

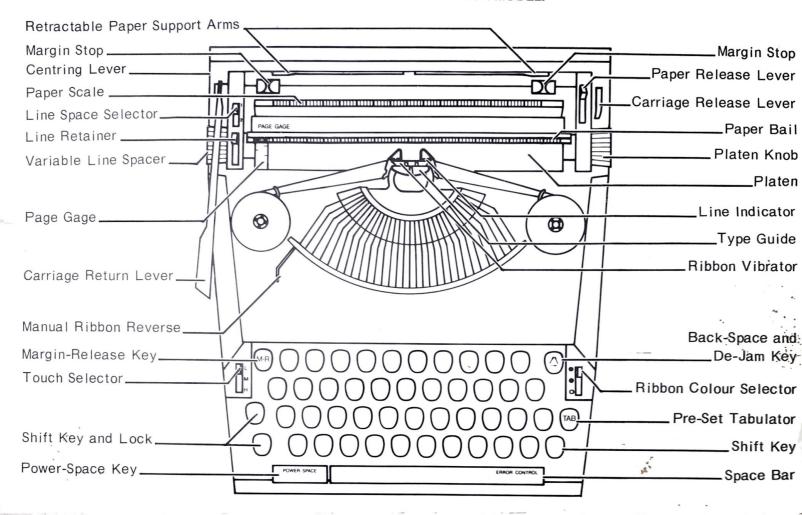
Smith-Corona®

Portable Typewriter

Owner's Manual

A complimentary Copy from Mr & Mrs Vintage Typewriters For more Visit www.MrMrsVintageTypewriters.com

THE DIAGRAM BELOW SHOWS ALL THE FEATURES FOUND ON SMITH-CORONA PORTABLE TYPEWRITERS. IT IS POSSIBLE, THEREFORE, THAT SOME FEATURES ILLUSTRATED MAY NOT BE BUILT INTO YOUR PARTICULAR MODEL. THROUGHOUT THIS OWNER'S MANUAL, FEATURE DIFFERENCES HAVE BEEN EXPLAINED. PLEASE READ THROUGH THESE OPERATING INSTRUCTIONS AND PAY PARTICULAR ATTENTION TO THE FEATURES WHICH ARE APPLICABLE TO YOUR MODEL.



Before Using Your Typewriter. . . .

Before using your new typewriter, inspect the case and the typewriter for possible damage from handling and shipping. In case of damage, contact the carrier's agent immediately for inspection and an inspection report; otherwise, we cannot assist in recovering the claim against the carrier.

Serial Number

For your protection, every machine carries a serial number stamped on the frame. It can be found by removing the cover plate and looking to the left of the right ribbon spool and down to the frame. Record the entire serial number, including the prefix, for use in ordering supplies and accessories and for identification in case of theft.

Service

Smith-Corona recommends that your typewriter be adjusted, lubricated and serviced only by a trained typewriter technician.

