

KX-E400

Operator's Instruction Manual

Panasonic
ELECTRONIC TYPEWRITERS

IMPORTANT (FOR UNITED KINGDOM)

The wires in this mains lead are coloured in accordance with the following code:

Green-and-yellow: Earth
Blue: Neutral
Brown Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

- The wire which is coloured green and yellow must be connected to the terminal in the plug which is marked by the letter E or by the safety earth symbol \equiv or coloured green or green-and-yellow.
- The wire which is coloured blue must be connected to the terminal which is marked with the letter N or coloured black.
- The wire which is coloured brown must be connected to the terminal which is marked with the letter L or coloured red.

• This equipment is produced to BS800: 1977.

WARNING: TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE. THIS APPLIANCE MUST BE EARTHED.

The serial number of the unit may be found on the label on the rear of the unit. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase in the event of a theft, or for future reference.

MODEL NO. _____ NAME OF DEALER _____

SERIAL NO. _____ DATE OF PURCHASE _____

Preface

Congratulations! You are about to enter the exciting world of electronic typing with one of the most advanced electronic typewriters available today.

Your Panasonic typewriter has been designed to help you prepare your typing projects as simply and efficiently as possible.

Many of your tedious typing tasks may now be performed quickly and automatically. By reading through the manual, you will learn how to operate all of the functions which will help you on a day-to-day basis.

It is important that you read this manual and do the exercises. It has been designed to teach you every function your Panasonic typewriter has to offer. Once you have completed this manual, you will find how much easier it will be to do some of your daily typing projects.

This book has been developed to include all of the functions offered on a fully "loaded" machine. If you do not have these options because you have not purchased them, skip the sections that do not apply to the configuration of your specific unit.

Take the time to learn everything you can about your new typewriter. We are convinced you will find typing much more interesting and your finished projects cleaner, more professional looking, and much easier to do.

We hope you enjoy using your Panasonic typewriter and are confident you will have many years of reliability ahead of you.

PANASONIC TYPEWRITER

Operating Instructions

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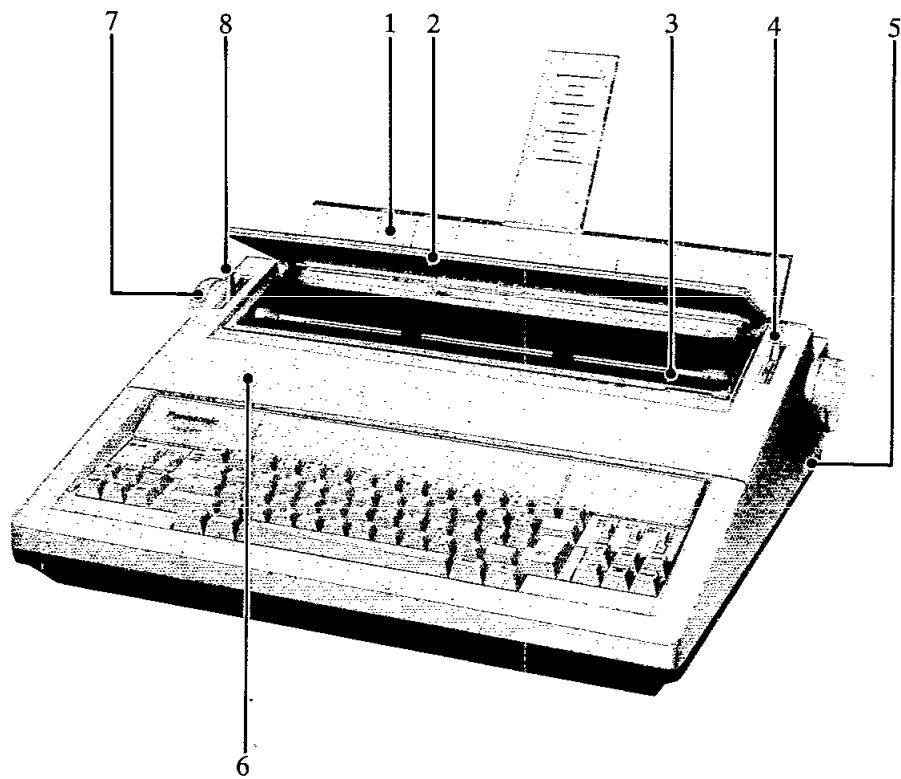
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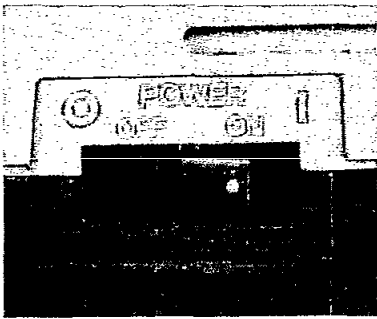
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LEARNING THE BASICS



- 1 Paper Support
- 2 Anti-Glare Shield
- 3 Acoustic Filter
- 4 Paper Release Lever
- 5 Power ON/OFF Switch

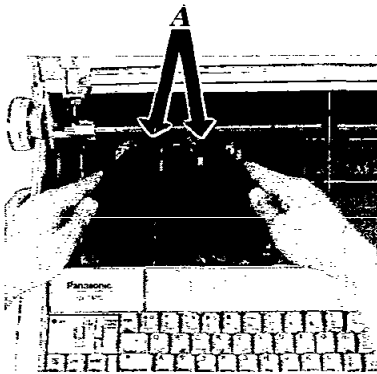
- 6 Top Cover
- 7 Platen Knob
- 8 Paper Bail Release Lever



POWER ON/OFF SWITCH

The Power ON/OFF switch is located toward the back right-hand side of the machine. When turned on, the indicator light to the left of the keyboard will be lit.

The typewriter will remember the last margins and tabs used when you turn the machine off. When turned back on, the printer will move to the current left margin and the daisywheel will spin to position itself accurately.

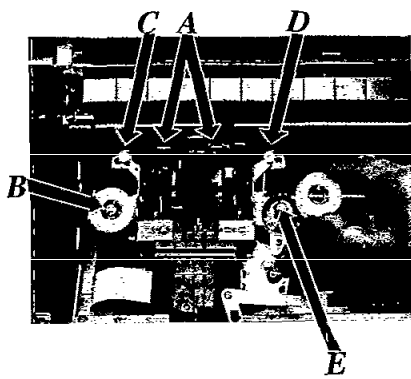


CHANGING THE RIBBON CARTRIDGE

When you lift the top cover of your typewriter, you will see your carrier, ribbon cartridge and daisywheel. To remove the ribbon, grasp the cartridge at the bottom and lift it up and out of the machine.

To insert a new cartridge, place the front portion (where the ribbon is exposed) between the card holder and the tape guides (A) and snap the back end of the cartridge on to the printer.

Advance the thumb wheel on the cartridge clockwise until the ribbon slack is tightened.

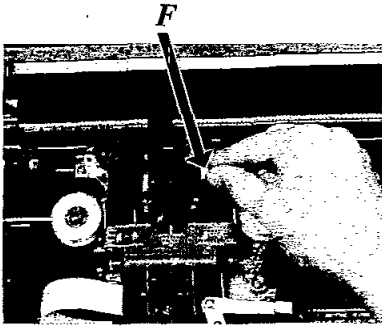


CHANGING THE CORRECTION TAPE

To replace the correction tape, lift out the typing ribbon cartridge and remove the two spools of lift-off tape. Place the loaded spool of new tape on the left pin (B) so that the tape unwinds in a counter-clockwise direction. Place the tape around the left ribbon guide (C) and behind both tape guides (A). Pull the tape around the right ribbon guide (D) and place the empty spool on the right pin (E).

Manually turn the right-hand spool anti-clockwise, tightening the tape until resistance is felt.

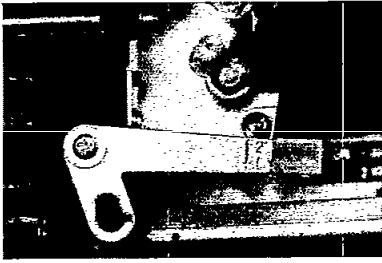
Replace the typing ribbon cartridge.



CHANGING THE DAISYWHEEL

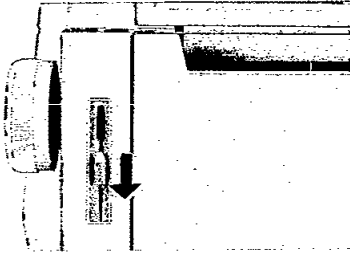
To remove the daisywheel, you must first remove the ribbon cartridge. You will see a green lever on the right side of the printer. Pull this lever (F) toward you and lift out the plastic cartridge.

To insert the daisywheel, place the plastic cartridge in the carrier with the characters facing the platen. Push the green lever back into position.



COPY CONTROL LEVER

Located inside the unit on the right side of the carrier is a green lever, which is for copy control. Position 1 is for one to three copies; position 2 will accommodate four to six copies (dependent upon paper weight). Set according to your requirements.



AUTOMATIC PAPER INSERTION

The Panasonic typewriter is pre-programmed to insert your paper seven (7) lines from the top of the page. Place your paper in the machine and pull the paper bail release lever toward you. Your paper is automatically positioned at line 7.

Should you wish to change the point of insertion, automatically insert your paper as outlined above. Using the RETURN (↵), INDEX (↓), REVERSE INDEX (↑) keys, position the printer to the desired position. Depress CODE+A. The prompt "CODE" will appear on your display when the CODE key is depressed. If your typewriter is not equipped with a display, you must hold down the CODE key while depressing the letter A.

The typewriter has stored this position in memory and will remain at this location until you repeat these steps.

KEYBOARD LAYOUT

In order to simplify the explanation of the typewriter and its capabilities, the keyboard has been divided into three (3) sections.

1. Character Keys

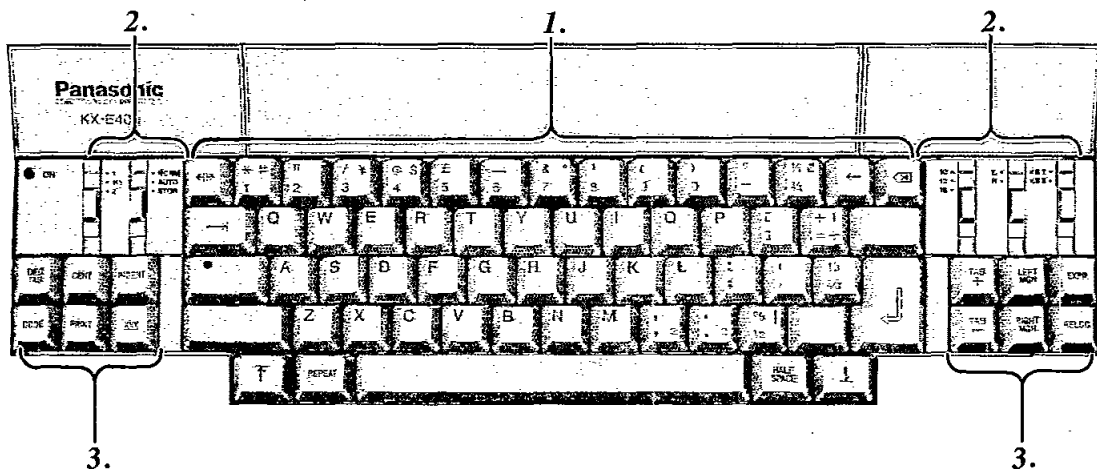
The character keys are all the alpha/numeric keys found on traditional typewriters. Some of the keytops have second characters and symbols to the right of the normal characters. These characters are accessed when using KBII which will be described later in the manual.

2. Selector Switches

The Selector switches are found to the top left and right of the standard keyboard and control various options. You have a Line Space selector, a MODE selector, a Pitch selector, an Impact Control selector and a KB I/KB II selector.

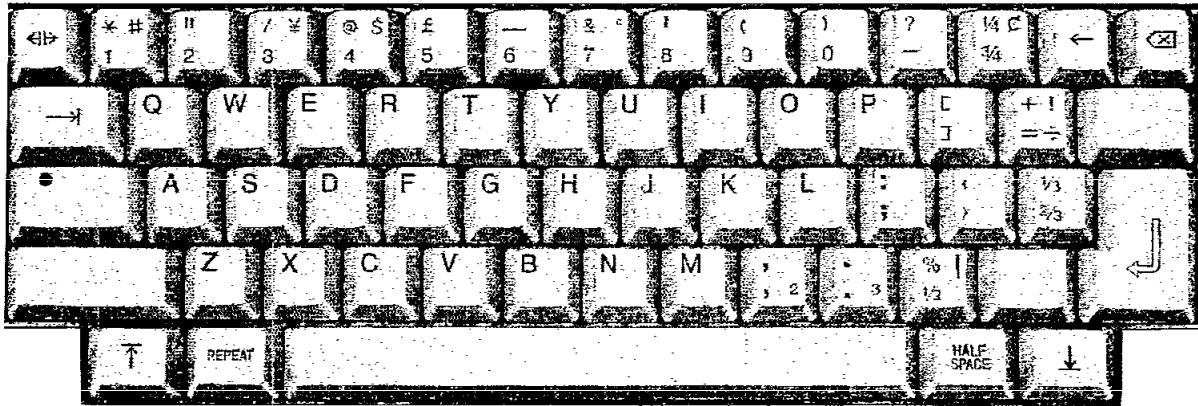
3. Function Keys

The function keys are located below the selector switches as well as to the immediate right and left of the alpha/numeric keys.

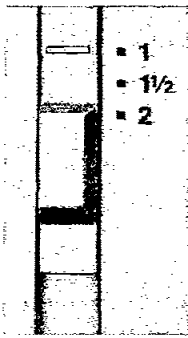


CHARACTER KEYS

The character keys are those found on traditional typewriters. You will notice that some of the keytops have second symbols to the right of the normal characters. These are functional when using the second keyboard feature (KB II), which will be described later in the manual.

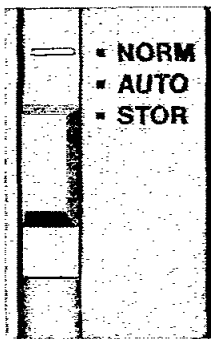


SELECTOR SWITCHES



LINE SPACING SELECTOR

This selector is located at the top left of the keyboard console. It is marked 1, 1½ and 2 and controls the number of lines between each RETURN.

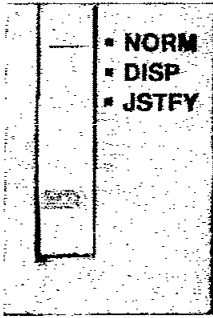


MODE SELECTOR

This selector is to the immediate right of the line spacing selector. It offers three modes of operations.

WITHOUT DISPLAY

- NORM** *Manual Return is required at the end of each line.*
- AUTO** *The carrier automatically returns after the first character entered after the first space or CODE+HYPHEN (-) is entered after the bell.*
- STOR** *Allows you to store margin formats. You cannot type in this mode.*

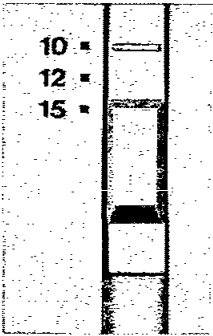


WITH DISPLAY

NORM *Manual Return is required at the end of each line.*

DISP *Accesses the Display, allowing one line of characters to be seen before they are committed to paper. Also returns the printer automatically after the first character entered after the first space or CODE+HYPHEN (-) is entered after the bell.*

JSTFY *Accesses the Display and prints information with an automatic return and justified right margin.*



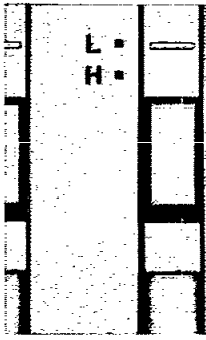
PITCH SELECTOR

On the right side of the keyboard is the pitch selector switch, indicating 10, 12 and 15. The pitch selector should correspond with the pitch of the daisywheel in the machine.

You have the choice of three (3) typing pitches.

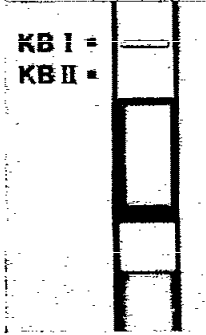
10	PICA	10 characters/inch
12	ELITE	12 characters/inch
15	MIKRON	15 characters/inch

Your typewriter comes standard with a 10 pitch daisywheel.



IMPACT CONTROL SELECTOR

Located to the right of the Pitch Selector, the Impact Control Selector allows you to choose from two positions: position L (light) and H (heavy).



KB I/KB II SELECTOR












This selector switch is located at the far right of the console, next to the Impact Control selector.













KB I allows printing of normal characters.

Setting to KB I will print the characters and symbols on the left side of the key.

Setting to KB II will print the characters and symbols on the right side of the key.

FUNCTION KEYS

	DEC TAB	<i>Aligns decimal points when typing statistical formats.</i>
	CENT	<i>Permits the printer to centre information between margins or tabs, over a point, or aligns data at the right margin.</i>
	INDENT	<i>Sets a temporary left margin and eliminates the necessity to tab on each line.</i>
	REPEAT	<i>Makes every key a repetitive key.</i>
	REVERSE INDEX	<i>Reverse Index advances 1/2 line toward the top of the page.</i>
	TAB	<i>Moves the printer to the next tab position.</i>
	M.R.	<i>Margin release for left and right margins.</i>
	<u>XXX</u>	<i>Sets/releases automatic underscore command.</i>
	PRINT	<i>Prints text stored in memory and allows corrections to be made out of correction memory in T/W mode.</i>
	CODE	<i>Command key for automated functions used in conjunction with other keyboard keys.</i>
	TEXT	<i>This key is available only with the optional memory feature and allows you to store or recall text in the internal memory.</i>

	TAB +	<i>Sets TAB stops (maximum 29).</i>
	LEFT MGN	<i>Sets the left margin.</i>
	EXPR.	<i>Express moves the printer to the beginning of the line without line spacing and advances to the beginning of a text or phrase</i>
	RELOC	<i>Moves the printer to the last printed character after correction and advances to the end of a text or phrase.</i>
	RIGHT MGN	<i>Sets the right margin and bell.</i>
	TAB -	<i>Clears TAB stops. Also clears margins and tabs when used with the CODE key.</i>
	BACKSPACE	<i>Moves the printer or display one character to the left and backtraces through correction memory.</i>
	CANCEL	<i>Deletes characters from paper and display.</i>
	RETURN	<i>Return advances one line down and returns the printer to the left margin.</i>
	INDEX	<i>Index advances 1/2 line toward the bottom of the page.</i>
	HALF SPACE	<i>Used for "squeezing" characters.</i>
	FORWARD	<i>This key is available only with the optional display and is used to advance forward character by character.</i>

USING THE TYPEWRITER

This section introduces you to the fundamental operations of the Panasonic typewriter. Read through it and do the exercises to familiarize yourself with each operation.

