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**OPERATING
INSTRUCTIONS**

for

**REMINGTON NOISELESS 7
TYPEWRITER**



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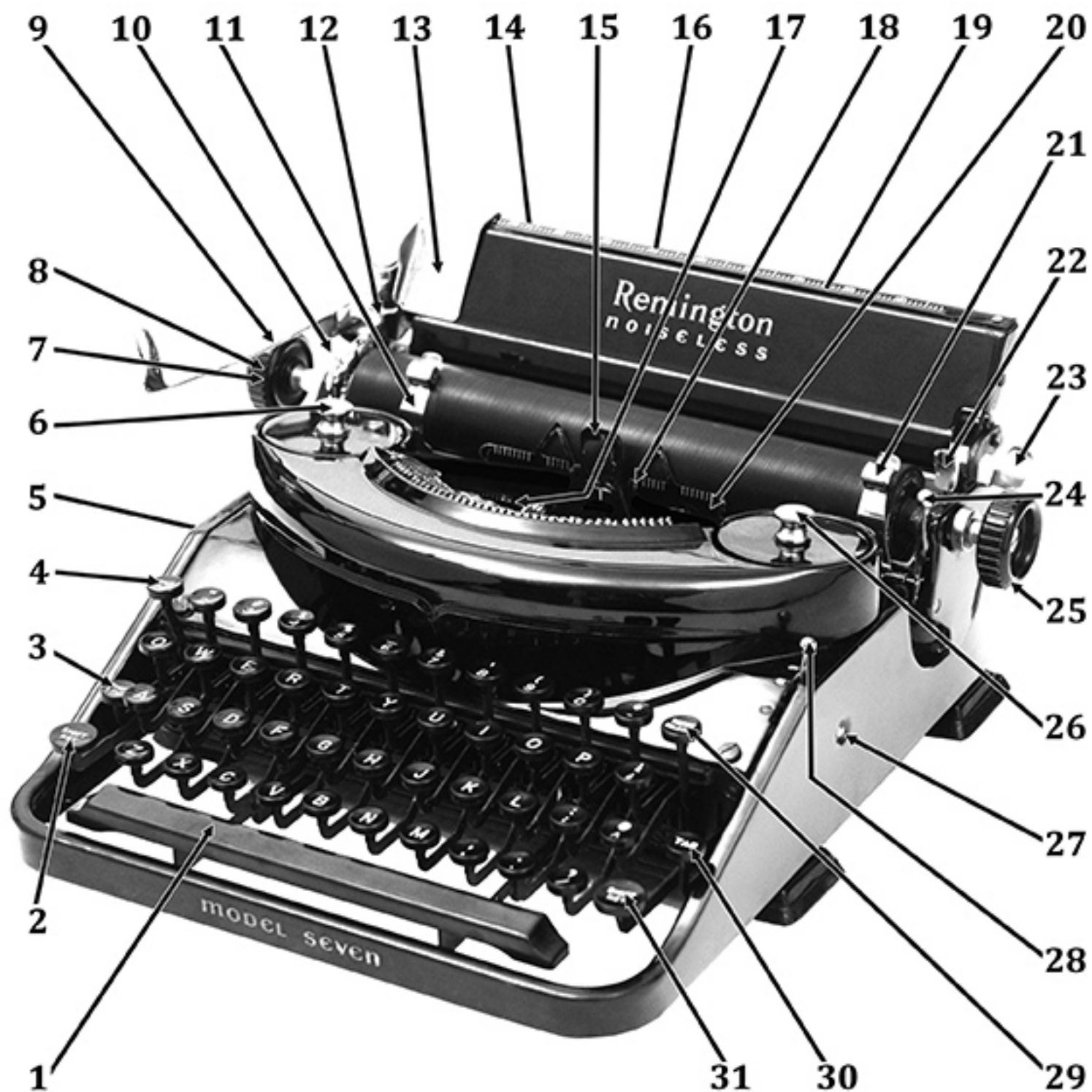
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1. SPACE BAR. For spacing between words.
2. LEFT SHIFT KEY. For writing capital letters and upper case characters.
3. SHIFT LOCK. For writing all capitals or all upper case characters. To release press left shift Key No. 2.
4. BACK SPACE KEY. Used when carriage is to be moved back one or more spaces.
5. RIBBON REVERSE PLUNGER. Not visible. Used to reverse direction of ribbon travel. (See 27)
6. RIBBON SPOOL COVER. To protect ribbon from dust.
7. LEFT PLATEN KNOB. For twirling the paper in either direction.
8. VARIABLE LINE SPACER. To permit variations in line spacing. Located in center of left platen knob.
9. LINE SPACER LEVER AND CARRIAGE RETURN LEVER. Returns carriage and spaces to next line.
10. LEFT CARRIAGE RELEASE LEVER. Releases carriage so it may be moved freely to right or left.
11. PAPER FINGER. To hold paper firmly against cylinder.
12. LINE SPACING REGULATOR. To set for single or double spacing between lines.
13. PAPER SIDE GUIDE WITH SCALE. Guides the left edge of the paper. Used in connection with the left marginal stop; determines width of left margin, insures proper centering of writing.
14. LEFT MARGINAL STOP. At back of machine, not visible in this picture. (See cut No. 2)
Used to regulate the width of margin on left side of paper.
15. TYPE GUIDE. Insures perfect alignment of type vertically and laterally.
16. TABULATOR STOPS. Not visible. (See cut No. 2) For use in paragraphing and other indentations.
17. CYLINDER SCALE. Extends over the entire length of writing line and assists in determining margin and tabulator adjustments. (See cut No. 2)
18. RIBBON CARRIER. Keeps ribbon in place between type and paper (See cut No. 4)
19. RIGHT MARGINAL STOP. At back of machine, not visible in this picture. (See cut No. 2)
20. ALIGNING SCALE. Indicates bottom edge of writing line. Used for adjusting the paper when resetting or for writing on ruled paper. Also used when correcting errors.
21. RIGHT PAPER FINGER. (See 11)
22. PAPER RELEASE LEVER. Used in straightening the paper or when removing it from the machine.
23. RIGHT CARRIAGE RELEASE LEVER. (See 10)
24. CARRIAGE LOCK LEVER. Locks carriage to prevent damage when carrying machine. (See Cut No. 1)
25. RIGHT PLATEN KNOB. (See 7)
26. RIBBON SPOOL COVER. (See 6)
27. RIBBON REVERSE. (See 5)
28. RIBBON INDICATOR AND STENCIL SWITCH. For selecting the upper and lower halves of the ribbon and for adjusting the machine for cutting stencils. (Blue, lower half; Red, upper half; White, stencil).
29. MARGIN RELEASE KEY. For writing outside marginal lines without readjusting the marginal stops.
30. TABULATOR KEY. (See 16) Used for paragraphs and other indentations.
31. RIGHT SHIFT KEY. (See 2)

