



Wheelwriter® Typewriter 6746
Selectric® System/2000
Operator's Guide

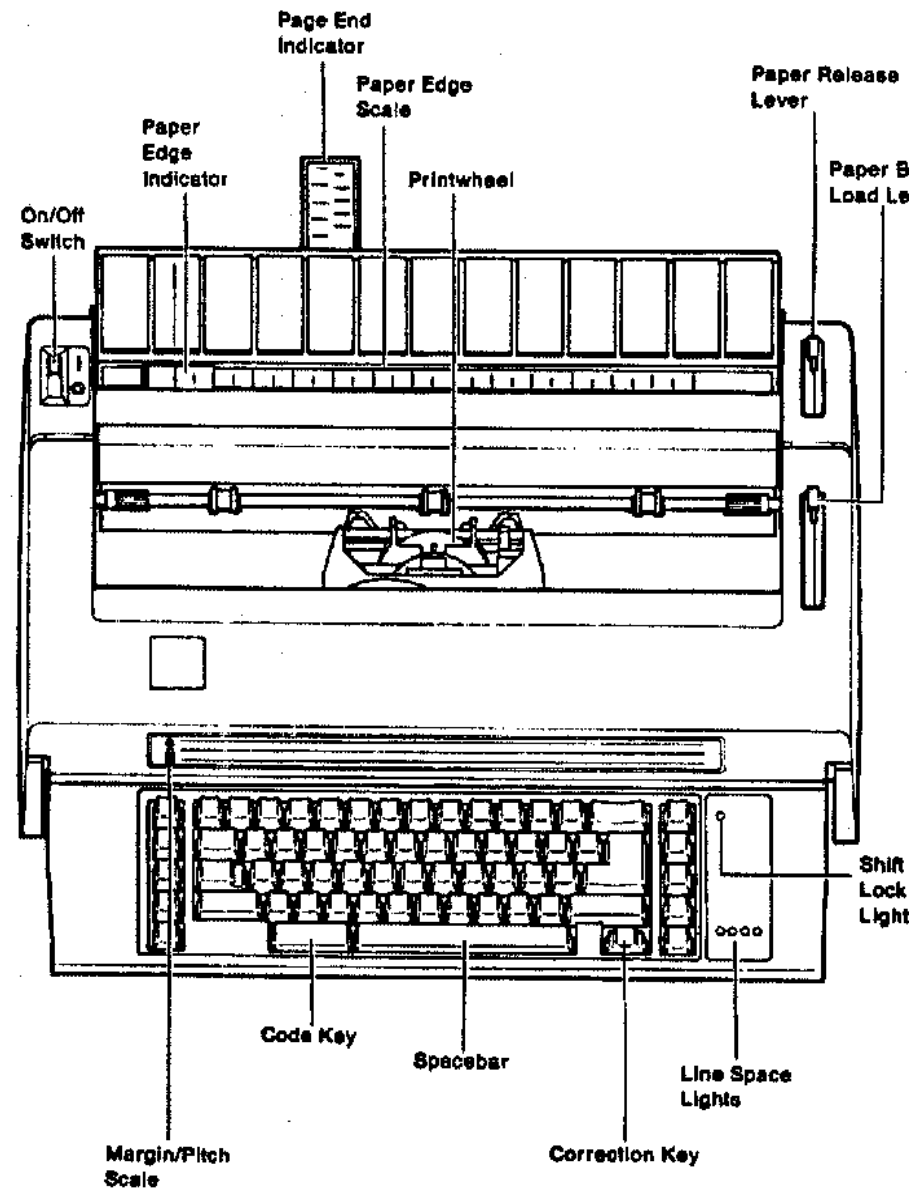
The IBM WHEELWRITER 3 Typewriter is designed with special features such as automatic centering and underlining. These features are designed to make your typing jobs easier, faster, enjoyable, and more productive.

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

Just tell your IBM WHEELWRITER 3 Typewriter what you want it to do!

Basic Features
Parts of the Typewriter
Keyboard Height Adjustment
Paper Insertion
Moving and Removing Paper
Page End Indicator
Cardholder
Printwheels
Margin/Pitch Scale
Standard Margins and Tabs
Margins
Tabs
Line Spacing
Shift Keys and Shift Lock
Typematic (Repeat) Keys
Correction Memory
Advanced Features
Code Key
Centering
Underlining
Special Characters
Impression Control
Caps Feature
One-Half Backspace
What Happened?
What Happened? Index
What Happened? Problems
Reference
Supplies
Ribbon Cassette System
Printwheels
Application Recommendations
Printwheel Application Recommendations
Care and Maintenance

Parts of the Typewriter

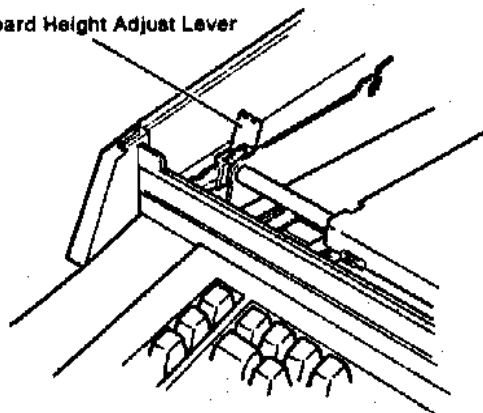


Keyboard Height Adjustment

Adjusting the Keyboard

Refer to the illustration on this page or the next page to check the type of keyboard adjust lever for your typewriter. The lever is located inside the typewriter beside the left cover.

Keyboard Height Adjust Lever



You can raise or lower the keyboard to the most comfortable position for you.

