

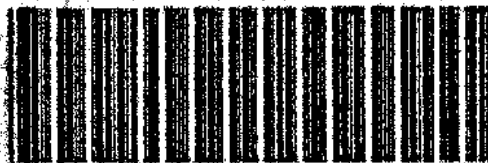
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Wheelwriter 10 Series
Typewriter 6783
Operator's Guide

S544-4105-01



Second Edition (November 1987)

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The IBM Wheelwriter® 10 Series II Typewriter 6783 generates and uses radio frequency energy. If the typewriter is not installed and used in accordance with the installation instructions, operating instructions, and service manual, it may interfere with radio or television reception. This typewriter has been tested and found to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a residential area.

If this typewriter interferes with radio or television reception, which can be determined by switching the typewriter off and on, the user is encouraged to try one or more of the following:

- Move the receiving antenna on the radio or television.
- Relocate the typewriter in relation to the radio or television.
- Plug the typewriter into a different electrical outlet from the radio or television.

If necessary, consult your authorized IBM service representative. If anyone other than an IBM representative or an IBM Authorized Dealer modifies the typewriter and it causes interference, the user is responsible for correcting the interference.

Safety Information

This machine has additional insulation which provides extra protection against the risk of electric shock and does not rely on grounding. This machine has a nongrounding-type (2-wire) power cord because grounding is not necessary.

For continued protection against the risk of electric shock and personal injury:

- Connect the machine only to an outlet of the correct voltage. The voltage your machine will accept is indicated on the machine.
- Make sure the machine is turned off (O) before you connect or disconnect the power cord or interconnecting cables.
- Do not use the machine in an area where it can become wet.
- Keep hair and personal articles away from moving parts in the machine to avoid the possibility of getting them caught.
- Refer service or repair to qualified service personnel.
- There may be some increased risks of electric shock and personal injury during disassembly and servicing of this machine. Professional service personnel should understand this and take necessary precautions.
- The safety features of some parts may not always be obvious. Therefore, replacement parts must have the identical or equivalent characteristics as the original parts.
- The maintenance information for this machine has been written for the professional service person and is not intended to be used by others.

About Your Typewriter

Congratulations! You are about to experience typing with your new IBM Wheelwriter® Series II Typewriter.

This typewriter was designed with you in mind. Several new functions have been added that will give you excellent typing quality and make the tasks you have to perform more enjoyable.

The special set of keys located to the right of your keyboard allows you to move quickly and easily along the paper to any location — up, down, left or right.

The Reprint function allows you to print additional copies of text from the correction memory which holds approximately one page. With correction capability you can produce a final copy that you will be proud of.

Special functions such as Automatic Centering, Word Underlining, Word Erase, Right Flush, Bold Print and Spell Check are all designed to make your typing jobs easier, faster, and more productive.

This typewriter is like having many typewriters in one. You can type in either pica, elite, micro elite, or proportional spacing. Also, you have a choice of single, one-and-one-half, double, or triple spacing.

Just tell your IBM typewriter what you want it to do!

You can enhance the use of your IBM Wheelwriter® Series II Typewriter by adding the following options:

- Pinwheel Form Feeder
- Printer Option

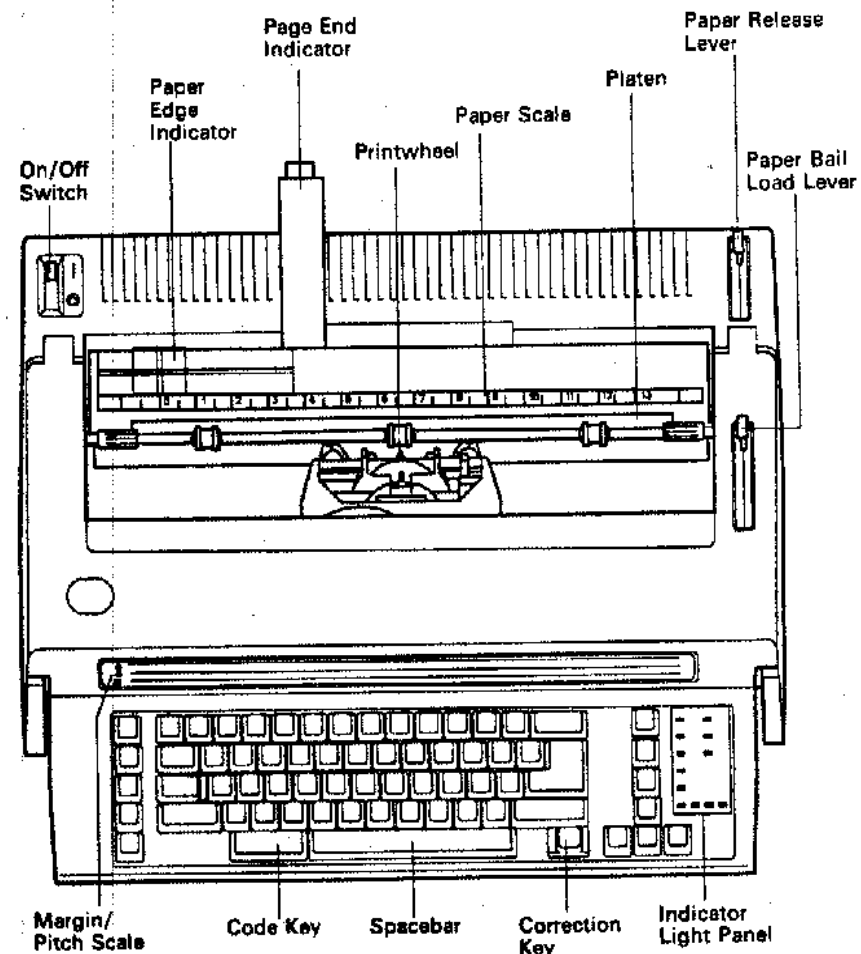
Contents

Basic Operations	1-1
Parts of the Typewriter	1-1
Keyboard Layout	1-2
Indicator Light Panel	1-3
Code Key	1-3
Line Space Key	1-4
Typematic (Repeat) Keys	1-4
Keyboard Height Adjust Levers	1-5
Page End Indicator and Scale	1-6
Inserting Paper	1-7
Paper and Carrier Movement Keys	1-8
Removing Paper	1-9
Printwheel Identification	1-10
Choosing a Printwheel	1-10
Automatic Pitch Selection	1-11
Margin/Pitch Scale	1-12
Cardholder	1-13
Impression Control	1-14
Margins	1-15
Tabs	1-16
Shift and Lock Keys	1-16
Correction Memory	1-17
Character and Word Erase	1-19
Inserting an Extra Character	1-20
Erasing Manually	1-21
Advanced Operations	2-1
Automatic Carrier Return	2-1
Required Spaces	2-3
Underlining	2-4
Centering	2-5
Right Flush	2-6
Changing the Top Margin	2-7
Reprint	2-8
Subscripts and Superscripts	2-10
Special Characters	2-11
Bold Print	2-11
Caps Key	2-12
Indenting	2-13

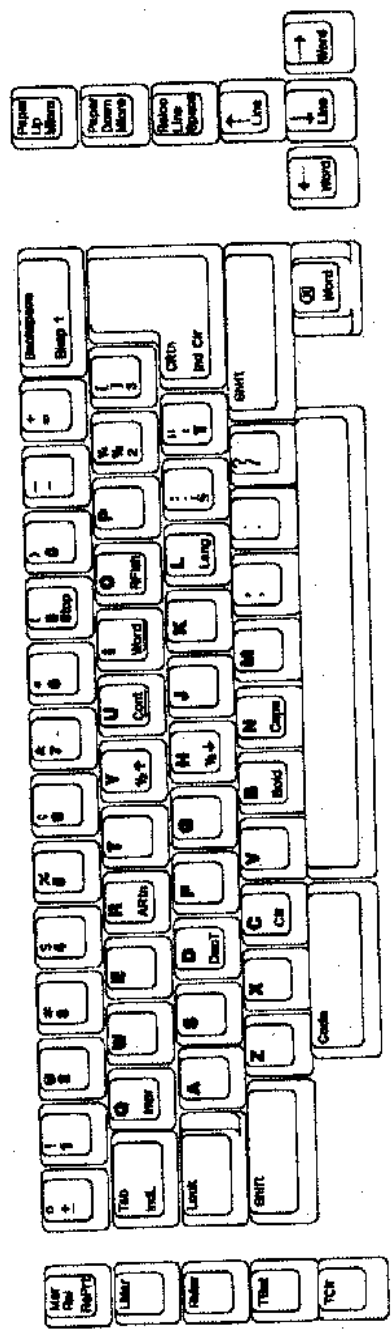
Decimal Tabulation	2-14
Stop Instruction	2-16
Erasing in Proportional Spacing (PS)	2-17
Alternate Keyboards	3-1
Using Alternate Keyboards	3-2
Keyboard Alphabetic Cross-Reference	3-3
Keyboard Charts	3-4
Reference	4-1
Ordering Procedures for IBM Supplies	4-1
Typestyle Samples	4-2
IBM Cartridge Printwheel II Typestyles and Pitches	4-5
Ribbon Cassette System	4-7
Removing the Cassettes	4-7
Installing the Cassettes	4-8
Removing the Printwheel	4-9
Installing the Printwheel	4-10
Batteries	4-11
Ribbon Application Recommendations	4-14
Printwheel Application Recommendations	4-16
Care and Maintenance	4-18
Serial Number	4-18
Problem Determination	5-1
Problem Determination Index	5-2
Beeper and Light Signals	5-3
Erasing Problems	5-5
Typewriter Problems	5-6
Print Problems	5-7
Typing Problems	5-8
Spell Check Problems	5-9
Appendix. Spell Check	A-1
Introduction	A-1
Using Spell Check	A-3
Supplemental Dictionary	A-4
Changing the Sound of the Spelling Beeper	A-5
Index	X-1

Basic Operations

Parts of the Typewriter

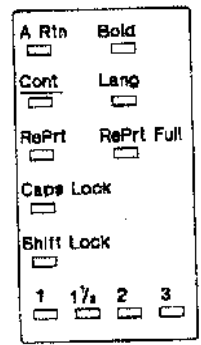


Keyboard Layout



Indicator Light Panel

On the right side of the keyboard is an indicator light panel. The indicator lights let you know when a function is on or off.



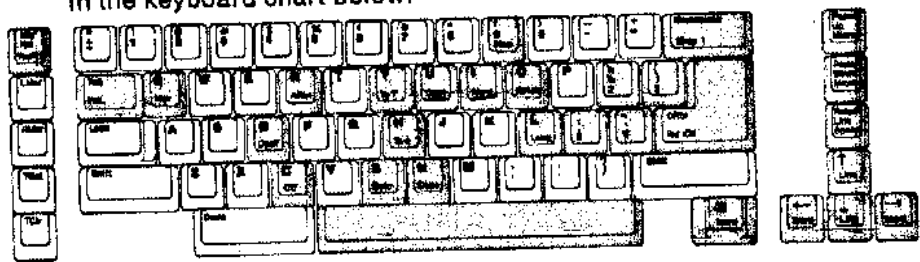
Code Key

The **Code** key is used with other function keys. The **Code** key and the keys with green lettering can be used to print special characters and turn functions on and off.

When you use two keys at a time, hold down **Code** (the first key) while you press the function key.



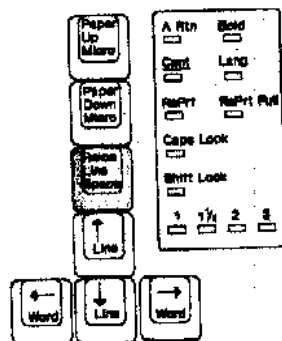
The keys that are used in combination with the **Code** key are shaded in the keyboard chart below.



Line Space Key

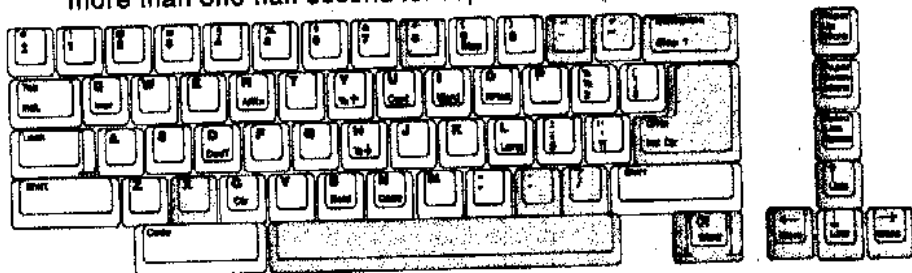
To set line spacing, hold down **Code** while you press **Reloc (Line Space)** until the desired **Line Space** light is on. You can choose from four line space settings: 1, 1½, 2, or 3.

- Always set the line spacing to the desired setting before you begin to type.
- The line space setting is saved when your typewriter is turned off.

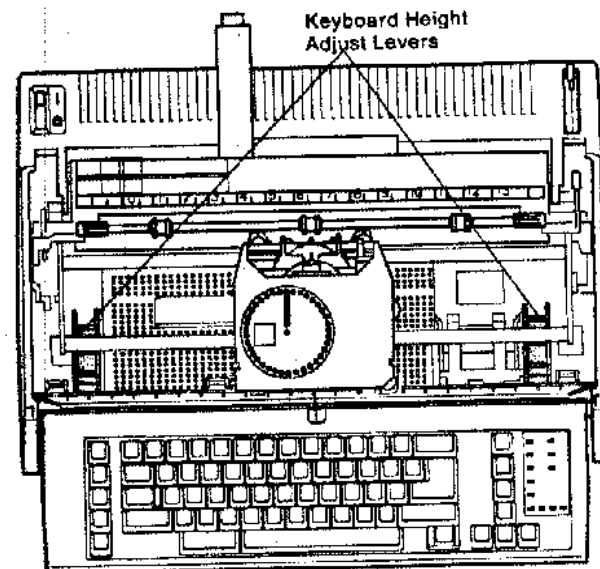


Typematic (Repeat) Keys

Typematic keys have both single and repeat action. Press the desired typematic key lightly for a single action or hold down for more than one-half second for repeat action.



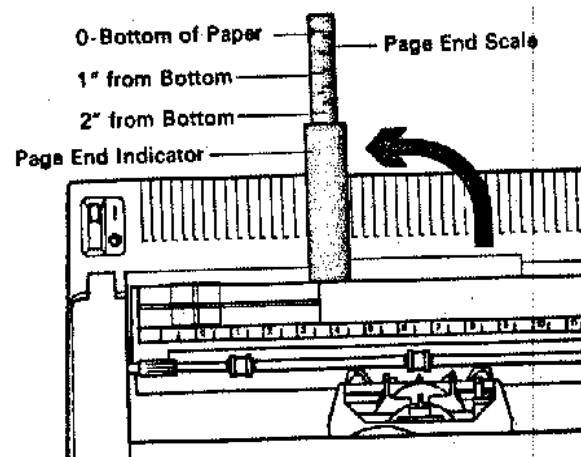
Keyboard Height Adjust Levers



The keyboard can be raised or lowered to the most comfortable position by using the keyboard height adjust levers. There are three positions: low, medium and high.

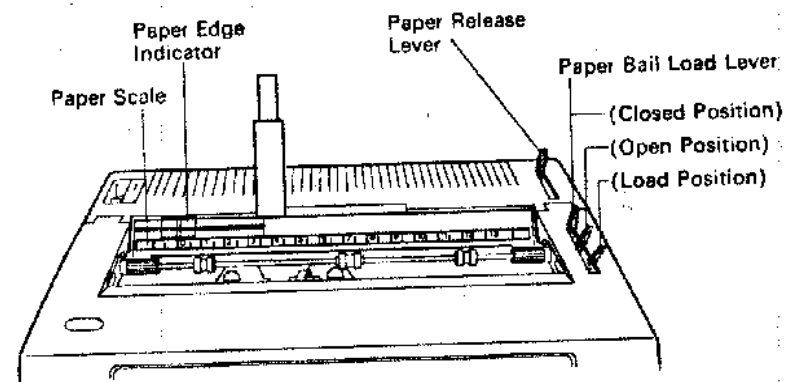
1. Use the **Spacebar** to move the carrier to the center of your typewriter.
2. Turn the typewriter off.
3. Raise the top cover.
4. Locate the two blue keyboard height adjust levers. They are located on the inside of the typewriter on the right and left sides of the bottom panel.
5. Push down on the levers and slide them to the desired position until they lock into place.
 - When the levers are all the way forward, the keyboard is in the *high* position.
 - When the levers are in the middle, the keyboard is in the *medium* position.
 - When the levers are all the way back, the keyboard is in the *low* position.
6. Make sure that you have both levers locked into the same position.

