Smith-Corona® Coronamatic® electric portable typewriters
<table>
<thead>
<tr>
<th><strong>Table of Contents</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coronamatic Ribbon Cartridges</strong></td>
</tr>
<tr>
<td>Inserting Cartridge</td>
</tr>
<tr>
<td>Removing Cartridge</td>
</tr>
<tr>
<td>Carrying Case</td>
</tr>
<tr>
<td>Feature Diagrams</td>
</tr>
<tr>
<td><strong>Operating Features</strong></td>
</tr>
<tr>
<td>On/Off Switch</td>
</tr>
<tr>
<td>Touch Selector</td>
</tr>
<tr>
<td>Page Gage</td>
</tr>
<tr>
<td>Three Position Paper Bail</td>
</tr>
<tr>
<td>Margin Settings</td>
</tr>
<tr>
<td>Inserting the Paper</td>
</tr>
<tr>
<td>Copy-Set Dial</td>
</tr>
<tr>
<td>Shift Key and Lock</td>
</tr>
<tr>
<td>Back-Space Key</td>
</tr>
<tr>
<td>Tabulator</td>
</tr>
<tr>
<td>Repeat Action Keys</td>
</tr>
<tr>
<td>Carriage Release Levers</td>
</tr>
<tr>
<td>Variable Line Spacer</td>
</tr>
<tr>
<td>Transparent Line Indicator</td>
</tr>
<tr>
<td>CORONET SUPER 12</td>
</tr>
<tr>
<td>Line Space Selector</td>
</tr>
<tr>
<td>Line Retainer</td>
</tr>
<tr>
<td>Powered Carriage Return</td>
</tr>
<tr>
<td>CORONET CARTRIDGE 12</td>
</tr>
<tr>
<td>Line Space Selector</td>
</tr>
<tr>
<td>Line Retainer</td>
</tr>
<tr>
<td>Carriage Return Lever</td>
</tr>
<tr>
<td><strong>Accessories and Maintenance</strong></td>
</tr>
<tr>
<td>Changeable Type</td>
</tr>
<tr>
<td>Removing the Platen</td>
</tr>
<tr>
<td>Preparing Duplicating Stencils</td>
</tr>
<tr>
<td>Care and Cleaning</td>
</tr>
<tr>
<td>Removing the Cover</td>
</tr>
<tr>
<td>Service</td>
</tr>
<tr>
<td>Serial Number</td>
</tr>
<tr>
<td>Check Points for Operation</td>
</tr>
</tbody>
</table>
Coronamatic® Ribbon Cartridges

In as little as three seconds . . .
you can change ribbons from color to color or from fabric to film. Black, red, blue, green, and brown (in film only) ribbons are available to give you unique versatility in all of your typing without ever touching a ribbon. A correction tape film cartridge is also available.

NYLON FABRIC RIBBONS: Economy in routine typing. Fabric can be reused, over and over, since the ink redistributes itself. However, the fabric leaves a minute weave in the typing.

CARBON FILM RIBBONS: Dark, crisp characters with precise sharp edges for a printed look in your correspondence and a must for outstanding reproductions of material to be printed, duplicated, or copied. Carbon film transfers its inked surface to the paper; therefore it can be used only once.

COLORS: Dramatize a statement, add emphasis boldly with red or subtly with blue. Turn the ordinary into the extraordinary with blue or green.

CORRECTION TAPE: Corrections are easily made without handling the tape itself. Simply insert the correction cartridge, type over the mistake, reinsert your ribbon cartridge and continue.

Inserting Cartridge
Simply place the cartridge in the guide opening and push gently until it snaps into final position. The cartridge will not enter easily if you are inserting it at an angle. Pull back slightly until the cartridge is free and again push gently until it clicks into place.

Removing Cartridge
Press release bar. The cartridge will pop out slightly and can be easily removed from the typewriter.

PLEASE NOTE: Store your ribbon cartridges in their containers when not in use. Do not leave fabric ribbons unprotected for long periods under artificial light. Ribbon cartridges should not be stored in direct sunlight or subjected to undue heat, such as on top of radiators.

