Sears
OWNERS MANUAL

ELECTRIC PORTABLE TYPEWRITER

MODEL NOS.
161.53770
161.53771
161.53772

Operation Repair parts

CAUTION:
Read Rules for Safe Operation and Instructions Carefully

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.
Department 698/731A Sears Tower, Chicago, IL 60684

Electric Portable Typewriter
Record in space provided below the Model No. and Serial No. of this appliance. The Model No. and the Serial No. are located at the back of the machine.
Model No._________________ Serial No._________________
Retain these numbers for future reference.

Designed exclusively for Sears, Roebuck and Co., Chicago, IL 60684 U.S.A.
Your new Sears Electric Typewriter has been designed to provide you with easy, safe and trouble-free operation. To get the most out of your typewriter, read this Owners Manual carefully.

1. Power Space Bar and Repeat Spacer
2. Power Shift Key
3. ON/OFF Switch
4. Shift Lock Key
5. Tabulator Key
6. Margin Release Key
7. Platen Knob and Variable Line Spacer
8. Line Space Selector
10. Margin Stops
11. Paper Bail with Alignment Guide
12. Erasure Table
13. Paper Support Arm
14. Paper Pan
15. Carriage Release Lever
16. Paper Release Lever
17. Platen Roller
18. Line Indicator and Card Holder with Ruling Device
19. Ribbon Spool Cover
20. Power Back Space Key
21. Tabulator Set-Clear Lever
22. Power Return Key
23. Print/Correct Selector

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.
RULES FOR SAFE OPERATION

1. Your new electric typewriter uses standard U.S.A. power (115 volt, 60 Hz AC).
2. The typewriter must be unplugged before any adjustments or repairs are attempted.
3. Never insert tools into the typewriter when the machine is turned on. This could cause damage to the typewriter, physical injury or electrical shock.
4. The carriage of your machine returns quickly and forcefully to the left margin stop position when power return key is depressed. Keep your fingers out of its path to prevent injury.
5. In the event of an abnormal use or keying arrangement, the motor will be stalled to prevent damage to the precision mechanism. If this happens, turn off the power first and turn it on again. Then, you can continue typing.

OPERATING INSTRUCTIONS

1. Power Space Bar and Repeat Spacer
   A gentle touch to the Space Bar gives a quick single spacing. When the Space Bar is depressed all the way down, carriage keeps traveling until released.

2. Power Shift Key
   Shifts Segment upward for typing capital letters and uppercase characters.

3. ON OFF Switch
   Push the ON/OFF Switch upward to “ON” position to turn on the machine.

4. Shift Lock Key
   Permits typing capital letters and uppercase characters continuously. The lock is disengaged by pressing either Shift Key.

5. Tabulator Key
   Press the tabulator key and the carriage moves to the next tab stop.

6. Margin Release Key
   Allows typing beyond both margins by depressing the key. Warning Bell sounds approximately six spaces before end of right margin.

7. Platen Knob and Variable Line Spacer
   Platen Knob rotates Platen. To disengage the Platen from the spacing mechanism, press the Variable Line Spacing Button in the left-hand Platen Knob.

8. Line Space Selector
   Has four settings 1, 1½, 2, and free movement (R). Setting it at “1” gives you no blank lines between the typed lines. At “1½”, a ½ space is between the typed lines. At “2”, a whole blank line is between the typed lines. Setting the lever at “R” gives you a “soft roller” which allows you to move the roller freely by hand.

   To mark the position at which the paper has been inserted (so that subsequent pages can be put in the same position), slide this Paper Guide so that it is flush with the left-hand edge of the paper.

10. Margin Stops
    Set both starting and ending points of writing lines.

11. Paper Bail with Alignment Guide
    Provides an indicator for perfect alignment of paper. Also holds paper firmly against Platen.

12. Erasure Table
    Provided for erasing errors. Be sure to move the carriage to extreme right or left to prevent erasure dust from falling into typing mechanism.

13. Paper Support Arm
    Supports paper while typing.

14. Paper Pan
    Paper should be inserted between Platen and Paper Pan. Paper Pan has a paper alignment scale that serves as a guide for setting equal margins.

15. Carriage Release Lever
    Allows carriage to move freely (right or left) to any desired position.

16. Paper Release Lever
    Releases paper for aligning in correct position or removal. When moving the lever backward, Paper Bail and Alignment Guide is properly lifted up at the same time to free paper for repositioning or removal.

17. Platen Roller
    Supports the paper and provides a base for finest electric typing.

18. Line Indicator and Card Holder with Ruling Device
    The vertical lines marked in the card holder are called alignment guide. The horizontal line in the card holder denotes the bottom of the writing line. The marks align with the center of each character. To draw a horizontal line, place the point of a pencil or ball point pen in the guide hole in the card holder and move the carriage to the left or right. To draw a vertical line, roll the platen knob by hand.
19. Ribbon Spool Cover
Provides quick and easy access to ribbon for replacement and to typefaces for routine cleaning.

20. Power Back Space Key
A gentle touch to the back space key gives a single back spacing. When the key is depressed all the way down, it will continue to repeat back spacing until released. (Picture 1)

21. Tabulator Set-Clear Lever
To set tabulator stops, move the carriage to desired position and set tabulator set-clear lever at the Set position. To clear tabulator stops, move the carriage to the position where tabulator stops have been set, and pull the lever back to the Clear position. To clear all tab stops at one time, move the carriage to the extreme right and left while pulling the lever to the Clear position.

22. Power Return Key
Press the power return key to return the carriage to the left hand margin, and it will automatically space to the next writing line.

23. Print/Correct Selector
Stencil ...... Upper portion (Silver)
Print ...... Mid portion (Black)
Correct ...... Lower portion (White)
(Picture 1).

