

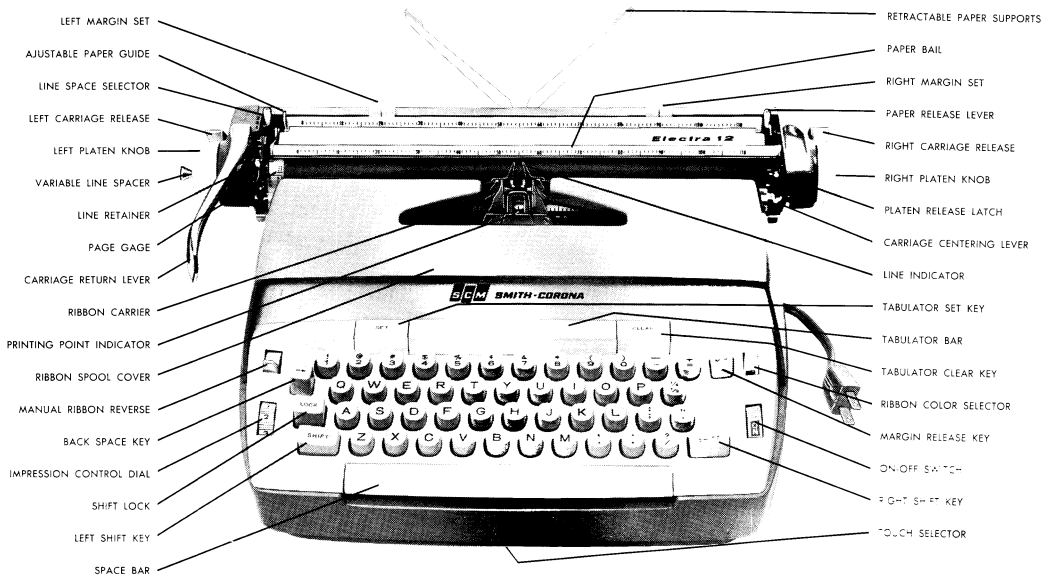
**Your NEW**

**SCM SMITH-CORONA**

**Electra 12**



# Electra 12



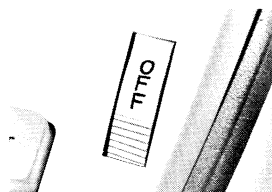
Totally new . . . superbly efficient the Smith-Corona Electra 12 is packed with all the solid value, performance and dependability that has made Smith-Corona famous for typing firsts.

With proper care and operation the Electra 12 will give you many years of typing pleasure. You get all the advantages of electric typing at a minimum of cost, for the Smith-Corona Electra is the most economical of all electric typewriters.

This booklet will help you become familiar with its many wonderful features. It will help you realize to the fullest the unmatched performance and operating ease of the all-new Smith-Corona Electra 12.

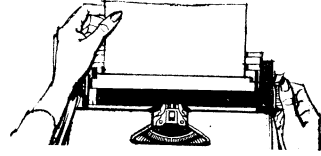
## ON - OFF SWITCH

The On-Off switch is located at the lower right of the keyboard. After securely placing the plug in a proper outlet, merely rotate the switch forward to the ON position. The Red On signal provides a positive visual signal, acting as a reminder to turn the machine off once your typing is completed.



## INSERTING PAPER

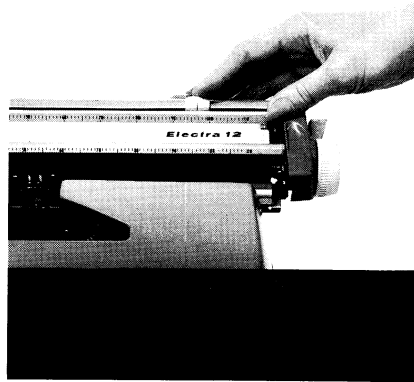
Hold the paper in the left hand, placing the left edge of the paper flush with the paper guide so that it rests evenly along the back of the platen behind the erasure table. Turn the right platen knob until the paper appears in front of the platen. The feed is so accurate the paper will be perfectly aligned for typing. Feed the paper under the paper bail as it appears in front of the platen. The bail should rest snugly against the paper when typing. Pull the paper release lever forward



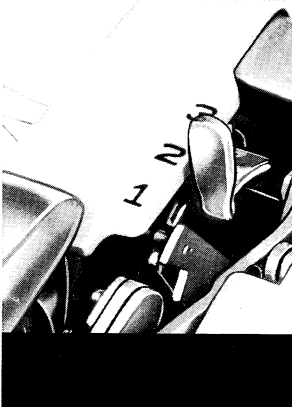
to relieve paper tension when inserting a substantial number of sheets of paper, exceptionally heavy paper, or should straightening be required. Return the paper bail to normal position before typing.

## MARGIN SETTINGS

With Smith-Corona's exclusive Quick-set margins you can set both the left and right margins without moving the carriage. After inserting the paper and before typing decide what points you wish to start and finish your line of writing. This is normally equi-distant from the edge of the paper. Depress the Left Margin button and slide so that the red line is directly over the scale reading you have selected for the beginning of your writing line. Follow the same procedure with the Right Margin button 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 beyond either margin.



