Instructions

FOR THE

HAMMOND TYPEWRITER

TRADE  MARK

THE HAMMOND TYPEWRITER COMPANY
FACTORY AND GENERAL OFFICES
69th to 70th Streets and East River
NEW YORK, N. Y.

REMEMBER THESE POINTS

SPEED comes from practice alone. Learn the machine and the keyboard thoroughly, and speed will come gradually; the process cannot be reversed.

CORRECT FINGERING is necessary to insure ease of operation and speed without fatigue.

UNNECESSARY FORCE should never be used. A heavy blow on the key does not increase the force of the hammer stroke.

RIBBONS. Always have one spool loose. Use all the ribbon on the spool, and reverse the direction of the ribbon as soon as the white tape appears.

SHUTTLE SHIELD should be kept clean and straight.

SHUTTLE should be kept clean. Never put oil on the shuttle.

ANVIL. Do not remove the anvil, or lift anvil arm from slot, when changing type shuttles. Have shuttle hole in anvil facing keyboard.

USE AN EXTRA SHEET of paper behind the one written on, unless you are using very heavy paper.

MANIFOLDING. Remove the impression strip. Wind the mainspring. See special instructions for manifolding.

MIMEOGRAPHING. Remove strip, shield and ribbon; wind mainspring, and use mimeograph shuttle and Hammond stencil paper. See special instructions.

KEEP THE MACHINE CLEAN and free from dust, and repairs will be minimized.

IN CASE REPAIRS BECOME NECESSARY have them made by a Hammond representative.

INFORMATION upon any point not understood will be gladly furnished at any time by the Company, its branches or any of its representatives.

KEEP HAMMER FACE CLEAN with eraser. Be sure to use the flat face for letter writing.

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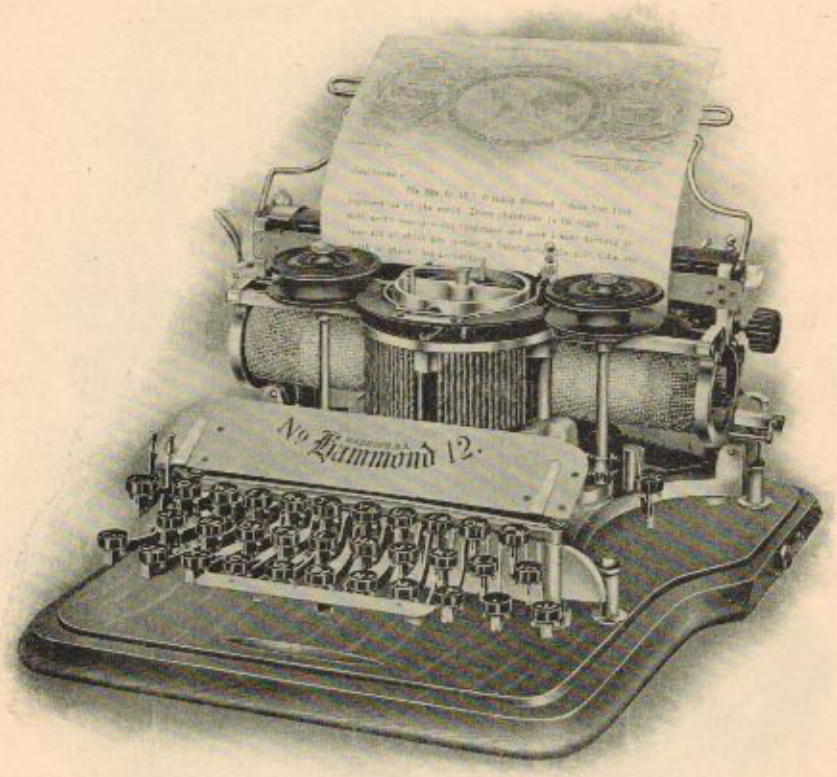
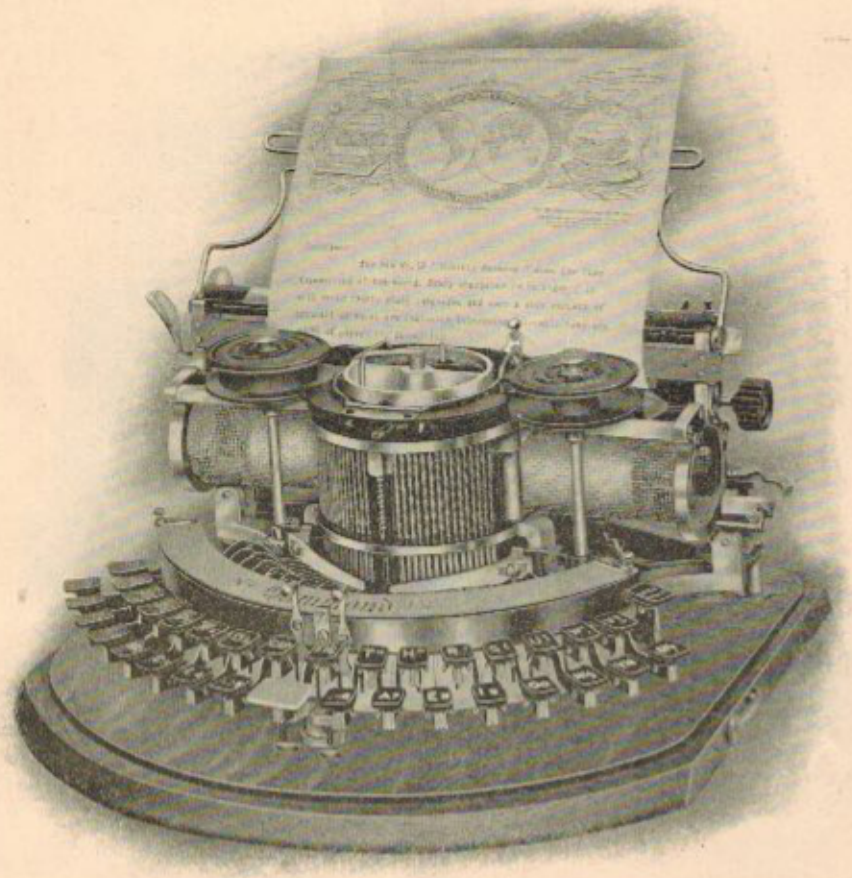


