SMITH-CORONA'S 5-YEAR PORTABLE TYPEWRITER PARTS GUARANTEE

SCM will replace without charge (except for labor and shipping) any part that proves defective within 5 years of purchase date. No labor charge within 90 days of purchase. This guarantee extends only to the original owner and does not apply (i) to replacement of motor, carrying case or rubber parts after 90 days, or (ii) to damage resulting from accident, neglect or misuse. To obtain benefits of this guarantee, the original retail purchaser must be prepared to show proof of date of purchase. This unit must be returned to the dealer from whom purchased or to one of the SCM service centers listed in the Owner's Manual.





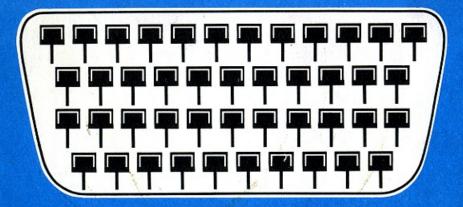
Learn The Essentials of Touch Typing In Ten Days

Your instructor's voice on five I.p. records guides you through the keyboard — from the home-row up through speed word drills and sentences that are designed to give you confidence. An easel chart of lessons, keyboard diagrams and drills corresponds to the voice instruction. Educator approved. Used by hundreds of thousands as a beginning course and as a typing refresher.



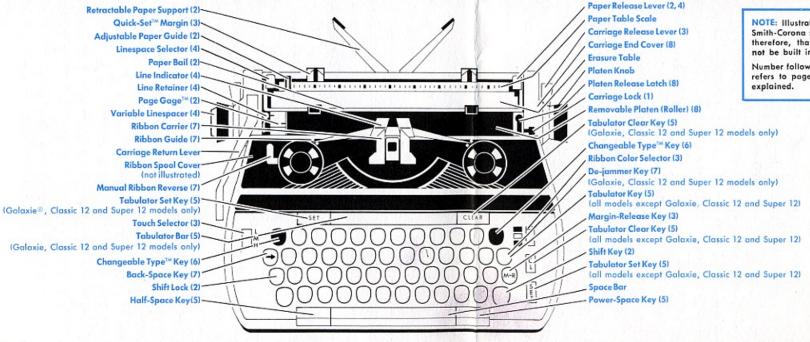
MAIL THE ATTACHED ORDER FORM NOW . . .

OWNER'S MANUAL



for Smith-Corona® Standard Portables

The World's Most Advanced Standard Portable Typewriters



NOTE: Illustration shows all features found on Smith-Corona standard portables. It is possible, therefore, that some features illustrated may not be built into your particular model.

Number following description of certain features refers to page on which use of this feature is explained.

YOUR NEW SMITH-CORONA PORTABLE is the finest portable typewriter available today. Handsomely styled with sleek, modern lines, it has the solid construction, built-in dependability and advanced features that have made Smith-Corona portable typewriters the first choice of millions the world over. With proper care, your Smith-Corona portable will give you years of reliable performance and typing satisfaction.

THIS ILLUSTRATED INSTRUCTION BOOKLET will help you become familiar with the many time-saving features found on Smith-Corona standard portables. (In reading this manual, however, please keep in mind that not every model is equipped with all of the features described.)

SMITH-CORONA PORTABLE TYPEWRITERS

- First in Design
- First in Value
- First in Performance



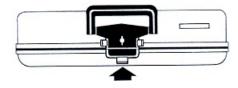
No Wonder More People
 Buy Smith-Corona Portables
 Than Any Other Brand!



IMPORTANT

Follow these simple instructions before using machine:

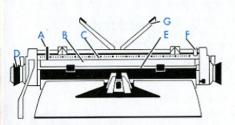
- Inspect case and typewriter for possible damage from handling or shipping. In case of damage, contact carrier's agent immediately for inspection and inspection report—otherwise we cannot assist in recovering the claim against the carrier.
- FILL OUT ENCLOSED REGISTRATION CARD and mail within 10 days from date of purchase to register typewriter. Your Smith-Corona portable is guaranteed for 5 years from purchase date. (See warranty on back cover.)
- 3. If typewriter is to be returned for any reason, it must be repacked exactly as received to prevent damage in shipping.



TO REMOVE TYPEWRITER FROM CARRYING CASE. . .

