

owners manual

NEWPORT
Sears

PORTABLE TYPEWRITER

MODEL NOS.

405.5295 Pica

405.5296 Elite

CAUTION:

Read instructions
for
proper operation
carefully



SEARS, ROEBUCK AND CO., CHICAGO, ILL. 60607
SIMPSONS—SEARS LIMITED, TORONTO

introduction

YOUR NEW SEARS PORTABLE

will give you a wonderful feeling of typing confidence. Your typewriter has been quality crafted throughout. Its many features are easily mastered, yet they will contribute to years of rewarding and satisfying typing experience. Some of these features have been pointed out below, others will be noted as you read through this booklet. Get to know your typewriter well by reading the instruction booklet carefully; it will help you to more fully enjoy the fine typewriter you have purchased. The Big 12" carriage will be valuable to you for typing on regular paper sideways, to make charts or graphs and for long envelopes, special forms, etc.

The **BAR-SET TABULATOR** gives you the opportunity to choose the positions where the carriage of your machine will stop when you press the tabulator bar. It is very useful for preparing columns and charts as well as indenting paragraph beginnings.

You can **DRAW HORIZONTAL AND VERTICAL LINES** for charts simply by inserting a pencil or ball-point pen in the notch of the linefinder and moving the carriage sideways or up and down to rule a line.

TABLE OF CONTENTS

| | | | |
|---------------------------------|-----|---|----|
| Your new Sears Portable | 2 | Shift Keys, Back Spacer, Space Bar | 7 |
| Taking Care | 3 | Paper Support | 7 |
| Know your Typewriter | 4,5 | Tabulator | 8 |
| Carrying Case | 6 | Correcting Typing Errors | 8 |
| Inserting Paper | 6 | Drawing Lines | 9 |
| Ribbon Selector | 6 | Changing the Ribbon | 9 |
| Line Spacing | 6 | Problems and Cures | 10 |
| Touch Selector | 7 | Repacking Instructions | 10 |
| Setting the Margin Stops | 7 | Parts List | 11 |

TAKING CARE OF YOUR TYPEWRITER

Your SEARS portable typewriter has more than 950 parts. Like any precision product, it requires periodic maintenance. Approximately every twelve months it should be cleaned, oiled and adjusted for top performance and long life. SEARS professional Service Centers are best equipped to perform this service. In the interim, the following steps should be performed periodically to keep your typewriter working like new.

1. After each use, dust the outside and all accessible parts with a soft cloth. The base and sides of your typewriter are made of a strong, scratch-resistant plastic. The ribbon cover plate and side-bumper are cast aluminum. Both should be cleaned with a mild detergent and a damp cloth.

CAUTION: Certain cleaning fluids may have a harmful effect on the plastic and painted parts of the typewriter. Use of a mild detergent only is recommended.

2. To insure smudge-free typing and proper paper control, it is recommended that you periodically clean the typing cylinder and rubber rollers with denatured alcohol or a detergent containing ammonia. Avoid getting the cleaning agent on the plastic surfaces of the machine as it may damage the finish.

3. Never erase directly over the printing point. Move the carriage to either side and then erase. This will minimize erasure grit falling into the typewriter. Frequently brush away the dust or grit that may have accumulated on the type bars.

4. After approximately 100 hours of use, or when the typing becomes light, the ribbon should be replaced using Sears No. 3729. Because ribbons dry out in time, the ribbon should be replaced approximately every six months for best performance (more often in especially dry climates).