## LINE SPACING CONTROLS

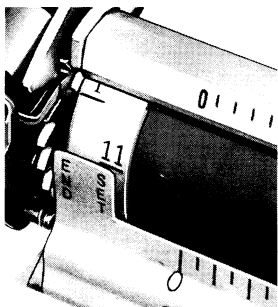


The Line Space Selector has three clearly marked positions to give you single, double or triple line spacing between lines. The spacing occurs automatically with the return of the carriage with the Carriage Return Lever.

The top edge of the Line Indicator is even with the bottom of the writing line. Often it may be necessary to correct or add material on a sheet previously removed from machine. Pull out the Variable Line Spacer (on the Left Platen Knob) and turn the platen until the bottom of the writing line is flush with the top edge of the Line Indicator. Then, freeing your paper with the Paper Release Lever, move it horizontally until the white line on the Line Indicator is directly centered under the printed character. Return the Variable Line Spacer and the Paper Release Lever to normal position before typing.

The Line Retainer allows the platen to turn freely yet remembers the original writing line. Merely pull it forward to position paper for subscripts, exponents or when necessary to change writing line temporarily. Push the Line Retainer back to its normal position and the platen can then be returned to the original writing line.

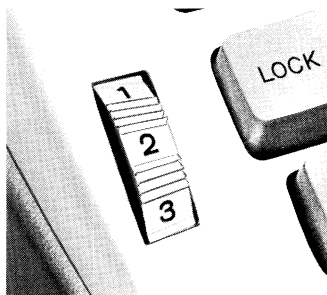
## PAGE GAGE



Takes the guesswork out of page end typing. Located directly to the left of the platen, Page Gage accurately indicates in inches the amount of paper remaining at the bottom of the sheet. Perfect for predetermining bottom margins and maintaining even base margins on multi-page letters and reports. Page Gage is graduated for paper measuring from 8" to 11" in length. Merely turn the cylinder or platen until the green numeral indicating the length of paper you are using is directly over the SET marking. The illustration shows correct position for 11" paper. After paper is inserted, proceed with your typing as usual. Upon approaching the bottom of the sheet the red numerals (at the left of the indicator) will appear over the END marking, indicating in inches the amount of paper remaining.

## IMPRESSION CONTROL DIAL

The "Copy-SET" Dial enables you to program your machine according to the amount of copies desired. The Dial is located on the lower left side of the keyboard adjacent to the Shift Lock. The ten calibrated measurements (merely rotate dial to desired setting) increase the force with which the typebar strikes the paper without changing the touch necessary to activate the keys. For normal typing requiring a minimum number of copies, set the button at position 1. Increase this setting as more copies are required. A minimum of experimentation will enable you to determine the proper setting for every typing application.



## THE ELECTRIC TOUCH

All typing keys, shift keys and space bar operate electrically, take 95% of the work out of typing. The Smith-Corona Electra 12 with this exclusive "powerite" feature as-

ures every character prints solid, sharp black regardless of the manner in which the keys are stroked.

The Touch Selector, located directly beneath the Space Bar on the under side of the machine, allows the operator to adjust the "touch" to their individual preference. The Touch Selector Dial, as it is rotated from 1 to 4, increases the pressure necessary to activate the keys. Try several settings to arrive at the most comfortable touch for you.

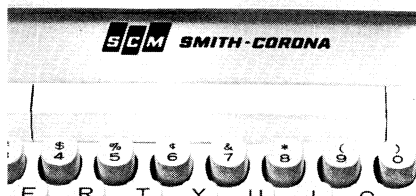
## TABULATOR

The exclusive big target Tabulator Bar, convenient to the numeral row at the top of the keyboard, moves your carriage quickly and accurately to pre-selected positions. Particularly helpful for typing columnar copy such

as figures, setting dates and signature positions, for paragraph indentations, etc.

To set a tabulator stop, position the carriage at the point at which you wish to stop and depress the SET key. Repeat space to set as many stops as necessary (there is a tab position for every space on the carriage). Merely depress the Tab Bar and the carriage glides to the first stop set. Repeat for additional stop settings.

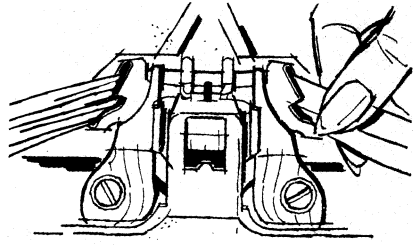
Stop positions may be cleared individually by tabulating to the stop and pressing the Clear key. All stops may be cleared in a single motion by depressing the Tab Bar and the Clear key simultaneously.



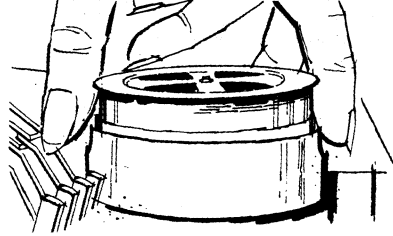
## TO CHANGE YOUR RIBBON

Follow the directions below to change the ribbon on your Smith-Corona Electric quickly and easily. Use a genuine SMITH-CORONA ribbon for best printing results.