Open case. Push up on release tab under case latch. Raise front of typewriter and pull machine forward away from holding cleat at rear of case. Carriage Lock holds carriage in place during shipping. To release, move carriage to the right.

To return machine to case, ease it in, back first, keeping front raised a little. Make sure cleat on back of case slips into slots in back of typewriter, and lower typewriter in place. Before closing case, move carriage to extreme right. Pull up on Carriage Lock to move carriage to about mid-position where it will lock in place. Closing case automatically locks typewriter in place for traveling.



INSERTING PAPER

Place left edge of paper against adjustable Paper Guide A so paper rests evenly along back of Platen (roller) behind Erasure Table B* For most typing set Paper Guide at 0 on Paper Scale G Paper may be centered and margins determined by using Paper Scale. Turn Platen Knob Daway from you until paper is positioned for typing. Rest Paper Bail E snugly against paper. To insert bulky packs of paper or to straighten paper, first pull Paper Release Lever F forward. Push lever back before typing. To check or proofread work while it is still in typewriter, raise Retractable Paper Support Arms C* and rest paper on them.

* On all except Sterling®, Classic 10 and Super 10 models.



PAGE GAGETM

Use Page Gage to predetermine your bottom typing margin. Before inserting paper, turn Platen until black numeral A corresponding to length of paper being used is directly over SET marking. The illustration shows proper setting for 11" paper. As you near bottom of page, red numerals B over END marking indicate exact number of inches remaining on paper. Unmarked lines Cindicate half inches.



SHIFT KEY AND LOCK

To type a capital letter or any character indicated on the upper half of a key, hold down either right or left Shift Key while striking desired type key. Shift Key may be locked in position for typing all capitals by depressing Shift Lock until it catches. To release lock, depress either Shift Key.



QUICK-SETTM MARGINS

Depress Left- or Right-Margin Button and slide it until line on button is directly over scale position desired. When typing, warning bell sounds approximately seven spaces before right margin is reached. To type beyond right margin, depress Margin-Release (M-R) Key on upper right of keyboard when you reach end of line and continue typing. To type beyond left margin, depress and hold M-R Key while moving carriage with Back-Space Key or Carriage Release Lever to typing position desired.



TOUCH SELECTOR

To find the setting that gives you the most comfortable typing touch, set Touch Selector on top left of keyboard on L for a light touch, M for medium or H for heavy.



RIBBON COLOR SELECTOR

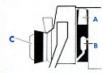
Move Ribbon Color Selector to black position to type with the black part of your ribbon; to red position to type in red; and to center position to type stencils. With Selector at center position, ribbon is not used since inked impression is not needed for cutting stencils.

Check Point for Operating: If type bars operate but do not print, make sure Ribbon Color Selector is not in stencil position.



CARRIAGE RELEASE LEVER

The carriage may be moved freely to any desired position by using the Carriage Release Lever. Simply grasp the right or left Platen Knob and press lever towards you while sliding the carriage.



LINESPACING CONTROLS

Linespacing you can set with Linespace Selector A depends on model you ordered: on Super 10 and 12 and Classic 12*—select 1, 1½ or 2; on other models, select 1, 2 or 3. This spacing occurs when you use Carriage Return Lever to space paper up for next line of typing.

The Line Retainer B lets you change your typing line temporarily (e.g., to type subscripts or exponents) without losing your original line. To use, just pull Line Retainer forward and turn Platen. To return to original line, push Line Retainer back.

To change your typing line permanently, press in on Variable Linespacer C while turning Platen to desired line. Release Variable and typing line is set at new position. Use Transparent Line Indicator for aligning if necessary.

* If you ordered these models without halfspacing, select 1, 2 or 3.



TRANSPARENT LINE INDICATOR

The Transparent Line Indicator helps you to:
1. Line up words, letters or typed lines quickly
when you reinsert a page. 2. Keep small cards,
envelopes securely in position when typing.
3. Draw vertical or horizontal lines in a jiffy,
by inserting a pencil point into the Ruling Guide
Holes A. For vertical lines, roll Platen; for
horizontal lines, move carriage from left to right.

How to reposition a typed line when paper is reinserted: 1. Press in on Variable Linespacer while turning Platen Knob until bottom of typed line is even with lower horizontal red line B on Indicator; release Variable. 2. Pull Paper Release Lever forward and move sheet sideways until vertical red line C is directly centered on a typed character. 3. Push Paper Release Lever back. You are now registered with previously typed work and can make necessary corrections, changes or fill-ins. 4. For consistently even subscripts, make bottom of original typing line even with top horizontal red line D.