Removing and Replacing the Case Lid

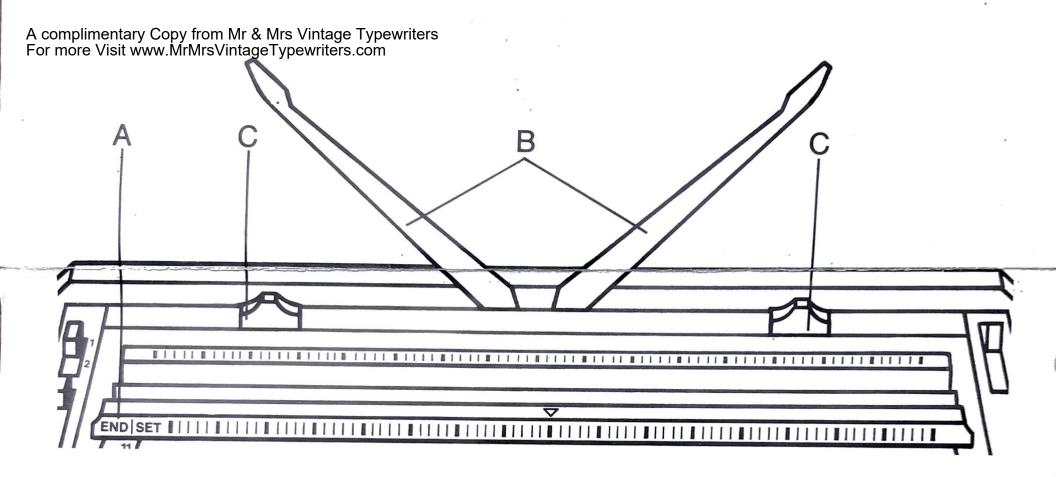
Retractable Carrying Handle

The carrying handle is located at the front of the typewriter, below the keyboard. Simply pull it out to carry the machine. When it is not in use, simply press it back into the closed position and it becomes part of the typewriter's styling.

To remove the case lid on models with the retractable carrying handle, first place the typewriter on a level surface. Press in the two release buttons on the front of the lid and lift the lid upwards and forwards. To replace the lid, first centre the carriage. Move the carriage to the extreme left, hold down the centring lever, move the carriage to the right until it stops, and then release the centring lever. Fit the lid on the machine, making sure that the two catches at the rear are placed securely in the two slots provided. Press down firmly on the front of the lid until it snaps into position.

Integral Carrying Case

To remove the lid of your integral carrying case, place the machine on a level surface and then simply unlatch, open, and lift off. To replace the lid, first centre the carriage by depressing the Tab Key until the centre of the type guide lines up with the triangle on the Paper Bail. Then, place the lid over the machine. Hook the lower lip on the rear edge of the lid under the lip on the rear of the typewriter base. The lid will automatically latch when closed.



Paper Bail (A)

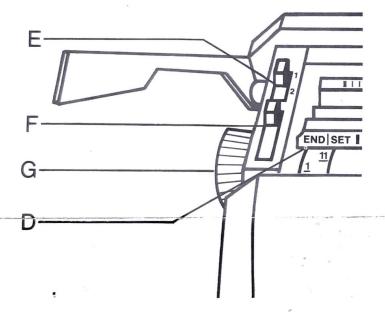
The Paper Bail holds the paper snugly against the platen to insure sharp, clear type impressions and provides a full-length scale for setting margins. Swing the Paper Bail up, out of the way, for erasing. When erasing, move the carriage to the extreme right or left so erasings fall out of, not into, the typewriter.

Paper Support Arms (B)

Raise the Retractable Paper Support Arms and rest the paper against them when you want to check or proofread work while it is still in the typewriter.

Quick-Set Margins (C)

Press down and move the Margin Stops left or right to desired positions. A warning bell sounds about seven spaces before the right margin is reached. To pass either margin stop, use the margin-release key. To pass the right margin, press the margin-release key and continue typing. To pass the left margin, press the margin-release key and back space to the desired position.



Page Gage (D)

The Page Gage helps to keep bottom margins uniform. Before inserting the paper, turn the platen until the number indicating the length of paper shows on the Gage under SET. Insert paper. As you type and approach the end of the paper, the number under END indicates the number of inches left for the bottom margin. All un-numbered lines indicate half inches.

Line Space Selector (E)

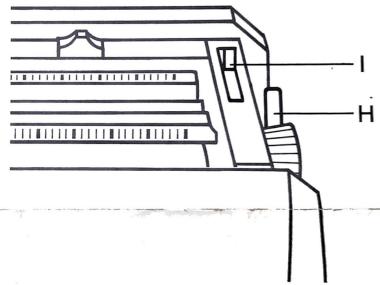
Set the Selector at 1 for single spacing or pull it forward to 2 for double spacing. After completing a line of typing, use the carriage return lever to return the carriage to the left margin. The paper is moved up the number of spaces you choose with the Line Space Selector.

Line Retainer (F)

When you need to temporarily change your line spacing, pull the Line Retainer forward and turn the platen knob to position your paper. To return to your original line spacing, push the Line Retainer back and your original line spacing remains intact.

