- ONE STEP MEMORY CORRECTION
- AUTOMATIC CARRIER RELOCATE
- DUAL PITCH
Smith-Corona Electronic Portable
Table of Contents

2. F.C.C. Statement
4. Feature Diagram
5. How to Start Typing
6. Dual Pitch
6. Ribbon Cassette: Removing and Inserting
7. Printwheel: Removing and Inserting
7. Check Points
8. Margins
8. How to Use the Tab Key
9. How to Correct
9. Relocate
10.Changing the Correction Tape
11. Other Features
12. Care and Maintenance
13. Supplies
14. Safe Operating Recommendations
15. Service
16. Warranty
How to Start Typing

**NOTE**—NUMBERS IN THIS MANUAL FOLLOWING A FEATURE NAME INDICATE REFERENCE TO THE DIAGRAM ON PAGE 4.

- Remove snap-on carrying case [30] from typewriter
  1. Push up on inside latch until latch pivots and clears machine.

- Lift lid up and off.
- To replace lid make sure lid is placed properly on the machine, [front and back], before pivoting inside latch to its locked position. Latch is locked when you hear it snap in place.

- Connect the typewriter to a proper electrical outlet.
- **Power Switch**

- Turn on power switch.
- Print point indicator [5] has automatically moved to the left preset margin. This shows where the first character will type. **Power light comes on.**

- Lift paper support [1].
- Insert paper against paper feed adjustment guide [2]. (For best results a back-up sheet of paper should be used whenever typing on a single sheet of paper.)

- Advance paper using platen knob [24], or return key [19].
- To center or straighten paper, lift paper release lever [3] up.
- When typing is completed, move power switch to off position.

**FLASHING LIGHT**

When light flashes, the typewriter has received an instruction it cannot obey. Touch SPACEBAR [17] to stop flashing light. Then review the appropriate section of instruction book and continue.

**POWER**
**Dual Pitch**

Your typewriter has been designed with the capability of typing in 2 pitches — Pica [10 characters per inch] and Elite [12 characters per inch]

- Elite — Select location 12
- Pica — Select location 10

*To type in a particular pitch*

1. Position carrier (20) to center of platen (4) by depressing space bar (17) or backspace key (26)
2. Move power switch to "off" position
3. Change printwheel to reflect typestyle and pitch desired. (To change the printwheel — read the following sections on "Ribbon Cassette: Removing and Inserting" and "Printwheel: Removing and Inserting")
4. Move power switch to "on" position
5. Move pitch selector (10) to appropriate setting (10 or 12). (If changing pitch at the beginning of a line or at a tab stop, select pitch first, then carrier return to new line or tab position)

*Note:* Depending upon the "look" you want, elite [12 pitch] printwheels can be used when the typewriter is set in 10 pitch

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**Ribbon Cassette: Removing and Inserting**

*To gain access to ribbon cassette, printwheel and correction tape*

1. Position carrier to center of platen by depressing spacebar or backspace key
2. Move power switch to off position
3. Lift cover (25). Be sure when replacing the cover that the print point indicator is located to the outside of the cover.

You'll be able to tell when the cassette needs to be replaced when you see the different colored portion of ribbon exit the cassette.

*To remove ribbon cassette*

1. Grasp cassette on both sides
2. Lift cassette STRAIGHT up and out.

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*To insert ribbon cassette*

1. If ribbon is not tight, slightly turn gear wheel on bottom of cassette in direction indicated
2. Hold cassette with ribbon toward print hammer

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**Printwheel: Removing and Inserting**

*To remove printwheel*

1. Remove cassette
2. Locate print hammer release lever (1 to the left of the print hammer)
3. Pull lever forward away from printwheel
4. Grasp printwheel and pull up to remove

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*To insert printwheel*

1. Remove cassette
2. Remove printwheel
3. Place selected printwheel between print hammer and metal ribbon guides with typewriter name facing you
4. Push print hammer release lever to original position
5. Replace cassette

**CHECK POINTS**

*If your carrier does not advance properly, check the following points:*

1. Does the ribbon cassette need replacing?
2. Does the correction tape need replacing?
3. Is there a printwheel installed?
4. Is the printwheel installed properly?
5. Is the hammer release lever in the appropriate position?
Margins

Your typewriter is equipped with pre-established margins. Pre-established settings can be used for general typing. These settings are in effect when the power is turned on.