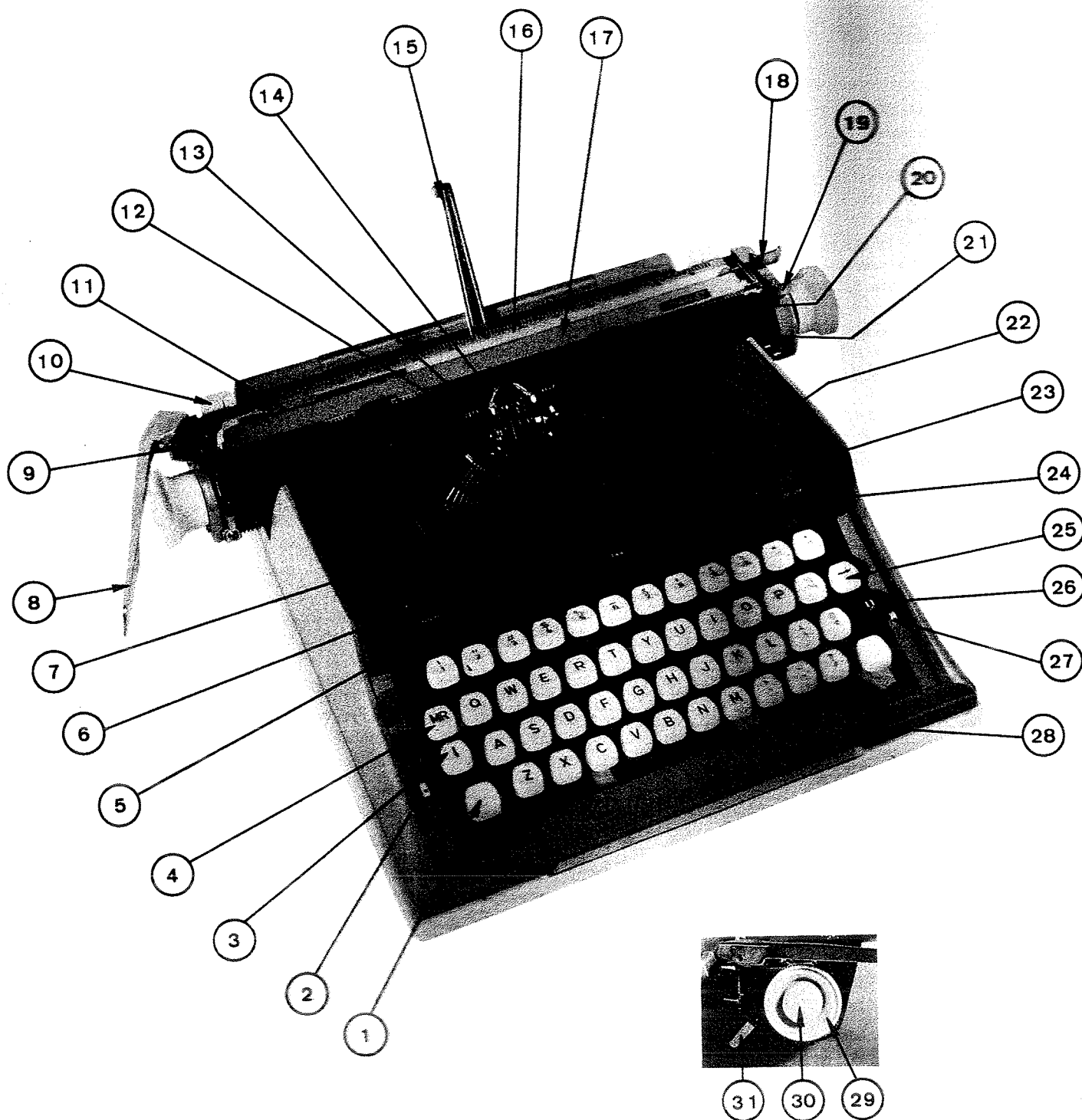
5. Clean the type regularly with a commercial type cleaner and a stiff bristle brush. Use light strokes and brush lengthwise, never crosswise, on the type.

6. Periodically move the carriage to the extreme left and then right and brush any grit off the exposed metal rails.

7. During regular use the typewriter will accumulate erasures, dirt, paper particles, etc. Cleaning, oiling and adjustments should be made by a SEARS Service Center every twelve months or less, depending on the amount of usage.

8. High quality rubber is used in the rollers and Typing Platen of your typewriter. However, due to normal wear and the effects of time, the rubber will harden and become pitted. For best performance, these parts should be replaced approximately every five years; sooner, if typing quality begins to deteriorate. These replacements should be made by a professional repair expert at your nearest SEARS Service Center.