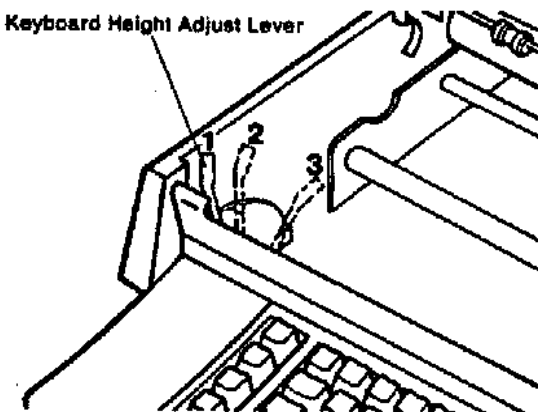
There are three settings: low, medium, and high.

1. Space or tab to move the carrier to the center of your typewriter.
2. Turn the typewriter off.
3. Raise the top cover.
4. Push the keyboard height adjust lever down, then move it away from you to raise the keyboard.
5. Push the keyboard height adjust lever down, then move it toward you to lower the keyboard.

Keyboard Height Adjust

Adjusting the Keyboard

Keyboard Height Adjust Lever



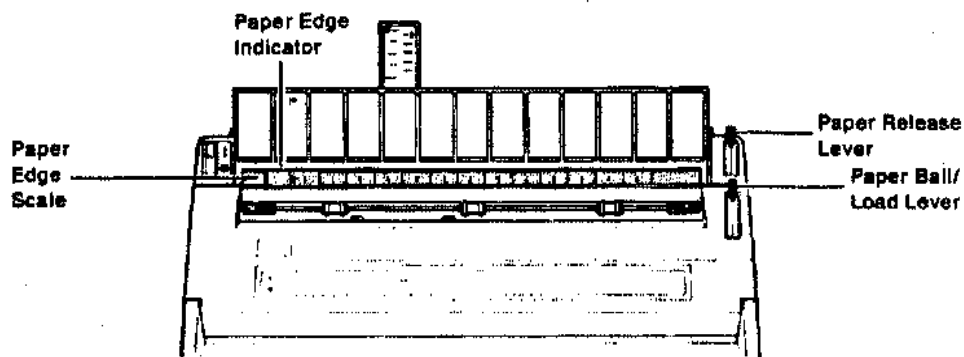
You can raise or lower the keyboard to the comfortable position for you.

There are three settings: low (1), medium (2), and high (3).

1. Space or tab to move the carrier to the center of your typewriter.
2. Turn the typewriter off.
3. Raise the top cover.
4. Push the keyboard height adjust lever down, then move it as far as it will go to set the keyboard to the high position (3).
5. Move the keyboard height adjust lever to the center notch to set the keyboard height to the medium position (2).
6. Pull the lever all the way forward to set the keyboard height to the low position (1).

Paper Insertion

Inserting Paper Automatically



1. Make sure the typewriter is turned on.
2. Push the paper release lever all the way back.
3. Align the center of the paper edge indicator to zero (0) on the paper edge scale.
4. Align the left edge of the paper with the center of the paper edge indicator, then let go of the paper.
5. Pull the paper ball/load lever all the way forward until the paper begins feeding, then release the lever.
 - The paper feeds to approximately one inch from the top of the paper.
6. Push the paper ball/load lever all the way back until it holds the paper against the platen.

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

Moving and Removing Pa

Moving Paper Up and Down

You have four control keys to move your paper up or down in the typewriter: **Paper Up**, **Paper Down**, **Micro Up**, and **Micro Down**.

Press **Paper Up**.

- The paper moves up one-half line.

Press **Paper Down**.

- The paper moves down one-half line.

Press **Micro Up**.

- The paper moves up 1/48 of an inch.

Press **Micro Down**.

- The paper moves down 1/48 of an inch.



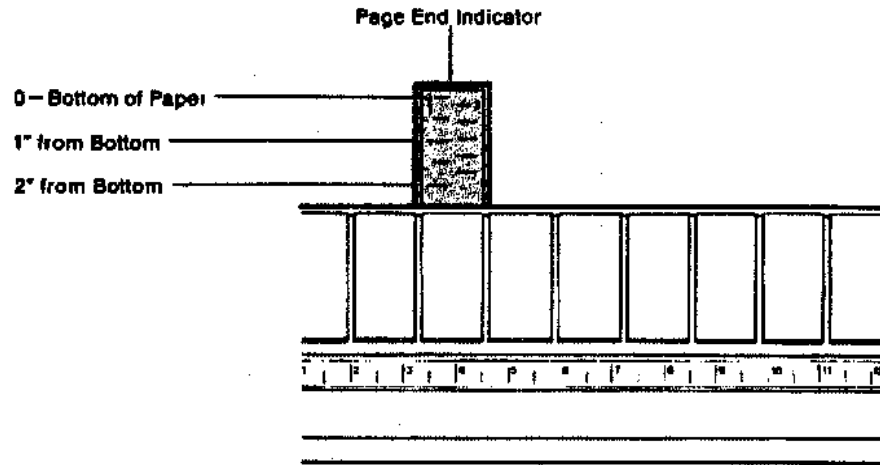
Removing Paper

1. Pull the paper ball/load lever toward you.
2. Pull the paper release lever toward you.
3. Remove the paper.
4. Push the paper release lever back.
5. Push the paper ball/load lever back.

Note: You may also press and hold down the **Paper Up** key or pull the paper ball/load lever forward several times to remove paper.

Page End Indicator

Using the Page End Indicator

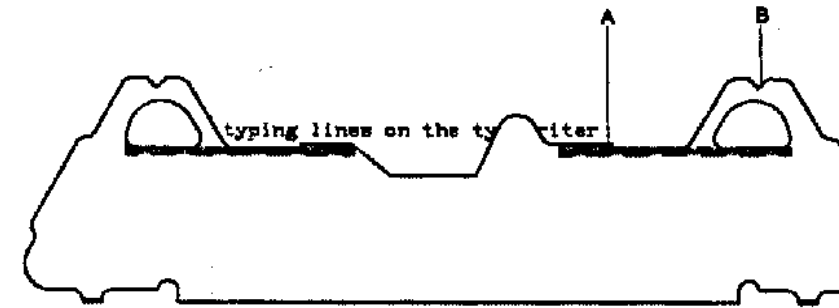


Pull the page end indicator all the way up until it locks into place.

