

Instruction Book  
for Ward's

**Cecilian**

Phonograph



ESTABLISHED 1872

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## **Your Cecilian Phonograph**

The Cecilian phonograph has been designed and built by specialists and possesses all of the good features found in machines much higher in price. It stands for the highest quality in phonograph design and construction.

Your Cecilian should last you a lifetime. Every part going into its manufacture is first class. It has been made to withstand constant usage, and will give you lasting satisfaction. We know you will be pleased with its tone qualities and mechanical perfection.

Your machine has been thoroughly inspected and tried out before being sent to you and we guarantee that it will reach you in good condition.

### **Our Guarantee**

It is our intention that every article in our catalogues shall be truthfully described and be exactly as pictured.

Therefore we guarantee everything you buy from us to be satisfactory to you in every detail and to reach you in perfect condition.

You take no risk whatever in sending us your order, for unless you are completely satisfied with the goods and with your saving, you may send back anything you buy from us and we will promptly return your money and all transportation charges you have paid.

**MONTGOMERY WARD & Co.**



## Our Three Cecilian Phonographs

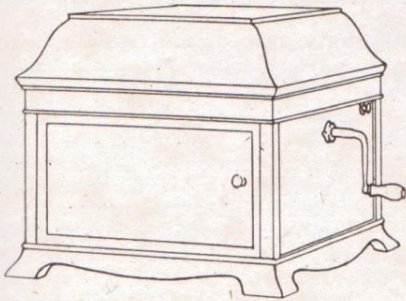


Fig. 1—Table Model

### Table Model

The table model Cecilian resembles the two larger models in that it has the same wood tone chamber, tone arm, motor, and other exclusive Cecilian features. It requires less space than a larger machine and can easily be moved around as you may wish.

### Upright Model

The upright model is preferred by many for its grace and adaptability to almost any room in the house. It is furnished in Walnut, Mahogany or Oak and is equipped with standard Cecilian equipment including the powerful silent motor, wood tone chamber and reproducer and tone arm.



Fig. 2—Upright Model

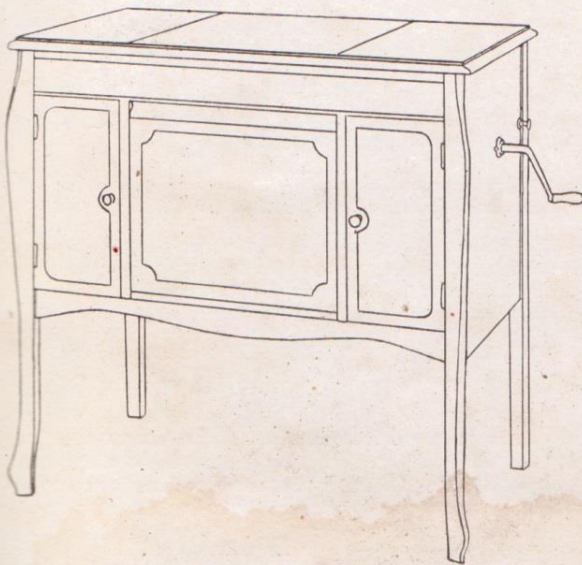


Fig. 3—Console Model

### Console Model

The most beautiful Cecilian of all is our Console model—the newest development in phonograph art. Our Console type of Cecilian comes in several period designs, and a few are finished in a beautiful two-tone wood effect. The phonograph cabinet is placed either in the center or on the side of the machine, with an open top which brings the playing table into easy convenient reach. Every detail which makes for clear, faithful reproduction has been built into our console models.



## Uncrate Your Cecilian Carefully

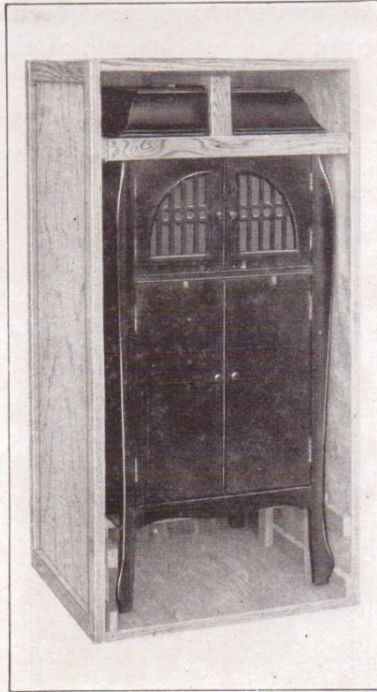


Fig. 4—Here's the way your Cecilian looks as it rests in its cork tipped frame. It is almost impossible for the machine to become scratched or marred during its journey to you.