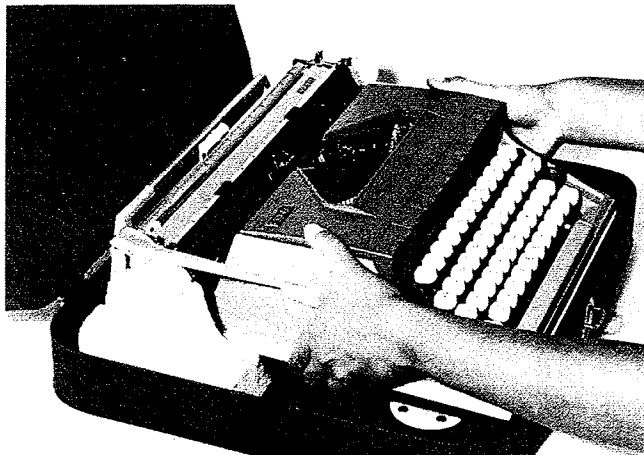
know your typewriter



| | | | |
|----|-----------------------|----|-------------------------------|
| 1 | Shift Key (2) | 17 | Erase Table |
| 2 | Touch Control Window | 18 | Carriage Release Lever |
| 3 | Shift Lock Key | 19 | Paper Release Lever |
| 4 | Margin Release Key | 20 | Paper Bail |
| 5 | Tabulator Set Key | 21 | Platen Roller |
| 6 | Touch Selector Key | 22 | Tabulator Bar |
| 7 | Ribbon Cover Plate | 23 | Ribbon Color Selector Key |
| 8 | Carriage Return Lever | 24 | Tabulator Clear Key |
| 9 | Line Space Selector | 25 | Back Space and Correction Key |
| 10 | Margin Stops (2) | 26 | Type Bar Jam Release Key |
| 11 | Paper Guide | 27 | Ribbon Color Control Window |
| 12 | Line Indicator (2) | 28 | Space Bar |
| 13 | Ruling Notch (2) | 29 | Platen Knob (2) |
| 14 | Card Holder (2) | 30 | Platen Release Knob |
| 15 | Paper Support | 31 | Carriage Lock Lever |
| 16 | Paper Table | | |

operating controls

TO REMOVE THE TYPEWRITER FROM CARRYING CASE



Unlock and open the Carrying Case (the Key is attached to the Handle). Remove the Typewriter from Carrying Case by lifting it up with your hands.

RIBBON SELECTOR

To type in red press the Ribbon Color Selector Key (23) until the red indicator dot shows up on the Ribbon Color Control Window (27). To type in black press the Ribbon Selector Key until the black indicator shows up on the Control Window. To type stencils, press Ribbon Selector Key until the stencil indicator shows up on the Control Window.

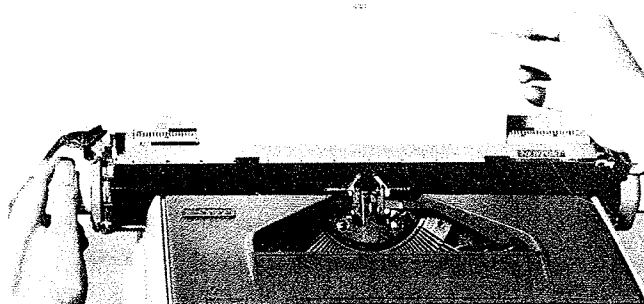
AUTOMATIC RIBBON REVERSE

The ribbon will automatically reverse itself after the full length of the ribbon has been used from either spool. If you desire to reverse the ribbon by hand, simply move either ribbon guide A and A1 (see page 9) to the opposite side.



INSERTING PAPER

Lift up the Carriage Return Lever (8). Slide the Paper Guide (11) to the desired position so that the various paper sheets you will use in the machine always get in the same position. Then lift up the Paper Support (15) and insert paper between the Platen Roller (21) and the Paper Table (16) holding it against the paper guide; turn left or right Platen Knob (29) until paper appears in front of Platen Roller. Lift Paper Bail (20) and continue feeding paper to desired typing position. If necessary to straighten paper, pull Paper Release Lever (19) toward you, adjust paper, then push Lever back into position.