On film ribbons, a pattern will appear after most of the ribbon has been used. This signals that you have less than a page of typing left and the ribbon cartridge must be replaced.
Carrying Case

Your typewriter has been supplied with a handsome yet functional carrying case. Double-walled construction suspends your typewriter on a cushion of air; shields it from the bumps and scrapes of daily use; protects it from the more severe hazards of the car trunk or airplane luggage compartments. Impact and vibration are actually absorbed between the inner and outer walls.

To Remove Typewriter from Case
Set the case on a firm, level surface, flat side down. Slide both latches outward and raise the lid. Lift typewriter out by grasping underneath both sides of the typewriter.

CAUTION: Do not lift up on space bar. If the carriage has been locked, release it by moving the carriage to the right before typing. Plug power cord into proper electrical outlet.

To Return Typewriter to Case
IMPORTANT: Before closing case lid, carriage must be centered. Move the carriage to the extreme right; pull up on carriage lock (located under right platen knob) to move carriage to the mid-position stop. Disconnect power cord from the electrical outlet. Place typewriter inside case. Close the lid and be sure latches are secure.

BEFORE USING YOUR NEW TYPEWRITER, please follow these simple instructions:
1. Inspect carrying case and typewriter for possible damage from shipping or handling. In case of damage, contact the carrier's agent immediately for inspection and inspection report. Otherwise, we cannot assist in recovering the claim against the carrier.

2. If your typewriter has to be shipped to a Dealer or Service Center for any reason, it must be repacked exactly as received (inside the carrying case) to prevent damage in shipping. Therefore, be sure to save all packing materials.

Coronet® Cartridge 12

The above feature diagram pertains to the Coronet Cartridge 12 model only. There are three features which differ slightly from the Coronet Super 12 model: the line space selector, the line retainer, and the carriage return lever. See page 12 for detailed instructions. Except for these three differences, the feature diagram on the opposite page applies to both models.
Feature Diagrams

- Erasure Table
- Margin Stop
- Paper Guide
- Line Retainer
- Carriage Release Lever
- Variable Line Spacer
- Line Space Selector
- Page Gage
- Platen
- Paper Bail
- Printing Point Indicator
- Tabulator
- Tabulator Set Key
- Changeable Type Key
- Back-Space Key
- Copy-Set Dial
- Shift Key and Lock
- Touch Selector
- Retractable Paper Support Arms
- Paper Scale
- Margin Stop
- Paper Release Lever
- Carriage Release Lever
- Platen Knob
- Carriage End Cover
- Carriage Lock
- Transparent Line Indicator
- Tabulator Clear Key
- Cartridge Release Bar
- Changeable Type Key*
- Margin-Release Key
- Carriage Return Key**
- On/Off Switch
- Shift Key
- Space Bar

*Available on Cartridge 12 and Super 12 models
**Available on Super 12 model only
Operating Features

On/Off Switch
Remove machine from carrying case before plugging it in for typing. After connecting the power cord into the proper outlet, roll the switch to ON. Make sure to roll the switch to OFF when you have finished typing. Always disconnect the power cord from the outlet before returning machine to case.

Touch Selector
Rotate touch selector dial (underneath the front of the typewriter) to adjust the tension of the keys to match your typing touch. If you have a light touch, turn the dial towards L; for a heavier touch, turn it towards H.

Page Gage
The page gage helps to keep the margins at the bottom of the page uniform. Before inserting the paper, turn the platen until the number indicating length of paper shows on the gage under SET. Insert paper. As you approach the end of the paper, the number under END indicates the bottom margin or inches remaining. All un-numbered lines indicate half inches.
Three Position Paper Bail

The paper bail rollers keep paper taut without marking, buckling, or bunching. The bail also aids in centering headings.

1. Hidden rollers across the length of the bail hold the paper tight and smooth without smudging. The bail exerts even, firm pressure to help reduce usual typing noise when it rests on top of your paper in typing position.
2. The paper bail moves forward when the paper release lever is pulled forward. When the lever is released, the bail returns to its regular position.
3. When the paper bail is pushed back, it will remain there for erasing, checking, or marking your typed material while it is still in the typewriter. This position also allows for easier removal of the paper.

The ♦ markings on the paper bail are center marks for titles and headings. For headings, depending on paper width, center paper under one of the markings and back space once for each two letters and spaces in the heading.

Margin Settings

Press down and move margin stops left or right to desired positions. For most margins, set the stops to correspond with the ▲ markings on the paper scale. Be sure the paper guide is at zero when using these markings.