5 shows the protecting cork tips that fit snugly against the frame wherever it comes in contact with the machine. The machine and frame are then slid inside a sturdy case ready for shipment. Be careful that you do not scratch or mar the machine with the screw driver and hammer.

If your machine should reach you damaged, see page 7 for instructions. After you take the Cecilian out of the crate, wipe it off carefully with a soft dry cloth to remove the dust.



Fig. 6—The winding crank fits into the escutcheon or winding shield on all Cecilian models. This crank winds the main spring which is made of finely tempered steel and furnishes power to the motor.

**Read these instructions carefully before uncrating your Cecilian.**

The only tools needed to unpack your phonograph are a hammer and screw driver. First remove the cover marked "Unpack from this side." Take hold of the phonograph at both sides and slide it completely out of the box. Remove the strips on both sides and back. Now you can lift off the top section of the inside frame. Then tip the Cecilian back slightly and knock off the bottom section of the inside frame. Do not destroy the crate or inside frame until you are satisfied that the phonograph has reached you in good condition.

The frame doesn't touch the finished surface of the machine. The strips which surround the Cecilian have per-fined cork tips which allow the machine to ride safely within the frame.

### Inspect for Possible Damage

Your Cecilian was carefully inspected before it left our factory. Our improved method of packing removes practically all risk of damage in shipping. The phonograph is first encased in a cork tipped frame, so that it cannot move around in the crate. Figure

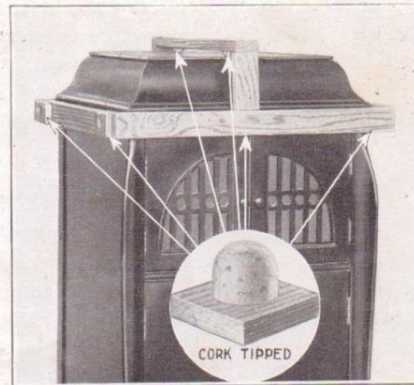


Fig. 5—An enlarged view of the protecting cork tip that fits snugly between frame and machine.

### Assembling Your Phonograph

The Cecilian is completely assembled at the factory. It only remains for you to attach the winding crank and put on the turn table. Then wind up the motor, insert a needle, and you are ready to play.

#### Insert the Winding Crank

Push the winding crank gently through the escutcheon until it catches the threaded shaft of the motor. Then turn handle to right until it screws on to end of the shaft.

**CAUTION:** Before you put a record on the machine, wind the motor **slowly** and allow it to run down two or three times. **Don't wind the spring too tight.** Far better to turn the crank more often than to wind it tightly each time.



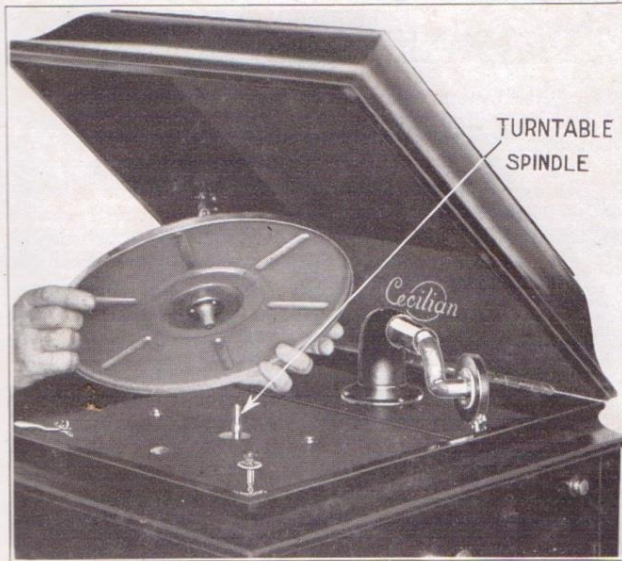


Fig. 7—This shows correct way to put turn table on the spindle.

### Now Insert the Needle

You will find an envelope filled with steel and fibre phonograph needles packed with your Cecilian. Place one of these needles in the needle holder, sharp end out as shown in illustration. Now tighten the needle set screw until the needle is held securely. Steel needles can be used twice without injury to the grooves of the records. If used more than twice the delicate point is soon turned and becomes a scraping, cutting instrument.

