- 2) Hold down the Code key and press the Correction key. The word is deleted. The cursor and the all succeeding text are pulled to the left.

If necessary, press the Relocation key to return the cursor to the right of the last character on the display.

Inserting a character (insert mode)

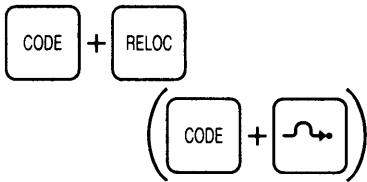
The best typewriter



The best typewriter

W

The best typewriter



The best typewriter

- 1) Use the Backspace key or Express key to position the cursor at the point where you want to insert characters.
- 2) Hold down the Code key and press the Relocation key. The character above the cursor alternately flashes with a box mark "I".
- 3) Type the characters or spaces. It is inserted at the cursor position. Each time you insert a character, the cursor and the all succeeding text shift to the right.
- 4) To cancel the insert mode, hold down the Code key and press the Relocation key.
Pressing the Backspace key, Express key, or Relocation key also cancels the insert mode.

TYPING FUNCTIONS

The letter below shows you some of the sample usage of the typing functions on your typewriter.

Centering between margins

"Tools for Everyone"
Consolidated Tool Co., Inc.
138 Elm Boulevard
Chicago, Illinois 60690

June 3, 1997

Everyday Hardware, Inc.
10301 Main Street
Portland, Oregon 98645

Right margin flush

Dear Sir;

Thank you very much for your letter of May 23 and for your inquiry as to any developments in our product line for next year.

As a favored customer we are at present offering you a 10% discount on all products ordered. We certainly understand your position and we realize that recently the market for our products has been somewhat slow. Therefore to thank you for your continued patronage, we have decided that we can offer an additional 5% discount. We hope that this will help the situation.

We are not standing still but continually attempting to improve our line and to meet the changing needs of the market. We are planning to introduce several new sets with different combinations of tools aimed at satisfying the needs of the increasing number of people just starting to become involved in home improvements. We feel that this will be a substantial market in years to come.

The following passage from **Tools Today** typifies our feelings on the matter.

Bold typing

Full underlining

Paragraph indentation

"The market will continually grow as the expense of hiring out home improvements increases. Consumers will be forced to do whatever is necessary and this fact offers a grand opportunity to all those involved in this area!"

Word underlining

Please look under the following areas in the Company Prospectus inserted which describes our goals for the coming years:

Caps lock

Section Title	Section	Pages
MEETING THE NEW MARKETS	2.3-2	31 - 46
OUR ANSWER	11.6	93 - 102
WHAT WE CAN DO TOGETHER	18.14	209 - 234

Flush right tabulation

Thank you again for your continued use of our products. We wait for your reply.

Decimal tabulation

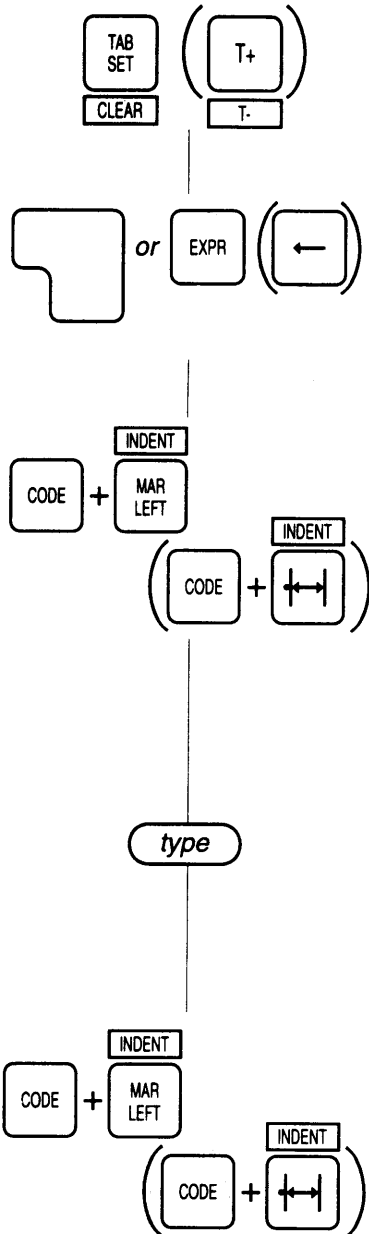
Sincerely Yours,

James Harrison
Assistant Sales Manager

Center tabulation

Paragraph Indentation

This function creates a temporary left margin to indent several lines such as a paragraph.



1) Set a tab at the position where you want to set paragraph indent.

2) Press the Return key or Express key to return the carrier/cursor to the left margin.

3) Hold down the Code key and press the Left margin key.

A "▼" appears above "INDENT" on the display. The carrier/cursor advances to the first tab setting. This becomes the temporary left margin.

Note:

If other tabs have been set preceding your target tab, hold down the Code key and press the Left margin key until the carrier/cursor advances to the desired indent position.

4) Type the text to be indented.

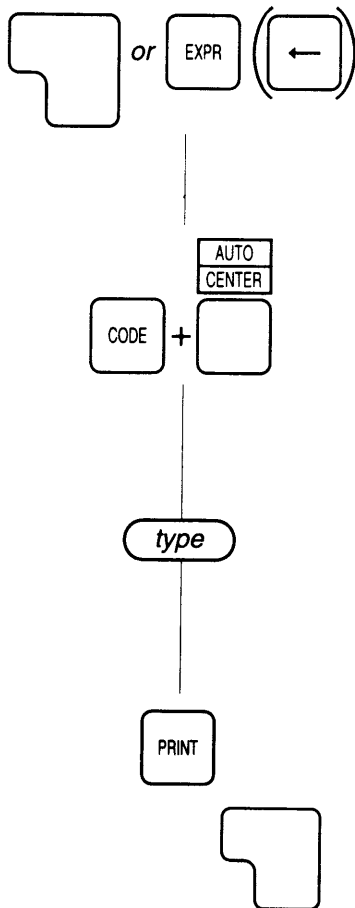
5) To cancel the paragraph indentation function, hold down the Code key and press the Left margin key at any time. The "▼" above "INDENT" on the display disappears.

Automatic Centering

This function centers text evenly between the left and right margins, between two tab stops, or at the desired position.

Note:

Be sure the display has been cleared before activating this function.



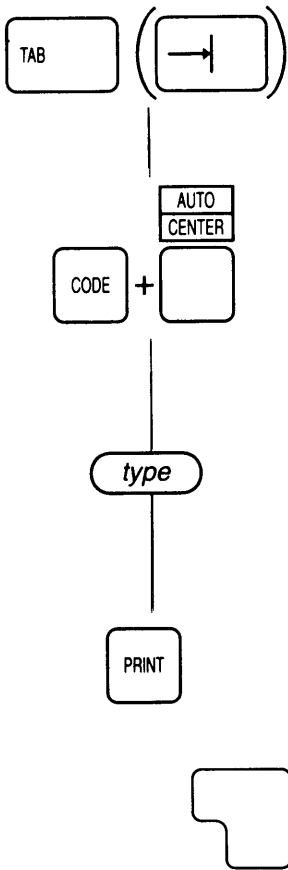
Centering between margins

- 1) Press the Return key or Express key to position the carrier/cursor at the left margin.
- 2) Hold down the Code key and press the key below the "AUTO CENTER" label on the top row. A "▼" appears above "CENTER" on the right side of the display. The carrier/cursor automatically advances to the center of the margin settings.
- 3) Type the text to be centered. Characters appear on the display as you type. Correct errors on the display before the text is printed.
- 4) Press the Print key. The text is printed centered between the left and right margins. The "▼" above "CENTER" disappears.
Pressing the Return key also prints the text and the carrier/cursor returns to the left margin on the next line.

Note:

To cancel the automatic centering function, first clear the text on the display using the Correction key. Then press the Print key or Code + key below the "AUTO CENTER" label.

Centering between tabs



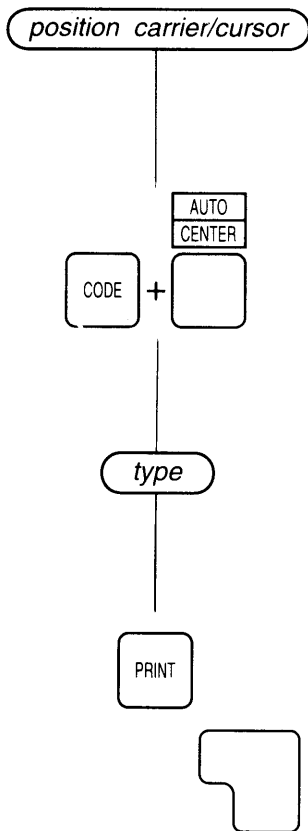
- 1) Press the Tab key to position the carrier/cursor at the left tab of the two tabs where text is to be centered.
- 2) Hold down the Code key and press the key below the "AUTO CENTER" label on the top row. A "▼" appears above "CENTER" on the right side of the display. The carrier/cursor automatically advances to the center of the present tab and the next tab on the right.
- 3) Type the text to be centered. Characters appear on the display as you type. Correct errors on the display before the text is printed.
- 4) Press the Print key. Text is printed centered between the two tabs. The "▼" above "CENTER" disappears.

Pressing the Return key also prints the text, and the carrier/cursor returns to the left margin on the next line.

Note:

To cancel the automatic centering function, first clear the text on the display using the Correction key. Then press the Print key or Code + key below the "AUTO CENTER" label.

Centering at any desired position

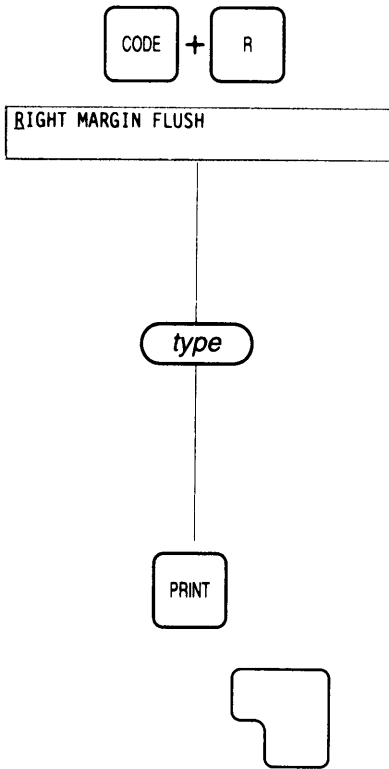


- 1) Position the carrier/cursor at the point where text is to be centered.
- 2) Hold down the Code key and press the key below the "AUTO CENTER" label on the top row. A "▼" appears above "CENTER" on the right side of the display.
- 3) Type the text to be centered. The text appears on the display as you type. Correct errors on the display before the text is printed.
- 4) Press the Print key. The text is printed centered at the current carrier/cursor position. The "▼" above "CENTER" disappears. Pressing the Return key also prints the text and the carrier/cursor returns to the left margin on the next line.

Note:

To cancel the automatic centering function, first clear the text on the display using the Correction key. Then press the Print key or Code + key below the "AUTO CENTER" label.

Right Margin Flush



This function aligns text with the right margin.

1) Hold down the Code key and press the "R" key. A "▼" appears above "R.M-FLUSH" and "RIGHT MARGIN FLUSH" appears on the display. The carrier/cursor moves to the right margin.

2) Type the text. Characters appear on the display as you type. Correct errors on the display before the text is printed.

3) Press the Print key. The text is printed aligned with the right margin.

Pressing the Return key also prints the text and the carrier/cursor returns to the left margin on the next line.

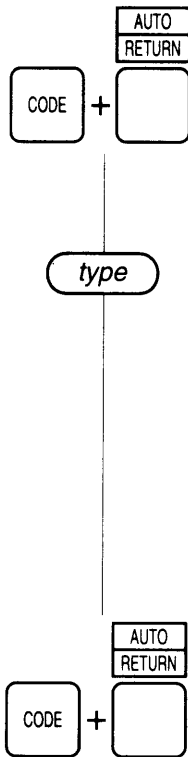
Note:

To cancel the right margin flush function, first clear the text on the display using the Correction key. Then press the Print key or Code + "R" key.

Automatic Return

This function automatically returns the carrier/cursor at the end of each line without pressing the Return key.

This function is activated automatically in the STORE mode.



1) Hold down the Code key and press the key below the "AUTO RETURN" label on the top row. A "v" appears above "RETURN" on the display.

2) Type the text. When the first space or hyphen is typed after the carrier/cursor enters the hot zone (the area of 5 spaces immediately before the right margin), the carrier/cursor automatically returns to the left margin on the next line.

Note:

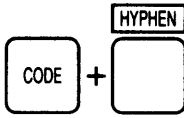
(For the typewriter with the USA or Canada French keyboard)

If a hyphen or space is not typed in the hot zone, the carrier will advance past the right margin.

3) To cancel the automatic return function, hold down the Code key and press the key below the "AUTO RETURN" label again. The "v" above "RETURN" on the display disappears.

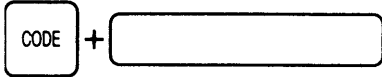
Required Hyphen and Required Space

This function is used to type a hyphen or space in the hot zone that will not trigger an automatic return. It's useful to type a combination of words that you do not want to be separated by automatic return.



Hold down the Code key and press the key below the "HYPHEN" label on the top row, at the position where you want a required hyphen.

On the display, a symbol mark "␣" appears representing a required hyphen.



Hold down the Code key and press the Space bar at the position where you want a required space.

On the display, a symbol mark "␣" appears representing a required space.

Syllable Hyphen

This function is used to type a hyphen that will be printed only when it falls in the hot zone to temporarily divide a word at the right margin.

Note:

A syllable hyphen is available when in STORE mode only.



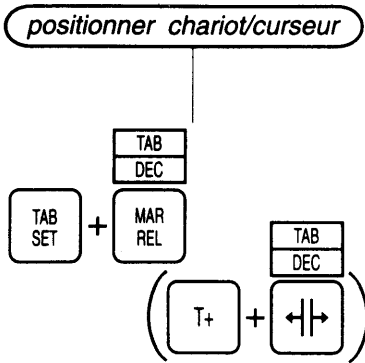
Hold down the Code key and press the "H" key. A symbol mark "H" appears on the display representing a syllable hyphen.

At the time of print, the syllable hyphen will be printed only when it falls in the hot zone. If you modify the file and hyphenated word is shifted out of the hot zone, the syllable hyphen is ignored and will not be printed.

Decimal Tabulation

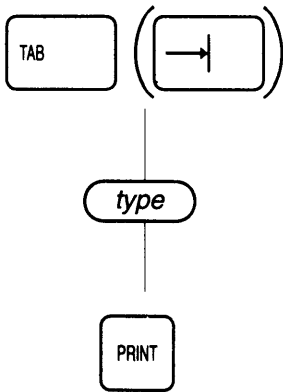
This function aligns numbers by their decimal point at a tab position. It helps you to type statistical text easily.

Setting a decimal tab



- 1) Position the carrier/cursor at the point where you want to set a decimal tab.
- 2) Hold down the Tab set/clear key and press the Margin release key. A "▼" appears above "DECIMAL" on the display while you press this key combination, then disappears when you release them.

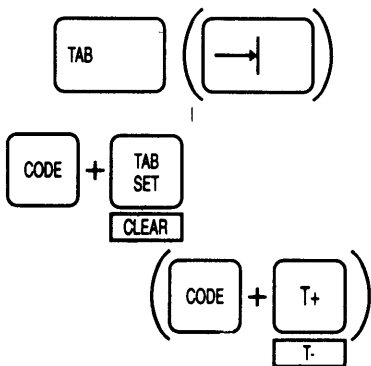
Using a decimal tab



- 1) Press the Tab key to move the carrier/cursor to the decimal tab position. A "▼" appears above "DECIMAL" on the display.
- 2) Type the text. Characters appear on the display as you type. Correct errors on the display before the text is printed.
- 3) Press the Print key. The text is printed with its decimal point aligned at the tab position.

Pressing the Return or Tab also prints the text, and moves the carrier/cursor to the corresponding positions.

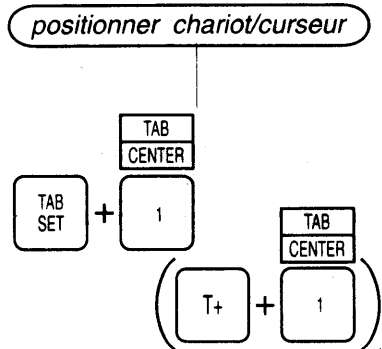
Clearing a decimal tab



- 1) Press the Tab key to move the carrier/cursor to the decimal tab position you want to clear.
- 2) Hold down the Code key and press the Tab set/clear key. The "▼" above "DECIMAL" on the display disappears.

