

First Edition (December 1983)

Described herein are basic procedures for using the IBM Typewriter Diskette Module. However, the principles involved are adaptable to many different operations.

This manual contains examples of business forms and reports with the names of persons, companies, brands, and products. All of these names are fictitious.

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Installation and Operating Instructions

Typewriter Diskette Module

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measure may be required to correct the interference.

Safety Information

CAUTION

Maintain at least a 2½" (63.50 mm) to a 3" (76.20 mm) clearance at the rear of the Diskette Module to allow for proper ventilation.

The IBM Typewriter Diskette Module incorporates Class I construction as defined by the International Electrotechnical Commission Publication 380, "Safety of Electrically Energized Office Machines," and other national standards.

Class I construction provides protection against electrical shock through the use of protective grounding of accessible metal parts of the machine.

The IBM Typewriter Diskette Module is equipped with a grounding type (3-wire) electrical cord because protective grounding is necessary.

The IBM Typewriter Diskette Module is intended to be serviced by professional service personnel trained to service this product. There are some mechanical and electrical hazards in the service area of this machine.

For continued protection against electrical shock:

1. Connect only to a properly grounded electrical outlet of the correct voltage.
(See machine voltage rating plate.)
2. Refer servicing to trained professional service personnel.
3. When servicing, use only identical replacement parts.

Preface

Learning to Use Your
Diskette Module

Use this book to learn how to use your IBM Typewriter Diskette Module. Start with the sections that are required, then look through the optional sections and come back to them when you need to.

What Sections of This Book
Are Required?

- Installation
- Before You Begin
- Getting Started
- Basic Operations.

How Long Should the
Required Sections Take?

It should take about 45-60 minutes to complete the four required sections.

When Should You Start?

Start the required sections *after* you complete your IBM Electronic Typewriters 95/85 training. You need to know how to type and store documents and phrases in the typewriter before you can store them on a diskette.

Are There Any Practice
Exercises?

There are no practice exercises in this book, but you should practice each of the basic operations.

Select a paragraph or a short memo from your own work to use as a practice exercise.

When you practice, *always* use an empty storage area in your typewriter.

Preface (continued)

What Will You Learn in Each Section of This Book?

This chart lists the topics in each section and is color-keyed to the sections of this manual. To locate a section quickly, identify the section color and turn to that color by locating it on the edge of the book.

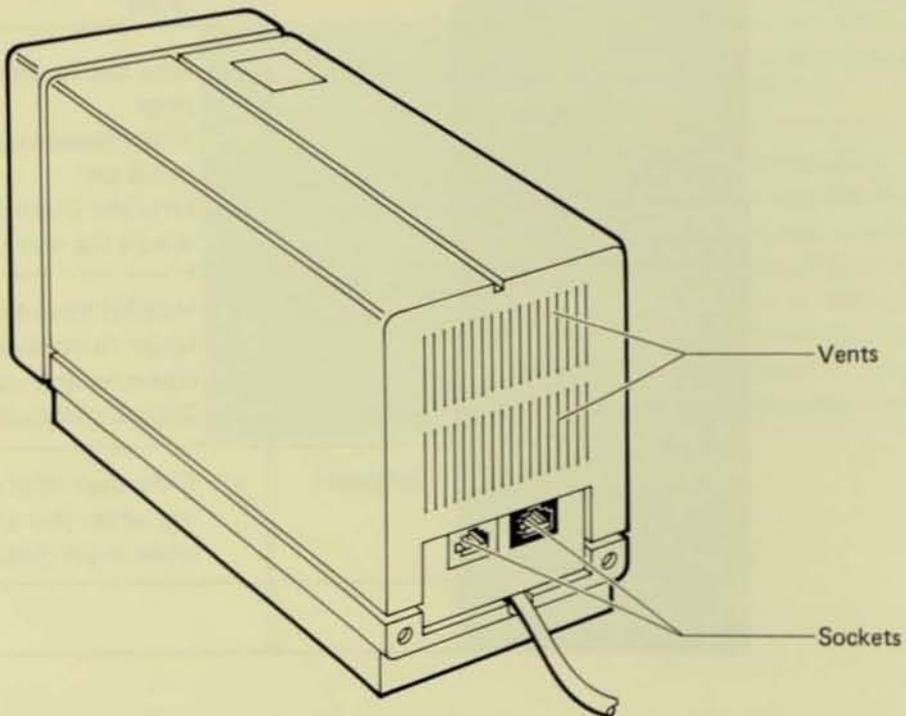
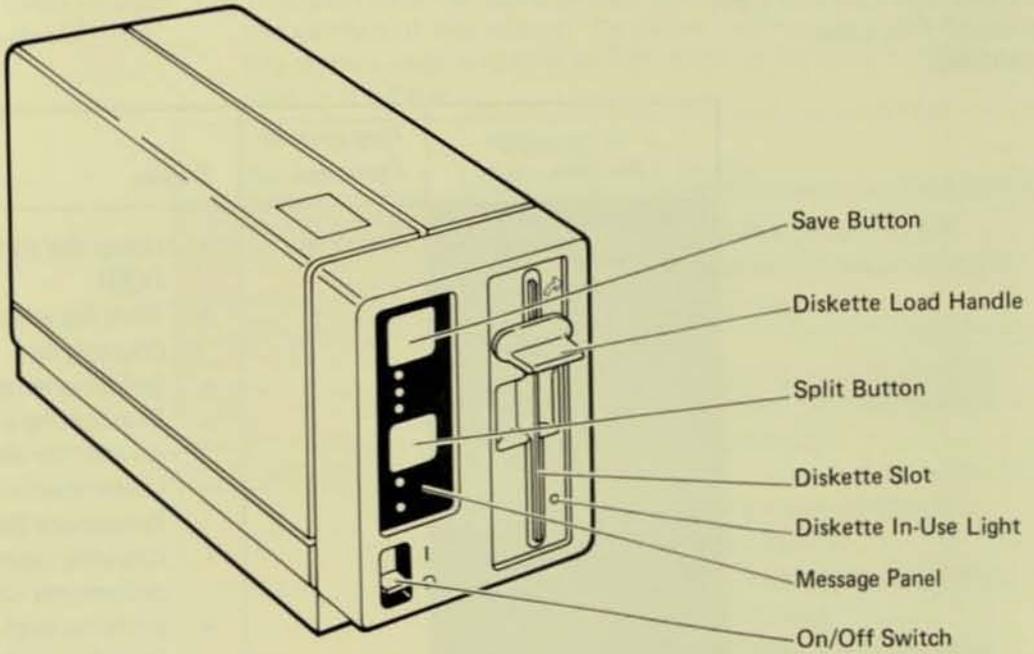
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1 Installation	Required	<ul style="list-style-type: none">• Safety Information• Installing your Diskette Module
2 Before You Begin	Required	<ul style="list-style-type: none">• Using your typewriter• Your Diskette Module• Diskettes
3 Getting Started	Required	<ul style="list-style-type: none">• Turning the Diskette Module on• Loading and unloading diskettes• Diskette storage areas• Document titles
4 Basic Operations	Required	<ul style="list-style-type: none">• Storing documents on a diskette• Playing back diskette documents• Using the diskette log• Logging how the diskette documents were typed• Duplicating documents• Revising documents• Deleting documents• Working with phrases

Preface (continued)

What Will You Learn in Each
Section of This Book?
(continued)

<i>Section</i>	<i>Required or Optional</i>	<i>Topics</i>
5 Special Operations	Optional	<ul style="list-style-type: none">• Using the correcting key ($\langle \boxtimes \rangle$)• Working with large documents• Splitting large documents• Duplicating a document on another diskette• Understanding the Document Save light• Copying typewriter documents to a diskette• Working with documents stored outside the (A-Z) areas
6 Bells, Lights What Happened?	Optional	<ul style="list-style-type: none">• Why the typewriter bell rings• Why message panel lights come on• Why the Diskette Module works the way it does
7 Helpful Hints	Optional	<ul style="list-style-type: none">• Helpful hints that make it easier to organize your diskettes and use your Diskette Module
8 Supplies	Optional	<ul style="list-style-type: none">• Reference information to use when you are ready to order more diskettes
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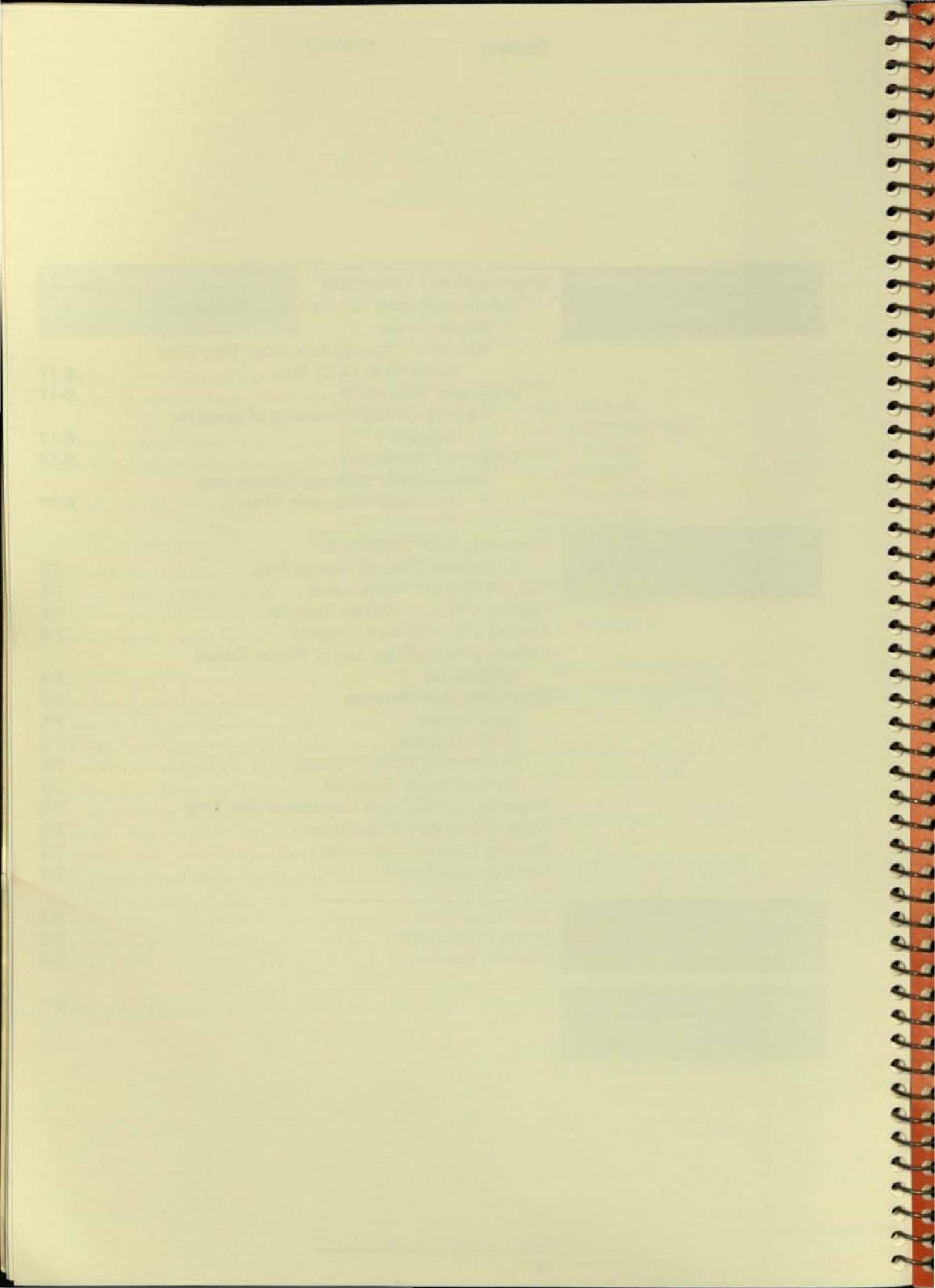
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Safety Information**CAUTION**

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The IBM Typewriter Diskette Module is intended to be serviced by professional service personnel trained to service this product. There are some mechanical and electrical hazards in the service area of this machine.

For continued protection against electrical shock:

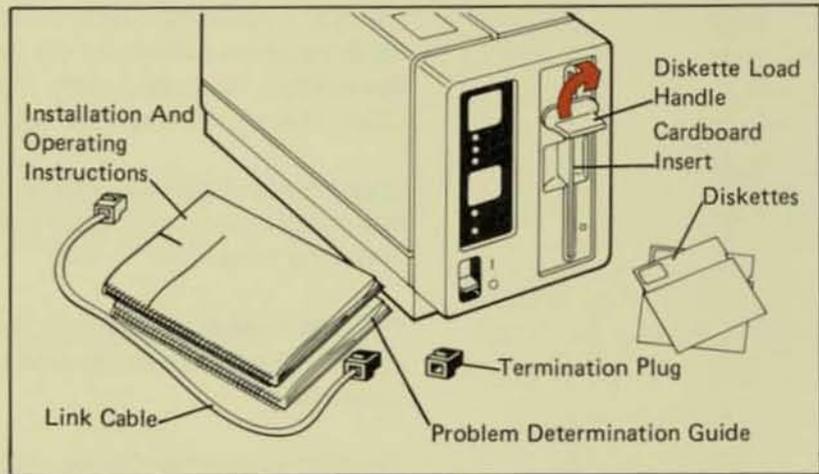
1. Connect only to a properly grounded electrical outlet of the correct voltage. (See machine voltage rating plate.)
2. Refer servicing to trained professional service personnel.
3. When servicing, use only identical replacement parts.

Diskette Module

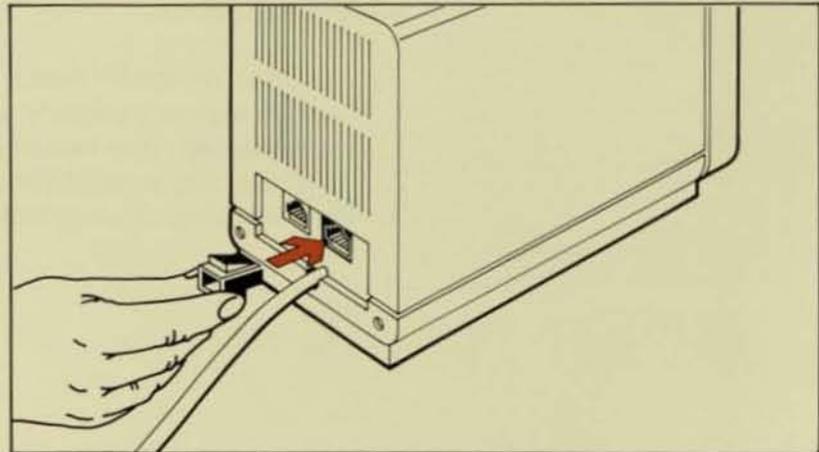
Follow these steps to set up your Diskette Module.

1
Use the Diskette Module and the items in the accessory kit to set up your Diskette Module.

- a. Remove the tape holding the diskette load handle.
- b. Turn the diskette load handle to the right (vertical position).
- c. Pull out the cardboard insert from the diskette slot.

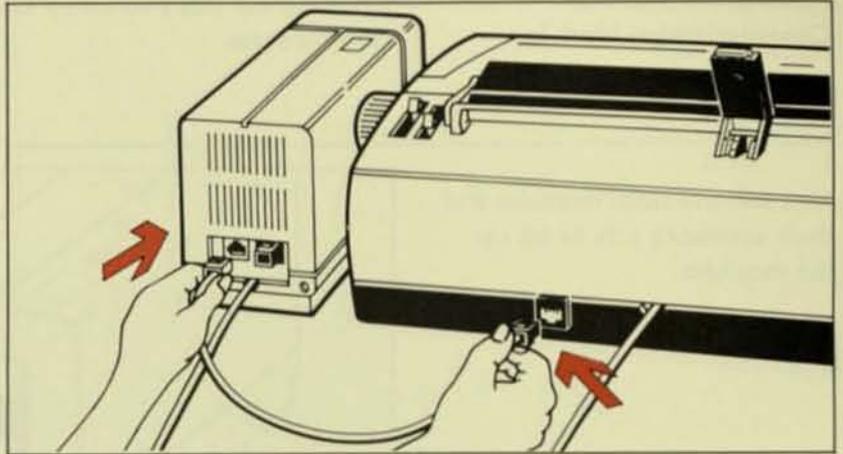


2
Facing the back of the Diskette Module, insert the termination plug into the right socket. The right socket is black. The plug will fit only one way. (If you need to remove the termination plug in the future, squeeze the top lever and pull the plug out.)



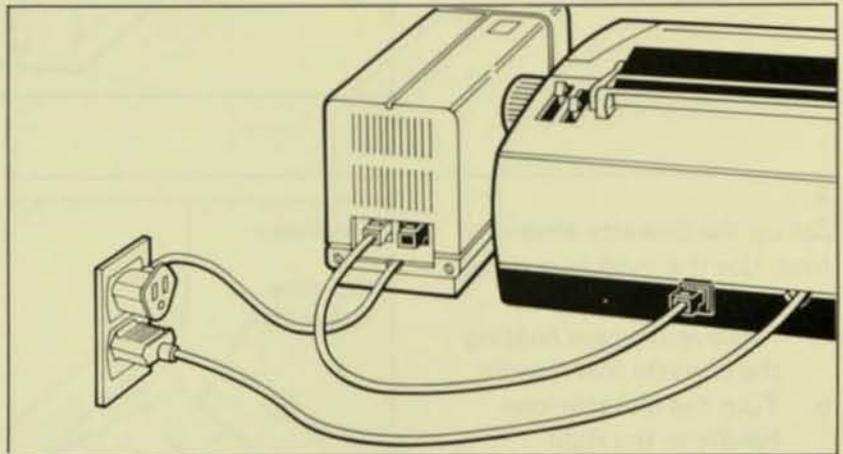
3

Insert the white end of the link cable into the left socket of the Diskette Module. The left socket is white. Insert the black end of the link cable into the back of the typewriter. (If you need to remove the link cable in the future, squeeze the top and bottom levers on each end and pull the cable out.)



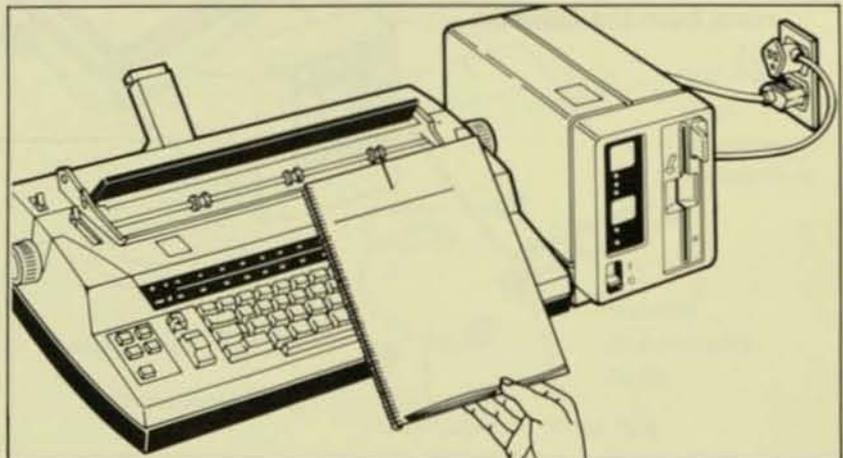
4

Plug the Diskette Module's power cord into a grounded receptacle. Plug the typewriter's power cord into a separate receptacle, if possible.



5

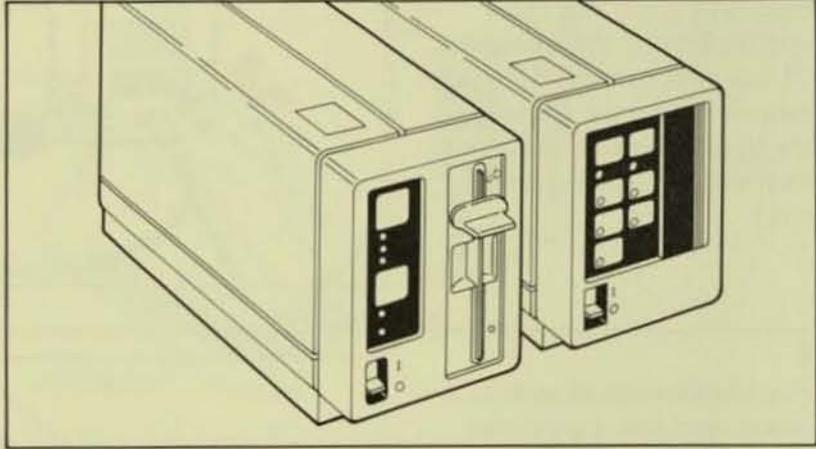
Now you're ready to use the Diskette Module. Refer to the operating instructions in this manual to learn to use it.



Diskette Module and Communication Module

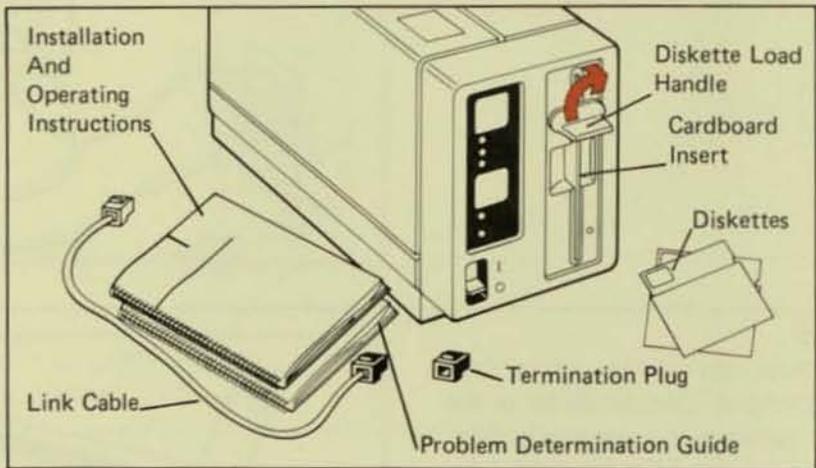
Follow these steps to set up both the Diskette and Communication Modules.

- 1**
You will use both modules and their accessory kits to set up the modules.

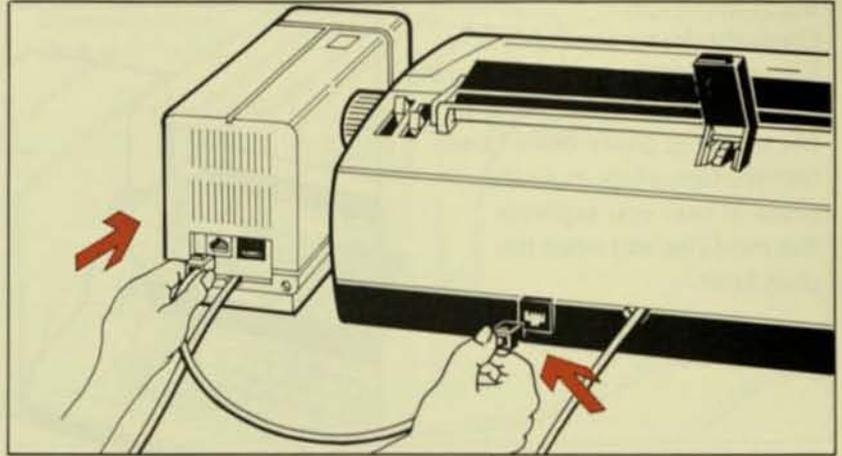


- 2**
Set up the Diskette Module first. Use the module and the items in the accessory kit.

