

IBM 6715



6715 Typewriter
Operator Guide and
Installation Instructions

Notice

FCC Notice

This typewriter generates and uses radio frequency energy. If the typewriter is not installed and used in accordance with the operating instructions and the service manual, it may interfere with radio or television reception. The typewriter has been tested and found to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of Federal Communications Commission (FCC) rules, which are designed to provide reasonable protection against such radio interference when operated in a residential area.

If this typewriter interferes with radio or television reception, which can be determined by switching the typewriter off and on, the user is encouraged to try one or more of the following:

- Move the receiving antenna on the radio or television;
- Relocate the typewriter in relation to the radio or television;
- Plug the typewriter into a different electrical outlet from the radio or television.

If necessary, consult an authorized service representative. If anyone other than an authorized representative modifies the typewriter and it causes interference, the user is responsible for correcting the interference.

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You can send comments or suggestions to: IBM Corporation, Dept. F96/962-3 740, New Circle Road N.W., Lexington, KY 40511. Information you supply may be used by IBM without obligation. Changes may be made in later editions of the manual.

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Contents

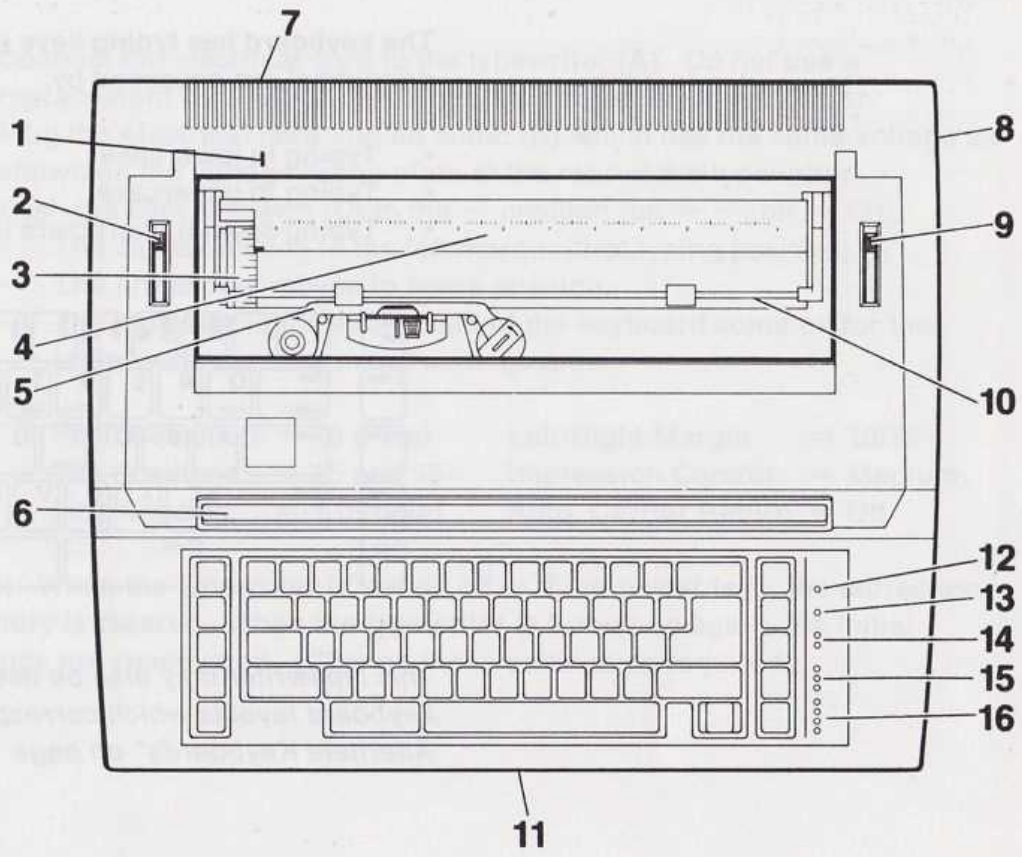
| | | | |
|--|----------|--|-----------|
| Introduction | 1 | Immediate Correction | 17 |
| The Parts of Your Typewriter | 1 | Corrections Farther Back in Text (within the | |
| Keyboard Layout | 2 | Correction Memory) | 17 |
| | | Manual Corrections (outside the Correction | |
| How to Operate | 3 | Memory) | 18 |
| Turning On the Typewriter | 3 | Clearing Memory | 19 |
| Inserting Paper | 4 | Relocate | 20 |
| Paper Scale | 5 | Backspace | 20 |
| Paper Release Lever | 5 | Half-Backspace | 21 |
| Page-End Indicator | 5 | Decimal Tab | 22 |
| Paper Up/Paper Down | 6 | Correcting While Using Decimal Tab | 24 |
| Code Key | 7 | Centering | 24 |
| Pitch Selection | 8 | Correcting Characters While Centering | 28 |
| Impression Control | 9 | Flush Right | 29 |
| Line Spacing | 10 | Correcting While Using Flush Right | 30 |
| Margins | 11 | Automatic Underline | 30 |
| Returning to the Initial Margins | 11 | Paragraph Indent | 31 |
| Tabs | 12 | Shift Key | 32 |
| Clearing Tabs | 13 | Lock Key (Shift) | 32 |
| Carrier Return | 14 | Repeat Key | 32 |
| Margin Return | 14 | | |
| Automatic Carrier Return (ACR) | 15 | Reference | 33 |
| Correction Key | 16 | | |

