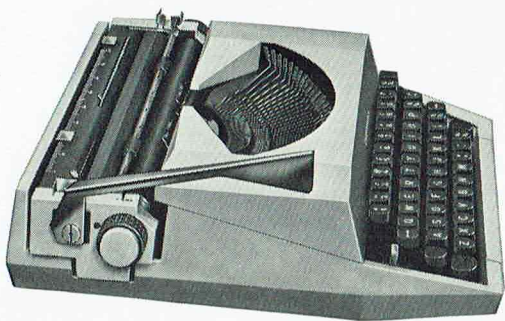




YOUR **IMPERIAL**
MESSENGER

OPERATING INSTRUCTIONS



We trust you are delighted with your new Imperial Messenger and that it will serve you well for many years to come.

Before putting the Messenger to use, please bear in mind that although it is a robust machine, some damage may result if the working parts are not treated properly. It is therefore in your own interest to read carefully this instruction book and keep it as a reference until you are entirely familiar with the machine.

The Imperial Messenger is manufactured to very fine limits by skilled craftsmen. If you have difficulty in using the machine and cannot find the answer in the instruction book, your Imperial Agent will be pleased to assist you. Should a faulty action be found, do not attempt to correct it yourself but take the machine to your Agent who will put it right under our 12 month guarantee. It is a good idea in any case to let him inspect your machine every year so that it may be maintained in tip-top condition.

- 1 MARGIN SCALE
- 2 MARGIN STOP (L.H.)
- 3 TABULATOR CLEAR LEVER (Tab. Model only)
- 4 PAPER GUIDE
- 5 PLATEN KNOB (L.H.)
- 6 LINE SPACE SELECTOR AND PLATEN RELEASE
- 7 VARIABLE LINE SPACER (Tab. model only)
- 8 LINE SPACE AND CARRIAGE RETURN LEVER

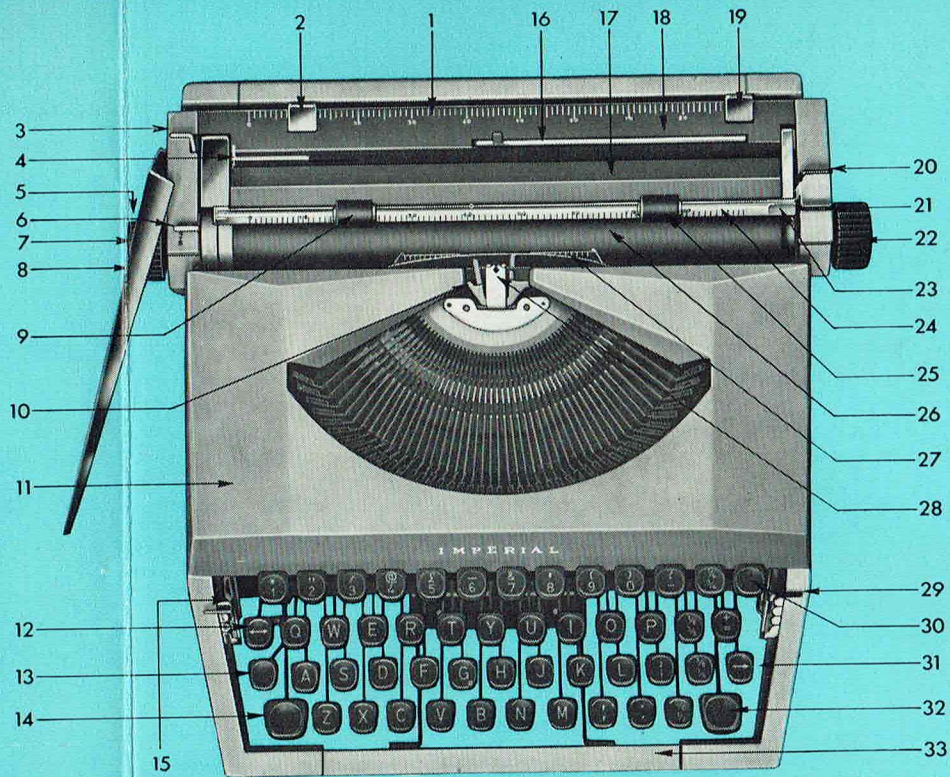
This serves the dual purpose of returning the carriage to the starting point and of turning the paper ready for the next line of writing. The space between each line can be regulated to either 1, 1½ or 2 lines by moving the line space selector.

- 9 PAPER BAIL ROLLER (L.H.)
- 10 RIBBON CARRIER
- 11 TOP COVER
- 12 MARGIN RELEASE KEY

Just before you reach the end of a line the bell will ring. This means that you have five more spaces to go before the key-levers automatically lock. If it is still necessary to type additional characters on the same line, the margin release key is pressed to free the carriage, and can be used in the same way to allow typing in the left-hand margin, without interference to the original setting.

- 13 SHIFT LOCK
- 14 SHIFT KEY (L.H.)