No. 12 Univeral Visible Hammond

Hammond #12 1905



No. 12 Ideal Visible Hammond

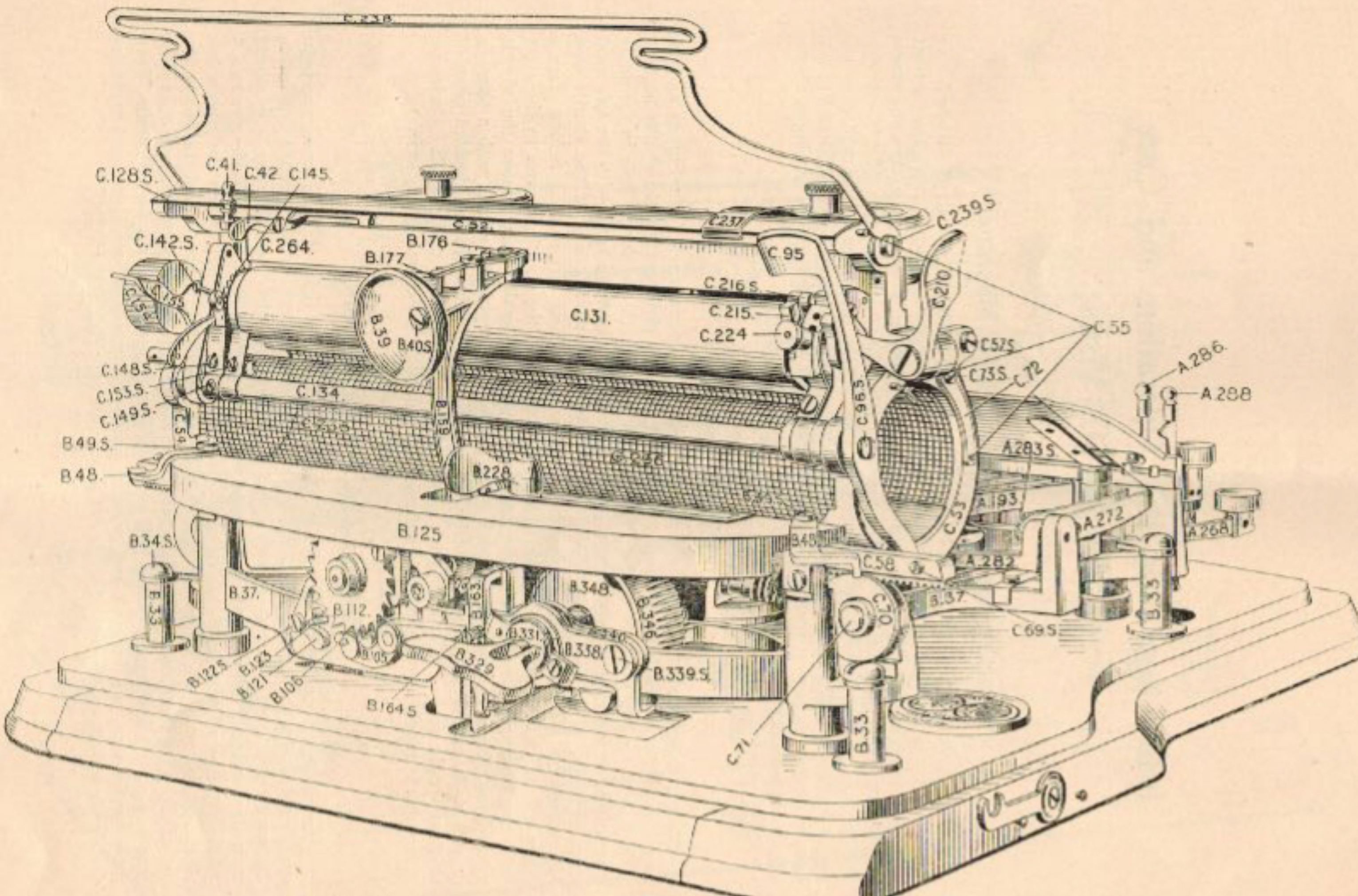

C.238
C.128.S.
C.41.
C.42
C.145.
C.52
C.237
C.239.S
C.264
C.142.S.
B.176
B.177
C.95
C.210
C.216.S
C.215.
C.224
C.131.
B.39
B.40.S.
C.55
C.57.S
C.73.S.
C.72
A.28.6.
A.288
C.148.S.
C.153.S.
C.149.S.
C.134.
C.96.S.
B.49.S.
B.48.
B.228
A.283.S
A.193
A.272
A.268
B.125
B.48
C.58
A.282
B.34.S.
B.37.
B.112.
B.348
B.37
C.69.S.
B.33
C.70
B.122.S.
B.123
B.121
B.106
B.105
B.331
B.329
B.338
B.339.S.
B.164.S
C.71.

Fig. 1

Instructions for the Operation and Care of the No. 12 Visible.

Opening and Starting a New Machine.

In transportation the carriage is held firmly by two holders (B 48 Fig. 1) fastened over the ends of the carriage rack (C 58 Fig. 1). To release the carriage, loosen the carriage holder screws (B 49 S Fig. 1) and turn the holders back until they touch the escapement shield (B 125 Fig. 1), then tighten the screws firmly. Loosen the screws (No. C 55 Fig. 1) that hold the carriage clasps (C 72 Fig. 1) and swing the clasps down until they engage with the pins (C 55 Fig. 1), then tighten them. Raise the paper rest (C 238 Fig. 1). Loosen the thumb nut on the top of one ribbon spool (A 262, Fig. 2) by turning it to the left, leaving the other tight.

