Models:
Medalist Power 12
871.3650 (Pica)
871.3660 (Elite)
871.3680 (Pres. Pica)
Electric Power 12
871.53800 (Pica)
871.53810 (Elite)

OWNER'S MANUAL

medalist and electric
power 12

Sears
Enjoy your new SEARS Medalist Power 12 or Electric Power 12

It will give you an excitingly new feeling of typing confidence and ease. Your typewriter has been quality crafted throughout and will perform to the highest standards in both office and home. The many innovating features can be quickly mastered, but they will contribute to years of rewarding and satisfying typing experience.

Get to know your new typewriter by reading this instruction booklet carefully; it will help you to more fully enjoy the fine typewriter you have purchased.
To help you become acquainted with your typewriter, many of the features numbered on this picture are referred to by those numbers throughout the text of this booklet. For easy reference, keep this page open as you read the booklet.

*These features on Medalist Power 12 only.
Removing typewriter from case

Place the case on a firm, flat surface, shallow side down. Squeeze the two metal tabs on the right and left of the keyhole and open the case. Push up on the release tab located under the latch. Holding the sides of the typewriter, raise the front and pull the machine forward, away from the holding cleat at the rear of the case. (For protection in shipping, the carriage on your typewriter is locked in position. To release it, just move the carriage to the right.)

To return the typewriter to the case, ease it in back first, keeping the front raised a little. Make sure the cleat on the back of the case slips into the slots in the back of the typewriter, and lower the typewriter in place. Before closing the case, move the carriage to the extreme right. Pull up on the Carriage Lock (10) to move the carriage to about mid-position where it will lock in place. Closing the case automatically locks the typewriter in place for traveling. (Always make sure the two metal tabs on the right and left of the keyhole are fully extended when you close the case.)

Electricity supplies the power

Your typewriter uses standard American current (110 to 120 volt, 60-cycle alternating current). After you’ve plugged the typewriter in, just roll the ON/OFF Switch (18) to ON and you’re ready to type. An indicator behind “Sears” on the front panel stays lighted as long as the switch is on. Always turn the switch to OFF when you are not using your typewriter.
Inserting paper
Set the Paper Guide (43) so you can insert your paper at the same position each time. The Guide slides along the Paper Scale (3). For most typing, the best setting is 0.

With the Paper Injector (5) on the Medalist Power 12, one fast stroke positions the paper for typing. Make sure the carriage is centered. Place the paper evenly along the back of the Platen (4) with the left edge resting against the Guide. Pull the Injector all the way forward, and release it. As you pull, the paper spins into typing position in front of the Platen and under the Paper Bail.

On the Electric Power 12, just place the paper evenly along the back of the Platen and turn the Platen Knob away from you until the paper is positioned for typing. Rest the Paper Bail snugly against the paper.

When making several carbons, it is a good idea to put the original in back of the Platen alone first, and turn the Platen a notch. Then position the pack of carbons evenly on top of the original, and pull the Paper Injector or turn the Platen Knob (8) to position the paper for typing.

To insert bulky packs of paper or to straighten paper already inserted, pull the Paper Release Lever (6) forward. Then slip the paper in back of the Platen, and push it until it appears in the right position in front of the Platen. (Do not use the Paper Injector when you use the Paper Release Lever.) Push the Lever back when the paper is adjusted satisfactorily.

Touch selector
With the Touch Selector (24) on your new Sears typewriter, you can adjust the tension on the typing keys to match your own typing touch. The Selector is on the bottom of the typewriter, under the Spacebar. For a light typing touch, turn the dial toward the left so the lever on the left is at 1. Increase the setting for a heavier touch.
Setting margins

Each vertical marking on the Paper Scale (3) and the Carriage Scale (36) represents one typing space. The markings on both scales are coordinated to make margin setting easier. Margins can be set before or after you insert your paper. First determine where you want your typing line to begin and end. Depress the left Margin Stop (44) and slide it until the red line is over the Paper Scale setting you have selected for the beginning of the line. Do the same thing with the right Margin Stop to set the end of the line. As you type, a warning bell sounds about eight spaces before you reach the right margin stop. To keep the right margin of all your typing lines about equal, move on to the next line as soon as possible after the warning bell rings.