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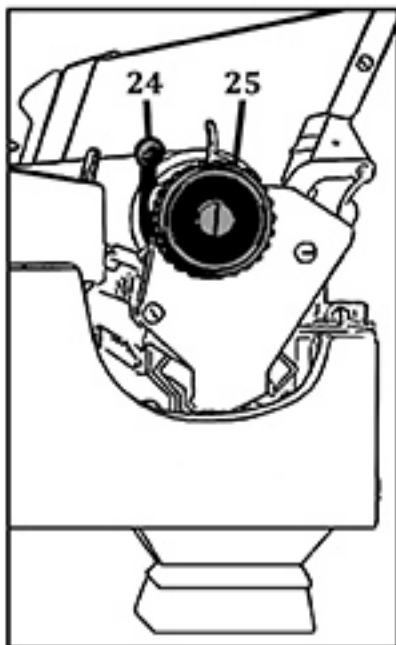
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TO RELEASE AND LOCK THE CARRIAGE

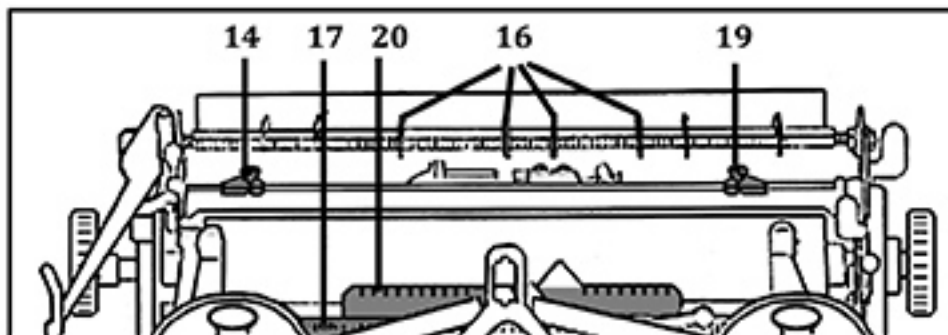


Cut No. 1

To free the carriage, pull out on the right Platen Knob (25). This permits the carriage to move back and forth as required when typing. To lock the carriage again, pull the Carriage Lock Lever (24) toward you, at the same time pressing inward on the Platen Knob (25). Hold them in this position with your right hand as you slide the carriage to the right or left, to center it over the body of the machine. The carriage will lock as it reaches the exact center – and cannot be released again until the right Platen Knob (25) is pulled out as instructed in the first sentence of this paragraph.

