

INTRODUCTION

This manual describes the various features of your Canon electronic typewriter. The superb print quality produced by this machine will give documents that professional typeset look.

The **FUNCTION INDEX** (see next page) provides a sample of this typewriter's easy to use functions and features. We recommend that this manual be read thoroughly and carefully to ensure effective and satisfactory operation of this machine.

IMPORTANT SAFETY INSTRUCTIONS

- 1) Read all of these instructions.
- 2) Save these instructions for later use.
- 3) Follow all warnings and instructions marked on the product.
- 4) Do not use this product near water.
- 5) Do not place this product on an unstable cart, stand, or table, as the product may fall and be seriously damaged.
- 6) Do not allow anything to rest on the power cord. Do not locate this product in an area where people might walk on the cord.
- 7) This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
- 8) The socket outlet shall be installed near the equipment and shall be easily accessed.
- 9) Unplug the typewriter from the wall outlet before cleaning or maintaining. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- 10) If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
- 11) To avoid injury, do not allow children access to the interior of this product and do not let them touch any electrical contacts or gears that are exposed.
- 12) Slots and openings in the cabinet and the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from over heating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 13) Never push objects of any kind into this product through the cabinet slots as the objects might touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 14) Do not attempt to service this product yourself, as opening or removing certain covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personnel.
- 15) Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - a) When the power cord or plug is damaged or frayed.
 - b) If liquid has been spilled into the product.
 - c) If the product has been exposed to rain or water.
 - d) If the product does not operate normally when the operating instructions are followed. Adjust only those controls as specified in the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - e) If the product has been dropped or the cabinet has been damaged.
 - f) If the product exhibits a distinct change in performance, indicating a need for service.

FCC REGULATION (U.S.A. only)

This equipment generates and uses radio frequency energy, and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Subpart B of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Relocate the typewriter with respect to the receiver
- Move the typewriter away from the receiver
- Plug the typewriter into a different outlet so that it and the receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions.

WARNING

- Do not make any changes or modifications to the equipment. If such changes or modifications are made, you could be required to stop operation of the equipment.

Radio Interference Regulations (Canada only)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada."

Manufacturer's Declaration of Conformity

The product U200/U210/U210D (QS100, QS200) 220-230V, 240V has been designed and manufactured in accordance with the Harmonized Standard (Article 5) EN60950 following the provision of the Low Voltage Directive of the European Communities as of February 1973.

For 220-230V, 240V Models

- This apparatus complies with the requirements of Directive 76/889/EEC, 87/308/EEC and European Standard EN 55014.

Function Index

19 LEFT MARGIN

17 TOP MARGIN
(First Typing Line)

RIGHT MARGIN 18

PHRASE
MEMORY
42

DEBELL LONG DISTANCE SERVICES
624 Sargent Drive, Suite 10
Woodbridge, CA 97117

HOT
ZONE
20

December 3, 1993

CHARACTER
ATTRIBUTES
(boldface)
12

Paul Stephen
Stephen Architectural Group
213 Redwood Avenue
Shady Creek, OR 83140

Dear Mr. Stephen:

TABS

21 Thank you for selecting DeBell Long Distance Service from among the many long distance services available.

We are confident that DeBell Long Distance Services can provide you with features and discounts unmatched by any other communications service. Below is a listing of just a few of the discounts you will be receiving once your service begins. You may note that our everyday discounts offer much more "best calling time" flexibility and opportunity than any other long distance service. In addition, we will keep you informed of our frequent special savings offers.

CHARACTER
ATTRIBUTES
(underlining)
12

CENTERING BETWEEN MARGINS-
29

BEST CALLING TIME SAVINGS

CHARACTER ATTRIBUTES
(boldface with underlining)
12

34 COLUMN
LAYOUT
&
36 VERTICAL
LINES

Shady Creek to:	Country Code	Mon-Fri 8:00AM-5:00 PM* (per minute rate)	Mon-Fri "after hours" (per minute rate)	Sat/Sun/Holidays After 10:00 AM* (per minute rate)
Australia	61	\$2.09	\$1.29	\$1.29
London	44	\$1.49	\$.55	\$.55
Paris	33	\$1.49	\$.69	\$.69
Hamburg	49	\$1.57	\$.75	\$.75
Tokyo	81	\$1.95	\$1.15	\$1.15

CHARACTER
ATTRIBUTES
(underlining
using
spacebar)
12

30 DECIMAL
TABS
&
30 DECIMAL
POINT
CHARACTER

* Pacific Standard Time

RIGHT
MARGIN
ALIGNMENT
28

28 INDENTING

Savings are also available for areas other than those listed above. In addition, other conditions may apply which may further reduce your calling costs.

If you have any questions regarding any of our services, please do not hesitate to contact us. DeBell's knowledgeable representatives are available to assist you, 24 hours a day, from anywhere in the world.

WORD
WRAPAROUND
20

From: Call:
Inside California 1-800-555-9890
Outside California 1-800-555-7788
Outside U.S. 1-619-555-7788

CENTERING
AROUND
CARRIER
POSITION
29

The staff at DeBell Long Distance Services guarantees that you and your company will always receive efficient and friendly service. Again, we are pleased that you have selected us to help you meet your communication needs, and we look forward to working with you.

Sincerely,

D.F. Bell
Director of Sales

AUTO PAGE END
(Last Typing Line)
22

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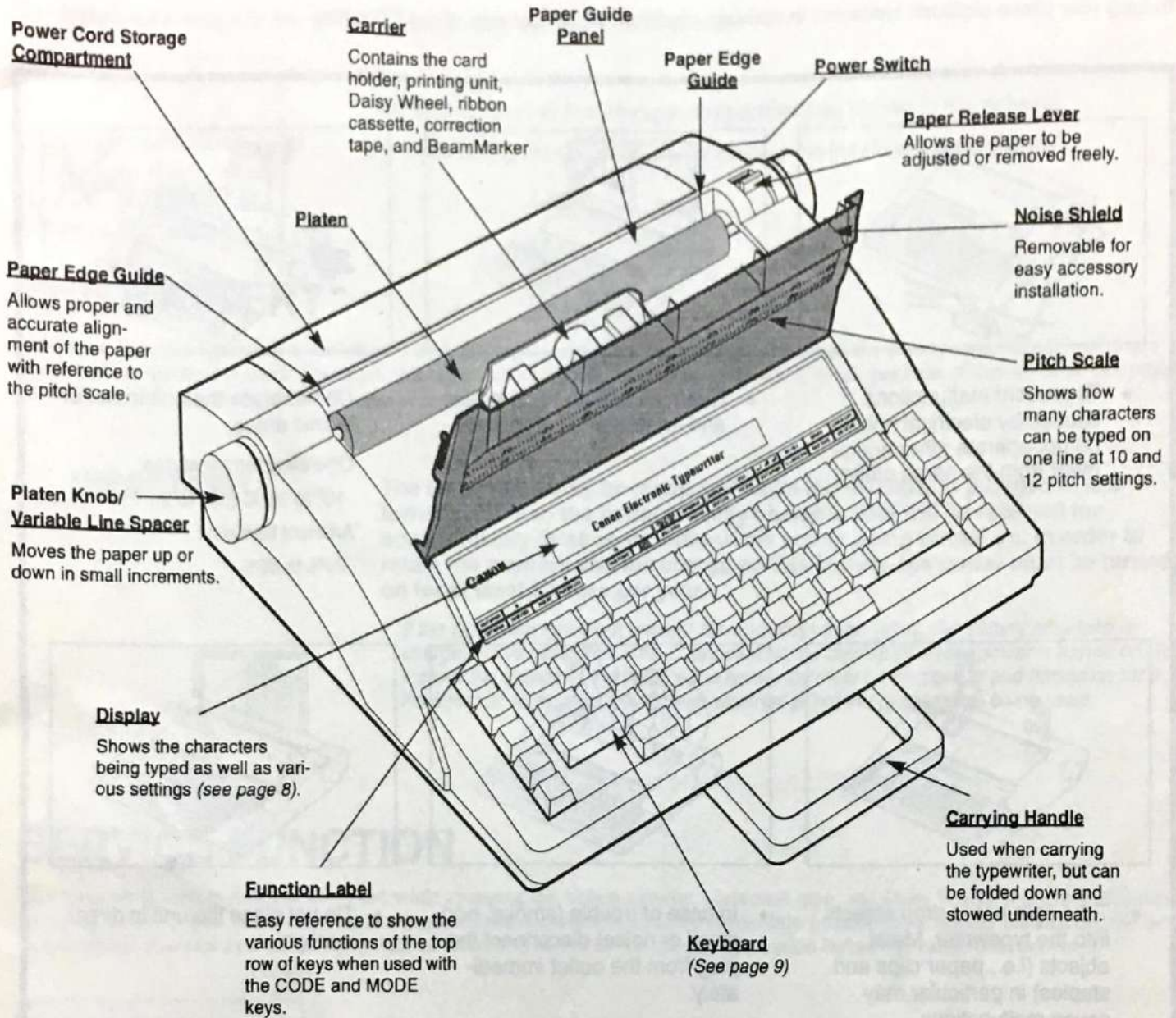
PACKING LIST

This typewriter comes complete with the following items:

- Ribbon cassette (correctable)
- Lift-off correction tape (installed)
- Daisy wheel (installed)
- Instruction manual
- Detachable keyboard cover

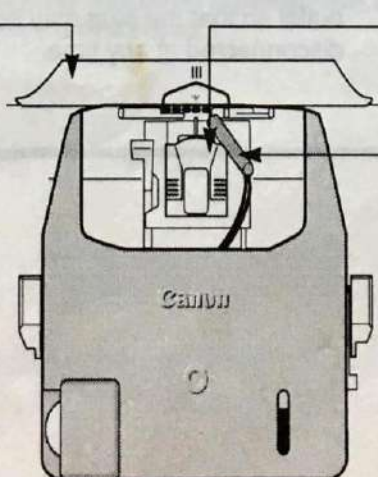
Part 1 - Before Using the Typewriter

PARTS & FUNCTIONS



Card Holder

The three vertical lines on the clear plastic card holder show the current printing position. The middle line indicates the position of the center of the next character to be typed (see page 15).



HANDLING NOTES

To keep your Canon electronic typewriter in optimum condition, please take note of the following:



- ◆ To prevent malfunctions caused by electrical noise, do not operate other equipment from the same outlet.

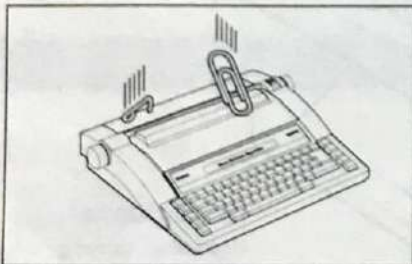


- ◆ Keep the unit away from dust and unnecessary vibrations.



- ◆ Do not place the unit in hot or humid areas:

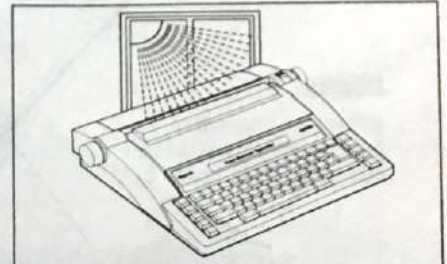
Operating temperatures:
10° to 35°C (50° to 95°F)
Ambient humidity:
20% to 85%



- ◆ Take care not to drop objects into the typewriter. Metal objects (i.e., paper clips and staples) in particular may cause malfunctions.



- ◆ In case of trouble (smoke, odd smell or noise) disconnect the plug from the outlet immediately.

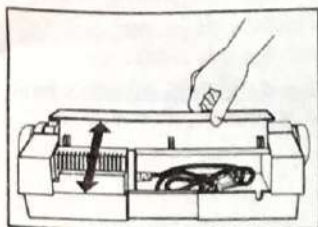


- ◆ Do not place the unit in direct sunlight.

Keep obstacles away from the outlet so that the plug may be disconnected at any time.

THE POWER CORD

The power cord is located in the storage compartment in the back of the typewriter.



Open the cover to this storage compartment as shown in the drawing.

- When putting the cord away, first fit the plug into the storage compartment.

THE BATTERY

The memory in this typewriter is maintained by a rechargeable lithium battery. This means that the battery automatically recharges each time the machine is used. Therefore, the battery should never have to be replaced. With proper care of this machine (see page 77 for Maintenance), the battery will last a minimum of 20 years.

IMPORTANT!

The battery can only be recharged while the machine is plugged in and turned on. When the battery is fully charged, data will be retained for approximately three years without the power being turned on. In order to retain the memory and the charge on this battery, the power must be turned on for at least 3 hours per year.

- If the typewriter has been unused for more than three years, the battery may lose its charge. In this case, "Initialize ..." appears on the display when the power is turned on. To restore the charge of the battery, the typewriter must be plugged in and turned on for a minimum of eight continuous hours whether or not the typewriter is being used.

SERVICE FUNCTION

This function is used to lock the keyboard while changing the ribbon cassette, correction tape, and Daisy Wheel. It prevents accidental typing on the paper. In addition, since it is sometimes necessary to slide the carrier into position for accessory installation, the Service Function also acts as a relocation device to return the carrier to the last typing position before the carrier was accessed.

[MODE] + [←]

Press and hold [MODE], then press [←] to activate and deactivate this function.

- The LOCK key light blinks to indicate that the Service Function is in use, and stops blinking when it is deactivated.

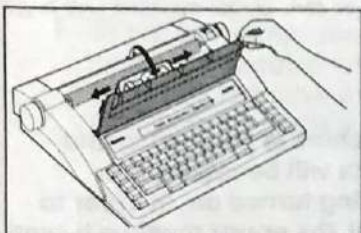
ACCESSORIES

■ Ribbon Cassette

Several types of ribbon cassettes are available: Correctable, fabric, and single-strike (see chart on page 6). Ribbon cassettes have a color-coded thumbwheel to help make identification easier.

Installation:

[MODE] + [←]

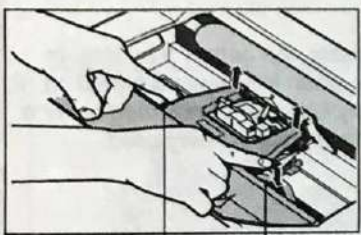


- 1 Press and hold [MODE], then press [←] to activate the Service Function.

- The LOCK key light blinks to indicate that the Service Function is in use.

- 2 Open the noise shield.

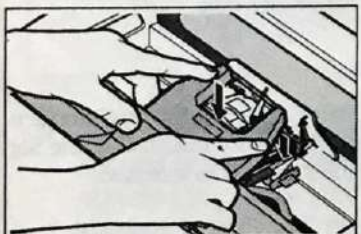
- The noise shield may also be removed for easy accessory installation. Simply open the noise shield and slide it upward from the machine.



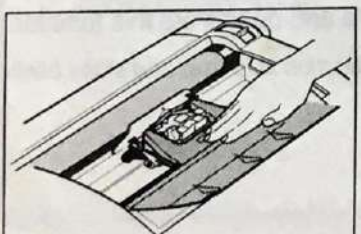
- 3 Press both green cassette release levers simultaneously.

- 4 Remove the ribbon cassette by lifting it straight up.

Cassette Release Levers



- 5 Install the ribbon cassette by first lowering the bottom half into position.



- 6 Gently push down the top of the cassette on both sides until it clicks into place.

- Be sure that the ribbon is properly threaded between the card holder and the ribbon guides.

- Turn the thumbwheel on the ribbon cassette to take up any slack in the ribbon.

- 7 Close the noise shield.

- If the noise shield was removed (as described in step 2), simply slide it back onto the tabs at each side of the machine, then close it.

[MODE] + [←]

- 8 Press and hold [MODE], then press [←] to deactivate the Service Function.

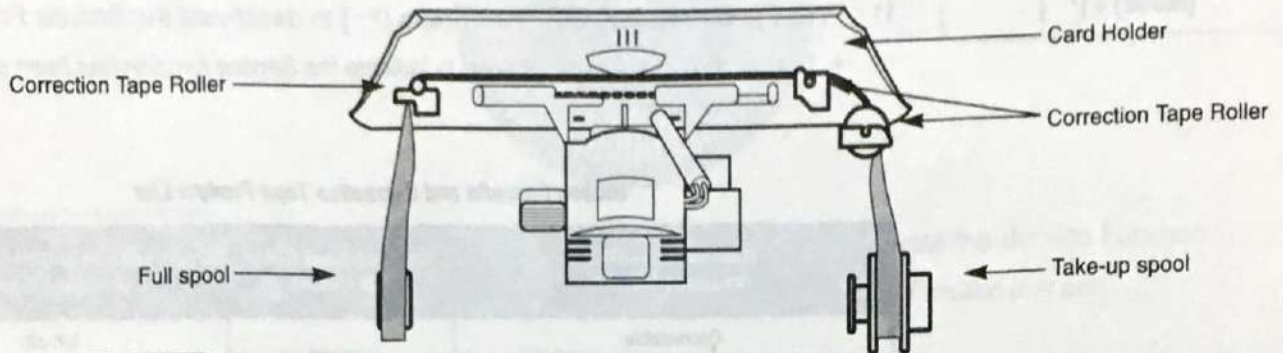
- The LOCK key light stops blinking to indicate the Service function has been deactivated.

■ Correction Tape

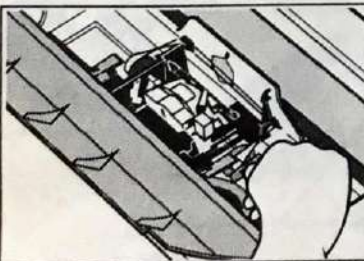
Be sure to use the appropriate correction tape for the ribbon cassette in use (see chart on page 6).

- The correction tape originally installed in this machine has been factory tested. Because of this testing, typed characters may appear on the correction tape. In addition, environmental conditions during shipment may have caused the exposed portion of the tape to dry out. Therefore, it is recommended that the correction tape be wound a few times to ensure the best correction quality possible.
- When the correction tape runs out, the machine beeps and the Service Function (see page 3) is automatically activated.

Installation:



[MODE] + [←]



- 1 **Press and hold [MODE], then press [←]** to activate the Service Function.
 - The LOCK key light blinks to indicate that the Service Function is in use.
- 2 **Open the noise shield.**
 - The noise shield may also be removed for easy accessory installation. Simply open the noise shield and slide it upward from the machine.
- 3 **Remove the ribbon cassette** (see previous page).
- 4 **Pull the used correction tape spool off of the spindle on the right.**
- 5 **Install the full spool of the new correction tape on the left side.**
- 6 **Thread the correction tape around the tape rollers as shown in the diagram above.**
 - Be sure that the shiny side of the tape is facing away from the typing surface.
- 7 **Install the take-up spool on the right side.**
 - Press the spool in firmly until it clicks into position.
- 8 **Turn the take-up spool toward the front of the typewriter until the colored portion of the tape is beyond the left roller.**
 - Take up any slack in the tape.

Correction Tape (continued on next page)

Part 1 - Before Using the Typewriter

Correction Tape (continued)

- 9 Install the ribbon cassette (see page 4).
- 10 Close the noise shield.
 - If the noise shield was removed (as described in step 2), simply slide it back onto the tabs at each side of the machine, then close it.
- 11 Press and hold [MODE], then press [←] to deactivate the Service Function.
 - The LOCK key light stops blinking to indicate the Service function has been deactivated.