Contents (Cont'd)

| | | | |
|------------------------------------|----|--------------------------------------|-----------|
| Recommended Supplies | 33 | Changing the Printwheel | 37 |
| Printwheels | 33 | Symbol and Alternate Keyboards | 38 |
| Ribbons and Tapes | 34 | Optional Features | 39 |
| Miscellaneous | 34 | What Happened? | 40 |
| Changing the Ribbon Cassette | 35 | Index | 43 |
| Changing the Correction Tape | 36 | | |

The Parts of Your Typewriter

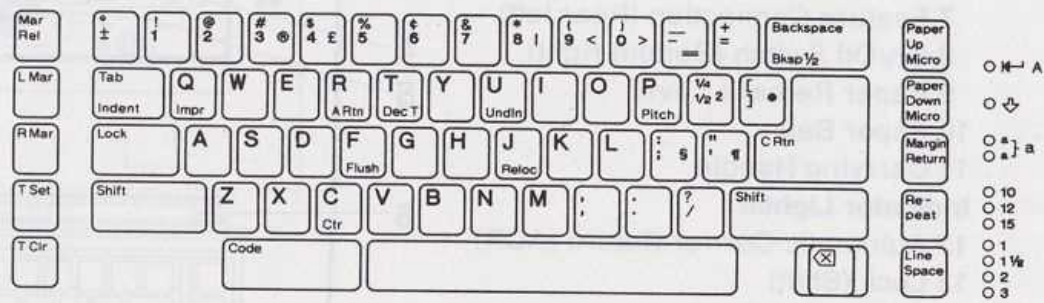
- 1 Paper Edge Indicator
- 2 Paper Insert Lever
- 3 Page-End Indicator
- 4 Paper Scale
- 5 Cardholder
- 6 Margin/Pitch Scale
- 7 Feature Connection (Rear left)
- 8 On/Off Switch (Bottom right)
- 9 Paper Release Lever
- 10 Paper Bail
- 11 Carrying Handle
- Indicator Lights:**
- 12 Automatic Carrier Return (ACR)
- 13 Lock (Shift)
- 14 Impression Control
- 15 Pitch
- 16 Line Spacing



Keyboard Layout

The keyboard has typing keys and control keys. All characters on the printwheel are accessed by:

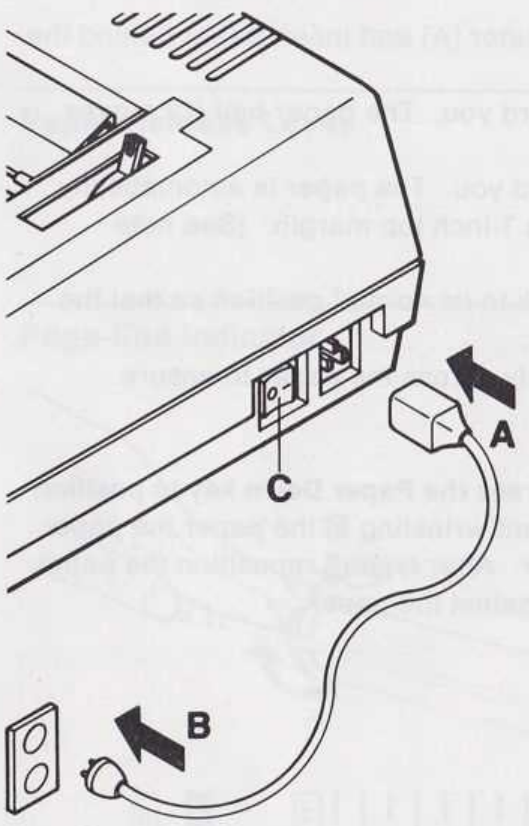
- Typing in lowercase
- Typing in uppercase
- Typing special characters in connection with the **Code** key.



This typewriter may also be used with Symbol or Alternate Printwheels. For keyboard layouts which correspond to these printwheels, see "Symbol and Alternate Keyboards" on page 38.

Turning On

Turning On the Typewriter

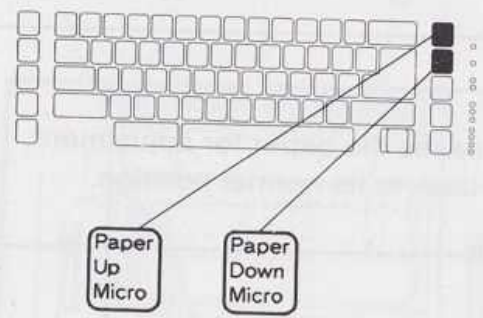


1. Connect the electrical cord to the typewriter (A). *Do not use a replacement cord which has a right-angle appliance connector.*
2. Plug the electrical cord into an outlet (B) which has the same voltage as shown on the voltage rating plate at the rear of the typewriter.
3. Push the On/Off switch (C) to the - position (on = -, off = ○).
 - The carrier moves to the left margin (first typing position).
 - The printwheel moves to *home* position.
 - The indicator lights at the right of the keyboard come on for the initial settings. The initial settings are:

| | | | |
|-----------------|--------------|----------------------|----------|
| Pitch Selection | = 10 (Pica) | Left/Right Margin | = 10/75 |
| Tab Positions | = 15 and 25 | Impression Control | = Medium |
| Line Spacing | = 1 (Single) | Auto. Carrier Return | = Off |

Note: When the typewriter is turned off or if the power fails, the correction memory is cleared. When the typewriter is turned on again, the initial settings are reactivated. (Change these settings as required.)

