
PORTABLE TYPEWRITERS

Instructions

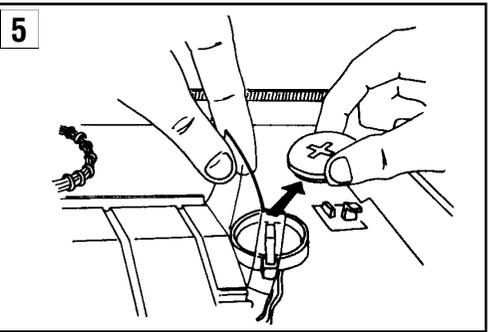
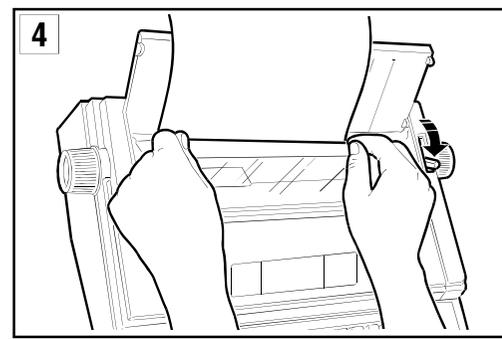
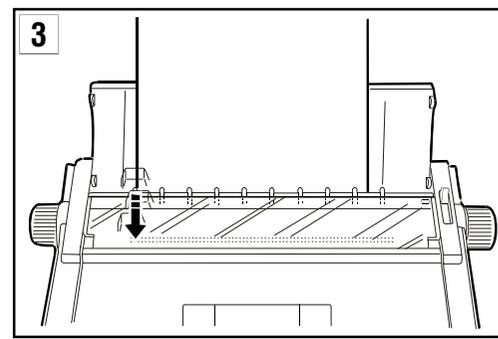
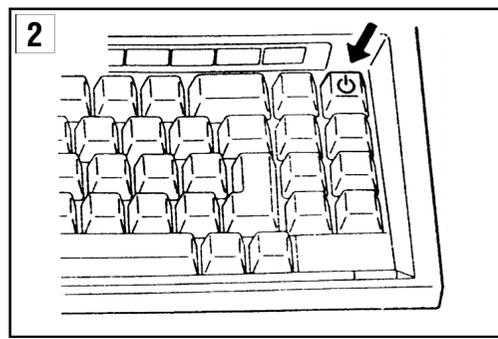
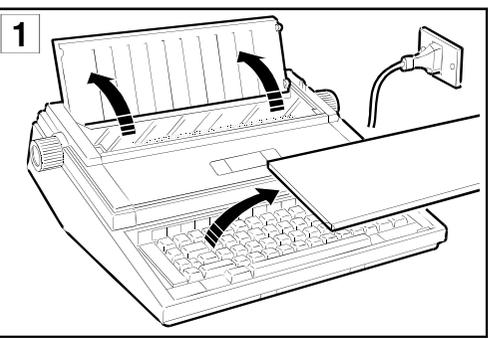
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The **CE** mark affixed to the product certifies that the product satisfies the basic quality requirements.



Your attention is drawn to the following actions that could compromise the characteristics of the product:

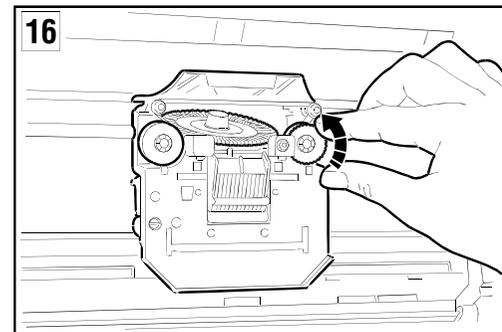
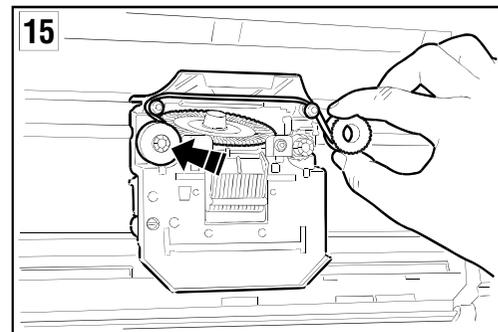
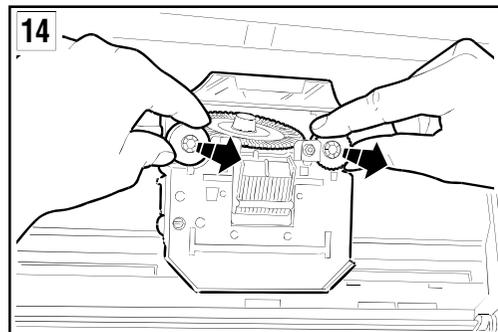
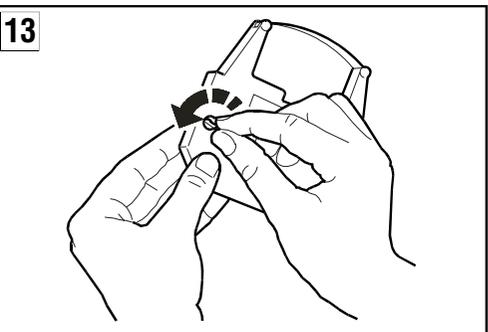
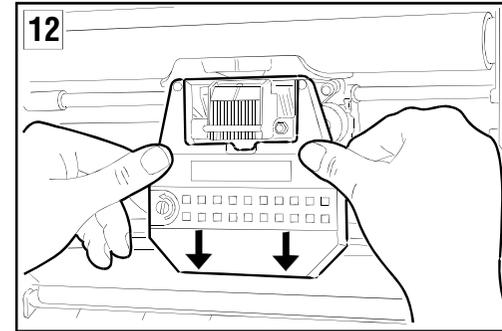
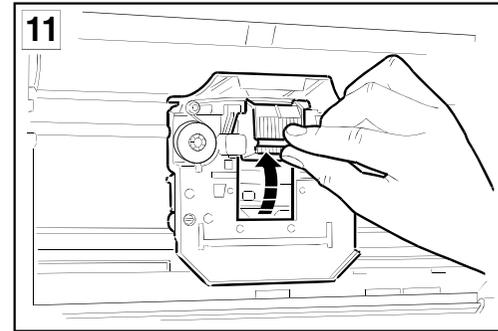
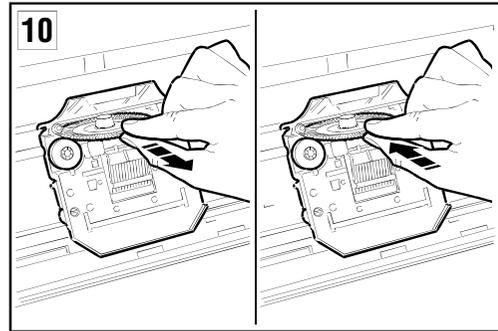
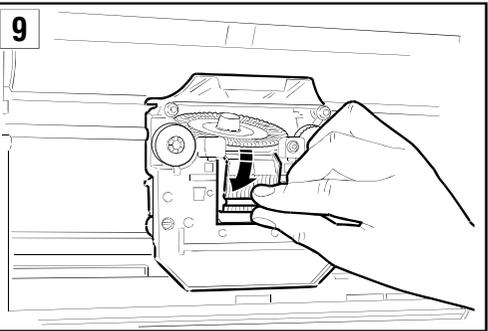
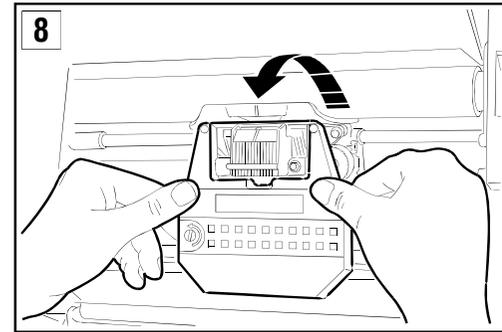
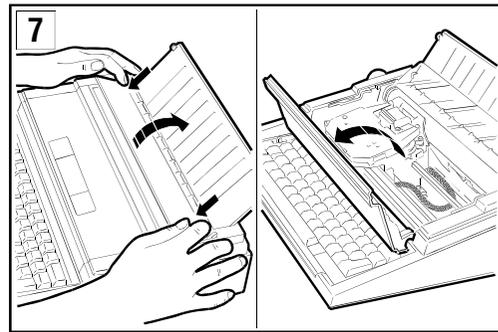
- incorrect electrical supply;
- incorrect installation; incorrect or improper use, or, in any case, not in accordance with the warnings given in the User Manual supplied with the product;
- replacement of original components or accessories with others of a type not approved by the manufacturer, or carried out by unauthorized personnel.