You can type through both the left and right margins by using the Margin-Release Key (17) on the upper right of the keyboard. To type beyond the right margin, depress the M-R Key and continue typing. To type beyond the left margin, depress and hold the M-R Key while you move the carriage manually or with the Backspace Key to the desired typing position.

Shift keys

To type capital letters or secondary characters such as $, #, or %, shown on the upper half of a key, hold the right or left Shift Key (20 or 27) down while you type the letter. Electrically operated, the Shift Keys respond to the lightest touch. To type a series of capital letters or secondary characters, you can lock the Shift Key in position by depressing the Shift Lock (29) until it catches. Release the lock by touching either Shift Key.
Linespacing, with power carriage return

Your new typewriter features true office-style linespacing. Just touch the Carriage RETURN Key (19) on the right of the keyboard, and the carriage glides back to the left margin and the paper is spaced up in position for the next line of typing. If the carriage is already at the left margin, you can use the RETURN key for effortless vertical linespacing.

Each time you depress the key, the paper is spaced up the number of lines you choose with the Linespace Selector (40). Set the Selector at 1 for single spacing, between 1 and 2 for 1½ spacing, at 2 for double spacing, between 2 and 3 for 2½ spacing, or at 3 for triple spacing.

Forward and repeat spacing

A light touch on the Spacebar (25) moves your typing position ahead one space.

For repeat spacing, just hold the REPEAT Key (22) down. The carriage will move ahead automatically until you release the key.

Back spacing

Depress the Backspace Key (30) when you want to move your typing position back toward the left margin.
**Paper gauge**

The Paper Gauge (37) keeps you informed of how many inches are left at the bottom of a sheet of paper as you are typing. With it, you can keep bottom margins on multi-page reports consistent and will know, before it’s too late, when you’re near the bottom of the page. Set the Paper Gauge before you insert your paper. Turn the Platen until the black number corresponding to the length of paper you will use is directly over the SET marking. (The illustration shows the right setting for 11” paper.)

As you type, check the red numerals over the END marking. The reading shows the exact number of inches remaining on the paper. (The unmarked lines indicate half inches.)

**Tabulator**

Any time you need to skip the same number of spaces several times in typing, you save time and energy by using the Tab Bar (34). To type in columns or indent dates and signatures, for example, move the carriage to the desired spot, and depress the Tab SET Key (33). Do this for as many tab stops as you need. Each time you want to type at one of these spots, depress the Tab Bar. The carriage will move to each succeeding stop each time the bar is depressed.

To clear a stop, tabulate to it and depress the Tab CLEAR Key (14). To clear all stops at once if you’re at the end of a typing line, press the Carriage RETURN Key and the CLEAR Key at the same time. (For indenting paragraphs, use the special Paragraph Indent Key. See page 8.)
Impression dial

With the Impression Dial (28) on the left of the keyboard, you can increase the force with which the keys strike the paper without changing your typing touch. The dial can be set from 1 to 10; the higher the setting, the harder the keys strike.

The best setting for each typing job depends on the kind of paper used for the original, carbon, and copies. Because of the variety of papers, it is impossible to list the exact setting required for all kinds of typing you may do. In general, low settings are sufficient when using lightweight paper and when making one or two carbon copies. Higher settings are needed when using heavy paper and making more copies or when making masters for use on fluid duplicators.

Type styles also influence which Impression Dial setting is best. With fine-line typestyles, if the setting is high and lightweight paper is used, the keys may hit hard enough to cut through the paper.

By making a few trials, you can determine the right setting for any typing job using any kind of paper.

Use line retainer and variable for...

Changing your typing line

With the Line Retainer (41) you can type over or under the basic typing line and then go back to it without lining up again. This is especially handy when you're typing subscripts (H₂O) or exponents (2ⁿ). Push the Retainer back, and turn the Platen to the desired position. To return to your original line, pull the Lever forward to its normal position, and turn the Platen. When you reach the line, your typing will be in perfect alignment.

To change your typing line permanently, press the Variable Linespacer (38) in while you turn the Platen. Release the Variable and your typing line is set at a new position.
Automatic repeat keys

The hyphen, underline, X, period, and REPEAT Space Keys (and the Check Protector Key on the Medalist Power 12) are all equipped for automatic repeat action. Just hold any of these keys down to activate the repeat action. Release the key to stop the repeat.

