

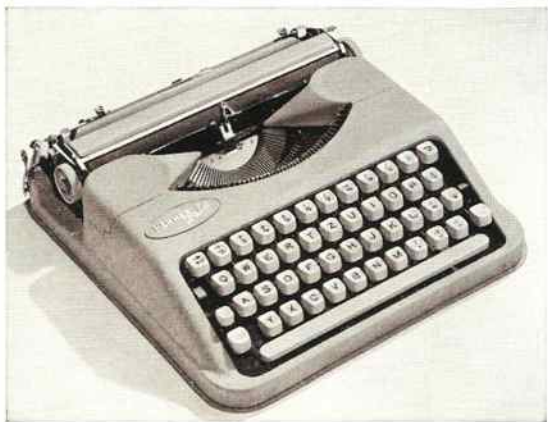
How your
HERMES 3000
works

HERMES 3000

a **paillard** product

 **Connecticut**
TYPEWRITER CO. 
80 CHURCH ST. Tel. 2-2904 HARTFORD, CONN.

FOR ALL KINDS OF WORK THERE ARE SEVERAL HERMES MODELS



HERMES BABY (Rocket)

HERMES BABY (Rocket)

The smallest, lightest portable typewriter (less than 9 lbs. including case) with standard ribbon, type and keyboard.

HERMES Standard 8

Ideal for office correspondence. Several gadgets: note-book holder above the keyboard, automatic tabulator operated by one lever, vertical rails, etc.

HERMES AMBASSADOR

The office typewriter of great efficiency: automatic introduction of the paper, note-book holder, intermediate paper table, electric carriage return and line spacing (also available without motor).



