

# HOW TO USE THE IMPERIAL 'GOOD COMPANION' 5

This Instruction Leaflet will enable you to obtain the best possible results from your new "Good Companion". We advise you to read it through carefully and carry out the instructions for the care and maintenance of the machine, thus ensuring many years of good service. We want you to consider the Imperial Typewriter Co. Ltd., and its specially appointed Agents, always at your service. Should you experience any difficulty in connection with the operation of your machine please contact your nearest Imperial agent who will give immediate attention to your requirements.

## REMOVING THE COVER



Place the machine flat upon the table and unlock the case, lift catch and push knob to the right. Now lift top of case, slightly tilting it backwards. When replacing the cover, tilt lid slightly back, drop front, and the catch will snap fast. The typewriter is fitted with rubber feet and if desired may be removed from the baseboard by moving the baseboard securing levers outwards. If the machine is supplied with a zip fastening case, it should be lifted clear of the case before being used.

## INSERTING THE PAPER



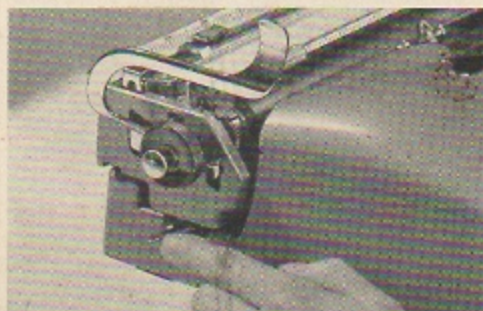
Before feeding paper into machine lift bail bar to its full extent by means of the bail bar lever. Place the paper on paper shelf close up to paper locating guide on left of paper shelf. Rotate platen turning knob away from you and the paper will automatically be fed through the machine, passing under the platen roller, behind the bail bar rollers and over the auxiliary paper shelf. Now pull the bail bar forward and adjust the auxiliary feed rollers for correct position by sliding them along the bail bar.

## SETTING THE MARGINS



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

## UNLOCKING THE CARRIAGE



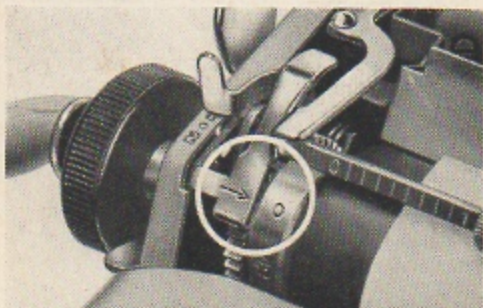
A locking latch engages on the left-hand side of the carriage. By pushing this away from you the carriage will be freed. Relock carriage before replacing case.

## ADJUSTING THE PAPER



If the paper has not been fed through perfectly straight it can be adjusted by pushing back the paper release lever to its full extent. This frees the paper and also slightly raises the bail bar so that the edges of the paper can be adjusted until they are quite level, after which the paper release lever can be returned. The paper supporting arm will be found extremely helpful if paper of quarto or foolscap size is being used.

## PAGE END INDICATOR

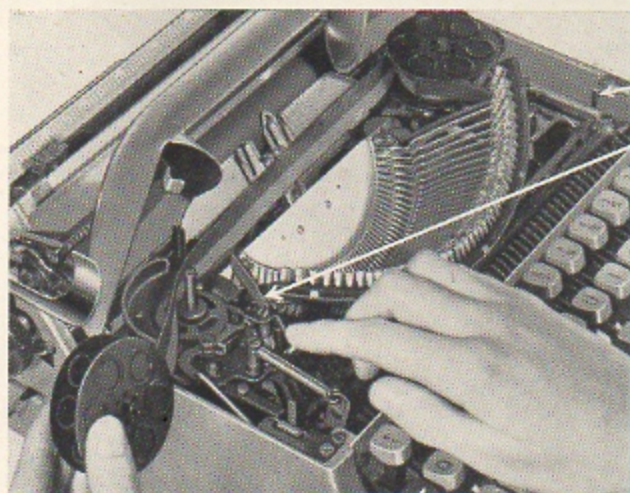


This useful device warns you when the bottom edge of the paper is being reached.

After inserting the paper set the page end indicator at zero '0' (opposite the arrow) and by using the platen clutch release disc adjust the paper so that it is just held by the auxiliary feed rollers. Now type in the usual way until the end of the paper disappears behind the platen and when the figure '6' or '10' (for paper 6" or 10" deep) or '8' (for paper 8" deep) appears in line with the arrow, the bottom of the page has been reached.



## HOW TO FIT A NEW RIBBON



Ribbon Reverse Lever

Ribbon Tension Lever



Every machine is supplied complete with a ribbon and two spools. When it becomes necessary to fit a new ribbon, "Imperitype" brand ribbons are recommended, and these are supplied ready wound on the spool, which fits on the right-hand spindle. When fitting a new ribbon, it is necessary to rewind the old ribbon on to one spool, so that the other spool is left empty, and ready to accommodate the new ribbon.