Check protector key on Medalist Power 12

Use the Check Protector Key (23) to help prevent alteration of the amounts on your checks. First, type in the amount on the proper lines. Depress the Shift Lock (29) and then the Check Protector Key, and type over the amounts. A grid pattern prints over the typed amount and is slightly embossed on the back side of the check. For heavier embossing, set the Impression Dial higher. For repeat action, hold the Check Protector Key down. You can also use the Check Protector Key with the four-color ribbon to highlight words, phrases, and titles for special effects.

Retractable paper support

Any time you need to check or proofread typing that is still in the typewriter, use the Retractable Paper Support (1). When it’s not needed, the support fits neatly out of the way into the back of the carriage.

Carriage release lever

The carriage can be moved freely to any position by using the Carriage Release Lever (7 or 39). Simply grasp the right or left Platen Knob, and press the Lever toward you while sliding the carriage.
Change-a-type keys for special symbols in seconds

With Change-A-Type on your Sears typewriter, you can add special symbols and characters to your typewriter in seconds. Just take the Change-A-Type slug off, and slip another one on. Sears has five Change-A-Type kits to meet your special needs: Mathematics, Engineering, Languages, Pharmacy, and Greek. Each kit contains four type slugs (eight characters), the corresponding key caps for the key to be changed, and a small storage box which fits neatly under the Ribbon Spool Cover (13).

To take type off:
Make sure the typewriter is turned off, and lift the Ribbon Spool Cover up so the type is exposed. Gently lift the Change-A-Type bar until you can feel it resist lifting higher. (The Change-A-Type slug is the brass-colored slug.) Steady the typebar with one hand, and with the other pull the slug forward (toward the carriage). Lift the slug up until you feel the lock release, and remove the type.

To install a new type:
Slip a new type slug over the end of the typebar, making sure the type characters are facing toward the carriage and that the top of the slug is up. (The top of each slug has a small lock bar in the center; the bottom is open.) Press gently downward and a little forward until the new slug snaps into place.

Remove the Change-A-Type Key (21 or 32) cap from the top row of the keyboard and put the proper cap on.

CAUTION: When removing or replacing Change-A-Type, be careful not to twist or bend the type bar. The slug will slide on and off easily when it is positioned properly.
Use the half-space key for correcting errors

When you leave a letter out
Erase the incorrect word, being careful to move the carriage to the far left or right so particles do not fall back into the typewriter mechanism. The Erasure Table (2) gives you a firm, flat surface to work on. Position the carriage to type in the first space after the word that precedes the incorrect word. In example A below position the carriage to type in the space following “Very.” Hold the HALF-SPACE Key down, and type the first letter of the incorrect word (“t” in the example); release the HALF-SPACE Key. Repeat this for each letter and the word will fit neatly in the space.

When you add an extra letter
Erase the incorrect word and position the carriage to type in the second space following the word that precedes the incorrect word. Then type the correct word, holding the HALF-SPACE Key down while striking each letter and releasing it after striking each letter. (See example B.)

A
Very truy yours
Very truly yours

B
Very trully yours
Very truly yours

Paragraph indent key
Instead of setting tab stops to indent paragraphs, use the Paragraph Indent Key (15). Each time the key is depressed, your typing position is indented five spaces. The key automatically sets itself each time the margin is set.
Use transparent line indicator for...

**Lining up words and subscripts**

When you reinsert a previously typed paper or want your typing to line up with a pre-printed form, use the red vertical and horizontal lines on the see-through Line Indicator (11). First, pull the Paper Release Lever (6) forward, and move the paper sideways until the vertical red line is directly centered over a typed character. Push the lever back to its original position. Press the Variable Line-spacer (38) in while you turn the Platen until the bottom of the typed line (or a line for a fill-in form) is even with the lower horizontal red line on the Indicator. Release the Variable and you are registered with previously typed material.

Use the top horizontal red line to keep subscripts (H₂O) throughout a paper consistently even. Just make the bottom of the basic typing line even with the top red line on the Indicator each time you type a subscript.

