Owner's Booklet
Smith-Corona®
Manual Portable Typewriters
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BEFORE USING YOUR NEW TYPEWRITER, please follow these simple instructions:
1. Inspect carrying case and typewriter for possible damage from handling or shipping. In case of damage, contact carrier's agent immediately for inspection and inspection report. Otherwise, we cannot assist in recovering the claim against the carrier.

2. Fill out the Purchase Information Card and mail it in.

3. If your typewriter has to be shipped to a Dealer or Service Center for any reason, it must be repacked exactly as received to prevent damage in shipping. Be sure to save all packing materials.

raise the lid. Lift typewriter out by grasping underneath both sides of the typewriter. CAUTION: Do not lift up on space bar. If the carriage has been locked, release it by moving the carriage to the right before typing.

To Return Typewriter to Case
Before closing the carrying case lid, the carriage must be centered. Move the carriage to the extreme right. Pull up on the carriage lock (located under the right platen knob) to move carriage to the mid-position stop. Place typewriter inside case. Close the lid and be sure latches are secure.

Carrying Case
Your typewriter has been supplied with a handsome yet functional carrying case. Double-walled construction suspends your typewriter on a cushion of air; shields it from the bumps and scrapes of daily use; protects it from the more severe hazards of the car trunk, airplane luggage compartments, or handling by porters and shippers. Impact and vibration are actually absorbed between the inner and outer walls.

To Remove Typewriter from Case
Set the case on a firm, level surface, flat side down. Pull both latches out and
Note: The feature diagrams and the instructions on the following pages refer to all of the features found on Smith-Corona manual portables. It is possible, therefore, that some features illustrated may not be built into your particular model.

*On Classic 12 models only.
Operating Features

Paper Bail
The paper bail holds the paper snugly against the platen to insure sharp clear type impressions. Swing the paper bail up, out of the way, for erasing. When erasing move the carriage to the extreme right or left so erasings fall out of, not into, the typewriter.

Quick-Set Margins
Press down and move the margin stops left or right to desired positions. A warning bell sounds about seven spaces before the right margin is reached. To pass either margin stop, use the margin-release key. To pass the right margin, press the M-R key and continue typing. To pass the left margin, press the M-R key and back space to the desired position.

Inserting the Paper
For typing convenience, set the paper guide on the paper scale at zero. Drop the paper behind the platen and roll the platen knob until the paper is in position for typing. Use the paper release lever to straighten the paper, if necessary, and rest the paper bail against the paper for sharp type impressions. Raise the retractable paper support arms and rest the paper against them when you want to check or proofread work while it is still in the typewriter.
Page Gage
The page gage helps to keep bottom margins uniform. Before inserting the paper, turn the platen until the number indicating length of paper shows on the gage over SET. Insert paper. As you approach the end of the paper, the number over END indicates the bottom margin or inches remaining. All un-numbered lines indicate half inches.

Paper Release Lever
To center, straighten, or ease tension on the paper, pull the paper release lever forward. Push lever back before typing.

Carriage Release Levers
To move the carriage to the right, simply push it along. To move the carriage to the left, pull the carriage release lever towards you and move the carriage to the desired position.
Touch Selector
Use the touch selector to regulate key tension. Set the selector at L for a light typing touch, M for a medium touch, or H for a heavy touch.

Ribbon Color Selector
The ribbon color selector lets you choose the ribbon color you want. Move the selector to the black position to type with the black part of the ribbon or to the red position to type with the red part of the ribbon. For stencils, move the selector to the center position. In this position, the ribbon is not used and the typebars leave no inked impression.

Line Space Selector
There are three line space settings. Depending on your model, they are 1, 2, and 3 or 1 1/2, and 2. Try all three settings for styling. After completing a line of typing, use the carriage return lever to return the carriage to the left margin. The paper is moved up the number of spaces you choose with the line space selector.
Shift Key and Lock
To type capital letters or any character shown on the top half of a key, hold either shift key down while typing the character. To type a series of capital letters, press the shift lock down until it catches. Release the lock by touching either shift key.

Back-Space Key
Press the back-space key once for each space you wish to move back towards the left margin.

