

Exploit all the
resources of your

HERMES
2000



a *paillard* product

To get the best results with your

HERMES
2000

1. Make a rule of replacing your **HERMES** in its case every evening.
2. Move the carriage all the way to left or right before making an erasure. This prevents particles of rubber from soiling the type bars.
3. Keep the types clean. A clear letter is pleasant to read.

Open the folded part of the last page as
shown in sketch



N. B. The numbers in brackets in the text refer to the sketch at the end of this booklet.

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2000

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Preface

This is the HERMES 2000, a precision typewriter that incorporates all the very latest improvements. All levers are visible and easily accessible from the front. This makes the HERMES 2000 very easy to use. But read the instructions for its use and maintenance carefully, all the same.

Opening the carrying Case

Place the case flat with the handle before you. If it is locked turn the key to the right and then remove it. Press on the moving part of the lock and disengage the strap. Raise the lid by the handle pushing it backwards until it rests on the table. The base can be left in its place to write but it will be more comfortable if you turn to the right or to the left the strap fixed to it. However, to obtain maximum quietness the machine should be taken off the base and placed on a felt. To do this lift the typewriter in the front and draw it towards you. This will release it from the hook at the rear of the base (see also page 3).

Unblocking the Machine

The machine is delivered ready for use. The carriage may, however, have been firmly blocked for shipment by means of a metal rod inserted underneath it and which can be easily removed by unscrewing the nut. When this is done the rod can be withdrawn from the left-hand side of the machine. For shipment to distant countries wooden blocks are used for this purpose; they are attached, each with three screws, to the sides of the carriage. To remove them, place the machine on its right side and remove the screws in the left-hand block (their heads are visible in the holes pierced through it). Then turn the machine on its left side and repeat the operation.

Closing the Case

When replacing the machine on its base, make sure that the hook on the base catches in the plate at the rear of the machine. The four rubber feet must also fit exactly into the corresponding sockets in the base. Before replacing the lid, remember to centre the carriage (see following paragraph) and lower the paper support (see also page 3).

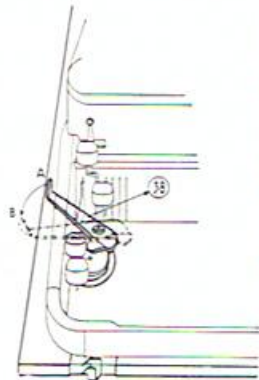


Unlocking and Locking (centering) the Carriage

- a) To unlock, raise Locking Lever (27) and move Carriage to the right until the lever is released.
b) To lock or centre the Carriage, raise Locking Lever (27) with forefinger, and hold it while pressing on Carriage Release Lever (26). At the same time press with thumb on Right Platen Knob (28) to slow down carriage motion. When the central position is reached the carriage will lock automatically.

Inserting the Paper

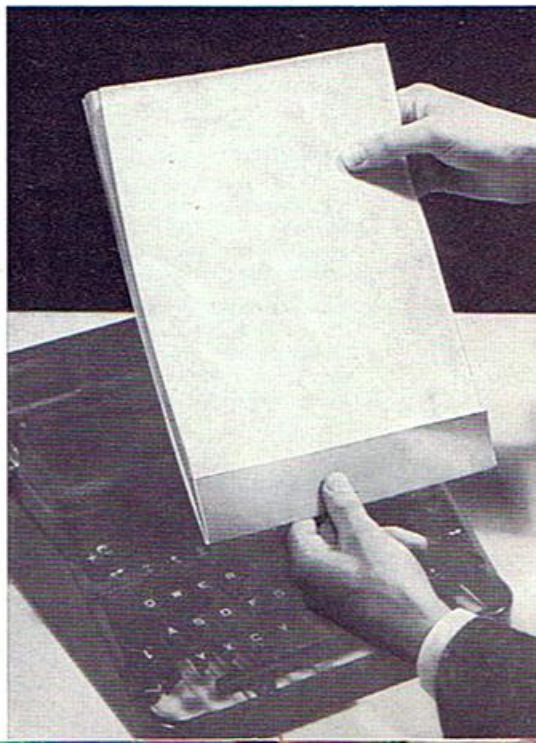
Before inserting a sheet of paper, raise Paper Support (19) and unlock the carriage. Insert the paper between platen and paper table and turn Platen Knob (28). In order to introduce papers under the best conditions, one must see that the transparent card grips (30) are, at the moment of introduction, applied to the greatest surface area possible and that the rubber rollers (14 and 22) of the ruled paper bail (20) are sufficiently near each other, especially when it is a question of narrow paper or post cards. The Paper Support (19) prevents the paper, when approaching the bottom of the sheet, from coming in contact with the rear of the machine or the table. To avoid tearing or crumpling if there are many sheets, insert the notepaper, carbon paper and duplicate sheets with the aid of a piece of folded paper of a certain thickness, as shown in the illustration. This also helps to maintain all the sheets at the same height.



