SMITH-CORONA

250

A NEW CONCEPT IN ELECTRIC OFFICE TYPEWRITERS

SCM CORPORATION
YOUR NEW
SMITH-CORONA
250 OFFICE ELECTRIC

Your new Smith-Corona 250 is a full-fledged electric office typewriter, the smartest, most compact electric typewriter ever manufactured. It is fully automatic (including the carriage return and back space) and features exclusive electric typing conveniences.

The new Smith-Corona 250 is built to handle steady, all-day assignments. This booklet will help you become familiar with its many wonderful features.

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INSERTING PAPER  Holding the paper lightly in the left hand, place the left
hand edge of the paper flush with the paper guide so that it rests evenly along the back of
the platen behind the erasure table. Turn the right platen knob until the paper appears in
front of the platen. The feed is so accurate it should require no straightening. A full-
length erasure table is also provided.

The paper as it appears in front of the platen should be fed under the paper bail. The
bail should rest snugly on the paper when typing. To aid in inserting a great number of
sheets of paper, exceptionally heavy paper, or should straightening be required, pull
forward the Paper Release Lever to release the tension on the paper. Be sure to return
the Paper Release Lever to normal position before typing.

CHANGEABLE TYPE™  Your new 250 is equipped with two special typebars
for Changeable Type. With Changeable Type, the typewriter is more versatile to meet
special typing requirements. The 250 comes equipped with two Changeable Type slugs
and corresponding Key Caps installed. The following additional Changeable Type Kits are
available at your SCM Dealer or Branch Office to meet your needs: Engineering, Interna-
tional, Mathematical, Medical, Popular Greek and Spanish-American. Each Kit con-
tains four Changeable Type slugs (8 characters) plus the corresponding Key Caps.
To remove Type: While holding the Changeable Typebar in rest position, press the type
slug forward, lifting up and off the typebar with your thumb and forefinger.
To replace Type: Slip the type slug over the end of the typebar and push slug slightly for-
ward and downward until engaged.
Caution: Be careful when removing or replacing Changeable Type not to twist or bend
the typebar. The type slug will slide on and off with a minimum of effort when properly
positioned.

Note: Changeable type available on American Keyboard typewriters only.
MOTOR SWITCH  The On-Off Button is located at the lower right directly on the keyboard. To operate your typewriter, place the plug securely into a proper A.C. electrical outlet and rotate the switch until it clicks into the ON position. The ON position is red, giving you positive visual indication that the machine is on. To turn the machine off, rotate the switch forward until it clicks into OFF position. The typewriter should be turned off when not in use.

PAGE GAGE™ The Page Gage is located directly to the left of the platen. An exclusive SMITH-CORONA feature, Page Gage accurately indicates in inches the exact amount of typing space remaining at the bottom of a sheet of paper. It will enable you to predetermine your bottom margin and to maintain an even bottom margin on multi-page letters and reports.

Page Gage is graduated for paper measuring from 8" to 11" in length. To use, turn the platen until the numeral (green figures) indicating the length of paper you are using is directly over the SET marking. The illustration shows it correctly positioned for 11" paper. Then, insert your paper in the normal manner using the platen knobs. Proceed with your typing as usual. As you near the bottom of the sheet the red numerals at the left of the indicator, as they appear over the END marking, will indicate in inches the exact amount of paper remaining. Page Gage is equally effective with other length paper. With a small amount of experimenting you will readily be able to determine the proper setting for any length paper you are using.
MARGIN SETTING  SMITH-CORONA's Quick-set\textsuperscript{TM} margins are exceptionally convenient and simple to use. Either before or after inserting your paper decide exactly where you want your writing line to begin and end. Depress the left margin and slide it so that the red line is directly over the scale reading you have selected for the beginning of your writing line. Do the same with the right margin to set the end of your writing line. A warning bell will sound approximately seven spaces before you reach the right hand margin. Depressing the Margin Release (M-R) key will allow you to type or move the carriage beyond either margin stop.

LINEspacing CONTROLS  Your Smith-Corona has all of the necessary controls to meet every line spacing requirement.

