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Canon AP 300 Instruction Guide (FREE RESOURCE)

precision for productivity
Canon
ELECTRONIC TYPEWRITERS

AP 300

Instructions



English Edition

Welcome to Canon's World of Electronic Typing

Thank you for selecting the Canon AP300 as your new office electronic typewriter. It is specially designed to simplify your everyday typing tasks, to reduce fatigue and to increase overall typing efficiency. To do this, we've incorporated only the most practical functions to save you time and effort and to reduce typing errors to the bare minimum. And more good news—your AP300 is so easy to use that you'll be an expert in no time at all.

Read this instruction manual carefully and practice using the functions as you go. It contains all the information you need to get off to a fast start. If you have any questions regarding operations, don't hesitate to contact your Canon sales representative.

BEFORE USE**1. UNIT CONTENTS**

The Canon AP300 was manufactured with precision parts and advanced electronic technology and only delivered after strict quality control inspections. Be sure to check all functions as you go through the instruction manual to verify that nothing has been damaged in transit. If there are any irregularities or problems, call your Canon dealer immediately.

Your AP300 has been packed with all of the necessary supporting items. Please inspect the packing box for the following:

- Anti-glare shield
- Acoustic shield
- Detachable paper support
- Power cord
- Dust cover
- Daisy wheel (1)
- Correctable ribbon cassette (1)
- Lift-off correction tape (1)
- Warranty card (U.S.A. only)
- Instruction manual

2. SERIAL NUMBER

The serial number is on a plate attached to the back of the typewriter. Write the number in the space provided here and keep it with your other records.

<p>Canon AP300</p> <p>120V~ 60 Hz 1A</p> <p>CANON INC. JAPAN NO. _____</p>	<p>Model Name _____</p> <p>Serial Number _____</p> <p>Locate the serial number on the back of the typewriter and write it here for later reference.</p>
---	---

Serial number plate

Installation Cautions

**3. INSTALLATION
CAUTIONS**

- Do not use the same outlet or any other outlet on a circuit supplying power to an air conditioner, electrostatic copier, or a machine with a large-capacity motor using brushes, like a shredder. If use of a common outlet is unavoidable, install a high-frequency noise signal-eliminating filter to prevent AP300 malfunctions.
- Do not use the AP300 in direct sunlight to protect consumables and to prevent a temperature rise inside the machine.
- Do not use the AP300 in places where constant vibration occurs.
- Do not use the AP300 in locations where the air is dusty or salty, or where corrosive gases are generated.
- Use only within the specified ranges of temperature and humidity. If the temperature or humidity is outside the normal work range, heating or air conditioning is required to insure proper performance.
- Be sure that the screw which secures the carrier during shipment has been removed before you start typing. Keep this screw and use it to secure the carrier before transporting the AP300.

CLEANING

Use only a soft, dry cloth to clean your AP300. Water or thinners may damage the covers, acrylic resin or electronic circuitry.

4. FCC REGULATIONS

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient the receiving antenna
 Relocate the computer with respect to the receiver
 Move the computer away from the receiver
 Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful:

"How to Identify and Resolve Radio-TV interference problems"
 This booklet is available from the U.S. Government
 Printing Office, Washington, D.C., 20402,
 Stock No. 004-000-00345-4.

5. PARTS AND FUNCTIONS

Paper Support

Supports the paper for viewing and allows easy paper positioning and insertion. The paper scale is divided into one-inch increments and has both vertical and horizontal guide marks that indicate the correct insertion position for standard paper sizes. The paper support can be detached for storage or transport.

Platen Knob/Variable Line Spacer

The platen knobs feed the paper forward or backward. When pushed in, the left platen knob is a variable line spacer that enables you to change the typing line or to reposition the paper for corrections or additions.

Pitch Scale

The green LED typing position indicator on the pitch scale shows the current typing position. Read the scale corresponding to the pitch of the daisy wheel being used. The center mark on the pitch scale (▽) indicates the center of the paper when it is inserted along the corresponding paper edge guide mark on the paper support.

Display

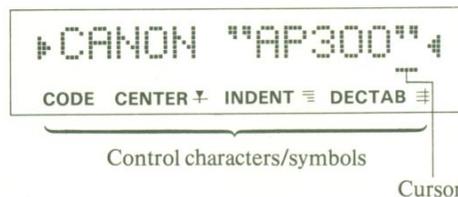
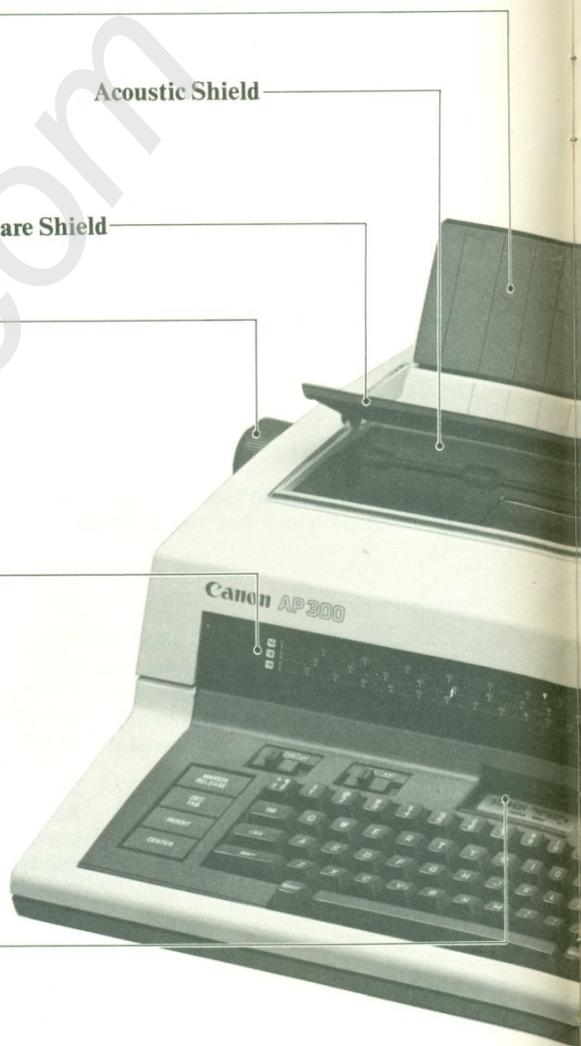
The display lets you see all entries and make any necessary corrections, insertions or deletions before the text is typed. Character entries are always displayed:

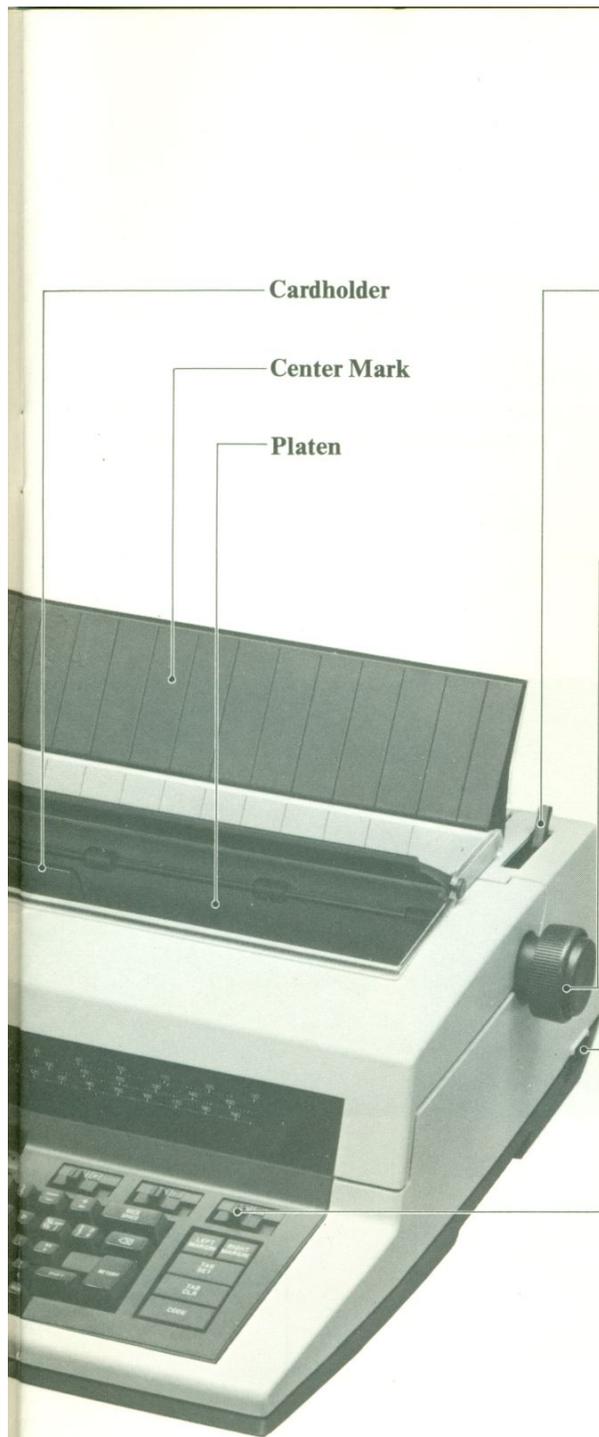
- When the Operation Selector is at L.
- During centering, right margin alignment and decimal tab operations.

There are also function command words and symbols that are displayed when the corresponding CODE, CENTER, INDENT and DECIMAL TAB keys are depressed. They indicate that an automatic function has been activated.

Acoustic Shield

Anti-Glare Shield





Cardholder

Center Mark

Platen

Paper Bail Release Lever

Pulling the lever to the first forward position releases the paper bail. Pulling the lever all the way forward releases the paper for repositioning after it is inserted.

Platen Knob

Power Switch

Leave this switch on when the typewriter is used regularly to preserve margins, tabs and decimal tabs. Use the keyboard switch to activate the typewriter. When the typewriter will not be used over a long period of time or is not used regularly, turn this switch off. The typing position indicator on the pitch scale will light for a few seconds when this switch is turned on. Margins, tabs and decimal tabs must be reset when this switch is turned off.

Keyboard Switch

This is the switch that you will use most of the time instead of turning the power switch off each time you stop typing.



Each time this switch is turned on:

1. The typing position indicator on the pitch scale lights.
2. The last margin, tab and decimal tab settings used are automatically activated and the carrier moves to the current left margin.



Each time this switch is turned off:

1. The typing position indicator on the pitch scale goes out.
2. The one-line correction memory is cleared.
3. All current margins, tabs and decimal tabs are retained.

Function Keys & Selectors

6. FUNCTION KEYS AND SELECTORS

6-1. Keys and Selectors on the Keyboard

Line Space Selector

- 1** : Single spacing
- 1½** : Line and a half spacing
- 2** : Double spacing.