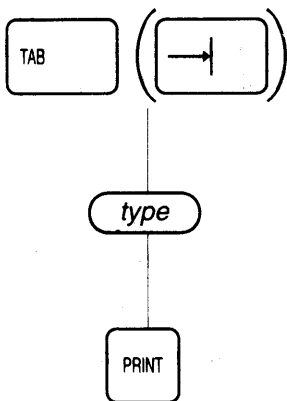
Center Tabulation

This function centers text at a tab position.



Setting a center tab

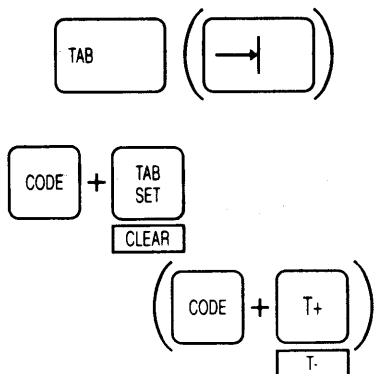
- 1) Position the carrier/cursor at the point where you want to set a center tab.
- 2) Hold down the Tab set/clear key and press the "1" key. A "▼" appears above "CENTER" on the left side of the display while you press this key combination, then disappears when you release them.



Using a center tab

- 1) Press the Tab key to move the carrier/cursor to the center tab position. A "▼" appears above "CENTER" on the display.
- 2) Type the text. Characters appear on the display as you type. Correct errors on the display before the text is printed.
- 3) Press the Print key. The text is printed centered at the tab position.

Pressing the Return or Tab also prints the text, and moves the carrier/cursor to the corresponding positions.

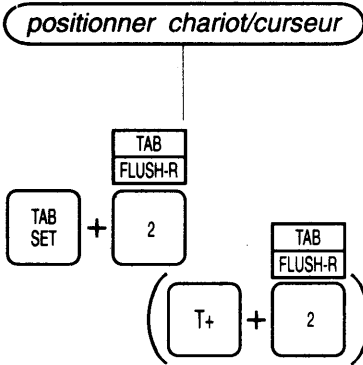


Clearing a center tab

- 1) Press the Tab key to move the carrier/cursor to the center tab position you want to clear.
- 2) Hold down the Code key and press the Tab set/clear key. The "▼" above "CENTER" on the display disappears.

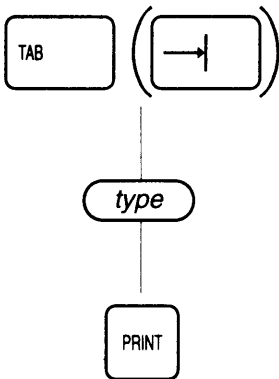
Flush Right Tabulation

This function aligns text with the right side affixed to the tab position.



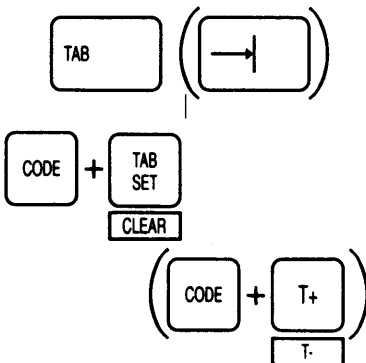
Setting a flush right tab

- 1) Position the carrier/cursor at the point where you want to set a flush right tab.
- 2) Hold down the Tab set/clear key and press the "2" key. A "▼" appears above "FLUSH-R" on the display while you press this key combination, then disappears when you release them.



Using a flush right tab

- 1) Press the Tab key to move the carrier/cursor to the flush right tab position. A "▼" appear above "FLUSH-R" on the display.
- 2) Type the text. Characters appear on the display as you type. Correct errors on the display before the text is printed.
- 3) Press the Print key. The text is printed aligned its ending with the tab position.
Pressing the Return or Tab also prints the text, and moves the carrier/cursor to the corresponding positions.



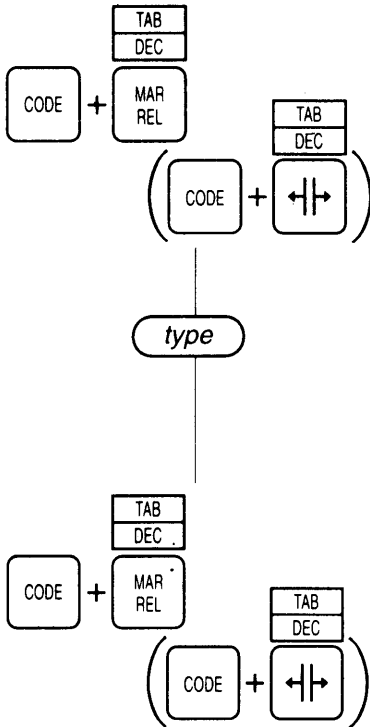
Clearing a flush right tab

- 1) Press Tab key to move the carrier/cursor to the flush right tab position you want to clear.
- 2) Hold down the Code key and press the Tab set/clear key. The "▼" above "FLUSH-R" on the display disappears.

Group Tabulation

This function temporarily converts all of the current tab settings to the same type of tab.

Group decimal tab



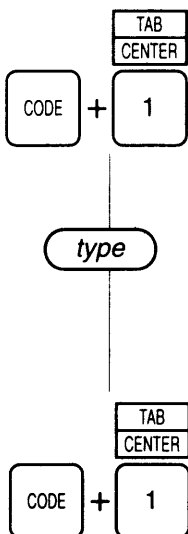
1) Hold down the Code key and press the Margin release key. A "▼" appears above "DECIMAL" on the display. All of the current tabs become decimal tabs.

2) Enter text and print it out using decimal tabs.

To add a new tab, simply press the Tab set/clear key at the desired position. It automatically becomes a decimal tab.

3) To cancel the group decimal tab function, hold down the Code key and press the Margin release key again. The "▼" above "DECIMAL" on the display disappears and all tabs return to their original type. Newly set tabs, as described in step 2), become normal tabs.

Group center tab



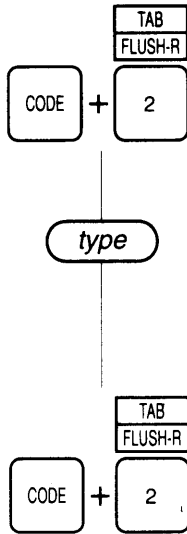
1) Hold down the Code key and press the "1" key. A "▼" appears above "CENTER" on the left side of the display. All of the current tabs become center tabs.

2) Enter text and print it out using center tabs.

To add a new tab, simply press the Tab set/clear key at the desired position. It automatically becomes a center tab.

3) To cancel the group center tab function, hold down the Code key and press the "1" key again. The "▼" above "CENTER" on the display disappears and all tabs return to their original type. Newly set tabs, as described in step 2), become normal tabs.

Group flush right tab



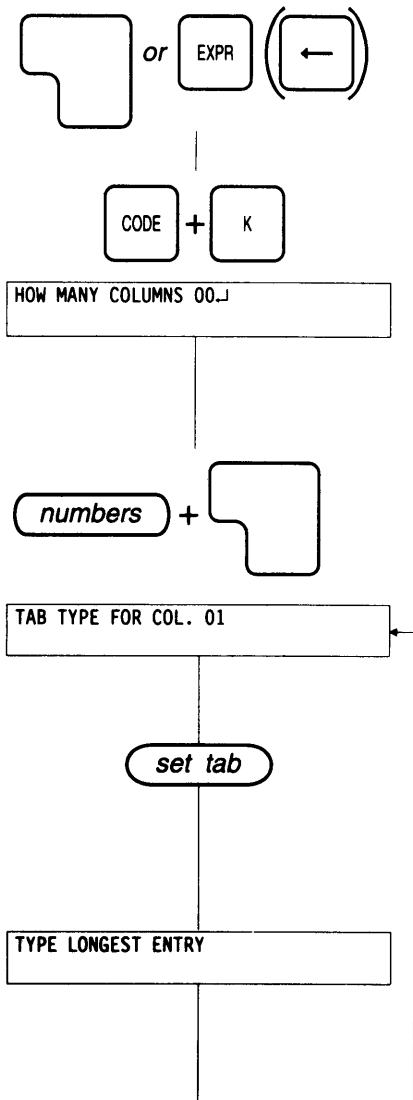
- 1) Hold down the Code key and press the "2" key. A "▼" appears above "FLUSH-R" on the display. All of the current tabs become flush right tabs.
- 2) Enter text and print it out using flush right tabs.
To add a new tab, simply press the Tab set/clear key at the desired position.
- 3) To cancel the group flush right tab function, hold down the Code key and press the "2" key again. The "▼" above "FLUSH-R" on the display disappears. Newly set tabs, as described in step 2), become normal tabs.

Column Layout

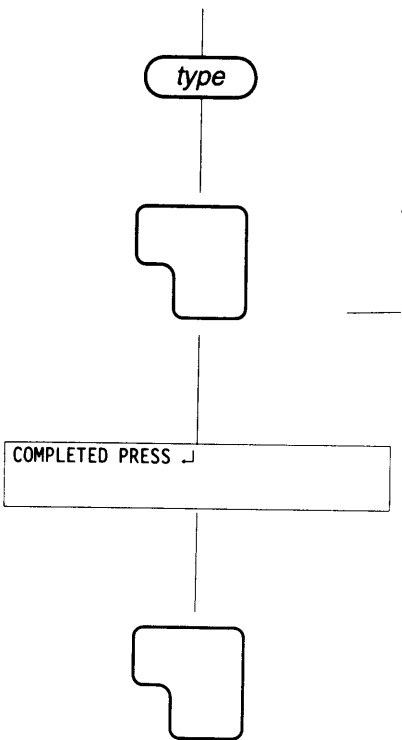
This function is used to create a table consisting of columns, with a balanced appearance between the margins.

<i>Left margin</i>					<i>Right margin</i>
	BMW	\$ 25,000.00	GERMAN	86/10/20	S Motors Ltd.
	JAGUAR	\$ 60,000.00	ENGLAND	87/04/03	S Motors Ltd.
	↑	↑	↑	↑	↑
	<i>Tab</i>	<i>Decimal tab</i>	<i>Center tab</i>	<i>Flush right tab</i>	<i>Tab</i>

Setting tabs for columns



- 1) Press the Return key or Express key to return the carrier/cursor to the left margin.
 - 2) Hold down the Code key and press the "K" key. The message "HOW MANY COLUMNS 00" appears on the display. Previously set tabs are all cleared.
 - 3) Type the number of columns you want to create, and press the Return key. The message "TAB TYPE FOR COL.01" appears on the display.
 - 4) Select and enter the tab type for the first column.
 - Press Tab set/clear key to make it a normal tab.
 - Press Tab set/clear key + Margin release key to make it a decimal tab.
 - Press Tab set/clear key + "1" key to make it a center tab.
 - Press Tab set/clear key + "2" key to make it a flush-right tab.
- The message "TYPE LONGEST ENTRY" appears on the display.



- 5) Type the longest word or number which is to be typed in the first column, and press the Return key. No text is printed at this time. "TAB TYPE FOR COL.02" appears on the display.
- 6) Repeat steps 4) and 5) to enter the tab type and the longest entry for the second column.
- 7) Repeat entering the tab type and the longest entry for every column.

When the entries for all columns have been completed, the message "COMPLETED PRESS ↵" appears on the display. Press the Return key to clear the message.

The typewriter automatically sets tabs for each column at the calculated positions, so that you will get a table with well-balanced appearance between margins.

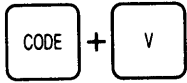
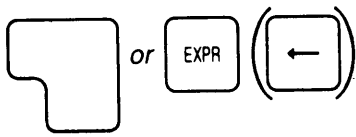
Note:

To clear the column layout function during the operation, hold down the Code key and press the "K" key. The message "ERROR SEE ITEM 12" appears.

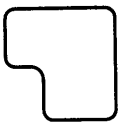
If the message "ERROR SEE ITEM 10" appears, it warns you that the number of columns you enter in step 3) is too many to fit between the margins.

If the message "ERROR SEE ITEM 11" appears, it warns you that the total characters of the longest entries are too many to fit between the margins.

Creating a table of columns



type



1) Press the Return key or Express key to return the carrier/cursor to the left margin.

Hold down the Code key and press the "V" key to type a vertical line. It will be a left end line of the table.

2) Press the Tab key to advance the print point indicator to the first tab stop. Type the text for the first column.

3) Press the Tab key. The print point indicator stops at the center position between the first and second columns.

Hold down the Code key and press the "V" key to type a vertical line.

4) In the same way as in step 2) and 3), press the Tab key to advance to the next column and type the text. Then press the Tab key to move to the center position and type a vertical line.

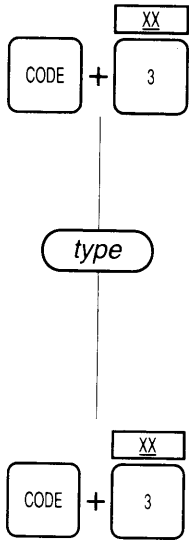
Repeat this entry for each column. (The last vertical line is typed on the right margin and it will be a right end line of the table.)

5) Press the Return key to advance to the left margin on the next line. Complete the line as you did on the first line.

Automatic Underlining

This function underlines individual words (no spaces) or all text automatically.

Automatic full underlining

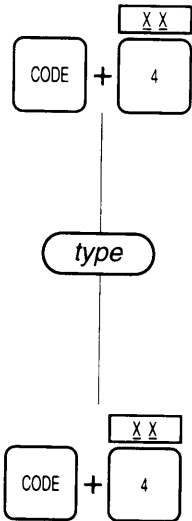


1) Hold down the Code key and press the "3" key. A "▼" appears above "XX" on the display.

2) Type the text to be underlined. All of the characters including spaces will be underlined as you type.

3) To cancel the full underlining function, hold down the Code key and press the "3" key again. The "▼" above "XX" on the display disappears.

Automatic word underlining



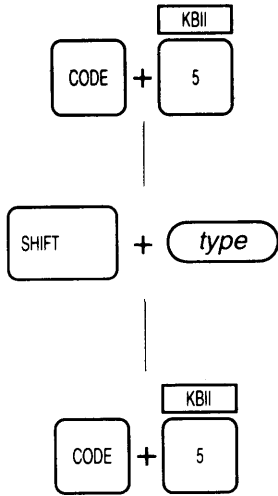
1) Hold down the Code key and press the "4" key. A "▼" appears above "XX" on the display.

2) Type the text to be underlined. All characters except spaces will be underlined as you type.

3) To cancel the word underlining function, hold down the Code key and press the "4" key again. The "▼" above "XX" on the display disappears.

Keyboard II (Special Characters)

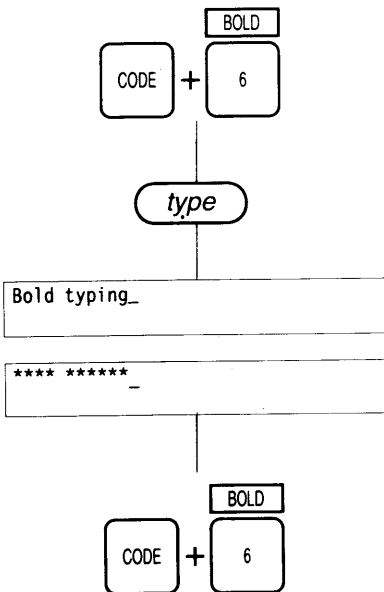
Your typewriter provides a second keyboard which contains special characters. These special KBII characters appear on the top right side of the numeric/symbol keys.



- 1) Hold down the Code key and press the "5" key. A "▼" appears above "KBII" on the display.
- 2) While holding the Shift key (or pressing the Shift lock key), press the key with the desired symbol.
- 3) To cancel the keyboard II function, hold down the Code key and press the "5" key again. The "▼" above "KBII" on the display disappears.

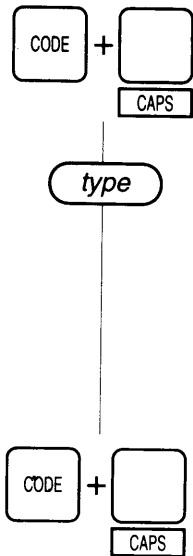
Bold Typing

This function makes words stand out from the rest of the text. Use this function to emphasize titles, highlight information, etc.