MARGIN FORMATS

When you turn ON the typewriter, it will remember the last margin format you used. If you want to change these margins and tabs, simply do the following:

TO CLEAR MARGINS AND TABS

Depress RETURN (↵)

The printer must be at the left margin to begin making changes to the margin format.

Depress CODE+TAB —

The printer moves to the far left and clears the entire line, (both margins and all tabs).

TO SET MARGINS AND TABS

Depress SPACE BAR

This moves the printer to the new left margin position. When you have reached the desired left margin.

Depress LEFT MGN

To position the printer at the first required TAB stop,

Depress the SPACE BAR

Depress TAB +

Repeat the last two steps for each TAB stop required on the writing line. Remember, the maximum number of tab stops on one line is 29.

To position the printer at a new right margin,

Depress SPACE BAR

To set the new right margin,

Depress RIGHT MGN

Depress RETURN (↵)

You may change the left and right margins as you would on a traditional typewriter, using the M.R. [Margin Release (⇐⇒)], SPACE BAR or BACKSPACE (←) keys.

To change a tab stop, use the TAB— and TAB + keys.

To clear only the tabs, move the printer to the first tab position and depress CODE+TAB—. Your margins are still on the writing line.

ADJUSTABLE “HOT ZONE”

The “Hot Zone” represents the number of spaces between the bell and the right margin. It is pre-programmed for 0.7 of an inch (7 spaces in 10 pitch) from the right margin. You may change the setting to within one inch of the right margin.

To change the setting:

Position the MODE selector to NORM

Depress SPACE or TAB (→) to the right margin

Depress BACKSPACE (←) to the new bell position

Depress CODE+RIGHT MGN

For the first exercise, be sure you set up the following:

The paper guide is at 0

The pitch selector is set at 10 (PICA)

The daisywheel in the unit is 10 pitch

The MODE selector is set at NORM

Depress RETURN (↵)

Depress CODE+TAB—

Set the left margin at 15

Set the first tab at 30

Set the second tab at 45

Set the third tab at 60

Set the right margin at 74

Depress RETURN (↵)

STORING MARGIN FORMATS IN MEMORY

Two different margin formats (margins, tabs and hot zones) may be stored in the memory of the typewriter for repetitive use. You may name these formats Y or Z.

In Exercise 1 you have set up a margin format. Now you are going to store this format in memory. The instructions for doing this are outlined below for those typewriters with and without the display option.

WITHOUT DISPLAY

Move the MODE selector to STOR

Depress CODE+Y

This format is now stored in memory.

Move the MODE selector to NORM or AUTO

NOTE: *The typewriter will beep 3 times if you attempt to type or set a new format while in the STOR mode.*

WITH DISPLAY

Depress CODE+F

The display will prompt:

MARGIN FORMAT Y, Z?

Depress Y

This format is now stored in memory.

In the display, you will see an "Indicator arrow" pointing to the left and a set of numbers to its right. The numbers indicate how many spaces are available for use between margins. This number will decrease as you type, letting you know how many spaces remain before reaching the right margin.

Now, set up the second format and store it in margin format Z.

Depress CODE+TAB— to clear existing margins and tabs

*Set the left margin at 11
Set the first tab at 20
Set the second tab at 33
Set the third tab at 45
Set the fourth tab at 54
Set the right margin at 64.*

Depress RETURN (↵)

WITHOUT DISPLAY

Move the MODE selector to STOR

Depress CODE+Z

Move the MODE selector to NORM or AUTO

WITH DISPLAY

Depress CODE+F

Depress the letter Z

RECALLING MARGIN FORMATS FROM MEMORY

You should now have two margin formats in memory. These formats will be recalled several times throughout the Practice Exercises. To recall a margin format, you must do the following:

WITHOUT DISPLAY

Move the MODE selector to NORM or AUTO

Depress CODE+Y

The first margin format has been recalled and is ready to use. If you had depressed CODE+Z, the second format would have been brought to the writing line.

When you want to change any of the stored margin formats, simply set new margins and tabs and store over the previous formats by depressing CODE+Y or Z, with your MODE selector on STOR.

Remember, you NEVER position the MODE selector on STOR to recall margin formats from memory (only to store them).

WITH DISPLAY

Depress CODE+Y

The first margin format has been recalled and is ready to use. If you had depressed CODE+Z, the second format would have been brought to the writing line.

When you want to change any of the stored margin formats, simply set new margins and tabs and store over the previous format by depressing CODE+F and selecting Y or Z.

Remember, you NEVER use CODE+F to recall margin formats from memory (only to store them).

USING THE FUNCTION KEYS

INDEX (↓) AND REVERSE INDEX (↑)

The INDEX (↓) key allows you to advance the paper 1/2 line toward the bottom of the page. The REVERSE INDEX (↑) key allows you to advance the paper 1/2 line toward the top of the page.

These keys are useful when typing superscripts and subscripts. You will also use them in conjunction with other features discussed later in this manual. Type the exercise and follow the instructions listed below.

The 4th of July is America's Independence Day.

To type this, you would first enter "The 4" and then:

Depress the REVERSE INDEX (↑) key and type "th"

Depress INDEX (↓) to reposition the printer on the actual typing line

MICRO INDEXING

Micro Indexing moves the printer incrementally (1/8 of an inch) up or down on the paper. This is extremely useful when aligning the printer with pre-printed forms. The Forms Layout feature will be covered later in this manual.


To perform micro indexing:

Depress SHIFT+INDEX (↓) or SHIFT+REVERSE INDEX (↑)

NOTE: Micro Indexing is not recorded in the correction memory or available in phrase or text memory.


CORRECTION MEMORY

The Panasonic typewriter has a maximum 500 character correction memory for automatic lift-off. If you have typed several lines and notice an error in one of the preceding lines, you may instruct the typewriter to make the correction.

Keep in mind that 500 characters are approximately two average paragraphs. When you have reached the end of the 500 character correction memory, your typewriter will alert you with three (3) "beeps". When this occurs, depress **CODE+CANCEL** () and make the corrections out of the 500 character memory.

CORRECTING ERRORS ON PAPER

The **BACKSPACE** (←) key is used to move the printer one space to the right of the incorrect character and backtraces by line through the correction memory.

The **CANCEL** () key allows you to "lift" incorrect characters off the paper when an error has been made.

The **EXPRESS** key (**EXPR.**) moves the printer to the beginning of the line without line spacing.

The **RELOCATE** key (**RELOC**) moves the printer to the last printed character on the page after a correction has been made, or to the last carrier return.

Using the first stored line format (**CODE+Y**), type the following sentence using these keys to make the corrections. Do not **RETURN** (↵) at the end of the line.

Whne tpying quickly, a typist is likely to make mistakse.

Change "Whne" to "When"
"tpying" to "typing"
"mistakse" to "mistakes"

MAKING CORRECTIONS WITHIN THE CORRECTION MEMORY

To cancel printed characters on previous lines:

EXPR. to the beginning of the current line

Depress **BACKSPACE** (←) to position the printer on the line containing the error

*This will advance the printer by line through the correction memory. If the printer is located at the beginning of the line, depressing **CANCEL** (⊗) will advance the printer to the end of the previous line.*

SPACE to position the printer one character to the right of the error

Depress **CANCEL** (⊗) to lift off the incorrect character(s) and type the correction

Depress **RELOC**

NOTE: *Once you have advanced into the correction memory, you may use **RETURN** (↵) to position the printer on lines below the current line. If **REVERSE INDEX** (⤴) is used to advance into previous lines, the correction memory will be erased.*

MAKING CORRECTIONS OUT OF THE CORRECTION MEMORY

When you have reached the end of the correction memory, you will hear 3 "beeps". To correct characters above that point:

Depress **CODE+CANCEL** (⊗)

This instructs the typewriter that you are going to correct out of the 500 character memory. Your printer will automatically move to the left margin to allow you to begin making corrections.

Depress **REVERSE INDEX** (⤴)

To position the printer on the line of the error.

SPACE to position the printer over the error

Depress CODE+CANCEL (⊗) once

Retype the incorrect character

This will lift the character off the paper.

Type the correct character

Repeat the steps outlined above for each incorrect character on the same line.

Depress RELOC

This positions the printer at the last printed character or RETURN (↵).

** If you have more than one correction to be made out of the 500 character correction memory, you must RETURN (↵) to position the printer at the left margin in order to REVERSE INDEX (⤴) to the next error.*

NO PRINT WHEN MAKING MANUAL CORRECTIONS

When an error is out of the 500 character correction memory, the PRINT key may be used as a stencil key to re-enter text into the correction memory without reprinting. This feature is especially useful when correcting words or consecutive errors.

After reaching the end of the correction memory:

Depress CODE+CANCEL (⊗) to exit the correction memory

Depress REVERSE INDEX (⤴) to position printer on the desired line

If you have a display, position the MODE selector on NORM if set on DISP

SPACE to position printer over the first character of the incorrect character(s)

Depress the PRINT key and retype the character(s) exactly as they appear on paper

CANCEL (⊗) to delete the error(s)

Retype correct character(s)

Depress RELOC

Using the CODE+Y format, with the MODE selector at NORM, type the following example including the errors. Upon completion, use the correction procedures you have just read. Be sure to first make the corrections within the correction memory and then out of correction memory.

Distantly related to the opossum, the Koala bear is only 3/4 of an inch long at birth and weighs only 1/5 of an ounce. Usually only one Koala is born at a time, with the mother bearing young only every other year.

infant

The infant will remain in its mother's pouch until it is ready to emerge at six months of age. It will then

cling

cling to its mother's back until it is a year old.

weigh

When fully grown, it will stand about two feet high and may wiegh as much as 33 pounds. At the age of four, the animal will have attained full sexual maturity and its life span may be as long as 20 years.

tall

When the Koala is ready to strike out on it's won it will find its own eucalyptus tree, whose leaves are almost its only food. Only on rare occasions will it leave the tree, as when it seeks another tree to take up new residence.

its own

take

clawed

The Koala is suited for climbing, as all four of its sharp clawde feet are made for grasping. During the day the Koala sleeps, usually curled up inconspicuously in the crotch of a tree, and feeds only at nightTime.

night time

At one time, the Koala, a native of Australia, was severely threatened with extinction. Now the Australian governement is taking drastic stesp to insure its survival.

steps

government

MAKING CORRECTIONS ON THE DISPLAY

With the MODE selector set on DISP or JSTFY, each character typed will appear on the display. When typing, most errors are "felt" by the operator. Through the use of the display, you can visualize the error and correct it before it prints on paper.

Using the CODE+Y format:

Move the MODE selector to DISP

This will activate the display as well as return the printer to the left margin automatically when an entire line of text or manual return has been entered.

As you type, the character counter will count down for each character key depressed, letting you know how many spaces remain before the right margin is reached.

Enter the following information including the errors. Do not RETURN (↵) at the end of the line.

```
Errors are corrected before tehy print on paper.
```

You should see on the display:

```
orrected before tehy print on paper. ◀11
```

Depress BACKSPACE (←) to position the error to the left of the indicator arrow

Depress CANCEL (⊗) to delete the incorrect character

Enter the correct character

Depress the FORWARD (→) key to move toward the next error or to the end of the line

Depress RETURN (↵) to print the information you have typed

If the error is at the beginning of the line, you may use the EXPR. key instead of BACKSPACE (←). To reposition the printer at the end of the line, you may use RELOC instead of the FORWARD (→) key.

DECIMAL TABULATION

DEC TAB key is used to perform decimal tabulation when typing statistical formats. It instructs the typewriter to automatically align decimal points and eliminates the typist's need to space to the correct starting position in a column. If you are using the typewriter with a display, replace DEC TAB with CODE+TAB (→) on this section.

To align decimal points:

Depress DEC TAB

Your printer will move to the first TAB position.

Enter the number and decimal point

If you have a display option, you will see the **D** symbol to the left of your display and your numbers on the right.

Depress DEC TAB again

Your first entry will print and the printer will move to the next tab position.

Enter the next number and decimal point

Depress DEC TAB

Repeat the last two steps until you have completed all of your entries.

Depress RETURN (↵)

Begin typing the second line of data.

For practice, type the following, still using the CODE+Y format; set the MODE selector at AUTO, if you do not have a display or at DISP if you do.

<i>Lm</i>	<i>T</i>	<i>T</i>	<i>T</i>	<i>Rm</i>
<u>Dec-TAB</u>	<u>Dec TAB</u>	<u>Dec tab</u>		
123.64	347.91	156.98		
12.10	13.06	31.28		
1234.56	7654.23	4851.12		
.12	.24	.36		
3.0%	5.6%	8.3%		

CENTRING

There are four ways to centre information with the Panasonic typewriter; between margins, over a point, between tab stops and aligned at the right margin.

If more than one special command is given on one line, the centring command must be entered first.

If you have a display, your centring symbol () and characters will appear on the display.

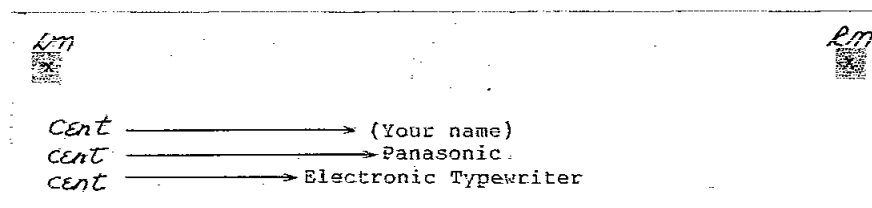
Between Margins

Depress RETURN (↵) to position the printer at the left margin

Depress CENT key and enter the information to be centred

Depress RETURN (↵) or TAB (→) to print the information on each line

Depress CENT for each line requiring centring

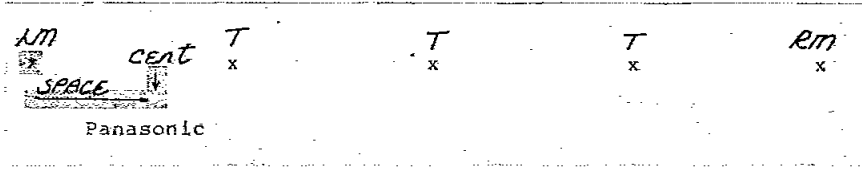


Over A Point

Depress SPACE BAR to move your printer to the desired position

Depress CENT and enter the information to be centered

Depress RETURN (↵) or TAB (→) to print the information



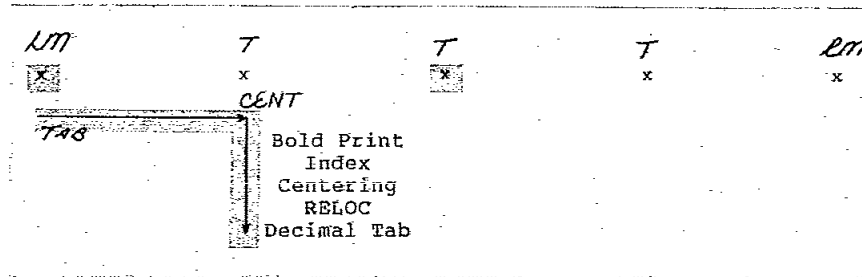
Between Tab Stops

TAB (→) to the left tab position of the tabs you want to centre between

Depress CENT and enter the information

Depress TAB (→) or RETURN (↵) to print the information

Repeat the same steps for each line requiring centre commands



Aligned At the Right Margin

TAB (→) to the right margin

Depress CENT and enter the information to be aligned

Depress RETURN (↵) to print the information

Repeat the same steps for each line you want to align

```

Lm          T          T          T          Rm
x           x           x           x           x
TAB        TAB        TAB        TAB
(Your name)
Panasonic Industrial Company
Two Panasonic Way
Secaucus, NJ 07094
Cent
```

PARAGRAPH INDENT

The *INDENT* key allows you to set a temporary left margin and eliminates the need to *TAB* (→) on every line of an indented paragraph.

To position the printer at the desired indented location:

Depress *TAB* (→) or *SPACE BAR*

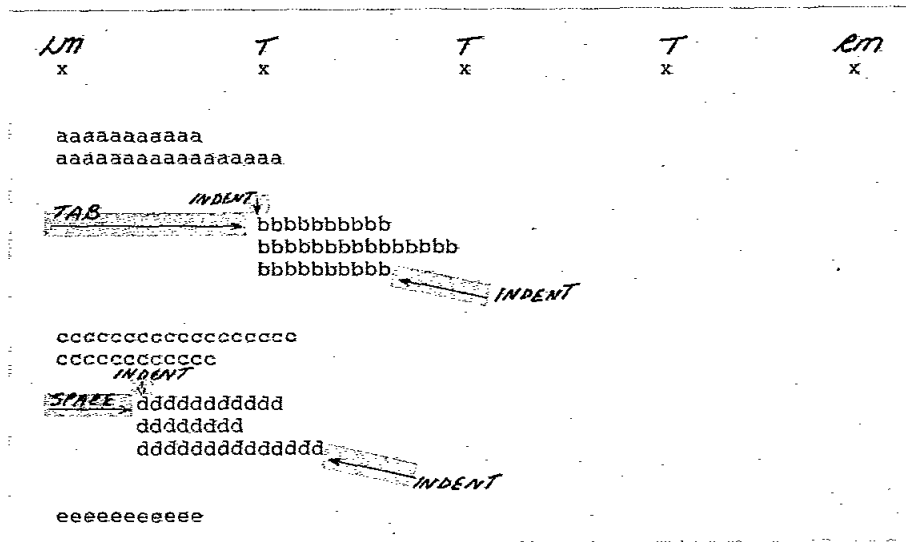
This will instruct the typewriter where you want to set the temporary left margin.