When 10 Pitch is Selected

| Left margin at 12 | Left margin at 14 |
| Right margin at 72 | Right margin at 87 |

When typing tasks call for other than the above standard settings you can program different margins and tabs to fit your needs.

- To program margins:
  1. Position print point indicator at desired margin location. (To move the print point indicator beyond the left margin, simply backspace through the left margin. To move the print point indicator to the right of the right margin, simply space or type through right margin.)
  2. Press left margin (11) or right margin (13) key.
  3. A “beep” sound confirms the new margin.

 Note: To signal that you are nearing the right hand margin, the typewriter will beep once 5 spaces to the left of the right margin. When typing beyond the right hand margin, you hear one beep for each character typed up to a maximum of 3 characters.

How to Use the Tab Key

- To program tabs:
  1. Position print point indicator at desired tab location.
  2. Press tab set (9).
  3. A “beep” sound confirms new tab setting.

 Changing tabs does not change preset margins. 8 tabs may be set. Tabs may be set outside of margins.

 TAB CLEAR

- To remove all tab settings, depress and hold tab clear (7), until 2 beeps are heard. If you are positioned at a tab stop, you will hear 3 beeps.

- To remove one tab setting:
  1. Position print point indicator at the tab stop to be deleted.
  2. Touch tab clear and release immediately. One beep will be heard.

 FORWARD TAB

- To move to the next tab setting:
  1. Depress tab key (6).
  2. Print point indicator will move to next tab setting.

 Note: If programmed margins and tabs were set before turning the machine off, you will need to re-program your desired margins and tabs when the typewriter is turned “on” again.

How to Correct

The typewriter remembers the last 80 characters on the same line and will automatically correct any or all of those characters. Characters beyond the 80 characters of memory are easily corrected with an extra step.

- To remove any or all of the last typed 80 characters:
  1. Depress and hold the “correct” key (27) to delete incorrect characters.
  2. Type the new characters in the spaces where the incorrect characters have been deleted.

- To remove and correct only one character within the last 80 spaces:
  1. Backspace until Print Hammer points to the incorrect character.
  2. Touch the correct key until machine begins correction and release. DO NOT HOLD key down until total correction is made. Otherwise more characters may be corrected.
  3. Type correct character.

 Note: If a new pitch is selected, the 80 character correction memory is erased. The typewriter will begin to remember characters typed after an alternate pitch is selected (up to 80 characters).

- To correct a character on another line:
  1. Position Print Hammer to point to the incorrect character.
  2. Touch the “correct” key (no machine response).
  3. Type the incorrect character.
  4. Type the correct character.

 RELOCATE

 After correcting an error further back on the SAME line, this feature allows you to return quickly to where you were before correcting the error. If the correction is on the SAME line follow steps above. Then to reposition the Print Hammer at the location where you were before correcting the error. Depress the relocate key (28).
Changing the Correction Tape:

You'll be able to tell when the correction tape needs replacing when you see the different colored portion of the tape begin to unwind from the right spool.

- **To remove correction tape**
  1. Position carrier to center of platen by depressing space bar or back space key.
  2. Move power switch to "off" position.
  3. Open Top Cover.
  4. Remove Ribbon Cassette.
  5. Pull both spools off spindles.
  6. Lift up and out.

- **To insert new correction tape**
  1. Hold spool with geared flange in left hand with flange at top.
  2. Hold other spool in right hand.
  3. Hold spools a few inches apart.
  4. Slide ribbon between guides 1 and 2. Use both thumbs to guide ribbon [must be behind #1 and in front of #2].
  5. Channel ribbon over guides 3 and 4.
  6. Direct ribbon down to spindles without twisting. Ribbon at right must be directed over tension wire.
  7. Snap spools into place.
  8. Ribbon feeds and winds at back of spools.
  9. Advance left spool counterclockwise until white section of tape appears.

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Other Features

**LINE SPACE SELECTOR**

There are three settings: 1, 1½, and 2. Move selector control to reach desired position.

