SERVICE AND OPERATING INSTRUCTIONS

SEARS

CITATION 2 PORTABLE TYPEWRITER

WHITE TYPEWRITERS

MODEL NO. 871.2840 PICA
MODEL NO. 871.2850 ELITE
MODEL NO. 871.2860 SCRIPT*

*(Change-a-type unavailable)

BLUE TYPEWRITERS

MODEL NO. 871.2841 PICA
MODEL NO. 871.2851 ELITE
MODEL NO. 871.2861 ITALIC

The model number of your Sears Citation 2 Portable 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 bottom center of the right machine frame. Locate by viewing bottom of machine.

IF YOUR SEARS 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 6.

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.
We feel sure that you will enjoy your new Sears 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.

UNPACKING YOUR SEARS CITATION 2

REMOVE AND SAVE THE CARTON AND ALL INTERIOR PIECES FOR USE IN THE EVENT OF RESHIPPING.

TO USE SEARS CITATION 2 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 TYPEWRITER FROM CASE — To remove the typewriter from the case, push the “control tab” up, which is located under the bottom portion of the case latch. Raise the front of the typewriter and pull forward from the holding cleats at the rear of the case.

3. CARRYING CASE — Your Citation 2 Carrying 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. PLATEN ROLLER — Place the left edge of the paper against the paper guide so that the bottom drops evenly along the back of the Platen Roller. (See instructions for removal of the Platen Roller.)

5. PLATEN KNOBS — Turn either the right or left hand Platen Knob toward the back of the machine to feed the paper into typing position.

6. 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.

7. ADJUSTABLE PAPER GUIDE — Setting the edge of the paper against the Adjustable Paper 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.

8. PAPER TABLE — The Adjustable Paper Guide, see paragraph above, is mounted on the Paper Table. The fully visible Margin Scale is also to be found on the Paper Table.

9. PLATEN RELEASE LATCH — See instructions for removal of the Platen Roller.

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. A warning bell will sound about seven spaces before you reach the right hand margin.

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 needs to be straightened, pull the Paper Release Lever forward to release the tension. This lever will also help in inserting either a large number of sheets or exceptionally heavy paper. Increase the life of the Paper Feed Rolls by always locking the Paper Release Lever forward in release position when the typewriter is not in use.

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 depress the Margin Release Key and continue typing.

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. With the Adjuster at the number 1½ position, paper will be spaced one and one-half spaces, and when at the number 2, you will get double spacing.

16. VARIABLE LINESPACE KNOB — By pulling out the Variable Linespace Knob paper may be rolled up or down with either Platen Knob (see paragraph 5) to wherever desired, regardless of former linespacing. This is advantageous for filling out printed forms. Upon pushing the Knob back in, the Linespace Lever again functions for regular spacing.

17. TRANSPARENT LINE INDICATOR, CARD HOLDER and RULING GUIDE — 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 even with the bottom horizontal red line on the Line Indicator. Then freeing the paper with the Paper Release Lever move it horizontally until the vertical red line on the Line Indicator is directly centered on a printed character. Return the Variable Linespace Knob and Paper Release Lever to normal positions. You are then in “Registration” with previously typed work for any necessary corrections, changes or fill-ins. The top horizontal red line is a convenient guide for typing subscripts. The transparent Line Indicator and Holder retains small cards and envelopes against the platen roller and permits drawing vertical or horizontal lines on charts by using the Ruling Guide holes.

18. CARRIAGE SCALE — Each vertical mark on the Scale represents a typing space.

19. RIBBON COLOR SELECTOR — Using Black and Red Ribbon — In the upper position (black), the typewriter will print black. In the lower position (red), the red portion will print. The center area (white) is for cutting stencils. In this position, the ribbon is not used and the type bars leave no inked impression.

20. 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.
21. **BACK SPACE KEY** — Each stroke on the Back Space Key moves the Carriage one space to the right.

22. **SHIFT KEYS** — Hold one of the Shift Keys down to type a capital letter or any of the secondary characters such as "$", "/", etc.

23. **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 touch on either Shift Key will release the Shift Lock.

24. **SPACE BAR** — Stroke the Space Bar for spacing between words, etc.

25. **COVER PLATE** — Protecting the top of the typewriter, the Cover Plate can be swung open to change ribbons.

26. **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 to return to original lines. Use it to write subscripts and exponents (H₂O - 60°) or interlining like this, “Opportunities in the field of selling are being neglected.”

27. **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.

28. **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.

29. **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.

30. **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 (30B). 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 (30A). To clear all stops, return the carriage to the extreme right and depress the CLEAR key and the TAB key simultaneously.
31. **ERASURE TABLE** — Turn platen until the part of the paper on which the mistake has been made lies on the erasure table and move carriage to the side so no erasure dust falls into the machine.

