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HOW TO USE

# Smith-Corona

PORTABLE TYPEWRITERS



FLOATING SHIFT  
MODELS



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The serial number, stamped on the inner surface of the machine frame, right hand side, in front and a little below right ribbon spool cup, positively identifies each individual machine. Locate serial number with coverplate raised as in Fig. 10.

**L C Smith & Corona Typewriters Inc**

## REMOVING MACHINE FROM THE CARRYING CASE

If desired, after opening the Case, remove the Case Lid by pushing and holding the right and left hand Hinge Latch ( See Fig. 1) toward the Lid while the Lid section of the Hinges are unhooked from the Base.

To take machine out of Case Base, press down on the Case Base Latch Lever ( See Fig 1), to release the front of the machine. Lift upward on the front of the machine as shown in Fig. 1, pull the machine forward to free it from the Rear Case Cleat and lift it out.

New machines packed for shipment in carrying cases are protected by a wooden block at each side. (See "Carrying Case Shipping Block," Fig. 1.) After taking the machine out of the Carrying Case remove the Shipping Blocks by pulling them away. Do not pry the blocks loose as that might damage the case lining.



## GETTING THE MACHINE READY TO USE

Release the Carriage Centering Lever (see Fig. 2) by pushing the Carriage to the right. Be sure the Paper Release Lever, in Fig. 2, is back in normal, paper feeding position. When the machine is not in use, the Paper Release Lever should be forward in release position to increase the life of the paper feed rolls.

## **INSERTING AND ADJUSTING THE PAPER**

These machines, with the exception of Standard or Clipper Models, are equipped with a Paper Guide and Paper Table Extension Arms. Set the Paper Guide (Fig. 3, Page 11) so that "0" is opposite the indicator arrow on the Paper Table (See Fig. 3). This will guide the left edge of the paper opposite "0" on the Front Scale, Fig. 3. Obtain the same uniform margin by always placing the edge of the paper against the Guide. Pull up the Paper Table Extension Arms, as shown in Fig. 3, so that the paper will be prevented from rattling against the machine or on the desk and also as an aid in referring back to written work. Slide the Paper Fingers, Fig. 2, toward the center so that the edges of the paper will come under them. If your machine is equipped with a Paper Bail (See Figs. 2 or 3) slide the Bail Rollers to the same position as you would the Paper Fingers and pull the Bail forward to raised rest position. There are two raised positions for the Paper Bail. As the Bail is raised from the Platen it positively locks or catches in the first or normal rest position. This is the usual position for insertions of paper and with the Bail in this first rest location it is possible, if desired, to type on the extreme upper edge of the paper. To raise the Bail all the way from the first rest position simply pull it a second time. It is necessary to release your hand pressure on the Bail when it has been raised to the first position before it can be raised to the second or way forward position and since it is under spring tension in this second position, it must be held forward by hand. This second position of the Bail is particularly convenient for erasing. In case of the Silent model (See Fig. 3) for the best results, the Bail Rollers must be equalized ; i, e., both end rollers the same or an equal distance from the right and left edges of the paper and the middle roll centered. Place the paper down behind the Platen Roller and in front of the Paper Table (See Fig. 3) as far as it will go. Push the sheet gently down while you turn either Platen Knob, Fig. 2, in the direction away from you, until the top edge of the paper comes up in front of the Platen Roller. Now lower the Bail back down onto the paper.

If the paper needs straightening, pull forward on the Paper Release Lever, Fig. 2, until it catches, adjust the paper, and push the Paper Release Lever back to its normal position. By pulling the Paper Release Lever forward you will find it easier to insert a large number of carbon copies.

## **VARIABLE LINE SPACER**

If the writing must be on ruled lines use variable linespacing by pulling out the Variable Linespace Knob, see Fig. 2. Then, using the platen knob, turn the paper until the ruled line is exactly even with the graduated edge of the line indicator (See Fig. 2). Now push the Variable Linespace Knob in again as the Line Space Lever does not space up the paper when the knob is pulled out. It is best to push the variable knob in with your finger and with your thumb on the inner side of the left platen knob for leverage.