LINE SPACING

You may pre-set the Line Space Selector (9) by moving Selector to position 1, —, 2 or — on the Scale.

Select: 1 for single line spacing

— for 1 1/2 line spacing

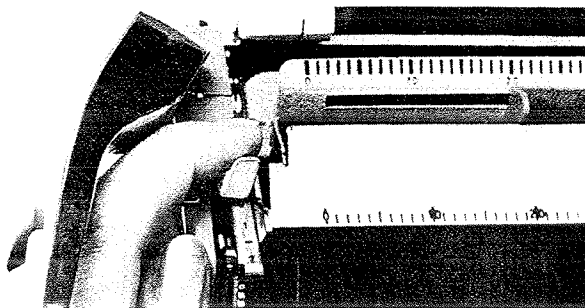
2 for double line spacing

— for 2 1/2 line spacing

This spacing will be automatically maintained as you make a full stroke of the Carriage Return Lever (8). If you wish to turn the Platen Roller (21) freely for typing between lines, etc. set the Line Space on "0".

You may also turn the Platen Roller (21) freely by pressing the Platen Release Knob (30) on the left Platen Knob (29). Once you stop pressing the Platen Release Knob the platen engages automatically again in the Line Space Selector system.

With either method, you will have to realign the paper.



Realigning a sheet of partly typed work, once removed from the typewriter, can be done simply using the Line Indicator (12). Twist the platen to position the page horizontally, so that the

... of the last line to be typed (or wherever you left off) is even with the top edge of the Line Indicator (12). Vertical alignment is done by moving the sheet of paper to the right or to the left, till the center of the typed letters coincides with the black vertical marks on the Line Indicator.

TOUCH SELECTOR

By pressing the Touch Selector Key (6) you may decide which strength

- Light
- : Normal
- : Heavy

will be more comfortable for your typing. This will be helpful in adapting the machine to the typist's personality. You may see on the Touch Control Window (2) at which strength the machine is set.



SHIFT KEYS... BACK SPACE KEY... SPACE BAR... JAM RELEASE KEY...

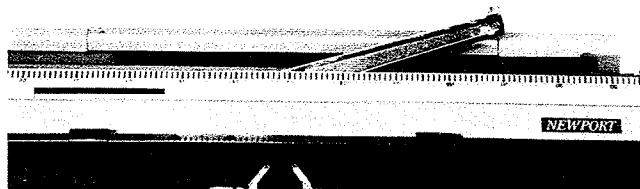
To type capital letters or secondary characters such as \$, %, #, hold the left or right Shift Key (1) down while typing these letters. To type a series of capital letters or characters, press Shift Lock Key (3) down before typing these letters. To release Shift Lock, just touch the left Shift Key.

To move the carriage back one space at a time, press and release Back Space Key (25). To move the carriage forward one space, depress Space Bar (28).

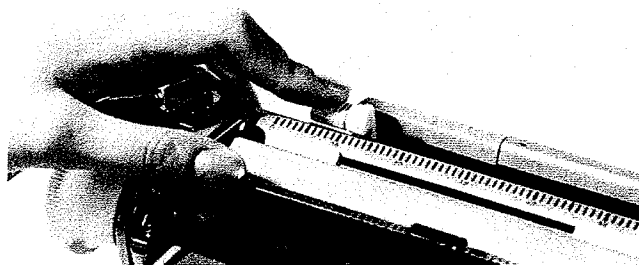
In case of jammed type bars (two or more bars stuck together at printing point) just press down the Type Bar Jam Release Key (26). Type Bars will then automatically fall back into their original positions.

RETRACTABLE PAPER SUPPORT

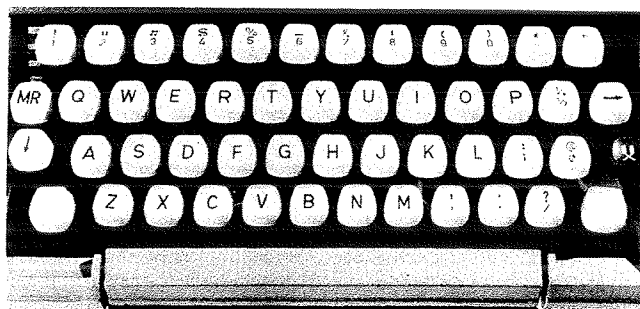
You will find it convenient to use the Paper Support (15) to hold finished work up for checking or proof-reading. When finished, the support folds neatly into the back of the machine.



