BEFORE USING YOUR TYPEWRITER

Inspect the case and the typewriter for possible damage from handling or shipping. In case of damage, contact the carrier's agent immediately for inspection and an inspection report—otherwise we cannot assist in recovering the claim against the carrier.

Fill out the enclosed registration card and mail it within 10 days from the date of purchase to register your typewriter. If your typewriter must be returned for any reason, it must be repacked exactly as received to prevent damage in shipping.

LID

To remove the lid first lie the typewriter flat. Hold the front of the lid as shown and press the two release buttons inwards with the thumbs. Lift the lid upwards and forwards.

When replacing the lid first center the carriage. To do this move the carriage to the extreme left, then with the centering lever held down move the carriage to the right until it stops in the center. Release centering lever and fit lid ensuring that the two catches at the rear are securely located in the two slots provided, then press down firmly on the lid front until it snaps into position.
PAPER BAIL

The Paper Bail holds the paper snugly against the Platen (roller) to insure sharp, clear type impressions. In addition, it provides a full-length scale for setting margins and furnishes an accurate means for inserting paper just where you want it. Swing the 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.

LINESPACE SELECTOR

Set the Linespace Selector at 1 for single spacing or pull it forward to 2 for double-spacing. After finishing a line, use the Carriage Return Lever to return the carriage to the starting point and space the paper up for the next line. The spacing you set with the Linespace Selector automatically occurs.

QUICK-SET™ MARGINS

The fully visible "QUICK-SET" margins on your new typewriter are easy to use. To set either margin, just press down on the Right or Left Margin Button and slide it to the desired position. As you are typing, a warning bell sounds about 7 spaces before the right margin is reached.

To type beyond the right margin, just depress the M-R Key and continue typing. To type beyond the left margin, depress and hold the M-R Key while moving the carriage with the Back-Space Key to the desired typing position.

POWERSPACE KEY

This feature gives you amazing electric-like carriage action when you apply pressure to the key. The carriage moves smoothly to any point on the writing line. This extra versatility in the keyboard allows you to fill in forms or ledgers rapidly, start lines within the pre-set tabs and begin your lines at any random point on the writing line.

LINE RETAINER

When you wish to vary linespacing for filling in printed forms or for typing subscripts or exponents, pull the Line Retainer forward, and space the paper by turning the Platen Knob. To return to the original linespacing, push the Retainer back.

RIBBON REVERSE

The direction of ribbon travel is reversed automatically at each end of the ribbon. To reverse the ribbon at other times, use the Ribbon Reverse Lever in front of the left ribbon spool cup.

PAGE GAGE™

The Page Gage tells how far your typing line is from the bottom of the page. On the left end of the Platen are two rows of red numbers. Before inserting your paper, turn the Platen until the number corresponding to the length of paper you are using is under the word SET on the Paper Bail. As you are typing, the numbers under the word END show how many inches remain until the bottom of the page. Unmarked lines indicate half inches.

VARIABLE LINESPACE AND LINE INDICATOR

Use these two features to register your typing when you must fill a printed form or insert a page. Push the paper release lever back and move the paper sideways to line up a typed character over the V-Notches on the line indicator then pull the lever forward. Press in the variable while you turn the platen until the bottom of the printed line is even with the horizontal edge of the line indicator, then release the variable. You can now type in perfect registration.

RIBBON COLOR SELECTOR

To type with the red part of the ribbon, move the Ribbon Color Selector at the right of the keyboard to the top position opposite the red dot; to type with the black part of the ribbon, move the lever down opposite the black dot. Use the center position for cutting stencils. In this position, the ribbon is not used, and the type bars leave no inked impression.
ERROR CONTROL

Use the Space Bar for half-spacing when you want to correct errors in which a letter has been added to or omitted from a word, as in the examples below. When you depress the Space Bar, the carriage moves a half-space; when you release it, the carriage moves the remaining half-space. By holding the Space Bar down while striking a letter, the letter prints a half-space to the right of where it would normally print.

When a letter has been left out, as in the first example, erase the incorrect word and position the carriage to type in the space immediately following “Very.” Hold the Space Bar down and strike the “t”; release the Space Bar. Depress and hold it again while striking the “r.” Do this with each letter and the word will fit neatly into the space.

When you have one letter too many, as in the second example, you must add a half-space before and after the correct word. After erasing the incorrect word, position the carriage to type in the second space after “Very.” Then type “truly” by holding the Space Bar down while striking each letter.

