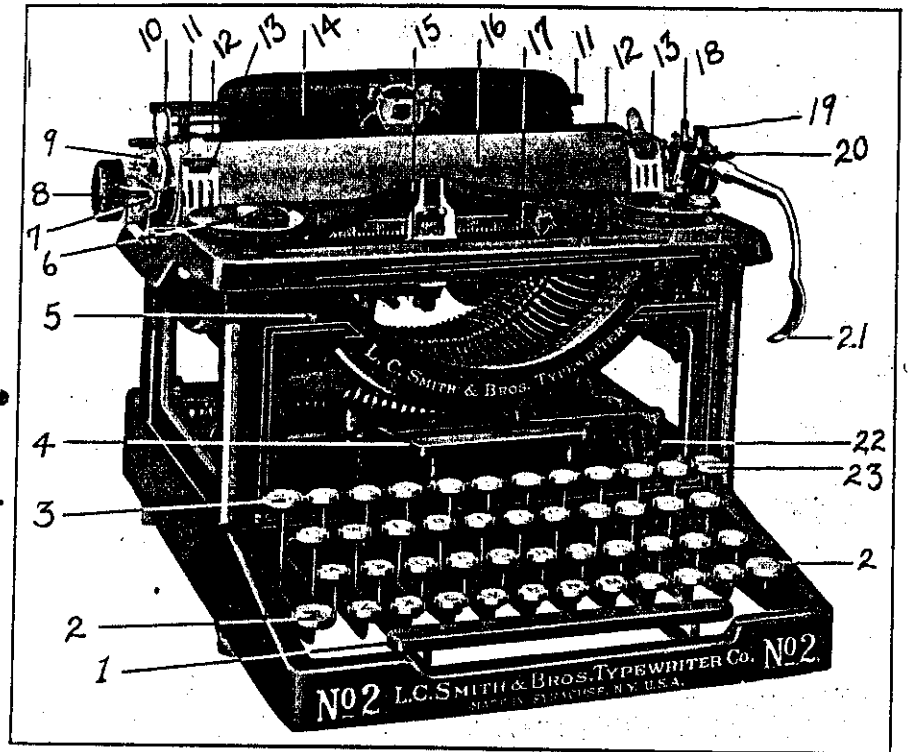


Simplified Instructions for Operating The L. C. Smith & Bros. Typewriter

Models 1, 2, 3, 5 and 6



- Fig. 1—Space Bar
- Fig. 2—Capital Shift Keys
- Fig. 3—Shift Lock Key
- Fig. 4—Tabulator Bar
- Fig. 5—Ribbon Reverse Lever
- Fig. 6—Ribbon Spool Thumb Screw
- Fig. 7—Left Carriage Release Lever
- Fig. 8—Cylinder Knob (or Twirler)
- Fig. 9—Cylinder Locking Slide
- Fig. 10—Paper Release Lever
- Figs. 11—Tabulator Stops
- Figs. 12—Right and Left Marginal Stops
- Figs. 13—Sliding Paper Fingers

- Fig. 14—Paper Table (or Rest)
- Fig. 15—Two Color Ribbon Switch Lever
- Fig. 16—Large Rubber Cylinder (or Platen)
- Fig. 17—Front Scale
- Fig. 18—Cylinder Ratchet Release Lever
- Fig. 19—Line Space Regulator
- Fig. 20—Right Carriage Release Lever
- Fig. 21—Line Space Lever
- Fig. 22—Back Space Key (or Back Spacer)
- Fig. 23—Right and Left Marginal Release Key

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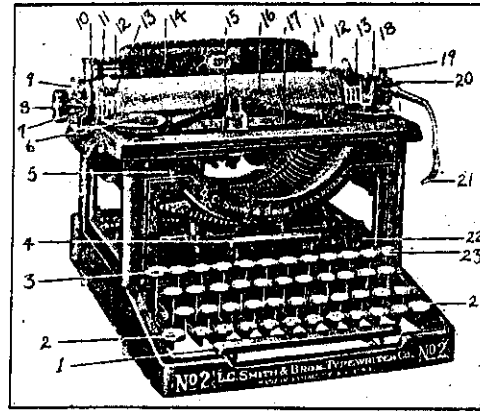


FIG. 1—SPACE BAR. The Space Bar is depressed once after each word and punctuation mark to move carriage one space to left before beginning to write the next word.