Paper Up/Paper Down



When either the **Paper Up** or the **Paper Down** key is pressed, the paper moves one-half of a line either up or down.

During automatic corrections, the operation of these keys depends upon the line spacing selection.

Micro Paper Up/Paper Down

When precise alignment of typing is required, use *micro* paper up/paper down. To use micro, hold down the **Code** key and press either the **Paper Up** or the **Paper Down** key. With micro, the paper moves 1/8 of a line either up or down. For corrections, use micro to reposition the paper.

Paper up/Paper down helps you to:

- Type formulas
- Fill in forms
- Eject paper (Press the **Paper Up** key and hold for repetition.)
- Position paper for corrections.

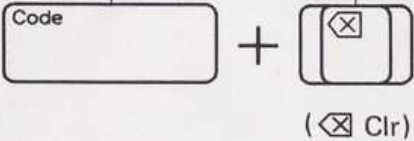
Code Key



The **Code** key is used in combination with other keys to:

- Print special characters;
- Turn on/off special functions;
- Clear correction memory.

To print special characters (shown in green on several typing keys), hold down the **Code** key and press the key showing the desired special character.



To turn on/off special functions (shown in green on several control or typing keys), hold down the **Code** key and press the key showing the desired special function.

To clear the correction memory, hold down the **Code** key and press the **Correction** key.

Pitch Selection

A pitch is defined as the number of characters that will print in one inch. The typewriter has the following pitch selections:



- 10 (Pica, initial setting)
- 12 (Elite)
- 15 (Micro) *

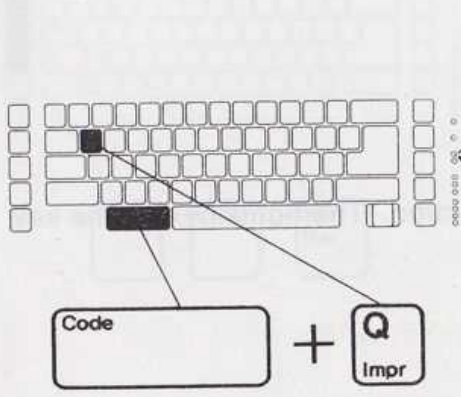


To change the pitch selection, hold down the **Code** key and press the **P (Pitch)** key until the light for the desired selection comes on. Each time you press **P (Pitch)**, the pitch selection and the lights change. Make certain the printwheel and pitch selection correspond to each other. (See "Printwheels" on page 33.)

** When using a 15-pitch printwheel, set the impression control to light.*

Impression Control

The typewriter has the following impression control selections:



- a } a Medium (initial setting)
- a } a Heavy (Press the **Impr** key once starting from "Medium.")
- a } a Light (Press the **Impr** key twice starting from "Medium.")
- a } a

To regulate the impact of the printwheel for the number of copies, or weight of the paper, hold down the **Code** key and press the **Q (Impr)** key until the light(s) for the desired impression setting comes on. Each time you press **Q (Impr)**, the impression control setting and the lights change.

Line Spacing

Line Spacing

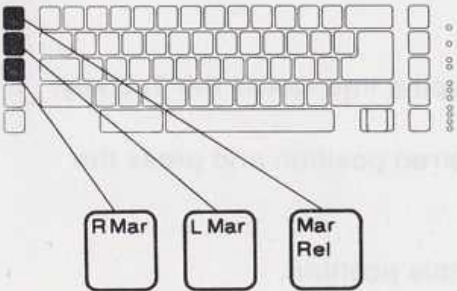
The typewriter has the following line spacing selections:



- 1 = single spacing (initial setting)
- 1½ = single and a half spacing
- 2 = double spacing
- 3 = triple spacing

Press the **Line Space** key to change the selection. The lights next to the key indicate the selected setting.

Margins



When the typewriter is turned on, margins are automatically set at positions 10 (left) and 75 (right).

To move the carrier through the left margin, press the **Mar Rel** key.

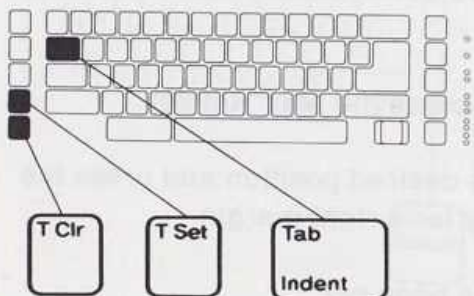
To set a new margin, move the carrier to the desired position and press the **L Mar** key for a left margin or the **R Mar** key for a right margin.

- A beep confirms that the new margin has been set.
- A beep occurs eight spaces before the right margin. You can continue typing through the right margin.

Returning to the Initial Margins

Press the **L Mar** and **R Mar** keys at the same time to set margins at positions 10 and 75.