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BEFORE YOU BEGIN

Before you begin, check that the transport blocks have been removed and locate the power cable, by consulting the unpacking instructions printed on the inside of the top of the packaging. The pull-out handle under the keyboard makes the typewriter easy to carry.

Safety: Your typewriter conforms to all the current safety regulations and requires the precautions recommended for other electrical devices (radio, television, etc.). See the "Technical Data, Norms and Safety Regulations" section for further details.

Accessories: the three accessories you need in order to use all the available features are already installed on your typewriter: the *daisy wheel*, *ribbon cartridge* and *correcting tape*.

The keyboard

The adhesive **strip** located just above the keys indicates the functions performed by pressing the **CODE** or **MODE** key together with the keys immediately below the strip.

Press:

- **CODE** with the key below the desired function to activate the functions indicated on the bottom line of the strip.
- **MODE** with the key below the desired function to activate the functions on the top line of the strip.
- **MODE** with the relevant key to enter the symbols that appear in italics on the keys (second keyboard).

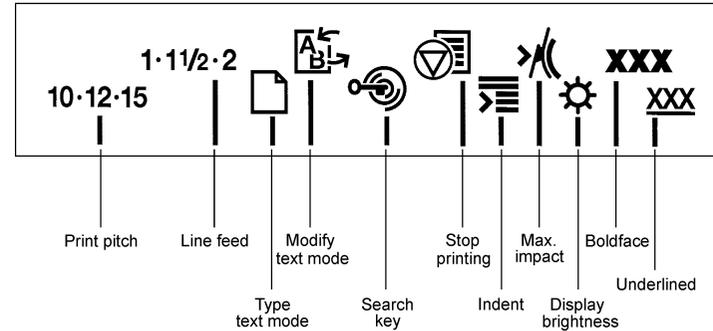
When held pressed, some keys automatically repeat their function until they are released.

The display

The display has a capacity of 16 characters. It shows the text as it is typed and the messages that will make the typewriter easy for you to use, and has the following structure:

- the *work area* (13 characters), which contains the characters typed, symbols of the commands activated and the operator messages. The character entry point, immediately to the left of the separator, is called the *work point*;
- the *separator* ||| that separates the work area from the service area and displays the character attributes (underline, boldface etc...)
- the *service area* (2 characters), which contains the character counter or certain symbols.

The adhesive strip, located above the display, shows some symbols of functions and operating modes. Below these symbols, the display shows an indication of the active status of the selected function or mode.



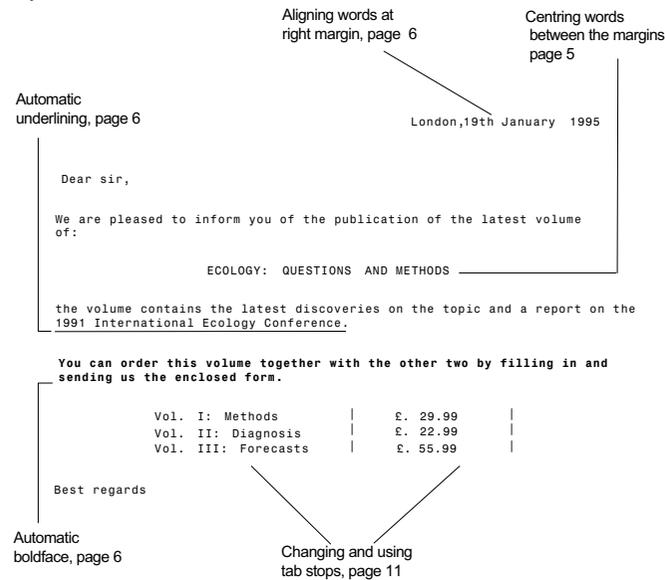
To regulate the brightness of the display to one of the three preset levels, press **CODE** + **DISPLAY**.

The memory

Your typewriter has two built-in memories: one is used for correcting errors and the other for storing texts. The latter is called the *permanent memory* as, when the machine is switched off, it is powered by a battery so that no data is lost. The battery for the permanent memory is optional. It is not supplied with the machine.

 The battery that powers the memory is not rechargeable and has a life of about five years. We recommend you replace it when there are no texts stored as this operation clears the memory. See the "Replacing the Battery" section for a description of the replacement procedure.

Example of main features



PRELIMINARY OPERATIONS

FIG. 1 PREPARING YOUR TYPEWRITER FOR USE

Pull the power cable out of its compartment situated at the bottom of the typewriter and plug it into a nearby and easily accessible power socket. Open the paper support cover and remove the keyboard cover.