Depress *INDENT* to set the temporary left margin

The indent command will remain on until you release the setting. If you have a display, your indent symbol will be in the left corner (⌘).

Type the indented text

Depress *INDENT* again to deactivate the command



UNDERSCORING

Two types of underscore can be performed with your typewriter. They are continuous and word by word. The commands for each must be given before and after typing the text to be underscored. If you are using the typewriter with a display, symbols for each command will appear. Refer to the DISPLAY SYMBOLS section on page 43.

To underscore continuously:

Depress XXX and type
Both characters and spaces will be underscored.

This is continuous underscore.

Depress XXX to deactivate

To underscore word by word:

Depress CODE+XXX and type
Only words, not spaces, will be underscored.

This is word by word underscore.

Depress CODE+XXX to deactivate

The following exercise incorporates all of the functions you have just learned and gives you the opportunity to use them in a standard letter. Set the format shown below and store it in margin format Y.

Set the left margin at 11
Set the first tab at 26
Set the second tab at 39
Set the third tab at 49
Set the fourth tab at 59
Set the right margin at 66

WITHOUT DISPLAY

Move the MODE selector to **STOR**

Depress **CODE+Y**

WITH DISPLAY

Depress **CODE+F**

Depress **Y**

To begin the exercise on the next page, recall margin format **CODE+Z** and set your Mode selector at **AUTO**. If you are using the typewriter with a display, set the **MODE** selector at **DISP**.

Today's Date

15 Hunts Lane
Weston, CT 06883

Mr. C. C. Charles
19 Treaty Road
Valley Forge, PA 08901

Dear Mr. Charles:

In response to your recent inquiry regarding our new line of customized designer wall coverings, I am enclosing the samples you had requested, for your approval. Outlined below is the quantity pricing for each of the patterns we discussed.

DESIGNER LINE
Custom Wall Coverings

Pattern	Retail	1-5	6-9	10 +
Wheat	36.70	29.90	25.40	21.20
Willow	38.40	31.55	26.30	22.60
Tulip	44.60	37.80	34.50	30.90
DISCOUNT	6.0%	7.5%	7.5%	8.0%

These prices are based upon the length and width of one (1) standard roll. Each of the patterns we discussed may be custom colored to meet your personal requirements.

If you have any questions regarding the quantities required, I would need exact room measurements for each of your offices.

I look forward to working with you in the near future and thank you for considering our product line.

Sincerely,

(Your name)
Professional Home Designs

CODED FUNCTIONS

CODE KEY

The CODE key is used in conjunction with other keys to perform various automated functions. On the base model, the CODE key must be held down while depressing the other key.

Some of these coded functions you have already used: CODE+A is for setting automatic paper insertion, CODE+Y and Z for recalling margin formats, CODE+RIGHT MGN to set a new bell position and CODE+XXX to underscore word by word.

If you are using the typewriter with a display, you have already used CODE+TAB (→) for decimal tabulation.

The following exercises will teach you additional functions the CODE key offers.

BOLD PRINT

The typewriter allows you to instruct the printer to "highlight" certain words or characters for emphasis using a **BOLD** print function.

*Depress **CODE+B** and enter the information to be highlighted*

*Depress **CODE+B** again to deactivate the command*

Bold print highlights words for emphasis.

SOFT HYPHEN(CODE+HYPHEN)

A Soft Hyphen will allow you to hyphenate words that fall at the right margin when using the **AUTO** mode. If you have a display, using the **DISP** or **JSTFY** mode. This will "tighten" up your margins and give a less ragged appearance. With this feature, the printer will automatically return if a coded hyphen is entered in the "Hot Zone".

To insert a soft hyphen:

*Depress **CODE+HYPHEN (-)***

*Using the **CODE+Z** format, type the following paragraph. Be sure your **MODE** selector is set at **AUTO**. If you have a display, your **MODE** selector is set at **DISP**.*

Soft hyphens are entered in the hot zone to prevent long words from causing extremely ragged margins on the right side of the page. However, remember to use the **CODE** key before you depress the hyphen key. This tells the typewriter to return at the next character typed.

Code + Hyphen

NOTE: *In memory (discussed later in this manual), this type of hyphen should always be used when you are dividing a word at the right margin. In the event you edit your text, a soft hyphen will not print if it no longer falls within the hot zone.*

PERMANENT SPACE

Because your typewriter has an auto return feature, there may be times you will not want to separate specific words such as cities and states or dates. Using a permanent space, the typewriter will recognise the group of words as one and not separate them when the printer automatically returns.

To enter this command:

Type the first word

Depress CODE+SPACE BAR

Your display will show the first word followed by an overscored space.

Type the second word

Type the following paragraph using this feature with your MODE selector set at AUTO. If you have a display, your MODE selector is set at DISP.

Permanent spaces prevent names or dates from being separated. In instances such as San Francisco, Ca. or New York, N.Y. or dates such as September 30, 1986 you may instruct the typewriter to never separate these characters or numbers onto different typing lines.

Code + space

Code + space


INCREMENTAL SPACE

An incremental space allows you to move your carriage 1/6th of a space.

Depress CODE+HALF SPACE

If you have a display, your display will show three dots ... for each incremental space typed.


CAPS LOCK

Normally, when you type information in capital letters, you use the LOCK () key and need to release it to type numbers. When this feature is activated, you may type capital letters and access numbers at the same time without having to shift back and forth from upper to lower case. The lock key's indicator light will flash when this feature is turned on.

To activate CAPS LOCK:

Depress CODE+LOCK () and type text

Every letter that you typed will be in CAPITALS and when you type a number, you will not receive the symbols.

Depress CODE+LOCK () to deactivate the feature

FORM FEED (Auto Eject)

To automatically eject your paper:

Depress CODE+V

PERMANENT BACKSPACE

There may be times you will require overlapping of characters or numbers in a project. This is easily achieved on the typewriter using another coded function, CODE+U.

Type the first character or number

Depress CODE+U

Type the character or number you want to overlap the first entry

EXAMPLE:

$0 + (\text{CODE} + U) + / = \emptyset$

If you have a display, your display will prompt:

0←/◀ 52

Continue typing your project.

When the line is printed, the two characters will overlap (\emptyset).

FORMS LAYOUT ON A NON MEMORY MACHINE

The Forms Layout feature allows you to fill-in pre-printed forms easily and automatically. With the Panasonic typewriter, you have the ability to store the layout of a form with specific tab stop positions once, and then recall it whenever you need it. This will make it much easier for you to use those pre-printed forms that never seem to line up.

You may store two (2) forms with up to 8 stops on each form. If you try to set more than 8 stops, the typewriter will beep 3 times, alerting you that the maximum has been set.

When printing the form, the printer moves to the tab stop and waits for you to type the information. It will automatically adjust for spacing and the number of lines used and remembers the exact position you set the next tab stop. You no longer need to continually RETURN (↵) to get to the next location, nor space over to the next box on the form where you must type information. Store the form once, and it is there for you every time you need it.

All of us use different types of forms and we do not necessarily have your particular one at hand. Therefore, we are not able to provide you with specific exercises. It is extremely important that you use your own forms when working with these instructions. Please, READ through the operational steps provided to get the most benefit from this time saving feature.

STORING THE LAYOUT

In order to begin, you must first have one of your forms to work with.

*Depress **CODE+TAB-** to clear existing margins and tabs*

*Set both margins at the edge of the form and depress **RETURN (↵)**
Remove the form from the typewriter*

*Depress **CODE+EXPR.** to enter forms layout*

Type the number 1 or 2, whichever number you wish to assign

Remember, you may store 2 forms with a total of 8 stops per form.

Auto insert the form

Using the following keys, advance the printer to the desired stop positions:

<i>RETURN (↵)</i>	<i>INDEX (↓)</i>
<i>SPACE BAR</i>	<i>REVERSE INDEX (↑)</i>
<i>BACKSPACE (←)</i>	<i>SHIFT+INDEX (↓)</i>
<i>HALF SPACE</i>	<i>SHIFT+REVERSE INDEX (↑)</i>
<i>CODE+HALF SPACE (Incremental space)</i>	

*Depress **TAB +** at each stop location*

*Depress **CODE+EXPR.** to end the form*

NOTE: *If the auto insertion point is changed after the form is set up, the programmed stops will not align properly. Therefore, it is suggested that a blank form noting the original insertion point be saved so the insertion point can be reset.*

PRINTING THE FORM

Once you have stored the layout of a form, you may recall it at any time. You should always recall the form layout and then insert the form by using the Automatic Paper Insert feature.

Depress CODE+EXPR.

Type the number 1 or 2, whichever number you assigned to the form

Insert your form using the automatic insertion feature

Depress TAB (→)

The printer will move to the first tab stop of the form.

Type the information required at this tab stop position

An INDENT (temporary left margin) is set at each tab stop. Therefore, if you type more than one line, the information will automatically be aligned.

Depress TAB (→) to reach remaining stop position

When you have reached the end of the form, your typewriter will "beep" 3 times. If you have another of the same form to fill in, you may do so without recalling the form again.

Auto insert the next form

Depress TAB (→) to fill in tab stops

Depress CODE+EXPR. to exit forms layout

CORRECTING ERRORS WHILE AT THE TAB STOP

If you notice an error while typing, depress the CANCEL (⊗) key to delete.

If there are several lines of text at one tab stop, you may use the same correction procedures as those outlined when making corrections within the correction memory.

If there is one line of text at the tab stop, CODE+REVERSE INDEX (↖) will take you to the previous tab stop.

CORRECTING ERRORS AT A PREVIOUS TAB STOP

Depress CODE+REVERSE INDEX (↖) to reach the tab stop containing the error

Space to the error(s)

Depress PRINT and retype error(s)

Depress CANCEL (⊗) to lift off character(s)

Type correct character(s)

CHANGING A STORED FORM'S LAYOUT

You may add or delete tab stop positions within a stored form whenever necessary. It is important to remember that you may only store 8 tab stops per form.

ADDING TAB STOP POSITIONS

*Depress **CODE+EXPR.** to enter Forms Layout*

Type the number, 1 or 2

Insert the form using auto insert

*Depress **TAB** (→) until you reach the stored tab stop closest to where you want to insert a new tab stop*

***NOTE:** If the new tab stop is to be inserted between an existing tab stop and the right margin, move the printer to the desired location.*

*If the new tab stop is to be inserted between the left margin and an existing tab stop, depress **INDENT** to release the temporary margin and **RETURN** (↵). Then move the printer to the desired location.*

*Depress **TAB +** to set the new stop*

*Depress **CODE+EXPR.** to exit forms layout*

***NOTE:** If you attempt to set an additional tab stop and hear 3 beeps, the typewriter is alerting you that the maximum number of stops has been set.*

DELETING TAB STOP POSITIONS

Depress CODE+EXPR. to enter Forms Layout

Type the number, 1 or 2

Insert the form using the auto insert feature

Depress TAB (→) until you reach the tab stop you want to delete

Depress TAB-

The tab stop has been deleted.

Depress CODE+EXPR. to exit Forms Layout

NOTE: If you want to delete all tab stops in a form, depress CODE+TAB- after recalling the form you wish to delete.

MEMORY OVERVIEW

PLEASE READ THROUGH THIS PAGE IF YOU ARE USING THE KX-E400 WITH KX-ED14 DISPLAY OPTION.

Your typewriter offers you another option called **MEMORY**. The memory allows you to perform some of the more sophisticated text editing functions you would find on high-priced word processing systems.

The typewriter has an optional memory of 8K (approx. 7,400 characters) which is upgradeable to 24K. An optional disk drive may be added to provide storage on 2.8" Serial Access Disks.

The optional memory or working memory, is divided into two different segments. The first is what is called "**Phrase Memory**", where the typist has quick access to the memory for storing frequently used phrases or paragraphs.

The second segment is called "**Text Memory**", which is used to store lengthy documents, letters, projects requiring editing, or projects requiring repetitive printing.

As you proceed through this section of the manual, you will learn how to perform all of the functions your typewriter has to offer. We are confident that you will find these text editing features easy to use and exceptionally helpful in your daily typing requirements.

If your texts reach the maximum storage capability (8K up to 24K depending upon the configuration of your equipment), your display will prompt:

MEMORY FULL!

At this time, you would be required to delete portions of the memory that are no longer needed to continue with your current project. This will be covered later in this manual.





























DISPLAY MESSAGES

The display will give you certain messages to guide you through your typing projects. As you proceed through the exercises in this manual, these messages will become second nature to you. At the back of the book, you will find a listing of all the display prompts offered to you on your typewriter. These include the prompts for use as a typewriter with KX-ED14 display option, as well as the prompts given in memory or if you have installed the optional Disk Drive.

DISPLAY SYMBOLS

As you begin the exercises, you will see various symbols on the display. These symbols indicate certain functions and are listed here to help you understand what you are seeing.

You are not expected to memorize these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your typewriter to perform.

	Indicator Arrow		Permanent Space
	Manual Return		Tab Command
	Beginning of Text		Underscore — Continuous (activated/deactivated)
	Bold Print was activated or deactivated		Underscore — Word by Word (activated/deactivated)
	Bold Print is in operation		Margin Format
	Centring		Underscore is in operation
	Decimal Tabulation		Both Bold Print and Underscore are in operation
	Insert Code (Stop Code)		Text Mode
	Index Command		No Print Mode
	Reverse Index Command		Incremental Space
	Half Space		Auto Paper Eject
	Open/Close of Block Move, Copy and Delete		Mail Merge Variable
	Paragraph indent		Mail List Record Header
	Permanent Backspace		
	Soft Hyphen		

PHRASE MEMORY

The typewriter will allow you to store up to 100 separate phrases, the length of each phrase being limited only by the total available memory of your typewriter. However, the 100 phrase storage locations (called memory blocks) should be used for storing short blocks of data such as dates, names and addresses, standard paragraphs, signature blocks, etc.

For example, if you were sending a multi-document mailing to six different people, each person would receive a letter, an invoice, a questionnaire and an envelope. Rather than type the six names and addresses on each of the four items, you would store the names and addresses in six different memory blocks and print them out on each of the four documents.

Another example of Phrase Memory is the use of standard paragraphs. Many times you will begin or end a letter or document with a standard paragraph. Rather than typing that phrase each time it is required, you can store it in phrase memory and recall it when it is needed.

Phrases are stored without regard to margin formats. It is not possible to store margin formats Y or Z in Phrase Memory. The Phrase will print as you type it adhering to the margins on the current line. When they are recalled, they will conform to the margin format set at that time. When they are inserted into text memory they will print within the margin settings of that document.

The commands that can be stored in Phrase Memory differ from those that can be stored in Text Memory. Below is a list of commands that can and cannot be stored in Phrase Memory.

Phrase Memory will accept:

Centre
Bold
Underscore
Index
Reverse Index

Phrase Memory will not accept:

Insert Codes
Tab
Dec Tab
Y, Z Margin Formats
Micro Indexing
Indent

Finally, *Phrase Memory* cannot be stored to disk; therefore, it is suggested that longer documents be stored in *Text Memory* which will be discussed in the next section.

As you go through each section, *READ* the instructions before you start the exercises. Then, read them again as you type each example.

To insure that your exercises will agree with those shown in the book, please change margin format *Y* to its original margin and tab settings.

Set your MODE selector to JSTFY and line spacing at 1

Depress CODE+TAB-

Set the margins and tabs shown below:

Set the left margin at 15

Set the tabs at 30, 45 and 60

Set the right margin at 74

Depress CODE+F

Depress Y

TO STORE INFORMATION IN THE PHRASE MEMORY

The 100 phrase storage locations are CODE+0-99. If you are entering a number with two digits (10 thru 99), you must hold down the CODE key until both numbers have been entered. It is important to note that only when you manually return at the end of the line will your display show you a RETURN symbol. This indicates that you have entered a RETURN command and that your phrase will always return at that point when printing. You will not see a return symbol in the display when the typewriter automatically returns at the end of a line.

When storing a phrase, the phrase will print as it is entered, depending on the position of your MODE selector.

Depress CODE+0-99 (your choice)

Enter the information to be stored

Depress CODE+0-99 (whichever is applicable) to close the phrase

With your MODE selector on JSTFY, store the following in CODE+1 using the CODE+Y format. The symbol "↵" indicates that a manual return is needed.

```
Our collection includes such interesting models as: ↵  
↵
```

NOTE: Each phrase should be ended with at least one manual return. Otherwise, the last line of the phrase will not print unless you depress PRINT again when printing stops.

In a second memory block, store the following paragraph using CODE+2.

The Bennett, possibly the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907 as "The Junior".

In a third memory block, store the following paragraph using CODE+3.

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

In a fourth memory block, store the following paragraph using CODE+8.

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.

In a fifth memory block, store the last paragraph using CODE+12.

The Perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters.

In a sixth memory block, store today's date using CODE+99.

(Today's Date)

TO PRINT A PHRASE

Depress CODE+0-99 (whichever applies)

The display will show the first characters of the phrase.

Depress PRINT

The text you stored in that phrase will print within the margin format that is currently on the typewriter.

TO LINK PHRASES WHEN PRINTING

The typewriter is designed to link phrases (print them in succession) that have been stored in separate locations, allowing automatic printing. For example:

Depress CODE+1

Depress PRINT

The first phrase you entered into memory will begin printing. You do not need to wait until the phrase is entirely printed to enter the next required phrase.

Depress CODE+2

Depress PRINT

Depress CODE+3

Depress PRINT

Depress CODE+8

Depress PRINT

Your phrases will print in the order you entered them without stopping in between.

Remember, whatever margin format you have on the current line will be recognized in PRINT. If your MODE selector is at NORM or DISP, your phrases will print with a ragged right margin. If you set your MODE selector at JSTFY, your phrases will print with right margin justification.

This example asks you to print your phrases out of sequence (CODE+3, 12, 8, 2). Print them as outlined and set your MODE selector to JSTFY.

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

The Perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters.

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.

The Bennett, possibly the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907 as "The Junior".

Read the following instructions on the next few pages before beginning the exercises.

