your new
Smith-Corona
ELECTRIC PORTABLE TYPEWRITER
LEFT MARGIN SET
ADJUSTABLE PAPER GUIDE
LINE SPACE SELECTOR
LEFT CARRIAGE RELEASE
LEFT PLATEN KNOB
VARIABLE LINE SPACER
LINE RETAINER
PAGE GAGE
CARRIAGE RETURN LEVER
RIBBON CARRIER
PRINTING POINT INDICATOR
RIBBON SPOOL COVER
IMPRESSION CONTROL DIAL
MANUAL RIBBON REVERSE
BACK SPACE KEY
SHIFT LOCK
LEFT SHIFT KEY
SPACE BAR

TOUCH SELECTOR

RETRACTABLE PAPER SUPPORT ARMS
PAPER BAIL
RIGHT MARGIN SET
PAPER RELEASE LEVER
RIGHT CARRIAGE RELEASE
RIGHT PLATEN KNOB
PLATEN RELEASE LATCH
CARRIAGE CENTERING LEVER
PAPER FINGERS
PAPER BAIL ROLLS
LINE INDICATOR
ON-OFF SWITCH
RIBBON COLOR SELECTOR
TABULATOR KEY
TABULATOR CLEAR KEY
MARGIN RELEASE KEY
TABULATOR SET KEY
RIGHT SHIFT KEY

Copyright 1957 Smith-Corona Inc
You now own the world's first electric portable typewriter. You will find it beautiful in appearance and very easy to use. Produced by Smith-Corona, it exhibits the finest quality in the history of typewriter manufacture. It is a typewriter that, with proper care and operation, will perform faithfully and efficiently for many years to come. This Smith-Corona is the most versatile of all portable typewriters and will satisfy most typing requirements with an unprecedented ease of operation. Notice as you use this typewriter how electricity is being put to work for you. Every character prints uniformly sharp and even regardless of how you strike the keys. You will thrill to the comfort of Smith-Corona's exclusive Cushioned Touch and enjoy the added speed and convenience of Keyboard Slope. You will gain greater pleasure and maximum use from this typewriter if you become completely familiar with it. This book will help you. Study it carefully and spend a little time learning about its wonderful features and operation. Should you have any further questions, your Smith-Corona dealer will be glad to assist you.
REMOVING the TYPEWRITER from the CASE

The machine release lever is located in the carrying case to the left of the typewriter. To remove machine, push this lever firmly toward the back of the case until the machine is released. Grasp the typewriter on both sides, lift the front up and pull forward out of the case. Although it is recommended that the machine be used out of the case, the typewriter can be left in the case and the bottom of the case used as a typing platform. When thus used the top of the case should be removed. This is easily accomplished. With the case open, from the front grasp the lower sides of the case top with the fingers of each hand and with the thumbs depress the release latches on the hinges, sliding the top down and off the hinges. To replace, snap back on the hinges from the same position.

REPLACING the TYPEWRITER in the CASE

To replace in the case pick up the typewriter in both hands and slide it onto the bottom of the case, holding the front of the machine slightly raised. See the illustration. Locate it so that the two-pronged cleat at the back of the case will enter the slot in the back of the machine. Push the machine to the rear of the case. Press down on the front frame of the machine at each side of the space bar until the machine firmly locks on the front holding latch. Test this by pulling up on the front of the machine to be sure it is securely fastened.

Center the carriage using the Carriage Centering Lever before closing the cover. To correctly center, move the carriage to the right, then placing the fingers of the right hand on the back of the right platen knob, squeeze the Carriage Centering Lever with the thumb and holding it, allow carriage to move to the left until it stops.

It is important that this method always be used to center carriage as it locks the carriage in such a way as to minimize any possibility of damage to the typewriter should it be dropped or receive a severe shock while in the case. Moving the carriage to the right a few spaces will release this latch for typing.
ON-OFF SWITCH

The ON-OFF switch is located on the upper right side of the keyboard directly above the top row of keys. To operate your typewriter place the plug securely into a proper electrical outlet and rotate the ON-OFF switch to the right until it clicks into the ON position. You will note that this portion of the dial is red, giving you a positive, visible indication that the machine is ON. To turn the machine OFF, rotate this dial to the left until it clicks into the OFF position. The typewriter should be turned OFF when not in use.

PAGE GAGE

The Page Gage is located directly to the left of the platen. An exclusive Smith-Corona feature, Page Gage accurately indicates in inches the exact amount of typing space remaining at the bottom of a sheet of paper. It will enable you to predetermine your bottom margin and to maintain an even bottom margin on multi-page letters and reports.

The Page Gage is graduated for paper measuring from 8" to 11" in length. To use, turn the platen until the numeral (green figures) indicating the length of paper you are using is directly over the SET marking. The illustration shows it correctly positioned for 11" paper. Then, insert your paper in the normal manner using the platen knobs. Proceed with your typing as usual. As you near the bottom of the sheet the red numerals at the left of the indicator, as they appear over the END marking, will indicate in inches the exact amount of paper remaining.