- 1) Hold down the Code key and press the "6" key. A "▼" appears above "BOLD" on the display.
- 2) Type the text. All of the characters will be printed in boldface type.
On the display, characters to be bolded flash alternately with asterisks to distinguish them from other text.
- 3) To cancel the bold typing function, hold down the Code key and press the "6" key again. The "▼" above "BOLD" on the display disappears.

Caps Lock



This function enables numbers and upper case letters to be typed without pressing the Shift key.

1) Hold down the Code key and press the key with the "CAPS" label. A "▼" appears above "CAPS" on the display.

2) Type the text. Each alphabetical character (letter) is printed in upper case. Numbers and symbols are printed as usual.

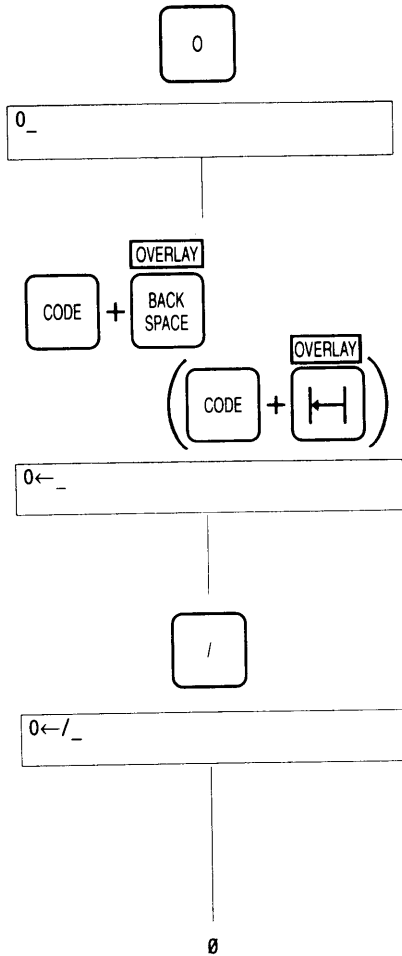
Note:

To type any lower case alphabetical characters or a symbol that is on the upper left corner of a key top while using the caps lock, hold down the Shift key and press the desired key.

3) To cancel the caps lock function, hold down the Code key and press the key with the "CAPS" label again. The "▼" above "CAPS" on the display disappears.

Overlay

This function is used to create characters not found on the keyboard by printing one character on top of another. This function is available in the LP, JUST and STORE modes.



1) Press the desired key. The character appears on the display.

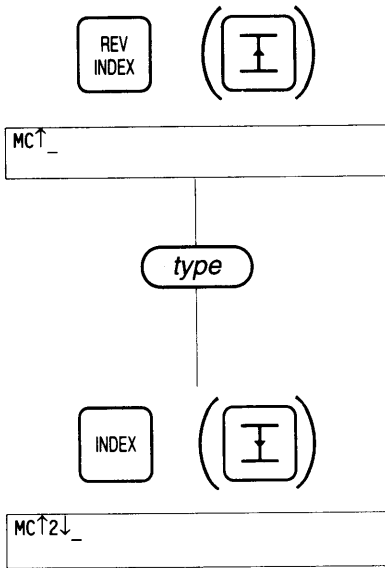
2) Hold down the Code key and press the Backspace key. A symbol mark "←" appears on the display.

3) Press the second character key, which is to be printed over the first character.

4) When the text is printed, the first and second characters will be printed at the same print position.

Superscript/Subscript

This function lets you type text that includes superscript or subscript characters, such as H₂O or E=MC²



Superscript

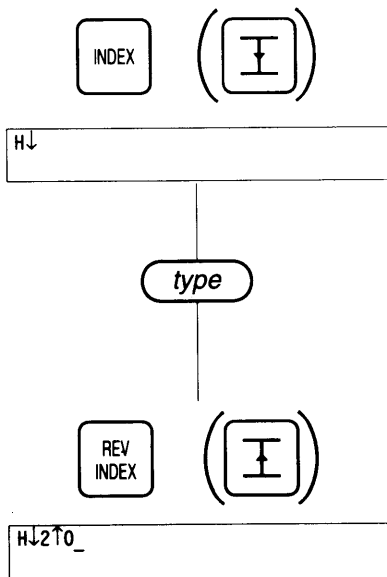
- 1) Press the Reverse index key at the point where you want to type a superscript character.

In the NP mode, the print position moves one half line upward. In the LP/JUST/STORE modes, a symbol mark "↑" appears on the display.

- 2) Type the superscript character(s).

- 3) Press the Index key to return to the normal line.

IN the NP mode, the print position moves one half line down. In the LP/JUST/STORE modes, a symbol mark "↓" appears on the display.



Subscript

- 1) Press the Index key at the point where you want to type a subscript character.

In the NP mode, the print position moves one half line down. In the LP/JUST/STORE modes, a symbol mark "↓" appears on the display.

- 2) Type the subscript character(s).

- 3) Press the Reverse index key to return to the normal line.

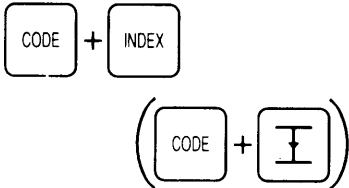
In the NP mode, the print position moves one half line up. In the LP/JUST/STORE modes, a symbol mark "↑" appears on the display.

Micro Up/Micro Down/Micro Back Space

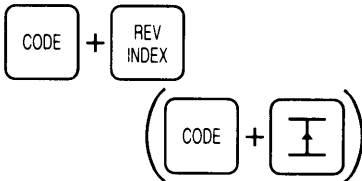
This function aligns the print point indicator to an exact position. Use this function for making corrections on a previously typed letter or typing on a pre-printed form. This function is available in the NP mode only.

Note:

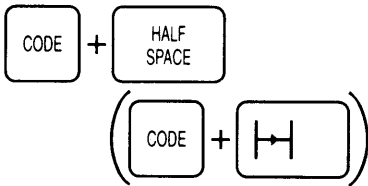
Before activating this function, make sure the display has been cleared.



Hold down the Code key and press the Index key. Paper advances 1/16 line (1/96 inch) each time this key combination is pressed.



Hold down the Code key and press the Reverse index key. Paper retracts 1/16 line (1/96 inch) each time this key combination is pressed.

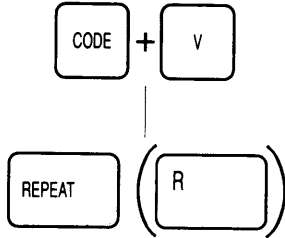


Hold down the Code key and press the Half space key. The print point indicator moves 1/120 inch to the left each time this key combination is pressed.

Framing (Line Drawing)

This function creates frames by drawing vertical and horizontal lines.

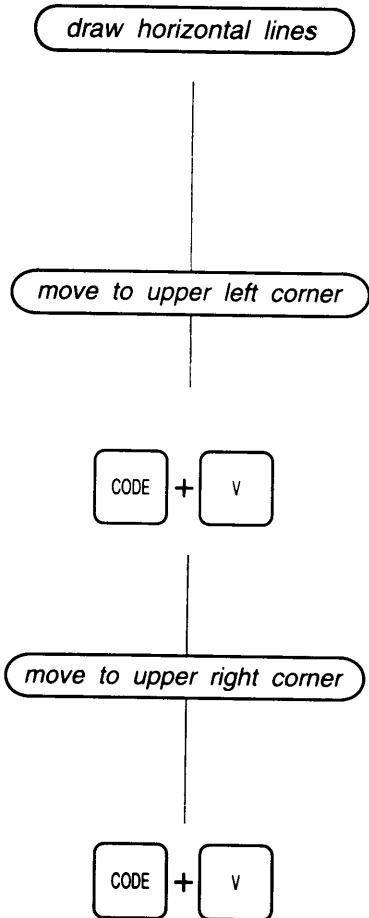
Typing a vertical line



Hold down the Code key and press the "V" key. A short vertical line is printed. The print point indicator does not advance.

To extend the vertical line downward, hold down the Repeat key.

Creating frame by drawing vertical and horizontal lines



- 1) First draw the top and bottom horizontal lines of the frame. Hold down the Shift key and press the Hyphen key, then press the Repeat key to draw a horizontal line.

Note:

Setting margins at the desired width makes it easier to draw horizontal lines of the same length.

- 2) Move to one line below the upper left corner.

Press the Backspace key then press the Half space key. The print point indicator aligns with the left end of the top horizontal line.

- 3) Hold down the Code key and press the "V" key. A vertical line is printed. Then hold down the Repeat key until it reaches the bottom horizontal line.

- 4) Move the print point indicator to one line below the upper right corner.

- 5) Hold down the Code key and press the "V" key. A vertical line is printed. Then hold down the Repeat key until it reaches the bottom horizontal line.

MEMORY FUNCTION

The memory function allows you to store text such as entire letters and repetitive phrases for later review, modifying and printout. You can also store line formats such as margin and tab settings, or a series of carrier positions to line up on pre-printed forms.

The memory stores 16,000 characters, dividing into a maximum of 50 files. The contents of the files in memory are maintained by a back-up battery for about five years, even when you turn off the typewriter.

This typewriter provides you four types of file; Text file, Phrase file, Variable file, and Format file. Select the file according to your purpose.

Text file:

A text file is used to store text such as letters documents, tables, etc. along with its margin and tab settings.

Phrase file:

A phrase file is used to store frequently-used text such as name and addresses, or signature blocks. A phrase file does not contain any margins or tabs, so you can insert a phrase file in other file or print it at any location.

Variable file:

A variable file is used to store a series of print positions to line up on pre-printed forms. (This file contains no text). You can quickly move the carrier to the specified locations on the page and type the variable information on each position.

Format file:

A format file is used to store frequently-used format; setting of margins and tabs. (This file contains no text). This file prevents repetitive format settings you require.

Creating a Text File

There are three ways to create a text file:

Display mode

You create a text file line by line using the margin settings, in the same way as you type on the paper. Characters appear on the display as you type. When a line is completed, the line is stored in memory but nothing is printed on paper.

Print mode

You create a text file line by line using the margin settings, in the same way as you type on the paper. Characters appear on the display as you type. When a line is completed, the line is stored in memory and printed on paper.

Note:

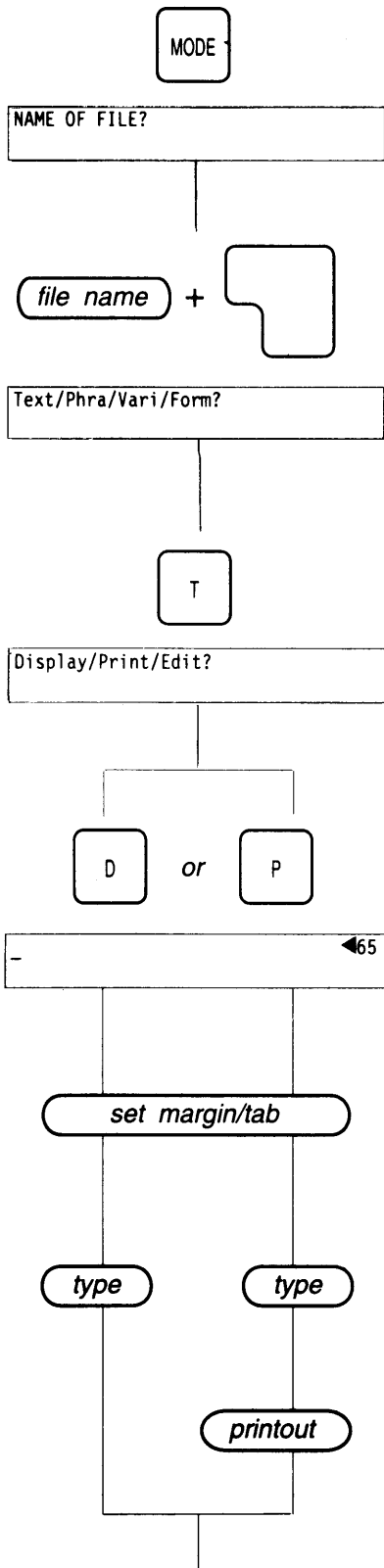
In the display mode and print mode, a column counter appears on the right side of the display. It indicates the remaining number of spaces to the right margin on the line.

In the display mode and print mode, you cannot scroll back to the previous line after the line is stored and disappeared from the display.

Edit mode

You create a text file as one continuous line of text. Characters appear on the display continuously through to the end of the file, without changing the line. You can scroll to any point in the file to make changes, corrections, or to simply review.

Creating a text file in the display mode or print mode



1) Press the Mode key until a "▼" appears above "STORE" on the display. The message "NAME OF FILE?" appears.

Note:

You can exit the STORE mode by pressing the Mode key at any time.

2) Type the file name (maximum of five letters/numbers), then press the Return key. The message "Text/Phra/Vari/Form?" appears on the display.

3) Press the "T" key to select a text file. The paper advances one line and the carrier returns to the left margin. The message "Display/Print/Edit?" appears on the display.

4) Press the "D" key to choose the display mode, or press the "P" key to choose the print mode. The display is cleared and the column counter appears on the right side of the display. The automatic return function is automatically activated.

5) Set or clear any margins and tabs as required by your document.

6) Type the text. Characters appear on the display as you type. When a line is completed, the line is stored in memory and disappeared from the display. In the print mode, the line is printed on paper at this time.

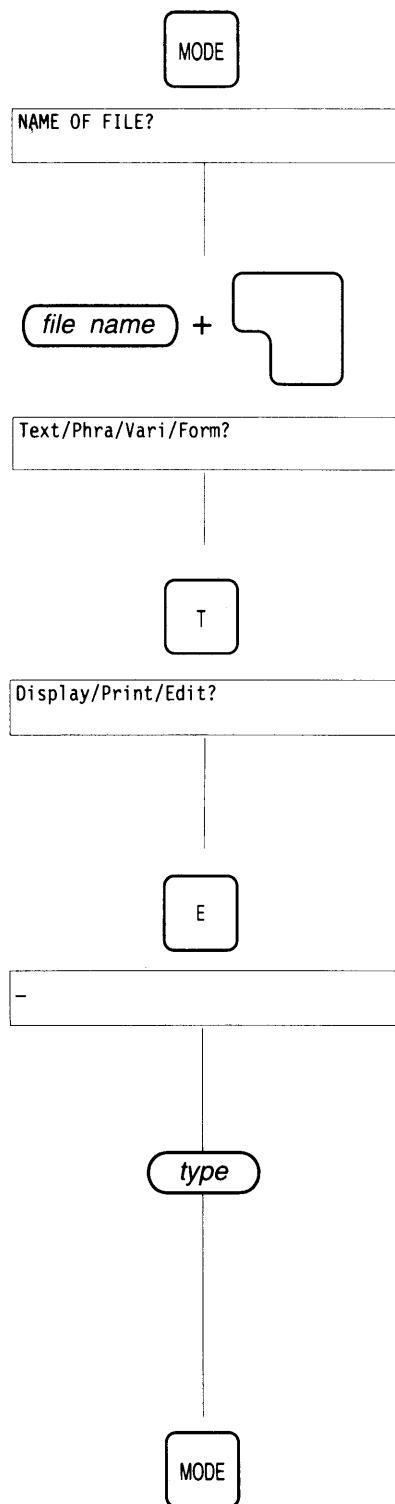


Note:

Correct errors while the line text appears on the display. After the line is stored and disappeared from the display, you cannot scroll back to them. (You can correct them in the edit mode).

- 7) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Creating a text file in the edit mode



1) Press the Mode key until a "▼" appears above "STORE" on the display. The message "NAME OF FILE?" appears.

Note:

You can exit the STORE mode by pressing the Mode key at any time.

2) Type the file name (maximum of five letters/numbers), then press the Return Key. The message "Text/Phra/Vari/Form?" appears on the display.

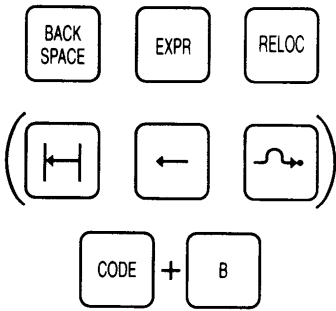
3) Press the "T" key to select a text file. The paper advances one line and the carrier returns to the left margin. The message "Display/Print/Edit?" appears on the display.

4) Press the "E" key to choose the edit mode. The display is cleared.

