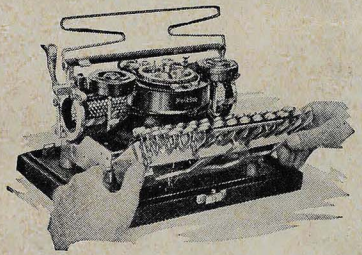
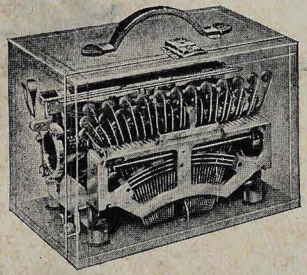
INSTRUCTIONS





The USE and CARE *of* All Models of HAMMOND Typewriters

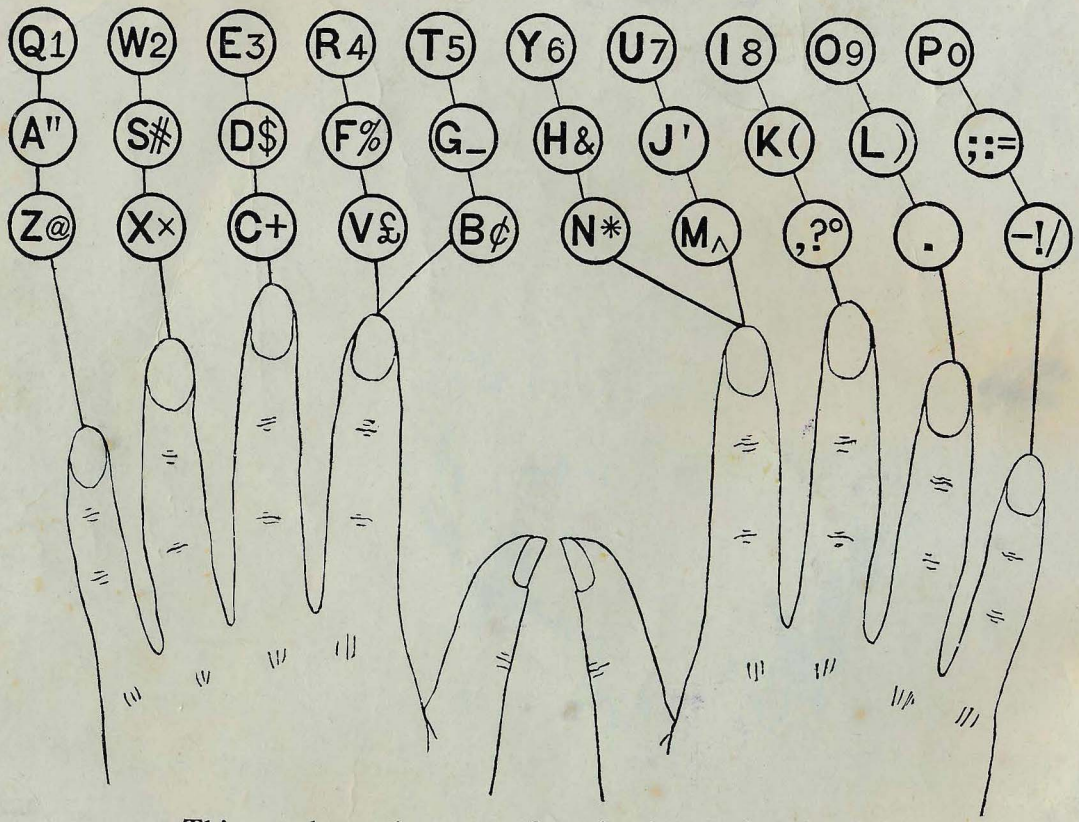
READ THIS BOOK CAREFULLY TO GET THE BEST SERVICE FROM THE HAMMOND

Hammond Typewriter Corporation

69th to 70th Sts. and East River, New York, N.Y., U.S.A.

Price 25 Cents

HAMMOND TOUCH CHART



This cut shows the proper fingering for touch operating

Important Simplified Instructions on Opposite Page

STANDARD AND SCIENTIFIC
ECONOMIC KEYBOARD

The REAL TRUTHS about the STANDARD UNIVERSAL, three-row keyboard:

I. Was originated by James B. Hammond more than 30 years ago and adopted by practically all machines subsequently introduced.

II. The THREE-ROW Keyboard is, therefore, Standard and Universal, and is the most scientific, simplest and easiest to learn, and the fastest keyboard in use today.

III. The lower case or small letters and capital letters and principal punctuations are arranged uniformly in the same order exactly as with the FOUR-ROW keyboards, the ONLY difference is that the figures are produced with a shift key instead of with a fourth row of keys.

IV. 99% of all typewriting is done with lower case and capital letters, and principal punctuations, and as both keyboards are identical when so writing it is plain to be seen that the two keyboards are NINETY-NINE PERCENT ALIKE.

V. SPEED: In all typewriting *speed contests* the *writing is in lower case* and capital letters. Figures are not used. Consequently *all speed records have been made on three-row keyboards.*

VI. The objection to the three-row keyboard is based on prejudice and misinformation; a comparison of the two keyboards will prove this to be so.

WRITE SLOWLY AT FIRST.—If this is your first attempt to write on the Hammond, do not see how fast you can write, but *how slowly* for the first hour or so, until your fingers get accustomed to the action of the keys, after which you can speed up with accuracy. Press the keys quickly but follow to the full depth of the stroke.

A CORRECT TOUCH is necessary to insure ease of operation and speed without fatigue. The action of the machine is automatic, and the keys should never be struck hard. Press the keys quickly and follow them completely to the bottom of the stroke—do not strike them as if they were red hot. A quick full pressure stroke will give the only proper print and perfect impression. If the keys are struck rapidly the letters may be left out or only a portion of the character may appear. The pressure method is just as rapid, and the greatest possible speed can be obtained. The pressure touch is also far less injurious to the nervous system and much less fatiguing.

STAND or DESK.—(See the Multiplex Stand.)—Have the stand or desk on which you use the typewriter of such a height that the keyboard will be on a level with the elbows. You cannot do justice to yourself or the machine if you have it higher. Start right.

IMPORTANT.—For the numbers 1 to 60 following the names of the various parts referred to in the various instructions throughout this book, REFER TO THE DIAGRAM on pages 24 and 25. Turn to it NOW and read the instructions printed on the same—they tell how to use this diagram.

OPENING AND STARTING A NEW MACHINE.—Note Tags Attached.—In transportation the carriage is held immovable by a CARRIAGE LOCK SCREW (No. 58). On the FOLDING PORTABLE by the CARRIAGE LOCK (No. 61). Unfasten the carriage and remove all strings that may be attached to the machine in packing. Follow carefully all directions that may be found on any tags tied to the typewriter, they are important and give valuable instructions. Raise PAPER REST (No. 14) to upright position.

PACKING AND SHIPPING.—Reverse the operation for opening and starting.

Carriage End Clamps.—(Note: At each of the carriage ends in old model machines will be found a slender clamp of blue steel. This should be loosened and allowed to drop forward so as to rest over the small pin at the front of the carriage end. *When shipping these clamps replace across the carriage ends.*)

No. 2 Model—old style—the carriage is held by two clamps fastened over the end of the carriage rack.

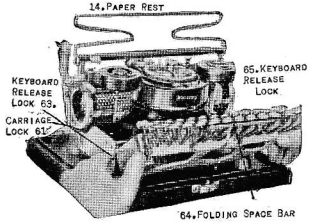
All models should have the scale rod or upper front rod of the carriage tied firmly to the upright ribbon posts, thus holding the *carriage* firmly forward.

The case should then be fully wrapped in paper and the machine **boxed. NEVER** ship otherwise. Some excelsior, straw or crumpled paper should be packed around the machine on all sides to prevent jar in transit.

Marking the Box.—1. Write plainly name and address of Hammond Branch or Dealer to whom you are sending. 2. Be sure to give us your own name and address. 3. Print or write very plainly—these points are very important.

HOW TO UNFOLD THE KEYBOARD ON THE FOLDING PORTABLE.—When the keyboard is "folded up" it is not locked; to unfold it, take hold of the frame and pull it down, automatically locking it into position for writing. Then pull down the FOLDING SPACE BAR (No. 64). Raise PAPER REST (No. 14) to upright position.