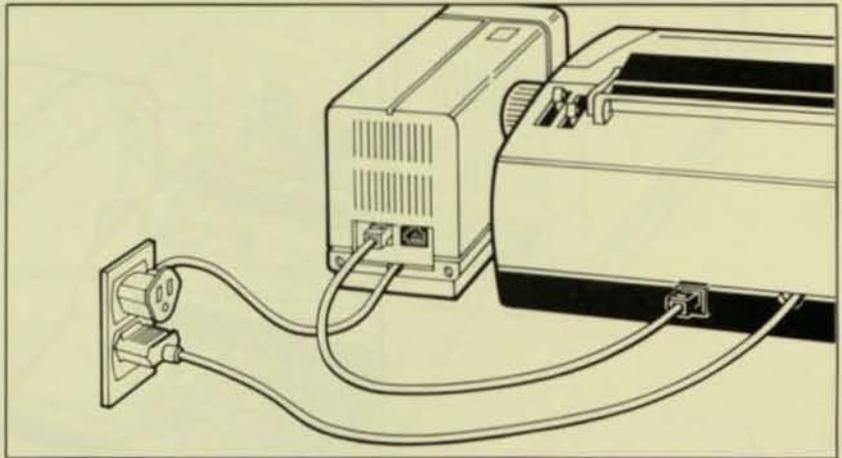
- a. Remove the tape holding the diskette load handle.
- b. Turn the diskette load handle to the right (vertical position).
- c. Pull out the cardboard insert from the diskette slot.



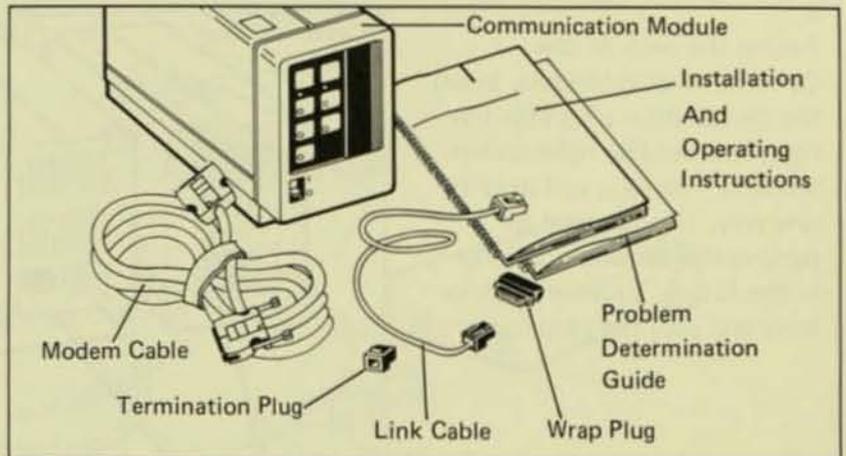
3
 Insert the white end of the link cable into the left socket of the Diskette Module. The left socket is white. Insert the black end of the link cable into the back of the typewriter. (If you need to remove the link cable in the future, squeeze the top and bottom levers on each end and pull the cable out.)



4
 Plug the Diskette Module's power cord into a grounded receptacle. Plug the typewriter's power cord into a separate receptacle, if possible.

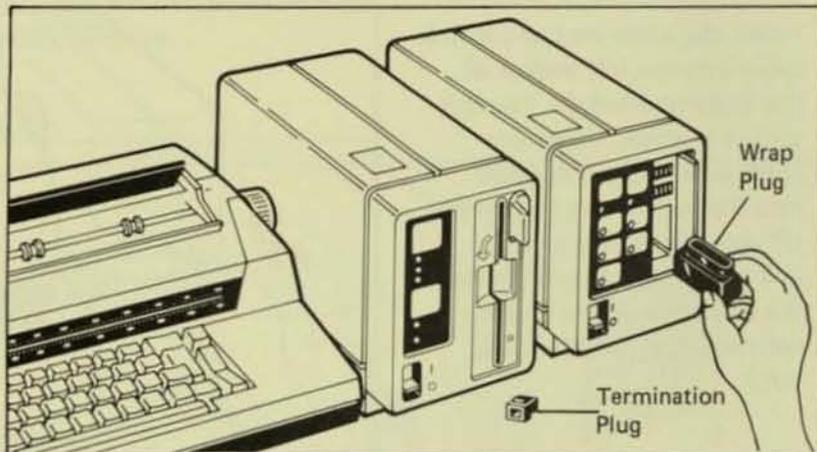


5
 Set up the Communication Module next. Use the module and the items in the accessory kit.



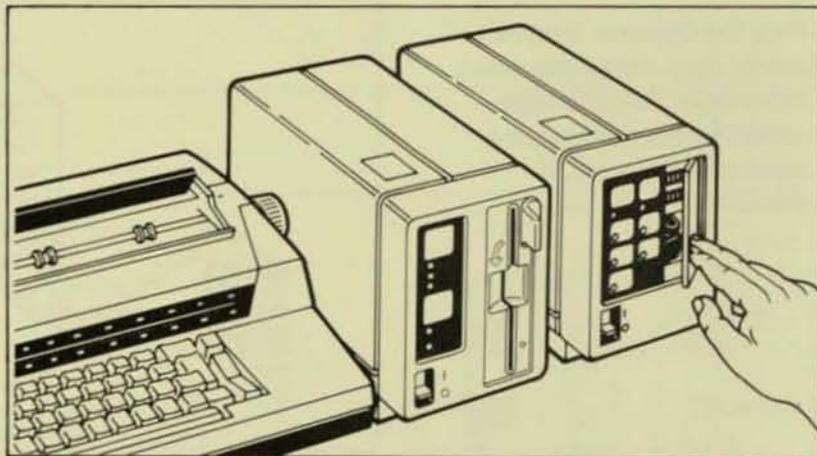
6

Open the front door on the Communication Module. Store the wrap plug by placing it in the opening. Store one of the termination plugs in a safe place in case you separate the modules and need the plug later.



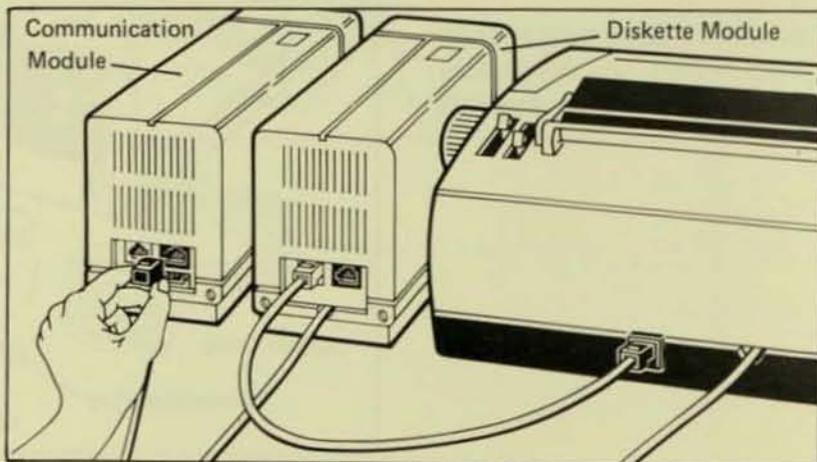
7

Close the door.



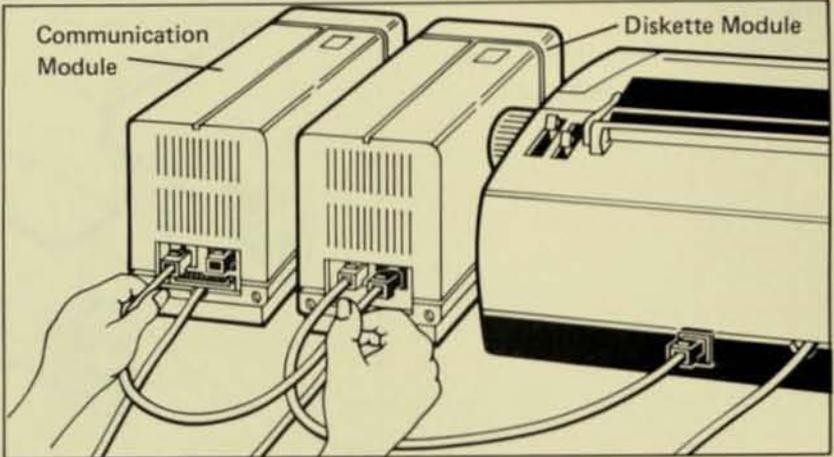
8

Facing the back of the Communication Module, insert the termination plug into the right socket. The right socket is black. The plug will only fit one way. (If you need to remove the termination plug in the future, squeeze the top lever and pull the plug out.)



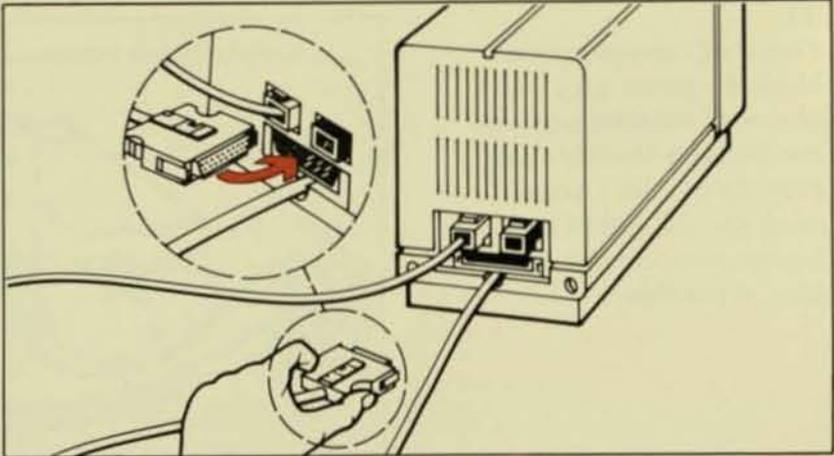
9

Insert the white end of the link cable into the left socket of the Communication Module. The left socket is white. Insert the black end of the link cable into the right socket of the Diskette Module. The right socket is black. (If you need to remove the link cable in the future, squeeze the top and bottom levers on each end and pull the cable out.)



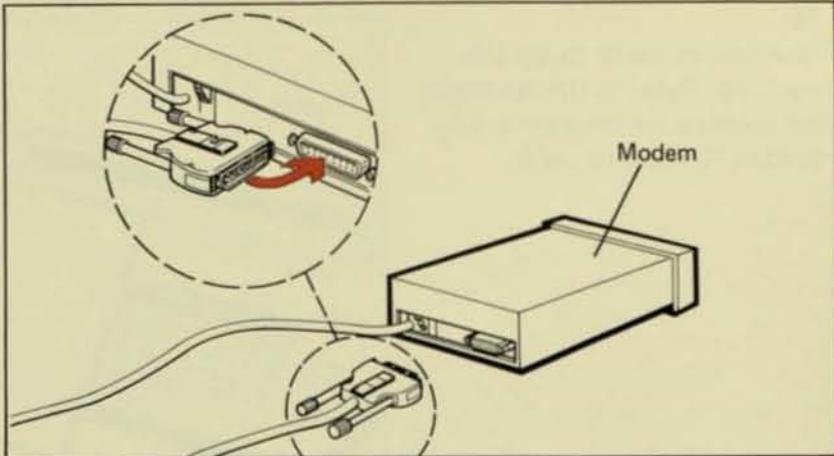
10

Squeeze the black side tabs of the modem cable and plug it into the back of the Communication Module. The cable will only fit one way.



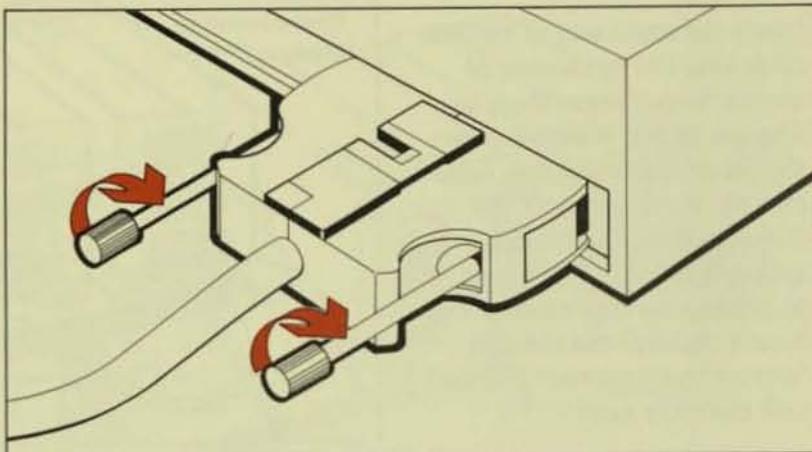
11

Plug the other end of the modem cable into the back of the modem. The cable will only fit one way.



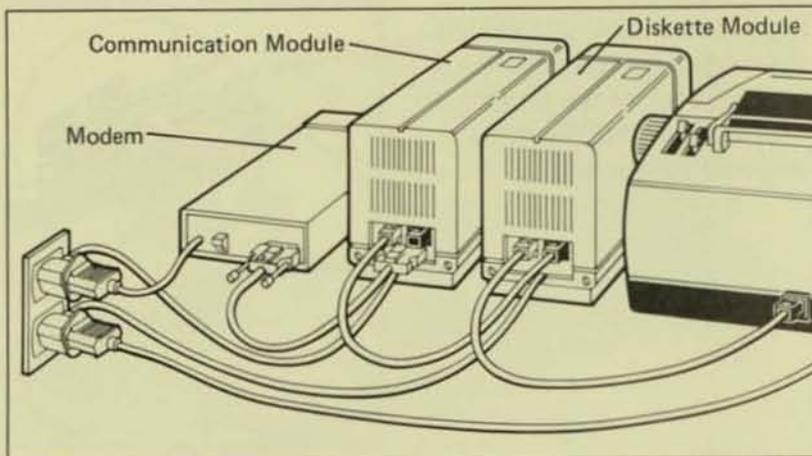
12

To tighten the thumbscrews on the modem cable, turn them clockwise.



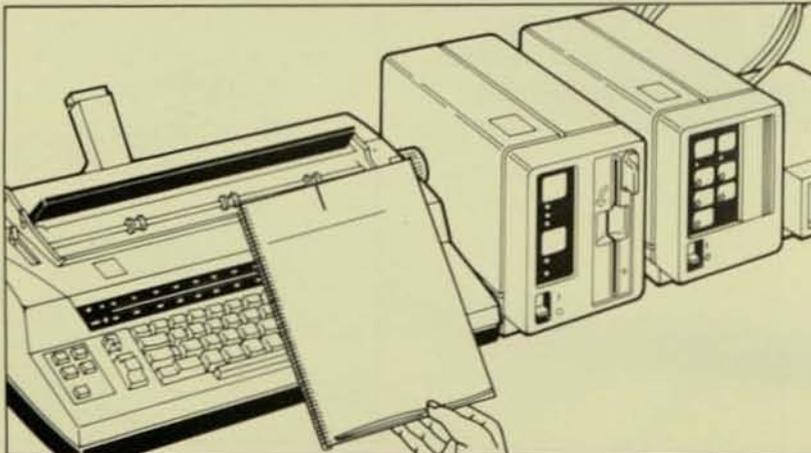
13

Plug the Communication Module's power cord into a grounded receptacle or into the Diskette Module's plug. Plug the modem's power cord into the end of the Communication Module's plug, if possible.



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Now you're ready to use the modules. Refer to the operating instructions for the appropriate module to learn to use it.



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Before You Begin

Why Store Your Documents on Diskettes?

Once a document is stored on a diskette, it no longer takes up storage in the typewriter. Your document storage capacity is limited only to the number of diskettes you have available.

Here are some more examples of how storing documents on diskettes can help make your job easier!

- If you type for more than one person or department, you can separate their work by storing their documents on different diskettes.
- If you do different kinds of typing (letters, reports, forms), you may find it easier to keep each kind on a different diskette.
- When documents and phrases are stored on diskettes, they are not lost when power to the typewriter is interrupted and you do not have battery backup in your typewriter.
- Documents which are highly confidential can be stored on a diskette, and the diskette can be locked in a desk or filing cabinet.
- You can exchange diskettes with other operators who have Diskette Modules.
- You can create a backup diskette with duplicate copies of important documents. That way you won't have to retype the documents if you misplace or damage your diskettes.

Using Your IBM 95/85

Will Your Typewriter Operate Differently?

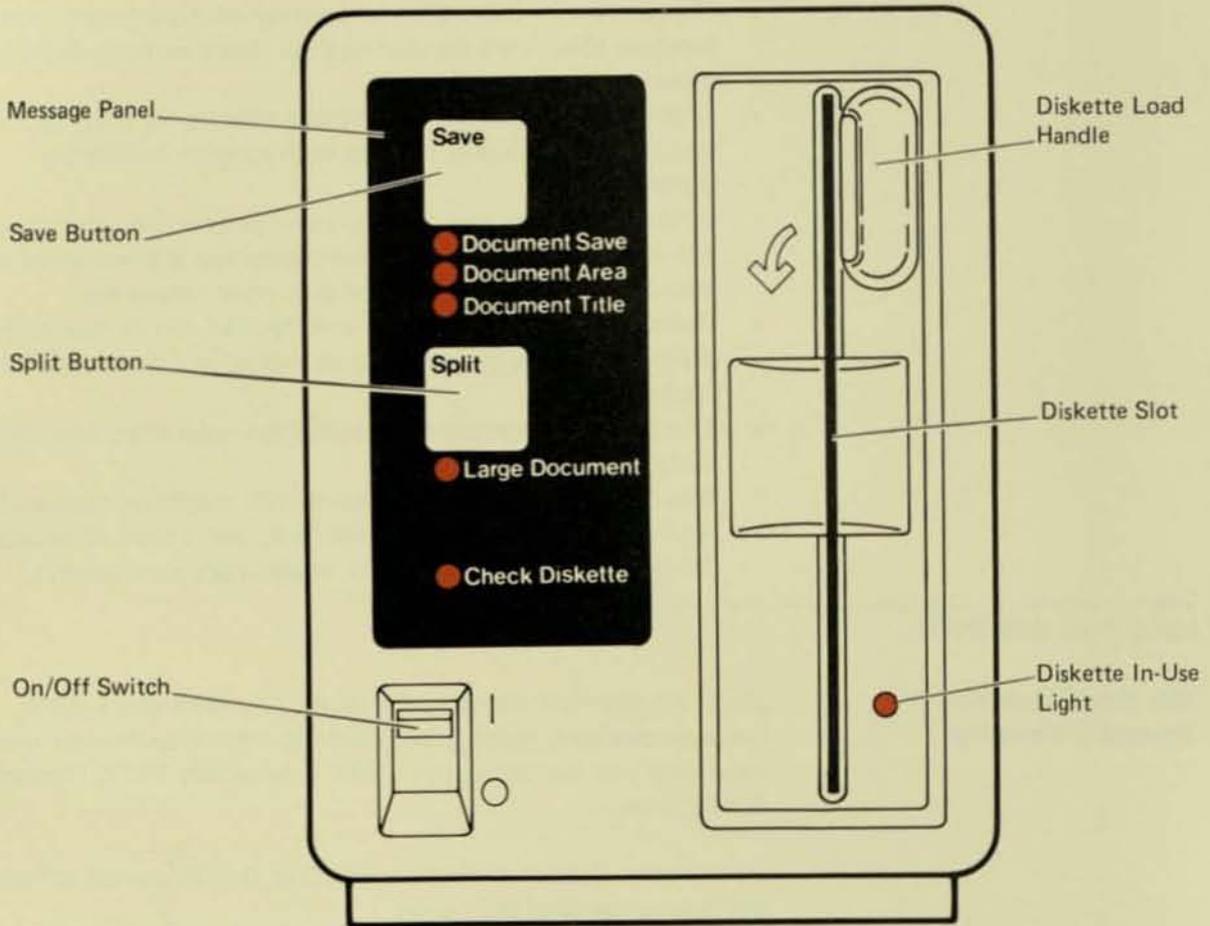
No, the typewriter operates the same. You store documents, make corrections, revise, play, advance, return, and delete the same way you learned in your IBM Typewriters 95/85 Operating Instructions.

Remember: Do *not* turn the typewriter On/Off switch off while the typewriter Wait light is on.

Your Diskette Module

On the front of your Diskette Module are lights and buttons you will use to operate the Diskette Module.

If you are not sure why a message panel light is on solid, or blinking, refer to the Bells, Lights, What Happened? section or the Problem Determination Guide.



On/Off Switch

The On/Off switch must be moved to on (I) before using the Diskette Module. This switch must *not* be moved to off (O) while the typewriter Wait light is on or the Diskette Module In-Use light is on.

Diskette Slot

The diskette slot holds one diskette in the Diskette Module.

Your Diskette Module
(continued)

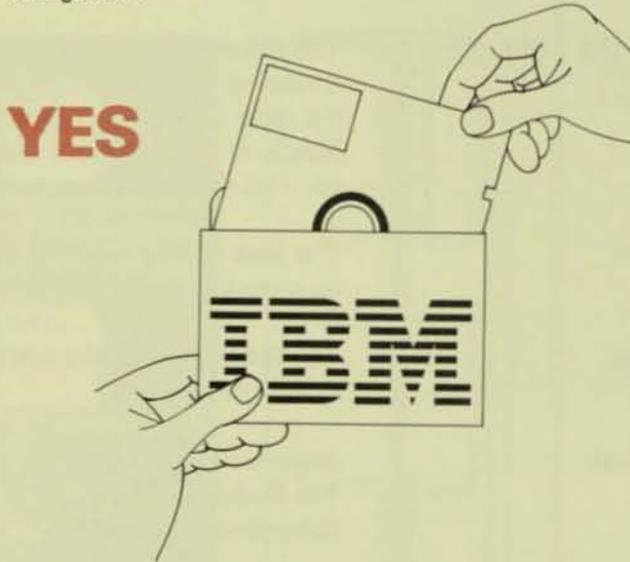
Diskette Load Handle	The diskette load handle is used to load or unload a diskette. Always turn the diskette load handle to the right (vertical position) before turning off power to the Diskette Module. Leave the handle in this position while the Diskette Module's power is off.
Diskette In-Use Light	The diskette In-Use light comes on whenever the Diskette Module is reading from or writing to your diskette. This light may be on the same time as the typewriter Wait light. Do not try to turn the handle or to remove the diskette while the In-Use light is turned on. This may cause you to lose the documents on the diskette.
Save Button	The Save button loads the program diskette and stores documents on a work diskette.
Split Button	The Split button splits one large diskette document into two smaller documents.
Message Panel	<p><i>Document Save Light</i> The Document Save light prompts you to store a typewriter document on a diskette.</p> <p><i>Document Area Light</i> The Document Area light prompts you to type the letter (A-Z) of a diskette storage area.</p> <p><i>Document Title Light</i> The Document Title light prompts you to type a document title.</p> <p><i>Large Document Light</i> The Large Document light tells you the diskette document is too large to fit in the typewriter memory.</p> <p><i>Check Diskette Light</i> The Check Diskette light tells you the Diskette Module requires attention.</p>

Diskettes

Handling Your Diskettes

Handle your diskettes with care at all times to prevent damaging the diskettes or losing documents stored on them. The following precautions will help you take care of your diskettes.

