

HOW TO USE
The De Luxe



L C Smith & Corona
Typewriters Inc

Syracuse New York

Warranty

This is to certify that we, the L.C. Smith & Corona Typewriters, Inc, warrant each new Corona "Zephyr DeLuxe" to be free from defects in material and workmanship. We agree to make good at our factory any part or parts which may prove defective within three months after date of delivery of such typewriter to the original purchaser. No representative has the authority to make any other warranty in our name.

L. C. SMITH & CORONA TYPEWRITERS INC.
Syracuse, New York

Serial No.....Date of Sale.....

Sold by:.....

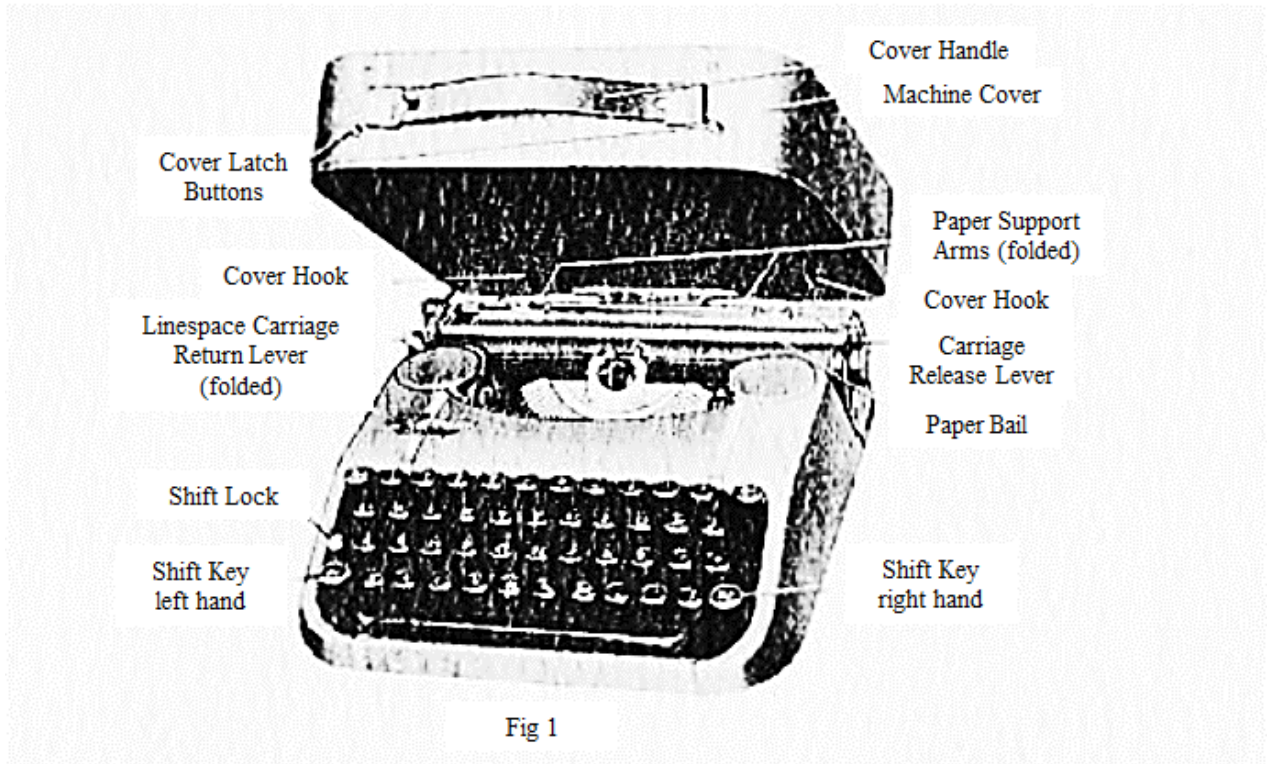
Address.....