Variable Line Spacer (G)

The Variable Line Spacer, available on some models, permits you to permanently change your typing line. Press in the Variable Line Spacer while turning the platen to change to a new line space setting or to insert additional material in a previously typed sheet. When the Variable Line Spacer is released, the typing line is set at your new position.

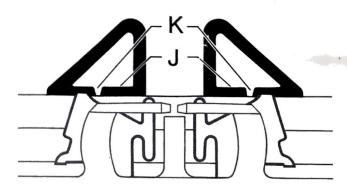


Carriage Release Lever (H)

To move the carriage to the right, simply push it along. To move the carriage to the left, grasp the Carriage Release Lever on the right side of the carriage, pull the lever towards you, and move the carriage to the desired position.

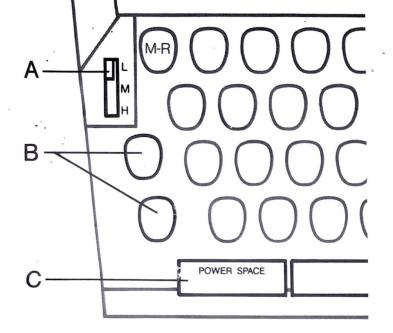
Paper Release Lever(I)

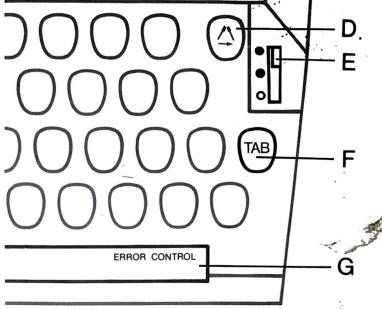
To centre, straighten, or ease tension on the paper, push the Paper Release Lever back. Pull Lever forward before typing.



Line Indicator

When typed copy must go back into the typewriter for corrections or additions, use the Line Indicator. Insert paper and align the bottom of a typed line with the horizontal edge of the Indicator (J) by using either the Paper Release Lever or the Variable Line Spacer. Then, centre a typed character with either one of the V-shaped notches (K) on the Indicator by using the Paper Release Lever. Pull the Paper Release Lever forward before typing. You are now registered with your typed copy.





Touch Selector (A)

Use the Touch Selector to regulate key tension. Set the Selector at L for a light typing touch, M for a medium touch, or H for a heavy touch.

Shift Key and Lock (B)

To type capital letters or any character shown on the top half of a key, hold either Shift Key down while typing the character. To type a series of capital letters, press the Shift Lock down until it catches. Press the left Shift Key to release the Shift Lock.

Power-Space Key (C)

On models equipped with the Power-Space Key, the carriage can be moved smoothly to any point on the typing line. Depress the Power-Space Key and the carriage will move forward automatically until the key is released. Use the Power-Space Key to fill in forms rapidly, to start lines within the pre-set tabulator stops, or to begin your typing at any random point on the typing line.

Back Spacing (D)



Press the Back-Space Key once for each space you wish to move back towards the left margin.

Combined Back-Space and De-Jam Key



Press the Back-Space Key once for each space you wish to move back towards the left margin. On models equipped with this feature, you can use the De-Jam key if typebars should jam together. Typebars may jam if you strike between two keys or if you strike two or more keys at the same time.

Ribbon Colour Selector (E)

On models equipped with this feature, you can choose the ribbon colour you want. The coloured dots correspond with the ribbon colour. To type with the black part of the ribbon, move the Selector to the black dot; to type with the red part of the ribbon, move the Selector to the red dot. Use the centre position for typing stencils. In this position, the ribbon is not used and the typebars leave no inked impression.

Pre-Set Tabulator (F)

The Tabulator key moves the carriage to any of the five pre-set stops. The red markings on the top of the paper bail show the location of each stop. To move the carriage to a stop, depress the Tabulator key. Use it for typing columnar copy, setting date and signature positions on correspondence, making paragraph indentations, and placing headings.