SETTING THE MARGIN STOPS



After paper has been inserted, margins can be easily set using Margin Stops (10). Determine where your writing line should begin and end, then depress the left Margin Stop and slide it until arrow of Margin Stop is positioned on scale of Paper Table (16) corresponding to the beginning of your typing line. Repeat this procedure using the right Margin Stop to set the end of your typing line. When typing, a warning bell will sound several letters before you reach the end of your typing line. If you wish to type beyond the right Margin Stop, depress the Margin Release Key (4) and continue typing. To move the carriage beyond the left Margin Stop, press the Margin Release Key (4) while returning the carriage to the beginning of the typing line.



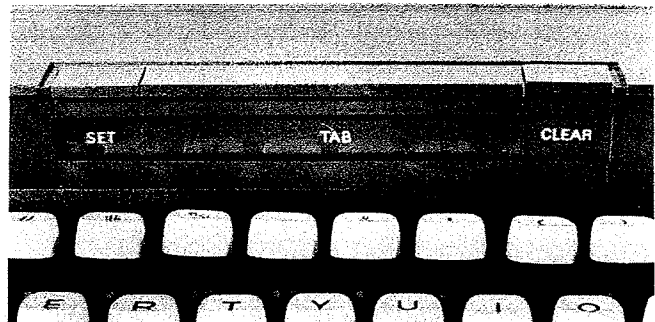
TABULATOR

The Tabulator is especially convenient for preparing tables, charts, etc. It gives you the opportunity to stop the carriage automatically at any position you choose in order to make columns.

You may place these columns wherever you want (except the first and last four spaces on the carriage) by pressing on the Tabulator Set Key (5). Once you position the columns you want, you may move from one column to the other by simply pressing the Tabulator Bar (22) and holding it down until the carriage stops.

To cancel a tabulator stop position, simply bring the carriage to the position of the column you want to cancel and press the Tabulator Clear Key (24).

If you want to cancel all the tabulator stop positions, push the carriage all the way to the right end. Let the carriage move back to the left by means of Carriage Release Lever (18) while at the same time pressing down Tabulator Clear Key (24).



CORRECTING TYPING ERRORS

When making erasures, be sure to move the carriage to the far left or right to prevent particles from falling into typewriter mechanism. Use the Erasure Table (17) by holding the paper against it when erasing. This will prevent you from rumpling the paper while you are erasing.

CORRECTING A LETTER OMISSION

After erasing the incorrectly typed word, set the typewriter carriage 1 space past the preceding word. Depress the Space Bar (28) twice, then depress and hold down the Back Space Key (25) while you type the first letter of the word to be corrected. Again depress the Space Bar twice, then depress and hold down the Back Space Key and type the second letter of the word. Continue this procedure until you have typed the entire word, then forward space once.

Example :

Very truly yours
Very truly yours

CORRECTING FOR AN EXTRA LETTER

After erasing the incorrectly typed word set the typewriter carriage 1 space past the preceding word. Depress the Space Bar (28) three times, then depress and hold down the Back Space Key (25) while you type the first letter of the word to be corrected. Again depress the Space Bar twice, then depress and hold down the Back Space Key to type the second letter of your word. Continue this procedure until you have typed the entire word, then forward space twice.

Example :

Very trully yours
Very truly yours

DRAWING LINES

Vertical and horizontal lines may be drawn by using the Ruling Notch (13) as a guide.

VERTICAL LINES

May be drawn by positioning a pencil point or ball-point pen in the Ruling Notch (13) and rotate left or right Platen Knob (29) to draw the line.

HORIZONTAL LINES

May be typed by repeatedly striking the underline key or by using the Ruling Notch (13). To use the Ruling Notch, position pencil point in Notch and pull Carriage Release Lever (18) forward; with your hand on Release Lever and Roller Knob, guide the typewriter carriage the distance to be ruled.



