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# HOW TO USE CORONA SPECIAL

A complete description of the various labor saving features of Corona with instructions as to their proper use

# HOW TO USE CORONA

# Introductory

IN preparing this book the manufacturers of Corona have endeavored to explain the operation and care of their machine in the simplest manner possible. It is intended

that the book be kept on hand for future reference.

While possessing all the labor-saving devices of the modern correspondence typewriter, Corona is extremely simple in construction and operation, there being only 690 parts as opposed to 2,000 or 3,000 in the ordinary machine. However, the operator should not gain the impression that, because of its simplicity, it is not liable to derangement, if mistreated or neglected.

Even though you are an experienced operator, read this book carefully. As you know, there are lots of ways of doing

a thing-but only one right way.

# Unpacking and Putting in Condition for Use

Remove case from box or carton and place flat on table with cover side up. (Handle is attached to cover.) Release catch by pressing button to right, open case and remove packing.

Unfold typewriter by grasping carriage and lifting it back to its position on the frame. Now release Shift Lock (See Fig. 3, page 4) by pressing toward you. To positively insure the escapement from damage during transportation, Coronas are shipped from the factory with the Carriage Release Lever (Fig. 8R) tied to the Platen Knob (Fig. 20); if this string has not been removed from your machine, cut it. Then depress the Back Space Key (Fig. 22) in order to release the Escapement Throwout (Fig. 21), press back Paper Release Lever (Fig. 19) and the machine is ready to operate.

Under ordinary conditions the machine is taken out of the case to be used, but it may be operated without removing from case, the lid being attached by "slip hinges" which permit removal, if desired. To remove lid, open and push to left.

# Setting Paper Fingers

The Paper Fingers (Figs. 5R, 5L) may be moved to the right or left by merely sliding. There is enough spring in them to permit of lifting when it is necessary to move them with paper in the machine.

It will be found that the easiest way to move the Paper Fingers, is to push the carriage to the right until the finger to be adjusted is well exposed and then slide it by pressing against the lower portion. It is advisable to set fingers to width of paper before inserting paper.

# Inserting Paper

Slip paper between Platen (Fig. 16) and Paper Table (Fig. 15) and, while holding down paper firmly, turn Platen Knob (Fig. 20) in direction away from you.

In order to facilitate the inserting of all paper in exactly the same position, a Paper Guide is provided on the Margin Release Lever (Fig. 11L), which acts as a guide for the left edge of the paper. Thus uniform margins on a manuscript or long letter may be maintained without resetting the margin stop.

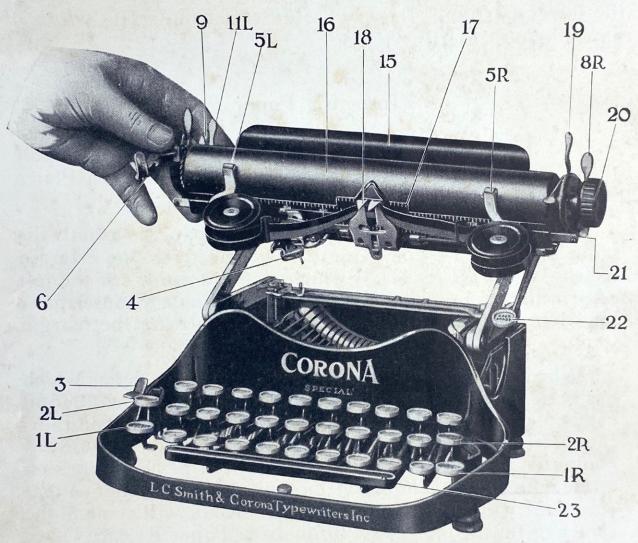
When it is necessary to make corrections in a letter which has been removed from the machine, the space to be filled in can be located quickly by means of the scale on the Line Indicator (Fig. 17). First press Paper Release (Fig. 19) toward you until it catches. Then bring bottom of printed letters on a line with top of Line Indicator and locate any letter so that one of the white marks on the Line Indicator will come in the center of that letter. Now throw back Paper Release Lever so that paper will be held securely in position selected and move carriage until the space to be filled in comes opposite opening in Type Guide (Fig. 18).