FIG. 2 SWITCHING YOUR TYPEWRITER ON:

Press the on/off key . The printer unit moves to the left margin. The display shows the print pitch, line feed, the number of characters per line and the value of the brightness.

To switch the machine off

To switch the machine off, press and hold the  key down for a few seconds.

FIG. 3 AUTOMATICALLY LOADING PAPER:

1. Place a sheet of paper on the platen with its left edge aligned with the 0 point on the graduated scale printed on the transparent cover.
2. Press **CODE** + . Having loaded paper by pressing these keys, when the typewriter approaches the bottom of the sheet, it will beep four times.

IF...

the message CHECK BATTERIES appears:

this means that the battery that powers the permanent memory is flat or is not present in the machine. Press the  key and see the "Replacing the Battery" section.

FIG. 4 The paper is not correctly aligned:

move the paper release lever in the direction indicated by the arrow, straighten the paper and return the lever to its original position.

PAPER FEED

- press  or  to move the paper, respectively down or up, one half line feed at a time;
 - press **CODE** +  or **CODE** +  to move it in micrometric steps.
- If these keys are held down, the paper is fed continuously.

 If you use the knob instead of the paper feed keys, the machine will not beep when it approaches the bottom of the sheet and the platen will move freely instead of in fractions of a line feed. It is therefore advisable to learn to use the paper feed keys.

SETTING THE WORKING PARAMETERS

To access, display and select some working parameters, press **[?]**. Press again **[?]** to exit from the selection mode. Any working parameters (print pitch, line feed...) are displayed only while **CODE** + **[?]** is hold.

The first time the machine is switched on, the parameters set by the manufacturers are automatically loaded. The settings, which can be viewed by pressing the **[?]** key, are as follows:

- typewriter printing mode (**ST.OP=C-C**)
- manual carriage return (**AUTO= NO**)
- minimum stroke impact ( character not present below the impact symbol on the display)

These settings can only be changed with the printer unit at the start of a line (if it is in any other position, the machine will display the current values for a moment but will not allow you to change them). The new settings made will also be adopted the next time the machine is powered on.

CHANGING THE WORKING PARAMETER SETTINGS

Having pressed the [?] key, and with the above-mentioned symbols on the display, press **SPACE BAR** to move the cursor to the desired parameter: **S** for operating status, **A** for carriage return.

To change the operating status (print mode)

With the cursor positioned below the letter **S**, press the ↵ key to switch from one print mode to another. The options, which may be selected cyclically, are:

- **C-C = character by character**

The characters typed are printed one by one on the paper. Each time a key is pressed, the character counter on the display decreases by one.

- **W-W = word by word**

The word typed appears on the display first and is then printed whenever the

SPACE BAR, hyphen or ↵ key is pressed.

- **L-L = line by line**

The characters typed appear on the display first and are printed at the end of the line, when the ↵ key is pressed.

- **RTJ = line by line with justified right margin**

Same as the previous mode but with a justified right margin. Selecting this mode automatically activates the automatic carriage return feature (indicated by the ⋮ symbol appearing below the carriage return symbol on the keyboard strip).

To change carriage return mode

With the cursor positioned below the letter **A**, press the ↵ key to switch from manual carriage return (**AUTO=NO**) to automatic carriage return (**AUTO=YES**).

To change the stroke impact

Press **CODE + IMPACT** to switch from the minimum value to the maximum value (the latter is indicated by the ⋮ symbol appearing below the stroke symbol on the keyboard strip).

To terminate the procedure

Press the [?] key again.

TYPING A TEXT

When you switch on the typewriter, a default line format preset by the manufacturers is presented. The format parameters are set as follows:

- line length: 15.2 cm (6")
- 5 tab stops for creating columns
- end of line signal 8 characters before the right margin
- pitch: 12
- line feed: 1

If you want to change the line format, see the corresponding section of this manual.

1. Type the text until you hear the end of line signal. The service area of the display indicates the capacity of the line. To execute a manual carriage return, press the ↵ key (in **AUTO=YES** mode, the carriage return is performed automatically unless the ↵ key is pressed before you reach the end of the line).

2. Continue typing the text.

OVERRIDING THE MARGINS

Overriding the right margin

Having reached the right margin, to override it, press the ⇄ key. The message **OK** appears on the display for a moment. When the next character is typed the symbol ┌─ appears. In Line By Line with Justified Right Margin mode (RTJ), this function is not available.

Overriding the left margin

In Character By Character (C-C) print mode, the left margin can also be overridden. With the carriage positioned at this margin, press the ⇄ key. The message **OK** appears on the display for a moment. Then press ⇐ to move to the left. The display will show the ─┐ symbol.

CAPITALS

To type a capital letter, press and hold down either of the shift keys (the two keys without symbols at the bottom of the keyboard) and then press the desired character key. To enter a series of capital letters, press the ⏏ key. The yellow indicator will light up. To deactivate the caps lock key, press either of the shift keys.

ACCENT KEYS

When an accent key is pressed, the printer unit does not move. Type the accent first and then the character.

CORRECTING ERRORS

ON THE CURRENT LINE

The characters typed or printed on the current line are stored in the memory. So, if you notice an error before you reach the end of a line, you can correct it by carrying out one of the following procedures.

Correcting the last character typed:

1. Press ⌫: If the character has already been printed, the printer unit will move one space back and delete the character; if it is on the display, it will be removed. Several characters can be deleted in sequence from right to left by holding the delete key pressed.
2. Type the correct characters.

Correcting errors on the line:

If you have entered a space after the last character typed or there are errors earlier on the line, proceed as follows:

1. Move to the incorrect character by pressing  (to move to the left), **SPACE BAR** (to move to the right - if the characters have already been printed) or  (to move to the right - if the characters are on the display).
2. Press . The character will be deleted. Hold the key down if you want to delete several characters from right to left.
3. Type the correct characters and, if necessary, press  to return to the point where you left off.

Erasing all or part of a word:

1. Move to one of the characters of the word containing the error by pressing  (to move to the left), **SPACE BAR** (to move to the right - if the characters have already been printed) or  (to move to the right - if the characters are on the display).
2. Press the  key. The word is erased from right to left starting at the point where the function was activated.
3. Type the correct characters and, if necessary, press  to return to the point where you left off.

Erasing to the start of the line:

Press **CODE** + . All the characters to the left of the point where the function was activated are erased. If necessary, press  to return to the point where you left off.

Fast return to the start of the line

If the incorrect character is at the start of the line, you can move straight to it by pressing **CODE** + .

