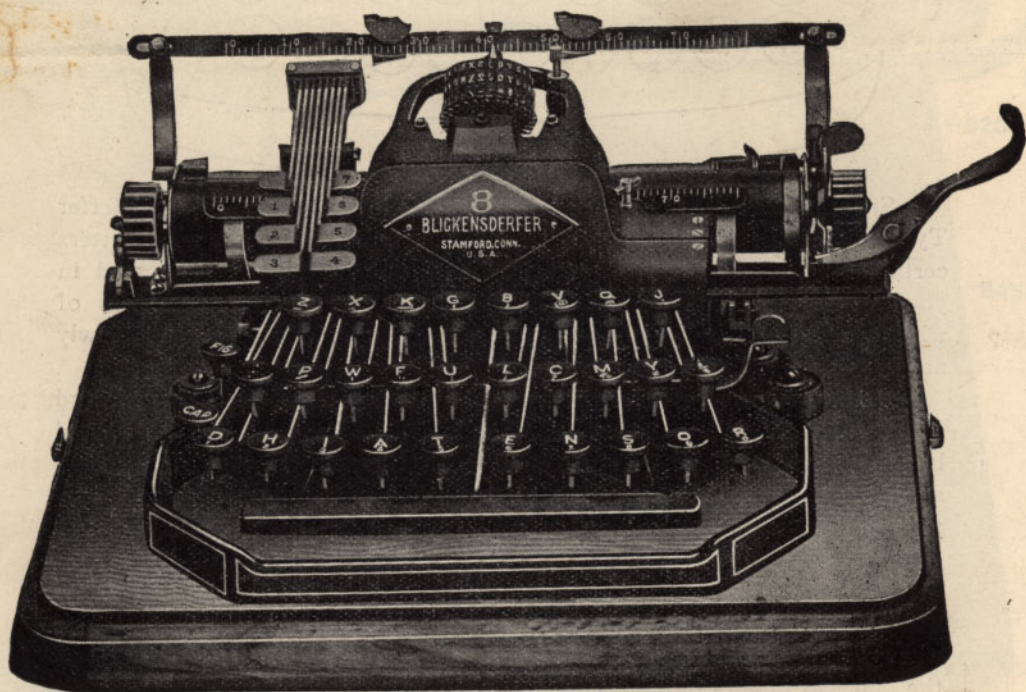


# Instructions for Using THE Blickensderfer

✿ ✿ ✿ TYPEWRITERS. ✿ ✿ ✿



Read

before  
you

Write.

TO THE BEGINNER.

¶ Before attempting to write, if you will carefully and thoughtfully read the directions contained herein and observe them conscientiously in practice, you will quickly and easily become an expert writer. ✿ ✿ ✿



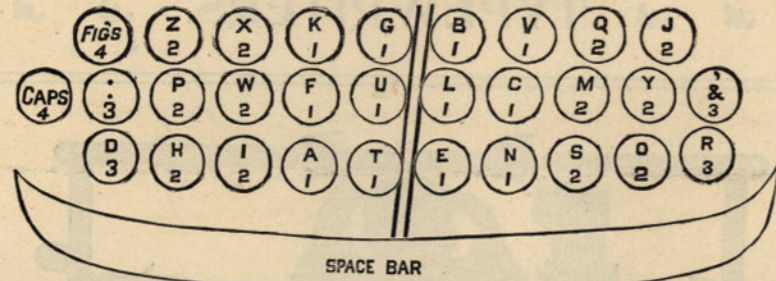
# THE CORRECT FINGERING

FOR THE

## Blickensderfer Scientific Keyboard.

**FINGER METHOD:** The following illustration will show the position of the fingers in the "Three Finger" Method. Finger (1) referring to the first or index finger, the remaining being numbered in rotation, 1, 2, 3.

### BLICKENSDERFER SCIENTIFIC KEY BOARD



**SPECIAL NOTICE:** Before commencing to operate the Blickensderfer Typewriter, first memorize the "key board;" then find on what letters certain fingers are to be played. When the letters are well located in your memory, begin writing, taking at first small words, examples of which you will find at bottom of page. A word of caution—write slowly and correctly—speed will come with careful and patient practice.

