SERVICE AND OPERATING INSTRUCTIONS

SEARS ATTACHÉ

MODEL NO. 871.2200
This is the model number of your Sears Attaché. It will be found by moving the carriage to the extreme right. The serial number is stamped in the center of the machine frame directly down and to the left of the right ribbon spool. Locate it by removing the cover plate. Always refer to the model number or serial number of your individual typewriter in all communications concerning it.

IF YOUR SEARS ATTACHÉ NEEDS SERVICE OR REPAIR
Deliver to any Sears store, who will have it serviced for you.

SAVE THESE INSTRUCTIONS
Please keep this folder with your other important papers. It will assure receiving proper service at all times.

SEARS, ROEBUCK AND CO.
UNPACKING YOUR SEARS ATTACHÉ

To remove your Sears Attaché from its case, release the front latch bar (#20) by pulling it toward you, lift up on the front of the machine, and slide it toward you, freeing the machine from the case. SAVE THE CARTON AND ALL INTERIOR PIECES TO USE IF YOU EVER WANT TO RESHIP.
Compact and convenient, the Sears Attaché is an excellent traveling companion. Although a compact model, the Attaché is capable of big typing tasks, and you will find its fine touch and fast action make typing easier. You'll appreciate the many features of this machine that can simplify your work, and its smart new appearance.

1. **PAPER BAIL**—Holds the paper against the platen roller to assure sharp type impressions. Prevents wrinkling, reduces noise. Can be raised out of the way for erasing—when erasing, move the carriage to the extreme end so erasings will fall out of, not into, the machine. Scale on bail provides guide for margins or other spacing you may require.

2. **RETRACTABLE PAPER SUPPORT ARMS** are geared together. Raise one and the other is raised automatically, holding the paper up straight.

3. **TOUCH SELECTOR**—Located beneath the cover plate, the touch selector adjusts the key tension from L (light) for those with a light touch to H (heavy) for typists with a firmer stroke. Set to the position most comfortable for you. To remove the cover plate, simply lift on the rear of the plate. To replace, insert tabs and push down into place.

4. **LINESPACE LEVER**—After finishing a line, a stroke on the linespace lever not only returns the carriage to the starting point, but spaces the paper up for the next line.

5. **LINE SPACE ADJUSTER**—Can be set for single or double linespacing. Move forward for double linespacing.

6. **LINE RETAINER**—When you wish to vary linespacing for filling printed forms, or for typing subscripts or exponents, pull the line retainer forward, and space paper by turning platen knobs. When ready to return to original linespacing, push line retainer back again.

7. **CARRIAGE RELEASE LEVER**—Allows you to move carriage freely to any position you require. To move to the right, simply push it along. To move the carriage to the left, use the carriage release lever on the right end of the carriage. Hold this release lever forward while you move the carriage to the left where you want it.

8. **MARGIN STOPS**—Businesslike side margins are assured by the positive, fully visible “quickset” margin stops. To set either margin, press down on the stop and slide to the desired position.

9. **PAPER RELEASE LEVER**—If the paper needs to be straightened, push the paper release lever to the rear to release the tension.

10. **LINE INDICATOR**—Indispensable when type copy must go back into the machine for additions or corrections. After inserting paper, release the paper by moving the paper release lever to the rear and move the sheet until the bottom of a typed line is even with the horizontal edge of the line indicator, and the vertical white line on the left line indicator wing is exactly centered under a typed character. Return the paper release lever to normal position and you are then in “Registration” with previously typed work for any necessary corrections, changes or fill-ins.
11. MANUAL RIBBON REVERSE—Reversing of direction of ribbon travel is done automatically, but manual reverse allows you to reverse direction of ribbon travel at any time you wish.

12. MARGIN RELEASE KEY—The margin release key permits you to type beyond the margins stops. Press down the margin release key, and the carriage will then pass the margin stop (either right or left).

13. BACK SPACE KEY—Press key once for each space you wish carriage to move back to the right.

14. SPACE BAR—For spacing between words, etc. Press bar down once for each space you wish carriage to move to the left.

15. SHIFT KEY—Hold the shift key down to type a capital letter or any of the secondary characters such as "($)*#" etc.

16. SHIFT LOCK KEY—Press down to hold shift key in locked position. This allows you to write capital letters in sequence without necessity of holding shift key down manually. To release shift lock, press left hand shift key.

17. PRESET TABULATOR—The tabulator key moves the carriage to preset stops quickly, easily, and accurately. Perfect for typing columnar copy, setting dates and signatures on correspondence, paragraph indentations and headings. The preset tab stops are located to stop the carriage in position directly in line with the five graduations on the top of the paper bail. When the tabulator key is depressed the carriage will move to the next graduation.