Type Shuttle.

To put the type shuttle (A 294 Fig. 3) in place, lift up the anvil (A 1 Fig. 3) as high as you can with the left hand and insert the shuttle with the right, putting the shuttle bushing (which is riveted to the back of the shuttle segment) through the shuttle hole in the anvil. Then slide the shuttle half way around to the right, and release the anvil with the left hand when the hole in the shuttle bushing is directly over the upright end of the shuttle arm (A 295 Fig. 3). To take out the shuttle, lift the anvil with the left hand as before, place a finger of the right hand on the face of the type, and slide the shuttle around to the right until the bushing comes opposite the shuttle hole in the anvil; then remove the shuttle toward you. Keep the face of the anvil perfectly clean by occasional wiping with a chamois or soft cloth, and clean the anvil slot by occasionally passing through it a doubled piece of medium weight paper. Clean the back of the shuttle with benzine and a cloth. *Under no circumstance should oil be used on the back of the shuttle or the face of the anvil.*

Ribbons and Ribbon Spools.

One of the ribbon spools (A 263 Fig. 3) should always be tight, and one loose; the tight one should at first be the spool that has least ribbon on it. Both should be tight only when the machine is being transported, and both should be loose only when about to be removed from the machine. The ribbon, in correct position, travels inside the two guide screws (A 256 S Fig. 3) and outside the ribbon guide posts (A 258 S Fig. 3). When the ribbon has all run to one spool, the nut at the top of that spool should be loosened, and the one at the top of the other tightened. When a single color ribbon has become worn on one edge (the type is always inked by the lower half of the ribbon) the ribbon may be reversed. Turn these spools over, end for end, and replace, fastening one ribbon spool nut, and replacing the shuttle shield and frame. See special instructions for POLYCHROME.