ON A LINE OTHER THAN THE CURRENT ONE

Incorrect characters on lines previous to the current one can be erased and corrected manually. To carry out the procedure, the typewriter must be in C-C mode (see "Selecting the Working Parameters").

1. Move to the incorrect character by pressing , , , **SPACE BAR** or **CODE** + 1/2 **BACKSPACE**.
2. Press  and type the incorrect character. The character will be erased.
3. Repeat steps 1 and 2 for each other character to be erased.
4. Type the correct characters, if appropriate.

IF...

the character to be erased is underlined or in bold face, before carrying out step 2, press **CODE** + **XXX** or **CODE** + **XXX** respectively. Having made the correction, remember to press these keys again, if necessary, to deactivate underline or bold face printing.

OVERTYPING

Characters not present in the memory, that is, those on previous lines, can be deleted by typing over them. To carry out this procedure, the typewriter must be in C-C mode (see the "Selecting the Working Parameters" section).

1. Move to the incorrect character by pressing , , , **SPACE BAR** or **CODE** + 1/2 **BACKSPACE**.
2. Press **CODE** + . The display will show the message **MANUAL CORRECTION**.
3. Type the characters to be erased as they have been printed. The characters will be erased from left to right.
4. Press **CODE** +  again to terminate the procedure. The message disappears from the display.
5. Type the correct characters.

INDENT

To temporarily move the left margin and type an indented paragraph, proceed as follows:

1. Move to the point where you want to create the indent and press **CODE** + **INDENT**. The  symbol will appear on the display below the indent symbol on the keyboard strip.
2. Type the text to be indented. Each time you press the carriage return key, the printer unit will move to the indent on the next line.
3. On the last line of the indented paragraph, press **CODE** + **INDENT**. The next time you press the carriage return key, the printer unit will move back to the original left margin.

IF...

You press **CODE** + **INDENT**. at a margin or less than 2.54 cm (1") from the right margin, the machine will emit an audible error signal.

CENTRING TEXT BETWEEN THE MARGINS

To centre text between the margins.

1. Press , if necessary, to move to the start of the line.

2. Press **CODE** + **CENTER**. The --- symbol will appear on the display.
3. Type the text to be centred. The display will show the characters typed.
4. Press \leftarrow . The words will be printed in the centre between the margins. The printer unit moves to the start of the next line. The --- symbol disappears from the display.

IF...

You want to abort the procedure: check that the --- symbol is at the work point and press $\langle X \rangle$. Characters that have already been typed can be displayed by pressing the \rightarrow key (except in C-C mode).

You have made a mistake: proceed as described for making corrections on the display.

You exceed the maximum capacity of the line: the typewriter emits an audible error signal. Press $\langle X \rangle$ and change as required.

RIGHT FLUSH

Text can be aligned at the right margin.

1. Press \leftarrow , if necessary, to move to the start of the line.
2. Press **CODE** + **RIGHT FLUSH**. The > symbol appears on the display.
3. Type the words to be aligned at the right margin. The display shows the characters typed.
4. Press \leftarrow . The words are printed aligned at the right margin. The printer unit moves to the start of the next line. The > symbol disappears from the display.

IF...

You want to abort the procedure: check that the > symbol is at the work point and press $\langle X \rangle$. Characters that have already been typed can be viewed by pressing the \rightarrow key (except in C-C mode).

You have made a mistake: proceed as described for making corrections on the display.

You exceed the maximum capacity of the line: the typewriter emits an audible error signal. Press $\langle X \rangle$ and change as required.

AUTOMATIC LINE INDENT

This function is used for indenting a line 2.54 cm (1") from the left margin. The printer unit must be situated on the line immediately before the one that is to be indented.

1. Press \leftarrow + \leftarrow . The printer unit moves to the indent on the next line.
2. Type the text. The next time you execute a carriage return, the printer unit will move to the original left margin.

HYPHEN AND FIXED SPACE

While working with an automatic carriage return, you may have to type a space (e.g. Henry VIII) or a hyphen (e.g. London-Paris) less than eight characters from the right margin (after the audible end of line signal), without printing the characters or executing an automatic carriage return. The fixed space is used for keeping a space between words or formulas unchanged while working in RTJ mode.

To enter a hyphen:

Press **MODE** + **-** to type a hyphen after the audible signal without executing a carriage return. The display shows the --- symbol.

To enter a fixed space:

Press **CODE** + **SPACE BAR** to enter a space after the audible signal without executing a carriage return. The display shows the --- symbol.

SUBSCRIPT AND SUPERSCRIP

You can enter characters in subscript or superscript (bases or exponents) by causing the platen to rotate back or forward by half a line feed.

1. Press:
 - **CODE** + **SUB** to type a base. The F symbol appears in the service area of the display
 - or
 - **CODE** + **SUPER** to type an exponent. The E symbol appears in the service area of the display.
2. Type the base or exponent. The corresponding symbol appears below the character in the work area of the display.
3. Continue typing the text.

IF...

You are working in C-C mode: the character is printed immediately.

UNDERLINE AND BOLD FACE

Characters can be printed with the underline and/or bold face attribute.

1. Press:
 - **CODE** + **XXX** to activate the underline attribute. The display shows the symbol ||| in correspondence to the separator.

- **CODE** + **XXX** to activate the bold face attribute. The display shows the symbol ||| in correspondence to the separator.
 - **CODE** + **XXX** e **CODE** + **XXX** to activate both attributes. The display shows the symbol ||| in correspondence to the separator.
2. Type the text.
 3. To deactivate the selected attribute, press the corresponding keys again.

In the W-W, L-L, RTJ operating statuses and in the memory, the bold face and underline attributes will be indicated on the display as follows:

- The  symbol indicates the selected attribute as in C-C mode.
- Running through the characters on the display (using the  and  keys) the  symbol is deactivated/activated as the characters pass the work point (|||), thus indicating the exact attributes of each character.

CHANGING THE CHARACTER ATTRIBUTE ON THE DISPLAY

The attribute assigned to the characters (normal, underline and/or bold face) can be changed on the display by carrying out the procedure described below. The same procedure can also be used for changing a base or exponent.

1. Press  until the first character to be changed leaves the work area.
2. Press the relevant key sequence for activating or deactivating the desired attribute (to deactivate a base or exponent command, do not press any keys; skip to the next step).
3. Press **CODE** + **CHANGE ATTRIBUTE** for each character to be changed.

TYPING IN CAPITALS WITH THE FULL STOP, COMMA AND NUMBERS ACTIVE

This feature enables you to type in capitals without losing the full stop, comma and numbers irrespective of their position on the keys.

1. Press **CODE** + . The green indicator will light up. To deactivate the feature, press the same keys again. The green indicator will go off.