**CORRECT FINGERING:** The center line drawn through the key board (see illustration) is called the "Dividing Line." The following rules should be closely adhered to: To right of dividing line use only the right hand, and to left of dividing line use only the left hand. For spacing, when you end a word with the right hand, space with the left thumb. The same rule must apply when you end a word with the left hand, space with the right thumb.

**FINGER PRACTICE:** Practice fingering on the lower bank first, and when familiar with the location of the letters, figures and characters and the different fingers to be played on same, take the remaining two banks in the same manner. Remember, never strike a key with any but the finger that corresponds with the number on the key, (as shown in illustration). A little care at first in correct fingering will finally result in making a beginner a careful, neat and speedy operator.

**WORDS FOR PRACTICE:** Make three lines of each of the following words without a mistake, commencing (with those on the first bank). Do your work slowly, and pay special attention to your fingering.

First Bank	at	hit	site	dash	as	this
	sash	rose	ten	dear	shad	there
Second Bank	full	pull	fully	Lulu	puff	mull
	lump	Lucy	cull	fly	yuw	clump
Third Bank	kb	zj	gkxz	vkj	kv	gbz
	bvqj	kbxq	xq	gbj	gkx	gbjz



## IMPORTANT.

Carefully read the following until you have thoroughly mastered the names of the several parts marked and their uses, that you may learn how to properly use and care for the machine.



- No. 526 B.** CARRIAGE HOLDING PLATE. After removing the cover from the machine, release carriage by turning these "Holding Plates" at each end of carriage.
- No. 817** MARGIN STOP RACK.
- No. 816** MARGIN STOP. By use of this stop the left hand margin can be regulated as desired from "0" to "30"—For instance, if Margin is desired at 15 place the carriage so the "Elevated Scale Pointer" (No. 571 B) points to 15 on the "Scale" (No. 554 B), press the "Stop" in (toward the machine) and slide it till it strikes the "Margin Latch" (No. 818) which is attached to the carriage, then release the stop and it will catch in Margin Rack. Margin will then remain at 15 until changed. The same result will be obtained by sliding the "Stop" until the left side lines up with graduation "15" on "Margin Rack."
- No. 818** MARGIN LATCH. If marginal notes are required, and you do not wish to change "Margin Stop," lift the latch and the carriage can be drawn past the stop. After note is made return carriage, the latch will slip over the stop and drop in place for the margin first set.
- No. 573 B** AUTOMATIC LOCK PLATE. } These are used to regulate the  
**No. 572** AUTOMATIC LOCK FRAME. } right hand margin by sliding them on the rod until the bell arm is opposite the desired stopping point.
- No. 552 B** AUTOMATIC LOCK ARM. This "Arm" catches on the "Automatic Lock Plate" (No. 573 B) and locks the action so no more letters can be printed. If it is desired to print more letters to finish a word, lift end of "Lock Arm" over the point of the "Lock Plate" and you can proceed.
- No. 838** SPACE BAR. This bar is to be used for spacing between words and for releasing the carriage without line spacing. When held down the carriage is unlocked and can be freely moved in either direction.
- No. 780** RELEASE LEVER. This "Lever" releases the carriage and at the same time automatically line spaces. When you have finished a line press this "Lever" down as far as it will go at the same time drawing to the right until stopped by the "Margin Stop" and carriage will be brought in position for next line. By using the first finger of right hand you will find this is a most natural stroke.
- No. 557** LINE SPACE PAWL OR THUMB PAWL. For line spacing without releasing the carriage, push this "Pawl" from you with the thumb.
- No. 620** LINE SPACE ADJUSTMENT SCREW. To change the spacing to any desired width between lines, loosen the "Lock Nut" (No. 615 B) and turn the screw (unscrewing to widen and screwing down to narrow), then reset the lock nut.