CHANGING THE RIBBON

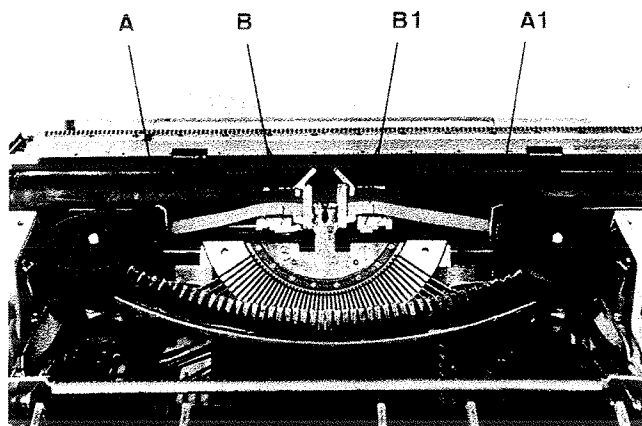
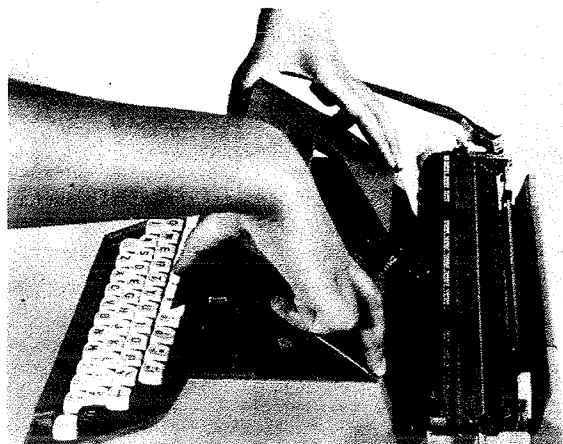
At least once a year, or sooner if necessary, replace the ribbon with Sears No. 3728 Black or 3729 Black and Red. Remove the Ribbon Cover Plate (7) by placing your hands on the front and rear corners and raising the Cover Plate up and to the rear. Wind the ribbon all onto one spool by rotating the top of the spool with your finger. Pay particular attention to how the ribbon is threaded through the guides.

Lift the empty spool off its spindle and unhook the remaining end of the ribbon. Wind the rest of the ribbon onto the full spool, remove it from the typewriter, and discard.

To insert the new ribbon, hook the ribbon end onto the empty

spool and wind until the grommet near the end of the ribbon is wound onto the spool. Hold one spool in each hand, draw them apart and place one spool onto each spindle, making sure both spools engage drive tooth at base of spindle.

Next weave the ribbon through the forked guide on each side of the printing point and slip the ribbon into the guides next to each spool (A and A1) and into the small guides (B and B1). Replace the Ribbon Cover Plate by inserting the pins on the underside of it into the respective holes on the machine and pushing the Ribbon Cover Plate down until you hear the pegs snapping into the spring clips on the machine. Now you are ready to type.



CARRYING THE TYPEWRITER IN CARRYING CASE

In normal use to carry the typewriter in carrying case act according to the following instructions:

1. Insert Type Bar Protector between type bars and typing point.
2. Move Carriage Lock Lever to «lock» position after centering carriage.
3. Move Margin Stops to center of carriage.
4. Place Carriage Return Lever in package position.
5. Place typewriter in carrying case fixing the four feet of the machine in the respective supports in the bottom of carrying case.

PROBLEMS AND CURES

If your typewriter does not operate after removing all packing materials, be sure to check the following:

1. Check that the Carriage Lock (31) is disengaged.
2. Be sure that the Ribbon Color Control Window (27) does not show the stencil position.
3. Be sure that the Margin Stops (10) are not pushed together.
4. Be sure that the unpacking instructions were followed and that all packing materials were removed.