- Keep diskettes in their protective envelopes when they are not being used.



- Do not place diskettes near food, drink, or ashtrays.

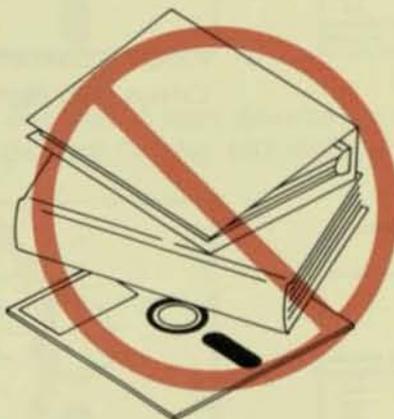


Diskettes (continued)

- Do not use clips or rubber bands on diskettes.



- Do not place heavy items on diskettes.

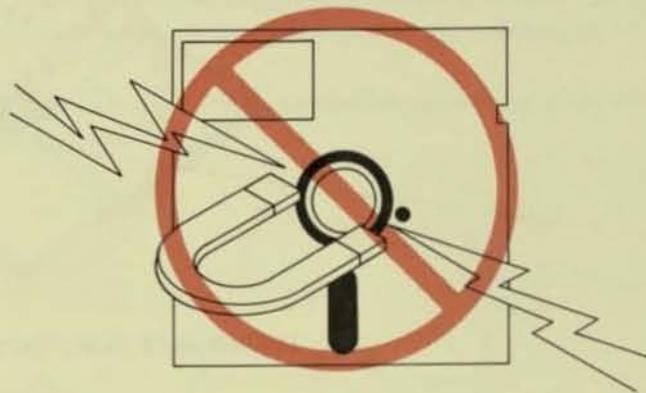


- Do not touch or try to clean the diskette surfaces. Fingerprints, dust buildup, or spills on the magnetic surfaces will damage the diskettes.

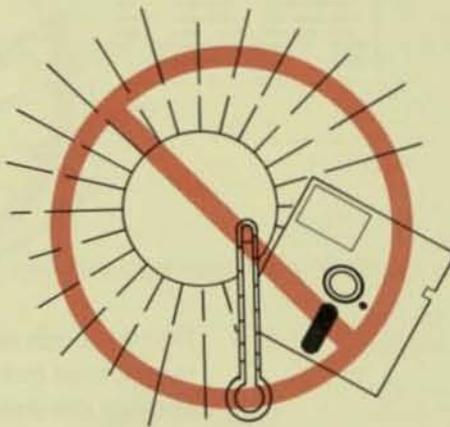


Diskettes (continued)

- Do not place diskettes near materials that might be magnetized. You will not be able to use the diskette again without losing everything stored on it.



- Keep the diskettes away from heat greater than 51.5 degrees Celsius (125 degrees Fahrenheit) or direct sunlight.



- Do not write on diskettes outside the label area. Write on the label first and then place it on the diskette.

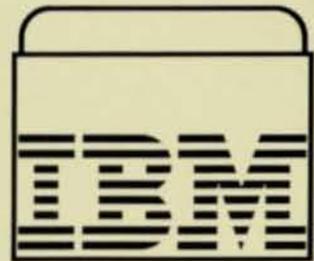
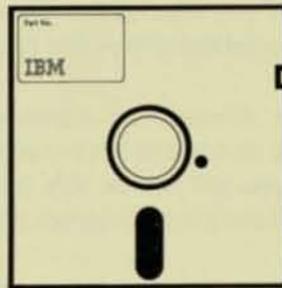


Diskettes (continued)

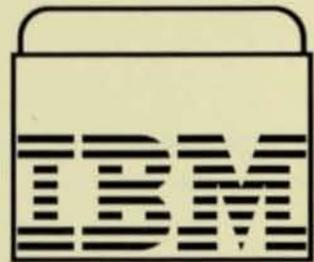
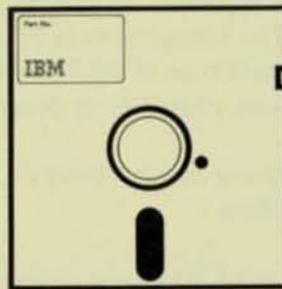
Types of Diskettes
You Will Use

You will use two types of diskettes in your Diskette Module:

- Program diskettes. You can identify a program diskette by the green label with the words "IPL Diskette" and a part number.



- Work diskettes. A work diskette is a double-sided IBM 5.25" Diskette (IBM Part No. 6023450) or equivalent.



Why You Need a
Program Diskette

The Diskette Module needs instructions on how to store and recall documents you typed on the typewriter. The program diskette contains these instructions. The Diskette Module loses these instructions when it is turned off.

When to Use the
Program Diskette

Each time you turn the Diskette Module on, you must reload the instructions from the program diskette before you can use your work diskettes.

You only need one program diskette for everyday typing.

Diskettes (continued)

Why You Have Two Program Diskettes

If you misplace or damage a program diskette, you will need a backup to use until you can purchase a new one.

- Use one program diskette for everyday typing.
- Keep your other program diskette as a backup.
- If you misplace or damage your everyday program diskette, purchase a new one as soon as possible.

Note: *Always* keep a backup program diskette. If you misplace or damage your everyday diskette and do not have a backup, you will *not* be able to use your Diskette Module until you purchase a new program diskette.

When to Use Your Backup Program Diskette

Use your backup program diskette when:

- Your everyday program diskette is misplaced or damaged. Continue using the backup until you can purchase a new everyday program diskette.
- The instructions in the Bells, Lights, What Happened? section or in the Problem Determination Guide ask you to load your backup program diskette.

Storing Your Backup Program Diskette

Label one of your program diskettes *Backup*. Store it in a clean, dry place.

Using Work Diskettes

You store your own typed documents on work diskettes.

You can store up to 60,000 characters on each usable side of a work diskette. When one side of a double-sided diskette is full, you can turn the diskette over and store documents on the other side.

Getting Started

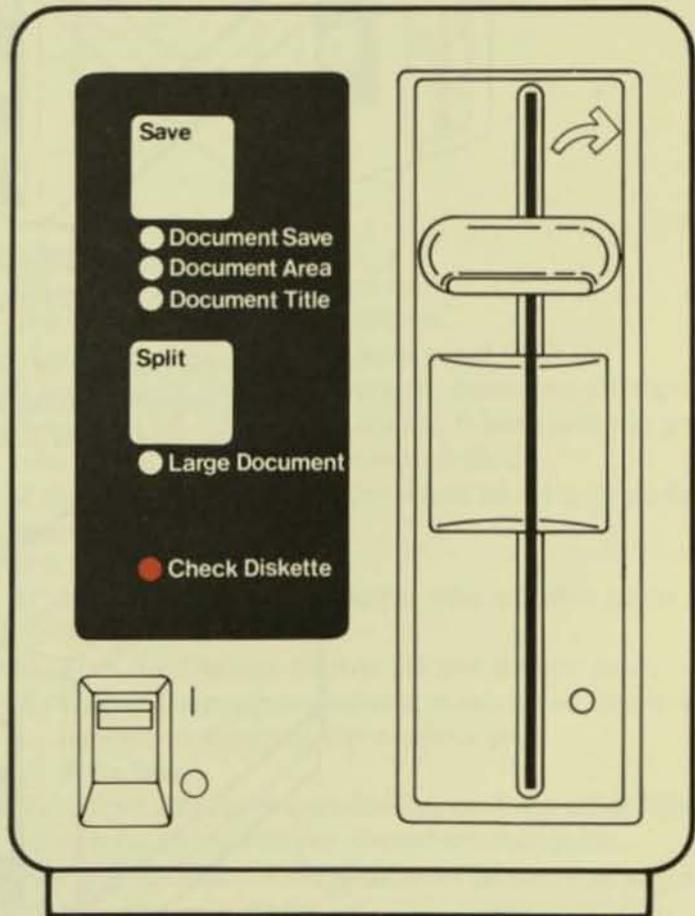
Contents	Turning the Diskette Module On	3-3
	Loading the Program Diskette	3-4
	Unloading the Program Diskette	3-6
	Loading a Work Diskette	3-7
	Preparing a New Work Diskette to Store Documents	3-9
	Preparing All New Work Diskettes at the Same Time	3-9
	Diskette Storage Areas	3-10
	Document Titles	3-11

Getting Started

Turning the Diskette Module On

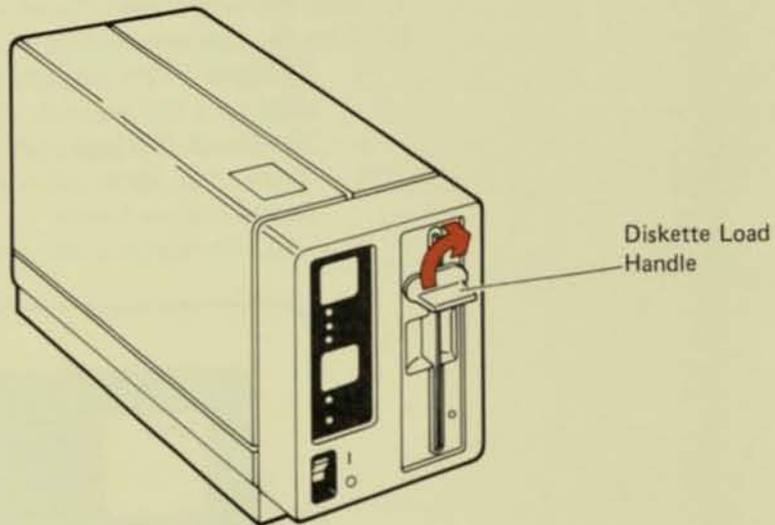
Before turning on power to the Diskette Module, be sure you have removed the cardboard insert from the diskette slot as described in the Installation section of this book.

1. Turn the typewriter's Power and On/Off switches to on.
2. Turn the Diskette Module on.
 - All lights on the Diskette Module message panel come on solid for a few seconds, then go off.
 - The **Check Diskette** light begins to blink.
 - If any other lights begin blinking, refer to the Problem Determination Guide.
3. Now you are ready to load a program diskette.

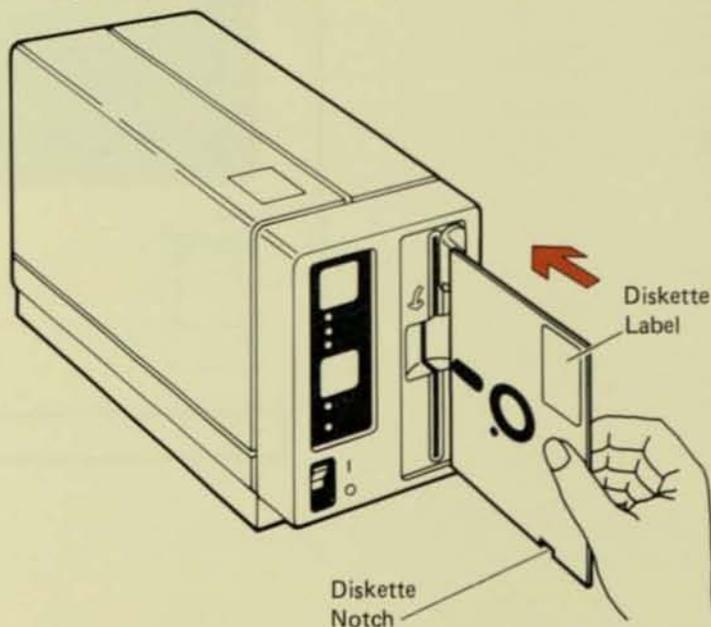


Loading the Program Diskette

1. Make sure the diskette load handle is turned all the way to the right (vertical position).
 - The load handle will clear the diskette slot.
2. Remove the program diskette from its protective envelope.

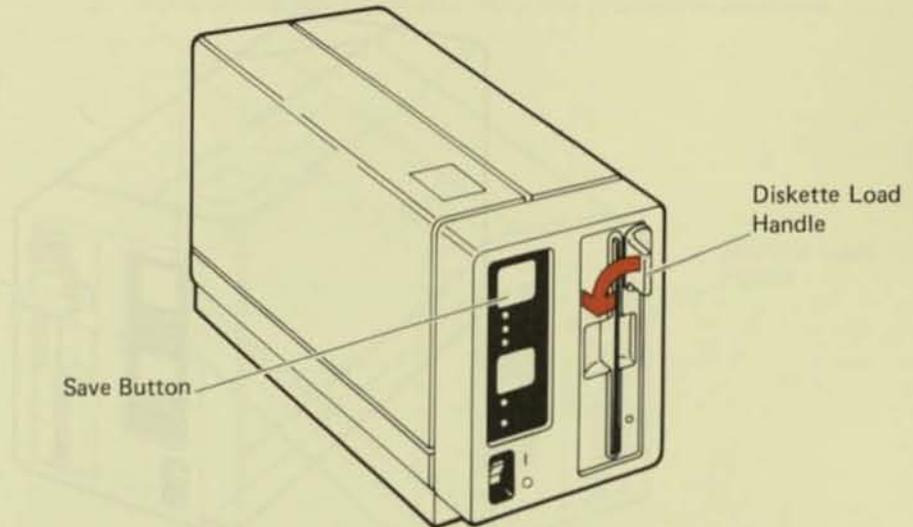


3. Place the program diskette in the diskette slot.
 - The program diskette must be in the position shown in the example below.
 - Notice the position of the label and the notch.
4. Insert the program diskette fully into the diskette slot.
 - Only the edge of the diskette will be visible inside the slot.



**Loading the Program
Diskette (continued)**

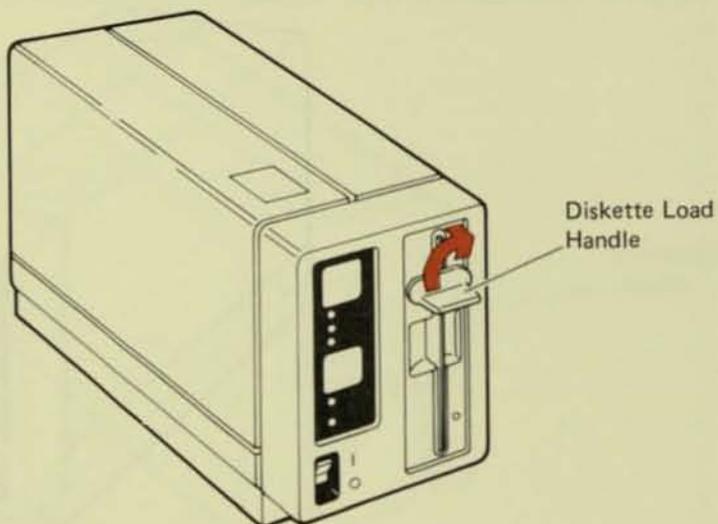
5. Turn the diskette load handle all the way to the left (horizontal position).
 - The load handle will be across the diskette slot.



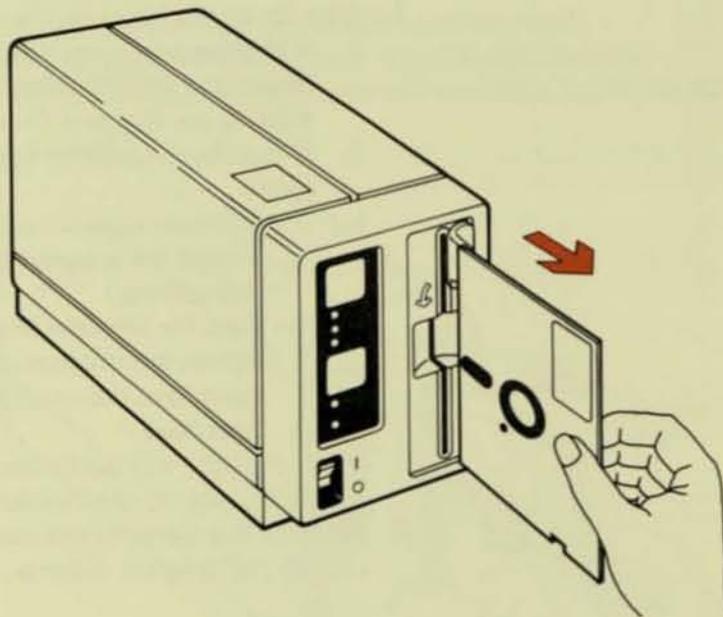
6. Press **Save**.
 - All message panel lights come on.
 - The diskette In-Use light comes on.
7. Wait for all the lights on the message panel to go out.
 - a. If the message panel lights stay on, make sure the typewriter **Power** and **On/Off** switches are on. If both switches are on, refer to the Problem Determination Guide.
 - b. If the **Check Diskette** light continues blinking, press **Save** again.
 - c. If it still continues blinking:
 - 1) Unload the program diskette. (See the next group of instructions.)
 - 2) Turn the Diskette Module off and then on again.
 - 3) Reload the program diskette, making sure that it is inserted as shown on the previous page.
 - 4) Press **Save**.
 - d. If the light still continues blinking, or if any other lights blink, refer to the Problem Determination Guide.
8. When all the lights on the message panel go out, you are ready to unload the program diskette.

Unloading the Program Diskette

1. Turn the diskette load handle all the way to the right (vertical position).
 - The load handle will clear the diskette slot.



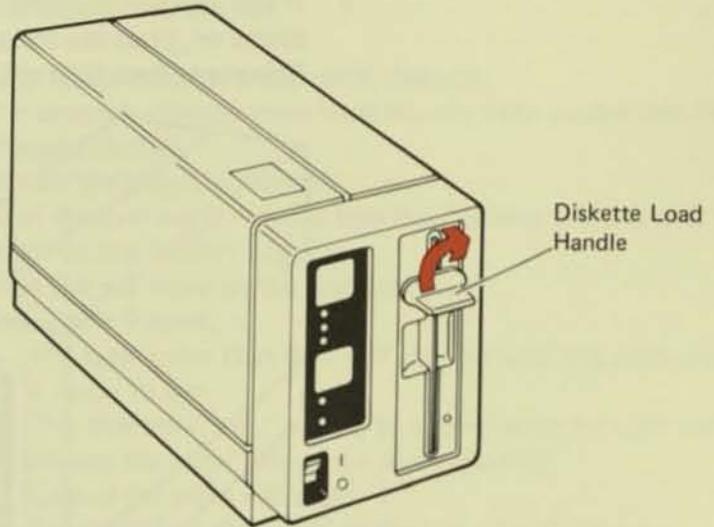
2. Carefully remove the program diskette from the diskette slot and place it back in its protective envelope.



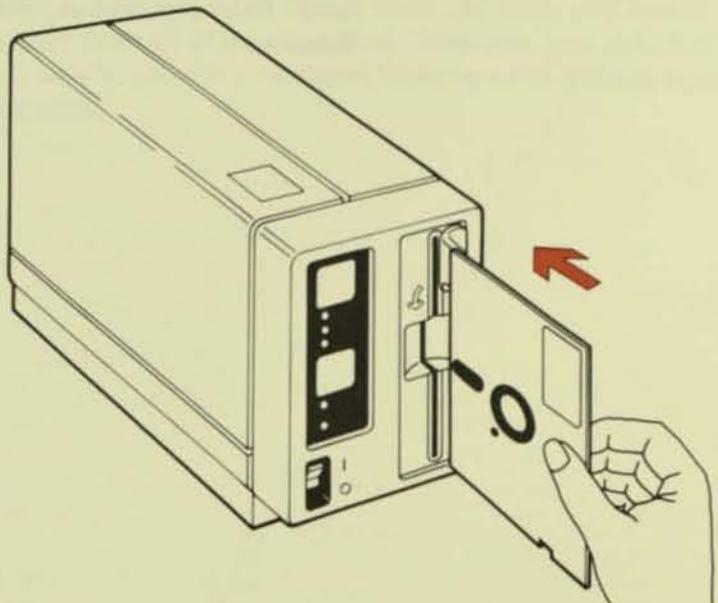
3. Now you are ready to load a work diskette.

Loading a Work Diskette

1. Make sure the diskette load handle is turned all the way to the right (vertical position) and the program diskette has been removed.
2. Remove the work diskette from the protective envelope.

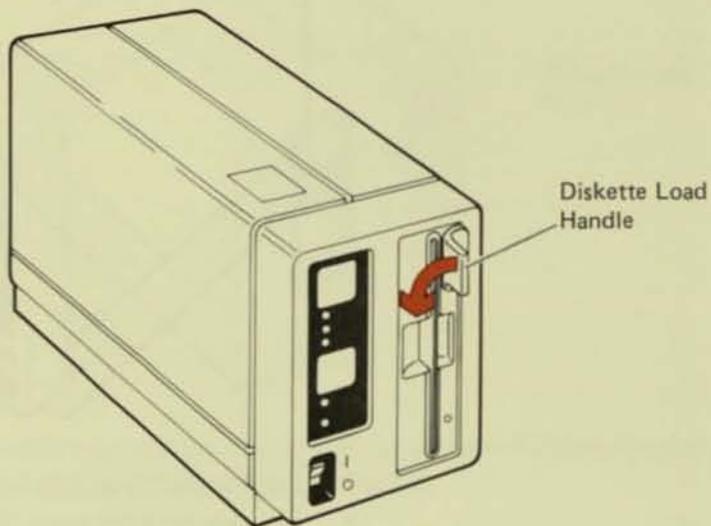


3. Place the work diskette in the diskette slot.
 - The double-sided work diskette can be loaded with the notch on the bottom or on the top.
4. Insert the work diskette fully into the diskette slot.
 - Only the edge of the diskette will be visible inside the slot.



Loading a Work Diskette
(continued)

5. Turn the diskette load handle all the way to the left (horizontal position).
 - The load handle will be across the diskette slot.
6. Do *not* press **Save**.
 - If you accidentally press **Save** and the **Document Area** light comes on, press the correcting key (⊗) to turn the **Document Area** light off.



7. Now you are ready to begin using your Diskette Module.

Note: Work diskettes are unloaded the same way as program diskettes.

Preparing a New Work Diskette to Store Documents

Both sides of a new work diskette must be prepared to store documents from the typewriter.

You need to prepare each side of a new work diskette only one time.

To prepare a side of a new work diskette:

1. The program diskette must have already been loaded into the Diskette Module.
2. Unload the program diskette.
3. Load the new work diskette into the Diskette Module with the notch on the bottom edge.
4. Press **Del + 0** (zero on the numbers' row).
5. Press **Del + 0** again.
 - The typewriter **Wait** light will stay on until the work diskette is ready to use.
 - This operation may take up to two minutes for each side.
6. To prepare the other side of the work diskette:
 - a. Unload the work diskette.
 - b. Reload it with the notch on the top edge this time.
 - c. Repeat steps 4 and 5.

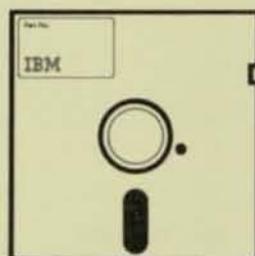
Note: Prepare a work diskette one time only. If you prepare a side of a work diskette that has already been used, all documents on that side of the diskette will be deleted!

Preparing All New Work Diskettes at the Same Time

When you receive a new box of work diskettes, you should prepare them all at the same time. Otherwise, you may find that you have to prepare a new work diskette while you are storing a document.