Page Gage is equally effective with other length paper. With a small amount of experimenting you will readily be able to determine the proper setting for any length paper you are using.
INSERTING PAPER

When inserting paper, hold it lightly in the left hand and place the left hand edge of the paper against the paper guide, allowing the bottom to drop evenly along the back of the platen. Turn the right platen knob until the paper appears in front of the platen. The feed is so accurate it should require no straightening.

The paper as it appears in front of the platen should be fed under the paper bail. For best results space the three rubber bail rolls evenly along the paper and bring the paper fingers in to about ½” from each edge of the sheet. The bail rolls should be down snug on the paper when typing.

To aid in inserting a great number of sheets of paper, exceptionally heavy paper, or should straightening be required, pulling forward the Paper Release Lever will release the tension on the paper. Be sure to return the Paper Release Lever back to normal position before typing.

The edge of the line indicator is even with the bottom of the writing line. It is used to line up characters with work already on the paper or to determine your writing line for filling in printed forms. If you wish to continue typing or make corrections on paper that has been taken out of the machine, reinsert the paper and using the Variable Line Spacer line up exactly the bottom of the writing line with the edge of the Line Indicator. Then freeing your paper with the Paper Release Lever move it slightly right or left until the white lines on the Line Indicator are directly centered under printed characters. Return the Variable Line Spacer and Paper Release Lever to normal positions. Corrections can then be made or typing continued in perfect alignment.

The Retractable Paper Support Arms when raised will hold up your paper allowing you to more easily read what you have already typed.
MARGIN SETTING

SMITH-CORONA’s Quick-set margins are exceptionally convenient and simple to use. After inserting your paper decide exactly where you want your writing line to begin and end. Depress the left margin and slide it so that the red diamond is directly over the scale reading you have selected for the beginning of your writing line. Do the same with the right margin to set the end of your writing line. A warning bell will sound approximately seven spaces before you reach the right hand margin. Depressing the Margin Release (M-R) key will allow you to type or move the carriage beyond either margin stop.

LINE SPACING CONTROLS

Your SMITH-CORONA Electric Portable has all of the necessary controls for varying your line spacing to suit any requirement. Your Line Space regulator has three clearly marked positions to give you single, double, or triple spacing between lines. The line spacing you select will occur automatically when you return the carriage with the Carriage Return Lever. The Line Retainer allows you to turn the platen freely but it remembers your original writing line. Use this, by pulling it forward, when you want to type subscripts or exponents or when you desire to change your writing line temporarily. When you wish to return to your original writing line, push the Line Retainer back to its normal position. You can then return the platen to exactly your original writing line. The Variable Line Spacer on the left Platen Knob is used to change your writing line permanently. Pull out the Variable Line Spacer and then turn the platen to the desired writing line. Push the Variable Line Spacer back in and proceed with your typing.
IMPRESSON CONTROL DIAL

The Impression Control Dial is located on the upper left side of the keyboard just above the top row of keys. It is clearly marked, simple and easy to use. This dial, as it is rotated from 1 through 9, increases the force with which the type bar strikes the paper. Regardless of the impression you select, there is no change in your touch. The dial is most easy to use when the power is ON.

For normal typing and work requiring only a few carbon copies set the dial at from 1 to 3. Increase this setting as more carbon copies are required. The setting will depend on the number of carbons and the weight of paper you are using. With a little experience you will be able to determine the proper setting for the work you are doing.

INTERCHANGEABLE PLATEN

Your new SMITH-CORONA Electric Portable is equipped with a cushioned platen which has proven most suitable for normal typing requirements. However, for producing large numbers of carbon copies, consistently cutting stencils, or other work a harder or special application platen may be more suitable. The platen can be removed and changed quickly and easily. First, raise the paper bail, then push back on the top edge of the machine tilting back the rear enclosure as shown in the illustration. Pull out the Variable Line Spacer. Hold up the Platen Release Latch, then by the right Platen Knob raise the platen up and out of the machine.

The platen is just as easy to replace. Insert it, left end first, with a slow rotating motion until it seats snugly into the left side. Then push down the right platen end until the platen latch snaps automatically into place, locking the platen securely into position. Return the Variable Line Spacer, rear enclosure, and Paper Bail to normal positions.

Special application platens are readily available through SMITH-CORONA dealers.
THE ELECTRIC TOUCH

All typing keys, the shift keys, and the space bar on your new Smith-Corona are electrically operated giving you an ease of operation unprecedented in portable typewriters. The keys work smoothly and effortlessly, the response is immediate. The keyboard boasts Smith-Corona’s exclusive Cushioned Touch. Depress a key to the triggering point, then press it further—notice the cushioning action. The keys do not strike a hard bottom, eliminating all jar on the sensitive finger tips at the end of each stroke. Typing keys and space bar should be operated with a downward touch, followed by an instant release. It is not necessary to hold them down.