TO STOP PRINTING

If you need to stop (HALT) printing in the middle of a phrase,

Depress CODE+H

The display will prompt:

CONTINUE?

To continue printing, Depress Y

To abandon print, Depress N

To position yourself at the beginning of the phrase, Depress EXPR.

TO MODIFY A PHRASE

To modify information stored in memory:

*Depress **CODE+0-99** (whichever is applicable)*

The display will show the first characters of the phrase.

*Using the **FORWARD** (→) key, scroll (hold down the key) to the point of modification*

*Make your revisions as you have in the past, using **CANCEL** (⊗) or **CODE+CANCEL** (⊗) (word deletion)*

After your changes have been made,

*Depress **CODE+0-99** (whichever is applicable) to close your modified phrase*

*If your change had been toward the end of the phrase, you would depress **RELOC** to position yourself at the end of phrase. You would use the **BACKSPACE** (←) key and scroll to the point of modification. To move back to the beginning of the phrase, depress **EXPR**.*

SCROLLING THROUGH A PHRASE

*There are several ways of scrolling when modifying a phrase. In addition to the **FORWARD** (→) and **BACKSPACE** (←) keys, you may scroll more quickly by using the following:*

***CODE+FORWARD** (→) allows you to scroll forward word by word*

***CODE+BACKSPACE** (←) allows you to scroll backward word by word*

Make the following modifications to the phrases in memory using the modification procedures you have just learned. When completed, print them for practice.

Code # 3

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

in the market

Code # 8

The Lambert Typewriter, dating from 1896, was a novel machine that had no keys. The entire top assembly pivoted upon the depression of a button, to swivel the desired character over the top of the paper below.

little

Code # 12

The Perfected Type Writer No. 2 appeared in 1887 and was a Remington Standard. It was the first typewriter to use a Shift Key for capital letters.

which was marketed as

No. 2

Code # 2

The Bennett, possibly the least expensive fully keyed typewriter ever produced, sold for \$18. It could fit into a pocket and was manufactured in 1907 as "The Junior".

and called

VIEWING PHRASES ON THE DISPLAY

Depress CODE+0-99 (whichever is applicable)

The phrase will be recalled to the display.

Depress CODE+INDEX (↓)

Your display will show the next phrase you have stored.

Continue depressing CODE+INDEX (↓)

When you have reached the last phrase in memory, your typewriter will beep three times to indicate "End of Phrase Memory".

NOTE: Depressing CODE+REVERSE INDEX (↑) will scroll backwards through the phrases.

DO NOT CLEAR THESE PHRASES FROM MEMORY. You will use them in the *TEXT MEMORY* section of this manual. Read the following operation steps so you will know how to clear a phrase in the future.

TO CLEAR A PHRASE

Depress CODE+0-99

Depress EXPR. to move to the beginning of the phrase

Depress CANCEL ()

Your display will prompt:

CLEAR THIS PHRASE?

Depress Y (Yes)

The phrase has been cleared.

If you do not want to clear the phrase,

Depress N (No)

TEXT MEMORY

Text Memory allows you to enter documents which would require revisions, repetitive print-out, insertion of variable information or width changes.

With text memory, you may store documents that are either short or lengthy. Once you begin using the Text Memory, you will find yourself using it all the time because of its ease of operation and the perfect finished appearance of your projects.

You will notice that when the TEXT key is depressed, the display on your typewriter will prompt:

TEXT IN, OUT, LIST?

You should depress "I" for IN, "O" for OUT or "L" for LIST.

Depress "I" for IN when:

- *creating the initial text*
- *continuing (adding) to the end of a text*

Depress "O" for OUT when:

- *recalling a text for modification*
- *recalling a text to print it*
- *listing the texts in memory on the display*
- *deleting a text from memory*
- *renaming a text*

Depress "L" for LIST when:

- *requesting a printed list of texts in memory*

MARGIN FORMATS IN TEXT MEMORY

Before we begin entering information into the Text Memory, it is very important that you understand how margins and tabs are stored in a document.

Unlike most other typewriters, Panasonic has realised the need to make changes to margin settings and tab stops while storing documents.

When you create a text, the typewriter automatically assigns the margins and tabs currently on the typewriter to the document. This is the format in which your text will print. In addition, those formats stored in Y and Z, at the time the text was created, are also stored along with the text.

This means that while you are creating or modifying a text, you may change the margins and tabs by simply recalling the desired format under Y or Z. The format will change at the position where the format was recalled and the text from that point on will conform to the new margins and tabs.

*You should remember from the previous exercises, that you recall formats by depressing **CODE+Y** or **Z**. The same applies when changing the format while inside a text. Your display will show an overscored \bar{Y} or \bar{Z} at the point in the text where the format change occurred.*

*As you proceed through the manual, you will also learn how to change the format of a stored text when the new format is not stored in **CODE+Y** or **Z**.*

For now, let's learn how to store a text in memory.

ENTERING A TEXT INTO MEMORY

To begin entering a document into Text Memory,

Depress TEXT

Your display will prompt:

TEXT IN, OUT, LIST?

Because you are entering a document into the text memory,

Depress I

Your display will prompt:

TEXT NAME=

The text name may be any name you choose as long as it does not exceed ten (10) characters.

Name your text

Depress RETURN (↵)

Your display will show **T** for Text Memory in the left corner of the display and the number of characters on the writing line in the right corner of the display.

Begin typing your document

When you have completed entering the text,

Depress TEXT again to exit the Text Memory

Type the following paragraph into text memory.

Use the CODE+Y margin format, set your MODE selector at DISP and name the text INVITATION.

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.↵

↵
You may not know that Panasonic Industrial Company maintains an antique typewriter collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.↵

↵

Remember to end your text by depressing the TEXT key.

CONTINUING A TEXT

If you are interrupted in the middle of entering a text, simply end the document and continue it at a later time. This allows you to have a printed "hard" copy of the text before you begin your modifications.

To continue entering a text,

Depress TEXT

Your display will prompt:

TEXT IN, OUT, LIST?

Depress I

Your display will ask for the "TEXT NAME".

Enter the text name

Depress RETURN (↵)

Your display will prompt:

MACHINE IS BUSY

for a moment and then changes to:

CONTINUE TEXT

This instructs the typewriter to position you at the end of the text where you can enter the remainder of the text. In the continue mode, you cannot scroll backwards through the previously entered text. You may only continue where you left off.

To become familiar with this feature, add the following three paragraphs to the INVITATION text.

We are extremely proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.↵

↵
In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, those great advancements made in the past and those to come in the future.↵

↵
We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.↵
↵

End your text

PRINT COMMANDS

When printing a text, you have the flexibility of printing the entire text, printing from a particular point other than the beginning or changing the margin width.

PRINTING AN ENTIRE TEXT

You have entered your document into memory and now want to print it.

Depress TEXT

Your display will prompt:

TEXT IN, OUT, LIST?

Depress O

Your display asks for the text you want to print

Enter the text name

Depress RETURN (↵)

Your display will show the text name followed by a symbol (☒) indicating you are at the beginning of your text.

Depress PRINT

Your text will begin to print and the display will prompt:

PRINTING

If you want to print more than one original after the text has printed:

Insert new paper

Depress PRINT

Your second copy will begin printing, allowing you to create multiple originals.

Print the text INVITATION with your MODE selector at JSTFY.

Panasonic Industrial Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic Industrial Company maintains an antique typewriter collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

We are extremely proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

TO STOP PRINTING

There may be times you will want to stop printing in the middle of a document. Your typewriter allows you to do this very simply.

As your text is printing,

Depress CODE+H (halt)

The printer will stop and your display will prompt:

CONTINUE?

If you want to continue printing the text,

Depress Y

Your typewriter will resume printing from the point on the line where it stopped.

If you want to abandon print,

Depress N or any other key

Your text will be closed out and the printer will move to the left margin.

If you want to abandon print but remain inside the text,

Depress EXPR.

Your display will show the beginning of the text.

At this point, you may modify or reprint the text.

PRINTING FROM A PARTICULAR POINT

The typewriter allows you to print from any point within your document. This gives you the freedom to print one page or just a small portion of the text.

When printing from a particular point, printing will always begin at the left margin. Therefore, if the text to print is centered, tabbed, indented or contains special commands, be sure to position the command behind the indicator arrow so that the text will print properly.

Recall your text

Scroll to position the first character of the text to be printed behind the indicator arrow

Depress PRINT

The text will begin printing from that point to the end of the text.

Recall the INVITATION text and begin printing from the paragraph beginning with "In the Panasonic". Since this is towards the end of the text, depress RELOC. and scroll backwards to reach the beginning print point.

CHANGING LINE WIDTHS

By now you understand that if your MODE selector is set on DISP, your printed copy will have a ragged right margin. If your MODE selector is on JSTFY, your printed copy will have a justified right margin. In both of these instances, your right margin is based upon the number of characters available in the margin format.

With your typewriter, you have the flexibility of changing line widths, dependent upon you paper size requirements or the layout of the text.

To change your line width when printing:

Recall your text

Depress CODE+G

Your display will prompt with the current number of spaces between margins.

Depress CANCEL (⊗) twice to delete the present line length

Enter your required line length (Maximum number of characters you can print on one line is 172/15 pitch.)

Depress RETURN (↵)

Depress PRINT

NOTE: *This feature is used for printout only. The original format of the text is retained.*

When you entered the text INVITATION, you were using the CODE+Y margin format, which is a 59 character writing line. Recall this text and PRINT with a new line length of 65.

PAGE END COMMAND

This command instructs the typewriter to stop printing after reaching a specific line on each page. Your typewriter has been pre-programmed to print 60 lines per page; however, this may be changed to meet your typing requirements. To use this feature with memory, you must access the command before recalling the text that you wish to print. We recommend that you read the following instructions to gain an understanding of the operations of this feature.

To SET the Page End command:

Insert your paper using the automatic paper insertion feature

Depress CODE+D

Your display will prompt:

PAGE END Y/N/S ?

You are being asked if you want to turn it ON (Y), OFF (N) or do you want to set it (S).

Depress S

Your display will prompt:

PAGE END = 60

Type the number of lines required (maximum of 99) over the existing number

If you do not know the number of lines required, you may use the INDEX (↓), REVERSE INDEX (↑), or RETURN (↵) keys to position the printer on the correct line. The typewriter will calculate the number of lines for you.

The feature is not automatically activated when setting a new page end; therefore, you must physically turn the effect on.

Depress CODE+D again

Your display will prompt:

PAGE END Y/N/S ?

To ACTIVATE Page End:

Depress Y

Your display will prompt:

PAGE END = (the #you set)

This simply confirms the current setting and will clear from the display when any key is depressed.

To DEACTIVATE Page End:

Depress N

The feature is now turned off.

PRINTING A TEXT WITH PAGE END

With the page end activated,

Recall the text to be printed

Auto insert paper

Depress PRINT

When the last print line is reached, your display will prompt:

PAGE END!!

Remove printed page

You may use CODE+V to eject the paper.

Auto insert another sheet of paper

This resets the Page End command and allows you to continue printing.

Depress PRINT

The next page will print.

Continue these steps until the entire text has printed

If you need to print additional lines of text when reaching the page end, depress CANCEL (<⊠).

NOTE: *The page end will remain on until it is turned off (CODE+D and N), printing is stopped and abandoned, text memory is exited or the typewriter is turned off.*

MODIFICATION

Making revisions in the Text Memory is as simple as making them in the Phrase Memory. Because your documents will be longer in the Text Memory, there are additional features your typewriter offers you that will simplify your projects even more. These features may also be performed in phrase memory.

In this section, you will learn:

- *Direct Search*
- *Sequential Search*
- *Global Search and Replace*
- *Inserting a Phrase Into Text Memory*
- *Block Move, Copy and Delete*

All of these features are important and will help you in making revisions quickly. Do these exercises to understand how they operate.

All modifications made in these exercises are made to the text INVITATION.

RECALLING A TEXT

To recall a text for modification,

Depress TEXT

Your display will prompt:

TEXT IN, OUT, LIST?

Depress O

Your display will ask for TEXT NAME.

Enter the text name

Depress RETURN (↵)

Your display will show the text name and the beginning of text symbol (⌘).

You are now ready for modification.

Scrolling FORWARD (→) or Searching will take you into the body of the text.

End your text

Follow these operational steps and make the corrections to the next exercise.

DIRECT SEARCH

This feature allows you to quickly advance to a specific point without scrolling through the text. Any word, string of characters or commands that appear within the text can be searched. The characters entered in the search command must be typed exactly as they appear in the text; otherwise, the search string will not be located.

The typewriter searches from the point you begin the search to the end of the text. Therefore, it is best to direct search from the beginning of the text.

Recall your text

Depress CODE+S

Your display will prompt:

SEARCH-WD=

Type the word, command or string of characters (maximum 30 characters) you are searching for

Depress RETURN (↵)

Your display will show the first occurrence of the SEARCH word(s) to the left of the indicator arrow.

If the search string is not found, your display will prompt:

NOT LOCATED!

NOTE: *You may search for manual returns by entering CODE+RETURN (↵) in the prompt, "SEARCH-WD=".*

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You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to view this collection and learn more about the evolution of the typewriter.

We are extremely proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, those great advancements made in the past and those to come in the future.

Information Regarding

We sincerely hope that you will take advantage of the opportunity to view our collection and to learn more about the products we have all become so reliant upon.

SEQUENTIAL SEARCH

If you have the same word or words appearing within a document and require that only in selected instances these words be changed, you may do a sequential search. This means you may search for the first location of the word, then to each of the following locations, without having to enter the SEARCH command again.

Recall your text

Depress CODE+S

Enter the word(s) you are searching for

Depress RETURN (↵)

The first location of the word(s) appears in your display. If you want to change it, do so.

Depress CODE+INDEX (↓)

The next location of the word within the text will appear on your display.

Continue depressing CODE+INDEX (↓) for all the remaining locations of the search word

Your typewriter is sequentially searching for each position of the word you have entered in your SEARCH command. It allows you to decide where and when you want to modify them.

If you have passed the word location you are looking for and want to go backwards,

Depress CODE+REVERSE INDEX (↑)

Using the same text, INVITATION, EXPR. to the beginning and perform a sequential search to locate each occurrence of the word "view". Use CODE+CANCEL () to delete the word, depress the space bar and type the word "see".

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You may not know that Panasonic Industrial Company maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to ~~view~~ this collection and learn more about the evolution of ~~the~~ typewriter.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic Industrial Company's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to ~~view~~ our collection and to learn more about the products we have all become so reliant upon.

Depress EXPR. to move to the beginning of the document.

GLOBAL SEARCH AND REPLACE

There may be times when certain words (such as titles or names) are found consistently in a document and need to be changed. Rather than having to modify each one separately, the typewriter will do a global search (through the entire document at one time) and replace the words in every instance.

To activate the Global Search and Replace command:

Recall your text

Depress CODE+C

Your display will prompt:

SEARCH-WD=

Enter the word or words you want to replace (whole words only)

Depress RETURN (↵)

Your display will prompt:

CHANGE-WD=

Enter the word or words you want to insert

Depress RETURN (↵)

Your display will show the position in the text where the last change was made. Changes have been made throughout the entire text.

Make the changes indicated in this exercise. Replace the name *Panasonic Industrial Company* with the name *Panasonic*. After making the changes, *EXPR.* to the beginning of the text and *PRINT.*

PANASONIC
~~Panasonic Industrial Company~~ is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

PANASONIC
You may not know that ~~Panasonic Industrial Company~~ maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

PANASONIC
We are proud of the contributions made by world wide manufacturers of typewriters to this industry. ~~Panasonic Industrial Company's~~ interest in the typewriter spans over a century of various models and typing techniques.

In the *Panasonic* tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

INSERTING A PHRASE INTO TEXT MEMORY

You may insert existing phrases into a text that you are creating or modifying. This allows you to assemble a new text or add to one that currently exists. When using this feature, only a copy is inserted with the original phrase remaining in the memory.

To insert a phrase:

Depress CODE+0-99 (whichever contains the required phrase) at the desired insertion point

Your display will prompt:

COPY THIS PHRASE?

Depress Y for yes

If you are creating, the inserted phrase will print and become a part of the new text. When modifying, a copy will be inserted into the text and the last characters will appear to the left of the indicator arrow.

If you have chosen an incorrect phrase, depress N for no when your display prompts "COPY THIS PHRASE?".

NOTE: *If the phrase number entered does not exist, your display will prompt "CANNOT COPY". Try again using the correct phrase number.*

Code 99 →

Today's Date

Panasonic is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters.

You may not know that Panasonic maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

Code 1 →

Our collection includes such interesting models as:

Code 3 →

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter in the market. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

Code 12 →

The Perfected Type Writer No. 2 appeared in 1887 which was marketed as a Remington Standard No. 2. It was the first typewriter to use a Shift Key for capital letters.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

BLOCK MOVE, COPY AND DELETE

When the need to move, copy or delete a sentence, paragraph or paragraphs arises, the typewriter can do it simply and automatically. The text to be moved, copied or deleted must first be marked at both the beginning and end.

To mark a Block of information:

Recall your text

SEARCH or scroll to the beginning of the block

Position the first character of the block behind the indicator arrow

Depress CODE+M

Your display will show a rectangle (□), which marks the beginning of a move, copy or delete command.

SEARCH or scroll to the end of the block

Position the last character to the immediate left of the indicator arrow. Be sure to include the return symbols if you are moving a paragraph.

Depress CODE+M

A second rectangle will appear on your display (□) marking the end of a move, copy or delete command.

Position the cursor at the desired location to move or copy

Depress CODE+M a third time and your display will prompt:

MOVE/COPY/DELETE?

TO MOVE:

Depress M

The marked text will be physically moved to the new location.

TO COPY:

Depress C

The marked text will be copied and appear both in the original and new location.

TO DELETE:

Depress D

The marked text will be deleted.

To become familiar with Block Move, Copy and Delete, mark the highlighted text and perform each operation as shown below. Make the necessary changes after each operation has been completed. Then EXPR. to the beginning of the revised text and print with a justified right margin.