[MODE] + [←]

Ribbon Cassette and Correction Tape Product List

Ribbon Cassette (Product Name)	Thumbwheel Color (ID Color)	Corresponding Correction Tape (Product Name)
Correctable (SC-70, SC-71*, SC-72**, AP01, AP07*, AP08**)	Orange	Lift-off (SC-78, AP14)
Fabric (SC-74, AP03)	Green	Not Available
Single-strike*** (SC-75, AP03)	Pink	Not Available

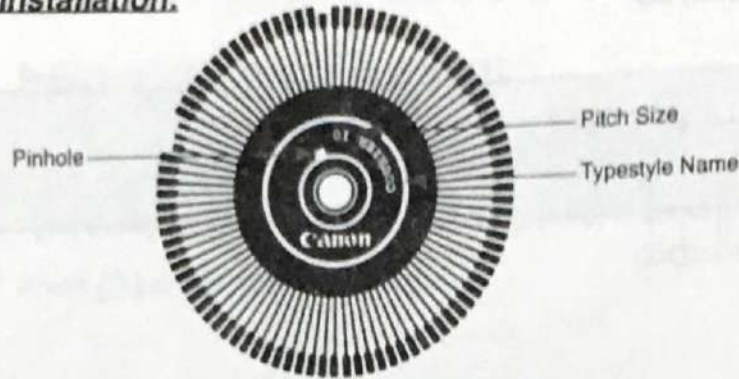
*Light brown ribbons / **Blue ribbons / ***Not available in the U.S.A. or Canada

- AP01 and AP14 have been included with your machine.

■ Daisy Wheel

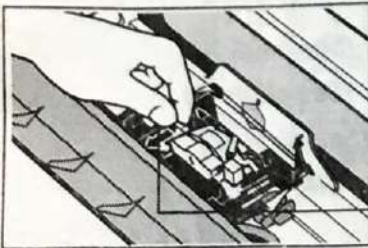
The Daisy Wheel is used to print the characters and symbols that are typed. Canon makes a variety of Daisy Wheels in different print pitches (10, 12 and 15 - see page 10) and typesstyles.

Installation:



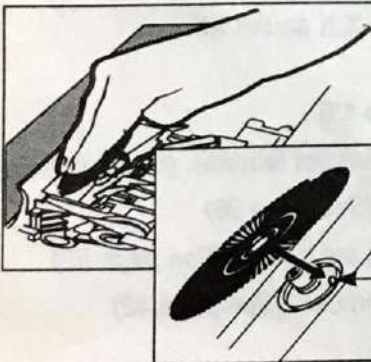
[MODE] + [←]

- 1 Press and hold [MODE], then press [←] to activate the Service Function.
 - The LOCK key light blinks to indicate that the Service Function is in use.
- 2 Open the noise shield.
- 3 Remove the ribbon cassette (see page 4).
- 4 Pull the positioning lever toward the front of the typewriter in two steps until the Daisy Wheel is released (or "pops up").



Positioning Lever

- 5 Lift the Daisy Wheel up and out.
- 6 Align the square pinhole on the back of the new Daisy Wheel with the pin on the spindle.
 - Press the knob firmly with one finger until the Daisy Wheel fits securely on the spindle.



Spindle

- 7 Push the positioning lever back to return the Daisy Wheel to its original position.
- 8 Install the ribbon cassette (see page 4).
- 9 Close the noise shield.
- 10 Press and hold [MODE], then press [←] to deactivate the Service Function.
 - The LOCK key light stops blinking to indicate the Service function has been deactivated.
- 11 Set the pitch mode according to the character pitch of the Daisy Wheel (see page 10).

[MODE] + [←]

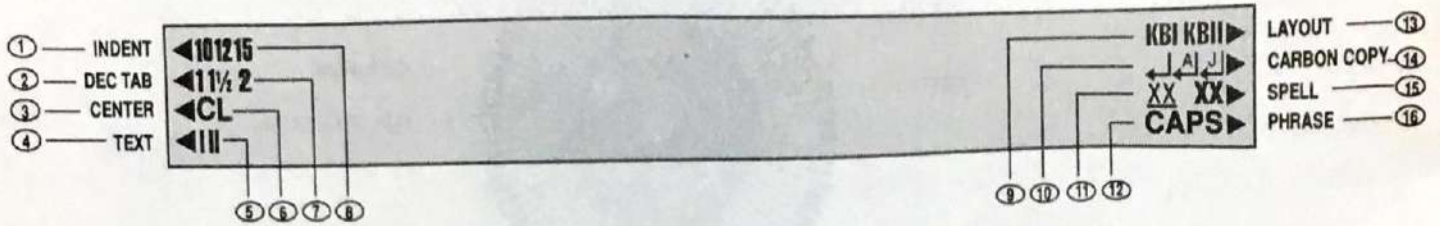
[MODE] + [1] or [2]

IMPORTANT!!!

Before beginning to type, be sure that a daisy wheel is installed. Typing without a daisy wheel can cause serious damage to this machine.

DISPLAY

■ Display Features



- ① **INDENT:** Marker appears when the Indent function is in use. (See page 28)
- ② **DEC TAB:** Marker appears when the DEC TAB function is in use. (See page 31-32)
- ③ **CENTER:** Marker appears when any one of the Centering functions is in use. (See page 29)
- ④ **TEXT MEMORY:** Marker appears when Text Memory functions are in use. (See page 45)
- ⑤ **IMPRESSION MODE:** Shows which Impression mode setting is in use, "I" or "II". (See page 11)
- ⑥ **TYPING MODE:** Shows which typing mode is in use, "C" (Character-by-character) or "L" (Line-by-line). (See page 11)
- ⑦ **LINE SPACING MODE:** Shows which Line Spacing is in use, "1", "1½", or "2". (See page 10)
- ⑧ **PITCH MODE:** Shows which Pitch mode is in use, "10", "12", or "15". (See page 10)
- ⑨ **KEYBOARD MODE:** Shows which Keyboard mode is in use, KBI or KBII. (See page 12)
- ⑩ **CARRIER RETURN MODE:** Shows which Carrier Return mode is currently in use, " \leftarrow ", " $\leftarrow \uparrow$ ", " $\leftarrow \downarrow$ ". (See page 13)
- ⑪ **CHARACTER ATTRIBUTE INDICATOR:** Shows which Character Attribute features are in use, **XX** and/or **XX**. (See page 12)
- ⑫ **CAPSLOCK:** "CAPS" appears when Capslock is in use. (See page 13)
- ⑬ **LAYOUT:** Marker appears when Column widths are being set (Layout feature). (See page 33)
- ⑭ **CARBON COPY MODE:** Marker appears when Carbon Copy mode is in use. (See page 26)
- ⑮ **SPELL CHECKER:** Marker appears when the Spelling Checker functions are in use. (See page 59)
- ⑯ **PHRASE MEMORY:** Marker appears when Phrase Memory functions are in use. (See page 42)

Display (continued on next page)

Display (continued)

■ Adjusting the Display Contrast

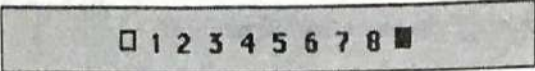
This function allows for the adjustment of the level of "brightness" or "darkness" of the display.

[CODE] + [Y]

TYPE (1-8)

[☆]

1 Press and hold [CODE], then press [Y].



2 Type the appropriate number: (1) is lightest/ (8) is darkest.

3 Press [☆] to complete the setting.

KEYBOARD LAYOUT



Part 2 - Basic Typing Operations

MODE SETTINGS

■ Pitch Modes

Use the keys shown below to set the typing pitch to match the Daisy Wheel being used. The pitch setting indicates how many characters per inch may be typed: 10-pitch type (10 characters per inch), 12-pitch type (12 characters per inch), or 15-pitch type (15 characters per inch).

- When the power is turned off, the setting will be retained.

[MODE] + [1]

10-pitch type (10 characters per inch):

Press and hold [MODE], then press [1].

- "10" appears on the display to indicate 10-pitch mode is set.

[MODE] + [2]

12-pitch type (12 characters per inch):

Press and hold [MODE], then press [2].

- "12" appears on the display to indicate 12-pitch mode is set.

[MODE] + [3]

15-pitch type (15 characters per inch):

Press and hold [MODE], then press [3].

- "15" appears on the display to indicate 15-pitch mode is set.

■ Line Spacing Modes

Any one of three Line Spacing Modes may be selected by using the keys as shown below.

- When the power is turned off, the setting will be retained.

[MODE] + [4]

Single Spacing (6 lines per inch):

Press and hold [MODE], then press [4].

- "1" appears on the display to indicate Single Spacing is set.

[MODE] + [5]

Line-and-a-half Spacing (4 lines per inch):

Press and hold [MODE], then press [5].

- "1 ½" appears on the display to indicate Line-and-a-half Spacing is set.

[MODE] + [6]

Double Spacing (3 lines per inch):

Press and hold [MODE], then press [6].

- "2" appears on the display to indicate Double Spacing is set.

■ Typing Modes

Either of two typing modes may be selected by using the keys as shown below. When typing in Character-by-character mode, each character prints as it is typed (unless justified text mode is in use - see page 13). If typing in Line-by-line mode, characters print only when [TAB] [RETURN], [↑/↓], or [CODE] and [↑/↓] are pressed, or when the last word on the typing line is word wrapped (see page 20).

- When typing in the Line-by-line mode, the carrier can be set to move to the actual printing position for accurate placement of characters as you type (see below).
- This setting is retained even when the power is turned off.

[MODE] + [7]

Press and hold [MODE], then press [7] to alternate between typing modes.

- "C" appears on the display to indicate the Character-by-character mode is in use.
- "L" appears on the display to indicate the Line-by-line mode is in use.

Moving the Carrier when typing Line-by-line:

[CODE] + [Q]

Press and hold [CODE], then press [Q] to turn carrier movement on or off.

- Three beeps sound to indicate that carrier movement has been turned on.
- One beep sounds to indicate that carrier movement has been turned off.

■ Impression Modes

Use this setting to increase and decrease the impact of the Daisy Wheel against the paper. The impression mode should be changed according to the type of paper to be used and number of copies to be made.

- Use the maximum setting when typing on multiple-part forms and/or heavy bond paper. For all other jobs, use the normal (minimum) setting.
- When the power is turned off, this setting is retained.

[MODE] + [8]

[RETURN]

Press and hold [MODE], then press [8].

Press [RETURN] to choose the setting.

- "I" appears on the display to indicate that normal (minimum) impact is set.
- "II" appears on the display to indicate that maximum impact is set.

[☆]

Press [☆] to save the setting.

Part 2 - Basic Typing Operations

■ Character Attributes/Print Styles

Besides normal print mode, three additional character attribute (print styles) modes may be used (also see page 50 for changing character attributes in Text memory).

- When the power is turned off, the setting will be retained.

Normal Print with Underlining:

Example: THIS IS NORMAL UNDERLINED PRINT.

[MODE] + [9]

Press and hold [MODE], then press [9].

- "XX" appears on the display to indicate that underlining is on.
- "XX" disappears from the display to indicate that underlining is off.
- " _ " appears under each underlined character.

Boldface print:

Example: **THIS IS BOLDFACE PRINT.**

[MODE] + [0]

Press and hold [MODE], then press [0].

- "X X" appears on the display to indicate that boldface print is on.
- "X X" disappears from the display to indicate that boldface print is off.
- " _ " appears under each boldface character.

Boldface Print with Underlining:

Both boldface and underline character attributes may be set at the same time by turning on both modes before typing as described above.

Example: **THIS IS BOLDFACE UNDERLINED PRINT.**

- " _ " and " _ " appear under each boldface and underlined character.

■ Keyboard Modes

Some of the keys on this typewriter have three or four characters/symbols on their keytops. Setting the Keyboard Mode allows these characters/symbols to be used. Keyboard I (KBI) allows the characters/symbols on the left side of the keytops to be typed, and Keyboard II (KBII) allows those on the right to be typed.

- When the power is turned off, the setting will be retained.

[MODE] + [=]

Press and hold [MODE], then press [=] to alternate between KBI and KBII.

- "KBI" appears on the display to indicate that KBI is set.
- "KBII" appears on the display to indicate that KBII is set.

■ Carrier Return Modes

Any of three carrier return modes may be selected by using the keys shown below.

- *When the power is turned off, the setting will be retained.*

Manual Carrier Return:

The carrier returns to the left margin of the next line only when [RETURN] is pressed.

Automatic Carrier Return:

Returns the carrier to the left margin of the next line when a space or hyphen is typed in the hot zone (see page 20).

Justified text mode:

The typewriter automatically proportions the space between the words being typed on a line so that the text being typed will be printed with a "justified" right margin. Justified text mode is affected by whether or not the Word Wraparound function is in use. (See page 20 for more information).

[MODE] + [-]

Press and hold [MODE], then press [-] to alternate between carrier return modes.

- "↵" appears on the display to indicate that manual carrier return is set.
- "↵" appears on the display to indicate that automatic carrier return is set.
- "↵" appears on the display to indicate that Justified text mode is set.

CAPSLOCK

This function allows upper case letters to be typed (as if the SHIFT or LOCK key had been pressed) without the number keys being changed.

- *When the power is turned off, the setting will always return to the CAPSLOCK off setting.*

[CODE] + [C]

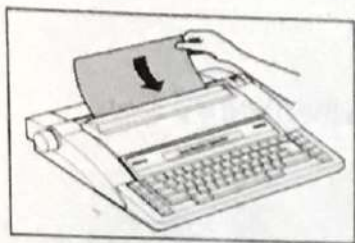
Press and hold [CODE], then press [C] to turn Capslock on or off.

- Three beeps sound and "CAPS" appears on the display to indicate that Capslock is on.
- One beep sounds and "CAPS" disappears to indicate that Capslock is off.

Part 2 - Basic Typing Operations

AUTO PAPER FEED

This function allows the paper to be automatically fed into the typewriter to the currently set first typing line (top margin - see page 17).



[CODE] + [1]

1 Place the paper on the paper support panel and insert it until it touches the platen (see page 1).

- Lift the cover to the power cord storage compartment to allow the paper to feed smoothly under the platen.

2 Press and hold [CODE], then press [1] to automatically feed the paper to the first typing line.

- If the paper has fed unevenly, pull the paper release lever and realign the paper. Push the lever back into its original position.

Auto Paper Eject

This function allows the paper to be automatically ejected from the typewriter.

[CODE] + [V]

Press and hold [CODE], then press [V] to eject the paper.

- This function can be used in the Text Mode to create a page break (see page 49).

INDEXING/REVERSE INDEXING

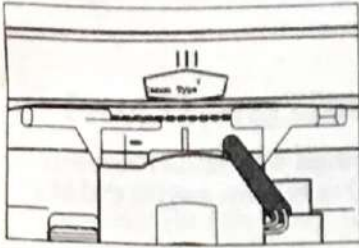
The index and reverse index keys (↕) and (↕) can also be used to move the paper up and down without using the platen knob or the [RETURN] key. The key combinations shown in the chart below will move the paper up (Indexing) or down (Reverse Indexing), one line (or smaller increments) at a time, depending upon the currently set line spacing (see page 10) or as an express feature* to move the paper in greater amounts.

- The amount of space the paper is moved when the index keys are used depends upon the current line space setting. When single line spacing is in use, the paper will only move up or down one line at a time. If double spacing is used, the paper will move up and down 2 lines at a time, etc. 1/4line indexing/reverse indexing remains the same no matter what current line spacing is set.
- If an attempt is made to move the paper down past the current top margin setting (see page 17), the beep sounds and "Top margin!" appears on the display. If this occurs, either press [CODE] and [X] to escape the boundary of the currently set top margin, or set a new top margin.

Move down the page one line (Paper will actually be moved up)	[↕]*
Move down the page 1/4 line (1/24") (Paper will actually be moved up)	[CODE] + [↕]
Move up the page one line (to previous lines) (Paper will actually be moved down)	[↕]*
Move up the page 1/4 line (1/24") (Paper will actually be moved down)	[CODE] + [↕]

* By holding this key down the paper can be moved up and down several lines at a time.

CARRIER POSITION AND THE BEAMMARKER



The carrier and printing positions (see page 1) are shown in the illustration on the left. Margins and tabs are set according to the position of the carrier with reference to the pitch scale (see page 1) and the BeamMarker. The space bar, arrow keys (←/→), Backspacing, Half-Backspacing, and Express Backspacing may all be used to move the carrier back and forth across the page (see page 16).

Using the BeamMarker:

The BeamMarker is a small triangular red beam of light used to show the position of the next character to be typed.

MOVING THE CARRIER

In addition to Indexing and Reverse Indexing (moving the paper up and down as described above), the following table shows each way the carrier may be moved back and forth across the page (also see below and page 14 for more information).

Move to the end of a text*	[RELOC]*
Move by small increments to the right	[CODE] + Space Bar
Move one space (or character) to the right	Space Bar or [→]
Move all the way to the right margin (or in some cases, to the end of the line)	[CODE] + [→]
Move one space to the left	[←]
Move one half space to the left (in character-by-character mode)*	[CODE] + [=]*
Move to the beginning of a line	[CODE] + [RETURN]
Move one word to the left*	[CODE] + [←]*

*Can only be used within Correction Memory (see page 24).

■ Controlled Carrier Movement (microspacing)*

This feature moves the carrier to the right in small increments of 1/120 of an inch. This is especially useful for accurate repositioning of the carrier after a typed page has been removed and then reinserted for editing, additions, etc.

[CODE] + Space Bar

Press and hold [CODE], then press the Space Bar.

*Can only be used within Correction Memory (see page 24).

Part 2 - Basic Typing Operations

■ Forward Spacing

The [→] key moves the carrier (and/or cursor*) forward through the text, one space or character, to any point within the text.

Express Forward Spacing

(moving all the way to the right margin):

This function moves the carrier (and/or cursor*) to the right margin with one key sequence (instead of having to use the space bar). This is useful for adding or correcting the end of a line, etc.

[CODE] + [→]

Press and hold [CODE], then press [→].

■ Backspacing

The [←] key moves the carrier (and/or cursor*) backward through the text, character-by-character, to any point within correction memory. Backspacing can also be done in half-space increments as well as express backspacing by using the key combinations as shown below.

Half-Backspacing

(moving one half space to the left)*:

This function* moves the carrier to the left one-half space. This may be used to "squeeze" an extra character into a line after a correction, or to create a ligature such as "II".

[CODE] + [=]

Press and hold [CODE], then press [=].

Express Backspacing

(moving all the way to the left margin):

This function moves the carrier to the left margin without causing a line feed. This is useful for typing on the same line immediately after setting margins or tabs.

[CODE] + [RETURN]

Press and hold [CODE], then press [RETURN].

■ Backtracing (moving backward word-by-word)*

This feature moves the carrier backward through a document, word-by-word, to any point within the correction memory (see page 24).

[CODE] + [←]

Press and hold [CODE], then press [←].

- Each time these keys are pressed, the carrier/cursor moves to the left one word at a time.

*Can only be used within Correction Memory (see page 24).

MARGINS AND TABS

All margin settings, tabs, and the hot zone described in this section may also be set during the Page Set Up operation (see page 22).