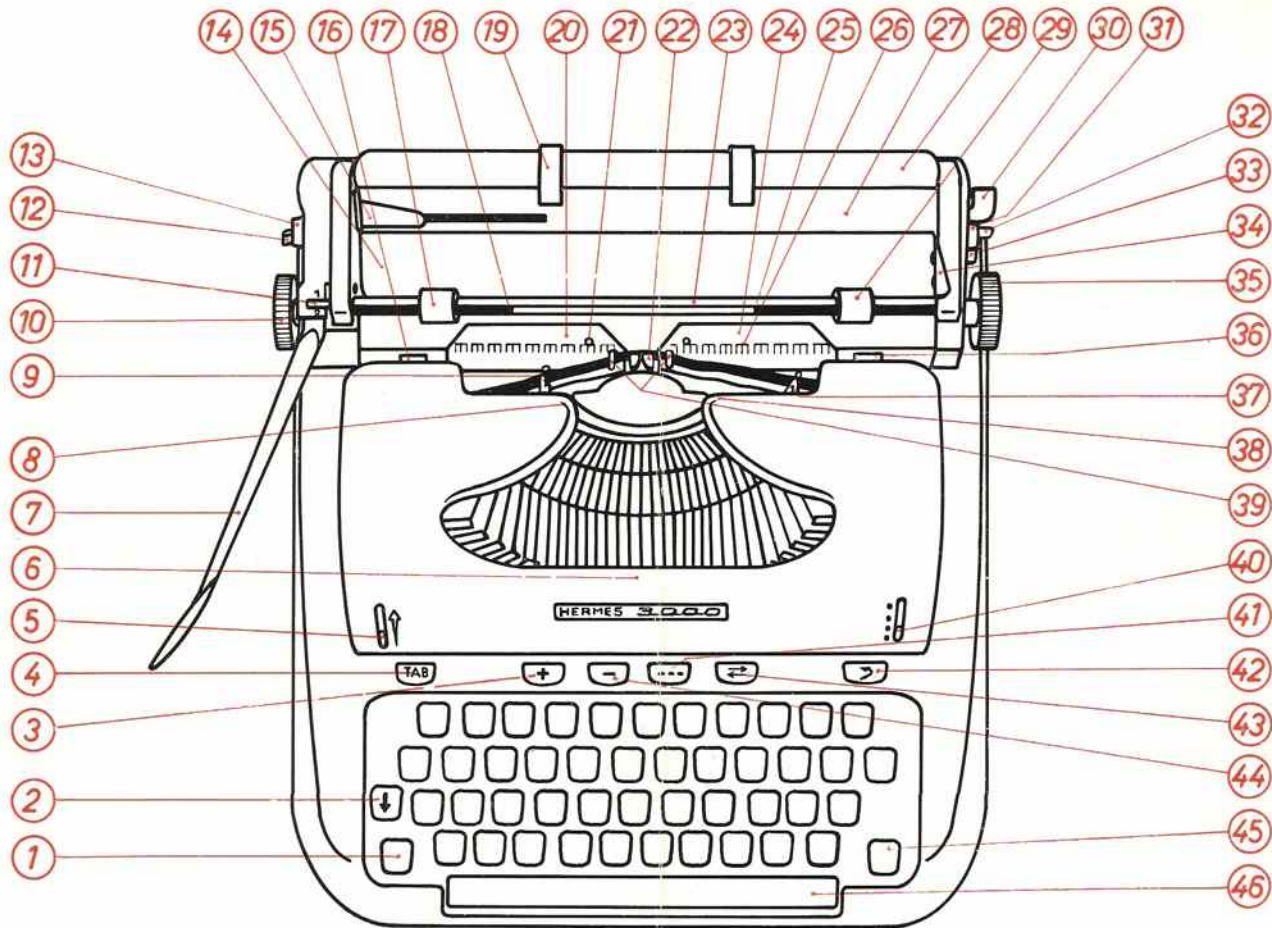
HERMES STANDARD 8



HERMES AMBASSADOR

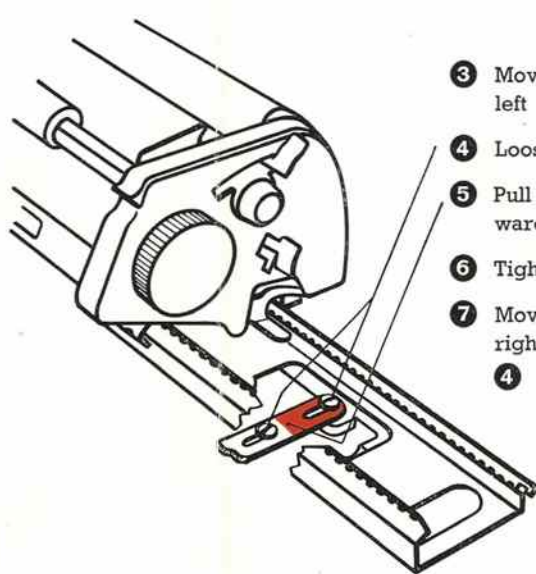
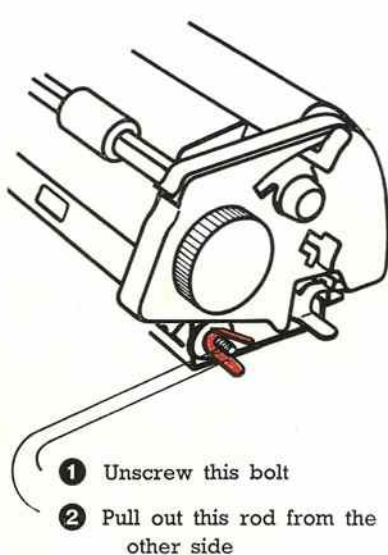
Specification of the **HERMES 3000** features

