HOW TO USE

CORONA
The Personal Writing Machine

CAUTION
Ribbons for this machine are packed in round, yellow and black boxes — marked: "for Corona Automatic"
Satisfactory results cannot be guaranteed if any other ribbon is used.

CORONA TYPEWRITER CO., INC.
GROTON, N.Y.
HOW TO USE CORONA
The Personal Writing Machine

Introductory

In preparing this book the manufacturers of Corona have endeavored to explain the operation and care of their machine in the simplest manner possible. It is intended that the book be kept on hand for future reference.

While possessing all the labor-saving devices of the modern correspondence typewriter, Corona is extremely simple in construction and operation, there being only 690 parts as opposed to 2,000 or 3,000 in the ordinary machine. However, the operator should not gain the impression that, because of its simplicity, it is not liable to derangement, if mistreated or neglected.

Even though you are an experienced operator, read this book carefully. As you know, there are lots of ways of doing a thing—but only one right way.

Unpacking and Putting in Condition for Use

Remove case from box or carton and place flat on table with cover side up. (Handle is attached to cover,) Release catch by pressing button to right, open case and remove packing.

Unfold typewriter by grasping carriage and lifting it back to its position on the frame. Now release Shift Lock (See page 5) by pressing toward you. To positively insure the escapement from damage during transportation, Coronas are shipped from the factory with the Carriage Release Lever tied to the Platen Knob; if this string has not been removed from your machine, cut it. Then depress the Back Space Key in order to release the Escapement Throwout, press back Paper Release Lever and the machine is ready to operate.

Under ordinary conditions the machine is taken out of the case to be used, but it may be operated without removing from case, the lid being attached by “slip hinges” which permit removal, if desired. To remove lid, open and push to left.
Setting Paper Fingers

The Paper Fingers may be moved to the right or left by merely sliding. There is enough spring in them to permit of lifting when it is necessary to move them with paper in the machine.

It will be found that the easiest way to move the Paper Fingers, is to extend the carriage until the finger to be moved is well exposed and then slide it by pressing against the lower portion. It is advisable to set fingers to width of paper before inserting paper.

Inserting Paper

Slip paper between Platen and Paper Table and, while holding down firmly, give the Platen Knob a twirl.

In order to facilitate the inserting of all paper in exactly the same position, a Paper Guide is provided on the Margin Release Lever. By pressing this lever toward you with left hand, it is brought into a position where it acts as a guide for the left edge of the paper. Thus uniform margins on a manuscript or long letter may be maintained without resetting the margin stop.

When it is necessary to make corrections in a letter, which has been removed from the machine, the space to be filled in can be located quickly by means of the scale on the Line Indicator. First press Paper Release toward you until it catches. Then bring bottom of printed letters on a line with top of scaled wings and locate any letter so that one of the white marks on the Line Indicator will come in the center of that letter. Now throw back Paper Release Lever so that paper will be held securely in position selected and move carriage until the space to be filled in comes opposite opening in Type Guide.

If any difficulty is encountered in locating the exact writing line, raise the Platen Release Lever, thus freeing the Platen so that it may be turned to any position desired.

When a number of carbon copies are to be made it is advisable to use Paper Release while inserting.

Straightening or Adjusting Paper

Insert paper as described and feed through until several inches appear above the top of Paper Fingers. Then bring remainder of sheet forward until it touches portion you have fed through. Now press Paper Release forward until it catches, in order to free paper enough to permit of swinging it to left or right until corners of fed portion coincide with edges of the portion held in hand.
3 — Shift Lock
5L — Paper Finger (left)
5R — Paper Finger (right)
8R — Carriage Release (right)
9 — Platen Release
11L — Margin Release (left)
15 — Paper Table
16 — Platen
17 — Line Indicator
18 — Type Guide
19 — Paper Release
20 — Platen Knob
21 — Escapement Throwout
22 — Back Space Key
Use of Margin Stops

Corona is equipped with a right and left adjustable Margin Stop. In order to fix the margins at any predetermined points, tilt carriage forward until numbers on Margin Stop Scale can be plainly seen. Then press on knurled portion of a Margin Stop and slide to number corresponding with that selected on Front Scale. The left edge of Margin Stop should be fixed on the number desired. For example: if you wish to fix the left margin at the point 20 on the scale, set left adjustable stop with its left edge on 20.

When the Right Margin Stop is set on a given number, for example 60, the carriage will lock on 61, after printing on 60. Should it be necessary to write a few more letters to complete a word which cannot be divided, touch the Margin Release Lever and the carriage will proceed to the end of scale, provided Paper Finger is not set in too far.

Line Lock

Another feature of Corona is the positive line lock. By means of this simple device the type bars are automatically locked when the end of a line is reached—thus preventing the very annoying piling of letters at the end of a line. As a warning that you are approaching the end of a line the bell rings eight spaces before the carriage stops—after which, upon pressing the Margin Release Lever the carriage will proceed to the end of the scale as previously explained. (Fig. 11R.)

Writing on Ruled Lines

The Platen Release is at the left end of the carriage. When it is desired to write on ruled lines, fill in blanks, etc., raise this release. The Platen may then be turned freely without regard to regular spacing. (See Inserting Paper, Page 4).