Regardless of how you strike the typing keys, each character will print uniformly sharp, even and distinctive. As a further aid to your typing pleasure and to personalize the typewriter to your individual preference, a 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.

As you can see in the diagram, the key tops are scientifically slanted to fit natural finger movement. This exclusive Keyboard Slope eliminates waste finger movements. It is the most natural, easiest to type on, fastest operating keyboard ever designed.

The Hyphen — Underline key and Space Bar are equipped with Automatic Repeat Action. Extra pressure on either of the above will activate the repeat action which will continue until the key is released. Any or all typing keys, on order, can be made repeat keys.

TABULATOR

As an aid to moving your carriage quickly and accurately to a predetermined position, your Smith-Corona Electric portable is equipped with a Keyset Tabulator. Tabulators are used for typing columnar copy such as figures, for setting the dating and letter closing positions on correspondence, for quickly indenting paragraphs, etc.

To set a tabulator stop, move the carriage to the position at which you want the stop set and depress the SET key. 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 (CL) key. To clear all stops, return the carriage to the extreme right and depress the clear (CL) key and the TAB key simultaneously.
You will find replacing the ribbon on your Smith-Corona electric portable quick and easy if you follow the following instructions. For best results insist on a genuine Smith-Corona ribbon.

a. Remove ribbon from Ribbon Carrier as follows: Hold ribbon with fingers on both sides of Ribbon Carrier. Squeeze ribbon down to bottom of the Ribbon Carrier. Pushing back toward the platen, lift ribbon up and out.

b. Open Ribbon Spool Cover and remove both ribbon spools from machine. Remove used ribbon from one spool and retain this spool.

c. Unroll short length of new ribbon and place spool carrying new ribbon in right hand cup. Be sure spool is fully seated and red portion of ribbon is down. Attach the end of new ribbon to the prong of the empty spool and wind this spool until metal eyelet is covered. Put this spool in the left hand cup, seating it fully. Ribbon must wind to and from the back of each spool (see diagram).

d. Drop ribbon into slot of each ribbon actuator, located directly adjacent to each ribbon spool cup. Thread the ribbon through the Ribbon Carrier as follows: Place ribbon behind Ribbon Carrier and slip lower edge of ribbon into lower ribbon carrier loops. Squeeze ribbon down into lower loops and then straighten so upper edge of ribbon enters upper loops of carrier. Pull ribbon a little to the right and left to be sure it is correctly threaded. Take up slack in ribbon by turning spool.

RIBBON COLOR SELECTOR

The Ribbon Color Selector is located on the keyboard just to the right of the top row of keys. When the lever is in the upper position opposite the blue field, the upper portion of the ribbon will print. In the lower position opposite the red field, the lower or red portion of the ribbon will print. Use the center position for cutting stencils. In this position the ribbon is not used and type bars leave no inked impression.
PROPER CARE OF YOUR ELECTRIC PORTABLE

Your new SMITH-CORONA is a precision-writing instrument. It has been designed to withstand constant normal usage. Ordinary care will preserve its beautiful finish indefinitely. When not in use replace the machine in its case or place a dust cover over it. Regularly use a dry lint-free cloth to dust off all exterior parts. Stains can be removed by rubbing gently with a damp cloth. Depending on frequency of use, periodically clean the face of the type with a bristle brush or approved type cleaner. Work carefully, heavy pressure is never necessary to clean type, regardless of kind of type cleaner used. Lift the ribbon cover and brush off any erasure grit or dust that has accumulated on the segment. Move the carriage all the way to the right and then to the left and wipe off the exposed parts of the carriage rails. Remove the platen and brush out any dirt. Clean the feed rolls and platen with a cloth moistened with a platen cleaner or alcohol.

NOTE: After cutting stencils always clean your type, platen and feed rolls.

Oiling of this typewriter should be done only by a typewriter serviceman.

CHECK POINTS FOR OPERATION

If your typewriter is not operating:

BE SURE:
The Cord is plugged securely into the outlet.
The ribbon spool cover plate is down all the way.
The switch is turned ON.

If typebars operate but do not print, make sure your Ribbon Color Selector is not in Stencil Position.
If Carriage does not move, it may be latched by Carriage Centering Lever. Moving carriage a few spaces to right by hand will release this latch.

SERIAL NUMBER

Each typewriter carries its own serial number. Lift the cover plate, and looking at the machine from the right side, you will note the serial number stamped on the machine frame directly under the right ribbon spool cup. Record this number for use in ordering supplies and accessories or as identification in case of theft.

SERVICE

Should your SMITH-CORONA Electric portable require cleaning, oiling or mechanical attention return it to the dealer from whom it was purchased. If you are traveling, take it to the nearest SMITH-CORONA dealer or branch office. Consult the classified section of your Telephone Directory under “Typewriters.”
Smith-Corona the world's most complete family of quality typewriters.

Silent-Super
Sterling
Skyriter
Clipper
Electric Portable
Eighty-Eight Secretarial
Pacemaker

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