Opening and closing of the case

Before trying to lift the machine from its base, whilst proceeding as indicated on page 2, under "Opening the carrying case", paragraph 2, turn the two fixing arms 38 — illustration shows only the left one — towards the outside (direction of arrow) to bring them into position "B". It is only then that you will be able to separate the machine from its base.

On the other hand, when it is a question of replacing the machine on the base, it will be necessary to make sure beforehand that the fixing arms are in position "B", i.e. turned out, then the machine can be replaced on its base. Finally, the fixing arms must be pushed back into "A", in order that the lid does not rest on the arms when you try to close it again.



Graduated Paper Side Guide

On the left-hand side of the paper table is an Adjustable Paper Side Guide (13), the outer edge of which is bent to form a stop. It is made expressly rather stiff to prevent it from shifting of its own accord. This Side Guide enables all the sheets of paper to be inserted in the same way and ensures a uniform margin without adjusting margin or tabulator stops. If care is taken always to rest the paper against the edge of this device, you will find no difficulty in re-inserting a sheet for the purpose of making a correction.

The following test is easy and conclusive :

Insert a sheet of paper perfectly straight and taking care to place it against Side Guide (13). Place Ribbon Indicator (32) on " Red " and type the word " HERMES " several times on different lines, actioning Line Space Lever (6). Remove the sheet from the machine and re-insert carefully. Place the Ribbon Indicator on " Black ", action the Line Space Lever until the first word " HERMES " written in red appears, then type this word in black over the red. The letter " H " will strike on exactly the same spot, and so will the others (see illustration).

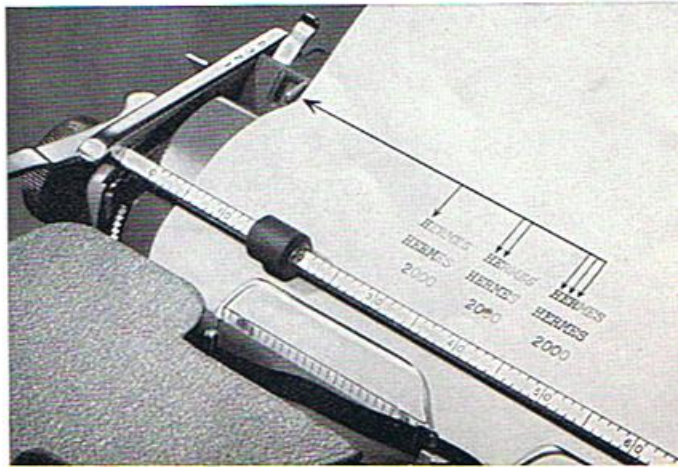
Adjusting Position of Paper

Draw Paper Release Lever (25) towards you. This raises the paper bail (20) and releases the paper from the Feed Rollers. The paper can now be easily adjusted. Return Paper Release Lever (25) to its initial position.

The divisions on Paper Bail (20) help to set margins (see p. 7) and automatic tabulator stops (See p. 10). Rubber Rollers (14 & 22) can be shifted to right and left to suit sheets of different width. They are particularly useful for writing postcards and small forms.

