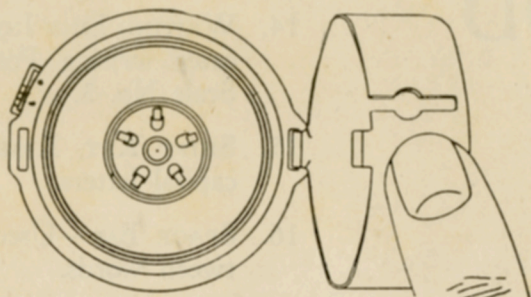


BC151 K6.5

### Changing Ribbons

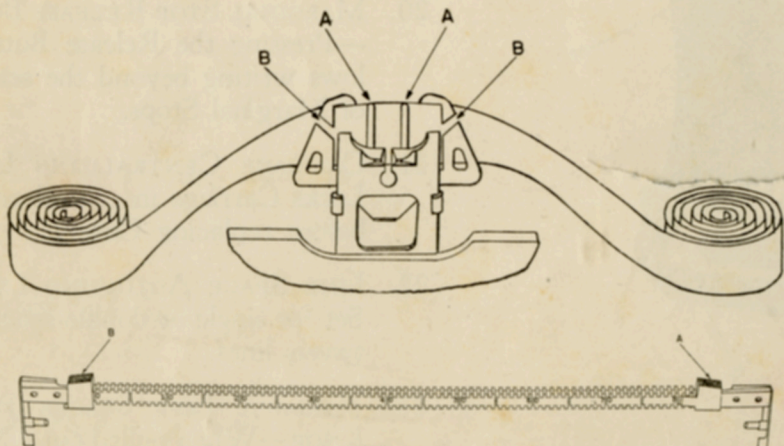
Remove Ribbon Spool Guards (No. 13 Right and Left) by depressing the Covers at the sides nearest the type bars and then lifting covers off toward the outside of machine; as shown on following cut.



Wind the ribbon all on one Spool and lift both Spools from Ribbon Movement Shaft.

Attach end of new ribbon to empty Spool, and wind it around until the eyelet (in all Ellwood Ribbons) reaches inside of Spool. Insert Spools on Ribbon Shafts making sure that the pin at side of Ribbon Shaft is in hole in ribbon spool and that ribbon feeds around front of both spools and through the slots in Automatic Ribbon Reverse Arms.

After setting Carriage on Capital Shift, loop the ribbon in back of the two pieces marked "A", on sketch of Ribbon Guide, then pass ribbon through slots marked "B" from the front, after which Carriage can be released. Best results are secured by using Ellwood Ribbons.



MARGINAL STOPS - Shown above govern the length of the writing line. They are moved by pressing against the corrugated side. The Right Hand Stop (A) as you face the machine, governs the margin at end of line and rings bell. The Left Hand Stop (B) governs the margin at the beginning of line.

