Instructions For Operating
The L C Smith

L C Smith & Corona Typewriters Inc
(Established 1903)
Factory and Executive Offices Syracuse N Y
Salesrooms and Service Stations Throughout the World
Instructions for Operating

1. **Space Bar.** For spacing between words. It is operated by either thumb.

2. **Shift Keys.** When writing capitals, the type is shifted—not the carriage. The printing point is stationary and it requires no more force to shift for capitals, when using wide carriage machines, than it does for correspondence models. When shifting for capitals the shift keys should be held down until the type key stroke has been completed.

3. **Decimal Tabulator Keys.** The decimal tabulator is an inbuilt part of every machine. It enables the operator to write units under units, tens under tens, etc., in columns, and as many columns may be written on a sheet as desired. The tabulator is also used in correspondence work, enabling the operator to start writing at a particular point, for the salutation, paragraph, indentation, close and signature of the letter. There are two ways to set tabulator stops. First—place the sheet of paper in the machine. If the sheet is not ruled, place dots with a pencil on the sheet where the decimal points in each column desired are to come. Then read off from the platen scale the positions. Write the numbers down. Then set the stops at the corresponding numbers on the tabulator rack. Second—Move the carriage along the line of writing to the point where the first decimal point is to print, set a tabulator stop directly opposite the graduation on the tabulator stop indicator (23A). Set one stop for each column desired. Where words or other characters are to be written in columns, substitute in the above instructions “the first letter” in place of “decimal point.”

4. **Margin Release.** When the right hand margin stop has been set, depressing and holding the margin release key will enable you to move your carriage to zero. The left hand margin stop can be passed and the keys released from a locked position by striking the margin release key. This will permit writing to the end of the line. It must be remembered that the right hand margin stop determines the left hand margin of the paper and vice versa.

5. **Back Space Key.** Each full depression of this key back spaces the carriage one space.

6. **Line Space Lever.** One sweep of the right hand returns carriage and operates the spacing mechanism, ready to write a new line. The cut shows right hand carriage return. The left hand carriage return, which can be supplied if desired, is operated in the same manner with left hand.

7. **Printing Indicator.** If this indicates a certain number on the carriage scale, for instance “20”, the next letter written will be at “20” on the platen scale (See No. 10).

8. **Carriage Scale.** See Number 7—“Printing Indicator.”

9. **Ribbon Spool Lock Screws.** By unscrewing these when it is desired to change the ribbon, the spool may be removed from the machine.

10. **Platen Scale.** The function of the platen scale is to accurately locate horizontal positions on the paper. Vertically, the printing point is two line spaces above the platen scale. With the paper guide pushed way in and the right hand margin stop set, for example, at “10” on the margin stop rack, the first letter printed with the carriage against the right hand margin stop will register at “10” on the platen scale. This scale is also used when reinserting work or straightening the paper. The characters of the written work should be placed directly over the graduations.

11. **Paper Fingers.** These help to hold the paper against the platen. They are provided with auxiliary feed rolls. They can be set as close together as desired, but can never be hit by the type. The carriage when released will automatically push them out of the way. If desired, a bail can be supplied instead of paper fingers.

12. **Line Space Regulator.** This knurled thumb piece has the figures “1,” “2” and “3” on top and can be turned so one of these figures, corresponding to number of spaces desired between lines, comes around to the side opposite the operator and nearest the platen. This gives one, two or three spaces as desired.
13. Carriage Release Levers. A slight pressure on either one of these permits the carriage to be moved to the right or left to any desired point.

14. Variable Line Spacer. This mechanism cannot be seen on the chart, as it is contained inside the platen roll. On right hand carriage return, as shown in cut, it is operated by pushing in the right hand platen knob, and on the left hand carriage return it is operated by pushing in the left hand platen knob. See platen locking sleeve (15).

15. Platen Locking Sleeve. By pushing this in and turning clockwise, the variable line spacer may be locked in, so that the platen can be turned free from the ratchet by turning the platen knobs. In case of left hand carriage return, turn in opposite direction.

16. Platen Knob. Used when it is desired to turn the platen by hand.

17. Platen Locking Springs. These may be pushed back, to allow the platen to be removed or replaced. They must be pushed forward again when platen is in position.

18. Platen. Quickly interchangeable. Convenient when desiring to use a hard, brass, card, drug label, library or index card platen or stencil platens, etc.

19. Ribbon Carrier. Each depression of a key brings the ribbon in position to receive the type stroke.

20. Marginal Stops. There are two of these movable stops, one at each end of the marginal rack, and they can be set to give the desired width of margin at either edge of the paper. To release, press down, then slide to desired position. Be sure that they snap into position.

21. Tabulator Stops. These are used in connection with the decimal tabulator and are set to any desired position for writing figures in columns, for paragraph indentations, etc. (See No. 3—Decimal Tabulator.)


23. Tabulator Rack. (See No. 3.) The graduations on this rack also correspond to the carriage and platen scales.

23A. Tabulator Stop Indicator. This plate has one graduation which is used as a tabulator stop guide for placing tabulator stops in the correct position on the tabulator rack in relation to the position of the carriage. (See No. 3.)

24. Paper Table. Against this the paper rests. It is hinged so that it can be brought forward when setting marginal stops and tabulator stops.

