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

MANUAL PORTABLE TYPEWRITER
Record in space provided below the Model No. and Serial No. of this appliance. The Model No. and Serial No. are located at the back of the machine.

Model No. 268.52500
Serial No. 08838

Retain these numbers for future reference.

11/10/85

Sears, Roebuck and Co., Chicago, Il. 60684 U.S.A.
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 position 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.
* 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.
* Correction of typographical errors is available by using installed correction ribbon.

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.

TABLE OF CONTENTS

* INTRODUCTION .................................................. 2
* TABLE OF CONTENTS .......................................... 2
* KNOW YOUR TYPEWRITER ..................................... 3
* REMOVING THE TYPEWRITER FROM THE CASE ............ 3
* ALWAYS CARRY YOUR TYPEWRITER IN THE CARRYING CASE .. 3
* OPERATING INSTRUCTIONS
  1. UNLOCK CARRIAGE ......................................... 4
  2. RAISE PAPER SUPPORT ARM ................................ 4
  3. INSERT PAPER ................................................ 4
  4. SET MARGINS ................................................ 4
  5. LINE SPACE SELECTOR ....................................... 4
  6. RIBBON SELECTOR ........................................... 4
  7. CARRIAGE RETURN .......................................... 4
  8. SHIFT KEY .................................................. 4
  9. BACK SPACER ................................................ 4
 10. TABULATOR .................................................. 4
 11. MARGIN RELEASE ........................................... 5
 12. PARAGRAPH INDENTATION ................................... 5
 13. VARIABLE PLATEN (SOFT ROLLER) ......................... 5
 14. REPEAT SPACER ............................................. 5
 15. TOUCH SELECTOR ........................................... 5
 16. LINE INDICATOR AND RULING DEVICE ...................... 5
 17. RIBBON REVERSE .......................................... 5
 18. CORRECTION ................................................. 5
 19. CARRIAGE LOCK LEVER ..................................... 5
* CHANGING THE RIBBON ....................................... 6
* MAINTENANCE .................................................. 6
* SERVICE TIPS .................................................. 6
* PACKING INSTRUCTIONS ..................................... 7
* REPAIR PARTS ................................................. 7
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
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
24. Paper rest (Eraser table)
25. Variable platen knob
26. Ribbon vibrator opener lever

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.

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.
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 upwards. 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 platen rolls freely by hand

6. Ribbon Selector
Move ribbon selector lever at the right side of keyboard to;
Black square.................................................. print
Silver square.................................................. typing stencils
White square.................................................. correction

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

8. Shift Key
To type a capital letter or upper case character, depress shift key. For continuous typing of capital letters, depress shift lock key. To unlock it, press 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
Move the carriage to desired position and set tabulator stops by setting tabulator lever to “S”. When you depress the “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.
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.

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 realignment 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. Correction
You can correct typographical error(s) by using following procedure:
1. Switch the ribbon selector to white square.
2. Backspace to the error.
3. Type over the error with the same error character.
4. Switch the ribbon selector back to black square.
5. Backspace one space.
6. Type the correct character.

Note: When using the correction ribbon small amounts of white correction film will fall from the ribbon and collect in the typewriter. This will not be harmful to the typewriter but will instead act as a lubricant.

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

Change the Black/Correction ribbon in the following manner:

1. Use the exclusive Black/Correction 2-spool ribbon. You can get it from whom you bought the typewriter.
2. Pull up upper cover and remove it.
3. Push forward the ribbon vibrator opener lever (red).—fig. A
4. Depress shift lock key for easier access.
5. Remove both spools by opening spool catches.—fig. B
6. Put the new ribbon on the shafts after opening spool catches. Make sure that upper part of the ribbon is black and lower part is white.
7. Insert ribbon into ribbon guides and ribbon vibrator.—fig. C & D
8. Metal eyelet of the ribbon should be between spool and ribbon guide.—fig. E
9. Wind the spool manually to take up the slack of the ribbon.
10. Close the vibrator by pulling the ribbon vibrator opener lever.
11. Replace upper cover.

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. 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.
3. 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.
4. Periodically remove the top cover and brush the type face, the type bars, and segment with a soft brush or cleaner.
5. Occasionally move the carriage to the extreme right or left and brush the exposed parts.
6. When the typed letters become too light the ribbon should be replaced.
7. 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 materials, take 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 stops.
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.
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. 268.52500

<table>
<thead>
<tr>
<th>Key No.</th>
<th>Part No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>524046001</td>
<td>Carrying Case</td>
</tr>
<tr>
<td>2.</td>
<td>524042001</td>
<td>Upper Cover (Top Cover)</td>
</tr>
<tr>
<td>3.</td>
<td>542056001</td>
<td>Name Plate</td>
</tr>
<tr>
<td>4.</td>
<td>524043001</td>
<td>Lower Cover</td>
</tr>
<tr>
<td>5.</td>
<td>522473001</td>
<td>Rubber Foot</td>
</tr>
<tr>
<td>6.</td>
<td>522474001</td>
<td>Stud Screw for Rubber Foot</td>
</tr>
<tr>
<td>7.</td>
<td>522878006</td>
<td>Platen Knob (right)</td>
</tr>
<tr>
<td>8.</td>
<td>522450002</td>
<td>Carriage Cover (right)</td>
</tr>
<tr>
<td>9.</td>
<td>002260503</td>
<td>Screw for Carriage Cover</td>
</tr>
<tr>
<td>10.</td>
<td>522843002</td>
<td>Carriage Cover (rear)</td>
</tr>
<tr>
<td>11.</td>
<td>522451002</td>
<td>Carriage Cover (left)</td>
</tr>
<tr>
<td>12.</td>
<td>522861006</td>
<td>Platen Knob (left)</td>
</tr>
<tr>
<td>13.</td>
<td>542057001</td>
<td>Medallion</td>
</tr>
<tr>
<td>14.</td>
<td>524859001</td>
<td>Indicator for Ribbon Selector</td>
</tr>
<tr>
<td>15.</td>
<td>523952001</td>
<td>Indicator for Tabulator Set-clear Lever</td>
</tr>
</tbody>
</table>

*Always mention the model number of your typewriter (268.52500) in any correspondence regarding this machine.
*Order parts by mail or through any Sears store.
*If you require service or parts not shown, please contact the nearest Sears store.
Sears
OWNERS
MANUAL
Model No.
268.52500
HOW TO ORDER REPAIR PARTS

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: 268.52500
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 has added value when you consider that Sears has Service Units nationwide staffed with Sears trained professional technicians using Sears approved parts and methods.