De-Jam Key
If the typebars should jam together, depress the de-jam key and the typebars will separate automatically and return to their normal positions. Typebars may jam if you strike between two keys or if you strike two or more keys at the same time.
**Tabulator**

The tabulator is used for indentations, paragraphs, columns, forms, and date and signature positions. To set stops, move the carriage to the desired position and press SET. Press the tabulator bar to move the carriage quickly and accurately to your selected stops. To clear individual stops, press the tabulator to the stop and then press CLEAR. To clear all stops, move the carriage left and right while depressing CLEAR.

**Power-Space Key**

For repeat spacing, hold down the power-space key with normal pressure. The carriage will move forward automatically until the key is released.

**Half-Space Key**

On the Classic 12 model, you can use the half-space key to correct typing errors in which a letter is to be added or omitted from a word. When the half-space key is held down, it moves the carriage forward a half space; when it is released, the carriage moves the remaining half space.

If you have left out a letter:
First, erase the incorrect word. Move the carriage back to the last letter in the word preceding the mistake, press and release the half-space key. Press the half-space key down again, keeping it down, and strike your first letter. Release the half-space key. Again, hold down the half-space key, strike the second letter, release the half-space key. Continue this process until the word is completed.

If you type one letter too many:
First, erase the incorrect word. Move the carriage back to the last letter in the word preceding the mistake. Move the carriage two spaces forward. Press the half-space key down, keeping it down, and strike your first letter. Release the half-space key. Again, hold down the half-space key, strike the second letter, release the half-space key. Continue this process until the word is completed.
Variable Line Spacer
The variable line spacer permits you to permanently change your typing line. Press in the variable line spacer while turning the platen to change to a new line space setting or to insert additional material in a previously typed sheet. When the variable line spacer is released, the typing line is set at your new position.

Line Retainer
Use the line retainer for temporary changes of line spacing when you want to return to your original typing line. Pull the line retainer forward and roll the platen to the desired position. When finished, push the retainer back and turn the platen to your original line. Your original line spacing remains intact.

Manual Ribbon Reverse
Reversing the direction of ribbon travel is done automatically at each end of the ribbon. To reverse direction at any time, move the manual reverse lever to the opposite position. The lever is located to the left of the left ribbon spool, under the cover plate.
release lever and variable line spacer to align your typing line with the previously typed material. Your basic typing line should align with the bottom line on the indicator. The vertical line should be centered over a typed character. Return the paper release lever to its normal position before typing.

**To type subscripts:** set your line spacing selector at its middle setting. Use the top horizontal line on the indicator to keep subscripts throughout a paper consistent. Align the bottom of the basic typing line with the top red line on the indicator by rolling the platen each time you type a subscript.

The indicator can also be used as a guide for vertical and horizontal rules and underlines. Simply insert a pencil point into one of the guide holes in the indicator. For horizontal lines, move the carriage from left to right; for vertical lines, roll the platen.

**Transparent Line Indicator**

Use the transparent line indicator to line up changes on forms, to re-insert a previously typed sheet, or to keep subscripts evenly placed. The bottom horizontal line on the indicator locates the bottom of the basic typing line; the top horizontal line is for placing subscripts; the vertical line locates the center of a character.

**To re-insert a previously typed sheet:** insert the paper and use the paper
Changing the Ribbon

1. Slide the cover plate toward you.
2. Wind the used ribbon as far as possible on to one of the ribbon spools. Use the manual ribbon reverse, if necessary.
3. Take the ribbon out of the ribbon carrier (A) by holding the ribbon on both sides of the carrier and sliding the ribbon from side to side while lifting up.
4. Remove both ribbon spools. Unfasten the ribbon from the empty spool by removing the ribbon from the hook. Discard the used ribbon and filled spool.

Remember to keep the empty spool.

5. Put new ribbon spool in right-hand ribbon cup, making sure ribbon will wind on and off the spool from the back. If you are using a red/black ribbon, make sure the red part of the ribbon is down.
6. Hook the loose end of the new ribbon onto the prong of the empty ribbon spool. Wind enough ribbon onto the spool to cover the metal eyelet on the ribbon. Then, put the spool into the left-hand ribbon cup, making sure the ribbon will wind on and off the spool from the back.