Hiding-rollers plate (end of page)

This plate has two openings (7) thanks to which one can control the advancement of the paper, enabling one to note soon enough the end of the page.



Transparent Card Grips and Guide Lines

Card Grips (30) permit writing at the extreme upper edge of the paper before it passes under the paper bail (20), as well as to the very bottom of the sheet. They also serve as guide lines (17), as their top limits of graduation indicate the level of the written line; please note that petrol harms the transparence of the Card Grips.

Capital Letters (shifting)

To write capital letters, depress one or other of Shift Keys (1 & 35). For continuous writing in capitals, press down completely Shift Lock (2). To return to small letters, depress Shift Key (1).

Movement of Carriage

The normal movement of the carriage to the left is caused by striking the keys or Space Bar (36). It can, however, be moved rapidly from left to right or vice versa by pressing Platen Knob (8 or 28) with the thumb and raising Carriage Release Lever (9 or 26) with the forefinger. Tabulator Key (33) can also be used for this purpose, if tabulator stops are previously cleared, and permits the slowing down of the movement of the carriage.

Return of Carriage

To move carriage back one space at a time, use Back Space Key (3). This serves for making a correction or for rewriting a badly typed character. Do not strike the Back Space Key but press it down completely.

Space Bar

Space Bar (36) is used to move the carriage from right to left, to separate two words, or to leave blank spaces.

Passage from one Line to the Next

To return the carriage and prepare for writing on the next line, simply push Line Space Lever (6) with left forefinger. This moves the carriage to the right and spaces the paper to the next line automatically at the same time. There are three line spacings on the HERMES 2000. These are set by Line Space Regulator (10).

Location of Line or Letter (corrections, additions, etc.)

The top limits of the graduation on the guide lines (17), that is to say, the horizontal line, gives the exact height of the writing line. Any vertical line of the divisions gives the place of printing of a letter, as the middle corresponds exactly with the middle of a letter (see illustration). The guide lines serve to replace documents just as they were when they had to be corrected or taken out of the machine.

Releasing the Platen

- a) for writing between two lines :

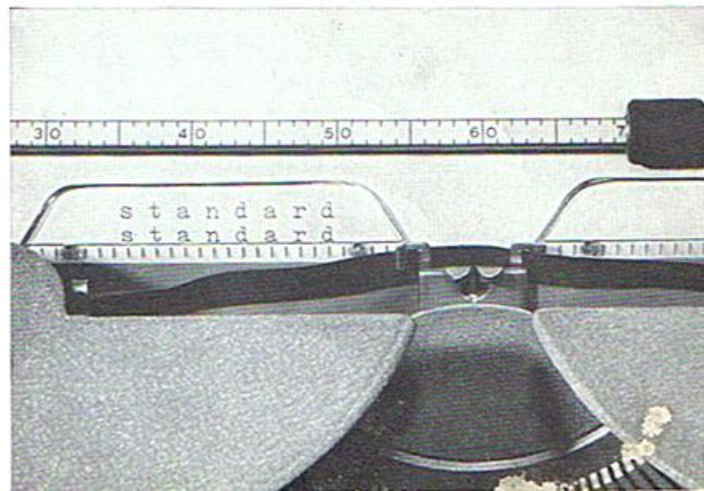
When Line Space Indicator (10) is placed in position 0, the platen is released from line space ratchet control for the purpose of writing between the lines. When the indicator is returned to its previous position the platen returns to the same line as before. This is very useful for making an addition or correction between the lines.

- b) for writing on ruled paper or filling forms

In contrast to the foregoing, the platen does not return to the previous line if Left Platen Knob (8) is used to release the platen from all spacing control. By pulling out this knob the platen is released ; by pushing it in, the ratchet is again engaged and the new line spacing starts at this point. This device is employed for writing on forms or ruled paper, where fixed spacing is useless. Do not forget that the writing line corresponds to the horizontal line of the guide lines (17).

Intermediate Table (24)

This is very useful when one wants to correct many copies or add a few words by hand, without taking the paper from the machine.