Diskette Storage Areas

Each side of a work diskette has storage areas (A-Z) available for documents and one storage area (±) for phrases. A document typed in storage area A in the typewriter will be stored in area A on the diskette.



Typewriter Storage Area

Diskette Storage Area

A	A
B	B
C	C
<hr/>	
Z	Z
1-99	±

Once a document is stored on a diskette, it no longer takes up storage in the typewriter.

The storage areas on a work diskette are reusable, just like the storage areas in the typewriter.

Document Titles

You can store a title with each diskette document, which means you do not have to keep a handwritten log of documents for each work diskette.

A document title may contain up to 17 characters, including spaces and punctuation marks. The titles may include a combination of letters and numbers.

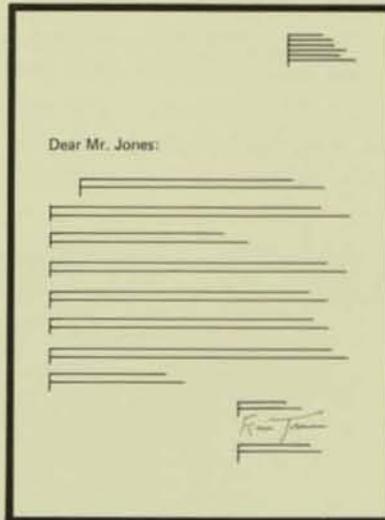
Document titles are stored in a special log on the work diskette. You can play back the diskette log at any time to see what documents are stored on your work diskettes. The log also shows you where each document is stored.

Document titles should describe the contents of the documents.

For example:

Document

Document Title



= Jones Letter

Contents	Before You Practice These Basic Operations	4-3
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	Playing Back Documents	4-5
	Using the Diskette Log	4-6
	Playing Back a Diskette Log	4-7
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	Storing a Group of Phrases on a Diskette	4-13
	Returning a Group of Phrases to the Typewriter	4-14
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	Deleting Diskette (A-Z) Storage Areas	4-17
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	Deleting the Typewriter Document	4-19

Basic Operations

**Before You Practice These
Basic Operations**

When you practice the basic operations in this section, *always* use empty typewriter storage areas.

If you do *not* have work stored in your typewriter that must be saved:

1. Delete all the documents and phrases the same way you learned in the Operating Instructions of your IBM 95/85.
2. Reload the program diskette.
3. Load a work diskette.
4. Turn the page and begin reading *Storing a New Document and Document Title*.

If you have work stored in your typewriter that must be saved:

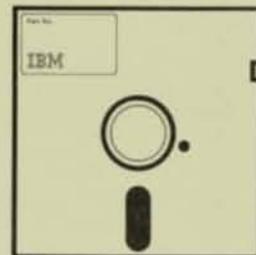
1. Check your storage log for empty document storage areas (A-Z).
 - You will need two empty document storage areas (A-Z) to practice the basic operations in this section.
2. Practice each of the basic operations in this section.
3. *After* you have completed this section, turn to *Copying Typewriter Documents to a Diskette* in the Special Operations section.
 - It will tell you how to copy a document from the typewriter storage to a diskette.

Note: Do *not* try to copy your work to a diskette until you have completed the Basic Operations section.

Storing a New Document
and Document Title



Typewriter Storage Area



Diskette Storage Area

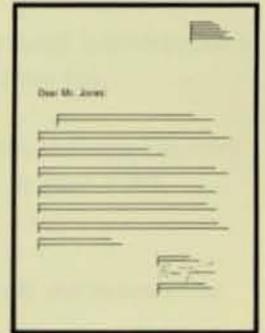
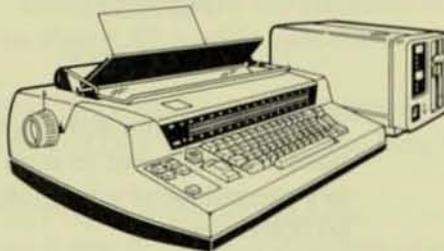
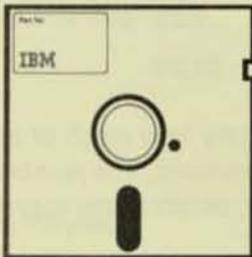
A (Empty) A (Empty)

1. Load the program diskette.
2. Remove the program diskette and load a work diskette.
3. Select an empty storage area in both the typewriter and the work diskette.
4. Press **Store** + a letter (A-Z).
 - The typewriter **Wait** light comes on briefly.
 - The **Document Title** light on the Diskette Module comes on.
5. Type the document title (up to 17 characters, including spaces and punctuation).
 - The document title does not print on the paper as you type.
 - If you make a mistake, press the correcting key () *once* and retype the *entire* document title.
6. Press **Store**.
 - The **Document Title** light goes off.
 - The typewriter **Document** light comes on.
7. Type the document.
8. Press **Store**.
 - The typewriter **Wait** light comes on and stays on while the document is stored on the diskette.

Note: If you receive a memory full warning (the typewriter bell rings three times and the typewriter **Document** light blinks), finish the line you are typing and press **Store**. Type the rest of the document in another storage area on the diskette.

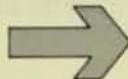
Playing Back Documents

Once a document has been stored on a diskette, you can recall it into the typewriter memory to play it back. The typewriter storage area must be empty.



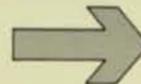
Diskette Storage Area

A Jones Letter



Typewriter Storage Area

A (Empty)



Playback Copy

Jones Letter

To play back a document from a diskette:

Press **Play** + the letter (A-Z).

- After you press **Play** + the letter (A-Z), the diskette document can also be played back by pressing **Play** + **Line**, **Play**, or **Play** + **All**.

Note: You cannot play back a diskette document if another document is stored in the same typewriter storage area. That is why you should always store your documents on a diskette. If the diskette document does not play back or the **Document Save** light comes on, refer to the **Bells, Lights, What Happened?** section.

Using the Diskette Log

Each work diskette automatically keeps a log of the storage areas used and the document titles.

AREA	DOCUMENT TITLE	SPACE
A	Jones Letter	2.0%
B	Price List	8.5%
C	Smith Memo	4.0%
±	PHRASES	1.2%
	AVAILABLE	84.3%

The Space column shows approximately how much of the diskette side is used to store each document. The number is shown as a percentage of a full diskette side, which stores approximately 60,000 characters.

The example shows:

- The *Price List* takes up 8.5% of the total available storage space on the diskette side.
- The remainder of the diskette side (84.3%) is still available to store new documents.

Remember: Each side of the diskette has storage areas (A-Z) for documents and one additional area for phrases (±). If you usually store long documents, the diskette side may become full before you use all the storage areas. If you usually store short documents, you may use all the storage areas without filling all the available space on the diskette side.

The Helpful Hints section explains how to combine short documents in a single diskette storage area.

-
- Playing Back a Diskette Log**
1. Insert paper into the typewriter.
 2. Press **Play + 0** (zero on the numbers' row).
 - The diskette log plays back for the side.
 - Do not unload the work diskette while the diskette log is playing back.

-
- Interrupting Playback of the Diskette Log**
1. Press **Play** to interrupt playback.
 - Do not unload the work diskette while playback is interrupted.
 2. Press **Play + All** to play back the remainder of the log.

Note: Once playback has been interrupted, the diskette log may be played back by pressing **Play**, **Play + Line**, or **Play + All**.

-
- Canceling Playback of the Diskette Log**
1. Press **Play** to interrupt playback.
 2. Press **C Rtn** or type any character or number on the typewriter keyboard to cancel playback.
 - The work diskette may be unloaded after playback is canceled.

Logging How the Diskette Documents Were Typed

You also need to know how the diskette documents were typed (margins, tabs, spacing, pitch).

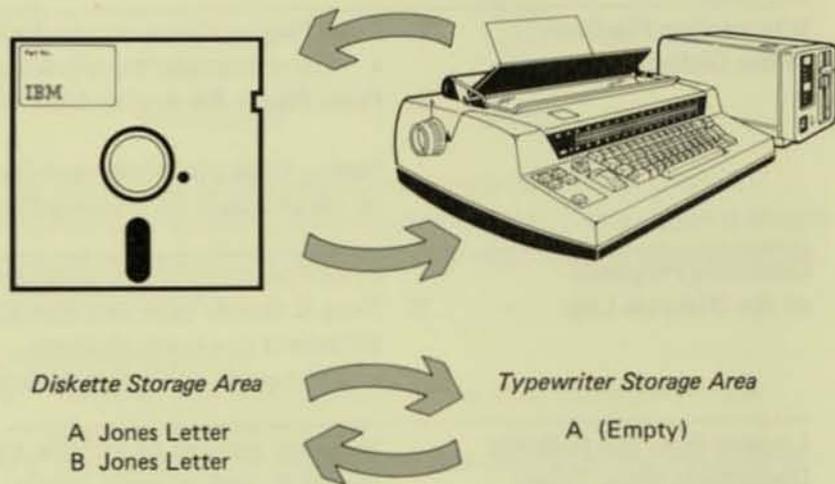
You can make notes on your playback copy of the diskette log and use it as a complete storage log.

AREA	DOCUMENT TITLE	SPACE
A	Jones Letter	2.0%
B	Price List	8.5%
C	Smith Memo	4.0%
D	DOCUMENT D	.5%
±	PHRASES	1.2%
	AVAILABLE	83.8%

Margins 15 + 75
Tabs at 20, 25
Single Space
Carrier 10
Accounting Dept.

Duplicating a Document on the Same Diskette

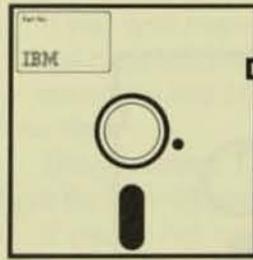
You can duplicate a diskette document in another storage area on the same diskette.



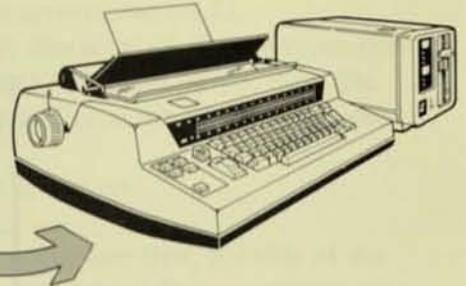
1. Press **Store** + the letter (A-Z) to recall the original diskette document.
2. Press **Save** to duplicate the document in the new diskette area.
 - The **Document Area** light comes on to ask you where you want the duplicate document stored.
3. Type the letter of the *new* document area (A-Z).
 - If you type more than one character (A-Z), the typewriter bell rings and the **Document Area** light blinks. Press the **correcting key** (**<X>**) once and retype the letter (A-Z).
4. Press **Save**.
 - The **Document Title** light comes on.
5. If you want to assign a different document title to the new storage area, type the new title while the **Document Title** light is on.
 - If you do not type a document title, the title of the original document will be assigned to the new storage area.
6. Press **Save**.
 - The document is duplicated in the new storage area.
 - The original document is not changed.

Note: The diskette log may show a slightly different amount of space for the duplicated document.

Revising Documents

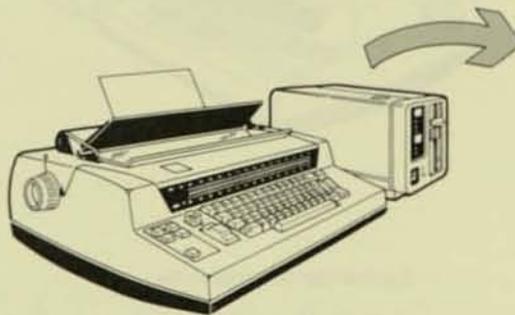
*Diskette Storage Area*

A Annual Report

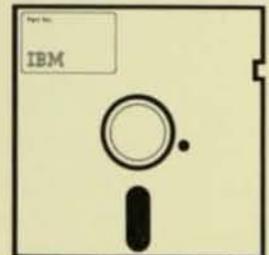
*Typewriter Storage Area*

A (Empty)

1. Press **Store** + the letter (A-Z) to recall the diskette document into the typewriter memory.
2. Revise the document.
 - Diskette documents are revised the same way as documents stored in the typewriter.
3. Press **Store** to store the revised document back on the diskette.
 - The original document is deleted.
 - The revised document is stored in the same diskette storage area.

*Typewriter Storage Area*

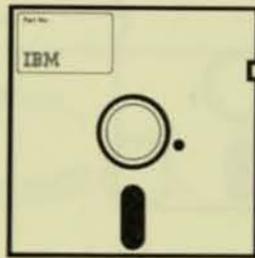
A (Empty)

*Diskette Storage Area*

A Annual Report

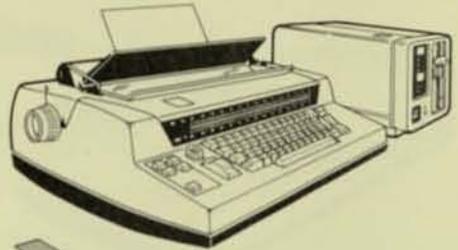
Storing Revised Documents
in Different Areas

If you wish to revise a document and keep *both* versions on the diskette, store the revised version in a different storage area.



Diskette Storage Area

A Annual Report

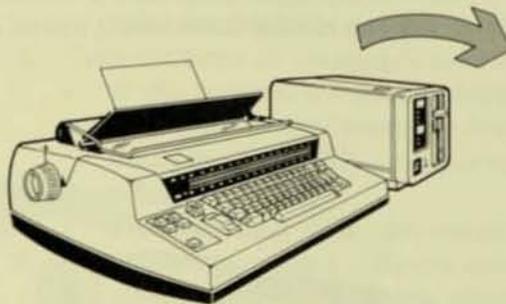


Typewriter Storage Area

A (Empty)

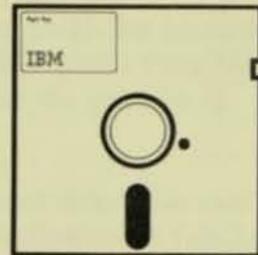
To store the revised version of a document in a different storage area on the diskette:

1. Recall the document to be revised (Store + A-Z).
2. Revise the document.



Typewriter Storage Area

A (Empty)



Diskette Storage Area

A Annual Report
B Revised Report

**Storing Revised Documents
in Different Areas**
(continued)

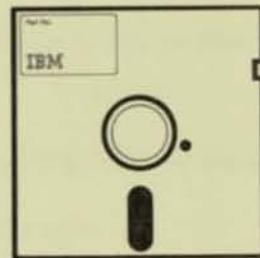
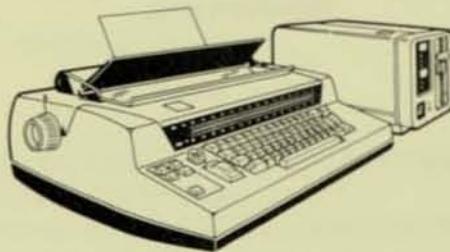
3. Press **Save** to store the revised version of the document in a new storage area.
 - The **Document Area** light comes on.
4. Type the letter of the new document area (A-Z).
 - If you type more than one character (A-Z), the typewriter bell rings and the **Document Area** light blinks. Press the **correcting key** () once and type the letter (A-Z) again.
5. Press **Save**.
 - The **Document Title** light comes on.
6. Type the new document title.
 - If you do not type a new document title, the title of the original document will be assigned to the new storage area.
7. Press **Save**.
 - The revised version of the document is stored in the new document area.



Working with Phrases

You should continue storing frequently used information, such as dates, addresses, closings, headings, and paragraphs in the typewriter phrase storage area (1-99).

When you are not using your phrases, or when you need extra space in the typewriter memory to handle long documents, you can store *all* your phrases as a group in a single document area on a diskette. However, since each diskette has only one storage area (\pm) reserved for phrases, you cannot store individual phrases in separate phrase areas on the diskette.



*Typewriter Phrase
Storage Area*

- 1. Phrase 1
- 2. Phrase 2
- 3. Phrase 3
-
-
- 99. Phrase 99



Diskette Storage Area

\pm Phrases 1-99

After the phrases have been stored on a diskette, they are automatically deleted from the typewriter phrase storage area. This makes more space available in memory.

Note: Only one group of phrases can be stored on a diskette side. To store additional groups of phrases, additional diskettes are required.

Working with Phrases (continued)

Storing a Group of Phrases on a Diskette



To store a group of phrases on a diskette:

1. Press **Adv + ±** (located above **Tab**).
 - The **Document Title** light comes on.
2. Type the title of the group of phrases.
3. Press **Adv**.
 - All phrases in the typewriter are stored on the diskette.
 - The phrases are deleted from the typewriter.

Note: If you do not type a title, *PHRASES* will automatically be assigned as a title.

Working with Phrases
(continued)

Returning a Group of Phrases to the Typewriter



Phrases returned from a diskette to the typewriter will automatically delete all current phrases in the typewriter phrase storage area.

Diskette Storage Area
± Phrases 1-99



Typewriter Phrase Storage Areas

1. ~~Today's Date~~
2. ~~My Name~~

1. Phrase 1
2. Phrase 2
3. Phrase 3

99. Phrase 99

To return a group of phrases to the typewriter phrase storage area:

Press **Rtn + ±**.

- The typewriter **Wait** light comes on.
- Do *not* turn the typewriter **On/Off** switch off while the typewriter **Wait** light is on.
- The group of phrases on the diskette return to their original phrase storage areas (1-99).
- Any other phrases stored in the typewriter are deleted.
- The entire group of phrases is still stored as one group on the diskette.
- If the typewriter bell rings, refer to the **Bells, Lights, What Happened?** section.

Note: All phrases in the typewriter will be deleted. For example, if you have phrases 20-30 in the typewriter and 1-10 on a diskette, the typewriter phrases 20-30 will be deleted when the diskette phrases are returned into the typewriter.

Working with Phrases (continued)

Adding Another Phrase to the Diskette



1. Press **Rtn + ±**.
 - All phrases on the diskette return to their individual phrase storage areas in the typewriter.
 - Any phrases in the typewriter are deleted.
2. Press **Store +** the number (1-99) of the phrase to be added.
3. Type the new phrase.
4. Press **Store**.
5. Press **Adv + ±**.
 - The **Document Title** light comes on.
6. Type the title or let the automatic title be assigned.
7. Press **Adv**.

Revising a Phrase on a Diskette



Phrases on a diskette can be revised the same way as phrases stored in the typewriter.

After a group of phrases has been returned to the typewriter, individual phrases can be copied into document storage (A-Z), revised, and copied back into phrase storage (1-99).

To revise a phrase on a diskette:

1. Press **Rtn + ±**.
 - All phrases on the diskette return to their individual phrase storage areas in the typewriter.
 - Any phrases in the typewriter are deleted.
2. Choose an available diskette document storage area by pressing **Store +** a letter (A-Z).
 - The **Document Title** light comes on.
3. Press **Store**.
 - The **Document Title** light goes off.
4. Copy the phrase into the diskette storage area (A-Z).
 - Press **Adv +** the number (1-99) where the phrase is stored.
 - Press **Rtn + All**.
5. Revise the phrase.
6. Return the revised phrase to the phrase storage area.
 - Press **Rtn +** the number (1-99).
7. Delete the phrase from the diskette document storage area.
 - Press **Del +** the letter (A-Z) where the phrase was revised.
8. Press **Adv + ±** to store all the phrases back on the diskette.
 - The **Document Title** light comes on.
9. Type the title or let the automatic title be assigned.
10. Press **Adv**.

Working with Phrases
(continued)

**Replacing a Phrase
on a Diskette**



1. Press **Rtn + ±**.
 - All phrases on the diskette return to their individual storage areas in the typewriter.
 - Any phrases in the typewriter are deleted.
2. Press **Store +** the number (1-99) of the phrase to be replaced.
3. Type the new phrase.
 - The old phrase is erased when you begin typing.
4. Press **Store**.
5. Press **Adv + ±** to store all the phrases back on the diskette.
 - The **Document Title** light comes on.
6. Type the title or let the automatic title be assigned.
7. Press **Adv**.

Deleting Diskette (A-Z) Storage Areas

Press **Del** + the storage area (A-Z) to be deleted.

- The diskette storage area is deleted.

Deleting the Diskette Phrase Storage Area

You cannot delete the \pm storage area by pressing **Del** + \pm . You can only delete the \pm storage area by deleting everything on a diskette.

Recovering a Deleted Storage Area



If you accidentally delete a diskette storage area, you can still recover it *before* you change diskettes or work with another diskette storage area.

To recover a deleted diskette storage area:

1. Be sure the same work diskette is loaded.
2. Press **Del** + — (the underscore/hyphen key).
 - Be careful not to hold down the — key too long or you will enter more than one character in typematic mode and *the deleted diskette storage area will not be recovered.*

Note: After deleting a diskette storage area, you can play a diskette log and still recover the storage area. You cannot recover the storage area if you press any of these keys:

- **Store** + (A-Z).
- **Store** + (1-99).
- **Play** + (A-Z).
- **Play** + (1-99).
- **Adv** + \pm .
- **Rtn** + \pm .
- **Adv** + =.
- **Del** + 0 (zero on the numbers' row).

Understanding the Document Save Light

The **Document Save** light lets you know that the document in the typewriter memory does not match the document in the same storage area on the diskette. This feature prevents you from accidentally storing over a diskette document.

Why It Comes On

The **Document Save** light may come on for one of several reasons. For example:

- If you change work diskettes and a document in the typewriter has not been stored, the **Document Save** light may come on when you try to store a document.
- If you turn your Diskette Module off before you press **Store** to end a document, the document will remain in the typewriter. When you try to use your diskette again, the **Document Save** light may come on.
- If you store a document in the typewriter while the Diskette Module is turned off or disconnected, the **Document Save** light may come on when you try to play a diskette document.

When It Comes On

The **Document Save** light comes on when you press **Play** + a letter (A-Z), **Store** + a letter (A-Z), or **Store** to end a document.

What You Should Do

You should determine whether you want to delete the document in the typewriter or store it on a diskette.

Reviewing the Typewriter Document

To review the document in the typewriter memory before storing or deleting it:

1. Make sure the typewriter **Document** light is on. If it is not on, press **Store** to turn it on.
2. Press **Rtn + All**.
3. Press **Play + All**.

Understanding the Document Save Light (continued)

Storing the Document on a Diskette

If you obtained the document from a diskette, you should store it back on the same diskette. Make sure the same diskette is in the Diskette Module and repeat the operation that caused the **Document Save** light to come on.