THE LINE FORMAT

The line format is defined by the left and right margins, any tab stops present, the print pitch and line feed values. Each time you switch on the typewriter, the line format presented is the one defined in the previous work session (the first time the machine is switched on, the line format presented is the one set by the manufacturers).

ACCESSING THE LINE FORMAT PARAMETERS

1. Press  , if necessary, to move to the start of the line.

2. Press the  key. The display shows the message **LINE FORMAT**.
3. Make the desired changes (see the procedures described below).
4. Press the  key to terminate the procedure. The message disappears from the display.

FIG. 6 SELECTING THE PRINT PITCH

Press the **10·12·15** key until the desired value appears on the display (10, 12 or 15). The pitch selected must correspond to the pitch of the daisy wheel used.

FIG. 6 SELECTING THE LINE FEED

Press **CODE** + **1·1½·2** until the desired line feed value appears on the display (1, 1 ½ or 2).

SETTING THE MARGINS

1. Move to the point where the new margin is to be set by pressing the  key or **SPACE BAR** (to override a margin that has already been set, with the printer unit positioned at the margin, press the  key and move to the desired point).
2. Press:
 -  to set the left margin
 - or
 - **CODE** +  to set the right margin

SETTING TAB STOPS

You can set tab stops with or without vertical lines for arranging words or numbers into columns.

1. Press the  key or **SPACE BAR** to move to the point where the tab stop is to be set.
2. Press:
 -  to set an ordinary tab stop. The  symbol will appear on the display.
 - or
 - **CODE** +  to set a tab stop with a vertical line. The  symbol will appear on the display.

Repeat steps 1 and 2 for each tab stop to be set.

To check the position of a tab stop

Press the  key. The printer unit will move on the tab stop. The symbol for the tab stop set will appear on the display.

TO DELETE A TAB STOP

Move to the tab stop to be deleted and press $\rightarrow|$.

To delete all tab stops

Move to any point other than the left margin (otherwise the margins will also be deleted) and press **CODE** + $\rightarrow|$.

DELETING THE LINE FORMAT

To delete the margins and tab stops on the line format in a single operation, move to the left margin and press **CODE** + $\rightarrow|$. The margins will correspond to either end of the platen.

RESTORING THE STANDARD LINE FORMAT

To restore the default line format set by the manufacturers, press **CODE** + $\rightarrow|$.

ARRANGING WORDS OR NUMBERS INTO COLUMNS

Words and numbers can be arranged into columns. Words are aligned at their first character, whole numbers at the space after the last digit and decimal numbers at the decimal point. Numbers are aligned even if typed in brackets.

ARRANGING WORDS INTO COLUMNS

1. Press $\rightarrow|$. The printer unit moves to the first tab stop, printing any characters displayed. The counter indicates the number of digits still available.
2. Type the text to be arranged into columns. The characters appear on the display.
3. Press:

$\rightarrow|$ to print the characters and move to the next tab stop

or

CODE + $\rightarrow|.4$ to print the characters and create a column of numbers at the next tab stop

or

\leftarrow to print the characters and execute a carriage return.

ARRANGING NUMBERS INTO COLUMNS

1. Press **CODE** + $\rightarrow|.4$. The printer unit moves to the first tab stop, printing any characters shown on the display. The D_T symbol appears and the counter indicates the number of integers digits still available.
2. Type the number to be put in the column (with decimal numbers, once the decimal point has been entered, the counter indicates the number of decimal digits available). The digits appear on the display.

3. Press:

$\rightarrow|$ to print the characters and move on to the next tab stop

or

CODE + $\rightarrow|.4$ to print the characters and create a column of numbers at the next tab stop

or

\leftarrow to print the characters and execute a carriage return.

CREATING AND PRINTING TABLES

You can create frames for tables on your typewriter, as follows:

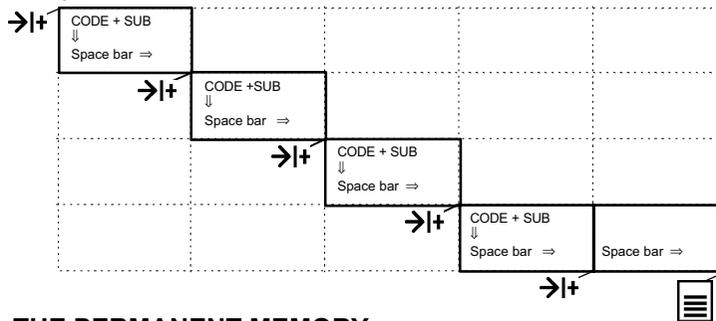
1. Press \leftarrow , if necessary, to move to the start of the line.
2. Press **CODE** + **FRAME**. The message **FRAME** appears on the display.
3. Press keys \leftarrow , **SPACE BAR**, **CODE** + **SUB** and **CODE** + **SUPER** to move to the point where the table is to be created and press $\rightarrow|+$ to store it.
4. Move to a point where you want to draw a vertical line to define a column of cells and press $\rightarrow|+$ to store it.
5. Repeat step 4 for each column to be set.
6. Press keys **CODE** + **SUB** and **CODE** + **SUPER** to move to the point at which you want to draw a horizontal line to define a row of cells and press $\rightarrow|+$ to store it.
7. Repeat step 6 for each horizontal line to be drawn.
8. Press the \leftarrow key to print the table. You can print the table again by pressing the same key a second time.
9. Terminate the procedure by pressing **CODE** + **FRAME** and fill in the table as required.

An example of a table is shown below:

Surname	Name	Department	Post	Since
Ross	David	Medical	Doctor	1979
Price	John	Personnel	Manager	1991
Scales	Richard	Service	Engineer	1982

 To create tables quickly and easily, once you have become familiar with the feature, you can use the **→|+** key at the points of intersection and the  key for storing the last point and printing the table (see the example below).

Example:



THE PERMANENT MEMORY

Your typewriter's permanent memory enables you to store texts which may be edited and/or printed at a later date. It consists of 9 areas, whose status (occupied or vacant) can be viewed and whose contents can be deleted.

ACCESSING THE MEMORY AND SELECTING THE AREA

1. Press , if necessary, to move to the start of the line.
2. Press **MODE + TEXT MEMORY**. The display indicates the amount of space available in the memory. Free areas are indicated by a dash, while those containing a text are indicated by their sequential number (1-9).
 3. Select a memory area by typing its number. If the area selected already contains a text, the display shows the end of it together with other symbols:
 - L_F indicates that the line format is present
 - {1-9} indicates the memory area selected
 - \leftarrow indicates the start of the text
 - \rightarrow indicates the end of the text
4. Type, edit or print the text in the memory area (see the following procedures).
5. To exit from memory mode, press **MC**.