Drawing Lines

To draw lines rapidly for tables of all kinds, insert the point of a pencil in the hole in Card Grip (30) (see illustration). By moving the carriage sideways a horizontal line is obtained. To draw a vertical line, simply turn the platen.

"Lightning" Margins

For setting the right and left hand margins of a page, place the carriage in the position for writing the first letter of a line and depress Left Margin Lever (12). This sets the margin stop automatically at the place required. Repeat the operation with Right Margin Lever (23) to set the right-hand margin.

To vary left-hand margin, depress Margin Lever (12) and hold it in this position while moving the carriage to where you want the new margin. Release lever (12). Resetting of right-hand margin is done by depressing Margin Lever (23) and at the same time actioning Carriage Release Lever (26). Allow carriage to slide to the point where the new margin is required and release both levers.

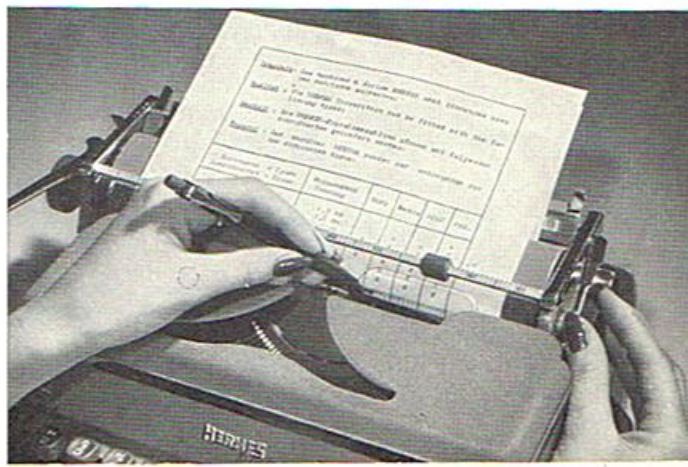
Margin Release Key (end of line) and freeing of jammed type bars

The type bars are automatically blocked a few spaces after the bell rings. To write in the margin press Margin Release Key (34), this will permit you to write to the extreme right-hand end of the platen. The same key also permits writing outside the left-hand margin without shifting Margin Lever (12).

Key 34 has another function; that of "freeing". It sometimes happens that two type bars are locked: all one has to do is to press this key and the type bars fall back into place.

Touch Regulator

Adjust the touch of your HERMES 2000 to your own taste by means of Knob (16) placed at the rear of the machine. Turn towards (+) to make touch harder and towards (-) to make it softer.



Changing the Colour of the Ribbon

The three coloured dots above the aperture for Ribbon Indicator (32) show in what colour the machine will write without having to make a test. The blue dot indicates that the upper half of the ribbon is in use; the red dot corresponds to the lower half. When Ribbon Indicator (32) is placed in the middle position opposite the white dot, the ribbon is disengaged for stencil work.

Stencils

For cutting stencils disengage the ribbon by moving Ribbon Indicator (32) to the middle position opposite the white dot. Clean the types well with a brush and strike the keys uniformly.

Choice of Ribbon and Spools

To function perfectly on the HERMES 2000 a ribbon must comply with the following requirements:

It must be wound on a HERMES spool, or at any rate on a well-centred spool having the same slots as the HERMES. It must be $\frac{1}{2}$ " (13 mm.) wide and have an eyelet about 5" (12 cm.) from each end.

To ensure clear writing the ribbon must be strong and thin at the same time.

Reversing the Ribbon

Automatic reverse:

If the ribbon is provided with an eyelet, it will wind automatically off the full spool on to the empty one.