Page End Indicator and Scale



1. Raise the page end indicator until it is straight up.
2. Pull the page end scale all the way out until it locks into place.
 - As you type, the top of the paper comes out of the typewriter and moves up to the lines on the scale.
 - The lines on the scale tell you approximately how much space remains to the bottom of 27.9 cm (11 in) paper.
 - The left side of the scale is marked in inches. The right side is marked in centimeters.

Inserting Paper



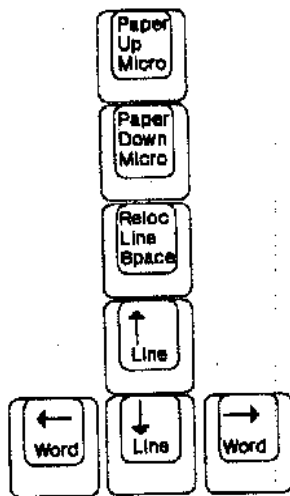
The typewriter has a paper bail load lever to assist you in loading the paper semiautomatically. The lever has three positions: closed, open, and load.

1. Make sure the typewriter is turned on.
2. Push the paper release lever all the way to the back of the typewriter.
3. Align the center of the paper edge indicator with the vertical line to the left of zero (0) on the paper scale.
4. Align the left edge of the paper with the vertical line in the center of the paper edge indicator.
5. Pull the paper bail load lever all the way forward to the load position. When the paper begins to feed, let go of the paper bail load lever.
 - The paper feeds to the top margin position.
6. Push the paper bail load lever all the way back until the paper ball holds the paper against the platen.

Note: When inserting loose carbon copies (five maximum), pull the paper release lever forward. Insert the copies, then push the lever all the way back.

Paper and Carrier Movement Keys

The paper and carrier movement keys allow you to move rapidly across the paper. You now have the advantage of express movement both right and left as well as top to bottom on a page of text.



Moving the Paper

Use the following keys to move the paper in your typewriter: **Paper Up (Micro)**, **Paper Down (Micro)**, **↑ (Line)** or **↓ (Line)**.

- Press **Paper Up** or **Paper Down** once to move the paper up or down one-half line.
- Hold down **Code** while you press **Paper Up** or **Paper Down** to move the paper up or down one micro-index (1/48") for precise alignment.
- Press **↑** or **↓** to move the paper down or up the number of lines determined by the line space setting.
- Hold down **Code** while you press **↑** or **↓** when you want to skip blank lines on a typed page and move directly to lines of text.

Note: The **Paper Up**, **Paper Down**, **↑** and **↓** keys when held down provide an express action to move from line to line on a page.

Moving the Carrier

Use the following keys to move the carrier:
← (Word), **→ (Word)**, or **Reloc**.

- Press and hold **←** to move the carrier backward quickly on the same typing line. When this key is held down, the carrier moves backward until it reaches the left margin.
- Hold down **Code** while you press **← (Word)** to move the carrier to the left to the next word. Keep **Code** held down while you press **←** to move the carrier past several words.
- Press and hold **→** to move the carrier forward quickly on the same typing line.
- Hold down **Code** while you press **→ (Word)** to move the carrier to the right to the next word. Keep **Code** held down while you press **→** to move the carrier past several words.
- **Reloc (Relocate)** moves the carrier to the last typing position. Do not press the **Code** key to relocate.

Note: The **←** and **→** keys when held down provide an express action to move from point to point on a line.

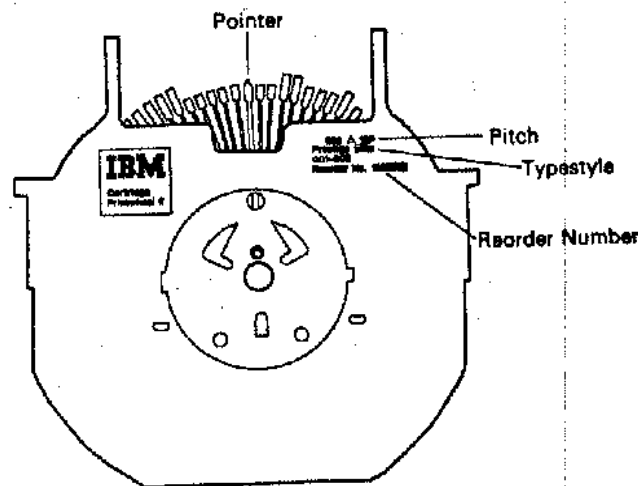
Removing Paper

1. Pull the paper bail load lever toward you to the open position. (See the illustration on page 1-7.)
2. Pull the paper release lever toward you, then lift the paper out of the typewriter.
3. Push the paper release lever and paper bail load lever all the way back to the closed position.

Printwheel Identification

Your typewriter uses an IBM Cartridge Printwheel II. Printwheels are available in many different types and pitches. See "IBM Cartridge Printwheel II Types and Pitches" on page 4-5 for a list of types. You can choose from four different pitches as shown in the chart on page 1-11.

The illustration below shows where to find the type, pitch, and reorder number on the printwheel.



Choosing a Printwheel

A printwheel in 10 or 12 pitch is recommended for use while you are learning to use your typewriter. All examples or practices in this book are illustrated in 12 pitch.

If you need to install or change your printwheel, refer to pages 4-9 and 4-10.

Automatic Pitch Selection

The correct pitch is automatically selected by the typewriter when you install a printwheel. The pitch determines the number of characters typed per horizontal inch.

The following table summarizes printwheel pitches with print examples of each pitch.

Pitch (Type Size)	Characters Per Inch	Pitch Symbol	Print Example
10P (Pica)	10	▲	This is a sample.
12P (Elite)	12	△	This is a sample.
PS (Proportional Spacing)	Varies in Width	●	This is a sample.
15P (Micro Elite)	15	■	This is a sample.

Note: If you want to overstrike a character using a printwheel of a different pitch, you must clear the correction memory by turning the machine off and then on again. You will not be able to reprint your original text when the correction memory is cleared.

Lines Per Vertical Inch

A printwheel for 10, 12, or PS pitch prints six lines per vertical inch.
A printwheel for 15 pitch prints eight lines per vertical inch.

Margin/Pitch Scale

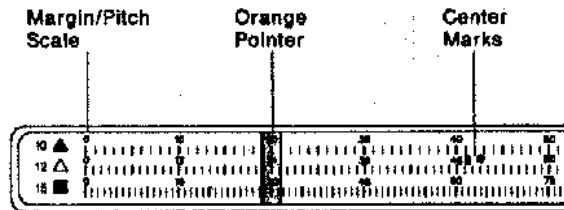
The typewriter has three margin scales: 10▲, 12△, and 15■. When typing, use the scale line that matches the pitch symbol on your printwheel.

- For 10▲ pitch (pica) type, use the upper scale.
- For 12△ and PS ● pitch (elite and proportional spacing) type, use the middle scale.
- For 15■ pitch (micro elite) type, use the lower scale.

An orange pointer moves along the scale on your typewriter to show the position of the next character to print.

The margin/pitch scale also contains centering marks. When the left edge of the paper lines up with zero on the margin/pitch scale:

- marks the approximate center of paper 215.90 mm (8.50 in) wide.
- marks the approximate center of paper 210 mm (8.27 in) wide.

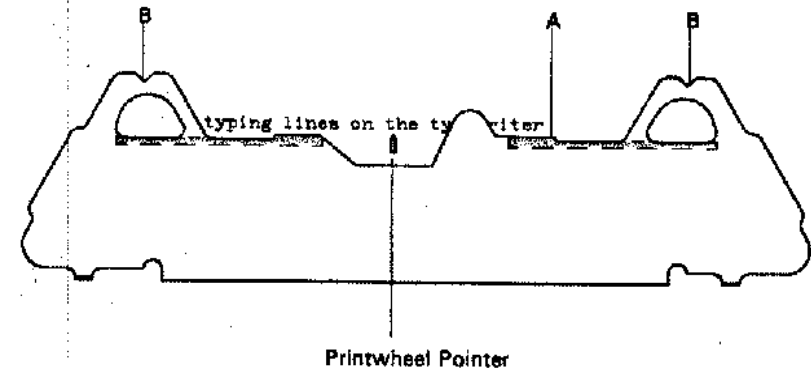


Cardholder

The cardholder holds paper, cards, and envelopes against the platen.

The printwheel pointer shows the position where the next character will print.

The top red portion (A) of the cardholder indicates the base of the printing line. As the typewriter prints, the bottom of each character rests just above the line, as shown below.



You may use the notches (B) to draw vertical lines.

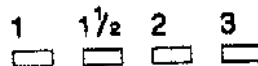
- Hold a pencil or pen against one of the notches while pressing **Paper Up**, **Paper Down**, **↑** or **↓** to move the paper.

Impression Control

You can choose your impression setting to obtain the best print quality for an application such as carbons and light or heavy weight paper. The impression control can be set for three positions: light, normal, and heavy.

The following **Line Space** lights blink when you hold down **Code** while you press **Q (Impr)**. They indicate the selected impression setting as follows:

- The **1 Line Space** light blinks for *light* impression.
- The **2 Line Space** light blinks for *normal* impression.
- The **3 Line Space** light blinks for *heavy* impression.



Hold down **Code** while you keep pressing **Q (Impr)** until the desired setting is selected, then release the keys.

- When you release the keys, the original line space setting is saved and is indicated by the **Line Space** light that is on.
- Setting the impression does not change the line spacing you have already selected.

Note: The impression control is set to normal when you turn the typewriter on.

Margins

1. Press **Spacebar**, **Backspace**, **←**, or **→** to move the carrier to the desired position, then press **LMar** to set the left margin.
 - The old margin is automatically eliminated when a new margin is set.
2. Move the carrier to the desired position, then press **RMar** to set the right margin.
 - The old margin is automatically eliminated when a new margin is set.
 - The carrier does not lock at the right margin. This allows you to type or space through the right margin. The typewriter will beep approximately five spaces before you reach the right margin.

Note: Margins are saved when your typewriter is turned off.

Margin Release Key

1. Return the carrier to the left margin.
2. Press **MarRel** to release the left margin.
3. Press **Backspace** or **←** to move to the left of the margin.

Tabs

Setting a Tab

1. Press **Spacebar**, **Backspace**, **←**, or **→**, to move the carrier to the desired tab position.
2. Press **TSet** to set a tab.

Clearing a Tab

1. Press **Tab** to move to the tab stop you want to clear.
2. Press **TClr** to clear the tab.

Clearing All Tabs

1. Hold down **TClr** while you press **CRtn**.
2. Release **TClr**.
 - The carrier does not move when you release the keys.
 - The carrier can be at any position when you clear all tabs.

Helpful Hints

- Permanent tabs exist at the left and right margins. These tabs cannot be cleared.
- You can set up to 26 tabs on your typewriter.
- Tabs are saved when your typewriter is turned off.

Shift and Lock Keys

Use the **Shift** and **Lock** keys to type uppercase characters. The **Lock** key allows you to type continuously in uppercase (all capitals) without pressing the **Shift** key for each capital letter.

1. Press the **Lock** key to type in uppercase.
 - The **Shift Lock** light comes on.
2. Press either the left or right **Shift** key to return to normal typing.
 - The **Shift Lock** light goes off.

Note: The **Caps** function cancels the **Lock** function when you turn **Caps** on. See "Caps Key" on page 2-12.

Correction Memory

When you turn your typewriter on, it has a correction memory of approximately one page. The correction memory makes erasing characters easy and automatic.

Typing Into Correction Memory

1. Use the **Paper Ball Load Lever** to insert paper when you want to type a new page. Your correction memory is ready to accept new text.
 - Make sure you set margins, tabs and line spacing at the desired settings.
 - When you start typing, the previous text in memory is automatically erased.
2. Type the page.
3. *Proofread the page before removing the paper from the typewriter.*
4. Use the **Paper Up**, **Paper Down**, **Backspace**, **Spacebar**, **←**, **→**, **↑** or **↓** keys to locate incorrect characters you notice farther back on the page.
5. Remove the paper. See "Removing Paper" on page 1-9 if you need help.

Clearing Correction Memory

The correction memory is cleared if you:

- Turn your typewriter off; or
- Use the **Paper Ball Load Lever** to insert paper and then type a character or a Stop instruction. You will learn about Stop instructions in the next chapter.
 - When you are about to lose text, the machine beeps three times, and the **RePrt Full** light starts blinking. If you continue typing and the **RePrt Full** light comes on solid, you have lost text from the beginning of correction memory.

Helpful Hint

- If the typewriter does not automatically erase a character when you press the **Correction** key, you may be out of the correction memory. See "Erasing Manually" on page 1-21.

Character and Word Erase

Erasing a Character



Correction
Key

- Press the **Correction** key one time and one character is automatically erased.
- Press and hold down the **Correction** key to erase characters repeatedly.

Erasing a Word

1. Move the carrier to the incorrect word.



2. Hold down **Code** while you press the **Correction** key to erase the entire word.
 - The carrier may be positioned at any character in a word when you use **Word Erase**. The entire word will be erased.
3. Type the correct word.
4. Press **Reloc** to return the carrier to the last typing position.

Practice

Type the example below. When you reach the ✓, stop typing.

1. Hold down **Code** while you press ← to move the carrier to the word *correct*.
2. Hold down **Code** while you press the **Correction** key to erase the word *correct*. Type the word *replace*.
3. Press **Reloc** and continue typing.

Example

You may need to correct a word farther back ✓ on

Inserting an Extra Character

When inserting an extra character in a word, use **Bksp 1** to move the carrier one *unit* of space. The carrier moves back one *unit* of space each time you hold down **Code** while you press **Backspace**.

1. Move the carrier to the incorrect word.
2. Hold down **Code** while you press the **Correction** key.
3. Hold down **Code** while you press **Backspace (Bksp 1)** two or three times to move the carrier back two or three units of space.
4. Type the correct word.

Practice

Type the first line of the example exactly as printed below. Follow the steps above to insert the *l* in the word *should*:

The letters shoud be
The letters be
The letters should be

Erasing Manually

You may want to erase characters that are outside the correction memory. If the carrier is correctly positioned over the character when you press the **Correction** key and the printwheel spins, but does not erase the character, the carrier is outside the correction memory. You must use manual erase.

1. Move the carrier to position the printwheel pointer at the incorrect character.
 - Make sure the carrier is correctly aligned on the line of type and not between the lines. Use **Code + Paper Up** or **Paper Down** for precise vertical alignment. Use **Code + Backspace** for precise horizontal alignment.
 - If you are erasing the entire word or several characters in the word, position the printwheel pointer at the last incorrect character in the word.

Example

Position Printwheel Pointer Here

You may need to erase one or several characters

2. Press the **Correction** key.
 - The printwheel spins.
3. Type the incorrect character exactly as it appears on your paper.
 - The incorrect character is erased.
4. Repeat steps 2 and 3 to manually erase each incorrect character.
 - You do not have to press **Backspace** when erasing from right to left. The carrier moves to the left when you type the next incorrect character.
5. Type the correct characters.

Helpful Hints

- Using manual erase after reinserting your document will prevent you from printing additional copies. See "Reprint" on page 2-8.
- If you are using a proportional spacing printwheel, see "Erasing Manually in Proportional Spacing" on page 2-18.
- The Bold Print function must be on to manually erase bold characters.
- To manually erase underlined text, you must turn on Continuous Underline before erasing.

Advanced Operations

Automatic Carrier Return

With Automatic Carrier Return on, you do not have to press CRtn when you reach the right margin. When the beep sounds as the carrier moves toward the right margin, continue typing. The carrier returns to the next line automatically when you type a character following a space near the right margin. By using Automatic Carrier Return, you can type faster because you do not have to think about line endings.

For some typing jobs, you will want to turn Automatic Carrier Return off. For example, do not use Automatic Carrier Return when typing tables, columns of numbers, or forms.

