Sears
OWNERS MANUAL

MODEL NOS.
268.52980
268.52990

CAUTION:
Read instructions for proper operation carefully

MANUAL PORTABLE TYPEWRITER

OPERATION REPAIR PARTS

Sears, Roebuck and Co., Chicago, Ill. 60684 U.S.A.
**FULL ONE YEAR WARRANTY**
For one year from the date of purchase, Sears will repair this typewriter, free of charge, if defective in material or workmanship.

**LIMITED WARRANTY**
After one year and until five years from the date of purchase, Sears will furnish, free of charge, a replacement part for any defective part of the typewriter (except the motor on an electric model). You pay for labor.

Warranty service is available by simply returning the typewriter to the nearest Sears store throughout the United States.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Sears, Roebuck and Co.
BSC 41-3
Sears Tower
Chicago, IL 60684

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**INTRODUCTION**

Your New Sears Portable Typewriter

will give you a wonderful feeling of typing confidence. This portable typewriter is quality crafted throughout. Its many features are easily mastered. Some of these features are pointed out below; others are noted as you read through this booklet. Get to know your typewriter well by reading this instruction booklet carefully; it will help you enjoy the fine typewriter you have purchased.

**Main features**

* Complete 88 characters, a full size standard keyboard.
* "The Full-Set Tabulator" enables you to set stop positions at any place along the carriage. Depressing the tabulator key moves the carriage to each new stop position. The tabulator is useful for preparing columns and charts. (Model 52990 only)
* The "Paragraph Indentation Key" (Margin Release Key) can be depressed for five space indentation from the left hand margin for paragraphs when the carriage is being returned.
* The "Repeat Spacer Key" enables you to save time and effort.

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Sears typewriter stands are designed to give you comfort by providing the proper height for the typewriter when typing.

A Sears typewriter stand also provides you with a convenient storage location for your typewriter when it is not being used.
KNOW YOUR TYPEWRITER

1. Carriage return lever
2. Line space selector
3. Margin stop (left)
4. Paper bail scale
5. Card holder and ruling notch
6. Paper support arm
7. Margin setting scale
8. Margin stop (right)
9. Paper release lever
10. Carriage release lever
11. Platen Knob
12. Carriage lock lever (Model 52990 only)
13. Top cover
14. Ribbon selector
15. Back space key
16. Tabulator key
17. Shift key (right)
18. Repeat spacer
19. Space bar
20. Shift key (left)
21. Shift lock key
22. Duo-purpose margin release key
23. Tabulator set and clear lever (Model 52990 only)
24. Paper rest (Eraser table)
25. Variable platen knob (Model 52990 only)
26. Carriage lock lever (Model 52980 only)

REMOVING THE TYPEWRITER FROM THE CASE

Place the case on a firm flat surface. Slide the latches to open the case. To remove typewriter from the case, hold the sides of typewriter and lift it up. The case for Model 52980 is self-lid. To uncover self-lid, lift self-lid by pushing buttons.

ALWAYS CARRY YOUR TYPEWRITER IN THE CARRYING CASE

1. Should your typewriter have to be carried, it is best to carry it in the carrying case. Be sure the machine is seated securely in the case and the case is latched tightly. If your machine has self-lid, close the self-lid over the typewriter and push down until closing spring clicks.
2. Remember to lock the machine with the Carriage Lock Lever.
3. Be sure that you move the Margin Stops to the center of the carriage.
4. Be sure that you place the carriage return lever in its reset position (down).
5. Insert type bar protector.
OPERATING INSTRUCTIONS

1. Unlock Carriage
Unlock carriage by pulling the carriage lock lever up-
wards. (Model 52990 only)
Unlock carriage by pushing the carriage lock lever
backwards. (Model 52980 only)
Raise carriage return lever.

2. Raise Paper Support Arm
Raise paper support arm by pushing its end.

3. Insert Paper
Insert paper behind the roller (platen). Roll paper in
by turning the platen knobs. Lift the paper bail and
feed paper under it. In order to straighten the paper
for margins parallel to the edges of the paper, pull
the paper release lever forward, straighten the paper
and return the lever to its normal position.

4. Set Margins
Depress the left and right margin stop, one at a time,
and set where the writing line is to begin or to end,
respectively.

5. Line Space Selector
Set line space selector to desired position;
1..........................Single space
1-1/2..........................1-1/2 spaces
2..........................Double space
At “R” position the platen rolls freely by hand.

6. Ribbon Selector
Move ribbon selector lever at the right side of key-
board to;
Black square........black color
Red square........red color
White square........typing marks

7. Carriage Return
Return the carriage to the left hand margin by using
the carriage return lever, and it rotates the carriage
roller to the next writing line simultaneously.

8. Shift Key
To type a capital letter or upper case letter, depress shift key. For continuous typing of capital
letters, depress shift lock key. To unlock depress
down on either shift key.

9. Back Spacer
When you miss or skip a letter while typing, depress
back space key. For each depression, the carriage
moves back one space.