- No. 615 B** LINE SPACE ADJUSTING SCREW LOCK NUT.
- No. 620 A** MAIN ACTION SPRING ADJUSTMENT SCREW. Should the movement of the type wheel not be quick enough for fast operating, the tension may be increased by loosening the lock nut and setting this screw down a little farther. Do not change this unless necessary.
- No. 620 B** CARRIAGE SPACING ADJUSTMENT SCREW. Should the carriage feed too slowly, and letters print on top of each other, increase the tension by setting this screw farther into the frame. First see, however, that the trouble is not caused by "Paper Guide Arm" (No. 570 B) being adjusted too near the "Platen" or "Roller" (No. 677).
- No. 570 B** PAPER GUIDE. This should be adjusted as close to the "Platen" or large roller (No. 677) as possible, without binding it. If too close, it will bind and not allow carriage to feed properly. If not close enough, the type wheel will rub over the paper and not make clear impression.
- No. 603 C** PAPER GUIDE THUMB SCREW. This screw is to adjust the paper guide, by turning to the right to raise, and to the left to lower it.
- No. 825** PAPER GUIDE PLATE. This prevents the paper from rolling around the platen.
- No. 550 B** AUTOMATIC POINTER. This pointer indicates the line of writing and the exact place at which the next letter will be printed. To reach any desired place turn platen until the line of writing is at the top edge of pointer and the end of pointer directly at the place you wish the letter or character printed.
- No. 617** RELEASE BAIL. By pressing this bail towards you, on either end, the carriage will be released; this allows free movement of the carriage with either hand, without depressing the space bar.
- No. 628 B** PAPER RACK. This is to carry the paper and keep it from dragging on the table or desk. Can be easily removed if so desired.
- No. 523** SHIFT LEVER LOCK PLATE. If either the "Cap." or "Fig." shift key lever is depressed, and this lock plate drawn forward, they will be locked in that position, and all "Capitals" or "Figures" can be written without having to hold the shift key with the finger.
- No. 574 B** CARRIAGE KNURLS. To insert the paper in the machine, place it under the "Platen" or rubber roller (No. 677), turning the "Platen" forward with the right hand by means of the "Knurl."
- No. 814** PAPER RELEASE PAWL. Should the paper be placed in the machine crooked, or should you wish to move it, push this "Pawl" forward as far as it will go. This will release the pressure from the paper and it can be easily straightened or moved. Be sure to turn it back in place before proceeding to write.
- No. 569 C** PAPER PLATE.



**No. 547 B** INK FRAME. To change the ink roll, lift the "Frame" or hanger straight up, hold firm with the right hand and with the left lift the catch and replace the roll with a new one, care being taken not to bend frame. Should the printing be too heavy or blurred after placing a fresh ink roll on the machine, remove some of the ink from surface of roll by rubbing a piece of blotting paper over it.

**No. 546 B** TYPE WHEEL LOCK CATCH. To change type wheel, turn wire catch on top of type wheel one-quarter turn, then it can be easily removed. To replace the wheel, if Blickensderfer Scientific keyboard machine, have the letters "j" and "z" at the top, or if Universal keyboard, have the letters "q" and "p" at the top, turn the catch into place, return the wheel to position on shaft and carrier pin and try, before starting to write, by depressing the "Fig." shift key to see if the wheel stays in place on shaft. The "Lock Catch" must engage in the slot at end of type wheel shaft.

**No. 927** TABULATOR SCALE.

**No. 571 B** TABULATOR SCALE POINTER. For indicating printing point of type wheel.

**No. 677** PLATEN.

**No. 827** SIDE PAPER GUIDE. This is to guide the paper when placing it in the machine and can be adjusted at any point on the carriage or easily removed if desired.

**No. 845** BACK SPACING LEVER. To move carriage backward one space or space by space press this lever forward far as it will go and carriage will feed backward.

**No. 945** BELL TRIP SCREW. If using narrow paper and wish bell to ring before end of carriage is reached, loosen this screw and adjust trip nearer center of carriage.

**No. 794** TABULATOR SCALE THUMB SCREW.

**No. 928** TABULATOR STOP.

**No. 922** TABULATOR KEY LEVERS. To use the tabulator set carriage where decimal column is to be. Slide tabulator stop on the elevated scale 25 points to the left of decimal column. Supposing the decimal column is at 60, the tabulator stop should be locked at 35. To write .50, hold down the decimal or inside blank key, grasp carriage and release bail with the right hand, slide carriage till the stop strikes lever, then release both carriage and lever and proceed to write .50.