A warning bell sounds about seven spaces before the right margin is reached. To type beyond either margin, use the margin-release key. To pass the right margin, simply press the M-R key. To pass the left margin, press the M-R key and back space to the desired position.

Inserting the Paper

Position the adjustable paper guide as desired. Drop the paper behind the platen and roll the platen knob until the paper is in position for typing. To center, straighten, or ease tension on the paper, pull the paper release lever forward. Push lever back before typing and rest the paper bail against the paper for sharp type impressions. To check or proofread work while it is still in the typewriter, raise the retractable paper support arms and rest paper on them.
Copy-Set Dial

For normal typing requiring a minimum number of copies, set the dial at 1. Increasing this setting causes the typebars to strike with greater force. The higher the setting, the greater number of clear copies you can make. For carbon film ribbons, set the dial in the lower range. With a little experimenting, you can find the right setting for every job.

Shift Key and Lock

To type capital letters or secondary characters located on the upper half of a key, hold the right or left shift key down while you type the letter. Electrically operated, the shift keys respond to the lightest touch. To type a series of capitals, press the shift lock until it catches. Release the lock by touching either shift key.

Back-Space Key

To move typing position back towards the left margin, depress the back-space key.
Tabulator
The tabulator is used for indentations, paragraphs, columns, forms, and date and signature positions. To set stops, move the carriage to the desired position and press SET. Press the tabulator bar to move the carriage quickly and accurately to your selected stops. To clear individual stops, press the tabulator to the stop and then press CLEAR. To clear all stops, move the carriage left and right while depressing CLEAR.

Repeat Action Keys
The period, the X/x, and the hyphen/underline are equipped with automatic repeating action. A little extra pressure causes them to repeat until released. Press the space bar down firmly for rapid carriage advance.

Carriage Release Levers
For rapid carriage positioning, grasp the right or left platen knob and the carriage release lever. Press the lever towards you while sliding the carriage.
Variable Line Spacer
Use the variable line spacer to permanently change your line spacing. Press in the variable line spacer while turning the platen to change to a new line space setting, to insert additional material in a previously typed sheet, or for random spacing on forms. When the variable line spacer is released, the typing line is set at your new position.

Transparent Line Indicator
Use the transparent line indicator to line up changes on forms, to re-insert a previously typed sheet, or to keep subscripts evenly placed. The bottom horizontal line on the indicator locates the bottom of the basic typing line; the top horizontal line is for placing subscripts; the vertical line locates the center of a character.

To re-insert a previously typed sheet: insert the paper and use the paper release lever and variable line spacer to align your typing line with the previously typed material. Your basic typing line should align with the bottom line on the indicator. The vertical line should be centered over a typed character. Return the paper release lever to its normal position before typing.

To type subscripts: set your line space selector at its middle setting. Use the top horizontal line on the indicator to keep subscripts throughout a paper consistent. Align the bottom of the basic typing line with the top red line on the indicator by rolling the platen each time you type a subscript.

The indicator can also be used as a guide for vertical and horizontal rules and underlines. Simply insert a pencil point into one of the guide holes in the indicator. For horizontal lines, move the carriage from left to right; for vertical lines, roll the platen.
Line Space Selector
There are five space settings: 1, 1½, 2, 2½, and 3. Try all settings for style. Reports and bulletins may be double spaced. Triple spacing is useful for manuscripts, drafts, and speeches. Use the half space on special correspondence to aid readability.

Line Retainer
Use the line retainer for temporary changes of line spacing when you want to return to your original typing line. Push the line retainer back and roll the platen to your desired position. When you have finished your typing, pull the line retainer forward and turn the platen to your original line. Your original line spacing remains intact.

Powered Carriage Return
Touch the carriage return key for fast vertical line spacing. The carriage is returned to the left margin and the paper is moved up the number of spaces you choose with the line space selector. Use it also for high-speed columnar copy in combination with the tabulator.
Line Space Selector
There are three space settings: 1, 2, and 3. Try all settings for style. Most correspondence will be single spaced. Reports and bulletins may be double spaced. Triple spacing is useful for manuscripts, drafts, and speeches.