Tabs



When the typewriter is turned on, tabs are automatically set at positions 15 and 25.

To move the carrier to tab positions on the typing line, press the **Tab** key.

To set a new tab, move the carrier to the desired position and press the **T Set** key.

- A beep confirms that a tab is now set at this position.

Repeat this step until all desired tabs are set (20 maximum).

Whenever the tab setting is changed, tabs no longer needed should be cleared before setting the new tabs. (See "Clearing Tabs" on page 13.)

Recommendation: Do not use the **Tab** key for positioning the carrier while correcting automatically (within the correction memory).

Clearing Tabs

Clearing tabs, one at a time:

1. Press the **Tab** key to move the carrier to the tab position to be cleared.
2. Press the **T Clr** key.
 - A beep confirms that this tab position is cleared.

Clearing All Tabs

Hold down the **T Clr** key and press the **Repeat** key.

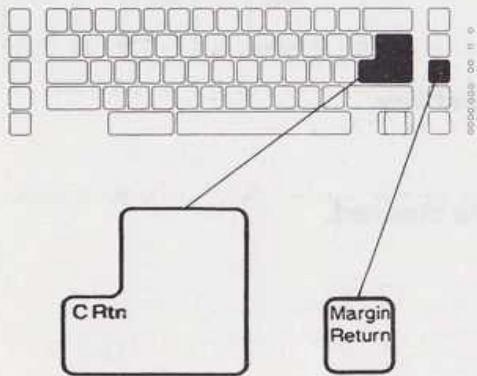
- Tabs are cleared for all pitches.
- A beep confirms that all tab positions are cleared.

Carrier Return

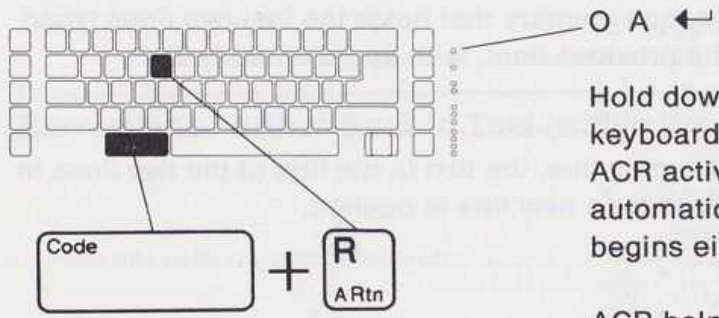
Press the **C Rtn** key to move the carrier to the next typing line. For repetition, press and hold the **C Rtn** key.

Margin Return

When you press the **Margin Return** key, the carrier moves to the left margin without moving the paper up one line.



Automatic Carrier Return (ACR)



Hold down the **Code** key and press the **R (A Rtn)** key. At the right of your keyboard the top light comes on, indicating that ACR is now active. With ACR active, a space or hyphen (-) typed in the margin zone will automatically move the carrier to the next typing line. The margin zone begins eight characters to the left of the right margin.

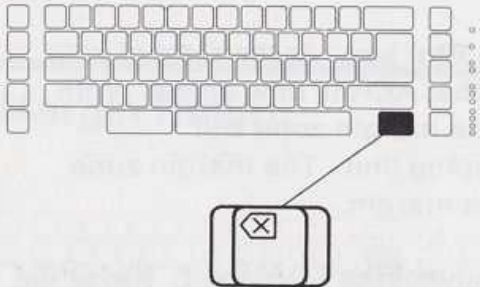
ACR helps you because you don't have to think about pressing **C Rtn** at the end of a line. You will need to use the **C Rtn** key for returning the carrier before the margin zone, as in the last line of a paragraph.

To turn ACR off, hold down the **Code** key and press the **R (A Rtn)** key again.

The ACR light goes off.

When ACR is off, use the **C Rtn** key to move the carrier to the next typing line.

Correction Key



This typewriter has a correction memory that holds the last *two lines* typed (the line you are on and the previous line), with approximately 254 characters for each line.

Whenever you go to a new typing line, the text in the first of the two lines in memory is cleared and space for a new line is opened.

Using the correction key:

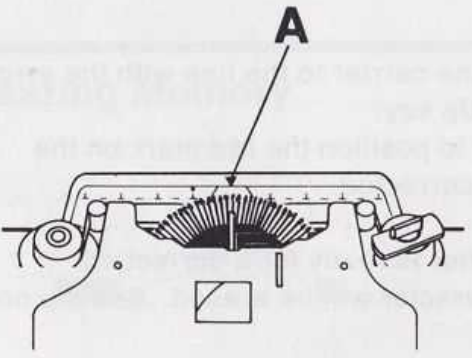
- Errors can be corrected automatically if they are in the correction memory (this is the line you are on or the preceding line).
- Errors outside the correction memory must be corrected manually. (See "Manual Corrections (outside the Correction Memory)" on page 18.)

Immediate Correction

Immediate Correction

1. If the last character typed is not correct, press the **Correction** key to erase the incorrect character.
2. Type the correct character.