Very truly yours
Very truly yours
Very trully yours
Very truly yours

Use half-spacing also for justifying righthand margins and for expanding headings for emphasis.

PRESET™ TABULATOR

The TAB Key on the right of the keyboard moves the carriage to any of five tab stops quickly, easily and accurately. The red markings on top of the Paper Bail show the location of each stop. To move the carriage to a stop, just depress the TAB Key. Use the tab stops for typing columnar copy, setting dates and signatures on correspondence, making paragraph indentations and placing headings.

TOUCH SELECTOR

Use the Touch Selector at the left of the keyboard 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.

SHIFT KEY AND LOCK

To type capital letters or any character shown on the top half of a typing key, hold either Shift Key down while typing the character. Press the Shift Lock down until it catches to type all capital letters: press the left Shift Key to release the Shift Lock.

BACK-SPACE AND DE-JAM KEY

Press the back-space key once for each space you wish to move the carriage back toward the left margin. If typebars “bunch up” it may mean that you are striking between the keys; striking two or more at one time. A touch of the de-jam will release the typebars.

COVER PLATE

First center the carriage or move it to the left to make sure the carriage return lever is clear of the cover plate. Now lift the cover plate from the front and it will leave the rear guides easily. When replacing, slide the two rear catches in front of the guides on the inside of the base, then press down on front of cover plate until it is engaged by detent springs.

PAPER SUPPORT ARMS

Raise the Retractable Paper Support Arms when you want to check or proofread work that is still in the typewriter.

CARRIAGE RELEASE LEVER

To move the carriage to the right just push it along. To move it to the left, grasp the Carriage Release Lever on the right of the carriage and pull it forward while you slide the carriage.
CHANGING RIBBONS

When purchasing replacement ribbons, be sure to specify the model of your typewriter and give the serial number.

To change a ribbon, center the carriage, and remove the cover plate. Wind all the ribbon onto one spool, using the Ribbon Reverse Lever if necessary. Hold the ribbon on both sides of the ribbon vibrator, sliding the ribbon down and then up and out of the vibrator. Pull up on each of the ribbon spools, and remove both spools.

Unfasten the ribbon from the empty spool by carefully pulling off the metal clip holding the ribbon on the spool. Keep the empty spool and the metal clip; discard the old ribbon on its spool.

Set the Ribbon Reverse Lever in the right position. Unwind about 12 inches of the new ribbon, and put the new spool and ribbon into the right ribbon cup, making sure the spool is seated firmly on the spindle. Make sure the ribbon winds from the back of the spool.

Lay the loose end of the new ribbon on the hub inside the empty spool. Snap the metal clip over the ribbon to fasten it. Wind enough ribbon on the empty spool to cover the metal eyelet in the ribbon. Set the Ribbon Reverse Lever in the left position, and put the spool into the left ribbon cup. Make sure the ribbon winds to and from the back of each spool.

Slip the ribbon into the slots of the ribbon guides adjacent to the left and right ribbon spool cups.

Lock the Shift Key in the capital-letter position. Slip the ribbon between the Line Indicator and the ribbon vibrator. (See figure A above.) Holding the ribbon on both sides of the vibrator, slip the upper edge of the ribbon into the upper part of the vibrator. (See figure B.) Slide the ribbon from side to side, squeezing it so it fits into the lower part of the vibrator. (See figure C.) Pull the ribbon a little to the left and right to make sure it is correctly threaded. Take up slack by turning the ribbon spool. Replace the cover plate, making certain it is securely held in place by the front retaining springs.
SERIAL NUMBER

Record the serial number on your typewriter for use in ordering supplies and accessories and for identification in case of theft. The number is stamped on the frame inside the typewriter to the left of the right ribbon spool cup and can be seen easily when you remove the cover plate.

SERVICE

For service during the warranty period, follow the directions on the exclusive Smith-Corona Guarantee included with every new typewriter. Smith-Corona recommends that your typewriter be adjusted, lubricated and serviced only by a typewriter technician.

CHECK POINT FOR OPERATING

If typebars operate but do not print, make sure the Ribbon Color Selector is not in the stencil position.

RETRACTABLE CARRYING HANDLE

The carrying handle is located at the front of the typewriter and below the keyboard. To carry the machine it is simply pulled out, on all other occasions it is pressed back into the closed position and becomes part of the modern styling.

The base has two rubber feet extending its whole length and up the vertical face at the rear. These ensure that the machine cannot "walk" during typing and provides a suitable cushion for the machine in both standing and operating positions.