

# HOW TO USE CORONA

The Personal Writing Machine



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**CORONA TYPEWRITER CO., INC.**  
**GROTON, N.Y.**





# HOW TO USE CORONA

*The Personal Writing Machine*

## **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 692 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 upward, open case and remove packing.

Unfold typewriter by grasping carriage at both ends and lifting it back to its position on the frame. Now release Shift Lock (See Page 8) by pressing toward you. To positively insure the escape-ment from damage during transportation, Coronas are shipped



## *How to Use Corona*

from the factory with the Carriage Release Lever tied to the Platen Knob. Remove this cord, depress the Back Space Key in order to release the escapement throwout, press back Paper Release Lever 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.

### **Setting Paper Fingers**

The Paper Fingers 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 extend the carriage until the finger to be moved 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 letter.

### **Inserting Paper**

Slip paper between Platen and Paper Table, and while holding down firmly, give the Platen Knob a twirl.

In order to facilitate the inserting of all paper in exactly the same position, a paper guide is provided on the Margin Release Lever. By pressing this lever toward you with left hand, it is brought into a position where it 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.

## *How to Use Corona*

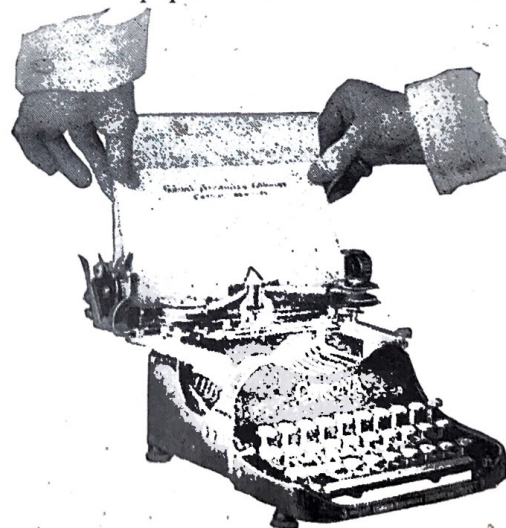
When it is necessary to make corrections in a letter, which has been removed from the machine, the space to be filled in can quickly be located by means of the scale on the Line Indicator. Thus: bring bottom of printed letters on a line with top of scaled wings. First press Paper Release toward you until it catches. Then 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.

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

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

### **Straightening or Adjusting Paper**

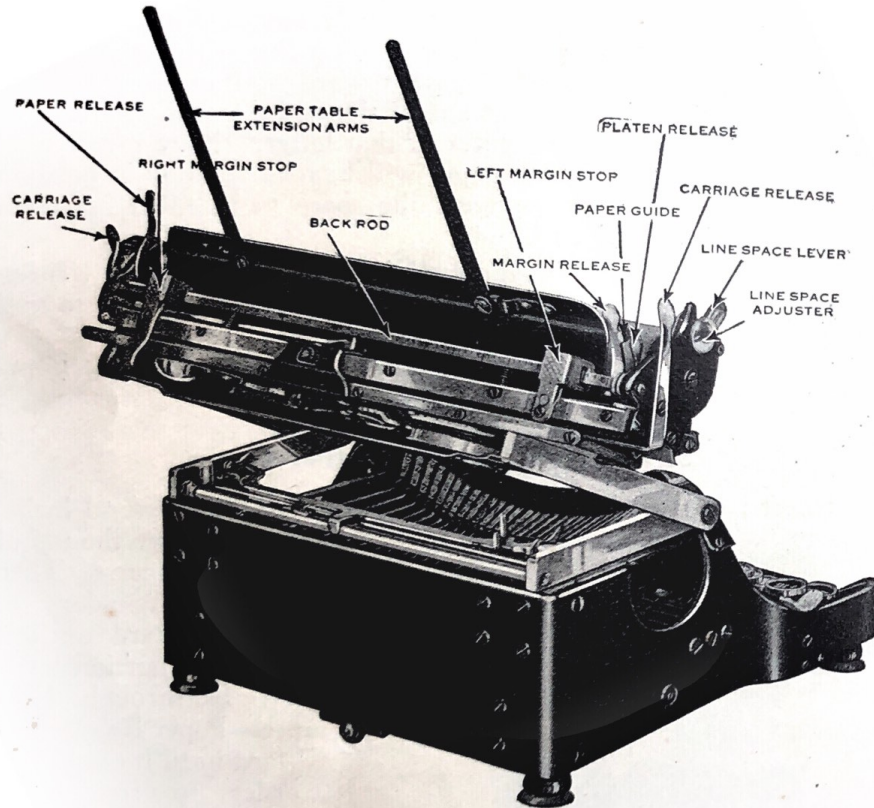
Insert paper as described and feed through until several inches appear above the top of Paper Fingers. Then bring remainder of sheet forward until it touches portion you have fed through. Now press Paper Release forward until it catches, in order to free paper enough to permit of swinging it to left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