- As you type, the top of the paper comes out of the typewriter and reaches a line on the indicator.
- The lines on the indicator tell you approximately how many inches remain to the bottom of 11-inch paper.
- The right side of the indicator is marked in centimeters.

Cardholder

Using the Cardholder



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

The red top portion (A) of the cardholder indicates the base of the typing line. Look at the example above.

The notches (B) on the cardholder are used for drawing vertical lines.

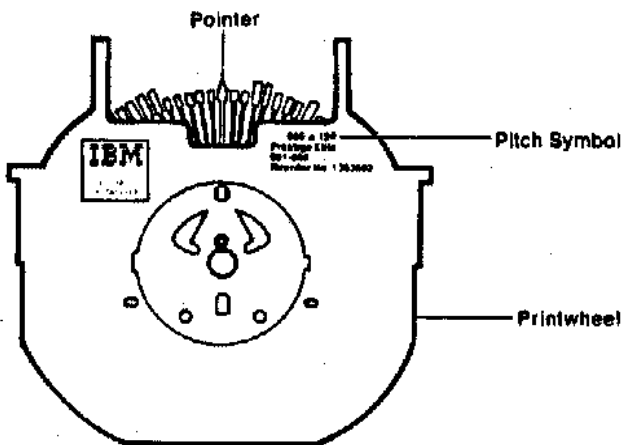
1. Hold a pencil or pen against one of the notches.
2. Use **Paper Up** to move the paper.

Automatic Pitch Selection

Your typewriter uses a printwheel to provide printed characters. Your typewriter automatically sets the correct pitch when you install a printwheel. Printwheels are available in three pitches as shown in the chart below.

Pitch (Type Size)	Characters Per Inch	Pitch Symbol
Pica (10)	10	▲ 10P
Elite (12)	12	△ 12P
Micro Elite (15)	15	■ 15P

The pitch symbol on the front of each printwheel helps you match the printwheel to the margin/pitch scale on your typewriter.



Choosing a Printwheel

A 10- or 12-pitch printwheel is recommended for use while learning.

If you need to install or change your printwheel, refer to pages 40 to 41.

Characters Per Horizontal Inch

The difference between 10 pitch, 12 pitch, and 15 pitch spacing is the size of the characters and the number of characters typed per horizontal inch.

The pitch determines the number of characters typed per horizontal inch.

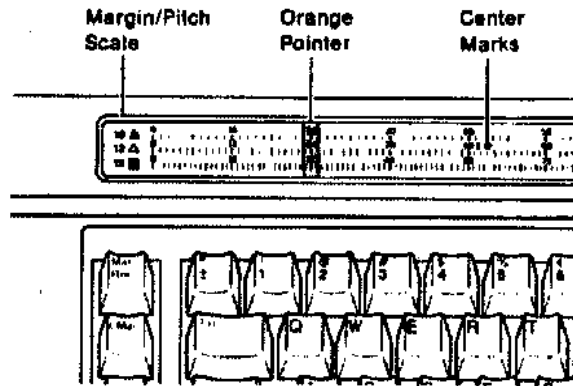
Below are examples of each pitch:

Pica (10 Pitch)	This is a sam
Elite (12 Pitch)	This is a sample
Micro Elite (15 Pitch)	This is a sample

Lines Per Vertical Inch

There are six lines per vertical inch in 10 pitch. There are eight lines per vertical inch in 12 pitch.

Using the Margin/Pitch Scale



Your typewriter has three margin scales. When typing, use the scale that matches the symbol on your printwheel.

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

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

The ● and | mark the center of the paper when the left edge of the paper is aligned with zero on the paper edge scale.

● marks the approximate center of paper 215.90 mm (8 1/2 in) wide.

| marks the approximate center of paper 210.06 mm (8.27 in) wide.

Standard Margins

Every time you turn your typewriter off and on, standard margins and tabs are set automatically. Leave your typewriter turned on to save your margins and tabs.

	10 Pitch	12 Pitch	15 Pitch
Left margin	10	12	15
Right margin	70	84	105

Standard Tabs

Standard tabs are set every one-half inch in 10 pitch and 12 pitch, and approximately every one-half inch in 15 pitch.

Margins

Setting and Releasing the Margins

Setting the Left Margin



1. Use **Spacebar** or **Backspace** to move the carrier to the desired left margin position.
2. Press **L Mar**.
 - The printwheel spins when the left margin is set.

Setting the Right Margin



1. Use **Spacebar** or **Backspace** to move the carrier to the desired right margin position.
2. Press **R Mar**.
 - The printwheel spins when the right margin is set.
 - To check the right margin setting, space toward the right margin and listen for a beep. You should hear the beep approximately five spaces before the right margin setting.

Releasing the Left Margin



1. Return the carrier to the left margin.
2. Press **Mar Rel**.
 - The printwheel spins.
3. **Backspace** through the left margin.
 - To set a new left margin, backspace to the desired position, then press **L Mar**. The old margin is eliminated automatically.

Note: Leave your typewriter turned on to save your margins.

Setting and Clearing Tabs

You can set a maximum of 18 tabs.

Setting a Tab



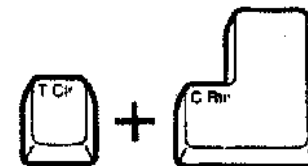
1. Press **Spacebar** or **Backspace** to move the carrier to the desired tab position.
2. Press **T Set**.
 - The printwheel spins when the tab is set.
3. Repeat these steps to set each additional tab. You can set a maximum of 18 tabs.