■ First Typing Line (Top Margin)

The First Typing Line (Top Margin) setting determines how far the Auto Paper Feed function (see page 14) will advance the paper when a new sheet of paper is fed into the typewriter. This setting can be made with or without using a sheet of paper as a guide. The First Typing Line position is retained even when the power is turned off.

- To cancel (escape) this operation at any time before its completion (step 5), press [CODE] and [☆].
- If an attempt is made to type above the first typing line, the beep will sound and "Top margin!" appears on the display. If this occurs, either press [MARGIN RELEASE] to escape the boundary of the currently set top margin, or set a new top margin.

INSERT PAPER
(optional)

[CODE] + [1]

[CODE] + [2]

TYPE (01-55)*

OR

FEED PAPER*

[☆]

1 Insert the paper as needed (see page 14).

2 Press and hold [CODE], then press [1] to feed the paper to the currently set first typing line.

3 Press and hold [CODE], then press [2] to display the following message:

Top margin: 06

4 Type a two-digit number (01-55) to set the first typing line at a known position*.

Example: To set the first typing line (top margin) at 1 1/2 inches from the top of the page, type [0] and [9]. One inch equals 6 lines.*

OR

Feed the paper to the desired first typing line (top margin) by using [RETURN] or any of the indexing keys/key combinations (as shown on page 14)*.

5 Press [☆] to complete the setting.

* The amount of paper fed each time one [RETURN] or the Index keys are pressed varies according to the current [line space setting (see page 10)]. However, a number entered as a known line position must correspond to the number of lines at single line spacing.

Part 2 - Basic Typing Operations

■ Auto Page End (last typing line/bottom margin)

This feature is used to set the number of typing lines between the first typing line (see page 17) and the last typing line. The space between the last typing line and the bottom edge of the paper may be considered the "bottom margin". The Auto Page End function is very useful when the pages of a multi-page document must be exactly the same length. This setting can be made with or without using a sheet of paper as a guide. However, Auto Page End is only effective if the paper is fed automatically (Auto Page Feed - see page 14) and Page End Lock is activated (see below).

• To cancel (escape) this operation at any time before its completion (step 6), press [CODE] and [☆].

INSERT PAPER
(optional)

[CODE] + [1]

[CODE] + [2]

[→]

TYPE (04-99)*

OR

FEED PAPER*

[☆]

1 Insert the paper as needed (see page 14).

2 Press and hold [CODE], then press [1] feed the paper to the currently set first typing line.

3 Press and hold [CODE], then press [2] to display the top margin setting.

4 Press [→] to display the following message:

Page end: 55

5 Type a two-digit number (04-99) to set the page end (last typing line) at a known position*.

OR

Feed the paper to the desired page end (last typing line) by using [RETURN] or any of the indexing keys/key combinations (as shown on page 14)*.

6 Press [☆] to complete the setting.

• If a sheet of paper has been inserted and used as a guide to make the setting, it will automatically be returned to the first typing line.

* The amount of paper fed each time one [RETURN] or the Index keys are pressed varies according to the current line space setting (see page 10). However, a number entered as a known line position must correspond to the number of lines at single line spacing.

Page End Lock:

When this function is activated, one beep will sound at the end of each of the last 4 typing lines left on the current page (according to the setting made above). The keyboard will lock when the last typing line is completed. Auto Page End can be turned on and off, but the Auto Page End setting will be retained even after the power is turned off.

Press and hold [CODE], then press [3] to turn Page End Lock on or off.

- Three beeps sound to indicate that Page End Lock is on.
- One beep sounds to indicate that Page End Lock is off.
- If an attempt is made to type beyond the last typing line, the beep will sound and "Page end!" appears on the display. To release the current page and insert a new one, press [MARGIN RELEASE], press [CODE] and [V] to eject the page, and insert a new page using the Auto Paper Feed function (see page 14).
- When the power is turned off, Page End Lock setting is retained.

[CODE] + [3]

■ Left and Right Margins

• When the power is turned off, these settings are retained.

MOVE CARRIER

[CODE] + [MARGIN RELEASE]

AND/OR

[MODE] + [MARGIN RELEASE]

- 1 Move the carrier (see page 15) to the desired left or right margin position.
 - If the carrier stops and the alarm sounds, the carrier has reached the currently set left/right margin. Press [MARGIN RELEASE] to release this setting. Then move the carrier to the desired position.
 - The minimum allowance for spacing between the left and right margins is 1.5 inches (3.8cm). If an attempt is made to set less than 1.5 inches (3.8cm) between margins, the alarm sounds and no margin will be set.
- 2 Press and hold [CODE], then press [MARGIN RELEASE] to set the left margin.
 - "L" appears on the display to indicate the position of the left margin setting.

AND/OR

Press and hold [MODE], then press [MARGIN RELEASE] to set the right margin.

- "R" appears on the display to indicate the position of the right margin setting.

Part 2 - Basic Typing Operations

Hot Zone

The Hot Zone is the area immediately to the left of the right margin, and can be set to contain up to 9 characters. When the carrier enters this zone, the beep sounds to indicate that typing is within the preset distance (hot zone) from the right margin. Typing a space or hyphen in the hot zone will cause a carrier return when the Character-by-character and Automatic Carrier Return modes are set. The Hot Zone setting is retained even when the power is turned off.

• To cancel (escape) this operation at any time before its completion (step 3), press [CODE] and [☆].

[CODE] + (the number) [0]

TYPE (0-9)

[☆]

- 1 Press and hold [CODE], then press (the number) [0] to display the following message:

Hot zone: 5

- 2 Type a number (0-9) to set the width of the Hot Zone.

- 3 Press [☆] to complete the setting.

• "h" appears on the display to indicate the position of the hot zone setting.

Word Wraparound:

When this feature is in use, any word that does not fit on the current line because it extends past the hot zone is automatically moved to the next line. However, this feature can only be used if typing in a non-printing mode (i.e., line-by-line or justified text - see page 11 and 13), and/or automatic or justified text carrier return modes.

• If the first word begins inside the hot zone, the entire group of words or characters containing the permanent space(s) will be "wrapped" to the next line.

[CODE] + [W]

- 1 Press and hold [CODE], then press [W] to turn this feature on and off.

- Three beeps sound to indicate that Word Wraparound is on.
- One beep sounds to indicate that Word Wraparound is off.
- When the power is turned off, this setting is retained.

Permanent Spaces

(keeping words together on the same line):

This function can be used with the automatic or justified text printout carrier return modes to prevent certain groups of words at the end of a line (i.e., names, dates, etc.) from being separated and ensures that they appear together on the same line.

• If the first word begins inside the hot zone, the entire group of words or characters containing the permanent space(s) will be "wrapped" to the next line.

[CODE] + [B]

- 1 Press and hold [CODE], then press [B] instead of the space bar.

- The carrier/cursor will move one space to the right without causing a carrier return. Use this key sequence for each permanent space needed.
- " " appears on the display to indicate the placement of a permanent space.

■ Tabs

- Tab settings are retained even when the power is turned off.

MOVE THE CARRIER

[TAB+ / TAB-]

Setting Tabs:

- 1 Move the carrier (see page 15) to the desired tab position.
- 2 Press [TAB+ / TAB-] to set the tab.
 - "t" appears on the display to indicate the position of any regular tab set.
 - If a total of more than 20 tabs and decimal tabs (see page 31) are attempted, the alarm sounds and no other tab settings will be accepted.
 - Press [TAB+ / TAB-] three times to set a regular tab and a decimal tab at the same position. "dt" appears on the display to indicate the position on which both a decimal tab and regular tab have been set.
 - To return to the previous left/right margin and tab settings, press [CODE] and [Z].

[TAB]

Executing (Using) Tabs:

- 1 Press [TAB] to move the carrier to each set tab position (or the right margin).
 - Press and hold [MODE], then press [TAB] to move to a previous tab position (or the left margin/indent, if there are no other tab settings).
 - If character pitch is changed, tab positions appear changed on the display only, but will remain as previously set when printing occurs.

Clearing (Deleting) Specific Tabs:

- 1 Press [TAB] to move the carrier to the tab to be cleared (deleted).
- 2 Press and hold [CODE], then press [TAB+ / TAB-] to clear the tab.

Clearing (Deleting) All Tabs:

- 1 Press and hold [CODE] and [SHIFT], then press [TAB+ / TAB-] to clear all tabs.

Returning to the Default (factory preset) Tabs:

This function allows the typewriter to be returned to the default (or factory preset) tab settings. The left margin will remain at the currently set position. However, the right margin will be automatically adjusted to accommodate the factory preset number of default tab settings*.

- The factory preset tab settings vary from country to country.

[CODE] + [SHIFT] + [Z]

Press and hold [CODE] and [SHIFT], then press [Z] return to the default settings.

Part 2 - Basic Typing Operations

■ Page Set Up (setting all the items at one time)

All margins (top, bottom, left/right) as well as the Hot Zone and tab settings can be displayed and changed consecutively by using the Page Set up feature. The settings may be made by typing in numbers corresponding to a desired placement or by inserting a sheet of paper to be used as a guide.

- To cancel (escape) this operation at any time before its completion (step 12), press [CODE] and [☆].
- To skip an item between steps 3 and 8, press [→], or to return to a previous item, press [←] until the desired item is displayed.
- To return to a previous item (i.e., hot zone) after step 8, press [↵], then press [←].
- [☆] may be pressed after any item, and only the changes made up to that point will be retained. All other items will remain as before.
- These settings are retained even after the power is turned off.

INSERT PAPER (optional)

[CODE] + [1]

[CODE] + [2]

TYPE (01-55)*

OR

FEED PAPER*

[→]

TYPE (04-99)*

OR

FEED PAPER*

[→]

1 Insert the paper as needed (see page 14).

2 Press and hold [CODE], then press [1] feed the paper to the currently set first typing line.

3 Press and hold [CODE], then press [2] to display the Top Margin setting.

Top margin:

4 Type a two-digit number (01-55) to set the first typing line at a known position (see page 17 for more information).

OR

Feed the paper to the desired first typing line (top margin) by using [RETURN] or any of the indexing keys/key combinations (as shown on page 14)*.

5 Press [→] to complete the setting and display the Page End setting.

Page end:

6 Type a two-digit number (04-99) to set the last typing line at a known position (see page 17 for more information).

OR

Feed the paper to the desired last typing line (bottom margin) by using [RETURN] or any of the indexing keys/key combinations (as shown on page 14)*.

7 Press [→] to complete the setting and display the Hot Zone setting.

*The amount of paper fed each time one [RETURN] or the Index keys are pressed varies according to the current line space setting (see page 10). However, a number entered as a known line position must correspond to the number of lines at single line spacing.

Page Set Up (continued on next page)

<p>TYPE (0-9)</p> <p>[→]</p>
<p>MOVE CARRIER</p>
<p>[CODE] + [MARGIN RELEASE]</p>
<p>AND/OR</p>
<p>[MODE] + [MARGIN RELEASE]</p>
<p>AND/OR</p>
<p>[TAB+/TAB-]</p>
<p>[☆]</p>

Hot zone:

- 8 **Type a one-digit number (0-9)** to set the hot zone (see page 20 for more information).
- 9 **Press [→]** to complete the setting and display the Left/Right Margin and tab settings.
 - "h" appears on the display to indicate the position of the hot zone setting.

Left and Right margins (L.....R):

- 10 **Move the carrier** (see page 15) to the desired left or right margin, or tab position.
 - If the carrier stops and the alarm sounds, the carrier has reached the currently set left/right margin. Press [MARGIN RELEASE] to release this setting. Then move the carrier to the desired position.
 - The minimum allowance for spacing between the left and right margins is 1.5 inches (3.8cm). If an attempt is made to set less than 1.5 inches (3.8cm) between margins, the alarm sounds and no margin will be set.
- 11 **Press and hold [CODE], then press [MARGIN RELEASE]** to set the left margin.
 - "L" appears on the display to indicate the position of the left margin setting.

AND/OR

Press and hold [MODE], then press [MARGIN RELEASE] to set the right margin.

- "R" appears on the display to indicate the position of the right margin setting.

AND/OR

tabs (L...t...t...t...t...R):

Press [TAB+/TAB-] to set a tab.

- "t" appears on the display to indicate the position of any regular tab set.
- If a total of more than 20 tabs and decimal tabs (see pages 21 and 32) are attempted, the alarm sounds and no other tab settings will be accepted.
- Press [TAB+/TAB-] three times to set a regular tab and a decimal tab at the same position. "dt" appears on the display to indicate the position on which both a decimal tab and regular tab have been set.

- 12 **Press [☆]** to complete all the settings.

CORRECTION TECHNIQUES

Characters which have already been printed can be corrected in several ways: Automatic Correction (by character or word), Manual Correction, and by Carbon Copy Mode (correcting using the overstrike feature). In addition, characters appearing on the display may be corrected before they are printed.

■ Automatic Correction

Automatic Correction is only effective when correcting characters or words still within the correction memory. This machine has a 1 page correction memory (approximately 4,000 characters). Therefore, any characters or words which appear in the most recently typed page*, may be corrected by using the Automatic Correction feature. If characters or words no longer within the correction memory* need to be corrected, the Manual Correction method (see page 25) must be used.

* Characters will remain in the correction memory until 1) the page has been ejected using Auto Paper Eject, 2) the machine has been turned off, 3) if the correction memory is full, and/or 4) if a vertical line has been drawn (see page 36).

Character Deletion:

MOVE CARRIER

[⊗]

TYPE

[RELOC]

- 1 Move the carrier to the character to be corrected (see page 15).
▼
The following are excerpts

- 2 Press [⊗] for each character to be deleted.
▼
The following are excerpts

- 3 Type the correct characters as necessary.
▼
The following are excerpts

- 4 Press [RELOC] to return the carrier to the last typing position before the correction.

Word Deletion:

• Press [CODE] + [☆] to cancel this operation before the word is deleted.

MOVE CARRIER

[CODE] + [⊗]

TYPE

[RELOC]

- 1 Move the carrier to the end of the word to be deleted (see page 15).
▼
Please send me

- 2 Press and hold [CODE], then press [⊗] for each word to be deleted.
▼
Please me

- 3 Type the correct characters as necessary.
▼
Please call me

- 4 Press [RELOC] to return the carrier to the last typing position before the correction.

Manual Correction

Use Manual Correction when automatic correction cannot be used for any of the following reasons: 1) the current page has been ejected from the typewriter using the Auto Paper Eject function, 2) the machine has been turned off, 3) if the correction memory is full and/or 4) if a vertical line has been drawn (see page 36).

[CODE] + [X]

[±] / [⌄]

MOVE CARRIER

[⊗]

TYPE

TYPE

[RELOC]

- 1 **Press and hold [CODE], then press [X].**
- 2 **Use [±] / [⌄] functions to move to the line containing the error.**
 - Do not use the platen knob to move to the line containing the error.
- 3 **Move the carrier to the character to be corrected (see page 15).**
- 4 **Press [⊗].**
 - If underlined and/or boldface characters are being deleted, make the appropriate settings.
- 5 **Type the same character as the one to be corrected.**
 - The character will then be erased.
- 6 **Type the correct character(s) as necessary.**
- 7 **Press [RELOC].**
 - At this point, if the correction memory has not been erased, the carrier returns to the last typing line of correction memory.

Part 2 - Basic Typing Operations

■ Carbon Copy Mode (correcting with overstrike)

This feature allows the correction of characters* without actually deleting the characters by using X's (or any other specified character (see *Changing the Overstrike Character below*) to type over text. The Impression Mode (see page 11) is automatically changed to the maximum setting while Carbon Copy Mode is activated. This overstrike method is useful for correcting mistakes when typing multiple copies of a document (using carbon or carbonless copy paper). Once the overstrike has been executed, the new information may be typed in next to it.

- The impression mode is automatically changed to the highest setting while the Carbon copy mode is being used. However, the impression setting may be changed by following the impression mode instructions on page 11.
- When Carbon Copy mode is turned off, the impression mode returns to the normal (minimum) setting.
- This feature is automatically turned off, and the impression setting is returned to the normal setting when the power is turned off.

* Only characters still within the correction memory can be corrected using this method. If a character is outside of the correction memory, it can be corrected using overstrike by moving the carrier to the character(s), then typing an X (or any other character) over the incorrect character. This must be done for each character to be corrected.

[MODE] + [→]

MOVE CARRIER

[⊗]

OR

[CODE] + [⊗]

1 Press and hold [MODE], then press [→] to turn this feature on or off.

- Three beeps sound to indicate that Carbon Copy mode is on.
- One beep sounds to indicate that Carbon Copy mode is off.

2 Move the carrier to the character or to the end of the word to be corrected (see page 15).

3 Press [⊗] for each character to be deleted.

OR

Press and hold [CODE], then press [⊗] for each word to be deleted.

Changing the overstrike character:

The factory preset overstrike character is "X". However, this may be changed to any other character available on the typewriter keyboard.

[MODE] + [SHIFT] + [→]

TYPE NEW CHARACTER

[☆]

1 Press and hold [MODE] and [SHIFT], then press [→].

2 Type the new overstrike character.

3 Press [☆] to complete the setting.

■ Corrections on the display

When the typewriter is set to a non-printing mode (e.g. Line-by-line or Justified Text modes), text can be deleted and/or inserted on the display before it is printed.

Deleting a Character or Word from the display:

[←]/[→]

[⊗]

OR

[CODE] + [⊗]

OR

[CODE] + [SHIFT] + [⊗]

[RELOC]

1 Press [←] or [→] to move the cursor to the right of character or anywhere in the word or line to be deleted.

2 Press [⊗] to delete the character.

OR

Press and hold [CODE], then press [⊗] to delete the word.

OR

Press and hold [CODE] and [SHIFT], then press [⊗] to delete the line.

3 Press [RELOC] to return the carrier to the last typing position before the correction.

Inserting Characters on the Display:

[←]/[→]

TYPE

[RELOC]

1 Press [←] or [→] to move the cursor to the right of where the insertion is needed.

2 Type the characters to be inserted.

3 Press [RELOC] to return the carrier to the last typing position before the correction.

Part 3 - Additional Typing Features

INDENTING

Indenting is used to set a temporary left margin (indent position). This setting will cause the carrier to move to the set indent position instead of the left margin when a carrier return is executed. Indenting helps to give certain passages of text more emphasis.

- When this function is in use, "◀" appears on the display next to INDENT.
- To cancel this operation at any time, press [INDENT]. "◀" disappears from the display.
- The indent setting and function is automatically cancelled when the margin setting is changed and [RETURN] is pressed.

MOVE CARRIER

[INDENT]

TYPE

[INDENT]

- 1 Move the carrier (see page 15) to the desired indent position.
- 2 Press [INDENT] to set the indent position.
- 3 Type as usual.
 - All subsequent lines will be indented until this function is cancelled.
- 4 Press [INDENT] to end the indenting operation.
 - "◀" disappears from the display.

RIGHT MARGIN ALIGNMENT

This function is used to align the text along the right margin. This is especially useful when typing dates, addresses, etc.

- When this function is in use, "◀" appears on the display next to CENTER.
- To cancel this operation at any time, press [CENTER] or [CODE] + [☆]. "◀" disappears from the display.
- The setting and function is automatically cancelled when the margin setting is changed.