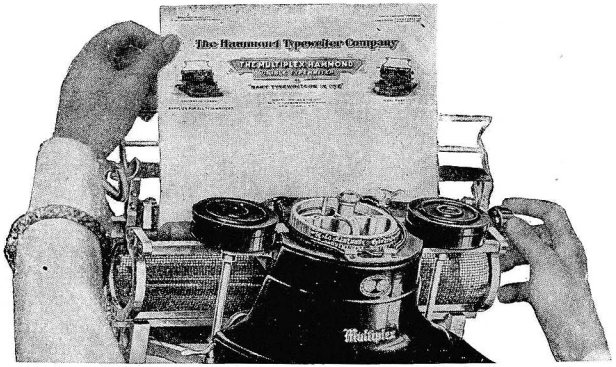
THE FOLDING PORTABLE CAN BE USED OFF THE BASEBOARD. —By unscrewing both of the CLAMP HOLDER screws (another one will be found on the other side of the machine) the CLAMPS can be swung up and out of the hole in frame of the machine and the typewriter can be removed when desired.



HOW TO FOLD THE KEYBOARD FOR TRAVELLING.—Take hold of the FOLDING SPACE BAR (No. 64) and turn it up. Then with the thumb of each hand hold down on the KEYBOARD RELEASE LOCKS (Nos. 63, 65) and with the second finger of each hand raise the frame of the Folding Keyboard until it is in an upright position.

LOCK THE CARRIAGE by pressing down on the CARRIAGE LOCK (No. 61) so that the "notch" in the same is astride the frame of the machine when the carriage is centered. LOWER PAPER REST by pulling it forward.

REPLACING COVER ON FOLDING PORTABLE.—After the keyboard is properly folded and the carriage centered and locked, place the cover over the machine until it touches the baseboard. Then push the cover back about one-fourth of an inch and at the same time press down on the same and then pull the cover forward. This will bring the slip-hinges at the back into position, when the clasp at the front of the case can be snapped into place and locked with key if desired.



Open Feed Rolls and Insert Paper

INSERTING THE PAPER.—First, open the FEED ROLLS (Nos. 18 and 27) by pressing back and down on the PAPER RELEASE (No. 22). Then place paper between the rolls in the "natural way"—right side up. Introduce the paper at the open right-hand carriage end. Carry paper to the left until the left margin engages the PAPER GUIDE (No. 3), which is movable. This will insure the same margin on all copy. The bottom of the paper will drop into perfect position at the bottom of the PAPER BASKET (No. 31), thereby insuring perfect alignment of the sheet. Now, close the rolls by pulling forward on the PAPER RELEASE, then with knob turn the paper down to the desired writing position by turning the FEED ROLL KNOB (No. 23) towards you.

FEED ROLLS.—When the machine is not in use KEEP THE PAPER FEED ROLLS OPEN.

BACKING OR EXTRA SHEET BACK.—Unless your paper is very heavy, you should always use an extra backing sheet—it will prevent the letters from showing through the paper and the work will be more perfect. The same sheet may be used over and over again.

MARGIN STOPS—HOW TO SET.—IF YOUR MACHINE HAS THE MARGIN STOPS IN THE FRONT (Nos. 39A and 40A) they are set as follows: Move the carriage until the pointer on the SHIELD (No. 13) is at the point desired on the paper, then observe what point is indicated on the SCALE INDICATOR; place a stop at a similar number on the SLOTTED MARGINAL RACK. This method will set either the left or right-hand stop.

IF YOUR MACHINE HAS THE MARGIN STOPS ON THE BACK they are set as follows: Move the carriage until the pointer on the RIBBON SHIELD (No. 13) is at the point desired on the paper to begin the left-hand margin. Then turn to the back of the machine and move the MARGIN STOP over towards the Left CARRIAGE END (No. 46) until it arrives directly in front of same, when the MARGIN STOP should be raised. To set the right hand margin proceed in a like manner, as you would to set the left, only you adjust Right MARGIN STOP. To move these stops easily, pull them over—if they slide hard, oil the ROD on which they slide.

MARGINAL AND LINE-LOCK RELEASE.—To release the Marginal stop or line-lock (Nos. 39A, 40A) depress the MARGIN RELEASE (No. 38) with the little finger of the right hand. This not only unlocks the type at the end of the line, thus permitting the completion of a syllable or word, but it may also be used to permit the movement of the carriage to the right or left beyond the marginal stops.

LINE GUIDES—WRITING LINE.—The writing line is just above the right or left hand LINE GUIDES (Nos. 5, 17). The WRITING POINT is directly back of the small pointer found at the top and center of the RIBBON SHIELD (No. 13), also indicated by mark on the Anvil.

ERASURES AND CORRECTIONS.—To make an erasure or correction, roll the paper up with the FEED ROLL KNOB (No. 23) until the desired line can be laid on the ERASING SHIELD (No. 16A) or top of carriage. Make correction and turn paper down so that the bottom of the line corrected, is even with the LINE GUIDES (Nos. 5, 17). Then move carriage so that the small pointer on the RIBBON SHIELD (No. 13) indicates the exact place where corrected character is to be inserted, and print desired character.

INSERTING EXTRA CHARACTERS IN A WORD.—Hold down the BACK SPACE KEY (No. 36) part way so as to move the CARRIAGE just a little to the right and while the carriage is held in this position, strike the desired character. A little practice will make it possible to crowd characters so that you can write four letters in a space ordinarily required for three.

SPACE BETWEEN THE LINES.—To begin a new line, take hold of the LINE SPACE LEVER (No. 1) by pressing the index finger of the left hand against the lever and allow the Thumb to rest on the top of the ERASING SHIELD (No. 16A) and against the PAPER REST (No. 14). With the thumb and forefinger in this position, push the CARRIAGE to the right as far as it will go and at the same time the line space will be automatically made. On machines with the FORWARD Line Space Lever, merely push the Lever to the right when a new line is desired and it will space the line automatically.

MAKE THE MOST OF THE HAMMOND

Type-Set or Shuttle

Price Only $4 to $6

Actual Size

NEARLY 500 Different TYPE ALPHABETS, in over 90 to 120 characters, 55 Languages and for Every BUSINESS, Every SCIENCE and Every PROFESSION, are made for use on the Hammond.

WHY?—Because *We want YOU* to GET THE MOST OUT OF YOUR INVESTMENT IN THE HAMMOND. And this is possible only through our supplying and your using the TYPE ALPHABETS best suited for the particular work you have.

On the ordinary Typewriter you MUST ALWAYS use the ordinary "print" and of course, your work MUST ALWAYS look ordinary, but with the Hammond, and by using the proper Style and Size of TYPE, you can produce work that is RIGHT BEAUTIFUL and it will carry with it just the *individuality* and *distinction* you want to convey. Extra Type Alphabets are only $4.00 each and you should have several of them. By so doing GET THE MOST OUT OF YOUR INVESTMENT IN THE HAMMOND.

HOW TO SET MACHINE FOR SLIDE WRITING.—Set the machine exactly as you would for Stencil cutting (see page 19), only use the Manifolding Hammer Face instead of the Stencil face; BE SURE that you follow these instructions carefully.

BEST TYPE TO USE FOR LANTERN SLIDE WRITING.—Capital letters of Clarendon Type No. 170, Capitals of Medium Gothic No. 96, Capitals of Petite Gothic No. 180 and Small and Capital letters of All Caps Type No. 27.

PROTECT YOUR BANK ACCOUNT By
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NATIONAL BANK OF SECURITY

Anywhere, JUNE 15TH 1922

Pay to the
Order of EVERY HAMMOND USER ✠ ✠ ✠ ✠ $48.06

EXACTLY FORTY - EIGHT AND - SIX CENTS ✠ Dollars

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Use your machine for writing all your checks. Our CHECK WRITING TYPE affords high grade protection -- BEST to be had.

ONLY $4.00

It protects the name! It protects the amount in figures! It protects the amount in writing! A Carbon Sheet faced to the Back of Check doubly PROTECTS all.

SPECIMENS SHOWING CONDENSED WRITING

For Loose-Leaf Manuals, Record Cards, Etc.

Written on the

Multiplex Hammond Writing Machine

VARIABLE SPACING MODEL

VEST POCKET MANUALS

Which Occupy 1/4 the Space of Usual Typing

Business Executives, for combining the advantages of emphasis in italics with rapid and easy visualization of important material, reports, records, statements, etc.

Private Secretaries, for the highest grade letters, "minutes", record cards, etc.

Sales Managers, for convenient vest-pocket condensed record of sales.

Engineers, Scientists, Mathematicians, for condensed tabular work, loose-leaf sheets, etc.

NO OTHER TYPEWRITER CAN DO THIS.

THE

HAMMOND VARIABLE-SPACING

The Hammond
The Hammond
The Hammond
The Hammond
The Hammond
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THE HAMMOND
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ATTIC-The banner display type ~ for Programs, H E A D-I N G S, and the like. A very unusual but attractive writing.