Today's Date

ARL
Panasonic is pleased to extend our invitation for a private showing of our Antique Typewriter Collection and our presentation of the History of Typewriters. ~~our~~

You may not know that Panasonic maintains an Antique Typewriter Collection in its Executive Offices in New Jersey. We would like to invite the members of your secretarial institute to see this collection and learn more about the evolution of the typewriter.

Our collection includes such interesting models as:

The Blickersderfer Electric was introduced about 1902 and is the first known single-element typewriter in the market. Though short-lived, this machine anticipated the future of typewriters by nearly 60 years.

The Perfected Type Writer No. 2 appeared in 1887 which was marketed as a Remington Standard No. 2. It was the first typewriter to use a Shift Key for capital letters.

We are proud of the contributions made by world wide manufacturers of typewriters to this industry. Panasonic's interest in the typewriter spans over a century of various models and typing techniques.

In the Panasonic tradition, we are dedicating our efforts to share with all of those who are involved in the business environment, information regarding those great advancements made in the past and those to come in the future.

We sincerely hope that you will take advantage of the opportunity to see our collection and to learn more about the products we have all become so reliant upon.

You have just completed the basics of using the memory and modifying a text. You might not feel completely comfortable but you must remember that with daily use, you will become proficient and will enjoy using your typewriter to its fullest potential.

The following section covers in detail, all of the application oriented features this system has to offer. It goes into specialized applications that will apply to many of the typing projects you do everyday.

Please read through these instructions and do the exercises. They will help you understand how to best use your typewriter and how to make your projects simple and automatic to complete.

APPLICATIONS

Because your typewriter is so versatile, it offers you the flexibility of doing many varied projects. Every work station in an office handles different types of work and the typewriter can do any of them.

You are now going to start working in the Application Section of this manual. It will probably cover certain projects you handle every day. Read through this section and do the exercises. You are sure to find ways of making your workload easier.

INSERT (STOP) CODES

Insert Codes are an easy way to personalize a standard letter that must be sent to several different people. Your typewriter will allow you to enter a text and instruct it to stop printing at a particular point so that you may insert variable information within the body of the letter. These "stop instructions" are called Insert Codes. There are no restrictions to the length of the variable information entered at each insert code. When an insert code is reached, the variable information may be manually typed or recalled from phrase memory.

CREATING A TEXT WITH INSERT CODES

Depress TEXT

Name your text

Begin typing the document

When you are at the position within the text where you want to insert variable information,

Depress CODE+I

Your display will prompt:

INSERT CODE WAS SET

Continue typing your text

*As you type, the Insert Code Symbol **I** will appear on your display.*

Depress CODE+I for every location within the text that requires an Insert Code

When you have completed entering the text,

End your text

In the following exercise you will be storing a letter with Insert Codes into Text memory. You will then be instructed to store names and addresses into Phrase memory so that you can practice recalling variable information from Phrase memory at an Insert Code.

Using the CODE+Y margin format with the MODE selector at DISP, store the following text and name it BILLING. Be sure to set Insert Codes at the designated positions.

(Today's Date)

↓
↓
↓
↓

Dear [] :

A shipment of our paper products was sent to your office on []. Enclosed with that shipment was an invoice addressed to your attention (Invoice No. []).

Our standard terms are 2/10, Net 30. We would appreciate payment of this invoice at your earliest convenience.

We hope you are completely satisfied with our paper products. If we can be of any assistance in filling your future paper products needs, please contact us.

Sincerely,

↓
↓
↓
↓
Marion Cole
Vice President, Finance
Cole Paper Mills

↓
MC/mh

Read the next section on VARIABLE INFORMATION before you print your document.

VARIABLE INFORMATION

When you print a letter with Insert Codes, the typewriter will stop at each position that the **I** was entered. At that point, you may either manually enter the variable information or recall it from phrase memory.

STORING VARIABLES IN PHRASE MEMORY

Store the following names and addresses shown below into Phrase memory. These names and addresses are going to be used as variables within your Insert Code letter. One advantage of storing names and addresses in Phrase memory is that they can also be recalled to print envelopes.

Using CODE+5, store the first name and address

```
Mr. Sam Quintin ↵  
Christopher's Stationary Outlet ↵  
24 North Winslow ↵  
Madison, New Jersey 07034 ↵
```

Using CODE+6, store the second name and address

```
Mr. Paul Coffee ↵  
Party Products Inc. ↵  
234 Ocean Blvd. ↵  
East Harwich, Mass. 02645 ↵
```

Using CODE+7, store the last name and address

```
Mr. Frank Masseye ↵  
Frank's Business Forms Ltd. ↵  
1612 Arapaho Way ↵  
Dallas, Texas 75248 ↵
```


PRINTING A TEXT WITH INSERT CODES

Your text will print according to the selection of your *MODE* selector. If it is set at *NORM*, the text will print up to the point that the *Insert Code* was set. If the *MODE* selector is positioned on *DISP* or *JSTFY*, printing will stop at the beginning of the line containing the *Insert Code*. In either case, the display will prompt you when the *Insert Code* has been reached. At that point, you may manually enter the variable information or recall it from phrase memory.

To print,

Recall the text

Depress PRINT

Your text will begin to print up to the point where the first **I** was set and your display will prompt:

INSERT

Type the variable information or recall it from phrase memory

To recall from phrase memory, depress *CODE+0-99*. The display will prompt "COPY THIS PHRASE?".
Depress *Y* for yes.

Depress PRINT to resume printing the remainder of the text

Continue these steps for each Insert Code

This exercise asks you to print the text named BILLING which contains the Insert Code letter. The letter will be sent to the three names and addresses you stored in Phrase memory. The first exercise below explains step by step how to complete the first Insert Code letter. The second and third letters will follow the same procedure using the variables on the next page.

Move your MODE selector to DISP

For the first letter:

Recall your text

When your display indicates beginning of the text,

Depress PRINT

Your text will begin to print and INSERT will appear on your display, when the printer stops.

Depress CODE+5

Your display will prompt:

COPY THIS PHRASE?

Depress Y

The first address will print.

Depress PRINT again to resume printing the text

The second INSERT prompt will appear on your display. When the printer stops,

Type Mr. Quintin

Depress PRINT to resume printing the text

The third INSERT will appear. When the printer stops,

Type February 8

Depress PRINT

Type M1224

Depress PRINT

The balance of your text will print.

Depress EXPR. to position yourself at the beginning

For the second customer letter:

```
Recall CODE+6 for the first variable
Type Mr. Coffee for the second variable
Type January 15 for the third variable
Type R23838 for the fourth variable
```

For the third letter, use these variables:

```
CODE+7
Mr. Masseye
June 27
A1151
```

PRINTING ENVELOPES

Envelopes can be printed easily using names and addresses stored in Phrase Memory. Because phrases conform to the current margin format when printing, you can print them correctly on the envelope. There are, however, two points to consider - the auto insertion point and left margin or indent position.

Set the Insertion Point

Insert a blank envelope

RETURN (↵), INDEX (↓) or REVERSE INDEX (⏪) to reach the desired first line of print for the address

Depress CODE+A

Set an Indent

Instead of moving your left margin, you can set an indent. The INDENT will insure that the address will print at the same position on each envelope.

SPACE or TAB (→) until you reach the desired printing position

Depress INDENT

Printing the Envelopes

After setting the proper position to print each address:

Auto Insert a blank envelope

Depress CODE+0-99 (whichever is applicable)

Depress PRINT

Insert the next envelope and repeat the last two steps.

After all the envelopes have been addressed, depress INDENT to deactivate the command and depress RETURN (↵).

Recall the CODE+Y format, space to position 45 and set an Indent. Print the name and address stored in CODE+6. Remember to release Indent when finished.

CODE+PRINT

This single function allows you to perform several features - Mail Merge (with 16K or more internal memory), Text Linking, Repetitive Printing, Page End and Margin Width Change. When you depress CODE+PRINT, you will receive a series of display prompts which will guide you through this multi-featured command.

TEXT LINKING

You may have created several texts and want to print them as one document. Rather than recall each text separately, your typewriter allows you to enter the names of each text and will print them in the order they were entered. The text will print in the format that they were stored and a maximum of eight (8) texts may be linked.

REPETITIVE PRINTING

When you require more than one copy of a text to print, you may instruct the typewriter to automatically print the number of copies needed, up to 99. This eliminates having to manually print the same document repeatedly.

The following instructions provide the steps for performing both of these features.

Automatically insert paper

*Depress **CODE+PRINT***

Your display will prompt the following if your typewriter has 16K or more memory. If not, continue to the next prompt:

MAIL MERGE Y/N?

*Depress **N** for No*

Mail Merge will be discussed later in this manual.

Your display will prompt:

TEXT NAME =

This is asking for the name of the text(s) you want to link or repetitively print.

TEXT LINKING

REPETITIVE PRINTING

Enter each text name separated by a
SLASH (/) - Max. 8 texts

Type text name

Depress RETURN (↵)

Depress RETURN (↵)

Your display will prompt:

PRINT N = 1

This is the prompt that controls the number of copies required.

TEXT LINKING

REPETITIVE PRINTING

Depress RETURN (↵) unless you
need multiple copies

Depress CANCEL (⊗) to delete the number 1

Type the number of copies required

Depress RETURN (↵)

Your display will prompt:

FORM = 60/66

This is another form of page end and tells the typewriter if you are printing on single or continuous paper.

The first set of numbers indicates the page end setting and should be changed to meet your requirements. The second set of number indicates the number of lines on the paper (paper length) and is used for printing on continuous paper.

Type number of line to print per page over existing number

Depress SLASH (/) to access second set of numbers

SINGLE SHEETS

CONTINUOUS PAPER

CANCEL (<⊗>) twice to clear and leave blank

Enter paper length (number of lines on the paper)

Depress RETURN (↵)

Depress RETURN (↵)

Your display will prompt:

WIDTH =

This allows you to change the line width for this printout only. It acts the same as CODE+G that you learned earlier.

Enter new line width for this printout only

Depress RETURN (↵)

NOTE: If you wish to bypass the last prompts, you can depress RELOC and print will begin.

For the next exercises, store the following paragraphs in text memory using the names indicated. Set your MODE selector to JSTFY and use the CODE+Y format for each.

Name the first text "IMPROVE"

The Seller is to pay all assessments for public improvements completed or under construction at the date of this agreement. Conveyance is to be made subject to easements, restrictions of record, zoning ordinances if any, which Seller represents have not been violated and do not render the property unmarketable. The Seller hereby agrees to allow Hayes Realtors Inc. to display a sold sign on the subject property before closing. ↵

Name the second text "PERMIT"

The parties to the agreement do hereby grant Hayes Realtors Inc., permission and authority to make known the names, sales price, terms and financing used by the parties hereto in the ordinary course of business. ↵

Name the third text "RISK"

The Seller assumes the risk of loss or damage to the subject premises by fire or otherwise until closing. In case the premises shall suffer injury beyond ordinary wear and tear, the Seller shall repair the damages before the date set for closing of title or make an appropriate deduction from the purchase price. In case the cost of replacement damages is in excess of 25% of the purchase price, the Purchaser shall have the option to receive back the deposit and void the agreement. ↵

To practice both Text Linking and Repetitive Printing, link the texts just created and print 2 copies in the following order - PERMIT/RISK/IMPROVE. When you reach the FORM = 60/66 prompt, set your page end for 54 lines and print on single sheets (54/).

APPENDING A DOCUMENT

Appending a document may sound terribly intimidating. Actually, the word "append" simply means "to add to" or "to attach to". Your typewriter allows you to insert an existing text into another text or phrase. This feature is extremely useful in assembling documents. This cannot be performed while you are creating; only while modifying.

To Append:

Recall the text or phrase you want to add another text to

Scroll or Search to position the cursor where you want to attach the second document

Depress CODE+A (append)

Your display will prompt:

TEXT NAME=

Type the name of the text you want to add

Depress RETURN (↵)

A copy of the entire text will be inserted with the appended text still remaining in the memory. Your display will show the end of the text you appended.

Recall the PERMIT text and relocate to the end of the text. Append (CODE+A) the IMPROVE text following the instructions outlined above. PRINT the document PERMIT when you have completed the exercise.

NOTE: *You cannot append a text into a phrase that contains commands not available in phrase memory. When you attempt to do this, your display will prompt "CANNOT COPY".*

APPENDING A BLOCK OF INFORMATION

You have just learned how to append an entire text. To append a portion of the text into another document or phrase, it must be marked. If a portion of the text isn't marked, the entire document will be added. The marks are not removed after an append command. They are only removed when they are deleted or CODE+M is depressed a third time. Therefore, the marked portion of text may be appended or added several times.

Recall the text or phrase you want to append (copy) from

Scroll or search to the beginning of the block to be appended

Depress CODE+M to mark the beginning of the block

Scroll or search to the end of the block to be appended

Depress CODE+M to mark the end of the block

Depress TEXT to close the text

Recall the text or phrase that the marked text is to be added to

Position the cursor at the desired insertion point

Depress CODE+A

Your display will prompt:

TEXT NAME=

Type the text name containing the marked block

Depress RETURN (↵)

The marked portion of text is copied.

Remember that the marked block of text will remain in the text you appended. This will not affect the document unless you try to perform another CODE+M while inside that text.

CHANGING MARGIN FORMATS OF STORED TEXT

The easiest way to change margin formats of a stored text is to simply set the new margin format required, open a new text, and append the original text. Only the text is appended, not the margin formats. After appending, the original text with the incorrect margin formats can be deleted.

Set the new margin format out of memory

Open a new text

Name the text and depress RETURN (↵)

The new margin and tabs are now stored with the new text.

Depress TEXT to close

Recall the same text

Remember, you cannot append while creating.

Type the name of the text just created and depress RETURN (↵)

Depress CODE+A

Your display will prompt:

TEXT NAME=

Type the text name containing the incorrect format

Depress RETURN (↵)

The text being appended will conform to the format in which it is being inserted.

Set a new format with a Left Margin of 20 and a Right Margin of 65. Create a new text with these margins and name it "NEWFORMAT". Using the steps just outlined, append the "PERMIT" text into the new document to change the format and print the new text.

The parties to the agreement do hereby grant Hayes Realtors Inc., permission and authority to make known the names, sales price, terms and financing used by the parties hereto in the ordinary course of business.

The Seller is to pay all assessments for public improvements completed or under construction at the date of this agreement. Conveyance is to be made subject to easements, restrictions of record, zoning ordinances if any, which Seller represents have not been violated and do not render the property unmarketable. The Seller hereby agrees to allow Hayes Realtors Inc. to display a sold sign on the subject property before closing.

AUTOMATIC HYPHENATION SCAN

A hyphenation scan can only be performed in the JSTFY mode. A hyphenation scan insures the proper appearance of your justified text by locating each word that can be brought to the previous line with a soft hyphenation request. You must make the decision where to divide the words. The soft hyphen (Code + -) will only print if it falls within the hot zone.

Therefore, if you modify a text and the hyphenated word no longer falls at the end of the line, the soft hyphen will not print.

Be sure your MODE selector is at JSTFY

Recall your text

Depress CODE+J

The first hyphenation request will appear to the left of the indicator arrow.

improvements◀

Backspace (←) to the correct position for the hyphen

improve◀

Depress CODE+HYPHEN (-)

Depress CODE+J to locate each hyphenation request

If the word cannot be hyphenated (i.e., proper name), simply skip the word by depressing CODE+J to advance to the next hyphen request.

When the scan is complete, the end of your text will be shown in the display. If you depress CODE+J at that point, you will hear three beeps which indicates the end of text.

To appreciate the value of a hyphenation scan, recall the text "IMPROVE" and change the width (CODE+G) to 35. Then run a hyphenation scan and hyphenate where necessary. When finished, EXPR. to the beginning and print the text.

The Seller is to pay all assessments for public improvements completed or under construction at the date of this agreement. Conveyance is to be made subject to easements, restrictions of record, zoning ordinances if any, which Seller represents have not been violated and do not render the property unmarketable. The Seller hereby agrees to allow Hayes Realtors Inc. to display a sold sign on the subject property before closing.

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TYPING DIRECTLY INTO MEMORY WITHOUT PRINTING

There may be occasions that you will want to type directly into memory without the text printing while it is being created. To do this, you must first create a new text and close it out without typing any characters into the document. Next you would recall the text just created and then enter the information as required. You will be creating in the edit mode and all characters typed will go directly into memory.

Depress TEXT

Depress "I" (In)

Type the name of the text

Depress RETURN (↵)

Depress TEXT to end

Depress TEXT again

Depress "O" (Out)

Type the name of the text just created

Depress RETURN (↵)

Enter text

NOTE: *When typing directly into phrase memory, the procedure is the same with one exception: When the phrase is opened, a character (i.e., space or return) must be entered into memory before closing. Then recall the phrase and type the text.*

TEXT FILING

RENAMING A TEXT

There may be certain times you will need to change the name of text for various reasons.

To change a Text Name:

Recall your text

Depress CODE+N

Your display will prompt:

NEW NAME=

Type the new name

Depress RETURN (↵)

End your text

Your text has been renamed. In the future, the new text name should be used because the original is no longer in memory.

For this exercise, change the text which you named PERMIT to SELLER.

SCROLLING THROUGH TEXT ON THE DISPLAY

There may be times that you will want to scroll through the various texts you have stored in the internal memory. This feature will allow you to display the text names in the order that they were created. You have the ability to scroll forward or backward through the text names. When you reach the last text stored, your typewriter will beep three times.

Depress TEXT

Your display will prompt:

TEXT IN,OUT,LIST?

Depress O

Your display will prompt:

TEXT NAME=

Depress RETURN (↵)

Your display will show the name of the first text you have in memory

To scroll forward through each text name:

Depress CODE+INDEX (↓)

To scroll backward through each text name:

Depress CODE+REVERSE INDEX (↑)

LISTING TEXTS IN MEMORY

To print a list of texts in memory:

Automatically insert paper

Depress TEXT

Your display will prompt:

TEXT IN, OUT, LIST?

Depress L

The typewriter will print the following:

Text Names

The number of characters used by each text

The amount of internal memory remaining

An asterisk before a text name indicates forms layout.