L. C. SMITH & CORONA TYPEWRITERS INC.

The serial number, stamped on the inner surface of the machine frame—opposite the right hand shift key—positively identifies each individual machine.

REMOVING THE MACHINE COVER

Open and remove machine cover by holding inward the two Cover Latch Buttons (See Fig. 1). While these Release Buttons are held in depressed position, swing the front of the Cover up and off the machine.



GETTING THE MACHINE READY TO USE

Probably the shipping equipment was removed from this machine before you made the purchase. If, on the other hand, the typewriter was shipped to you direct, the shipping equipment will have to be taken out before the machine can be operated. Remove the shipping equipment by carefully following the illustrated method found on the small card placed over the typebars when it was prepared for shipment. This card will not be on the machine if the shipping equipment was taken out before delivery. Lift up the Linespace Carriage Return Lever from the folded position, as shown in Fig. 1, to be raised or operating position as in Fig. 2. Raise the paper support arms from the folded position as shown in Fig. 1 to the functional position as in Fig. 2.

INSERTING AND ADJUSTING THE PAPER

Holding the paper with both hands drop it down behind the Platen (shown In Fig. 2) and in front of the Paper Table (shown in Fig. 2). Then push the paper gently down into the machine while turning either Platen Knob (See Fig. 2) In the direction away from you until the top edge of the paper comes up in Front of the Platen. As soon as the paper shows in front of the Platen, raise the paper Bail (shown in Fig. 2) far enough to allow the paper to feed under it and then drop the Bail back down. Continue to turn the paper until it is properly located for the date, first ruled line (if ruled paper or a form is used) or to the position you wish to start your first line of writing. If the paper needs straightening, push the Paper Release Lever (See Fig. 2), backward to where it automatically snaps into released position. Now take hold of the paper at both sides, straighten it and then don't forget to pull the Paper Release Lever forward to the normal position.

MARGINAL RELEASES

Marginal Stops and Marginal Releases are most closely related and operated in conjunction with each other (See “Marginal Stops” below).

When the end of the written line is reached (depending on the location of the right hand Marginal Stop) the typebars lock firmly. By depressing the Marginal Release Key (Fig. 2), the right hand Marginal Stop is released to permit continued writing, to complete a syllable or short word. After so releasing the right hand Marginal Stop the typebars will again lock, due to the final line-Lock feature, at the extreme end of the line regardless of where the right Marginal Stop is set and then cannot again be released.

If you wish to move past the left hand Marginal Stop, 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 backspace past the left Marginal Stop, depress and hold the Marginal Release Key while the Backspace Key (See Fig. 2) is depressed once. After backspacing one space further backspacing can be done without continuing to hold down the Marginal Release Key.

MARGINAL STOPS

Marginal Stops make it possible to have each line of writing begin at a uniform distance from the left edge of the paper and end at approximately the same distance from the right edge.

To set the left Marginal Stop (See Fig. 2), move the Carriage to the point where you wish to begin the line. The Carriage is moved to the right by simply pushing it to the right. If it is to be moved to the left, hold the Carriage Release Lever (shown in Fig. 2) way forward, while holding onto either the right or left Platen Knob (See Fig. 2) to control the Carriage while it is moved to the desired location. Let us suppose that the left Margin is to be set at 20 on the Paper Bail. Move the Carriage so that “20” on the Paper Bail is exactly over the type opening in the Type Guide (See Fig. 2). Depress the Finger Pad of the left Marginal Stop (See Fig. 2) and slide the Stop to the right as far as possible. You will find that after so setting the left Marginal Stop, the Carriage will always stop at 20 or wherever you have set the Stop.

Fix upon the distance from the right edge of the paper that you want your right margin. Move the Carriage to that point and slide the right Marginal Stop to the left as far as it will go by pressing down on the Finger Pad of the right Marginal Stop, in the same manner as when setting the left Marginal Stop. If you have set the right Stop let us say at “70”, the last space you can write in will be at 70 unless you release the margin Stop (see “Marginal Release” above). The Bell rings four to eight spaces before the end of the line. The number of spaces that may be written in after the Bell rings may vary from one machine to another but the Bell, on your own particular machine, will always ring the same number of spaces before the end of the line is reached.

