SERVICE AND OPERATING INSTRUCTIONS

SEARS

ELECTRIC TWELVE

PORTABLE TYPEWRITER

MODEL NO. 871.2111 PICA
MODEL NO. 871.2121 ELITE
MODEL NO. 871.2131 SCRIPT (Changeable Type Unavailable)
MODEL NO. 871.2132 ITALIC
MODEL NO. 871.2141 PRESIDENTIAL PICA
MODEL NO. 871.2151 FUTURA

Now that you own one of the highest quality electric portable typewriters on the market, you will want to make sure that it operates as smoothly and efficiently as it is designed to do. Study the following instructions carefully and keep this booklet handy for ready reference.

Serial Number is stamped in the inner surface of the Right Machine Frame, just opposite the Bell. Locate by removing typewriter from carrying case and view from bottom of machine.

FOR SERVICE AND REPAIR

Send your Sears Electric Portable Typewriter to any Sears store, who will have it serviced for you. If the typewriter must be shipped, follow carefully the packing instructions on Page 6.

SEARS, ROEBUCK AND CO.
The Sears Electric Portable Typewriter is a new dimension in the art of communication. Electrically operated, the typewriter prints every character uniformly sharp with less effort. Speed, convenience and versatility are built-in features and make the Sears Electric another welcome addition to the Sears Line of Quality Typewriters.

TO UNPACK YOUR SEARS ELECTRIC TWELVE PORTABLE

Remove and Save the Carton and all interior pieces for use in the event of reshipping.

TO USE THE SEARS ELECTRIC TWELVE PORTABLE

1. SHIFT SHIPPING WIRE — A tag on the Shift Shipping Wire describes its removal. Note carefully how the Wire is used to steady the Typebar Segment Shift so that it can be put back in place for shipping.

2. REMOVING TYPEWRITER FROM CASE — To remove the typewriter from the case, push the "control tab" up, which is located under the bottom portion of the case latch. Raise the front of the typewriter and pull forward from the holding cleats at the rear of the case.

3. CARRYING CASE — Your Portable Carrying Case is designed for maximum protection and smart convenience. Its metal construction, covered with a durable vinyl, will keep your typewriter dust-free and moisture-free. We recommend that when not in use your typewriter be kept in its case.

4. ON-OFF SWITCH — Located on the upper right side of the keyboard, the Switch is turned to the right for the red ON position. Rotate the dial to the left to turn it OFF. The Typewriter should be turned OFF when not in use.
5. ELECTRICAL PLUG — Located on the left side of the typewriter, the plug can be placed into electrical outlets using (110 volt) AC current.

6. ADJUSTABLE PAPER GUIDE — Setting the edge of the paper against the Guide as the paper is inserted will assure uniform margins on all sheets to be typed. The Guide is horizontally adjustable. Sliding it sideways is an easy way to alter left margins yet quickly again provide the original margin.

7. PLATEN ROLLER — Place the left edge of the paper against the paper guide so that the bottom drops evenly along the back of the Platen Roller. (See instructions for removal of the Platen Roller.)

8. PLATEN KNOB — Turn either right or left hand Platen Knob toward the back of the machine to feed the paper into typing position.

9. PAPER BAIL — Feed the paper under the Paper Bail and position the two rubber bail rolls evenly.

10. PAPER RELEASE LEVER — If the paper needs to be straightened, pull the Paper Release Lever forward to release the tension. This lever will also help in inserting either a large number of sheets or exceptionally heavy paper. Increase the life of the Paper Feed Rolls by always locking the Paper Release Lever forward in release position when the typewriter is not in use.

11. ERASURE TABLE — Turn Platen until the part of the paper on which the mistake has been made lies on the Erasure Table and move the Carriage to the side so no erasure dust falls into the machine.

12. PLATEN RELEASE LATCH — See instructions for removal of the Platen Roller.

13. LINE RETAINER — When you wish to change your writing line temporarily, pull forward on the Line Retainer. This allows the platen to move freely. To return to your original writing line, push the Retainer back to its normal position.

14. VARIABLE LINESPACE KNOB — For special aid in filling out printed forms or re-centering typed lines, pull out the Variable Linespace Knob. This changes the writing line permanently. Platen is then free for vertical alignment.

15. TRANSPARENT LINE INDICATOR, CARD HOLDER and RULING GUIDE — To find a typed line when paper is reinserted, pull out the Variable Linespace Knob and roll the paper into position so the bottom of the desired line is even with the bottom horizontal red line on the Line Indicator. Then freeing the paper with the Paper Release Lever move it horizontally until the vertical red line on the Line Indicator is directly centered on a printed character. Return the Variable Linespace Knob and Paper Release Lever to normal positions. You are then in "Registration" with previously typed work for any necessary corrections, changes or fill-ins. The top horizontal red line is a convenient guide for typing subscripts. The transparent Line Indicator and Holder retains small cards and envelopes against the platen roller and permits drawing vertical or horizontal lines on charts by using the Ruling Guide holes.

