

SERVICE AND OPERATING INSTRUCTIONS



CITATION 88 PORTABLE TYPEWRITER

MODEL NO. 871.1420

This is the model number of your Tower Citation Portable Typewriter. It will be found on the underside of the cover plate of your typewriter. Always refer to the model number and serial number in all communications concerning the machine. The serial is stamped in the inner surface of the machine frame just in front of the left ribbon spool cup. Locate it by moving the Carriage to the extreme left and raise the Cover Plate.

IF YOUR TOWER PORTABLE TYPEWRITER NEEDS SERVICE AND REPAIR

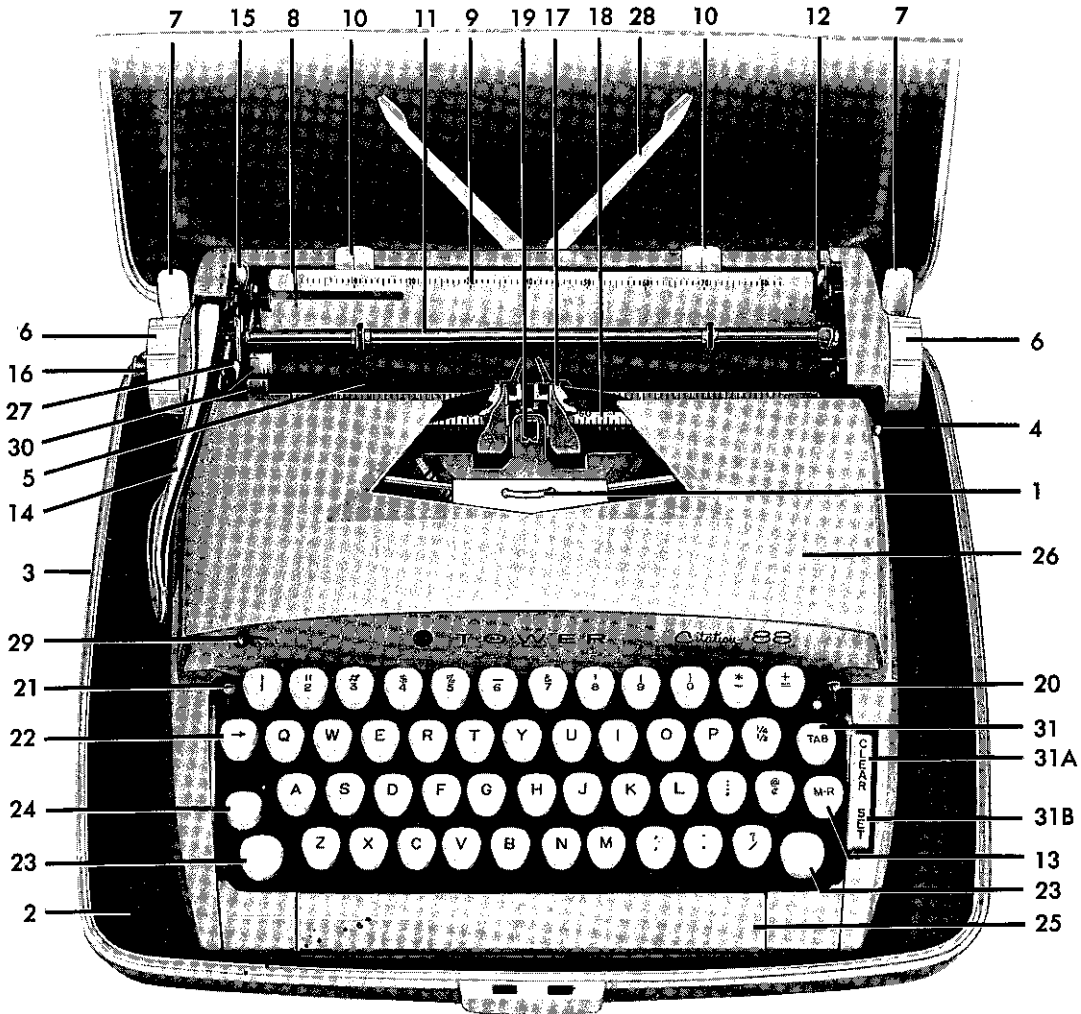
Deliver to any Sears store, who will have it serviced for you. If it is necessary to ship the machine, carefully follow packing instructions given on Page 5.

The information contained herein is valuable. It will assure you of receiving proper service at all times. We suggest you keep it with your other important papers.

SEARS, ROEBUCK AND CO.

UNPACKING YOUR TOWER CITATION

We feel sure that you will enjoy your new Tower Portable Typewriter and that the information this pamphlet contains will assist you in getting the complete satisfaction from it that thousands of our customers enjoy. SAVE THE CARTON AND ALL INTERIOR PIECES FOR USE IN THE EVENT OF RESHIPING.