If any difficulty is encountered in locating the exact writing line, raise the Platen Release Lever (Fig. 9) thus freeing the Platen (Fig. 16) so that it may be turned to any position desired.

When a number of carbon copies are to be made it is advisable to pull Paper Release Lever forward while inserting.

# Straightening or Adjusting Paper

Insert paper as described and feed through until several inches appear above the top of Paper Fingers. Then bring remainder of sheet forward until it touches portion you have fed through. Now press Paper Release forward until it catches, in order to free paper enough to permit of swinging it to left or right until corners of fed portion coincide with edges of the portion held in hand. After adjusting paper, push Paper Release back to normal position.



1L-1R—Capital Shift Keys
2L-2R—Figure Shift Keys
3 —Shift Lock
4 —Ribbon Indicator Dial
5L—Paper Finger (left)
5R—Paper Finger (right)
6 —Line Space Lever
8R—Carriage Release (right)
9 —Platen Release

11L—Margin Release (left) 15 —Paper Table -Platen -Line Indicator -Type Guide 19—Paper Release
20—Platen Knob
21—Escapement Throwout
22—Back Space Key

### Use of Margin Stops

Corona is equipped with right and left adjustable Margin Stops (Figs. 12R, 12L, page 6). In order to fix the margins at any predetermined points, tilt the carriage forward until

numbers on Margin Stop Scale (Fig. 13) can be plainly seen. Then press on knurled portion of a Margin Stop and slide to number corresponding with that selected on Front Scale. The left edge of Margin Stop should be fixed on the number desired. For example: if you wish to fix the left margin at the point 20 on the scale, set left adjustable stop with its left edge on 20.

When the Right Margin Stop is set on a given number, for example 60, the carriage will lock on 61, after printing on 60. Should it be necessary to write a few more letters to complete a word which cannot be divided, touch the Margin Release Lever (Fig. 11R) and the carriage will proceed to the end of the scale, provided Paper Finger is not set in too far.

### Line Lock

Another feature of Corona is the positive line lock. By means of this simple device the type bars are automatically locked when the end of a line is reached—thus preventing the very annoying piling of letters at the end of a line. As a warning that you are approaching the end of a line the bell rings eight spaces before the carriage stops — after which, upon pressing the Margin Release Lever (Fig. 11R), the carriage will proceed to the end of the scale as previously explained.

# Writing on Ruled Lines

The Platen Release (Fig. 9) is at the left end of the carriage. When it is desired to write on ruled lines, fill in blanks, etc., raise this release. The Platen may then be turned freely without regard to regular spacing. (See Inserting Paper, Page 3.) Push down release before you start to write again with regular spacing.

### Spacing Between Lines

Corona Special is provided with a Self-spacing Carriage Return Lever, so that spacing is handled automatically as the carriage is returned to the head of a new line.

The left hand should be used for operating the Carriage Return Lever.

Distance between lines is regulated by means of the Line Space Adjuster (Fig. 7). Turn the Adjuster back for double space and forward for single space.

For irregular spacing see "Writing on Ruled Lines."

# Paper Table Extension Arms

These arms (Fig. 14) may be swung up so as to form an extension to the paper table. They are particularly useful when machine is being operated in a confined space or a "book" of carbons is being made, because they support the paper as it feeds into the machine and hold the completed portion of the page in a position where every word is visible.

**Operation of Shift Keys** 

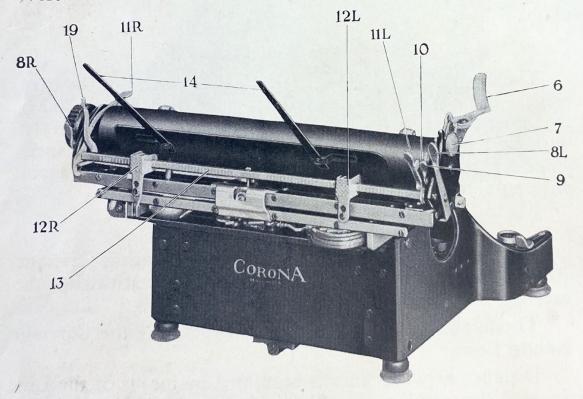
The Shift Keys are the large keys marked "Fig" and "Cap" (Fig. 1L, 1R, 2L, 2R, page 4) at right and left of the keyboard.