FIG'S. 2—CAPITAL SHIFT KEYS. When you wish to print Capital Letters, press down on either of these Keys and hold it down until you print the Capital Letter, release it and Type Bar Basket will drop back to normal position for printing small letters, figures, etc. The small letter "1" is used for the figure one (1).

FIG. 3—SHIFT LOCK KEY. When you wish to write all Capital Letters, press down on this Key (you need not hold it down). Then when you wish to write small letters, strike or depress the Left Shift Key (Fig. 2) and this will unlock the Type Bar Basket and cause it to drop back to normal position.

FIG. 4—TABULATOR.BAR. Set the Tabulator Stops on Rack at back of machine (Figs. 11) at 20, 40, or any number to correspond with that number or numbers on Front Scale (Fig. 17). Then press down—and hold down—Tabulator Bar until carriage reaches Tabulator Stop, write your figures, etc., then press down again and carriage will move along to next stop, etc.

FIG. 5.—RIBBON REVERSE LEVER. All L. C. Smith machines above 27,000 serial number, have automatic ribbon reverse device, causing ribbon to automatically wind itself from one ribbon spool to the other, and vice versa, by action of moving carriage, until ribbon is worn out. But if you wish to reverse ribbon or wind it rapidly from one spool to the other, when putting on new ribbon, etc., push this Reverse Lever to right or left as required, put forefinger in small cup on top of ribbon spool to turn, or wind same. Machines below 27,000 serial are not equipped with automatic ribbon reverse, and on such machines, this Reverse Lever is in the same position, but on right side of machine, and when ribbon is all on one spool, the Lever must be pushed to right or left to cause ribbon to feed back on empty spool, and vice versa.

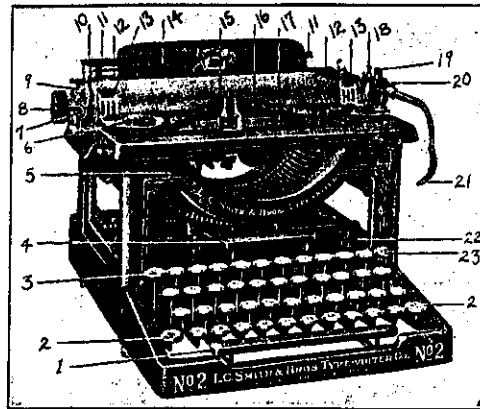
Note: The Serial or Factory Number is cut in cross bar of frame, just below and back of Fig. 22, or below center of Fig. 4.

FIG. 6.—RIBBON SPOOL THUMB SCREW. To remove Ribbon Spools from machine, unscrew these Thumb Screws.

FIG. 7.—LEFT CARRIAGE RELEASE LEVER. By depressing—and holding down—this Lever, you can move carriage rapidly to right or left.

FIG. 8.—CYLINDER KNOB (or TWIRLER). There is also a similar Knob at right side of carriage. They are used for turning Rubber Cylinder (or Platen) when inserting paper; turning paper back to printing point after an erasure has been made, etc.

FIG. 9.—CYLINDER LOCKING SLIDE. If you wish to take Platen, or Cylinder, out of machine, (to substitute a hard rubber Platen for manifolding, stencil cutting, etc.), you can do so by pushing this Slide to



rear—and also the similar slide at right hand side of Platen. But before doing so, push back Ratchet Release Lever (Fig. 18), and lift up (forward) Line Space Lever Pawl—that is connected to Fig. 21, and engages the ratchet of Platen—this Pawl is to left of Fig. 19. You can then lift out the Platen. To replace Platen, push back the Paper Fingers (Figs. 13), and drop Platen into place, pull slides forward and engage Ratchet Release and Line Space Pawl.

FIG. 10—PAPER RELEASE LEVER. By pressing forward on this lever, you throw the small rubber feed rolls away from Platen, and it leaves the paper free to be moved to right or left, or to be strengthened, if it has been put into machine crooked. After paper has been adjusted, ALWAYS PUSH THIS RELEASE LEVER BACK TO PLACE before beginning to write, so the pressure rolls will grasp the paper and turn it evenly and straight.