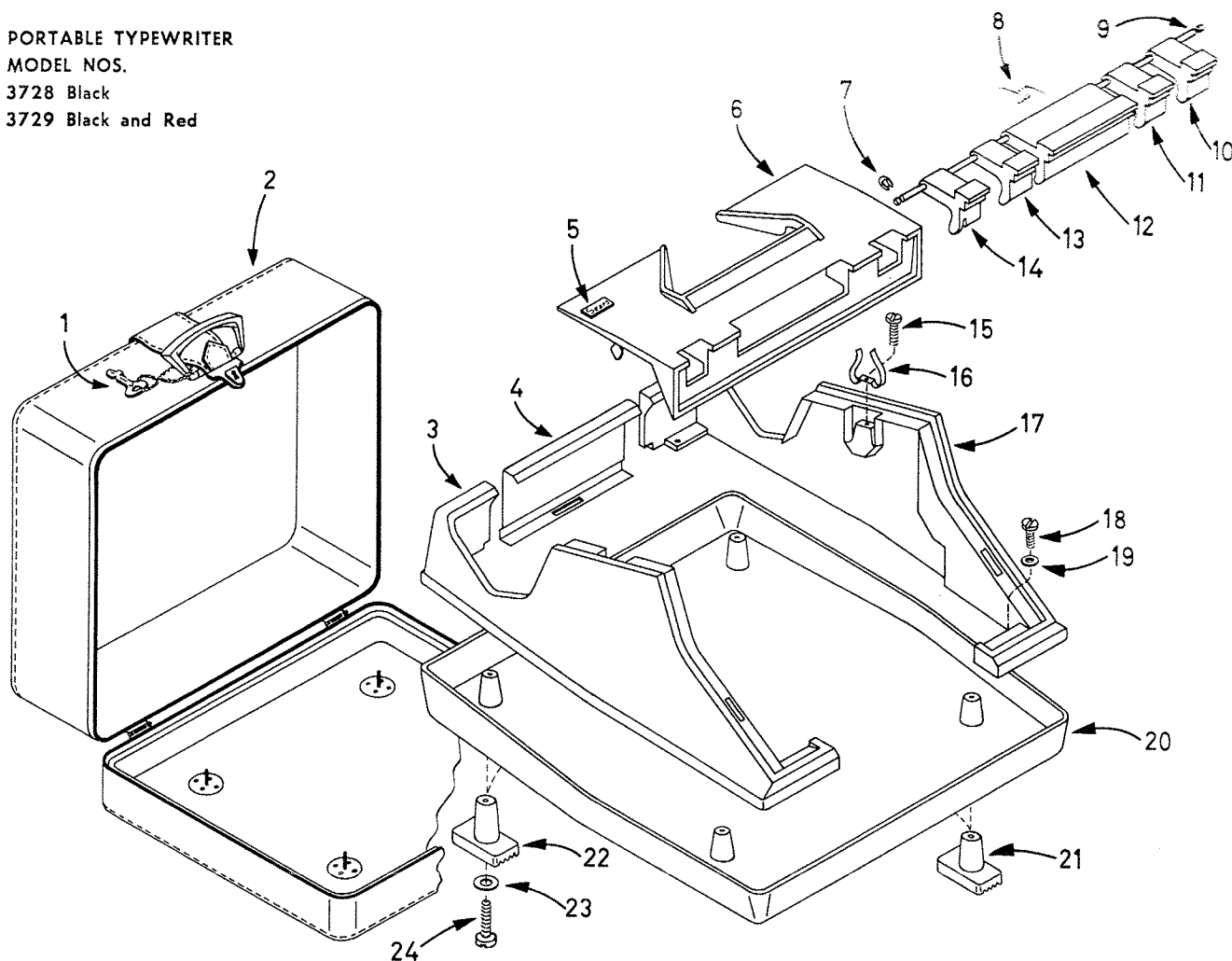
If, after checking all of the above your typewriter still does not work, do not attempt to repair it yourself. Return your portable to the nearest Sears retail or catalog order store. If you must ship your typewriter, use all of the original packing materials and follow the repacking instructions carefully. Do not ship your portable without the proper packing. If you no longer have the original packing, bring your typewriter to the nearest Sears store, or contact them for shipping arrangements.