CORRECTION

To correct typographical error(s), follow these instructions:
1. Switch the Print/Correct Selector from “PRINT” to “CORRECT”.
2. Backspace to the incorrect character of the incorrect word.
3. Retype the incorrect character.
4. Switch the Print/Correct Selector back to “PRINT”.
5. Backspace to the incorrect character.
6. Type the correct character.

To remove an extra letter, follow these instructions.
1. Switch the Print/Correct Selector from “PRINT” to “CORRECT”.
2. Backspace to the first letter of the incorrect word and retype the incorrect character.
3. Switch Print/Correct Selector back to “PRINT.”

Note: When using the Correction Ribbon, a small amount 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.
GENERAL CARE OF YOUR SEARS TYPEWRITER

Before You Start Typing
1. Place typewriter on a firm, flat surface. Caution: The composition feet of the typewriter can cause marring on some wood finishes. We recommend the use of a typewriter pad.
2. Depress two Margin Stops (10) positioned in the center of the Paper Pan (14) and slide them to desired positions. Left margin determines a starting point while right margin gives an ending point (Picture 2).
3. Connect Power cord to electric outlet.
4. Lift up the Paper Support Arm (13) behind the Paper Pan (14).
5. Insert paper around the Platen Roller (17) and adjust it by depressing Paper Release Lever (16) away from you. Use 2 pieces of paper for best typing results.
6. Turn on the machine by pushing the ON/OFF Switch (3) upward to “ON” position.

How to Get Uniform Margin Setting
Left edge of paper should align with “0” on the Paper Pan (14). To set left margin, depress the left Margin Stop and slide it to the desired point on the Paper Pan. To set right margin, slide the right Margin Stop to the point same distance from the paper edge as the left margin. Both margins are now set and uniform. (Picture 2).

Changing the Ribbon
STEP ONE: Turn off power. Remove the Ribbon Spool Cover from the machine. Move the carriage to the center. Wind either spool until all of the used ribbon is wound on one spool and a small metal ring appears in the center of the ribbon. Lift the ribbon from Ribbon Guides (A) and complete the unwinding. Move Ribbon Tension Arms (B) away from both spools. (Picture 3).

STEP TWO: Attach end of new ribbon to the hook of the empty spool and wind until the small metal ring is wound onto the core of the spool (Picture 5). Place spools on shafts while holding Ribbon Tension Arms open.

STEP THREE: Thread ribbon through the ribbon guides. Replace the Ribbon Spool Cover.

Special Conveniences
1. Automatic Repeat Keys: Hyphen (-), underline (—), crossout (x) and period (.) keys have automatic repeat action when depressed all the way down. (Picture 6).
2. Automatic Ribbon Reverse. The ribbon automatically reverses itself after the full length of the ribbon has been used on either spool. If you want to reverse by hand, simply move either left or right ribbon guide to the opposite position.
3. Variable Line Spacer: When you press the button in the left Platen Knob, the Platen is out of click and also out of spacing, allowing free movement of the paper up or down. Very convenient for correcting the text additionally or typing column totals, captions and notes. (Picture 7).
Problems and Cures
If your typewriter doesn't operate, be sure to check the following:
1. The power cord should be firmly plugged into a proper electrical outlet.
2. ON/OFF Switch should be in the "ON" position.
3. Insure that Margin Stops are not pushed together.
4. Be sure Print/Correct Selector is not in stencil (Silver) position.

Cleaning Instructions
Dust off the exterior of your typewriter with a dry lint-free cloth.
CAUTION: Certain cleaning fluids may have a harmful effect on the plastic and painted parts of the typewriter. Use of mild detergent is recommended.
Never erase directly over the printing point.
Move the carriage to either side to prevent erasure grit from falling into the mechanism. Clean the typeface regularly with a stiff brush and commercial type cleaner.
Use light strokes and brush lengthwise and never crosswise on the typefaces (Picture 8).
Clean the Platen Roller with an ammonia base detergent or alcohol.
Have your typewriter lubricated at least once a year by a Sears trained typewriter technician.

4. Hold the sides of the typewriter and put it in the case, then bundle the power supply cord and store in the left side of the case. Before closing the case lid, be sure this cord is completely inside the case to avoid the possibility of damaging the cord and causing an electrical shock. (Picture 9).
5. Close the case and slide the latches toward the handle to avoid the danger of dropping the typewriter while carrying it.

After Using the Typewriter and To Store in the Carrying Case
1. Turn off the ON/OFF Switch and disconnect power cord from electrical outlet.
2. Move the carriage to the center.
3. Fold down Paper Support Arm.
<table>
<thead>
<tr>
<th>Key No.</th>
<th>Description</th>
<th>Part No.</th>
<th>Key No.</th>
<th>Description</th>
<th>Part No.</th>
</tr>
</thead>
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<td>7</td>
<td>Screw</td>
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<td>2</td>
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</table>

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. For replacement parts or service not shown above, contact your nearest Sears Service Center.
ELECTRIC PORTABLE TYPEWRITER

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HOW TO ORDER REPAIR PARTS

Now that you have purchased your typewriter, should a need ever exist for repair parts or service, simply contact any Sears Service Center and most Sears, Roebuck and Co. stores. Be sure to provide all pertinent facts when you call or visit.

WHEN ORDERING REPAIR PARTS, ALWAYS GIVE THE FOLLOWING INFORMATION:
1. PART NUMBER
2. PART DESCRIPTION
3. MODEL NUMBER
4. NAME of ITEM — Electric Portable Typewriter

All parts listed may be ordered from any Sears, Service Center and most Sears stores. 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.

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Form No. 86080603