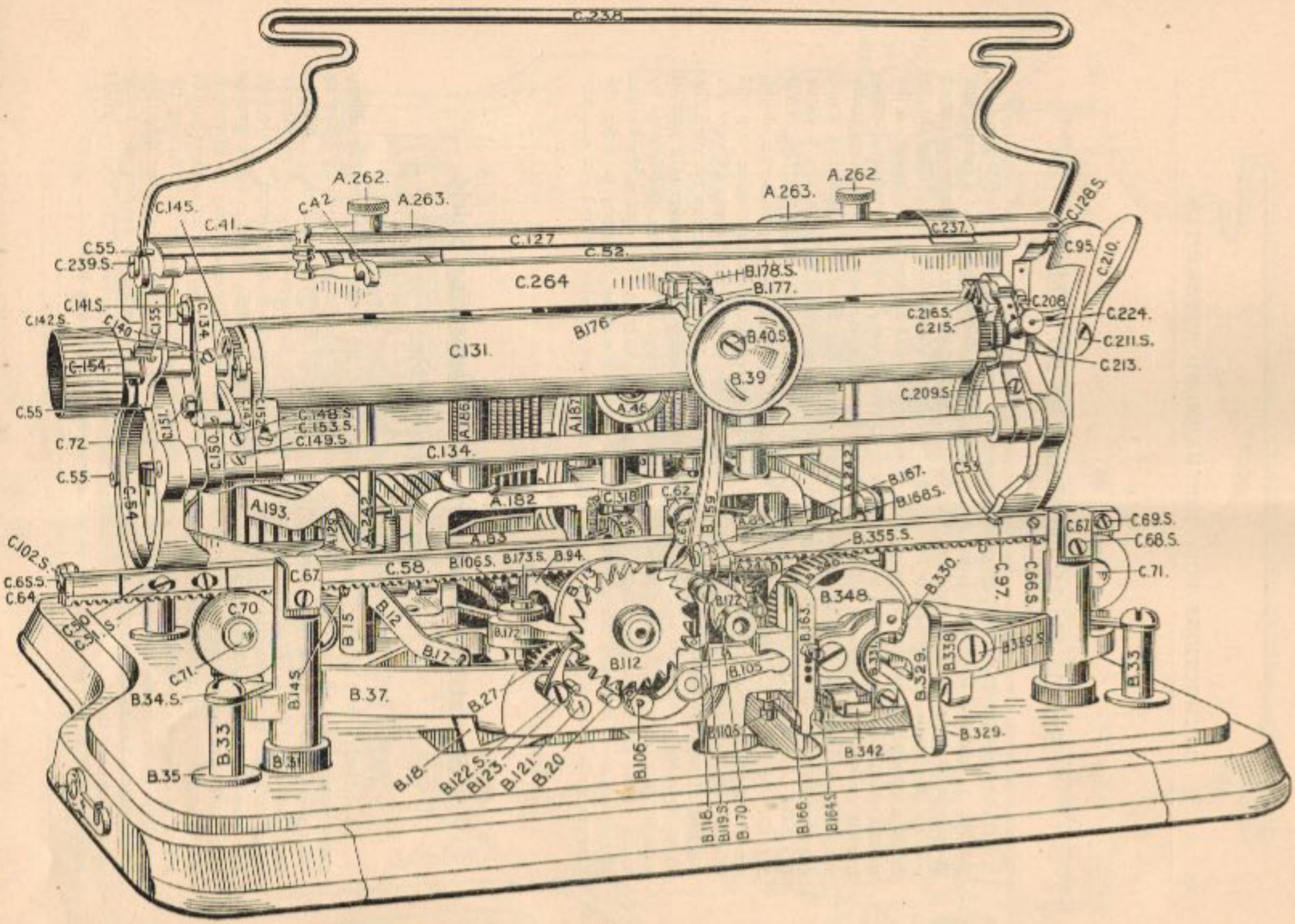

C.238
A.262.
A.263.
A.262
A.263.
C.145.
C.41.
C.128.S.
C.237.
C.127
C.52.
C.55.
C.239.S.
C.95.
C.210
C.264
B.178.S.
B.177.
C.141.S.
C.134
C.142.S.
C.140
C.216.S.
C.215.
C.208
C.224.
C.211.S.
C.213.
B.176
B.40.S.
B.39
C.131.
C.154
C.55
C.209.S.
C.148.S.
C.153.S.
C.149.S.
C.151.
C.150.
C.72
C.134.
C.55
C.54
A.186
A.187
A.193.
A.182
A.83
C.318
C.62
B.159
B.167.
B.168.S.
A.242
C.67
C.69.S.
C.68.S.
C.102.S.
C.65.S.
C.64.
C.58.
B.106.S.
B.173.S.
B.94.
B.355.S.
C.97.
C.66.S.
C.71.
C.67
C.70
B.15
B.12
B.348.
B.330.
B.172
B.163.
B.112
B.17.
B.105
B.338.
B.339.S.
B.33
C.71.
B.14.S.
B.37.
B.27.
B.34.S.
B.329.
B.33
B.31
B.18.
B.122.S.
B.123.
B.121.
B.20
B.106
B.110.S.
B.342
B.329.
B.35
B.118.
B.119.S.
B.170
B.166
B.164.S.

Fig. 2

Shuttle Shield and Frame on No. 2 Model.

The shuttle shield (A 305 Fig. 3) hooks on to the ends of the shuttle shield frame (A 308 Fig. 3) and this latter swivels on the sight key. The shuttle shield has a rectangular opening in its center through which the hammer (B 159 Fig. 2) strikes. When in its proper position the shuttle shield frame is held by the two shuttle shield frame locks. The shuttle shield is employed to protect the paper from receiving a partial imprint of the letters on the shuttle which adjoin the one that is being printed. If the shuttle shield is allowed to accumulate ink on its outer surface, it will smut the paper between the words. It can be instantly cleaned by swinging the shuttle shield frame locks and lifting the shuttle shield and frame directly upward and to the front, and then wiping it on both sides with a soft cloth. *DO NOT USE A SHIELD THAT IS WORN OUT; THEY ARE INEXPENSIVE AND SHOULD BE RENEWED AS OFTEN AS NECESSARY.* In putting on a new shield, see that the hammer strikes centrally in the opening, by removing the impression strip and allowing the hammer to come forward. If it does not, the shuttle shield frame adjuster (A 309 Fig. 3) needs to be shifted slightly to the right or left. Loosen the screws (A 310 S Fig. 3) which holds it, move the adjuster what is necessary (keeping the outer edge of it parallel with the paper carriage) and refasten. If it needs adjustment up or down, this is done by means of the shuttle guard adjuster (A 306 S Fig. 3). Loosen the lock nut at the bottom of this adjuster, and turn the adjuster up or down what may be necessary to make the hammer strike through the center of the shuttle shield; then refasten the lock nut securely.

Special Instructions for the Disappearing Shield on the No. 12 Visible.

The shuttle shield is held in position by a frame and this frame is supported by ribbon guides (one on the left and one on the right) equipped with a finger piece (used for changing color of ribbon) fastened securely with the retainer plate. The ribbon guides are held by two actuating slides. These actuators are so adjusted at the factory that under ordinary wear and tear they ought never to become out of adjustment and should never be touched. It is possible, however, through careless and rough handling of the operator in exchanging type shuttles or when changing a worn out shield, that this adjustment may be disturbed. If the hammer is not striking directly in the center of the shield, any side adjustment can be taken up either by springing the frame from right to left or vice versa, or by loosening the two little screws in the retainer plate to allow the frame to be shifted in either direction. If the shield has to be raised or lowered, this must be done either by bending the frame up or down as the case may be or bending the actuator underneath. The shuttle shield adjuster knob is also provided with an adjusting piece for the stop lock.

