

# Instructions for Operating The Blick Universal Typewriter

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## **FEEDING THE PAPER.**

The paper is fed into the machine by placing it over the nickel plated paper table (**J**) at the back of rubber platen roller.

While holding the paper with the left hand, the knurl (**N**) on the right hand side of the carriage is turned away from you.

When the paper comes up, the graduated paper scale (**E**) is lifted up, the paper passed underneath it, and then the paper scale replaced in position to hold the paper tight.

## **PAPER RELEASE.**

The paper release is formed by pressing up the nickel plated paper table (**J**) towards the platen. This is done by placing the thumb on the platen and pressing the paper table up with the first or second finger.

When this is pressed up it allows the paper to be moved perfectly freely in or out of the machine.

## **LINE WIDTHS.**

The small lever (**C**) varies the line widths; by placing as far down as possible it gives single spacing, moving up as far as possible, it gives double spacing.

## **FREE PLATEN.**

The lever (**B**) when moved up into a vertical position gives a free moving platen roller without the ratchet.

## **LINE SPACING LEVER.**

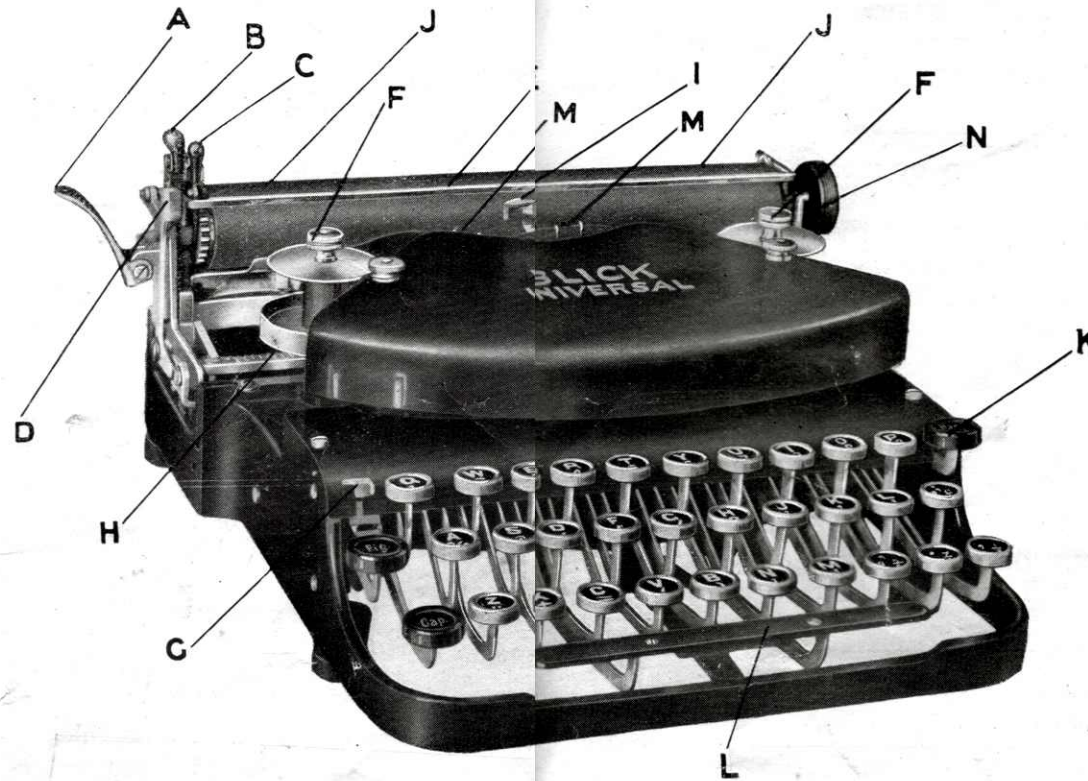
The carriage return lever (**A**) is for pushing the carriage back to the right, and simultaneously spacing the paper to the next line.

## **CARRIAGE RELEASE LEVER.**

The carriage release lever (**D**) when pressed away from you leaves the carriage perfectly free to be moved in either direction.