5) Type the text. As you type, characters appear on the display as one continuous line of text, without changing the line. You can scroll to any point in the file to make changes, corrections, or to review. See "Some tips for edit mode" which follows.

6) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Some tips for edit mode



- a) Move the cursor to scroll to any position in the file.

Press the Backspace key to move the cursor one space to the left.

Press the Express key to move the cursor one space to the right.

Press the Relocation key to move the cursor to the end of the file.

Press the Code key + "B" key to move the cursor to the beginning of the file.

To quickly move the cursor to a desired location in the middle of the file, use the search and replace function. See "Search and Replace" section which follows.

- b) In the edit mode, the column counter does not appear and the carrier does not move. To represent the carrier movement, the following symbols appear.

↵ Return
 → Tab
 ↓ Index
 ↑ Reverse index

- c) At the position where you activate any function, a box mark "■" appears to represent the function. The box mark alternately flashes with the function name when you position the cursor under the box mark. To cancel the function, delete the box mark.

■ ↔ LEFT MARGIN SET *
 ■ ↔ RIGHT MARGIN SET *
 ■ ↔ MARGIN RELEASE
 ■ ↔ TAB SET *
 ■ ↔ TAB CLEAR
 ■ ↔ ALL TABS CLEARED
 ■ ↔ MOVE CARRIER TO XX
 ■ ↔ INDENT
 ■ ↔ NEXT INDENT
 ■ ↔ AUTO CENTER
 ■ ↔ RIGHT MARGIN FLUSH
 ■ ↔ DECIMAL TAB SET *
 ■ ↔ CENTER TAB SET *
 ■ ↔ FLUSH RIGHT TAB SET *
 ■ ↔ GROUP DECIMAL TAB

█ ↔ GROUP CENTER TAB

█ ↔ GROUP FLUSH-R TAB

█ ↔ COLUMN LAYOUT *

█ ↔ PAGE LENGTH = XX HIT ↵ *

Note:

You can not use the functions marked * in phrase files.

- d) When you set margin or tab before entering any text or at the end of the file, two box marks appear on the display. (in text files only).

The right box mark alternately flashes with the function name such as "LEFT MARGIN SET", or "TAB SET" when you position the cursor under it.

The left box mark alternately flashes with the message "MOVE CARRIER TO XX" when you position the cursor under it. The number "XX" indicates the position of the margin or tab.

To change the margin or tab settings, move the cursor under the left box and change the number. Press the Index key to increase the number, or the Reverse index key to decrease the number.

Note:

To set a margin or tab in the middle of the existing text, first press the Code key + Relocation key to activate the insert mode. Press the Code key + "M" key to insert the first box mark (MOVE CARRIER TO XX), then press the function key such as Left margin key, or Tab set/clear key to insert the second box mark. Move back the cursor under the first box mark and change the number as desired.

Modifying a Text File

There are two ways to modify the text file stored in the memory.

Add mode

You add some text at the end of the text file line by line, as you created the file in the display mode or print mode.

Edit mode

You edit the text file scrolling to any desired location in the file.

Modifying a text file in the add mode

1) Press the Mode key until a "▼" appears above "STORE" on the display.

2) Type the name of the text file you want to add text to. Then press the Return key. The message "Edit/Add?" appears on the display.

3) Press the "A" key to choose the add mode. The message "Display/Print?" appears on the display.

4) Press the "D" key to choose the display mode or press the "P" key to choose the print mode.

The last line of the text file appears with the cursor located at the end of the file.

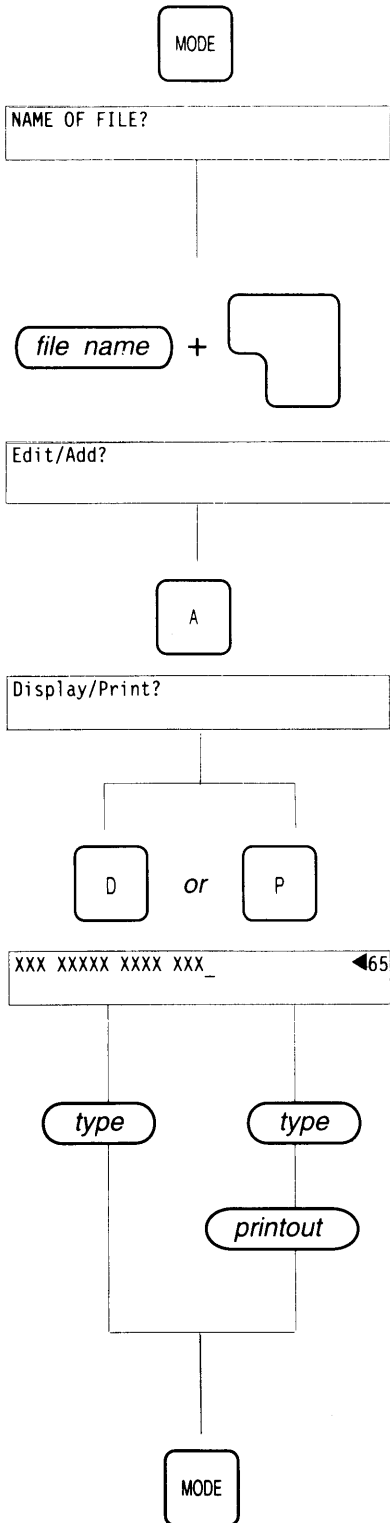
5) Type the text to be added.
Characters appear on the display as you type.

When a line is completed, the line is stored in memory and disappeared from the display. In the print mode, the line is printed on paper at this time.

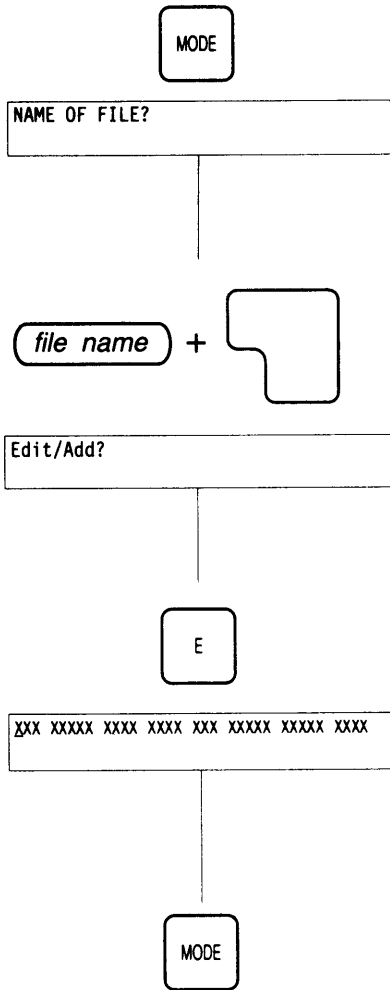
Note:

Correct errors while the line text appears on the display. After the line is stored and disappeared from the display, you cannot scroll back to them. (You can correct them in the edit mode.)

6) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.



Modifying a text file in the edit mode



1) Press the Mode key until a "▼" appears above "STORE" on the display.

2) Type the name of the text file you want to edit. Then press the Return Key. The message "Edit/Add?" appears on the display.

3) Press the "E" key to choose the edit mode.

The text file appears on the display as one continuous line of text. You can scroll to any point in the file to make changes, corrections, or to simply review. See "Some tips for edit mode" in the "Creating a Text File" section.

4) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Creating a Phrase File

There are two ways to create a phrase file:

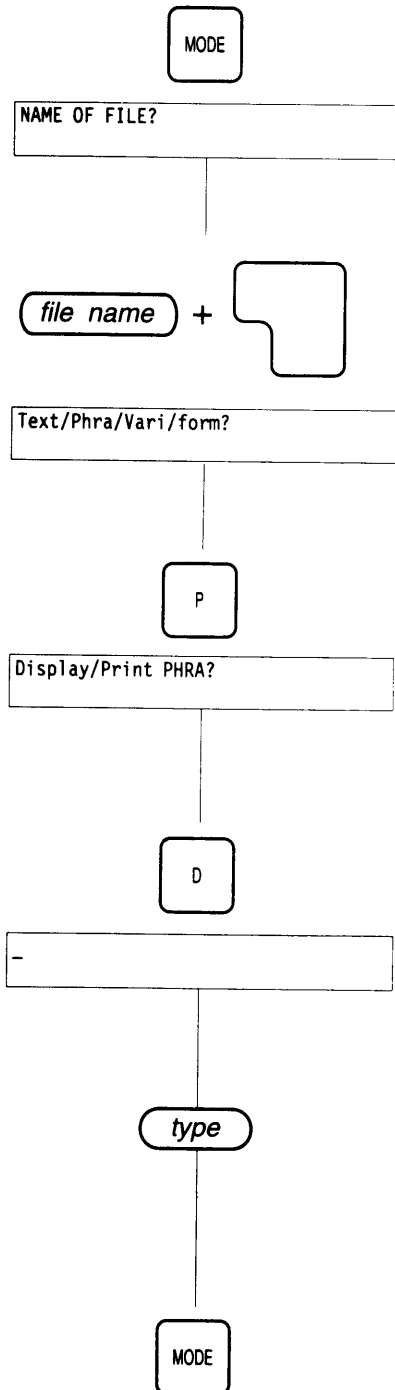
Display mode

You create a phrase file on the display as one continuous line of text, regardless of the margin settings. Nothing is printed on paper.

Print mode

You create a phrase file on the display line by line. The line is printed on paper according to the current margin settings, but the margin settings are not stored in the file.

Creating a phrase file in the display mode



1) Press the Mode key until a "▼" appears above "STORE" on the display. The message "NAME OF FILE?" appears.

Note:

You can exit the STORE mode by pressing the Mode key at any time.

2) Type the file name (maximum of five letters/numbers), then press the Return key. The message "Text/Phra/Vari/Form?" appears on the display.

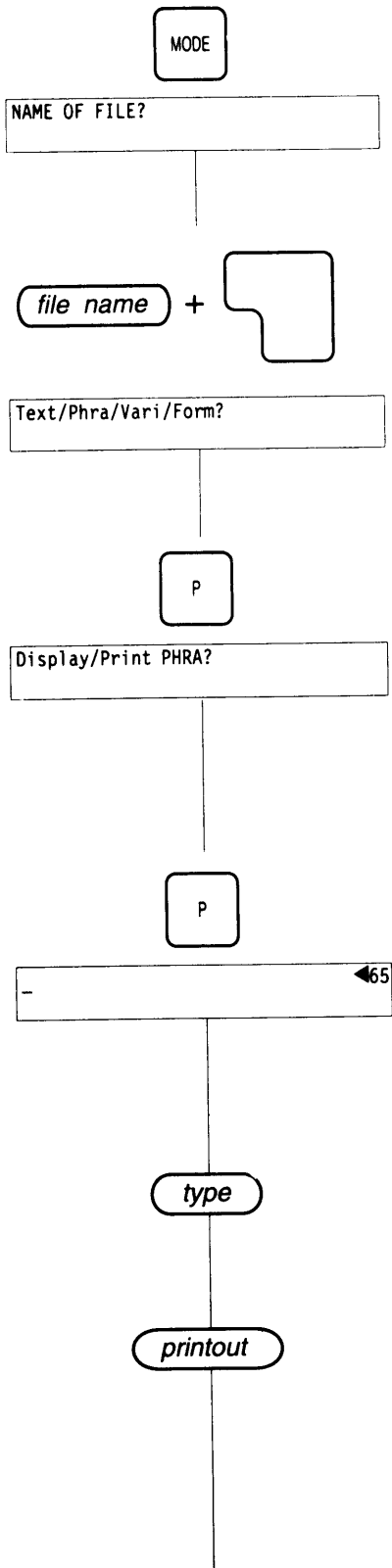
3) Press the "P" key to select a phrase file. The message "Display/Print PHRA?" appears on the display.

4) Press the "D" key to choose the display mode. The display is cleared.

5) Type the phrase to be stored. Characters appear on the display as one continuous line of text. You can scroll to any point in the file to make changes, correction, or to simply review. See "Some tips for edit mode" in the "Creating a Text File" section.

6) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Creating a phrase file in the print mode



- 1) Press the Mode key until a "▼" appears above "STORE" on the display. The message "NAME OF FILE?" appears.

Note:

You can exit the STORE mode by pressing the Mode key at any time.

- 2) Type the file name (maximum of five letters/numbers), then press the Return key. The message "Text/Phra/Vari/Form?" appears on the display.

- 3) Press the "P" key to select a phrase file. The message "Display/Print PHRA?" appears on the display.

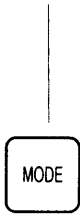
- 4) Press the "P" key to choose the print mode.

The display is cleared and the column counter appears on the right side of the display. The automatic return function is automatically activated.

- 5) Type in the phrase to be stored. As you type, characters appear on the display line by line according to the current margins. When a line is completed, the line is stored and printed on paper.

Note:

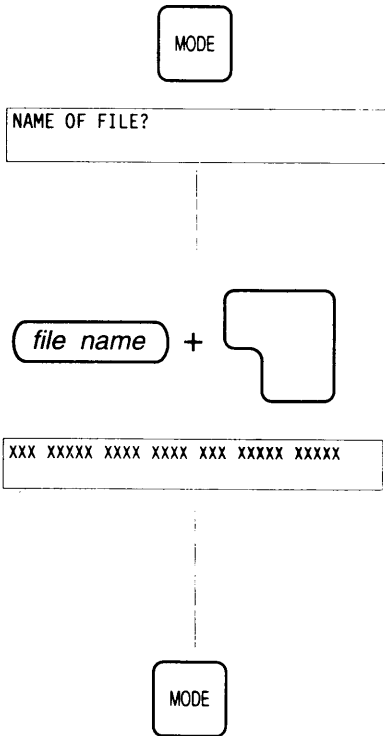
Correct errors while the line appears on the display. After the line is stored and disappeared from the display, you cannot scroll back to them. (You can correct them in the edit mode).



Although phrase files are entered and printed one line at a time in the print mode, they are stored as one continuous line with no margins.

- 7) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Modifying a Phrase File



- 1) Press the Mode key until a "▼" appears above "STORE" on the display.

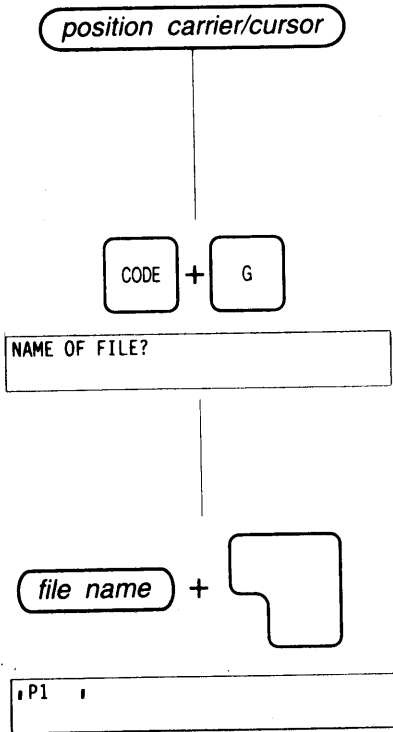
- 2) Type the name of the phrase file you want to edit. Then press the Return key.

The phrase file appears on the display as one continuous line of text. You can scroll to any point in the file to make changes, corrections, or to simply review. See "Some tips for edit mode" in the "Creating a Text File" section.

- 3) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Inserting a Phrase File within a Text File

This function inserts a phrase file within a text file. When the text file is printed, the phrase file is also printed at the position where it was entered.



1) Position the cursor (or carrier) at the point in a text file where you want to insert a phrase file.

2) Hold down the Code key and press the "G" key. The message "NAME OF FILE?" appears on the display.

3) Type the name of the phrase file to be inserted. Then press the Return key. The file name is inserted at the cursor position, between two box marks.

To delete the inserted phrase file, move the cursor under the first box and press the Correction key.

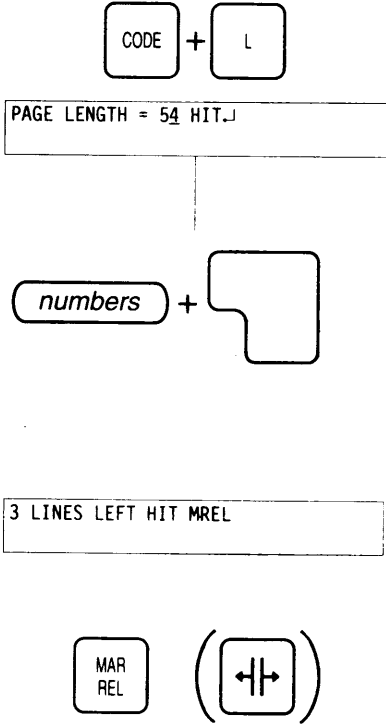
Note:

The contents of the inserted phrase file does not appear on the display. When the text file is printed, the contents of the phrase file is printed at the specified location in the text file.