Note: Automatic Carrier Return is temporarily interrupted to avoid typing over text that is on the following line even though the light stays on.

Turning Automatic Carrier Return On and Off

1. Hold down **Code** while you press **R (ARtn)** to turn Automatic Carrier Return on.
 - The **ARtn** light comes on.
2. Hold down **Code** while you press **R** to turn Automatic Carrier Return off.
 - The **ARtn** light goes off.

Note: Automatic Carrier Return is saved when your typewriter is turned off.

Practice

1. Set margins: LMar 24 RMar 65
2. Insert paper using the Paper Bail Load Lever.
3. Turn ARtn on if it is off.
4. Type the following paragraph.
 - Your line endings may not match the copy below.
 - Do not press CRtn at the end of the lines except where marked.

Example

Just keep typing and you will see when your new typewriter automatically returns the carrier for you. You can continue typing while the carrier is returning to the left margin.

CRtn

Helpful Hints

- You can continue to type while the carrier returns to the left margin.
- If you need to end a line before the right margin, press CRtn. Some examples of short lines are: date, inside address, salutation, short last line in a paragraph, closing, and short headings.
- The carrier will not return automatically if you space across the line with the Spacebar or type characters without spacing.

Required Spaces

Typing required spaces between words keeps them together if ARtn is on. When you type a required space, the carrier does not automatically return. Look at the examples below for typing words with required spaces.

Examples

Words typed *with* required spaces:

Code + Spacebar Code + Spacebar
Lorraine's birthday is January 22, 1987.

Words typed *without* required spaces:

Lorraine's birthday is January
22, 1987.

Typing a Required Space

1. When the beep sounds as you reach the right margin, finish the word you are typing.
2. Hold down Code while you press Spacebar.
3. Type the next word.
4. Continue typing required spaces between words that must be kept together.
5. When you type the last word on the line, press Spacebar followed by a character to return the carrier.

Underlining

You can automatically underline text continuously or one word at a time. The Continuous Underline function underlines words and spaces as you type. The Word Underline function underlines one word at a time after it has been typed. The space after the word is not underlined.

Continuous Underline

1. Hold down **Code** while you press **U (Cont)** to begin underlining.
 - The **Cont** light comes on.
2. Type the words to be underlined.
 - The words and spaces are underlined automatically as you type.
3. Hold down **Code** while you press **U (Cont)** to end underlining.
 - The **Cont** light goes off.

Word Underline

1. Type the word to be underlined.
2. Hold down **Code** while you press **I (Word)**.
 - The carrier may be positioned at any character in a word or the space following the word when Word Underline is used.
 - The carrier backs up to the first character in the word and underlines the entire word.
3. Type the space following the word.
4. Continue typing and repeat the three steps for each additional word you want to underline separately.

Centering

Words can be centered automatically between the left and right margins or at any point on a line.

Centering between Margins

1. Make sure you have the left and right margins set.
2. Press **CRtn** to move the carrier to the left margin.
3. Hold down **Code** while you press **C (Ctr)**.
 - The carrier moves to the center point between the margins.
4. Type the words you want to center.
 - As you type, the carrier backs up without printing.
 - If you make an error, press the **Correction** key and type the correct character.
5. Hold down **Code** while you press **C**.
 - The words automatically center when they print.

Centering at Any Point on a Line

1. Move the carrier to the desired center point.
2. Hold down **Code** while you press **C**.
3. Type the words you want to center.
4. Hold down **Code** while you press **C**.
 - The words print.

Helpful Hints

- Pressing **CRtn**, **Tab** or **DecT** also causes the words to print.
- The typewriter prevents you from typing over previously typed text by beeping each time you press a character.

Right Flush

The Right Flush function allows you to type text with an even (flush) right margin. You can right align text to the right margin or to any point on a line.

Typing Right Flush Text to the Right Margin

1. Make sure you have the left and right margins set.
2. Press **CRtn** to move the carrier to the left margin.
3. Hold down **Code** while you press **O (RFlsh)**.
 - The carrier moves to the right margin.
4. Type the characters to be aligned.
 - As you type, the carrier backs up without printing.
 - If you make an error, press the **Correction** key and type the correct character.
5. Hold down **Code** while you press **O**.
 - The characters align and print to the right margin.
 - The Right Flush function is turned off when the words print.

Typing Right Flush Text to Any Point on a Line

1. Move the carrier to the point where you want the text to be aligned to the right.
2. Hold down **Code** while you press **O**.
3. Type the characters to be aligned.
4. Hold down **Code** while you press **O**.
 - The words print.

Helpful Hints

- Pressing **CRtn**, **Tab** or **DecT** also causes the characters to print.
- The typewriter prevents you from typing over previously typed text by beeping each time you press a character.
- The rightmost character will appear one space to the left of the right margin or point.
- The text will not be right aligned if you type a space after the last character.

Changing the Top Margin

You have already learned when you insert paper using the paper ball load lever, the paper feeds to the top margin position. For some applications, you may want to change the position of the top margin (first writing line).

1. Insert a sheet of paper using the **Paper Ball Load Lever**. For more information, see "Inserting Paper" on page 1-7.
2. Use **Paper Up**, **Paper Down**, **↓** or **↑** to position the paper at the point where you want to set the new first writing line.
3. Press and hold **Code** while you pull the **Paper Ball Load Lever** forward. The printwheel spins when the new top margin is set.
4. Push the **Paper Ball Load Lever** back to the closed position and release the **Code** key.
 - The new top margin will be saved when the typewriter is turned off.

Note: Always use the **Paper Ball Load Lever** to insert paper when changing the top margin. An incorrect top margin position will result if it is not used.

Reprint

The Reprint function (RePrt) allows you to print additional copies of a single page. The maximum length of the page to be reprinted is determined by the pitch and format used.

Typing the Original

1. Insert paper using the **Paper Ball Load Lever**. This prepares your typewriter for new text.
 - The **Paper Up** or **↓** keys should not be used to insert the paper.
2. Type the text.
 - If you are typing and your typewriter beeps three times and the **RePrt Full** light blinks, this indicates your page is nearly full. Complete the line you are typing, make corrections, and reprint. If you continue typing and the **RePrt Full** light comes on solid, you have lost text.

Correcting Text

This typewriter allows you to make corrections automatically while typing text or *after* reprinting is complete.

- Proofread the copy before removing it from the typewriter. Move the carrier to the error you wish to correct and erase it. See "Character and Word Erase" on page 1-19.
- If you remove the paper from the typewriter before making corrections, follow the instructions in "Starting Reprint," steps 1 through 3. You must wait until reprinting is completed before making corrections.

Note: Using manual erase after reinserting your document will prevent you from printing additional copies.

Starting Reprint

1. Insert a sheet of paper with the **Paper Ball Load Lever**.
 - Do not begin typing new text because this new text will replace the text you wish to reprint.
2. Position the paper on the line where you want reprinting to begin.

3. Hold down **Code** while you press **MarRel (RePrt)** to start reprinting.
 - The **RePrt** light comes on.
 - When your copy is printed, the **RePrt** light goes off.
 - In order to make corrections, you must finish reprinting and use your paper movement keys to move back to the word you want to correct.
4. Remove the paper using the paper release lever.
5. Repeat steps 1 through 4 for additional copies.

Interrupting and Resuming Reprint

1. Press any key except the **Code**, **Lock** or **Shift** keys to stop printing. The **RePrt** light blinks when printing is stopped.
 - Reprint stops at locations where you have typed **Stop** instructions. See "Stop Instruction" on page 2-16.
 - Reprint stops automatically for printwheel pitch and language changes. Insert the correct printwheel.
2. Hold down **Code** while you press **MarRel (RePrt)** to resume reprinting from the point at which you stopped.

Canceling and Restarting Reprint

Pull the **Paper Ball Load Lever** all the way forward to *cancel* Reprint.

- The paper in the typewriter will move up and printing will stop.
- The **RePrt** light goes off.
- You may insert a new sheet of paper and follow the instructions in "Starting Reprint" on page 2-8 to make another copy.

Clearing Reprint

You can clear Reprint by *either* of the following:

- Typing a character after the **Paper Ball Load Lever** has been pulled all the way forward; or
- Turning the typewriter off.

Note: If you overstrike a character using a different printwheel of the same pitch, you will not be able to reprint this text correctly.

Subscripts and Superscripts

Subscripts are characters typed *below* the writing line (for example, CuSO_4). Superscripts are characters typed *above* the writing line (for example, *Happy Living*⁵).

Typing Subscripts

1. Hold down **Code** while you press **H** ($\frac{1}{2}$ ↓).
 - The paper moves one-half line below the typing line.
2. Type the subscript.
 - The paper moves back to the typing line.

Typing Superscripts

1. Hold down **Code** while you press **Y** ($\frac{1}{2}$ ↑).
 - The paper moves one-half line above the typing line.
2. Type the superscript.
 - The paper moves back to the typing line.

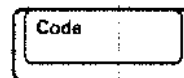
Note: If you need to type several characters as a subscript or superscript, use **Paper Up** or **Paper Down**. **Paper Up** and **Paper Down** cannot be used to type subscripts or superscripts in a function where words are not printed as you type, such as centering and typing right flush text.

Helpful Hints

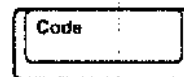
- Subscripts and superscripts cannot be underlined automatically. However, you can underline them manually by using the **Underline/Hyphen** key.
- Automatic Carrier Return will not work on those lines where the **Micro** keys have been used to type a subscript.

Special Characters

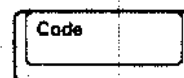
Your typewriter has four special characters that you can print by using the **Code** key: §, ¶, ², ³. You can print these characters without changing the printwheel.



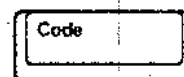
A section symbol (§) prints.



A paragraph symbol (¶) prints.



An exponent (²) prints.



An exponent (³) prints.

Bold Print

Hold down **Code** while you press **B** (**Bold**) to turn Bold Print on or off.

- The **Bold** light comes on to indicate that Bold Print is on.
- The characters print in bold as you type.

Note: Bold Print may be used in centering, decimal tab and right flush text. For recommended readability in Bold Print, see "Printwheel Application Recommendations" on page 4-16.

Caps Key

If you need to type numbers and capital letters together, use the **Caps** key.

Caps is similar to **Lock**. When the **Caps** function is on, *only* the alphabetic letters (a through z) are capitalized. The **Caps** function eliminates the shifting back and forth between uppercase and lowercase. All letters print in uppercase, and all numbers and punctuation marks print in lowercase.

Hold down **Code** while you press **N (Caps)** to turn **Caps** on or off.

- **Caps** is on when the **Caps Lock** light is on.

Note: The **Lock** function cancels **Caps** when you turn **Lock** on.

Practice

THE CAPS FUNCTION ALLOWS YOU TO TYPE NUMBERS
MIXED WITH UPPERCASE LETTERS, AS IN JULY 6, 1987,
PHONE 212-4567, OR EMPLOYEE NUMBER 543210.

Indenting

The **Indenting** function allows you to set a temporary left margin anywhere. The carrier returns to the temporary left margin until you clear the indent margin. **Automatic Indenting** is helpful for typing blocked indented text or outlines because it saves you the time of tabbing on every line.

Example

Your new typewriter is designed to make typing easier and more enjoyable.

Temporary Left Margin

For example, centering, underlining, and indenting are done automatically on this new typewriter.

Code + CRtn

Try using these new functions to help you with your work!

CRtn

1. Type until you reach the *first* line where you want to indent.
2. Press **Spacebar**, **Tab**, ← or → to move the carrier to the desired temporary left margin position.
3. Hold down **Code** while you press **Tab (IndL)** to set a temporary left margin.
4. Type the indented lines.
 - The carrier returns to the temporary left margin.
5. When you finish typing the indented lines, hold down **Code** while you press **CRtn (Ind Ctr)** to clear the temporary left margin.
 - The carrier returns to the original left margin.
 - The temporary left margin is cleared.

Note: The **Indenting** function can also be used to set a temporary left margin to the left of the permanent left margin setting.

Decimal Tabulation

Use the Decimal Tab function to type numbers in vertical columns. You can align numbers on decimal points or at the column's right edge.

Typing Numbers with Decimals

Set Tab Here	Set Tab Here	Set Tab Here	Set Tab Here
234.56	456.79	1.32	1.50
2.87	20.13	.5	45.67

1. Turn **ARtn** off if it is on.
2. Set a tab for each column.
3. Move the carrier to the left margin.
4. Hold down **Code** while you press **D (DecT)** to move the carrier to the first tab stop.
5. Type the numbers *up to the decimal point*.
 - The carrier moves backward but does not print.
6. Type the decimal point.
 - The number and the decimal point print.
7. Type any numbers or characters after the decimal point.
8. Hold down **Code** while you press **D (DecT)** to move to the next column.
 - Press **CRtn** after the last column at the end of each line.

Typing Numbers without Decimals

Set Tab Here	Set Tab Here	Set Tab Here	Set Tab Here
26,745	87,453	873	5%
387	3,498	34	234-

1. Repeat steps 1 through 4 above.
2. Type the number and any characters which follow it.
 - The carrier moves backward but does not print.
3. Hold down **Code** while you press **D**.
 - The number prints.
 - The carrier moves to the next decimal tab position.
 - Press **CRtn** after the last column at the end of each line.

Note: When using a proportional spacing (PS) printwheel, always type the number 1 (on the numbers row). Never use the lowercase L for the number 1.

Underlining Numbers in a Column

1. Hold down **Code** while you press **U** to turn Underlining on.
2. Hold down **Code** while you press **D**.
 - The carrier moves to the first tab stop.
3. Press **Spacebar** to type any underlined spaces in front of the number.
4. Type the number.
5. Hold down **Code** while you press **D** to move to the next column.
6. Continue typing each number by repeating steps 3 through 5.
7. Hold down **Code** while you press **U** to turn Underlining off.

Double Underlining Numbers in a Column

1. Repeat steps 1 through 7 above.
2. Press **CRtn** after the last number.
3. Press **↑** once.
4. Hold down **Code** while you press **Paper Up** twice.
5. Move the carrier to the position where Underlining begins.
6. Hold down **Shift** while you press **- (Hyphen)** repeatedly to underline the numbers.
7. Repeat steps 5 and 6 until all the columns are underlined.
8. Hold down **Code** while you press **↑ (Line)** to move the paper.
9. Press **CRtn**.

Erasing Manually in Proportional Spacing

1. Position the printwheel pointer at the left edge of the *last* character in the word.
 - The carrier moves back one *unit* of space each time you hold down **Code** while you press **Backspace**.
2. Press the **Correction** key.
 - The printwheel spins.
3. Type the last character in the word just as you typed it the first time.
 - The character is erased.
 - If the incorrect character is not completely erased, hold down **Code** while you press **Backspace** to reposition the carrier at the left edge of the incorrect character. Repeat steps 2 and 3.
4. Press the **Correction** key.
 - The printwheel spins and the carrier does not move.
5. Type the previous character in the word.
 - The carrier backs up and erases the previous character.
6. Repeat steps 4 and 5 for each character until the entire word is erased.
7. Type the correct word.

Helpful Hints

- When erasing manually, you only need to position the printwheel pointer at the left edge of the *last character in the word*. After you erase the last character, press the **Correction** key and type the previous character. This action moves the carrier and erases the previous character.
- When erasing manually, always erase a word from right to left.

Alternate Keyboards

Complete this chapter *only* if you have a printwheel for other languages, ASCII (PC) or Latin Supplemental ISO.

Your typewriter has primary and alternate keyboards. You have already been using your primary keyboard.

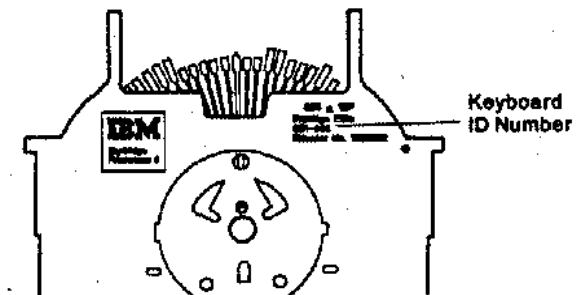
- The primary keyboard allows you to type in your own language. Your typewriter automatically sets your primary keyboard to match the keybuttons on your typewriter.
- Alternate keyboards, when used with the appropriate printwheels, allow you to type in other languages such as French and Spanish, or ASCII (PC) and Latin Supplemental ISO.