25. Paper Guide. This enables the operator each time to insert the paper at the same place in the machine. When pushed way in, edge of paper rests at '0'.

26. Paper Release Lever. This releases the grip of the feed rolls and enables operator to straighten, adjust the paper easily or to insert a large number of carbon copy sheets. When inserting a "book" of copy sheets, it is advisable to release the feed rolls and insert the sheets in the machine. Then return the release lever to its original position. This enables the operator to obtain the same relative printing on the original and all copy sheets.

27. Line Finder. This enables the operator to reinsert the paper accurately. When desiring to bring a given line or position on the paper to the printing point and writing line in the machine, adjust the typewritten work so that any letter on the line where the correction is desired comes over one of the graduations on the line finder. Then bring the place to be corrected to the printing point.

28. Ribbon Switch. This is used to reverse the ribbon travel at will. It is simply moved to the right or left by hand. When writing, the ribbon reverses automatically.

29. Ribbon Key. The position of this key controls the ribbon as to the printing on top or bottom as on a two color ribbon. For stencil work, this key should be set centrally (first notch from the top). In the released position the impression is made on the upper half of the ribbon. To write on the lower half, depress the key as far as possible and move to the right into locking position. For stencil work, depress half way and move to the right.

30. Shift Lock Key. By pressing this key the type shift is locked so that only capitals or upper case characters can be written. Release by pressing the left hand shift key.
Hints For The Operator

The Best Ribbon Is the Cheapest!

The ribbon furnished on this machine is extra lightly inked, to give you the sharp, clear impression usually desired. We can furnish ribbons in heavier inkings if you prefer them.

For heavy type like our No. 17 and 22 Bulletin Type, a heavy inked ribbon should be used.

Considerable saving can be effected in the purchase of typewriter ribbons, by using our Coupon Books. This plan assures you of always receiving fresh ribbons from the stocks carried by our Branch Offices.

Write or phone our nearest office for prices on ribbon coupons in any quantities of one-half dozen or more.

Carbon Papers

We can furnish you with the proper grade and weight carbon paper for the kinds of work you have to do on your typewriter.

Light weight carbon is known as four pound paper and is generally used where many copies are to be made at one writing. Five and one-half pound paper is generally used for six to eight copies and gives good satisfaction for general correspondence. Seven pound carbon is the one most generally used for correspondence, as it gives two to three good copies, is easily handled, will not curl and wears the best of all weights. For billing work or any other special uses, we can supply you with the carbon paper that fits your need.

Ask the L C Smith salesman to help you work out your carbon paper problem.

In our Supply Catalog is listed a complete line of typewriter supplies. Ask our salesman or write our nearest sales office or dealer for it.

Platen

The selection of the platen is important. A soft platen makes little noise, is easy on the touch, and saves the type ribbon and carbon paper, but will do only light manifold work. A hard platen makes more noise and also more carbon copies. Many operators prefer to have two platens, when the platens can be changed as easily as on the L C Smith typewriter. We also have special platens for writing cards and other purposes.

Fastening the Typewriter

The typewriter can be fastened to the desk in various ways, the most important point being that the machine should rest level and not be fastened too solidly to the desk, as, when this is done, it creates more noise than necessary. A felt mat under the machine will help to eliminate the desk noise to a very appreciable degree, because too solid a contact between the typewriter and the desk makes the bottom board of the desk act as a sounding board. The holding means should only serve to hold the typewriter to the desk when the desk is closed.

Watch the Ribbon Key

Sometimes an operator will strike the keys and no printed impression will result. This happens when the stencil key has been accidentally locked into "stencil" position. (See No. 29—Ribbon Key.)

Oiling

Typewriters, like other machines, should be oiled occasionally at frictional points. Use the best typewriter oil obtainable, and use only just enough to lubricate. A small drop applied with a typewriter oiler or a toothpick, is usually sufficient.

About every 60 to 90 days, oil the escape ment wheel bearing, the platen ratchet detent roller, the platen shaft, and paper release lever roller.

Platen and Paper Feed

If the platen roll or paper feed rolls soil the paper because of an accumulation of
carbon from the carbon paper or oil from the ribbon, etc., remove the platen from the machine and clean by rubbing with a cloth wet with alcohol.

Paper slipping usually is due to lack of lubrication on the paper feed roll bearings. To correct this difficulty, remove the platen from the machine and apply with a toothpick or something similar a very small quantity of the very best typewriter oil (two or three drops is sufficient for the entire paper feed) on the feed roll shafts next to each feed roll. Exercise great care not to get oil on the rubber, as oil will destroy rubber. Each feed roll should spin freely.

Sometimes a platen roll or paper feed rolls become "slick" because of an accumulation of foreign matter on their surfaces, such as carbon and wax from carbon paper, causing the paper to slip slightly. To correct this proceed as for cleaning platens.

Cleaning

Keep the machine clean. Brush off erasures and dust daily. An occasional rubbing of the machine with a slightly oiled cloth, particularly where handled, keeps the machine looking new for a long time.

Type

The type should be cleaned by a careful brushing with an ordinary type brush, such as is furnished with the typewriter. Occasionally gasoline or benzine may be used but not in such quantities as to run into typebar bearings. Do not use alcohol, as alcohol if allowed to touch the machine is likely to injure the enamel.