Spacing Between Lines

The new Corona is provided with an improved Line Spacer, so that spacing is handled automatically as the carriage is returned to the head of a new line.

The left hand should be used for operating the Line Space and Carriage Return Lever.

Distance between lines is regulated by means of the Line Space Adjuster (Fig. 7). Turn the Adjuster back for double space and forward for single space.

For irregular spacing see “Writing on Ruled Lines.”
Paper Table Extension Arms

These arms may be swung up so as to form an extension to the paper table. They are particularly useful when machine is being operated in a confined space or a "book" of carbons is being made because they support the paper as it feeds into the machine and hold the completed portion of the page in a position where every word is visible. (Fig. 14).

Operation of Shift Keys

The Shift Keys are the large keys marked "Fig" and "Cap", at right and left of the keyboard.

To write a capital letter—hold down either of the keys marked "Cap", at the same time striking the desired letter.

To write a numeral or any one of the characters shown on upper portion of keys—hold down one of the keys marked "Fig".

Each of the operator's hands is supposed to control one-half of the keyboard. A capital on the left side of the keyboard is to be written with the left hand—the right hand shift key being held down by the little finger of the right hand and vice versa.
If it is desired to write a line of capital letters the Capital Shift Key may be locked in position by holding it down and pressing back the Shift Lock.

The Figure Shift Key may be locked in the same manner.
To release the lock, press forward.

**Starting a New Line**

With the left hand on the Line Space Lever push the carriage to the right as far as it will go. This automatically spaces it and brings it in position for the next line. (Fig. 6.)

**Back Spacing**

When, for any reason, it is desired to move the carriage back to the right one or two spaces, the Back Space Key should be used. This key will move the carriage one space at a time. It should be allowed to spring back to its normal position at the end of each stroke. (Fig. 22.)

**Carriage Release**

The Carriage Release permits the carriage to move to the left. It may be operated from either end of the carriage. Press it forward. (Figs. 8L & 8R.)

**Operation of Two-color Device**

Printing in either of two colors is regulated by means of the Ribbon Indicator. This indicator has two positions on the colored dial. (Fig. 4.)

1. To print with upper portion of ribbon, shift indicator to left. (Black).
2. To print with lower portion of ribbon, shift indicator to right. (Red).

**Cutting a Stencil**

Corona has clean, sharp type and a powerful stroke. It is therefore an excellent machine for cutting the stencils used on rotary duplicating machines.

To cut a stencil: First wash the type thoroughly as directed under "Cleaning" (Page 13). Then slip the ribbon out of the slots in Ribbon Vibrator and allow it to hang—it will not interfere.
Writing on Cards or Labels

It will be noticed that both the Paper Fingers and the Margin Stops on Corona may be moved close together.

For card writing, it is advisable to move the Paper Fingers so that they rest on the edges of the card. The same applies to large labels, but for small labels and stiff cards our lable holding clip should be employed. This simple device snaps on the platen and revolves with it.

Stiff cards should be fed into the machine in the usual way, after which the label holder should be snapped into place with its edge lapping the top of card. It will hold the card firmly against the platen.

When it is desired to quickly remove the label holder from the platen, press the front scale with the left thumb and twirl the platen in the direction opposite to that which it normally takes. The label holder will catch on the scale and peel off without the least trouble.

1L—Capital Shift Key (left)
1R—Capital Shift Key (right)
2L—Figure Shift Key (left)
2R—Figure Shift Key (right)
3—Shift Lock
4—Ribbon Indicator
6—Line Space & Carriage Return Lever
8L—Carriage Release (left)
11R—Margin Release (right)
22—Back Space Key
23—Space Bar
Roll Label Holder

Where a considerable number of small labels are used, as in a library, drug store, department store or shipping room, much time can be saved by buying the labels in rolls and using our new Roll Label Holder. This attachment has the distinct advantage of being supported on the carriage and therefore travels back and forth with it. It has only one movable part, is instantly attached or detached or may be left on the machine without being in the way of other work. It is packed ready for use and accommodates one or more rolls, up to a total width of four inches. Rolls of different size labels may be kept in the holder and any one of them used.

No clamps or screws are employed in fastening the holder to the machine. It simply slides over the Paper Table Extension Arms.

Renewing Ribbon

The new Corona (serial numbers above 500,000) is equipped with an automatic ribbon reverse which makes it unnecessary for the operator to pay any attention to the ribbon save to replace it when it has been in use so long that its ink is exhausted.

Both ribbon and spool used with the Automatic Reverse are slightly different from those used on earlier machines and are therefore not interchangeable.

In order that owners may make no mistake in buying proper ribbons for the new machine, we are packing these new ribbons in a distinctive box. Be sure that your ribbon is in a round, yellow and black box plainly marked “For CORONA AUTOMATIC.”

The method of changing a ribbon on Corona will now be described in detail. But owing to the necessity of tracing each step, these instructions may give the impression that changing a ribbon is an intricate operation, whereas it is really very simple. Our suggestion is that you read only one step at a time — performing the actual work on the machine.
FIRST
Throw Ribbon Indicator to "Red," slip a card or envelope between last row of keys and space bar (in order to raise Ribbon Vibrator) and remove ribbon from all guides.