TO DISPLAY THE INTERNAL MEMORY LEFT

Depress CODE+Q

Your display will prompt:

MEMORY LEFT (#cht. available)

DELETING A SINGLE TEXT

When you no longer require a particular text or need the space to enter a new text, you will need to delete something from memory. To do this procedure:

Depress TEXT

Your display will prompt:

TEXT IN, OUT, LIST?

Depress O

Your display will prompt:

TEXT NAME=

Enter the text name to be deleted

Depress RETURN (↵)

Your display will indicate that you are at the beginning of text

(NAME) ◀

Depress CANCEL (ⓧ)

The display will prompt:

CLEAR THIS TEXT?

Depress Y (Yes)

If you do not want to clear the text at this point:

Depress N (No)

Before you begin reading these instructions, we ask that you DO NOT CLEAR any of the memory. You will need the margin formats for the next section.

DELETING ALL MEMORY

If you have the need to clear the contents of your memory,

Depress CODE+K

Your display will prompt:

CLEAR MEM/ALL?

To clear only phrase and text memory:

Depress M for memory

To clear all the internal memory: (Phrase and Text memory, Margin Formats Y & Z and the Auto Paper Insertion location)

Depress A for all

To escape the prompt without clearing any memory:

Depress CANCEL (\boxtimes)

CHARACTER COUNTER

The typewriter counts every character printed. A character typed in Bold or Underscore will count as two characters. This feature is ideal for secretarial services which operate on a charge per word basis.

Depress CODE+T

Your display will prompt:

CHARACTER (#Ch. printed)

To clear the display, depress any key.

To Reset the Character Counter:

Turn the unit on while depressing the BACKSPACE (←) key

Depress CODE+T

Your display will prompt:

CHARACTER 0

The character counter is also cleared or reset when you clear all the internal memory by depressing "A" after CODE+K.

FORMS LAYOUT

The Forms Layout feature allows you to fill in pre-printed forms easily and automatically. An unlimited number of forms can be stored in text memory with a maximum of 32 tab stops each. An asterisk is entered before the text name to easily recognize that a form is stored in the text memory. CODE+EXPR. creates the asterisk and it must be entered before typing the text name.

A prompt is displayed at each tab stop allowing you to describe the type of information to be entered. A maximum of 30 characters can be used to create each prompt. If you do not enter a description, the display will simply say INSERT when that tab stop is reached.

When printing the form, the TAB (→) key will move the printer to each tab stop and display the prompt you entered. The typewriter will wait for you to manually type the information or recall it from Phrase memory.

An INDENT (temporary left margin) is automatically set at each tab stop; therefore, if more than one line of information is entered, it will automatically be aligned. Forms Layout will move to the exact tab position you set regardless of the number of lines entered at each tab stop.

We recommend that before storing the form, you set the left and right margins at the edge of the form. You may also set tab stops between these margins to access when printing the form. This is especially useful when printing a form with an Invoice area. The instruction for this type of form are outlined later in this section.

Because all of us use different forms, we are unable to provide you with specific exercises. To benefit the most from this time saving feature, please use your own forms when working with the forms layout instructions.

STORING THE LAYOUT OF A FORM

The Forms Layout feature uses the left margin and the insertion point to remember the exact positions of each stop location. Both left and right margin settings, along with any tabs set between them, are stored with the layout. However, the insertion point is not. If the auto insertion point is changed after the form is set up, the programmed stops will not align properly. Therefore, it is suggested that a blank form noting the original insertion point be saved so the insertion point can be reset.

Use the following keys to move to each desired position when storing the forms layout:

RETURN (↵)	INDEX (↓)
SPACE BAR	REVERSE INDEX (⤴)
BACKSPACE (←)	SHIFT+INDEX (⤵)
HALF SPACE	SHIFT+REVERSE INDEX (⤶)
CODE+HALF SPACE (Incremental space)	

Depress **CODE+TAB**—

To clear existing margins and tabs

Set the Left and Right margin at the edges of the form

Remove the form

Depress **TEXT**

Depress **I** (In)

Depress **CODE+EXPR.**

Your display will show an asterisk:

TEXT NAME= *

Type the name and RETURN (↵)

Auto Insert the Form

Use the keys mentioned on the previous page to move to each desired position

Depress TAB+

Your display will prompt:

PROMPT=...

Enter a description of the information to be inserted – maximum of 30 characters.
If a prompt isn't entered, the display will show INSERT when printing.

Depress RETURN (↵)

Move to each desired tab stop and repeat the steps outlined above.

Depress TEXT to end the form

NOTE: If you try to set a 33rd tab, your display will prompt:

TOO MANY STOP POINTS

PRINTING A FORM

Depress TEXT

Depress O (Out)

Depress CODE+EXPR.

Your display will prompt:

TEXT NAME = *

Type the Text Name and RETURN (↵)

Auto insert the form

Depress TAB (→)

The printer will move to the first stop and the prompt you assigned will appear on the display.

Type the information required or recall it from phrase memory

To recall a phrase when the prompt is displayed, depress CODE and the phrase number. Depress Y (yes) answering the prompt "COPY THIS PHRASE?"

Depress TAB (→) for each remaining tab stop

Upon reaching the last tab stop, when TAB (→) is depressed, the printer will move to the left margin and you will return to the beginning of the form. Since you remain inside the form, you may fill in another one at this point. To do so,

Auto insert the second form

Depress Tab (→) to fill in tab stops

Since you remain inside the form, this eliminates your having to recall the same form if you have several you need to fill in.

Depress TEXT to end

CORRECTING ERRORS ON THE FORM

If you notice an error when typing, depress the CANCEL (⊗) key to delete.

If there are several lines of text at one tab stop, you may use the same correction procedures as those outlined when making corrections within the correction memory.

CODE+REVERSE INDEX (↖) will move the printer to the previous tab stop if there is only one line of text.

TO CORRECT AN ERROR AT A PREVIOUS TAB STOP

Set the MODE selector at NORM

Depress CODE+REVERSE INDEX (↖) to reach the tab stop containing the error

Depress the PRINT key to enter NO PRINT mode

Retype the error and depress the CANCEL (⊗) key to make your correction

NOTE: *If the text was typed in JSTFY, keep the MODE selector on JSTFY and retype the entire line until the printer returns. CANCEL (⊗) until all characters are deleted from the display and the printer advances to the end of the previous line. Make corrections as you would within the correction memory.*

ADDING TAB STOPS

Recall the text containing the forms layout. Remember to depress CODE+EXPR. before typing the text name.

Auto Insert the form

Depress the TAB (→) key until you reach the tab stop closest to the one you want to insert

Move to the desired position

Depress TAB+

TO INSERT A TAB TO THE LEFT OF A TAB SETTING

An Indent is automatically set at each tab setting. Therefore, if you want to move the printer to the left of the tab to add a new tab stop, you will have to release the Indent.

Depress the TAB (→) key until you reach the tab stop closest to the one you want to insert

Depress INDENT

Depress RETURN (↵)

Move to the desired location

Depress TAB+

DELETING TAB STOPS

Recall the text containing the forms layout. Depress **CODE+EXPR.** before typing the text name.

Auto insert the form

Depress the TAB (→) key until you reach the tab stop to be deleted

Depress TAB –

EDITING PROMPTS

To edit the prompt, the tab stop must be deleted and then reset.

Delete the tab stop with the incorrect prompt

Depress TAB+

You can reset the tab in the same position if desired.

Your display will prompt:

PROMPT =

Type the correct prompt

Depress RETURN (↵)

Depress TEXT to exit

STORING AN INVOICE FORM

Within a form, there may be an invoice area that requires only one or several entries depending upon the number of items to be billed.

Rather than set forms layout stops for each location within this area, it is suggested that you set these tabs in the margin format before storing the form. Remember, this format is stored with the form and these tabs can be accessed when printing the form.

When storing the form and reaching the first line of the invoice area, simply set a forms layout tab at the left margin. You may then access the tabs set in the format when printing by depressing **CODE+TAB** (→). This will decimally align the information entered. If you do not want decimal alignment, depress the **PRINT** key to remove the dec tab instruction and type the information.

The example shown below indicates a form with an invoice area, where the "normal" tabs (T) should be set in the format before storing the form and the forms layout stop (*).

SOLD TO			INVOICE		
*					
SHIP TO			NO		
*			CUSTOMER NO *		
			TERMS *		
			SALES		
			APP. SHIP WK.		
			DATE SHIPPED *		
YOUR ORDER NO.		ORDER DATE	OUR ORDER NO.		
*		*	*		
ITEM	QUANTITY ORDERED	DESCRIPTION	QUANTITY SHIPPED	UNIT PRICE	AMOUNT DUE
T	T	T	T	T	T
INVOICE NO. _____			DATE		
THANK YOU FOR YOUR ORDER			* TOTAL DUE		
PLEASE PAY BY INVOICE *** NO STATEMENT WILL BE SENT					

Invoice Area

To store an invoice form:

Set margins at the edge of the form

Set tab stops between margins that will be used in the invoice area

Depress RETURN (↵) and remove the form

Auto insert form

Create a new form

Set the forms layout tabs as required

When you reach the first line of the invoice area,

Set the forms layout tab at the left margin

Assign the prompt, "CODE+TAB" to this stop

This will remind you that are entering the invoice area when printing.

Continue setting the remaining forms layout stops

Depress TEXT when finished

PRINTING THE INVOICE FORM

Auto Insert paper

Recall the form

Depress TAB (→) to fill in forms layout stops until you reach the invoice area

Depress CODE+TAB (→) to reach the tabs and fill in the appropriate information

Remember, if you do not want decimal alignment, depress PRINT and type the information.

If more than one line of information is required, depress RETURN (↵) at the end of the line and follow same procedure.

Once all entries are complete within the invoice area,

Depress TAB (→) to advance to the next forms layout stop

*An example of a complete invoice form is below. The arrow indicates where the TAB (→) key was depressed. The **D** indicates where the CODE+TAB (→) was depressed. The **P** indicates where the PRINT key was depressed removing the CODE+TAB (→) command from the display.*

SOLD TO Mr. Robert Smith 333 Watson Way Denver, CO 80990		INVOICE NO → 772 CUSTOMER NO → C-555 TERMS → NET 30 SALES APP. SHIP W/C DATE SHIPPED → 1/13/86			
SHIP TO Mrs. Jennifer Brown 22 Main Street Philadelphia, PA 19179					
YOUR ORDER NO → 4825	ORDER DATE → 1/3/86	OUR ORDER NO → A-125			
ITEM	QUANTITY ORDERED	DESCRIPTION	QUANTITY SHIPPED	UNIT PRICE	AMOUNT DUE
→ 133	D 10	D Nikasa Wine Glasses	P 25	D 10.00	D 250.00
135	D 12	D Crystal Vases	P 8	D 15.00	D 96.00
INVOICE NO. _____		DATE → 1/13/86	TOTAL → D 346.00	THANK YOU FOR YOUR ORDER PLEASE PAY BY INVOICE - - - NO STATEMENT WILL BE SENT	

MAIL MERGE

Your typewriter must have Expansion Memory Board option to perform mail merge.

Mail Merge allows you to merge a basic letter requiring variable information with a mail list. This application enables you to create personalized letters for each person on your mail list with the respective variable information inserted automatically.

The Panasonic typewriter also allows you to selectively print from your mail list. This is done by entering a qualifying line (maximum of 30 characters) before each address block. This qualifying line allows you to instruct the typewriter to selectively merge names and addresses that fall within a specific category.

Mail Merge can also be instructed to print only the address from the mail list enabling you to address each envelope or label without retyping.

CREATING A FORM LETTER

The form letter containing the constant information is entered into text memory as normal text. Reference Codes (\bar{R}) are inserted into the letter where the variable information in the mail list is to be inserted. Regardless of the number of lines of variable information (i.e., an address), only one reference code is required. When you enter a reference code in the body of the letter, be sure to enter a space before and after the reference code so that the variable information does not run into the other text.

TO CREATE A REFERENCE CODE

Depress CODE+R

Your display will show an (\bar{R}) with an overscore. This tells the system to refer to the mail list for the variable information.

Mail Merge inserts the variable information into the standard letter in the order they appear in the mail list. Therefore, always use the first reference code for the name and address so that the mail list can be used to print envelopes and labels.

On the next page is an example of a form letter. Please complete all the exercises in this section so that you become comfortable with the mail merge application.

Set your MODE selector to JSTFY.

Set your left margin at 10.

Set your right margin at 70.

Store in Margin Format Y.

Type the following form letter into Text Memory and name it **OVERDUE**. Be sure to use **CODE+R** for each reference point shown below:

(Today's date) ↵
↵
↵
R ↵
↵
Dear R: ↵
↵
A copy of Invoice No. R was sent to your office on R. This invoice was issued for the shipment of R, which was ordered from us. ↵
↵
Your balance is now R days past due and we would appreciate your payment within the next 15 days. If your check of R has recently been sent, please accept our thanks and disregard this notice. ↵
↵
Sincerely, ↵
↵
↵
↵
Lee Hayes ↵
Hayes Office Equipment ↵
↵
LH/M ↵

CREATING A MAIL LIST

The mail list is created under a separate text name and contains all variable information necessary to merge into the form letter. Each variable to be merged into the form letter is enclosed in parentheses. If you merge the letter with the mail list and only the letter prints, chances are you've used square brackets [] instead of parentheses (). This is a common mistake.

Manual returns entered within the parentheses are inserted into the form letter and will return at that point. Manual returns enter outside the parentheses do not affect the print out of the form letter. They simply separate each variable and make it easier to read the mail list if printed out. An example of a mail list with and without returns after each variable is shown on the next page.

All the variable information for each individual (i.e., name and address, account number, etc.) is called a Record. Each record is separated by CODE+ [] in the mail list.

Enter Text Memory

Depress CODE+ []

Depress RETURN (↵)

Type an opening parenthesis "("

Type the variable information

Type a closing parenthesis ")"

Continue typing each variable for the letter with parentheses

Repeat for each record or group of variables

Below is an example of the same mail list typed with returns after each variable (Unpacked) and without returns after each variable (Packed).

Open a new text memory and name it **LATE ACCTS**. Type the following mail list into memory in the style you prefer. Close out the text once it has been created.

UNPACKED

(Mrs. Monica Simpson ↓
289 Hicks Street ↓
New York, N.Y. 10004) ↓
(Mrs. Simpson) ↓
(B1343) ↓
(12/12/86) ↓
(5 1/4 inch disks) ↓
(60) ↓
(\$325.80) ↓
(Mrs. Alicia Prichett ↓
131 Ascan Avenue ↓
Summit, N.J. 07901) ↓
(Mrs. Prichett) ↓
(B0984) ↓
(1/12/86) ↓
(marking pens) ↓
(30) ↓
(\$197.65) ↓
(Mr. Paul Smith ↓
1985 Harrison Road ↓
Ridgefield Park, N.J. 07660) ↓
(Mr. Smith) ↓
(B2589) ↓
(12/22/86) ↓
(magnetic tapes) ↓
(60) ↓
(\$312.25) ↓

PACKED

(Mrs. Monica Simpson ↓
289 Hicks Street ↓
New York, N.Y. 10004) ↓
(Mrs. Simpson)(B1343)(12/12/86)(5 1/4 inch disks)(60)(\$325.80) ↓
(Mrs. Alicia Prichett ↓
131 Ascan Avenue ↓
Summit, N.J. 07901) ↓
(Mrs. Prichett)(B0984)(1/12/86)(marking pens)(30)(\$197.65) ↓
(Mr. Paul Smith ↓
1985 Harrison Road ↓
Ridgefield Park, N.J. 07660) ↓
(Mr. Smith)(B2589)(12/22/86)(magnetic tapes)(60)(\$312.25) ↓

MERGING A FORM LETTER AND MAIL LIST

Each letter will print with the margins and tabs set when the form letter was created. The same prompt used with repetitive printing (**FORM =**) allows you to instruct the typewriter to stop after each letter is printed and insert a new sheet of paper. You can also program the page length (number of lines on the paper); allowing you to use continuous paper. A simple rule to remember is to always delete the number after the **SLASH (/)** in the prompt, **FORM=**, unless you are using continuous paper.

Auto Insert the paper

*Depress **CODE+PRINT***

Your display will prompt:

MAIL MERGE Y/N?

*Depress **Y (Yes)***

Your display will prompt:

TEXT NAME =

Type the name of the Form Letter

*Depress **RETURN (↵)***

Your display will prompt:

LIST NAME =

Type the name of the Mail List

*Depress **RETURN (↵)***

Your display will prompt:

QUALIFIER =

This will be covered in the next section.

Depress RETURN (↵)

Your display will prompt:

PRINT N = 1

Do not change this prompt unless you want to print each letter more than once.

Depress RETURN (↵)

Your display will prompt:


FORM = 60/66

To Print Single Sheets of Paper

Enter the number of lines to print

Use the copy you created when you entered the form letter into text memory to count the number of lines, allowing additional lines for those being inserted by the variables in the mail list.

Depress SLASH (/)

Depress CANCEL () twice and leave blank

Example:

FORM = 40/

Depress RELOC (Printing will begin.)

After the first letter is printed, the display will prompt:

PAGE END !!

Auto insert a second sheet of paper

Depress PRINT to continue

NOTE: If the entire letter does not print, you haven't counted the number of lines in your form letter correctly. Re-count the number of lines in the form letter and change the first number in your prompt "FORM =" to the correct number of lines.

To Print With Continuous Paper

Enter the number of lines in the form letter

Depress SLASH (/)

Enter the number of lines on the paper (page length)

EXAMPLE:

FORM = 40/66

40 = Tells the system to print 40 lines of text per page

66 = Tells the system the number of lines on the paper (page length)

Depress RELOC

Using the steps just outlined, merge the mail list, LATE ACCTS with the form letter, OVERDUE. Change FORM = to 28/ (25 lines for the letter and 3 lines for the address in the mail list) and print all three letters. Notice that the variables are read into the letter in the order in which they appear in the mail list.