It is highly important that you learn to lock and release the carriage at once for you cannot type unless the carriage has been released.

SETTING MARGINAL STOPS

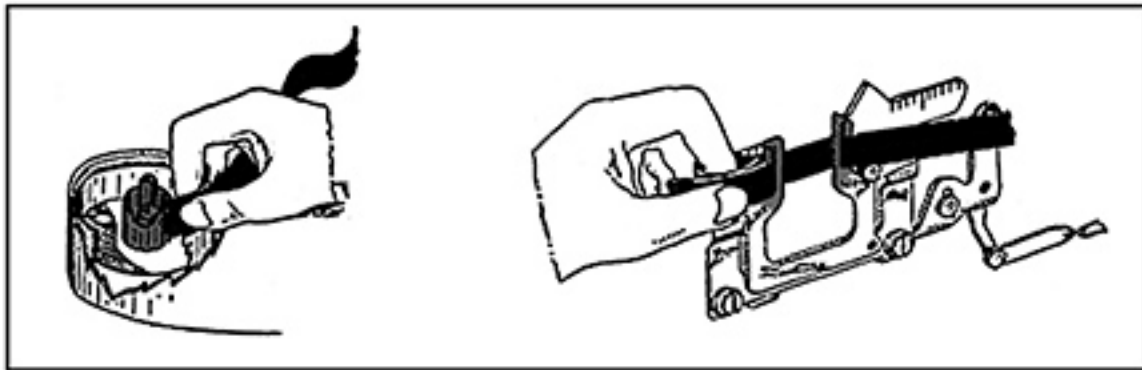


Cut No. 2

The Marginal Stops (14 & 19) are provided to govern the length of the written line. Illustrated here is a close-up of the machine (paper table tilted back) which shows these stops clearly. They may be moved to any point desired by pressing down on the little buttons as you slide them along. Place the one on the left so it will stop the carriage where you wish your line to begin. Place the one on the right so it will stop the carriage at the point where you want the line to end.

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CHANGING RIBBONS



Cut No. 3

Study the position of the old ribbon on the carrier mechanism carefully before you attempt to make the change. Then wind all the old ribbon onto the left hand spool by means of the knob in the center of the Ribbon Spool Cover (6).

Remove the Ribbon Spool Covers (6 & 26). Lift out the old ribbon. Put the new ribbon in the left spool center. Carry the free end over and insert it in the slit in the right spool center.)

Now run the ribbon back of the Ribbon Carrier mechanism (18) between the carrier and the cylinder. Make a loop on each side of the carrier and pass the loops over the little carrier posts. Wind the ribbon taut. Replace the Ribbon Spool Covers.

Note the center underneath the cover. In it is a small ear or lug. Fit the lug exactly into the slot in the vertical shaft around which the ribbon is wound. If not fitted exactly, either the shaft or the lug will be damaged.

When using a two-color ribbon, the Ribbon Indicator (28) may be used to bring the proper half of the ribbon before the type. When the lever is at the blue spot the top half of the ribbon receives the type stroke. When the lever is at the red spot the lower half of the ribbon is being used. The white spot may be used for disengaging the ribbon when cutting stencils.

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CARBON COPIES

The type action of the Noiseless is exceptionally fine for carbon copy work. For ordinary manifolding we recommend any grade of our Carbon Paper. Where special work is required, consult a Remington typewriter representative who will select the proper grade of carbon paper for your specific requirements.

GENERAL CARE

The Remington Noiseless is world-famous for its ability to take punishment, to "stand the gaff" of constant heavy service. A little care on your part will insure added years of trouble-free performance and money saved in cleaning and adjustment.

Its principal enemy is dirt. Brush the type faces occasionally with the brush that comes with the typewriter to remove accumulated lint and ink. Go over the type faces thoroughly, especially such letters as 0, e, a, s and others which have enclosed spaces.

Do not leave your Remington Noiseless uncovered when it is not in use. It will repay you for this attention by demanding cleaning far less frequently. Do not clean your machine with alcohol. The finish is of high grade lacquer which is easily damaged by alcohol.

Remington Portables have travelled all over the world and have operated efficiently in tropic heat and Arctic cold, but it will not do your portable any good to leave it on or near a steam radiator, subject it to sudden changes of temperature or expose it to dampness.