To do this lock the carriage in the central position and raise the hinged cover from the front when the two ribbon spools will be seen. Move the ribbon reverse lever in the direction of the spool containing the lesser amount of ribbon; this will enable the ribbon to be wound on to the fuller spool. Now rotate the appropriate spool in the required direction until the ribbon is fully wound. The next operation is to remove the old ribbon and spools, which is quite simple. Depress the shift lock key, thereby locking the type unit in the "Capital" position. Take hold of the ribbon each side of the ribbon centre guide, and move it downwards and inwards until the top edge becomes disengaged from the outside guides. Do not move the carriage while the hinged cover is in the raised position.

Remove each spool by swinging the ribbon tension levers out of the way, and lift the two spools clear of the machine. Now detach the end of the old ribbon from the empty spool, and attach the

free end of the new ribbon to the metal prong. Take care to ensure that the black portion of the ribbon is uppermost, that the ribbon is attached in a clockwise direction, and that there are at least six turns of ribbon on the new spool, before replacing it on the machine.

The new ribbon on its two spools should now be placed on the respective spindles, the full spool on the right hand side. Again take care to push back the tension levers whilst doing so, and afterwards thread the ribbon through the right and left-hand ribbon guides.

Place the ribbon behind the inner prongs of the ribbon centre guide, the ribbon is now pressed downwards until the top edges are again engaged by the outside guides of the ribbon centre guide. To make the ribbon taut, the ribbon reverse lever should now be moved over to the right. The empty spool can now be lightly turned by hand to take up any slackness in the ribbon. Replace the hinged cover, release the shift lock, unlock the carriage and the machine is ready for use.

### The Ribbon Reverse

Should it be necessary at any time to alter the direction of the ribbon's motion, this can be done by moving the ribbon reverse lever. When this is moved over to the right the ribbon winds on to the left-hand spool and vice-versa.

### A few useful reminders for the care of your IMPERIAL 'GOOD COMPANION'

- Do not expose the typewriter to extremes of heat or cold, dryness or damp.
- Clean the machine at least once a week, using the cleaning outfit provided. Use a dusting brush for the moving parts and a soft cloth for the enamelling and plating.
- Clean the type each morning as a matter of routine, and ALWAYS before and after cutting a stencil. Lay a duster over the segment slots and brush the type from front to back — NOT sideways.
- Should you oil the machine yourself, be careful not to allow the oil to get on the ribbon or come into contact with any rubber parts.
- Never in any circumstances oil the type-bars.
- Diagrams and instructions in this leaflet should be followed carefully, particularly when changing ribbons.
- Never erase above the type-bar segment; move the carriage to the extreme right or left, and blow dust away from the machine as shown in photograph, above right.



- Do not attempt to make any mechanical adjustments, and always keep the machine covered when not in use.
- It is not advisable to oil the machine too frequently as this tends to collect dust and actually does more harm than good. We suggest that you take your machine at least once a year to an Imperial Agent or Service Depot for it to be thoroughly cleaned and oiled.



### Imperial Service — within your reach

Imperial Agents and Branches are established in all the principal cities and towns throughout the world. They are equipped to give complete information in connection with Imperial products and to afford all facilities for demonstration. Remember always that there is an Imperial agent within easy reach who is able to give you expert advice on your typewriter. Every Imperial agent gives full Imperial Service and is backed by the most up-to-date typewriter factories in the world.



**PAPER SUPPORTING ARM**

**MARGIN STOP (LEFT HAND)**

**PAPER LOCATING GUIDE**

**CARRIAGE RELEASE LEVER (LEFT HAND)**

**LINE SPACE ADJUSTING LEVER**

**PAGE END INDICATOR**

**PLATEN KNOB (LEFT HAND)**

**PLATEN CLUTCH RELEASE DISC**

**PLATEN LOCATING RELEASE LEVER**

This disengages the platen ratchet and is used when it is desired to type on printed lines which do not correspond with normal typewriting spacing.

**LINE SPACE LEVER**

This serves the dual purpose of returning the carriage to the starting point and of turning the paper ready for the next line of writing. The space between each line can be regulated to either single or double spacing by moving the line space adjusting lever.

**AUXILIARY FEED ROLLER (LEFT HAND)**

**RIBBON CENTRE GUIDE**

**TYPE BAR GUIDE**

**HINGED RIBBON COVER**

**BACK SPACER**

When depressed will return the carriage by the space of one letter each time it is operated.