CREATING A QUALIFIED MAIL LIST

If you do not have a qualifying line before each record of variables, you cannot qualify or selectively print from your mail list. The qualifying line can be a maximum of 30 characters and must appear as the first line of each record. You can use the 30 characters to create as many qualifying categories as you'd like (i.e., zip code, state, occupation, etc.). These qualifiers do not have to be associated with the variables in the mail list. If you wanted to select individuals by zip code, you'd enter the zip code on the qualifying line. If you also wanted to select by state, that too would be entered on the qualifying line. The group of characters representing one category is called a field. The state and zip code would represent two fields. Each field and the format of the qualifying line must be consistent.

Add a qualifying line to each record in the mail list LATE ACCTS. Use the caps lock feature when typing the qualifying line as shown below:

```
FNJ 10004 $325 12/86␣  
(Mrs. Monica Simpson ␣  
FNJ 07901 $197 1/86␣  
(Mrs. Alicia Prichett␣  
FNJ 07660 $312 12/86␣  
(Mr. Paul Smith ␣
```


SELECTING FROM A QUALIFIED MAIL LIST

Depress **CODE+PRINT**

Your display will prompt:

MAIL MERGE Y/N?

Depress **Y** (yes)

Enter the Form Letter Name and **RETURN** (↵)

Enter the Mail List Name and **RETURN** (↵)

Your display will prompt:

QUALIFIER =

Enter each qualifying field in the order they appear.

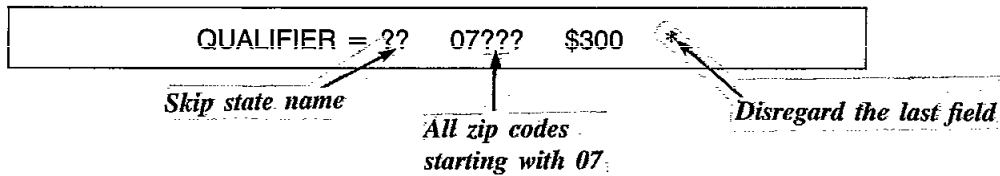
WILDCARDS

You can use wildcards to instruct the system to select any character in the field or ignore the remainder of fields on the qualifying line.

* The asterisk is used to disregard the remainder of fields on the Qualifying Line

? The question mark is used to select any character in the field allowing it to actually skip over a field

EXAMPLE:



Depress RETURN (↵) and answer remaining prompts

Note: You must account for each field on the qualifying line by entering the field itself or a wildcard. If spaces are used to separate each field, they must be entered when printing a qualified mail list.

Depress CODE+PRINT and merge the form letter OVERDUE with the mail list LATE ACCTS.

Send a letter to all customers in NJ with a Zip Code beginning with 07

The qualifying prompt should read:

QUALIFIER = NJ 07??? *

Two letters should print.

Send a letter to all customers living in NY

The qualifying prompt should read:

QUALIFIER = NY *

One letter should print.

DISPLAYING TOTALS OF QUALIFIED FIELDS

The typewriter allows you to display the totals of each qualifying field. You can also display the total number of names in your mail list by entering an asterisk on the Qualifying Line.

Depress CODE+PRINT

Your display will prompt:

MAIL MERGE Y/N?

Depress Y (Yes)

Do not enter the Text Name

Depress RETURN (↵)

Your display will prompt:

LIST NAME =

Type the name of the qualified mail list

Depress RETURN (↵)

Your display will prompt:

QUALIFIER =

Type the qualifying field

Depress RETURN (↵)

Your display will prompt:

PRINT N = 1

Depress CANCEL (⌫) and leave blank

Depress RETURN (↵)

Your display will prompt with the number of records that meet the qualifier.

For example:

QUALIFIER N = 3

Depress RETURN (↵) or CANCEL (⌫) to clear the display

To display the total number of customers on the mail list, the qualifying prompt should read:

QUALIFIER = *

To display the total number of customers owing between \$300 and \$400, the qualifying prompt should read:

QUALIFIER = ?? ????? \$3?? *

PRINTING ENVELOPES AND LABELS (CONTINUOUS ROLL ONLY)

As we learned earlier, mail merge requires two components, a form letter and a mail list. When printing envelopes or labels, a dummy text containing only CODE+R and RETURN (↵) is needed to print only the first variable. Therefore, always enter the name and address as the first variable in the mail list. You may need more than one dummy text (different names) since envelopes and labels require different formats for printing.

TO CREATE A DUMMY TEXT

Set margins for envelope or label

Depress TEXT

Depress I for IN

Name the text

Depress RETURN (↵)

Depress CODE+R

This instructs the system to pull the first variable from the mail list.

Depress RETURN (↵)

End your text

Remember, when merged, the mail list will print within the format of the form letter.

TO PRINT ENVELOPES AND LABELS

The proper printing position for each address must be set before printing envelopes. Since both, the left and right margins are set in the dummy text, there is one additional point to consider — the insertion point. You must reset the auto insertion point to feed to the line where you want print to begin.

After setting the new insertion point:

Depress CODE+PRINT

Your display will prompt:

MAIL MERGE Y/N?

Depress Y

Your display will prompt:

TEXT NAME =

Type the name of the dummy text

Depress RETURN (↵)

Your display will prompt:

LIST NAME =

Type the name of the mail list

Depress RETURN (↵)

Your display will prompt:

QUALIFIER =

Depress RETURN (↵) to print the entire list

Your display will prompt:

PRINT N = 1

Depress RETURN (↵)

Your display will prompt:

FORM =

ENVELOPES

Enter:

FORM = 04/

04 — Maximum number of address lines

/ — Nothing after the slash instructs the typewriter to stop printing after each address

Depress RELOC

The first address will print.

After each address prints, the display will prompt:

PAGE END!!

Auto insert another envelope

Depress PRINT to continue

LABELS (CONTINUOUS ROLL ONLY)

Enter:

FORM = 04/06

04 — *Maximum number of address lines*

06 — *Instructs the system to return twice before printing the next address and indicates how long the label itself is*

Depress RELOC

Printing will begin.

SERIAL ACCESS DISK DRIVE

Your typewriter offers you another option, a Disk Drive with 16K-24K of optional memory. The Disk Drive allows you to use a 2.8 inch disk which is double sided, 1 track (spiral). You may store up to 50K on each side of the disk. The 50K means approximately 50,000 characters of information.

In order to store information from your Text Memory onto the disk, you must first prepare the disk to be used on the typewriter. This is done through a procedure called "Formatting".

Before we begin using the disk drive, you will learn how to insert the disk into the unit properly and then how to format it.

INSERTING A DISK

The 2.8" disk has 2 openings at one end of the disk with an exposed area of the disk in the centre. This is the end that is inserted into the disk drive. Text can be stored on either side of the disk, therefore, it doesn't matter which side you insert.

The sides are labeled A and B. The side facing up in the disk drive is the side that the text will be stored on. If you insert the disk with side A up, the text will be stored on the A side.

Hold the disk with the exposed area facing the disk drive.

Insert the disk into the drive in the direction of the arrow next to the A or B.

Push the disk into the drive until it snaps into place.

You are now ready to "format" the disk.

FORMATTING THE DISK

Formatting prepares the disk for the type of machine you are using. Each side of the disk must be formatted before it can be used. If there is text on the disk, it will automatically be erased when the disk is formatted.

Depress CODE+TEXT

Your display will prompt:

READ, WRITE, LST, FMT ?

You are being asked if you want to READ from disk to memory, WRITE from memory to disk, LST (list) the texts on the disk or FMT (format) the disk to begin using it.

Depress F for FORMAT

Your display will prompt:

FORMAT THIS DISK ?

You are being asked if you want to format the upper side of disk you inserted into the disk drive.

Press Y for Yes if this is a blank disk or a disk you want to erase

Press N for No if you have inserted the wrong disk, and begin again

Your display will prompt:

FORMATTING

This indicates that your typewriter has begun the formatting procedure. When the formatting is completed, your display will return to the main disk menu.

READ, WRITE, LST, FMT ?

WRITING TEXTS TO DISK

The typewriter allows you to write the entire memory contents at one time or you may selectively write one text at a time. Your text will remain in the internal memory after it is written to disk. If it is no longer required in the internal memory, simply clear it.

First you will learn how to perform what is called a total "dump" and then you will learn how to write one text at a time.

WRITING THE ENTIRE TEXT MEMORY TO DISK

In order to duplicate every text stored in the internal memory, you must perform the following steps.

*Depress **CODE+TEXT***

Your display will prompt:

READ, WRITE, LST, FMT ?

*Depress **W** for **WRITE***

Your display will prompt:

TEXT NAME =

*Depress **RETURN** (↵)*

This tells the system to begin writing the text onto disk. Your display will prompt:

WRITING

When the entire contents of the internal memory have been stored on disk, your display will return to the main disk menu and prompt:

READ, WRITE, LST, FMT ?

Depress CANCEL ($\langle \boxtimes \rangle$) to escape the disk drive operation

Remember, the texts you have stored on your disk are still in the memory of your typewriter. If you want to delete them, follow the procedures outlined in the Text Filing Section of this manual.

IMPORTANT: If you WRITE texts from memory to disk and a text with the same name is already stored on disk, your display will prompt:

TEXT ALREADY EXISTS!

Depress CANCEL ($\langle \boxtimes \rangle$) to escape this operation. If you need the text to be written on the disk again, because of modifications made to it, change the name of the text in text memory (CODE+N), and begin again.

WRITING A SINGLE TEXT TO DISK

From time to time, you may have several texts within the internal memory that you want to store on disk. With the typewriter disk drive option, you may selectively WRITE texts onto disk, one at a time.

Depress CODE+TEXT

Your display will prompt:

READ, WRITE, LST, FMT ?

Depress W for WRITE

Your display will prompt:

TEXT NAME =

Type the text name you want to WRITE to disk

Depress RETURN (↵)

The typewriter will begin writing the individual text you entered onto the disk. Your display will prompt:

WRITING

When the duplication of that text has been completed, the display will return to the main disk menu and prompt:

READ, WRITE, LST, FMT ?

IMPORTANT: *If you WRITE a text from memory to disk and the same name is already stored on disk, your display will prompt:*

TEXT ALREADY EXISTS!

Depress CANCEL (ⓧ) to escape this operation. If you need the text to be written on the disk again, because of modifications made to it, change the name of the text in text memory (CODE+N), and begin again.

READING TEXTS INTO MEMORY

When you have stored information from the internal memory onto a disk, you may clear your memory and continue with additional projects. With the typewriter disk drive option, you may take those texts stored on disk, and READ them back into memory whenever you need them.

Be certain you have enough room in the internal memory to copy the texts you are READING. Delete any unnecessary texts in the internal memory or WRITE them to disk.

You may READ the entire contents of the disk into memory at one time or selectively READ one text at a time.

READING THE ENTIRE DISK INTO MEMORY

As we just stated, you may READ the entire contents of your disk into the memory of your typewriter as long as the total number of characters do not exceed the total memory capacity of your machine. If you attempt to READ a disk with 50K of text into a typewriter with 16K to 24K, your system will READ up to the capacity of the internal memory and your display will prompt:

MEMORY FULL!

Your texts will remain on the disk and each text that would fit into the internal memory is now available for editing or printing.

Depress CODE+TEXT

Your display will prompt:

READ, WRITE, LST, FMT ?

Depress R for READ

Your display will prompt:

TEXT NAME =

Depress **RETURN** (↵)

Your typewriter will begin **READING** the texts on the disk into memory. Your display will prompt:

READING

When the **READ** operation is complete, your display will return to the main disk menu and prompt:

READ, WRITE, LST, FMT ?

Depress **CANCEL** (⊗) to escape the disk drive operation

IMPORTANT: If you already have a text in memory and are **READING** an entire disk with the same text on it, your typewriter will **READ** up to that text and your display will prompt:

TEXT ALREADY EXISTS!

Depress **CANCEL** (⊗) to escape this operation, delete the text in memory and begin again.

READING A SINGLE TEXT INTO MEMORY

Most of the time, you will not **READ** entire disk contents to memory. You will want to **READ** individual texts into the typewriter. To do this you would follow the steps outlined below:

Depress **CODE+TEXT**

Your display will prompt:

READ, WRITE, LST, FMT ?

Depress R for READ

Your display will prompt:

TEXT NAME =

Type the name of the text you want to READ

Depress RETURN (↵)

Your typewriter will begin READING the text into memory and your display will prompt:

READING

When the READ operation is complete, the display will return to the main disk menu and prompt:

READ, WRITE, LST, FMT ?

IMPORTANT: *If you try to READ a text from disk to memory and the same name is already in the internal memory your display will prompt:*

TEXT ALREADY EXISTS!

Depress CANCEL (ⓧ) to escape this operation.

LISTING TEXTS ON A DISK

You may request the typewriter to list all of the text you have stored on a disk. You have learned how to list texts in memory and will now learn how to do so with texts on disk.

You may print a listing of texts on the disk or view all of the text names on the display.

PRINTING A LIST OF TEXTS ON DISK

As you have already listed texts in memory, you know that the typewriter will print a listing of the text names as well as the number of characters within each text (volume).

When you print a listing of texts on disk, you also receive the number of K (thousands of characters) used by the text, as well as the number of K remaining for storage. The amount of memory used by each text is rounded off to the next highest thousand.

Depress CODE+TEXT

Your display will prompt:

READ, WRITE, LST, FMT ?

Depress L for LIST

Your display will prompt:

DISPLAY, PRINT ?

Depress P for PRINT

Your typewriter will begin READING the list of the names of the texts on the disk and then print them.

DISPLAYING TEXT NAMES ON THE DISK

You may automatically display the name of each text on your disk.

Depress CODE+TEXT

Your display will prompt:

READ, WRITE, LST, FMT ?

Depress L for LIST

Your display will prompt:

DISPLAY, PRINT ?

Depress D for DISPLAY

Your display will prompt:

TEXT NAME =

Depress RETURN (↵)

Your typewriter will begin READING the text names and when the READ operation is completed your display will show the name of the first text on the disk.

Depress CODE+INDEX (↓) to scroll forward through the text names

Depress CODE+REVERSE INDEX (↑) to scroll backward through the text names

Depress RETURN (↵) to escape the list and return to the main disk menu

PROTECTING A SERIAL ACCESS DISK

*When a disk is protected, you cannot **FORMAT**, **WRITE**, **RENAME** or **CLEAR** texts. This feature eliminates your “accidentally” erasing or disturbing text on the disk. You may want to use this for protecting those disk containing valuable information.*

You can protect one side of your disk or both. The opening next to the letter “A” protects the text stored on the “A” side of the disk. The opening next to the letter “B” protects the text stored on the “B” side of the disk.

To Protect the Disk:

Remove the tab covering the opening.

To Store Text onto a Protected Disk:

Cover the opening with cellophane tape.

NOTE: *If a side of the disk is protected and you try to perform selected disk operations, your display will prompt:*

PROTECTED DISK!

CHANGING THE NAME OF A TEXT ON A DISK

Depress CODE+TEXT

Your display will prompt:

READ, WRITE, LST, FMT ?

Depress L for LIST

Your display will prompt:

DISPLAY, PRINT ?

Depress D for DISPLAY

Your display will prompt:

TEXT NAME =

Enter the text name

Depress RETURN (↵)

When the text name you want to change appears on the display,

Depress CODE+N

Your display will prompt:

NEW NAME =

Type the new name

Depress RETURN (↵)

The text has now been renamed on the disk.

Depress RETURN (↵) to return to the Main Disk Menu

PRINTING A TEXT FROM DISK

You may automatically print a text from disk without reading it into the internal memory. If the text is more than one page, you must first set and activate the page end feature (CODE+D) for the printer to pause between each page.

Depress CODE+TEXT

Your display will prompt:

READ, WRITE, LST, FMT ?

Depress L for LIST

Your display will prompt:

DISPLAY, PRINT ?

Depress D for DISPLAY

Your display will prompt:

TEXT NAME =

Enter the text name

Depress RETURN (↵)

When the text name is on the display,

Depress PRINT

Your typewriter will begin printing the text without loading it to memory.

CLEARING TEXTS FROM THE DISK

Follow the steps outlined for *Displaying Text Names on the Disk* and when the name of the text you want to delete is on the display,

Depress **CANCEL** (<⊗)

Your display will prompt:

CLEAR THIS TEXT ?

Depress **Y** for Yes or **N** for No

Depress **RETURN** (↵) to return to the main disk menu

MERGING A MAIL LIST DIRECTLY FROM THE DISK

You already learned how to perform Mail Merge when the mail list and form letter were in the internal memory of your typewriter.

You should be aware that you may also do a Mail Merge directly from the disk. **THIS ALLOWS YOU TO STORE YOUR MAIL LISTS ON DISK AND MERGE THEM WITH A FORM LETTER IN THE MEMORY.**

You will save internal memory space for other projects and still have the complete mail list to merge and print from when necessary.

IMPORTANT: If you are merging from the disk, your form letter must be in the internal memory. You must also be certain that you do **NOT** have the mail list in memory if you want to merge and print from the disk.

When using Mail Merge, your typewriter will automatically search for the list name, first within the internal memory. When the mail list is not found in the internal memory, the typewriter automatically looks on this disk for the information.