POWER-SPACE

POWER-SPACE KEY*

For repeat spacing, depress POWER-SPACE Key to right of Space Bar and hold it down. Carriage will move forward automatically until you release key.

* On Galaxie®, Super 12 and Classic 12 models only; however, not on any models with 6-pitch type (6 characters to an inch).





and Classic 12 models only.

TABULATOR

Use Tabulator when typing columns of figures and when indenting paragraphs, dates, signatures, etc. To set stops, move carriage to positions desired. Depress SET Key at each position. To tabulate, depress TAB Key or Tab bar (depending on your model), and carriage will move to selected stop. Stops may be cleared individually by tabulating to stop and depressing CL or CLEAR Key. To clear all stops, move carriage to right or left while depressing CL or CLEAR Key.

HALF-SPACE

HALF-SPACE KEY*

Use HALF-SPACE Key to left of Space Bar to make corrections in your typing neater and less noticeable as shown in the examples below. After erasing "truy" in Example A position carriage to type in the first space immediately following the word "Very." Prior to striking the "t," depress and hold down the HALF-SPACE Key, then strike "t." Release the HALF-SPACE Key, depress it again and hold it while striking "r." Do this with each character, and the word will fit the space.

Where you have one letter too many, as in Example B position carriage to type in the second space after "Yery." Then proceed to type "truly" by depressing the HALF-SPACE Key while striking each letter.

- * On Classic 12 and Super 12 models only, but not with 6-pitch type.
- A Very <u>truy</u> yours Very <u>truly</u> yours
- Very truly yours

.

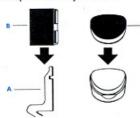
CHANGEABLE TYPE*

Changeable TypeTM makes it a snap to meet a wide variety of special typing requirements. Just remove a Changeable Type slug and snap on the new letters or symbols you want. It takes only seconds. See your Smith-Corona Dealer for Changeable Type kits to meet your needs: Engineering, International, Mathematical, Spanish-American, Medical and Popular Greek. Each kit contains four Changeable Type slugs (8 characters) plus corresponding Key Caps.

To remove type: Slide Ribbon Spool Cover forward. Gently lift Changeable Type bar A until you can feel it resist lifting higher. (Changeable Type slugs are brass-colored.) Steady typebar with one hand and with other, pull type slug B forward (toward carriage), lifting it up until you feel lock release. Pull slug off. Remove corresponding Key Cap C from top row of keyboard.

To replace type: Lift Changeable Type bar A slightly, and slip new slug B over end of bar.

Make sure that type characters are facing toward carriage and that top of slug is up. (The top has a small lock bar in the center; the bottom is open.) Press gently downward and a little forward until new slug snaps into place. Put corresponding Key Cap C in place on top row of keyboard.



Caution: When removing or replacing Changeable Type, be careful not to twist or bend the type bar. Type slug will slide on and off with a minimum of effort when properly positioned.

* On all except Sterling and Super 10 models.

Not available on all keyboards. Some models are equipped with a single Changeable Type key, others with two.



DE-JAMMER KEY*

If keys jam together, just depress De-Jammer Key on upper right of keyboard and keys will separate automatically and return to their normal positions.

* On Galaxie, Super 12 and Classic 12 models only.



BACK-SPACE KEY

To move typing position back toward left margin, depress Back-Space Key on upper left of keyboard.

RIBBON REVERSE

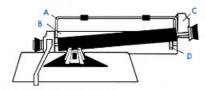
The ribbon on your portable reverses automatically when it nears the end of the spool. To reverse ribbon movement manually, move lever at left of left Ribbon Spool in opposite direction.