Automatic Underline Selector

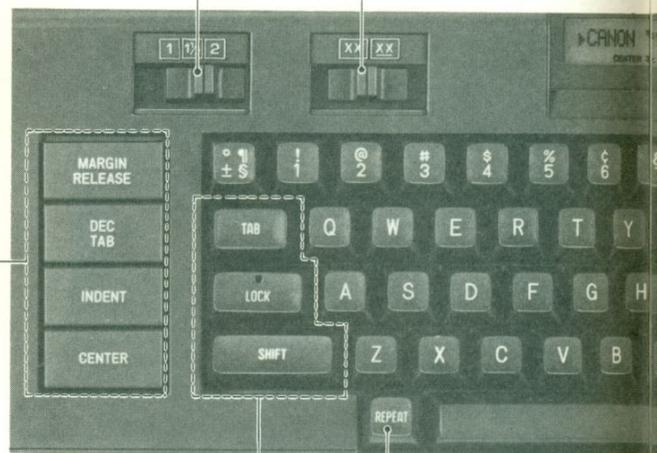
- XX** : Normal typing
- XX** : Automatic underline

When using the display, the underlined portion of the text appears between “▶” and “◀”.

- MARGIN RELEASE** **MARGIN RELEASE**
- DEC TAB** **DECIMAL TAB**
Used to align numbers at a preset decimal tab position.
- INDENT** **INDENT**
Sets a temporary left margin.
- CENTER** **CENTER**
Used to center text between margins or tabs and to align text on the right margin.

- TAB** **TAB**
- LOCK** **SHIFT LOCK**
Sets the keyboard for continuous uppercase typing.

- SHIFT** **SHIFT**
Used to type uppercase characters and to release the SHIFT LOCK function.



REPEAT

Repeats the last character typed or the last single-key operation performed. Double action key.

Keyboard Selector

Controls the keys that are designed to type two different sets of characters.

- I** : For the characters on the left side of the keytop.
- II** : For the characters on the right side of the keytop.

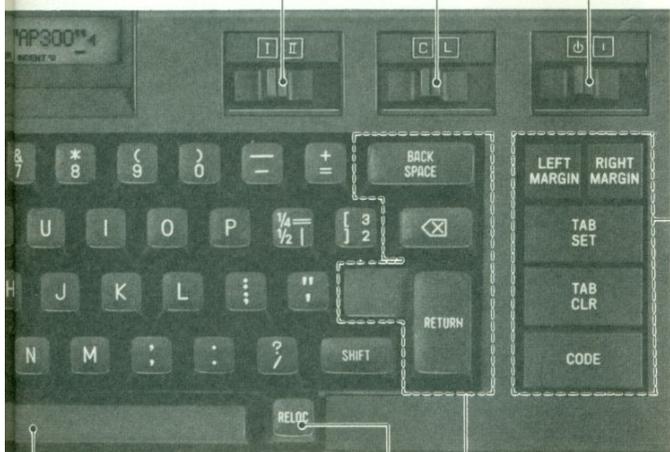
Operation Selector

Sets the typing mode.

- C** : Conventional character by character typing.
- L** : Line by line typing. Each character is displayed as it is entered and is typed when the carrier is returned or when TAB or INDENT is depressed.

Keyboard Switch

This switch is explained on page 7.



LEFT MARGIN

LEFT MARGIN
Sets the left margin.

RIGHT MARGIN

RIGHT MARGIN
Sets the right margin.

TAB SET

TAB SET

TAB CLR

TAB CLEAR

CODE

CODE
Used with other keys to perform a number of automatic functions.

SPACE
Double action key.

BACK SPACE

BACKSPACE
Double action key.

CANCEL

CANCEL
Deletes a typed or displayed character.

RETURN

RETURN
Double action key.

RELOCATE
Relocates the carrier or cursor to the last entry position on the current line.

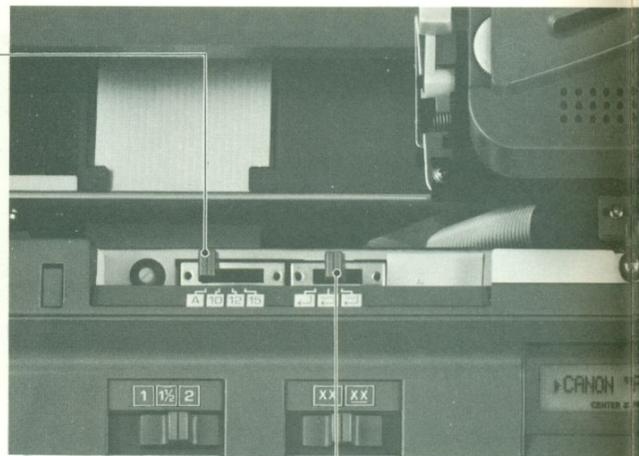
Selectors under the Cover

6-2. Selectors under the Typewriter Cover

Pitch Selector

Sets the typewriter to the corresponding pitch of the daisy wheel being used.

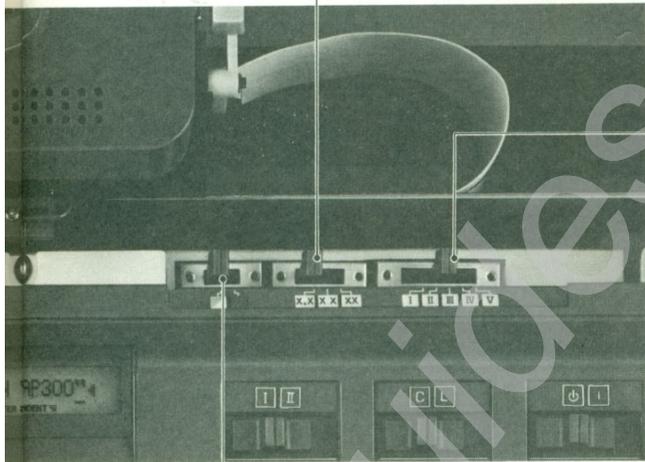
- A** : Automatically sets the typewriter to the corresponding pitch of the Canon daisy wheel used.
- 10** : Sets the typewriter for 10 characters per inch spacing.
- 12** : Sets the typewriter for 12 characters per inch spacing.
- 15** : Sets the typewriter for 15 characters per inch spacing.