LINESPACING

After a line has been written and you wish to begin another, press against the “Finger Pad” of the Linespace Carriage Return Lever (See Fig. 2) giving it a spart push to the right. This not only returns the Carriage for the beginning of a new line but also spaces up the paper to the next line. Make lines either one or two spaces apart by moving the Linespace Adjuster (See Fig. 2) backward or forward.

PLATEN RELEASE

The Platen Release Lever is at the left end of the Carriage (See Fig. 2). When it is desired to write on ruled lines, fill in blanks, etc., raise the Platen Release Lever. The Platen may then be turned freely without regard to regular linespacing. After raising the Platen Release, turn the Platen (See Fig. 2) until the ruled line to be written on is even with the top or graduated edge of the Line Indicator (See Fig. 2). Be sure to push back the Platen Release Lever before you start to write again, on unruled paper, or you may wonder why the Linespacer doesn't function.

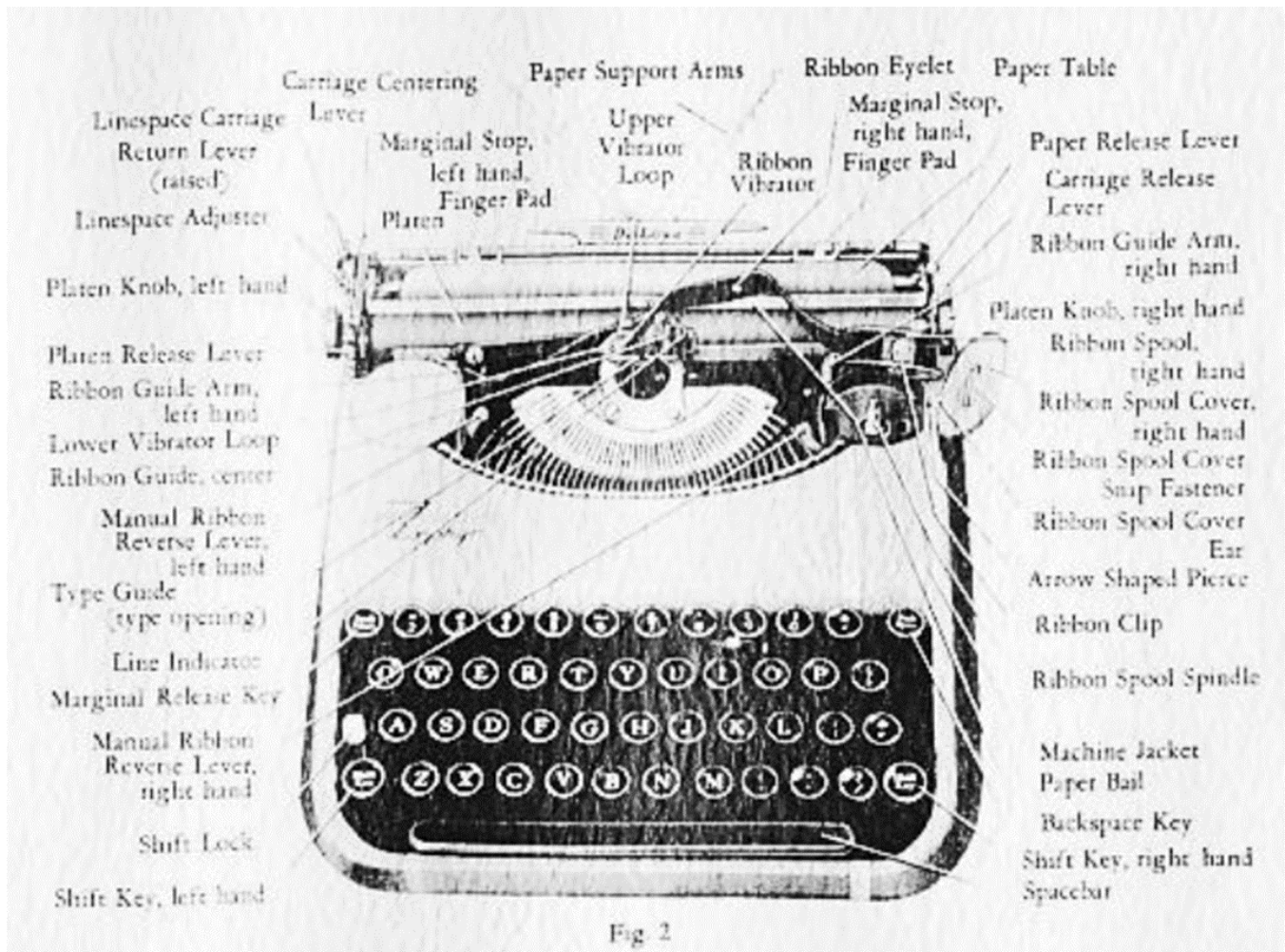


Fig. 2

CAPITAL SHIFT KEYS

The machine in its normal position writes only the small or lower-case characters. Capital letters and the upper characters, such as those on the fourth or top row of keys are written by holding down either Shift Key (shown in Fig. 2), while striking the desired letter. To write all capitals, press down on the Shift Lock, at the left of the Keyboard (See Fig. 2). The Shift Lock is released automatically by pressing down on the left Shift Key.

SPACEBAR

Each time that you depress the Spacebar (shown in Fig. 2) the Carriage moves along one space to the left without printing. Be sure to depress the Spacebar after each word written.

BACK SPACE

When, due to an omission or error, you wish to move the Carriage back (to the right) only one or two spaces, depress the Back Space Key (shown in Fig. 2) one stroke for each space desired.

CUTTING STENCILS