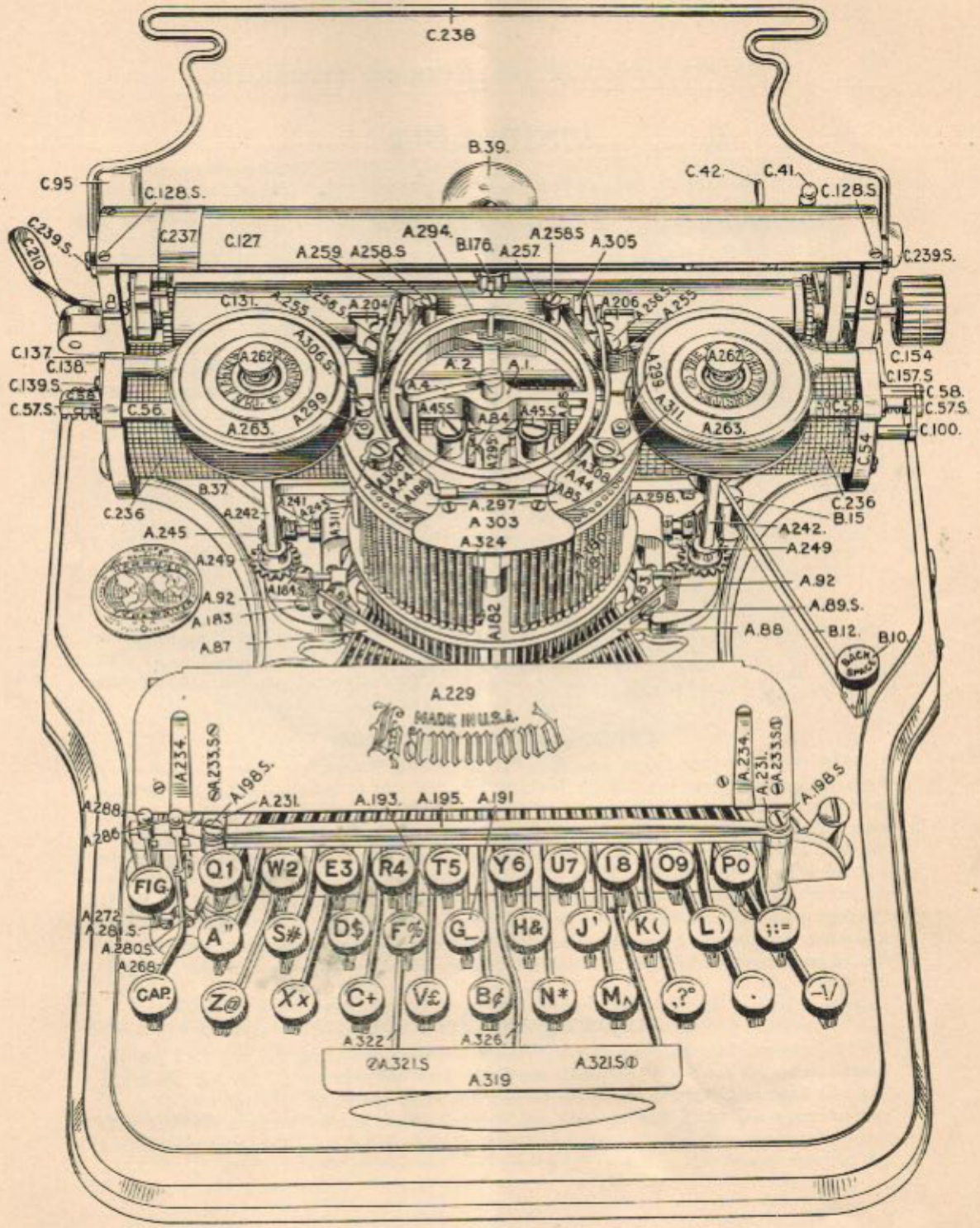

C.238
B.39.
C.95
C.128.S.
C.42
C.41
C.128.S.
C.239.S.
C.210
C.237
C.127
A.259
A.258.S
A.294.
B.176.
A.257.
A.258.S
A.305
C.239.S.
C.131.
A.255
A.256.S
A.204
A.206
A.256.S
A.255
C.137
C.138.
C.139.S
C.57.S.
C.56.
A.262
A.306.S
A.299
A.263.
A.2
A.1.
A.4
A.45.S.
A.84
A.45.S.
A.262
A.299
A.311
A.263.
C.154
C.157.S
C.58.
C.57.S.
C.100.
C.54
B.37
C.236
A.241
A.242
A.245
A.249
A.164
A.92
A.183
A.87
A.297
A.303
A.324
A.298.
C.236
B.15
A.242.
A.249
A.92
A.89.S.
A.88
B.12.
B.10
BACK SPACE
A.229
MADE IN U.S.A.
Hammond
A.234.
A.233.S②
A.198.S.
A.231.
A.193.
A.195.
A.191
A.234.
A.231.
A.233.S①
A.198.S
A.288
A.286
FIG.
Q1
W2
E3
R4
T5
Y6
U7
I8
O9
P0
A.272
A.281.S.
A.280.S
A.268.
A"
S#
D$
F%
G_
H&
J'
K(
L)
:;=
CAP.
Z@
Xx
C+
V£
B¢
N*
M^
.?°
-1/
A.322
A.326
②A.321.S
A.321.S①
A.319

Fig. 3

Impression Strip.

The impression strip (C 264 Fig. 1) is a strip of soft rubber stretched across the paper carriage in the path of the hammer face. It is first attached to the pins in the carriage end by its two outer holes. When it sags or becomes stretched it should be taken up to the second hole and the surplus end cut off. Always put smooth side towards type. *Never use a worn out or loose impression strip; they are inexpensive and should be renewed as often as necessary.*

For the No 12 Model additional holes are placed vertically.

Inserting the Paper.

Depress the feed roll opener (C 155 Fig. 1), which will separate the feed rolls (C 131 & C 137 Fig. 3), then insert the paper between the rolls at the right end of the paper carriage, and stand the paper upright on the metal plate at the bottom of the paper cylinder (C 236 Fig. 3). Push the paper to the left until it comes in contact with the paper guide (C 237 Fig. 3). Close the rolls by raising the feed roll opener. The paper may now be freely lowered or raised, as may be desired, by turning the feed roll knob (C 154 Fig. 3). If it is desired to use a very long or very wide piece of paper in the machine, it is best to roll it and insert it into one end of the carriage. Cards may be set upon the rolls and rolled in without opening the rolls. Envelopes should have the flaps opened.

Paper Guide.