IF...

You want to exit from the selected memory area: press **CODE** +  and select a new memory area.

STORING A TEXT

The text can be stored in the memory as if you were working in normal typewriter mode.

You can therefore change the line format parameter settings and use functions such as centring, correction, tabulation and so on. The characters typed appear on the display first and are then printed at the end of each line. They are not stored until they have been printed.

1. Access the memory and select the desired area.
2. When you type the first character the {1-9}, L_F , \leftarrow and \rightarrow symbols disappear from the display.
3. Press **CODE** +  to close the text and exit from the selected memory area. The display will show the memory status.

IF..

The message MEMORY FULL appears, this means that there is no free space left in the memory. Delete the message by pressing  and delete a few characters or a text to free space in the memory.

CHANGING THE LINE FORMAT

When you store a text in the memory, it is assigned the line format present on the machine when the memory was accessed. The line format can be changed before storing the text or while editing it. The new line format is stored together with the text.

1. Access the memory and select the desired area.
2. Press .
3. Change the line format as described in the corresponding section of this manual.
4. Press the  key again. The new line format is stored.
5. Edit the text as required.

EDITING AND/OR PRINTING A STORED TEXT

A text stored in the memory can be retrieved for editing and/or printing.

1. Access the memory and select the desired area.
2. Press **MODE + MODIFY TEXT**. The  symbol below the type text symbol disappears and appears below the modify text symbol.

- By pressing keys \rightarrow , \leftarrow , **MODE** + \uparrow **MEM.** (start of text) or **MODE** + \downarrow **MEM.** (end of text), move to the point to be modified (or use a search key as described in the corresponding section of this manual). Make the necessary modifications.

4. Press:

- CODE** +  to terminate the procedure and view the memory status
- or
- \uparrow to return to typewriter mode.

To print the text

The text may be printed after step 1 or step 2:

press . The message **RTJ PRINT: Y or N** Press **Y** to print the text with a justified right margin or **N** to print it with a jagged right margin. All of the text is printed.

IF..

The message MEMORY FULL appears: this means that there is no space left in the memory. Delete the message by pressing  and clear a memory area (see the corresponding section of this manual).

You want to abort printing: press the  key. The display shows the most recently printed characters. To resume printing, press the  key again.

You do not want to print the text from the start: press **MODE** + **MODIFY TEXT**, press the \rightarrow and \leftarrow keys to move to the desired point, so that the first character to be printed is on the right of the separator and does not therefore appear on the display. **The message INCOMPATIBLE COMMANDS appears on the display:** this means that an incompatible command has been executed during the editing phase (e.g. a tab stop in centred text). Delete the message by pressing . The display shows the point at which the incorrect command was executed. Make the necessary correction.

FAST SEARCH FOR WORDS OR SYMBOLS

You can move straight to a point in the text by searching for a word or symbol. This procedure is defined a "Search key".

Searching for words

The search key may consist of a maximum of 20 characters. The underline and bold face attributes are taken into consideration by the search function.

- Access the memory and select the desired area.
- Press **MODE** + **MODIFY TEXT**. The  symbol below the type text symbol disappears and appears below the modify text symbol.

- Press **MODE** + **SEARCH KEY**. The message **SEARCH KEY** appears on the display and the  symbol appears below the search symbol.

4. Type the search key. The display shows the characters typed.

5. Press **MODE** + **SEARCH**. The display shows the point of the text at which the specified search key was found.

6. Modify the text as required.

7. Press:

- CODE** +  to terminate the procedure and view the memory status,
- or
- \uparrow to return to typewriter mode.

IF...

You want to repeat the search: press **MODE** + **SEARCH**.

You want to change the search key: press **MODE** + **SEARCH KEY**.

The typewriter beeps and the display shows the end of the text, this means that:

- the specified search key was not found. Check for errors in it and repeat the search, if necessary
- the word is present but is located earlier in the text than the point at which the search was executed. Press **MODE** + **SEARCH** to repeat the search from the start.

Searching for symbols

Below is a list of the symbols that can be used as a search key, together with the keys used for entering them:

-  carriage return (\leftarrow)
-  L_F line format (\leftarrow)
-  indented paragraph (**CODE** + **INDENT**)
-  stop code (**MODE** + **STOP CODE**)
-  centre (**CODE** + **CENTER**)
-  right flush (**CODE** + **RIGHT FLUSH**)
-  tab stop (\rightarrow)
-  D_T decimal tab stop (\rightarrow)
-  address (**CODE** + **ADDRESS**).

PRINTING ADDRESSES

You can automatically print the same address as indicated in a letter on an envelope.

1. Access the memory and select the desired memory area.
2. Press **CODE** + **ADDRESS** to define the start of the address. The display shows the last few characters present in the selected memory area and the **A** symbol.
3. Type the address.
4. Press  and then **CODE** + **ADDRESS** to define the end of the address.
5. Continue typing the letter and at the end, press .
6. Place the envelope on the platen, move to the desired point and press **CODE** + **PRINT ADDRESS**. The previously entered address will be printed on the envelope.

STOP CODES

Setting stop codes

You can insert commands in a standard text (for example, a circular letter) which interrupt printing so that you can enter variable data (e.g. the date, name, etc.). These commands are called "stop codes".

1. Access the memory and select the desired area.
2. Having reached the point of the text at which you want to set a stop code, press **MODE** + **STOP CODE**. The machine prints the text up to this point.
3. Repeat step 2 for each stop code to be set.
4. Press **CODE** +  to close the text.

An example of a standard text with stop codes is given below:

Dear **<stop>**
with reference to your job application, we are pleased to inform you that we have decided to invite you for an interview.
The interview has been set for **<stop>** on **<stop>** at our offices.
Please ask to speak to Mr. **<stop>**.
Best regards

Personnel Department

Changing the stop codes

You can remove or insert new stop codes in a standard text that has been stored.

1. Access the memory and select the desired area.
2. Press **MODE** + **MODIFY TEXT**.
3. Move to the desired point by pressing , , **MODE** +  **MEM.**, **MODE** +  **MEM.** or **MODE** + **SEARCH KEY** press:
 - **MODE** + **STOP CODE** to insert a new stop code. The display shows the **S** symbol.

-  to remove a stop code (with its symbol at the work point).
4. Repeat step 3 for each stop code to be changed.
 5. Press:
 - **CODE** +  to terminate the procedure and view the memory status
 - or
 -  to return to typewriter mode.

Printing a text with stop codes

Having created a standard text containing stop codes, you can print it adding the variable data where necessary.