If the phrase file you inserted does not exist in the memory, printing pauses and the message "NOT FOUND HIT ↵" appears. Press the Return key to cancel the print function.

Setting the Page Length of a Text File

This function sets the page length of a text file. When entering the text file, this setting reminds you that you are approaching the bottom end of the page. When printing the text file, the typewriter pauses after it prints the number of lines specified in this setting for a new paper insertion.



- 1) While you are creating or modifying a text file, hold down the Code key and press the "L" key. The message "PAGE LENGTH = 54 HIT ↵" appears on the display.

"54" is the preset setting for an 11-inch-long sheet of paper with a 1-inch top and bottom margin.

- 2) Type the number of lines (per page) for the page length. Press the Return key to store the setting.

Note:

When entering the text file in the display mode or print mode, and you have reached the 4th line up from the bottom of the page, the message "3 LINES LEFT HIT MREL" appears on the display. This reminds you there are only three lines remaining on the current page. Press the Margin release key and continue typing.

At the printing of the text file, this setting appears before you start printing. It reminds you that the printing will temporarily stop for a new paper insertion after the number of lines in this setting will be printed.

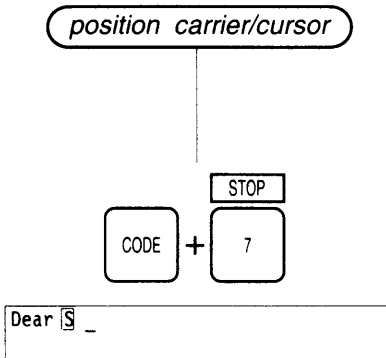
Stop Code

Stop codes cause the printing to pause at the predetermined locations in the file in order for you to type in extra text. After you type in the text, the typewriter resumes printing. You can enter stop codes in a text file or a phrase file.

Entering a stop code

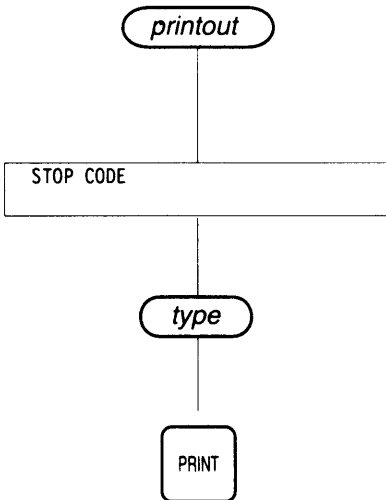
- 1) Position the cursor (or carrier) at the point in a text file or a phrase file where you want to enter a stop code.
- 2) Hold down the Code key and press the "7" key. A highlighted "S" appears on the display.

When you create or modify a file in the print mode, an "X" is printed at the position where you entered a stop code.



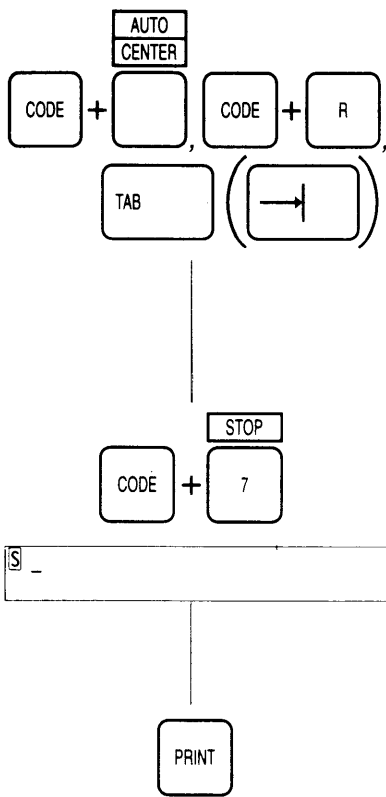
Typing text at a stop code

- 1) While printing, the typewriter pauses at a stop code. The message "STOP CODE" appears on the display.
- 2) Type the text. Each character you type is immediately printed on the paper.
- 3) Press the Print key to resume printing.



Entering a function stop code

You can enter a stop code with the auto center or right margin flush function, or at the decimal/center/flush right tab position.



1) In a text file or a phrase file, first activate the function that you want to enter a stop code with.

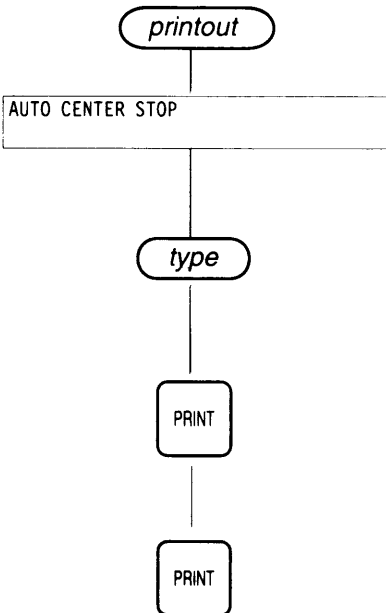
To enter a stop code with the auto center function, hold down the Code key and press the key under the "AUTO CENTER" label.

To enter a stop code with the right margin flush function, hold down the Code key and press the "R" key.

To enter a stop code at the decimal/center/flush right tab position, press the Tab key to move the cursor to the tab position (decimal, center, or flush right tab position). These function tabs should be set in advance.

2) Hold down the Code key and press the "7" key. A highlighted "S" appears on the display.

3) Press the Print key. The respective function mode is terminated. Continue typing text.



Typing text at a function stop code

1) While printing, the typewriter pauses at a stop code position. One of the following messages appear on the display.

AUTO CENTER STOP	DECIMAL TAB STOP
FLUSH RIGHT STOP	CENTER TAB STOP
	FLUSH RIGHT TAB STOP

2) Type the text. Each character you type appears on the display.

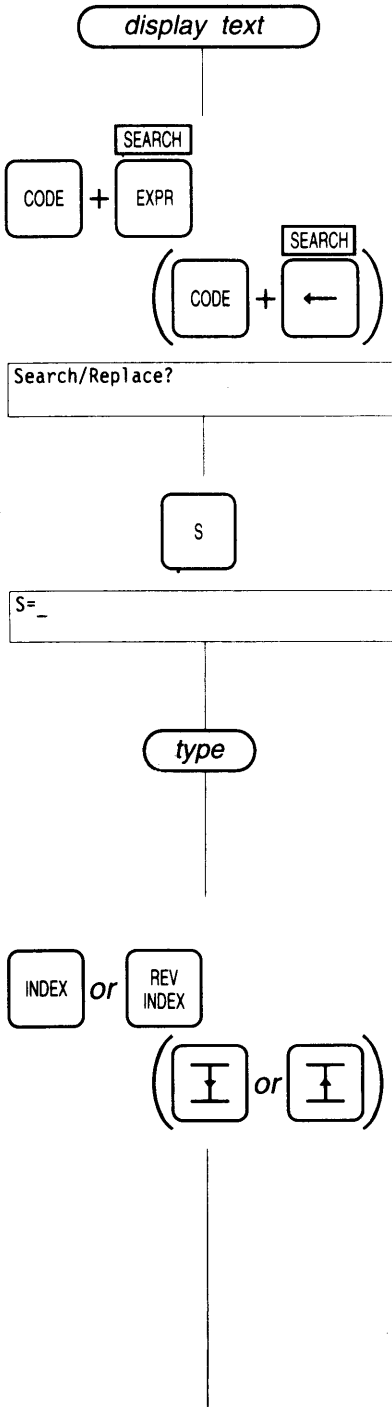
3) Press the Print key. The text on the display is printed. It is aligned with the stop code position according to the respective function.

4) Press the Print key again to resume printing.

Search and Replace

This function searches for the specified word(s) in a text file or phrase file, and/or replaces it with another.

Searching for a word



1) Display the text file or phrase file with the edit mode. Position the cursor at the point in the file where you want to start searching word(s).

2) Hold down the Code key and press the Express key. The message "Search/Replace?" appears on the display.

3) Press the "S" key. "S=" appears on the display.

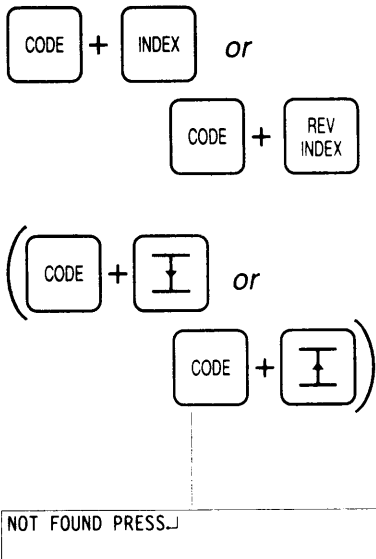
4) Type the word(s) you want to search for. You can type a maximum of 18 characters including spaces.

5) Press the Index key to search for from the current cursor position toward the end of the file.
or
Press the Reverse index key to search for from the current cursor position toward the beginning of the file.

6) The first occurrence of the word(s) appears on the left side of the display. If necessary, make any corrections.

Note:

If there is no occurrence of the word(s) in the file, "NOT FOUND PRESS ↵" appears on the display. Press the Return key to cancel the function.

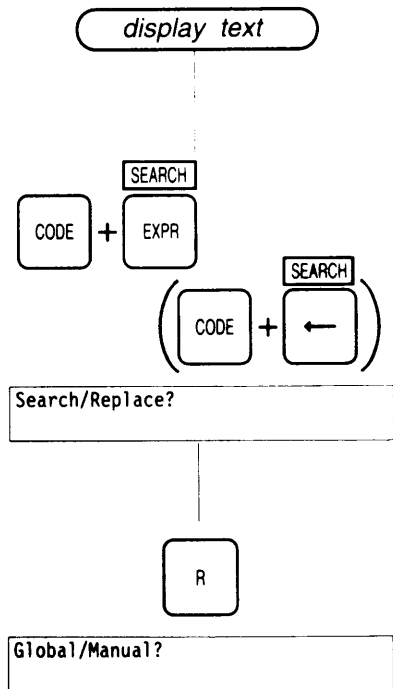


- 7) Hold down the Code key and press the Index key to search for the next occurrence toward the end of file.
or
Hold down the Code key and press the Reverse index key to search for the next occurrence toward the beginning of file.

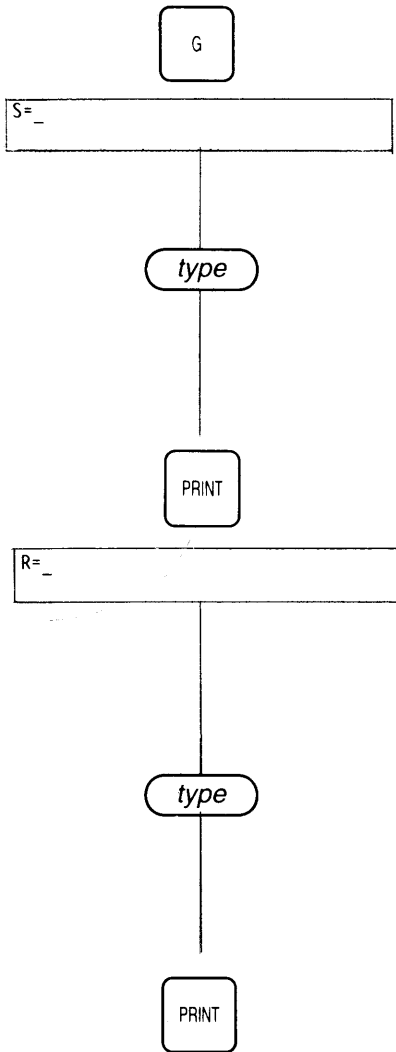
When the last occurrence of the word(s) is found, the message "NOT FOUND PRESS ␣" appears on the display. Press the Return key to cancel the function.

Global replacing

This function searches for and replaces all occurrences of the word(s) with another.



- 1) Display the text file or phrase file with the edit mode. Position the cursor at the point in the file where you want to start searching word(s).
- 2) Hold down the Code key and press the Express key. The message "Search/Replace?" appears on the display.
- 3) Press the "R" key. The message "Global/Manual?" appears on the display.



4) Press the "G" key. "S=" appears on the display.

5) Type the word(s) you want to search for. You can type a maximum of 18 characters including spaces.

6) Press the Print key. "R=" appears on the display.

7) Type the new word(s) you want to replace. You can type a maximum of 18 characters including spaces.

Note:

If you leave the "R=" prompt blank, it deletes all occurrences of the searched word(s).

8) Press the Print key again. All occurrences of the searched word(s) are replaced with the new word(s).

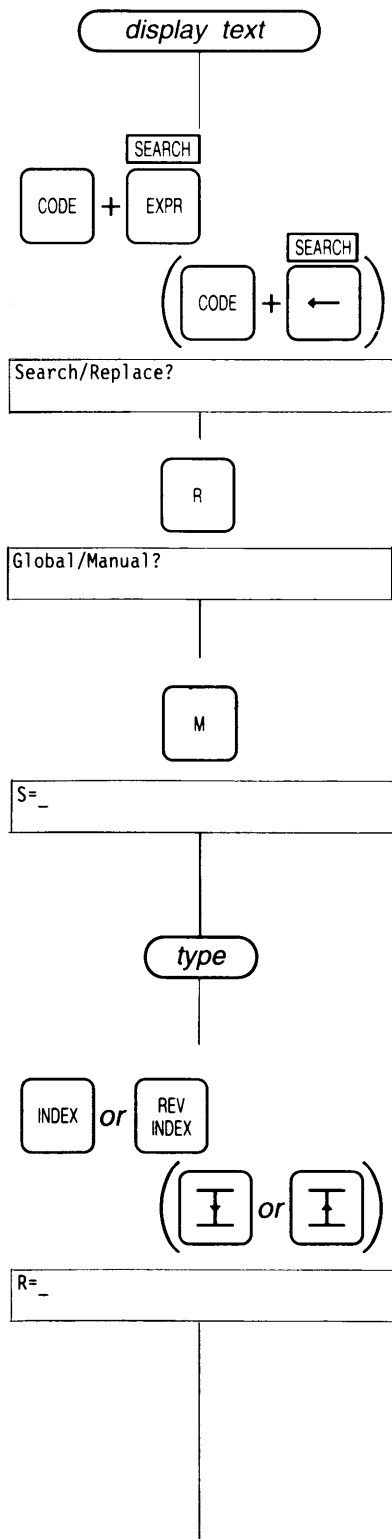
Note:

To search for a specific word, always enter spaces before and after the word to be searched for at the "S=" prompt.

If the word(s) entered at the "S=" prompt are not found in the file, the message "NOT FOUND PRESS ↵" appears on the display. To retry the function, press the Print key to display the "S=" prompt again and retype the word(s) to be searched for. To cancel the function, press the Return key.

Manual replacing

This function searches for and replaces individual occurrences of the word(s) with another.



1) Display the text file or phrase file with the edit mode. Position the cursor at the point in the file where you want to start searching word(s).

2) Hold down the Code key and press the Express key. The message "Search/Replace?" appears on the display.

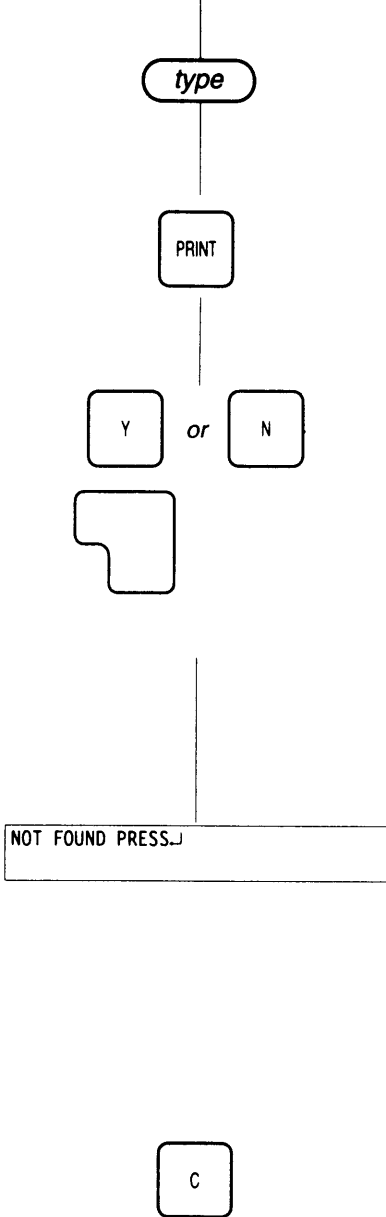
3) Press the "R" key. The message "Global/Manual?" appears on the display.

