YOUR NEW SMITH-CORONA ELECTRIC PORTABLE is the most remarkable engineering achievement in typewriter history. It gives you the speed, convenience and print-perfect quality of an electric office typewriter in a rugged, compact, economical portable. And it has the sleek styling, superior construction, built-in dependability and advanced features that have made Smith-Corona portable typewriters the first choice of millions the world over.

THIS ILLUSTRATED INSTRUCTION BOOKLET will help you become familiar with the many time-saving features found on Smith-Corona electric portables. (In reading it, however, please keep in mind that not every model is equipped with all of the features described.)

SMITH-CORONA PORTABLE TYPewRITERS

- First in Design
- First in Value
- First in Performance

Printed in U.S.A.
299 PARK AVENUE, NEW YORK, N.Y. 10017
NOTE: Illustration shows all features found on Smith-Corona electric portables. It is possible, therefore, that some features illustrated may not be built into your particular model.

Number following description of certain features refers to page on which use of this feature is explained.

ON/OFF SWITCH AND LIGHT
After plugging your typewriter into a proper 110-120-volt A.C. outlet, just roll the ON/OFF switch to ON. An indicator on the front panel lights to remind you that your typewriter is on.* Take machine out of case before you plug it in and use it. Unplug it before returning it to case. Make sure you turn the switch to OFF when you are finished typing.

* On all except Coronette, Automatic 12 models, and Pride Line Electric.
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IMPORTANT

Follow these simple instructions before using machine:

1. Inspect case and typewriter for possible damage from handling or shipping. In case of damage, contact carrier’s agent immediately for inspection and inspection report—otherwise we cannot assist in recovering the claim against the carrier.

2. FILL OUT ENCLOSED REGISTRATION CARD and mail within 10 days from date of purchase to register typewriter.

3. If typewriter is to be returned to a Dealer or Service Center for any reason, it must be repacked exactly as received to prevent damage in shipping. Be sure to save all packing materials.

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TO REMOVE TYPEWRITER FROM CARRYING CASE *

Open case. Push up on release tab under case latch. Raise front of typewriter and pull machine forward away from holding cleat at rear of case. (On some models, carriage is locked in position for added protection in shipping. Just move carriage to the right to release.)

To return machine to case, first check to be sure release tab is still pushed up. Then ease back of typewriter into case, keeping front of typewriter raised a little. Make sure cleat on back of case slips into slots in back of typewriter, and lower typewriter in place. Before closing case, move carriage to extreme right. Pull up on Carriage Lock to move carriage to about mid-position where it will lock in place. (To release, move carriage to the right.) Closing case automatically locks typewriter in place for traveling.

* Some models have a Neoprene carrying bag; instructions here apply only for vinyl-clad steel case.
INSERTING PAPER

Place left edge of paper against adjustable Paper Guide A so paper rests evenly along back of Platen (roller) behind Erasure Table B. For most typing set Paper Guide at 0 on Paper Scale C. Paper may be centered and margins determined by using Paper Scale, Turn Platen Knob D away from you until paper is positioned for typing. Rest Paper Ball E snugly against paper. To insert bulky packs of paper, first pull Paper Release Lever F forward. Push lever back before typing. To check or proofread work while it is still in typewriter, raise Retractable Paper Support Arms G and rest paper on them.

PAGE GAGE™

Use Page Gage to predetermine your bottom typing margin. Before inserting paper, turn Platen until white numeral A corresponding to length of paper being used is directly over SET marking. The illustration shows proper setting for 11" paper. As you near bottom of page, orange numerals B over END marking indicate exact number of inches remaining on paper. Unmarked lines C indicate half inches.

TOUCH SELECTOR

Rotate Touch Selector Dial underneath front of typewriter to adjust tension of keys to match your typing touch. If you have a light touch, turn dial towards L; for a heavier touch, turn it towards H. You reach limit of L adjustment when dial will not turn any further; a click indicates limit of H adjustment.

QUICK-SET™ MARGINS

Depress Left- or Right-Margin Button and slide it until line on button is directly over scale position desired. When typing, warning bell sounds approximately seven spaces before right margin is reached. To type beyond right margin, depress Margin-Release (M-R) Key on upper right of keyboard when you reach end of line and continue typing. To type beyond left margin, depress and hold M-R Key while moving carriage with Back-Space Key or Carriage Release Lever to typing position desired.

RIBBON COLOR SELECTOR

Move Ribbon Color Selector to black position to type with the black part of your ribbon; to red position to type in red; and to center position to type stencils. With Selector at center position, ribbon is not used since inked impression is not needed for cutting stencils.