Matching Printwheels and Keyboards

Each printwheel for alternate keyboards contains characters other than those printed on your typewriter keybuttons. You can access characters of an alternate keyboard by typing a keyboard change called a keyboard identification (ID) number.

The keyboard ID is printed on all printwheels. When more than one set of numbers is shown, the first number is the keyboard ID; for example: 001-008. The keyboard ID for the United States is 001 or 1. Look at the example below.

See the list on page 3-3 for alternate keyboard ID numbers.



Using Alternate Keyboards

1. Select a keyboard and keyboard ID number for a country or special application from the charts on pages 3-4 through 3-14.
2. Insert the country or special application printwheel.
 - The ID number on the keyboard list should match the number on your printwheel.
3. Hold down **Code** while you press **L (Lang)** and type the keyboard ID; for example: **Code + L + 251**.
 - The **Lang** light comes on.
 - The keyboard is changed to the alternate keyboard.
4. Find the keyboard chart that matches your keyboard ID and use it to locate the character you want to type.
5. When you finish typing in the alternate keyboard, hold down **Code** while you press **L (Lang)**.
 - The **Lang** light goes off.
 - The keyboard returns to the primary keyboard.
6. Remove the country or special application printwheel and install the 001 primary printwheel.

Note: Hold down **Code** while you press **L** to access your secondary keyboard which is Latin Supplemental ISO.

Helpful Hints

- Many alternate keyboards contain accent marks which are dead keys that print without advancing the carrier to the next space. To type accent marks over alphabetic characters:
 1. Type the accent mark first.
 - The carrier will not advance to the next space if the accent mark is a dead key.
 2. Type the alphabetic character.
- The **Lang** light blinks when you are positioned over text of a different language. If you want to overstrike a character using a different language, you must clear the correction memory by turning the machine off and then on again. You will not be able to reprint your original text when the correction memory is cleared.
- The alternate keyboard charts show some keybuttons with special characters. See "Special Characters" on page 2-11.
- The alternate keyboard is saved when you turn the typewriter off.

Keyboard Alphabetic Cross-Reference

Keyboard Name	ID Number
ASCII (PC) ²	103
Australia	1
Austria	29
Belgium	251
Brazil	81
Canada (Bilingual)	39
Canada (English)	1
Denmark	59
Finland	53
France	251
Germany (PC) ²	249
Germany (West)	29
Greece (Greek)	219
Greece (Latin)	207
Hong Kong	119
Italy	41
Italy (PC) ²	247
Japan (English)	68
Latin America	25
Latin Supplemental ISO ¹	99
Netherlands	43
New Zealand	1
Norway	55
Portugal	63
South Africa	81
Spain	70
Sweden	53
Switzerland (French)	49
Switzerland (German)	51
Turkey	79
United Kingdom	87
United Kingdom (PC) ²	252
United States	1

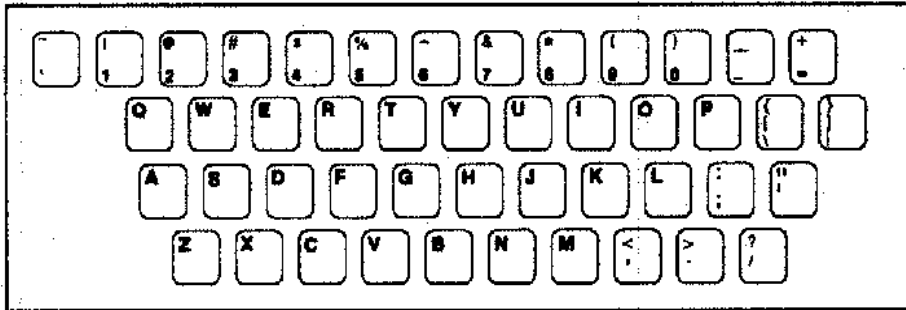
¹ Special application keyboard chart.

² Personal computer keyboard charts.

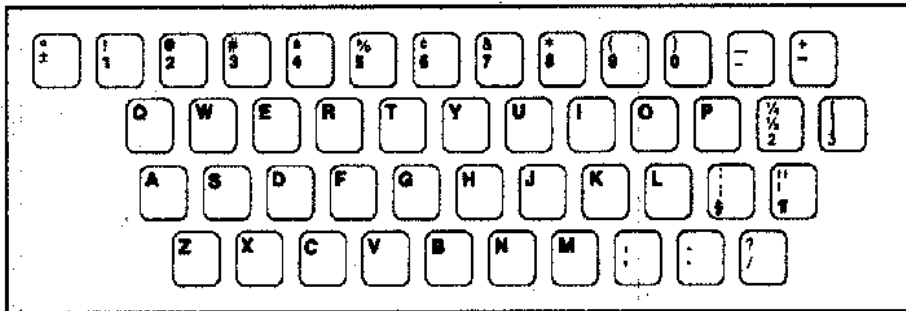
Keyboard Charts

The following keyboard charts show the keyboard ID numbers and the character locations. The charts are arranged alphabetically.