DISPLAY MESSAGES

<i>Message</i>	<i>Description</i>
CANNOT COPY	<i>When creating or editing a phrase or text, you have asked the typewriter to copy a phrase that does not exist. Or you are appending a text into a phrase that contains commands not available in phrase memory.</i>
CHANGE-WD=	<i>Enter the replacement characters for Global Search and Replace.</i>
CHARACTER	<i>The number of characters printed since the last RESET operation.</i>
CLEARING	<i>The typewriter is clearing text.</i>
CLEAR MEM/ALL?	<i>Do you want to clear only phrase and text memory or all the memory?</i>
CLEAR THIS PHRASE?	<i>Do you want to clear this phrase?</i>
CLEAR THIS TEXT?	<i>Do you want to delete this text from memory?</i>
CODE	<i>CODE is activated.</i>
CONTINUE?	<i>Do you want to continue printing?</i>
CONTINUE TEXT	<i>Do you want to add information to the text?</i>
COPY THIS PHRASE?	<i>Do you want to add this phrase to the body of a text?</i>
DISK ERROR!	<i>Information cannot be accessed or the disk is not formatted.</i>

DISK FULL!	<i>Entire disk capacity has been used.</i>
DISPLAY, PRINT?	<i>Do you want to display or print a list of text stored on your disk?</i>
FORM=	<i>Enter the number of lines you wish to print per page and then the total number of typing lines on each page.</i>
FORMAT THIS DISK?	<i>Do you want to format the disk?</i>
FORMATTING	<i>The typewriter is formatting a disk.</i>
INSERT	<i>Insert variable information here and depress PRINT to continue printing.</i>
INSERT CODE WAS SET	<i>Confirmation that an Insert Code was set.</i>
LIST NAME=	<i>Enter the name of the Mail List you want to merge with the letter.</i>
LID OPEN	<i>The cover is open.</i>
MACHINE IS BUSY	<i>The machine is still completing your last instruction. Wait for completion.</i>
MAIL MERGE Y/N?	<i>Do you want to perform Mail Merge?</i>
MARGIN FORMAT Y, Z?	<i>In which location do you want to store the margin format?</i>
MEMORY FULL!	<i>Entire capacity of the internal memory has been used.</i>
MEMORY LEFT	<i>The numeric value represents the number of characters left in memory.</i>

MOVE/COPY/DELETE?	<i>Do you want to move, copy or delete the information from memory?</i>
NEW NAME=	<i>Enter the new name of the text.</i>
NO DISK!	<i>A disk is not set in the disk drive.</i>
NOT LOCATED!	<i>The requested information cannot be located.</i>
PAGE END=	<i>Set Page End Command.</i>
PAGE END!!	<i>You have reached the last line of the preset page ending.</i>
PAGE END Y/N/S?	<i>Do you want to turn the page end ON (Y), OFF (N) or do you want to set it (S)?</i>
PANASONIC KX-E400	<i>This message is displayed when turning the machine on.</i>
PRINTING	<i>The typewriter is printing a text or phrase.</i>
PRINT N=1	<i>Enter the number of copies to be printed.</i>
PROMPT=	<i>Enter the prompt message you want to appear at the tab stop when printing the form.</i>
PROTECTED DISK!	<i>Your disk has been protected. You cannot write, clear, rename or format this disk.</i>
QUALIFIER=	<i>Enter the qualifying fields you want to select from.</i>
QUALIFIER N=	<i>The number of records which fall within that qualifying field is displayed.</i>
READING	<i>The typewriter is reading the texts on the disk into memory.</i>

READ, WRITE, LST, FMT?

Do you want to READ from disk to memory, WRITE from memory to disk, LST (list) the texts on the disk or FMT (format) the disk to begin using it?

RENAMING

The typewriter is renaming a text.

RESET?

Do you want to reset the printer?

RMR

The right margin has been exceeded.

SEARCH-WD=

Enter character string search.

TEXT ALREADY EXISTS!

The text name is already stored on the disk.

TEXT IN, OUT, LIST?

Do you want to enter a text; recall a text; or print a list of texts from memory?

TEXT NAME=

Enter the name of the text.

TOO MANY STOP POINTS

You have tried to enter more than 32 stops within your forms layout.

TOO MANY TABS

While printing a text, the typewriter encounters more tab commands on the next line to print than set in the format.

WIDTH=

Enter a new line width for the text to be printed.

WRITING

The typewriter is writing the text in memory onto the disk.

CODE OPERATIONS CHART

CODE	FUNCTION	BASE	with KX-ED14
CODE+A	<i>Set Auto Paper Insertion</i>	○	○
	<i>Append Text</i>		○
CODE+B	<i>BOLD Print</i>	○	○
CODE+C	<i>Word Change (Global Search & Replace)</i>		○
CODE+D	<i>Page End Command</i>		○
	<i>Word Delete (with KX-E46)</i>	○	
CODE+E	<i>Reset Printer and Correction Memory</i>	○	○
CODE+F	<i>Margin Format Storage</i>		○
CODE+G	<i>Width Change Command</i>		○
CODE+H	<i>Halt Printing</i>	○	○
CODE+I	<i>INSERT (Stop Code)</i>		○
	<i>Word Insert (with KX-E46)</i>	○	
CODE+J	<i>Justification Hyphen Scan</i>		○
CODE+K	<i>Memory Clear</i>		○
CODE+M	<i>Markes the text. The third depression of CODE+M allows you to Block Move, Copy or Delete the marked text.</i>		○
CODE+N	<i>Rename Text</i>		○

CODE	FUNCTION	BASE	with KX-ED14
CODE+P	<i>Set Parameters</i>	○	○
	<i>Communication Parameter Change (with KX-E13/E72)</i>	○	○
CODE+Q	<i>Memory Available</i>		○
CODE+R	<i>Mail Merge Reference Code (with KX-E43)</i>		○
	<i>Reset Spell Check (with KX-E46)</i>	○	
CODE+S	<i>Search</i>		○
	<i>Set Spell Check (with KX-E46)</i>	○	
CODE+T	<i>Character Counter</i>		○
CODE+U	<i>Permanent Backspace</i>	○	○
CODE+V	<i>Form Feed</i>	○	○
CODE+Y	<i>Margin Format Recall</i>	○	○
CODE+Z	<i>Margin Format Recall</i>	○	○
CODE+0-99	<i>Phrase Memory Access</i>		○
CODE+BACKSPACE (←)	<i>Fast Scroll Back Word by Word</i>		○
CODE+CANCEL (⊗)	<i>Escape Correction Memory</i>	○	○
	<i>Delete by Word in Memory</i>		○
CODE+DEC TAB	<i>Change Duplex (with KX-E13)</i>	○	

CODE	FUNCTION	BASE	with KX-ED14
CODE+FORWARD (→)	<i>Fast Scroll Forward Word by Word</i>		<input type="radio"/>
CODE+HYPHEN (-)	<i>Soft Hyphen</i>	<input type="radio"/>	<input type="radio"/>
CODE+INDEX (↓)	<i>To Scroll Forward through Text and Phrases on the Display</i>		<input type="radio"/>
	<i>To Move to the next Search Word Position</i>		<input type="radio"/>
CODE+REVERSE INDEX (↑)	<i>To Scroll Backward through Text and Phrases on the Display</i>		<input type="radio"/>
	<i>To Go Back to the Previous Stop Position during Forms Layout</i>	<input type="radio"/>	<input type="radio"/>
	<i>To Move to the Previous Search Word Position</i>		<input type="radio"/>
CODE+PRINT	<i>Mail Merge (with KX-E43)</i>		<input type="radio"/>
	<i>Text Linking</i>		<input type="radio"/>
	<i>Repetitive Printing</i>		<input type="radio"/>
CODE+RIGHT MGN	<i>Set New Bell Position</i>	<input type="radio"/>	<input type="radio"/>
CODE+SPACE BAR	<i>Permanent Space</i>	<input type="radio"/>	<input type="radio"/>
CODE+HALF SPACE	<i>Incremental Space</i>	<input type="radio"/>	<input type="radio"/>
CODE+TAB (→)	<i>Aligns Decimal Points when Typing Statistical Formats</i>		<input type="radio"/>
CODE+TAB -	<i>Clear Margins and Tabs</i>	<input type="radio"/>	<input type="radio"/>
CODE+<u>XXX</u>	<i>Underscore by Word</i>	<input type="radio"/>	<input type="radio"/>
CODE+LOCK (<input type="checkbox"/>)	<i>CAPS Lock</i>	<input type="radio"/>	<input type="radio"/>

CODE	FUNCTION	BASE	with KX-ED14
CODE+TEXT	<i>Disk Operation</i> (1) <i>Formatting</i> (2) <i>Write Text</i> (3) <i>Read Text</i> (4) <i>Delete Text</i> (5) <i>Rename Text</i> (6) <i>List Texts</i>		<input type="radio"/>
CODE+M.R. (← →)	<i>Answer Back Message Register/Transmission (with KX-E13)</i>	<input type="radio"/>	<input type="radio"/>
CODE+ []	<i>Mail List Record Header (with KX-E43)</i>		<input type="radio"/>
CODE+EXPR.	<i>Forms Layout</i>	<input type="radio"/>	<input type="radio"/>
CODE+RELOC	<i>Spell Scan® (with KX-E46)</i>		<input type="radio"/>
CODE+RETURN (↵)	<i>Carrier Return Code when Searching and Changing Words</i>		<input type="radio"/>
SHIFT+INDEX (↓)	<i>Advances the paper 1/48 of an inch toward the bottom of page</i>	<input type="radio"/>	<input type="radio"/>
SHIFT+REVERSE INDEX (↑)	<i>Advances the paper 1/48 of an inch toward the top of page</i>	<input type="radio"/>	<input type="radio"/>
SHIFT+TAB (→)	<i>Change Duplex (with KX-E13)</i>		<input type="radio"/>

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CAUTIONS

Be sure that the carrier stopper that holds the printer stationary during shipping is removed before turning the unit on.

Be sure to keep this stopper so that the unit can be transported safely, if the need arises.

For the best possible operation of your typewriter do not use a power outlet which is presently being used for a copier or other device which consumes a large volume of power.

Do not use your typewriter in the following environmental conditions:

In direct sunlight where additional heat will be generated.

In areas where the atmosphere is extremely salty or where corrosive gases are present.

On surfaces that are not flat, or that are subject to vibration.

Cleaning

Use only soft, dry cloth to clean your typewriter. Water or thinners may damage the covers, cases, or electronic circuitry.

Handling Disks

Never touch the magnetic material inside the plastic cartridge.

Never expose to magnetism (such as found near telephones, loud speakers and little kitchen magnets).

Cable

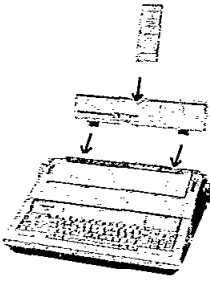
Use a shielded cable 3 meters or less in length with KX-E13 Serial Communication Interface option installed.

Use a shielded cable 2 meters or less in length with KX-E72 Parallel Interface option installed.

PARTS FUNCTION

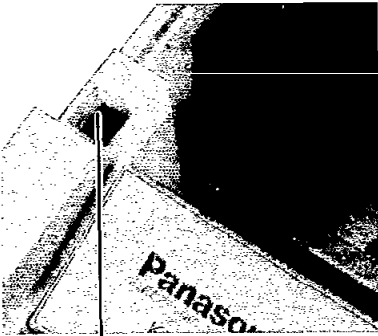
Paper Support

When the typewriter is unboxed, it will have to be assembled.

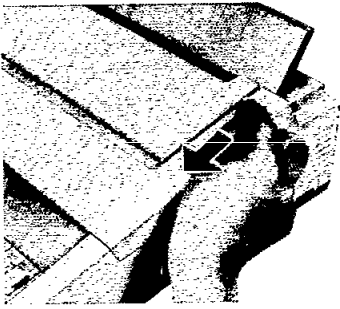


Cover Interlock Switch

The top cover has a safety interlock switch which deactivates the printer whenever the top cover is opened.

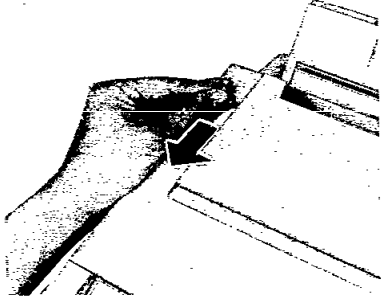


Cover Interlock Switch



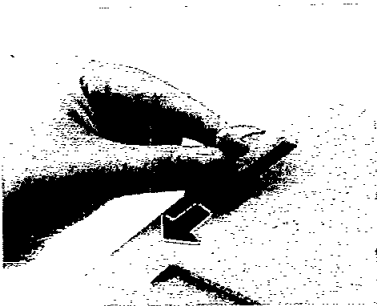
Paper Release Lever

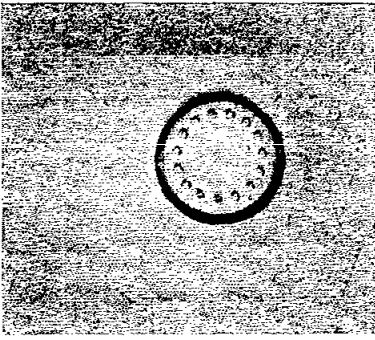
Pulling forward on the paper release lever releases the paper so the operator can adjust it freely.



Paper Bail Release Lever

Pulling forward on the paper bail release lever moves the paper bail away from the platen. Additional forward movement of this lever activates the automatic paper insert function. Also refer to page 4.



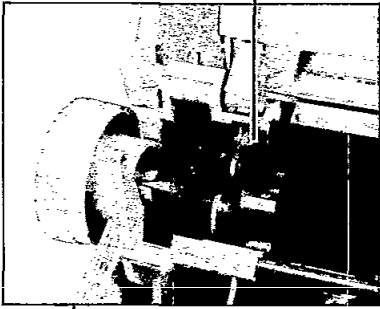


Contrast Adjuster (with KX-ED14)

Turn the contrast adjuster to the right to intensify the display or to the left to reduce the intensity of the display.

PLATEN REMOVAL AND INSTALLATION

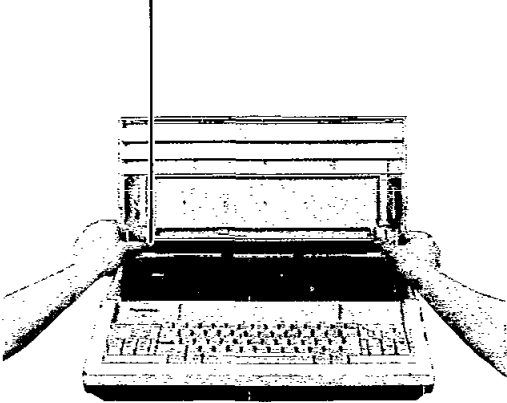
Release Latch



Platen Removal

If you have to remove the platen to clear a gummed label or clean the platen, please follow the instructions below:

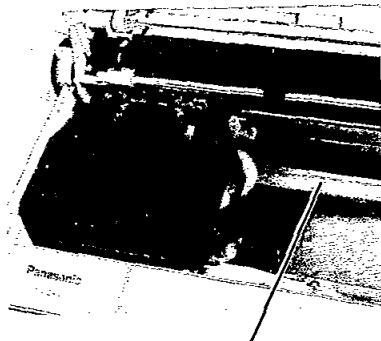
- 1. Turn the power off.*
- 2. Open the top cover.*
- 3. Lift the eraser table.*
- 4. Position the paper release lever and paper bail release lever toward the front of the machine.*
- 5. While pushing down the release latches, lift out the platen.*



Platen Installation

- 1. Position the slot of the platen shaft so that it aligns with the left release latch. Push down until you hear it lock.*
- 2. Reset the paper release lever, the paper bail release lever and the eraser table then close the top cover.*

SHIPPING INFORMATION



Carrier Stopper

- *The carrier stopper holds the printer stationary during shipping.*
- *Remove the stopper before turning the unit on.*

When you transport or ship the typewriter, follow the steps below:

- *Position the printer at the far left of the unit.*
- *Install the carrier stopper to the right of the carrier shaft so that the printer can not move.*
- *Remove the paper support.*
To remove the paper support, stand it up straight and pull up.

TROUBLESHOOTING

<i>PROBLEM</i>	<i>REMEDY</i>
<i>1. Character spacing is erratic.</i>	<ul style="list-style-type: none">● <i>Make sure the "Pitch Selector" is set correctly.</i>
<i>2. Character printout is not clear.</i>	<ul style="list-style-type: none">● <i>Make sure the ribbon is good.</i>● <i>Make sure the "Pitch Selector" and "Impact Control Selector" are set correctly.</i>
<i>3. Characters cannot be printed.</i>	<ul style="list-style-type: none">● <i>Make sure the daisywheel is mounted correctly on the print unit.</i>● <i>Change the ribbon cartridge.</i>
<i>4. Characters cannot be cancelled.</i>	<ul style="list-style-type: none">● <i>Make sure the correction tape matches the type of ribbon cartridge being used.</i>● <i>Make sure the correction tape is installed correctly.</i>● <i>Change the correction tape.</i>
<i>5. Character printout is scrambled.</i>	<ul style="list-style-type: none">● <i>The printwheel is misaligned. Depress CODE+E to reset the typewriter.</i>

If the problem persists after performing all of the above checks, call for service.

SPECIFICATIONS

<i>Print Element:</i>	<i>Daisywheel; 100 char.</i>
<i>Print Speed:</i>	<i>16 char./sec.</i>
<i>Print Pitch:</i>	<i>10 char./inch 12 char./inch 15 char./inch</i>
<i>Line Spacing:</i>	<i>1, 1 1/2, 2 lines</i>
<i>Paper Width:</i>	<i>14.2 inches Max. (361 mm Max.)</i>
<i>Writing Line:</i>	<i>11.5 inches Max. (292 mm Max.)</i>
<i>Ribbon Cassette:</i>	<i>Correctable Carbon Ribbon (Black, Blue, Brown) Non-Correctable Single Strike Carbon Ribbon (Black) Multi-Strike Ribbon (Black) Fabric Ribbon (Black)</i>
<i>Correcting Tape:</i>	<i>Lift Off Tape Cover Up Tape</i>
<i>Keyboard:</i>	<i>Alpha/Numeric Key; 46 keys Function Key; 26 keys</i>
<i>Correction Memory;</i>	<i>500 Char. Max</i>
<i>Phrase/Text Memory:</i>	<i>8 K (with KX-ED14) expandable to 24 K</i>
<i>Line Format Memory:</i>	<i>2 formats + Current</i>
<i>Power Requirements:</i>	<i>AC 240V (±10%), 50Hz</i>
<i>Power Consumption:</i>	<i>Approx. 55 W</i>
<i>Memory Protection:</i>	<i>Lithium Battery (5 years)</i>
<i>Storage Environment:</i>	<i>-4°F~140°F (-20°C~60°C) temperature, 10%~90% humidity</i>
<i>Operating Environment:</i>	<i>50°F~104°F(10°C~40°C) temperature, 20%~80% humidity</i>
<i>Dimension:</i>	<i>21.0 (W) × 17.2 (D) × 6.2 (H) in. (534 × 437 × 158 mm)</i>
<i>Weight:</i>	<i>Approx. 22.6 lbs. (10.3 Kg)</i>

Specifications subject to change without notice.



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