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 78-r.p.m. 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 easy 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...

513960 — Rev. A

OWNER'S MANUAL

for Smith-Corona® Standard Portables

The World's Most Advanced Standard Portable Typewriters
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 of people in the world. 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:

1. 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.

2. Fill out ENCLOSED REGISTRATION CARD and mail within 10 days from date of purchase to register typewriter. Your Smith-Corona portable is guaranteed for 3 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 C. Paper may be centered and margins determined by using Paper Scale. Turn Platen Knob G away from you until paper is positioned for typing. Rest Paper Bolt E snugly against paper. To insert bulky packs of paper or to straighten paper, first pull Paper Release Lever G forward. Push lever back before typing. To check or proofread work while it is still in typewriter, raise Retractable Paper Support Arms G and rest paper on them.

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

PAGE GAGE™
Use Page Gage to predetermine your bottom typing margin. Before inserting paper, turn Platen until block 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 C indicate 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-SET™ 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 SECTOR
To find the setting that gives you the most comfortable typing touch, set Touch Sector on top left of keyboard an 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 superscripts) 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 Knob until bottom of typed line is even with lower horizontal red line B on Indicator; release Variable. Full Paper Release Lever forward andmove 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 B.

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.

TABULATOR

Uso Tabulator when typing columns of figures and when indenting paragraphs, dates, signatures, etc. To set steps, 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 step. Steps may be cleared individually by tabulating to stop and depressing CLEAR Key. To clear all steps, move carriage to right or left while depressing CL or CLEAR Key.

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

HALF-SPACE KEY*

Use HALF-SPACE Key to left of Space Bar to make corrections in your typing faster and less noticeable as shown in the examples below. After arasing "try" 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 "y." Do this with each character, and the word will fill the space.

Where you have one letter too many, as in Example B position carriage to type in the second space after "Very." 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 truly yours
Very truly yours

B Very truly yours
Very truly yours
CHANGEABLE TYPE

Changeable Type® 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 (9 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 typewriter 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.

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 spool. 7. Wind enough ribbon onto empty spool to cover metal eyelet on ribbon. 8. Put this spool in left-hand cup, making sure ribbon winds to end from back of each spool. 9. Insert ribbon in slot of each Ribbon Guide (adjacent to each Ribbon Spool Cup). 10. 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. 11. Push Ribbon Spool Cover back.
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, soft, 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. Brushing is done long-handed—never crosswise—on the type.
Pull Ribbon Spool Cover forward to brush away any dust or debris 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, or tuned by a qualified 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
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.