In addition to the steel needles furnished with your machine there are listed in our general catalogue steel needles of soft, medium and loud tone as well as fibre needles.



Fig. 9—The tone arm is not swung into place at the right edge of the record until the motor is running at full speed. Do not touch or jar the face of the reproducer, as the delicate sound amplifier may become injured.

### The Turn Table

The turn table which will be found wrapped in a separate package should be put in place as shown in Figure 7, so that the spindle projects above the turn table when it is in place. Be sure that the turn table slides down over the spindle as far as it will go. It will be necessary to hold the brake back while you are fitting the turn table in place. Then release the brake which will press against the inside edge of the turn table and stop the motor.

The powerful Cecilian motor propels the turn table smoothly, and at a uniform speed, the regulation of which is explained later. It should never be necessary for you to attempt to tamper with the motor.

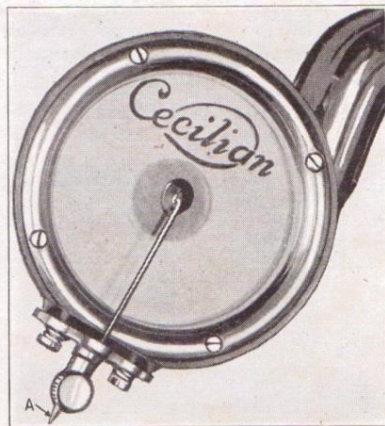


Fig. 8—A close-up view of the reproducer, showing how the needles appear in the needle holder (A). Note that the screw presses against the needle and holds it tightly into place.

### How to Start Your Cecilian

When you have the turn table in place, a new needle in the needle holder, and the motor wound, your Cecilian is ready to play. Release the brake and give the turn table a start by gently pushing in a clockwise direction with your hand. When it has reached full speed, lower the tone arm gently until the point of the needle is resting on the smooth border on the extreme right side of the record as shown in Figure 9. Then slide the tone arm over the outer groove of the record. Be careful not to touch the needle to the record until the turn table has reached full speed.

When the record is played through, lift the reproducer from the record and stop the motor with the brake.





Fig. 10—This shows the Universal Tone Arm and reproducer in proper position to play a Cameo, Victor, or Brunswick record.

should be played. To play an Edison record, just take hold of the outer edges of the reproducer and turn it over and to the left as shown in Figure 11. Be careful not to injure the diaphragm of the reproducer, as it contains the delicate mica which lies at the very heart of the tone volume.

Keep the cover of your phonograph closed while it is playing, and it will give a clearer and better modulated tone.



Fig. 12.—Here is how the reproducer appears properly turned over, and in a position to play an Edison or old style Pathe record. Note that a different type of needle is required for these records.

## Plays All Makes of Records

With tone arm in regular position the Cecilian plays nearly all standard phonograph records such as Cameo, Victor, Brunswick, Columbia and Okeh. If you want to play the Edison or old type of Pathe records, it is only necessary to turn the reproducer over until it is in the position shown in Figure 12. New Pathe records can be played with the reproducer in the regular position for playing. Jewel point needles only are used with both the Edison and old style Pathe records.

Figure 10 shows the tone arm in playing position for a Cameo, Victor, Brunswick, Columbia or Okeh record. Most of the best known records require no adjustment of the Cecilian reproducer, but your phonograph is equipped to reproduce correctly, all types of records in exactly the clear manner that they



Fig. 11—To play an Edison record, grasp the reproducer and turn it clear over to the left, so that the diaphragm is at a right angle to the tone arm.

When you wish to add more records to your album, you can choose from a complete line of Ward's Cameo records listed in our current large catalogue at low prices.

## About the Speed of Your Motor

For best results phonograph records should be run at a uniform speed of 80 revolutions per minute. This is the speed at which the master record is made. If they are played faster, the tone pitch is raised; if played slower the pitch is lowered. If the motor is running too fast, turn the indicator a little towards "Slow"; if too slow, turn it towards "Fast." (See Figure 15.)

## Use Good Phonograph Needles

The clearness of tone of your Cecilian depends in part upon the care you use in selecting good needles. A steel needle should never be used more than twice. The delicate point soon becomes turned and will be certain to injure the record if used more than twice. Cecilian brand steel needles listed in our general catalogue are evenly tapered and finely pointed. These needles come in three qualities—loud, medium and soft tone. A sample assortment was included with your phonograph.