## How to Use Corona

### Use of Margin Stops



Corona is equipped with a right and left adjustable margin stop. In order to fix the margins at any predetermined points on the scale, tilt carriage forward until numbers on Back Rod can be plainly seen. Then press on knurled portion of a margin stop and slide to number corresponding with that selected on front scale.

## How to Use Corona

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 Line Lock Release Lever and the carriage will proceed to the end of scale, if 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 Line Lock Release Lever the carriage will proceed to the end of the scale as previously explained.

### Writing on Ruled Lines

The Platen Release 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.)

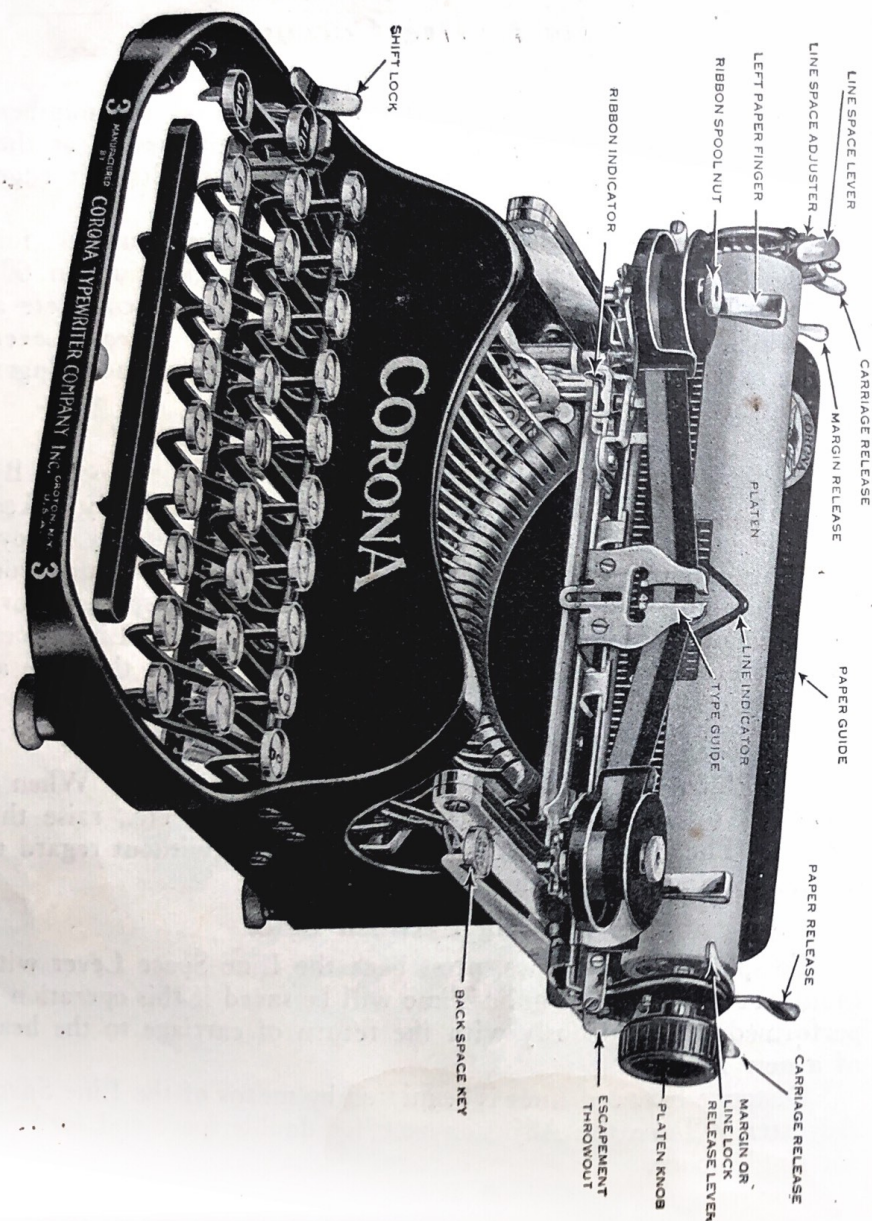
### Spacing Between Lines

To space between lines, press back the Line Space Lever with thumb, as far as it will go. Time will be saved if this operation is performed simultaneously with the return of carriage to the head of a new line.

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

For irregular spacing see "Writing on Ruled Lines."





## How to Use Corona

### Paper Table Extension Arms

These arms 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.

### Operation of Shift Keys

The Shift Keys are the two large black keys marked "Fig" and "Cap."

To write a capital letter—hold down the key marked "Cap," 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 the key marked "Fig."

If it is desired to write a line of capital letters the capital shift key may be locked in position by holding it down and pressing back the Shift Lock.