4) Press the "M" key. "S=" appears on the display.

5) Type the word(s) you want to search for. You can type a maximum of 18 characters including spaces.

6) Press the Index key to search for from the current cursor position toward the end of the file.
or
Press the Reverse index key to search for from the current cursor position toward the beginning of the file.

"R=" appears on the display.



- 7) Type the new word(s) you want to replace. You can type a maximum of 18 characters including spaces.
- 8) Press the Print key. The first occurrence of the word(s) appears on the left side of the display.
- 9) Press the "Y" key or Return key to replace the word(s).
or
Press the "N" key to leave it unchanged and advance to the next occurrence.
- 10) Repeat step 9) for every occurrence of the word(s).

When the last occurrence of the word(s) is found, the message "NOT FOUND PRESS ␣" appears on the display. Press the Return key to cancel the function.

Note:

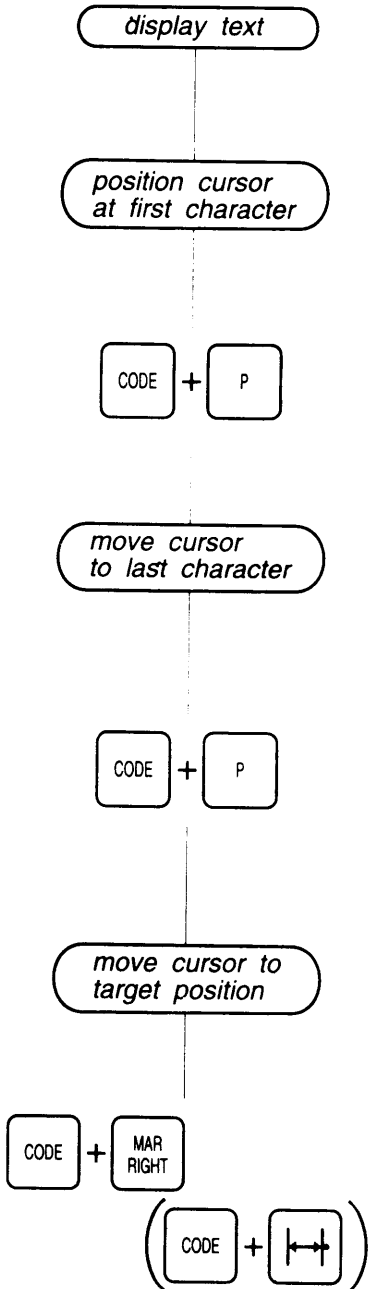
If the word(s) entered at the "S=" prompt are not found in the file, the message "NOT FOUND PRESS ␣" appears on the display. To retry the function, press the Print key to display the "S=" prompt again and retype the word(s) to be searched for. To cancel the function, press the Return key.

To cancel the function in the middle of the file, press the "C" key. Two beeps sound to signal the function has been canceled.

Block Operations (Copy/Move/Delete)

Copying a block of text

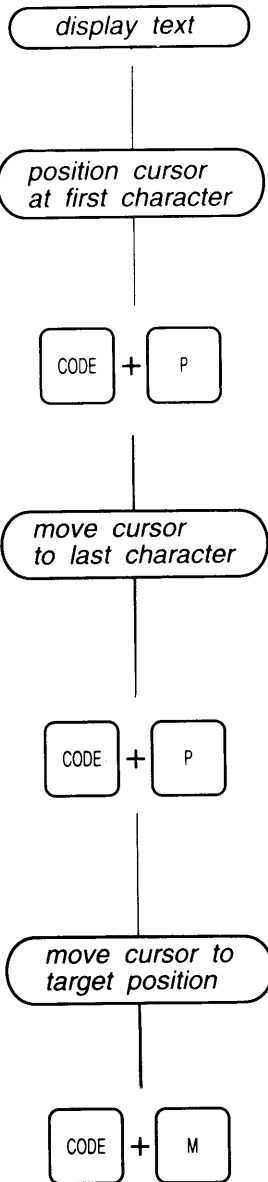
This function copies a block of text and inserts it to a specified location in the file. This operation does not change or remove the original text.



- 1) Display the text file or phrase file with the edit mode.
- 2) Position the cursor under the first character of the text to be copied.
- 3) Hold down the Code key and press the "P" key. This marks the beginning of the block. Two beeps sound.
- 4) Move the cursor to the last character of the text to be copied. As you move the cursor, characters contained in the block begin blinking.
- 5) Hold down the Code key and press the "P" key again. This marks the end of the block. Two beeps sound indicating the block of text has been defined.
- 6) Move the cursor to the position where you want to copy the block of text.
- 7) Hold down the Code key and press the Right margin key. The block of text is copied at the specified position.

Moving a block of text

This function moves a block of text to a specified location in the file.



- 1) Display the text file or phrase file with the edit mode.
- 2) Position the cursor under the first character of the text to be moved.
- 3) Hold down the Code key and press the "P" key. This marks the beginning of the block. Two beeps sound.
- 4) Move the cursor to the last character of the text to be moved. As you move the cursor, characters contained in the block begin blinking.
- 5) Hold down the Code key and press the "P" key again. This marks the end of the block. Two beeps sound indicating the block of text has been defined.
- 6) Move the cursor to the position where you want to move the block of text.
- 7) Hold down the Code key and press the "M" key. The block of text is moved to the specified position.

Deleting a block of text

This function deletes a block of text from the file.

- 1) Display the text file or phrase file with the edit mode.
- 2) Position the cursor under the first character of the text to be deleted.
- 3) Hold down the Code key and press the "P" key. This marks the beginning of the block. Two beeps sound.
- 4) Move the cursor to the last character of the text to be deleted. As you move the cursor, characters contained in the block begin blinking.
- 5) Hold down the Code key and press the "P" key again. This marks the end of the block. Two beeps sound indicating the block of text has been defined.
- 6) Hold down the Code key and press the Code key and press the Correction key. The block of text is deleted and all succeeding text is shifted left to fill up the space created.


display text

*position cursor
at first character*

CODE + P

*move cursor
to last character*

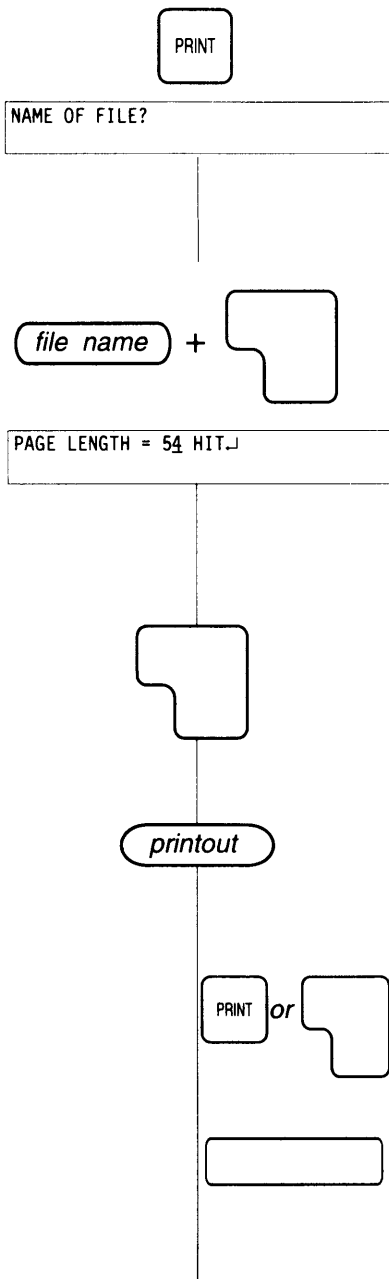
CODE + P

CODE + 

Printing a Text File

A text file is printed on paper in the same appearance as you created and stored in the memory. The margin settings stored in the file are used for printing.

You can print a text file in the NP mode or Just mode. If you select the NP mode, a file is printed normally as you type in the memory. If you select the JUST mode, a file is printed justified between the left and right margins.



- 1) Select the typing mode; NP mode or JUST mode.
- 2) Press the Print key. The message "NAME OF FILE?" appears on the display.

- 3) Type the name of the text file and press the Return key.

The carrier moves to the left margin position of that file. The message "PAGE LENGTH = 54 HIT ␣" appears on the display. If necessary, change the page length. See "Setting the Page Length of a Text File" section.

"54" is the preset setting for an 11-inch-long sheet of paper with a 1 inch top and bottom margins.

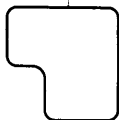
- 4) Press the Return key to start printing. A "▼" appears above "PRINT" on the display and the typewriter starts to print the file bidirectionally.

To temporarily stop the printout, press the Print key or Return key. The message "PAUSE PRESS ␣" appears on the display. Press the Print key or Return key again to resume printing.

To cancel the print function, press the Space bar. The message "END OF FILE RECALL" appears on the display. You can cancel the print function at any time during printout.

PRESS ↵ TO CONTINUE

insert paper



printout

END OF FILE RECALL

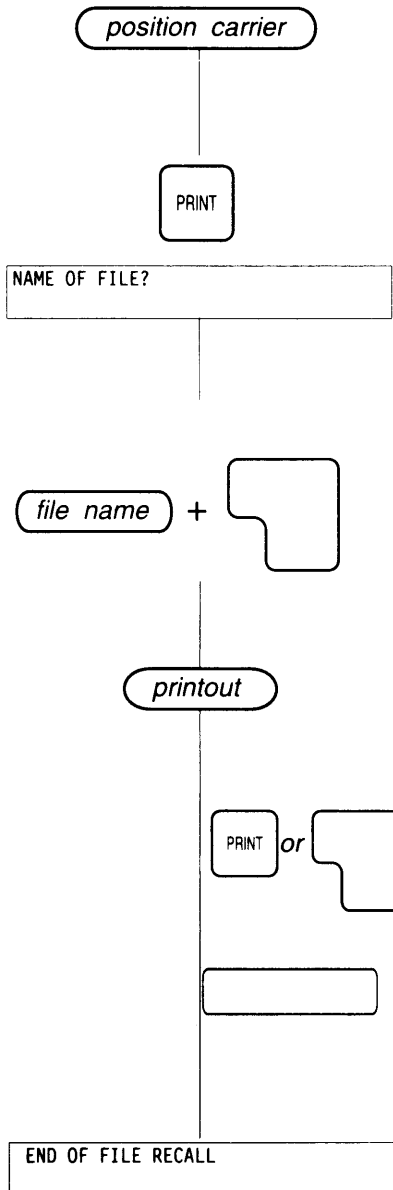
5) The printing will pause when the typewriter prints the last line on the page (specified by page length). The message "PRESS ↵ TO CONTINUE" appears on the display. Insert a new sheet of paper and press the Return key to resume printing.

When the printing of the text file has been completed, the message "END OF FILE RECALL" appears on the display.

Printing a Phrase File

A phrase file does not contain the margin settings. You can print it at any location under any margin settings.

You can print a phrase file in the NP mode or Just mode. If you select the NP mode, a file is printed normally as you type in the memory. If you select the JUST mode, a file is printed justified between the current left and right margins.



- 1) Position the carrier at the point on the page where you want to start the printout of the phrase file. Select the typing mode; NP mode or JUST mode.
- 2) Press the Print key. The message "NAME OF FILE?" appears on the display.
- 3) Type the name of the phrase file and press the Return key.

A "▼" appears above "PRINT" on the display and the typewriter starts to print the phrase file from the current carrier position according to the current margin settings.

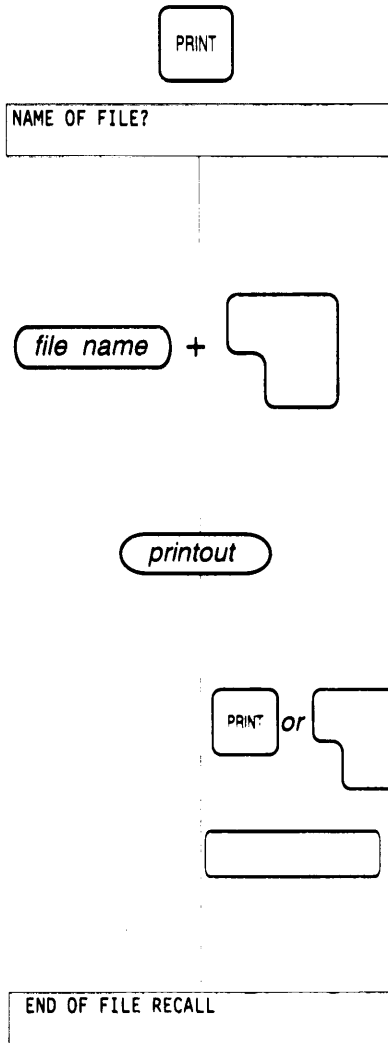
To temporarily stop the printout, press the Print key or Return key. The message "PAUSE PRESS ↵" appears on the display. Press the Print key or Return key again to resume printing.

To cancel the print function, press the Space bar. The message "END OF FILE RECALL" appears on the display. You can cancel the print function at any time during printout.

When the printing of the phrase file has been completed, the message "END OF FILE RECALL" appears on the display.

Printing a Chain of Files (Chain Recall)

This function prints two to forty files continuously.



- 1) Press the Print key. The message "NAME OF FILE?" appears on the display.
- 2) Type the names of the files in the order to print. Separate each file name with a comma (.). For example, Text1,Text2,Text3.
- 3) Press the Return key to start printing. A "▼" appears above "PRINT" on the display.

To temporarily stop the printout, press the Print key or Return key. The message "PAUSE PRESS ↵" appears on the display. Press the Print key or Return key again to resume printing.

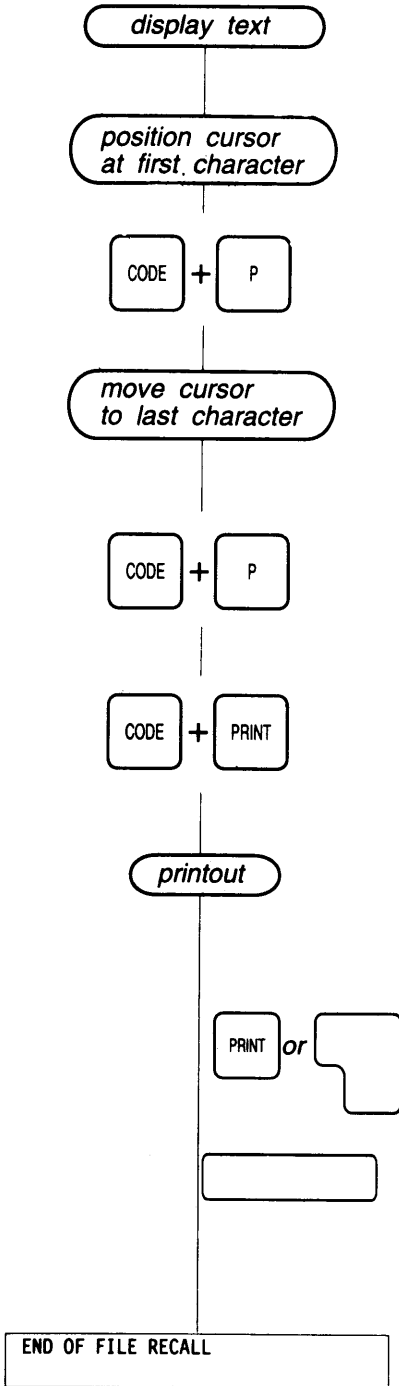
To cancel the print function, press the Space bar. The message "END OF FILE RECALL" appears on the display. You can cancel the print function at any time during printout.

When the printing of the all files has been completed, the message "END OF FILE RECALL" appears on the display.

Note:

If one of the file names you entered in step 2) does not exist in the memory, the message "NOT FOUND PRESS ↵" appears on the display and all files cannot be printed.

Printing a Block of Text



This function prints a block of the file.

- 1) Display the text file or phrase file with the edit mode.
- 2) Position the cursor under the first character of the text to be printed.
- 3) Hold down the Code key and press the "P" key. This marks the beginning of the block. Two beeps sound.
- 4) Move the cursor to the last character of the text to be copied. As you move the cursor, characters contained in the block begin blinking.
- 5) Hold down the Code key and press the "P" key again. This marks the end of the block. Two beeps sound indicating the block of text has been defined.