Script-This type is indispensible to those having a private correspondence. Nothing can compare with the beautiful script writing, the ladies especially admire it.

MINIATURE ROMAN-An exquisite type for private correspondence and foot notes. For your loose-leaf book it is just the proper size. Note how closely these lines are together, yet the work is as readable as it would be if a larger type were used and which would occupy twice the space.

LARGE ROMAN-This is a specimen of the Large Type which is greatly liked where very large print is desired.

LARGE GOTHIC-T H I S I S A B I G B O L D TYPE and is for the use of lecturers, clergymen, etc. This one type is perhaps the largest type you can get.

PETITE GOTHIC-Note the contrast between the very large type before this, the "smallest type ever made for a typewriter." THIS LITTLE TYPE IS VERY NICE WHERE ALL CAPITAL LETTERS ARE USED. FOR WRITING LOOSE-LEAF NOTE BOOKS AND USING THE CAPITAL LETTERS MAKES A VERY ATTRACTIVE copy.

SMALL AND LARGE CAPS-THIS STYLE OF TYPE IS VERY GOOD FOR WRITING CARDS, BILLINGS, ETC. NOTE HOW CLOSE THE LINES ARE TOGETHER, YET THIS IS A FAIRLY LARGE TYPE. SPLENDID FOR WRITING POST CARDS WHERE A LARGE MESSAGE IS DESIRED IN THE SMALL SPACE OF A POSTAL CARD.

SMALL ITALICS-A very neat and useful style for emphasis, quotations, etc. This style of print is very nice for writing private or personal correspondence. This type works exceptionally well for emphasis when used with a medium Roman type such as this.

SMALL ROMAN-This is a specimen of the work of one of our most popular type. A neat and attractive and most refined type for private and personal correspondence.

AND MANY OTHERS as per samples.

FAILURES, ASSETS and LIABILITIES

in the UNITED STATES YEARLY.

Year	No. Failures	Actual Assets Millions	Total Liabilities Millions
1921	20,014	$446.6	$755.7
1920	8,463	274.1	426.3
1919	5,515	55.3	115.5
1918	9,331	69.3	137.9
1917	13,029	84.8	166.6
1916	16,496	86.1	175.2
1915	19,035	160.8	284.1
1914	16,769	197.2	357.1
1913	14,551	159.0	292.3
1912	13,812	98.5	198.9
1911	12,646	102.0	188.1
1910	11,573	95.2	188.7
1909	11,845	69.3	140.7
1908	14,044	168.4	295.9
1907	10,265	287.9	383.7
1906	9,385	63.1	127.2
1905	9,967	65.0	121.8
1904	10,417	75.7	143.6
1903	9,775	84.1	154.3
1902	9,973	50.4	105.5
1901	10,648	61.1	130.1
1900	9,912	60.1	127.2
1899	9,642	60.1	119.8
1898	11,615	73.1	141.6
1897	13,083	86.5	158.7
1896	15,094	147.8	246.9

PRELIMINARY CENSUS RETURNS

This valuable weekly compilation of the preliminary figures on the population of cities, as announced by the Director of the Census, supplies sales managers and corporation statisticians with the latest figures.

Other census returns have been published in the following five previous issues of Lefax,—April, June, July, August and September.

	Population 1920	Population 1910	Increase No.	Increase %
CALIFORNIA				
San Jose	39604	28946	10658	36.8
COLORADO				
Pueblo	42908	44395	-1487	-3.3
CONNECTICUT				
Middletown	22129	20749	1380	6.7
IDAHO				
Boise	21393	17358	4035	22.3
ILLINOIS				
Quincy	35978	36587	-689	-1.7
KANSAS				
Hutchinson	23298	16364	6944	42.4
MISSOURI				
Kansas City	324410	24881	76029	30.6
St. Joseph	77939	77403	536	0.7
NEW HAMPSHIRE				
State N.H.	443083	430572	12511	2.9
Nashua	28379	26005	2374	9.1

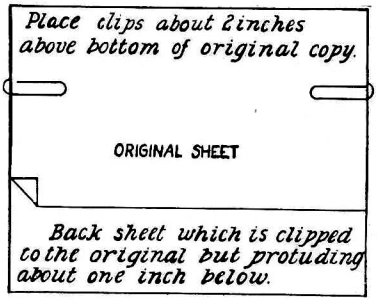
SPACE BETWEEN LINES.—The LINE SPACE REGULATOR (No. 60) will be found at the back of the right end of the Carriage. Pull up on the Knob and you can place it in one of three holes, thereby giving the desired space between the lines.

BELL SETTING.—Just slide the BELL STRIKER (No. 20) along the ERASING SHIELD (No. 16A) until it is placed at the point back of the paper, where you wish the right-hand margin. When the writing nears this point, the bell will sound by engaging the striker.

RULED PAPER.—When desiring to write on ruled paper, fill in blanks, etc., raise the VARIABLE LINE SPACE LEVER (No. 57). The Feed Rolls may then be turned freely without regard to regular spacing. On ruled work turn the paper so that the lines are just even with the LINE GUIDES (Nos. 5, 17).

SHIFT KEYS.—To secure Capitals depress the CAP. shift key (No. 41). To secure Figures and other special characters, depress the FIG. shift key (No. 42).

CAP. AND FIG. SHIFT ADJUSTMENT.—It may occasionally be found that the Capital letters or Figures do not align with the small letters. Under each SHIFT KEY LEVER (Nos. 41, 42) there is an adjusting set screw which will regulate this trouble. Loosen the Lock Nut of the Adjustment Screw, then if too high turn the screw to right; if too low turn it to the left. Be sure to *tighten* Lock Nuts when adjustment is complete.



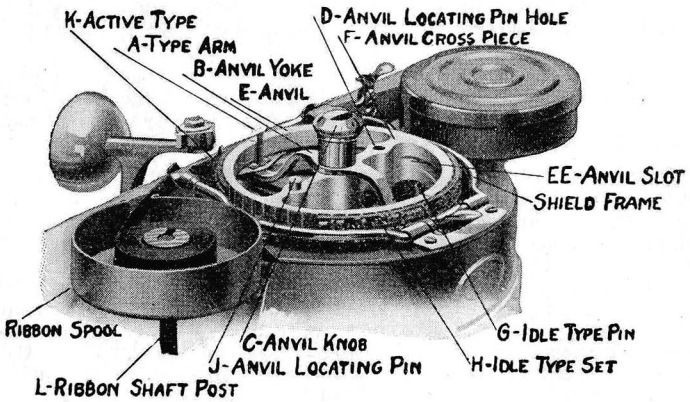
SHIFT KEY LOCK.—When desiring to write a number of capital letters or several numerals, the CAP. or FIG. shift key may be locked down, by the SHIFT KEY LOCK.

WRITING TO THE BOTTOM OF THE PAPER.—Not often does one wish to write to the very bottom of their work, but when necessary the following method will make it possible. Remove the work from the machine and with two paper clips, clip another duplicate sheet onto the back of the original copy, allowing the back copy to protrude below the original about one inch. Place paper clips as suggested on the diagram as shown here about two inches from the bottom of the original copy. Now replace the work in the typewriter and the part of the back sheet extending below the original copy will make it possible for the Feed Rolls to carry the bottom of the original copy up so that it can be written on to the very bottom.

HOW TO WRITE ON DRUGGISTS LABELS.—Most druggists have their name printed on the bottom of their prescription labels which leaves the entire top of the label for writing space. If however the name is at the top, then if the label is too small, secure one of our label holders.

HOW TO CHANGE THE TYPE AND THE STYLE OF WRITING.—THE TYPE SHUTTLE OR TYPE ALPHABET is all cast in one piece, thereby insuring perfect and permanent alignment at all times.

Type Set or Shuttle

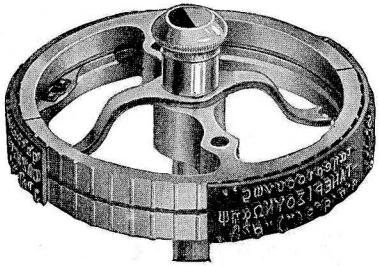


TO CHANGE THE STYLE OF WRITING, take hold of the ANVIL KNOB (c) and raise the ANVIL (e) as high as it will go and then twist the ANVIL KNOB in either direction until the ANVIL LOCATING PIN HOLE (d) is directly over the ANVIL LOCATING PIN (j), then lower Anvil to writing position. In case ANVIL does not go down freely DO NOT FORCE IT, in making the change of type you may have misplaced one of the TYPE in which case replace the same by following instructions given on HOW TO INSERT or replace type.