Clearing a Tab



1. Press **Tab** to move the carrier to the tab you want to clear.
2. Press **T Clr**.
 - The printwheel spins when the tab is cleared.
3. Repeat the steps to clear each individual tab.

Clearing All Tabs



Press and hold down **T Clr** while you press **C Rtn**.

- The carrier returns to the left margin.
- All tabs are cleared.
- The carrier may be at any position to clear tabs.

Note: Leave your typewriter turned on to save your tab settings.

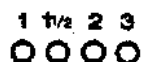
Using Line Spacing

Your typewriter lets you choose four line space settings: 1, 1½, 2, or 3. Line spacing is the amount of space between the lines of type. The **Line Space** indicator lights tell you which line spacing you are using.

Setting Line Spacing

Press the **Line Space** key.

- Keep pressing the key until the desired **Line Space** light is on.



Locking and Unlocking the Shift Key

Use the **Shift** and **Shift Lock** keys (**Shift** and **Lock**) to type uppercase characters (all capitals).

The **Lock** key allows you to type continuous uppercase without pressing the **Shift** key each time. A **Shift Lock** indicator light comes on to let you know that **Shift Lock** is on.

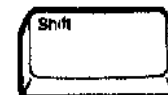
Locking Shift



Press **Lock**.

- The **Shift Lock** light comes on.
- All characters print in uppercase.

Unlocking Shift



Press either the left or right **Shift** key to unlock the **Lock** key.

- The **Shift Lock** light goes off.

Information

Typematic (repeat) keys have both a single and a repeat action. Any of these keys can be touched briefly for a single action, or held down for repeat action.

Asterisk/8
Backspace/Bksp ½
Carrier Return
Correction Key
Micro Down
Micro Up
Paper Down
Paper Up
Period
Plus/Equal
Question Mark/Slash
Spacebar
Underline/Hyphen
X, x

For example, if you press the letter **X**, an **X** prints on your paper. If you hold down the **X** key for more than one-half second, **X** prints repeatedly until you release the key.

Erasing As You Type

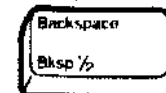


Your typewriter has a one-line correction memory which remembers the line you are typing, up to 72 characters.

Press the Correction key (⌫).

- The character is automatically erased.

Erasing a Character Farther Back on the Same Line




You can erase an incorrect character farther back on the same line without erasing the correct characters.

1. Press **Backspace** to move the carrier to the incorrect character.
2. Press the **Correction** key.
 - The character is automatically erased.
3. Type the correct character.

Erasing Characters on Another Line

You cannot erase a character on another line automatically. Remember, the one-line memory is erased when you press **C Rtn**, **Tab**, **Code** + **Backspace** $\frac{1}{2}$, or when you use the paper movement keys.

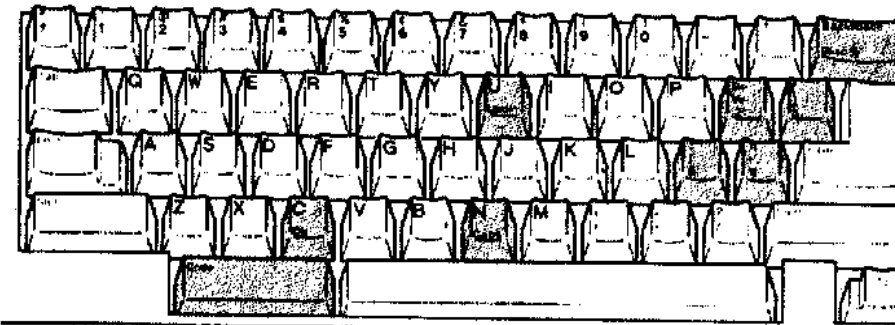
1. Position the carrier at the incorrect character.
 - Use **Paper Up**, **Paper Down**, **Spacebar**, or **Backspace**.
2. Press the **Correction key** ()
 - The printwheel spins.
3. Type the incorrect character *just like you typed it the first time*.
 - The typewriter erases the character you just typed.

Helpful Hints

- If the error is underlined, erase the character and the underline, then type the correct character.
- When you erase several characters or a word, erase all the characters from right to left. Then type the correct characters.
- If the error is a symbol created by two or more characters (for example, e), erase *all* the characters you used to create the symbol. Then type the correct character or symbol.

Using the Code Key

The **Code** key is used with other function keys on the typewriter. The **Code** key and some of the other function keys have *green* letters on them. The other function key used with **Code** which does not have a *green* letter on it is the **Q**.



Any
Function
Key

1. Press and hold down the **Code** key.
2. Keep **Code** held down while you press a function key.

Note: You can use more than one coded function key at a time. For example, you can use **Automat**, **Centering** and **Underlining** together.

Centering Automatically

You can automatically center words between the left and right margins, or at any point.

Centering Automatically between the Left and Right Margins



1. Start at the left margin by pressing **C Rtn**.
 - The carrier must be positioned at the left margin.
2. Press and hold down **Code + C (Ctr)**.
 - The carrier moves to the center point between the margins.
 - The printwheel spins.
3. Type the words you want centered.
 - As you type, the carrier backs up without printing.
 - If you center more than 72 characters, the typewriter beeps once and ignores any additional characters you type.
 - If you make an error, press the **Correction** key and type the correct character.
4. Press and hold down **Code + C (Ctr)**.
 - The centered words print.

Note: The centered words also print when you press **Tab** or **C Rtn**.

Centering at Any Other Point



1. Press **Tab** or **Spacebar** to position the carrier at the desired center point.
2. Press and hold down **Code + C (Ctr)**.
 - The printwheel spins.
3. Type the words you want centered.
 - As you type, the carrier backs up without printing.
 - If you center more than 72 characters, the typewriter beeps once and ignores any additional characters you type.
 - If you make an error, press the **Correction** key and type the correct character.
4. Press and hold down **Code + C (Ctr)**.
 - The centered words print.