The figure shift key may be locked in the same manner.

To release the lock, press forward.

### Starting a New Line

Push the carriage to the right as far as it will go, at the same time operating the Line Space Lever, as described under "Spacing Between Lines."

### 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 should be used. This key will move the carriage one space at a time. It should be allowed to spring back to its normal position before being depressed a second time.

### Carriage Release

The Carriage Release permits the carriage to move to the left. 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 means of the Ribbon Indicator. This indicator has two positions on the colored dial.



## How to Use Corona

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.

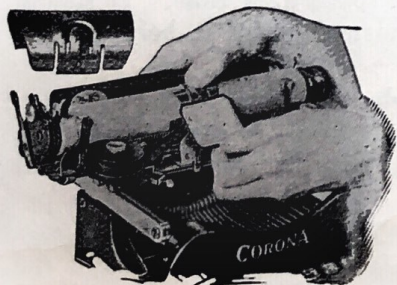
To cut a stencil: First wash the type thoroughly as directed under "Cleaning." Then slip the ribbon out of the slots in ribbon vibrator. Loosen nuts on both ribbon spools, allowing ribbon to hang suspended between the two spools. The spools need not be removed.

### Reversing Ribbon

When one spool is nearly full the ribbon should be reversed. This is done by loosening the Ribbon Spool Nut on top of the full spool and tightening the nut on the empty one. Particular attention is called to the fact that *one spool must always be loose*, otherwise the ribbon will be pulled in both directions at once and the machine will refuse to operate.

### Writing on Cards or Labels

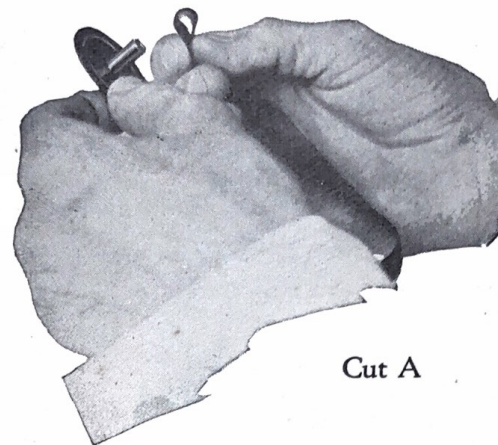
It will be noticed that both the Paper Fingers and the Margin Stops on Corona may be moved close together.



inserting a label is clearly shown in the accompanying illustration.