To obtain capitals, one of the shift keys on the left or right hand side of the keyboard must be held down. When it is desired to write all in capitals, the key can be locked in that position by depressing the shift lock. To release this lock, depress either shift key.



15 TABULATOR SETTING LEVER (Tab. Model only)

The tabulator is a device which enables the carriage to be brought rapidly and automatically to any desired point or points. As an example, it is assumed that the tabulator is required for writing some columns of names. First determine the point on your paper at which each column commences and set the stop at that point by depressing the tabulator setting key. Repeat for every stop position required. Having set the stop for each column, move the carriage to commencement of line and press the tabulator key, when the carriage will immediately travel to, and halt at the first column. Do not release the tabulator key until the carriage has stopped. Type the required entries and press the tabulator key again, when the carriage will again move to the next column and so on. To clear all stops press tabulator clear lever on left of carriage.

- 16 PAPER SUPPORTING ARM
- 17 PAPER DEFLECTOR
- 18 PAPER SHELF
- 19 MARGIN STOP (R.H.)
- 20 PAPER RELEASE LEVER
- 21 CARRIAGE RELEASE LEVER

When desiring to move the carriage from right to left, place the carriage release lever and the paper release lever firmly between the finger and thumb and squeeze both together, the finger coming around the paper release lever. The carriage then can be made to move freely to any desired position. It is important that the carriage should again be stationary before releasing.

- 22 PLATEN KNOB (R.H.)
- 23 PAPER BAIL LEVER
- 24 BAIL BAR
- 25 PAPER BAIL ROLLER (R.H.)
- 26 PLATEN ROLLER
- 27 LINE INDICATOR

Shows typing line. On the top edge of the line indicator are two small recesses. To rule horizontal lines place pencil point in one of these recesses and move carriage sideways; to rule vertical lines turn the platen knob.

- 28 TYPE BAR GUIDE
- 29 COLOUR CHANGE AND STENCIL LEVER

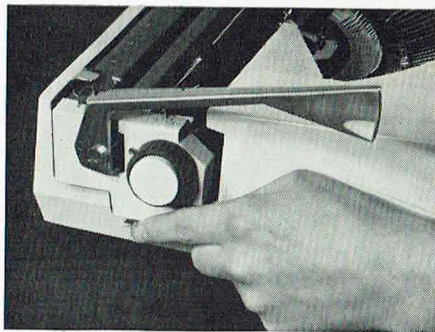
This machine is fitted with a two-colour ribbon and stencil selector which enables you to type in either of two colours depending on the choice of ribbon. When cutting stencils, select the centre position.

- 30 TABULATOR OPERATING KEY (Tab. Model only)
- 31 BACK SPACER
- 32 SHIFT KEY (R.H.)
- 33 SPACE BAR

By depressing the space bar the carriage will move one space from RIGHT to LEFT.

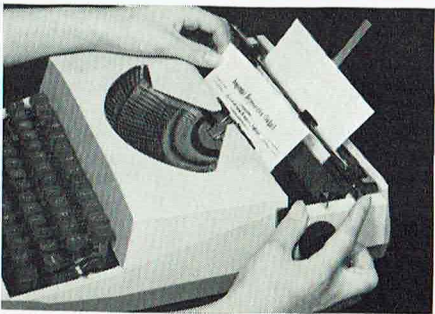
Carriage Lock

After removing the typewriter from the case, move the line space lever upwards. A locking latch engages on the left hand side of the carriage. By pushing this away from you the carriage will be freed. Re-lock before replacing in the case by centring the carriage and engaging locking latch in the position where the carriage moves neither left nor right. Locking the carriage ensures safety when the machine is moved from place to place. After locking the carriage press line space lever down.



Adjusting The Paper

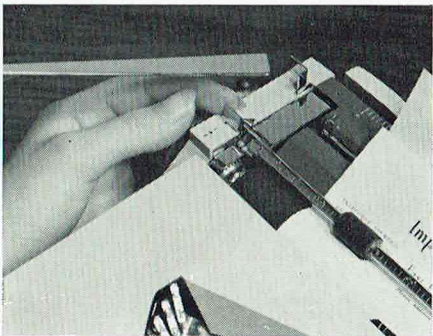
If the paper has not been fed through perfectly straight it can be adjusted by lifting the bail bar and by pushing back the paper release lever to its full extent. This frees the paper so that the edges may be levelled, after which the paper release lever and the bail bar should be returned.



Line Spacing

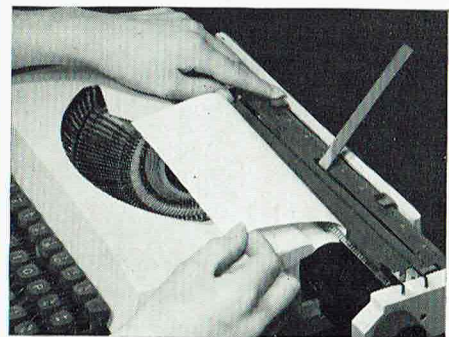
The line space selector regulates the line spacing, move the lever to the number indicated and this will feed the paper 1, 1½ or 2 lines at a time.