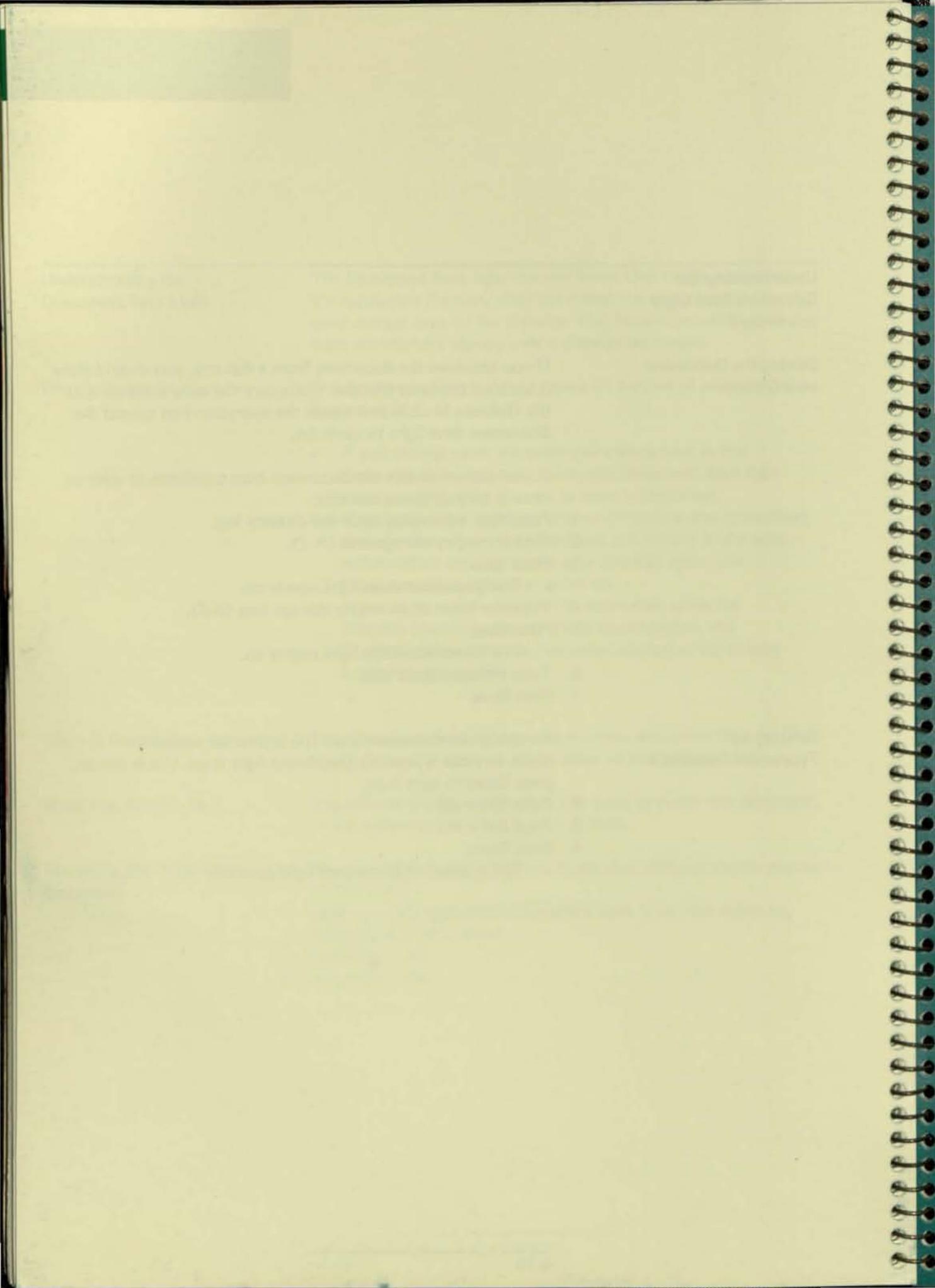
If you did not obtain the document from a diskette or wish to store it on a different diskette:

1. Press **Play + 0** to play back the diskette log.
2. Find an empty storage area (A-Z).
3. Press **Save**.
 - The **Document Area** light comes on.
4. Type the letter of an empty storage area (A-Z).
5. Press **Save**.
 - The **Document Title** light comes on.
6. Type the document title.
7. Press **Save**.

Deleting the Typewriter Document

To delete the document from the typewriter memory:

1. Make sure the typewriter **Document** light is on. If it is not on, press **Store** to turn it on.
2. Press **Rtn + All**.
3. Press **Del + All**.
4. Press **Store**.
 - The typewriter **Document** light goes off.



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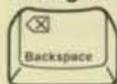
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Using the Correcting Key



You can use the correcting key () to:

- Retype a document area (A-Z) or document title.
- Turn the **Document Save** or **Large Document** light off.
- Cancel a Save or Split operation.

To retype a document area or document title

1. The **Document Area** or **Document Title** light must be on.
2. Press the correcting key () once.
3. Retype the document area or document title.

Note: If the **Document Title** light is on, you can still retype the document area. Press the correcting key () until the **Document Area** light comes back on, then retype the document area.

To turn the **Document Save** or **Large Document** light off

Press the correcting key () once.

To cancel a Save or Split operation

Press the correcting key () until all message panel lights go off.

Working with Large Documents

What Are Large Documents?

The term large documents describes any diskette document that is too large to fit in the typewriter memory. Large documents will usually be more than one page.

Typing Large Documents

You can easily type large documents when the Diskette Module is attached.

1. Press **Store** + a letter (A-Z).
2. Type until the memory full warning appears.
 - The typewriter bell rings three times and the typewriter **Document** light blinks.
 - This means the memory has only enough space for another 100 characters.
3. Continue typing if you can complete the line or paragraph with a few words.
4. Press **Store** to end the diskette storage area.
5. Press **Store** + a letter (A-Z) to begin a new diskette storage area.
6. Continue typing and storing the large document.

Note: If the memory becomes completely full (the typewriter bell rings with each character you type), you cannot continue typing. Before you end a storage area when the memory is full, you should delete a small amount of the document to make room for revisions or corrections.

To end a storage area when the memory is full:

1. Return several lines or to the beginning of the current paragraph.
 - Use **Rtn** + **Line** or **Rtn** + **To**.
2. Press **Del** + **All**.
3. Press **Store** to end the diskette storage area.
4. Press **Store** + a letter (A-Z) to begin a new diskette storage area.
5. Continue typing and storing the large document.

Working with Large Documents (continued)

Playing Back or Revising Large Diskette Documents

A diskette document must be recalled into your typewriter memory before it can be played back or revised. If the diskette document is larger than the amount of memory available, it needs to be split into two or more smaller documents.

How Can a Diskette Document Be Larger Than Memory?

A large diskette document that is stored when the typewriter is empty (no phrases stored in the typewriter) may be almost the same size as the total memory. If you try to recall the diskette document when phrases are stored in the typewriter, the document may be larger than the amount of space available in memory.

In both cases, you may need to split the diskette documents before they can be played back or revised.

Splitting Large Documents

Do You Need to Split a Large Document As You Are Typing It?

No! If the memory full warning appears as you are typing, finish the current line and store the document on the diskette. Store the rest of the document in another storage area. Refer to "Typing Large Documents" under *Working with Large Documents* in this section for complete instructions.

Splitting Large Documents (continued)

How Do You Know When to Split a Document?

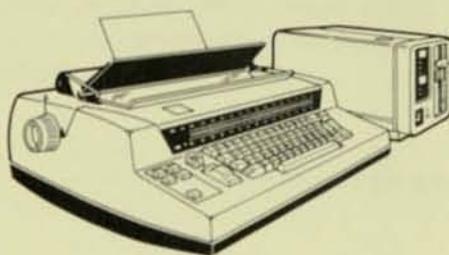
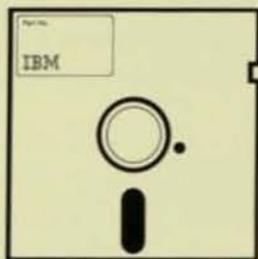
If you are typing a document when the memory full warning appears, the document *does not need to be split*. Just store what you have already typed and continue typing in another diskette storage area.

However, when you recall a document from a diskette, the memory full warning or the **Large Document** light may come on. In most cases, the diskette document needs to be split.

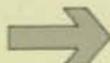
Memory Full Warning Comes On

When you press **Store** + a letter (A-Z) or **Play** + a letter (A-Z), the typewriter brings as much of the diskette document as it can into memory.

When the typewriter bell rings three times and the typewriter **Document** light blinks, it means that the document fits in memory, but memory is almost full. You only have space for less than 100 more characters.



Large Document



Memory Full Warning

The typewriter bell rings three times and the **Document** light blinks.

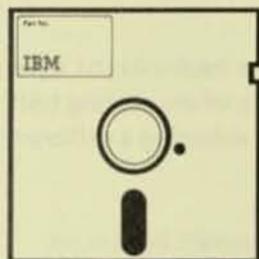
When the memory full warning appears, you can play back the document without splitting it. However, if memory becomes completely full during playback, or if you need to make revisions, you may need to split the document. See "What Do You Do Next?" on the following page.

Splitting Large Documents (continued)

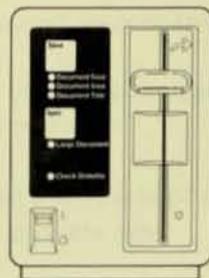
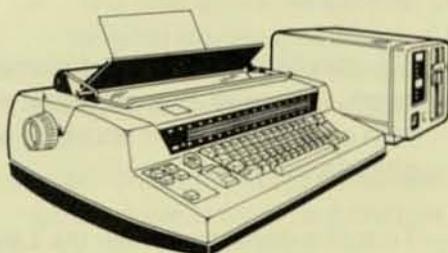
How Do You Know When
to Split a Document?
(continued)

Large Document Light Comes On

If the **Large Document** light comes on, it means the document was too large to fit in memory.



Large Document



Large Document light comes on.

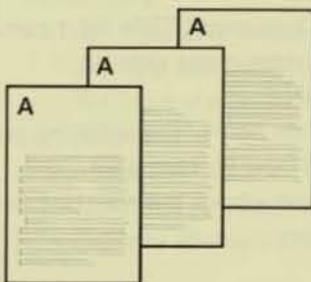
Memory Full Warning

The typewriter bell rings three times and the **Document** light blinks.

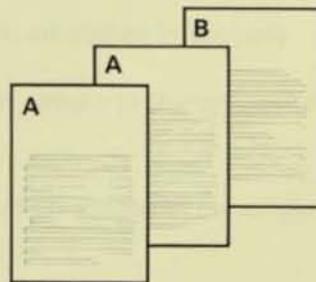
The document cannot be played back or revised until it fits in memory.

What Do You Do Next?

1. If you have phrases or documents in your typewriter, store them on a diskette. Then try to recall the diskette document again.
 - You can store phrases (**Adv + ±**) while the **Large Document** light is on.
 - After the phrases have been stored on a diskette, try to recall the diskette document again.
2. If the diskette document is still too large, split it into two smaller documents, and work with the smaller documents one at a time.



Before Splitting
a Large Document
Diskette Storage Area
A 3-page report



After Splitting
a Large Document
Diskette Storage Area
A Pages 1 and 2
B Page 3

Splitting Large Documents (continued)

Splitting a Document When the Large Document Light Is On

The **Large Document** light comes on when you try to play or recall a diskette document that does not fit in memory. The last character to fit in memory may be located in the middle of a line or a word.

You should always split a document at the beginning of a paragraph. Otherwise, you may get a short line when playing back with automatic carrier return on or when selecting a different pitch for playback.

To split a document when the **Large Document** light is on:

1. If the typewriter **Document** light is not on, press **Store**.
2. Press **Rtn + Line** several times to leave some room at the end of the document for revisions.
3. Press **Play + Line**.
 - By playing back a line, you can see where you are in memory.
4. If the line that plays back is *not* the last line of a paragraph, continue using **Rtn + Line** or **Rtn + To** and **Play + Line**.
5. When the line that plays back is the *last* line of a paragraph, press **Split**.
 - The last line that played on your paper is the last line left in memory.
 - All lines below the splitting point will be stored in a new area on the diskette.
6. When you press **Split**, the **Document Area** light comes on.
 - Determine where you want to store the lines *below* the splitting point. They must be stored in another storage area.
7. Type the letter (A-Z) of the new storage area.
8. Press **Split**.
 - The **Document Title** light comes on.
9. Type the document title.
10. Press **Split**.
 - All lines *below* the splitting point are stored on the diskette in the new storage area.
 - All lines *above* the splitting point remain in the typewriter memory.

Splitting Large Documents (continued)

Splitting a Document When the Large Document Light Is On (continued)

11. Play back or revise the part of the document that is still in memory.
12. When you are finished, press **Store**.
 - The lines above the splitting point are stored back in the original storage area on the diskette.
13. Recall the remainder of the document that you stored in the new storage area, and continue playing back or revising.

Note: When the **Large Document** light is on, both parts of the split document must be stored on the same diskette side.

Turning the Large Document Light Off Without Splitting the Document

Press the correcting key ()

- The **Large Document** light goes off.
- The diskette document is not changed.

Splitting a Document When the Large Document Light Is Off

You can split a diskette document any time it makes your work easier. For example, a frequently used letter can be split into standard paragraphs.

To split a document when the **Large Document** light is off:

1. Press **Store** + the letter (A-Z) to recall the diskette document.
2. Advance or play to an appropriate splitting point.
3. Press **Split**.
 - The **Document Area** light comes on.
4. Type the letter (A-Z) of the new storage area.
5. Press **Split**.
 - The **Document Title** light comes on.
6. Type the document title.
7. Press **Split**.
 - All lines *below* the splitting point are stored in the new diskette storage area.
 - All lines *above* the splitting point remain in the typewriter memory.
8. Press **Store**.
 - The lines *above* the splitting point are stored in the original diskette storage area.

Note: When the **Large Document** light is *not* on, you may store the bottom part of the document on a different diskette.

Splitting Large Documents (continued)

Splitting a Document and Storing Both Parts in New Storage Areas on the Diskette

If you want to split a diskette document without changing the original storage area, you can store both parts in new storage areas.

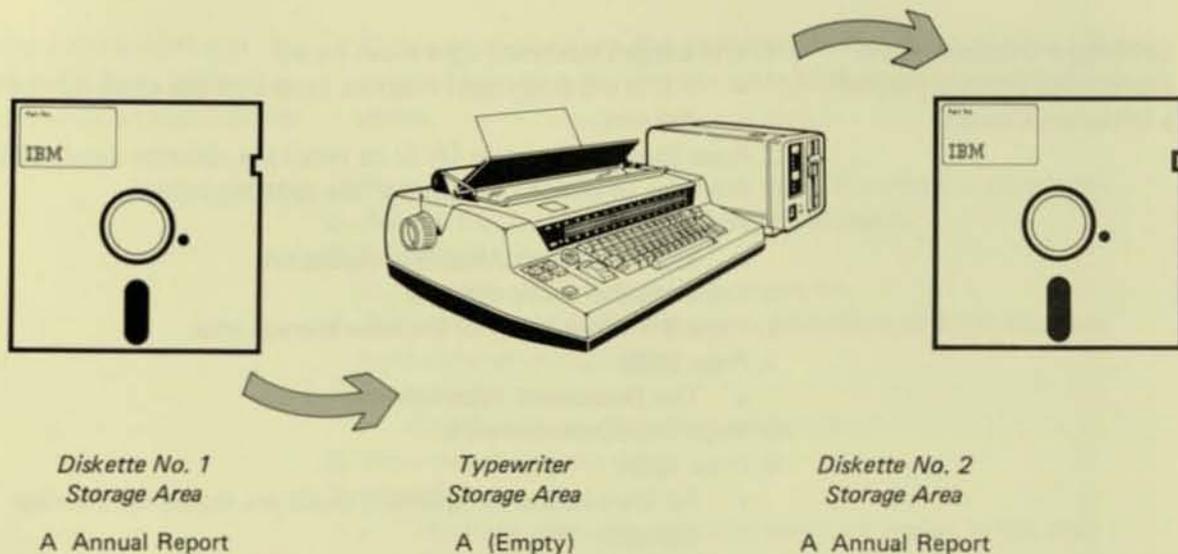
1. Press **Store** + the letter (A-Z) to recall the diskette document.
2. **Adv** or **Rtn** to an appropriate splitting point.
3. Press **Split**.
 - The **Document Area** light comes on.
4. Type the letter (A-Z) of the new document area for the lines *below* the splitting point.
5. Press **Split**.
 - The **Document Title** light comes on.
6. Type the document title.
7. Press **Split**.
 - The lines *below* the splitting point are stored in the new diskette storage area.
8. Press **Save**.
 - The **Document Area** light comes on.
9. Type the letter (A-Z) of the new document area for the lines *above* the splitting point.
10. Press **Save**.
 - The **Document Title** light comes on.
11. Type the document title.
12. Press **Save**.
 - The typewriter **Document** light goes off.
 - The lines *above* the splitting point are stored in the new diskette storage area.
 - The original diskette storage area is not changed.

Splitting Large Documents (continued)

Splitting a Document and Storing the Bottom Part on a Different Diskette

1. The **Large Document** light must be off.
 - If it is on, both parts must be stored on the same side of the diskette.
2. Press **Store** + the letter (A-Z) to recall the diskette document.
3. Advance or play to an appropriate splitting point.
4. Press **Split**.
 - The **Document Area** light comes on.
5. Load another work diskette.
6. Type the letter (A-Z) of the new storage area.
7. Press **Split**.
 - The **Document Title** light comes on.
8. Type the document title.
9. Press **Split**.
 - All lines *below* the splitting point are stored on the new diskette.
 - All lines *above* the splitting point remain in the typewriter memory.
10. Load the original work diskette.
11. Press **Store**.
 - The lines *above* the splitting point are stored in the original diskette storage area.

Duplicating a Document on Another Diskette



1. Press **Store** + the letter (A-Z) to bring the original document into memory.
2. Unload the diskette.
3. Load the new diskette.
4. Press **Save** to store the document on the new diskette.
 - The **Document Area** light comes on.
5. Type the letter (A-Z) of the document area.
6. Press **Save**.
 - The **Document Title** light comes on.
7. If you want to change the document title, type it while the **Document Title** light is on. If you do not type a document title, the same title will be copied to the new diskette storage area.
8. Press **Save**.
 - The document is stored on both diskettes.

Changing a Document Title

Follow these steps to change a document title:

1. Press **Store** + the letter (A-Z) to bring the document into memory.
2. Press **Save**.
 - The **Document Area** light comes on.
3. Press **Save** again.
 - The **Document Title** light comes on.
4. Type the new document title, then press **Save**.
 - The document is stored back in the same area.
 - The document title is changed.

Assigning Automatic Titles

If you do not type a document title when the **Document Title** light is on, an automatic title will be assigned to the storage area.

- If you are storing a new document, the automatic title will reference the storage area. For example, the automatic title for a new document in storage area A will be *DOCUMENT A*.
- If you are duplicating a document, the original document title will also be duplicated.

Deleting Everything on a Diskette

Follow these steps to delete everything on a side of a diskette:

1. Press **Del + 0** (zero on the numbers' row).
2. Press **Del + 0** again.
 - The typewriter **Wait** light stays on until everything on the diskette side is deleted. This process also prepares the diskette for use again.

Canceling the Delete Diskette Instruction

The diskette cannot be deleted until you press **Del + 0** *twice*.

To cancel the instruction, press any other button on the typewriter except **Code** *before* you press **Del + 0** the second time.

For example, if you press **Del + 0**, the diskette is not deleted yet. If you press **C Rtn** or any other button on the typewriter except **Code**, the delete diskette instruction is canceled.

Copying Typewriter Documents to a Diskette

You should always store your documents on a diskette. However, documents stored in the typewriter (with the Diskette Module turned off) can be copied to a work diskette. *The last document stored in the typewriter is the first document copied on the diskette.* After that, you can choose the order that you copy any remaining typewriter documents.

To copy one or more typewriter documents to a diskette:

1. Press **Save**.
 - The **Document Area** light comes on.
2. Determine where you want to store the typewriter document.
3. Type the letter (A-Z) of the diskette storage area.
 - If you type more than one character (A-Z), the typewriter bell rings and the **Document Area** light blinks. Press the correcting key () once and retype the letter (A-Z).
4. Press **Save**.
 - The **Document Title** light comes on.
5. Type the document title.
6. Press **Save**.
 - The typewriter document is stored on the diskette.
7. If more than one document is in the typewriter memory, press **Store** + the letter (A-Z) of the next typewriter document to be copied to the diskette.
8. Repeat steps 1 through 7 above until you have stored all the typewriter documents on the diskette.

**Working with Diskette
Documents Stored Outside
the Diskette Storage Areas
(A-Z)**

Some foreign languages have more than 26 letters in their alphabet. Therefore, their diskettes have more storage areas than A-Z.

If you receive a diskette with additional documents outside the storage areas (A-Z), the diskette log may look like this:

<i>AREA</i>	<i>DOCUMENT</i>	<i>SPACE</i>
A	Document A	2.0%
--	-----	-----
--	-----	-----
--	-----	-----
Z	Document Z	3.2%
=	Document 27	2.3%
	Document 28	1.1%
	Document 29	2.4%
	AVAILABLE	89.0%

To access the additional documents (documents 27, 28, and 29 in the example above), you must move them from the = storage area to a document storage area (A-Z). They *must* be in the = storage area before they can be moved to a document storage area (A-Z). Only *one* additional document will be in the = storage area at a time.

If all document storage areas (A-Z) are used, you must delete a document before you move an additional document from the = storage area.

Working with Diskette Documents Stored Outside the Diskette Storage Areas (A-Z) (continued)

To move a document from the = area to an (A-Z) area



1. Check your diskette log for an empty diskette storage area (A-Z).
 - If all storage areas (A-Z) are used, you must delete a document.

Remember: You can duplicate a document on another diskette before you delete it.

2. Press **Adv + =** (the \pm /Bksp1 key).
 - The **Document Area** light comes on. It is asking you where you want to store the additional document.
3. Type the letter (A-Z).
 - The original document title is assigned.
4. Press **Adv**.
 - The document temporarily moves from the = area to the designated (A-Z) area.
5. Press **Store +** the designated (A-Z) area.
6. Press **Save** three times.
 - The document is permanently stored in the (A-Z) area.
 - If there are more additional documents, the *next* document moves up into the = diskette storage area.
7. Repeat these steps until all the additional documents have been moved to a document storage area (A-Z).

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Typewriter Bell Rings . . .**And the Check Diskette
Light Blinks**

You do not have a work diskette in the Diskette Module, or the work diskette is damaged.

Storing a diskette document:

1. Be sure a work diskette is loaded.
2. Try again.
 - If the bell rings and the **Check Diskette** light continues blinking, see the Problem Determination Guide.

Playing back a diskette document:

1. Be sure a work diskette is loaded.
2. Try again.
 - If the bell rings and the **Check Diskette** light continues blinking, the diskette storage area may be damaged. See the Problem Determination Guide.
3. Try recalling other diskette storage areas.
 - If you get the same result, the entire diskette may be damaged.

Deleting a diskette document:

1. Be sure a work diskette is loaded.
2. Press **Store** + any other document area (A-Z).
3. Press **Store**.
4. Press **Del** + the letter (A-Z).
 - If the bell rings and the **Check Diskette** light continues blinking, see the Problem Determination Guide.

Printing the diskette log:

1. Be sure a work diskette is loaded.
2. Try again.
 - If you get the same result, see the Problem Determination Guide.

Recovering a deleted storage area:

1. Be sure the same work diskette is loaded.
2. Press **Del** + **⎵** again.
 - If the bell rings and the **Check Diskette** light continues blinking, see the Problem Determination Guide.

Typewriter Bell Rings . . .
(continued)

And the **Check Diskette**
Light Comes On Solid

The **Check Diskette** light comes on solid to tell you the diskette side is full. There is not enough space on the diskette side to store your document. The document is still in memory.

To store the document on the *same* diskette:

1. Delete any diskette document you do not need to save.
 - You may need to delete more than one diskette document.
2. Repeat the operation that caused the **Check Diskette** light to come on.