**Drawing Lines**

Draw vertical or horizontal lines in a jiffy by inserting a pencil point into one of the guide holes in the Line Indicator. For vertical lines, roll the Platen; for horizontal lines, move the carriage from left to right.

**Ribbon color selector**

The Ribbon Color Selector (16) regulates whether the top or bottom half of the ribbon is used. Your typewriter has both a black-red and a blue-green length of ribbon on the same spool. (See next page for instructions on switching from one length to the other.) When the black-red length is showing, move the Selector up to type in black or down to type in red. With the blue-green part showing, move the Selector up to type in blue or down to type in green. To type on a stencil, move the Selector to the center position where the keys will leave no inked impression.
**Four-color ribbon**

With the special ribbon on your new typewriter, you can type in red, black, blue, or green without changing ribbons. The left half of the ribbon is inked blue on the top and green on the bottom; the right half is inked black and red.

**Power ribbon rewind on Medalist Power 12**

On the Medalist Power 12, use the POWER RIBBON Lever on the upper left of the keyboard to switch from one half of the ribbon to the other. To switch to the blue and green half, first make certain the typewriter is turned on. Hold the POWER RIBBON Lever at the top position until the eyelet at the separation point of the black-red and blue-green parts of the ribbon passes through the right ribbon guide in front of the right ribbon spool.

*Note: Always release the Lever as soon as the eyelet passes through the guide. A whirring noise when you use the Lever is normal.*

To switch to the black and red part of the ribbon, hold the POWER RIBBON Lever at the bottom position until the eyelet passes through the left ribbon guide. Release the Lever.

**Manual ribbon rewind on Electric Power 12**

On the Electric Power 12, follow these steps to switch to the blue-green half of the ribbon. 1. Make sure the typewriter is turned off, and open the Ribbon Spool Cover. 2. Push the Ribbon Reverse Lever in front of the left ribbon spool down toward the keyboard; then turn the right spool clockwise, winding the ribbon until about 2 inches of the silver-coated part show and the ribbon will not wind any more.

*Note: The silver coating keeps your hands clean; hold it, not the inked part of the ribbon.*

3. Lift the silver-coated part of the ribbon up out of the ribbon guide, and put it back in so the eyelet is in front of the guide. 4. Turn the right ribbon spool again, and wind the ribbon until the eyelet is about ½” from the Ribbon Vibrator (12). 5. Take the rib-
bon out of the Vibrator, and rethread it so the eyelet is on the other side of the Vibrator. 6. Rethread the ribbon through the ribbon guide in front of the right ribbon spool so the eyelet is on the other side of the guide.

To switch back to the black and red half of the ribbon, follow a similar procedure, but move the Ribbon Reverse Lever up toward the ribbon spool, and wind the left ribbon spool counterclockwise instead of winding the right spool.

Replacing ribbons

Sears Easi-Load cartridge ribbon takes the muss out of changing ribbons. No inky fingers, because you don't touch the ribbon itself, just the cartridge it comes in. The instructions below show you how easy Easi-Load is. (Check inside back cover for ribbon reordering information.)

1. Lift the Ribbon Spool Cover up, and tip it back.

2. Snip the used ribbon in two with scissors. If a pair of scissors isn't handy, use a pencil to unthread the ribbon. With the point, slide the ribbon down until it is out of the Vibrator (12) entirely.

3. Remove both spools and discard along with the used ribbon.

4. Slide the new ribbon down into the Vibrator, pulling the ribbon forward a little so it slips in front of the hooks on the Vibrator.

5. Break the spool separator off on the lines indicated and set the spools into the right and left ribbon spool cups. Make sure the ribbon slides into the ribbon guide slots in front of each cup.
**Care & cleaning**

**Periodically**

- Dust off the exterior with a dry lint-free cloth. Remove stains by rubbing gently with clean cloth dampened with water and a mild detergent.

  **CAUTION:** Certain cleaning fluids may have a harmful effect on the plastic and painted parts of the typewriter. Use of a detergent, only, is recommended.

- Open the Ribbon Spool Cover, and brush away any dust or erasure grit that may have accumulated on the typing segment.

- Move the carriage to the extreme right and left and brush off the exposed Carriage Rails.

