

# Underwood 315

## Carriage Locking Lever 11

When carrying the typewriter in its case, it is wise to lock the carriage in the central position using lever 11 on the right-hand side.

## Line Space

### and Carriage Return Lever 4

This lever is used to return the carriage from the end of a typing line, and simultaneously to move the paper up ready for the next line. When you put the typewriter in its case, always move the lever back, ease it to the left, and then push it into the down position.

## Line Space Selector 5

The distance between the lines of typing is determined by lever 5, which has four different positions. Position 0 disengages the platen from the spacing mechanism for typing between the lines or returning to a previous line.

## Margin Stops 6

**To set the right-hand margin** - slide the carriage until the type guide is immediately below the point at which you wish to begin typing. Move the left-hand margin stop to the right until it comes to a halt.

**To set the left-hand margin** - slide the carriage to the left until the type guide is immediately below the point at which you wish to finish typing. Move the right-hand margin to the left until it comes to a halt.

## Margin Release

### and Paragraph Indentation Key 3

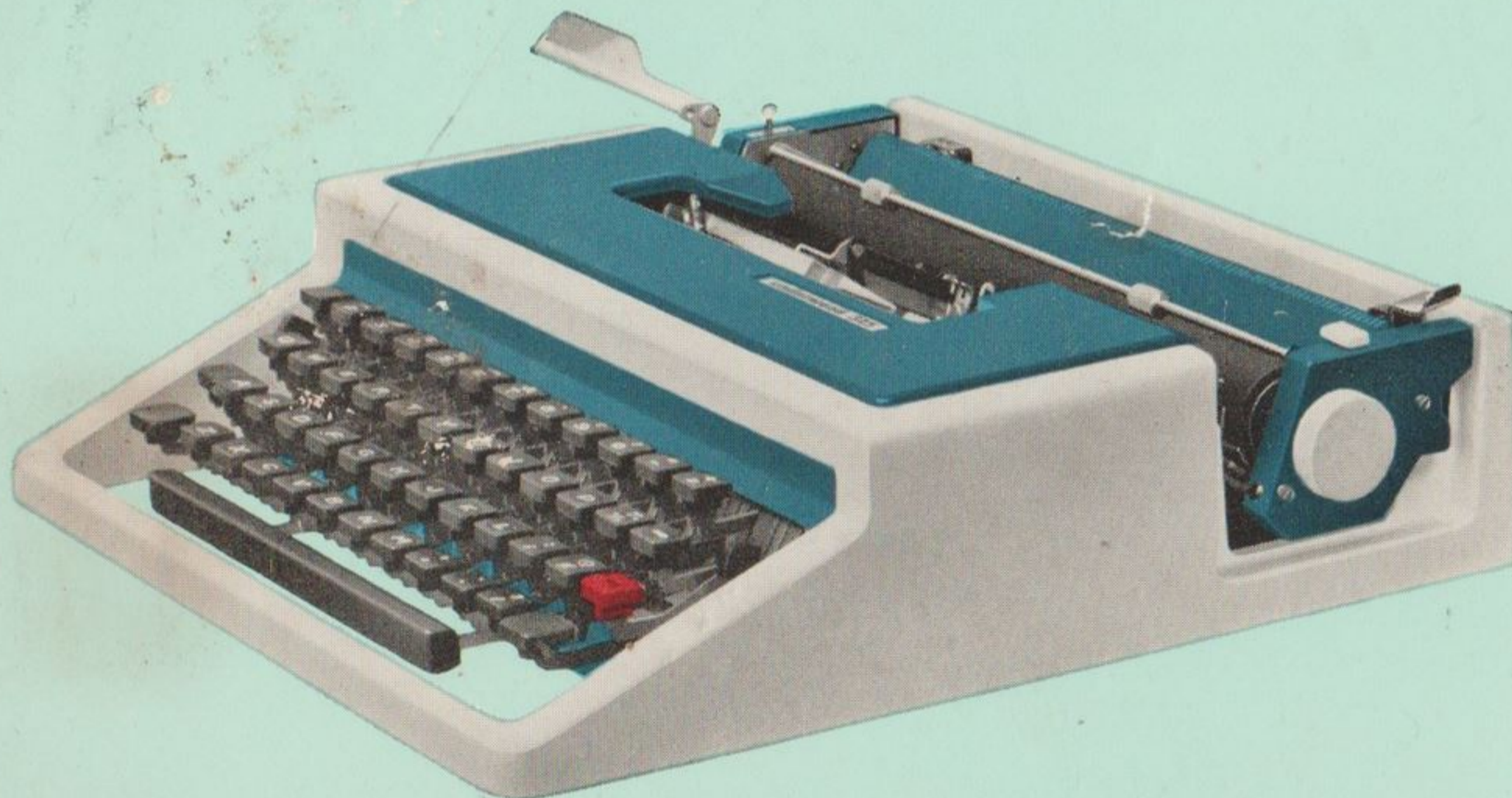
It is possible to free the carriage to move outside either of the two margin stops by pressing key 3. The same key, if kept depressed whilst bringing the carriage back to the beginning of the next typing line, will stop the carriage approximately  $\frac{1}{2}$ " from the left-hand margin.