32. **CHANGE-A-TYPE** — The new Sears Citation 2 is equipped with two special typebars for Change-a-type. With Change-a-type you get more versatility on your typewriter to meet special requirements. The Citation 2 comes equipped with two Change-a-type slugs and corresponding key caps installed. Additional kits are available to fill your particular needs. Each kit contains four Change-a-type slugs (8 characters) plus the corresponding key caps. Change-a-type kits are available in Engineering, Mathematical, International and Druggist.

The Change-a-type set can be stored under the Cover Plate in the space provided. See instructions on underside of Cover Plate for removal and replacement of type.

**NOTE:** When removing or replacing a Change-a-type, be careful not to twist or bend the typebar. The type slug will slide on and off with minimum of effort when positioned properly.

33. **AUTOMATIC PARAGRAPH INDENT KEY** — Each time Paragraph Indent Key is depressed the carriage will indent five spaces for paragraphs. It automatically sets itself each time you set the margin.

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**TO CHANGE YOUR RIBBON**

Replacing the ribbon on your Sears Citation 2 Portable is quick and easy. When ordering a new ribbon, specify Sears, Roebuck Ribbon, stock No. 3710 Black or No. 3711 Black and Red.

A. Remove ribbon from Ribbon Vibrator as follows: Hold ribbon with fingers on both sides of Ribbon Vibrator and slide the ribbon from right to left as you pull up and out. Note: Ribbon winds off the back of one spool and on to the back of other spool.

B. Open Ribbon Spool Cover and wind the used ribbon on to one spool using the Manual Ribbon Reverse if necessary. Remove both ribbon spools from the machine and retain the empty spool.

C. Unroll a short length of new ribbon and place spool carrying new ribbon in right hand cup. Be sure that spool is firmly in place and the red portion of the ribbon is down. Attach the end of the new ribbon to the prong of the empty spool and wind this spool until the metal eyelet is covered. Put this spool firmly in the left hand cup. The ribbon should wind freely to and from the back of each spool.

D. Drop ribbon into slot of each ribbon guide located directly adjacent to each ribbon spool cup. Hold the ribbon with fingers on both sides of Ribbon Vibrator and, by moving the ribbon from right to left, slide into Vibrator from the top.

E. Pull ribbon a little to the right and left to make sure that it is properly threaded. Take up slack in the ribbon by turning the spool. Check to see that both spools are firmly down on the Spool spindles.

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Ribbon, Vibrator
TO REMOVE YOUR PLATEN ROLLER

REMOVABLE PLATEN ROLLER—Your Sears Citation 2 Portable comes equipped with an all-purpose Platen Roller. To remove it for cleaning, swing the Right Carriage End Cover upward to open position. Swing the Paper Bail up to fully raised position. Pull the Variable Linespace Knob all the way out. Hold up on the Platen Release Latch while you lift up on the right hand Platen Knob and take the Roller out of the machine from the right. Put the Roller back left end first while slowly turning it so as to properly seat it all the way into position at the left. Now simply lower the right hand end into position so the Platen Latch automatically catches and securely holds the Roller in working position.

TIPS ON PROPER TYPEWRITER CARE

• Have a professional serviceman check your typewriter for proper adjustment and lubrication at least once a year.

• Periodically clean the face of the type with a bristle brush or approved type cleaner. Raise the Cover plate and with light strokes, brush the type toward the front and back of the machine, NEVER SIDEWAYS.

• After brushing type, remove the Platen Roller and brush out any dirt. Clean the feed rolls and platen with a cloth moistened with a platen cleaner or alcohol.

• Regularly use a dry lint-free cloth to dust off all exterior parts. Stain can be removed by rubbing gently with a damp cloth.

• After cutting stencils, always clean your type, platen and feed rolls.

REPLACING THE TYPEWRITER IN THE CASE

Pick up the typewriter with both hands and slide it onto the bottom of the case slightly raising the front end of the machine. Push the typewriter to the rear of the case and press down on the front frame at each side of the space bar. Make sure that the two-pronged cleat at the back of the case enters the slot in the rear of the machine. Before closing the cover, center the carriage and make sure the Variable Linespace Knob is all the way in.

REPACKING INSTRUCTIONS

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 to properly locate the ends of the Shift Shipping Wire.

3. Close the Carrying Case and make sure the Case is latched.

4. Place Left and Right Lower Polystyrene Corner Pads in carton and place Carrying Case in Carton.

5. Place Left and Right Top Polystyrene Corner Pads on Carrying Case and seal the Carton with gummed paper tape. The new sealing tape should extend at least 4 inches over the top edges of the Carton.