- Clean the type faces regularly with a stiff brush or a commercial type cleaner. Use light strokes, and brush lengthwise, never crosswise, on the type.

- Remove the Platen, and wipe the metal plate under the Platen.

- Clean the Platen and feed rolls under it with an ammonia-base detergent or alcohol.

- When erasing, move the carriage to the extreme right or left so erasings fall out of, not into typewriter.

- Before and after cutting stencils, clean the type, Platen and feed rolls.

**Removing the platen**

The all-purpose Platen Roller on your Sears typewriter can be easily removed for cleaning.

1. Move the carriage to the extreme right.

2. Raise the Paper Bail (A) and Erasure Table (B), and tilt the right Carriage End Cover (C) back.

3. Raise and hold the Platen Release Latch (D) while pulling the Platen to the right and lifting it up and out.

**Replacing the platen**

1. Make sure the carriage is still at the extreme right and that the Paper Bail, Erasure Table and right Carriage End Cover are still tilted back.

2. Insert the left end of the Platen first, rotating a little back and forth until it fits snugly into the left side.

3. Push the right end of the Platen down until it locks automatically into place.

4. Return the Carriage End Cover, Paper Bail and Erasure Table to their normal positions.
If your typewriter does not operate, be sure:

- The cord is plugged securely into a proper AC outlet.
- The switch is turned on.
- If the typebars operate but do not print, make sure the Ribbon Color Selector is not in the stencil position.

Serial number and model number

The serial number is stamped on the bottom of your typewriter on the right side and the model number is on the label on the bottom of typewriter. Always refer to both numbers in communications concerning your typewriter.

Replacement ribbons

When you need a new ribbon for your Sears typewriter, order one of the following:

| 4-color—Red-black/Blue-green | Medalist Power 12 Cartridge | 3-3741 | Electric Power 12 Cartridge | 3-3742 |
| 2-color Red-black            | Medalist Power 12 Spool     | Not avail. | Electric Power 12 Spool     | 3-3702 |
| 1-color Black                | Electric Power 12 Cartridge | 3-3740 | Electric Power 12 Spool     | 3-3733 |
|                              |                            | 3-3739 |                            | 3-3732 |

If service is necessary

Do not attempt to repair your typewriter yourself. Send your portable to any Sears store and servicing will be arranged. If you must ship your typewriter, use the original packing materials and follow repacking instructions carefully.

We do not recommend that you ship your typewriter without the original packing materials. If you no longer have them, bring your typewriter to the nearest Sears store, or contact us for shipping arrangements.

Repacking

1. Fit the polystyrene pads in the carrying case and insert the typewriter.

2. Open the Ribbon Spool Cover. Push down on the Printing Point Indicator (35) until the holes on the right and left of the typing key segment are aligned with the corresponding holes on the right and left brackets beside the segment.

3. Insert one end of the shipping wire through the holes on one side of the segment and bracket; then insert the other end in the other side.

4. Place the interior packing material around the Ribbon Spool Cover.

5. Close the carrying case, making sure it is properly latched.

6. Fit the polystyrene packing around the side ends of the carrying case and place the case in the carton.

7. Close the carton and seal it with gummed paper tape. New tape should extend at least four inches over the top edges of the carton.
This SEARS Electric Portable Typewriter is guaranteed against defects in material and workmanship for a period of five (5) years from date of sale. Should a defect occur, return the typewriter to us and we will:

1. During the first year, repair or replace, at our option, and install any defective parts without cost to you.

2. During the second through the fifth years, replace any defective parts, excluding the motor, charging only for the labor necessary to install the parts.

This guarantee does not cover cleaning, the replacement of ribbons, or cylinders or damage resulting from accidents, abuse or misuse.

We do not authorize any person or representative to make any other guarantee or to assume for us any liability in connection with the sale of a SEARS Electric Portable Typewriter other than those contained herein. Any agreements outside of or contradictory to the foregoing shall be void and of no effect.

This guarantee applies only to SEARS Electric Portable Typewriters sold and used in the United States.

871.53800 564C-110992
MODEL NUMBER SERIAL NUMBER

DATE OF SALE STORE STAMP

Sears, Roebuck and Co.