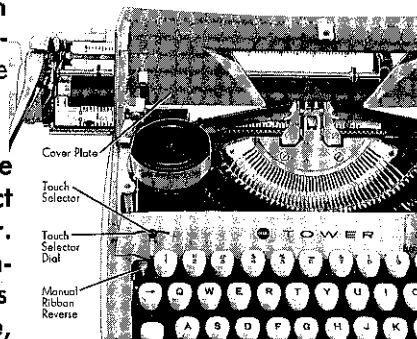
TO USE TOWER CITATION PORTABLE TYPEWRITER

1. **SHIFT SHIPPING WIRE** — There is a tag on the Shift Shipping Wire that gives the simple removal procedure. Note carefully how the Wire is used to steady the Typebar Segment Shift for the rigors of shipping so you can put it back in place if you want to reship your typewriter.
2. **REMOVING MACHINE FROM CASE** — To remove the machine from the case merely raise the front of the typewriter and draw it forward from the holding cleats at the rear of the case. The Citation 88 Portable Typewriter types best and most quietly when used out of the Carrying Case Base.
3. **STORAGE CASE** — Your Citation Storage Case is designed for maximum protection and smart convenience. Its metal construction, covered with a durable vinyl, will keep your Citation Portable dust-free and moisture-free. We recommend that when not in use your Citation be kept in its case.
4. **CARRIAGE CENTERING LEVER** — Pushing the Carriage a couple of inches to the right automatically releases the Centering Lever. To center the Carriage so it will fit the Case, hold onto the right Platen

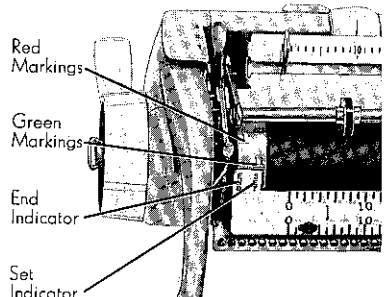
Knob (Arrow 6) with your fingers, hold the Centering Lever up with your thumb and let the Carriage move to the left as far as it will go to lock ON CENTER.

5. **PLATEN ROLLER** — Drop the paper squarely down behind the Platen Roller.
6. **PLATEN KNOBS** — Turn either the right or left hand Platen Knob toward the back of the machine to feed the paper into typing position.
7. **CARRIAGE RELEASES** — To move the Carriage to any pre-determined location, without the nuisance of spacing a notch at a time, just push it to the right. To move the Carriage to the left, hold forward either right or left hand Carriage Release.
8. **MARGIN RETAINING GUIDE** — Setting the edge of the paper against the Margin Retaining Guide, as the paper is inserted will assure uniform margins on all sheets to be typed. The Guide is horizontally adjustable. Therefore, sliding it sideways is an easy way to alter left margins yet quickly again provide the original margin.
9. **PAPER TABLE** — The Margin Retaining Guide, see paragraph above, is mounted on the Paper Table. The fully visible Margin Scale is also to be found on the Paper Table.
10. **MARGIN STOPS** — Both the right and left hand Margin Stops as well as the Margin Scale on the Paper Table are fully visible for setting the Stops. The Scale is synchronized with the Carriage Scale to make setting margins easy and accurate. Push down on the Stops and slide them to desired location.
11. **PAPER BAIL** — Slide the Paper Bail Rollers an inch and a half inside the edges of the paper being used.
12. **PAPER RELEASE LEVER** — If the paper has not fed squarely into typing position, pull the Paper Release Lever all the way forward so it is locked forward and, using both hands, straighten the paper. Do not forget to return the Release Lever to typing position. Increase the life of the Paper Feed Rolls by always locking the Paper Release Lever forward in release position each time you put your Citation away.
13. **MARGIN RELEASE KEY** — Holding down the Margin Release Key allows moving the Carriage past the left Margin Stop to type in the left margin. When the Carriage arrives at the right hand Margin Stop (usual end of the line) the line locks. To type past the right Margin Stop simply tap the Margin Release Key and go ahead.
14. **LINE SPACE LEVER** — Each full stroke on the Line Space Lever spaces the paper up and returns the Carriage for the next line.
15. **LINE SPACE ADJUSTER** — When the Adjuster is in the forward or number 1 position, paper will be spaced a single line (6 lines to the inch). With the Adjuster at the number 2 position, paper will be double spaced, and when way back at 3, you will get triple spacing.
16. **VARIABLE LINESPACE KNOB** — By pulling out the Variable Linespace Knob paper may be rolled up or down from either Platen Knob (see paragraph 6) to wherever desired, regardless of former line-spacing. This is advantageous for filling out printed forms. Upon pushing the Knob back in, the Linespace Carriage Return Lever again functions for regular spacing.
17. **LINE INDICATOR** — To find a typed line when paper is reinserted, pull out the Variable Linespace Knob and roll the paper into position so the bottom of the desired line is exactly even with the wing edges of the Line Indicator. Release the paper (pull Paper Release Lever forward) and move the paper sideways so the two white marks in the Indicator Wings are exactly opposite the centers of two typed letters. Snap the Paper Release Lever back to normal and you are then in "Registration" with previously typed work for any necessary corrections, changes or fill-ins.
18. **CARRIAGE SCALE** — Each vertical mark on the Scale represents a typing space.
19. **PRINTING POINT ARROW** — This Arrow points to the exact space where characters will print.
20. **RIBBON COLOR CHANGE LEVER** — Used for typing in black or red or, if a single color ribbon is being used, the Color Change Lever permits using both halves of the ribbon for economy.
21. **MANUAL RIBBON REVERSE LEVER** — Moving this Lever forward or back changes the direction of ribbon wind. Since the ribbon reverses back and forth automatically the Manual Ribbon Reverse Lever is seldom used except when changing ribbons.