TO REMOVE A TYPE. Take hold of the ANVIL CROSS PIECE (f) with thumb and forefinger of the left hand at the left of the ANVIL KNOB (c). Now raise the ANVIL (e) as high as it will go then you can slide either of the TYPE out of the ANVIL through the ANVIL SLOT (ee). On Hammonds which carry only one type on the machine, the ANVIL SLOT is found in the ANVIL at the point the IDLE TYPE PIN (g) is shown on opposite diagram.

TO INSERT OR REPLACE TYPE (1) Raise ANVIL (e) in the same manner as

when you remove a type. (2) Hold ANVIL in this position and insert TYPE through the ANVIL SLOT (ee) (3). By still holding the ANVIL by the ANVIL CROSS PIECE (f) turn the same until the ANVIL LOCATING PIN HOLE (d) is directly over the ANVIL LOCATING PIN (j). Now see that the hole of the ACTIVE OR WRITING TYPE (k) is directly over the TYPE ARM (a) and see that the hole of the INACTIVE OR IDLE TYPE (h) is directly over the IDLE TYPE PIN (g), then lower the ANVIL to writing position.



HOW TO REMOVE ANVIL FROM MACHINE.—If your machine is equipped with ANVIL LOCK (45) just press the LOCK LEVER and at the same time pull up on the ANVIL KNOB (c) and the ANVIL will come out of the machine. To replace ANVIL it is only necessary to replace it, as the ANVIL LOCK (i) works automatic. If in replacing the ANVIL the TYPES become disarranged adjust them as directed when inserting type. In old model multiplexes pull the lever towards you to unlock the ANVIL.

IMPORTANT, in replacing the Anvil on this style of machine BE SURE to see that the ANVIL LOCK is pushed back in locking the ANVIL until it nearly touches the RIBBON SHAFT POST; WATCH THIS CAREFULLY. On Hammonds which carry one type only, the ANVIL is usually held in position by a small ARM which hooks over the ANVIL at the point where the ANVIL KNOB (c) is shown on diagram. This can be lifted up and swung around when ANVIL is removed or replaced.

HOW TO REMOVE TYPE ARM OR SHUTTLE ARM.—When ANVIL is removed the TYPE ARM (a) can be simply lifted out on many machines. On the new models, the TYPE ARM (a) is held in a socket. Press down the letter L key and you can then slip the TYPE ARM (a) out of its position. To replace reverse above operation. In replacing TYPE ARM (a) on machines that do not have a socket, you will find the heel of the TYPE ARM rests in the head of a GROOVED SCREW. Before replacing ANVIL see that the heel of the TYPE ARM rests well into the groove of the screw—this is VERY IMPORTANT.

WHEN TYPE STICKS AND DOES NOT RETURN FREELY.

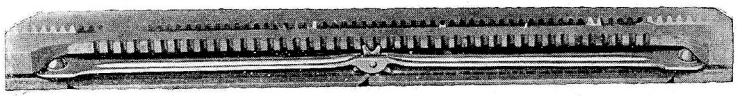
(1) You may have neglected to OIL the type movement as directed in the OILING INSTRUCTIONS on page 22.

(2) The RIBBON SHIELD may be bent in towards the TYPE so that it causes the ribbon to drag on the type. To correct, raise SHIELD FRAME (No. 30) to position as directed when ribbon is about to be changed (see page 12). Now place the forefinger of the right hand on the back of the RIBBON SHIELD (No. 13) at the point where it is slipped over the RIGHT RIBBON GUIDE (No. 15) and press on the part firmly, then with the THUMB of the left hand you can force the RIBBON SHIELD permanently back by pressing on it at a point close to the RIGHT RIBBON GUIDE (No. 15). Do the same thing to the other end of the RIBBON SHIELD only reverse the order in the use of your hands.

(3) THE TYPE MOVEMENT may be dirty and if so should be cleaned as follows. (a) Remove the ANVIL (No. 24), TYPE and SHUTTLE or TYPE ARM (No. 9). Wash these parts well with a little gasoline and then dry them with a soft cloth. (b) Pull a cloth thru the hole in the TYPE ARM to remove any dirt. Also clean off the SHAFT of the ANVIL well with a cloth. Take a fairly heavy business or calling card and work it back and forth thru the slot of the ANVIL. This will remove any dirt from the type tract. Also clean off the back of the TYPE and the WEBB of the same with a stiff card and polish the same until all dirt is removed. (c) Now replace these parts in the machine and oil as follows. Before replacing the ANVIL put 3 or 4 drops of good oil on the SHAFT of the same. Also put 1 drop of oil on each of the two DRIVER LEVER ARMS (No. 28) at the point where they engage the SHUTTLE ARM (No. 9). NEVER PLACE ANY OIL ON THE TYPE—NEVER.

CARRIAGE RELEASE LEVER.—To move the carriage in either direction without writing or changing the line space, press the CARRIAGE RELEASE LEVER (No. 2) forward. If the carriage should not release easily just push the same a little to the right and at the same time press on the CARRIAGE RELEASE LEVER (No. 2).

SPACE–BAR.—When a word is finished, before writing the next, touching the SPACE-BAR (No. 40) gives a space each time the space-bar is touched, moving the carriage without operating the keys.



The CONTROL keeps the BALL BEARINGS always in position

BACK SPACE–KEY.—By depressing this (No. 36) the carriage is moved back, one space, for insertions, etc.

RIBBON REVERSE.—When the end of the Ribbon is reached, to reverse it. The ribbon rewinds on the opposite spool: (1) On Hammonds with the ROUND SMOOTH KNOB (No. 44) to reverse push the Knob to or from you. (2) On those with the KNURLED KNOB (No. 44) push in or pull out to reverse the ribbon. (3) On older model Hammonds with THUMB SCREW NUTS on top of the RIBBON SPOOLS (Nos. 4 and 19), to REVERSE THE RIBBON tighten the loose NUT and loosen the tight NUT. One of these nuts (the one onto which the ribbon is winding) should be screwed down, so that the RIBBON SPOOL will not slip on the Ribbon Post. The opposite Thumb Screw NUT should be very loose so that the Ribbon Spool can unwind easily.

RIBBON NEUTRAL POSITION (for Stencil Cutting).—Neutral position, means that the ribbon does not wind and it is desired to place the same in this position when cutting stencils or for some other special work.

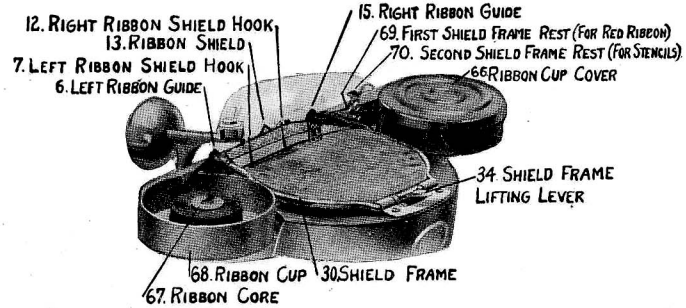
The newer Hammonds are so arranged that the RIBBON REVERSE (No. 44) can be placed on a neutral or central point, neither in or out, backward or forward—by testing the Ribbon Reverse a little the operator can easily locate the neutral point. On older model machines with the THUMB SCREW NUTS, the neutral point is found by loosening BOTH the Thumb Nuts.

RIBBON REVERSING—CAUTION.— In reversing the ribbon it is easy to get the reverse in "NEUTRAL" in which case the ribbon will print faintly. BE SURE AND REVERSE THE RIBBON FULLY. In case the ribbon prints faintly examine the reverse and MAKE SURE it is not in neutral.

CARE OF MACHINE. — KEEP THE COVER over the typewriter when it is not in use and do not allow it to become clogged with erasures. Wipe all parts with soft cloth or chamois and brush the interior with the proper brush.

CLEAN TYPE. —If clean clear printing is desired the TYPE should be cleaned once a month. Remove TYPE *from the machine* (see instructions TO REMOVE TYPE, page 12) and brush with a type-cleaning brush. Do not rub the type; give it a gentle beating with the ends of the bristles, thus "picking out" the dirt that has been forced into the type face. A little gasoline applied to the brush will aid in cleaning a very dirty type.

CHANGING TYPE is, however, the modern method of *emphasis,* and the Multiplex way of *"Just Turn the Knob"* to another type, gives the most effective method, so that when your letter is HAMMOND-TYPED, it is the next best thing to saying it.