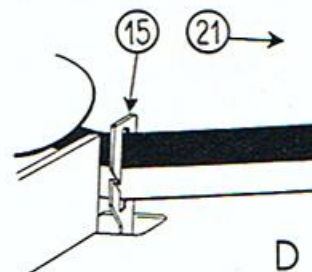
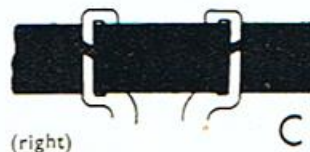
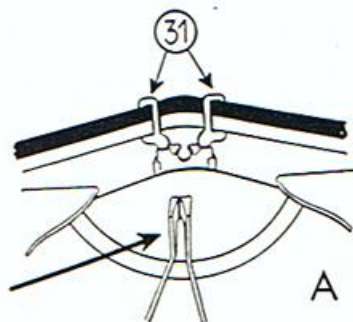
Manual reverse:

Should it be necessary for any reason whatsoever to change the direction of ribbon travel, just push one of Ribbon Reverse Levers (5 or 29) placed at either side of the machine. If Lever (29) on the right is pushed, the ribbon will wind up on right-hand spool; if Lever (5) on the left is pushed, the ribbon will travel to the left.

Changing the Ribbon

1. Remove Top Plate (37) by lifting and carefully observe how the ribbon is fitted.
2. Wind the ribbon on to one of the spools.
3. Set the carriage in the position for writing in capitals and place Ribbon Indicator (32) opposite the red dot.
4. Press two keys at centre of keyboard simultaneously so that the type bars jam (see Fig. A). This will hold Ribbon Carrier (31) in elevated position for easy removal of ribbon, first from Carrier (31) and then from Lateral Ribbon Guides (15 and 21).
5. Remove the two spools and throw away the worn out ribbon. Hook the end of the new ribbon on the empty spool and wind it as far as the eyelet.
6. Place the two spools in position with the red half of the ribbon downward.

Press the spools firmly, so that the pin near the axle enters the second hole in the spool. Take care that the eyelet at the end of the ribbon is situated between the axle and the lateral ribbon guide. Slip the ribbon between the platen and Ribbon Carrier (31); then insert it **from behind** in the slots in Carrier (31). The ribbon must pass behind the carrier, as shown in Fig. (B), and not in front (see Fig. C "wrong"). Thread ribbon through Lateral Ribbon Guides (15 and 21), as demonstrated in Fig. D.



Do not Take Your Machine Apart

The carriage spring and the whole mechanism of the HERMES 2000 are regulated at the works so as to give complete satisfaction to the most expert typist. No further adjustment is necessary.

We advise users of the HERMES 2000 against taking their machine apart, as any one but a specialist would be absolutely unable to make any improvements and would risk unintentionally upsetting some part of the delicate mechanism. Our guarantee does not cover any machine that has been tampered with.

Maintenance and Lubrication

When making erasures take care to shift the carriage right to the side to prevent particles of rubber from falling into the machine. They might mix with the oil and cause fouling.

The machine should not be oiled too frequently, to avoid dust sticking to the oiled parts. Never oil the typebars nor the slots in which they move. Have your machine cleaned at least once a year by a Hermes agent.

Cleaning the Types

To clean the types use the brush which is found inside the lid. If a type is full of hardened ink, remove this by lightly touching with the brush. Petrol (benzene) and alcohol should never be used as they could cause rust.

Cleaning the Platen

Only alcohol may be used for cleaning the rubber platen. Never use petroleum or benzene, as they are solvents for rubber.

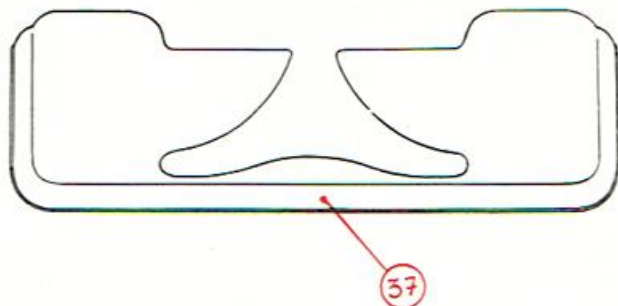
Cleaning the Machine

There is a special brush for this purpose fitted inside the case. Brush lightly in order not to cause breakage of springs or deformation of delicate parts. The space bar, platen knobs, card holders and keytops must **not** be cleaned with an organic solvent (petrol, paraffin, turpentine, trichlorethylene, alcohol, etc.), but with a cloth soaked with soapy water.