22. **BACK SPACER KEY** — Each stroke on the Back Space Key moves the Carriage one space to the right.
23. **SHIFT KEYS** — Hold one of the Shift Keys down to type a capital letter or any of the secondary characters such as "\$"(/, etc.
24. **SHIFT LOCK KEY** — To type a number of capitals or secondary characters consecutively, push down the Shift Lock Key so it locks the type in upper typing case position. A fairly sharp tap on either Shift Key will release the Shift Lock.
25. **SPACE BAR** — Stroke the Space Bar for spacing between words, etc.
26. **COVER PLATE** — The Cover Plate protects the top of the typewriter. It is hinged. Swing it open as shown here to change the ribbon.
27. **LINE RETAINER** — This feature allows varying distances between lines and then returning to the exact, original line. Move the Line Retainer Lever forward to vary lines. Push it back up to return to original lines. Use it to write subscripts and exponents ($H_2O - 60^\circ$) or interlining like this, "Opportunities in the field^{of} of selling are being neglected."
28. **RETRACTABLE PAPER SUPPORT ARMS** — They are mounted behind the Paper Table and when folded only the tips show. Lift up one Arm and the other comes up also. These Arms prevent the paper curling over to rattle on the desk. They also hold paper up so you can read what has been typed.
29. **TOUCH SELECTOR** — Moving the Touch Selector sideways from L (low) to H (high) stiffens the action on the Typing Keys. Experimentally set the Touch Selector in the various positions to find the position which best suits your personal typing technique.



30. **PAGE GAGE** — The Page Gage is located directly to the left of the platen. The Page Gage accurately indicates in inches the exact amount of typing space remaining at the bottom of a sheet of paper. It will enable you to predetermine your bottom margin and to maintain an even bottom margin on multi-page letters. The Page Gage is graduated for paper measuring from 8" to 11" in length. To use, turn the platen until the numeral (green figures) indicating the length



of paper you are using is directly over the SET marking. The illustration shows it correctly positioned for 11" paper. Then, insert your paper in the normal manner using the platen knobs. Proceed with your typing as usual. As you near the bottom of the sheet the red numerals at the left of the indicator, as they appear over the END marking, will indicate, in inches, the exact amount of paper remaining.

Page Gage is equally effective with other length paper. With a small amount of experimenting you will readily be able to determine the proper setting for any length of paper you are using.

31. **TABULATOR** — The tabulator is provided as an aid in moving your carriage quickly and accurately to a predetermined position. Tabulators are used for typing columnar copy such as figures, for setting the date and closing positions on correspondence, for indenting paragraphs and headings quickly and many other time-saving operations.

To set a tabulator stop, move the carriage to the position at which you want the stop set and depress the SET key (31B). Repeat to set as many different stops across the paper as you desire. To tabulate, depress the TAB key and the carriage will move to the first stop set. To go to the next stop, again depress the TAB key. To clear an individual stop, tabulate to that stop position and depress the CLEAR key (31A). To clear all stops, return the carriage to the extreme right and depress the CLEAR key and the TAB key simultaneously.



PLACING THE MACHINE IN THE CARRYING CASE

Center the Carriage as explained in paragraph 4. Holding the typewriter with the front slightly elevated, locate the back of the typewriter so that the cleats in the rear of the case enter the slots in the rear of the typewriter. The front holding device is positioned to secure the machine safely.

CARE

Before closing the Case, center Carriage (see paragraph 4), push the Variable Linespace Knob all the way in. Be sure the Case Lock is securely latched.

All fine machinery must be kept clean, lubricated and in adjustment to give the very best results. You received a type brush with your typewriter. Why not form the habit of cleaning the type at the beginning of each day you type.