BICHROME RIBBON — HOW TO WRITE RED.—With the forefinger of the right hand pull slightly to the right, the small lever of the REST (No. 70), then with the thumb of the left hand raise the SHIELD FRAME (No. 30) by pressing down on LIFTING LEVER (No. 34) until the FIRST SHIELD FRAME REST (No. 69) will slip under the SHIELD FRAME, when the lever of SHIELD FRAME REST (No. 70) is released. To return to the other color, pull the same lever to the right and let the frame drop to normal.

CHANGING RIBBONS.—The width of Hammond ribbons is 7/16 of an inch. Change of ribbon should be made when old ribbon is all on one spool.

1. Raise SHIELD FRAME (No. 30) by pulling lever of SHIELD FRAME REST (No. 70) to the right and pressing on SHIELD FRAME LIFTING LEVER (No. 34) then release lever which will hold SHIELD FRAME up where the operator can get at the ribbon.
2. Remove both RIBBON CUP COVERS (No. 66).
3. Remove ribbon from RIBBON SHIELD (No. 13).
4. NOTE CAREFULLY before taking ribbon off how it is threaded through the Ribbon Shield.
5. Both RIBBON CORES (No. 67) can now be lifted from the RIBBON CUPS (No. 68).
6. Detach the empty Ribbon Core from the ribbon by removing the clip-spring used to hold ribbon to core, saving empty core and clip.
7. Place new ribbon (a new ribbon comes wound on its own core) on shaft in center of Ribbon Cup, so that the ribbon will feed from the rear of the core.
   If a bichrome ribbon is to be used, place with red color below.
8. Draw the ribbon through the slot in the rear of the Ribbon Cup, pass it across the machine and fasten on the empty core by means of the core-clip-spring.
9. Pass the ribbon through the slot of each Ribbon Cup and place the core in its proper position on the ribbon shaft in ribbon cup.
10. Replace both CUP COVERS and see that they are pressed on tightly.
11. Now thread the ribbon carefully through the RIBBON GUIDES (Nos. 6, 15) and the RIBBON SHIELD HOOKS (Nos. 7, 12) and drop Shield Frame down to writing position seeing that ribbon starts to feed onto the empty core. CARE SHOULD BE USED to see that ribbon is put in machine perfectly straight, do not let it become twisted or allow the edge to turn over.

OLD MACHINES, HARD RUBBER OR OPEN SPOOLS.—Proceed the same as you would to change a ribbon on the model with the Ribbon cups, only the ribbon is hooked onto the HARD RUBBER SPOOL with a hook or pin. Ribbon for this model comes on a tin spool which may be substituted for one of the Rubber Spools until the ribbon winds itself onto the Rubber Spool when the tin spool may be removed and the ribbon attached to the other Rubber Spool. These Rubber Spools are removed by loosening the THUMB SCREW NUTS at the top center. If no Thumb Screw Nuts are found, the spool is held with a friction spring and you force the spools from off the shaft by lifting them up. CAUTION, on machines with Thumb Screw Nuts BE SURE you screw down tightly the Thumb Nut of the Spool the ribbon should wind on. USE SUPERIOR BRAND RIBBONS, THEY PRINT BETTER, LAST LONGER AND ARE GUARANTEED FULL LENGTH.

RIBBON SHIELDS—IMPORTANT INFORMATION.—RIBBON SHIELDS (No. 13) will give out in time and have to be renewed. ALWAYS have extra ones so immediate change can be made when required. To change RIBBON SHIELDS, raise the SHIELD FRAME (No. 30) so that it will rest on the top of the SECOND SHIELD FRAME REST (No. 70) same position as when changing ribbon. Unthread ribbon from old SHIELD—NOTE CAREFULLY

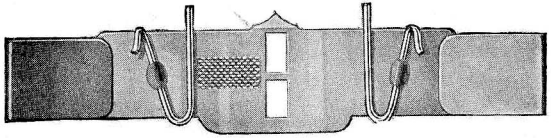
before taking ribbon out how it is threaded through the shield. Remove the old Shield by slipping both ends off the RIGHT and LEFT RIBBON GUIDES (Nos. 6, 15). Replace new Shield by reversing the method but BE SURE to see that the Shield is pushed down fully into position. Otherwise the machine may fail to print all characters clearly and distinctly. Replace ribbon by threading through the new Shield as before.

IMPORTANT SUGGESTION. In order that the new Shield may not cause Type sticking, it is well to refer to instruction No. 2 under the heading "WHEN TYPE STICKS, ETC.," page 13, and bend the Shield out away from the type as suggested—giving added lift to the shield.

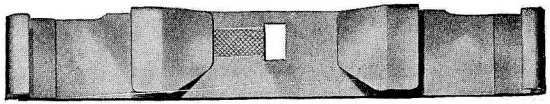
IF PRINTING APPEARS SMUTTY BETWEEN WORDS.—Raise SHIELD FRAME (No. 13) to its highest position and with care, with a soft cloth remove the ink that has gathered around the square SHIELD opening next to the paper.

ORDERING OF SHIELDS.—When ordering shuttle shields from the Company care should be exercised to see that the kind of shield desired is correctly described. Herewith are presented cuts of the different varieties. ORDER ONE-COLOR SHIELDS when a TWO-COLOR Ribbon is not used.—They wear longer.

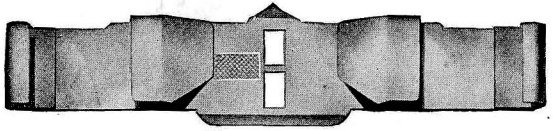
In ordering shields, compare the shield you are now using with the cut and order by number, stating whether you wish it for one or two colors.



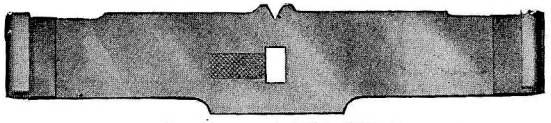
No. 4 for All "MULTIPLEX" TWO COLOR
No. 5 for All "MULTIPLEX" ONE COLOR



For No. 2 Model



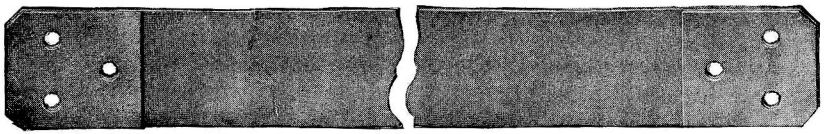
For No. 12 Model TWO COLOR



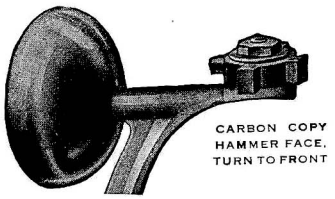
For No. 12 Model ONE COLOR

GIVE SERIAL NUMBER.—When ordering SHIELDS or other PARTS, BE SURE to give the serial number of the machine—stamped in the Left Foot, just back of the left end of Carriage on Folding Models the number will be found on right side of folding frame.

IMPRESSION STRIPS HAVE TO BE REPLACED.—These Rubber Strips give out and are easily replaced by fastening a new one on the Hooks (No. 21) on both ends of the Carriage. The little money spent to replace these strips is real economy, as they are the PLATEN of the HAMMOND—to renew the PLATEN on other typewriters (they should be renewed about once a year—cost $5 to $7) cost much more than an occasional dime for a new strip.



Rubber Impression Strips 10c each, 3 for 25c
Gossamer Impression Strips 15c each, 2 for 25c
GOSSAMER STRIPS will not break and they will wear much longer.
Always use regular Hammer Face with the Rubber Strip.



HOW TO MAKE CARBON COPIES

FIRST — Remove the IMPRESSION STRIP, running the width of the carriage just under the erasing plate. (Cut of Strip shown above.)

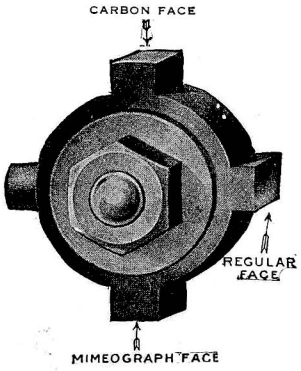
SECOND — Reach around back and with the thumb and forefinger of the right hand, turn to the front for printing the CARBON FACE of the revolving Hammer Head (see cut).

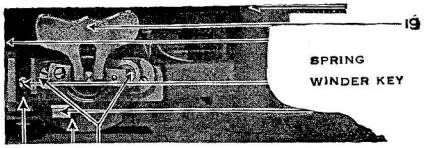
THIRD — If more than two copies are desired, turn the machine so that the back faces you, and then turn the SPRING WINDER KEY (No. 57) to the RIGHT about four half turns for three or four copies: for more copies, turn the winder to the right until it stops.