- A** Carriage Return Lever.
- B** Free Platen Lever.
- C** Varying Line Space Lever.
- D** Carriage Release Lever.
- E** Graduated Paper Scale.
- F** Ribbon Spool Adjusting Screw
- G** Cap. and Fig. Lever Lock
- H** Left Hand Margin Stop.
- I** Type Guide and Pointer
- J** Paper Table and Paper Release
- K** Back Spacer.
- L** Space Bar.
- M** Ribbon Guides.
- N** Carriage Knurl.



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### MARGINS.

At the left hand side of the carriage there is an adjustable margin stop marked (**H**). A similar stop will be found at the right hand end of the carriage for adjusting the right hand margin.

These are moved to the position required by placing the thumb on the milled part of the stop and pressing inwards. Directly the pressure is released the stop automatically locks in the rack.

The small mark on the Stop shows exactly the point where to adjust on the scale for the margin to come into operation.

The marking of this scale corresponds with the marking of the scale on the graduated paper scale (**E**).

### CAP. AND FIG. LOCK KEY.

Capitals and Figures are locked down into position if desired, by first pressing the Cap. or Figure key down, and while held down the lock (**G**) is pressed downwards.

To release lock simply press on the Cap. or Fig. lever and this will automatically release.

### BACK SPACE KEY.

The back space key is marked (**K**) on the extreme right hand side of the machine.

### SPACE BAR.

This (**L**) when pressed down makes the carriage travel one space every time it is struck.

### RIBBON SPOOL ADJUSTING SCREW.

The screw (**F**) is for regulating the feeding of the ribbon from one spool to another. If the ribbon is desired to feed from the left hand spool to the right, then slacken the adjusting screw (**F**) on the left spool and screw down tight the corresponding screw on the right hand spool.

To have it feed from the right spool to the left exactly the opposite course is pursued.

### CUTTING STENCILS.

In cutting stencils the ribbon should be removed from the ribbon guide (**M**) and carried over to the top of the machine so as to leave the type bars free to strike the stencil without the ribbon coming in between.

### TYPE GUIDE AND POINTER.

(**I**) indicates by the mark on the type guide the exact position that the letter going to be struck will be printed while the small piece of this pointer cut in a horizontal position indicates the exact line of writing.

### TO REMOVE THE CARRIAGE for Cleaning Purposes.

First remove the draw band from the carriage by taking hold of the small milled metal part attached to the catgut and fixed in the right hand side of the carriage. Place this securely in the clip specially fixed for it on the right hand back of base. Be sure to see that this



does not slip out of the hands in transferring to this clip, or the spring of the carriage drum will run down.

Next draw the left hand margin stop to the left end of the carriage as far as ever it will go, so that it is projecting over the end of the carriage.

Then lock the figure shift down by means of the lock (G).

After this is done, press forward the carriage release lever (D) and slide the carriage to the right hand dice, when it will move right out of the machine.

### **TO REPLACE CARRIAGE.**

First place the carriage on the roller bearings at the right hand side of the main frame, press the platen roller down as far as it will go with the fingers of the right hand and while the platen roller is held down press the carriage release lever (D) away from you.

Continue to do this and draw the carriage right into the machine when it will automatically go into position.

Replace the carriage draw band from the clip on right hand side of the base to the notch in the bottom of the carriage frame, which it was taken out of.

### **OILING THE MACHINE.**

90% of our repairs are due to too much oil, and the wrong class of oil being used.

Only a very small drop of oil should be used occasionally on the carriage rollers.

Special Blick Typewriter Oil, per bottle is guaranteed free from all impurities and is selected as the very best oil to use for this purpose.

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### **OUR GUARANTEE.**

We hereby guarantee the Blick Universal Machine No. 235255, and warrant this machine to be of good material and workmanship, and undertake to furnish free to at any time within three years from date of purchase, any parts that may wear out our break, if not caused by neglect, misuse or accident.

The ribbon and the rubber platen roller are not a part of the machine covered by this guarantee.

Newcastle Depot.

## **The Blick Typewriter Company, Ltd.**

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