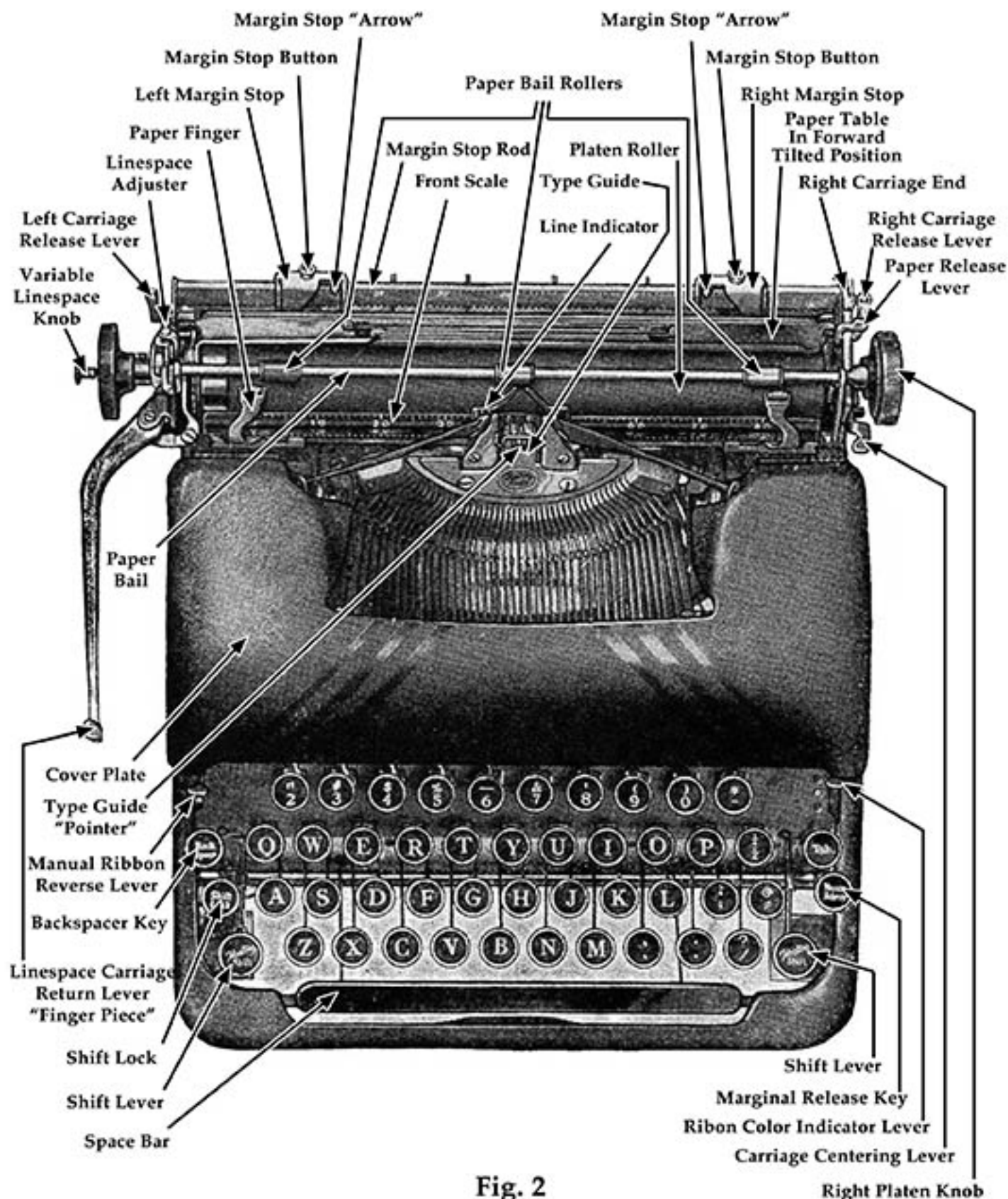


Fig. 2



## **MARGINAL RELEASES**

Marginal Stops and Marginal Releases are so closely related that when mentioning one the other must also be mentioned ( See "Marginal Stops").