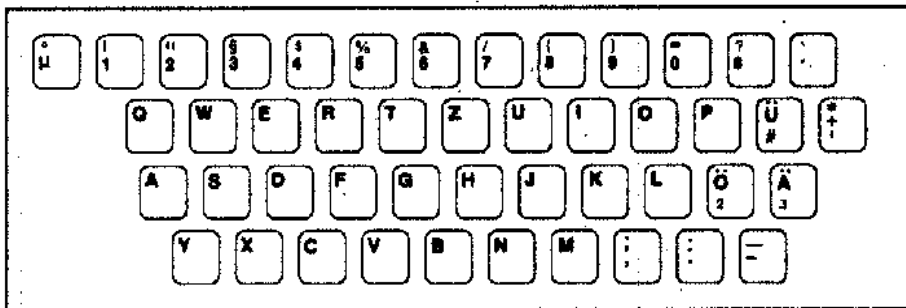
ASCII (PC) — Keyboard ID 103



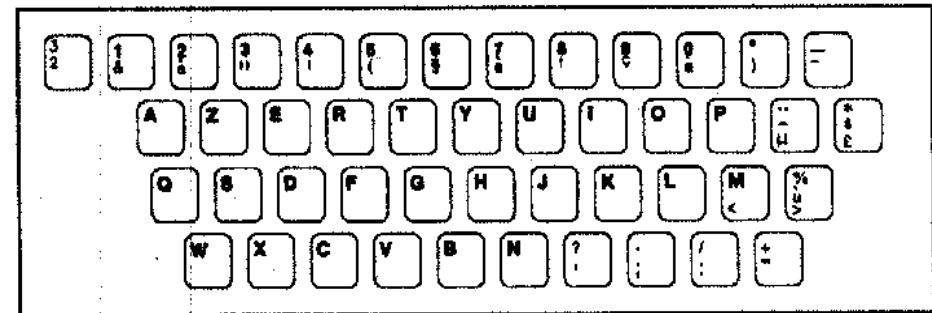
Australia — Keyboard ID 1



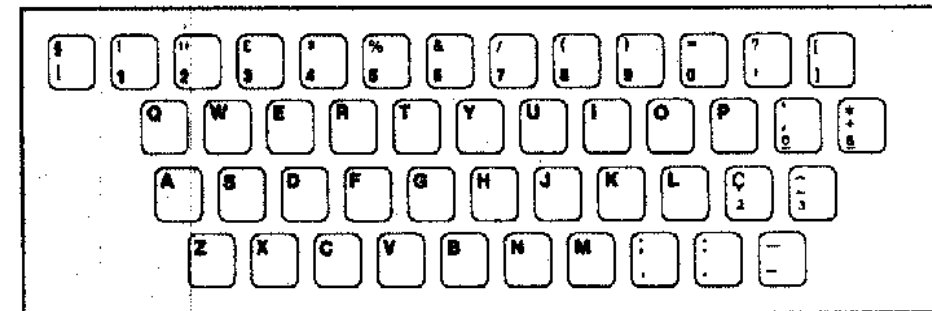
Austria — Keyboard ID 29



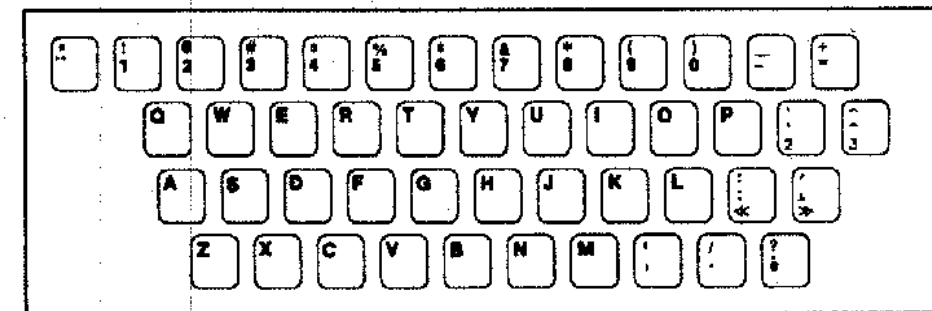
Belgium — Keyboard ID 251



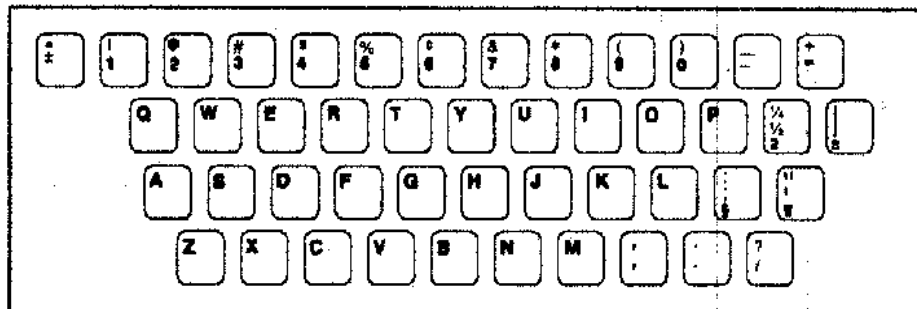
Brazil — Keyboard ID 61



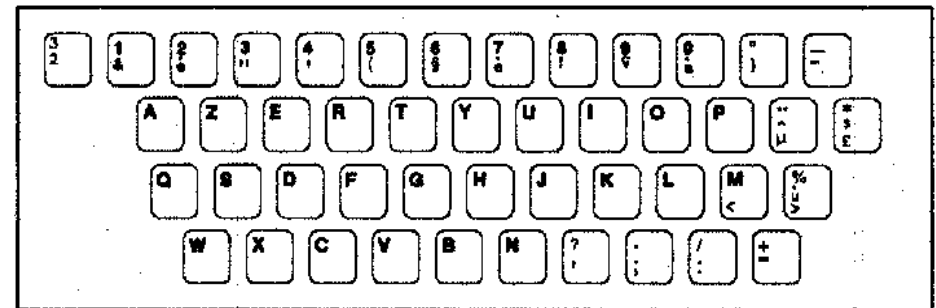
Canada (Bilingual) — Keyboard ID 39



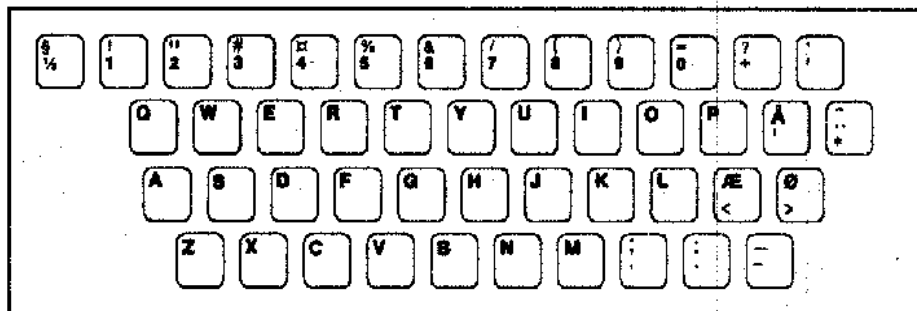
Canada (English) — Keyboard ID 1



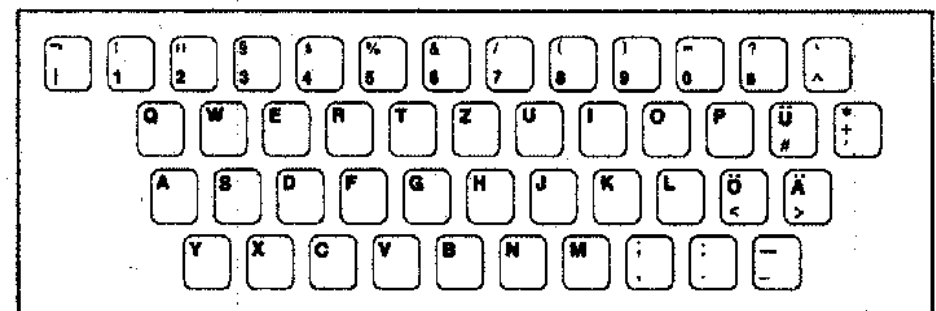
France — Keyboard ID 251



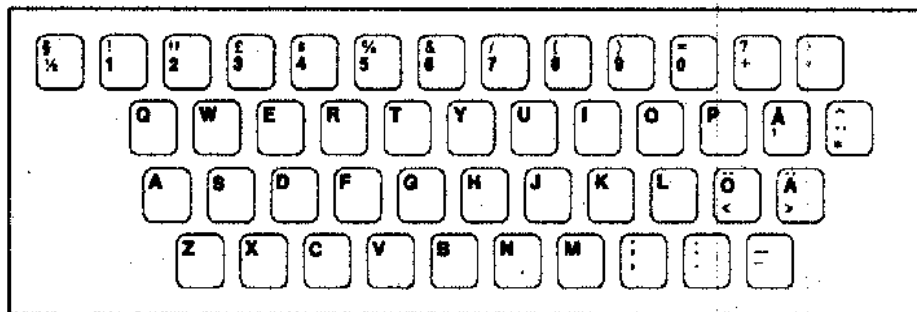
Denmark — Keyboard ID 59



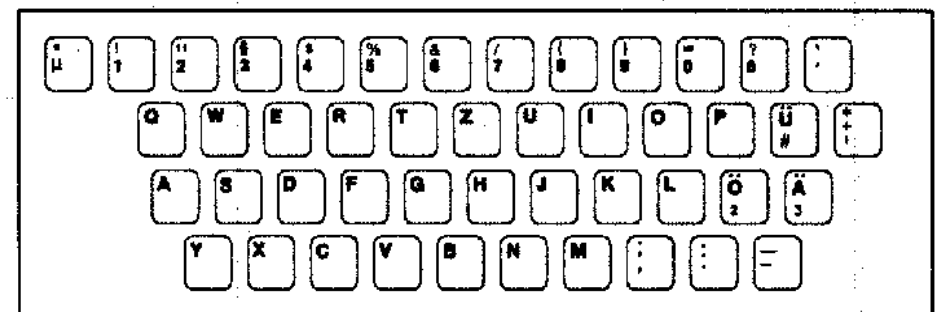
Germany (PC) — Keyboard ID 249



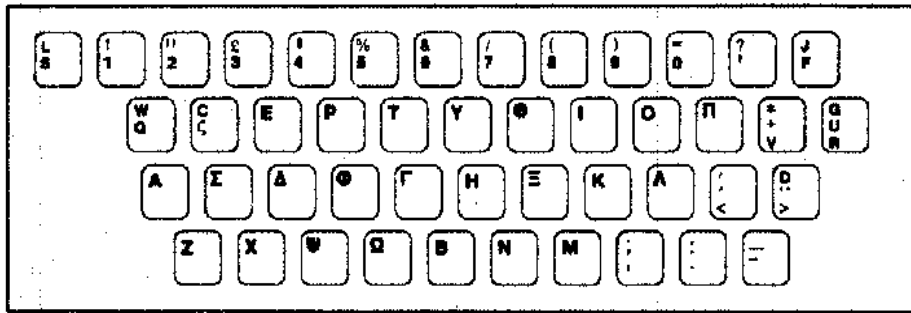
Finland — Keyboard ID 53



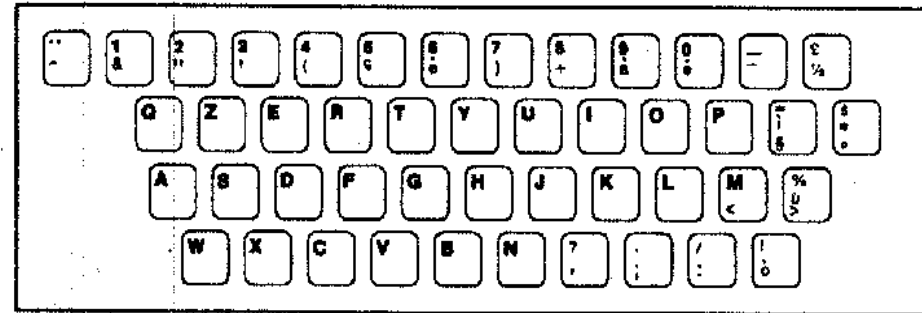
Germany (West) — Keyboard ID 29



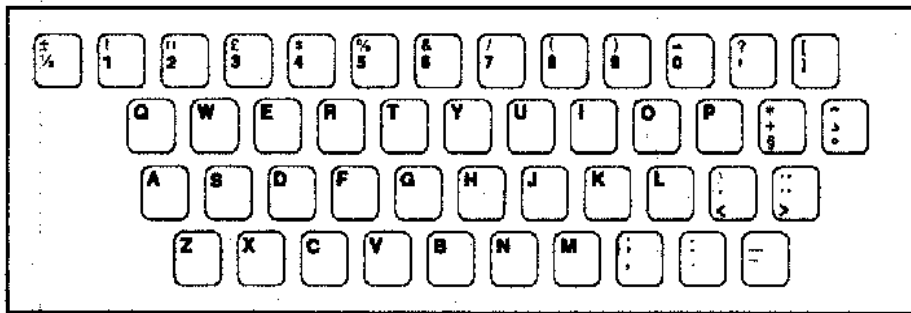
Greece (Greek) — Keyboard ID 219



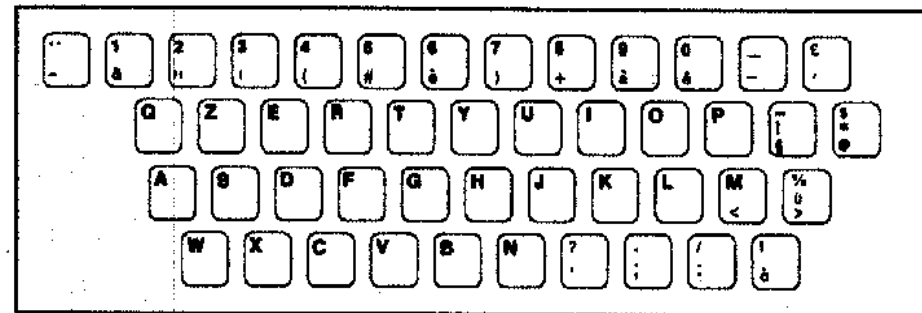
Italy — Keyboard ID 41



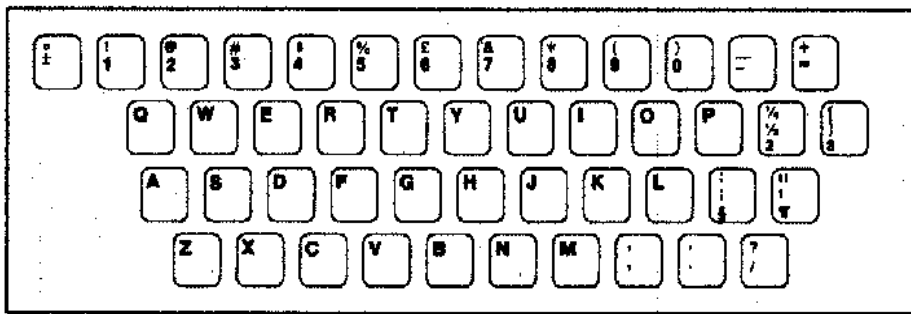
Greece (Latin) — Keyboard ID 207



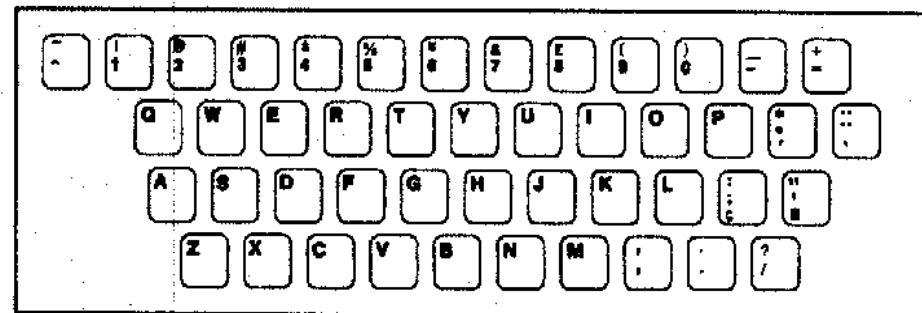
Italy (PC) — Keyboard ID 247



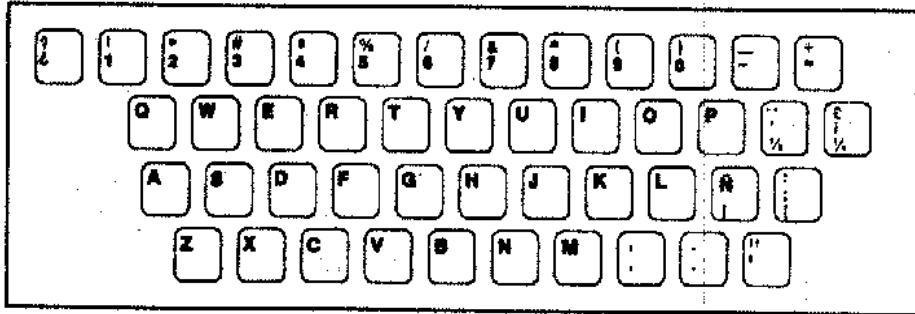
Hong Kong — Keyboard ID 119



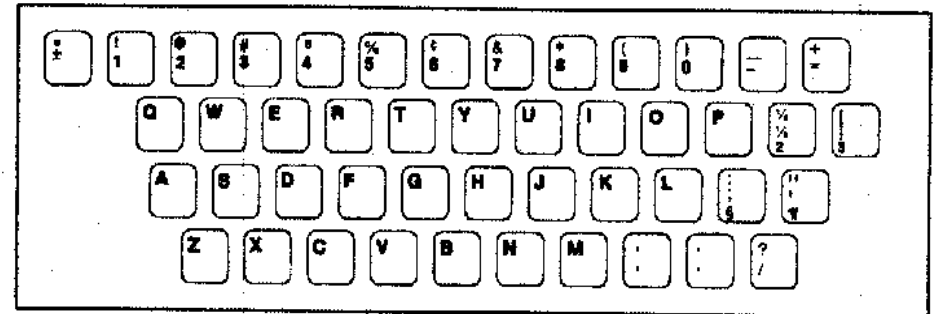
Japan (English) — Keyboard ID 69



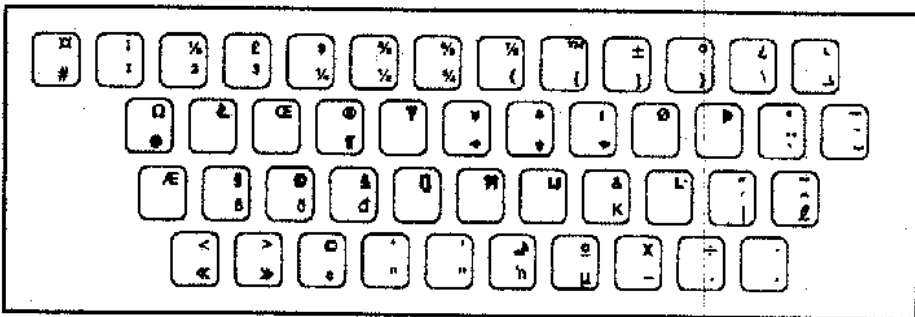
Latin America — Keyboard ID 25



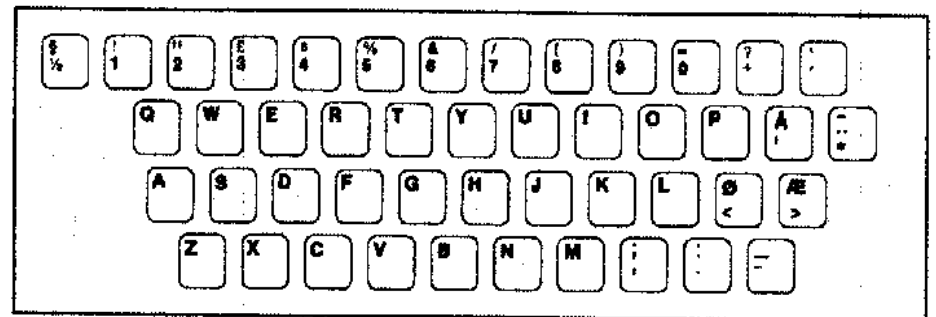
New Zealand — Keyboard ID 1



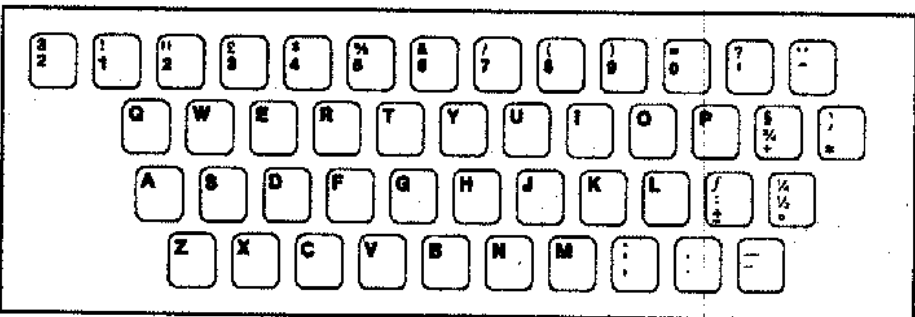
Latin Supplemental ISO — Keyboard ID 99



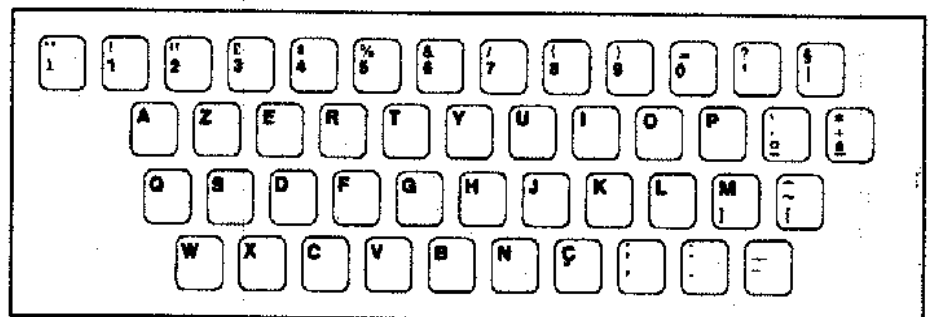
Norway — Keyboard ID 55



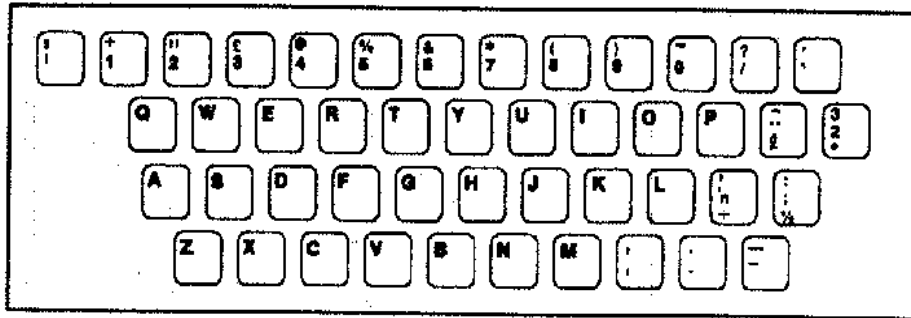
Netherlands — Keyboard ID 43



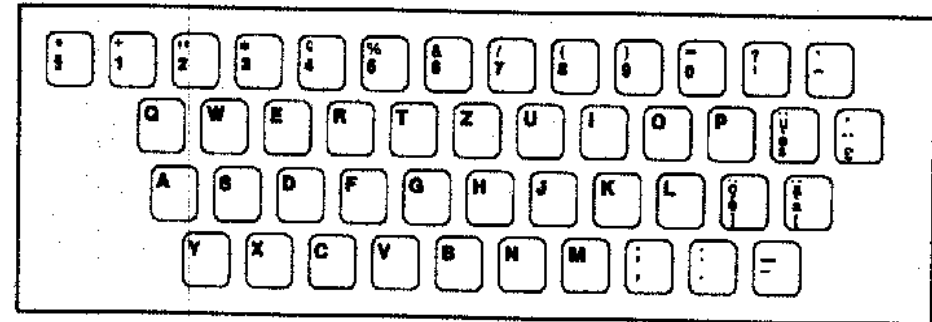
Portugai — Keyboard ID 63



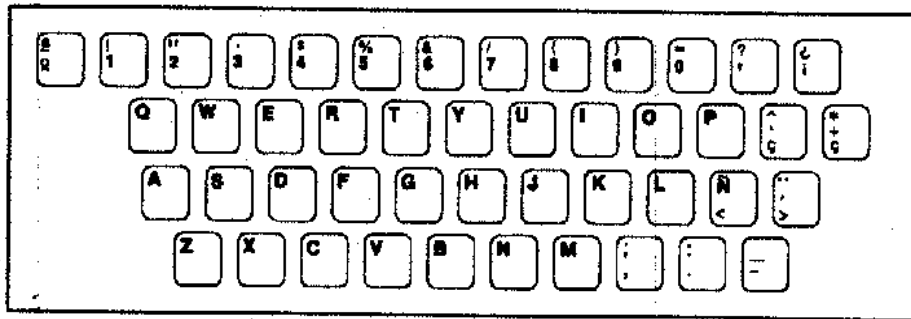
South Africa — Keyboard ID 81



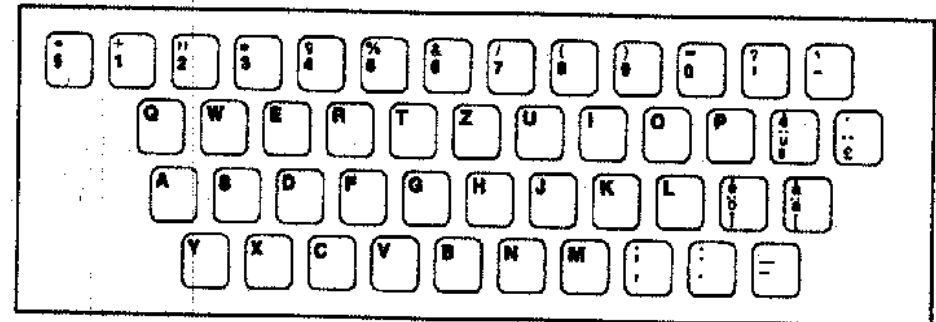
Switzerland (French) — Keyboard ID 49



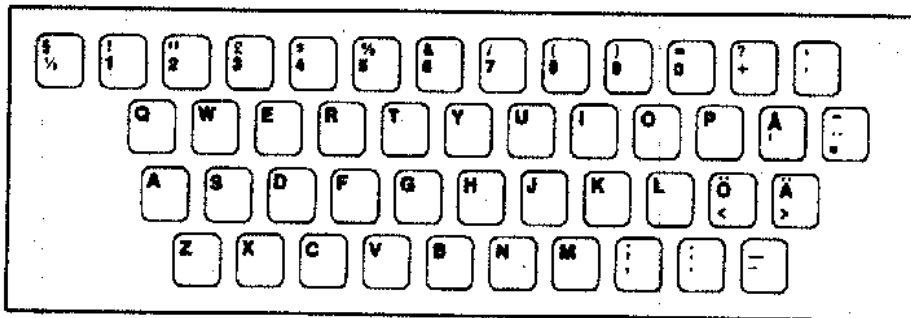
Spain — Keyboard ID 70



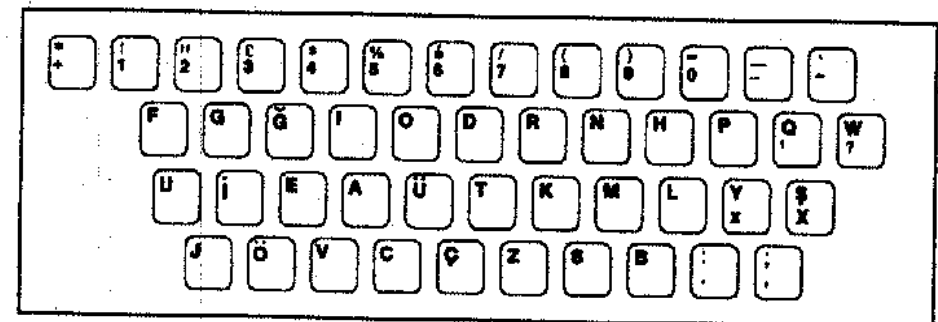
Switzerland (German) — Keyboard ID 51



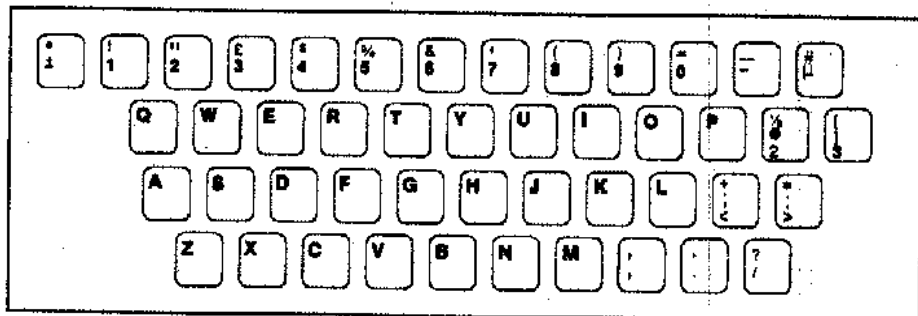
Sweden — Keyboard ID 53



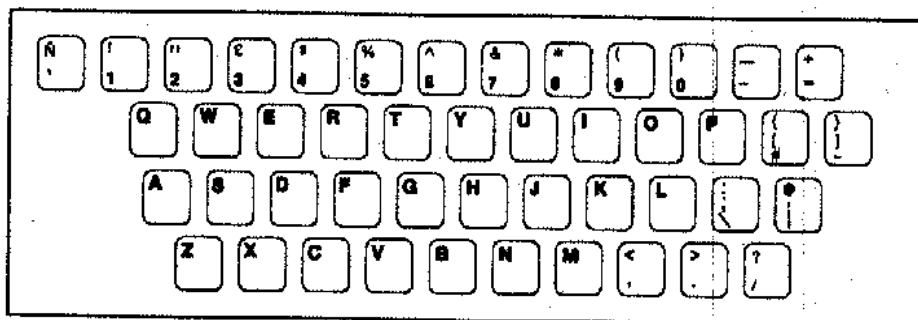
Turkey — Keyboard ID 79



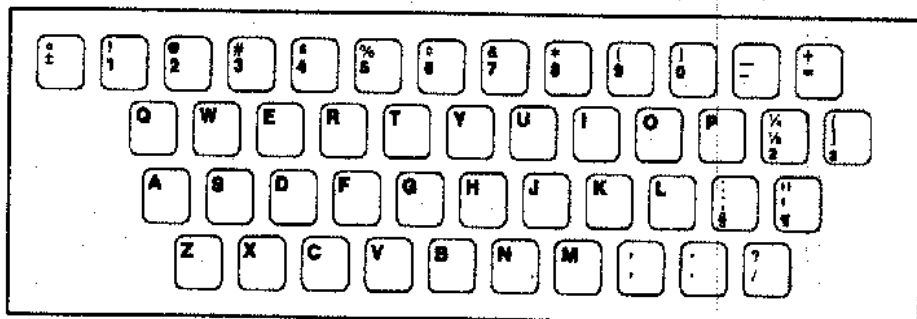
United Kingdom — Keyboard ID 67



United Kingdom (PC) — Keyboard ID 252



United States — Keyboard ID 1



Reference

Use this chapter to learn how to:

- Order IBM supplies for the typewriter.
- Remove and install the ribbon and printwheel in the typewriter.
- Change batteries.
- Take care of your typewriter.

This chapter also contains recommendations for ribbons and printwheels for various applications.

Ordering Procedures for IBM Supplies

To order IBM supplies, contact an IBM Authorized Dealer or call IBM Direct at 1-800-IBM-2468. In Canada, call IBM Direct at 1-800-465-1234.

Typestyle Samples

The IBM Cartridge Printwheel II is designed for use with IBM Wheelwriter® Typewriters and IBM Wheelprinters. The protective cartridge makes installation easy and protects the printwheel from damage. The wide variety of typestyles and sizes allows you to select one for readability, emphasis, or space requirements to make your work look the way you want.

The order number listed is for the American Standard Character Set. Personal computer, foreign language, and symbol character sets are also available.

- ▲ = 10 pitch
- △ = 12 pitch
- = 15 pitch
- = proportional spacing

Note: Because of the differences between printed and typewritten impressions, the typestyle samples on the following pages should be used only as a guide.

Typestyle Samples

△ Adjutant 1353047	IBM's variety of attractive typestyles suit
▲ Advocate 1353845	IBM's variety of attractive type
▲ Artisan 10 1353520	IBM's variety of attractive type
△ Artisan 12 1353050	IBM's variety of attractive typestyles suit
△ Auto Elite 1353080	IBM's variety of attractive typestyles suit
● Boldface* 1353504	IBM's variety of attractive typestyles suit
● Boldface Italic* 1353059	<i>IBM's variety of attractive typestyles suit</i>
▲ Bookface Academic 1353844	IBM's variety of attractive type
▲ Courier 10 1353511	IBM's variety of attractive type
△ Courier 12 1353523	IBM's variety of attractive typestyles suit
△ Courier 12 Italic 1353890	<i>IBM's variety of attractive typestyles suit</i>
■ Courier 15 1353796	IBM's variety of attractive typestyles suit many
▲ Delegate 1353843	IBM's variety of attractive type
△ Dual Gothic 1353065	IBM's variety of attractive typestyles suit
△ Elite 1353861	IBM's variety of attractive typestyles suit