Your Line Space regulator has three clearly marked positions to give you single, double, or triple spacing between lines. The line spacing you select will occur automatically when you return the carriage with the Carriage Return Button.

The Line Retainer allows you to turn the platen freely but it remembers your original writing line. Use this, by pushing it to the rear, when you want to type subscripts or exponents or when you desire to change your writing line temporarily. When you wish to return to your original writing line, pull the Line Retainer forward to its normal position. You can then return the paper exactly to your original writing line. The Variable Linespace on the left Platen Knob is used to change your writing line permanently. Pull out the Variable Linespace Knob and then turn the platen to the desired writing line. Push the Variable Linespace Knob back in and proceed with your typing.
AUTOMATIC CARRIAGE RETURN The Smith-Corona 250 features full length carriage return and provides quiet, smooth-running, easy operating line spacing. The carriage length is a full 12” with a paper capacity of 121/4”. The writing line is 111/10”.

The large Carriage Return Button is placed in an easy-to-reach right hand position. The Carriage Return operates with little friction and the positive cushion reduces shock and reduces sound from line spacing and carriage return.

All typing keys, shift keys, back space key, spacebar and carriage return on your new Smith-Corona are electrically operated to assure an unprecedented ease of operation.

COPY SET DIAL The Copy Set Dial is located on the lower left side of the keyboard to the left of the shift lock. The ten calibrated adjustments increase the force with which the typebar strikes the paper. Regardless of the impression you select, there is no change in your touch. For normal typing and work requiring only a few carbon copies, set the button at positions from 1 to 3. Increase this setting as more carbon copies are required. The setting will depend on the number of carbons and the weight of the paper being used. A minimum of experience will enable you to determine the proper setting for every typing application.
THE ELECTRIC TOUCH  The keys work smoothly and effortlessly, the response is immediate. The keyboard boasts Smith-Corona’s exclusive Cushioned Touch. Depress a key to the triggering point, then press it further—notice the cushioning action that eliminates all jar on sensitive finger tips. Typing keys and space bars should be operated with a downward touch, followed by an instant release. It is not necessary to hold them down.

Regardless of how you strike the typing keys, each character will print uniformly sharp, even and distinctive. To personalize the typewriter to your individual preference, a Touch Selector is located on the bottom of the machine directly under the space bar. This dial, as it is rotated from 1 to 4, will increase the pressure necessary to activate the keys from a very light to a more firm touch. Place it at the setting most comfortable to you.

As you can see in the picture, the key tops are scientifically slanted to fit natural finger movement. This exclusive Keyboard Slope eliminates waste finger movements. It is the most natural, easiest to type on, fastest operating keyboard ever designed.

AUTOMATIC REPEATS  The Back Space Key, Hyphen-Underline Key, Cross-Out Key, Dot and Space Bar are equipped with Automatic Repeat action. Extra pressure on any of the above will activate the repeat action which will continue until the key is released. Any or all typing keys can be made repeat keys upon request.

TABULATOR  The full size tabulator bar at the top of the keyboard is an aid in moving your carriage quickly and accurately to a predetermined position. Tabulator stops provide for every space on the entire 12” carriage. When used properly, tabulating is an invaluable time-saver. Use it when typing columnar copy such as figures, setting dates and signature positions on correspondence, for paragraph indentations. To set a tabulator stop, move the carriage to the position at which you want to stop and depress the SET key. Repeat space to set as many different stops as you desire. To tabulate, depress the TAB Bar and the carriage will move to the first stop set. To go to the next stop, again depress the Tab Bar.