**PAGE GAGE**

Measures the distance remaining at the bottom of the page and helps to keep bottom margins uniform. Before inserting your paper, turn the platen until the number on the gage indicating the length of your paper is in line with the index point located on the top of the typewriter. Use the numbers on the left side of the gage when inserting your paper. As you approach the end of the paper, the numbers on the right side of the gage will line up with the index point to show you how much space is remaining for the bottom margin. All unnumbered lines indicate half inches.

**PRINT POINT INDICATOR**

A pointer appears directly in front of the margin scale indicating where the next character will print. Use this indicator to set margins and tabs.

**REPEAT ACTION KEYS**

The period, hyphen, underline, back space, space bar, "X/x" key, correct key, carrier return and index key [Depending upon model purchased] will automatically repeat if held down.

**VARIABLE LINE SPACER**

To raise the fixed typing line, rotate counterclockwise. To lower the fixed typing line, rotate clockwise.

**Typing Line Indicator**

The horizontal edge of the line indicator is aligned with the bottom edges of printed characters. (See page 10.)

**INDEX KEY**

Depression of this key will cause the typewriter to advance or line space in ½ line increments to allow subscripts to be typed easily. If this key is held down, the typewriter will begin to advance or line space continuously until the key is released.

**SHIFT LOCK LIGHT**

The Shift Lock Light will light when the shift lock key (16) is depressed. To deactivate Shift Lock depress either Shift Key (15, 18) or Shift Lock Key.
Care and Maintenance

We recommend 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.

**Note:** Always unplug the machine before using cleaning solutions on its surfaces.

**RIBBON GUIDES**

Periodic cleaning is necessary to remove dirt and ribbon residue.

1. When changing a new ribbon cassette or correction tape, use a 3” x 5” index card folded in half. Insert between the ribbon guides and rub from side to side. If the correction tape should become loose while cleaning, advance left spool counterclockwise to tighten.

**PRECAUTIONS:**

Do not bend or force the ribbon guides apart.
Do not fold the index card more than one time.

**PRINTWHEEL**

To remove residue, dip the characters into a small container of ethyl or isopropyl alcohol (rubbing alcohol), and wipe with a clean dry cloth. Do not soak the printwheel.

**PLATEN**

Wipe surface with a clean cloth saturated with ethyl or isopropyl alcohol (rubbing alcohol).

**COVERS**

To clean covers or keyboards, sponge with a mild ammonia or soap solution. Do not use household cleaners containing chlorinated compounds.

**PRECAUTIONS:**

Keep all solvents and petroleum distillates (gasoline, kerosene, lighter fluid, etc.) away from plastic parts. Keep all cleaning solutions away from electrical components. Do not let cleaning solutions splash onto moving parts.

Supplies

**CHANGEABLE PRINTWHEELS**

A variety of printwheels with different typestyles are available. See a Smith-Corona product merchandiser. Use H series printwheels only.

Printwheel numbers:
1036 Regency 10 (PICA TYPESTYLES)
1037 Tempo 10
1038 Script 10/12 (PICA or ELITE TYPESTYLES)
1034 Regency 12 (ELITE TYPESTYLES)
1035 Presidential 12

To protect printwheels not in use, store them in the original package.

**RIBBON CASSETTES**

- Use LIFT-RITE™ black carbon film ribbon for unmatched sharpness and clarity providing for a superior correction system. Because the inked surface is transferred to the paper, it can be used only once.
- Use MULTI-STRIKE black carbon film non-reusable ribbon for higher character yield and quality.

**CORRECTION TAPES**

- LITE-RITE™ correction tape lifts the LIFT-RITE black carbon film ribbon ink off the paper and can be used only with these ribbons.
- RE-RITE® correction tape is to be used with MULTI-STRIKE black carbon film ribbon and LIFT-RITE black carbon ribbon. This correction system "covers" up the error.

*For best results use LIFT-RITE correction tape with LIFT-RITE black carbon film ribbon.*
Safe Operating Recommendations

The typewriter is an electrical device with mechanical moving parts. To avoid unnecessary injury to the operator or damage to the machine, please review the following recommendations.

1. Be sure that the correct electrical current is used. (Standard United States and Canadian current is 110 to 120 volt, 60 Hz, alternating current.) Other countries may use different currents. If in doubt, check the electric rating label affixed to the typewriter. The wrong kind of current could cause an electrical short circuit and possible overheating or shocks.