Note: The centered words also print when you press **Tab** or **C Rtn**.

Helpful Hints

To cancel centered characters before they print:

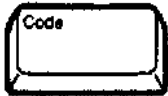
1. Press the **Correction** key until the carrier stops moving forward.
2. Press and hold down **Code + C (Ctr)**, **Tab**, or **C Rtn**.
 - Nothing prints; centering is canceled.
 - Pressing the **Correction** key after typing nonprinting keystrokes like **Paper Up** or **Code + U (Undln)** moves the centering point forward one space.

Note: Centered information cannot be erased automatically.

Turning Automatic Underlining On and Off

The Automatic Underlining feature lets you automatically underline characters, words, or lines as you type.

Turning Underlining On



+

Press and hold down Code + U (UndIn).



- The printwheel spins.
- Everything you type will be underlined until you turn Underlining off.

Turning Underlining Off

Press and hold down Code + U (UndIn).

- The printwheel spins.
- The typewriter stops underlining.

Centering and Underlining at the Same Time

1. Position the carrier at the desired centering point.
2. Press and hold down Code + C (Ctr).
3. Press and hold down Code + U (UndIn).
4. Type the words to be centered and underlined.
5. When you are finished typing, press and hold down Code + U (UndIn), then press and hold down Code + C (Ctr).

Typing Special Characters

Section Symbol (§)

Press and hold down Code +



- A § prints.

Paragraph Symbol (§¶)

Press and hold down Code +



- A §¶ prints.

Exponent (²)

Press and hold down Code +



- A ² prints.

Exponent (³)

Press and hold down Code +



- A ³ prints.

Setting the Impression Control

Your typewriter has two impression settings:

- Normal
- Heavy (for any time you need heavier impression).

The impression control is always set at normal when you turn the typewriter on.

Setting the Impression Control to Heavy



Hold down the **Code** key and press **Q**.

- Impression becomes heavy.



Setting the Impression Control to Normal

Hold down the **Code** key and press **Q**.

- Impression returns to normal.

Information

The Caps feature lets you type capital letters while typing numbers and lowercase punctuation without using the **Shift** or **Shift Lock** key.

Turning Caps On



1. Make sure the **Shift Lock** light is turned off.
2. Press and hold down **Code + N (Caps)**.
 - The printwheel spins.
 - All letters are typed in uppercase (capital letters).
 - All numbers and punctuation are typed in lowercase.

Turning Caps Off

Press and hold down **Code + N (Caps)**.

- The printwheel spins.
- All letters return to lowercase.

Helpful Hints

- The **Shift Lock** light must be turned off before Caps can be turned on.
- While Caps is turned on, press the **Shift** key to type uppercase symbols (on the number row) and uppercase punctuation marks.

Using the One-Half Backspace Key



+



Code + Backspace (Bksp 1/2) moves the carrier back *one-half* space. Use Bksp 1/2 when you want to insert an extra character in a word.

1. Erase the entire word, starting from right to left.
2. Press and hold down **Code** while you press **Bksp 1/2**.
 - The carrier moves back one-half space.
3. Type the word.
4. Press **Code + Bksp 1/2**.
 - The carrier moves back one-half space to reposition the carrier to the normal spacing.
5. Press **Spacebar** or the paper movement keys to move the carrier to the original typing position.

What Happened? Signals and Problems

If you have a problem while using your typewriter, use this section to help you solve the problem. Before you call for service:

1. Locate your problem in this index.
2. Turn to the page referenced.
3. Complete as many steps as needed to correct the problem.
 - Try using the typewriter after completing each step.
4. If you cannot correct the problem or need help completing the steps, call IBM Direct 1-800-IBM-2468 (U.S. only). In Canada call IBM Direct at 1-800-465-1234 or in B.C. 112-800-465-1234.

What Happened? Index

Beeper and Lights Signals	
Beeper Signals Three Times	
Beeper Signals Six Times and One or More Lights Blink	
All Lights Stay On or Blink Continuously/No Lights Come On	
Erase Problems	
Correction Key Does Not Erase All of the Character or Correction Leaves Shadow	
Typewriter Problems	
Typewriter Dead (No Lights Come On)	
Typewriter Runs Hot	
Typewriter Too Noisy	
Typing Problems	
Characters Do Not Print	
Characters Spaced Incorrectly or Wrong Characters Print	
Characters Print Too Lightly	
Line Spacing Aligns Incorrectly or Paper Feeds Incorrectly	

Beeper and Lights Signals

Beeper Signals Three Times

Wait until the typewriter stops printing, then continue typing. You were typing faster than the typewriter could accept your typing.

Beeper Signals Six Times and One or More Lights Blink

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

All Lights Stay On or Blink Continuously/No Lights Come On

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

If no lights come on, see "Typewriter Dead (No Lights Come On)" on page 30.

Erase Problems

Correction Key Does Not Erase All of the Character or Correction Leaves Shadow

1. Make sure the ribbon and correction tape cassettes are *fastened* together correctly. (See page 36 in the Reference section.)
 - Make sure the center latch is latched securely.
 - Make sure the gray tabs are pressed in.
2. Make sure the ribbon and correction tape cassettes are *installed* in the typewriter correctly.
3. Try plain bond paper.
4. Try a new correction tape.
5. Look for folds in the paper.
6. Look for objects under the typewriter.
7. Make sure the typewriter is on a level surface.

Typewriter Problems

Typewriter Dead (No Lights Come On)

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

Typewriter Runs Hot

1. Make sure nothing is blocking the top, rear, or bottom typewriter vents.
2. Make sure the typewriter is at least three inches away from the wall on all sides and is not near a heater.

Typewriter Too Noisy

1. Make sure the cover and sound hood (if attached) are snapped down tightly.
2. Move any objects touching the typewriter cover or objects inside or under the typewriter.
3. Check the typing table or desk. (Metal tables can make the typewriter sound noisy.)