**Automatic Carrier Return/Justified Printout Selector**

Determines the mode of the carrier return and whether the text is justified with an even right margin.

- MANUAL** : **Manual Carrier Return (MANUAL)**
The carrier returns only when RETURN is depressed.
- AUTO** : **Automatic Carrier Return (AUTO)**
The carrier returns automatically when a space or hyphen is entered in the hot zone (carrier return zone).

- JUST** : **Justified Text Printout (JUST)**
The text is automatically spaced so that the last word typed on each line is aligned on the right margin when the Operation Selector is set to L. The text is displayed one line at a time as it is entered and is typed out automatically when a hyphen or a space is entered in the hot zone. Depressing RETURN overrides justified printout and should be used only when a sentence or paragraph ends in the middle of a line.



Numeric Punctuation Selector

Has three settings that are used with the decimal tab function to automatically punctuate integers.

Setting	Punctuation	Example
<input type="checkbox"/> X,X	Comma every third digit	10,320.5275
<input type="checkbox"/> X X	Space every third digit	10 320.5275
<input type="checkbox"/> XX	No commas or spaces	10320.5275

Impression Selector

Determines the typing impact. It should be set according to the job as well as the paper being used.

- I } For typing on thin paper.
- II }
- III } For normal, one-sheet type.
- IV }
- V } For multiple carbon typing.

Ribbon Selector

Must be set to the position that matches the color of the thumbwheel on the ribbon cassette being used.

- (Orange/pink): Correctable or single-strike ribbon.
- (Blue): Multi-strike ribbon.

TYPING OPERATIONS

1. MARGINS



LEFT MARGIN

RIGHT MARGIN

1. Be sure the Operation Selector is at C and the Auto/Just Selector is at MANUAL.

2. Depress LEFT MARGIN to set the left margin.

* If the new left margin is beyond the old margin setting, depress MARGIN RELEASE when the alarm sounds.

3. Depress RIGHT MARGIN to set the right margin.

* Again, if the new right margin is outside the old margin setting, depress MARGIN RELEASE when the alarm sounds.

* The margins are retained until they are reset as long as the power switch is on.

Pitch	Minimum Distance between Margins (1 inch)
10	10 characters
12	12 characters
15	15 characters

2. TABS



TAB SET

TAB
TAB CLR

CODE
TAB CLR

2-1 Setting Tabs

1. Be sure the Operation Selector is at C and the Auto/Just Selector is at MANUAL.

2. Position the carrier where you want the tab and depress TAB SET.

* Up to 20 tabs (including decimal tabs) can be set.

2-2 Clearing Individual Tabs

1. TAB to the unwanted tab position.

2. Depress TAB CLEAR.

2-3 Clearing All Tabs

1. Depress CODE.

2. Depress TAB CLEAR.

* This operation clears all tabs including decimal tabs.

3. CORRECTIONS



3-1 Current Typing Line

1. Position the carrier at the character to be corrected.
 - * This operation is unnecessary when correcting the last typed character.
 - * If you are correcting an entire word or phrase, move the carrier to the last character in the word or phrase to begin correction.
2. Depress CANCEL to delete single characters, or CANCEL and REPEAT to delete words, phrases or the entire line.
3. After making the corrections, depress RELOCATE to return the carrier to the last character typed before the correction operation.

3-2 Displayed Characters

3-2-1 Deletion

1. Position the cursor at the last character to be deleted.
 - * Depress RELOCATE if you move the cursor beyond the intended deletion position.
2. Depress CANCEL to delete single characters or CANCEL and REPEAT to delete words, phrases or the entire line.
3. Depress RELOCATE to move the cursor back to the last entry position before the deletion or anytime the alarm sounds during this operation.

Example 1. talke → take

Operation	talke				
Display	talke	talke	talke	take	take

Example 2. take → took

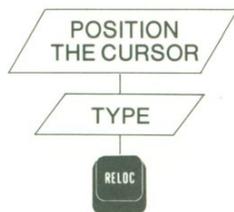
Operation	take		or	or			
Display	take	tak	ta	t	to	too	took

3-2-2 Insertion

1. Position the cursor at the character position immediately to the left of where the new character (or space) will be inserted.
 - * Depress RELOCATE if you move the cursor beyond the intended deletion position.
2. Depress the appropriate character key or SPACE for each insertion.
3. Depress RELOCATE to move the cursor back to the last entry position before the insertion.

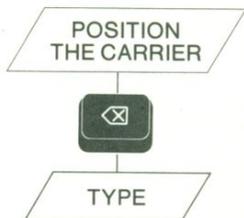
Example beer → better

Operation	beer					
Display	beer	beer	beer	beter	better	better



TYPE

Decimal Tabs



3-3 Other Characters

1. Set the Operation Selector to C and the Auto/Just Selector to MANUAL.

* Make sure you've depressed RETURN to complete typing on the current typing line before attempting corrections on previous lines.

2. Position the carrier at the character to be corrected.

* If you are correcting more than one character on a previous line, move the carrier to the last incorrect character on the line to begin correction.

3. Depress CANCEL to activate the correction tape.

4. Type the same character as the one to be deleted.

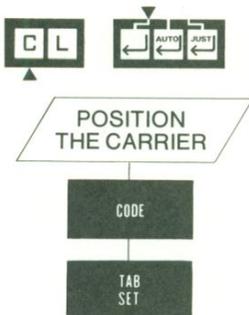
* To correct underlined characters move the Automatic Underline Selector to XX to make the correction. Be sure to move the selector back to the XX when the correction is completed.