When the Carriage reaches the end of the line of writing (that is, when it comes to the right Marginal Stop, Fig. 2), depressing the Marginal Release Key, Fig. 2, releases the Carriage to finish writing that line. (To complete a syllable or short word.)

If you have set the Marginal Stop for a wide left margin and should then wish to move the Carriage past the Stop in order to write in the left margin, depress and hold the Marginal Release Key (See Fig. 2) while you push the Carriage to the right. To back-space one space past the left Margin Stop, depress and hold down the Margin Release Key while depressing the Back-Space Key ( Fig. 2). After this first back-spacing., further back-spacing can be done without holding down the Marginal Release Key.

## **MARGINAL STOPS**

Marginal Stops make it possible to maintain a uniform left margin and end the lines at practically the same length.

To set the Stop for the left margin, move the Carriage (see "Carriage Release") to a point left of where you wish the line of writing to begin. Let us suppose that this is at "20" on the Front Scale, Fig. 2.

Tilt the Paper Table forward, see Fig. 2. Press down on the Button of the left hand Marginal Stop, Fig. 2, and slide the Stop to 20 on the Margin Stop Rod, making sure that the left end of the Marginal Stop is seated in the groove of the Rod. The Marginal Stops slide on a steel rod graduated with markings and numerals which correspond with those on the Front Scale, Fig. 2. After so setting the left Marginal Stop you will find that when you move the Carriage to the right it will always stop at '20" or at whatever position you have set the Stop unless the Margin Release key is held down. After becoming accustomed to the machine it will prove to be a simple operation for you to set the Marginal Stops accurately for the desired margins even at odd positions on the Front Scale and on the Margin Stop Rod.

Decide where you want the right margin ; move the Carriage way to the right. Slide the right Marginal Stop, Fig. 2, to the desired location on the Stop Rod. Be sure the right hand end of the right Marginal Stop is in the groove of the Margin Rod. If you set the right Stop at 70 the line locks at 69 and you must press the Margin Release key to continue the line. The bell will ring approximately eight spaces before the end of the line, thus indicating that the end of the line has nearly been reached. Machines may vary, one from another, but the bell on your individual machine will always ring the same number of spaces before the end of the line.

## **CARRIAGE RELEASE**

To move the Carriage to either right or left without linespacing, writing, back-spacing or blank spacing (using the space bar), pull either left or right hand Carriage Release Lever (See Fig. 2) forward while controlling the Carriage with the thumb of the same hand. Merely release the Carriage Release Lever to locate (stop) the Carriage on the desired location.

## **WRITING POINT**

The Writing Point is the space directly behind the center of the Type Guide, Fig. 2. Determine the Writing Point by the space indicated thru the rectangular opening in the Guide opposite the "Pointer," Fig. 2.

## **LINESPACING**

To begin another line, press against the Finger Piece of the Linespace Carriage Return Lever, Fig. 2, giving it a smart push to the right. This not only returns the Carriage but also spaces the paper for the new line. Turning the Platen Roller, Fig. 2, by means of the Platen Knobs is the easiest way to linespace and not move the Carriage. Turn the platen either by means of the Linespace Carriage Return Lever or Platen Knobs until the ratchet clicks once for each linespace desired.

Make lines either one or two spaces apart by moving the Line Space Adjuster, Fig. 2, backward or forward. When it is in the forward position, the lines will be two spaces apart. Machines may be had with "Economy" Linespacer as special equipment which provides three adjustments representing 1, 1½ and 2 lines. (See the paragraph referring to the Variable Line Spacer.)

## **CAPITAL SHIFT KEYS**

The machine in its normal position writes only the small or "Lower Case" letters. To write capital letters or characters, the Shift Levers, Fig. 2, must be used, holding either one of them down while striking the key for the desired letter.

If you want to write all capitals, press down on the Shift Lock Key at the left (See Fig. 2). The Shift Lock Key is released automatically by pressing down on the Shift Levers.

## **BACK SPACER**

If for any reason you want to move the carriage back (to the right) just a few spaces, press down on the Back Space Key, Fig. 2, once for each space that you want the carriage to go back. Refer to the section herein, entitled, "Writing Point," for the method of locating desired positions or spaces for correction, and to "Marginal Releases" if you want to backspace past the left margin stop.