COPY-SET™ DIAL

For normal typing requiring a minimum number of copies, set dial at 1. Increasing this setting forces the keys to strike with greater pressure. The higher the setting, the greater the number of clean copies you can make. With a little experimenting, you can determine the right setting for every typing job.

SHIFT KEY AND LOCK

To type a capital letter or any character indi- cated on the upper half of a key, hold down either right or left Shift Key while striking desired type key. Shift Key may be locked in position for typing all capitals by depressing Shift Lock until it catches. To release lock, de- press either Shift Key.
LINEspacing CONTROLS

Line-spacing you can set with Line-space Selectors A depends on model you ordered:
- automatic return models — 1, 1½, 2, 2½ or 3; Electras and Pride Line Electric
- non-automatic — 1, 1½, or 2; all others — 1, 2, or 3.

This spacing occurs when you use Carriage Return Lever or Key to space paper up for next line of typing. The Line Retainer B lets you change your typing line temporarily (e.g., to type subtitles or exponents) without losing your original line. On models with automatic carriage return... push the Line Retainer back, and turn Platen to desired typing position. To return to original line, pull Retainer forward and turn Platen. Further alignment is unnecessary. On all other models pull Retainer forward, and turn Platen to desired typing position. Push Retainer back to return to original line. To change your typing line permanently, press in on Variable Line-spacing while turning Platen Knob until bottom of typed line is even with lower horizontal red line B on Indicator; release Variable. 2. Pull Paper Release Lever forward and move sheet sideways until vertical red line C is directly centered on a typed character. 3. Push Paper Release Lever back. You are now registered with previously typed work and can make necessary corrections, changes or fill-ins. 4. For consistently even subscripts, make bottom of original typing line even with top horizontal red line D.

TRANSPARENT LINE INDICATOR

The Transparent Line Indicator helps you to:
1. Line up words, letters or typed lines quickly when you reinsert a page. 2. Keep small cards, envelopes securely in position when typing. 3. Draw vertical or horizontal lines in a jiffy, by inserting a pencil point into the Ruling Guide Holes A. For vertical lines, roll Platen; for horizontal lines, move carriage from left to right.

How to reposition a typed line when paper is reinserted:
1. Press in on Variable Line-spacing while turning Platen Knob until bottom of typed line is even with lower horizontal red line B on Indicator; release Variable. 2. Pull Paper Release Lever forward and move sheet sideways until vertical red line C is directly centered on a typed character. 3. Push Paper Release Lever back. You are now registered with previously typed work and can make necessary corrections, changes or fill-ins. 4. For consistently even subscripts, make bottom of original typing line even with top horizontal red line D.

POWER-SPACE KEY

For repeat spacing, depress POWER-SPACE Key to right of Space Bar and hold it down. Carriage will move forward automatically until you release key.

* On all except Coronet™, all Automatic 12 models, and Pride Line Electric.

TABULATOR

Use Tabulator when typing columns of figures and when indenting paragraphs, dates, signatures, etc. To set stops, move carriage to positions desired. Depress SET Key at each position. To tabulate, depress Tab Bar and carriage will move to selected stop. Stops may be cleared individually by tabulating to stop and depressing CLEAR Key. To clear all stops, move carriage to right or left while depressing CLEAR Key.

* On Electra® 120™ model and Pride Line Automatic only.

HALF-SPACE KEY

Use HALF-SPACE Key to left of Space Bar to make corrections in your typing nearer and less noticeable as shown in the examples below. After erasing "try" in Example A, position carriage to type in the first space immediately following the word "Very." Prior to striking the "r," depress and hold down the HALF-SPACE Key, then strike "r." Release the HALF-SPACE Key, depress it again and hold it while striking "r." Do this with each character, and the word will fit the space. Where you have one letter too many, as in Example B, position carriage to type in the second space after "Very." Then proceed to type "truly" by depressing the HALF-SPACE Key while striking each letter.

A Very truly yours
Very truly yours

B Very trully yours
Very truly yours
To replace type: Lift Changeable Type bar A slightly, and slip new slug B over end of bar. Make sure that type characters are facing toward carriage and that top of slug is up. (The top has a small lock bar in the center; the bottom is open.) Press gently downward and a little forward until new slug snaps into place. Put corresponding Key Cap C in place on top row of keyboard.

To remove type: Make sure typewriter is turned off and slide Ribbon Spool Cover forward. Gently lift Changeable Type bar A until you can feel it resist lifting higher. (Changeable Type slugs are brass-colored.) Steady typebar with one hand and with other, pull typebar down (B forward, [not necessarily carriage,] lifting it up until you feel lock release. Pull slug off. Remove corresponding Key Cap C from top row of keyboard.