To write a capital letter—hold down either of the keys marked "Cap" 1L, 1R, at the same time striking the desired letter.

To write a numeral or any one of the characters shown on upper portion of keys-hold down one of the keys marked

"Fig." 2L, 2R.

Each of the operator's hands is supposed to control one-half of the keyboard. A capital on the left side of the keyboard is to be written with the left hand—the right hand shift key being held down by the little finger of the right hand and vice versa.



<sup>—</sup>Line Space Lever —Line Space Adjuster 8L-Carriage Release (right)

<sup>9 —</sup>Platen Release 10 —Paper Guide 11L-Margin Release (left)

<sup>11</sup>R-Margin Release (right)

<sup>12</sup>L—Margin Kelease (right)
12L—Margin Stop (left)
12R—Margin Stop (right)
13 —Margin Stop Scale
14 —Paper Table Extension Arms
19 —Paper Release

If it is desired to write a line of capital letters the Capital (or Figure) Shift Key may be locked in position by holding it down and pressing back the Shift Lock (Fig. 3).

**Back Spacing** 

When, for any reason, it is desired to move the carriage back to the right one or two spaces, the Back Space Key (Fig. 22) should be used. This key will move the carriage back one space at a time. It should be allowed to spring up to its normal position at the end of each stroke.

Carriage Release

The Carriage Release (Figs. 8L & 8R) permits the carriage to be moved freely to left or right. It may be operated from either end of the carriage. Press it forward.

Operation of Two-color Device

Printing in either of two colors is regulated by the position of the Ribbon Indicator in the Ribbon Dial, (Fig. 4). This indicator has two positions on the colored dial.

1. To print with upper portion of ribbon, shift indicator

to left. (Black.)

2. To print with lower portion of ribbon, shift indicator to right. (Red.) Cutting a Stencil

Corona has clean, sharp type and a powerful stroke. It is therefore an excellent machine for cutting the stencils used on

rotary duplicating machines.

To cut a stencil: First wash the type thoroughly as directed under "Cleaning" (Page 12). Then slip the ribbon out of the slots in Ribbon Vibrator and allow it to hang — it will not interfere. Writing on Cards or Labels

It will be noticed that both the paper Fingers and the Mar-

gin Stops on Corona may be moved close together.

For card writing, it is advisable to move the Paper Fingers so that they rest on the edges of the card. The same applies to large labels, but for small labels and stiff cards our label holding clip should be employed. This simple little device may be snapped on to the platen and revolves easily with it. The "A" which is stamped into the clip should always be on the side

facing you (See cut). Insert upper edge of label under the "A" by pressing down on the star, then turn the platen once around in the usual direction, write the label, turn the platen



backwards a few spaces, if necessary, and release the label by pressing down on the star.

Stiff cards are handled in the same way.

When it is desired to quickly remove the label clip from the platen, first move the carriage either to the right or left so that the label clip is not directly behind the line indicator at the center of the machine; then with the left thumb hold the front scale tightly against the platen and turn the platen backwards (in reverse direction) when the label clip will catch against the scale and peel off without the least trouble.

### Roll Label Holder

Where a considerable number of small labels are used, as in a library, drug store, department store or shipping room, much time can be saved by buying the labels in rolls and using our Roll Label Holder. This attachment has the distinct advantage of being supported on the carriage and therefore travels back and forth with it. It has only two movable parts, is instantly attached or detached or may be left on the machine without being in the way of other work. It is packed ready for use and accommodates one or more rolls, up to a total width of four inches. Rolls of different size labels may be kept in the holder and any one of them used.

No clamps or screws are employed in fastening the holder to the machine. It simply slides over the Paper Table Ex-

tension Arms (Fig. 14).



### Manifolding

Corona has a powerful stroke which enables the operator to do heavy manifolding without

pounding.