4. DECIMAL TABS

The decimal tab function aligns numbers using preset decimal tabs as decimal point positions as shown in the example below.

Left margin	Decimal tab	Decimal tab	Decimal tab	Right margin
	\$1,340:50	\$24,500:00	\$245,690:00	
	7,130:00	15,000:50	75,210,000:50	
	3,502:50	65,000:00	4,532,150:00	

4-1 Setting Decimal Tabs



1. Set the Operation Selector to C and the Auto/Just Selector to MANUAL.

2. Position the carrier where you want the decimal tab.

3. Then depress CODE and TAB SET.

* A total of 20 tabs and decimal tabs can be set.

* A decimal tab can be set at the same position as a tab.

4-2 Checking Decimal Tabs



1. Depress CODE.

* It is displayed.

2. Depress DECIMAL TAB.

* The carrier moves to the next decimal tab position and CODE is cleared from the display.

* If there is no decimal tab set between the carrier position and the right margin, the alarm sounds and the carrier doesn't move.

4-3 Executing Decimal Tabs



1. Set the Numeric Punctuation Selector.

2. Depress DECIMAL TAB.

* It is displayed.

* The alarm will sound:

- If no decimal tab is set between the carrier position and the right margin.
- If you attempt to execute decimal tabs out of sequence.

3. Enter the number including the integer, the decimal point, the decimal fraction and any other special characters required (\$, ¥, etc.).

* They are displayed. If the entered characters exceed the space allotted, the alarm sounds and the further character entry is impossible.

4. Depress DECIMAL TAB when the next decimal tab will be executed.

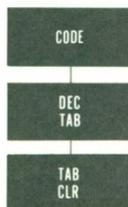
5. Repeat steps 3 and 4 for each column of numbers.

* Depress TAB when using TAB in the next column.

Depress RETURN when printing the last number on the line.

* This operation must be repeated from step 2 after TAB or RETURN is depressed if the more numbers are to be aligned either on the same line or on the next line respectively.

4-4 Clearing Individual Decimal Tabs



1. Depress CODE and DECIMAL TAB to move the carrier to the unwanted decimal tab position.

2. Depress TAB CLEAR.

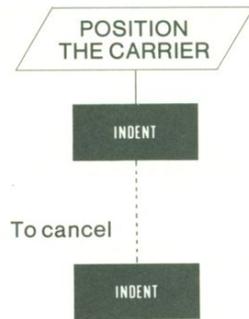
* When a tab and a decimal tab are set at the same position, they are cleared at the same time.

4-5 Clearing All Decimal Tabs



* Depress CODE and TAB CLEAR to clear all tabs including decimal tabs.

5. INDENTATION



1. Position the carrier at the required indent position.

2. Depress INDENT.

* It is displayed. The carrier moves to the indent position instead of the left margin when it is returned and all consecutive lines are indented as long as INDENT is displayed.

3. Depress INDENT again to cancel the operation at any time.

* INDENT is cleared from the display.

* INDENT is automatically cleared from the display and the indent position is canceled when the margin is reset.

6. CENTERING



6-1 Between Margins or Indent Position and Right Margin

1. Position the carrier at the left margin or the indent position if INDENT is displayed.

* Make sure there is nothing typed on the line.

2. Depress CENTER.

* It is displayed.

3. Depress RETURN.

* If this key is not depressed before entering the text, the alarm sounds and you must start the operation again.

4. Enter the required text.

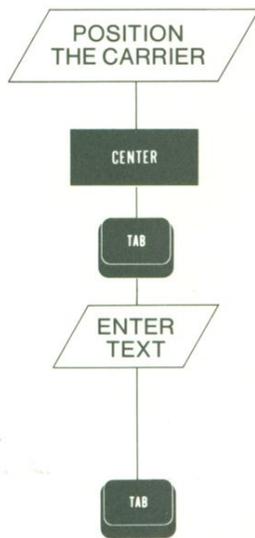
* It is displayed.

* If the entered text exceeds the allotted distance, the alarm sounds and the further character entry is impossible. Depress CANCEL to delete the characters and reenter the text to fit the space.

5. Depress RETURN to center and type the text.

* The display is cleared and the carrier returns to the left margin or indent position on the next typing line.

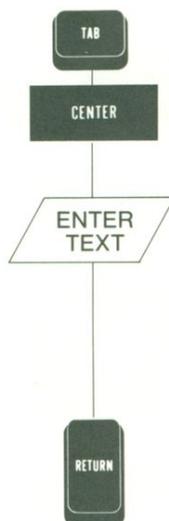
Right Margin Alignment



6-2 Between Tabs

1. Position the carrier at the left margin or at the tab stop to the right of which the centering is required.
 - * Decimal tab positions are ignored when centering between tabs.
2. Depress CENTER.
 - * It is displayed.
3. Depress TAB.
 - * The alarm sounds and CENTER is cleared from the display if the carrier is on the right margin.
4. Enter the required text.
 - * It is displayed.
 - * If the entered text exceeds the allotted distance, the alarm sounds and the further character entry is impossible. Depress CANCEL to delete the characters and reenter the text to fit the space.
5. Depress TAB to center and type the text.
 - * When there are other tabs set on the same line:
 - The entered text is cleared from the display.
 - The carrier moves to the next tab.
 - * When no other tabs are set on the same line:
 - The alarm sounds.
 - The display is cleared.
 - The carrier moves to the right margin.
 - * Repeat steps 4 and 5 for centering between other tabs. To skip a tab, simply depress TAB without text entry and continue the operation.
 - * Repeat steps 2 through 5 for centering between tabs on each line.