[CENTER]

[MARGIN RELEASE]

TYPE

[RETURN]

- 1 Press [CENTER].
- 2 Press [MARGIN RELEASE].
- 3 Type the text to be aligned on the right margin.
 - The text appears on the display, but is not printed until step 4 is completed.
 - If the text that you type is longer than the space between the left and right margins, the typewriter beeps and does not allow any other text to be entered. In this case, either shorten the text by deleting characters (see pages 24, 27), or cancel this function, widen the space between the left and right margins (see page 19) and repeat steps 1 through 3 above.
- 4 Press [RETURN] to right-align and print the text.
 - "◀" disappears from the display.
 - Steps 1-4 must be repeated for each separate line of typing to be right-aligned.

CENTERING

Three kinds of centering functions can be performed: 1) centering between margins, 2) centering around the current carrier positions, or 3) centering between tabs.

- When any of the Centering functions are in use, "◀" appears on the display next to CENTER.
- To cancel this operation at any time, press [CENTER] or [CODE] + [☆]. "◀" disappears from the display.
- If the text that you type is longer than the space between the left and right margins, the typewriter beeps and does not allow any other text to be entered. In this case, either shorten the text by deleting characters (see pages 24, 27), or cancel this function, widen the space between the left and right margins (see page 19) and repeat steps shown for the centering function.
- Overlay characters (see page 38) can be used during any of these operations.

■ Centering between Margins

This feature allows typing to be centered between the left and right margins (or between the left indent position and right margin when the Indent function is in use - see page 28). Before proceeding with this operation, be sure that nothing is already typed on the line on which centering is to be done.

MOVE CARRIER

[CENTER]

TYPE

[RETURN]

- 1 Move the carrier (see page 15) to the left margin.
- 2 Press [CENTER].
- 3 Type the text to be centered.
 - The text appears on the display, but is not printed until step 4 is completed.
- 4 Press [RETURN] to center and print the text.
 - The carrier returns to the left margin of the next line and "◀" disappears from the display.
 - Steps 1-4 must be repeated for each separate line of typing to be centered.

■ Centering around the Carrier Position

Centering can be done at any point on a line by using this operation. If this procedure is to be performed over successive lines, it is recommended that a tab be set at the desired carrier position for ease and consistency of carrier placement.

MOVE CARRIER

[CENTER]

TYPE

[RETURN]

- 1 Move the carrier (see page 15) to the desired centering position.
- 2 Press [CENTER].
- 3 Type the text to be centered.
 - The text appears on the display, but is not printed until step 4 is completed.
- 4 Press [RETURN] to center and print the text.
 - The carrier returns to the left margin of the next line and "◀" disappears from the display.
 - Steps 1-4 must be repeated for each separate line of typing to be centered.

CENTERING (continued on next page)

Part 3 - Additional Typing Features

CENTERING (continued)

■ Centering between Tabs

This feature allows centering between tabs and is especially useful when typing forms and tables.

MOVE CARRIER

[CENTER]

[TAB]

TYPE

[TAB]

[RETURN]

- 1 Move the carrier** (see page 15) to the left of the setting of a pair of tabs (or tab and margin).
- 2 Press [CENTER].**
- 3 Press [TAB]** to move the carrier to the center of a pair of tabs (or tab and margin).
- 4 Type** the text to be centered.
 - The text appears on the display, but is not printed until step 5 is completed.
- 5 Press [TAB]** to center and print the text. The carrier will stop at the center of the next pair of tab settings (or tab and right margin).
 - To move to the center of another pair of settings, press [TAB] until the carrier stops at the desired position.
 - Repeat steps 3 - 5 for each portion of typing to be centered between tabs on a single line. For each line of typing to be centered between tabs, repeat steps 1-6.
 - If [RETURN] is pressed at this step, the text will be centered and printed, the carrier will return to the left margin, and this operation will be completed. In this case, if further centering is to be performed, repeat the steps above.
- 6 Press [RETURN]** when the last centering operation has been completed on a single line.
 - The carrier returns to the left margin of the next line and "◀" disappears from the display.

CREATING TABLES

Tables and columns may be created and designed through the use of Decimal Tabs and Column Layout. Both of these features may also be used in documents without requiring a formal table layout.

■ Decimal Tabs

Decimal Tabs may be set to align columns of numbers by using either a comma or a period in the decimal point position. This is especially useful when creating tables.

- A total of 20 tabs (see page 21) and decimal tabs can be set. If more than 20 tabs are attempted, one beep sounds and the tab setting is not accepted.

Setting the Decimal Point Character:

When a decimal tab is set, numbers will be aligned by the character in the decimal point position. This punctuation character may be set for use with a comma or a period.

[MODE] + [P]

- 1 Press and hold [MODE], then press [P] to alternate between a comma and a period.
 - Three beeps indicate that a comma has been set as the decimal point character.
 - One beep indicates that a period has been set as the decimal point character.
 - The decimal point character cannot be changed when using the text mode (see page 11).

Setting decimal tabs:

MOVE CARRIER

[TAB+ / TAB-] 2X

- 1 Move the carrier (see page 15) to the desired decimal tab position.
- 2 Press [TAB+ / TAB-] twice to set a decimal tab.
 - "d" appears on the display to indicate the position of the decimal tab set.
 - To set a decimal tab and regular tab at the same position, press [TAB+ / TAB-] three times. "dt" appears on the display to indicate the position on which both a decimal tab and regular tab have been set.
 - Repeat steps 1 and 2 for each decimal tab to be set.

Decimal Tabs (continued on next page)

Part 3 - Additional Typing Features

Decimal Tabs (continued)

[CODE] + [TAB]

TYPE NUMBER

[CODE] + [TAB]

Executing (Using) Decimal Tabs:

- 1 Press and hold [CODE], then press [TAB] to move to the decimal tab position(s).
 - "◀" appears on the display next to DEC TAB.
 - If there are no decimal tabs set between the current carrier position and the right margin, the typewriter beeps.
- 2 Type the number including the decimal point and any special symbols required (i.e., \$1,234.56 or £1.234,56).
 - The number(s) appears on the display, but is not printed until step 3 is completed.
 - If the number exceeds the space between tabs, the typewriter beeps and nothing else can be typed until enough characters have been deleted from the number to fit the space, or step 3 is completed. Pressing [RETURN] or [TAB] will also print the number and allow typing to continue elsewhere.
- 3 Press and hold [CODE], then press [TAB] to print the number with its decimal point aligned on the decimal tab and move the carrier to the next decimal tab position.
 - Repeat steps 1-3 as necessary.
 - This function will remain on until: 1) [TAB] is pressed which moves the carrier to the next regular tab (or right margin), or 2) [RETURN] is pressed which moves the carrier to the left margin of the next line. And, "◀" disappears from the display.

Checking and/or Skipping the Position of Decimal Tabs:

[CODE] + [SHIFT] + [TAB]

- 1 Press and hold [CODE] and [SHIFT], then press [TAB] to move to the decimal tab position(s).
 - If there are no decimal tabs set between the current carrier position and the right margin, the typewriter beeps.

Clearing (deleting) Decimal Tabs:

[CODE] + [SHIFT] + [TAB]

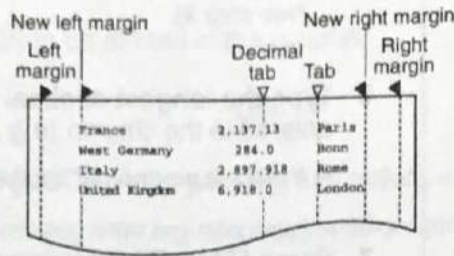
[CODE] + [TAB+ / TAB-]

- 1 Press and hold [CODE] and [SHIFT], then press [TAB] to move to the decimal tab position to be cleared (deleted).
 - If there are no decimal tabs set between the current carrier position and the right margin, the typewriter beeps.
- 2 Press and hold [CODE], then press [TAB+ / TAB-] to clear the decimal tab.
 - To clear all decimal tabs (and regular tabs), press and hold [CODE] and [SHIFT], then press [TAB+ / TAB-].

■ Column Layout

This function allows the organization of words, numbers, and symbols into a perfect table without the need for calculation or measurements. For example, when a Column Layout is set, new left and right margins are automatically set so that the table is centered between the current margins. There is an allowance of a three-character space between columns. Before using column layout, the width of each column must first be determined. Once this is accomplished, the typewriter will automatically set margins and tabs for optimum column layout. Column entries can then be made.

Example



Setting the Width of Columns:

Before the table can actually be typed, the column widths must be determined.

- To cancel this operation at any time before its completion (step 8), press [CODE] and [☆].

1 Press [LAYOUT].

- The carrier moves to the left margin and "►" appears on the display next to LAYOUT.

Character (word) Columns

2 Type the longest word(s) to be entered in the column (e.g. United Kingdom).

- The entry appears on the display, but is not printed.

3 Press [TAB+ / TAB-] to set the character column width and move to the next column.

- Repeat steps 2 and 3 for each character column in the table.
- One beep sounds if all available space has been used.

Numeric Columns

4 Type the longest integer portion (numbers to the left of the decimal) to be entered in the column (e.g. 2,137).

- One beep sounds if all available space has been used.
- The entry appears on the display, but is not printed.
- If the entry is a number with both an integer (numbers to the left of the decimal point) and a decimal fraction (numbers to the right of the decimal point), do not type the decimal portion of the number or the decimal point until step 6.
- If the entry is a decimal fraction only (with no integer - i.e., .61842) type "0" only and go to step 5.
- If the number only contains an integer portion and no decimal is to be added, go to step 7.

[LAYOUT]

TYPE LONGEST ENTRY

[TAB+ / TAB-]

TYPE LONGEST INTEGER

Numeric Columns (continued on next page)

Part 3 - Additional Typing Features

Numeric Columns (continued)

[TAB+ / TAB-] 2X

TYPE DECIMAL FRACTION

[TAB+ / TAB-] 1X

[☆]

5 Press [TAB+ / TAB-] twice to set the number of digits in the integer and enter the decimal portion.

- A decimal point will appear on the display to indicate placement, but it will not be printed. Each decimal point must be entered when the decimal portion of the number is entered (see step 9).

6 Type the longest decimal fraction (numbers to the right of the decimal) to be entered in the column (e.g., 213).

- If there is no decimal fraction, go to step 7.

7 Press [TAB+ / TAB-] to move to the next column.

- Repeat steps 2 and 3 for each character column in the table.
- Repeat steps 4-7 for each numeric column in the table.

8 Press [☆] after all columns have been set.

- The carrier returns to the left margin and "►" disappears from the display next to LAYOUT.

Typing in the Column Layout (continued on next page)

Typing in the Column Layout (continued)

TYPE THE WORD(S)

OR

[CODE] + [TAB]

[TAB]

OR

[CODE] + [TAB]

[RETURN]

[CODE] + [Z]

Typing Entries in the Column Layout:

Once all column widths have been set (steps 1-5 above), the column layout is ready to use, and the entries can be typed in.

9 Type the word(s) to be printed in the column.

OR

Press and hold [CODE], then press [TAB] before entering a number.

- When typing numbers, enter any necessary symbols and/or punctuation (i.e., decimal).

If the next column contains characters (words):

10 Press [TAB] to the next character column.

- Repeat steps 9 and 10 for each column entry on a line.

OR

If the next column contains numbers:

Press and hold [CODE], then press [TAB] to move to the next numeric column.

- When typing numbers, enter any necessary symbols and/or punctuation (i.e., decimal).
- Repeat steps 9 and 10 for each column entry on a line.

11 Press [RETURN] after the last entry in the line is made to return the carrier to the beginning of the next line.

- The carrier will return to the left margin of the next line.
- Repeat steps 9-11 for each line as necessary.

Returning Margins and Tabs to the Previous Format:

Once all the entries in the table have been made, the typewriter can be returned to the settings which were set before the creation of the table.

12 Press and hold [CODE], then press [Z] to return margins and tabs to their previous settings.

Part 3 - Additional Typing Features

VERTICAL LINES

This function allows vertical lines to be drawn on a page. This is especially useful when tables and/or columns have been made (see *Creating Tables on page 31*) and/or to add a touch of graphics to a document.

- This feature is not available when storing phrases or text (see pages 42, 46).
- The correction memory is erased each time a vertical line is drawn. Therefore, vertical lines cannot be deleted using Automatic Correction; manual correction must be used (see page 25).

[MODE] + [=]

MOVE CARRIER

[CODE] + [1]

- 1 Press and hold [MODE], then press [=] to set the Keyboard Mode to KBII (see page 12).
- 2 Move the carrier to the position where the vertical line is to begin.
- 3 Press and hold [CODE], then press [1] to print a solid vertical line.
 - Repeat step 3 to draw a vertical line to the desired length/position.

AUTOMATIC REPRINT

This function reprints text that has already been typed but which still remains in the correction memory (see page 24). This is useful for printing multiple copies of the same one-page document.

TYPE AS USUAL

IMPORTANT!

[CODE] + [V]

IMPORTANT!

INSERT NEW PAPER

[CODE] + [1]

[PRINT]

- 1 Type the document as usual.

Be sure not to press any other keys before completing step 4.

- 2 Press and hold [CODE], then press [V] to eject the paper.

DO NOT use the platen knob to eject or feed paper.

- 3 Insert the new paper (see page 14).

- 4 Press and hold [CODE], then press [1] to automatically feed the new paper.

- 5 Press [PRINT] to print.

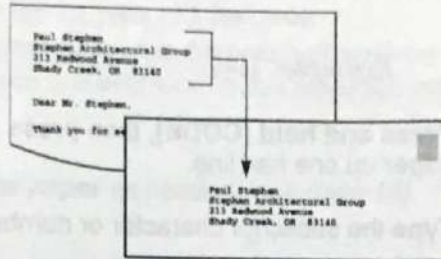
- The number of reprints possible is unlimited (using steps 2-4) until a new section of text is specified, other function keys are pressed, or until the typewriter is turned off.
- To pause printing temporarily, press [PRINT]. To resume printing, press [PRINT] again.
- To cancel printing completely, press [CODE] and [☆].

AUTOMATIC ADDRESS PRINTING

This function allows the reprinting of a part or section of a document that has already been typed, but which still remains in the correction memory (see page 24). This is especially useful when using an address (which has already been typed into a letter) to print an envelope.

- Automatic functions such as centering and indexing may be used. If the Indent function is used in the original text, the reprinted text will also be indented from the carrier position set in step 8 instead of the left margin.

Example:



TYPE AS USUAL

MOVE CARRIER

[☆]

MOVE CARRIER

[☆]

IMPORTANT!

[CODE] + [V]

[CODE] + [1]

MOVE CARRIER

[CODE] + [PRINT]

- 1 Type the document as usual.
 - 2 Move the carrier (see page 15) to the first character of the section to be reprinted.
 - 3 Press [☆].
 - Three beeps sound to indicate that the beginning of the section to be reprinted has been set.
 - 4 Move the carrier (see page 15) to the last character of the section to be reprinted.
 - 5 Press [☆].
 - One beep sounds to indicate that the end of the section to be reprinted has been set.
 - If the section marked for reprint is to be reprinted on a different sheet of paper or on an envelope, go to step 6. If it is to be reprinted on the same page, go to step 8.
- Be sure not to press any other keys before completing step 8.**
- 6 Press and hold [CODE], then press [V] to eject the paper.
 - 7 Press and hold [CODE], then press [1] to automatically feed the envelope or paper on which reprinting will be done.
 - 8 Move the carrier (see page 15) to the desired printing position.
 - 9 Press and hold [CODE], then press [PRINT] to print.
 - The number of reprints possible is unlimited until a new section of text is specified, or other function keys are pressed.
 - To pause printing temporarily, press [PRINT]. To resume printing, press [PRINT] again.
 - To cancel printing completely, press [CODE] and [☆].

Part 3 - Additional Typing Features

SPECIAL CHARACTERS

These special features allow Superscript and Subscript characters to be typed by automatically moving the paper down or up, and then returning the paper to the original line position. Overlay (combined) characters may be typed to create special symbols by printing one character on top of the other. Each of these operations must be repeated for each special character to be printed.

■ Subscript Characters

Example: H₂O

[CODE] + (the letter) [O]

TYPE

- 1 Press and hold [CODE], then press (the letter) [O] to automatically move the paper up one half line.
- 2 Type the subscript character or number.
 - The paper will automatically be returned to its original line position.
 - "↓" appears on the display to indicate that a subscript character has been entered (i.e., "H↓2O").

■ Superscript Characters

Example: 10³

[CODE] + [P]

TYPE

- 1 Press and hold [CODE], then press [P] to automatically move the paper down one half line.
- 2 Type the superscript character or number.
 - The paper will automatically be returned to its original line position.
 - "↑" appears on the display to indicate that a superscript character has been entered (i.e., "10↑3").

■ Overlay (Combined) Characters

This function allows one character to automatically be printed over another.

- The typewriter must first be put into a non-printing mode (i.e., line-by-line, justified text, right alignment, etc. - see pages 11, 13, 29).
- Overlay characters may also be created manually by typing one character, backspacing, and then typing the second character.

Example: c and / to create ¢

TYPE FIRST CHARACTER

[CODE] + (the letter) [I]

TYPE SECOND CHARACTER

- 1 Type the first character.
- 2 Press and hold [CODE], then press (the letter) [I].
- 3 Type the second character.
 - The overlay (combined) character appears on the display.

PAGE FORMAT MEMORY

This feature allows storage of up to five different page formats in the typewriter's memory. These formats can be recalled when typing different sorts of documents. All margins (top, left, and right), page end (bottom margin), as well as the Hot Zone and tab settings can be set consecutively when creating a new page format. These settings may be made with or without a sheet of paper used as a guide. In addition, any or all of the settings of a particular stored page format can be revised or changed by using the same procedure used when storing the format initially. Stored page formats are retained even after the power is turned off.

- To skip an item between steps 5 and 10, press [→], or to return to a previous item, press [←] until the desired item is displayed.
- To return to a previous item (i.e., hot zone) after step 10, press [↵], then press [←].
- [☆] may be pressed after any item, and only settings made up to that point will be retained. All other items will remain as before.
- To cancel this operation at any time before 13, press and hold [CODE], then press [☆] and none of the new settings will be saved.

INSERT PAPER
(optional)

[CODE] + [1]

[CODE] + [5]

TYPE (1-5)

TYPE (01-55)*

AND/OR

FEED PAPER*

[→]

1 Insert the paper as needed (see page 14).

2 Press and hold [CODE], then press [1] to feed the paper to the currently set first typing line.

3 Press and hold [CODE], then press [5] to display the following:

Format: 1 2 3 4 5

- The cursor blinks under the page format number last recalled (or under "1" if this feature is being used for the first time).

4 Type a number between 1 and 5 as a title for a new (or existing) page format, and to display the Top Margin setting.

Top margin:

5 Type a two-digit number (01-55) to set the first typing line at a known position (see page 17 for more information).

AND/OR

Feed the paper to the desired first typing line (top margin) by using [RETURN] or any of the indexing keys/key combinations (as shown on page 15)*.

6 Press [→] to complete the setting and display the Page End setting.

* The amount of paper fed each time one [RETURN] or the Index keys are pressed varies according to the current line space setting (see page 10). However, a number entered as a known line position must correspond to the number of lines at single line spacing.