## **SPACE BAR**

Each time you depress the Space Bar, Fig. 2, the Carriage moves one space to the left, without printing. Be sure to take one stroke on the Space Bar between each word.

## **RIBBON DIAL, COLOR INDICATOR LEVER AND STENCIL DEVICE**

This device controls the printing position of the ribbon with reference to color. Setting the Color Indicator Lever (See Fig. 2) in the upper dial notch (black), each key stroke will print on the upper half of the ribbon. With the Lever set in the lower notch (red), the type will strike on the bottom half of the ribbon.

When you want to cut a stencil, set the lever in the middle notch (white). When in this position, the type does not strike the ribbon. Be sure to set the Color Indicator Lever back to its usual position after cutting the stencil, or you will wonder why the machine does not print when used again.

Be sure to clean the type thoroughly before cutting a stencil. Use a good cleaning solution and a brush. When brushing or wiping the type do so with a motion toward the front and back of the machine and not sideways, as a stroke to the left and right may be detrimental to good alignment. Pick hardened dirt and ink from such letters as e, g, s, o, etc., with a common pin.

On the Silent model better stencils can be obtained if the regular "Silent" Platen is replaced with a harder platen roll. For platen replacement, refer to Interchangeable Platen.



## **TABULATOR**

If the machine is not equipped with the Tabulating mechanism, simply disregard this reference.

Depressing and holding the "Tab." key, located at the right side of the keyboard, causes the Carriage to move to the left. This movement of the Carriage when the tabulator key is depressed will be arrested at the various locations for which you have set the stops, on the tabulator rack. The Tabulator Rack is the square slotted rod extending the length of the Carriage in back and is located about an inch below the Margin Stop Rod. (Margin Stop Rod is shown in Fig. 2.)

To set Tabulator Stops for ordinary correspondence on the usual business letterhead and assuming that you have already set the left Margin Stop at "10," for a 10 space margin, the first Tabulator Stop should probably be set at "15," for paragraphs indented 5 spaces. Note, by the numbers of the front scale, just where you need to set Tabulator Stops for the date space, company name and for the signature. These positions may come at "30," "45" and "56" on the scale. Locate slot number "15" on the Tabulator Rack. Raise the Tabulator Stop nearest the 15 slot high enough to allow sliding the Stop on the Rack so that it can be pushed down into the "15" slot if chosen.

If the Stops have been entirely removed from the Tabulator Rack, simply push a stop down into the "15" slot from the top surface of the Rack. In a similar manner place another stop in the "30" slot, a third in the "45" and the fourth in the "56," providing that these are the numbers you have chosen for your work. When placing the stops in the slots of the Tabulator Rack, be sure that they slant away from the machine and to push them way down on the Rack.

## **"TOUCH" SELECTOR**

In "Touch" Selector, our engineers have provided a simple means of altering "Touch" Tension to suit individual styles of typing. This is as easy for the operator to manipulate as it is to change from single to double linespacing or from black to red on the ribbon.

MOVE THE CARRIAGE TO THE EXTREME LEFT and raise the Coverplate as shown in Fig. 10.

The Touch Selector Lever and Touch Selector Dial are located directly beneath the Coverplate at the left. (See Fig. 10.)

The Touch Selector Dial provides 7 locations for the Touch Selector Lever and the "touch" tension on Keylevers is increased as the lever is moved from 1 to 7 or from the extreme forward position to extreme rear position on the Dial. Simply push the Lever backward from 1 to 2, 3, 4, 5, 6 or 7, whichever seems to be the best for your particular typing technique.

The No. 2 position is so-called "Factory Standard." The best "Touch" for you can soon be determined by typing with the Selector Lever in various experimental positions.

After setting the Selector Lever, close the Coverplate and be sure that it is snapped way down in latched position where it won't rattle or be marred by the Linespace Carriage Return Lever.

## **HAND-CONTROL OF RIBBON TRAVEL**

To always provide a fresh printing surface for the type to strike on, the ribbon travels back and forth from one spool to the other automatically without attention. It may be desired to control the travel of the ribbon by hand, as when changing the ribbon, etc., which may be done by pressing forward the Manual Reverse Lever (See Fig. 2). The Manual Reverse Lever is under spring tension and when it is pulled forward to change the direction of the ribbon feed, it will spring back up to normal position.