A medium weight carbon is recommended for general purposes where only one or two copies are desired; but at times a large num-

ber are required and in such cases a light weight carbon and

onion skin paper should be used.

For instructions regarding the proper way to insert a number of carbons in machine, see "Inserting Paper" (Page 3).

Reversing the Travel of the Ribbon

VERY IMPORTANT—On Corona Special the travel of the ribbon from one spool to the other is controlled by loosening the locking nut on top of the full spool and tightening the nut on the empty spool. One locking nut must always be tight and the other loose, or the ribbon cannot travel and in consequence will soon be worn through in one spot. Moreover, if both spools are tight, the machine will not operate.

Renewing the Ribbon

Corona Three ribbons come wound on a metal spool made especially to fit this model of Corona.

When changing a worn ribbon, first wind it all on one spool, preferably the right; then unscrew the ribbon spool lock nuts, permitting removal of both spools. Take off the full spool and replace with the fresh one. Then remove the empty spool (being careful to save the little clip) and attach the end of the new ribbon, as follows:

Fold back the end of the ribbon to form a small loop and lay this loop over the spindle (sleeve) of the spool. Holding the loop tightly against the spindle with thumb and first finger, snap the retaining clip back into place, being careful to have the upper edge (black or blue) of the ribbon just touching the top of the spool. Now replace the spool on the machine and put the locking nuts back on both spools, but do not screw them down tight.

The next thing is to thread the ribbon through the vibrator, which should be raised and kept there until the ribbon is in place.

To do this, set the Ribbon Indicator in dial (Fig. 4, page 4) to its "red" position, lift up the carriage a trifle and while holding it up, push the ribbon indicator dial gently toward the ribbon spool and hold it there while you let the carriage down carefully. Do not drop the carriage down roughly, as you might damage the machine. Next, place the ribbon behind the two upright forks of the vibrator and pull the bottom (red) edge down into the slanting slots of the vibrator. Continue to force the ribbon down in the vibrator until when straightened out the upper (black) edge will slide up into correct position in the upper slots of the vibrator. Again raise the carriage a trifle to let the vibrator snap back to normal position, and set the ribbon indicator back to "black."

Now tighten nut on empty spool, but be sure to leave the other one loose.

# Putting Machine in Carrying Case

It is well to place Corona in the case before folding. The small lug or cleat in the bottom of the case should enter the hole in the frame at the front of the machine, close to the little rubber bumper for the space bar. Then press the machine down over the rear cleats, which keep it from shifting around.

# Folding the Machine

1. Push back the Shift Lock (Fig. 3) without pressing either of the Shift Keys (Figs. 1L, 1R).

2. Lock and center the carriage as follows: Push carriage to right; place first finger behind platen knob and push throwout lever (Fig. 21) back with thumb. Hold it in this position and let carriage run back to left until it stops.

3. Now take hold of the carriage at both ends and fold

forward over the keyboard.

If the case does not shut easily, the trouble may be that the hinges have slipped apart or one of the Shift Keys, (Fig. 1L-2L), may be down. Push or tap the cover back toward the right, until hinges come together properly. If necessary, release Shift Lock, (Fig. 3), raise Shift Key and push Shift Lock back again to locked position.

If the machine is to be shipped, the right carriage release lever should be tied down to the platen knob, to prevent possi-

ble injury.

Close the case, making sure that the latch of the lock is in

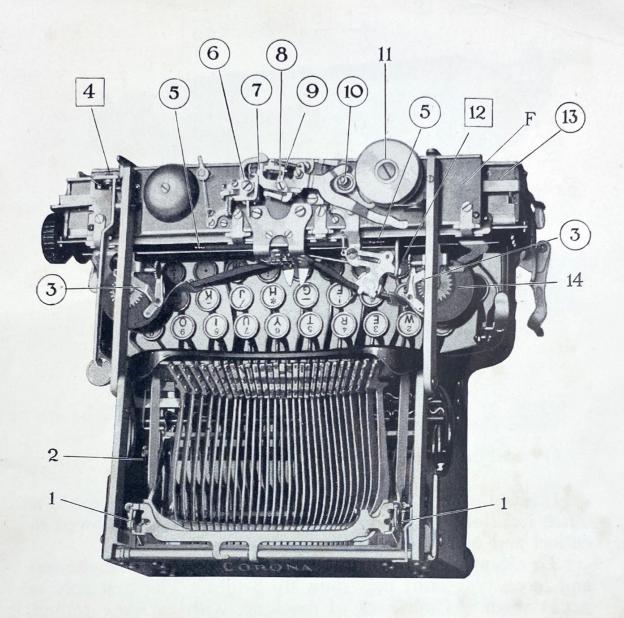
place.