To store the document on *another* diskette:

1. Remove the full work diskette.
2. Load another work diskette or the reverse side of the full diskette.
3. Press **Save**.
 - When the **Document Area** light comes on, type the letter (A-Z) of an empty storage area on your work diskette.
4. Press **Save** twice.

Note: The diskette log shows an approximate amount of space available. Therefore, the diskette log may show space available when the diskette side is full.

Typewriter Bell Rings . . .
(continued)

And the Document Area
Light Blinks

You typed an invalid storage area (A-Z) with the Document Area light on.

If you are using **Save** to store a document:

1. Press the correcting key (⌫) once.
 - The Document Area light stops blinking.
2. Type the letter (A-Z) again.
 - You can only type one letter (A-Z).

If you are using **Split** to split a document:

1. Press the correcting key (⌫) once.
 - The Document Area light stops blinking.
2. Type the letter of a new storage area (A-Z).
 - Do not type the letter of the original storage area.
 - You can type only one letter (A-Z).

If you are using **Adv + =** to move a document from the = area to an (A-Z) area, the Document Area light blinks when you type the letter of the (A-Z) area incorrectly or when the (A-Z) storage area is not empty:

1. Press the correcting key (⌫) once.
 - The Document Area light stops blinking.
2. Type the letter of the (A-Z) storage area again.
 - You can only type one letter (A-Z).
 - If the Document Area light does not blink, turn to *Working with Diskette Documents Stored Outside the Diskette Storage Areas (A-Z)* in the Special Operations section. Complete steps 4 through 7 in "To move a document from the = area to an (A-Z) area."
 - If the Document Area light still blinks, the (A-Z) storage area is not empty. Continue following these steps.
3. Press the correcting key (⌫) twice.
 - The Document Area light goes off.
4. Delete the (A-Z) storage area.
 - Press Del + the letter (A-Z).

(continued)

Bells, Lights, What Happened?

Typewriter Bell Rings . . . (continued)

And the Document Area Light Blinks (continued)

5. Press **Store** + the letter of any other (A-Z) storage area.
6. Press **Store**.
7. Press **Adv + =**.
 - The **Document Area** area light comes on solid.
8. Type the letter of the storage area you deleted in step 4 above.
 - You can only type one letter (A-Z).
 - If the **Document Area** light does not blink, turn to *Working with Diskette Documents Stored Outside the Diskette Storage Areas (A-Z)* in the Special Operations section. Complete steps 4 through 7 in "To move a document from the = area to an (A-Z) area."
 - If the **Document Area** light still blinks, see the Problem Determination Guide.

Three Times and the Typewriter **Document** Light Blinks

The diskette document fits in memory, but memory is almost full. You only have space for less than 100 more characters.

You can play back the diskette document, but you may need to split it to make additions or revisions.

To split the document:

See "Splitting a Document When the **Large Document** Light Is Off" under *Splitting Large Documents* in the Special Operations section.

Three Times, the Typewriter **Document** Light Blinks, and the **Large Document** Light Comes On Solid

The diskette document is too large to fit in memory.

To recall the diskette document:

1. Store your typewriter documents and phrases on a diskette, or delete them from memory.
2. Try again.
3. If the diskette document is still too large to fit in memory, split it into two smaller documents, and work with the smaller documents one at a time. See "Splitting a Document When the **Large Document** Light Is On" under *Splitting Large Documents* in the Special Operations section.

To turn the **Large Document** light off:
Press the correcting key (**⊗**).

Typewriter Bell Rings . . .
(continued)

While Moving a Document from the = Area to an (A-Z) Area

All storage areas (A-Z) are used. Delete a storage area and try again.

If the bell still rings after you delete a storage area:

1. Press **Store** + *another* storage area (A-Z).
2. Press **Store**.
3. Press **Adv** + =.

While Returning a Group of Phrases from a Diskette to the Typewriter

You do not have enough room in memory for the diskette phrases.

To make more room in memory:

1. If the typewriter **Document** light is on, press **Store** to turn it off.
2. Press **Rtn** + ± again.
3. If the bell still rings, check for any documents stored in the typewriter (not on the diskette). Delete them, or store them on a diskette. See *Copying Typewriter Documents to a Diskette* in the Special Operations section.
4. Try again.

With Each Character Typed

Memory is full. You cannot continue typing.

To end a storage area when the memory is full:

1. Return several lines or to the beginning of the current paragraph.
 - Use **Rtn** + **Line** or **Rtn** + **To**.
2. Press **Del** + **All**.
3. Press **Store** to end the diskette storage area.
4. Press **Store** + a letter (A-Z) to begin a new diskette storage area.
5. Continue typing and storing the document.

Bells, Lights, What Happened?

Message Panel Lights

All Lights Blink One After Another

While loading the program diskette, you pressed **Split** instead of **Save**.

To load the program diskette:

1. Turn the Diskette Module off and on again.
2. Make sure the program diskette is loaded in the Diskette Module.
3. Press **Save**.

All Lights Blink Together

You have an unidentified problem in the Diskette Module.

To continue using the Diskette Module:

1. Make sure a diskette is not loaded in the Diskette Module.
2. Turn the Diskette Module off and on again.
3. Load the program diskette.
4. Press **Save**.
 - If all lights continue blinking, see the Problem Determination Guide.

All Lights Stay On After Loading the Program Diskette

The typewriter **Power** and **On/Off** switches are not on, or the Diskette Module is not properly attached to the typewriter.

Make sure the typewriter **Power** and **On/Off** switches are on.

- If the lights stay on, see the Problem Determination Guide.

Check Diskette Light Blinks

The **Check Diskette** light blinks to tell you the Diskette Module requires attention.

After turning the Diskette Module on, the **Check Diskette** light blinks until you load the program diskette. See *Loading the Program Diskette* in the Getting Started section.

If the **Check Diskette** light continues blinking after the program diskette is loaded, see the Problem Determination Guide.

Message Panel Lights
(continued)**Document Area Light Comes On Solid**

The **Document Area** light prompts you to type the letter (A-Z) of a diskette storage area.

Type a letter (A-Z).

- If you type more than one letter, the typewriter bell rings and the **Document Area** light blinks. Press the correcting key (⊗) once and retype the letter (A-Z).

To retype the letter (A-Z):

1. If the **Document Title** light is on, press the correcting key (⊗) until the **Document Area** light comes back on.
2. Retype the letter (A-Z).

Document Area Light Goes Off Unexpectedly

The connecting link between the Diskette Module and the typewriter was interrupted.

Start over by pressing **Store** + a letter (A-Z), **Save**, or **Split**.

- If the light keeps going off unexpectedly, see the Problem Determination Guide.

Bells, Lights, What Happened?

Message Panel Lights (continued)

Document Save Light Comes On Solid

The **Document Save** light lets you know that the document in the typewriter memory does not match the document in the same storage area on the diskette. This feature prevents you from accidentally storing over a diskette document.

You should determine whether you want to delete the document in the typewriter or store it on the diskette.

To review the document in the typewriter memory before storing or deleting it:

1. Make sure the typewriter **Document** light is on. If it is not on, press **Store** to turn it on.
2. Press **Rtn + All**.
3. Press **Play + All**.

To delete the document from the typewriter memory:

1. Make sure the typewriter **Document** light is on. If it is not on, press **Store** to turn it on.
2. Press **Rtn + All**.
3. Press **Del + All**.
4. Press **Store**.
 - The typewriter **Document** light goes off.

If you obtained the document from a diskette, you should store it back on the same diskette. Make sure the same diskette is in the Diskette Module and repeat the operation that caused the **Document Save** light to come on.

If you did not obtain the document from a diskette or wish to store it on a different diskette:

1. Press **Play + 0** to play back the diskette log.
2. Find an empty storage area (A-Z).
3. Press **Save**.
 - The **Document Area** light comes on.
4. Type the letter of an empty storage area (A-Z).
5. Press **Save**.
 - The **Document Title** light comes on.
6. Type the document title.
7. Press **Save**.

Message Panel Lights
(continued)

Document Title Light Comes
On Solid

The **Document Title** light prompts you to type a document title.

To type a document title:

Type up to 17 characters, including spaces and punctuation.

- The document title does not print on the paper as you type.
- After you type 17 characters, any additional characters you type will be ignored.

To correct an error or start the document title over:

1. Press the **correcting key** () once.
2. Retype the entire document title.

Document Title Light Goes
Off Unexpectedly

The connecting link between the Diskette Module and the typewriter was interrupted.

Start over by pressing **Store** + a letter (A-Z), **Save**, or **Split**.

- If the light keeps going off unexpectedly, see the Problem Determination Guide.

Large Document Light
Comes On Solid

The **Large Document** light tells you the diskette document is too large to fit in memory.

See "Three Times, the Typewriter **Document** Light Blinks, and the **Large Document** Light Comes On Solid" under *Typewriter Bell Rings* in the Bells, Lights, What Happened? section.

Bells, Lights, What Happened?

What Happened?

After Splitting a Document

Both Parts of Split Document Are Empty

The original storage area was empty when you pressed **Split**.

1. Play out a diskette log.
2. Find the document.
3. Split the document again.

Centered Text in Bottom Part of Split Document Plays at Left Margin or Won't Play at All

You were in the middle of centered text when you pressed **Split**.

1. Recall the bottom part of the split document.
2. Position the carrier at the centering point. (If a coded tab was used at the beginning of the centered lines, enter another coded tab.)
3. Press **Play + All**.

First Line of Column Layout Text in Bottom Part of Split Document Plays at Left Margin

You were in the middle of a line of column layout text when you pressed **Split**.

1. Recall the bottom part of the split document.
2. Tab or space to position the carrier at the beginning of the appropriate column.
3. Press **Play + All**.

Indented Text in Bottom Part of Split Document Plays at Left Margin

You were in the middle of indented text when you pressed **Split**.

1. Recall the bottom part of the split document.
2. Enter an automatic indent (**Code + Tab**) at the beginning of memory.

Storage Area for Top Part Contains Whole Document and Area for Bottom Part Is Empty

You were at the end of the document when you pressed **Split**.

1. Recall the storage area containing the whole document.
2. Split the document again.

What Happened? (continued)

After Splitting a Document
(continued)

Storage Area for Top Part
Is Empty, and Bottom Part
Contains Whole Document

You were at the beginning of the document when you pressed **Split**.

1. Recall the bottom part which contains the whole document.
2. Split the document again.

Text That Was Underlined
in Original Document Is Not
Underlined in Bottom Part
of Split Document

You were in the middle of underlined text when you pressed **Split**.

1. Recall the bottom part of the split document.
2. Enter a continuous underline instruction at the beginning of memory.

What Happened? (continued)

Diskette Documents

Do Not Match Diskette Log

Documents may have been stored in the same storage areas in the typewriter.

1. Make sure the correct work diskette or diskette side is loaded in the Diskette Module.
2. If the documents that play still do not match the diskette log, the documents are stored in the typewriter.

You should review each typewriter document by playing it back. Then store it on a diskette or delete it from memory.

To review each typewriter document:

1. Press **Store** + the letter (A-Z).
2. Press **Rtn** + **All**.
3. Press **Play** + **All**.

To store the typewriter document:

1. Press **Save**.
2. Determine where you want to store the typewriter document.
3. Type the new letter (A-Z).
4. Press **Save**.
5. Type the new document title.
6. Press **Save**.

To delete the typewriter document:

1. Make sure the typewriter **Document** light is on.
2. Press **Rtn** + **All**.
3. Press **Del** + **All**.
4. Press **Store**.

After the typewriter document has been stored or deleted from memory, you can recall the diskette document.

What Happened? (continued)

Diskette Log

Does Not Print

You have an unidentified problem in the Diskette Module.

See the Problem Determination Guide.

Plays Back a Log of a Program Diskette

The program diskette is loaded in the Diskette Module.

Example:

AREA	DOCUMENT TITLE	SPACE
=	IBM.IPL	100.0%

Load a work diskette and try again.

Plays Back Incorrectly

The work diskette was unloaded while the diskette log was playing back, or another work diskette was loaded while playback was interrupted.

Play back another copy of the diskette log.

Shows Documents Outside Diskette Storage Areas (A-Z)

The diskette was created in another language, or a diskette error occurred while working with a document.

When a diskette error occurred while working with a document, a copy of the document was automatically stored outside the (A-Z) storage area.

See *Working with Diskette Documents Stored Outside the Diskette Storage Areas (A-Z)* in the Special Operations section. Follow the instructions in "To move a document from the = area to an (A-Z) area."

After you have moved the document to an (A-Z) area, play the document back. If it appears to be a duplicate of another diskette document, play both documents back and delete one of them.

What Happened? (continued)

Document Title Light

Does Not Come On When You Expect Diskette Storage Area to Be Empty

A document may already be stored in the diskette storage area. Or, while the Diskette Module was turned off, a document was stored in the same typewriter storage area.

Play a diskette log. If the storage area is empty, a document was stored in the same typewriter storage area.

You should review the typewriter document by playing it back. Then store it on a diskette or delete it from memory.

To review each typewriter document:

1. Press **Store** + the letter (A-Z).
2. Press **Rtn** + **All**.
3. Press **Play** + **All**.

To store the typewriter document:

1. Press **Save**.
2. Determine where you want to store the typewriter document.
3. Type the new letter (A-Z).
4. Press **Save**.
5. Type the new document title.
6. Press **Save**.

To delete the typewriter document:

1. Make sure the typewriter **Document** light is on.
2. Press **Rtn** + **All**.
3. Press **Del** + **All**.
4. Press **Store**.
 - The typewriter **Document** light goes off.

After the typewriter document has been stored or deleted from memory, you can recall the diskette document.

What Happened? (continued)

Documents Stored Outside
the (A-Z) Diskette Storage
Areas

Return to = Storage Area
After They Were Moved
to an (A-Z) Area

You did not follow all the steps to move a document from the = area to an (A-Z) area.

1. See "To move a document from the = area to an (A-Z) area" under *Working with Diskette Documents Stored Outside the Diskette Storage Areas (A-Z)* in the Special Operations section.
2. Try again.
3. Be sure to complete steps 5 and 6.

Duplicated Documents

Take Up Different Amounts
of Space on Diskette

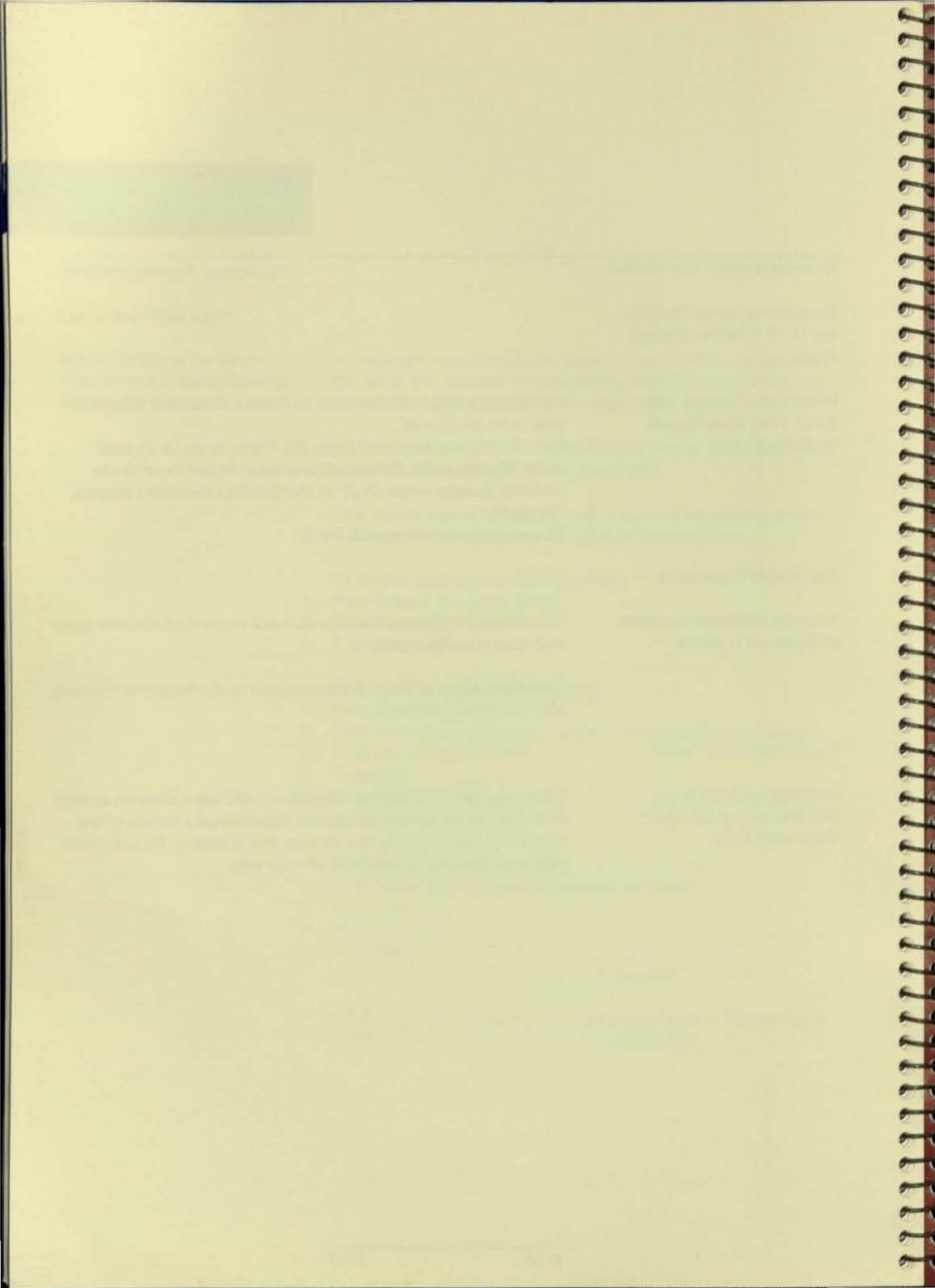
The diskette log shows the approximate amount of diskette space each document occupies.

Therefore, the amount of space occupied by duplicated documents may be slightly different.

Typewriter Documents

Automatically Store on
Diskette with Automatic
Document Titles

When you turn the Diskette Module on and use a diskette storage area, the last typewriter document automatically moves to the diskette *if* the same diskette storage area is empty. An automatic title is assigned to the diskette storage area.



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Combining Short Documents in the Same Diskette Storage Area

When you store 26 short documents on one side of a diskette, you use all your storage areas (A-Z) but only use a small amount of diskette space.

Documents are easier to revise and play back when stored in separate storage areas (A-Z). However, you can combine short documents in the same storage area by separating the short documents with stop codes. That way you use fewer storage areas and more diskette space.

To combine short documents in the same diskette storage area (A-Z):

1. Press **Store** + the letter (A-Z).
2. Type a document title (for example, "Letters 1,2,3").
3. Press **Store**.
4. Type the first document.
5. End the first document by typing a stop code (**Code + N**).
6. Type the remaining documents, ending each document with a stop code (**Code + N**).
7. When you finish typing the last document, press **Store**.
 - All the short documents are stored in the same diskette storage area.

To play back the documents:

1. Press **Store** + the letter (A-Z) where you stored the documents.
2. Press **Adv + To**.
3. Type the first word(s) of the document you want to play back.
4. Press **Adv**.
5. Press **Play + All**.
 - Playback stops at the stop code following the document.

Diskette Care and Maintenance

- Always store your diskettes in their protective envelopes.
- Avoid touching the exposed magnetic surface. Fingerprints, dust buildup, or spills on the magnetic surface will damage the diskettes.
- Keep the diskettes away from excessive heat.
- Keep the diskettes away from magnets.
- Write on a diskette label before placing the label on the diskette.
- Always turn the diskette load handle to the right (vertical position) before turning off power to the Diskette Module. Leave the handle in this position while the Diskette Module's power is off.

Keeping a Backup Program Diskette

If you misplace or damage your everyday program diskette, you will need a backup to use until you can purchase a new one.

Always keep a backup program diskette. If you misplace or damage your everyday diskette and do not have a backup, you will *not* be able to use your Diskette Module until you purchase a new program diskette.

Keeping a Backup Work Diskette

You can keep a backup work diskette to protect your important diskette documents. If your work diskette is misplaced or damaged, you will have another copy on your backup work diskette.

To create a backup work diskette, see *Duplicating a Document on Another Diskette* in the Special Operations section.

Keeping a Handwritten Log of Phrases Stored on Diskettes

Phrases are stored as a set (1-99) on each usable side of a diskette storage area. The diskette log will not show which individual phrase storage areas are in the set. You should keep a handwritten log of each set for reference.

Organizing Your Diskettes	<p>If you do typing for more than one person or department, you can separate their work by storing their documents on different diskettes.</p> <p>If you do different kinds of typing (letters, reports, forms), you may find it easier to keep each kind on a different diskette.</p> <p>One system for organizing your diskettes is to classify your work into one of four general categories, based on the kind of material you type.</p>
Daily Typing	Work which only needs to be retained about three working days.
Special Projects	Work which needs to be retained longer than three working days.
Permanently Stored Projects	Documents, forms, or paragraphs stored permanently and used for playback only.
Confidential or Classified	Confidential or classified documents that should be locked in a desk or filing cabinet.

Preparing All New Work Diskettes at One Time	<p>When you receive a new box of work diskettes, prepare them all at one time. Otherwise, you may find that you have to prepare a new work diskette while you are storing a document.</p> <p>Do you remember how to prepare them?</p> <ul style="list-style-type: none">• Press Del + 0 (zero) twice.
---	--

Reusing Diskette Storage Areas	Always delete a diskette area (Del + A-Z) before reusing it.
---------------------------------------	---

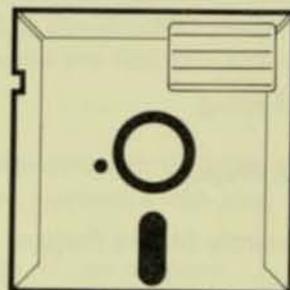
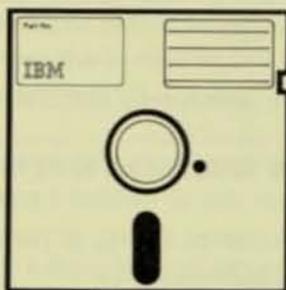
Revising Diskette Documents	You can duplicate a diskette document before you revise it. Then revise the duplicate document. If you make a mistake while revising, or want to start over, you will still have your original document in the original storage area.
------------------------------------	---

Using Diskette Labels

Diskette labels are provided to help you organize your work.

You can use the labels to identify whose work is on the diskette or frequently used diskette storage areas.

Write on the label first, then remove the label from the backing and place it on the diskette as shown below. Do *not* place the label over any opening in the diskette.