16. PAPER SUPPORT ARMS — When raised, these Arms will support the paper allowing you to more easily read what you have already typed.

17. CARRIAGE RELEASES — To move the Carriage to any pre-determined location, just push it to the right. To move the Carriage to the left, hold forward either right or left hand Carriage Release.

18. PAPER TABLE — The Adjustable Paper Guide is mounted on the Paper Table. The fully visible Margin Scale is also to be found on the Paper Table.

19. MARGIN STOPS — To set your margin, depress the left Margin Stop and slide it so that the red line is directly over the scale reading you have selected. Do the same with the right Margin Stop to set the end of the writing line. A warning bell will sound about seven spaces before you reach the right hand margin.

20. MARGIN RELEASE KEY — Holding down the Margin Release Key allows moving the Carriage past the Margin Stop to type in the left margin. When the Carriage arrives at the right hand Margin Stop (usual end of the line) the line locks. To type past the right Margin Stop simply depress the Margin Release Key and continue typing.

21. LINE SPACE LEVER — Each full stroke on the Line Space Lever spaces the paper up and returns the Carriage for the next line.

22. LINE SPACE ADJUSTER — When the Adjuster is in the forward or number 1 position, paper will be spaced a single line. With the Adjuster at the number 1½ position, paper will be spaced one and one-half spaces, and when at the number 2 position, you will get double spacing.
23. IMPRESSION CONTROL DIAL — Featuring nine separate impressions, the Control Dial increases the force with which the type bar strikes the paper. Regardless of the impression you select, there is no change in your touch. For normal typing, set the dial from 1 to 3. Increase this setting as more carbon copies are needed. The setting, which you will be able to determine with a little practice, depends upon the number of carbons and the weight of the paper.

24. CARRIAGE SCALE — Each vertical mark on the Scale represents a typing space.

25. RIBBON COLOR SELECTOR — Using Black and Red Ribbon — In the upper position (black), the typewriter will print black. In the lower position (red), the red portion will print. The center area (white) is for cutting stencils. In this position, the ribbon is not used and the type bars leave no inked impression.

26. MANUAL RIBBON REVERSE — Moving this lever forward or back changes the direction of ribbon wind. Since the ribbon reverses back and forth automatically the Manual Ribbon Reverse is seldom used except when changing ribbons.

27. BACK SPACE KEY — Each stroke on the Back Space Key moves the carriage one space to the right.

28. SHIFT KEYS — Hold either Shift Key down to type a capital letter or any of the secondary characters ("$%").

29. SHIFT LOCK KEY — To type a number of capitals or secondary characters consecutively, push down the Shift Lock Key so it locks the type in upper typing case position. A touch on either Shift Key will release the Shift Lock.

30. SPACE BAR — Stroke the Space Bar for spacing between words. Press firmly on Bar for repeat action.

31. COVER PLATE — Protecting the top of the typewriter, the Cover Plate can be swung open to change ribbons.

32. PAGE GAGE — To accurately predetermine bottom page margins, use the Page Gage. Green markings indicate paper lengths and Red markings indicate the bottom margin. Turn the platen until the green figures indicating your paper length (usually 11 inches) is directly over the SET marking. Insert the paper and proceed with your typing. When the red figure 1 comes in line with the top edge of the END indicator, you have a 1 inch bottom margin. Red lines without numerals indicate fractional one-half inch margins. With a little practice, Page Gage may also be used with different length papers.

33. TABULATOR —
The Tabulator is provided as an aid in moving your carriage quickly and accurately to a predetermined position. Tabulators are used for typing columnar copy such as figures, for setting the date and closing positions on correspondence, for indenting paragraphs and headings quickly and many other time-saving operations.
To set a tabulator stop, move the carriage to the position at which you want the stop set and depress the SET key (33B). Repeat to set as many different stops across the paper as you desire. To tabulate, depress the TAB key and the carriage will move to the first stop set. To go to the next stop, again depress the TAB key. To clear an individual stop, tabulate to that stop position and depress the CLEAR key (33A). To clear all stops, return the carriage to the extreme right and depress the CLEAR Key and the TAB Key simultaneously.

34. TOUCH SELECTOR — Touch Selector is located on the bottom of the machine directly under the space bar. This dial as it is rotated from 1 to 4 will increase the pressure necessary to activate the keys from a very light to a more firm touch. Place it at the setting most comfortable to you.

35. REPEAT KEYS — The Hyphen — Underline key and X and Period key are equipped with Automatic Repeat Action. Extra pressure on any of the above will activate the repeat action which will continue until the key is released.
36. CHANGE-A-TYPE — The new Sears Electric Twelve is equipped with two special typebars for Change-a-type. With Change-a-type you get more versatility on your typewriter to meet special requirements. The Electric Twelve comes equipped with two Change-a-type slugs and corresponding key caps installed. Additional kits are available to fill your particular needs.

