HOW TO USE

CORONA

Zephyr

The Portable Typewriter

WARRANTY

This is to certify that we, the L C Smith & Corona Typewriters Inc, warrant each new Corona *Zephyr* to be free from defects in material and workmanship. We agree to make good at our factory any part or parts which may prove defective within three months after date of delivery of such typewriter to the original purchaser. No representative has the authority to make any other warranty in our name.

L C Smith & Corona Typewriters Inc
Syracuse, New York

Serial No. __________________________ Date of Sale __________________________

Sold by ____________________________

REMOVING THE MACHINE COVER

Open and remove the machine cover by pushing inward the two cover latch buttons (See Fig. 1). While these release buttons are held in depressed position, swing the front of the cover up and off the machine.

GETTING THE MACHINE READY TO USE

Probably the shipping equipment was removed from this machine before you made the purchase. If, on the other hand, the typewriter was shipped to you direct the shipping equipment will have to be taken out before the machine can be operated. Remove the shipping equipment by carefully following the illustrated method found on the tag tied to the machine when it was prepared for shipment. This tag will not be on the machine if the shipping equipment was taken out before delivery.

INSERTING AND ADJUSTING THE PAPER

Holding the paper with both hands drop it down behind the platen (shown in Fig. 2) and in front of the paper table (also shown in Fig. 2). Then push the paper gently down into the machine while turning the platen knob (see Fig. 2) in the direction away from you until the top edge of the paper comes up in front of the platen. As soon as the paper shows in front of the platen, raise the paper bail (shown in Fig. 2) far enough to allow the paper to feed under it and then drop the bail back down. Continue to turn in the paper until it is properly located for the date, first ruled line (if ruled paper or a form is used) or to the position you wish to start your first line of writing.

If the paper needs straightening, push the paper release lever, (see Fig. 2) backward to where it automatically snaps into released position. Now take hold of the paper at both sides, straighten it and then don’t forget to pull the paper release lever forward to the normal position.
MARGINAL STOPS

Marginal Stops make it possible to have each line of writing begin at a uniform distance from the left edge of the paper and end at approximately the same distance from the right edge.

To set the left Margin Stop (see Fig. 2), move the Carriage to the point where you wish to begin the line. The Carriage is moved to the right by simply pushing it to the right. If it is to be moved to the left, hold the Carriage Release Lever (shown in Fig. 2) way forward, while holding onto either the right or left Platen Knob (see Fig. 2) to control the Carriage while it is moved to the desired location.

Let us suppose that the left Margin is to be set at 20 on the Paper Bail. Move the Carriage so that "20" is exactly over the type opening in the Type Guide (see Fig. 2). Depress the outer or curled section of the left Margin Stop (see Fig. 2) and slide the Stop to the right as far as possible. You will find that after doing the left Margin Stop, the Carriage will always stop at 20 or wherever you have set the Stop, when moved to the right.

Fix upon the distance from the right edge of the paper that you want your right margin. Move the Carriage to that point and slide the right Margin Stop to the left as far as it will go by pressing down on the outer top or curled section of the Stop, in the same manner as when setting the left Margin Stop. If you have set the right Stop let us say at "70", the last space you can write in will be at 70. The Bell rings four to eight spaces before the end of the line. The number of spaces that may be written in after the Bell rings may vary from one machine to another but the Bell, on your own particular machine, will always ring the same number of spaces before the end of the line is reached.

LINESPACING

After a line has been written and you wish to begin another, press down on the "Finger Pad" of the Linespace Carriage Return Lever (see Fig. 2) with, at the same time, a smart motion to the right. This not only returns the Carriage for the beginning of a new line but also spaces up the paper to the next line.

PLATEN RELEASE

The Platen Release Lever is at the left end of the Carriage (see Fig. 2). When it is depressed, all the lines are ruled lines, fill-in blanks, etc., raise the Platen Release Lever. The Platen may then be turned freely without regard to regular Linespacing. After raising the Platen Release, turn the Platen (see Fig. 2) until the ruled line to be written on is even with the top or graduated edge of the Line Indicator (see Fig. 2). Be sure to push back the Platen Release Lever before you start to write again, on unrulled paper, or you may wonder why the Linespacer doesn’t function.
CAPITAL SHIFT KEYS

The machine in its normal position writes only the small or lower-case characters. Capital letters and the upper characters, such as those on the fourth or top row of keys are written by holding down either Shift Key (shown in Fig. 2), while striking the desired letter. To write all capitals, lock the Shift Keys down. Lock either the left or right hand Shift Key by depressing it all the way and swing it a little toward the keyboard until it catches in the locked position. Release the locked right or left hand Shift Key by again depressing and swinging it away from the keyboard, out of the latched or locked position.

SPACEBAR

Each time that you depress the Spacebar (shown in Fig. 2) the Carriage moves along one space to the left without printing. Be sure to depress the Spacebar after each word written.

BACK SPACE

When, due to an omission or error, you wish to move the Carriage back (to the right) only one or two spaces, depress the Back Space Key (shown in Fig. 2) one stroke for each space desired.

CUTTING STENCILS

This machine has clean, sharp type and a powerful stroke. It is therefore excellent for cutting stencils or masters used on duplicating machines.