Caution: When removing or replacing Changeable Type, be careful not to twist or bend the type bar. Type slug will slide on and off with a minimum of effort when properly positioned. * Some models are equipped with a single Changeable Type key; others with two. Not available on all keyboards.

CARRIAGE RELEASE LEVER
The carriage may be moved freely to any desired position by using the Carriage Release Lever. Simply grasp the right or left Platen Knob and press lever towards you while sliding the carriage.

BACK-SPACE KEY
To move typing position back toward left margin, depress Back-Space Key on upper left of keyboard.

REPEAT-ACTION KEYS
A little extra pressure on the following keys causes them to repeat automatically: the Period Key, the X Key, the Hyphen-Underline Key, and (on all Coronet™, all Automatic 12 models and Pride Line Electric models) the Space Bar.

TO CHANGE A RIBBON
1. Slide Ribbon Spool Cover forward. Sliding ribbon from side to side, pull it up out of Ribbon Carrier A. 2. Take both ribbon spools out. Discard used ribbon and one of the spools. (Keep the other empty spool for use in step 4, below.)
3. Put new spool and ribbon in right-hand cup, making sure ribbon will wind on and off spool from the back. If using a red-black ribbon, be sure red part is down. 4. Hook loose end of new ribbon to prong on empty spool. Wind enough ribbon onto the spool to cover metal eyelet on ribbon; then put spool into left-hand cup, again making sure ribbon will wind on and off spool from the back. 5. Slide ribbon down into Ribbon Carrier and into slot in Ribbon Guide B in front of each ribbon spool. 6. Wind ribbon onto one of the spools to take up slack, slide Ribbon Spool Cover back, and you are ready to type.

Manual Ribbon Reverse: As you type, your ribbon reverses direction automatically when it nears the end of the spool. To reverse manually, move Ribbon Reverse Lever at left of keyboard in opposite direction.
CARE OF YOUR PORTABLE

- Smith-Corona recommends that your portable typewriter be adjusted, lubricated and serviced by your SCM-trained technician at least once a year. If you do a great deal of typing, more frequent servicing may be advisable. Your Smith-Corona dealer will be glad to discuss your special needs with you.
- Take your typewriter out of the carrying case before you plug it in and use it.
- Always turn your typewriter off when it is not in use. Be very sure the cord is disconnected from the electrical outlet before putting the typewriter in the carrying case. Before closing the case lid, make sure the cord is completely inside the case.
- Keep your typewriter covered or in its carrying case when it is not in use. If you store the typewriter for a prolonged period of time, pull the paper release lever forward, and leave it in that position.
- Never insert metal objects inside a typewriter which is plugged in.
- Before opening the ribbon spool cover to change a ribbon, to clean the typefaces, etc., turn your typewriter off.
- To get the end of the grit in the ‘typeface’ working mechanisms by moving the carriage to the far left or far right before erasing. If an excessive amount of grit is allowed to accumulate on the typebars, it could cause them to stick. You can help keep this from being a problem with regular annual servicing by an SCM-trained technician at least once a year.
- Clean the typefaces regularly with a stiff brush, a commercial typecleaner or plastic type-cleaning clay. Apply light pressure on the typebars.
- Remove the platen (see page 8) and wipe the exposed metal plate. Clean the platen and feed rolls with an ammonia-base detergent or denatured alcohol. Clean the rollers on the paper bail with the same material.
- Your Smith-Corona portable has a durable electrostatically bonded finish that will keep its new look for years with a minimum of care. Use a soft, lint-free cloth to clean exterior parts. Most smudges will come off when the cloth is dampened with warm water.

CAUTION: Do not use alcohol or strong solvents on painted or plastic parts.

SERIAL NUMBER

For positive identification, each Smith-Corona portable has its own serial number stamped on the bottom of the typewriter on the right side. Record the number in the space provided below for convenient use in ordering supplies and accessories and for identification in case of theft.

SERVICING INFORMATION

The 5-year parts guarantee on your new typewriter is fully explained on the enclosed warranty card which came with your machine when you purchased it. For service during the guarantee period, follow the instructions on the card. Should your typewriter require cleaning, oiling or mechanical attention, return it to the nearest SCM service point listed on the back cover of this booklet.

Before you call for servicing, be sure you have not overlooked one of these simple checkpoints:

1. Is the cord plugged securely in a proper outlet? Test the outlet with a lamp if there is any doubt whether it is live or not.
2. Is the switch turned on?
3. Is the ribbon threaded correctly? (See page 7.)
4. If the typebars operate but do not print, is the ribbon color selector in the red or black position and not in the stencil position? (See page 3.)
5. Has the typecase lock been released? (See page 1.)
6. Have all packing clips been removed? (See unpacking instruction sheet)
7. Are the line retainer and paper release lever in the right positions for typing? (See page 4.)