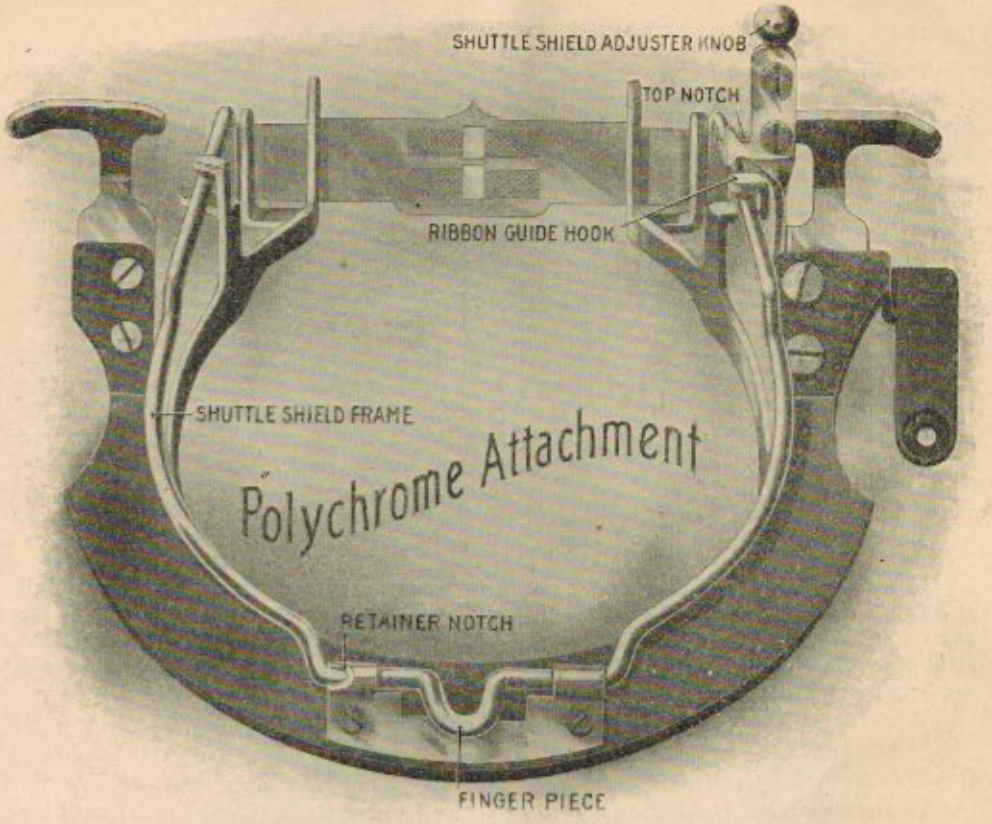
The paper guide, (C 237 Fig. 3) is used as a stop for the left hand edge of the paper when placed in the carriage. The paper guide may be set at any desired position by sliding it along the erasing plate (C 127 Fig. 3). It should have sufficient friction to retain its position where placed. If it has not it can be removed from the machine and slightly pinched together.

Paper Carriage Movement.

The paper carriage moves one space to the left, following the depression of every character key and space key. It can be moved to the right by simply pushing the carriage to the right. If it is desired to move the carriage and raise the paper for the next line, place the left hand against the line feed lever (C 210 Fig. 3) and push the carriage to the right as far as it will go. To push the carriage back without raising the paper, place the left hand against any other portion of the left carriage end. To move the carriage to the left without writing or depressing the space key, press the disengaging lever (C 95 Fig.3) attached to the left carriage end, at the same time slightly moving the carriage to the right to overcome the force of the mainspring. The carriage can then be moved to the left. Be careful to bring the carriage to a full stop before releasing your hold of the disengaging lever.

Adjusting the Feed Rolls.

If the paper does not feed up evenly, loosen, without removing, the two feed roll adjuster screws (C 142 S Fig. 2) which attach the feed roll adjuster (C 140 Fig. 2) to the feed roll hanger (C 134 Fig. 1) at the back of the right end of the carriage, and then adjust set screw (C 142 S Fig. 2) until two strips of paper inserted between the feed rolls two inches from each end show the same tension when pulled up. Then tighten the feed roll adjuster screws (C 141 S Fig. 2).



Instructions for Using the Polychrome Ribbon Device.

To shift from Black to Red, place the thumb of the right hand on the *Knob* of the *Shuttle Shield Frame Adjuster*, and press to the right as far as it will go.

Then with the index finger of the left hand, lift the *Shuttle Shield Frame* as high as the stops will permit; using the Shuttle Shield Frame *Finger Piece* provided for the purpose. Then release the Shuttle Shield Frame Adjuster, and allow the Shuttle Shield Frame to drop into the *TOP NOTCH* of the same.

To change to Black again, simply press the Shuttle Shield Frame Adjuster to the right, and the Shuttle Shield Frame will automatically drop into its original position.

To remove the Shield, first shift to the *Red* position of Ribbon, then take hold of the *Shuttle Shield Frame* with both hands, and press gently to the left until it is released from the *Hooks* of the *Ribbon Guides*, when it may be raised to a semi-vertical position and pressed to the right, when it will engage in the *Notch* of the Shuttle Shield Frame *Retainer* and remain in this elevated position while Shield is being cleaned, or Ribbon Changed.

(Only Hammond Ribbons can be used, not responsible for the work of any other.)

Spacing Between Lines.

The line feed regulator (C 224 Fig. 1) at the left end of the carriage controls the line spacing. The line feed index (C 208 Fig. 2) has four holes, in any one of which the pin of the line feed regulator may be placed, providing four different widths of line spacing. For ordinary spacing between lines, using the line feed lever, leave the friction spring cam lever (C 150 Fig. 2) at its lowest position; for irregular spacing and work on ruled paper, have this lever at its highest point and raise or lower the paper by means of the feed roll knob (C 154 Fig. 2).

Left Margin.

The width of the left margin is regulated by the position of the carriage stops (B 228 Fig. 1), which arrests the carriage in its movement to the right. The carriage stop may be set at any position along the slot in the escapement shield (B 125 Fig. 1) by pushing the lever of the carriage stop nut towards the left to loosen it, moving the stop to the desired spot and then refastening it by pressing the lever towards the right.

Right Margin.