Corrections Farther Back in Text (within the Correction Memory)

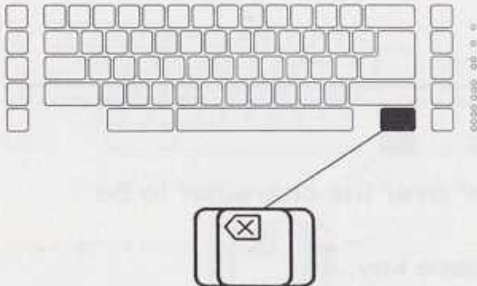


1. Position the pointer (A) on the cardholder over the character to be corrected in:
 - The current line by using the **Backspace** key, or
 - The previous line, by using the **Paper Down** key and the **Backspace** key or the **Spacebar**.

If you moved too far, use the **Paper Up** key, the **Backspace** key, and the **Spacebar**.

2. Press the **Correction** key.
 - The incorrect character is erased.
3. Type the correct character.
4. After completing the correction, hold down the **Code** key and press the **J (Reloc)** key to return the carrier to the last typing position. (See "Relocate" on page 20.)

Manual Corrections (outside the Correction Memory)



Make manual corrections if:

- You notice an error outside the correction memory, or
- You press the correction key and the typewriter beeps but the error is not corrected.

To correct manually:

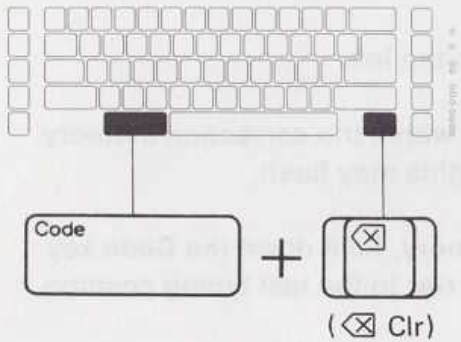
1. Press the **Paper Down** key to move the carrier to the line with the error. If you moved too far, use the **Paper Up** key.
2. Use the **Backspace** key or **Spacebar** to position the red mark on the cardholder over the character to be corrected.
3. Press the **Correction** key.
 - A beep confirms that the typewriter is ready for a correction.
4. Type the incorrect character; the character will be erased. See the note on the next page.
5. Type the correct character.
6. Use the **Paper Up** key, the **Spacebar**, and the **Backspace** key to move the carrier to the place you were typing when you noticed the error.

Clearing Memory

Notes:

- 1. Correcting one character at a time requires clearing the memory after each correction. Clearing memory is not required if you erase all errors on a line before typing the correct characters.
- 2. If the correction is on a line where you have used **Tab**, Half-Backspace, or pitch selection, you must start at the left margin and use them again to ensure correct positioning of the pointer.
- 3. *Relocate cannot be used with manual corrections.*

Clearing Memory

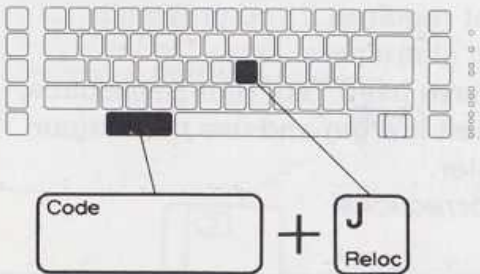


There may be times when you do not want the automatic paper and carrier movements associated with using correction memory. For example, you can choose to return to manual correction by clearing the memory. To clear the correction memory, hold down the **Code** key and press the **Correction** key.

The correction memory will also be cleared when: the paper insert lever is used to move the paper; the typewriter is switched off or a power interruption occurs; or the paper is moved more than two typing lines.

Relocate and Backspace

Relocate



Relocate automatically moves the carrier to the last typing position.

Hold down the **Code** key and press the **J (Reloc)** key after correcting or inserting text within the correction memory.

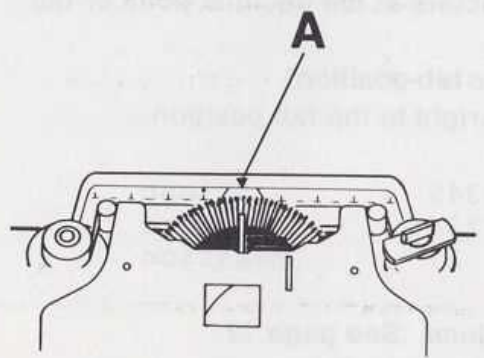
Backspace

Use the **Backspace** key to step the carrier to the left.

When controls are found while backspacing within the correction memory, the carrier may hesitate and the indicator lights may flash.

After backspacing within the correction memory, hold down the **Code** key and press the **J (Reloc)** key to return the carrier to the last typing position.

Half-Backspace



Characters mistakenly left out can be inserted without overcrowding a typing line. Half-backspace is used to add *one* character to a mistyped word. In the following example the word *trap* was typed *trp*.

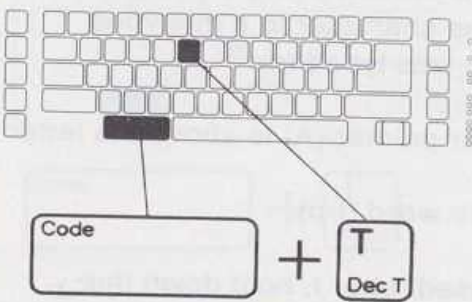
1. Backspace the carrier until the cardholder pointer (A) is above the letter *p* in *trp*.
2. Use the **Correction** key to erase the *whole* word (*trp*).
 - First the letter *p*, then *r*, then *t*.
3. With the carrier at the position of the erased letter *t*, hold down the **Code** key and press the **Backspace (Bksp ½)** key.
 - The carrier backspaces one half of a space.
4. Type the correct word *trap*.
5. Hold down the **Code** key and press the **J (Reloc)** key to return the carrier to the last typing position and turn off **Bksp ½**.