Typing Problems

Characters Do Not Print

1. Press down firmly on both sides of the ribbon cartridge.
2. Turn the typewriter off, wait at least 30 seconds, then turn the typewriter on again.
 - Try typing again.
3. Make sure the ribbon is installed correctly.
4. Make sure the printwheel is installed correctly.
 - Look at the printwheel for broken parts.
5. Make sure the platen is latched down at both ends.
 - Pull the paper release lever all the way toward you.
 - Push down firmly on each end of the platen. Then push the paper release lever all the way back.

Characters Spaced Incorrectly or Wrong Characters Print

1. Turn the typewriter off, wait at least 30 seconds, then turn the typewriter on again.
 - Try typing again.
2. Try a new printwheel.
3. Look for objects in the path of the carrier.

What Happened? Problems

Characters Print Too Lightly

1. Make sure the ribbon is installed correctly.
2. Look for folds in the ribbon or paper.
3. Change the impression control. (Hold down **Code** and press **Q**.)
4. Try a new ribbon.
5. Try plain bond paper.
6. Try a new printwheel.
7. Make sure the platen is latched down at both ends.
 - Pull the paper release lever all the way toward you.
 - Push down firmly on each end of the platen. Then push the paper release lever all the way back.

Line Spacing Aligns Incorrectly or Paper Feeds Incorrectly

1. Look for labels, paper, or objects inside the typewriter or caught under the platen.
2. Look at the number of carbon copies being used (five maximum).
3. When inserting loose carbon copies, pull the paper release lever forward. Insert the copies, then push the lever all the way back.
4. Make sure the platen is latched down at both ends.
 - Pull the paper release lever all the way toward you.
 - Push down firmly on each end of the platen. Then push the paper release lever all the way back.

Supplies

Information

Use this section to learn how to:

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

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

Ordering Procedures for IBM Supplies

To order IBM supplies, contact your point of purchase:

IBM Authorized Dealer

(phone number)

IBM Direct

U.S. only

Canada

B.C.

1-800-IBM-2468

1-800-465-1234

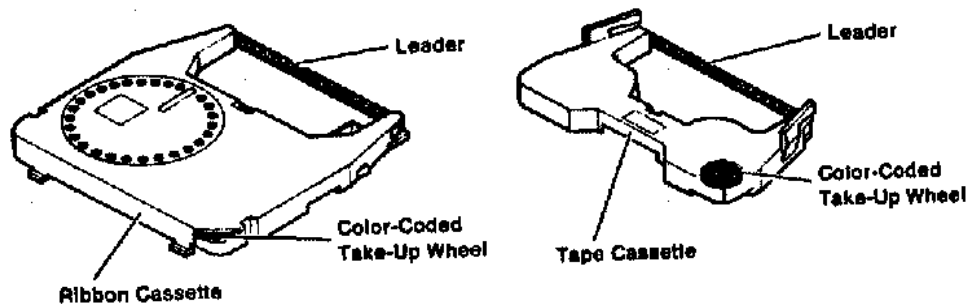
112-800-465-1234

Installation Procedures

If you need assistance removing or installing IBM supplies, call IBM Direct at 1-800-IBM-2468 (U.S. only). In Canada call IBM Direct at 1-800-465-1234 or in B.C. 112-800-465-1234.

Ribbon Cassette System

Ordering Ribbon Cassettes



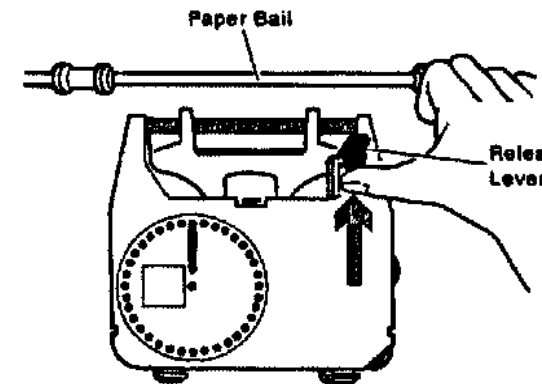
Each type of ribbon and tape cassette has a color-coded take-up wheel. The wheel color helps you match the ribbon to the correction tape. The color also tells you which type of ribbon you are using. Use the table below to find the reorder number for the matching cassettes you need.

Ribbon	Wheel Color	Correction Tape
IBM Easystrike® Correc- table Ribbon Cassette Reorder Numbers: 1337761 (black) 1337762 (brown) 1337763 (blue)	Orange	IBM Easystrike® Lift-Off Tape Cassette Reorder Number: 1337765
IBM Easystrike® Multipur- pose Ribbon Cassette Reorder Number: 1337764 (black only)	Blue	IBM Easystrike® Cover-Up Tape Cassette Reorder Number: 1337766
IBM Easystrike® Fabric Ribbon Cassette Reorder Number: 1356000 (black only)	Red	None

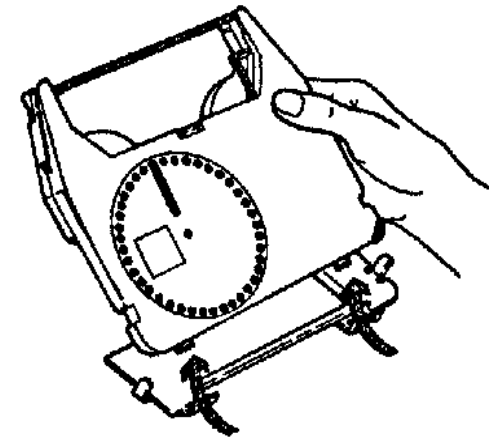
Ribbon Cassette System

Removing the Cassettes

1. Space or tab to the center of your typewriter.
2. Raise the typewriter cover.
3. Make sure the paper ball is against the platen.
4. Push the release lever firmly away from you until the cassettes release.