TO CHANGE A RIBBON

1. Slide Ribbon Spool Cover forward, 2. Wind all ribbon onto one spool, using Manual Ribbon Reverse if necessary. 3. Hold ribbon on both sides of Ribbon Carrier A sliding ribbon from side to side, and then up and out of carrier. 4. Remove both ribbon spools. Unfasten ribbon from empty spool and retain spool. Dispose of used ribbon and other spool. 5. Put new spool and ribbon in right-hand cup. Be sure spool fits snugly and red part of ribbon is down. 6. Attach loose end of new ribbon to prong of empty spool. Wind enough ribbon onto empty spool to cover metal eyelet on ribbon. 7. Put this spool in left-hand cup, making sure ribbon winds to and from back of each spool. 8. Insert ribbon in slot of each Ribbon Guide (adjacent to each Ribbon Spool Cup). 9. Holding ribbon on both sides of Ribbon Carrier. move ribbon from side to side, sliding it into top of Ribbon Carrier. Pull ribbon a little right and left to be sure it is correctly threaded. Take up slack by turning spool, 10. Push Ribbon Spool Cover back.

7



TO REMOVE PLATEN

The Platen is easily removed for cleaning and can be interchanged with special-application Platens available through your SCM dealer.

To remove Platen: 1, Hold M-R Key down, and move carriage to extreme right, 2. Raise Paper Bail A and Erasure Table B. Grasp right Platen Knob, and with thumb, tip right Carriage End Cover C back, 3. Raise and hold Platen Release Latch D, while pulling Platen to the right and lifting it up and out.

To replace Platen: 1. Make sure carriage is still at extreme right and that Paper Bail, Erasure Table*, and right Carriage End Cover are still tilted back, 2. Insert left end of Platen first, rotating it a little back and forth until it fits into left side. 3. Push right end of Platen down until it locks automatically into place. 4. Return Carriage End Cover, Paper Bail and Erasure Table' to normal positions.

all except Sterling, Classic 10 and Super 10 models.

CARE OF YOUR PORTABLE

Your Smith-Corona portable has a mar-proof, electrostatically bonded finish that will keep its new look for years with a minimum of care. When not in use, machine should be kept covered or placed in its carrying case. Use a dry, lint-free cloth to dust off all exterior parts. Stains are easily removed by rubbing gently with a cloth dampened with water.

To insure clear, sharp typing, clean type faces regularly with a brush or approved type cleaner. Heavy pressure is never necessary to clean type. Brush lengthwise - never crosswise on the type.

Pull Ribbon Spool Cover forward to brush away any dust or erasure grit that may have accumulated on typing segment. Move carriage to extreme right and left and wipe off exposed Carriage Rails. Remove Platen for cleaning and wipe metal plate. Clean Platen and Feed Rolls under Platen with an ammonia-base detergent or alcohol. Before and after cutting stencils, clean type, Platen, and Feed Rolls.

Smith-Corona recommends that your portable typewriter be adjusted, serviced and lubricated by a trained typewriter technician at least once a year. If you do a great deal of typing, more frequent servicing may be necessary. Your Smith-Corona dealer will be glad to discuss your special needs with you.

TYPEWRITER SERVICE AVAILABLE AT THESE POINTS

Birmingham 35205 3008 Clairmont Ave S Huntsville 35807 2308 Governor's Dr. SW 3950 Bisonyne Blyd 458 Government St. Montgomery 36102

673 S McDonough St ARIZONA Photoix 85016 3111 E Thomas Bd ARKANSAS

Little Rock 72204 1912 S University Ave. CALIFORNIA Los Angeles 90057 3031 Beverly Blvd

Oakland 94608 6701 San Pablo Ave Sacramento 05825 610 Fulton Ave San Diego 92120 3456 Camino Del Rio S San Francisco 94114 2301 Market St. San Jose 95113 67 Bassett St COLORADO Denver 80207

4981 E 39th Ave CONNECTICUT Hartford 06105 243 S Whitney St DIST OF COLUMN

Washington 20024 500 E St SW

1427 Division St. Ft. Wayne 46802 1112 5 Harrison Ave. Indianapolis 46207 1825 W 10th St South Rend 46615 2620 Mishawaka Ave

FLORIDA

Jacksonville 32216

6901 Beach Blvd

Miami 33137

Orlando 32804

Tampa 33609

GEORGIA

Atlanta 30318

Marcon 31202

P O Box 11

HAWAII

ILLUNOIS

4395 Broadway

Savennah 31403

Honolulu 96801

250 Ward Ave

Chicago 60611

Chicago 60631

Peoria 61614

INDIANA

8550 Bryn Mawr Ave

3829 N Sheridan Rd

301 E Erie St

227 W Victory Dr

544 14th St NW

2407-13 Edgewater Dr

4539 W Kennedy Blud

Evansville 47714

West Springfield 01089 103 Van Deene Ave Waterware 01609 144 Chandler St.