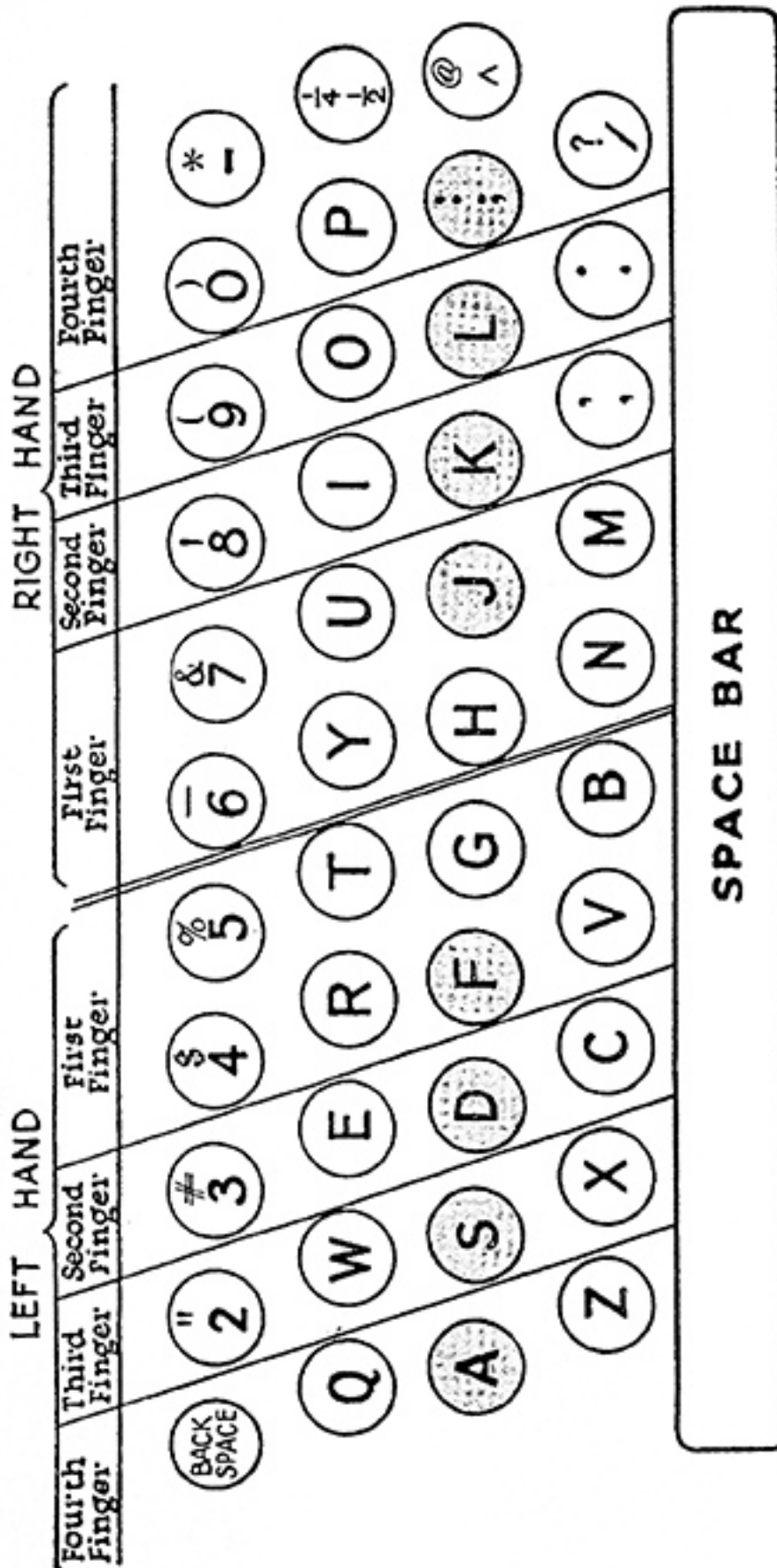
Once in a while you may put a drop of fine oil on each of the two rails on which the carriage moves—and then rub it off again. Never attempt to oil the type bars or any other part of the mechanism as this may have a tendency to gum and clog the working parts.

DO NOT ATTEMPT TO ADJUST YOUR MACHINE at any time. It was carefully adjusted at the factory. But if it ever does need adjustment or repair, take it to the nearest Remington Rand branch office where factory trained service men will give it expert attention.

Finally, treat your typewriter with respect. Take good care of it. It will repay you in many years of faithful service.

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REMINGTON STANDARD 4-ROW KEYBOARD



This is the new, revised keyboard for Remington Portable Typewriters, improved with the double comma and the caret, according to latest typing principles recommended by leading educators.

NOTE: The shaded keys are the "guide keys" and mark the "at home" position of the fingers. As soon as a different key is struck the finger returns to its "home position." As the Tabulator, Shift Lock and Back Spacer Keys occupy different positions and are not always included on the keyboard, they have been omitted in the above chart. The characters shown are standard on most typewriters, although the extreme right-hand and lower three right-hand characters differ on some models. Keep this chart before you as a guide in learning "touch typewriting." Learn to type without looking at the keyboard of the typewriter.

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