SECOND
One spool is tight, the other turns freely—pull ribbon off the one that turns freely.

THIRD
Lift the other spool, carrying the ribbon, off its shaft and put a fresh spool in its place—pressing gently and turning on the shaft until it drops into position. Be sure to press it all the way down. There is a key, on the inside of the spool, which must enter slot in the shaft—otherwise the spool will stick.

FOURTH
Lift off the empty spool and attach to it the free end of ribbon—using the clip previously taken from this spool and winding ribbon on spool, in direction indicated by arrow on top of spool, until eyelet near end of ribbon is covered.

FIFTH
Now reverse ribbon mechanism by pressing at point indicated. This will free the full spool and enable you to unwind enough ribbon to permit of dropping empty spool on its shaft.

SIXTH
Wind up slack—always turning spools to right (clockwise). Then thread all guides as shown.
Reversing Ribbon

The ribbon may be reversed at any time, without waiting for the operation of the automatic device, by merely pressing the reversing mechanism of the spool which is unwinding, at the point indicated in the FIFTH paragraph of instructions for Renewing Ribbon.

Manifolding

Corona has a powerful stroke which enables the operator to do heavy manifolding without pounding.

A medium weight carbon is recommended for general purposes where only one or two copies are desired; but at times a large number are required and in such cases a light weight carbon and onion skin paper should be used.

For instructions regarding the proper way to insert a number of carbons in machine, see “Inserting Paper” (Page 4).

Putting Machine in Case

It is well to place Corona in its case before folding it. The machine is placed in the case as indicated in the illustration. The small lug or cleat on the bottom of the case must project upward through the plate which carries the little rubber bumper for the space bar. Press the machine over this lug first and then down over the rear cleats—which come inside the frame. If, when attempting to close the lid of the case, after folding the machine, it does not seem to fit—the trouble will be found to lie with the hinges, which being made to permit of removing lid have allowed lid to slide to the left—tap it back to the right.

When putting Corona in case, the cleat indicated by arrow must be first located in slot inside front of frame.
Folding the Machine

1. Push back Shift Lock, without depressing either of the Shift Keys.
2. Lock Escapement Throwout as follows: Push carriage to right, grasp Platen Knob with right hand and push the throwout back with the thumb. Holding it in this position, allow the carriage to move to the left until the throwout engages the notch in the bed plate.
3. Now take hold of the carriage at both ends and fold over onto the keyboard.

Cleaning

It is well to remember that if a typewriter is kept clean it is much less liable to get out of repair than if dirt is allowed to collect and work into the wearing parts.

To clean type, dip brush into a little gasoline, shake out and scrub type until they show up bright. The best way to get at them is from back of machine, with carriage folded.

Nickel parts should be wiped off occasionally with an oily rag.
If slots in Type Bar Segment become clogged with dust and erasings, brush out, and if necessary, flush with gasoline—then oil.
It is a good plan to have your Corona thoroughly cleaned at one of our service stations about once a year—or oftener if it acquires a heavy accumulation of dust and erasings. A thorough “blowing out” with gasoline and compressed air will free the mechanism of all dirt and surplus oil at a moderate cost.

Corona Folding Stand

To set up the Folding Stand, first pull out the telescopic legs, making sure that the catch on each joint has locked. Then raise the arms and extend the paper leaf if desired.

Before placing Corona on the stand it is well to make sure that the hinged braces, which support the arms, are fully opened.

Insert front of machine in the hook of the stand, then press back feet into the two cups.

In closing stand, first fold paper leaf, then arms, then telescope the legs by holding down catches and forcing the smaller sections into the larger.

The opening and closing of this stand is much easier than the above instructions would lead one to suppose, for both operations can be performed in less than half a minute.
Oiling

The parts to be oiled are clearly indicated in the accompanying illustrations.

Always use special oiler provided. Merely touch parts with wire and then wipe off superfluous oil. In addition to parts illustrated, oil the Spring Gib, attached to Type Guide behind scale = accessible when carriage is at extreme left or right.

Explanation

Numeral within circle O = oil once a month.
□ = oil every three months. Plain numerals = oil only if part fails to work freely or machine is cleaned.

To oil the above parts, the cover plate on underside of carriage is removed

1—Ribbon Ratchet Pawls
2—Shift Frame Pivot Screws
3—Ribbon Reversing Cam
4—Back Space Bell Crank Fulcrum
5—Feed Roll Bearings
6—Line Lock Fulcrum
7—Escapement Arm Slot
8—Stop Lever Screw
9—Lose Dog Screw
10—Escapement Arm Bearing
11—Spring Drum Screw
12—Ribbon Dial Slot
13—Escapement Rack Teeth—not visible in picture
14—Ribbon Bell Crank Pivot
WARNING

Don't leave your Corona where anyone can pick it up. It's a simple matter for a thief to get away with one of these machines and owners should keep this fact in mind.

If it should happen that your machine is stolen, lose no time in reporting full details to us and be sure to give serial number.

Corona Typewriter Company, Inc.