1. Left shift key (page 4)
2. Shift lock (page 4)
3. Key for setting tabulator stops (page 10)
4. Tabulator key (page 10)
5. Touch regulator (page 7)
6. Front protection plate (pages 9, 12)
7. Line space lever (pages 5, 9)
8. Left point of the front protection plate (page 9)
9. Left ribbon side guide (pages 8, 9)
10. Left platen knob (pages 2, 6)
11. Line space selector (pages 5, 6)
12. Left margin stop (pages 6, 7)
13. Left button for moving the carriage (page 4)
14. Intermediate table (page 6)
15. Moveable paper side guide (page 4)
16. Left opening in the plate covering the front feed rollers (page 3)
17. Left rubber roller (pages 2, 3)
18. Indicator of the left margin stop (page 6)
19. Paper supports (pages 2, 3, 8)
20. Left card holder (pages 2, 3)
21. Hole in the left card holder (page 6)
22. Type bar guide (page 10)
23. Paper bail (pages 2, 3, 6, 10)
24. Right card holder (pages 2, 3)
25. Indicator of the right margin stop (page 6)
26. Card holder graduations (pages 3, 5)
27. Table (page 2)
28. Back protection plate (page 3)
29. Right rubber roller (pages 2, 3)
30. Paper release lever (page 3)
31. Right button for moving the carriage (pages 4, 7)
32. Right margin stop (pages 6, 7)
33. Lever for locking the carriage (page 2)
34. Small plate (pages 2, 4, 7)
35. Right platen knob (page 2)
36. Right opening in the plate covering the front feed rollers (page 3)
37. Right ribbon side guide (pages 8, 9)
38. Right point of the front protection plate (page 9)
39. Ribbon carrier (page 9)
40. Selector for changing the colour of the ribbon (page 8)
41. Key for clearing all tab stops (page 10)
42. Back spacer (pages 5, 8)
43. Key for margin release and freeing jammed type bars (page 7)
44. Key for clearing individual tab stops (page 10)
45. Right shift key (page 4)
46. Space bar (page 4)



N. B. In certain keyboards the TAB key (No. 4) is replaced by the back spacer (No. 42) and vice-versa.

UNPACKING



Manufacturers:
PAILLARD LTD.
Yverdon
(Switzerland)

For cleaning and overhauling your typewriter we recommend you to approach a **HERMES** agent.



80 CHURCH ST. Tel. 2-2904 HARTFORD, CONN.

To obtain the best results from your HERMES 3000

1. Read these instructions carefully as the HERMES 3000 has its own special features. The index (page 1) will enable you to easily consult this booklet when necessary.
2. If you need advice, get in touch with the nearest official HERMES agent, preferably the one who sold the machine.
3. Make it a habit each night to put your portable in its case.
4. Before erasing move the carriage completely to the right or left. By so doing you will avoid rubber dust clogging the type bars.
5. See to it that the type of your HERMES are always clean as a neat letter encourages one to read it.
6. Do not dismantle your typewriter. The tension of the carriage main spring and of the escapement is factory-adjusted to the needs of the most efficient typist.

We would particularly warn users of the HERMES 3000 against any impulse to tamper with the machine for an amateur would not know what to improve and, without realising it, might put another mechanism out of order. Moreover, such intervention would deprive you of the benefits conferred by the machine's guarantee.

Before starting to read these instructions, unfold the inside back cover as shown in the sketch below.



N. B. — Numbers shown in the text between brackets refer to the specification at the end of this booklet.

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Opening the carrying case

Place the machine flat with the handle towards you. If the case is locked give the key a quarter turn in an anti-clockwise direction and then remove it. Press on the lock and simultaneously raise the lid by its handle tilting it backwards (see illustration). It will then lift off easily.

Closing the carrying case

To replace the lid proceed in the reverse order but not forgetting to first centre the carriage (see following paragraph) and to lower the paper supports (19).

Freeing and locking (centering) the carriage

- a) The carriage is locked. To free it press on the lever (33) and pull the carriage to the right until the lever disengages itself from the notch.
- b) To lock (centre) the carriage, press with the forefinger on the lever (33) without letting it go and, at the same time, rest the thumb against the small plate (34) in order to slow down the carriage run. When the centre position is reached the carriage will block automatically.



Paper insertion

Having raised the paper supports (19), insert a sheet of paper between the platen and the paper table (27). When the paper is firmly held, turn the platen by the right or left knob (35 or 10) so that the paper feeds in. To insert paper under the best conditions, see that the transparent card holders (20 and 24) rest on the greatest area of paper possible at the moment of introduction and the rubber rollers (17 and 29) on the paper bail (23) are sufficiently close to each other, especially when it is a question of a narrow sheet of paper or a postcard.

Adjusting paper

If the paper is crooked, pull forward the paper release lever (30) which will completely free the paper and correct it so that the paper is parallel with the paper bail (23). When this is done, push back the lever (30) to its original position.

The divisions on the paper bail (23) help to set the margins (page 6) and tabulator stops (page 10). Rubber rollers (17 and 29) can be moved to the right or left to suit the different widths of paper.