- 6) Hold down the Code key and press the Print key. A "▼" appears above "PRINT", and the block of text is printed out.

When you print a block of text in a text file, printing starts from the certain position stored in the file. When you print a block of text in a phrase file, printing starts from the current carrier position.

To temporarily stop the printout, press the Print key or Return key. Press the same key to resume printing.

To cancel the print function, press the Space bar.

- 7) When the printing has been completed, the message "END OF FILE RECALL" appears on the display. The typewriter automatically returns to the normal print (NP) mode.

Variable File

A variable file is used to store a series of print positions to line up on pre-printed forms. This file contains no text. Using this file, you can quickly move the carrier to the specified locations on the page and type the variable information on each position.

Creating a variable file

1) Insert a pre-printed form in the typewriter.

2) Press the Mode key until a "▼" appears above "STORE" on the display. The message "NAME OF FILE?" appears.

Note:

You can exit the STORE mode by pressing the Mode key at any time.

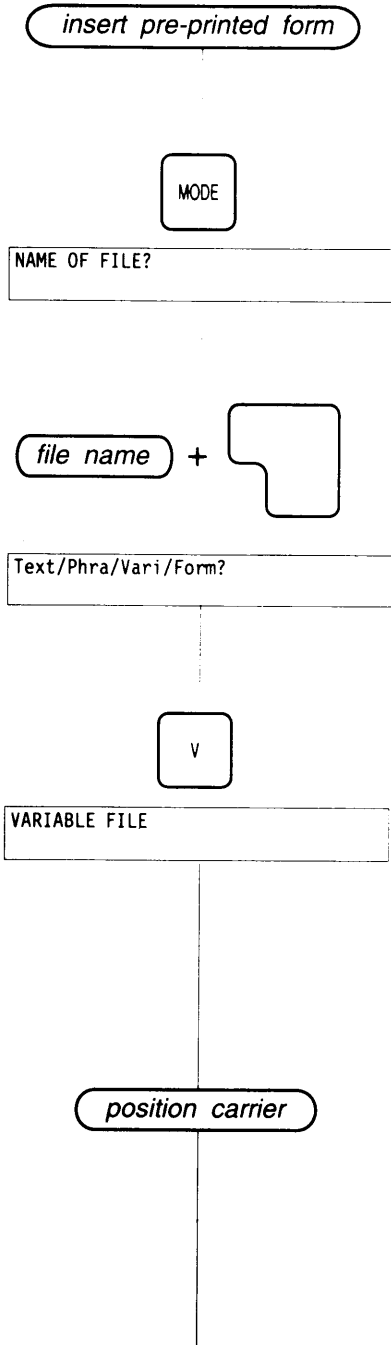
3) Type the file name (maximum of five letters/numbers). Then press the Return key. The message "Text/Phra/Vari/Form?" appears on the display.

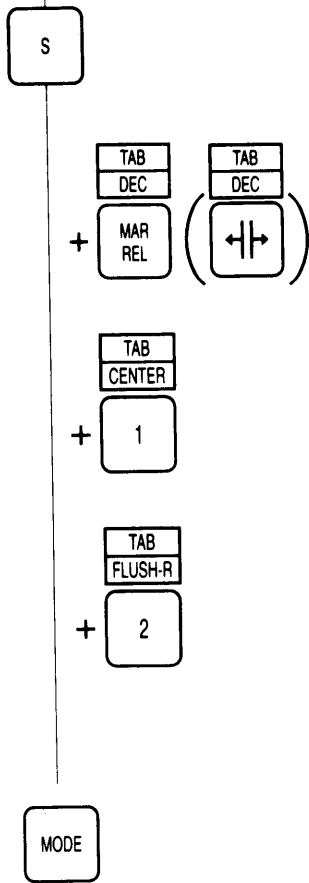
4) Press the "V" key. The message "VARIABLE FILE" appears on the display.

Paper advances one line and the carrier returns to the left end of the carriage. Margins are expanded to the extreme left and right ends of the carriage.

5) Move the carrier to the point where you want to mark as a variable stop position.

To move the carrier, use the Space bar, Backspace, Express, Return, Index, or Reverse index key. Use the Repeat key to repeat any moving. Do not use the platen knob for alignment.





6) Press the "S" key to mark the point as a variable stop position. Two beeps sound to signal that it has been set.

Press "S" key + Margin release key to mark the point as a decimal tab stop position.

Press "S" key + "1" key to mark the point as a center tab stop position.

Press "S" key + "2" key to mark the point as a flush right tab stop position.

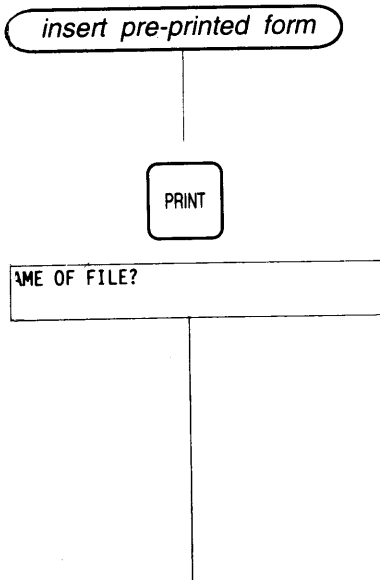
Press the Correction key to clear any stop position you set. The carrier returns to the previous stop position.

7) Repeat steps 5) and 6) until you mark the all positions you want to store in the variable file.

8) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Note:

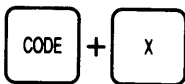
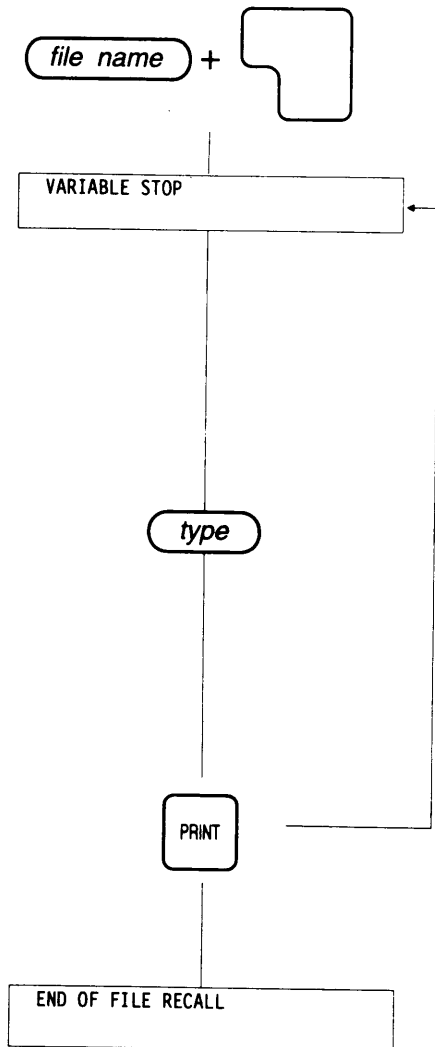
A variable file cannot be modified after it is stored. Create another variable file if you need to change.



Using a variable file

1) Insert the pre-printed form in the typewriter. Select the typing mode; NP mode or JUST mode.

2) Press the Print key. The message "NAME OF FILE?" appears on the display.



- 3) Type the name of the variable file and press the Return key. A "▼" appears above "PRINT" on the display, and the carrier moves to the first stop position.

One of the following messages appears on the display depending on the type of stop position:

VARIABLE STOP DECIMAL TAB STOP
 CENTER TAB STOP FLUSH RIGHT TAB STOP

- 4) Move the platen manually to line up the first entry position in the pre-printed form with the current carrier position. If necessary, pull the paper release lever to release and align the pre-printed form.
- 5) Type the variable information at the first entry position.

Note:

When the carrier stops at decimal tab stop, center tab stop, or flush right tab stop, each character you type appears on the display. Press the Print key to print the text. It is aligned with the stop position according to the respective tab function.

- 6) Press the Print key to move the carrier to the next stop position and type the variable information. Repeat this entry for each stop position.

When the carrier moves to the last stop position, the message "END OF FILE RECALL" appears on the display.

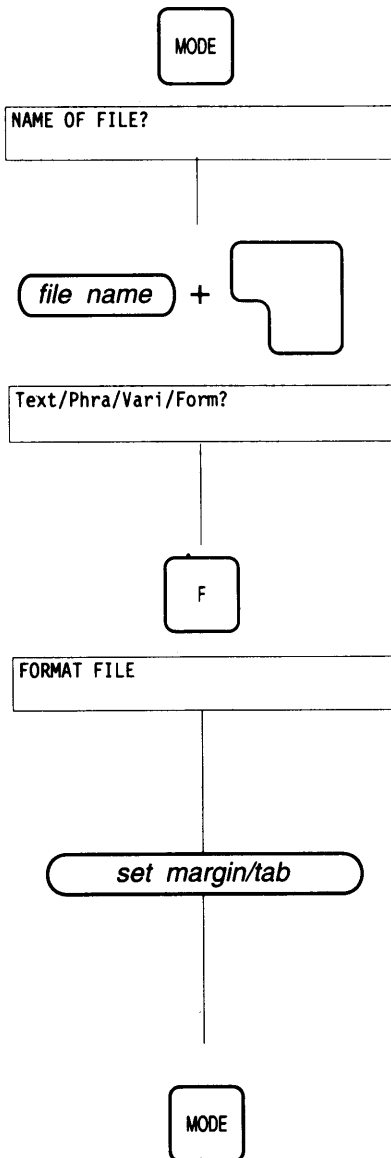
Note:

Hold down the Code key and press the "X" key to cancel the function at any time.

Format File

A format file is used to store frequently-used format; setting of margins and tabs. (This file contains no text). This file prevents repetitive format settings you require.

Creating a format file



- 1) Press the Mode key until a "▼" appears above "STORE" on the display. The message "NAME OF FILE?" appears on the display.

Note:

You can exit the STORE mode by pressing the Mode key at any time.

- 2) Type the file name (maximum of five letters/numbers). Then press the Return key. The message "Text/Phra/Vari/Form?" appears on the display.

- 3) Press the "F" key. The message "FORMAT FILE" appears on the display. Paper advances one line and the carrier returns to the current left margin.

- 4) Set the margins and tabs at the desired location the same as in any other mode.

If you do not change the current margins or tabs, these settings are stored in the format file.

- 5) Press the Mode key to exit the STORE mode. The typewriter returns to the NP mode.

Using a format file

Note:

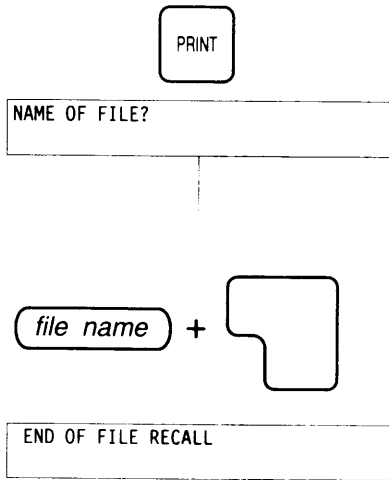
Before you use a format file, select the typing mode NP or JUST.

1) Press the Print key. The message "NAME OF FILE?" appears on the display.

2) Type the name of the format file and press the Return Key.

The margin and tab settings in the format file is set on the typewriter. The message "END OF FILE RECALL" appears on the display.

3) Type the text using the margin and tab settings.

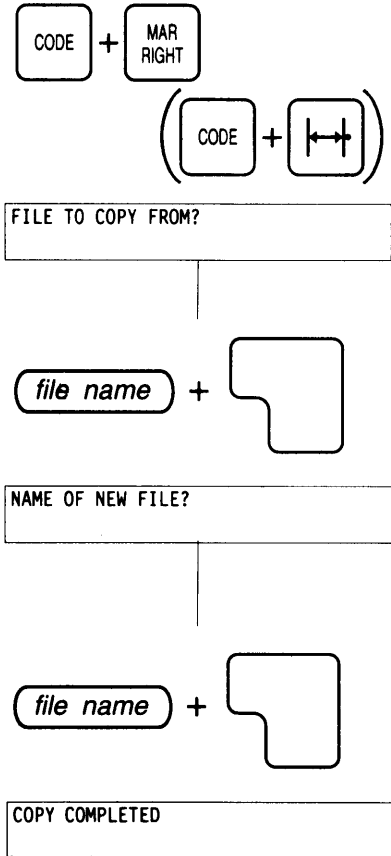


File Copy

This function copies an existing file and gives it a new name. It is used when you want to make a variation of a letter, invoice or any text stored in a file without changing the original version.

Note:

This function cannot be used while in the STORE mode. Exit the STORE mode and clear display before using this function.



1) Hold down the Code key and press the Right margin key. The message "FILE TO COPY FROM?" appears on the display.

2) Type the name of the file to copy and press the Return key. The message "NAME OF NEW FILE?" appears on the display.

3) Type the new file name and press the Return key. The message "COPY COMPLETED" appears on the display informing you the file has been copied.

Note:

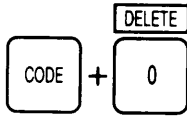
If the new file name entered is the same as another file already in memory, the message "FILE EXISTS PRESS ↵" appears on the display. Press the Return key, retype a new file name, and press the Return key again to retry.

File Deletion

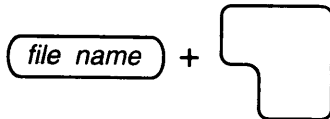
This function deletes any unnecessary files from memory or makes room for new files when memory is full.

Note:

This function cannot be used while in the STORE mode. Exit the STORE mode, and clear the display before using this function.



NAME OF FILE?



DELETE COMPLETED

1) Hold down the Code key and press the "0" key. The message "NAME OF FILE?" appears on the display.

2) Type the name of the file to be deleted and press the Return key. The message "DELETE COMPLETED" appears on the display.

Note:

To cancel the file deletion function, press the Return key BEFORE typing the file name. If the file name has been entered, use the Correction key to delete the file name from the display.

List of Files in Memory

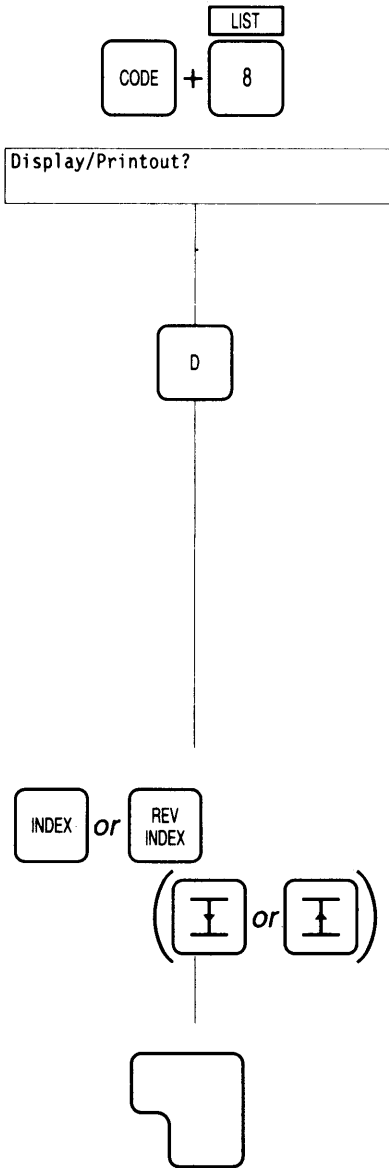
This function displays or prints a list of the files stored in memory.

Note:

This function cannot be used while in the STORE mode. Exit the STORE mode, and clear the display before using this function.

Display the list of files

1) Hold down the Code key and press the "8" key. The message "Display/Printout?" appears on the display.



2) Press the "D" key.

The file type (TEXT, PHRASE, VARIABLE, or FORMAT), file name, and the characters at the beginning of the file appear on the display.

You can scroll the contents of the entire file. Move the cursor to the right using the Express key, or to the left by using the Backspace key.