7. RIGHT MARGIN ALIGNMENT



1. TAB to the right margin.

2. Depress CENTER.

* It is displayed.

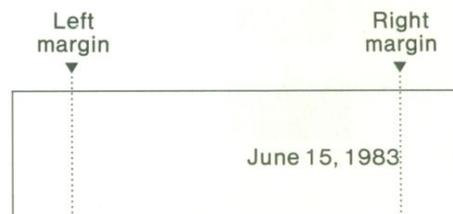
3. Enter the required text.

* It is displayed.

* The alarm sounds and the further character entry is impossible if the entered text exceeds the typing space. Depress CANCEL to delete characters and reenter the text to fit the allotted space.

4. Depress RETURN.

* The text is typed with the last character aligned on the right margin. The display is cleared and the carrier returns to the left margin or indent position of the next typing line.

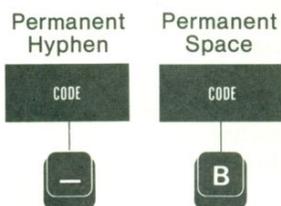


8. PERMANENT HYPHENS AND SPACES

There are times when hyphens or spaces must be typed on the same line for proper punctuation, spelling, grammar, or clarity. When the Auto/Just Selector is set at AUTO or JUST, typing a space or hyphen in the hot zone causes the carrier to return. However, the operation below overrides these settings and prevents the carrier from returning, thus preserving the space or hyphen on the current line.

Example	Display
give-and-take	give-and+take
-25	+25
October 1, 1983	October 1, 1983

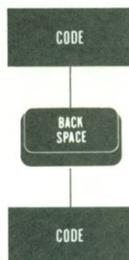
Alarm
Right margin
Hot Zone



1. Depress CODE.
 - * It is displayed.
2. Depress HYPHEN for a permanent hyphen or B for a permanent space.
 - * When using the display, the corresponding control character appears and the space or hyphen is typed with the rest of the line. During manual typing, the text is simply typed without the carrier returning.

9. HALF-BACKSPACING

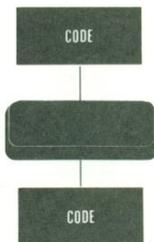
This function moves the carrier back one-half space and is used to squeeze an extra character into a line after a correction or to create a ligature such as æ. Use it with the Operation Selector at C.



1. Depress CODE.
 - * It is displayed.
2. Depress BACKSPACE.
 - * The carrier moves back one-half space.
3. Depress CODE to end the operation.

10. CONTROLLED CARRIER MOVEMENT

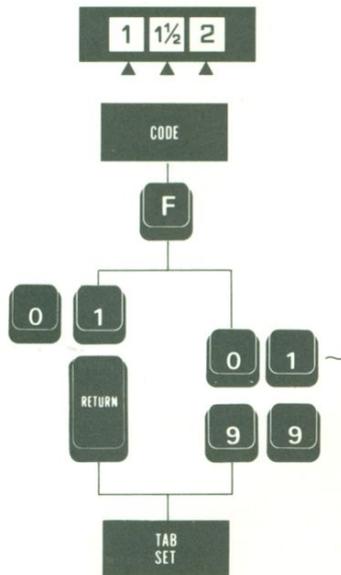
This function moves the carrier 1/60 of an inch at a time. It is used to reposition the carrier at an exact character position after a typed page has been removed and then reinserted or to correct the characters typed in the justified print mode on previous lines. Use it with the Operation Selector at C.



1. Depress CODE.
 - * It is displayed.
2. Depress SPACE.
 - * The carrier moves 1/60 of an inch each time SPACE is depressed.
3. Depress CODE after exact character positioning.

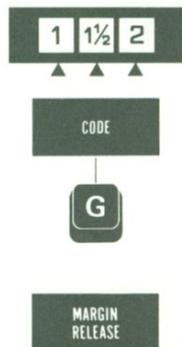
11. AUTO PAGE END

This function sets the number of typing lines on the page. It also sets the alarm to sound at the end of the last typing line. The keyboard locks after the carrier returns at the last line.



11-1 To Set the Last Typing Line

1. Set the Line Space Selector to the required position.
2. Depress CODE and F.
 - * "01" is displayed if the Auto Page End is not set or the current Auto Page End setting is displayed.
3. If you don't know the number of lines you want, enter 01 and depress RETURN to feed the paper to the last typing line. Or enter a 2-digit number (01–99) indicating the number of lines required on the page.
 - * The number is displayed. If you enter the wrong number, simply enter the correct one. The last two numbers entered are set.
4. Depress TAB SET.
 - * The display is cleared.
 - * The alarm sounds if "00" is entered.
 - * This setting is retained until it is reset or the power switch is turned off.



11-2 To Execute Auto Page End

1. Set the paper and set the Line Space Selector to the same position as that used for Auto Page End setting.
2. Depress CODE and G.
 - * The alarm sounds at the end of the last typing line to signal the end of the page. And the keyboard locks after the carrier returns.

11-3 To Continue Typing at Page End

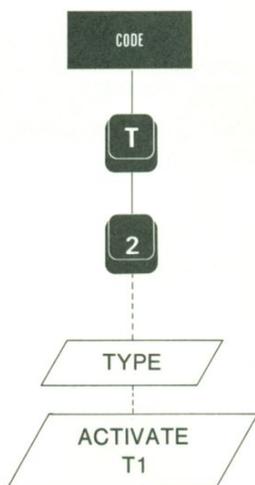
- * Depress MARGIN RELEASE to release the Auto Page End keyboard lock.