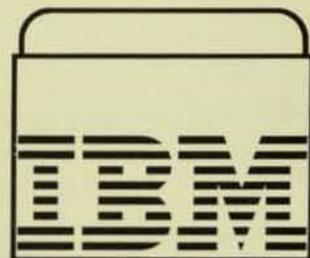
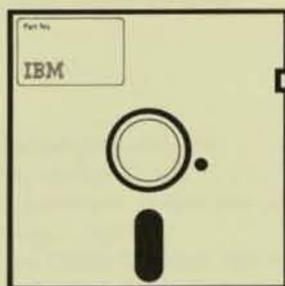
Supplies

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Supplies

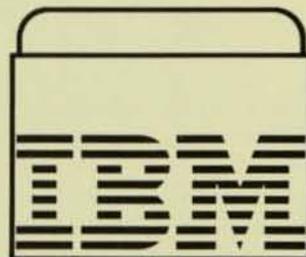
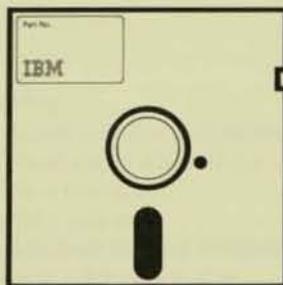
IBM IPL Diskette

The IBM IPL Diskette contains special instructions which tell the Diskette Module how to store and recall documents typed on the typewriter. This diskette is called a program diskette in this book.



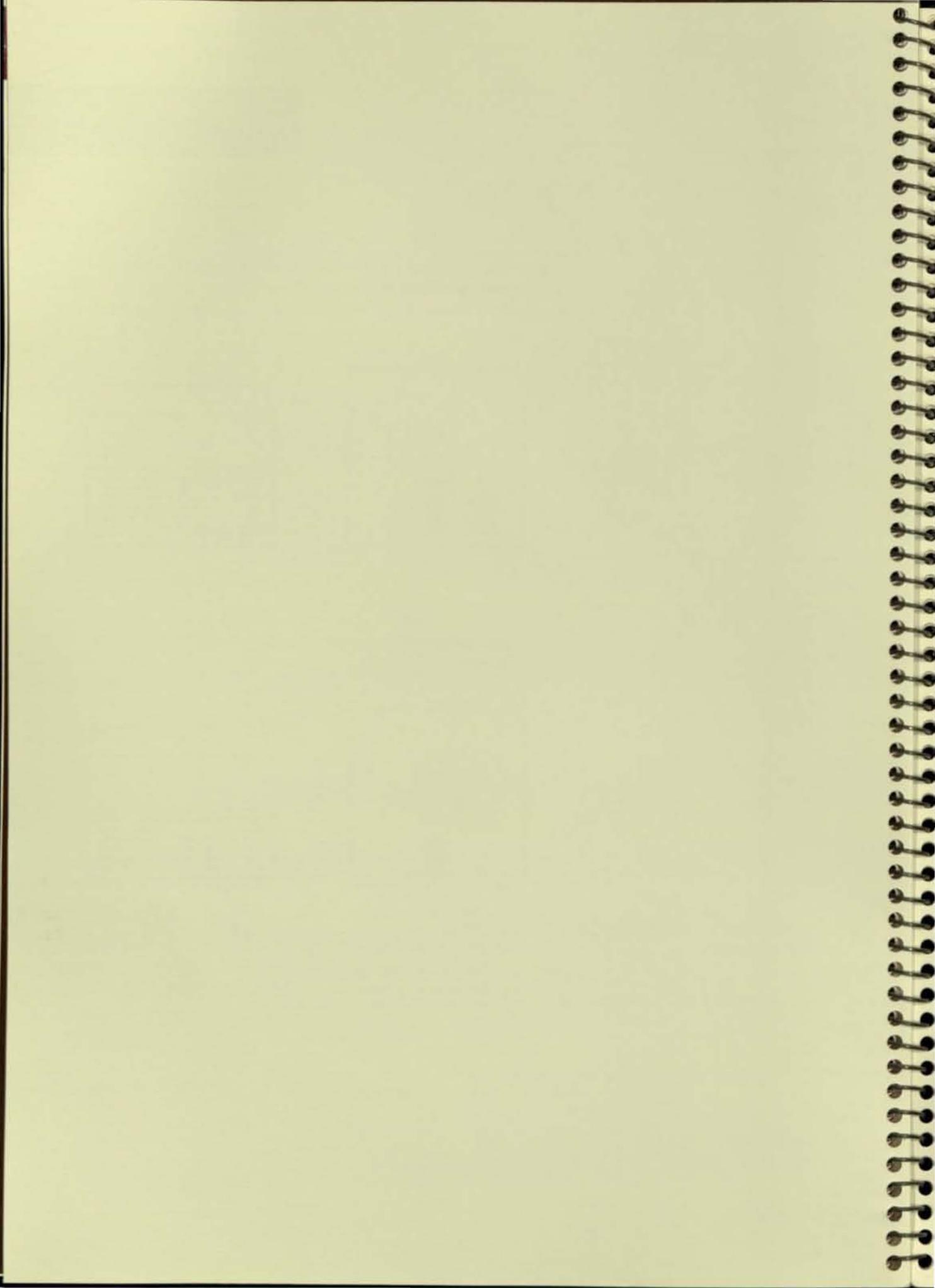
IBM 5.25" Diskette

The IBM 5.25" Diskette (Part No. 6023450) is used to store documents typed on the typewriter. This diskette is called a work diskette in this book.



Ordering Supplies

To order an IBM supply item, call IBM Direct or an IBM Product Center. The IBM Direct toll-free number, available in the United States (excluding Puerto Rico), is 1-800-IBM-2468.



Where more than one page reference is given, the major reference is first.

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IBM Typewriter Diskette Module
Installation and Operating Instructions
Order No. S544-4012-0

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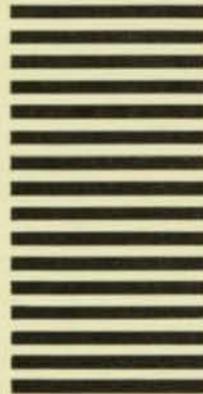
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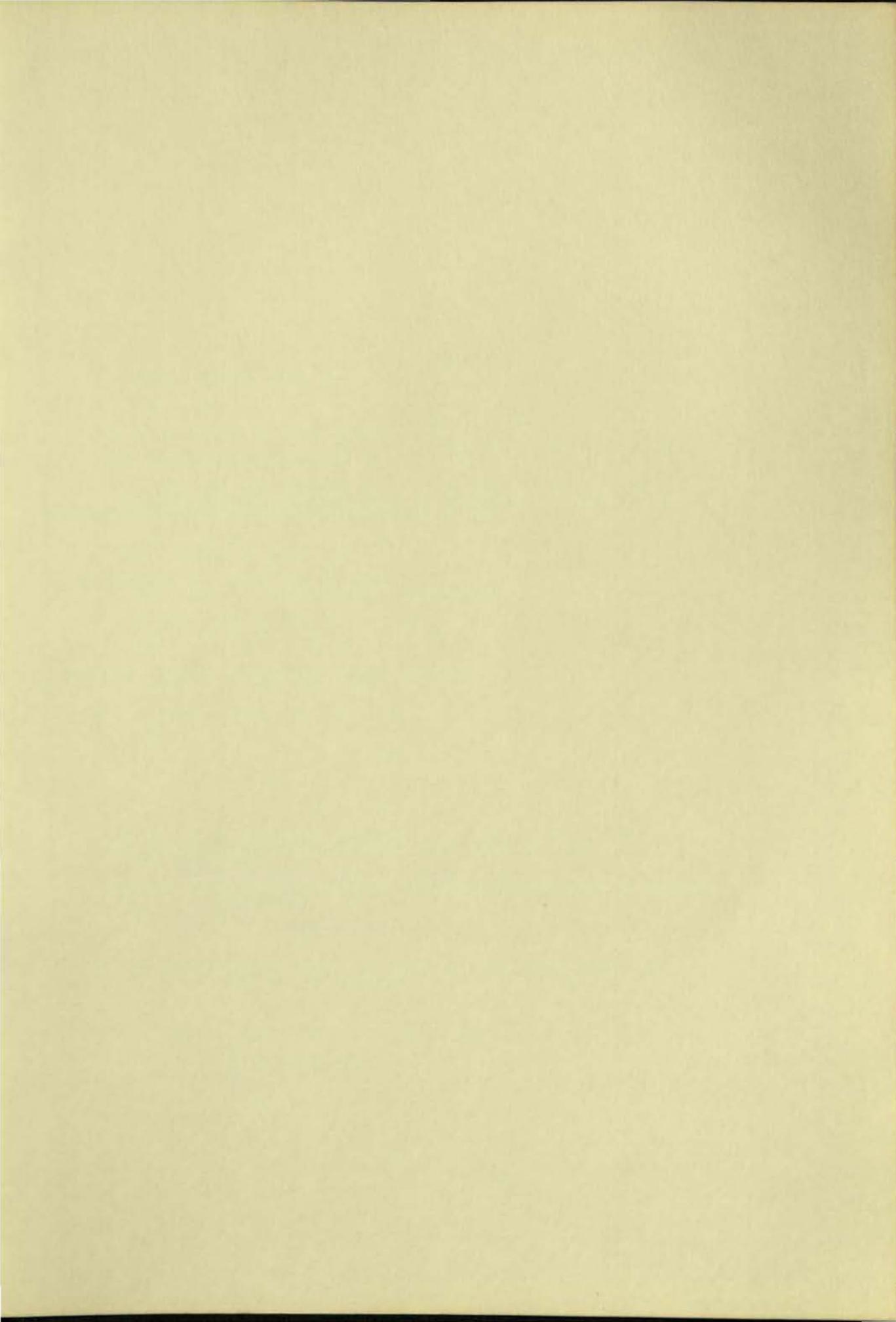
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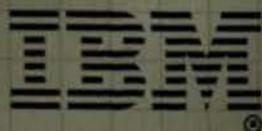
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**Problem
Determination Guide**

**Typewriter
Diskette Module**

First Edition (December 1983)

Publications are not stocked at the address below. For copies, contact the IBM Direct toll-free number, 1-800-IBM-2468.

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**Problem
Determination Guide**

**Typewriter
Diskette Module**

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measure may be required to correct the interference.

Safety Information

CAUTION

Maintain at least a 2½" (63.50 mm) to a 3" (76.20 mm) clearance at the rear of the Diskette Module to allow for proper ventilation.

The IBM Typewriter Diskette Module incorporates Class I construction as defined by the International Electrotechnical Commission Publication 380, "Safety of Electrically Energized Office Machines," and other national standards.

Class I construction provides protection against electrical shock through the use of protective grounding of accessible metal parts of the machine.

The IBM Typewriter Diskette Module is equipped with a grounding type (3-wire) electrical cord because protective grounding is necessary.

The IBM Typewriter Diskette Module is intended to be serviced by professional service personnel trained to service this product. There are some mechanical and electrical hazards in the service area of this machine.

For continued protection against electrical shock:

1. Connect only to a properly grounded electrical outlet of the correct voltage. (See machine voltage rating plate.)
2. Refer servicing to trained professional service personnel.
3. When servicing, use only identical replacement parts.

Introduction

This guide will help you determine if your Diskette Module or diskette(s) has a problem. It will also help determine some problems resulting from incorrect operating procedures.

Note: These problem determination procedures are designed to help you find problems in your Diskette Module when using IBM-supplied cables and plugs. These include the link cable and termination plug. This guide should help you identify problems when you are using non-IBM cables and plugs. However, the guide may not detect problems caused by altered, defective, or out-of-specification non-IBM parts.

This book makes frequent reference to the IBM toll-free 800 number. The toll-free number is 1-800-IBM-2468.

**Turn the page and locate your
problem in the Problem List.**

Problem List

IF YOU ARE HAVING PROBLEMS WITH:

DO THIS:

TURNING THE TYPEWRITER ON

- Typewriter will not turn on. Go to the Equipment Test. Start with Step 1.

TURNING THE DISKETTE MODULE ON

- No Diskette Module lights come on
 - All Diskette Module lights start blinking
 - All Diskette Module lights come on solid, then all lights go off and stay off
- .For all problems turning on the Diskette Module, go to the Equipment Test. Start with Step 1.

LOADING THE PROGRAM DISKETTE

- All Diskette Module lights stay on solid
 - Check Diskette light keeps blinking
 - All Diskette Module lights blink
- .For all problems loading the program diskette, go to the Equipment Test. Start with Step 1.

STORING, RECALLING, OR PLAYING BACK

- Typewriter bell rings and Check Diskette light blinks or comes on solid Go to the Equipment Test. Start with Step 9.
- Document Title or Document Area light goes off by itself. Go to the Equipment Test. Start with Step 1.

PRINTING A DISKETTE LOG

- Nothing happens when you press Play + 0 Go to the Equipment Test. Start with Step 1.
- Typewriter bell rings and Check Diskette light blinks Go to the Equipment Test. Start with Step 9.

DELETING ONE OR ALL DISKETTE DOCUMENTS

- Typewriter bell rings and Check Diskette light blinks Go to the Equipment Test. Start with Step 9.

RECOVERING A DELETED DOCUMENT

- Typewriter bell rings and Check Diskette light blinks Go to the Equipment Test. Start with Step 9.

USING A DISKETTE FROM ANOTHER DISKETTE MODULE

- Typewriter bell rings and any Diskette Module light comes on Call the IBM toll-free number, 1-800-IBM-2468, and explain your problem to the operator.

ANY PROBLEMS NOT LISTED ABOVE

.Look for your problem in the Bells, Lights, What Happened? section of your Diskette Module Installation and Operating Instructions, or call the IBM toll-free 800 number and ask for assistance.

Equipment Test

Important: Once you start the equipment test, keep going to the next step unless you are told to skip to another step.

Be sure to read each instruction carefully and do everything in each step.

Turn the page and start with the step number from the Problem List.

Step 1

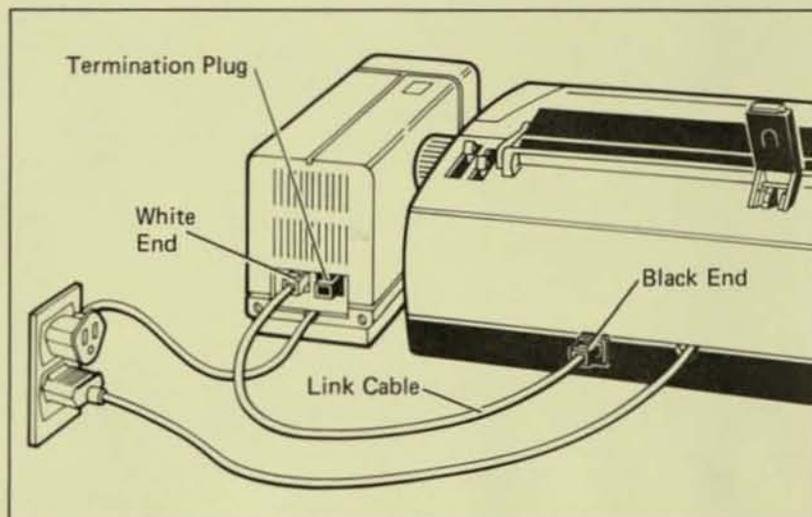
1. If you have a Communication Module *and* a Diskette Module attached to your typewriter, call the IBM toll-free 800 number for assistance.
2. If you have never tested your equipment and would like some assistance, call the IBM toll-free 800 number.
3. If you want to test your equipment yourself, go to **Step 2**.

The IBM toll-free 800 number is 1-800-IBM-2468.

Step 2

1. Look at the back of your typewriter and Diskette Module.
2. Use this diagram to:
 - Make sure the black end of the link cable is plugged into the socket behind your typewriter.
 - Make sure the white end of the link cable is plugged into the white socket behind your Diskette Module.
 - Make sure the termination plug is securely in the black socket behind your Diskette Module.
3. Make sure both power cords are plugged into a grounded receptacle.
4. If your equipment is connected like the diagram, go to **Step 3**.
5. If you had to change any one of the plugs, try using your Diskette Module again. Do not continue the equipment test.

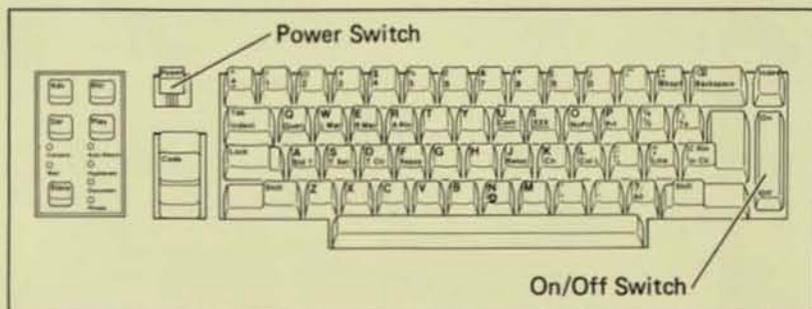
Diagram: Correct Typewriter And Diskette Module Connection



Step 3

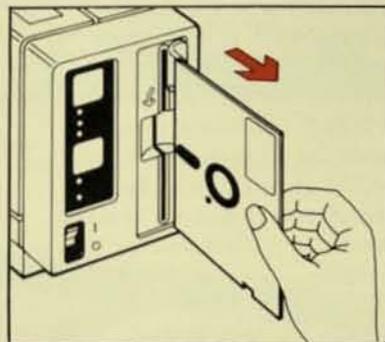
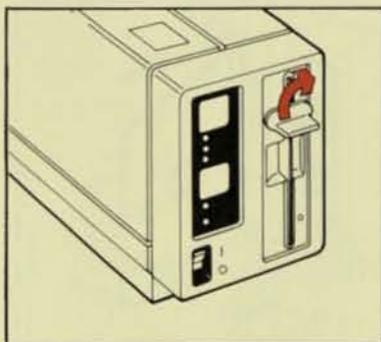
1. Make sure both **typewriter Power and On/Off switches** are on. Use the diagram to locate these switches.
 - If you had to turn on either of the switches, try using your Diskette Module again. Do not continue the equipment test.
2. Type a few characters to make sure the typewriter is working.
 - If the typewriter is not working, call IBM Service to have your typewriter repaired. Do not continue the equipment test.
3. If the typewriter is turned on and working, go to **Step 4**.

Diagram: Typewriter Power And On/Off Switches



Step 4

1. Make sure the diskette slot is empty.
 - If a diskette is loaded, turn the diskette load handle to the right (vertical position) and remove the diskette.
2. When the diskette slot is empty, go to **Step 5**.



Step 5

1. Turn the Diskette Module off.
2. Watch the lights on the Diskette Module while you turn it back on.
3. Wait at least 15 seconds to make sure the lights have finished changing.
4. Find what happened to your lights in the chart below.

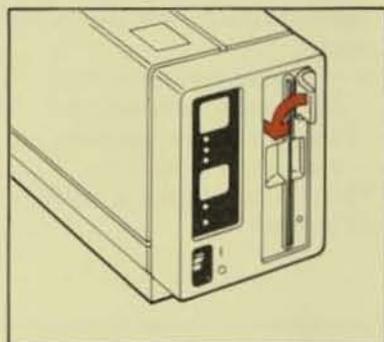
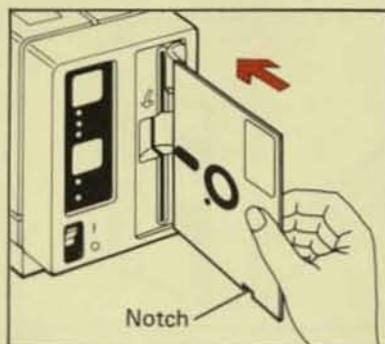
If This Happened:

Do This:

- | | |
|--|--|
| • All Diskette Module lights came on solid, then all lights went off. The Check Diskette light is blinking. | Go to Step 6 . |
| • No Diskette Module lights came on. | Call the IBM toll-free 800 number. Tell the operator your Diskette Module will not turn on. Do not continue the equipment test. |
| • All Diskette Module lights started blinking and are still blinking. | Call the IBM toll-free 800 number. Tell the operator your Diskette Module is not working properly. Do not continue the equipment test. |
| • All Diskette Module lights came on solid, then all lights went off and stayed off. | Call the IBM toll-free 800 number. Tell the operator your Diskette Module is not working properly. Do not continue the equipment test. |
| • All Diskette Module lights came on solid and stayed on. | Call the IBM toll-free 800 number. Tell the operator your Diskette Module is not working properly. Do not continue the equipment test. |

Step 6

1. Insert your program diskette with the notch at the bottom edge as shown in this step.
2. Turn the diskette load handle to the left (horizontal position).
3. Watch the lights on the Diskette Module while you press **Save**.
4. Wait at least 15 seconds to make sure the lights have finished changing.
5. Find what happened to your lights in the chart below.



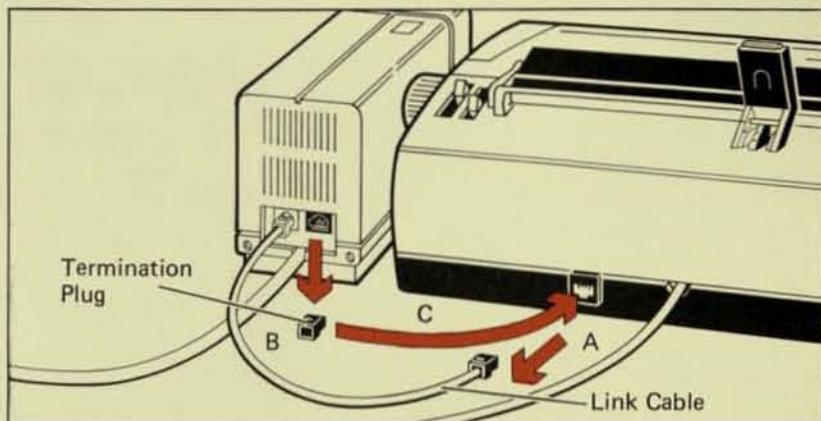
If This Happened:

Do This:

- | | |
|--|---|
| <ul style="list-style-type: none">• All Diskette Module lights came on solid, then all lights went off and stayed off. | Skip to Step 8 . |
| <ul style="list-style-type: none">• All Diskette Module lights came on solid and stayed on solid. | Go to Step 7 . |
| <ul style="list-style-type: none">• All Diskette Module lights came on solid, then all lights went off. The Check Diskette light is still blinking. | <ol style="list-style-type: none">1. Make sure that the program diskette was inserted correctly.<ul style="list-style-type: none">• If it was not inserted correctly, repeat Step 6 on this page.2. Unload your program diskette.3. Load your backup program diskette.<ul style="list-style-type: none">• If you do not have a backup program diskette, call the IBM toll-free 800 number. Tell the operator you cannot load your program diskette.4. Watch the lights on the Diskette Module while you press Save.<ul style="list-style-type: none">• If any lights blink or come on solid and stay on solid, call the IBM toll-free 800 number. Tell the operator you cannot load your program diskette. Do not continue the equipment test.• If all Diskette Module lights come on solid and then go off and stay off, your original program diskette is damaged. Discard the damaged program diskette and call the IBM toll-free 800 number to purchase a new one. Try using your Diskette Module again with your backup program diskette. Do not continue the equipment test. |
| <ul style="list-style-type: none">• All Diskette Module lights started blinking and are still blinking. | Call the IBM toll-free 800 number. Tell the operator you cannot load your program diskette. Do not continue the equipment test. |
| <ul style="list-style-type: none">• This chart does not list what happened. | Call the IBM toll-free 800 number and ask for assistance. Do not continue the equipment test. |

Step 7

1. Do not turn the typewriter or Diskette Module off.
2. Remove the link cable from your typewriter as shown by arrow A in the diagram to your right.
3. Remove the termination plug from the rear of your Diskette Module as shown by arrow B in the diagram.
4. Plug the termination plug securely into the socket of the typewriter as shown by arrow C in the diagram.
5. Insert a sheet of paper in the typewriter.
6. Hold down **Code** and press **C Rtn** once.
7. Hold down **Code** and press **Index** once.
8. Watch the typewriter element while you hold down **Code** and press **1** (number 1 on the numbers' row).
9. Match what happened in the chart below.