FIG'S. 11—TABULATOR STOPS. These Stops may be lifted off Rack and then placed at any number on scale of Rack—to correspond with same numbers on Front Scale (Fig. 17), where you desire carriage to stop.

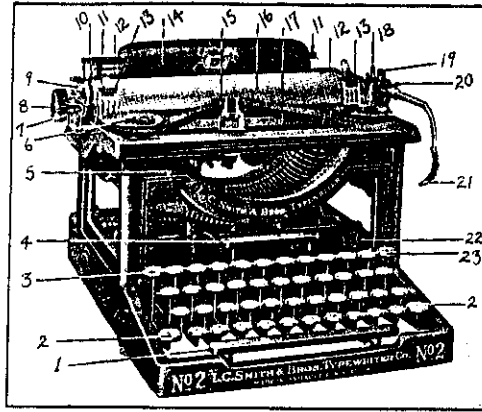
Then by pressing down on Tabulator Bar (Fig. 4), carriage will rapidly move from one stop to another, etc.

FIG'S. 12—RIGHT AND LEFT MARGINAL STOPS (on Marginal Rack behind Paper Table. You can slide these Marginal Stops to right or left by pressing thumb against the milled (rough) surface on side, or top, of each Stop. The Right Marginal Stop stops the carriage at same place each time you push the carriage to right—and regulates the Margin on left side of paper you are writing on. The Left Marginal Stop regulates the Margin on right side of paper and causes the Bell to ring in warning of the nearness of end of line, and then locks carriage so you cannot pile or write one letter on top of another. To release lock, depress Fig. 23.

FIG. 13—SLIDING PAPER FINGERS. Slide these Paper Fingers (or Guides) to either edge of paper or envelope, then move Figs. 12 to stop carriage at proper place, to prevent carriage from pushing Fingers off edges of paper.

FIG. 14—PAPER TABLE (or Rest). To insert paper, put it upon Paper Table and with left thumb and forefinger pull it down to Platen (Fig. 16), and while pulling paper, turn Right Platen Knob with right thumb and forefinger to right—or away from you.

FIG. 15—TWO COLOR RIBBON SWITCH LEVER. By pushing this Lever to left you will write through upper half of two color ribbon. By pushing it to right, you will write with lower (or Red) half of ribbon. By having this Lever exactly in center it will then stop the Ribbon Vibrator (or Guide) from throwing the ribbon up to printing point, and type will strike Platen over top of ribbon. This is a splendid feature when you wish ribbon out of the way to cut a wax stencil for mimeograph work.



The No. 5 Model machine has, instead of this Switch Lever, a Ribbon Switch Key, located at left of Tabulator Bar (Fig. 4). When this Key is in normal position, you will write with upper half of ribbon. When pressed down as far as it will go, the lower half of ribbon will be used, and when half way down—and locked by pushing to right—it will disengage the ribbon throw or vibrator for stencil cutting.

When you use a single color ribbon, and when upper half of ribbon is worn out, it is advisable to take ribbon off spools, and turn it upside down, so the bottom fresh half will be at the top, since action of machine is best when upper half of ribbon is being used.

FIG. 16—LARGE RUBBER CYLINDER (or Platen). To secure good clean writing, a new medium hard rubber cylinder should be put in machine, at least every two years.

FIG. 17—FRONT SCALE. This Scale extends from right to left of machine. (The Tabulator Rack Scale and Marginal Stop Rack Scale at back of machine corresponds with this Front Scale). If you wish to begin each line at about one inch from left edge of paper,

move Right Marginal Stop (Figs. 12) to 10 on Marginal Scale, or at 20 or 25 for narrow paper, envelopes, etc., as carriage will be stopped, each line at whatever number Marginal Stop is set at, and the Pointer on ribbon vibrator frame will point to same number on Front Scale. If you wish Bell to ring about an inch from right edge of paper, move Left Marginal Stop to about 65 or 70 on Marginal Rack Scale.

FIG. 18—CYLINDER RATCHET RELEASE LEVER (for variable spacing). To write on ruled paper, push this Lever back as far as it will go, and then turn paper from one ruled line to other by turning Right or Left Cylinder Knobs (Fig. 8). Do not use Line Space Lever (Fig. 21) when writing on ruled paper. When writing on unruled paper, pull Release Lever forward and use Line Space Lever.