## **INTERCHANGEABLE PLATEN**

Interchanging of Platens, in the Silent model, is a simple operating feature. Raise the Paper Bail to the first rest position and for the time being leave it there. Push the right hand Platen Latch (See Fig. 3) way back with your thumb against the "Thumb Pad" of the Latch and your first finger against the rear edge of the right Carriage End (Fig. 3) for leverage. Pull the variable linespace knob, see Fig. 3, out to the "variable" position. Now lift up on the right hand Platen Knob, at the same time turning the platen as it is raised out of the machine from the right hand side.

Replace the platen from the right hand side as shown in Fig. 3. When relocating the platen, first insert the left end into the linespace wheel cup (See Fig. 3) at the same time slowly turning the platen as the right hand end is lowered into position. If the left end of the platen is properly located in the linespace wheel cup the right end will be easily seated in the right hand carriage end. As the right end of the platen is lowered be sure it does not catch on the paper release lever.

After locating the Platen in the machine, push the right hand Platen Latch way forward into latched position. If the Platen is on "variable" push the Variable Line-space Knob in. (See "Variable Linespacer" on Page 4.)

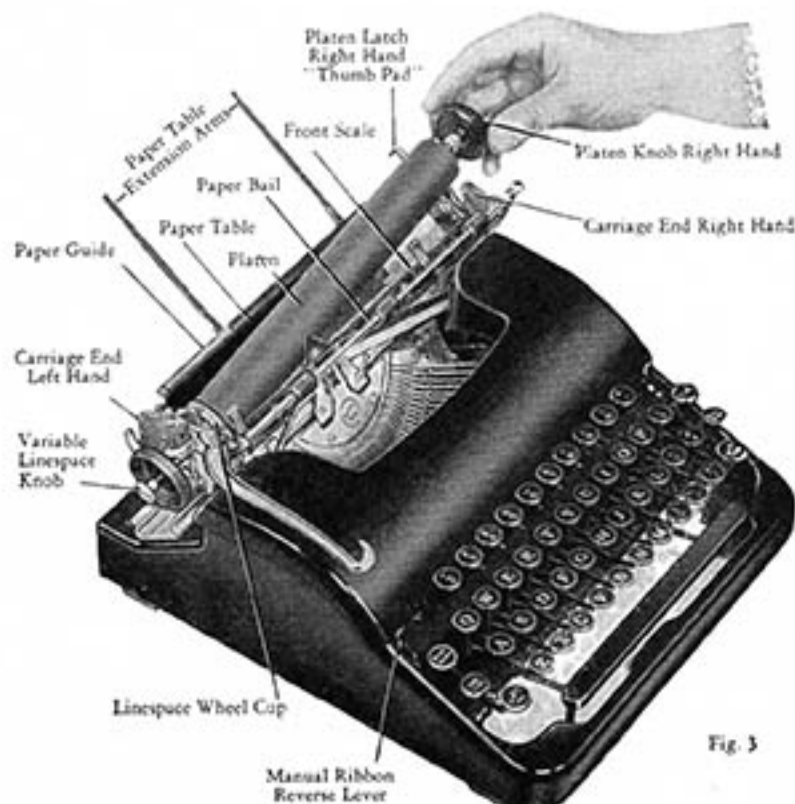


Fig. 3

## **HOW TO CHANGE OR REPLACE THE RIBBON**

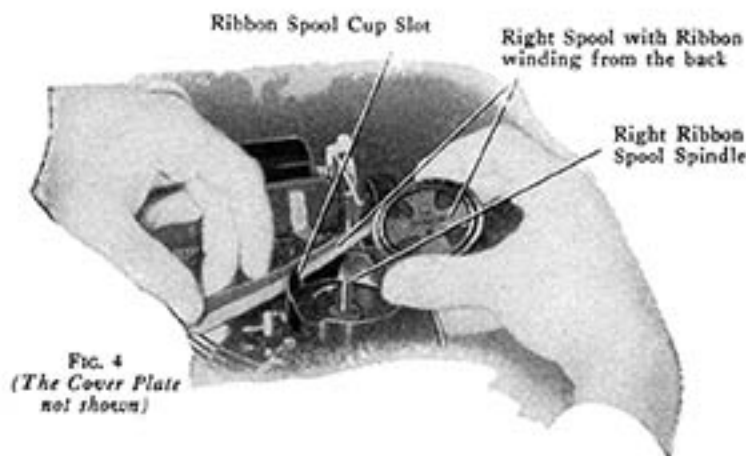
Ribbons are sold ready wound on proper spools to fit.

First, MOVE THE CARRIAGE TO THE EXTREME LEFT and lift up on the front edge of the Cover Plate, swinging it up and back on the hinges to raised rest position as in Fig. 10, Page 15. To raise the Cover Plate, grasp it at the center rear edge just above the type. If the Carriage is not moved to the extreme left before the Cover Plate is raised, the Plate might be marred on the Linespace Lever, Platen Knob or carriage end.

Before removing the ribbon note very carefully how it is threaded through the Vibrator in Fig. 9, Page 14.