Each set contains four Change-a-type slugs (8 characters) plus the corresponding key caps. Change-a-type kits are available in Engineering, Mathematical, International and Druggist.

The Change-a-type kit can be stored under the Cover Plate in the space provided. See instructions on underside of Cover Plate for removal and replacement of type.

NOTE: When removing or replacing a Change-a-type, be careful not to twist or bend the typebar. The type slug will slide on and off with a minimum of effort when positioned properly.

**TO CHANGE YOUR RIBBON**

Replacing the ribbon on your Sears Electric Twelve Portable is quick and easy. When ordering a new ribbon, specify Sears, Roebuck Ribbon, stock No. 3710 Black or No. 3711 Black and Red.

A. Remove ribbon from Ribbon Vibrator as follows: Hold ribbon with fingers on both sides of Ribbon Vibrator and slide the ribbon from right to left as you pull up and out. Note: Ribbon winds off the back of one spool and on to the back of other spool.

B. Open Cover Plate and wind the used ribbon on to one spool using the Manual Ribbon Reverse if necessary. Remove both ribbon spools from the machine and retain the empty spool.

C. Unroll a short length of new ribbon and place spool carrying new ribbon in right hand cup. Be sure that spool is firmly in place and the red portion of the ribbon is down. Attach the end of the new ribbon to the prong of the empty spool and wind this spool until the metal eyelet is covered. Put this spool firmly in the left hand cup. The ribbon should wind freely to and from the back of each spool.

D. Drop ribbon into slot of each ribbon guide located directly adjacent to each ribbon spool cup. Hold the ribbon with fingers on both sides of Ribbon Vibrator and, by moving the ribbon from right to left, slide into Vibrator from the top.

E. Pull ribbon a little to the right and left to make sure that it is properly threaded. Take up slack in the ribbon by turning the spool. Check to see that both spools are firmly down on the Spool spindles.

**TO REMOVE YOUR PLATEN ROLLER**

REMOVABLE PLATEN ROLLER — Your Sears Electric Twelve Portable comes equipped with an all-purpose Platen Roller. To remove it for cleaning, swing the Right Carriage End Cover upward to open position. Swing the Paper Bail and Erasure Table up to fully raised position. Pull the Variable Linspace Knob all the way out. Hold up on the Platen Release Latch while you lift up on the right hand Platen Knob and take the Roller out of the machine from the right. Put the Roller back left end first while slowly turning it so as to properly seat it all the way in.
TIPS ON PROPER TYPEWRITER CARE

- Have a professional serviceman check your typewriter for proper adjustment and lubrication at least once a year.
- Periodically clean the face of the type with a bristle brush or approved type cleaner. Raise the Cover plate and with light strokes, brush the type toward the front and back of the machine, NEVER SIDEWAYS.
- After brushing type, remove the Platen Roller and brush out any dirt. Clean the feed rolls and platen with a cloth moistened with a platen cleaner or alcohol.
- Regularly use a dry lint-free cloth to dust off all exterior parts. Stain can be removed by rubbing gently with a damp cloth.
- After cutting stencils, always clean your type, platen and feed rolls.

IF YOUR TYPEWRITER IS NOT OPERATING PROPERLY BE SURE THAT . . .

- The Cord is plugged securely into the outlet.
- The switch is turned ON.
- The Ribbon Color Selector is not in Stencil Position if typebars do not print.

REPLACING THE TYPEWRITER IN THE CASE

Pick up the typewriter with both hands and slide it onto the bottom of the case slightly raising the front end of the machine. Push the typewriter to the rear of the case and press down on the front frame at each side of the space bar. Make sure that the two-pronged cleat at the back of the case enters the slot in the rear of the machine. Before closing the cover, center the carriage and make sure the Variable Line-space Knob is all the way in.

REPACKING INSTRUCTIONS

1. Place the machine in the Carrying Case making sure it is properly located on the Holding Cleats in the front and rear of the Carrying Case Base.
2. Relocate the ends of the Shift Shipping Wire in the holes provided in the Typebar Segment Plate and the Type Shifting Ball Bearing Brackets. The Shifting Unit has to be held downward in a neutral position to properly locate the ends of the Shift Shipping Wire.
3. Place interior packing material around Coverplate and Linespace Lever, to protect Carriage and Coverplate.
4. Close the Carrying Case and make sure the Case is latched.
5. Place Left and Right Lower Polystyrene Corner Pads in carton and place Carrying Case in Carton.
6. Place Left and Right Top Polystyrene Corner Pads on Carrying Case and seal the Carton with gummed paper tape. The new sealing tape should extend at least 4 inches over the top edges of the Carton.