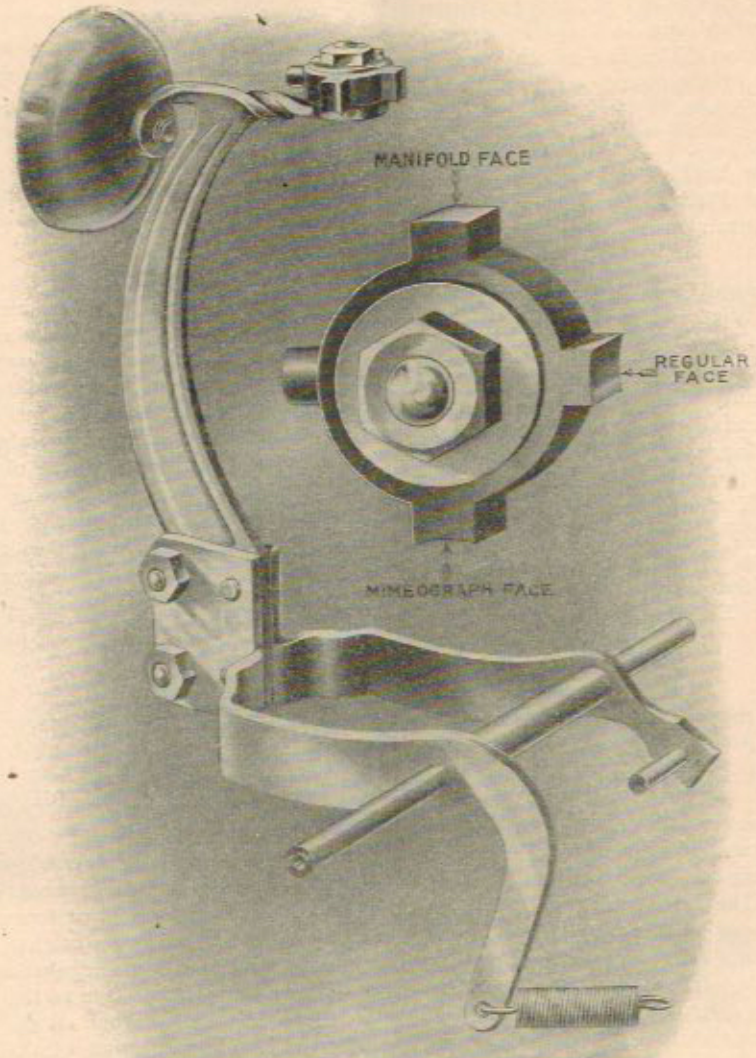
The margin on the right side of the paper can be regulated at will. Set the bell striker (C 42 Fig. 2) so that its knob (C 41 Fig. 2) is even with the right edge of the paper. It will then give warning upon the bell at least eight spaces before reaching the right edge of the paper. After hearing the bell, do not begin a syllable or a word that cannot be properly divided before reaching the right edge of the paper.

Erasures and Corrections.

To make an erasure, roll the paper up with the feed roll knob (C 154 Fig. 2) until the desired line can be laid upon the erasing plate (C 127 Fig. 3), where the erasure can be easily made; after which roll the paper back until the bottom edge of the line of writing comes exactly even with the top edge of the line guide (A 206 Fig. 3). To insert a word or a character omitted, if the omission is discovered before the paper is fed up for the next line, move the carriage back until the place where the omission occurred is directly opposite the notch or pointer in the shuttle shield. If the paper has been fed up, roll it down with the feed roll knob until the desired line comes to the line guide, then move the carriage until the desired character comes to the notch in the shuttle shield. The back spacer can be used very conveniently for this kind of work.

The Scale.

The use of the scale is optional rather than necessary. It may be used if desired, for indenting paragraphs, for the central locating of headlines, etc. It is recommended to the operator to use the notch in the shuttle shield instead, since with the shuttle guard (A 308 Fig. 3) depressed, the notch in the shield indicates the exact spot where the printing is to take place.



NEW PRESSED STEEL MANIFOLD HAMMER

Triple Faced Hammer.

The above is a photograph of the new improved revolving Triple Faced Hammer having one for regular work, one for mimeograph stencil cutting and one for manifolding. The three faces are on a single block which revolves on a pivot screw, the face desired being kept in correct position by means of an automatic spring catch.

Instructions for Manifolding.

The new Model Polychrome Hammond Typewriter has a revolving or triple faced hammer, having one for regular work, one for mimeograph stencil cutting and one for manifolding. The face of the latter is dressed so that manifolding may be done without the use of the impression strip, the corners being rounded off. See special cut of triple faced hammer.

To Change the Hammer Face.

Take hold of the revolving hammer block with the thumb and forefinger, and turn the desired face to the front until spring catch drops into place. To change it back proceed in the same manner as before.

To Manifold a Number of Copies.

Arrange the sheets as usual, interlaying HAMMOND special carbon and the linen paper. Wind the spring winder as much as may be necessary for the number of copies desired. Remove the impression strip. Swing the manifolding face of the hammer to the front (see preceding paragraph). Insert the sheets in the machine in the ordinary manner. When using light weight paper a light weight backing sheet is desirable, but no backing is required when manifolding on heavy paper. Unwind the mainspring when through manifolding. To manifold one or two copies on light weight paper by the use of the "manifolding" hammer, it is unnecessary to increase the hammer blow by winding the spring winder. Remove the impression strip, insert the sheets into the machine, and use a backer of No. 1½ paper folded four or five times into a strip about one inch in width, fastened at the top. When manifolding one or two copies on heavy paper, use a backer of No. 24 paper folded once. Allow the backer to rest on top of the feed rolls behind the last sheet of paper. Excellent results can be obtained, as indicated below:—

12 good copies on No. 1 Hammond Linen Paper
8 good copies on No. 11 Hammond Linen Paper
6 good copies on No. 22 Hammond Linen Paper
5 good copies on No. 18 Hammond Linen Paper
2 good copies on No. 100 lb. Library Cards.

Instructions for Mimeograph Stencil Work on the Hammond Typewriter.

The New Model Polychrome Hammond Typewriter has a revolving or triple-faced hammer, having one face for regular work, one for manifolding and one for mimeograph stencil cutting. The three faces are on a single block which revolves on a pivot screw, the face desired being held in correct position by means of an automatic spring catch. The ordinary hammer face is located half way between the other two faces on the wheel, and when this ordinary face is turned to the front for use it has one hammer face at the right and one at the left. The one on the RIGHT is the manifolder and the one on the LEFT is the mimeograph face. The ordinary hammer face is the same as that of the old style hammer; the face of the manifolder is dressed so that manifolding may be done without the use of the impression strip; the mimeograph hammer face is the same length as the manifolder, but the face is not rounded off; instead it is left concave, like the ordinary face. In this way the mimeograph power of the Hammond is materially increased as the mimeograph face takes up the lost motion between the hammer and the type. To change the hammer face simply take hold of the revolving hammer block with the thumb and forefinger and turn the desired face to the front until spring catch drops into place. To change it back proceed in the same manner as before.