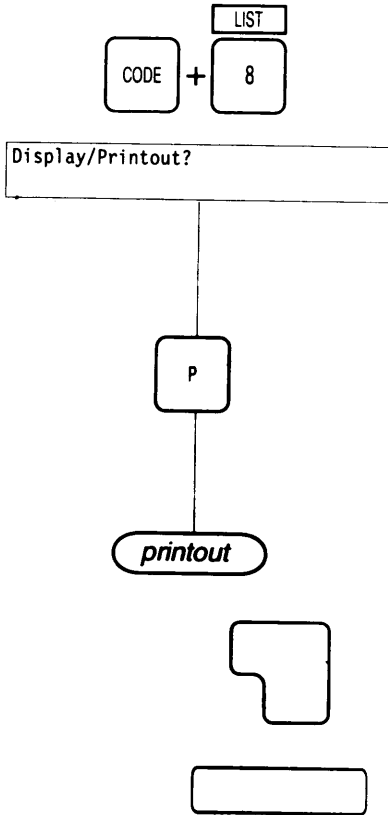
Note:

The message "NO FILES STORED ↵" appears on the display if there are no files in memory.

3) Press the Index key to display the next file on the list. Press the Reverse index key to display the previous file.

4) Press the Return key to cancel the list function.

Printout of the list of files



1) Hold down the Code key and press the "8" key. The message "Display/Printout?" appears on the display.

2) Press the "P" key to start printing the list.

The file type (TEXT, PHRASE, VARIABLE, or FORMAT), file name, and the characters at the beginning of the file are printed. The information for each file is printed on a separate line. At the bottom of the list, the number of available characters and the number of stored files in memory are printed.

To temporarily stop printing, press the Return key. The message "PAUSE PRESS ↵" appears on the display. Press the Return key to resume printing.

To cancel the print of the list, press the Space bar.

Memory Overflow

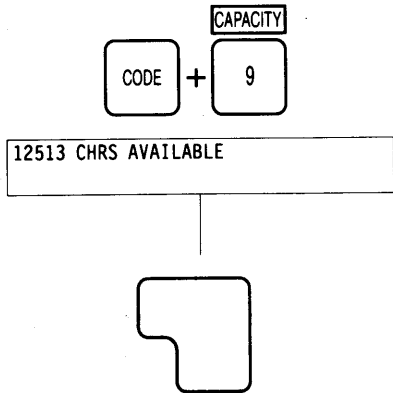
ALL FILE SPACE USED

OUT OF MEMORY

If you try to create a new file and there are 50 stored files in memory, the message "ALL FILE SPACE USED" appears on the display. Delete a file in memory to make a room for a new file.

While in the STORE mode, if you run out of memory, the message "OUT OF MEMORY" appears on the display. Press the Mode key to exit the STORE mode. Then delete any unwanted files to make room for the new file. See "File Deletion" section.

Available Memory Capacity

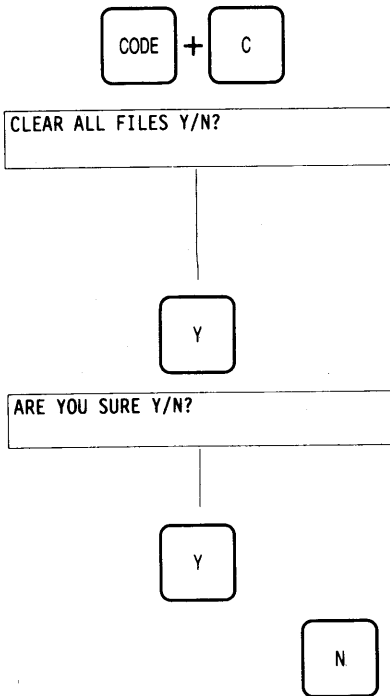


This function shows exactly how much memory is still available.

1) Hold down the Code key and press the "9" key. The amount of memory still available in memory is displayed.

2) Press the Return key to cancel the function.

Memory All Clear



This function clears all files stored in memory.

Note:

This function cannot be used while in the STORE mode. Exit the STORE mode and clear display before using this function.

1) Hold down the Code key and press the "C" key. The message "CLEAR ALL FILES Y/N?" appears on the display.

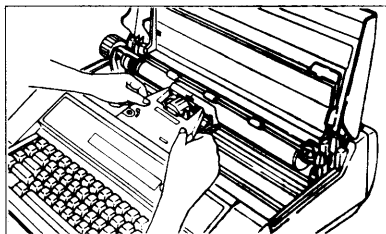
2) Press the "Y" key. The message "ARE YOU SURE Y/N?" appears on the display asking for confirmation.

3) Press the "Y" key again to clear all files.

To cancel the memory all clear function, Press the "N" key at the first or second prompt.

HOW TO CHANGE ACCESSORIES

Ribbon Cassette



Removing ribbon cassette

- 1) Turn off the typewriter and open the top cover.
- 2) Hold the cassette as shown and pull up the ribbon cassette arms.

Note:

Check the amount of ribbon remaining through the ribbon cassette window. If you see colored tape, replace it with a new one.

Installing ribbon cassette

- 1) Turn the ribbon take up knob counterclockwise to take up any slack in the ribbon before installing the ribbon cassette.

When installing a new ribbon, wind past the lead portion of the cassette.

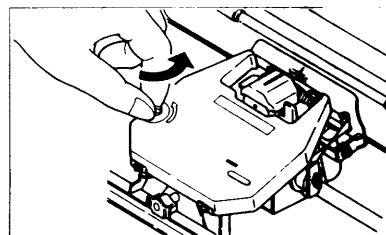
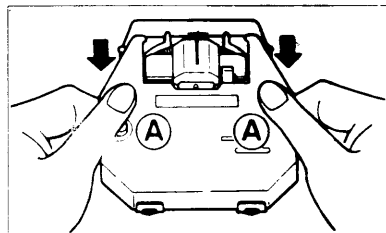
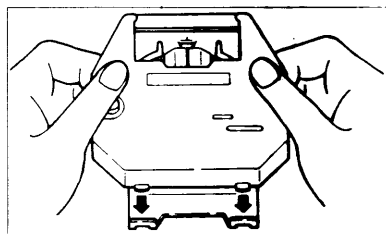
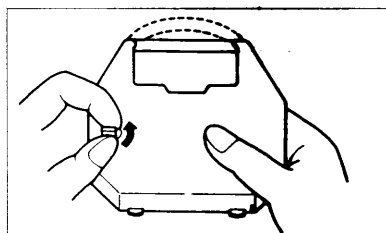
- 2) Fit the two tabs at the bottom of the ribbon cassette into the two holes of the ribbon cassette holder.

- 3) Carefully lower the front of the cassette so that the ribbon fits between the two ribbon guides and the card holder.

- 4) Press the positions marked "A" in the illustration until the ribbon cassette snaps into place.

- 5) Take up any slack again.

- 6) Close the top cover.

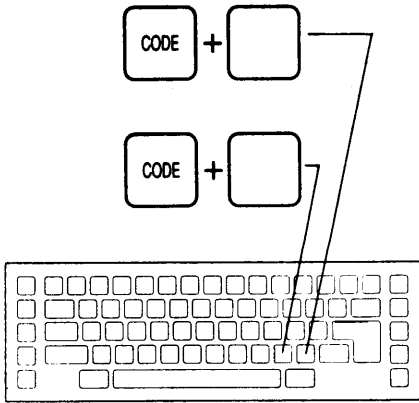


Ribbon select setting

Your typewriter can use either correctable carbon or multi-strike ribbons. Set the ribbon selection in accordance with the ribbon you use. Correctable carbon ribbon is selected for the factory setting.

To select the multi-strike ribbon, hold down the Code key and press the key to the left of the Right shift key.

To select the correctable carbon ribbon, hold down the Code key and press the second key to the left of the Right shift key.

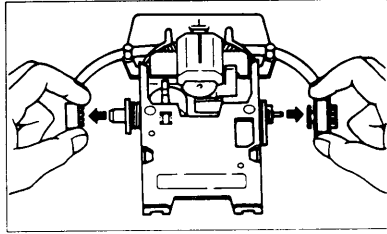


Note:

If you use a multi-strike ribbon with selecting the correctable carbon ribbon, printed characters will not be clear.

Correction Tape

Removing correction tape

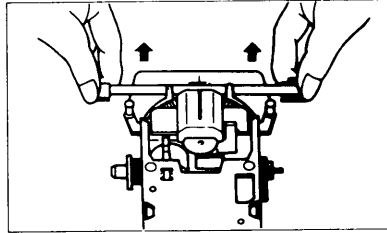


- 1) Open the top cover and remove the ribbon cassette as explained under "Removing ribbon cassette".
- 2) Remove the left and right spools from the spindles.

Note:

Be sure not to pull on the spindle hub when removing the left spool.

- 3) Grasp both spools and bring them back to straighten the tape. Pull the correction tape to take up any slack and lift it out.



Installing correction tape

- 1) Unwind the correction tape. Hold the two spools with your fingers.
- 2) Carefully lower the correction tape in between the ribbon guides and the card holder.

Note:

Make sure the coated side of the correction tape faces the card holder.

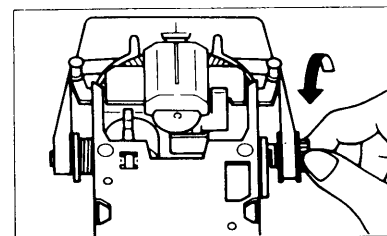
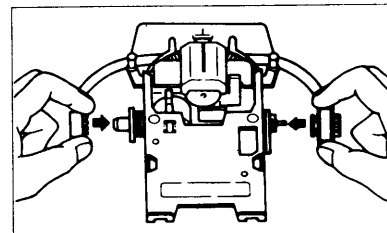
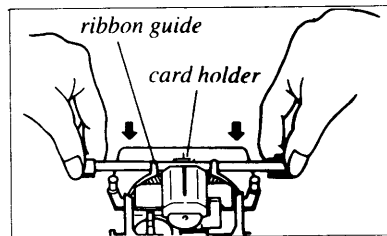
- 3) Fit the full spool with the correction tape onto the left supply spindle and press the spool until it snaps into place.
- 4) Fit the right spool (the one with the knob) on the right takeup spindle.

- 5) Turn the right spool toward you until the colored portion of the tape disappears.

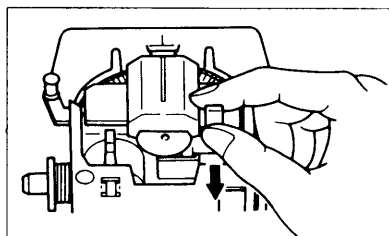
Note:

Check to make sure the correction tape goes behind the left and right guide rollers.

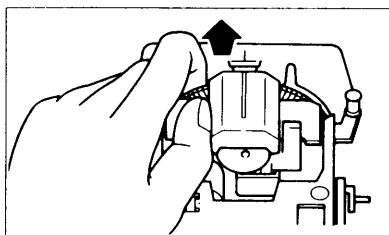
- 6) Reposition the ribbon cassette and close the top cover.



Printwheel



- 1) Open the top cover and remove the ribbon cassette as explained under "Removing ribbon cassette".
- 2) Pull the printwheel set/release lever toward you. The whole print head shifts toward you and the printwheel is released.

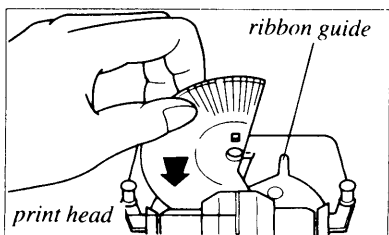


- 3) Lightly grasp the top of the printwheel and carefully pull it up.

Note:

Be careful not to bend the top of the ribbon guides.

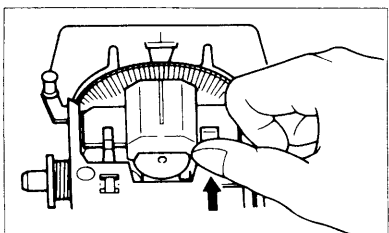
Installing printwheel



- 1) Lightly grasp the edge of the printwheel. Carefully lower it in between the print head and the ribbon guides.

Note:

Make sure that the typeface side faces the ribbon guides.



- 2) Push the printwheel set/release lever. The whole print head shifts back and the printwheel snaps into place.

Press the lever again as far as it goes to make sure the printwheel is locked in place.

- 3) Reposition the ribbon cassette and close the top cover.

Note:

Reposition the printwheel if there are any abnormal sounds or if incorrect characters are printed.

SUPPLIES

Ribbon cassette

There are two types of ribbons that can be used on your typewriter.

Correctable carbon ribbon

Your typewriter comes with this ribbon. This ribbon provides excellent correction performance with the lift-off correction tape. The carbon surface of the ribbon is transferred to the paper as you type, so it is not reusable.

Multi-strike film ribbon

This optional ribbon enables you to type more characters at a lower cost. This ribbon is not reusable either.

Note:

When you use other type of ribbon cassette, be sure to change the ribbon select in accordance with the ribbon you use. See "Ribbon select setting" in "How to Change Accessories" chapter.

Correction tape

There are two types of correction tapes that can be used on your typewriter.

Lift-off correction tape

Your typewriter comes with this type of correction tape. This correction tape is used only with correctable carbon ribbon. It lifts the carbon film ink off of the paper.

Cover-up correction tape

This optional correction tape covers up the error. This is used only with multi-strike ribbon.

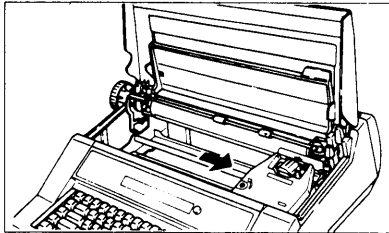
Printwheel

Your typewriter comes with a standard printwheel. Besides this typestyle, a variety of printwheels, with different typestyles, is available.

Removing Platen

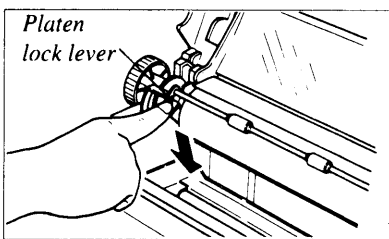
The platen on your typewriter is removable making it easier to clean or remove jammed paper.

Removing the platen

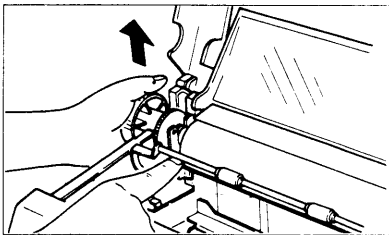


1) Turn off the typewriter. Open the top cover and move the carrier all the way to the right.

2) Pull open the paper bail toward you.



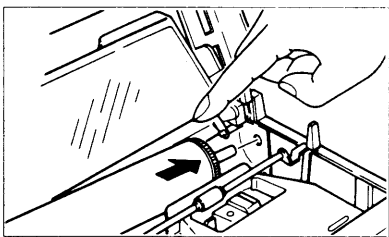
3) Push down the platen lock lever with your right hand.



4) While pushing down the platen lock lever, grip the platen knob with your left hand and lift it up to remove the left side of the platen from the main unit.

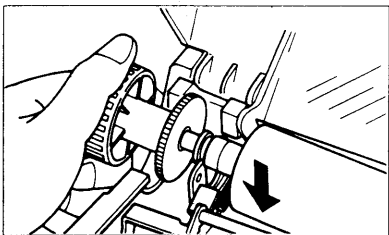
5) Pull the platen knob to the left, so you can remove the platen's right shaft from the main unit.

Installing the platen



1) Open the paper bail then raise the erasure table and hold it up with your right hand.

2) Reposition the platen on the cradle and insert the platen's right shaft into the hole on the right side of the cradle in the main unit.



3) Grip the platen knob and push it down until the platen's left shaft lock into place. Be sure to align the groove on the platen's left shaft with the platen holder stand.

4) Close the paper bail, then close the top cover.

Cleaning

Do not attempt to disassemble the typewriter to clean it.

Dust the typewriter lightly, using only a dry cloth.

Never use water or solvents such as thinner, alcohol, etc., to clean your typewriter.

Be careful not to drop any items (especially pins, paper clips, nail files, etc.) into the typewriter when the top cover is opened. They could damage the typewriter.

Service

It is recommended that your typewriter be serviced at least once a year by a qualified service technician. Any malfunction caused by maintenance performed by anyone other than authorized service technician will void the warranty.

If the typewriter fails to function or does not function properly, check the following:

Is the typewriter **plugged** into a live socket?

Is the typewriter **switched on**?

Is the printwheel **properly installed**?

Is the ribbon cassette or the correction tape **properly installed**?

Is the ribbon cassette or correction tape **used up**?

Is the ribbon selecting set in accordance with the ribbon type you use?

If the typewriter still **does not work properly** after checking the above, contact an authorized service center.