Remember: Only *one* character can be inserted into a word. Relocate cannot be used with manual corrections.

Example:

- Step 1: ... this trp is ...
- Step 2: ... this is ...
- Step 4: ... this trap is ...

Decimal Tab



Use decimal tab to align columns of characters at the decimal point or tab.

- The decimal point always prints on the tab position.
- Whole numbers and words print flush right to the tab position.

Example:

| | | |
|-------------|-------|----------|
| 12345678.90 | 2345 | Flush |
| 123.45 | 10234 | Word |
| Word | 27 | Position |

1. Set regular tabs at desired print positions. See page 12.
2. Hold down the **Code** key and press the **T (Dec T)** key.
 - The carrier moves to the next tab position.
3. Type the characters that are to the left of the decimal point or tab.
 - The carrier steps to the left, but the characters do not print.
4. Type the decimal point or any key combination listed on page 23.
 - The characters (and, if typed, the decimal point) print.
 - The carrier stops at the print position that follows the decimal point or the tab position.
 - Now further characters may be typed.
5. Repeat steps 2 through 4 for additional columns.

Shortcuts

Notes:

- 1. Characters can also be printed by pressing one of the following key combinations. Choose the key or key combination convenient for continued typing:

| | |
|--------------------|--------------------|
| Code and T (Dec T) | Code and Backspace |
| Code and J (Reloc) | Backspace |
| Code and F (Flush) | C Rtn |
| Code and C (Ctr) | Margin Return |
| Code and Tab | Tab |

- 2. When typing word columns without decimals, hold down the **Code** key and press the **T (Dec T)** key to print the characters and move to the next column.
- 3. The keyboard locks when the left margin has been reached or the carrier is only one space away from a previously typed character.

Release the left margin or set a different tab farther to the right.

Correcting While Using Decimal Tab

If an error is typed while entering characters in decimal tab, press the **Correction** key to erase the complete input and move the carrier back to the tab stop. Retype the complete number; decimal tab is still active.

Recommendation: Do not use decimal tab while correcting automatically (within the correction memory).

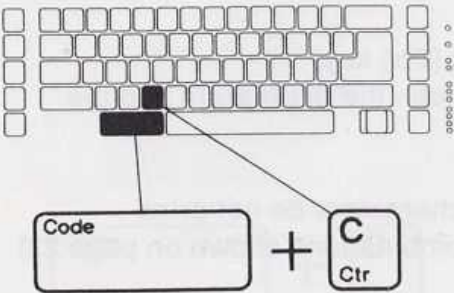
Centering

Text can be centered automatically:

- Between the left and right margins,
- Between the left margin and the right margin zone (ACR on),
- On tab stops,
- Around any desired position on the typing line.

Centering between Margins

Centering between Margins



Example:

This is
a
description
of a
new typewriter.

With ACR off and the carrier at the left margin:

1. Hold down the **Code** key and press the **C (Ctr)** key.
 - The carrier moves to the center between the margins.
2. Type the text.
 - The carrier steps to the left, but the characters do not print.
3. Press the **C Rtn** key (or any of the key combinations shown on page 23) to print the text.
4. Repeat steps 1, 2, and 3 until all lines to be centered are printed.

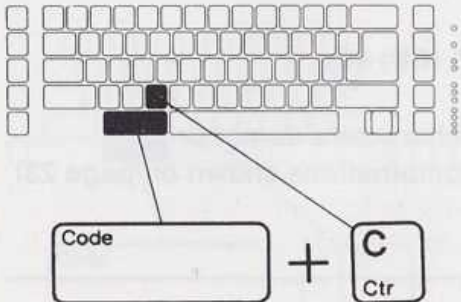
Centering between the Left Margin and the Right Margin Zone

With ACR *on* and the carrier at the left margin:

1. Hold down the **Code** key and press the **C (Ctr)** key.
 - The carrier moves to the center between the left margin and the right margin zone.
2. Type the text.
 - The carrier steps to the left, but the characters do not print.
3. Press the **C Rtn** key (or any of the key combinations shown on page 23) to print the text.

Centering on Tab

Centering on a Tab Position



1. Press the **Tab** key to move to the desired tab position.
2. Hold down the **Code** key and press the **C (Ctr)** key.
3. Type the text.
 - The carrier steps to the left, but the characters do not print.
4. Press the **C Rtn** key (or any of the key combinations shown on page 23) to print the text.

Note: While using centering, the typewriter prevents overprinting of text already typed. The keyboard locks when the carrier is only one space away from a previously typed character. Press the **Correction** key to delete the input. Then set a new tab farther to the right.

Centering at Any Desired Position

With the carrier at the desired position:

1. Hold down the **Code** key and press the **C (Ctr)** key.
2. Type the text.
 - The carrier steps to the left, but the characters do not print.
3. Press the **C Rtn** key (or any of the key combinations shown on page 23) to print the text.