FOURTH — ALWAYS use an extra Back sheet, back of the last copy; it will give clearer work.

DON'T FORGET — When you are thru making carbon copies to UNWIND the SPRING WINDER (Just turn to the left until it stops.)

Also, turn the REGULAR HAMMER FACE to the front again, and replace IMPRESSION STRIP.





"MULTIPLEX" BRAND CARBON *WILL GIVE 50% MORE AND BETTER COPIES, AND HEAVY or TYPE-BAR carbon paper does not work well on the HAMMOND, use light weight carbon ALWAYS to insure more copies.*

STENCIL CUTTING.—WAX STENCIL PAPER, used with a SILK SHEET, gives very satisfactory as well as most economical results, where up to 500 copies are required.

WAX STENCIL PAPER is furnished for all makes of DUPLICATORS direct from the manufacturer of the DUPLICATOR you use, or HAMMOND TYPEWRITER CORP. and Branches. If your Duplicator was not furnished with a SILK SHEET, order the same from the HAMMOND TYPEWRITER CORPORATION, or any of its Branch Offices or Dealers.

To Prepare Wax Stencil for Cutting.

1. WAX STENCIL PAPER comes prepared with a Protection Tissue over its face and with a stiff "BACKING" SHEET. REMOVE AND DISCARD the Backing Sheet.

2. Also DISCARD the POROUS TISSUE sheet, found between the WAX STENCIL and the BACKING SHEET.

3. Now place the SILK SHEET back of the WAX STENCIL where the "Backing" sheet was.

4. In order to keep the WAX Stencil from cracking, roll the whole thing up *from the bottom.*

5. Insert at the Right End of Carriage, with the Protection tissue found over the face of the Wax Stencil (used to keep the wax out of the type) facing towards the operator.

How to Prepare Dermatype Stencil for Cutting.

1. In using Dermatype Paper, better results will be secured IF YOU OBTAIN HAMMOND SPECIAL DERMATYPE STENCIL as it has a light "backing" sheet which is better for use on the Hammond. The Hammond Typewriter Corp. or any Duplicator dealer will furnish it upon request.

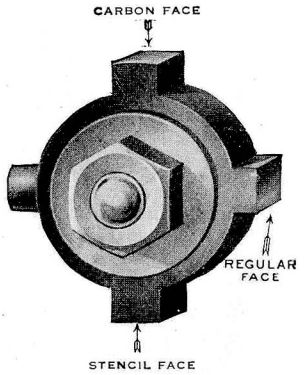
2. Take hold of the bottom of the Dermatype sheet and separate it from the "Backing" sheet and then lay it over back full length from the Backing sheet.

3. Paint a good coating of the DERMAX FLUID (used to soften stencil) on the exposed front of the Backing Sheet.

4. Also paint a coat on the *back* of the Dermatype sheet (the surface which is to be next to the Backing Sheet, when the two are together for writing).

5. Leave the fluid on the two for about one minute, then bring the Dermatype sheet over forward onto the wet surface of the Backing sheet. This will bring the two wet surfaces together, when they should be smoothed down and inserted into the typewriter the same as you would insert a sheet of paper.

6. If stencil is very long, it may be necessary to roll it up first *from the bottom,* and then insert into the basket of the Carriage.



How to Prepare Hammond for Stencil Cutting.

1. Turn the STENCIL to the front for cutting stencil.

2. Remove RUBBER IMPRESSION STRIP (No. 50A).

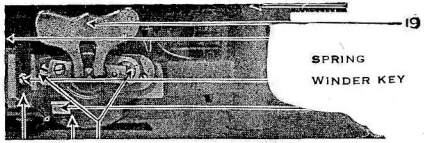
3. Wind up—(turn to the right)—SPRING WINDER at back (No. 57) the same as for carbon copies. Wind as far as it will go.

4. Use a nearly new TYPE or better, secure a SPECIAL STENCIL TYPE. Price $4.50. Can be had in any style of type—order from company direct or thru any Branch or Dealer.

5. On MULTIPLEX MODELS, raise the SHIELD FRAME (No. 30) so that it rests on the top of the SHIELD FRAME ADJUSTER (No. 16).

6. RIBBON REVERSE—place at NEUTRAL (see instructions, page 14).

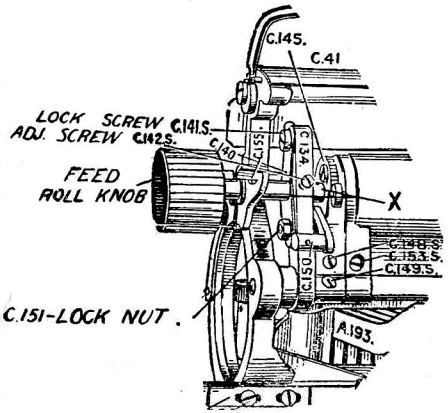
7. If No. 12 Model (with Thumb Screw Nuts on top of Ribbon Spools) raise SHIELD FRAME the same as on Multiplex Model and then loosen BOTH Thumb Screw Nuts on top of Ribbon Spools, so that ribbon does not travel.



TYPE SUGGESTIONS.—Smaller TYPES cut better stencils, because they do not have so much "cutting surface" and therefore will cut more deeply.

IF YOU FAIL TO GET GOOD STENCIL RESULTS.—Don't be too quick to blame the TYPEWRITER, the fault is much more likely to be in the Duplicator. A NEW INK CLOTH should be put on the Duplicator frequently, as the ink gets stiff in the cloth and new ink cannot come thru properly. If stencil does not appear to be well cut, change the INK CLOTH and start over with fresh ink. Read instructions on "HOW TO OPERATE DUPLICATOR." They are very important.

HOW TO ADJUST THE FEED ROLLS IF THE PAPER DOES NOT FEED EVENLY



C-134-OIL BOTH ENDS OF HANGER HERE→X

Illustrated Section of the Left End of Carriage

I. *TEST:* Place a sheet of paper into the machine or place a strip of paper 2″ or 3″ wide at each end between the feed rolls, then grip firmly with the right hand the FEED ROLL KNOB so that the rolls cannot turn. With the left hand pull up one corner of the paper and then the other corner. You will thus find which end of the rolls allows the paper to be pulled up more easily than the other.

II. The Loose end of the Feed Rolls must be tightened until both ends are of an EVEN TENSION.

III. If the RIGHT END of the rolls (as you face the front of the machine) is loose, loosen NUT C–151 with a small wrench or pliers. Then turn SCREW C–142–S to the right (as you face back of machine) until both ends of the rolls are of the same tension, then tighten NUT C–151.

IV. If the LEFT END of the rolls (as you face the front of the machine) is loose, loosen NUT C–151 as before described and also loosen SCREW C–141–S. Then turn SCREW C–142–S quarter turn. Now hold down firmly the FEED ROLL OPENER C–155 as before while you tighten NUT C–151. Then again test the rolls as before, and if both ends are of AN EVEN TENSION, then tighten SCREW C–142–S.

V. IF FEED ROLLS SLIP. If you realize difficulty in not being able to go back and insert a character or if carbon copies do not roll up evenly with the original it is usually because the bearings at each end of both feed rolls require oiling; therefore: OIL both ends of both FEED ROLLS where the ends fit into the Carriage Ends. Also oil the FEED ROLL HANGER ROD where it rests in carriage ends.

VI. CONDITION OF THE FEED ROLLS. These sometimes become glossed over or hardened and consequently slippery because of the sulphur working out of the rubber. To correct this, they should be thoroughly washed and cleansed, BOTH THE LARGE AND THE SMALL FEED ROLLS, by rubbing with a piece of cloth, saturated with gasoline, until the black rubber shows and all gloss or whiteness is removed.

VII. TO REMOVE THE SMALL FEED ROLL take off the box at the left end of the small feed roll (as the machine faces you); then the small feed roll may be removed and cleaned very easily.

VIII. OIL BOTH OF THE FEED ROLL BEARINGS after replacing small feed roll.

IX. ROUGHENING THE FEED ROLLS. If the rolls are hard and smooth and not improved by cleaning with gasoline, then it may be necessary to roughen them by rubbing lengthwise with emery cloth or sandpaper, afterwards wiping off with gasoline.

X. FURTHER TROUBLE. If this does not improve the feed rolls it is because they are too old and need replacing.

OILING, *Where, When and How.*

1. Blow out and brush away all dirt and dust before oiling.

2. ABOUT ONCE A MONTH oil as follows: Lock down the LEFT FIG. SHIFT KEY which will expose the SHAFT of the ANVIL (No. 24) where it passes through the SHUTTLE ARM (No. 9). Place two or three drops of good typewriter oil on the exposed part of this ANVIL SHAFT. Place one drop of oil on BOTH of the DRIVER LEVER ARMS (No. 28) at the point where they engage the SHUTTLE ARM (No. 9).