Raise the Cover plate (¶26) and brush the type with strokes toward the front and back of the machine — NEVER SIDEWAYS.

It is a good plan to have your typewriter checked for proper adjustment and lubrication by a competent serviceman at least once a year but preferably every six months. Too much oil can cause more harm than not enough oil. Furthermore, inferior oils cause rapid deterioration.

RE-PACKING INSTRUCTIONS

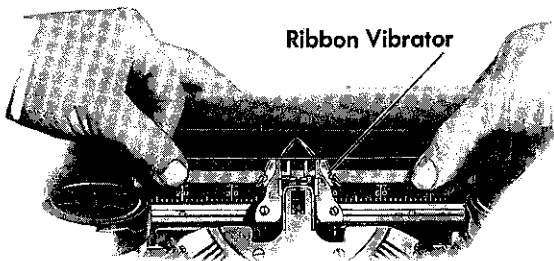
It is assumed that you saved the carton together with all the Carton Interior Pieces as well as the machine Shift Shipping Wire as was suggested at the beginning of page 2 herein.

1. Place the machine in the Carrying Case making sure it is properly located on the Holding Cleats in the front and rear of the Carrying Case Base.
2. Relocate the ends of the Shift Shipping Wire in the holes provided in the Typebar Segment Plate and the Type Shifting Ball Bearing Brackets. The Shifting Unit has to be held downward in a neutral position, so to speak, in order to properly locate the ends of the Shift Shipping Wire.
3. The instruction tag on the Shift Shipping Wire should extend forward over the Cover Plate.
4. Close the Carrying Case and make sure the Lock is latched.
5. Place the Carrying Case with the machine in it into the Carton.
6. Place the folded, corrugated paper board Interior Carton Piece over the Carry Case Handle and seal the Carton with gummed paper tape. It is a good plan to remove loosened sections of the original sealing tape before putting on the new. The new sealing tape should extend at least 4 inches over the top edges of the Carton.

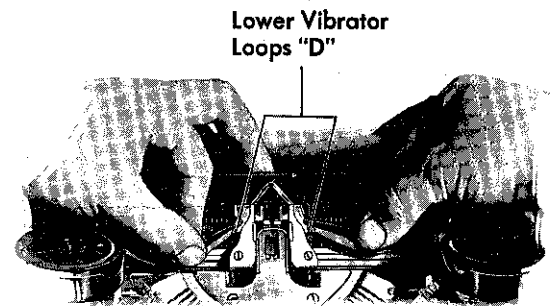
CHANGING RIBBONS

Ribbons come wound on proper spools to fit and are intended for the right hand side. Order ribbons from your Sears-Roebuck Store specifying, "For Tower Citation Portable Typewriter."

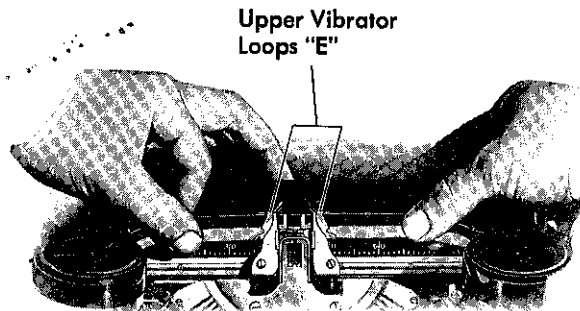
1. Move the Carriage to the extreme left.
2. Raise the Cover Plate (refer to paragraph 26).
3. Wind the ribbon on one Spool, remove the pierced end and throw away the full Spool.
4. Unwind about twelve inches of the new ribbon and place the new Spool down onto the right hand Ribbon Spool Spindle, red color down. Be sure the new ribbon is winding from the back of the Spool.
5. Hold the empty Spool so the rear Spear (Spear pointing to the left) is toward you. Pierce the end of the new ribbon with the Spear in the Spool Hub and place that Spool on the left Ribbon Spool Spindle. Make sure the ribbon is winding onto the back of the left Spool. Wind enough ribbon onto the left Spool so the metal Automatic Ribbon Feed Reversing Eyelet is covered.
6. Slide the ribbon up into the slot of both the left and right hand Ribbon Reverse Actuators. Now lock the Shift in capital position (see ¶24) and thread the new ribbon through the Ribbon Vibrator as follows:



A
Place ribbon behind Ribbon Carrier (a).



B
Squeeze lower edge of ribbon into lower loops (b).



C
Straighten so that upper edge of ribbon enters upper loops (c).

- D. Pull ribbon a little to the right and left to see that it is properly threaded through the Vibrator without curls or creases (see illustration C above).
- E. Check the ribbon to make sure it is winding to and from the BACK of each Spool, and see that both Spools are way down on the Spool Spindles (top of Spools only about $\frac{1}{8}$ of an inch above the tips of the Spindles).