**Directions** Should the paper be ruled for decimal column or no decimal point is desired, use the outside blank lever for "tens" column. For from 1. to 9. hold down key marked "1" and so on.

**No. 543 B** CARRIAGE ROLLER FRAMES.

## GENERAL DIRECTIONS.

### HOW TO OPERATE.

To get the best results with the least effort, press the key with the ball of the finger, following it downward until it stops by reason of the type striking the paper.

Do not use the staccato stroke, which is made with the end of the finger, and commonly used on type-bar machines, nor waste energy by striking hard. A light uniform touch produces the clearest and sharpest impression.

Before attempting to write, it is best to practice this stroke with single letters on various parts of the key-board, so as to become familiar with the precise degree of force required to secure the best results.

### ADDRESSING ENVELOPES.

If the envelope is thick and stiff, press the ends flat with the thumb and forefinger, open the flap of the envelope before inserting, and see that the paper guide is pressing firmly on the paper. This will lessen the tendency of the envelope to spring upward and be defaced by striking the ink roller. A light touch is particularly essential to insure good work on envelopes.

### COPYING.

For copying with ordinary letter press, if brush is used the paper of the copying book should be thoroughly moistened and the surplus water removed with a cloth or blotter, or if cloths are used they should be thoroughly wet through but not dripping, and the letter left in the press from one to two minutes.

### CARE OF THE MACHINE.

The life and continued smooth working of any machine is largely governed by the care bestowed upon it. Daily before using, every accessible part should be cleaned with a chamois skin, or soft cloth, and dust and superfluous oil removed. When not in use, the machine should be protected from dust and dampness by being placed in its case, or covered with a cloth.

### OILING THE MACHINE.

Frequent oiling is necessary to obtain continued good work. It is of the first importance that the carriage should move freely. It is therefore necessary that the slides through which the carriage moves should be oiled at least twice a week, using only a few drops of oil, as superfluous oil serves only to accumulate dust. At intervals of several weeks, depending upon the extent to which the machine is used, the working parts under the type wheel should be oiled. Use only clock or fine typewriter oil and use very little at one time. If a machine has been exposed in a dusty place and the



working parts have become clogged with dust, fill a small oil can with benzine and squirt through the machine freely. This will remove all of the dirt and oil. A drop of fresh oil should then be placed on all moving parts. Before cleaning and oiling a machine it is advisable to remove the carriage.

#### TO REMOVE CARRIAGE.

Remove the left Scale Standard by unscrewing the "Tabulator Scale Thumb Screw" (No. 794), the small screw at back lower end and the screw at side of lower end of Standard. Hold "Space Bar" (No. 838) down and draw carriage to the right. It will also be necessary to raise "Margin Latch" (No. 818) as it passes over the space plate roller. Pressing in the Sliding Plate (space plate) which is in the center and rear of base of the machine under the carriage accomplishes the same result as depressing the "Space Bar."

#### TO REPLACE CARRIAGE.

Take the carriage in the right hand, and with the left hand push in the space plate which projects out of the center of the rear of the machine, and hold it in this position while introducing the carriage from the right hand side of the machine. Hold the space plate pressed in until the carriage is in position and then release it. The "Margin Latch" (No. 818), must be raised to allow it to pass over the space plate roller. Replace Scale Standard and return the screws. The scale when in position should pass between the upper part of the ink frame and the "Pointer" (No. 571-B) and be adjusted so the stops will strike against the "Tabulator Key Levers" (No. 922), when they are depressed.

#### ATTACHING SCREWS.

The six screws attaching the No. 8 machine to the wood base should not be set down too tight. The machine will make much less noise if these are left sufficiently loose to allow the washers under the heads to turn freely.

#### OUR GUARANTEE.

We warrant all of our machines to be of good material and workmanship, and we will furnish free, at any time within one year from the date of purchase, any part that may wear out or break, if not caused by neglect or misuse.

In case of any derangement of the machine, *the fact should be communicated at once to the agents from whom it was purchased.* With proper care the life of the machine is almost indefinite.

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