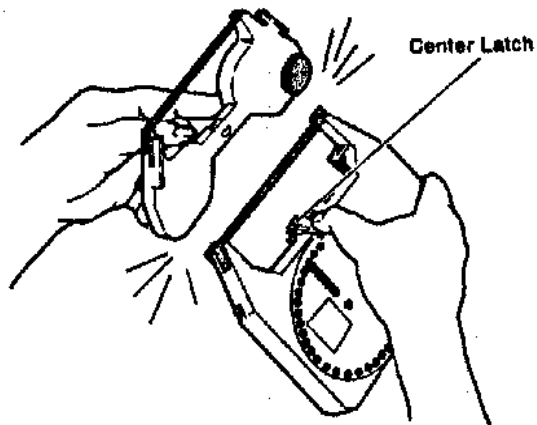
5. Lift the cassettes up and out of the typewriter.



Ribbon Cassette System

Installing the Cassettes

1. After you remove the cassettes from your typewriter, press on the top of the center latch and slide the cassettes apart.
2. Throw away the used cassette.

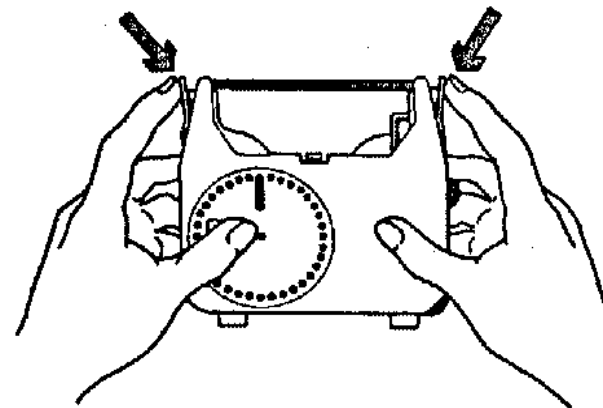


3. Slide the ribbon cassette on the tape cassette.
4. Be sure the center latch latches onto the correction cassette.

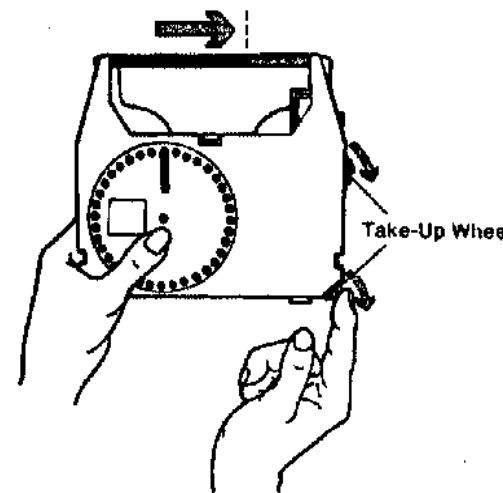


Ribbon Cassette System

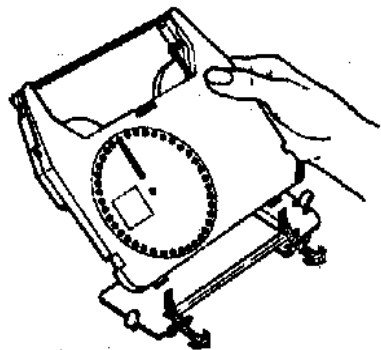
6. After you latch the cassettes together, press the gray tabs (on both ends of the correction tape) to be sure the tape and ribbon cassettes are latched together.



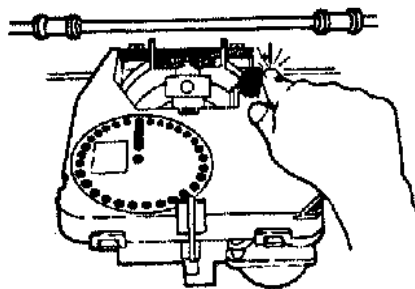
6. Turn the take-up wheels to advance the ribbon and tape leaders past the center.



7. Install the cassettes in your typewriter.



8. Push down on the right corner of the ribbon cassette to snap it into place.

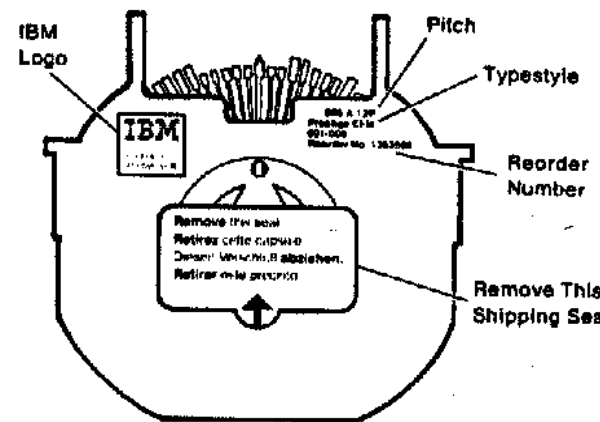


Introduction

The IBM Cartridge Printwheel II is available in several different types and pitches. The illustration below shows where to find the typestyle, pitch, and reorder number on the printwheel.

To order new or replacement printwheels, see "Ordering Procedures for IBM Supplies" on page 33.

Important: Always remove the yellow shipping seal from the center of a new printwheel before installing the new printwheel. See "Removing the Printwheel" on page 40 and "Installing the Printwheel" on page 41.