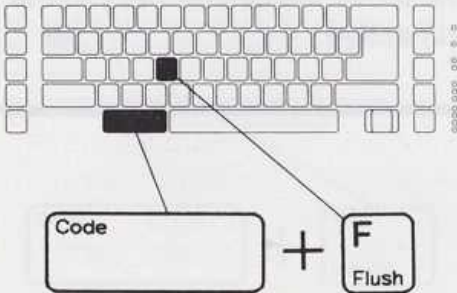
Correcting Characters While Centering

If an error is typed while entering characters to be centered, press the **Correction** key to erase the complete input and move the carrier back to the starting position. Retype the input; centering is still active.

Recommendation: Do not use centering while correcting automatically (within the correction memory).

Flush Right

Flush Right



Example:

This is
a
description
of a new typewriter.

Use flush right to type text with an even (flush) right margin.

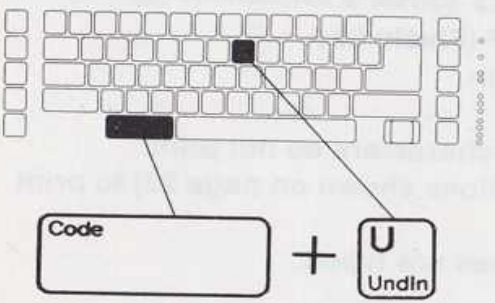
1. Hold down the **Code** key and press the **F (Flush)** key.
 - The carrier moves to the right margin.
2. Type the text.
 - The carrier steps to the left, but the characters do not print.
3. Press **C Rtn** (or any of the key combinations shown on page 23) to print the text. Flush right is turned off.
4. Repeat steps 1 through 3 until all the lines are typed.

Automatic Underline

Correcting While Using Flush Right

If an error is typed while entering characters in flush right, press the **Correction** key to erase the complete input and move the carrier back to the right margin. Retype the text; flush right is still active.

Automatic Underline



Example:

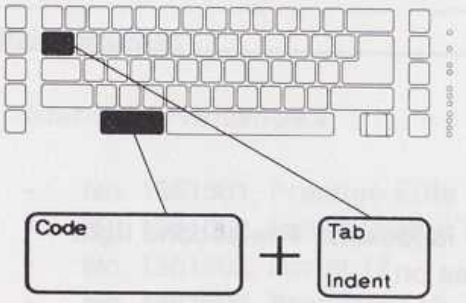
Three blind mice ...

Hold down the **Code** key and press the **U (UndIn)** key — in the example, before *b* is typed. Now any text typed is underlined automatically.

To turn off automatic underlining, hold down the **Code** key and press the **U (UndIn)** key again — in the example, after *d* was typed.

Paragraph Indent

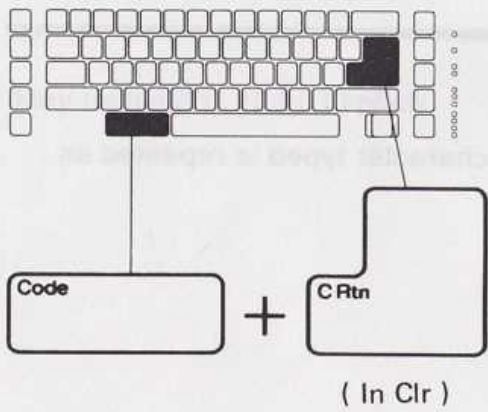
Paragraph Indent



Use paragraph indent to set a temporary left margin.

With the carrier at the desired indent position:

1. Hold down the **Code** key and press the **Tab (Indent)** key.
 - The temporary left margin is set.
2. Type the text.
 - With each carrier return, the carrier moves to this temporary left margin and text prints flush left at the indented position.



To cancel paragraph indent and to return to the original left margin, hold down the **Code** key and press the **C Rtn** key.

Shift key

Shift Key

Uppercase characters are typed as long as either **Shift** key is held down.

Lock Key (Shift)



Lock



When the **Lock** key is pressed, the **Shift** key is locked. The second light from the top at the right of the keyboard goes on.

To unlock the **Shift** key, press either of the two **Shift** keys.

Repeat Key



Re-
peat

When the **Repeat** key is pressed, the last character typed is repeated as long as the **Repeat** key is held down.

Recommended Supplies

Printwheels

Standard Printwheels:

- No. 1361501, Prestige Elite 12/10*
- No. 1361502, Letter Gothic 12/10*
- No. 1361503, Script 12
- No. 1361505, Presentor 10
- No. 1361506, Micro 15
- No. 1361510, Courier 10

Alternate Printwheels:

- No. 1361504, Courier 10
- No. 1361532, Prestige Elite 12/10*
- No. 1361533, Micro 15

Symbol Printwheel:

- No. 1361500, Symbol 10

* May be used in 12 or 10 pitch.