Fibre needles will never damage your records.

They are also smooth and pleasing in tone. Each needle can be used but once or twice before the point becomes blunted. The used needles can be resharpened time after time with a fibre needle cutter, described in our General Catalogue.

All used steel needles should be dropped into the used needle cup to avoid mistakes. Loose needles scattered over the motor board make an untidy phonograph, and used needles are likely to become mixed with the new ones. Far better to have an extra package of needles in the record cabinet than too many in the needle cups.



## Keep Your Records Clean

Keep your phonograph records clean. Dust and grit easily become lodged in the delicate grooves of the records. This should be avoided. An inexpensive Record Cleaner listed in our General Catalogue is ideal for cleaning the records. It has a soft surface and cannot scratch or in any way injure a record. Do not use water. A soft, dry cloth, however, is satisfactory.

One cause of damaged records, other than from dropping, comes from piling them on top of each other. Keep them in a record album or place the records in the cabinet so that not more than five or six are together. If you hear a scratching sound when starting a record, change your needle. You will get a clearer tone and save the record from further damage.



Fig. 14

**This record album** is described in our General Catalogue. It holds ten records, each in an individual pocket. The album is made of a tough fibre paper bound in a dark red cloth. Comes in two sizes, one for 10 inch and the other for 12 inch records.

A record album is the only safe way to protect your records, as it guards them against breakage, scratching and prevents possible warping.



Fig. 13—Wipe the records with a soft, dry cloth. Never wash, scrub or polish them, for you are likely to injure the delicate grooves.

## The Speed Regulator

You can increase or decrease the speed of the motor by means of the speed regulator which is clearly shown in Figure 15. As we have stated before, phonograph records are made to be played at a uniform speed of 80 revolutions a minute. Playing faster or slower raises or lowers the pitch.

Test the speed of your motor occasionally. Insert a strip of paper under the record so that one end projects out and can be seen plainly. Then play a record and count the number of revolutions the turn table makes by counting the number of times the paper passes in front of you, timing it by your watch.

If the motor is running too fast, turn the indicator a little towards "Slow", if too slow, turn the indicator towards "Fast".



Fig. 15—The arrow indicates the speed regulating dial on the motor board. If you use your Cecilian four or five times a week the speed regulator will need to be adjusted to keep the music pitch at the right tone.

## The Tone Modifier

The tone modifier is controlled by the small metal knob on the side of the cabinet near the winding crank. Pulling it out decreases the volume of the tone at its source. Through the use of this modifier the volume of music can be regulated to the size of the room or character of music. You can play each record exactly as you wish.

The real function of a phonograph is to faithfully reproduce the work of the artist who made the record. Therefore, a phonograph should have no distinctive tone of its own. Every part

going into the Cecilian has been constructed to accurately reproduce the finer shadings and tune qualities of the music. If you will open the cabinet door of your Cecilian, you will see that the sound chamber or horn is of wood paneling made of thin layers glued together.

This eliminates any metallic or other objectionable noises.

We have found through experience that amplifiers made of laminated wood are superior to horns of solid wood, combination metal, or part wood.



## The Oiling of Your Cecilian

Of course you will take good care of your Cecilian, for it is both a useful and ornamental piece of furniture. No phonograph will play well if it is kept in a cold or damp room. If you go away for the winter, be sure your phonograph is left in a fairly warm place; otherwise the motor which is always

packed with heavy graphite grease may become stiff. Let the room become fairly warm before using it.

Every Cecilian motor is carefully tested and oiled before it leaves our factory. You will need to oil your phonograph occasionally however, depending upon how often it is played.

### Unscrew the Motor Board

If at any time your motor does not run smoothly, or squeaks, it is probable that your motor needs oiling. A careful oiling once every five or six weeks is sufficient to keep your motor in good running order. You will have to take out the motor to oil it correctly. First, remove the turn table, then the two front and two back screws in the motor board as shown in Figure 16. **Do not remove any but these four screws.** You will find one of these screws in each of the four corners of the motor board. Then take out the winding crank by turning it to the left. You are now ready to lift out the motor board and with it the complete motor.



Fig. 16—Lift the turn table off the spindle so that you can unfasten the motor board screws in each corner of the board. They can be removed with a screw driver.

