CHANGING THE RIBBON

The Ribbon on Corona Four is standard (12 yards long by 1-2 inch wide) and is sold already wound on a Corona spool. No other spool can be used.

Before removing the ribbon from the guides, note carefully how it is threaded through the slots.

1. Remove spool covers, ribbon and both spools.

The illustration at the right shows how to remove and replace the spool covers. Two ears, one of which is tightly hooked, hold the cover to the base. The cover should be pinched at these points in order to remove it, and the hooked ear should be inserted first on replacing.

The quickest way to remove ribbon from guides is to tear it in half and wind back on each spool. Ribbon reverse buttons are below the spools.

2. New ribbons are wound on Right Hand Spools. Therefore, save the old left hand spool and attach to it end of new ribbon—using the original clip. Wind ribbon on this spool until eyelet in ribbon is covered.

3. Replace dust covers, and re-thread ribbon in guides. By setting Ribbon Adjuster for Red the center guides are made more accessible.

This illustration shows the two stages of threading center guide. The right half of guide is completely threaded.

CORONA TYPEWRITER COMPANY, INC.
GROTON, NEW YORK, U.S.A.
MARGINAL STOPS

Two Marginal Stops (Figs. 15L and 15R) sliding on a rod scaled to correspond with scales on front of machine control the length of the writing line. To set either Stop, move carriage until Indicator (Fig. 12) points to desired number on Bail (Fig. 11), then press Marginal Stop and slide toward center as far as it will go.

MARGINAL AND LINE LOCK RELEASES

After the Marginal Stops have been set, the carriage may be moved beyond either Stop by pressing the Marginal Release Lever (Fig. 8). If, when the end of a line has been reached and carriage stops, you wish to write a few more letters to complete a word, touch the Line Lock Release Key (Fig. 19). The bell rings eight spaces before the end of the line.

LINE SPACER

To begin a new line, press the side of the left index finger against the hook of the Line Space Lever (Fig. 3). This will move the carriage to the right while automatically spacing it. Single or double line spacing is obtained by raising or lowering the Line Space Adjuster (Fig. 5).

When you wish to write on ruled lines, raise the Variable Line Spacer (Fig. 10) and turn cylinder by means of either Platen Knob. The carriage may be moved to the right or left by means of Carriage Release (Figs. 9L and 9R).

SHIFT KEYS

Capital letters and the upper characters on the fourth bank of keys are written by holding down either Shift Key (Figs. 1L and 1R) while striking the desired letter. To write all capitals, depress Shift Lock (Fig. 2). To release Shift Lock touch left Shift Key.

BACK SPACER

When, due to an omission or error, you wish to move the carriage back to the right one or two spaces, depress Back Space Key (Fig. 20), one stroke for each space desired.

RIBBON INDICATOR AND STENCIL DEVICE

When the knurled lever of the Bichrome Ribbon Indicator (Fig. 4) is at the right, the type strikes the upper half of the ribbon (black). When the Indicator is at the left, the lower half of the ribbon prints (red). To render the ribbon inoperative, for cutting stencils, set the Indicator in the middle position, when the little pin on the other end of the lever should be opposite the opening in the slot.