● Essay* 1353526	IBM's variety of attractive typestyles suit
● Essay Italic* 1353130	<i>IBM's variety of attractive typestyles suit</i>
■ Gothic 15 1353719	IBM's variety of attractive typestyles suit many
△ Large Elite 1353017	IBM's variety of attractive typestyles suit

* For use on typewriters and printers with proportional spacing.

Typestyle Samples

▲ Letter Gothic 1353514	IBM's variety of attractive typestyles suit
▲ Light Italic 1353764	<i>IBM's variety of attractive typestyles suit</i>
▲ Manifold 1353846	IBM'S VARIETY OF ATTRACTIVE TYPE
● Modern* 1353517	IBM's variety of attractive typestyles suit
▲ OCR-A 1353246	IBM's variety of attractive type
▲ OCR-B 1353247	IBM's variety of attractive type
▲ Olde World 1353875	IBM's variety of attractive typestyles suit
▲ Pica 1353829	IBM's variety of attractive type
▲ Presentor 1353015	IBM's variety of attractive type
▲ Prestige Elite 1353502	IBM's variety of attractive typestyles suit
▲ Prestige Pica 1353503	IBM's variety of attractive type
■ Prestige 15 1353655	IBM's variety of attractive typestyles suit many
▲ P&P #3 OCR 1353054	IBM's variety of attractive type
▲ Rhetoric 1353736	IBM'S VARIETY OF ATTRACTIVE TYPE
▲ Scribe 1353982	IBM's variety of attractive typestyles suit
▲ Script 1353776	<i>IBM's variety of attractive typestyles suit</i>
● Thesis* 1353953	IBM's variety of attractive typestyles suit
● Title* 1353952	IBM's variety of attractive typestyles suit
▲ 1403 OCR 1353075	IBM'S VARIETY OF ATTRACTIVE TYPE

* For use on typewriters and printers with proportional spacing.

IBM Cartridge Printwheel II Typestyles and Pitches

10 Pitch	12 Pitch	15 Pitch	PS Pitch
Advocate	Adjutant	Courier 15	Boldface
Artisan 10'	Artisan 12	Gothic 15	Boldface Italic
Bookface Academic	Auto Elite	Prestige 15	Essay
Courier 10	Courier 12	Symbol 15 ¹	Essay Italic
Delegate	Courier 12 Italic		Modern
Manifold	Dual Gothic		Thesis
OCR-A	Elite		Title
OCR-B	Large Elite		
Pica	Letter Gothic		
Presentor	Scribe		
Prestige Pica	Light Italic		
Printing and Publishing No. 3 OCR	Olde World		
Rhetoric	Prestige Elite		
Symbol 10 ¹	Script		
1403 OCR	Symbol 12 ¹		

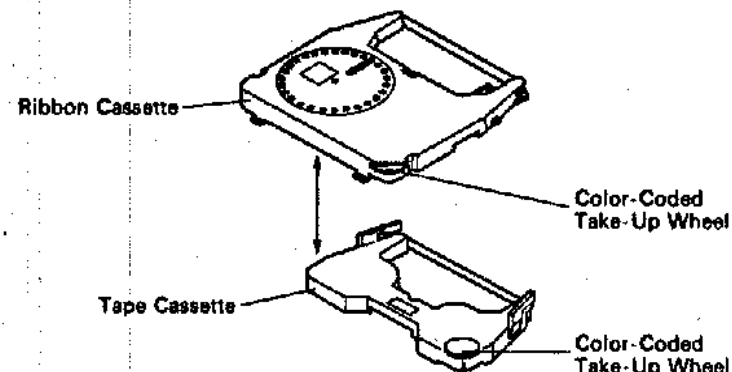
¹ For best results, use a symbol printwheel that matches the pitch of your regular printwheel. For example, use Symbol 15 with 15-pitch typestyles.

Ribbon Cassette Reorder Numbers

Use the table below to find the reorder number for the matching cassettes you need.

Ribbon	Wheel Color	Correction Tape	Wheel Color
IBM EasyStrike® Correctable Ribbon Cassette Reorder Numbers: 1337761 (black) 1337762 (brown) 1337763 (blue)	Orange	IBM EasyStrike® Lift-Off Tape Cassette Reorder Number: 1337765	Orange
IBM EasyStrike® Multi-purpose Ribbon Cassette Reorder Number: 1337764 (black only)	Blue	IBM EasyStrike® Cover-Up Tape Cassette Reorder Number: 1337766	Blue
IBM EasyStrike® Fabric Ribbon Cassette Reorder Number: 1356000 (black only)	Red	None	None

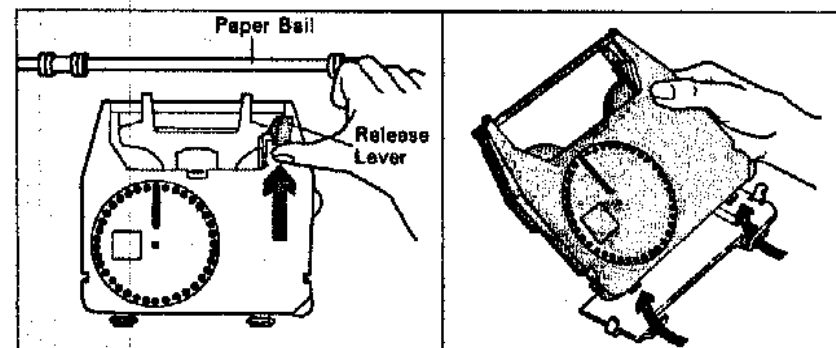
Ribbon Cassette System



The ribbon and tape cassettes fasten together. Each type of ribbon and tape cassette has a color-coded take-up wheel. The wheel color helps you match the ribbon to the correction tape. (See "Ribbon Cassette Reorder Numbers" on page 4-6.) The color also tells you which type of ribbon you are using.

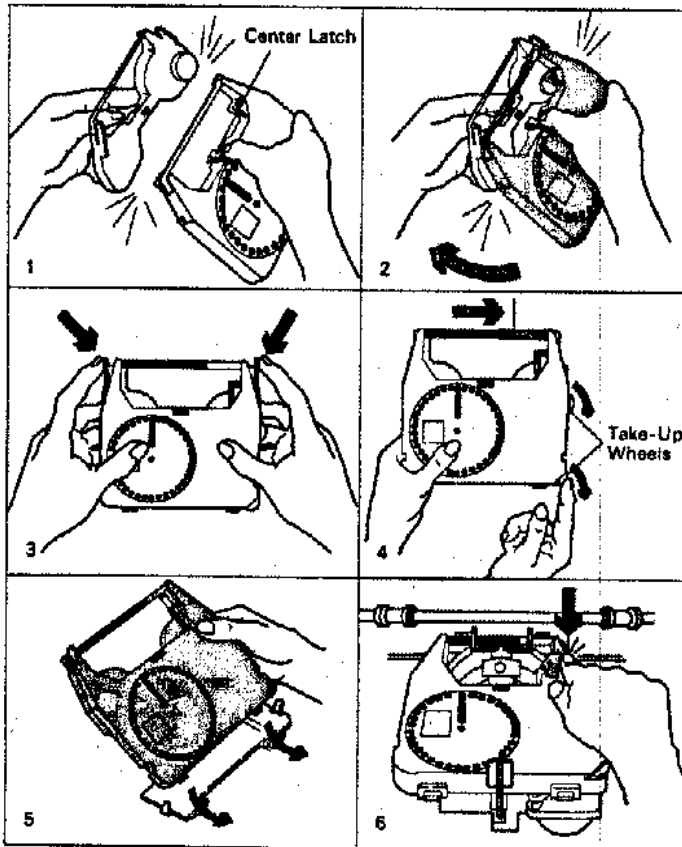
Removing the Cassettes

1. Space or tab to the center of your typewriter.
2. Raise the typewriter cover.
3. Make sure the paper bail is against the platen.
4. Push the release lever until the cassettes release.
5. Lift the cassettes up and out of the typewriter.



Installing the Cassettes

1. After you remove the cassettes from your typewriter, press on the top of the center latch, slide the cassettes apart and throw away the used cassette.
2. Slide the ribbon cassette onto the tape cassette.
 - Be sure the center latch latches onto the correction tape.
3. Press the gray tabs (on both ends of the correction tape) to be sure the tape and ribbon cassettes are latched together.
4. Before installing the ribbon in the typewriter, tighten any slack in the ribbon by turning the take-up wheels to move the color-coded leaders past the center.
5. Install the cassettes in your typewriter.
6. Push down on the upper right corner of the ribbon cassette to snap it into place.

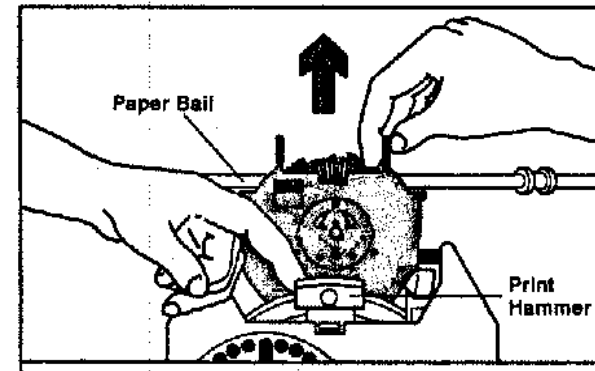
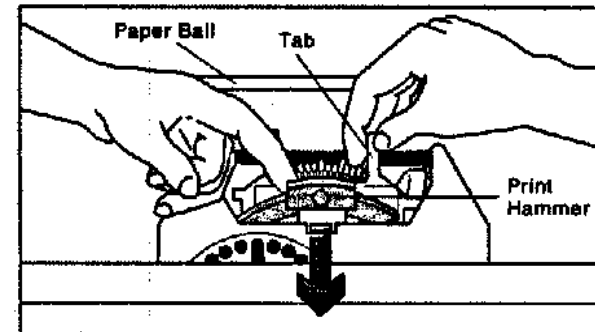


Removing the Printwheel

CAUTION

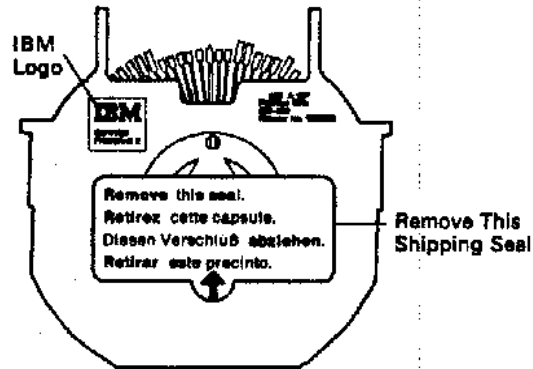
To prevent unwanted carrier motion, make sure the paper bail is against the platen.