Tear the old ribbon in two and take off both Ribbon Spools by lifting them up. New ribbons are wound for the right hand side. Save one of the Spools for the left. The ribbon travels to and from the BACK of the Spool. Pull off the old ribbon from the spool that is to be used on the left.

Unwind some of the ribbon from the new Spool and insert the ribbon down into the Slot in the right hand Ribbon Spool Cup, Fig. 4. Press the spool gently down over the Spindle, Fig. 4, on the right hand side with the ribbon feeding to the right. If necessary, slowly turn the Spool counter-clockwise, with slight downward pressure, until it is way down in proper position (top flange of spool about  $\frac{1}{8}$  inch above the edge of the spool cup). Do not try to force spool down into position. Now take up the slack in the ribbon by winding the spool clockwise a few turns.



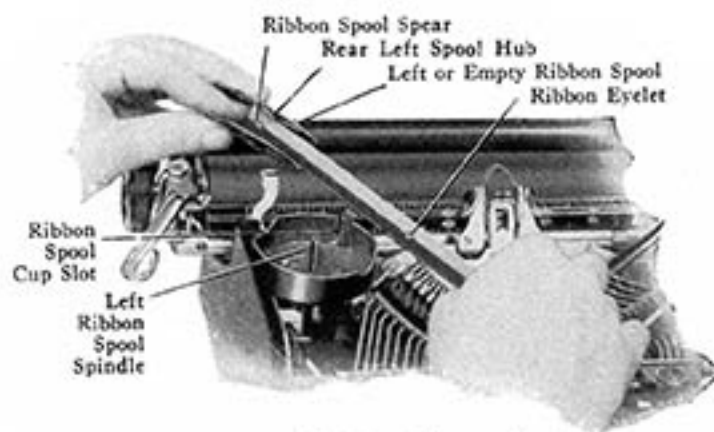


FIG. 5. (The Cover Plate not shown)

Holding the empty Spool in the left hand, tip the Spool toward you so that the back of the Hub is uppermost. Place the loose end of the ribbon on the Spool Hub over the "Spear" in the Hub. Hold the end of the ribbon tightly against the Spool Hub with the index finger of the left hand while pulling on the ribbon with the right hand until the Spool Hub Spear pierces the ribbon about  $\frac{1}{2}$  inch from the end (See Fig. 5). Wind enough ribbon onto the empty Spool to cover the Eyelet in the ribbon (See Fig. 5). Insert the ribbon down into the Spool Cup Slot in the same manner as was done on the right. Press the left Spool gently down over the spindle with the ribbon feeding to the left (if ribbon is not already feeding to the left, press forward on the Manual Reverse Lever) and then turn the Spool slowly clockwise with slight down-ward pressure until it seats way down (Top Flange of Spool about  $\frac{3}{8}$  inch above top edge of Spool Cup). Take up slack in ribbon by turning the Spool counter-clockwise a few turns. Be sure that the ribbon is winding onto the BACK of the left spool, the red half of the ribbon is down and there are no twists or folds in the ribbon.