First.

Use a mimeograph type shuttle. Clean the type and the mimeograph face of the hammer.

Second.

Remove from the machine the ribbon and the impression strip. Also remove the shuttle shield and return the shuttle shield frame to its original position. Turn the mimeograph hammer face to the front, the one at the LEFT of the ordinary face. Have the mainspring fully wound.

Third.

Inspect the Silk Perforating sheet and see that it is in good condition. Do not use one that is full of wax, badly wrinkled, dirty or full of holes. The wax can be removed by laying the silk sheet on a clean smooth surface, and rubbing it with a small cloth or sponge saturated with benzine or gasoline.

Fourth.

How to prepare the stencil for the typewriter. On the Hammond no oiled "BACKING" can be used. (1) Upon a clean and smooth surface lay the silk perforating sheet. (2) On top of this place the wax stencil sheet with the writing side up. (3) On top of these two—centering it sidewise—place the oiled tissue sheet with the bottom edges of three together. Roll the sheets carefully, and insert at the end (to prevent stencil from cracking), allowing the oiled tissue to face the type shuttle. Before closing the feed rolls see that the stencil is straight in the machine. A particularly fine variety of stencil work can be done by omitting the oiled tissue sheet, but the type must be clean at the end of each line.

Fifth.

Leave at least two inches margin at the top and bottom of the stencil sheet, and one and a half inches on each side. If the work is to be done on paper with a printed heading, the width of the heading should be added to the two inch margin at the top of the stencil sheet. Write on the wax as you would on an ordinary sheet of paper. Stencil should be cut with a firm and steady touch, pressing the key all the way down. Do not attempt to make speed in cutting stencils. It is easier to avoid errors than to correct them.

Sixth.

When stencil is completed remove it from the machine carefully. Take the silk perforating sheet from the back of the stencil, also remove the oiled tissue sheet from the front of the stencil. In handling a stencil it should not be allowed to become wrinkled but should always be kept straight. The stencil is now ready for the mimeograph, instructions for the use of which are found with the MIMEOGRAPH.

Pointers.

You do not need as strong a hammer blow for small as for large type. You can insert the stencil in the Hammond sidewise, so as to write a line longer than the width of the silk sheet. This is valuable in tabular work. The easy interchangeability of Hammond type shuttles allow an unlimited choice of types and characters. The small and medium size type give the best results.

Touch and Fingering.

As the printing hammer is moved by a spring, which the key levers merely release, it will readily be understood that no greater force need be used in depressing the Hammond keys than is required to move the type shuttle to the printing position and release the printing hammer, and that to employ a greater force is a waste of power. Depress each key to its limit with a light finger action that can be instantly released. The employment of the fingers, as well as the touch given the keys, should be like the movement in playing finger exercises upon the piano. In operating the Hammond all the fingers of both hands can be brought into use, because of the lightness of its action.

Care of the Machine.

When the Hammond Typewriter is shipped from the factory it is in condition not to require oiling for months, except around the ends of the driver arms (A 84 and A 85 Fig. 3) where they engage the shuttle arm. Keep the machine covered when not in use, and do not allow it to become clogged with erasures. Wipe occasionally with a chamios or soft cloth, and brush the interior of the machine, wherever it can be reached, with a small brush like a varnish brush. Clean the type by removing the shuttle from the machine and holding it in the left hand by the segment while brushing the face with a small brush like a tooth brush, or use a Hammond type-cleaning brush. Do not rub the type with the brush —give the type a gentle beating with the ends of the bristles. This will pick out the dirt that has settled in the type.

Packing and Shipping the Machine.

Adjust the carriage holders (B 48 Fig. 1) to bear upon the ends of the carriage rack (C 58 Fig. 1) with pieces of paper or soft material interposed to prevent defacing, and fasten the holder screws firmly. Adjust the carriage clasps (C 72 Fig. 1) to span the openings in the ends of the carriage and tighten the screws. Wrap the shuttle in tissue paper, and put it in a shuttle box and place inside the paper cylinder. See that the clamps that hold the machine to the baseboard are in proper position and screwed down tight. Pack in a strong box at least three or four inches larger each way than the machine, filling up the extra space with excelsior. Nail the cover on securely. If shipping the machine to the factory, place a card between the feed rolls giving the number of the machine and your full name and address.

BRANCH HOUSES:

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Boston	Philadelphia
Chicago	Pittsburg
Cincinnati	St. Louis
Detroit	Toronto
Montreal	Washington
New Haven	Louisville
Kansas City	London

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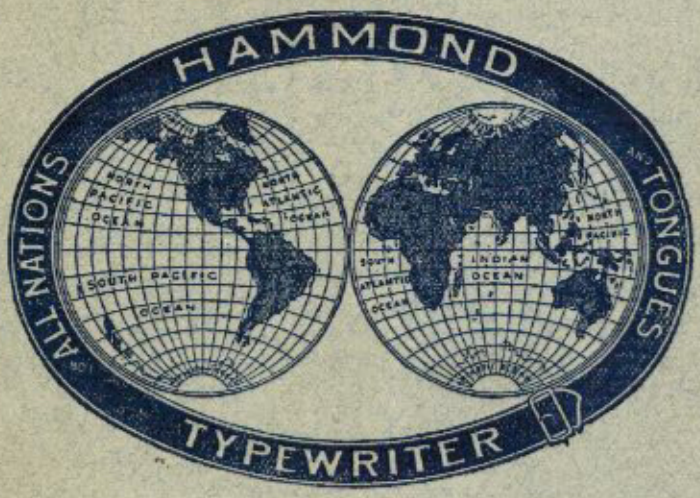
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