Corona Special is strongly constructed, simple and easy to use and not likely to get out of order if given reasonable care. Every machine undergoes a rigid inspection before it leaves the factory and, barring serious damage in shipment, will come to you in first class working order.

### Oiling

The parts to be oiled are clearly indicated in the accompanying illustrations.

Always use special oiler provided. Merely touch parts with wire and then wipe off superfluous oil. In addition to parts illustrated, oil the Spring Gib, attached to Type Guide behind scale = accessible when carriage is at extreme left or right.



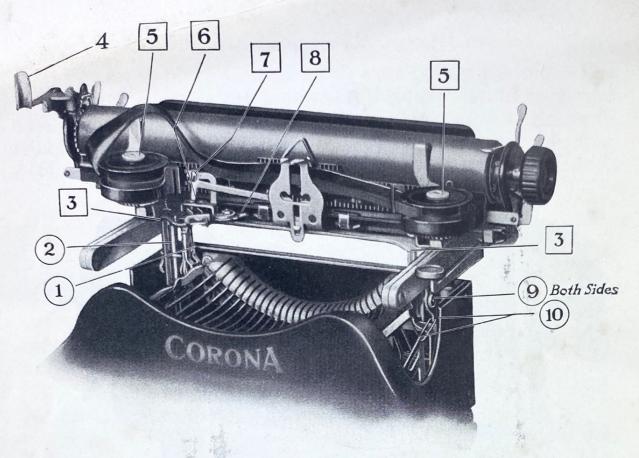
- 1-Ribbon Ratchet Pawls
- 2-Shift Frame Pivot Screws
- 3-Ribbon Sleeve Ratchet Bearing
- 4—Back Space Bell Crank Fulcrum
- 5-Feed Roll Bearings
- 6-Line Lock Fulcrum
- 7-Escapement Arm Slot

- 8-Stop Lever Screw
- 9—Loose Dog Screw
- 10-Escapement Arm Bearing
- 11-Spring Drum Screw
- 12-Ribbon Dial Slot
- 13—Escapement Rack Teeth—not visible in picture

# Explanation

Numeral within circle O = oil once a month.

= oil every three months. Plain numerals = oil only if parts fail to work freely or machine is cleaned.



1—Rocker Bar Slots 2—Shift Posts 3—Ribbon Ratchet Pawls

-Line Spacer -Ribbon Spool Shafts -Vibrator Rollers -Vibrator Arm Screw

8—Vibrator Dial Screw 9—Rocker Bar Lever Screw 10—Rocker Bar Links

= oil every 3 months. O = oil once a month.

Cleaning

It is well to remember that if a typewriter is kept clean it is much less liable to get out of repair than if dirt is allowed to

collect and work into the wearing parts.

To clean type, dip brush into a little gasoline, shake out and scrub type until they show up bright. The best way to get at them is from back of machine, with carriage folded. Scrub type with motion toward front and back of machine, instead of toward sides.

Do not use alcohol anywhere on machine except platen and feed roll, as alcohol damages the Duco finish. See para-

graph on "Paper Feed."

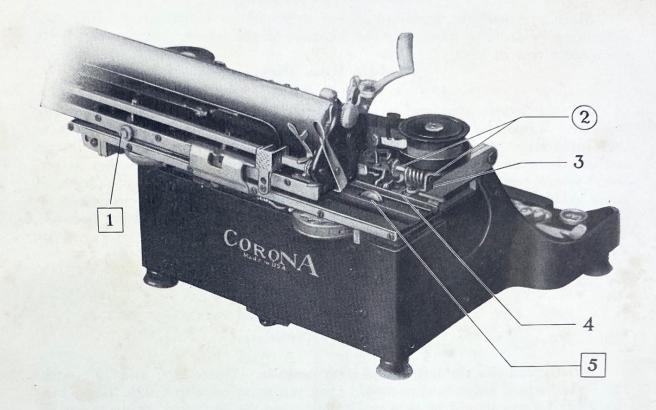
Nickeled parts should be wiped off occasionally with an

oily rag.

