

REPLACING PAPER FORMS

1. TURN POWER OFF. OPEN FRONT AND REAR COVERS. RAISE PRESSURE ROLLERS.
2. FEED PAPER UNDER GUIDE STRIP (SEE FIGURE), BETWEEN GUIDE POSTS, INTO PAPER SLOT IN REAR OF COVER. OVER THE REAR PLATE (SEE FIGURE) UNDER THE RETARD ROD OR OVER, (DEPENDING UPON THE METHOD WHICH GIVES THE BETTER OPERATION), OVER THE LOADING PLATE AND INSERT THE LEADING EDGE OF THE PAPER UNDER THE PLATEN.
3. DO NOT DISTURB THE RIBBON. ALIGN THE PAPER BY PLACING THE PERFORATIONS ON THE SPROCKET PINS AND LOWER THE PRESSURE ROLLERS.
4. TURN THE PLATEN CRANK TO BRING THE BEGINNING OF THE FORM TO THE PROPER TYPING POINT. CLOSE FRONT AND REAR COVERS.

REPLACING RIBBON

- CAUTION. USE "TELETYPEWRITER" RIBBONS ON UNDERWOOD TYPE SPOOL.
1. TURN POWER OFF. OPEN FRONT COVER AND LIFT SPOOLS FROM SHAFTS.
 2. DISENGAGE OLD RIBBON FROM CARRIER HOOKS, REVERSE ARMS AND ROLLER GUIDES.
 3. REMOVE OLD RIBBON FROM ONE SPOOL. HOOK END OF NEW RIBBON TO HUB OF EMPTY SPOOL AND WIND ABOUT 6 INCHES ON THE SPOOL.
 4. PLACE SPOOLS ON SHAFTS SO THAT RIBBON FEEDS FROM BACK OF EACH SPOOL AND SO THAT BOTH SPOOLS ENGAGE THEIR SPOOL SHAFT PINS.
 5. PULL RIBBON FORWARD AROUND BOTH ROLLER GUIDES. INSERT RIBBON IN RIBBON CARRIER, UNDER CARRIER HOOKS.
 6. PLACE RIBBON IN SLOTS OF BOTH REVERSE ARMS. DO NOT TRY TO CHANGE POSITION OF REVERSE ARMS. TURN FREE SPOOL TO TAKE UP SLACK.
 7. CLOSE FRONT COVER.