

# Remtico Supplies for superior results

REMTICO typewriter ribbons are made in various colors and degrees of inking for all makes of typewriters.

Remtico carbon papers are made in a wide variety of colors, weights, finishes and sizes.

Let the Remington representative in your locality point out how Remtico typewriter accessories can reduce the cost of your typing and also increase efficiency.

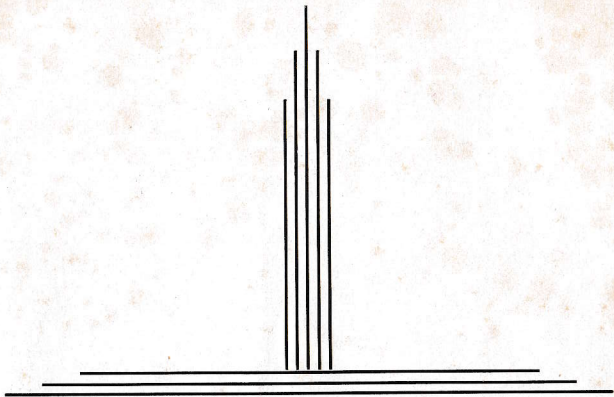


Remington Typewriter Co.

*Export Group*

Buffalo

New York



The Remington

MODEL 16

*Principal Operating Parts*





## THE DECIMAL TABULATOR

**T**HE five-key decimal tabulator is used for form and column figure writing, and its purpose is to bring the carriage instantly to the exact writing point in each column where the item starts—whether it be units, tens, hundreds or thousands. The stops are easily and quickly set in any position. For writing columns of figures, first place the carriage at the position where the decimal point in the column is to be written. Place the first tabulator stop directly in line with the mark on top of the tabulator rebound check (#16). Set the other stops in the same manner at the positions where the decimal points in other columns are to be written.

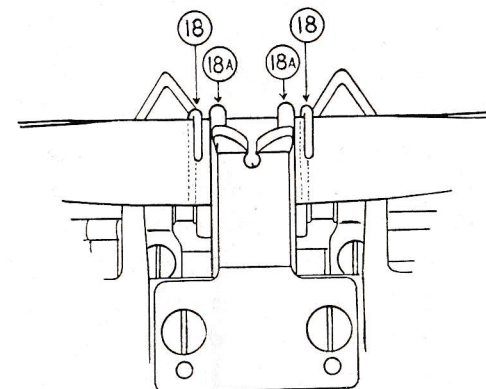
With the five tabulator stops (#15) set at five different decimal positions for five columns of figures, perfect registration is obtained with the use of the tabulator keys (#5).

Example:

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| .45     | 1.45    | 11.45   | 111.45  | 1111.45 |
| 1.45    | 11.45   | 111.45  | 1111.45 | 1111.45 |
| 11.45   | 111.45  | 1111.45 | 111.45  | 11.45   |
| 111.45  | 1111.45 | 111.45  | 11.45   | 1.45    |
| 1111.45 | 111.45  | 11.45   | 1.45    | .45     |

If you do not require all of the tabulator stops, the extra ones may be stored out of the way on the extreme right side of the tabulator rack.