## Paper Release Lever 10

When pulled forward it loosens the paper under the platen. It is used for adjusting the paper square to the typing line, after it has been inserted in the machine.

## Space Bar 15

As well as moving the carriage along a space at a time, the space bar can also be used to correct the accidental omission of a letter from a word, without having to erase the whole line. For example, if you have typed, ...**a very god idea**... instead of ...**a very good idea**... insert the missing ...**o**... as follows: 1) Erase the word **god**; 2) Set the carriage against the **y** of **very**; 3) Overtyping the **y**, depress the space bar and, holding it depressed, type the letter **g**; 4) Let the space bar rise, depress it, and (again holding it depressed) type the letter **o**; 5) Type the letters **o** and **d** in the same way.



### Using the Tabulator

The tabulator makes it easy to type columns of words or figures by stopping the carriage at the beginning of each column. Set (and subsequently clear) the tabulator stops with the tabulator setting and clearing lever **16**: you can then control the carriage movement from column to column with the tabulator key **17**.

**To set the new tabulator stops**, move the carriage against the position in which you want the first letter of the first column. Press the tabulator lever **16** upwards and release it. Follow the same procedure to set tabulator stops for any further columns.

**To tabulate**, once the tabulator stops have been set and you have begun typing, depress the red tabulator key **17** until the carriage is brought into position for typing the first letter of the next column.

**To clear a single stop** bring the carriage to the stop in question with the tabulator key **17**. Push the tabulator lever **16** downwards and release it. To clear all the existing stops, hold the tabulator lever **16** down while you move the carriage along its full length.

### Ribbon Colour Change and Stencil Lever 13

By setting this lever against the blue dot, you type on the upper half of the ribbon; by setting it against the red dot, you type on the lower half. The white dot is used for typing on stencils.

### Detachable Top Cover 12

The easily detachable top cover **12** gives access to the ribbon spools, to the type faces (for cleaning).