If slots in Type Bar Segment become clogged with dust and erasings, brush out, and if necessary, flush with gasoline.

It is a good plan to have your Corona thoroughly cleaned and oiled at one of our service stations about once a year—or oftener if it acquires a heavy accumulation of dust and erasings. A thorough "blowing out" with gasoline and compressed air will free the mechanism of all dirt and surplus oil at a moderate cost.

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- 1-Roller Bearing
- 2-Ribbon Feed Worm Shafts (both ends)
- 3-Slot for Bell Crank

- 4—Ball Race (wipe with oily rag)
- 5—Cord Wheel Bearings

 $O = oil once a month. \square = oil every 3 months.$ 

Parts indicated by plain numerals need be oiled only if they fail to work freely.

Following are a few practical hints, meant to help the user of Corona in obtaining the best results from his machine and to avoid some common sources of trouble. Our Service Department will gladly furnish complete instructions for making more extensive repairs or adjustments that may become necessary.

### **EXERCISES**

# Touch Typewriting

Since a typewriter keyboard is not arranged in alphabetical order, the first thing to do is to memorize the location of the letters. Let's start with the middle row of keys.

### Middle Row First

asdfg -- hjkl (Fig)

Say the letters over and over to yourself first, repeating until they are familiar. Then place your little fingers on "A" and "Fig." These serve as the Guide Keys for the whole keyboard and your little fingers should always rest on them until you have to reach up or down to strike another letter. Don't watch your fingers or the keyboard. Now begin to write, striking each letter slowly and carefully, using the proper finger for each key, indicated by the small figures over each letter on the chart. Balance your spacing between words by striking space bar with thumb of hand opposite the one used to write the last letter of preceding word.

### EXERCISE I

Write each word ten times.

ash sad half fag ask had all glad has lag fall

### Top Row Next

qwert -- yuiop

First memorize the letters and their position. Write "Q" and "P" with the little fingers, these fingers should then return at once to Guide Keys, but the other fingers should be held easily, just over the keyboard, ready to strike any desired key. Write ten or twenty full lines of the letters as they come; then take the next Exercise and write each word ten times.

### EXERCISE II

were pet you wipe power proper yet type quote try true tree quite ripe terror rope wore require pert

### Bottom Row Last

zxcv -- bnm,

Memorize the bottom row. As there are no vowels occurring in this row, the letters must be combined with some of the vowels in the other two rows, in order to form complete words. Write "Z" and "Period" with the little fingers. These fingers should then return at once to Guide Keys.

### EXERCISE III

check current date letter which those after know been where other some said only when take who this they more with should every jazz extra sample case going came went from than waxy winter summer fall spring