Thread the ribbon through the Reverse Actuators, Fig. 6, on both the left and right hand sides, by sliding the upper edge of the ribbon into Slot A in Fig. 6, far enough to allow the lower edge of the ribbon to pass down into the lower portion of slot B in the Actuators.

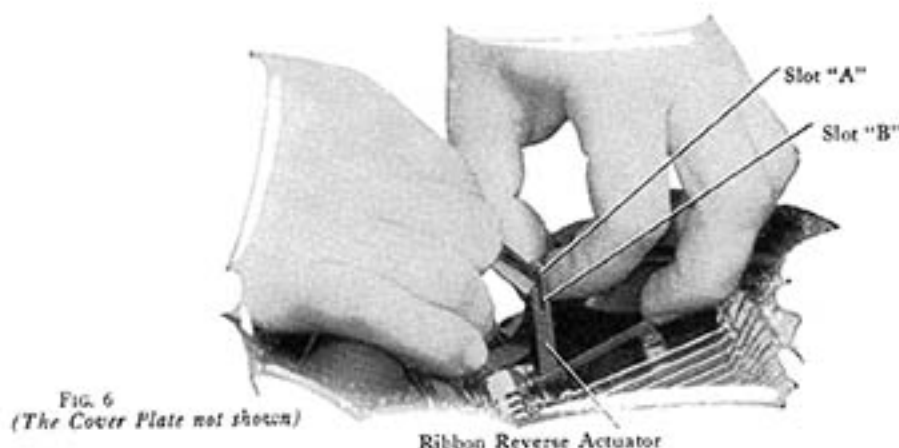


FIG. 6  
(The Cover Plate not shown)

Ribbon Reverse Actuator



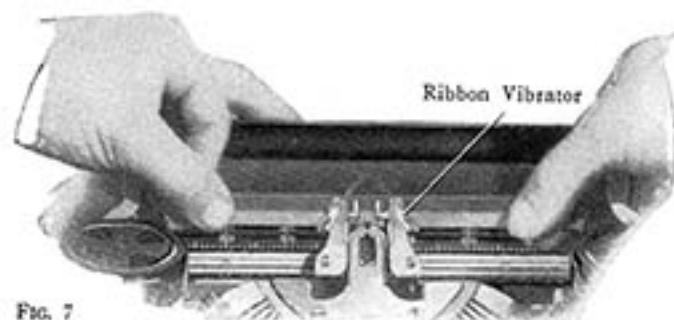


FIG. 7  
(The Cover Plate not shown)

Lock the shift in Capital position. Handling the ribbon with the thumb and index fingers of both hands, place ribbon behind the Vibrator as shown in Fig. 7. Crowd the lower or red edge of the ribbon down into the lower Loops "D" of the Vibrator, as shown in Fig. 8, far enough to allow straightening out of the ribbon so that the upper edge passes up into upper Vibrator Loops "E," as shown in Fig. 9.

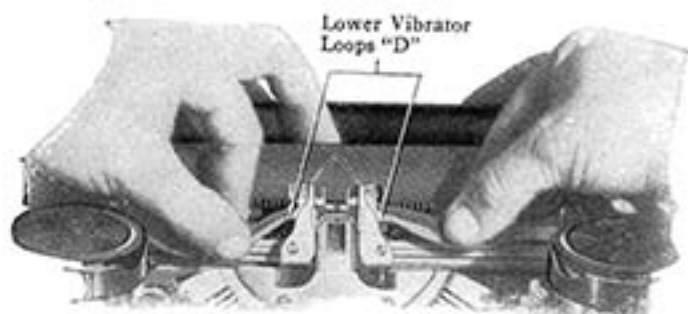


FIG. 8  
(The Cover Plate not shown)

Pull the ribbon to the right and left to make sure that it is properly threaded thru the Vibrator without twists or creases, Fig. 9. During the changing of the ribbon, if it is desirable to have either spool turn freely, manipulate the Manual Ribbon Reverse Lever, by pulling it forward, so that the Ribbon Feed is set to the opposite spool (See Fig. 2)

