

REPLACING PAPER

1. TURN POWER OFF. OPEN COVER. PUSH RETAINING PLATES BACK. REMOVE USED ROLL.
2. INSERT SPINDLE IN NEW ROLL AND IN RIGHT HAND GROOVE, THEN LEFT HAND GROOVE, WITH PAPER FEEDING FROM UNDERNEATH ROLL. MOVE RETAINING PLATES FORWARD.
3. FEED PAPER AS ILLUSTRATED USING PLATEN CRANK TO FEED PAPER AROUND PLATEN; GUIDE PAPER UNDER PAPER FINGERS.
4. PUSH BACK PAPER RELEASE LEVER AND STRAIGHTEN PAPER AS IN A TYPEWRITER, THEN PULL RELEASE LEVER FORWARD.
5. CLOSE REAR COVER, FEED PAPER UP OVER IT WITH PLATEN CRANK; THEN CLOSE FRONT COVER.

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.