Stiff cards should be fed into the machine in the usual way,

## How to Use Corona

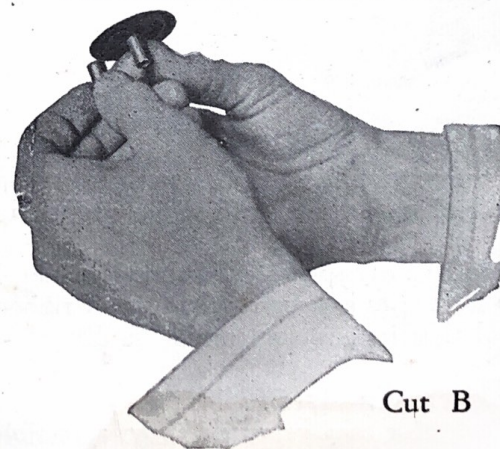


Cut A

scale and peel off without the least trouble.

### Renewing Ribbon

The ribbon of Corona is seven yards long and one-half inch



Cut B

wide and is supplied by us and our agents, wound on the regular metal spools with which the machine is equipped. Owing to its odd length, the ribbon for Corona is not interchangeable with that of other machines. Do not attempt to use a longer ribbon, as it will only bulk up and interfere with the free action of the ribbon mechanism.

In changing a worn

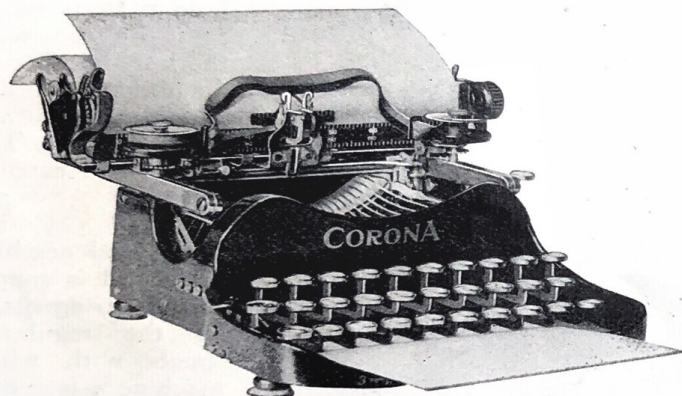


## How to Use Corona

This permits you to take off the spool containing the worn ribbon and replace it with a fresh one. Now attach the loose end of the fresh ribbon to empty spool as follows:

1. Fold back end of ribbon so that it will form a loop and grasp between thumb and forefinger of right hand as illustrated in Cut A.