1. Pull the print hammer all the way toward you and hold it.
2. While you are holding the print hammer, grasp the printwheel tab.
3. Lift the printwheel straight up and out of the slot. Be careful not to scratch the ribbon.
4. Release the print hammer.



Installing the Printwheel

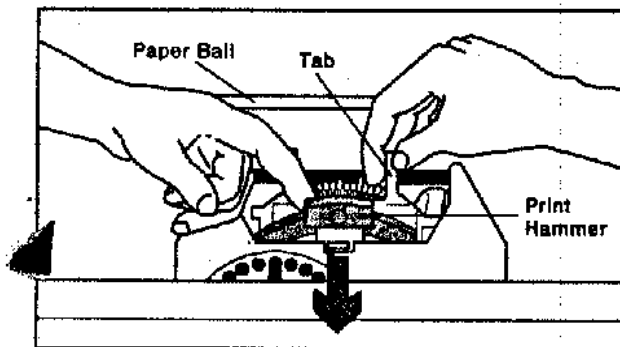
Important: Remove the yellow shipping seal from the center of a new printwheel before you install it.



CAUTION

To prevent unwanted carrier motion, make sure the paper ball is against the platen.

1. Hold the printwheel so the letters IBM are in the upper left corner.
2. Pull the print hammer all the way toward you and hold it.
3. While you are holding the print hammer, lower the printwheel into the slot. Be careful not to scratch the ribbon.
4. After the printwheel touches the bottom of the slot, release the print hammer.
5. Press the **Code** key:
 - The printwheel spins.



Batteries

Your typewriter uses three size AA alkaline batteries. These batteries are used to save margins, tabs and other settings when the typewriter is turned off. They must be installed correctly and changed at least once every year (before they run down).

When changing the batteries, use only size AA alkaline batteries (for example, Duracell² type MN 1500, Eveready³ type E91, Ray-O-Vac⁴ type 815, or equivalent). *Do not use rechargeable batteries.*

Checking the Batteries

If the beeper signals three times and the **Line Space** lights blink continuously when you turn the typewriter on, check the following while the typewriter is on:

1. Look at the batteries for correct installation.
2. If the batteries are installed correctly, the batteries may be weak or dead.
3. Replace all three weak or dead batteries.
4. Do not turn the typewriter off while replacing the old batteries. If you turn the typewriter off without batteries installed, margins and other settings will be lost. (See page 4-13 for correct installation.)

Notes:

1. The **Line Space** lights blink *alternately* indicating the battery is low, but you have not lost your settings.
2. The **Line Space** lights blink *continuously* indicating you have lost your settings.

² Trademark of Duracell, Inc.

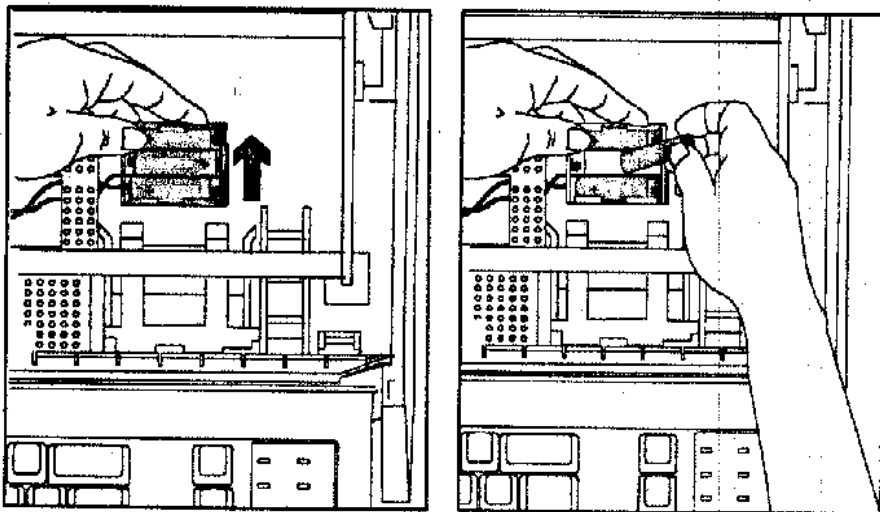
³ Trademark of the Union Carbide Corp.

⁴ Trademark of the Ray-O-Vac Corp.

Removing Old Batteries

Warning: Do not turn the typewriter off while replacing the old batteries. If you turn the typewriter off without batteries installed, margins and other settings will be lost.

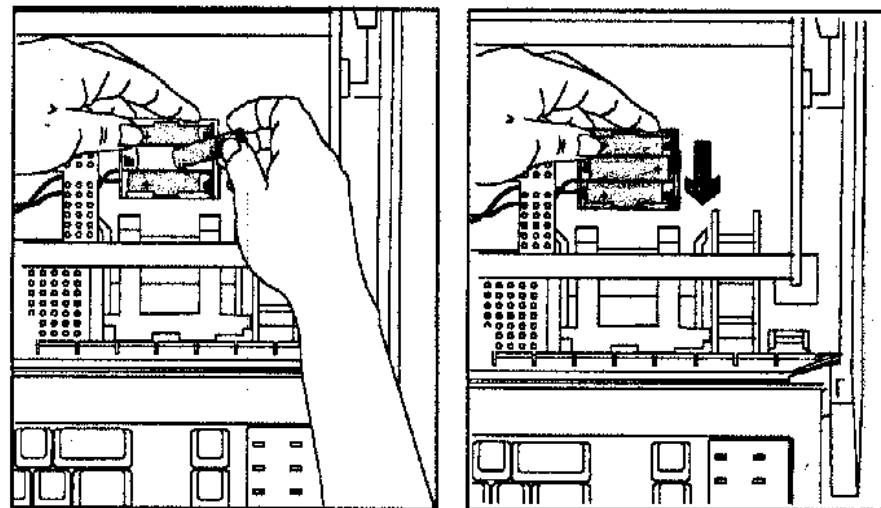
1. Make sure the typewriter is turned on.
2. Raise the typewriter cover.
3. Locate the black plastic battery holder on the right front side of the typewriter.
4. Remove the holder by putting your finger under it and pushing up. Then carefully pull the holder out as far as it can go.
5. Push the batteries against the spring ends of the holder and pop them out.



Installing New Batteries

1. Install three (3) new batteries in the holder by placing the flat end of the batteries against the springs.
 - Make sure the plus (+) signs on the batteries match the plus signs inside the holder.
2. Place the battery holder back into the typewriter.

Note: The batteries will *not* save margins and other settings in the correction memory unless the plus sign on each battery matches the plus sign inside the holder.



Ribbon Application Recommendations

Typing Applications	Multipurpose Ribbon Cassette	Correctable Ribbon Cassette	Fabric Ribbon Cassette
Legal Correspondence	●	●	NR
Statistical Correspondence	●	●	●
Specification Writing	●	●	●
Medical Reports	●	●	●
Executive Correspondence	●	●	NR
Routine Correspondence	●	●	●
Hard-to-Image Originals ⁵ Example: Engineering Drawings	●	NR	●
OCR	●	NR	NR
Carbon Copies	●	●	●
Speech Writing ⁶	●	NR	●
Negotiable Instruments - (checks, stocks, and so on)	●	NR	●
Erasable Bond ⁶	●	NR	NR

● = Recommended

NR = Not Recommended

⁵ The receptivity of the surface of these materials varies widely and care must be used in the selection of specific material to be typed on, typestyle, impression control and ribbon to produce the best result. When in doubt, prepare samples first.

⁶ Best results with Rhetoric and other large typestyle printwheels are obtained by using the IBM EASYSTRIKE Multipurpose ribbon.

Reproduction Recommendations	Multipurpose Ribbon Cassette	Correctable Ribbon Cassette	Fabric Ribbon Cassette
Heat Transfer	●	●	●
Transfer Electrostatic	●	●	●
Direct Electrostatic	●	●	●
Offset Masters, Direct to Plate	NR	NR	●
Offset Masters, Copier Process	●	●	●
Offset Masters, Photo Process	●	●	●
Diazo Process, Ozalid ⁷ or Bruning ⁸	●	●	●
Stencils ⁹	NR	NR	NR
Quality of Original			
1 - 3 Carbons	Good	Good	Good
3 - 5 Carbons	Fair	Marginal	Fair

● = Recommended

NR = Not Recommended

⁷ Trademark of the GAF Corp.

⁸ Trademark of the Charles Bruning Co., Inc.

⁹ Remove ribbon to type stencils.

Printwheel Application Recommendations

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Master	Stencils	Bold Print
10 Pitch:							
Advocate	A	A	A	A	A	A	C
Artisan 10	A	A	A	A	A	A	A
Bookface Academic	A	B	C	A	B	B	A
Courier 10	A	A	A	A	B	B	A
Delegate	A	A	A	A	B	B	B
Manifold	A	A	A	A	B	B	A
Pica	A	A	A	A	A	A	C
Prestige Pica	A	A	B	A	B	B	A
Rhetoric	A	B	C	A	B	B	A
Rhetoric Presentor	A	B	C	A	B	B	A
Symbol 10	A	B	C	B	C	C	B
12 Pitch:							
Adjutant	A	A	A	A	B	B	B
Artisan 12	A	A	A	A	B	B	A
Auto Elite	A	A	A	A	A	A	A
Courier 12	A	A	A	A	B	B	A
Courier 12 Italic	A	A	A	A	B	B	A
Dual Gothic	A	A	B	B	B	B	C
Elite	A	A	A	A	A	A	C
Large Elite	A	A	A	A	A	A	C
Letter Gothic	A	A	A	A	B	B	A
Light Italic	A	A	A	A	A	A	B
Olde World	A	A	C	B	C	NR	A
Prestige Elite	A	A	B	A	A	A	A
Scribe	A	A	A	A	A	A	B
Script	A	B	C	A	C	C	A
Symbol 12	A	C	C	B	C	C	B

Ratings:

A - Good; B - Fair; C - Marginal; NR - Not Recommended
(Based on proper selection of ribbon, carbon paper, stencils, offset masters and spirit masters)

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Master	Stencils	Bold Print
15 Pitch:							
Courier 15	A	A	B	A	B	B	A
Gothic 15	A	B	C	NR	NR	B	A
Prestige 15	A	A	B	A	A	A	C
Symbol 15	A	C	C	B	C	C	B
PS Pitch:							
Boldface	A	B	C	NR	NR	B	A
Boldface Italic	A	B	C	NR	NR	B	A
Essay	A	A	B	A	B	B	A
Essay Italic	A	A	B	A	B	B	A
Modern	A	A	B	A	B	B	A
Thesis	A	A	B	A	B	B	A
Title	A	A	B	A	B	B	A

Ratings:

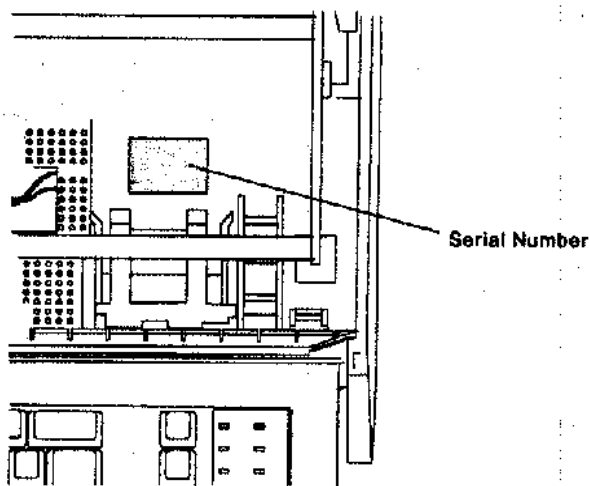
A - Good; B - Fair; C - Marginal; NR - Not Recommended
(Based on proper selection of ribbon, carbon paper, stencils, offset masters and spirit masters).

Care and Maintenance

Cleaning the Typewriter Cover

Important: Use only a damp cloth and mild detergent to clean the typewriter cover and keybuttons. Certain cleaning fluids may be harmful. *Do not use IBM cleaning fluid.*

Serial Number



To locate the serial number on your typewriter, raise the typewriter cover and look on the right of the inside bottom cover. The serial number (S/N) is shown on the voltage label behind the batteries.

Problem Determination

How to Use This Chapter

If you have a problem while using your typewriter, use this chapter to help you solve the problem.

You may be able to correct the problem without help from a service representative and avoid unnecessary downtime and service costs.

Before you call for service:

1. Find your problem in the index on the next page.
2. Turn to the page referenced.
3. Complete as many steps as needed to correct the problem.
 - Try using the typewriter after completing each step.
4. If you cannot correct the problem or need help completing the steps, call your IBM Authorized Dealer.

Problem Determination Index

Beeper and Light Signals	5-3
Beeper Signals Three Times While You Are Typing	5-3
Beeper Signals Three Times and Line Space Lights Blink	5-3
Beeper Signals Six Times and One or More Lights Blink	5-4
All Lights Stay On	5-4
No Lights Come On	5-4
Erasing Problems	5-5
Correction Does Not Erase All of the Character or Correction Leaves Shadows	5-5
Printwheel Spins Instead of Erasing	5-5
Typewriter Beeps Instead of Erasing	5-5
Typewriter Problems	5-6
Typewriter Operates Hot	5-6
Typewriter Too Noisy	5-6
Print Problems	5-7
Characters Do Not Print	5-7
Characters Print Too Lightly	5-7
Characters Unclear	5-7
Typing Problems	5-8
Line Spacing Aligns Incorrectly	5-8
Paper Feeds Incorrectly	5-8
Wrong Characters Print or Characters Space Incorrectly	5-8
Spell Check Problems	5-9
Spelling Beeper Beeped Three Times When You Turned the Typewriter On	5-9
Typewriter Beeped Five Times and Line Space Lights Are Blinking	5-9
Spell Check Functions Do Not Work	5-9

Beeper and Light Signals

Beeper Signals Three Times While You Are Typing

- Wait until the typewriter stops printing, then continue typing. You were typing faster than the typewriter could accept your typing.
- If the **RePrt Full** light is blinking, this indicates your page is nearly full. Complete the line you are typing, make corrections, and reprint.
- If you continue typing and the **RePrt Full** light comes on solid, you have lost text.

Beeper Signals Three Times and Line Space Lights Blink

If the beeper signals three times and the **Line Space** lights blink continuously when you turn the typewriter on, check the following while the typewriter is on:

1. Look at the batteries for correct installation.
2. If the batteries are installed correctly, the batteries may be weak or dead.
3. Replace all three weak or dead batteries.
4. Do not turn the typewriter off while replacing the old batteries. If you turn the typewriter off without batteries installed, margins and other settings will be lost. (See page 4-13 for correct installation.)

Notes:

1. The **Line Space** lights blink *alternately* indicating the battery is low, but you have not lost your settings.
2. The **Line Space** lights blink *continuously* indicating you have lost your settings.

Beeper Signals Six Times and One or More Lights Blink

1. Make sure the printwheel is installed correctly.
2. Make sure the ribbon and correction tape cassettes are installed correctly.
3. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again. If the same thing happens, install another printwheel.
4. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again. If the same thing happens, call for service.
 - Tell your service person which lights are blinking when you place the call.

All Lights Stay On

Turn the typewriter off, wait 30 seconds, then turn the typewriter on again. If all the lights still stay on, call for service.