To cut stencils; First clean the type thoroughly with a good prepared cleaner, (Typebar Brand Type Cleaner) or gasoline applied with a brush or cloth. Clean the type using a motion toward the front and back of the machine and not sideways, as a sideways motion might be detrimental to good alignment. Pick out the hardened dirt and ink from such letters as, A, E, G, S, C, O, etc., with a common pin. Slip the Ribbon out of the Ribbon Vibrator (shown in Fig. 2) and push it down behind the Type Guide (shown in Fig. 2) where it will not interfere.

Never under any circumstances use alcohol for cleaning the type or other parts of the machine as alcohol is detrimental to the finish.

HAND CONTROL OF RIBBON TRAVEL

In order that a fresh surface of the Ribbon may always be presented for the Type to strike on, the Ribbon travels entirely automatically from the full to the empty Spool. After the Ribbon has wound all on one Spool, pull one of the Ribbon Reverse Levers (see Fig. 2) toward the front of the machine to reverse the travel of the Ribbon. Naturally the Reverse Lever at the empty Spool is the one to manipulate. Failure to reverse the travel of the Ribbon will soon cause the machine to tie up and become inoperative. A nickel plated eyelet is inserted near each end of the Ribbon. The appearance of the eyelet, as the Ribbon unwinds, will be an indication that the end of the Ribbon is near and that the feeding or traveling direction should be changed.

HOW TO CHANGE OR REPLACE THE RIBBON

Ribbons for this machine are purchased ready wound on Spools to fit and properly function. When purchasing Ribbons, ask for Typebar or Pigeon Brand for Corona Zephyr.

First, remove both Ribbon Spool Covers (shown in Fig. 2). To remove either Ribbon Spool Cover simply pull up on the Cover at the inner edge (edge toward the type) and lift it off the machine. Before removing the Ribbon, note carefully how it is threaded through the Ribbon Vibrator (see Fig. 2).

If the Ribbon is to be thrown away, cut or tear it in two. Take off both Ribbon Spools by lifting them up. Pull off the old Ribbon from one of the original Spools but save the U-shaped Clip that holds the end of the Ribbon on the Spool.

Unwind some of the Ribbon from the new Spool. Lay the end of the Ribbon in place on the empty Spool, force the Clip down over it and wind on a few turns. Be sure that the Ribbon is so fastened on the Hub of the Spool that it will feed to and from the Back. A small arrow shaped pierce in the top of the machine Casing, close to each Ribbon Spool location is visible when the Spool Covers have been removed and show the direction of Ribbon feed. The Ribbon Spools are interchangeable from left to right. To replace the left hand Spool, pull the left Ribbon Reverse Lever (see Fig. 2) forward. When replacing the right Spool, of course the right hand Ribbon Reverse Lever (shown in Fig. 2)
should be pulled forward. Place the empty spool on the left spindle \(A\) (in Fig. 2) and press down gently while turning the spool on the left, clockwise, or the spool on the right, counter-clockwise, until it goes completely down. On the inside of the ribbon spool hub is a projection which must enter one of the slots in spindle \(A\). This projection will be damaged if you force the spool on the spindle without following the instructions above.

Now replace the ribbon spool covers. You will see that on the outer edge of each cover is a little curved \(ear\) sticking out about an eighth of an inch. This \(ear\) fits into an arrow-shaped slot or pierce in the top edge of the machine casing, close to the spool locations. Put that side of the cover on first, making sure that the curved ear enters the arrow opening or slot. Press the covers down onto the spools so that they snap down tight. As the covers are snapped into position, be sure that they are centrally located over the spool and in proper relation to the machine jacket or casing (shown in Fig. 2).

The next step is to thread the ribbon through the ribbon vibrator (shown in Fig. 2). Lock one of the shift keys down in capital letter position.

Holding the ribbon between the thumb and first finger of each hand, slip or crowd the lower edge of the ribbon down into the lower vibrator loop (see Fig. 2), far enough to allow straightening the ribbon so that the upper edge passes up into the upper vibrator loop (see Fig. 2). Now place the ribbon behind the three ribbon guides (numbered 1, 2, and 3 in Fig. 2). Pull the ribbon two inches to the right and then to the left to make sure that it is properly threaded through the vibrator and guide without creases. Release the locked down shift key.

OILING

Too much and too frequent oiling tends to collect dust and does more harm than good. It is well to have your machine cleaned and oiled at least once a year by some competent service station. We, the manufacturers, will be glad to furnish you with the name and address of the nearest competent service station in your locality.

REPLACING THE MACHINE COVER

Set the machine down on a desk or table with the keyboard toward you. Center the carriage so that the machine cover will fit by holding the carriage release lever (see Fig. 1) forward and locating the carriage so that the \(40^\circ\) mark on the paper bail (Fig. 1) is over the type opening in the type guide (shown in Fig. 2).

Locate the cover over the machine with the rear edge on the desk and the front edge held a few inches above the machine. Pull forward on the cover while at the same time lowering the front down over the machine. This will allow the cover to properly hook at the rear. Push the front down until the two cover latch buttons (shown in Fig. 1) securely fasten.

For compactness when desired, push the machine cover handle (see Fig. 1) down until it lies flat on the cover.

The cover should go on easily and if it doesn't, do not force it but make an examination to see that the carriage has been properly centered, that neither shift key is locked down, and that the two cover hooks (see Fig. 1) have entered the intended openings in the back of the machine.