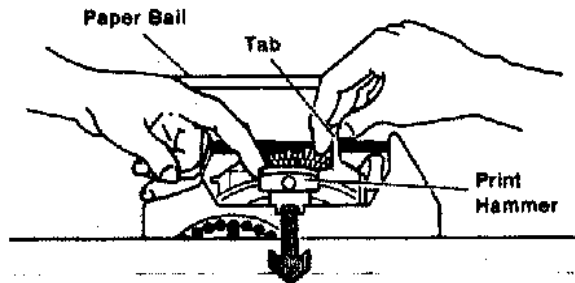


Removing the Printwheel

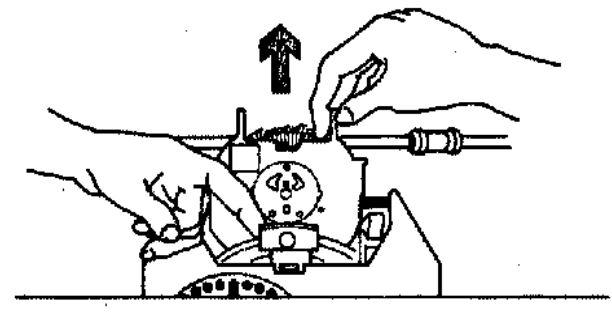
CAUTION

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

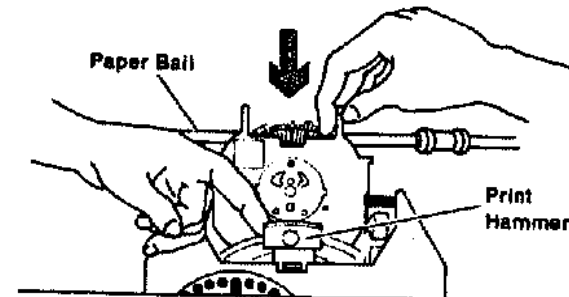
1. Pull the print hammer all the way toward you and hold it.
2. While you are holding the print hammer, grasp the printwheel tab.



3. Lift the printwheel straight up and out of the slot. Be careful not to scratch the ribbon.
4. Release the print hammer.



Installing the Printwheel



CAUTION

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

1. Make sure you remove the yellow shipping seal from the printwheel if you are installing a new printwheel.
2. Hold the printwheel so the IBM logo is on the upper left corner.
3. Pull the print hammer all the way toward you and hold it.
4. While you are holding the print hammer, slide the printwheel into the slot. Be careful not to scratch the ribbon.
5. After the printwheel touches the bottom of the slot, release the print hammer.
6. Press the Code key:
 - The printwheel spins.
 - If the printwheel is a different pitch, the carrier moves to adjust for the pitch change. If necessary, press the Spacebar or Backspace key or hold down Code + Bksp $\frac{1}{2}$ to position the next character.

Application Recommendations

Ribbon Applications

Typing Applications	Multi-purpose	Correctable	Fabric
Legal Correspondence	•	•	NR
Statistical Correspondence	•	•	•
Specification Writing	•	•	•
Medical Reports	•	•	•
Executive Correspondence	•	•	NR
Routine Correspondence	•	•	•
Hard-to-Image Originals ¹ Example: Engineering Drawings	•	NR	•
Carbon Copies or Multipart Forms	•	•	•
Speech Writing ²	•	•	•
Negotiable Instruments — (checks, stocks, and so on)	•	NR	•
Erasable Bond ¹	•	NR	•

• = Recommended NR = Not Recommended

¹ The receptivity of the surface of these materials varies widely and care must be used in the selection of a typestyle, and a specific material to be typed on, to produce the best result. When in doubt, prepare samples first.

² Best results with Rhetoric and other large typestyle printwheels are obtained by using the IBM EASYSTRIKE Multipurpose Ribbon.

Application Recommendation

Ribbon Applications (continued)

Reproduction Applications	Multi-purpose	Correctable	Fabric
Heat Transfer	•	•	•
Transfer Electrostatic	•	•	•
Direct Electrostatic	•	•	•
Offset Masters, Direct to Plate	NR	NR	•
Offset Masters, Copier Process	•	•	•
Offset Masters, Photo Process	•	•	•
Diazo Process, Ozalid ³ or Bruning ⁴	•	•	•

• = Recommended NR = Not Recommended

³ Trademark of the GAF Corp.

⁴ Trademark of the Charles Bruning Co., Inc.

Printwheel Application Recommendations

10-Pitch Applications

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Masters	Stencils
Advocate	A	A	A	A	A	A
Artisan 10	A	A	A	A	A	A
Bookface Academic	A	B	C	A	B	B
Courier 10	A	A	A	A	B	B
Delegate	A	A	A	A	B	B
Manifold	A	A	A	A	B	B
Pica	A	A	A	A	A	A
Prestige Elite	A	A	B	A	B	B
Rhetoric	A	B	C	A	B	B
Rhetoric Presentor	A	B	C	A	B	B
Symbol 10	A	B	C	B	C	C

Ratings:

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

Printwheel Application Recommendations

12-Pitch Applications

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Masters	Stencils
Adjutant	A	A	A	A	B	B
Artisan 12	A	A	A	A	B	B
Auto Elite	A	A	A	A	A	A
Courier 12	A	A	A	A	B	B
Courier 12 Italic	A	A	A	A	B	B
Dual Gothic	A	A	B	B	B	B
Elite	A	A	A	A	A	A
Large Elite	A	A	A	A	A	A
Letter Gothic	A	A	A	A	B	B
Light Italic	A	A	A	A	A	A
Olde World	A	A	C	B	C	NR
Prestige Elite	A	A	B	A	A	A
Scribe	A	A	A	A	A	A
Script	A	B	C	A	C	C
Symbol 12	A	C	C	B	C	C

Ratings:

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

Printwheel Application Recommendations

15-Pitch Applications

Typestyle	Original	1-3 Carbon Copies	3-5 Carbon Copies	Offset Masters	Spirit Masters	Stencils
Courier 15	A	A	B	A	B	B
Gothic 15	A	B	C	NR	NR	B
Prestige 15	A	A	B	A	A	A
Symbol 15	A	C	C	B	C	C

Ratings:

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

Care and Maintenance

Cleaning the Typewriter

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

Storing and Handling Printwheels

The printwheel petals can be damaged by paper clips, staples, or other objects. When printwheels are not being used, always store them in a clean, flat area.