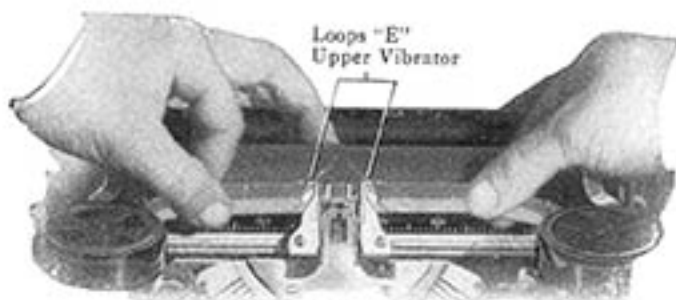


FIG. 9  
(The Cover Plate not shown)

Close the Cover Plate by swinging it down onto the machine. Be sure that the Cover Plate is way down and that the Coverplate Latch Lug (See Fig. 10) has snapped over the Springbar (shown in Fig. 10).

## REPLACING THE MACHINE IN THE CARRYING CASE

Lay the bottom part of the Carrying Case down with the lock toward you. Pick up the machine with the keyboard toward you. Holding the front part of the machine two or three inches higher than the back, set it down onto the Case Base, as shown in Fig. 1, Page 3, making sure that the cleat which sticks up from the Base near the back enters the rectangular opening in the rear part of the machine. Then push the machine toward the back of the base and press it down in front over the front Case Base Cleat, Fig. 1, until the front Cleat Latch snaps into latched position. Move the carriage to the extreme right and push down the Carriage Centering Lever, at the same time holding onto the right hand Platen Knob, see Fig. 2, so that the Carriage will travel slowly to the left as far as possible. This centers the Carriage.

Pull the Paper Release Lever (Fig. 2, Page 5) way forward to relieve tension on the Paper Feed Rollers and make sure the Variable Linespace Knob (Fig. 3, Page 11) is pushed way in.

If the Carrying Case Lid has been removed, simply hook the two sections ( Lid and Base) of the Hinges together. Make sure that the Hinge Latches (See Fig. 1, Page 3) have been properly located down on the Pins of the Hinges to securely lock them.

The case should go together easily ; if it does not, do not try to force it, but examine the machine to make sure that you have it properly centered over the Cleats, front and back, that you have centered the Carriage by pushing the Carriage Centering Lever back and that you have pushed the variable linespace knob way in.

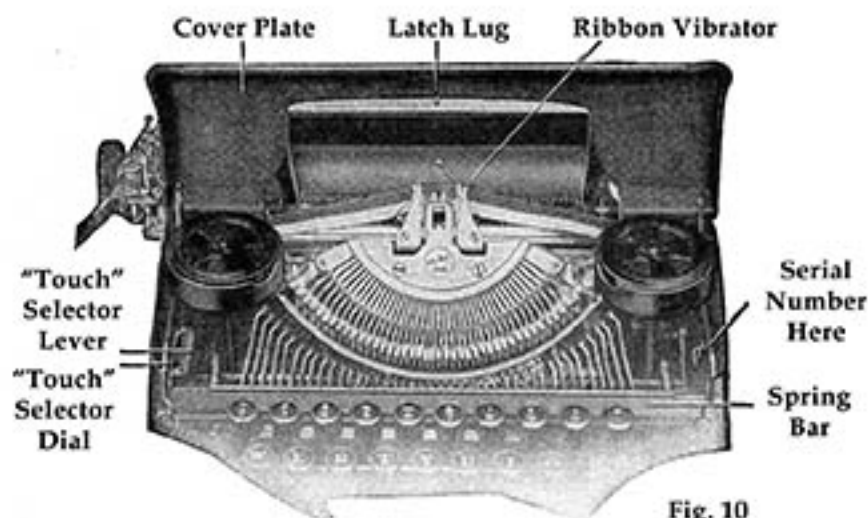


Fig. 10

## OILING

Too much and too frequent oiling tends to collect dust and does more harm than good. It is well to have your machine cleaned and oiled at least once a year by some competent service station. The manufacturers will be glad to furnish you with the name and address of the nearest competent service station in your locality.

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