Paper supports

This feature (19) prevents paper from coming in contact with the back of the machine or from touching the table. It is especially useful when cutting stencils. Also, it enables one to see clearly the written text. To bring the paper supports into position, take hold of one of the two arms resting against the back protection (28) and raise it.

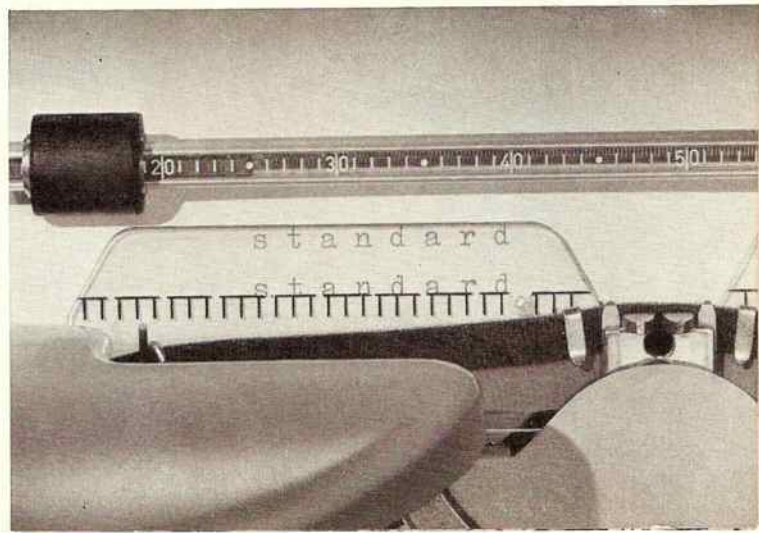
Transparent card holders (line guides)

The card holders (20 and 24) make it possible to write at the very beginning of the paper, before it passes under the paper bail (23), and to the extreme bottom of the sheet. They also serve as line guides as the top of the graduations (26) indicate the height of the writing line (see illustration).

N. B. — Petrol (benzine) damages their transparency.

End of page

The plate covering the front feed rollers has two openings (16 and 36) enabling the advancement of the paper to be watched and to note in good time the end of the page (see white line).



Moveable paper side guide

On the left of the paper table there is a guide (15) which can be moved sideways. It ensures that sheets of paper are always inserted in the same place and have the same left margin without changing the margin stop each time. If care is taken to always rest the paper against the edge of this device, you will have no difficulty in re-inserting a sheet for making a correction.

Capital letters

To write capitals or signs in the upper position of the keys, press one of the keys (1 or 45) which are on each side of the keyboard : pressure must be maintained while striking the key. If one wishes to write a series of capitals, press down completely the shift lock (2). To return to normal writing (small letters) from this position touch the left shift key (1).



Space bar

The space bar (46) is used to move the carriage from right to left, separate two words or to leave blank spaces.

Buttons for moving the carriage

With the forefinger press these buttons (13 and 31) to move rapidly the carriage from right to left. When using the one on the right (31), slow down slightly the movement of the carriage by resting the thumb against the plate (34) — see illustration.

Back Spacer

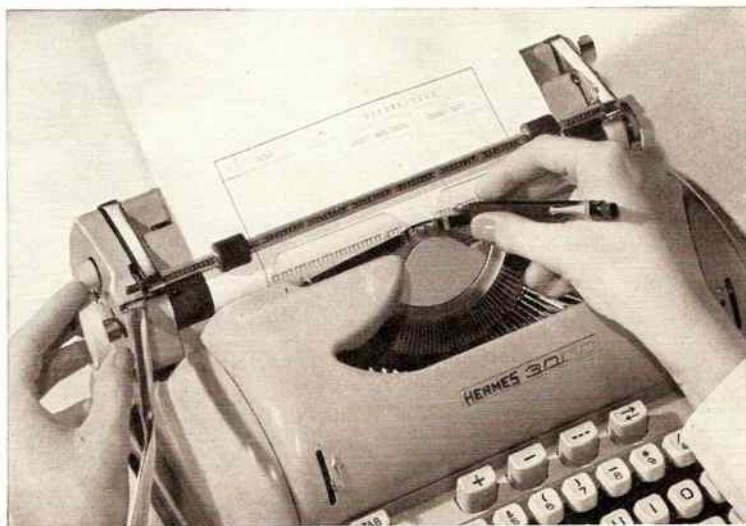
To move the carriage from left to right space by space, use the back spacer (42). This is used either to make a correction or to type afresh a badly printed letter. The back spacer should not be struck but pressed right down, then released.