FIG. 19—LINE SPACE REGULATOR. By lifting up this milled Regulator and sliding it to rear as far as it will go, the Line Space Lever will automatically make a single space between writing lines while returning carriage. Lifting and sliding Regulator to center will give you double (or two) spaces. By moving Regulator to extreme front, Line Space Lever will then make a triple space between lines.

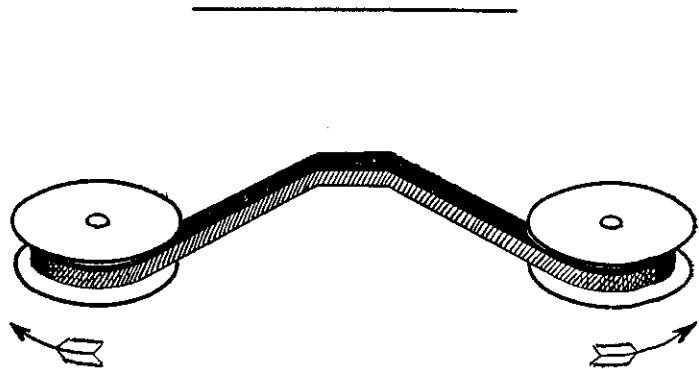
FIG. 20—RIGHT CARRIAGE RELEASE LEVER. This Lever is the same as Fig. 7 on left side of carriage.

FIG. 21—LINE SPACE LEVER. Push this Lever with right thumb and it will automatically make the space between lines and return carriage to right to begin new line.

FIG. 22—BACK SPACER. (On machines above 43,000). Depress Back Space Key firmly—do not strike it—to move carriage back one space to right.

FIG. 23—RIGHT and LEFT MARGINAL RELEASE KEY. When bell rings and line lock causes type bars to lock,

press down on this Release Key (you need not hold it down) and you can write additional characters. Should you wish carriage to go past Right Marginal Stop at any time for indexing paragraphs, marginal notes, etc., hold down on Release Key and it will permit carriage to pass regular stopping place, but on next line the carriage will stop at regular stop.



The above Cut is intended only to aid you in putting on a new ribbon and to show you how the ribbon winds or feeds onto each ribbon spool. You will note that right hand ribbon spool turns to right and that left hand ribbon spool turns to left.

Strike the Space Bar (Fig. 1) several times and see how the ribbon winds or feeds on spool, then throw Reverse Lever (Fig. 5) and note the direction the other spool turns.

Before taking the old ribbon off, always note just how it is on. Then unscrew and take off the Thumb Screws (Fig. 6) on top of each ribbon spool and take off spools. Take the old ribbon off spools, attach one end of new ribbon

to one of the spools, wind it around spool a few times, then put spool back in place, throw Reverse Lever (Fig. 5) so this spool will be free to turn. Now hold reel containing new ribbon between thumb and forefinger of one hand, place the forefinger of other hand in finger cup on ribbon spool and revolve it until ribbon is nearly all wound on spool. Fasten the free end of ribbon on other spool, put spool in place, throw Reverse Lever (Fig. 5) and wind a few turns.

See that ribbon stands straight—never allow ribbon to be twisted or turned. (If two color ribbon, always have Red half at bottom). Now put ribbon up under and back of center tooth of each guide, which you will find beside each ribbon spool, then put ribbon back of ribbon vibrator (at printing point), bring sides of ribbon forward, slip into slots of ribbon vibrator, then throw Ribbon Switch Lever (Fig. 15) or Key, so top half of ribbon will be used. All ribbons for L. C. Smith Typewriters, whether single or double color, must be one half inch wide.

NEVER SQUIRT OIL on any part of typewriter. Too much oil is a hundred times worse than no oil at all. A ten cent can of oil should last you a life time. Machine is oiled when you receive it and after that you may oil it in the following manner every few months, but first always wipe the parts to be oiled with a dry cloth—cheese cloth preferred, then put a drop of oil on finger, rag, or small camel's hair brush and apply to Ball Races or Tracks of Carriage, and on Platen or Cylinder Rod where it turns beneath Cylinder Locking Slides (Fig. 9, both sides).

NEVER OIL the Type Bar Ball Bearings or Connecting Links.