REPACKING INSTRUCTIONS

1. Insert Type Bar Protector between type bars and typing point.
2. Move Carriage Lock Lever to «lock» position after centering carriage.
3. Move Margin Stops to center of carriage.
4. Place Carriage Return Lever in package position.
5. Place a rubber band over the Carriage Lock and the Line Space Selector Lever, to keep the Carriage Lock in «lock» position.
6. Place a rubber band over the Carriage Return Lever and the Paper Release Lever, to keep the Carriage Return Lever in «front» position.
7. Place Knobs Foam Protectors and Machine Foam Protectors respectively in the rear and front corners of the bottom of the carrying case.
8. Press down Shift Lock Key and place typewriter in carrying case fixing the four feet of the machine in the respective supports in the bottom of carrying case. Release the Shift Lock Key.
9. Press and fix the two cork supports by means of scotch tape between the rear side of the carriage and the left and right shrouds.
10. Close the carrying case, lock and place it into carton. Close and seal carton with gummed paper tape.

repair parts

PORTABLE TYPEWRITER
MODEL NOS.
3728 Black
3729 Black and Red



| Key No. | Part No. | Description |
|---------|-------------|----------------------|
| 1 | 5.06.8051.0 | Key |
| 2 | 5.06.9400.0 | Casing |
| 3 | 5.05.8009.0 | Left shroud |
| 4 | 5.05.803.0 | Rear cover |
| 5 | 5.06.8023.0 | Nameplate |
| 6 | 5.05.7300.0 | Ribbon spool cover |
| 7 | 9.88.40430 | Horseshoe lock — (2) |
| 8 | 5.03.8079.0 | Torsion spring — (5) |
| 9 | 5.03.8092.0 | Axle |
| 10 | 5.03.7200.0 | Ribbon selector key |
| 11 | 5.03.7000.0 | Tabulator clear key |
| 12 | 5.03.7300.0 | Tabulator key |

| Key No. | Part No. | Description |
|---------|-------------|----------------------------|
| 13 | 5.03.6900.0 | Tabulator set key |
| 14 | 5.03.7100.0 | Touch selector key |
| 15 | 8.88.13395 | Fillister head screw — (2) |
| 16 | 1.05.0305.0 | Stop spring — (2) |
| 17 | 5.05.8010.0 | Right shroud |
| 18 | 8.88.13430 | Fillister head screw — (4) |
| 19 | 8.88.83434 | Washer — (4) |
| 20 | 5.05.8012.1 | Sub - base |
| 21 | 5.01.8027.1 | Foot — (2) |
| 22 | 5.01.8026.1 | Foot — (2) |
| 23 | 8.88.83359 | Washer — (4) |
| 24 | 8.88.13352 | Fillister head screw — (4) |
| — | 5.06.8032.0 | Owners manual |

In all correspondence regarding this typewriter always mention model number of your machine, located on the inside of the rear port of the right shroud (move carriage to left to expose model number plate).

Order replacement parts by mail or through any of our stores.

For replacement parts or service not shown, contact your nearest Sears Service Center.

owners manual

NEWPORT
Sears

PORTABLE TYPEWRITER

MODEL NOS.

405.5295 Pica

405.5296 Elite

REPLACEMENT RIBBON NOS.

3728 Black

3729 Black and Red

**SEARS SERVICE
IS AT YOUR SERVICE
WHEREVER YOU LIVE
OR MOVE
IN THE U. S. A.**

SEARS PORTABLE TYPEWRITER GUARANTEE

During the first year, we will repair the typewriter, free of charge, if defective in material or workmanship.

During the second through fifth years, we will replace any defective parts, charging only for labor.

This guarantee service is available by simply returning the typewriter to any Sears store throughout the United States or Canada.

SEARS, ROEBUCK AND CO.

SERIAL NUMBER: Record your Sears Portable typewriter serial number in this owners manual. You will find this number at the middle rear position of the inside base.

SERIAL NO. _____

Your Sears merchandise takes on added value when you discover that Sears has over 2,000 Service units throughout the country. Each is staffed by Sears-trained professional technicians using Sears approved parts and methods.

SEARS, ROEBUCK AND CO., CHICAGO, ILL. 60607
SIMPSONS - SEARS LIMITED, TORONTO