NEVER, "NO, NEVER," PLACE OIL ON THE TYPE, OR SLOT IN THE ANVIL. IT MUST NOT BE DONE!

3. EVERY SIX MONTHS oil as follows: Place a few drops of oil in the CARRIAGE BALL RACE (No. 53) at both ends (after wiping out thoroughly with a cloth). Place two drops of oil on the ESCAPEMENT LEVER (No. 54A) at the POINT where the TEETH of the Escapement Wheel (No. 54) engage the Escapement Lever.

4. Place a drop of oil occasionally on any Bearings of the working parts, when such parts indicate that they are in need of lubrication.

5. Oil swivel at right end of HAMMER LEVER (page 25) at point where it connects with bottom of Hammer.

CAUTION.—DO NOT DRENCH the machine with oil, but use it sparingly. A TOOTH PICK OR SMALL WIRE, dipped into the oil bottle, is the best OILER you can use, it places the drop just where it is needed and you will never over oil.

IF HAMMER COMES FORWARD WHEN BACK SPACE IS USED OR CARRIAGE IS TURNED FOR A NEW LINE.—This is caused by the ESCAPEMENT STOP PAWL (No. 55A) slipping off the TEETH of the ESCAPEMENT WHEEL (No. 54). To correct, face the back of the machine, operate the BACK SPACER and watch the action of this PAWL and you will see how it slips and fails to hold the Escapement Wheel as it should. Remove the Pawl, wipe all oil from the same, then with a file roughen the end of the PAWL where it engages the TEETH of the Escapement Wheel. Replace Pawl without oiling it. The Pawl works better minus oil.

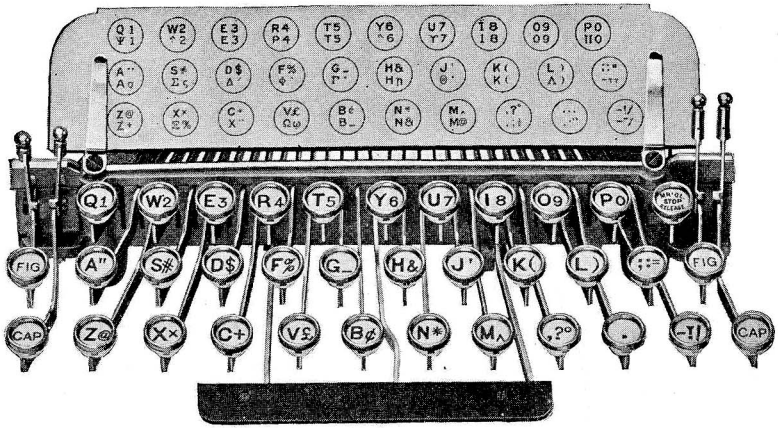
CAUTION.—All machines are in perfect adjustment when they leave the factory, and it is suggested that operators should not attempt alteration in adjustment unless it is absolutely necessary, and then it would be better to have this adjustment made by a competent Hammond mechanic, or, better still, to refer such questions directly to the Company. If YOU must do it, FOLLOW INSTRUCTIONS WITH GREAT CARE.

SERVICE.—YOU ARE TO BE PLEASED with the Hammond and we are willing to go to great length to serve our customers. EVERY USER should ALWAYS feel perfectly free to communicate with the Company or any of its Branches or Dealers, when they desire information about the typewriter. If the Hammond pleases you, tell others, BUT IF IT DOES NOT, TELL US, and we promise to serve you at once—EVERY HAMMOND USER MUST BE SATISFIED.

Our Motto "Satisfied Users Are the BEST Advertising."

USE OF THE LANGUAGE PLATE.—Multiplex Keyboard Language Plates are instantly removed and interchangeable. They are furnished to match all regular or special type plates.