Line spacing

The line spacing and carriage return are obtained simultaneously by a simple movement of the left hand working the line space lever (7). Three different line spacings are obtainable on the HERMES 3000 thanks to the line space selector (11).

Location of writing line and type (corrections, additions)

The top of the card holder graduations (26), i.e. the horizontal line, gives the exact height of the line of writing. Any vertical line indicates the spot where a character will be printed and corresponds exactly to the middle of the space taken up by the type (see illustration page 3). The guide lines help, in particular, to reinsert accurately documents which have to be corrected or which had to be taken out of the machine before being finished.



Drawing pencil lines quickly

To trace rapidly vertical or horizontal lines directly on the paper, insert the sharp point of a pencil in the hole of a card holder (21) and move the carriage sideways or turn the platen (see illustration page 5).

Platen release for

- a) **writing between two lines.** By pushing the line space selector (11) on the white dot the platen is free **but will return to the previous line spacing** as soon as the selector (11) is in its original position. This device is most useful when making an addition or correction between two lines and wishing to return again to the line space first set.
- b) **writing on lined paper.** Contrary to what happened with the selector (11), you can completely free the platen **so that it will not return to its former line spacing** by pulling out the left platen knob (10). This is used when typing on forms or lined paper and when none of the three line spaces are of any use, for example, reinserting a page already begun. Push in the knob (10) to reengage the platen and the line spacing will start from that point.

Intermediate table (14)

This is very useful when one wants to correct many copies or add a few notes by hand without taking the paper out of the machine.

Visible Flying Margins®

The margin stops are used to fix the left and right margins of the text and their exact positions (18 and 25) are visible in the paper bail (23). To set the left margin stop, move the carriage to the position where the first typed sign is to appear and pull forward the lever (12). Automatically the stop will be made at that spot. For the right margin stop, proceed in the same way with lever (32) after having moved the carriage to the place where the line of writing is to finish.

Visible Flying Margins (continuation)

To move the left margin more to the left, pull forward the lever (12) whilst pushing the carriage along to the position for the new margin. Then release the lever (12). To shift the right margin more to the right, pull forward the lever (32) with the middle finger pressing at the same time with the forefinger on the button (31) to move the carriage. Then allow the carriage to slide, whilst slightly braking its run with the aid of the thumb resting against the small plate (34), to the point where the new margin is desired and then release the lever and button.

N. B. When the carriage is locked, the left margin cannot be moved.

Margin release (end of line) and key for freeing jammed type bars

The type bars lock automatically about seven spaces after the bell rings. To write beyond the margin, press the margin release key (43) when it will be possible to type to the extreme right of the platen. This key also enables one to write beyond the left margin — without altering the margin stop (12) — if held down from the place where the carriage should stop.

This same key (43) has a second function : that of "freeing". It may happen that type bars become jammed. On pressing this key the type bars will return to their proper places.

Individual touch regulator

Adjust the touch of the HERMES 3000 to your taste by means of the selector (5). When it is completely down the touch is soft; on the other hand, the touch will become slightly harder if this selector (5) is at the top. The middle (two positions) gives an intermediate adjustment.

Changing the colour of the ribbon

The selector (40) and the four dots directly above the back spacer (42) show what ribbon colour will appear. The blue dot corresponds to the upper half of the ribbon, the yellow to the centre, and the red to the bottom half. If the selector (40) is opposite the colourless dot the ribbon is disengaged for stencil work.

Stencils

To cut a stencil, proceed as follows :

Disengage the ribbon by pushing the selector (40) opposite the colourless dot and raise the paper supports (19) as explained on page 3. After having thoroughly cleaned the type and inserted the stencil, start typing taking particular care to strike the keys **regularly**.