## How to Use the UNDERWOOD UNIVERSAL PORTABLE



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# U n d e r w o o d

Standard, Noiseless and Portable Typewriters—Accounting Machines

UNDERWOOD ELLIOTT FISHER COMPANY

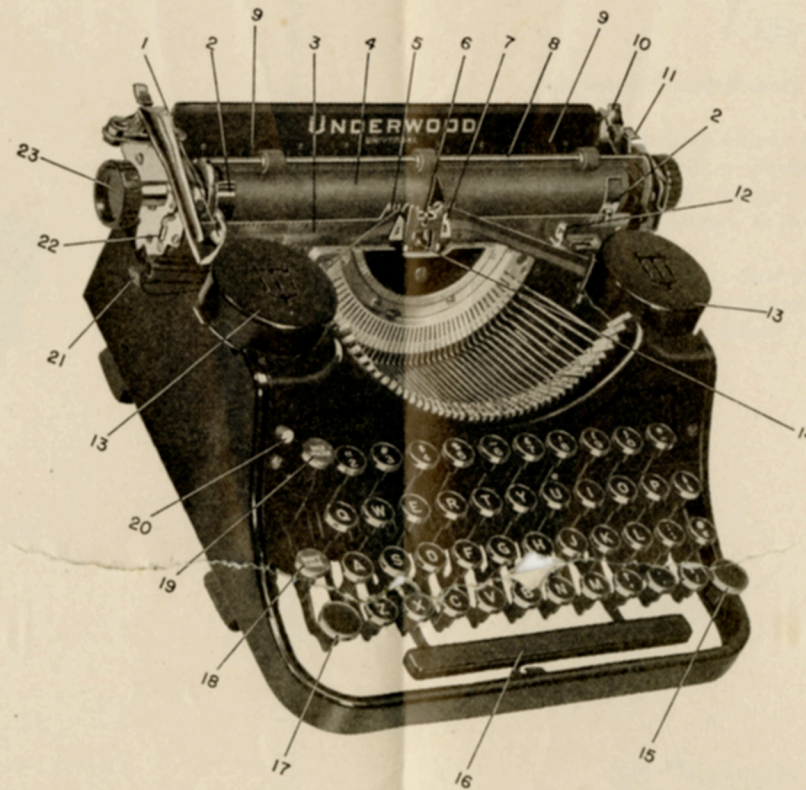
ONE PARK AVENUE  
NEW YORK, N. Y.

LANGEGASSE 9  
BASEL, SWITZERLAND

"Underwood, Elliott-Fisher, Sundstrand—Speed the World's Business"

# How to Use THE UNDERWOOD UNIVERSAL PORTABLE

TO UNLOCK CARRIAGE—SIMPLY  
MOVE CARRIAGE TO THE RIGHT



*Centralizing Carriage*

See that the Variable Line Spacer Platen Knob (No. 23) is pressed in, then raise the Carriage Centralizing Lock (No. 21) at left side of Carriage Rail, then depress Carriage Release until Carriage stops, when it will be locked.

1. LINE SPACE LEVER—Spaces paper for new line of writing and returns Carriage.
2. PAPER FINGERS—One located at each side of Platen for holding paper at sides. Movable for various widths of paper.
3. PAPER SCALE—For aligning paper and is located two spaces below line of writing.
4. PLATEN
5. LINE FINGER SCALE—Indicates line of writing. Used for making corrections and setting to lines.
6. TYPE BAR GUIDE
7. RIBBON CARRIER—Raises Ribbon to printing point.
8. PAPER BAIL—Holds paper when writing at bottom.
9. PAPER CENTERING SCALES—Are used to quickly and accurately center paper on Cylinder.
10. FEED ROLL RELEASE LEVER—Releases paper for straightening.
11. CARRIAGE RELEASE LEVER—Carriage may be moved freely in either direction when Lever is released.
12. COLOR SELECTING LEVER—Black position writes on upper half of ribbon; red lower half. White on central position for stencil cutting.

13. RIBBON SPOOL GUARDS (LEFT AND RIGHT)—Removed when replacing a Ribbon.
14. WRITING LINE INDICATOR — Indicates writing Position on Paper Scale No. 3.
15. SHIFT KEY, RIGHT—For writing capital letters.
16. SPACE BAR—Used in spacing between words.
17. SHIFT KEY, LEFT—For writing capital letters.
18. SHIFT LOCK—To lock Carriage on upper case to write all capital letters. Release by pressing Shift Key (left) No. 17.
19. BACK SPACER—To move Carriage one or more spaces to the right.
20. MARGINAL STOP RELEASE BUTTON—Pressing the Release Button allows writing beyond the set limits of Marginal Stops.
21. CARRIAGE CENTRALIZING LOCK—Locks Carriage in central position, before replacing Cover.
22. LINE SPACE ADJUSTING LEVER—Set for single or double spacing between lines.
23. VARIABLE LINE SPACER PLATEN KNOB—When pulled out, Cylinder can be moved by hand to write on ruled lines or spaces that do not conform to the regular spacing of machine.