To clear all stops, hold down Clear Key when the carriage is at the extreme left and depress Carriage Return Key. An alternate method when the carriage is at the extreme right is to depress the Tab Bar and Clear Key simultaneously.
TO CHANGE A RIBBON  Replacing the ribbon on your Smith-Corona 250 is a quick and easy matter . . . merely follow the directions below. For best results insist on a genuine SMITH-CORONA ribbon.

a. Grasp center of ribbon spool cover and pull forward. Remove ribbon from Ribbon Carrier as covered below:

   Hold ribbon with fingers on both sides of Ribbon Carrier and slide the ribbon from right to left as you pull up and out. Note: Ribbon winds off the back of one spool and on to the back of the other spool.

b. Remove both ribbon spools. Remove used ribbon from one spool and retain spool.

c. Unroll short length of new ribbon and place spool carrying new ribbon in right hand cup. Be sure spool is fully seated and red portion of ribbon is down. Attach the end of new ribbon to the prong of the empty spool and wind it until metal eyelet is covered. Put the spool in the left hand cup, seating it fully. Ribbon must wind to and from back of each spool.

d. Drop ribbon into slot of each ribbon guide located directly adjacent to each ribbon spool cup. Hold the ribbon with fingers on both sides of Ribbon Carrier and, by moving the ribbon from right to left, slide into Carrier from the top. Pull ribbon a little to the right and left to be sure it is correctly threaded. Take up slack in ribbon by turning spool.

RIBBON COLOR SELECTOR  The Ribbon Color Selector is located on the keyboard just to the right of the top row of keys. When the lever is in the upper position showing the black square, the black upper portion of the ribbon will print. In the lower position showing the red square, the lower or red portion of the ribbon will print. Use the center position for cutting stencils. In stencil position the ribbon is not used and type leaves no inked impression.
REMOVABLE PLATEN The Smith-Corona 250 is equipped with an all-purpose platen correct for virtually all typing requirements. However, should a harder or special application platen be necessary, the standard platen can be removed and changed easily. First, raise the Paper Bail and push back the right carriage end cover tilting back the enclosure as shown in the illustration. Pull out the Variable Linespace Knob. Hold up the Platen Release Latch, then grasp the Right Platen Knob and raise the platen up and out of the machine.

The platen is just as easy to replace. Insert it, left end first, with a slow rotating motion until it rests snugly into the left side. Then push down the right platen end until the platen latch snaps automatically into place, locking the platen securely into position. Return the Variable Linespace Knob, carriage enclosure, and Paper Bail to normal positions.

HALF SPACE KEY Typing errors in which a letter is added or omitted from a word may be corrected by using SMITH-CORONA's famous half-spacing. Half-spacing is very simple. It is done with the half space key, which when held down, allows the carriage to move \(\frac{1}{2}\) space forward and when released allows it to move the remaining \(\frac{1}{2}\) space. After erasing the incorrect word in the first example shown, position the carriage to type in the space immediately following the word "Very." Prior to striking the "t," depress and hold the Half Space Key down, then strike the "t." Release the key, press and hold while striking "r." Do this with each character and the word will fit the space. Where you have one letter too many (as in the second example), merely add \(\frac{1}{2}\) space before and after the corrected word. Then proceed as above, starting one space to the right.

**Very truy yours**  **Very trulley yours**

**Very truly yours**  **Very truly yours**

A minimum of practice enables you to justify right hand margins for reproduction copy or other special application typing jobs.
TRANSPARENT LINE INDICATOR
To find a typed line when paper is reinserted, pull out the Variable Linespace Knob and roll the paper into position so the bottom of the desired line is even with the bottom horizontal red line on the Line Indicator. Then freeing the paper with the Paper Release Lever move it horizontally until the vertical red line on the Line Indicator is directly centered on a printed character. Return the Variable Linespace Knob and Paper Release Lever to normal positions. You are then in "Registration" with previously typed work for any necessary corrections, changes or fill-ins. The top horizontal red line is a convenient guide for typing subscripts.

The transparent Line Indicator and Holder retains small cards and envelopes against the platen and permits drawing vertical or horizontal lines by using the Ruling Guide Holes.

BACK SPACE KEY  Your Smith-Corona 250 is equipped with an all-new powered back space action (except the 15 inch carriage—6-pitch model) which gives you quick, positive, accurate back spacing with only a light touch on the key. Extra pressure will activate the repeat action which will continue until the Back Space Key is released.

MANUAL RIBBON REVERSE  The Manual Ribbon Reverse is located under the ribbon spool cover to the left of the left ribbon spool. To reverse direction push red lever either up or down.
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SPACE-O-MATIC 75™

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