If This Happened:

- The typewriter bell rang.
- The typewriter printed an eight-digit number.
- The typewriter tabbed or indexed the paper.
- The typewriter did nothing.

Do This:

- Call the IBM toll-free 800 number and tell the operator your Diskette Module requires service. Do not continue the equipment test.
- Call IBM Service to have your typewriter repaired. Do not continue the equipment test.
- Call the IBM toll-free 800 number and tell the operator. Do not continue the equipment test.
- Call the IBM toll-free 800 number and tell the operator. Do not continue the equipment test.

Step 8

1. Unload your program diskette.
2. Load a work diskette.
3. Do not press **Save**.
 - If you pressed **Save**, press **Backspace** once to turn off the **Document Area** light.
4. Go to **Step 9**.

Step 9 Printing a condition code

1. Do not remove your work diskette.
2. Hold down **Code** and press **C Rtn** once.
3. Hold down **Code** and press **Index** once.
4. Hold down **Code** and press **1** (number 1 on the numbers' row).
 - The typewriter bell may ring.
5. Watch your paper while you type the letter *e*.
6. Match what happened in the chart below.

Example of a Condition Code

Two-Digit Condition Code

<i>e</i> 00	000	000	00000	00000		
00000	00000	00000	00000	00000	00000	00000

Note: Your numbers may be different.

If This Happened:

Do This:

- | | |
|---|--|
| <ul style="list-style-type: none">• The typewriter printed a condition code similar to the example above. (The numbers may be different.) | <ol style="list-style-type: none">1. Look at the two-digit condition code in the example above.2. Find the two-digit condition code on your paper.<ul style="list-style-type: none">• The two-digit condition code is the first two digits.3. Turn to the Condition Code List and find your two-digit condition code. Follow the instructions for your two-digit condition code. |
| <ul style="list-style-type: none">• The typewriter printed an <i>e</i>, but did not print a condition code. | <ol style="list-style-type: none">1. Remove your work diskette.2. Turn the Diskette Module off and on again.3. Load your program diskette.4. Press Save.5. Remove your program diskette.6. Load your work diskette again.7. Hold down Code and press C Rtn once.8. Hold down Code and press Index once.9. Hold down Code and press 1 (number 1 on the numbers' row).10. Watch your paper while you type the letter <i>e</i>.<ul style="list-style-type: none">• If the typewriter still does not print a condition code, do not turn the Diskette Module off or unload your work diskette. Call the IBM toll-free 800 number and tell the operator. Do not continue the equipment test.11. Turn to the Condition Code List and find your two-digit condition code. Follow the instructions for your two-digit condition code. |

Condition Code List

Important: Read and carefully follow the instructions for your two-digit condition code.

**Turn the page and locate your
two-digit condition code.**

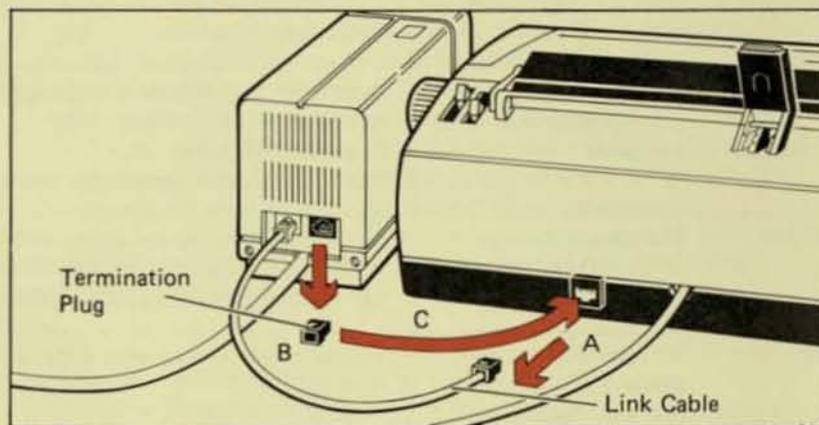
Condition Code List

Condition Code	Reason	Do This:
00	No problem was found.	Your equipment and diskettes are working properly. If you still suspect a problem, check the Bells, Lights, What Happened? section of your Diskette Module Installation and Operating Instructions, or call the IBM toll-free 800 number and ask for assistance.
01	Your diskette is not prepared, may be damaged, or your Diskette Module may require service.	<ol style="list-style-type: none">1. Make sure that the diskette was inserted correctly into the Diskette Module.<ul style="list-style-type: none">• If it was not, insert it correctly and try again. Do not continue the equipment test.2. Try the same operation on another work diskette.<ul style="list-style-type: none">• If you cannot complete the same operation on another work diskette, call the IBM toll-free 800 number and tell the operator your Diskette Module requires service.• If you can complete the same operation on another work diskette, your original work diskette is not prepared or may be damaged. Copy as many documents as you can from the error-causing diskette to another work diskette. (Follow the steps in <i>Duplicating a Document on Another Diskette</i> in the Special Operations section of your Diskette Module Installation and Operating Instructions.)<ul style="list-style-type: none">– Prepare this error-causing work diskette (Del + 0, Del + 0) and again try the operation that caused this condition code. If you cannot complete the operation, your work diskette is damaged.
02	There is a problem with your work diskette.	Call the IBM toll-free 800 number. Tell the operator you are getting condition code 02.
03	You cannot store, play, or delete documents on a program diskette.	<ol style="list-style-type: none">1. Remove your program diskette.2. Load a work diskette and try again.
04	You cannot store or delete on the diskette in your Diskette Module.	<ol style="list-style-type: none">1. Press Play + 0 to play back a diskette log.<ul style="list-style-type: none">• If the only document title on the log is "IBM.IPL," you have a program diskette in your Diskette Module. Load a work diskette and try again.• If the typewriter bell rings and the Check Diskette light blinks, follow these steps to print the two-digit condition code again:<ol style="list-style-type: none">a. Hold down Code and press Index once.b. Hold down Code and press 1 (number 1 on the numbers' row).c. Watch your paper while you type the letter <i>e</i>.d. If the 04 condition code prints again, call the IBM toll-free 800 number for assistance.e. If any other two-digit condition code prints, find the condition code in this Condition Code List.• If the diskette log shows documents <i>other than</i> "IBM.IPL," the diskette is damaged. You might play back documents, but you cannot delete them or store new documents.<ul style="list-style-type: none">– Copy the document onto another usable work diskette. (See <i>Duplicating a Document on Another Work Diskette</i> in the Special Operations section of your Diskette Module Installation and Operating Instructions.) Revise the document on the usable work diskette.

Condition Code	Reason	Do This:
05	There is not enough space on this side of your work diskette to store the document.	<p>To store the document on the same side of this work diskette:</p> <ol style="list-style-type: none"> 1. Delete any diskette document you do not need to save. <ul style="list-style-type: none"> • You may need to delete more than one diskette document. 2. Press Save. <ul style="list-style-type: none"> • When the Document Area light comes on, type the letter (A-Z) of an empty storage area on your work diskette. 3. Press Save twice. <p>To store the document on another work diskette:</p> <ol style="list-style-type: none"> 1. Remove the full work diskette. 2. Load another work diskette. 3. Press Save. <ul style="list-style-type: none"> • When the Document Area light comes on, type the letter (A-Z) of an empty storage area on your work diskette. 4. Press Save twice.
06	The work diskette side has never been prepared.	<p>New work diskettes have nothing stored on them. They must be prepared before you can use them.</p> <ol style="list-style-type: none"> 1. Press Del + 0 twice. 2. Now you can use the diskette side to store documents.
07-08	The document area (A-Z) is damaged.	Try the same operation on another work diskette. If you cannot complete the same operation, call the IBM toll-free 800 number and tell the operator that you are getting condition code 07 or 08.
09	You removed your diskette while splitting a document.	<ol style="list-style-type: none"> 1. Reload your original work diskette. 2. Try again.
10-18	Your Diskette Module may require service.	<ol style="list-style-type: none"> 1. Turn the Diskette Module off and on again. 2. Load a program diskette. 3. Load a work diskette. 4. Try to store, recall, save, or split the document again. <ul style="list-style-type: none"> • If you still have a problem, call the IBM toll-free 800 number and explain your problem to the operator.
19	Your Diskette Module may require service.	Call the IBM toll-free 800 number. Tell the operator you are getting condition code 19.
20	You are receiving low electrical voltage to one of your units.	<ol style="list-style-type: none"> 1. Try using your Diskette Module again. 2. If you experience the same problem, call the IBM toll-free 800 number and explain your problem to the operator.
21-50	Your Diskette Module may require service.	Call the IBM toll-free 800 number. Tell the operator your condition code number.

Condition Code List

Condition Code	Reason	Do This:
51-55	The link between your typewriter and Diskette Module is being interrupted.	<ol style="list-style-type: none">1. Remove the link cable from your typewriter as shown by arrow A in the diagram below.2. Remove the termination plug from the rear of your Diskette Module as shown by arrow B in the diagram.3. Plug the termination plug securely into the socket of the typewriter as shown by arrow C in the diagram.4. Hold down Code and press C Rtn once.5. Hold down Code and press Index once.6. Hold down Code and press 1 (number 1 on the numbers' row).<ul style="list-style-type: none">• If the typewriter bell rings, your Diskette Module requires service. Call the IBM toll-free 800 number and tell the operator.• If the typewriter bell does not ring, call IBM Service to have your typewriter repaired.



56-99	Your Diskette Module may require service.	Call the IBM toll-free 800 number. Tell the operator your condition code number.
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Disconnecting Instructions

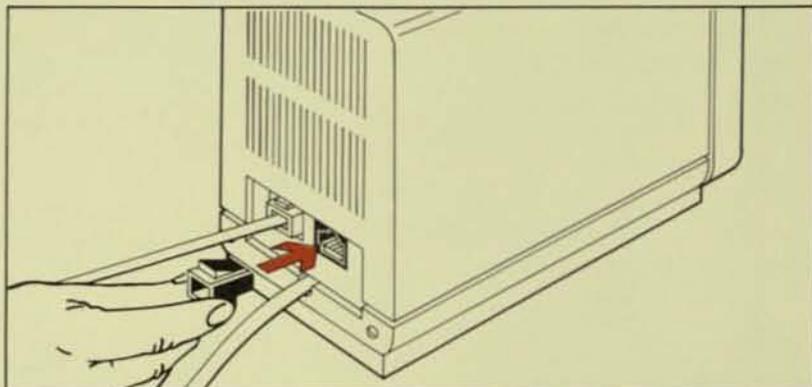
This section shows you the correct way to disconnect your Diskette Module. It also shows you which parts need to be returned to IBM for service.

If you are told to package your Diskette Module for service, go to the next page.

Disconnecting Instructions

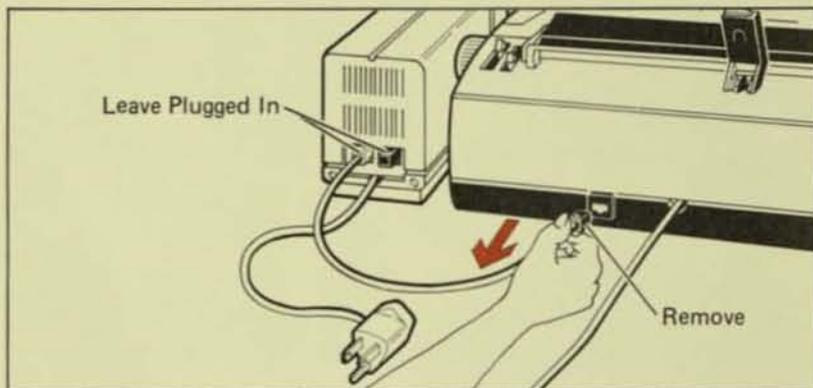
Step 1

1. Turn off and unplug your Diskette Module.
2. Place the termination plug in the back of your Diskette Module if it is not already there. Refer to the diagram at the right.
3. Go to **Step 2**.



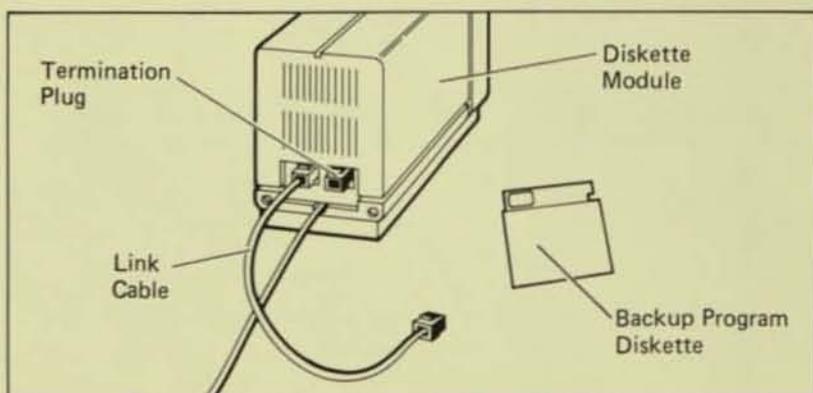
Step 2

1. Remove the link cable from your typewriter. Refer to the diagram at the right.
2. Leave the link cable and termination plug plugged into the Diskette Module.
3. Go to **Step 3**.



Step 3

1. Insert one IPL diskette in the diskette slot and turn the load handle to the left (horizontal position).
2. Make sure you include all parts shown in the diagram at the right when you return your Diskette Module to IBM.
3. Go to **Step 4**.



Step 4

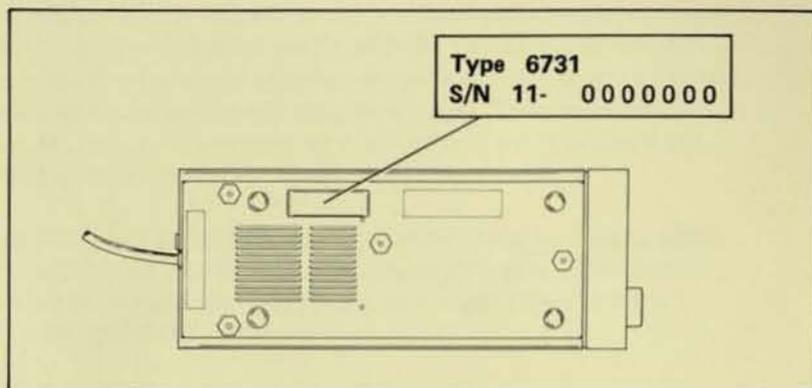
Follow the instructions from the IBM toll-free 800 number to have your Diskette Module serviced.

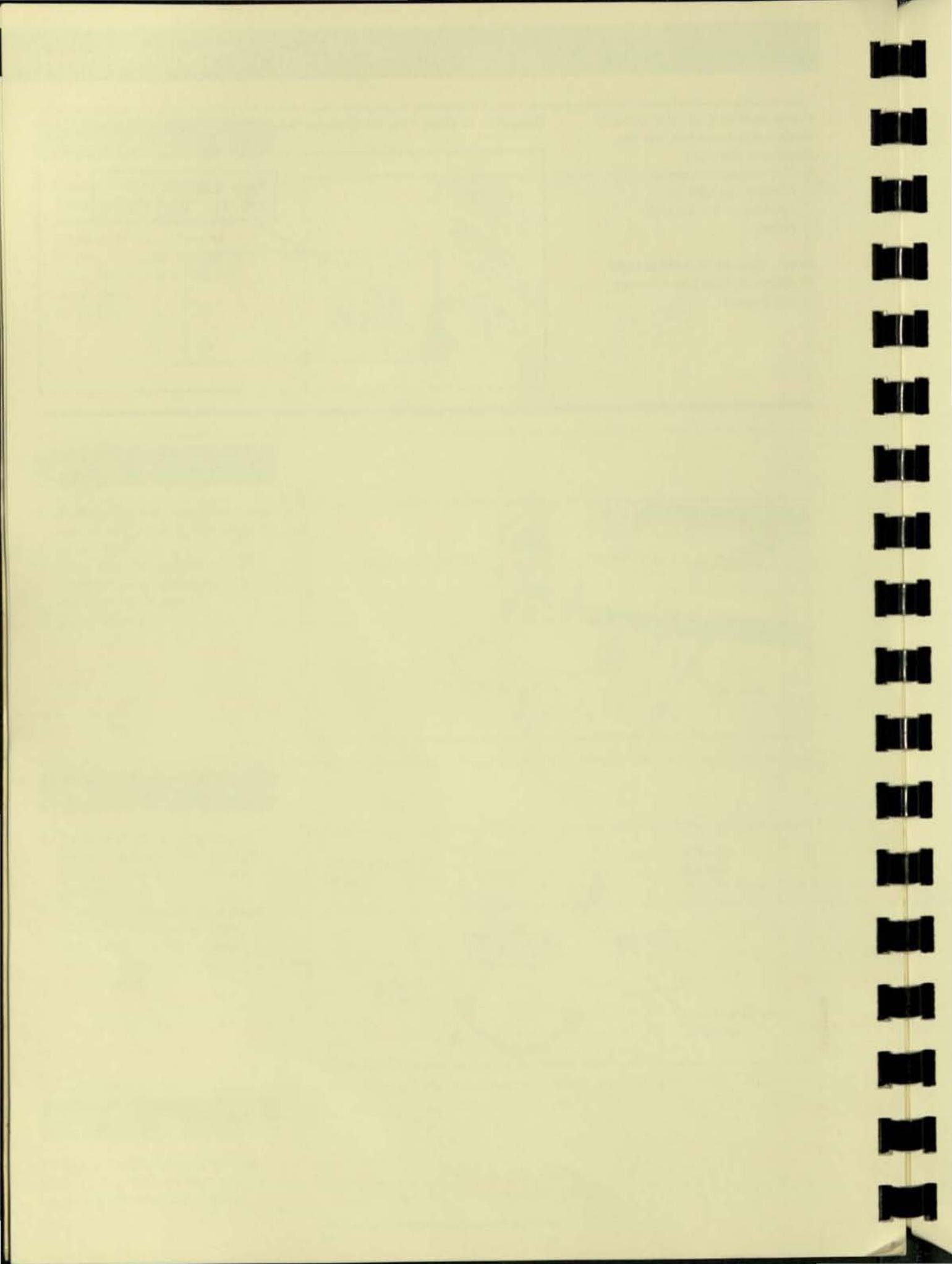
If you need to find your Diskette Module serial number, use the diagram at the right.

- You can see the serial number through an opening in the bottom cover.

Note: Your serial numbers will be different from those shown in this diagram.

Diagram: Bottom View Of Diskette Module Showing Serial Number





IBM Typewriter Diskette Module
Problem Determination Guide
Order No. S544-4023-0

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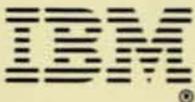
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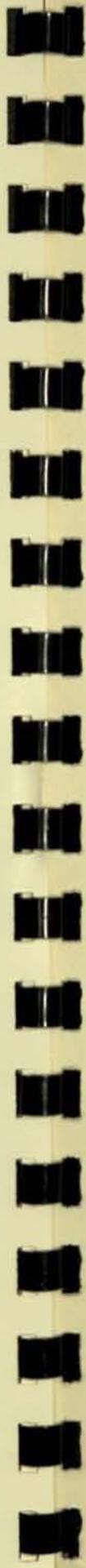
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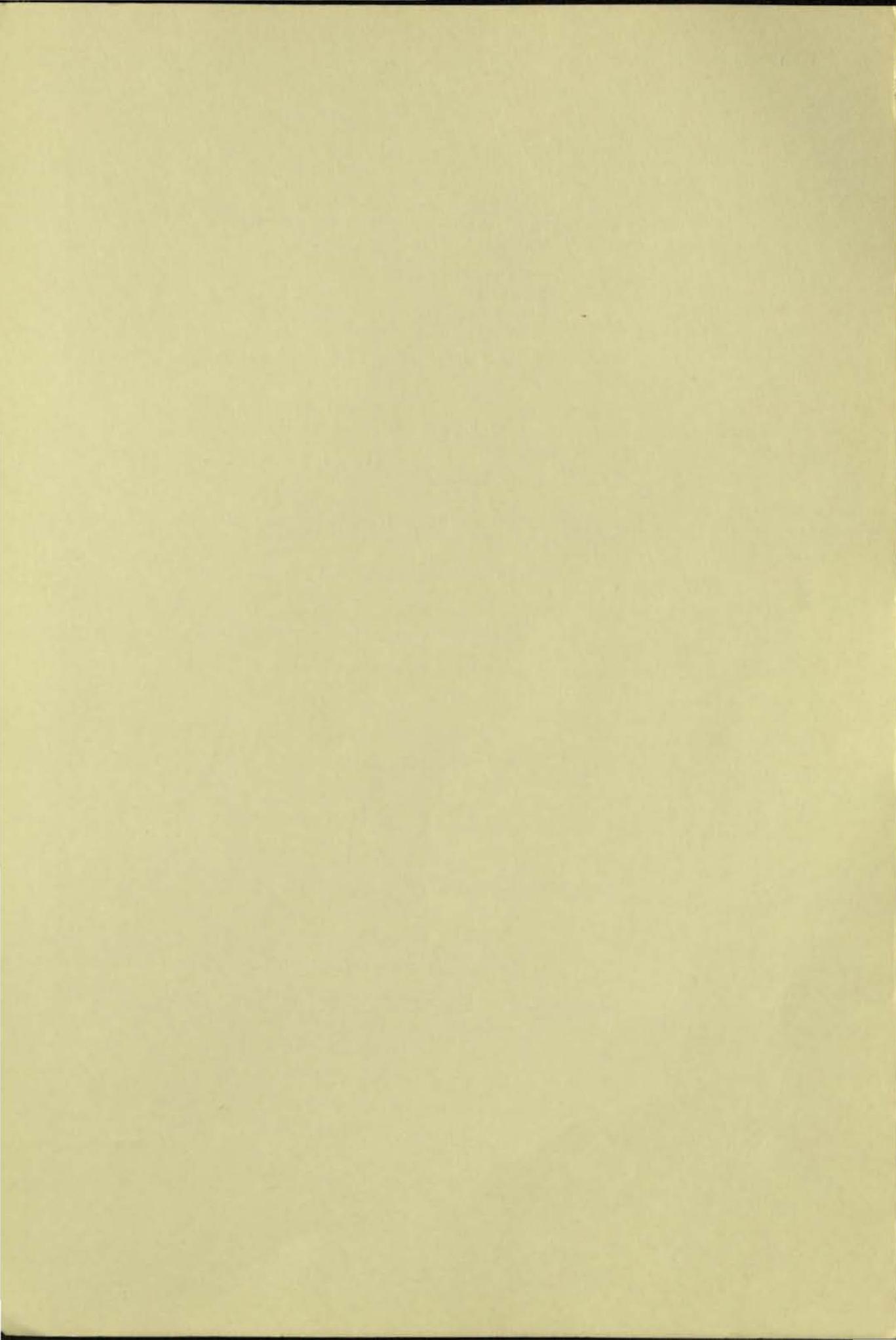
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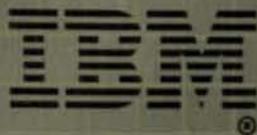
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