18. RIBBON COLOR SELECTOR—When the selector is in the upper position opposite the red field, the red portion of the ribbon will print. In the lower position opposite the black field, the black portion of the ribbon will print. Use the center position for cutting stencils. In this position the ribbon is not used and typebars leave no inked impression.

19. PAGE GAGE INDICATOR—Page Gage Indicator tells you how far your typing line is from the bottom of the page. Green markings refer to paper length in inches; red markings are to measure the space left at the bottom of the page. Turn platen until green number indicating length of paper used is aligned under the word "Set" on the paper bail. Insert paper squarely to assure straight feeding, and type in usual manner. As you approach bottom of sheet, the red numbers appearing under "End" on the paper bail, show you the number of inches remaining to the bottom of the paper.
HALF SPACING OF LETTERS

Typing errors in which a letter is added or omitted from a word may be corrected by the use of halfspacing . . . The space bar, when depressed and held, moves the carriage one half a letter space; and when released, moves it the remaining half space. Thus, when you press and hold the space bar, and strike a letter, the letter prints one half space to the right of its normal position. With this convenient feature, you can correct errors where letters have been omitted, or where space should be closed, etc. Half spacing allows you to make right-hand margins even more easily, to space between letters for emphasis, or to vary letter spacing as you desire for any special work.

REPLACING RIBBONS

Ribbons come wound on proper spools to fit. When purchasing replacement ribbons be sure to specify for Sears Attaché, and give the serial number of your machine.

Move carriage to extreme left and remove the cover plate from the machine.

Save old spool for use on the left. Be sure to save the U-shaped metal clip that held the ribbon on the old spool. Place the new ribbon and spool on the right. Unwind about twelve inches of the new ribbon and slip the spool way down on the right spindle. Set the manual reverse lever in the forward position and turn the spool counterclockwise with a little downward pressure. The ribbon must wind from the back of the spool.

Attach loose end of new ribbon to empty spool by laying it across the back side of the spool hub and snap the U-shaped metal clip over the ribbon into the hub. Wind ribbon on empty spool until the little metal eyelet in the ribbon is covered. Put the left spool on the left spindle. This time have the manual reverse lever in the back position and turn the spool clockwise until it drops down on the spindle. Make SURE the ribbon is winding to and from the back of each spool.

Next, drop the ribbon into the slots of both the left and right ribbon guides, and see that the ribbon passes through the rear opening in each spool cup. Lock the shift in the capital letter position. Thread the ribbon through the ribbon vibrator as follows:

A. Place ribbon behind the vibrator.

B. Squeeze the lower edge of the ribbon down into the lower vibrator loops.

C. Straighten the ribbon so the upper edge passes up into the upper vibrator loops.

Pull the ribbon a little to the left and right to see that the spools are properly located, the ribbon is passing through each of the spool cup rear openings, also passing through the left and right hand ribbon guides and is threaded through the vibrator as it should be without wrinkles or creases. Take up slack in the ribbon by turning the left spool counterclockwise.
REPLACING THE TYPEWRITER IN THE ATTACHÉ CASE

When you are not using your Sears Attaché put it back in the carrying case to protect it from dust and dirt. To do this—

1. See that the carriage is down in the small-letter position, and that the paper bail and paper support arms are down.

2. Open Attaché case with deep half on bottom. Make sure the divider, with the machine nest facing up, is located in the bottom of case.

3. Place the machine in the Attaché case making sure it is properly centered in the nest and under the holding cleats in the rear of the Attaché case base. Press down firmly on the machine at each side of the space bar to allow the front latch bar to securely grip the machine.

If the Sears Attaché ever needs reshipment the following should be observed.

REPACKING INSTRUCTIONS

1. Place some protective material around the linespace lever and tape it down even with the top of the machine.

2. Fold corrugated fibreboard and place over top and sides of machine. If fibreboard is not available, fill void spaces at sides of machine with wadded paper.

3. Close the Attaché case and make sure the lock is latched.

4. Place Attaché case in the carton.

5. Place top pad over the Attaché case handle, close flaps on carton and seal with gummed paper tape. The new sealing tape should extend at least 4 inches over the top edges of the carton.

The Sears Attaché provides you with typing convenience in a handsome and useful luggage styled case. There is room in the case lid pocket for your typing supplies, and the removable divider nest may be reversed for a smooth writing surface with room beneath for personal items. To use the divider as a writing surface, hold the divider in a vertical position while engaging the divider hinges to the case hinges. Make sure the two tabs on each divider hinge fit behind the case hinges. Lower the divider and secure by turning the two locks mounted above the front latch bar.