2. Do not, for any reason, cut or remove the grounding prong from the power cord. Be sure it is plugged into a properly installed grounding type receptacle. The three-prong grounding plug is provided for your protection against shock hazards. Removing the prong or using an improper receptacle eliminates that protection.

3. Always turn off the power switch before reaching into the area of the ribbon cassette, correction, or printwheel.

4. Turn off the power switch when typing is completed.

5. Never insert metal objects such as screwdrivers, paper clips, nail files, etc. inside a typewriter that is plugged in. An electrical shock may result.

6. Always turn off the power switch before attempting to retrieve items which may accidentally drop into the typewriter.

7. If the typewriter is accidentally dropped, the jolt may disturb the insulation system. Disconnect the cord from the outlet before picking up the machine to avoid possible shock. Have the machine checked by a qualified service technician before using it again.

8. Do not remove the covers from the typewriter. This should be done only by qualified service technicians.

9. Always have the typewriter serviced by a qualified service technician. Always unplug machine before servicing.

10. Before attempting to clean your machine with any recommended solutions, make sure your machine is unplugged.

11. Never place the power cord or any other object inside the machine, particularly in the carrier path area.

Service

If the typewriter needs service, call the dealer from whom it was purchased, or take it to the nearest Smith-Corona Service Center. (To obtain the location of the nearest Service Center, call the appropriate toll free number: 1-800-448-1018 or 1-800-962-3000 for NY residents.)

IMPORTANT When the machine is to be shipped, for any reason, the printwheel carrier inside the typewriter must be stabilized to prevent movement and the typewriter as a whole must be properly protected from shipping and handling hazards. Therefore, be sure to save all packing material in order to repack the typewriter exactly as it was received from the factory.

If the original material is not available or if the printwheel carrier cannot be put into the correct position, the following packing method is recommended to help prevent damage during shipment. Smith-Corona will not be responsible for damage during shipment.

Step 1. Stabilizing the printwheel carrier.

Remove the top cover.
Ball up single sheets of newspaper and insert them on each side of the printwheel carrier until all open spaces are filled to capacity.
Replace top cover and tape it closed.
Place the snap-on carrying case on typewriter.

Step 2. Packing the typewriter.

Acquire a box slightly larger than your typewriter. Put wadded newspapers in the bottom of the box for cushioning.
Place the typewriter inside the box and fill the sides and top with more wadded newspapers.
Close the carton flaps and tape them shut. It is recommended that you use either filament tape or 2" wide plastic tape.
In large letters, address the package for shipment to the nearest service location. Remember to include your return address.
Warranty

90 Day Warranty
SCM Corporation warrants this typewriter against defects in material or workmanship for a period of 90 days from the date of original purchase for use, and agrees to repair or, at our option, replace any defective unit without charge for either parts or labor. Proof of Purchase will be required.

1 Year Parts Warranty
Following the first 90 days from the date of purchase and thereafter until 1 year from the date of purchase, SCM will replace any defective part at no charge. There will be a standard charge for labor and the cost of transportation.

IMPORTANT: This warranty does not cover damage resulting from accident, misuse or abuse, any modification or alteration including attaching the unit to other than the recommended receptacle or voltage, nor does it cover ribbon replacement or cleaning of the unit.

THIS WARRANTY IS VOID WHEN SERVICE OR REPAIRS ARE PERFORMED BY A NON-AUTHORIZED SERVICE LOCATION. This warranty does not cover shipping expenses to and from a service location.

NO RESPONSIBILITY IS ASSUMED FOR ANY SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES.

You may obtain warranty service through one of our service locations. To obtain the location of the nearest Service Center, call toll-free:

800-488-1018*

(In New York State, call 800-962-3000)

The toll-free numbers operate Monday through Friday, from 8:00 am to 6:00 pm on Eastern Time.

*Does not apply in Alaska, Hawaii, or Puerto Rico.

Simply take or ship the unit prepaid to the nearest service location.

Damage occurring during transit is not covered by this warranty.

NOTE: No other warranty, written or verbal, is authorized by SCM Corporation. This warranty applies to units sold in the United States and Puerto Rico only.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above exclusion and limitations may not apply to you.

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