Choosing the ribbon and spools

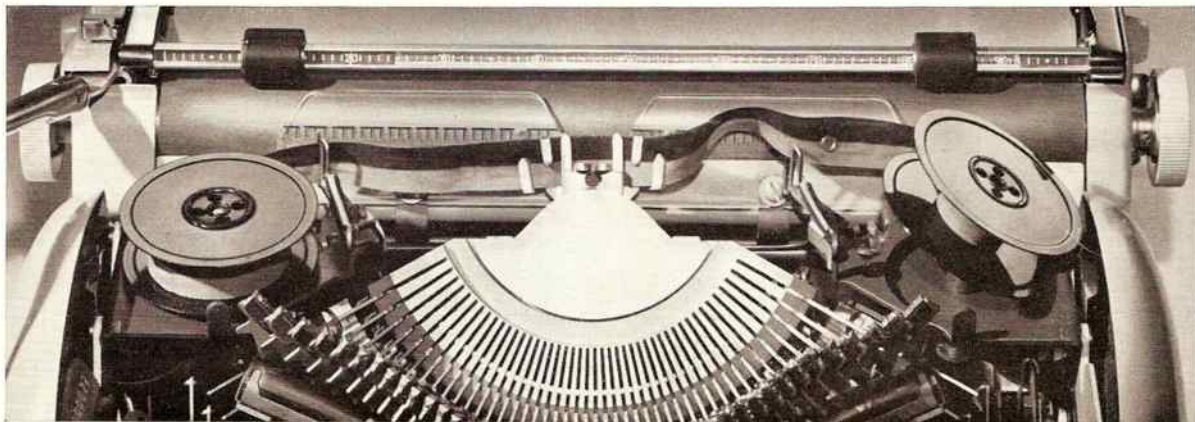
In order that the ribbon works smoothly on the HERMES 3000 it must : be wound on a spool the same as the HERMES one, have a width of $\frac{1}{2}$ " (13 mm) and an eyelet about 5" (12 cm) from each end. To ensure neat writing the ribbon should be both thin and strong.

Reversing the direction of ribbon

- a) **automatic reverse** : When the ribbon has wound itself completely on to one spool, it automatically reverses and winds itself on the other one, but this will only happen if the ribbon is fitted with eyelets at both ends.
- b) **manual reverse** : Should it be necessary for one reason or another to change the winding direction of the ribbon, push sideways one of the ribbon guides (9 or 37).

How to change the ribbon

1. Remove the front protection plate (6) by taking hold of the two points (8 and 38) and pull the plate towards you, lifting it off at the end (see illustration page 12). However, before doing anything make certain that the line space lever (7) is well to the left. The ribbon mechanism is now accessible and the setting of the old ribbon should be carefully studied.
2. Wind the ribbon on to one spool until the eyelet appears.
3. Depress the shift lock so as to raise the ribbon carrier (39).
4. Take out the ribbon from its carrier (39), then from the two ribbon side guides (9 and 37).
5. Remove the two spools, take off the used ribbon. Hook the new ribbon on to the empty spool and **wind it up at least to the eyelet.**
6. Place the two spools firmly on their axles (with the red at the bottom if the ribbon is bi-coloured) making sure that the pin near the axle penetrates into a second eccentric hole of the spool. Taking care that the ribbon eyelet comes between the spool axle and the side guide (9 or 37), fit the ribbon in the two slots of the carrier (39). Afterwards, pass the ribbon through the two side guides (9 and 37). This operation is now complete, replace the front protection plate (6).



Automatic tabulator

This device enables the carriage to move automatically from column to column.

a) **Setting tabulator stops**

The indications on the paper bail (23) correspond to the stops on the tabulator rail. If, for example, you wish the carriage to stop at the 30th space, move it along until the slot of the type bar guide (22) is level with point 30 on the ruled paper bail, press on the + key (3). The same procedure applies for setting other stops. Push the carriage completely to the right and every time one presses on the TAB key (4) the carriage will stop at each pre-selected point.

b) **Clearing individual tab stops**

If you wish to clear a stop away as the column is no longer required, press the TAB key to bring the carriage to the point where the stop is set, then press on the — key (44).

c) **Clearing all tab stops**

To clear all stops at once press on the - - - key (41).