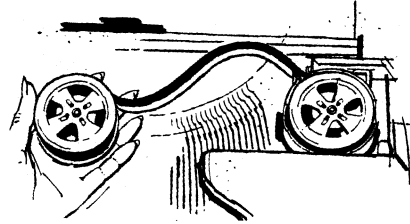
A. Slide Ribbon Cover forward and remove ribbon from Ribbon Carrier. Squeeze ribbon to bottom of Ribbon Carrier. Push back toward the platen, lift the ribbon up and out.



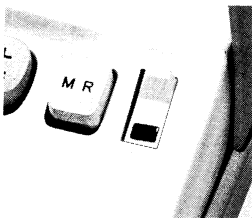
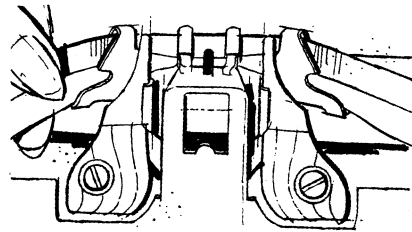
B. Remove both ribbon spools from the Ribbon Spool Holders. Separate used ribbon from one spool and retain the spool.



C. Unroll approximately 12" of new ribbon and place this new spool in the right Ribbon Holder. Attaching the new ribbon to the end of the empty spool, wind this spool until the empty eyelet is covered. Place this spool in the Left Ribbon Spool Holder firmly. The ribbon must wind to and from the back of the spools.



D. Drop ribbon into Ribbon Guide Slots located directly adjacent to each spool holder. Thread the ribbon through the Ribbon Carrier. Slip the bottom edge of the ribbon into the lower ribbon carrier loops and then straighten so upper edge of ribbon enters upper loops of carrier. Slide ribbon slightly to right and left to be sure it is properly threaded. Take up slack in ribbon by turning spool.



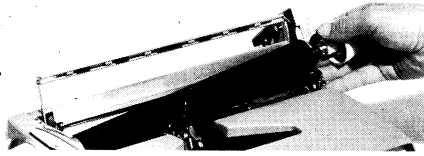
### RIBBON COLOR SELECTOR

The Ribbon Color Selector is located on the keyboard just to the right of the numeral 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 middle position for cutting stencils. In stencil position the ribbon is not used and the type bars do not leave an inked impression.

## INTERCHANGEABLE PLATEN

The all-purpose platen, standard on the Smith-Corona Electra 12, offers the finest possible surface for virtually all typing requirements. The platen is easily removed for cleaning and can be interchanged with special application platens should the need arise. Raise the Paper Bail and push back the Right Carriage End Cover (see illustration). Pull out the Variable Line Spacer. Push the Platen Release Latch forward and, by the Right Platen Knob, raise the cylinder up and out of the machine.

The cylinder or platen is replaced just as easily. Insert the left end of the platen in the



fitted grooves and press on the Right Platen Knob. Do not force; platen will snap into latch easily when positioned properly. Restore the Variable Line Spacer Right Carriage End Cover, Erasure Table and Paper Bail to normal positions.

## CARE OF YOUR ELECTRA 12

The precision built Smith-Corona Electra 12 will give you years of solid service. Normal care will preserve its beautiful finish indefinitely. When not in use, place a dust cover over it. Use a dry lint-free cloth to dust off all exterior parts. Stains are easily removed by rubbing gently with a damp cloth.

To assure continued clear, sharp print work, clean the type faces regularly with a bristle brush or Smith-Corona Spray Clean. Heavy pressure is never necessary to clean type, whether a brush, cloth or type cleaner is used. Brush towards you (that is, lengthwise); never crosswise of the type.

Slide the ribbon cover forward to brush away any dust or erasure grit that accumulates on the typing segment. Move the carriage to the extreme right and left and wipe off the exposed carriage rails. Remove the platen and brush out any dirt. Clean the feed rolls and platen with a platen cleaner or alcohol.

**NOTE:** Before and after cutting stencils, clean your type, platen and feed rolls. Oiling of the typewriter should be done only by a typewriter serviceman.

## CHECK POINTS FOR OPERATING

If your typewriter does not operate:

Be sure: The cord is plugged securely in the outlet.

The switch is turned on.

If typebars operate but do not print, make sure the Ribbon Color Selector is not in stencil position.

## SERVICE

For service during the Warranty period, follow the instructions on the Smith-Corona Warranty accompanying this typewriter.

After the Warranty period, should your Smith-Corona require cleaning, oiling or mechanical attention, return it to the dealer from whom it was purchased. If traveling, take it to the nearest Smith-Corona dealer or branch office. Consult the classified section of your telephone directory under "typewriters."

**SERIAL NUMBER.** Each typewriter carries its own serial number. Slide the ribbon cover forward and, looking at the machine from the right side, note the serial number stamped on the machine frame directly under the right ribbon Spool Holder. Record this number for use in ordering supplies, accessories and as identification in case of theft.



**SMITH-CORONA MERCHANT INC.**