12. LINE FORMATS

Your AP300 can store two different line formats, T1 and T2. Each time you set or reset margins, tabs and/or decimal tabs they are automatically stored in one of these two format memories. The last line format activated before the keyboard switch is turned off is reactivated when this switch is turned on again. All margin settings are retained until they are reset or the power switch is turned off. All tabs and decimal tabs are retained unless they are cleared or the power switch is turned off. The all tab clear operation only affects the tabs and decimal tabs in the format currently activated.

12-1 To Activate Line Format T2

Store your most frequently-used typing format (margins, tabs and decimal tabs) in T2 using the operation described below. Once it is stored, this format can be activated anytime using this same operation.



1. Depress CODE.

* It is displayed.

2. Depress T.

* 1 is displayed, indicating that T1 is currently activated.

3. Depress 2.

* CODE and 1 are cleared from the display and T2 is activated.

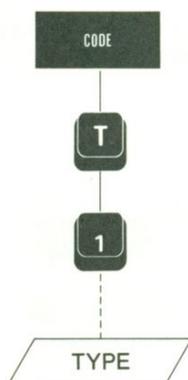
* The carrier moves to the left of the platen if no margins, tabs or decimal tabs are stored or to the T2 stored left margin position.

4. Set or reset the margins, tabs or decimal tabs, or use the current T2 setting.

5. Be sure to activate T1 again after using the T2 format to prevent accidental deletion of T2 settings.

12-2 To Activate Line Format T1

Use the T1 storage format as a changeable utility setting for all other typing jobs. It is automatically activated each time the power switch is turned on. It can also be activated after using the T2 format with the following operation.



1. Depress CODE.

* It is displayed.

2. Depress T.

* 2 is displayed, indicating that T2 is currently activated.

3. Depress 1.

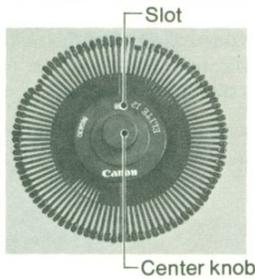
* CODE and 2 are cleared from the display and T1 is activated.

* The carrier moves to the T1 stored left margin position.

4. Reset the margins, tabs or decimal tabs or use the current T1 settings.

CONSUMABLE REPLACEMENT

1. DAISY WHEELS

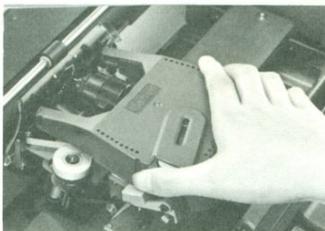


Your Canon AP300 uses a daisy wheel print element. It is lightweight, durable and easy to change. A variety of typestyles are available and new ones are being introduced all the time. Consult your Canon sales representative for samples.



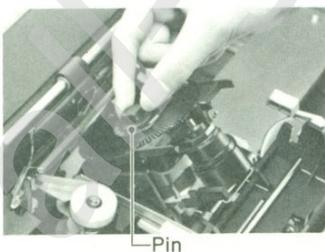
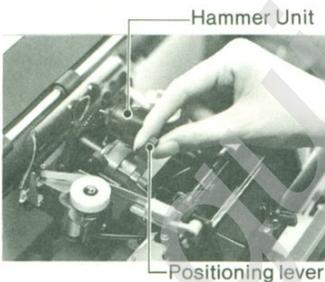
To Remove

1. Open the typewriter cover.
2. Remove the ribbon cassette.
3. Pull the positioning lever all the way forward.
4. Remove the daisy wheel by pulling it straight up.



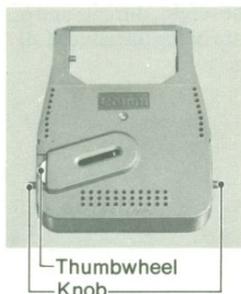
To Replace

1. Line up the slot on the daisy wheel with the pin on the guide.
2. Press the center knob onto the spindle of the guide until it clicks into place.
3. Move the positioning lever back to its original position and replace the ribbon cassette.
4. Close the typewriter cover.



Ribbon Cassettes

2. RIBBON CASSETTES



Ribbon cassettes are available in three types—correctable, single-strike and multi-strike. Each cassette has a colored thumbwheel for easy identification. Be sure to use the appropriate correction tape with the corresponding ribbon cassettes as follows:

Ribbon Cassette	I.D. Color	Correction Tape
Correctable	Orange	Lift-off
Single-strike	Pink	Cover-up
Multi-strike	Blue	Cover-up

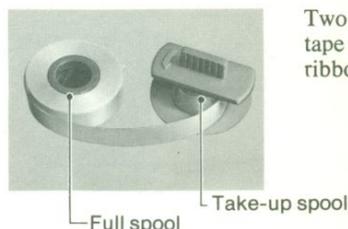
**To Remove**

1. Open the typewriter cover.
2. Press the cassette release levers down .
3. Lift the cassette straight up and discard.

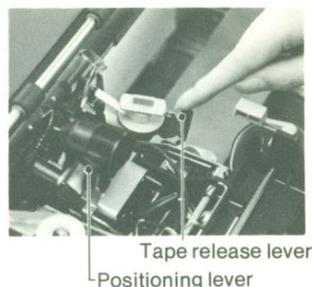
To Replace

1. Position the knobs on the sides of the cassette so that they rest in the grooves under the release levers.
2. Press the cassette down gently until it clicks into place.
3. Take up any ribbon slack with the thumbwheel.
4. Close the typewriter cover.

3. CORRECTION TAPE



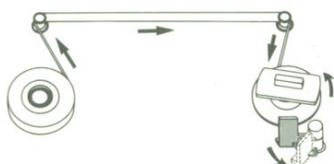
Two kinds of correction tape are available for use with the ribbon cassettes. Use lift-off tape with correctable ribbon and cover-up tape with single-strike and multi-strike ribbon.