Page Format (continued on next page)

Part 4 - Memory Functions

Page Format (continued)

TYPE (04-99)*

OR

FEED PAPER*

[→]

TYPE (0-9)

[→]

MOVE CARRIER

[CODE] + [MARGIN RELEASE]

OR

[MODE] + [MARGIN RELEASE]

OR

Page end:

- 7 **Type a two-digit number (04-99)** to set the last typing line at a known position (see page 18 for more information).

OR

Feed the paper to the desired last typing line (bottom margin) by using [RETURN] or any of the indexing keys/key combinations (as shown on page 15)*.

* The amount of paper fed each time one [RETURN] or the Index keys are pressed varies according to the current line space setting (see page 10). However, a number entered as a known line position must correspond to the number of lines at single line spacing.

- 8 **Press [→]** to complete the setting and display the Hot Zone setting.

Hot zone:

- 9 **Type a one-digit number (0-9)** to set the hot zone at a known position (see page 20 for more information).

- 10 **Press [→]** to complete the setting and display the Left/Right Margin and tab settings.

Left and Right margins (L.....R):

- 11 **Move the carrier** (see page 15) to the desired left or right margin, or tab position.

- If the carrier stops and the alarm sounds, the carrier has reached the currently set left/right margin. Press [MARGIN RELEASE] to release this setting. Then move the carrier to the desired position.

- The minimum allowance for spacing between the left and right margins is 1.5 inches (3.8cm). If an attempt is made to set less than 1.5 inches (3.8cm) between margins, the alarm sounds and no margin will be set.

- 12 **Press and hold [CODE], then press [MARGIN RELEASE]** to set the left margin.

- "L" appears on the display to indicate the position of the left margin setting.

OR

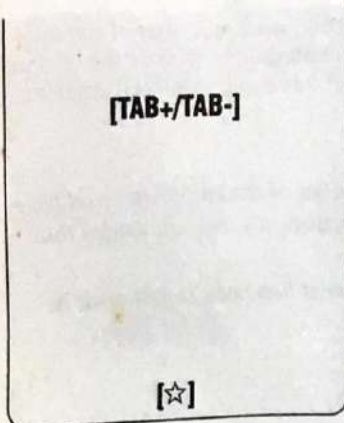
Press and hold [MODE], then press [MARGIN RELEASE] to set the right margin.

- "R" appears on the display to indicate the position of the right margin setting.

OR

Page Format (continued on next page)

Page Format (continued)



tabs (L...t...t...t...t...R):

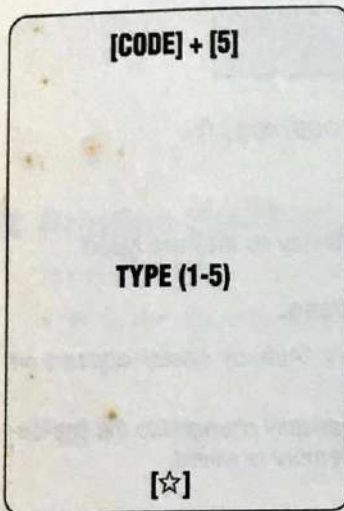
Press [TAB+/TAB-] to set a tab.

- "t" appears on the display to indicate the position of any regular tab set.
- If a total of more than 20 tabs and decimal tabs (see pages 21, 31) are attempted, the alarm sounds and no other tab settings will be accepted.
- Press [TAB+/TAB-] three times to set a regular tab and a decimal tab at the same position. "dt" appears on the display to indicate the position on which both a decimal tab and regular tab have been set.

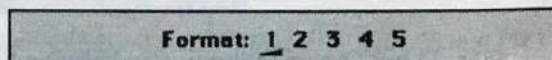
13 Press [☆] to complete all the settings and store the page format.

■ **Recalling (Using) Stored Page Formats**

Once a page format has been stored in the memory, it can be recalled for use on new documents.



1 Press and hold [CODE], then press [5] to display the following:



- The cursor blinks under the page format number last recalled (or under "1" if this feature is being used for the first time).

2 Type a number between 1 and 5 as a title for a new (or existing) page format, and to display the Top Margin setting.

- The actual settings (top margin, page end, hot zone, left and right margins, tabs, and decimals tabs) for the page format number selected can be displayed and reviewed by pressing [→].

3 Press [☆] to recall and begin using the page format.

PHRASE MEMORY

This feature allows for quick printing of frequently typed information (i.e., names and addresses, lengthy headings, special terminology, etc.). Automatic functions such as tabs and decimal tabs, indenting, right margin alignment, and centering as well as the character attribute features may be used while typing the phrases to be stored. Phrase memory stores the exact keystrokes entered while the phrase is being stored.

- When this function is in use, "▶" appears on the display next to PHRASE.
- The length and number of phrases the memory can hold depends upon several factors: the total number of stored phrases and page formats, as well as the amount of memory used for stored texts and the User's Dictionary. For this reason, it is recommended that each phrase be kept to a maximum of a few lines to make efficient use of the typewriter's memory.
- There is no edit feature for this function. Therefore any phrase requiring changes or corrections after it has been stored must be deleted and re-entered.
- The Spell Correcting and Word Look-Up features are not available when storing a phrase.

■ Storing a Phrase

[PHRASE]

TYPE NEW TITLE

[☆]

TYPE THE PHRASE

[RETURN]

[PHRASE]

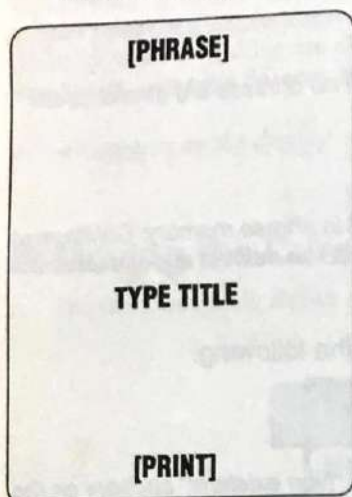
- 1 Press [PHRASE] to activate phrase memory and display the following:

Title:

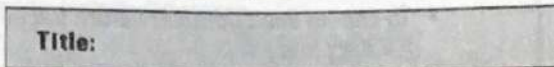
- To exit Phrase Memory without storing a phrase, press [CODE] and [☆].
- 2 Type a new title for the phrase to be stored.
 - Titles can contain up to 8 characters and appear on the display as they are typed.
 - 3 Press [☆] to store the name and begin to type the phrase.
 - If a title is typed in that already exists in the phrase memory, "Already exists!" appears on the display. If this occurs, enter a new title.
 - The character-by-character mode (see page 11) is automatically changed to the line-by-line mode. This mode will remain on even after Phrase Memory is exited.
 - 4 Type the phrase to be stored.
 - If the memory becomes full while the phrase is being entered, "Memory full!" appears on the display and storage cannot continue. If this occurs, exit this operation, delete any unnecessary phrases stored in memory (see page 44). Then, re-enter and store the phrase previously attempted.
 - Each time [RETURN] is pressed, any unprinted portion of the phrase will be printed.
 - 5 Press [RETURN] after completing the entire phrase to complete printing and clear the display.
 - 6 Press [PHRASE] to store the phrase and exit phrase memory.
 - One beep sounds and "▶" disappears from the display to indicate that the phrase is stored.

■ Recalling and Printing a Stored Phrase

When a stored phrase is recalled, it is printed in the currently set page format.



1 Press **[PHRASE]** to activate phrase memory and display the following:



- To cancel this operation before the phrase is printed, press **[PHRASE]** or **[CODE]** and **[☆]**.

2 Type the title of the phrase to be printed.

- Press **[RETURN]** to begin displaying the names of the titles stored in phrase memory. Continue to press **[RETURN]** or **[←]** / **[→]** until the title of the phrase to be printed appears on the display.

3 Press **[PRINT]** to begin printing.

- If a title is typed in that does not exist in Phrase Memory, "Non existent!" appears on the display.
- To temporarily pause printing, press **[PRINT]**; then press **[PRINT]** again to resume printing.
- To cancel printing, press **[PHRASE]** or **[CODE]** and **[☆]**.

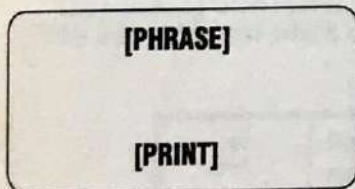
■ Printing the Phrase Directory

This feature allows a list of the titles and size (in characters) of stored phrases to be printed in alphabetical order.

- "%" is the typewriter's symbol to indicate Phrase titles.

Example:

%ADDRESS1	124
%ADDRESS2	174
%FORM	85
%LEGAL	82
%LETTER-A	58



1 Press **[PHRASE]**.

- To cancel this operation before the list is printed, press **[PHRASE]** or **[CODE]** and **[☆]**.

2 Press **[PRINT]** to begin printing.

- To temporarily pause printing, press **[PRINT]**; then press **[PRINT]** again to resume printing.
- To cancel printing, press **[PHRASE]** or **[CODE]** and **[☆]**.

Part 4 - Memory Functions

■ Deleting a Stored Phrase

It is a good idea to delete any unnecessary phrase(s) to make the most efficient use of the Phrase Memory.

[CODE] + [PHRASE]

TYPE TITLE

[CODE] + [⊗]

[☆]

1 Press and hold [CODE], then press [PHRASE].

- To cancel this operation before the phrase is deleted or if no phrases are stored, press [CODE] and [☆].

2 Type the title of the phrase to be deleted.

- Press [RETURN] to display the names of the titles stored in phrase memory. Continue to press [RETURN] or [←]/[→] until the title of the phrase to be deleted appears on the display.

3 Press and hold [CODE], then press [⊗] to display the following:

OK? ☆ to execute

- If a title is typed in that does not exist in Phrase Memory, "Non existent!" appears on the display.

4 Press [☆] to delete the phrase.

TEXT MEMORY

This function is used to store texts (i.e., letters, memos, reports, and other documents) and allows texts to be recalled, edited and printed as needed. When a text is stored, the page format (margins, hot zone, tabs, decimal tabs) as well as character pitch and attributes and line spacing are also stored. Automatic functions such as indenting, right margin alignment, and centering (as well as Stop Codes - see page 54) may be used while typing the texts to be stored.

- "◀" appears on the display next to TEXT anytime Text Memory functions are in use.

■ Moving the Cursor through the Text
















The following table shows each way the cursor may be moved when entering or editing a text.

Move to the end of a text	[RELOC]
Move to the beginning of a text*	[CODE] + [RELOC]*
Move up one line.	[↑]
Move down one line.	[↓]
Move to the beginning of a line	[CODE] + [RETURN]
Move one word to the left*	[CODE] + [←]*
Move one space to the left	[←]
Move one space to the right	Space Bar or [→]
Move all the way to the right margin	[CODE] + [→]

*Not available when printing text as it is entered ([MODE] + [S] function - see step 2, page 46)

■ Display Symbols

The following table shows the various symbols that may appear on the display as text is being entered. These symbols represent the many functions which can be used in a stored text.

	Centering between margins		Page Break		Stop Code
	Centering between tabs		Permanent Space		Subscript
	Bold		Return		Superscript
	Decimal Tab		Right Margin Alignment		Tab
	Indent		Soft Hyphen		Underlining

Part 4 - Memory Functions

■ Displaying Available Memory

Because the typewriter's memory is shared among several features, the exact number and size of documents within the Text Memory depends upon the size and number of other documents and phrases already stored. In addition, the number of words contained in the User's Dictionary also affects the available memory. Therefore, it is a good idea to check the amount of available memory from time to time before beginning to store a new document.

[CODE] + [M]

Press and hold [CODE], then press [M] to display the amount of memory available for storing texts (as well as phrases and words in the User's Dictionary):

- 2100 -

- The size of the memory will be displayed in Bytes... which is approximately equal to how many characters may be stored (depending upon how many other functions such as centering, character attributes, etc.) are used within a text.

■ Storing Text

MAKE SETTINGS

[TEXT]

- 1 Set the character pitch, line spacing, and page format desired for the text to be stored (see pages 10 and 40-41).

- 2 Press [TEXT] to display the following:

Title:

- To print the text line-by-line as it is being stored, press and hold [MODE], then press [S] (repeat this key sequence to turn this feature off - the typewriter will beep once). Three beeps sound to indicate that this print function is on. This setting is retained even when the power is turned off. Printing while storing text can only be turned off and on between steps 2 and 3.

TYPE NEW TITLE

[☆]

- 3 Type a new title for the text to be stored.

- Titles can contain up to 8 characters and appear on the display as they are typed.

- 4 Press [☆] to store the name and begin to type the text.

- If a title is typed in that already exists in the text memory, the text stored under that name will be recalled.

TYPE THE TEXT

[TEXT]

- 5 Type the text to be stored.

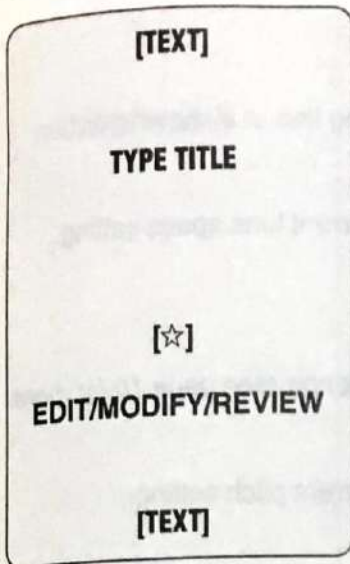
- Any of the features listed in the Display Symbols table (see page 45) can be used when storing text. In addition, corrections can be made on the display by using the basic Correction Techniques described on pages 24-25.

- For all other functions and features available in Text Memory, see pages 45-53.

- 6 Press [TEXT] to store the text and exit text memory.

- "◀" disappears from the display to indicate that the text is stored.

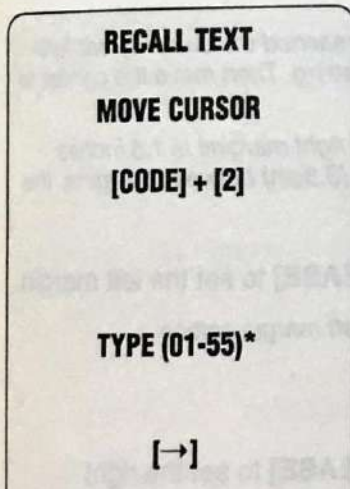
■ Recalling/Editing Stored Text



- 1 Press [TEXT] to activate text memory.
 - To cancel (escape) this operation before the text is recalled, press [TEXT].
- 2 Type the title of the text to be recalled.
 - Press [RETURN] to display the names of the titles stored in text memory. Continue to press [RETURN] or [←] / [→] until the title of the text to be recalled appears on the display.
- 3 Press [☆] to display the text
- 4 Edit, modify, or review the text as needed.
 - To print the text before exiting Text Memory, see page 51.
- 5 Press [TEXT] to store any changes, and exit Text Memory.
 - "◀" disappears from the display to indicate that the text is stored.

Changing the Page Format of Stored Text:

- Using the page set up method previously described on pages 22-23, paper can also be used as a guide when making the Page Format settings within Text memory.
- To return to a previous item (i.e., pitch) after step 10, press [±], then press [←]. [←] and [→] can be used to return to or skip items.
- [☆] may be pressed after any item, and only the changes made up to that point will be retained. All other items will remain as before.
- To cancel this operation without saving any changes, press [CODE] and [☆].



- 1 Recall the stored text (see above).
- 2 Move the cursor to the beginning of the text (see page 45).
- 3 Press and hold [CODE], then press [2] to display the current Top margin setting.

Top margin:

- 4 Type a two-digit number (01-55) to set the first typing line at a known position (see page 17 for more information).
- 5 Press [→] to complete the setting and display the current Page End setting.

Changing the Page Format of Stored Text (continued on next page)

Part 4 - Memory Functions

Changing the Page Format of Stored Text (continued)

	Page end:
TYPE (04-99)	6 Type a two-digit number (04-99) to set the last typing line at a known position (see page 18 for more information).
[→]	7 Press [→] to complete the setting and display the current Line space setting.
	Line Space:
[RETURN]	8 Press [RETURN] to alternate between line space settings (see page 10 for more information).
[→]	9 Press [→] to complete the setting and display the current pitch setting.
	Pitch:
[RETURN]	10 Press [RETURN] to alternate between pitch settings (see page 10 for more information).
[→]	11 Press [→] to complete the setting and display the Left/Right Margin and tab settings.
	Left and Right margins (L.....R):
[←] / [→]	12 Use [←] / [→] to move the cursor to change or confirm positions for each setting (see page 45 for more information). <ul style="list-style-type: none">• If the carrier stops and the alarm sounds, the carrier has reached the currently set left/right margin. Press [MARGIN RELEASE] to release this setting. Then move the carrier to the desired position.• The minimum allowance for spacing between the left and right margins is 1.5 inches (3.8cm). If an attempt is made to set less than 1.5 inches (3.8cm) between margins, the alarm sounds and no margin will be set.
[CODE] + [MARGIN RELEASE]	13 Press and hold [CODE], then press [MARGIN RELEASE] to set the left margin. <ul style="list-style-type: none">• "L" appears on the display to indicate the position of the left margin setting.
AND/OR	AND/OR
[MODE] + [MARGIN RELEASE]	Press and hold [MODE], then press [MARGIN RELEASE] to set the right margin. <ul style="list-style-type: none">• "R" appears on the display to indicate the position of the right margin setting.
AND/OR	AND/OR

Changing the Page Format of Stored Text (continued on next page)

Changing the Page Format of Stored Text (continued)

[TAB+/TAB-]

[☆]

tabs (L...t...t...t...R):

Press [TAB+/TAB-]:

once to set a tab.

twice to set a decimal tab.

three times to set both a regular and decimal tab at the same position.

- "t" appears on the display to indicate the position of any regular tab set, "d" indicates a decimal tab position, and "dt" appears on any position on which both a regular and decimal tab have been set.
- If a total of more than 20 tabs and decimal tabs (see pages 21, 31) is attempted, the alarm sounds and no other tab settings will be accepted.
- Press [CODE], [SHIFT], and [Z] to return to the default tab settings (see page 21).

14 Press [☆] to complete all the settings.

Inserting a Page Break:

This function allows insertion of an unlimited number of page breaks either when entering or editing text.

1 Move the cursor (see page 45) to the line on which a page break is desired.

2 Press and hold [CODE], then press [V] to insert the page break.

- If the text is being printed line-by-line as it is being entered (see page 11), the paper will be ejected automatically.
- The display shows the following to indicate a page break: ¶
- To remove a page break, move the cursor to the first character following the page break and press [X].

Soft Hyphens:

When entering text (and later editing), this function can be used to cause a hyphen to be printed only when a word needs to be divided within the hot zone. If the divided word is shifted out of the hot zone by adding new text or changing margins, the soft hyphen is ignored (hidden), and the word is not affected. As the page format (margins) are changed, the "hyphens" are automatically removed or appear as necessary. This function helps prevent long words from being moved to the next line which can cause an extremely "ragged" (uneven) right margin when Word Wraparound (see page 20) is in use.

1 Move the cursor (see page 45) to the character which will follow the hyphen.

2 Press and hold [CODE], then press [-] to enter a soft hyphen.

- "■" appears on the display to indicate the placement of a soft hyphen.