### Ribbon Changing

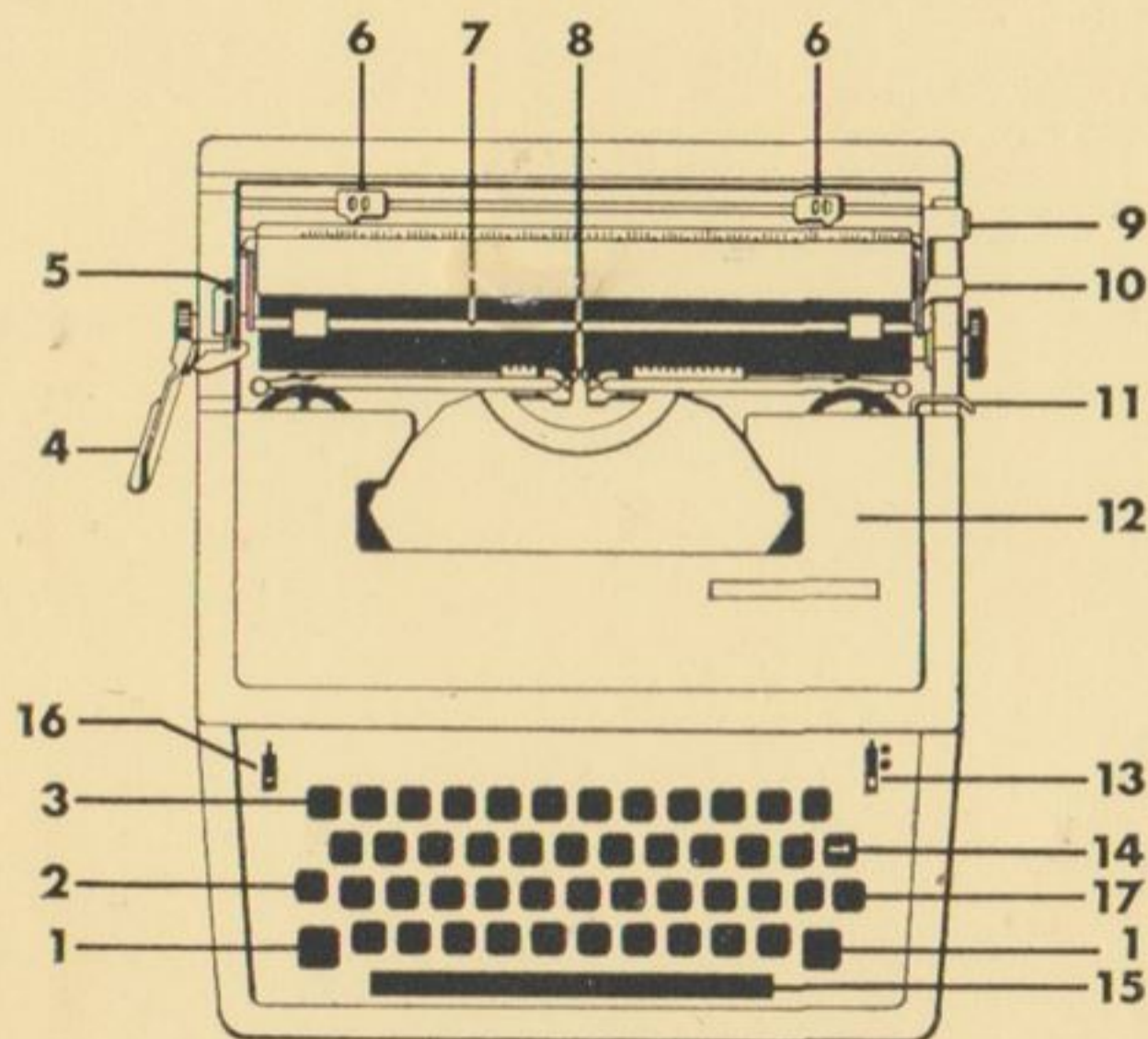
Remove the detachable cover and wind the ribbon on to one of the spools. Slide the ribbon out of the ribbon vibrator, unscrew the two milled nuts on the spools, and take the spools out. Hook the new ribbon on to the empty spool, and wind it until the metal eyelet, about 6" from the end, is covered. Replace the spools on their spindles, and checking that the lower half of the ribbon is the red part, repeat the previous operations in reverse.

### Maintenance

**Cleaning the letters** - If your typescript loses its usual crispness, the typefaces should be cleaned. Dip the nylon brush, into a good typewriter fluid and clean each typeface individually.

**Cleaning the platen** - When necessary wipe the platen with a clean white cloth dipped in alcohol.

**General Care** - For a general checkup, or for any other servicing, take the typewriter to the nearest Olivetti Underwood branch or dealer.



- 1 Shift Keys
- 2 Shift Lock
- 3 Margin Release and Paragraph Indentation Key
- 4 Line Space and Carriage Return Lever
- 5 Line Space Selector Lever
- 6 Margin Stops
- 7 Bail Rod
- 8 Type Guide
- 9 Carriage Release Lever
- 10 Paper Release Lever
- 11 Carriage Locking Lever
- 12 Detachable Top Cover
- 13 Ribbon Colour Change and Stencil Lever
- 14 Back Space Key
- 15 Space Bar
- 16 Tabulator Setting and Clearing Lever
- 17 Tabulator Key