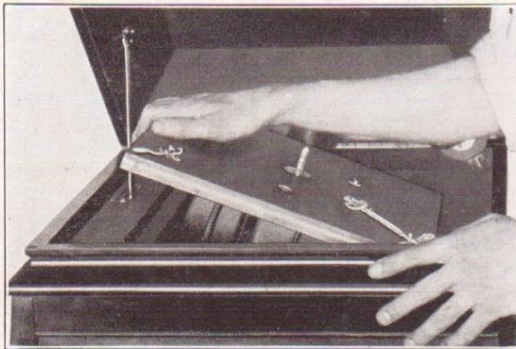


Fig. 17—When the screws have been removed, the motor board can be lifted out in this fashion.

### How to Oil Your Motor

When you have the motor board out of the cabinet, turn it over so that you can get at it with the oil can. Oil all bearing parts and shafts of the motor. Apply a little vaseline on the escutcheon. This is where the winding crank goes through the cabinet.

A film of dust, dirt, or oil may have gathered around the motor and on the motor board. If so, carefully wipe clean, before replacing the motor board. Your Cecilian is equipped with one of the very best phonograph motors made. You need never take the motor apart to adjust the shafts or screws. The double motor spring is of finely tempered steel, with sufficient suppleness to wind tightly without snapping.

### Lift Out the Board

Having freed the motor panel you can now take hold of the motor board as shown in Figure 17, and lift it out of the cabinet. It is rather heavy so be careful. Notice that the motor is attached to board in an upside down position.

When you oil the machine, use a good fine oil, such as sewing machine or clock oil. Never oil the tone arm or reproducer. It might be well to mention here that after your Cecilian has been in use for several years, the motor may run with a jumping, thumping, sound. This probably indicates that the springs need lubricating. It is a difficult job to oil these springs, and in such case we recommend that you send the motor to us complete on the board, as is explained on the next page.

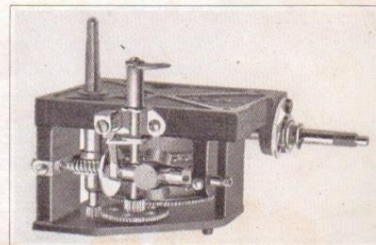


Fig. 18—The motor rests in the phonograph attached to the motor board in this fashion.



## Hints on the Care of Your Cecilian

Do not place your Cecilian over a register or near a heater. Hot air is injurious to cabinet work.

Do not move your phonograph from a cold room into a warm temperature.

Keep the top of your Cecilian closed when the machine is not in use.

Do not wind the spring too tight. Far better to turn the crank more often than to wind it tightly each time.

When your phonograph records become dirty, wipe them with a soft, dry cloth. Never use water.

Never use a steel needle more than twice. If you prefer wood needles, keep them sharp with a fibre needle cutter.

Keep your records in an album; then they will not become damaged. Intense heat from any source damages phonograph records, and causes them to bend out of shape. Keep the records away from stoves or hot sun rays.

If your Cecilian should ever require adjusting, be sure and write us first. We will help you.

When you are through playing your Cecilian, let the motor run down, for by so doing, you relieve the tension on the motor spring.

## Always Write Us First

Always write and tell us at once if anything goes wrong with your Cecilian. Usually we can tell you what to do and save the trouble of returning any part. Address your letter to our Phonograph Service Department at our

house where you bought your machine. There is one of these departments at each of the Ward houses which will be glad to help you if you have any difficulty. You will always receive a prompt answer.

## How to Send Your Motor to Us

If it becomes necessary to send the motor to us for adjustment or repair, unscrew the motor board and send us the motor intact, and attached to the board. Do not try to detach the motor.

Just put it into a soap box or any other strong

wooden box, and pack the motor securely in hay, excelsior, rags, or newspapers, so that it cannot be injured in transit.

Do not return the turn table or winding crank unless you are instructed by us to do so.

## How to Return Merchandise

Always write to the Ward Store where you bought your Cecilian before returning any phonograph merchandise. If you return the motor or any other part to be repaired, it should be shipped to us in the following manner:

**PARCEL POST:** To return parts (other than motor) to us by parcel post: Pack securely in heavy paper and tie with a strong cord. Address the package to us, at the house where you bought your Cecilian. Write your name and address in the upper left hand corner of the package. (See Fig. 19).