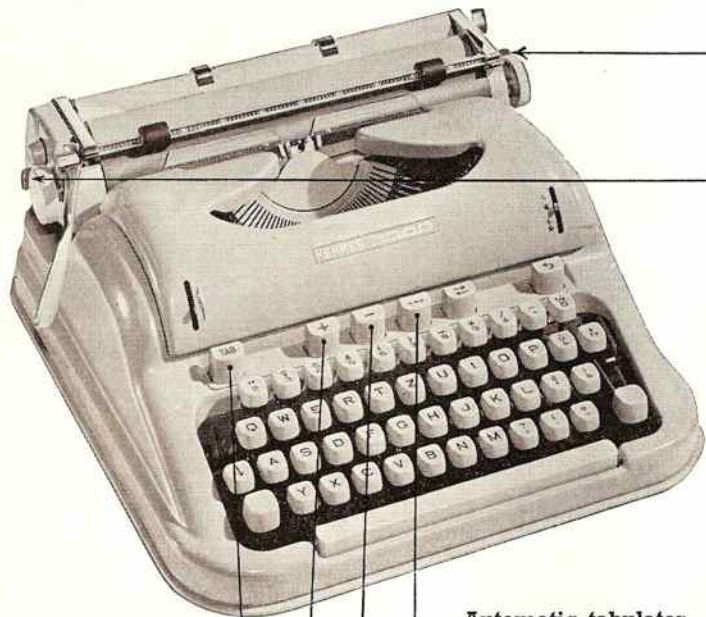
Cleaning the type

If you wish to always have beautiful writing, clean the type from top to bottom — not horizontally — with the brush in the inside of the lid. If the ink on certain type becomes hard, remove this by rapid short brisk strokes with the brush. Never use any metal instruments to clean the type; petrol and spirits should also be avoided as they could cause rust.

Cleaning the platen

The rubber platen must only be cleaned with spirits. Never use petrol or benzine as these are rubber solvents.

THE AUTOMATIC TABULATOR



Automatic tabulator

- 3. Setting tabulator stops
- 44. Clearing individual stops
- 41. Clearing all tab stops
- 4. Tabulator key

Flying Margins

- 12. Left margin lever
- 32. Right margin lever

32

12

4

3

44

41

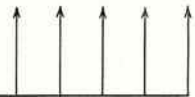
Français : Les machines à écrire "HERMES" sont livrables avec les écritures suivantes:

English : The "HERMES" typewriters can be fitted with the following types:

Deutsch : Die "HERMES" - Schreibmaschinen können mit folgenden Schriftarten geliefert werden:

Español : Las máquinas "HERMES" pueden ser entregadas con los siguientes tipos:

Écritures - Types Schriftarten - Tipos	Espacement Spacing	Baby	Media	2000	Amb.
Economic (Ee).....	1,5 mm	-	-	-	Ec
Diamant (Di)	2,0 mm	-	Di	Di	Di
Elite (El)	2,0 mm	El	El	El	El
Hermes Special (Hs) ..	2,5 mm	-	Hs	Hs	Hs
Fica (Fi)	2,5 mm	Fi	Fi	Fi	Fi
Large Fica (Lp)	2,5 mm	-	Lp	Lp	Lp
Medium Roman (Mr) ...	2,5 mm	-	Mr	Mr	Mr
Coloris - Colour Farbe - Color		Baby	Media	2000	Amb.
gris - grey - grau - gris		x	x	x	x



Cleaning the machine

Clean your typewriter regularly without dismantling it. In particular, remove the dust and eraser particles with the brush also found in the lid. The parts to be cleaned can easily be reached with the brush which should be used lightly in order not to break any springs or delicate parts.

The space bar, key tops and platen knobs **must not** be cleaned with any organic solvent (petrol, gasoline, paraffin, turpentine, trichlorethylene, alcohol, etc.) but with a cloth slightly moistened with soapy water.

Oiling

The machine should not be oiled too frequently, to avoid dust sticking to the oiled parts. Never oil the typebars nor the slots in which they move. We advise you to have your machine oiled, cleaned and examined at least once a year by a HERMES agent.

Machine serial number

Every machine has a number which is to be found on the left of the touch selector — under the front protection plate 6 — see illustration. This number should be mentioned in all correspondence connected with your typewriter.