Line Retainer
Use the line retainer for temporary changes of line spacing when you want to return to your original typing line. Pull the line retainer forward and roll the platen to your desired position. When you have finished your typing, push the retainer back and turn the platen to your original line. Your original line spacing remains intact.

Carriage Return Lever
After completing a line of typing, use the carriage return lever to return the carriage to the left margin. The paper is moved up the number of spaces you choose with the line space selector.
release latch with your left hand. With your right hand, pull the platen to the right and up while lifting out.

To replace the platen:
1. The paper bail, erasure table, and carriage end cover should be tilted back.
2. Move the carriage to the extreme right.
3. Fit left end of platen in socket and turn until it is firmly in place. If the platen does not go in easily, lift the platen slightly and push to the left and down. This should lock the platen in place.

Preparing Duplicating Stencils
Your Coronamatic has been set at the factory for optimization of page print using both carbon film and nylon fabric ribbons. Generally, satisfactory occasional stencil cutting will be obtained merely by removing the cartridge ribbon and increasing the impression control setting. If you do extensive stencil cutting or, in your specific application, you feel the typewriter should be further optimized for stencil cutting, it is recommended you obtain a special stencil cutting platen which is available through your nearest Smith-Corona dealer.

Preparing the typewriter:
1. Remove the ribbon cartridge. There is no need for a ribbon disabling mechanism on your Coronamatic as with other typewriters; merely remove the ribbon cartridge.
2. Clean the type faces (see Care and Cleaning instructions). Previous typing chores may have left residue on the type faces which could affect stencil quality. The type faces should be cleaned again when your stencil work is completed.
3. Impression Control. Initially, set the copy-set dial at its highest setting. If striking force is too hard, gradually reduce the setting. A little experimenting will determine the setting which gives the best results with the duplicating stencil you are using.

For best results with the duplicating stencil:
1. Always use a fresh, high-grade stencil. An old stencil that has dried out or a short run (comparatively low cost) stencil is difficult to prepare and will not give satisfactory results.

2. Use a plastic overlay sheet or carbon cushion or both. By trying these with various settings of the copy-set dial, you can determine which provides the best results.

Care and Cleaning
Smith-Corona recommends 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.

Clean the type faces using a stiff brush, commercial type cleaner, or plastic cleaning clay. Use light strokes.

Avoid getting eraser grit into the typewriter by moving the carriage to the far left or right before erasing. An excessive amount of grit may cause typebar sticking.

Remove the platen and wipe the exposed metal plate. Clean the platen and feed rolls with an ammonia-base detergent or denatured alcohol. Clean the rollers under the paper bail with
the same material. **CAUTION: Do not use alcohol or strong solvents on painted or plastic parts.**

The finish on the typewriter will stay new-looking for years with a minimum of maintenance. Use a soft, lint-free cloth to clean exterior parts. Most smudges will come off when the cloth is dampened with warm water. Certain cleaning fluids may damage the plastic and painted parts of the typewriter.

**Removing the Cover**

The cover can be removed for cleaning the typebars or for retrieving something which may have fallen into the typewriter. Remember to turn the typewriter off if you must reach into the typebar area.

**To remove the cover:** lift the left side of the cover straight up and remove.

**To replace the cover:** first, place hook into slot on right side of typewriter. Then, push the left side of cover down and make sure the cover is secure.

---

**Service**

For service during the warranty period, read the Smith-Corona Warranty printed on the front side of your Literature Packet. Should your typewriter require oiling, cleaning, or mechanical attention, return it to the dealer from whom it was purchased or take it to the nearest SCM Product Service Center. A complete listing of service points can be found on the insert inside your Literature Packet.

**Serial Number**

This number is for your convenience and protection. Record it for use in ordering supplies and accessories and for identification in case of theft. The number is stamped on the bottom of the typewriter on the right side.

**Check Points for Operation**

If your typewriter is not operating, before contacting a service technician, check these things:

1. Is the cord plugged securely into a proper outlet?
2. Is the switch turned on?
3. Is the ribbon cartridge fully inserted?
4. Are the line retainer and paper release lever in their correct positions?
5. Has the carriage lock been released?
6. Have all packing clips been removed?

The description and specification contained herein were in effect at the time this book was approved for printing. SCM reserves the right from time to time to discontinue models or to change specifications and design without notice and without incurring obligation.