This machine has clean, sharp type and a powerful stroke. It is therefore excellent for cutting stencils or masters used on duplicating machines.

To cut stencils: First clean the type thoroughly with a good prepared cleaner (Typebar Brand Cleaner), or gasoline applied with a brush or cloth. Clean the type using a motion toward the front and back of the machine and not sideways, as a sideways motion might be detrimental to good alignment. Pick out the hardened dirt and ink from such letters as a, e, g,s,c,o, etc., with a common pin. Slip the Ribbon out of the Ribbon Vibrator (shown in Fig. 2) and push it down behind the Type Guide (shown in Fig. 2) where it will not interfere.

Never under any circumstances use alcohol for cleaning the type or other parts of the machine as alcohol is detrimental to the finish.

HAND CONTROL OF RIBBON TRAVEL

In order that a fresh surface of the Ribbon may always be presented for the Type to strike on, the Ribbon travels entirely automatically from one spool to the other. It may be desired, however, to control the travel of the ribbon by hand, as when changing ribbons, etc., which may be done by pulling one of the Manual Ribbon Reverse Levers (See Fig. 2) toward the front of the machine.

HOW TO CHANGE OR REPLACE THE RIBBON

Ribbons for this machine are purchased ready wound on Spools to fit and properly function. When purchasing Ribbons, ask for Typebar or Pigeon Brand for Corona Zephyr.

First, remove both Ribbon Spool Covers (Shown in Fig. 2). To remove either Ribbon Spool Cover simply pull up on the Cover at the inner edge (edge toward the type) and lift it off the machine. Before removing the Ribbon, note carefully how it is threaded through the Ribbon Vibrator and the Ribbon Guides (See Fig. 2).

If the Ribbon is to be thrown away, cut or tear it in two. Take off both ribbon Spools by lifting them up. Pull off the old Ribbon from one of the original Spools but save the U-shaped Clip that holds the end of the Ribbon on the Spool.