MOVE CURSOR

[CODE] + [V]

MOVE CURSOR

[CODE] + [-]

Editing Stored Text (continued on next page)

Part 4 - Memory Functions

Editing Stored Text (continued)

Hyphen Search:

This function causes the typewriter to search for, and indicate, words in a stored text which can be hyphenated but have been wrapped to the next line by Word Wraparound (see page 20). When the typewriter stops and indicates a particular word, the word can be hyphenated with a regular hyphen or with a soft hyphen (see above), or it can be skipped and the search continued.

MOVE CURSOR

[CODE] + [H]

[-] or [CODE] + [-]

[CODE] + [H]

- 1 Move the cursor** (see page 45) to the beginning of the text.
- 2 Press and hold [CODE], then press [H]** to begin the search.
 - If a word is found which can be hyphenated, one beep sounds and the cursor stops at the portion of the word in which a hyphen can be placed.
 - If no words can be hyphenated, or when the search is complete, two beeps sound.
- 3 Enter a hyphen or a soft hyphen.**
 - If no hyphen is wanted, go to step 4.
- 4 Press and hold [CODE], then press [H]** to continue the search.
 - Repeat steps 2-4 as necessary.
 - Two beeps sound and the cursor stops at the end of the text when the search is complete.

Changing the Character Attributes in a Stored Text:

This function allows character attributes (boldface and underline) to be set and/or changed in a stored text without having to delete and retype characters.

MOVE CURSOR

[MODE] + [SHIFT] + [9]

AND/OR

[MODE] + [SHIFT] + [0]

- 1 Move the cursor** (see page 45) to the character(s) to be changed.

To change normal text to underlined text, or underline text to normal:

- 2 Press and hold [MODE] and [SHIFT], then press [9]** to change the character.

AND/OR

To change normal text to boldface text, or boldface text to normal:

Press and hold [MODE] and [SHIFT], then press [0] to change the character.

- The display symbols (see page 45) change to indicate the new setting.
- Repeat steps 1 and 2 for each character to be changed.

■ Printing Stored Text

RECALL TEXT

[PRINT]

[MARGIN RELEASE]

IMPORTANT!

[CODE] + [V]

IMPORTANT!

INSERT PAPER

[CODE] + [1]

[PRINT]

IMPORTANT!

[MODE] + [B]

- 1 Recall the text to be printed (see page 47).
 - To cancel (escape) this operation before the text is printed, press [TEXT].
 - To print the text in typewriter's currently set page format (instead of the format set in the stored text), press [LAYOUT] after the text is displayed.
 - To begin printing from a particular point within the text, move the cursor to the desired beginning position, press [☆], then press [PRINT].
- 2 Press [PRINT] to begin printing.
 - To temporarily pause printing, press [PRINT]; then press [PRINT] again to resume printing.
 - To cancel printing, press [CODE] and [☆].

Printing Text Containing a Page Break:

If the stored text being printed includes one or more page breaks, use the following method after steps 1-3 have been completed. At the end of each page "Page end!" appears on the display.

- 1 Press [MARGIN RELEASE].
 - To cancel this operation before the text is printed, press [CODE] and [☆].

Be sure not to press any other keys before completing step 4.
- 2 Press and hold [CODE], then press [V] to eject the paper.

DO NOT use the platen knob to eject or feed paper.
- 3 Insert the paper as needed (see page 14).
- 4 Press and hold [CODE], then press [1] to automatically feed a new sheet of paper.
- 5 Press [PRINT] to resume printing.
 - Repeat steps 1-5 for each new page to be printed.

Bidirectional Printing:

When bidirectional printing is set, printing occurs first from left to right, then from right to left. This feature shortens the carrier operation, and therefore reduces printing time.

This feature must be turned on or off before the text is recalled.

- 1 Press and hold [MODE], then press [B] to turn this feature on or off.
 - Three beeps indicate that Bidirectional Printing is on.
 - One beep indicates that Bidirectional Printing is off.
 - When printing lines of text containing bold and/or underlined characters, the printhead will only move left to right for printing those lines only. Otherwise, text will be printed from left to right and right to left.

Part 4 - Memory Functions

■ Displaying the Text Title Directory

This feature allows the entire list of names of all of the stored texts to be displayed in alphabetical order.

[TEXT]

[RETURN]

[RETURN] or [←]/[→]

- 1 Press [TEXT] to activate text memory.
 - To cancel (escape) this operation before the text is recalled, press [TEXT].
- 2 Press [RETURN] to display the first title.
- 3 Press [RETURN] or [←]/[→] to display the remaining titles one at a time.

■ Printing the Text Title Directory

This feature allows the entire list of names of all of the stored texts to be printed in alphabetical order.

- "*" is the typewriter's symbol to indicate Text titles.

Example:

*COLUMN	196
*INDEX	525
*INDEX2	307
*SAMPLE	915
*TABLE	206

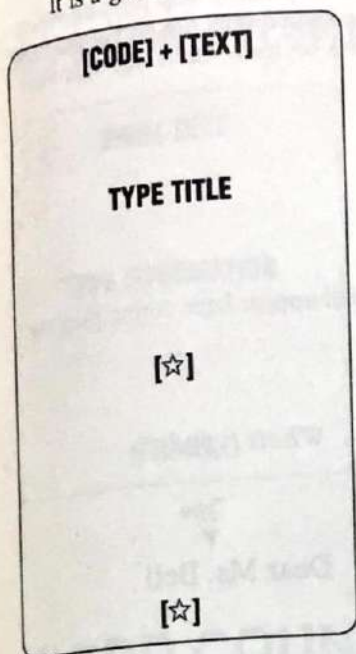
[TEXT]

[PRINT]

- 1 Press [TEXT] to activate text memory.
 - To cancel (escape) this operation before printing, press [TEXT].
- 2 Press [PRINT] to begin printing titles.
 - To temporarily pause printing, press [PRINT]; then press [PRINT] again to resume printing.
 - To cancel printing, press [CODE] and [☆].

■ Deleting a Stored Text

It is a good idea to delete any unnecessary text(s) to make the most efficient use of the Text Memory.



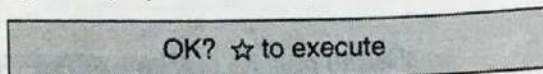
1 Press and hold [CODE], then press [TEXT].

- To cancel this operation before the text is deleted or if no texts are stored, press [TEXT] or [CODE] and [☆].

2 Type the title of the text to be deleted.

- Press [RETURN] to begin to display the names of the titles stored in text memory. Continue to press [RETURN] or [←] / [→] until the title of the text to be deleted appears on the display.

3 Press [☆] to display the following:



- If a title is typed in that does not exist in Text Memory, "Non existent!" appears on the display.

4 Press [☆] to delete the text from Text Memory.

STOP CODES

This function allows Stop Codes to be inserted into a text. When a text is printed, the typewriter will temporarily stop printing when it comes to a stop code. At that point any sort of variable information can be typed in, and printing resumed until the end of the text (or next stop code) is reached. This feature is particularly useful when changing names and addresses on form letters. An unlimited number of stop codes can be entered.

- This function can only be used when entering or editing texts in a non-printing mode.

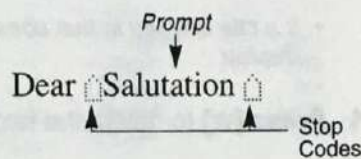
■ Entering Stop Codes

When entering a stop code, the typewriter allows a "prompt" (description) to be entered. This will appear later during printing to give a "prompt" as to what kind of information should be inserted in that position.

Example:

When stored:

When typed:



Dear Ms. Bell

[CODE] + [9]

TYPE PROMPT

[CODE] + [9]

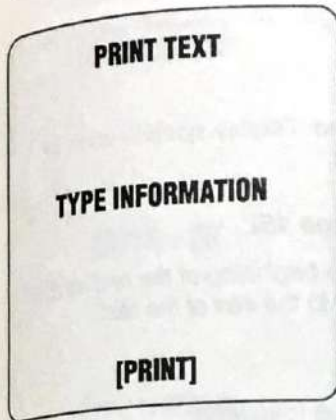
TYPE

- 1 Press and hold [CODE], then press [9] to insert a stop code where variable information will be typed in as the text is printed.
 - "□" appears on the display to indicate the placement of the stop code in a text.
 - To delete a stop code, move the cursor to the right of the symbol and press [X].
- 2 Type the desired prompt.
- 3 Press and hold [CODE], then press [9] to store the stop code in the text.
 - "□" appears on the display to indicate the completion of the stop code in a stored text.
- 4 Type as usual.
 - Repeat steps 1 - 4 as necessary.

STOP CODES (continued on next page)

STOP CODES (continued)

■ Printing with Stop Codes in a Text

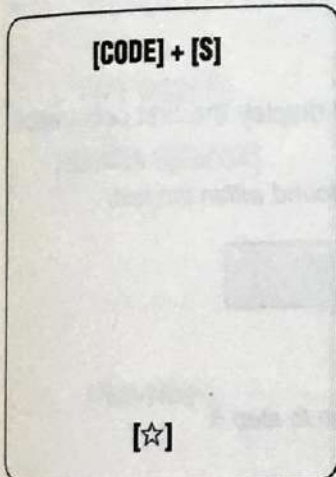


- 1 **Print Text** as usual (see page 51).
 - At each stop code, one beep sounds and printing pauses. The prompt specified when the stop code was entered (see page 54) will appear on the display.
- 2 **Type the appropriate information** to be inserted.
 - Mode settings can be changed when information is typed into the stop code. However, the typewriter returns to the original settings when the stop code entry is completed (see step 3).
- 3 **Press [PRINT]** to resume printing of the Text.
 - Repeat steps 2 and 3 for each stop code stored within the text.

WORD COUNT

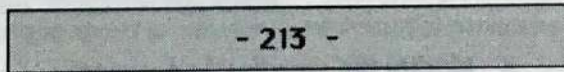
The Word Count feature does just what it says: it counts the words in a text which has been stored and recalled (see page 47). This is especially useful when working on documents which need to be limited in length (e.g. compositions of 500 words or less).

- Display symbols such as returns and stop codes are not included (counted) by the Word Count feature.



- 1 **Press and hold [CODE], then press [S]** to begin count.
 - The Word Count feature may take several seconds (sometimes 30 seconds or more - depending on the length of the document) to count the words.
 - The total number of words in the document will be displayed.

Example:



- 2 **Press [☆]** to re-display the document.

SEARCH AND REPLACE

These features allow words and phrases to be searched for in a stored text. Once the word or group of words has been located, it can then be manually corrected or automatically replaced. The replacement of words and groups of words may be monitored at each occurrence, or all occurrences may be replaced automatically with no monitoring necessary.

■ Search

This function causes the typewriter to search for a specified word or group of words within a text. Display symbols such as returns and stop codes may also be located.

MOVE CURSOR

1 Move the cursor to the beginning of the text (see page 45).

- It is recommended that the search be performed from the beginning of the text as the typewriter will only search from the position of the cursor to the end of the text.

[CODE] + [6]

2 Press and hold [CODE], then press [6] to display the following:

Search word:

TYPE WORD(S)

3 Type the word(s) to be searched for (e.g., CANON INC.).

- The typewriter can search for a word or group of words up to 30 characters long.
- The word(s) to be searched for should be typed exactly as it appears within the text (i.e., same upper/lower case characters, hyphens, punctuation, and spacing).
- To search for a short word, type a space both before and after the word to prevent a short word from being found within a long word (i.e., this).

[MARGIN RELEASE]

4 Press [MARGIN RELEASE] to begin the search and display the first occurrence of the word(s) (before the cursor).

- Two beeps sound to indicate that the word(s) cannot be found within the text.

CANON INC.

MODIFY WORD(S)

5 Modify the word(s) if necessary.

- If modification of the displayed word(s) is unnecessary, go to step 6.

[MARGIN RELEASE]

6 Press [MARGIN RELEASE] to continue the search.

- Two beeps sound to indicate that there are no more occurrences of the word(s) between the cursor position and the end of the text, and that the Search is ended.

■ Search and Replace

This function causes the typewriter to search for a specified word or group of words within a text, then replace it with a new one.

- Display symbols such as returns and stop codes *cannot* be replaced with this feature.

MOVE CURSOR

[CODE] + [6]

TYPE WORD(S)

[☆]

TYPE WORD(S)

[MARGIN RELEASE]

[TAB+ / TAB-]

[MARGIN RELEASE]

1 Move the cursor to the beginning of the text (see page 45).

- It is recommended that the search be performed from the beginning of the text as the typewriter will only search from the position of the cursor to the end of the text.

2 Press and hold [CODE], then press [6] to display the following:

Search word:

3 Type the word(s) to be searched for (e.g., CANON INC.).

- The typewriter can search for a word or group of words up to 30 characters long.
- The word(s) to be searched for should be typed exactly as it appears within the text (i.e., same upper/lower case characters, hyphens, punctuation, and spacing).
- To search for a short word, type a space both before and after the word to prevent a short word from being found within a long word (i.e., this).

4 Press [☆] to display the following:

Replace word:

5 Type the replacement word(s) (e.g., Canon Business Machines, Inc.).

6 Press [MARGIN RELEASE] to display the first occurrence of the word(s) to be replaced.

CANON INC.

- Two beeps sound to indicate that the word(s) cannot be found within the text.

7 Press [TAB+ / TAB-] to replace the word(s).

Canon Business Machines, Inc. offers

- If replacement of the displayed word(s) is unnecessary, go to step 8.

8 Press [MARGIN RELEASE] to continue the search.

- Repeat steps 7 and 8 as necessary.
- Two beeps sound to indicate that there are no more occurrences of the word(s) between the cursor position and the end of the text, and that the Search and Replace is ended.

Part 4 - Memory Functions

■ Global Search and Replace

This function causes the typewriter to automatically search for and replace all occurrences of a specified word or group of words. The typewriter may be set to display each replacement as it is happening, or replacement of all occurrences can be set to take place without each being displayed.

- Display symbols such as returns and stop codes *cannot* be replaced with this feature.

MOVE CURSOR

[CODE] + [6]

TYPE WORD(S)

[☆]

TYPE WORD(S)

[CODE] + [TAB+/TAB-]

OR

[CODE] + [SHIFT]
+ [TAB+/TAB-]

1 Move the cursor to the beginning of the text (see page 45).

- It is recommended that the search be performed from the beginning of the text as the typewriter will only search from the position of the cursor to the end of the text.

2 Press and hold [CODE], then press [6] to display the following:

Search word:

3 Type the word(s) to be searched for (e.g., CANON INC.).

- The typewriter can search for a word or group of words up to 30 characters long.
- The word(s) to be searched for should be typed exactly as it appears within the text (i.e., same upper/lower case characters, hyphens, punctuation, and spacing).
- To search for a short word, type a space both before and after the word to prevent a short word from being found within a long word (i.e., this).

4 Press [☆] to display the following:

Replace word:

5 Type the replacement word(s) (e.g., Canon Business Machines, Inc.).

6 Press and hold [CODE], then press [TAB+/TAB-] to display each occurrence of the word(s) as it is being automatically replaced.

- Two beeps sound to indicate that the word(s) cannot be found within the text.

OR

Press and hold [CODE] and [SHIFT], then press [TAB+/TAB-] to automatically replace all occurrences of the word(s) without the display feature.

- Two beeps sound to indicate that there are no more occurrences of the word(s) between the cursor position and the end of the text, and that the Global Search and Replace is completed.

Part 5 - Spelling Checker/Corrector Features

SPELLING CHECKER

When these spelling features are being used, the typewriter verifies each typed word against the words stored in the Main Dictionary which consists of about 70,000 words based on the American Heritage Dictionary (see page 62) and the User's Dictionary, which can store up to 300 words of the user's choice (see pages 62-65). In addition, the Word Look-up feature offers the benefit of finding the correct spelling of a word before it is completely typed in the document.

■ Spell Check

This feature allows words to be checked for correct spelling as they are being typed. In this way, words that are typed incorrectly can be corrected on the spot.

- The *Spell Corrector* and *Word Look-up* features can also be used to enhance the *Spell Check* and *Spell Scan* functions (see pages 60-61).

[CODE] + [7]

TYPE

- 1 **Press and hold [CODE], then press [7]** to turn Spell Check on or off.
 - Three beeps sound and "▶" appears on the display beside SPELL to indicate that Spell Check is on.
 - One beep sounds and "▶" disappears from the display to indicate that Spell Check is off.
 - This setting is retained even when the power is turned off.
 - Cannot be turned off while *Phrase Memory* (see page 42) is being used.
- 2 **Type as usual.**
 - Three beeps will sound to indicate any word that has been typed that is not listed in the *Main* or *User's* Dictionary.

■ Spell Scan

This feature causes the typewriter to scan through a text which has been stored and recalled (see page 47) to verify spelling of all words in that text. This allows for immediate correction of spelling errors. The *Word Look-up* feature can also be used to enhance the *Spell Scan* function (see page 61).

MOVE CURSOR

[CODE] + [F]

MAKE CORRECTION

AND/OR

[CODE] + [F]

- 1 **Move the cursor** to the beginning of the text (see page 45).
 - It is recommended that the scan be performed from the beginning of the text as the typewriter will only search from the position of the cursor to the end of the text.
 - 2 **Press and hold [CODE], then press [F]** to begin the scan.
 - Three beeps will sound to indicate any word that has been typed that is not listed in the *Main* or *User's* Dictionary.
 - 3 **Make the correction**, if necessary.
- AND/OR
- 4 **Press and hold [CODE], then press [F]** to continue the search.
 - Two beeps sound to indicate that there are no more occurrences of misspelled words between the cursor position and the end of the text, and that the Scan is ended.

SPELLING CORRECTION

■ Spell Correction

This feature can be used with or without the Spell Check function and allows misspelled words to be replaced with the correct spelling verified in the Main Dictionary.

- This function cannot be used while typing in the character-by-character mode with manual or automatic carrier return mode or when storing a phrase (see pages 11, 13, 43).

MOVE THE CURSOR

[CODE] + [G]

[RETURN] or [↵]

[☆]

1 Move the cursor to the word in question and go to step 3.

- If a word has been indicated by the Spell Check or Spell Scan functions as being spelled wrong, go to step 2.

2 Press and hold [CODE], then press [G] to display the following:

Please wait . . .

then:

SUGGESTION

- An alternative spelling is then displayed.

3 Press [RETURN] or [↵] to display the next alternative.

- While displaying alternatives, the typewriter may pause an additional amount of time to gather additional alternatives from the memory. If this occurs, the "Please wait..." and "SUGGESTION" displays will appear again.
- To display a previous alternative, press [±].
- If the typewriter does not find a suitable alternative in the dictionary, two beeps sound and "non-existent!" appears on the display.
- If there is no suitable alternative or there is no need to change the indicated word, press [CODE] and [☆], correct the word manually, and/or continue typing.

4 Press [☆] to replace the indicated word with the alternative spelling being displayed.

- Repeat steps 2-4 as necessary.

Word Look-Up

This feature can be used with or without the Spell Check function (see page 59) and allows the typewriter to scroll through the words in the Main dictionary when a word is indicated to be spelled incorrectly, or the spelling is in question by the user.

- This function cannot be used while typing in the character-by-character mode with manual or automatic carrier return mode or when storing a phrase (see pages 11, 13, 43).