10. Tabulator
a. Move the carriage to desired position and set tab-
lator stops by setting tabulator lever to “S”.
When you depress the red “TAB” key, the carriage
automatically moves to the next position where you
have set the tabulator.
To clear a tabulator position, move the carriage to
the tab-set position and push the tabulator lever
back to the “C” position. (Model 52990 only)
b. Tabulator stops are pre-set at seven positions.
When tabulator key is depressed, carriage moves
to next tab-stop that is pre-set at every ten space.
(Model 52980 only)
11. Margin Release
The warning bell rings, indicating there are only a few more spaces remaining on that line before the margin stop is reached. But, by depressing margin release key both left and right margin can be unlocked.

12. Paragraph Indentation
Margin release key is also used as the paragraph indentation key. Return the carriage with left hand, while you keep this key depressed, so that the carriage stops at five spaces before left margin stop.

13. Variable Platen (Soft Roller)
The platen (roller) can be rolled freely by keeping the variable platen button depressed. Use this when you wish to roll the platen freely by hand in typing forms and making insertions. (Model 52990 only)

14. Repeat Spacer
Depress and hold the Repeat Spacer Key for continuous spacing and release it at the desired place.

15. Touch Selector
Remove top cover as shown in the picture. The touch select lever is found on the right inside the cover. If you like to have a heavier touch, push this lever to (H), and for a lighter touch, pull it to (L).

16. Line Indicator and Ruling Device
The vertical lines along the top edge of card holder are called the alignment scale. This edge shows the bottom of the writing line. The marks align with the center of each character. Use the letter "i" for re-alignment purpose.
To draw a vertical line, place the pencil point in the notch on the alignment scale edge, and turn the platen by using platen knob in the direction necessary.
To draw a horizontal line, move the carriage from left to right while you hold the pencil point against the paper.

17. Ribbon Reverse
When the ribbon on a spool is completely wound to the other, the direction of ribbon movement is reversed automatically.

18. Erasing and Correcting with the Half Space Key
You can insert a missed letter or remove an extra one by following procedures:
a. Erase the incorrect word.
b. Return the carriage to the last letter of the word preceding the incorrect word.
c. Depress the space bar once.
d. Depress the space bar again, but keep it depressed and type the first letter of the word you are replacing.
e. Release the space bar.
f. Repeat the steps until the word is completed.
This procedure allows you to add a letter.
g. To type a word that is one letter shorter than the one you erased, depress the space bar twice at the start of Step (d).

Correcting Samples;

She's beautiful. (wrong)
She is beautiful. (corrected)
She is beautiful. (right)
She is beautiful. (wrong)
She is beautiful. (corrected)
She is beautiful. (right)

Move the carriage to the left or right end to prevent the eraser dusts from falling into the machine, then erase and correct.

19. Carriage Lock Lever
Remember that you lock the carriage with the carriage lock lever. To lock the carriage, push the lever down, and move the carriage either direction until it clicks at center position.
CHANGING THE RIBBON

TO REMOVE THE RIBBON
1. Remove the top cover.
2. Wind the used ribbon onto the left or right spool, using forefinger.
3. Depress the shift lock key.
4. Move the ribbon selector to red color position.
5. Depress any two keys to jam them and keep the ribbon vibrator at the highest position.
6. Pull the ribbon upward in ribbon vibrator and pass the bottom of the ribbon through the slots. Pull the ribbon downward until it slips free from the vibrator.
7. Open the spool catches and remove both spools. Unhook the ribbon from empty spool.

TO PUT IN NEW RIBBON
1. Put the new spool of ribbon on the left spool shaft by opening the spool catch. The red portion of the ribbon must be toward the bottom.
2. Hook up new ribbon to empty spool and place spool on the right hand spool shaft by opening the spool catch.
3. Wind manually until the stopper eyelet on the ribbon is wound onto the spool.
4. Insert ribbon into ribbon guides.
5. Place ribbon behind the vibrator and push the top edge of ribbon through slots of vibrator. Pull ribbon up until the bottom edge passes completely through the slots, then move ribbon down until it fits neatly in the slots.
6. Take up unnecessary slack by winding either spool manually.
7. Replace the top cover as it was.

MAINTENANCE

The following information will help you keep your typewriter in good condition.
1. When not in use keep your typewriter in its case.
2. Do not erase over the type bars. When erasing move the carriage to the extreme right or left in order to prevent eraser dust from falling into the machine.
3. Clean the machine with a soft cloth on both the outside and the exposed inside after each time you use it. Plastic covers or parts may be cleaned with a damp cloth. Some cleaning fluids will have a harmful effect on plastic and painted parts. It is recommended that you use a clean soft cloth with a mild detergent.
4. The platen and the other rubber parts should be cleaned with a detergent-dipped cloth or denatured alcohol. This is recommended for proper typing and paper control.
5. Periodically remove the top cover and brush the type face, the type bars, and segment with a soft brush or cleaner.
6. Occasionally move the carriage to the extreme right or left and brush the exposed parts.
7. When the typed letters become too light the ribbon should be replaced.
8. After the typewriter has been in use for some time, dust, eraser dust, and paper particles will be accumulated inside the machine. Therefore, cleaning, adjusting, and oiling are required periodically depending on the amount of usage. Sears Service Centers are best equipped to do this kind of service.