1. Access the memory and select the desired area. Check that the start of text symbol is at the work point on the display.
2. Press . The message **RTJ PRINT: Y or N** appears. Press **Y** to print the text with a justified right margin or **N** to print it with a jagged right margin.
3. Your typewriter starts printing and stops at the stop code. The display shows the  symbol below the "Stop printing" symbol.
4. Type the variable data. The display shows the characters typed.
5. Press . The machine resumes printing.
6. Repeat steps 4 and 5 for each stop code set.

This is how the example of a standard text would appear after entering the variable data:

Dear **Mr. Minor**
34, Green Street
Birmingham

with reference to your job application, we are pleased to inform you that we have decided to invite you for an interview.
The interview has been set for **10.30** on **6th March** at our offices. Please ask to speak to **Mr. Martin**.
Best regards

Personnel Department

CLEARING A MEMORY AREA

You can clear a memory area, as follows.

1. Access the memory and select the area to be cleared.
2. Press **MODE** + **CLEAR MEMORY**. The display shows the message **DELETE TEXT: Y or N**
3. Press:
 - **Y** to confirm deletion. The selected area is cleared and the display shows the new memory status (the number of the area cleared is replaced with a dash)

or

- **N** to cancel deletion.

CLEARING THE ENTIRE MEMORY

You can remove the entire contents of the memory in a single operation.

1. Access the memory. The display shows the memory status.
2. Press **MODE + CLEAR MEMORY**. The display shows the message **DELETE TEXTS: Y or N**
3. Press:
 - **Y** to confirm deletion. All the texts are deleted and the display shows the new memory status (the numbers of the areas cleared are replaced with a dash)

or

- **N** to cancel deletion.

LANGUAGE OF MESSAGES

The language in which the messages are displayed can be altered.

1. Press **CODE + L**. The display will show the first language available. Pressing **CODE + L** again, will cause the next language available to be displayed. And so on, in rotation, until the first one is displayed again. The last language displayed will be that used to display the messages and will remain valid until a new selection is made.

THE DAISY WHEEL

The daisy wheel is the element used for printing the text. Each daisy wheel is characterized by a print pitch (number of characters per inch: 10, 12 or 15), the font style (Pica, Elite, Courier, etc.) and the country keyboard code (three digits). In this way, you can change the appearance of characters before or while typing the text. For information about the daisy wheels available, contact your dealer.

REPLACING THE DAISY WHEEL

1. Press . The printer unit moves to the centre of the platen.
2.  Open the transparent cover and then the printer unit cover.
3.  Lift the ribbon cartridge at the front and remove it.
4.  Lower the print head. The daisy wheel is automatically released.
5.  Take out the daisy wheel and place the new one inside.
6.  Return the print head to its original position. The daisy wheel is automatically engaged and set in the correct position.

7.  Reinsert the ribbon cartridge in its housing and press until it clicks into place.

8. Close the printer unit cover and the transparent cover. Press . The printer unit moves to the left margin.

THE RIBBON CARTRIDGE

You can replace the ribbon cartridge when it runs out or when you want to use a different type of ribbon. There are three types of ribbon:

- **Fabric** (green wheel) - used with **Cover up** correcting tape.
- **Polyethylene** (red wheel) - used with **Cover up** correcting tape.
- **Correctable polyethylene** (yellow wheel) - used with **Lift off** correcting tape.

REPLACING THE RIBBON CARTRIDGE

To replace the ribbon cartridge, keep the machine switched on and proceed as follows:

1. Press . The printer unit moves to the centre of the platen.
2.  Open the transparent cover and then the printer unit cover.
3.  Lift the ribbon cartridge at the front and remove it.
4.  Before inserting the new cartridge, tighten the ribbon by turning the wheel.
5.  Insert the new cartridge in its housing and press slightly until it clicks into place.
6. Close the printer unit cover and the transparent cover. Press . The printer unit moves to the left margin.

THE CORRECTING TAPE

You can replace the correcting tape when it runs out or to adapt it to the type of ribbon cartridge you are using. There are two types of correcting tape:

- **Cover up** (red reel), which erases incorrect characters by covering them up: used with **Fabric** or **Polyethylene** ribbon cartridges.
- **Lift off** (yellow reel), which erases incorrect characters by removing them from the paper: used with **Correctable polyethylene** cartridges.

REPLACING THE CORRECTING TAPE

To replace the correcting tape, keep the machine switched on and proceed as follows:

1. Press . The printer unit moves to the centre of the platen.
2.  Open the transparent cover and then the printer unit cover.

3.  Lift the ribbon cartridge at the front and remove it.
4.  Lower the print head.
5.  Remove the two reels of the correcting tape.
6.  Place the full reel on the left pin. Pass the tape through the tape guide on the left and then the one on the right.
7.  Place the other reel on the right pin and turn it so as to make the tape taut.
8.  Return the printing device to its original position.
9.  Reinsert the ribbon cartridge in its housing and press slightly until it clicks into place.
10. Close the printer unit cover and the transparent cover. Press . The printer unit moves to the left margin.

IF...

You are using COVER-UP correcting tape, press **CODE + E** before making any corrections. The daisy wheel will erase the character in a single stroke instead of the normal three. Pressing **CODE + E** again deactivates the command.

You are using LIFT OFF correcting tape, you can regulate the correction quality according to the type of paper and font style used. To do this, press **CODE + D**. Pressing **CODE + D** again, or switching the machine off, deactivates the command and the machine returns to the previous correction quality.

REPLACING THE BATTERY

The battery that powers the memory is an ordinary non-rechargeable 3V lithium battery (e.g. Duracell DL2430). It must not be exposed to high temperatures or flames, it must be kept out of the reach of children and, once used, it must not be disposed of in the normal way but placed in special rubbish containers. DO NOT try to recharge it! When it runs low, the machine displays the message **CHECK BATTERIES**. To replace the battery, proceed as follows:

1. Switch off the machine and unplug the power cable from the mains socket.
2.  Open the transparent cover and then the printer unit cover.
3.  Uncover the transparent cover around the battery compartment on the right side of the machine.
4. Push the rear part of the battery with your thumb so as to slip it away from its contact flap.
5. Lift the upper part of the battery with your index finger so as to be able to extract it.

6. Extract the flat battery and insert the new one taking care not to touch either end. Make sure that the positive pole (+) is facing upwards.
7. Replace the transparent cover around the battery compartment.
8. Close the printer cover unit and the transparent cover.
9. Plug the power cable back into the mains socket and switch the machine on. The display will show the **CHECK BATTERIES** message. Press  to eliminate it.

CAUTION

Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the equipment manufacturer. Discard used batteries according to manufacturer's instructions.