MOVE THE CURSOR

[CODE] + [A]

[RETURN] or [↵]

[☆]

1 Move the cursor to the word in question and go to step 3.

- If a word has been indicated by the Spell Check or Spell Scan functions as being spelled wrong, go to step 2.

2 Press and hold [CODE], then press [A] to display the following:

SUGGESTION

- The typewriter will scroll through the Main Dictionary and display the closest spelling of the word in question.

3 Press [RETURN] or [↵] to display the next alternative(s).

- Once an alternative appears on the display, scrolling can continue to display (the previous 50 or next 50) words surrounding the word in question in the dictionary.
- To display a previous alternative, press [↶].
- If there is no suitable alternative or there is no need to change the indicated word, press [CODE] and [☆], correct the word manually, and/or continue typing.

4 Press [☆] to replace the indicated word with the alternative spelling being displayed.

- Repeat steps 3-4 as necessary.

DICTIONARIES

■ Main Dictionary

The Main Dictionary consists of approximately 70,000 words and is based on the American Heritage Dictionary. This dictionary is used to verify typed words for correct spelling. Words cannot be added to or deleted from this dictionary. In addition, the Main Dictionary can be set to verify words in American-English or British-English.

- *The spelling verification software used in this typewriter contains unpublished materials owned by Houghton Mifflin Company, licensed for use solely in Canon Firmware. Reproduction or disassembly of embodied computer programs or algorithms is prohibited.*

Choosing the Built-in Dictionary:

This feature allows the user to choose to use either the American-English or British-English built-in dictionaries. Each dictionary contains approximately 70,000 words.

[CODE] + [8]

- 1 Press and hold [CODE], then press [8] to alternate between dictionaries.

- Three beeps sound when the dictionary is changed.
- The name of the dictionary will be displayed for several seconds to indicate which dictionary is being set.
- The default (factory preset) dictionary is American-English.

■ User's Dictionary

The User's Dictionary allows storage of up to 300 words of the user's choice not listed in the Main Dictionary (i.e., proper names, companies, technical terms, etc.)

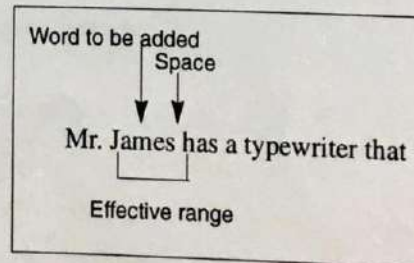
- Only words containing alphabetic characters can be added to the User's Dictionary.

Adding and Deleting Words :

MOVE THE CARRIER/CURSOR

- 1 Move the carrier and/or cursor anywhere in the effective range of the word to be added.

Example:



Adding and Deleting Words (continued on next page)

[CODE] + [J]

2 Press and hold [CODE], then press [J] to add the word to the User's Dictionary.

- One short beep indicates that the word has been added.
- One long beep sounds if an attempt has been made to add an invalid entry (such as no alphabetic characters - i.e., numbers or symbols only).
- One beep sounds and "Already exists!" appears on the display to indicate an attempt has been made to add a word that is already in the Main or User's Dictionary or that an invalid entry (less than 2 or more alphabetical characters in sequence) has been made.
- "Memory full!" appears on the display to indicate that the User's Dictionary is full. Unnecessary words must be deleted from the User's Dictionary (see pages 62-63) or the size of the User's Dictionary must be increased (see page 65) to make room in the memory for the new word. Once the deletions are made, the new word may be added.

SPECIAL NOTES:

- User's Dictionary words stored in lower case are spell-checked as being correct regardless of whether they are typed in upper or lower case. However, capitalized words must be typed exactly as they are intended to be checked (e.g., if "Smith" is stored, and later "smith" is typed, the spell checker will signal that "smith" is incorrect - because the word was stored with an uppercase "S").
- Words of up to 39 characters may be added to the User's Dictionary.

OR

OR

[CODE] + [K]

2 Press and hold [CODE], then press [K] to delete the word from the User's Dictionary.

- Words that have already been printed can be deleted from the User's Dictionary as long as they are still within the correction memory (see page 24).
- One short beep sounds to indicate that the word has been deleted.
- One long beep sounds and "Non existent!" appears on the display to indicate that an attempt has been made to delete a word that is not in the User's Dictionary.
- This method can also be used to delete words which appear when Displaying Words in the User's Dictionary (see page 64).

User's Dictionary (continued on next page)

Part 5 - Spelling Checker/Corrector Features

User's Dictionary (continued)

Displaying the Words in the User's Dictionary:

For reference purposes, the words stored in the User's Dictionary can be displayed in alphabetical order.

[CODE] + [L]

- 1 Press and hold [CODE], then press [L] to display the following:

100 (90)

- The number on the left shows the maximum size of the User's Dictionary (in bytes). The number on the right (in parenthesis) shows the total amount of memory remaining in the User Dictionary memory.
- To display only part of the list, type the word from which the display should begin. If the specified word is not in the User's Dictionary, the next word listed alphabetically is displayed.

[RETURN]

- 2 Press [RETURN] to display the first word listed in the User's Dictionary.

[RETURN] or [↵]

- 3 Press [RETURN] or [↵] to display each word in alphabetical order.

- To display a previous word, press [↶].
- To delete a word currently being displayed, press and hold [CODE], then press [K].

[CODE] + [☆]

- 4 Press and hold [CODE], then press [☆] to end the operation.

User's Dictionary (continued on next page)

Changing the Size of the User's Dictionary:

This function allows the User's Dictionary to be increased to a maximum of 3000 bytes (approximately 300 words) or decreased to a minimum of 100 bytes (approximately 10 words). The number of words that can be added to the User's Dictionary depends on the length of each word. In addition, as the size of the User's Dictionary is increased, the amount of available memory for storage of phrases and texts is reduced.

- To exit this feature before the change is completed in step 3, press [CODE] and [☆].

[CODE] + [SHIFT] + [J]

[→]

OR

[←]

[☆]

- 1 Press and hold [CODE] and [SHIFT], then press [J] to display the following:

100 (20940)

- The number on the left shows the maximum size of the User's Dictionary (in bytes). The number on the right (in parenthesis) shows the total amount of available memory remaining in the memory.

- 2 Press [→] to increase the size of the User's Dictionary.

- The maximum size is 3,000 bytes.

OR

- 2 Press [←] to reduce the size of the User's Dictionary.

- The typewriter will beep once if an attempt is made to decrease the size of the User's Dictionary below the size required to hold words already stored. In this case, delete any unnecessary words from the User's Dictionary before attempting to reduce the size.

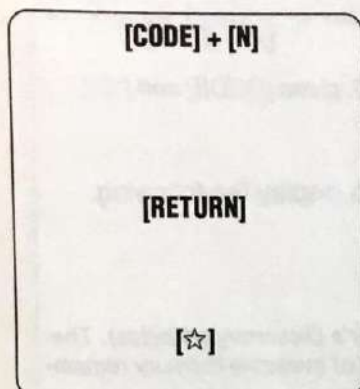
- 3 Press [☆] to save the change and end the operation.

Part 6 - Multilingual Capability

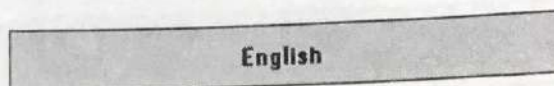
CHANGING THE LANGUAGE OF DISPLAY MESSAGES

This feature allows the selection of 5 different message languages to appear on the display.

- This setting is retained even when the power is turned off.
- To cancel this operation any time before step 3 is completed, press [CODE] and [☆].



1 Press and hold [CODE], then press [N] to display the following:



2 Press [RETURN] to display other alternatives.

- Five different languages can be displayed: English, French, German, Spanish, and Italian.

3 Press [☆] to make the selection.

CHANGING THE KEYBOARD

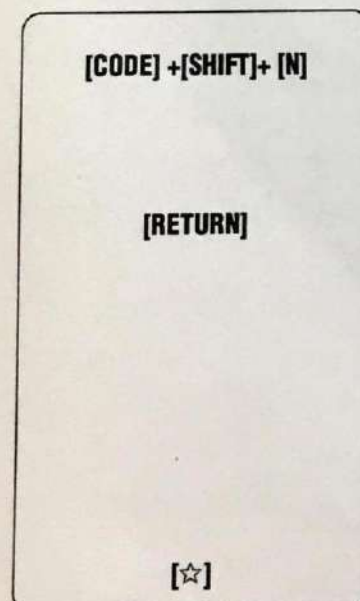
This feature allows the selection of 15 different sets of keyboard character settings (see pages 67-70 for Keyboard Arrangements).

- This setting cannot be changed if any characters appear on the display. Therefore it is important to clear the display first.
- The keyboard setting is retained even when the power is turned off.
- To cancel this operation any time before step 3 is completed, press [CODE] and [☆].

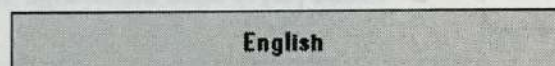
IMPORTANT!

The appropriate Daisy Wheel must be used for the selected keyboard setting.

- To purchase additional Daisy Wheels, please contact your local Canon dealer.



1 Press and hold [CODE] and [SHIFT], then press [N] to display the following:



2 Press [RETURN] to display other alternative keyboard settings.

- Fifteen different keyboard settings can be displayed in the following order:

United States	Japan
Portugal	Latin America
Germany	Canada
Switzerland	Spain
Sweden/Finland	Netherlands
United Kingdom	Norway
France	Denmark
Italy	

3 Press [☆] to make the selection.

Keyboard Arrangements

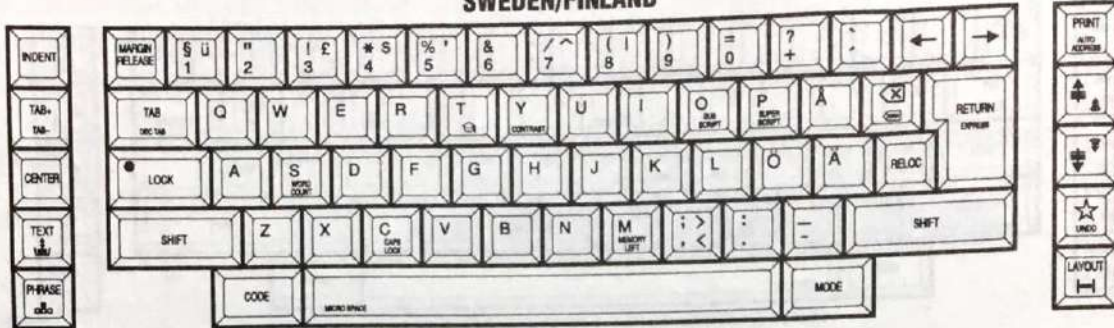


Keyboard Arrangements (continued on next page)

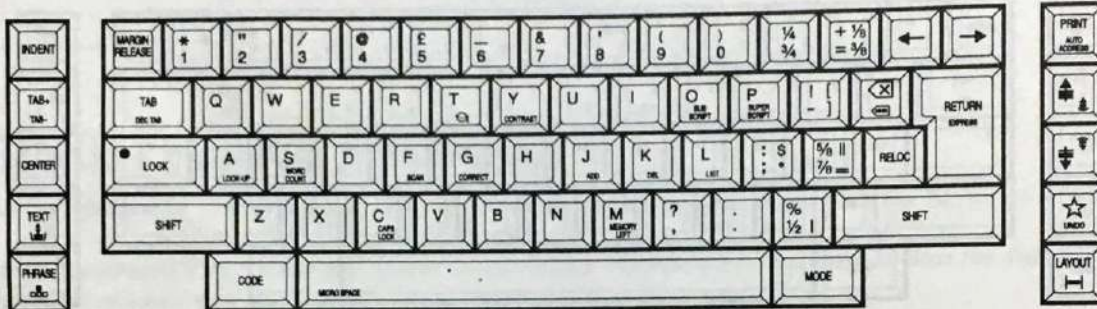
Part 6 - Multilingual Capability

Keyboard Arrangements (continued)

SWEDEN/FINLAND



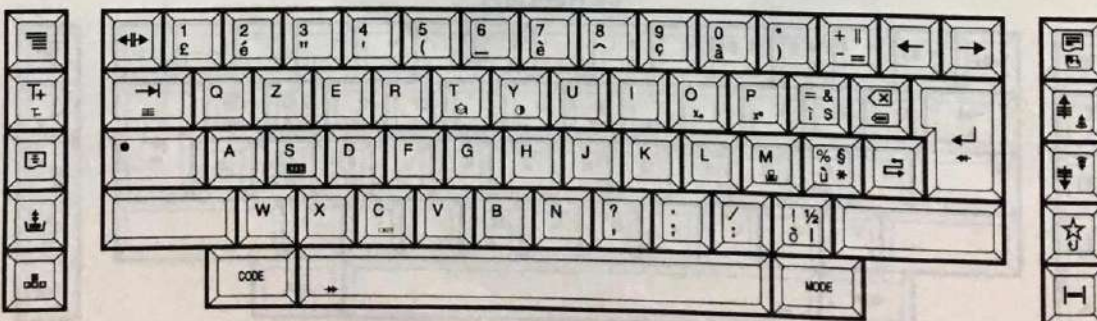
UNITED KINGDOM



FRANCE



ITALY



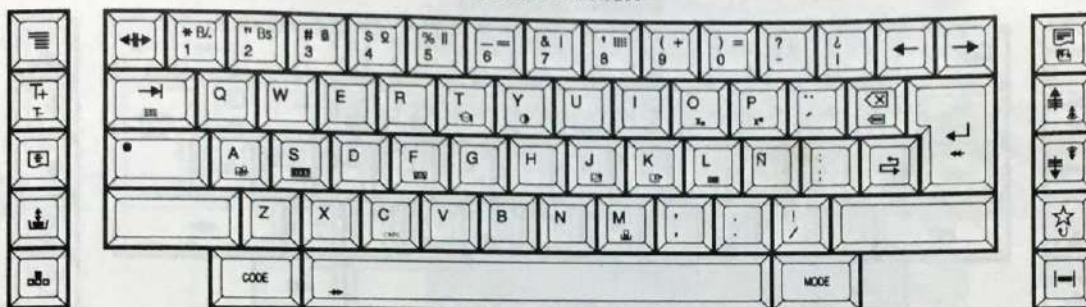
Keyboard Arrangements (continued on next page)

Keyboard Arrangements (continued)

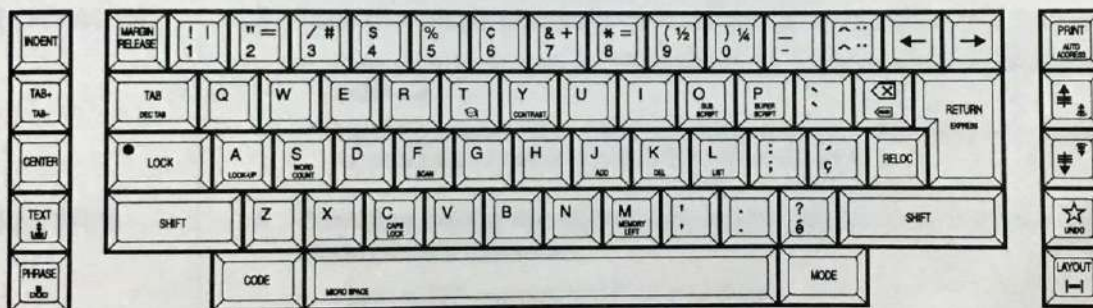
JAPAN



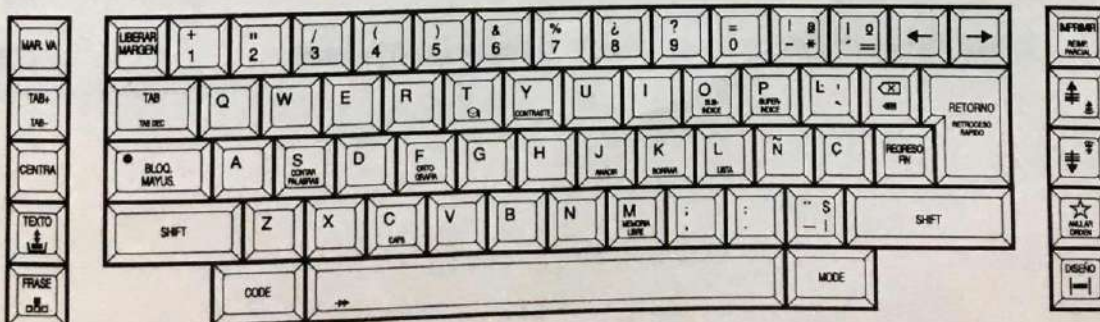
LATIN AMERICA



CANADA



SPAIN

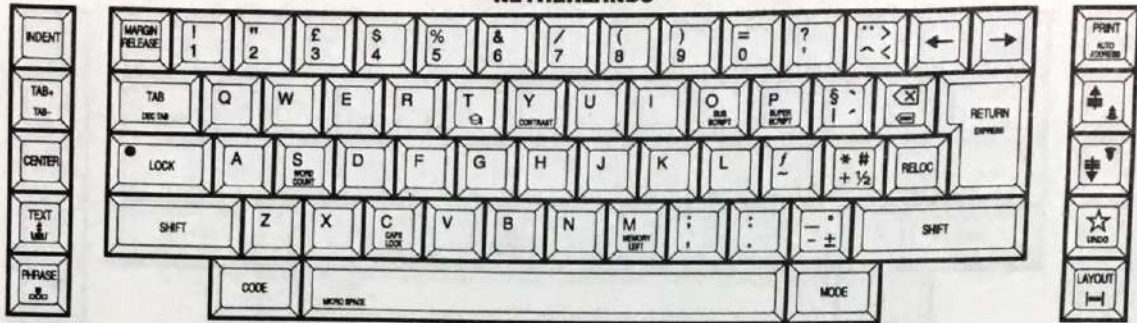


Keyboard Arrangements (continued on next page)

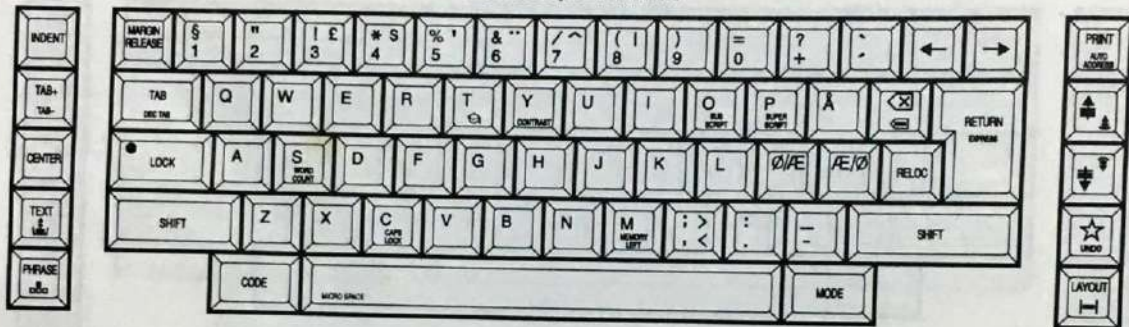
Part 6 - Multilingual Capability

Keyboard Arrangements (continued)

NETHERLANDS



NORWAY/DENMARK



TYPING TUTOR

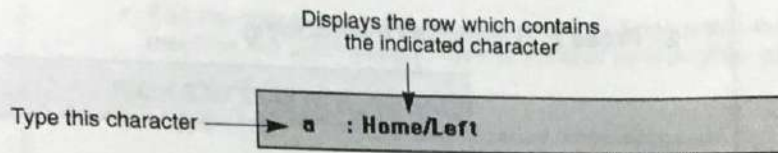
This typewriter is equipped with a 3-part practice program that helps to increase touch typing ability by teaching the proper finger-to-key assignments, as well as offering the opportunity to gauge progress by both timed character and timed word typing programs.