MASSACHUSETTS Boston 02118 50 Herald St

NEW YORK Albany 12206 1533 Central Ave. Binghamton 13901 30 W State St

Durham 27702 1105% W Chapel Hill St Baleigh 27602 410 W Jones St Akron 44301 193 E. Waterloo Rd Cincinnati 45207 3212 Woodburn Ave Cleveland 44114 2229 Chester Ave. Columbus 43216 1471 W Goodale Blvd Dayton 45449 1948 W Dorothy Lane W Carrotton

1063-55 Main St

387 Park Ave S

182-03 Horace Harding

Exp. Fresh Meadows

Bochester 14607

6600 Jericho Teke

1601 Whitshorp St.

White Plains 10606

NORTH CAROLIN

4930 Albermarie Rd

307 Central Ave

Charlotte 28205

Syracuse 13203

831 James St

Utice 13502

56 Union St S

Syosset 11791

Queens 11365

Detroit 48076

23475 Northwstm Hwy New York 10016 Southfield Grand Rapids 49507 2346 Division Ave S MINNESOTA

Minneapolis 55435 7930 Computer Ave S MISSISSIPPI Jackson 39207

KENTUCKY Louisville 40214 309 W Pascagoula St. 302 W Woodlawn Ave. MISSOURI LOUISIANA Kansas City 64108 1814 Main St

Baton Rouge 70815 St. Louis 63103 7464 Exchange Place 2229 Pine St New Orleans 70125 4334 Earhart Blvd NEBBASKA Shreveport 71102 Omaha 68102 2204 Burt St 1625 Marshall St. **NEW JERSEY** West Monroe 71291

Daysmoort 52722

Des Moines 50309

315-310 Eleventh St

1304 State St

Bettendorf

KANSAS

Wichita 67203

1812 W Douglas

905% Cypness St Newark 07205 1500 N Broad St Hillside Portland 04141 Ridgefield 07657 73 Proble St 1039 Hoyt Ave MARYLAND Trenton 08619 1985 E State St Baltimore 21214 4920-22 Harford Rd

NEW MEXICO Albuquerque 87106 1719 Girard Blod NE

Toledo 43615 5022 Dorr St. P O Box 7402 Sta RC 3510 Market St OKLAHOMA Oklahoma City 73101

530 N Penna Ave. Tuba 74135 6365 E 41st St OREGON

Portland 9770 2720 SW Corbett PENNSYLVANIA Allentown 18001 1105-07 Union Blvd Harrisburg 17110 2936-38 N 7th St Philadelphia 19106 1701 Vine St

Columbia 29206

3143 Forrest Dr.

Greenville 29606

1557 Laurens Rd

Chattanooga 37401

6170 Airways Blvd

2117 University Ave

Knoxville 37921

Memohis 38103

889 Linden Ave

Nashville 37212

TENNESSEE

Salt Lake City 84119 Pittsburgh 15216 2520 S 8th St W 2858 Bankwille Bd VIRGINIA RHODE ISLAND Norfalk 23518 Providence 02914 875 Waterman Ave

7921 Old Ocean View Rd Richmond 23227 SOUTH CAROLINA 1124 Wilkinson Rd WASHINGTON Seattle 98121 2112 Sixth Ave Spokane 99203

Austin 78757

P.O. Box 4297

Dallas 75206

El Paso 78923

4106 Office Pkwy

1706 Montana St

Houston 77036

5702 Hillgraft St

Lubbock 79401

San Antonio 78212

1023 N Main Ave

2247 34th St

8507 N Interregional Hwy. P O Box 994

Corous Christi 78408

616 Old Bobstown Rd

116 S Division St Tacoma 98402 2523 S Tacoma Ave WISCONSIN Miles (kee 53206) 1530 W Atkinson Ave

WEST VIRGINIA Charleston 25304

1204 Elmwood Ave 4118 MacCorkie Ave SE

SERVICE—For service during guarantee period, follow instructions in Guarantee on back cover of booklet or Owner's Guarantee Card. Should your typewriter require cleaning, oiling or mechanical attention, return it to the nearest SCM service point, SERIAL NUMBER—Record serial number on your portable for use in ordering supplies and accessories and for identification in case of theft. Number is stamped on bottom of typewriter on right side.