Space Bar (G)

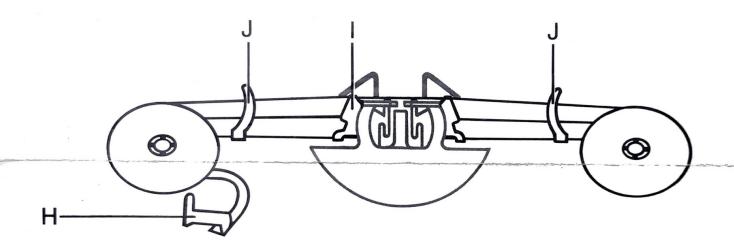
Use the Space Bar for half spacing to correct typing errors in which a letter is to be added or omitted from a word. When the Space Bar is held down, it moves the carriage forward a half space; when it is released, the carriage moves the remaining half space.

If you have left out a letter:

First, erase the incorrect word. Move the carriage back to the last letter in the word preceding the mistake, press and release the Space Bar. Press the Space Bar down again, keeping it down, and strike your first letter. Release the Space Bar. Again, hold down the Space Bar, strike the second letter, release the Space Bar. Continue this process until the word is completed.

If you type one letter too many:

First, erase the incorrect word. Move the carriage back to the last letter in the word preceding the mistake. Move the carriage two spaces forward. Press the Space Bar, keeping it down, and strike your first letter. Release the Space Bar. Again, hold down the Space Bar, strike the second letter, release the Space Bar. Continue this process until the word is completed.



Manual Ribbon Reverse (H)

The direction of ribbon travel is reversed automatically at each end of the ribbon. To reverse the direction at any time, move the Ribbon Reverse Lever to the opposite position.

The Lever is located under the Cover Plate, in front of the left ribbon spool. To remove the Cover Plate, centre the carriage. Grasp the Cover Plate firmly with both hands and pull the Plate up and off. To replace the Cover Plate, line up the catches on the Cover Plate with the corresponding catches on the typewriter and fit the Cover Plate into place.

Changing Ribbons

Ribbons come wound on proper spools to fit your typewriter. When purchasing replacement ribbons, be sure to specify the model name of your typewriter and give the serial number of your machine.

Removing the ribbon:

- 1. Centre the carriage and remove the cover plate.
- 2. Wind all the ribbon onto one spool, using the Ribbon Reverse Lever if necessary.
- 3. Take the ribbon out of the Ribbon Vibrator (I) by holding the ribbon on both sides of the Vibrator and sliding the ribbon down and then up and out.
- 4. Remove both ribbon spools. Unfasten the ribbon from the empty spool by removing the spring clip from the shaft. Discard the used ribbon and filled spool. KEEP THE FASTENING CLIP AND EMPTY SPOOL.

Replacing the ribbon:

- 1. Push the Ribbon Reverse Lever towards the right. Unwind about 12 inches of the new ribbon; then, put the new ribbon spool and ribbon into the right ribbon cup, making sure the ribbon winds off the back of the spool.
- 2. Wind the loose end of the ribbon once around the shaft of the empty spool. Attach the ribbon to the shaft of the spool by forcing the clip over the shaft and the ribbon. Wind enough ribbon on to the spool to cover the metal eyelet on the ribbon.
- 3. Set the Ribbon Reverse Lever in the left position and put the spool into the left ribbon cup. Make sure that the ribbon winds off the back of the spool.
- 4. Insert the ribbon into the Ribbon Guides (J) next to each ribbon cup.
- 5. Press down the Shift Lock. Slip the ribbon between the Line Indicator and the Ribbon Vibrator. Hold the ribbon on both sides of the Vibrator and slip the upper edge of the ribbon into the upper part of the Vibrator. Then, slide the ribbon from side to side, squeezing it so that it slides into the lower part of the Vibrator. Pull the ribbon a little to the right and left to be sure it is threaded correctly. Release the Shift Lock.
- 6. Wind the ribbon onto the empty spool to take up slack. Replace the cover plate.