KEYS AND FUNCTIONS

	Switches typewriter on/off
	Accesses tab stop
	Moves back one character
	Erase key
	Manual carriage return
	Sets the line format
	Sets the left margin
	Overrides the margins
	Fast return to initial position
	Sets a tab stop
	Deletes a tab stop
	Caps lock key
Shift key	Used for typing capital letters
	Moves paper down
	Moves paper up
	Fast return to typewriter mode
10·12·15	Selects the print pitch
1·1½·2	Selects the line feed

	Starts printing
	Selects working parameters
	Moves forward on display
	Deletes a word
CODE	Used with other keys for special functions
MODE	Used with other keys for special functions
KEYS USED WITH CODE	
	Sets a tab stop with a vertical line
	Manually erases by overtyping
	Erases the current print line
	Deletes the line format
	Restores the standard line format
	Micrometric movement upwards
	Micrometric movement downwards
	Arranges decimal numbers in columns
	Selects working parameters
	Caps Lock with normal use of the comma, full stop and numbers
	Loads paper
	Sets the right margin
	Fast return to start of line
1 · 1½ · 2	Selects line feed
	Exits from text/memory area
XXX	Activates/deactivates bold face
XXX	Activates/deactivates underline
INDENT	Indented paragraph
CENTER	Centring
RIGHTFLUSH	Right alignment
SUB	Half a line feed down (base)
SUPER	Half a line feed up (exponent)

½ BACKSPACE	Half a step back
IMPACT	Stroke impact
DISPLAY	Display brightness
ADDRESS	Defines start/end of an address
PRINT	
ADDRESS	Prints address on an envelope
CHANGE	
ATTRIBUTE	Changes a character attribute
FRAME	Sets a table
D	Erases with Lift-off tape
E	Erases with Cover Up tape
L	(select) language of messages
SPACE	
BAR	Fixed space

KEYS USED WITH MODE

 MEM.	Moves to start of memory area
 MEM.	Moves to end of memory area
MEMORY	Activates/selects memory
MODIFY	
TEXT	Modifies text in memory
CHECK	
MEMORY	Displays free space in memory
CLEAR	
MEMORY	Clears part or all of the memory's contents
SEARCH	Searches for characters/symbols
SEARCH KEY	Sets search key
STOP CODE	Sets stop code
-	Fixed hyphen

DISPLAY SYMBOLS

	Function active indicator (below the symbols shown on the keyboard strip)
	Start of text
	End of text

--	Left margin override
--	Right margin override
↵	Carriage return
┌┐└┘	Line format
┆	Decimal tab stop
<>	Indented paragraph
┌┐└┘	End of indented paragraph
±	Centring
└┘	Right flush
▶	Tab stop
▶	Tab stop with vertical line
Ⓢ	Stop code
A	Address
Ⓔ	Subscript
Ⓕ	Superscript
	Fixed space
-	Fixed hyphen
	Underline
	Bold
	Bold/underline

DISPLAY MESSAGES

PLEASE WAIT

The typewriter is working. Wait until the message disappears.

CHECK BATTERIES

The batteries are flat: replace them (see corresponding section of this manual).

DELETE TEXTS: Y or N?

Confirms deletion of all texts: press Y to delete them or N to abort the operation.

DELETE TEXT: Y or N?

Confirms deletion of the selected text: press Y to delete it or N to abort the operation.

SEARCH KEY:

Prompts you to type the letters/symbols to be searched for in a text.

INCOMPATIBLE COMMANDS

During printing, signals the presence of an incorrect command executed during the text editing phase.

MANUAL CORRECTION

Appears while making manual corrections of characters that have already been printed.

RTJ PRINT: Y or N?

During printing, asks whether to print with a justified right margin (Y) or a jagged one (N).

MEMORY FULL

Indicates that there is no space left in the memory. Delete some text or clear a memory area.

FRAME

Indicates that the table creation procedure has been activated.

TECHNICAL DATA, NORMS AND SAFETY REGULATIONS

Paper length (max.):	30.48 cm (12")
Printing line (max.):	22.86 cm (9")
Printing speed (max.):	12 char/sec.
Pitch:	10, 12, 15
Correction memory:	1 line

SIZE AND WEIGHT

Height:	137 mm (5.4")
Width:	393 mm (15.14")
Depth:	355 mm (13.9")
Weight:	4.6 kg

ELECTRICAL SPECIFICATIONS

The table below lists the versions in which this product is manufactured, in accordance with the national electrical and safety codes:

Voltage (V)	Current (A)	Frequency (Hz)
220-240	0.15	50
120	0.30	50
115	0.30	60
127	0.30	60
100	0.35	50/60

ANTI-INTERFERENCE AND SAFETY CODES

CE, IMQ, FCC/B, cULus

This equipment has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

If this equipment does cause harmful 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.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet of a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for assistance.

Changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

EMI REQUIREMENTS FOR CANADIAN MARKET:

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 Canada.

SPECIFICATIONS EMI POUR LE MARCHÉ CANADIEN:

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", NMB-003 édictée par le ministre des Communications.

USER SAFETY

To avoid injury to the user and damage to the machine, the following rules must be respected:

- The machine must be connected to a nearby and easily accessible outlet.
- The on/off key **DOES NOT control the power supply to the typewriter!** Before accessing the internal part of the machine or cleaning it, deactivate it completely by unplugging it from the mains (unless you are instructed to do otherwise in the manual).
- Users may only have access to the printer area and only to replace accessories.
- Do not obstruct the air vents situated on the base of the typewriter.
- Do not use the machine on or near sources of heat (e.g. radiators) or water (e.g. swimming pools or showers).
- To clean the typewriter, first unplug it from the mains and then use a damp cloth. Do not use corrosive liquids.

Accessory Codes

(approximate capacity in characters and with a pitch value of 12)

Ribbon cartridges	
ONDACART CORRECTABLE (polyethylene) 50.000 char.	Code 82025E
ONDACART POLY (non-correctable polyethylene) 40.000 char.	Code 82028V
ONDACART NYLON (non-correctable fabric) 300.000 char.	Code 82029X
Correcting tapes	
LIFT OFF (for CORRECTABLE cartridge) 1.200 char.	Code 82329N
COVER UP (for POLY and NYLON cartridges) 1.200 char.	Code 82330Y

WARNING

The manufacturers decline all responsibility due to improper use, improper installation, connection to unauthorized devices, use of non-original accessories, tampering by unauthorized persons, and access to unauthorized parts of the typewriter.

The present manual contains the most up-to-date documentation on the product available at the time of publication.

The Manufacturers reserve the right to make changes to the product described in this manual at any time and with no prior warning.