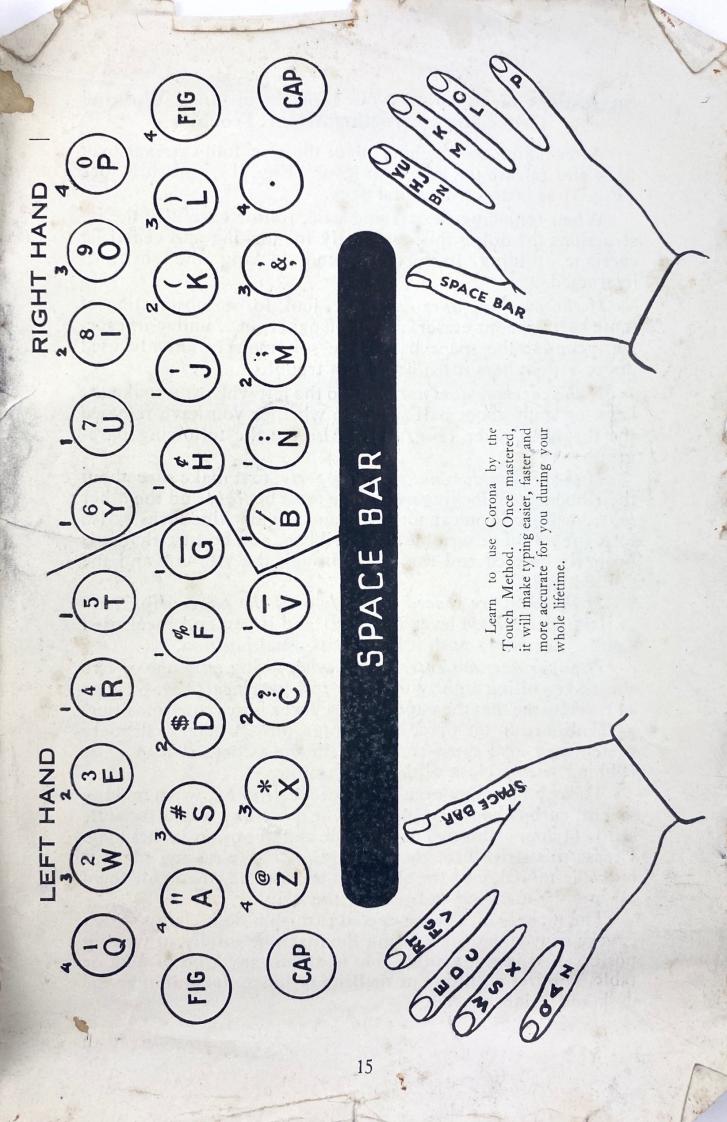
### Shifting for Capitals and Figures

Make capital letters by holding down one of the keys marked "Cap" while you strike the desired letter. Write figures, punctuation marks and other special characters by holding down one of the keys marked "Fig." For shifting, always use the little finger of the hand opposite the letter to be struck.

### EXERCISE IV

Write Ten Times.

20 doz. #36--12" Special Black Duco Finish @ \$2.50 \$50.00 AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz\$&\varepsile-Rhode Island-New York-Jersey City-Massachusetts-Vt.



## Suggestions for Keeping Your Corona in Good Working Order and Correcting Minor Troubles

After taking the machine out of the case, fold carriage over back and release the throwout lever (Fig. 21), and shift lock (Fig. 3) as instructed on first page.

When replacing in carrying case, follow carefully the instructions for doing this, especially for locking and centering carriage, folding it forward, and locking the shift, as instructed.

If the machine does not space, look for an obstruction of some sort, like an eraser, a ball of paper, etc., under it, especially under the space bar. The soft mats commonly used under typewriters often cause this trouble.

If the carriage does not move to the left when you strike the keys, or stops about half way, see whether you have released the throwout lever (Fig. 21). Also see the following para-

graph.

If the ribbon does not print properly, first make sure about the ribbon spool locking nuts. One must be tight and the other loose, or the ribbon cannot travel and the machine locks. Also look for a fold or wrinkle in the ribbon, and be sure that it is properly entered and threaded through the vibrator and the guide loops.

If the lines are spaced unevenly or if the paper slips, look at the paper release lever (Fig. 19) and if you find it released

(pulled forward) push it back to its usual position.

If paper does not enter evenly when using only one or two sheets, try oiling lightly the feed roll bearings (Fig. 5, page 11). Also see that the paper release lever is in proper position, as mentioned in the preceding paragraph. A glazed, slippery platen may also cause trouble with the paper. Clean it by rubbing with a cloth dipped in gasoline.

To keep the edges even and prevent slipping, when making several carbon copies at one time, it is well to take a separate strip of paper about two inches wide and nve or six inches long. Crease this strip through the middle lengthwise and place it over the top edge of the sheets to be inserted, then roll them

all into the machine and remove the strip.

The makers of Corona Special furnish a desk clamp which is very convenient for holding the machine solidly in writing position. It is easily adjustable to almost any kind of desk or table, requires no fitting or drilling of holes, does not mar the desk and is inexpensive.