2. Holding spool in left hand, slip loop of ribbon over sleeve of spool. (See Cut B.)

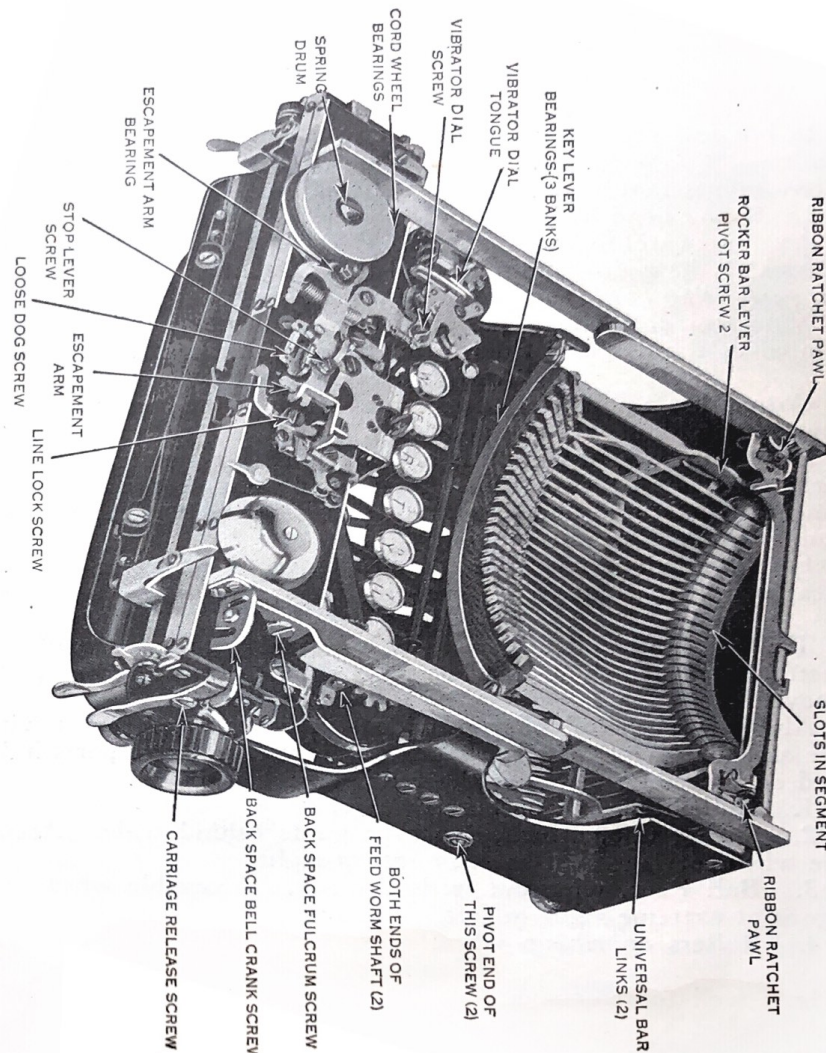


3. Squeeze thumb and forefinger together so as to tighten loop on spool, being very careful to have edge of ribbon just touching top of spool.

4. Take clip, removed from empty spool, in left hand and snap on over ribbon. The whole secret lies in keeping the loop of ribbon so tight on the sleeve of spool that its position cannot be disturbed by snapping on the clip.

The ribbon must now be inserted in slot of vibrator.

Note—In order that the vibrator may be raised to an accessible position, set indicator for red, depress space bar and slip post card or envelope between space bar and bottom of lowest bank of keys. This will hold the vibrator up and will leave operator with both hands free. (See illustration.)



Oiling Diagram



## How to Use Corona

In but few machines is it possible to renew the ribbon with as little trouble as is the case with Corona. However, there are one or two points that should be remembered.

1. Never bend the vibrator.
2. Note carefully the manner in which the ribbon is carried to the back of the right-hand spool and to the front of the left one—*thus permitting both spools to wind clockwise.*

Note also, that ribbon passes through Vibrator in such a way as to cover the diagonal slots through which it has been inserted.

### 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 number 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."

### Oiling

The parts to be oiled are clearly indicated in the accompanying illustration, which shows machine folded with carriage cover plate removed.