No Lights Come On

1. Make sure the typewriter cord is plugged into the back of the typewriter.
2. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again.
3. Make sure the typewriter is plugged into a wall outlet.
4. Make sure the extension cord, if you are using one, is plugged into the typewriter cord.
5. Look to see if any other equipment plugged into the same wall outlet operates.
6. Make sure the wall outlet does not turn off with the room lights.

Erasing Problems

Correction Does Not Erase All of the Character or Correction Leaves Shadows

1. Make sure the ribbon and correction tape cassettes are fastened together correctly.
 - Make sure the center latch is latched securely. (See page 4-8 in the Reference chapter.)
 - Make sure the gray tabs are pressed in.
2. Make sure the correction tape matches the ribbon. Make sure the ribbon and correction tape cassettes are installed in the typewriter correctly. (See page 4-6 and page 4-8 in the Reference chapter.)
3. Try a new correction tape and type any character to reset the correction system.
4. Try plain bond paper.
5. Look for folds in the paper.
6. Make sure the typewriter is on a level surface.
7. Make sure you are using the same printwheel for both typing and erasing.
8. Bold Print must be on to erase bold characters.

Typewriter Beeps Instead of Erasing

You are trying to erase using the wrong pitch or language.

- If the Lang light is not blinking, insert the printwheel with the correct pitch.
- If the Lang light is blinking, select the correct language keyboard. See "Alternate Keyboards" on page 3-1. Make sure the correct printwheel is installed.

Printwheel Spins Instead of Erasing

The character is outside correction memory and must be erased manually. See "Erasing Manually" on page 1-21.

Typewriter Problems

Typewriter Operates Hot

1. Make sure nothing is blocking the top, rear, or bottom typewriter vents.
2. Make sure the typewriter is at least 75 mm (3 in) from the wall on all sides.
3. Make sure the typewriter is not near a heater.

Typewriter Too Noisy

1. Make sure the cover and soundhood, if you have a soundhood, are closed tightly.
2. Move any objects touching the typewriter cover.
3. Look for objects in the typewriter.
4. Remove any material placed under the typewriter.
5. Check the typing table or desk. (Metal tables can make the typewriter sound noisy.)

Print Problems

Characters Do Not Print

1. Make sure you are using the correct pitch or language.
2. Make sure the ribbon is installed correctly.
3. Make sure the printwheel is installed correctly.
4. Try a new ribbon.
5. Make sure the platen is latched down at both ends.
 - Pull the paper release lever all the way toward you.
 - Push down firmly on each end of the platen. Then push the paper release lever all the way back.
6. Try a new printwheel.

Characters Print Too Lightly

1. Make sure the ribbon is installed correctly.
2. Look for folds in the ribbon.
3. Change the Impression control. See "Impression Control" on page 1-14.
4. Look for folds in the paper.
5. Try a new ribbon.
6. Try plain bond paper.
7. Try a new printwheel.

Characters Unclear

1. If excess ink particles from the ribbon appear on the paper, try a lower impression control setting.
2. Try a new printwheel.
3. Try a new ribbon.

Characters Print Incorrectly During Reprint

1. Make sure you are using the same pitch printwheel you used when you typed the text.
2. Insert another sheet of paper and reprint your text again.

Typing Problems

Line Spacing Aligns Incorrectly

1. Look for objects inside the typewriter.
2. Look at the number of carbon copies being used (five maximum).
3. Make sure the paper release lever is pushed all the way back.

Paper Feeds Incorrectly

1. Check the number of carbon copies being used (five maximum).
2. When inserting loose carbon copies, pull the paper release lever forward. Insert the copies, then push the lever all the way back.
3. Look for labels or paper caught under the platen.
4. Make sure the paper release lever is pushed all the way back.
5. Make sure the platen is latched down at both ends.
 - Pull the paper release lever all the way toward you.
 - Push down firmly on each end of the platen. Then push the paper release lever all the way back.
6. If you change the paper bail load lever setting at any time, make sure you check it before feeding paper. See "Changing the Top Margin" on page 2-7.

Wrong Characters Print or Characters Space Incorrectly

1. Turn the typewriter off, wait 30 seconds, then turn the typewriter on again.
2. Try typing again.
3. Make sure the Lang light is off.
4. Try a new printwheel.
5. Look for objects in the path of the carrier.
6. Make sure the printwheel is changed when there is a language change.

Spell Check Problems

Spelling Beeper Beeped Three Times When You Turned the Typewriter On

There was an error in the supplemental dictionary and the dictionary has been erased from memory. If you had selected a spelling beeper tone, it is erased from memory and will have to be selected again.

Typewriter Beeped Five Times and Line Space Lights Are Blinking

There is a problem with Spell Check; contact your IBM Authorized Dealer.

Spell Check Functions Do Not Work

If a function of Spell Check does not work, it might be caused by one of the following:

- Spell Check is turned off.
- Another function is active on the typewriter which prevents Spell Check from being used (for example, printer option).
- You did not end the word with a word ending (space, punctuation, and so on).
- You are trying to add a word that is already in one of the dictionaries.
- You are trying to delete a word from the *main* dictionary.

Appendix. Spell Check

Introduction

Spell Check allows you to check the spelling of words as you type. After you type a word, the spelling is checked against a main dictionary and a supplemental dictionary. The main dictionary in both the U.S. and U.K. Spell Check contains approximately 50,000 words. The French, German and Spanish Spell Check dictionaries contain approximately 150,000 words. The supplemental dictionary can contain up to 300 words.

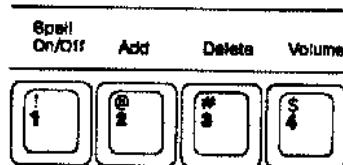
In the English Spell Check (U.S. and U.K.), only words containing 23 characters or less are checked. Spell Check will beep to indicate an error when a word with more than 23 characters is typed. In the French, German and Spanish Spell Check, only words containing 64 characters or less are checked.

You must *end the word* before it can be checked. The end of a word is recognized and the word is checked when you type a space after the word. The end of a word is also recognized after a tab, carrier return, number, or other operations such as decimal tab.

When you type a word that does not match a word in either dictionary, you will hear a beep. This beep has a different tone from the normal typewriter beep and is called the spelling beep. Some correctly spelled words may cause a spelling beep because they are not in either dictionary; for example, proper names, abbreviations, and technical terms. You will learn how to create a supplemental dictionary so that these words will not be treated as spelling errors.

In the main dictionary, valid prefixes and suffixes are ignored when checking the root word. Therefore, both *mother* and *motherly* are acceptable. Occasionally, this allows an invalid word to pass because of an incorrectly added prefix or suffix; for example, *laborly* or *prelabor*. However, words in the *supplemental* dictionary must be matched *exactly*.

You use the 1, 2, 3, and 4 keys with the Code key to activate the various functions of Spell Check. The words labeled above the keys are printed in green to show that these keys are used with the Code key.



Notes:

- Spell Check is available in the following languages: U.S. English, U.K. English, French, German and Spanish.
- Contact your IBM Authorized Dealer for ordering and installation information.

Using Spell Check

You can use your typewriter with Spell Check on or off. The Spell Check setting is retained when you turn the typewriter off as long as the typewriter batteries are good. In other words, if Spell Check is off when you turn the typewriter off, it will be off when you turn the typewriter back on.

To turn Spell Check on, hold down Code while you press 1. The spelling beeper beeps to indicate that Spell Check is on.

To turn Spell Check off, hold down Code while you press 1. The printwheel spins.

If you type a word not found in either the main or supplemental dictionary, the spelling beeper beeps. You can:

- Ignore the beep and continue typing.
- Correct the misspelled word.
- Decide that the word is not misspelled and should be added to the supplemental dictionary. (You will learn about this choice later in "Adding a Word to the Supplemental Dictionary" on page A-4.)

Supplemental Dictionary

The supplemental dictionary is a dictionary you create for your own needs. It contains special words that you use often which are not found in the main dictionary; for example, proper names or technical terms. The contents of the supplemental dictionary are retained when the typewriter is turned off as long as you have good batteries installed in the typewriter.

Unlike the main dictionary, the supplemental dictionary can only check a word *exactly* as you entered it. The word is not checked for plurals, prefixes, or suffixes. For example, if you enter the word *frog* into the supplemental dictionary, *frogs* will still cause the spelling beeper to beep as if it were a misspelled word.

Each time you add a word to the supplemental dictionary or type a word already in the supplemental dictionary, that word becomes the first word in the dictionary. All other words move back one place. Therefore, the words that are used most often are in the front of the dictionary. The supplemental dictionary can hold up to 300 words. When you add the 301st word, that word becomes the first word in the dictionary and the last word in the dictionary is deleted.

Adding a Word to the Supplemental Dictionary

If the last word you typed caused the spelling beeper to beep, and it is 23 characters or less (64 for French, German, and Spanish), you can add it to your supplemental dictionary. Remember, you must follow the word with a space or other word ending before adding it to the supplemental dictionary.

Hold down **Code** while you press **2** to add the last word you typed to the supplemental dictionary. The printwheel spins when the word is added.

Deleting a Word from the Supplemental Dictionary

If you accidentally add a misspelled word to the supplemental dictionary, you can delete it. You cannot delete a word from the main dictionary. You must end the word with a space, punctuation, or other word ending before you can delete it.

Hold down **Code** while you press **3** to delete the last word you typed from the supplemental dictionary. The printwheel spins when the word is deleted.

Changing the Sound of the Spelling Beeper

You may want to change the sound of the spelling beeper to a tone that is different from the typewriter next to you, or to a volume that is more suitable to the level of noise in your work area.

Hold down **Code** while you press **4** until the spelling beeper has the sound you desire. There are several choices. The beeper tone you selected is saved when you turn the typewriter off as long as the typewriter batteries are good.

Index

A

- accent marks 3-2
- adjusting keyboard height 1-5
- advanced operations 2-1
- alphabetic keyboard
 - cross-reference 3-3
- alternate keyboards 3-1
- ARtn key 2-1, 2-14
- ARtn light 2-1
- automatic carrier return 2-1
- automatic pitch selection 1-11

B

- B (Bold)** key 2-11
- Backspace (Bksp 1)** key 1-20
- basic operations 1-1
- batteries
 - checking 4-11
 - installing 4-13
 - removing 4-12
- battery recommendations 4-11
- beeper signals 5-3
- blinking light signals 5-3
- Bold** light 2-11
- bold print 2-11

C

- C (Ctr)** key 2-5
- canceling reprint 2-9
- Caps** key 2-12
- Caps Lock** light 2-12
- cardholder 1-13
- care and maintenance 4-18
- carrier movement keys 1-9
- centering 2-5
- centering marks 1-12
- changing line spacing 1-4
- changing top margin 2-7
- character erase 1-19

- characters per horizontal inch 1-11
- checking the batteries 4-11
- cleaning the typewriter cover 4-18
- clearing correction memory 1-18
- clearing reprint 2-9
- clearing tabs 1-18
- clearing temporary margin 2-13
- Code** key 1-3
- Cont** key 2-4
- Cont** light 2-4
- continuous underline 2-4
- Correction (Word)** key 1-19
- correction memory 1-17
 - clearing 1-18
 - erasing outside of 1-21

D

- D (DecT)** key 2-14
- dead keys 3-2
- decimal tabs 2-14, 2-15
- double underlining numbers in a column 2-15
- drawing vertical lines 1-13

E

- erasing 1-19
 - in proportional spacing 2-17
 - manually in proportional spacing 2-18
 - problems 5-5
- even right margin 2-5
- extra character, inserting 1-20

F

- function keys 1-3

H

- H (½ ↓)** key 2-10

Word key 2-4
number, keyboard 3-1
impression control 1-14
Clir key 2-13
denting 2-13
fax, problem determination 5-2
indicator light panel 1-3
dL key 2-13
setting an extra character 1-20
setting paper 1-7
stalling new batteries 4-13
stalling printwheels 4-10
stalling ribbon cassettes 4-8
interrupting reprint 2-9

Keyboard
alphabetic cross-reference 3-3
charts 3-4
identification numbers 3-1
layout 1-2
keyboard height adjust levers 1-5
keyboards, alternate 3-1
keyboards, primary 3-1
keys
function 1-3
paper and carrier movement 1-8
typematic 1-4

Lang key 3-2
indicator light 3-2
latching the ribbon cassettes together 4-8
left margin, releasing 1-15
left margin, temporary 2-13
lights, indicator
ARtn 2-1
Bold 2-11
Caps Lock 2-12
Cont 2-4
Lang 3-2
Line Space 1-4

RePrt 2-8
RePrt Full 2-8
Shift Lock 1-16
Line Space key 1-4
lines per vertical inch 1-11
LMar key 1-15
Lock and Shift keys 1-18

M

maintenance and care 4-18
manual erase 1-21, 2-18
margin/pitch scale 1-12
margin, temporary 2-13
margins
centering between 2-5
setting 1-15
MarRel key 1-15
matching printwheels and keyboards 3-1
micro-index defined 1-8
moving paper in the typewriter 1-8
moving the cartler 1-9

N

N (Caps) key 2-12

O

O (RFlash) key 2-6
ordering supplies 4-1
overstriking characters 1-11, 3-2

P

page end indicator 1-6
page end scale 1-6
paper
inserting 1-7
removing 1-9
paper bail load lever 1-7
Paper Down (Micro) key 1-8
paper edge indicator 1-7
paper movement keys 1-8
paper release lever 1-7

paper scale 1-7
Paper Up (Micro) key 1-8
parts of the typewriter 1-1
permanent tabs 1-16
pitch selection, automatic 1-11
pitch symbols 1-12
primary keyboard 3-1
print hammer 4-9
print problems 5-7
printing line 1-13
printwheel

applications 4-16
identification 1-10
identification numbers 3-1
installing 4-10
pitch table 1-11
pointer 1-10, 1-13
removing 4-9

problem determination 5-1
erase 5-5
index 5-2
print 5-7
Spell Check 5-9
typewriter 5-6
typing 5-8
proportional spacing defined 2-17
proportional spacing, erasing manually 2-18

Q

Q (Impr) key 1-14

R

recommended batteries 4-11
reference 4-1
releasing the left margin 1-15
Reloc (Line Space) key 1-8, 1-9
removing paper 1-9
removing ribbon cassettes 4-7
removing the batteries 4-12
removing the printwheel 4-9
repeat keys 1-4
reprint 2-8
canceling and restarting 2-9

clearing 2-9
correcting text 2-8
interrupting and resuming 2-9
typing the original 2-8
RePrt Full light 2-8
RePrt key 2-8
RePrt light 2-9
required space 2-3
resuming reprint 2-9
ribbon
applications 4-14
cassette system 4-7
installing 4-8
latching cassettes together 4-8
removing 4-7
reorder numbers 4-8
take-up wheel color code 4-6
ribbon release lever 4-7
right flush 2-6
RMAR key 1-15

S

safety information iv
samples, typestyles 4-2
scale, margin/pitch 1-12
serial number 4-18
setting impression level 1-14
setting margins 1-15
setting tabs 1-16
Shift and - (Hyphen) 2-15
Shift and Lock keys 1-16
Shift key 1-16
Shift Lock light 1-16
space, required 2-3
Spacebar 2-3
special characters 2-11
Spell Check A-1
problems 5-9
spelling beeper A-5
supplemental dictionary, adding and deleting words A-4, A-5
using A-3
stop instruction 2-16
subscripts and superscripts 2-10
supplies, ordering procedures 4-1

T

Tab key 1-16

tabs

clearing 1-16

permanent 1-16

setting 1-16

TCir key 1-16

temporary left margin 2-13

temporary margin, clearing 2-13

top margin, changing 2-7

TSet key 1-16

turning automatic carrier return on or off 2-1

typematic keys 1-4

typestyle samples 4-2

typestyles and pitches 4-5

typewriter problems 5-6

typing numbers in columns 2-14

typing problems 5-8

U

U (Cont) key 2-4

underlining

continuous 2-4

numbers in columns 2-15

word 2-4

V

vertical lines, drawing 1-13

W

word backward 1-9

word erase 1-19

word forward 1-9

word underline 2-4

Y

Y (½ ↑) key 2-10

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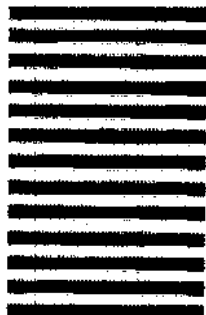
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