**COLOUR CHANGE AND STENCIL SWITCH**

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

**SHIFT LOCK**

**SHIFT KEY (LEFT HAND)**

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

**MARGIN RELEASE KEY**

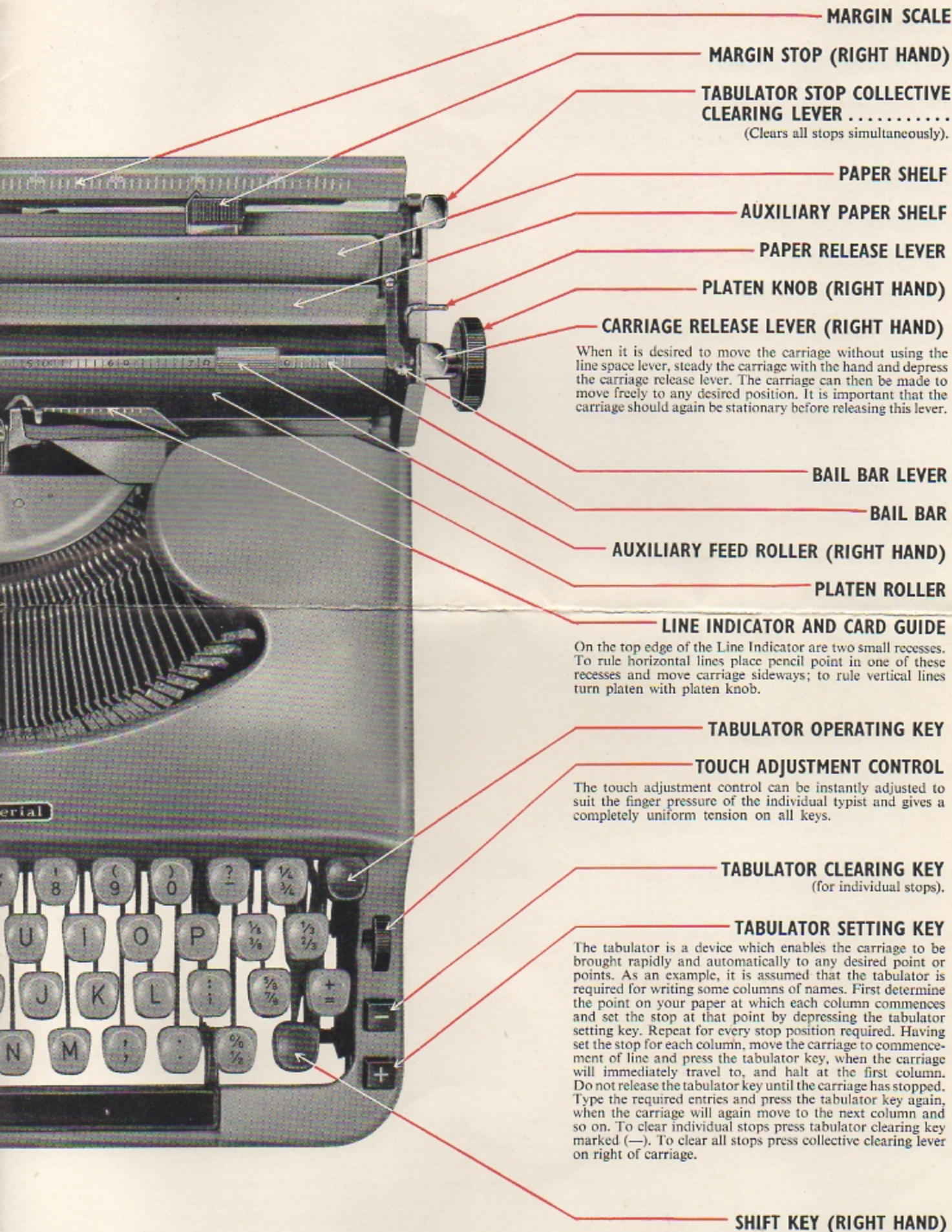
Just before you reach the end of a line the bell will ring. This means that you have five more spaces to go before the key-levers automatically lock. If it is still necessary to type additional characters on the same line, the margin release key is pressed to free the carriage, and can be used in the same way to enable typing to be done in the left-hand margin.

**SPACE BAR**

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







**MARGIN SCALE**

**MARGIN STOP (RIGHT HAND)**

**TABULATOR STOP COLLECTIVE  
CLEARING LEVER** .....  
(Clears all stops simultaneously).

**PAPER SHELF**

**AUXILIARY PAPER SHELF**

**PAPER RELEASE LEVER**

**PLATEN KNOB (RIGHT HAND)**

**CARRIAGE RELEASE LEVER (RIGHT HAND)**

When it is desired to move the carriage without using the line space lever, steady the carriage with the hand and depress the carriage release lever. The carriage can then be made to move freely to any desired position. It is important that the carriage should again be stationary before releasing this lever.

**BAIL BAR LEVER**

**BAIL BAR**

**AUXILIARY FEED ROLLER (RIGHT HAND)**

**PLATEN ROLLER**

**LINE INDICATOR AND CARD GUIDE**

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

**TABULATOR OPERATING KEY**

**TOUCH ADJUSTMENT CONTROL**

The touch adjustment control can be instantly adjusted to suit the finger pressure of the individual typist and gives a completely uniform tension on all keys.

**TABULATOR CLEARING KEY**  
(for individual stops).

**TABULATOR SETTING KEY**

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

**SHIFT KEY (RIGHT HAND)**