Serial Number of the Machine

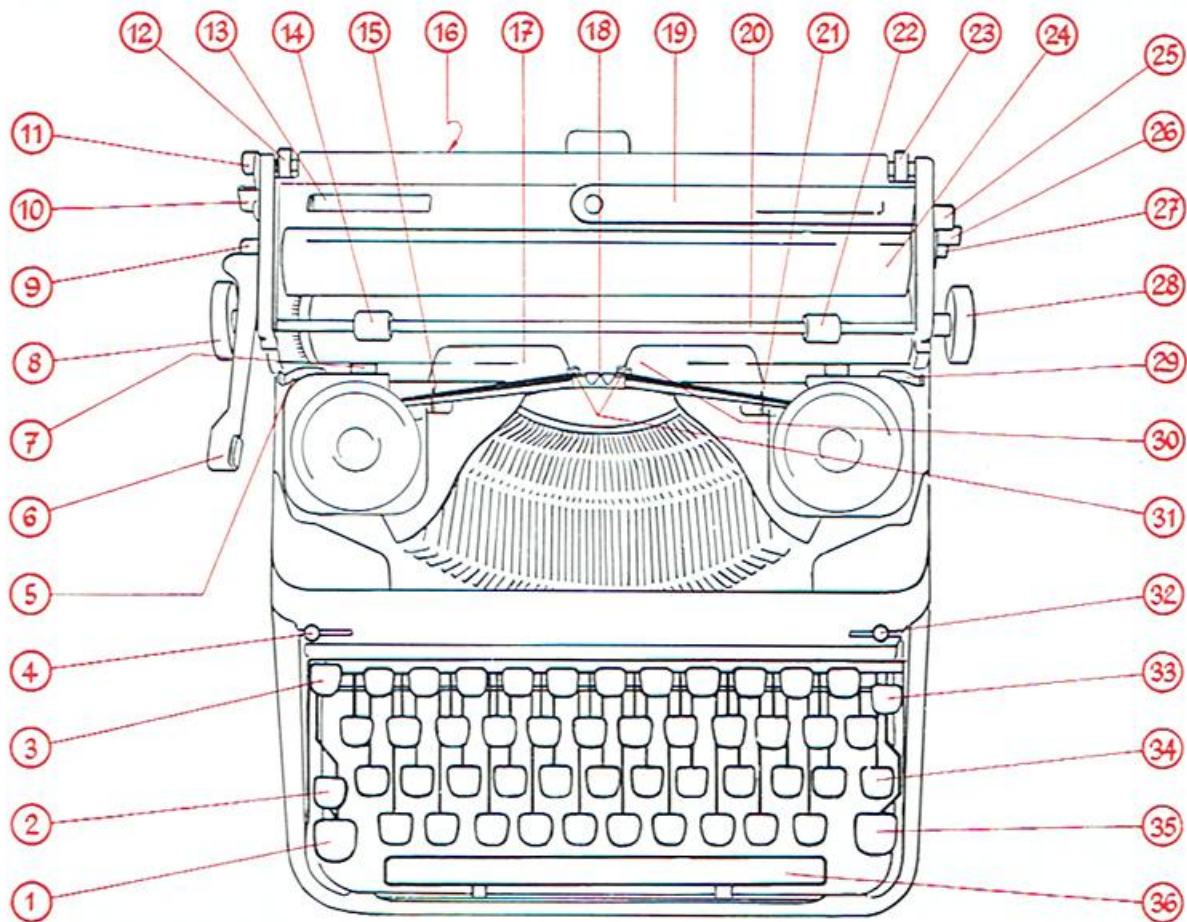
Every HERMES 2000 is marked with a serial number engraved at the rear to the right. This number should be mentioned in all correspondence dealing with your typewriter.

Specification of **HERMES** *2000*



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37. Top Plate (See p. 9).





Over 70 different keyboards
for all languages and countries.

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HERMES
2000