7. Slide the ribbon down into the ribbon carrier (A) and into the ribbon guides (B) next to each ribbon cup. Pull the ribbon a little from right to left to be sure it is threaded correctly.
8. Wind the ribbon onto the empty spool to take up slack. Slide the cover plate back and you are ready to type.

Purchasing Ribbons

To order replacement ribbons, use the order form supplied with your typewriter or contact any Smith-Corona dealer. When ordering from a dealer, be sure to specify the model name and serial number of your typewriter.
Changeable Type

With the Changeable Type feature, you can add special symbols and characters to your typewriter in seconds without changing your keyboard. Your typewriter has two typebars on which the type can be changed. The Changeable Type is located on the extreme left and right typebars. Just take the Changeable Type off and slip another one on. Selections can be made from such categories as Engineering, Mathematics, Language Accents, and more.

To remove type: Move typebar toward the carriage and hold it firmly. Grasp the typebar nearest the one you want to replace, lift gently, and pull forward to remove. Be careful not to damage the typebar when installing.

To replace type: Position type over the top of typebar with characters facing toward carriage. Move the type gently down and forward until type locks onto typebar. (Top of type has a lock bar to prevent improper installation.)

To change keycap: Place thumbnail in recess under the changeable keycap; lift and remove. Press replacement keycap down until it snaps into place. Accessory keycaps are supplied in one color combination only and may not match the keybutton color on your keyboard.

Note: If your typewriter has Script type style, it does not have the Changeable Type feature.

Removing the Platen

The platen is easily removed for cleaning and can be interchanged with special application platens for stencils, labels, multi-carbons, and library cards. These platens are available through your SCM dealer.

To remove the platen:
1. Hold the M-R key down and move the carriage to the extreme right.
2. Tilt back the paper bail, erasure table, and right carriage end cover.
3. Raise and hold the platen release.
latch with your left hand. With your right hand, pull the platen to the right and up while lifting out.

To replace the platen:
1. The paper bail, erasure table, and carriage end cover should be tilted back.

2. Move the carriage to the extreme right.

3. Fit left end of platen in socket and turn until it is firmly in place. If the platen does not go in easily, lift the platen slightly and push to the left and down. This should lock the platen in place.

Care and Cleaning
Smith-Corona recommends that your typewriter be adjusted, serviced, and lubricated by an SCM-trained typewriter technician at least once a year. If you do a great deal of typing, more frequent servicing may be necessary. Your Smith-Corona dealer will be glad to discuss your needs with you.

Clean the type faces using a stiff brush, commercial type cleaner, or plastic cleaning clay. Use light strokes.

Avoid getting eraser grit into the typewriter by moving the carriage to the far left or right before erasing. An excessive amount of grit may cause typebar sticking.

Remove the platen and wipe the exposed metal plate. Clean the platen and feed rolls with an ammonia-base detergent or denatured alcohol. Clean the rollers under the paper bail with the same material. CAUTION: Do not use alcohol or strong solvents on painted and plastic parts.

The finish on the typewriter will stay new-looking for years with a minimum of maintenance. Use a soft, lint-free cloth to clean exterior parts. Most smudges will come off when the cloth is dampened with warm water. Certain cleaning fluids may damage the plastic and painted parts of the typewriter.

Check Points for Operation
Before you call for servicing, be sure you have not overlooked one of the simple check points:
1. Is the ribbon threaded correctly?
2. If the typebars operate but do not print, is the ribbon color selector in the stencil position?
3. Has the carriage lock been released?
4. Have all the packing clips been removed?
5. Are the line retainer and paper release lever in their correct positions?

Serial Number
For your protection, every typewriter carries a serial number stamped on the bottom of the typewriter on the right side. Record the entire serial number, including the prefix, for use in ordering supplies and accessories and for identification in case of theft.

The description and specifications contained herein were in effect at the time this book was approved for printing. SCM reserves the right from time to time to discontinue models or to change specifications and design without notice and without incurring obligation.