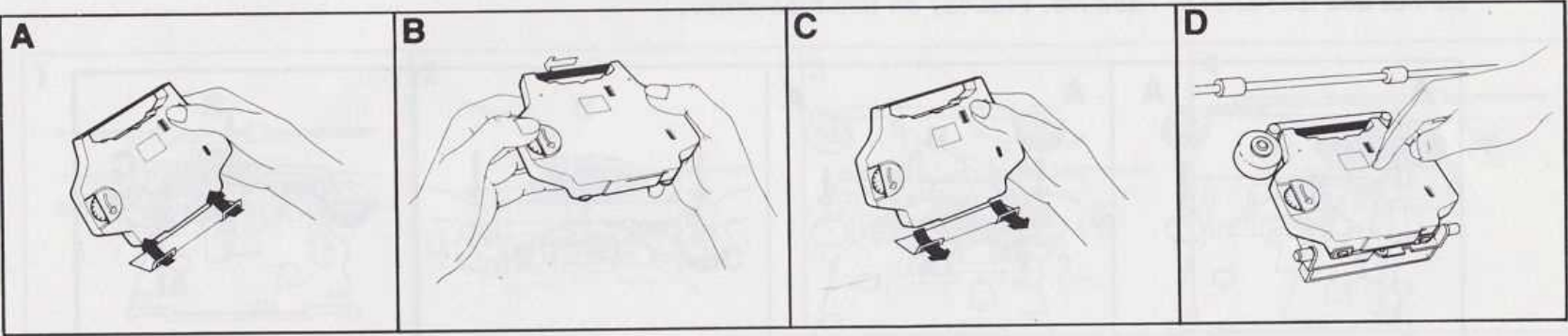
When using a 15-pitch printwheel, set the impression control to light.

Changing the Ribbon

Changing the Ribbon Cassette

1. Raise the typewriter cover.
 - When this cover is raised, the typewriter is deactivated.
2. Remove the ribbon cassette by lifting it upward (Figure A).
3. Before inserting the new cassette, tighten the ribbon by turning the drive gear in the direction of the arrow (Figure B).
4. While inserting the cassette, hold it tilted toward the keyboard, inserting the two guides on the ribbon cassette into the mounting slots (Figure C).
5. Press the cassette down (Figure D).
6. Close the cover.

Important: Be careful not to crease the ribbon while rolling it into the cassette.

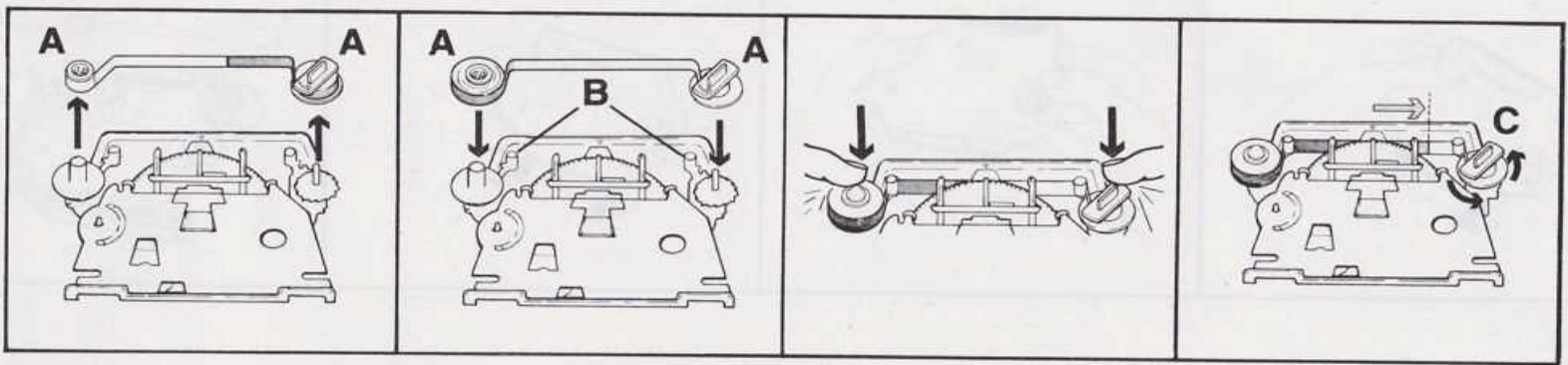


Changing the Correction Tape

For easier handling, center the carrier and remove the ribbon cassette (see Figure A in "Changing the Ribbon Cassette").

1. Remove the right and left correction tape spools (A).
2. Install the new correction tape around the two guide rollers (B) and mount both spools (A).
 - Push both spools all the way down and make sure the tape is between the plastic cardholder and metal tape guide.
3. Turn the right spool in the direction of the arrow until the correction tape tightens (C).
4. Insert the ribbon cassette.
5. Close the cover.

Do not use IBM Lift-Off Tape No. 1136433 on this typewriter.



Changing Printwheel

Changing the Printwheel

1. Remove the ribbon cassette. (See Figure A in "Changing the Ribbon Cassette .")
2. Press the red lever (Figure 1-A). The printwheel tilts away from the platen.
3. Press the red lever (Figure 1-B). The printwheel is released.
4. Remove the printwheel.
5. Install the desired printwheel on the printwheel shaft (Figure 2-C) so that the writing on the front side of the printwheel faces the platen (the unmarked side then faces the carrier). Make sure that the locating pin (Figure 2-D) is inserted into the locating hole (Figure 2-E).
6. Press the printwheel onto the carrier shaft until it "SNAPS" into place (Figure 3).
7. Return the printwheel to the operating position by pushing the metal bar toward the platen (Figure 4).
8. Insert the ribbon cassette.
9. Close the cover.