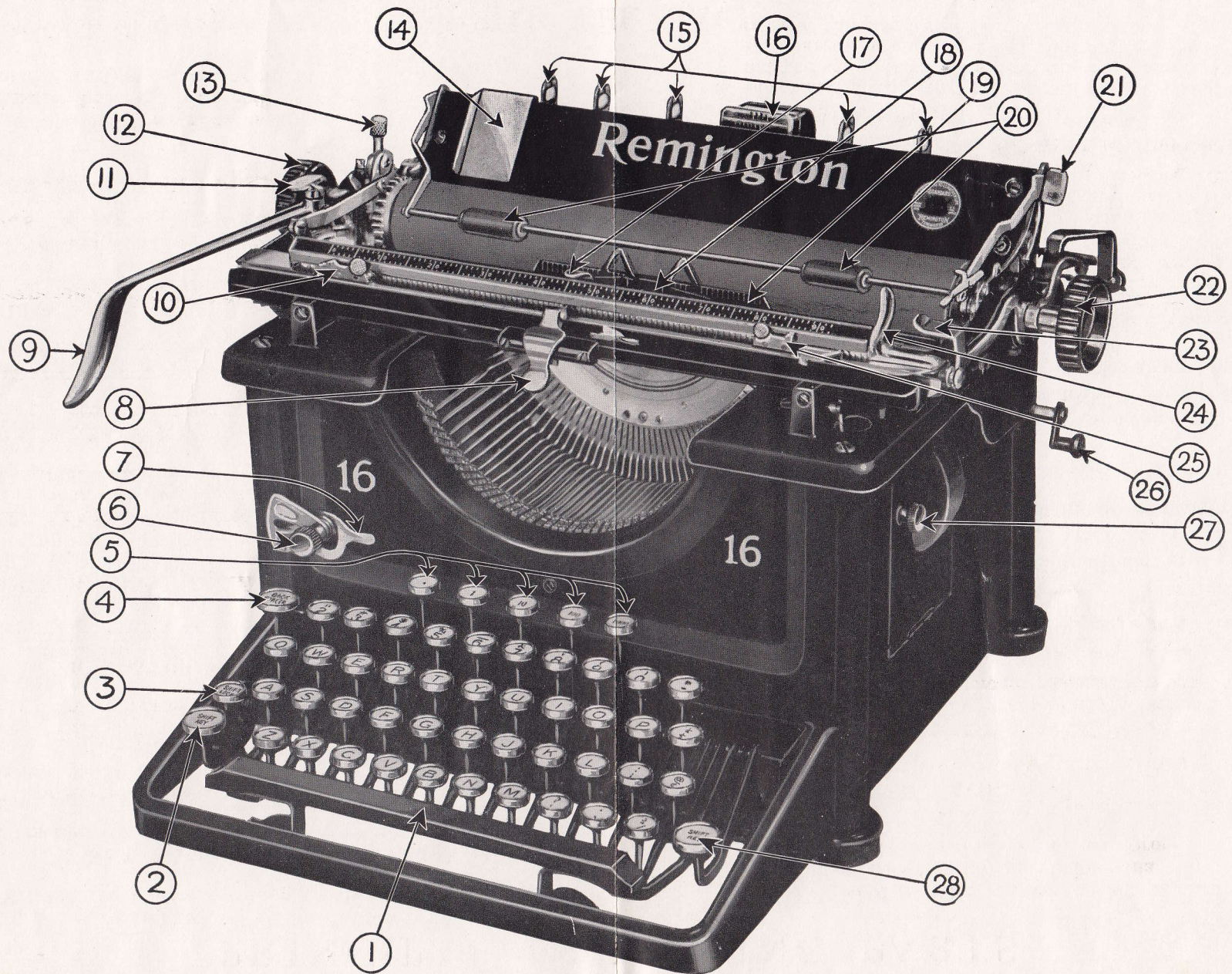
## CHANGING RIBBONS



**When changing the ribbon proceed as follows:**

1. Wind all the ribbon on the right-hand spool by means of the ribbon spool crank located on right side of machine. (See 26.)
2. When winding is completed, unhook the ribbon from the left-hand spool.
3. Open the ribbon spool door which is on the right side panel, by means of the knob, to expose the spool.
4. Press the snap catch which protrudes from the center of the ribbon spool and remove the spool.
5. Insert the new ribbon, unwind it about a foot, passing the free end up thru the hole directly above the right spool, fastening it to the hook on the left spool. Do not twist the ribbon.
6. Place the right ribbon spool in position so that the cut-out on the one side fits over the weight on the right ribbon shaft. Push the spool on the ribbon shaft until it snaps into position.
7. Press down on the shift lock key (#3) to raise the ribbon carrier (#18) to a convenient position.
8. Form half a loop with the ribbon and fit it back of the two flat prongs of the ribbon carrier (#18) and in front of the two narrow prongs (#18A). Force the ribbon down and back of the slot formed by the two narrow prongs.
9. Your ribbon is now locked in position and a few turns of the ribbon spool crank will straighten it.







# PRINCIPAL OPERATING PARTS

1. **SPACE BAR**, for spacing between words, sentences, etc.
2. **LEFT SHIFT KEY**, for writing capital letters and upper case characters.
3. **SHIFT LOCK**, for writing all capitals or all upper case characters.
4. **BACK SPACE KEY**, used when carriage is to be moved back one or more spaces.
5. **DECIMAL TABULATOR KEYS**, for aligning columns of figures and for other indentations. (See detailed instructions.)
6. **RIBBON POSITION INDICATOR**, controls the use of either the upper or lower part of the ribbon.
7. **STENCIL LEVER**, when lifted up ribbon becomes disengaged for stencil writing. To engage ribbon, turn knob on ribbon position indicator. (6)
8. **MARGIN RELEASE KEY**, for writing outside the marginal lines without readjusting the marginal stops.
9. **LINE SPACE LEVER**, for returning the carriage to writing margin and for spacing between lines.
10. **LEFT MARGINAL STOP**, used to regulate width of margin on left side of the paper.
11. **LEFT CARRIAGE RELEASE LEVER**, for releasing the carriage so that it may be moved to any point on the scale.
12. **LEFT PLATEN KNOB**, for twirling paper in either direction.
13. **LINE SPACE REGULATOR**, used for single, double or triple spacing between lines. Pull up knob and move forward or backward to position required.
14. **PAPER SIDE GUIDE**, guides the left edge of the paper. Used in connection with the left Marginal Stop; determines width of left margin and insures proper centering of writing.
15. **DECIMAL TABULATOR STOPS**, used in connection with tabulator keys. (See detailed instructions.)
16. **PLUNGER AND REBOUND CHECK**, when tabulator key is depressed the plunger contacts the tabulator key stop, bringing carriage to correct position without rebound.
17. **CARRIAGE POSITION INDICATOR**, points to numbers on scale indicating position of carriage at all times.
18. **RIBBON CARRIER**, holds ribbon in correct position. (See detailed instructions on changing ribbons.)
19. **ALIGNING SCALE**, used for adjusting the paper in the machine when resetting the line in writing upon ruled paper or when correcting errors.
20. **PAPER BAIL ROLLS**.
21. **PAPER RELEASE LEVER**, used in straightening the paper or when removing it from the machine.
22. **RIGHT PLATEN KNOB** (See 12.)
23. **RIGHT CARRIAGE RELEASE LEVER** (See 11.)
24. **RIGHT CARRIAGE RETURN LEVER**, a convenient lever for returning carriage with right hand when no space is required between lines, as when correcting an error.
25. **RIGHT MARGINAL STOP** (See 10.)
26. **MANUAL RIBBON REVERSE & CRANK**, for winding ribbon. (See detailed instructions on changing ribbons.)
27. **RIGHT RIBBON SPOOL DOOR**.
28. **RIGHT SHIFT KEY** (See 2.)

## CARE OF THE MACHINE

1. Keep the machine covered when not in use.
  2. Use a stiff brush for cleaning the type.
  3. It will pay to have cleaning and oiling done by experienced Remington Inspectors. The cost of regular quarterly maintenance is small. Operators generally are not able to do such work properly, nor should it be expected of them.
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