**To Remove**

1. Open the typewriter cover.
2. Remove the ribbon cassette.
3. Pull the daisy wheel positioning lever all the way forward to give you room to work.
4. Pull the tape release lever away from the right spindle.
5. Lift both used tape spools off and discard.

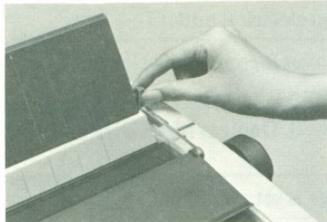
To Replace

1. Take the new correction tape and separate the spools gently.
2. Place the full spool on the left spindle.
3. Thread the tape around the rollers.
4. Pull the tape release lever away from the right spindle, place the empty take-up spool on the right spindle and release the tape lever.
5. Turn the take-up spool in the direction of the arrow until the colored part of the tape is beyond the right roller.
6. Move the daisy wheel positioning lever back to its original position.
7. Replace the ribbon cassette.
8. Close the typewriter cover.



APPENDIX**1. REMOVING AND REPLACING THE PLATEN**

The AP300's platen can be removed easily if the paper jams or gets wrapped around it.

**To Remove**

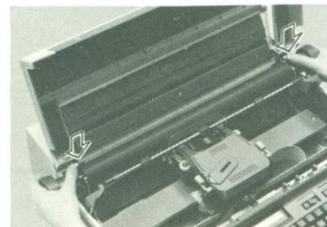
1. Pull the paper bail release lever forward to release the paper bail.
2. Open the typewriter cover.
3. Raise the eraser table.
4. Grip the platen knobs with your hands, and while pressing down on the metal platen release lever with your thumbs, lift the platen out.

**To Replace**

1. Reposition the platen in the cradle. Then push down firmly on the left end of the platen until it locks into place with a click. Repeat for the other end.
2. Lower the eraser table to its original position.
3. Close the typewriter cover.
4. Push the paper bail release lever back to the typing position.



Eraser table



Platen release lever

2. TROUBLESHOOTING

PROBLEM	REMEDY
1. Typing position indicator on pitch scale does not light when power and keyboard switches are both on.	* Make sure the typewriter is plugged in. * Check the power supply and electrical outlet.
2. Typing position indicator is on but keyboard is locked.	* Make sure the typewriter cover is completely closed.
3. Keyboard locks and alarm sounds during fast manual typing for no apparent reason.	* The key buffer has overflowed. Depress MARGIN RELEASE and resume typing.
4. Character spacing is erratic.	* Make sure the Pitch Selector is set correctly.
5. Character printout is not clear.	* Make sure the Ribbon and Impression Selectors are set correctly.
6. Characters cannot be printed.	* Make sure the daisy wheel is mounted correctly on the print unit. * Change the ribbon cassette.
7. Characters cannot be corrected.	* Make sure the correction tape matches the type of ribbon cassette being used. * Make sure the correction tape is installed correctly. * Change the correction tape.

Call your Canon-authorized service representative if the problem persists after performing all of the above checks.

3. CODE TABLE

By depressing CODE in conjunction with the following keys, you can execute the automatic functions described in the table below.

 +	FUNCTION	 +	FUNCTION
	Clear all tabs and decimal tabs.		Set decimal tabs.
	Check decimal tab positions.		Half-backspace
	Permanent hyphen		Permanent space
	Variable space		Return carrier without linefeed.
	Set auto page end		Execute auto page end.
	Activate T1 line format or designate that margins/tabs/decimal tabs in T1 will be set or reset.		Activate T2 line format or designate that margins/tabs/decimal tabs in T2 will be set or reset.

4. SPECIFICATIONS

Print Element:	Daisy wheel: 96 characters
Print Speed:	16 characters per second
Print Pitch:	Automatic or selectable 10 char./inch: 132 char./line 12 char./inch: 158 char./line 15 char./inch: 197 char./line
Line Spacing:	1, 1-1/2 and 2 lines
Paper Capacity:	420mm (16-1/2 inches)
Typing Line:	335mm (13-1/5 inches)
Ribbon Cassettes:	Correctable, single-strike and multi-strike
Ribbon Color:	Black, blue, brown for correctable ribbon; black for single/multi-strike ribbon
Correction Tape:	Lift-off for correctable ribbon Cover-up for single/multi-strike ribbon
Keyboard:	46 or 48 keys (varies by country)
Key Buffer:	89 characters
Key Pitch:	19.05mm (3/4 inch)
Key Stroke:	4mm (1/8 inch)
Special Function Keys:	Center, Indent, Relocate, Decimal Tab, Code
Selectors:	Pitch, Line Space, Numeric Punctuation, Keyboard, Automatic Carrier Return/Justified Printout, Automatic Underline, Operation, Impression, Ribbon
Correction Memory:	1 full line (maximum 350 char.)
Line Format Storage:	Margins—2 sets Tabs and decimal tabs—2 sets of 20 positions in each format
Display Type:	5 × 11 dot liquid crystal display
Display Capacity:	15 characters
Electrical Requirements:	AC 115V (±15%) 85W 50/60Hz AC 120V (-15%/+10%) 1A 60Hz AC 230V (±15%) 85W 50Hz
Operating Temperature:	10°C—35°C (50°F—95°F)
Ambient Humidity:	20%—85%
Dimensions:	52cm(W) × 49cm(D) × 17cm(H) (20-1/2 in. × 19-3/10 in. × 6-7/10 in.)
Weight:	17.7 kg. (39 lbs.)

Subject to change without notice.

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