Unwind some of the Ribbon from the new Spool. Lay the end of the Ribbon in place on the empty Spool, force the Clip down over it and wind on a few turns. Be sure that the Ribbon is so fastened on the Hub of the Spool that it will feed to and from the back. A small arrow shaped piece in the top of the machine casing, close to each Ribbon Spool location, is visible when the Spool Covers have been removed and show the direction of Ribbon feed. The Ribbon Spools are interchangeable from left to right. When replacing the left hand Spool with the new ribbon attached to it, first slide the ribbon, edgewise, down into the slot found in the left Ribbon Guide Arm and be sure the Ribbon Eyelet (See Fig. 2) is inside (to the left of) the Guide Arm. Pull the left Manual Ribbon Reverse Lever (See Fig. 2) forward to lock the feed gear so that the spool can be located on the left Ribbon Spool Spindle by turning the Spool clockwise while at the same time pushing it down with reasonable pressure. When replacing the right Spool,

of course the right hand Manual Ribbon Reverse Lever (Shown in Fig. 2) should be pulled forward. Place the right Spool on the right Spindle (in Fig. 2) after Sliding the new ribbon attached to it, down into the slot in the right hand Ribbon Guide Arm with the Ribbon Eyelet on the Spool side, and press down gently while turning the Spool counter-clockwise until it goes completely down. On the inside of the Ribbon Spool Hub are projections which must enter one of the slots in Spool Spindles. These projections will be damaged if you force the Spools on the Spindles without following the instructions above.

Now replace the Ribbon Spool Covers. You will see that on the outer edge of each Cover is a little curved "ear" sticking out about an eighth of an inch. This "ear" fits into an arrow shaped slot or pierce in the top edge of the machine Jacket close to the spool locations. Put that side of the Cover on first, making sure that the curved ear enters the arrow opening or slot. Press the Covers down onto the Spools so that they snap down tight. As the Covers are snapped into position, be sure that they are centrally located over the Spool and in proper Relation to the machine Jacket or Casing (Shown in Fig. 2).

The next step is to thread the Ribbon through the Ribbon Vibrator (shown in Fig. 2). Lock the Shift in Capital Letter position.

Holding the Ribbon between the thumb and first finger of each hand, slip or Crowd the lower edge of the Ribbon down into the lower Vibrator Loop (See Fig. 2) far enough to allow straightening the Ribbon so that the upper edge passes up into the upper Vibrator Loop (See Fig. 2). Now place the Ribbon Behind the center Ribbon Guide (shown in Fig. 2). Pull the Ribbon two inches to the right and then to the left to make sure that it is properly threaded through the Vibrator and Guide without creases. Release the Shift Lock.

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. We, the manufacturers, will be glad to furnish you with the name and address of the nearest competent service station in your locality.

REPLACING THE MACHINE COVER

Set the machine down on a desk or table with the Keyboard toward you. Center the Carriage so that the machine Cover will fit. To center the Carriage first move it to the left. This is done by holding the Carriage Release Lever (See Fig. 2) forward. Hold down the Carriage Centering Lever, located at the left end of the Carriage (See Fig. 2) while the Carriage is moved to the right as far as possible. Fold the Paper Support Arms down as Shown in Fig. 1.

Locate the Cover over the machine with the rear edge on the desk and the Front edge held a few inches above the machine. Pull forward on the Cover while at the same time lowering the front down over the machine. This will allow the Cover to properly hook at the rear. Push the front of the Cover down until the two Cover Latch Buttons (shown in Fig. 1) securely fasten.

For compactness when desired, push the machine Cover Handle (See Fig. 1) down until it lies flat on the Cover.

The Cover should go on easily and if it doesn't, do not force it but make an Examination to see that the Carriage has been properly centered, that the Shift is Not locked, that the Paper Support Arms are folded and that the two Cover Hooks (See Fig. 1) have entered the intended openings in the back of the machine.

PS 588 11-38
Printed in U S A
by
L. C. Smith & Corona Typewriters Inc.