SERVICE TIPS
1. Be sure that the carriage lock is released.
2. Be sure that the ribbon color selector lever is not set on the stencil position.
3. Be sure that the margin stops are not at the center of the carriage.
4. Be sure that all the packing materials have been removed and unpacking instructions have been properly followed. If your typewriter still does not work, do not try to repair it yourself. Return your typewriter to the nearest Sears store. Please use all the original packing materials and follow the packing instructions mentioned below. Do not ship your typewriter without proper packing. If you no longer have the original packing, bring your typewriter to the nearest Sears store or contact them for shipping arrangements.
PACKING INSTRUCTIONS

If you must ship your typewriter to a Sears store use the original packing materials if possible and follow these instructions carefully:
1. Be sure that the carriage is locked.
2. Be sure that the margin stops are together at the center of the carriage.
3. Fix the carriage with plastic carriage stoppers.
4. Insert the transparent plastic protector between typebars and types.

5. Set the carriage return lever to "down" position.
6. Put a small foam cushion on the carriage.
7. Put the typewriter in the carrying case or close the self-lid over the typewriter.
8. Put the foam protectors on the carrying case and place the case in the carton. Close and seal the carton with gummed paper tape.

REPAIR PARTS

PORTABLE TYPEWRITER

MODEL NO.
268.52980
268.52990

<table>
<thead>
<tr>
<th>Key No.</th>
<th>Part No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>S24046001</td>
<td>Carrying case for Model 52990</td>
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<tr>
<td>1-A</td>
<td>S24044010</td>
<td>Self-lid for Model 52980</td>
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<tr>
<td>2</td>
<td>S24042009</td>
<td>Upper Cover (Top cover)</td>
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<td>3</td>
<td>S24086001</td>
<td>Name Plate for Model 52990</td>
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<td>4</td>
<td>S24085001</td>
<td>Name Plate for Model 52980</td>
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<tr>
<td>5</td>
<td>S24043001</td>
<td>Lower Cover</td>
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<td>5</td>
<td>S22473001</td>
<td>Rubber Foot</td>
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<td>6</td>
<td>S22474001</td>
<td>Stud Screw for Rubber Foot</td>
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<td>7</td>
<td>S22878006</td>
<td>Platen Knob (Right) for Model 52990</td>
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<td>8</td>
<td>S22444006</td>
<td>Platen Knob (Right) for Model 52980</td>
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<tr>
<td>9</td>
<td>S22450002</td>
<td>Carriage Cover (Right)</td>
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</table>

<table>
<thead>
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<th>Key No.</th>
<th>Part No.</th>
<th>Description</th>
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<tr>
<td>9</td>
<td>002260503</td>
<td>Screw for Carriage Cover</td>
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<td>522843002</td>
<td>Carriage Cover (Rear) for Model 52990</td>
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<td>522452002</td>
<td>Carriage Cover (Rear) for Model 52980</td>
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<td>12</td>
<td>522451002</td>
<td>Carriage Cover (Left)</td>
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<td>16</td>
<td>524087001</td>
<td>Medallion for Model 52980</td>
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<td>17</td>
<td>522477001</td>
<td>Indicator for Ribbon Selector</td>
</tr>
<tr>
<td>18</td>
<td>523953001</td>
<td>Indicator for Tabulator set - clear lever</td>
</tr>
</tbody>
</table>

*Always mention the model number of your typewriter (268.52980 or 268.52990) in any correspondence regarding this machine.
*Order parts by mail or through any Sears store.
*If you require parts or service not shown, please contact the nearest Sears store.
MANUAL
PORTABLE
TYPEWRITER

The Model Number will be found on the back of the Typewriter. Always mention the Model Number when requesting service or repair parts for your typewriter.

HOW TO ORDER REPAIR PARTS

All parts listed herein may be ordered from any Sears, Roebuck and Co. retail or catalog store. When ordering parts by mail, selling prices will be furnished on request, or parts will be shipped at current selling prices and you will be billed accordingly.

WHEN ORDERING REPAIR PARTS, ALWAYS GIVE THE FOLLOWING INFORMATION:
1. PART NUMBER
2. PART DESCRIPTION
3. MODEL NUMBERS: 268.52980 OR 268.52990
4. NAME of ITEM: MANUAL PORTABLE TYPEWRITER

If the parts you need are not stocked locally, your order will be electronically transmitted to a Sears Repair Parts Distribution Center for expedited handling.

Your Sears merchandise takes on added value when you discover that Sears has over 2000 Service Units throughout the country. Each is staffed by Sears-trained, professional technicians using Sears approved parts and methods.