- To cancel any of the features at any time during the practice, press and hold [CODE], then press [T].

■ Touch-Typing Practice

This feature helps to introduce and/or increase awareness of finger-to-key assignment in the user. As each character appears, the typewriter displays a "hint" to the right of that character. The hint shows on which row of the keyboard the character is located, and which hand would be used to type the character according to the touch-type method of typing.

Example:



- Refer to the diagram on page 76 for the hand and row assignments.
- Before beginning the practice program, make sure that there is no text on the display.

[CODE] + [T]

[☆]

TYPE THE CHARACTER

CONTINUE TYPING

[CODE] + [T]

OR

[☆]

- 1 Press and hold [CODE], then press [T] to display the following:

POSITION MODE

- 2 Press [☆] to start the practice.
- 3 Type the single character which appears on the left of the display.
 - When step 3 has been completed correctly, a new character is displayed and practice continues.
 - One beep sounds if the wrong character is typed. If this occurs, try again. Once the correct character is typed, a new character is displayed.
- 4 Continue typing the characters as they appear on the display until the Position Mode display appears.
 - A total of 288 characters will be displayed.
- 5 Press and hold [CODE], then press [T] to end the practice and exit ExperType.

OR

Press [☆] to return to "Position Mode" and start practice again.

Part 7 - ExperType

■ Timed Character Practice

This feature gives a one-minute character practice mode (for different levels of difficulty) to help increase typing speed and accuracy. In addition, the score is displayed to help monitor progress*.

• Before beginning the practice program, make sure that there is no text on the display.

* Because typing speed scores may vary with different testing methods, the score displayed after each practice session on this machine may not reflect the same test results obtained from other testing procedures used in professional or business settings. The basic purpose of the speed score in this typing tutorial program is only to monitor progress. The means of determining speed during the test and practice modes are within the specifications of this machine.

[CODE] + [T]

[→]

[☆]

[←]/[→]

[☆]

1 Press and hold [CODE], then press [T] to access the ExperType program.

2 Press [→] to display the following:

PRACTICE MODE

3 Press [☆] to display the following:

Level: 12345

4 Press [←]/[→] to move the cursor to the level of difficulty desired (1 being the easiest and 5 being the most difficult - see table below for more information about each level).

Level	Row of keys included	Lower/upper case letters
Level 1	Home Row	Lower case & lower half of symbol keys
Level 2	Home and upper rows	Lower case & lower half of symbol keys
Level 3	Home, upper and lower rows	Lower case & lower half of symbol keys
Level 4	All rows (including the number row)	Lower case & lower half of symbol keys
Level 5	All rows (including the number row)	Lower and upper case & all symbol keys

5 Press [☆] to display the following:

Example:

z : Level 3

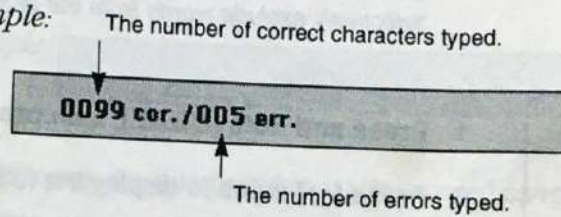
Timed Character Practice (continued on next page)

Timed Character Practice (continued)

TYPE THE CHARACTER

- 6 Type the single character** which appears on the left of the display.
- When step 6 has been completed correctly, a new character is displayed and practice continues.
 - One beep sounds if the wrong character is typed. If this occurs, try again. Once the correct character is typed, a new character is displayed.
 - After one minute of practice this mode automatically ends, and the current score is displayed.
 - To cancel this mode before the timed practice is completed, press and hold [CODE], then press [☆]. Your current score will be displayed. (See example below for an explanation of the score).
 - If all the characters in the specified level are typed within the 1 minute timed test, the machine will automatically move to the next level until the test time is finished.

Example:



[CODE] + [T]

OR

[☆]

- 7 Press and hold [CODE], then press [T]** to end the practice and exit ExperType.

OR

Press [☆] to start the practice again.

- Repeat steps 3-7.

Part 7 - ExperType

■ Timed Word Practice

This feature offers a five-minute word practice test to help measure progress (by displaying the score* at the end of the practice), as well as increase typing speed and accuracy.

• Before beginning the practice program, make sure that there is no text on the display.

* Because typing speed scores may vary with different testing methods, the score displayed after each practice session on this machine may not reflect the same test results obtained from other testing procedures used in professional or business settings. The basic purpose of the speed score in this typing tutorial program is only to monitor progress. The means of determining speed during the test and practice modes are within the specifications of this machine.

SPECIAL NOTE:

The words used during the timed word practice are randomly selected from the built-in dictionary database of 70,000 words as provided by Houghton-Mifflin. This dictionary includes the most commonly used words in the English language, as well as medical and legal terms. Because of the nature of the software, Canon Business Machines, Inc. is unable to selectively exclude words from the dictionary.

[CODE] + [T]

[→] 2X

[☆] 2X

1 Press and hold [CODE], then press [T] to access the ExperType program.

2 Press [→] twice to display the following:

TEST MODE

3 Press [☆] twice to display the first word and begin the test.

Example

boat

Timed Word Practice (continued on next page)

Timed Word Practice (continued)

TYPE THE WORD

SPACEBAR

[→]

[CODE] + [T]

OR

[☆]

4 Type the word which appears on the display.

- One beep sounds if the wrong character is typed. If this occurs, try again. Once the correct character is typed, a new character is displayed.

5 Press Space Bar to display the next word.

- Repeat steps 4 and 5 until the practice is complete (5 minutes).
- After five minutes of practice, this mode automatically ends and the current score is displayed.
- To cancel this mode before the timed practice is completed, press and hold [CODE], then press [☆]. Your current score will be displayed. (See example below for an explanation of the score).
- When the practice is completed (or is cancelled), the speed typed (measured in words per minute) is displayed.

Example:

10.2 WPM

6 Press [→] display the number of characters typed correctly and incorrectly.

Example:

The number of correct words typed.

0213 cor./049 err.

The number of errors typed.

7 Press and hold [CODE], then press [T] to end the practice and exit ExperType.

OR

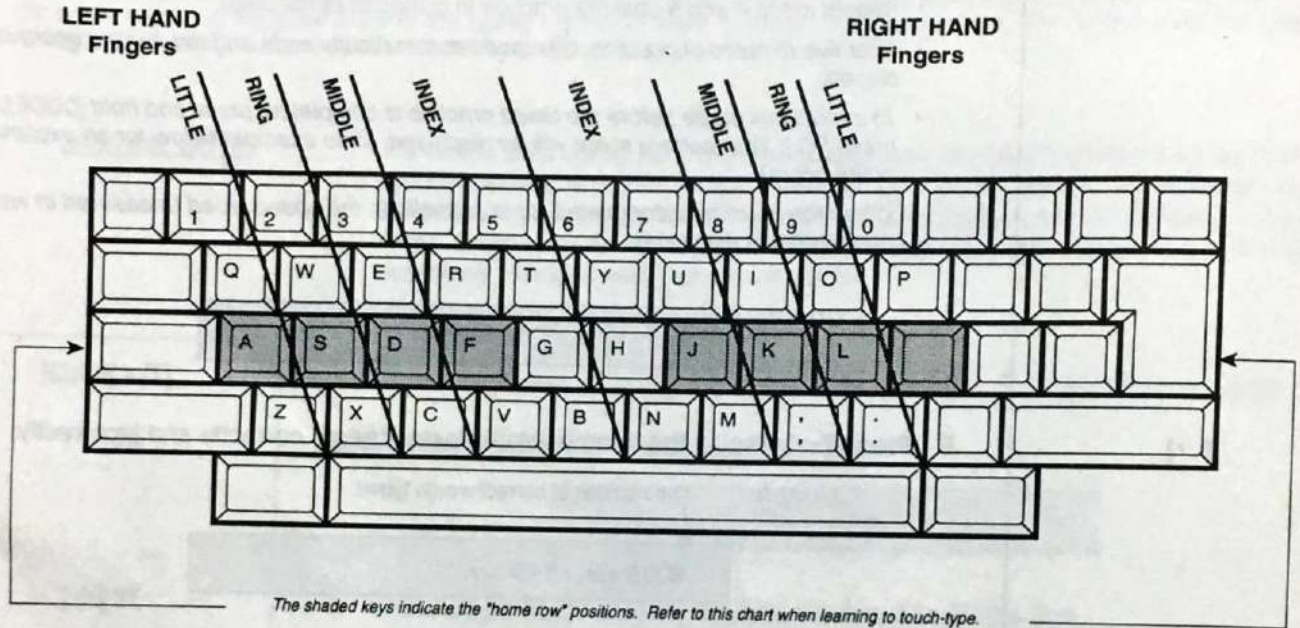
Press [☆] to start the practice again.

- Repeat steps 4 -7.

Part 7 - ExperType

■ Finger-to-key Reference Chart

Refer to this chart when learning and using the ExperType practice programs. The shaded keys indicate the "home row". The four fingers on each hand should "rest" lightly on these keys as indicated below. Using the home row as a reference point will make it much easier to find various keys around the keyboard and prevent the typist from having to watch the keyboard while typing.



TROUBLESHOOTING

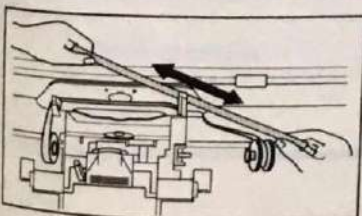
The information contained in the following table will help keep the typewriter operating smoothly. If a problem persists after performing the procedures as described below, contact the nearest Canon dealer.

PROBLEM	REMEDY	REFERENCE PAGE
Typewriter does not operate when the switch is turned on.	<ul style="list-style-type: none"> • Check the AC outlet by plugging in another appliance. 	--
Power switch is on and carrier vibrates but does not move to the left margin.	<ul style="list-style-type: none"> • Check for proper installation of Daisy Wheel. • Check for foreign objects which may have fallen into the typewriter. 	7 2
Character spacing is incorrect.	<ul style="list-style-type: none"> • Set the appropriate pitch mode for the Daisy Wheel being used. 	10
Incorrect characters are printed	<ul style="list-style-type: none"> • Check for proper installation of the appropriate Daisy Wheel. • Confirm that the keyboard mode is set correctly. 	7 12
Printing is unclear.	<ul style="list-style-type: none"> • Check for proper installation of ribbon cassette and/or Daisy Wheel. • Set the appropriate impression mode. 	4, 7 11
Printing does not occur.	<ul style="list-style-type: none"> • Be sure that the ribbon cassette has not been used up. • Check for proper installation of ribbon cassette and Daisy Wheel. 	5 4, 7
Printed characters cannot be erased/deleted.	<ul style="list-style-type: none"> • Be sure that the correction tape has not been used up. • Check for proper installation of correction tape. • Confirm that a correctable ribbon cassette is in use. • Use manual correction method to erase characters outside of the correction memory. 	5 5 6 25
Printing stops and the keyboard locks.	<ul style="list-style-type: none"> • The key buffer* may be full. Press [MARGIN RELEASE] to resume printing. Some characters may need to be retyped. 	--
Keyboard suddenly locks and the Lock key lamp blinks.	<ul style="list-style-type: none"> • This occurs when the correction tape has been used up. Replace the correction tape and deactivate the Service Function. • Check for foreign objects which may have fallen into the typewriter. 	3, 5

* The key buffer is a "temporary" memory that stores information when you type faster than the typewriter can print. This typewriter has a buffer of 100 characters.

MAINTENANCE

Be sure to keep the exterior of the typewriter clean by gently wiping off dust with a dry cloth. DO NOT, under any circumstances, use water or organic solvents, such as ketone or paint thinner, to clean the typewriter. If the correction roller needs cleaning, see instructions below.



- 1 Remove the correction tape (see page 5).
- 2 Wipe any dirt off of the roller with a clean cloth or strip of paper.
- 3 Replace the correction tape (see page 5).

ERROR ALARMS

An alarm will sound if an attempt is made to operate the typewriter incorrectly. The information in the table below will help to identify and correct any such errors.

OPERATION	CAUSE	REMEDY	REFERENCE PAGE
Power is switched on or attempt is made to deactivate Service Function	<ul style="list-style-type: none"> Ribbon cassette, correction tape, or Daisy Wheel may not be installed properly. 	<ul style="list-style-type: none"> Check for proper installation of ribbon cassette, correction tape, and Daisy Wheel. 	4, 5, 7
	<ul style="list-style-type: none"> Foreign object may have fallen into the typewriter. 	<ul style="list-style-type: none"> Remove foreign object. 	2
Setting Margins	<ul style="list-style-type: none"> Attempting to set margins less than 1.5 inches apart. 	<ul style="list-style-type: none"> Reset to allow at least 1.5 inches between margins. 	19
Moving the carrier back and forth across the page	<ul style="list-style-type: none"> Attempting to type or move carrier beyond the set margins. 	<ul style="list-style-type: none"> Press [MARGIN RELEASE]. 	19
Setting tabs and/or decimal tabs	<ul style="list-style-type: none"> Attempting to set more than 20 tabs and or decimal tabs. 	<ul style="list-style-type: none"> Clear unneeded tabs or decimal tabs. 	21, 32
Centering between margins or tabs or attempting right margin alignment	<ul style="list-style-type: none"> Number of typed characters exceeds the allotted space between margins or tabs. 	<ul style="list-style-type: none"> Reduce number of typed characters or set margins or tabs further apart. 	19, 24, 27, 29
	<ul style="list-style-type: none"> Attempting to center or right align when words have already been typed on that line. 	<ul style="list-style-type: none"> Delete the printed words and perform the operation again. 	24, 27, 28, 29
Correcting printed characters	<ul style="list-style-type: none"> Ribbon cassette or correction tape may be used up. 	<ul style="list-style-type: none"> Replace the ribbon cassette and/or correction tape. 	4, 5
	<ul style="list-style-type: none"> Ribbon cassette, correction tape, or Daisy Wheel may not be installed properly. 	<ul style="list-style-type: none"> Check for proper installation of ribbon cassette, correction tape, and Daisy Wheel. 	4, 5, 7
Using decimal tabs	<ul style="list-style-type: none"> The decimal tab was not set to the right of the carrier. 	<ul style="list-style-type: none"> Move the carrier to a position left of the decimal tab or set a new decimal tab. 	31
	<ul style="list-style-type: none"> Number of typed numbers/ characters exceeds the allotted space. 	<ul style="list-style-type: none"> Change the position of the decimal tab or reduce the number of typed numbers/characters. 	32
Printing a stored phrase or text	<ul style="list-style-type: none"> Automatic function that cannot be executed is included in the stored phrase or text. 	<ul style="list-style-type: none"> Press [CODE] + [☆] to stop the operation, then check the necessary items. 	42-43, 51

ERROR MESSAGES

In addition to error alarms (as described on page 78), message will appear on the display to help ensure the smooth operation of this typewriter.

MESSAGE	MEANING	REMEDY	REFERENCE PAGE
Already exists!	<ul style="list-style-type: none"> An attempt was made to add a phrase or text title already stored in memory. 	<ul style="list-style-type: none"> Enter a new title. 	42 or 46
	<ul style="list-style-type: none"> An attempt was made to add a word that already exists in the Dictionary. 		62
Non existent!	<ul style="list-style-type: none"> An attempt was made to recall or delete a phrase or text title not stored in memory. 	<ul style="list-style-type: none"> Print out the Phrase or Text Title Directory to check for the title to be recalled or deleted. 	43 or 53
	<ul style="list-style-type: none"> An attempt was made to delete a word that does not exist in the User's Dictionary. 		62-63
Memory full!	<ul style="list-style-type: none"> Displays when there is not enough memory to store a phrase or text. 	<ul style="list-style-type: none"> Delete any unnecessary words from phrase or text memory, or reduce the size of the User's Dictionary. Delete any unnecessary words and/or increase the size of the User's Dictionary. 	42 or 51 62-63
	<ul style="list-style-type: none"> Displays when there is not enough memory to add a word to the User's Dictionary. 		62-63, 65
Top margin!	<ul style="list-style-type: none"> An attempt has been made to move the carrier beyond the currently set top margin or the carrier/cursor has reached the beginning of the correction memory. 	<ul style="list-style-type: none"> Press [CODE] + [X] to escape the boundary of the top margin or correction memory area. 	17, 25
Page end!	<ul style="list-style-type: none"> Appears when the last typing line has been reached and the Auto Page End feature is in use 	<ul style="list-style-type: none"> Press [MARGIN RELEASE] to unlock the keyboard, then continue typing or press [CODE] + [V] to eject the page and insert a new one. 	18, 22
Pause!	<ul style="list-style-type: none"> Appears when printing if typewriter reaches a Stop Code. 	<ul style="list-style-type: none"> Type the information to be inserted, then press [PRINT] to resume printing. Press [PRINT] to resume printing, or press [CODE] + [☆] to cancel printing completely. 	54-55
	<ul style="list-style-type: none"> Appears when printing has been intentionally paused. 		51
Illegal command!	<ul style="list-style-type: none"> An attempt has been made to print a phrase or text which contains an illegal command. 	<ul style="list-style-type: none"> Press [MARGIN RELEASE] and re-enter the phrase making sure no illegal command is included or delete the illegal command from the text. 	42, 44

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SUMMARY OF FEATURES

Printing Element:	96-character Daisy Wheel
Printing Speed:	14 characters per second (bidirectional)
Printing Pitch:	10, 12, and 15 characters per inch
Ribbon Cassette:	Correctable, single-strike, and fabric
Correction Tape:	Lift-off
Line Spacing	1, 1½, and 2
Paper Width:	12 inches (305mm) - maximum
Printing Width:	9 inches (229mm) - maximum
Display Size:	1 line X 40 characters
Typing Impact:	1 original and 3 copies - maximum
Keyboard:	44 keys
Key Buffer Size:	100 characters
Key Pitch:	3/4 inch
Key Stroke:	1/8 inch
Memory Size:	22KB - maximum
Correction Memory Size:	1 page (approx. 4,000 characters) - maximum
Spelling Checker*:	Main dictionary - 70,000 words for American-English 70,000 words for British-English User's dictionary - 300 words - maximum
Power Requirements:	100 V, 50/60 Hz, 22 W - Japan
Ambient Temperature Requirement:	50°F to 95°F (10°C to 35°C)
Ambient Humidity Requirement:	20% to 85%
Dimensions:	16 5/16 (W) X 15 3/16 (D) X 4 9/16(H) inches {408mm (W) X 379mm (D) X 114mm (H)}
Weight:	9.7 lbs (4.4kg)

Specifications subject to change without notice

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