Write a letter, telling why the parts are returned and tell us what we are to do. Enclose this letter in an addressed envelope. Seal the envelope and paste it on the package under the string as shown in the picture. **Do not seal the package.** Place a two-cent stamp on the envelope and sufficient postage on the package, figured on parcel post rates.

**EXPRESS OR FREIGHT:** **Ship the motor of your Cecilian to us by express.** Be sure your name and address are on the package or crate. Then ship the package to our house where you bought your phonograph. Enclose the agent's receipt in your letter and mail it to us.

**FACTORY SHIPMENTS:** Even though the merchandise was shipped to you direct from one of our factories, always write to our branch house where you bought your Cecilian, for shipping instructions before returning any merchandise for repairs or adjustments.

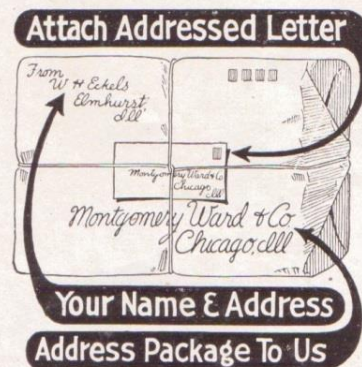
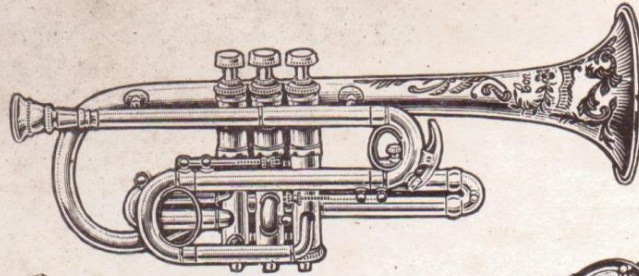


Fig. 19—Here's the correct way to address a package containing merchandise to be sent to us.



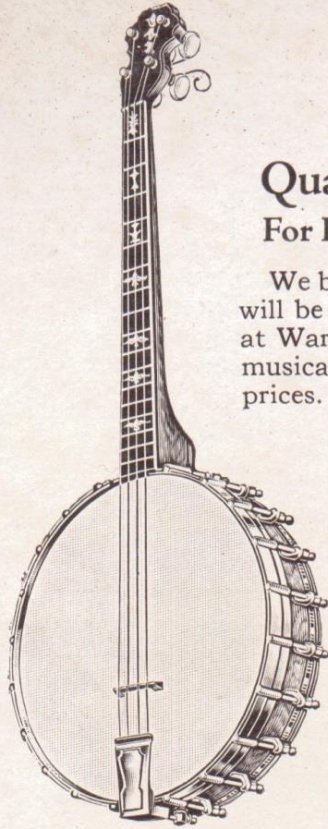


### Quality Instruments For Lovers of Good Music

We believe you and your friends will be interested in knowing that at Ward's you can buy the best of musical instruments at very low prices. In our last General Cata-

logue you will find a complete line of fine wind and stringed instruments—many of them imported.

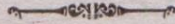
Those pictured here are only a few that appear in Ward's General Catalogue. Our large book gives you the present low prices on these and many other musical instruments.



**We Never Sacrifice Quality to Make a Low Price**



## **At Home With Your Cecilian**



You will have your Cecilian only a few days before you discover it is more than an entertainer. It helps to keep the family at home; the young folks no longer need go to a hall or away from home to dance. The Cecilian will provide the best of dance music whenever wanted.

### **Suit the Music to Your Taste**

Any class of music you like can be reproduced perfectly on your phonograph. You may hear your favorite operas by the great artists of the world, the powerful strains of the symphony orchestra, the lively marches of the brass band, or the great hymns of prayer and praise. All these and more you can enjoy at will with your phonograph.

### **Cecilian Construction**

The Cecilian embodies the best features of modern phonograph construction. It is built under Ward's thorough supervision by experts trained for years in the art of making fine machines. You may regulate the volume of tone through the tone modifier to fit the needs of the occasion, or to suit the personal tastes of your guests.

Everything that goes into the manufacture of a Cecilian phonograph represents the best of the world's markets. Where correct cabinet building calls for a laminated construction, as much care is used in the selection of materials here as in the handling of the finished oak, walnut or mahogany veneers. All materials in the Cecilian are of one quality—the best.



# Instruction Book for Ward's

## *Cecilian*

# Phonograph



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