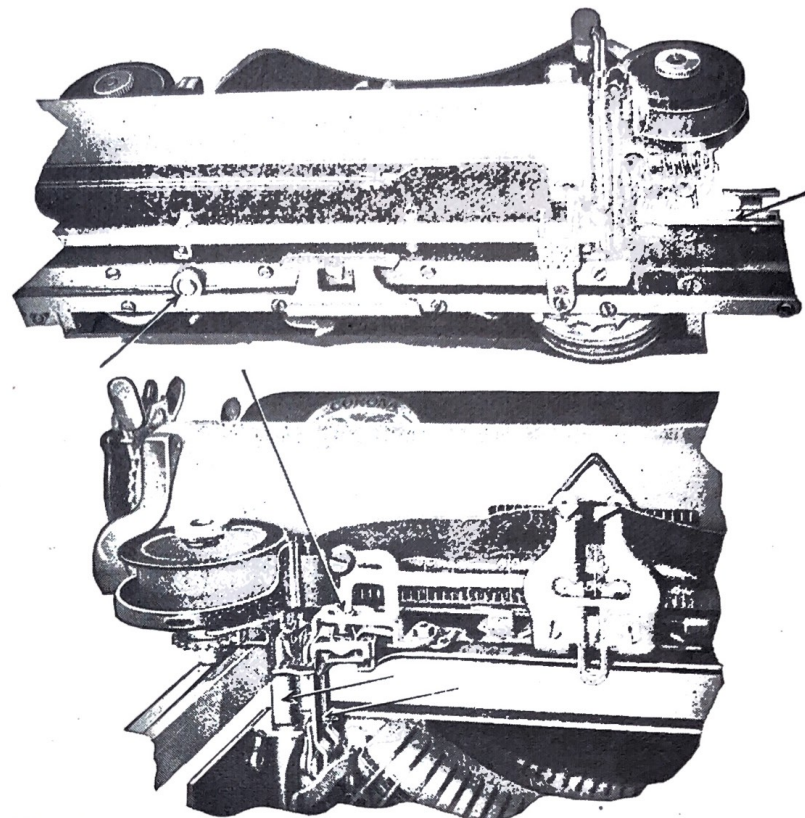
Always use special oiler provided. Merely touch parts with wire and then wipe off superfluous oil. In addition to parts indicated on preceding page, oil the following:

1. Roller Bearing, on back of carriage.
2. Spring Gib, attached to type guide behind scale. Accessible when carriage is at extreme left or right.
3. Ball Race, wipe out with oily rag. Accessible when carriage is at extreme right or left.
4. Rollers on ribbon vibrator arm.

### 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.

## How to Use Corona



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.

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—then oil.

### Putting Machine in Case

It is well to place Corona in its case before folding it. The machine is placed in the case as indicated in the illustration. The



## *How to Use Corona*

small lug or cleat on the bottom of the case must project upward through the plate which carries the little rubber bumper for the space bar. Press the machine over this lug first and then down over the rear cleats—which come inside the frame. If, when attempting to close the lid of the case, after folding the machine, it does not seem to fit—the trouble will be found to lie with the



Method of Putting Machine in Case

hinges, which being made to permit of removing lid have allowed lid to slide to one side.

### **Folding the Machine**

1. Push back Shift Lock, without depressing either of the Shift Keys.

2. Lock Escapement Throwout as follows: Push carriage to right, grasp Platen Knob with right hand and push the throwout back with the thumb. Holding it in this position, allow the carriage to move to the left until the throwout engages the notch in the bed plate.

## *How to Use Corona*

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

### **General Care of Machine**

Tighten a screw if it works loose, but don't unscrew any, as you may throw some part out of adjustment.

If you experience a little trouble with your Corona, look through this instruction book to see that you have not neglected anything. Then, if you are still unable to locate the difficulty, either write us or call upon our nearest agent.

In writing us about your machine, always mention its serial number. This number is stamped on the inside of the frame, at the back and close to the lower edge.

### **Corona Folding Stand**

To set up the Folding Stand, first pull out the telescopic legs, making sure that the catch on each joint has locked. Then raise the arms and extend the paper leaf if desired.

Before placing Corona on the stand it is well to make sure that the hinged braces, which support the arms, are fully opened.

Insert front of machine in the hook of the stand, then press back feet into the two cups.

In closing stand, first fold paper leaf, then arms, then telescope the legs by holding down catches and forcing the smaller sections into the larger.

The opening and closing of this stand is much easier than the above instructions would lead one to suppose, for both operations can be performed in less than half a minute.