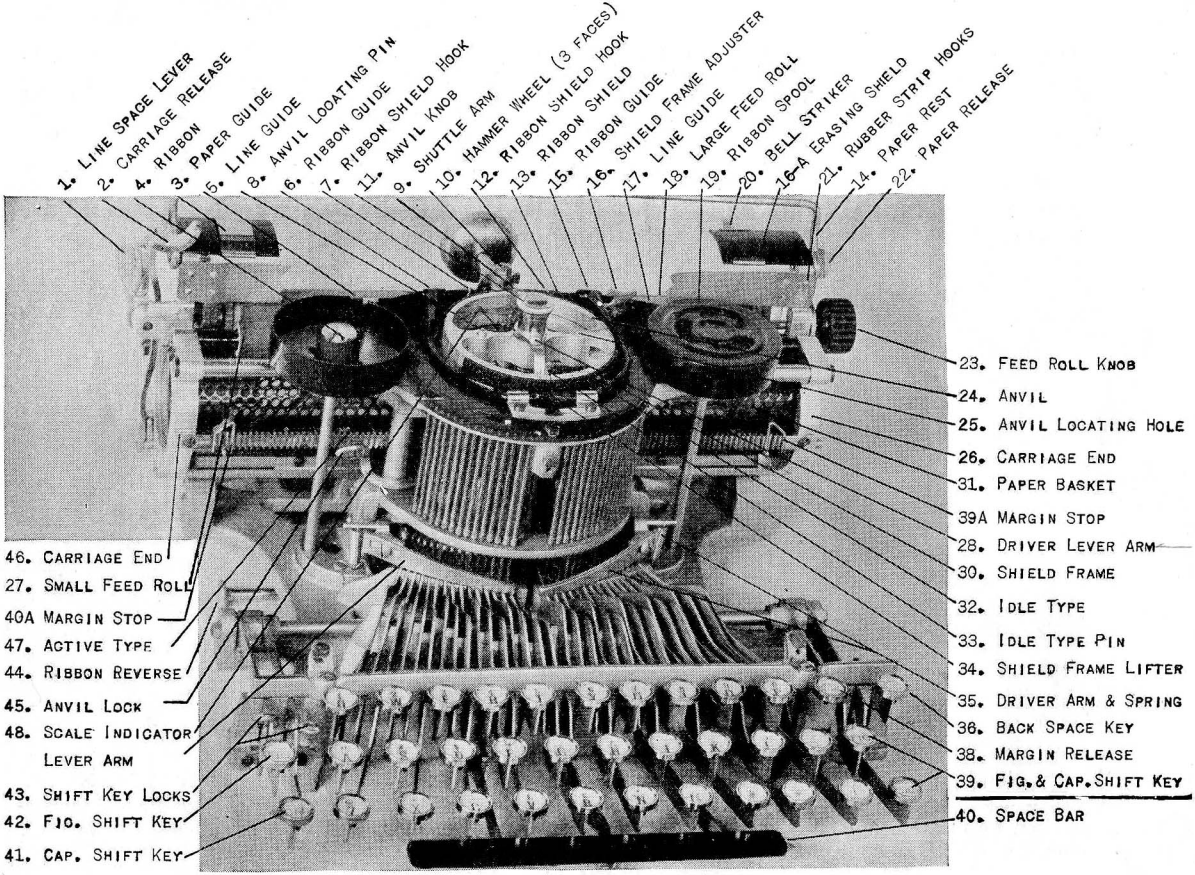
French
English
Greek
Key Chart

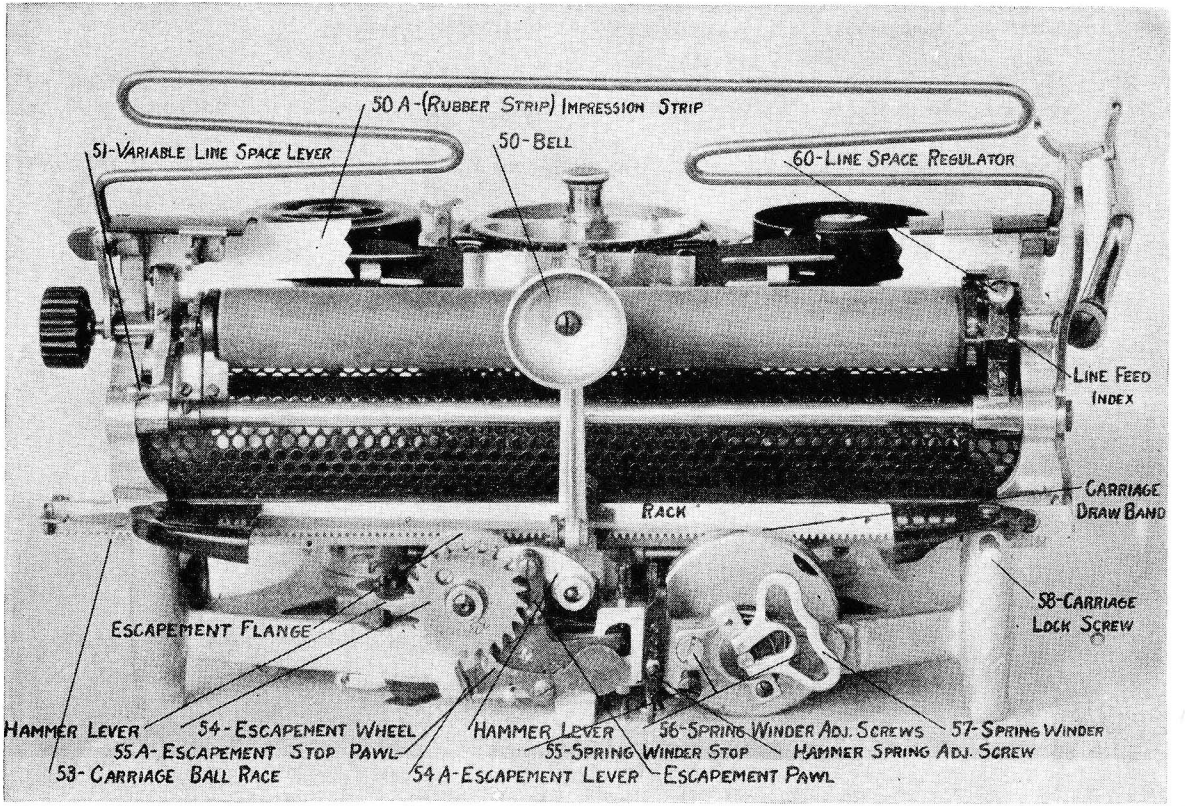


Greek and French-English Language Plate in Position above an English Keyboard

Combination-keyboards represent two languages—one printed in red characters, the other in black.

When using a set of type or language not corresponding to the keyboard, the Language Plate indicates the disposition or location of the characters. This simple arrangement shows how *All Languages* may be written on *One* Multiplex—without changing the Keys.


1. LINE SPACE LEVER
2. CARRIAGE RELEASE
4. RIBBON
3. PAPER GUIDE
5. LINE GUIDE
8. ANVIL LOADING PIN
6. RIBBON GUIDE
7. RIBBON SHIELD HOOK
11. ANVIL KNOB
9. SHUTTLE ARM
10. HAMMER WHEEL (3 FACES)
12. RIBBON SHIELD HOOK
13. RIBBON SHIELD
15. RIBBON GUIDE
16. SHIELD FRAME ADJUSTER
17. LINE GUIDE
18. LARGE FEED ROLL
19. RIBBON SPOOL
20. BELL STRIKER
16A ERASING SHIELD
21. RUBBER STRIP HOOKS
14. PAPER REST
22. PAPER RELEASE
23. FEED ROLL KNOB
24. ANVIL
25. ANVIL LOCATING HOLE
26. CARRIAGE END
31. PAPER BASKET
39A MARGIN STOP
28. DRIVER LEVER ARM
30. SHIELD FRAME
32. IDLE TYPE
33. IDLE TYPE PIN
34. SHIELD FRAME LIFTER
35. DRIVER ARM & SPRING
36. BACK SPACE KEY
38. MARGIN RELEASE
39. FIG.& CAP.SHIFT KEY
40. SPACE BAR
46. CARRIAGE END
27. SMALL FEED ROLL
40A MARGIN STOP
47. ACTIVE TYPE
44. RIBBON REVERSE
45. ANVIL LOCK
48. SCALE INDICATOR LEVER ARM
43. SHIFT KEY LOCKS
42. FIG. SHIFT KEY
41. CAP. SHIFT KEY


50 A-(Rubber Strip) Impression Strip
51-Variable Line Space Lever
50-Bell
60-Line Space Regulator
Line Feed Index
Carriage Draw Band
Rack
58-Carriage Lock Screw
Escapement Flange
Hammer Lever
54-Escapement Wheel
55 A-Escapement Stop Pawl
53-Carriage Ball Race
Hammer Lever
54 A-Escapement Lever
56-Spring Winder Adj. Screws
55-Spring Winder Stop
Escapement Pawl
57-Spring Winder
Hammer Spring Adj. Screw

THE MATHEMATICAL MULTIPLEX HAMMOND for Mathematicians, Engineers, Surveyors, Astronomers, Scientists and such others as may have occasion to work out problems, etc., etc. A TYPEWRITER BEYOND COMPETITION.

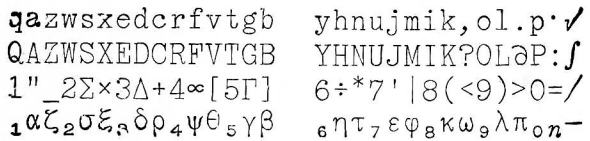
This machine does all that a regular machine does and uses all the Regular types and in addition, all algebraic equations and mathematical problems may be written in regular form on the Mathematical Hammond.

The illustration herewith shows two of the several special Mathematical type sets containing 120 characters each.

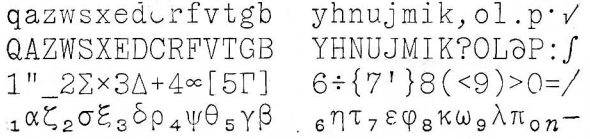
A THREE-ROW MATHEMATICAL type set of ninety characters is also available.

A COMPLETE NEW MATHEMATICAL set with many new symbols and in another style of type, will be available by January, 1923.

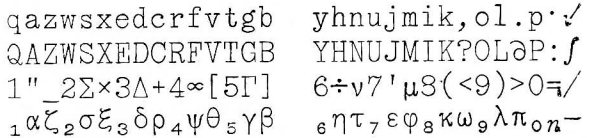
Mathematical Medium Roman 135



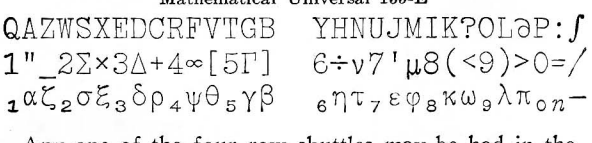
Mathematical Universal 135-B



Mathematical Universal 135-C



Mathematical Universal 135-E



Any one of the four row shuttles may be had in the three row by ordering as follows:

135 three row—135-B three row—or 135-C three row.

MATHEMATICAL AND SCIENTIFIC MODEL

Is now presented in the New "Folding" Portable (Aluminum) Model.

A BRIEF REPRODUCTION OF ACTUAL WORK

Mathematics

$$\left[\sqrt[4]{\frac{a^{-3}b^{2}}{c^{-1}x^{5}}} \cdot \sqrt[3]{\frac{x^{-\frac{1}{2}}a^{3}b^{3}}{x^{-\frac{13}{8}}c^{\frac{3}{4}}a^{5}}} \right]^{-2} \qquad \frac{\sqrt[n]{\sqrt[n+1]{x}}}{\sqrt[n+1]{\sqrt[n+2]{x}}} = \frac{\sqrt[n]{x}}{\sqrt[n+1]{x^{2}}} \cdot \sqrt[n+2]{x}$$

Electrical Engineering

$$E_B = 2E(\varepsilon^{-\theta} - \varepsilon^{-3\theta} + \varepsilon^{-5\theta} - \varepsilon^{-7\theta} + \ldots).\text{volts}$$

Graphical Calculus

$$\frac{\Delta y}{\Delta x} = \frac{x^{n} + nx^{n-1}\Delta x + \frac{n(n-1)}{1\cdot 2}x^{n-2}(\Delta x)^{2} + \ldots - x^{n}}{\Delta x}$$

Mechanical Engineering

$$T = \sqrt{H^{2} + (YA)^{2}} = Y\sqrt{a^{4} + A^{2}}$$

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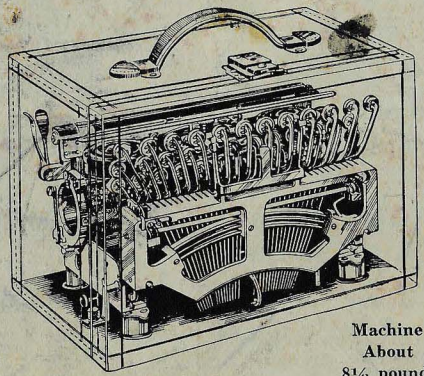

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