By pushing this lever away from you to its full extent it will disengage the platen ratchet, thus allowing you to type on printed lines that do not correspond with the normal line spacing. This can also be achieved by pressing in the variable line spacer (tab. model only) on the left hand platen knob and rotating the platen, but in this case the normal line spacing will not be resumed.



Inserting The Paper

Lift the bail bar to its full extent by means of the paper bail lever. Place the paper on the paper shelf close up to the paper guide which is adjustable to suit the width of paper used. Rotate the platen knob away from you and the paper will emerge from the front of the platen. Pull bail bar forward over the paper and adjust paper bail rollers.



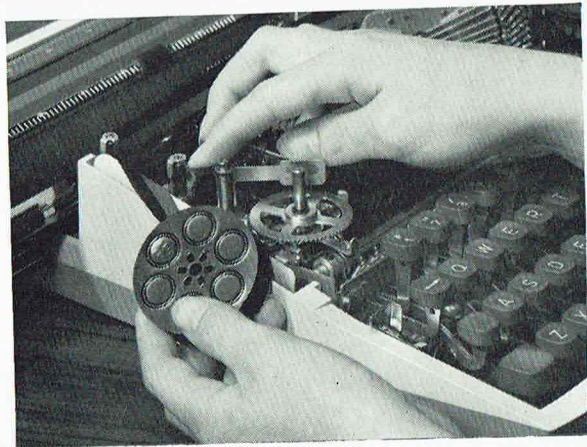
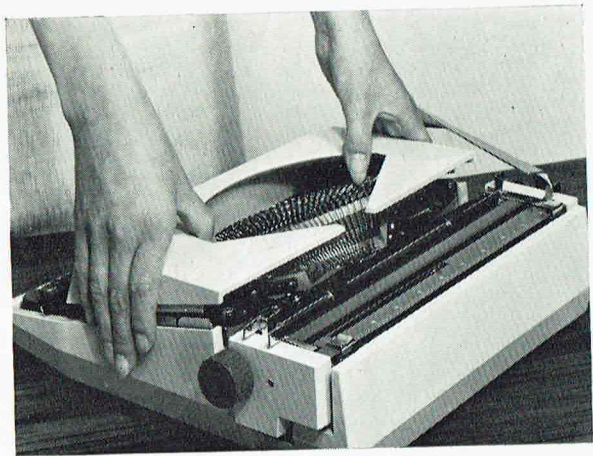
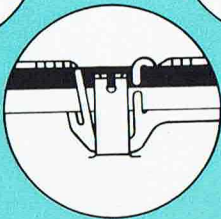
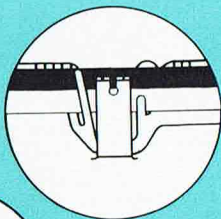
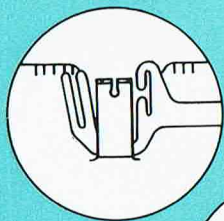
Setting The Margins

Margins are set by means of the margin stops situated at the rear of the carriage. By pressing the top of the margin stops they will move freely along the margin scale to the desired position and will automatically lock when released.

Fitting A New Ribbon

Remove the top cover by placing the hands as illustrated and pulling sharply upwards. As two-colour ribbons are supplied wound onto a right hand spool, the old ribbon should be wound onto the right hand spool by rotating the spool itself. If this will not move easily with the finger, make sure that the wire connecting link in front of the spools is moved to the left. Before removing the ribbon it is advisable to observe closely how it is threaded in the ribbon carrier. Take hold of the ribbon each side of the ribbon carrier and with the right hand move the ribbon downwards until the top edge is clear of the upper leg of the carrier, then lift the ribbon clear. Now remove the ribbon from the two outer guides on each side of the machine by moving downwards and then lifting. The spools can now be lifted clear by swinging the ribbon tension levers out of the way. Detach the old ribbon from the empty spool and attach the free end of the new one in its place.

The new ribbon on its two spools should be placed on the spindles taking care to push the ribbon tension levers out of the way. Place the ribbon on the two outer guides on each side of the machine and in the left hand slot of the ribbon carrier, press down until the top edge of the ribbon clears the upper leg on the right hand side of the carrier and then move ribbon upwards into slot. Take up any slack ribbon by rotating the empty spool. Replace the top cover.



care of your IMPERIAL MESSENGER

- Do not expose the typewriter to extremes of heat or cold, dryness or damp.
- Clean the machine at least once a week. Use a dusting brush for the moving parts and a soft cloth for the cover and plating.
- Clean the type regularly as a matter of routine, and ALWAYS before and after cutting a stencil. Lay a duster over the segment slots and brush type from front to back —NOT sideways.
- Diagrams and instructions in this leaflet should be followed carefully, particularly when changing ribbons.
- Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.
- It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. When this is found necessary, be careful not to allow the oil to get on the ribbon or come into contact with any rubber parts.
- We suggest that you take your machine at least once a year to an Imperial Agent or Dealer for it to be cleaned and oiled.