



SMITH-CORONA MERCHANT INC.

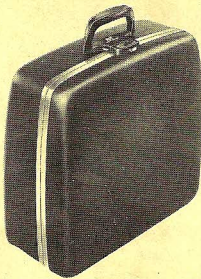
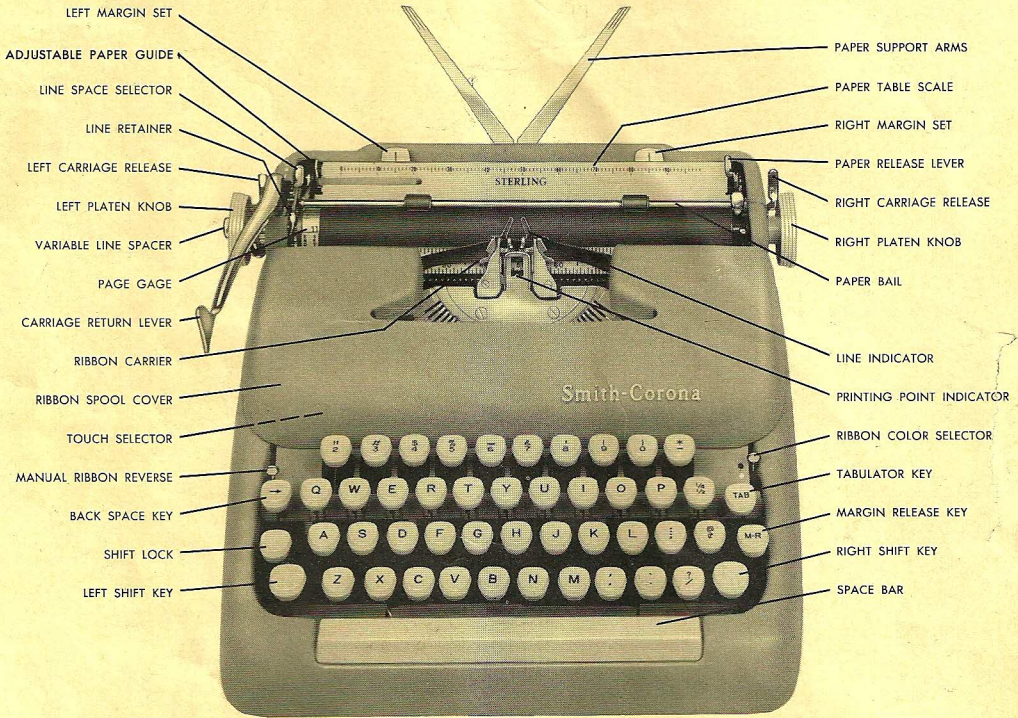
STERLING



**BIG OFFICE TYPEWRITER FEATURES
IN AN ECONOMICAL PORTABLE**



STERLING



THE TRIMLINE CARRYING CASE

The handsome Trimline Carrying Case is designed for maximum protection and convenience. The carrying case is equipped with an automatic locking feature that insures positive latching of the machine any time the case is closed. To remove your typewriter from the case, push the "control tab" up, which is located under the bottom portion of the case latch, and, raising the front of the typewriter, pull forward from the holding cleats at the rear of the case.

To replace the machine in the case, simply hold the front slightly elevated and locate the back so that the cleats in the rear of the case enter the slots provided, and lower the front into position. Center the carriage with the aid of the carriage release lever. Any further centering will be done automatically when the case is closed. Closing the case automatically locks the machine securely in place for traveling.

HOW TO USE YOUR STERLING PORTABLE TYPEWRITER

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 rubber bail rolls evenly along the paper and be sure they're down snug on the paper before 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 line on the Line Indicator is 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 SETTINGS

The 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 line 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 De-

pressing the Margin Release (M-R) key will allow you to type or move the carriage beyond either margin stop.

LINE SPACING CONTROLS

Your Line Space Selector 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 exactly to your original writing line.

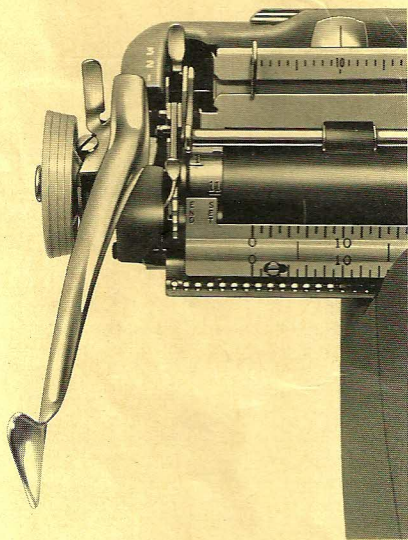
The Variable Line Spacer on the left Platen Knob is used to change your writing line permanently. Pull out the Variable Line Spacer and then turn the platen to the desired writing line. Push the Variable Line Spacer back in and proceed with your typing.

PAGE GAGE

The Page Gage is located directly to the left of the platen. 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.

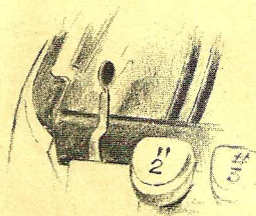
The Page Gage is graduated for paper measuring from 8" to 11" in length. To use, turn the platen until the numeral (green figures) indicating the length of paper you are using is directly over the SET marking. The illustration shows it correctly positioned for 11" paper. Then, insert your paper in the 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 usually effective with other length paper. With a small amount of experimenting you will readily be able to determine the proper setting for any length of paper you are using.



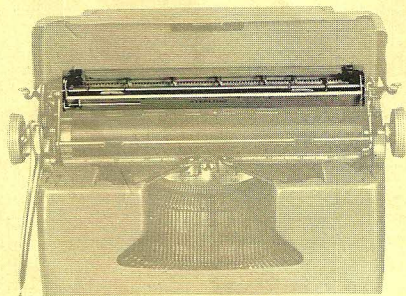
TOUCH SELECTOR

The Touch Selector on your new Sterling portable typewriter is located on the front left side of the machine under the ribbon spool cover. This lever, as it is moved from left to right, will adjust the typewriter from a firm to a more light touch. Place it at the position most comfortable to you.



TABULATION

Push back on the top edge of the machine, tilting back the rear enclosure. This exposes the tabulator scale and stops. To set tabulator stops, simply pull up, remove, and reset stops where desired. The scale readings on the Tabulator Scale match the readings on the scales on the carriage. (*Always be sure that the tabulator stops are slanting away from the machine.*) Store any extra stops that you do not require at the extreme ends of the tabulator rack where they will be handy when you need them, yet won't hamper tabulation. Close the rear of your machine and you're ready to proceed with your work. 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.



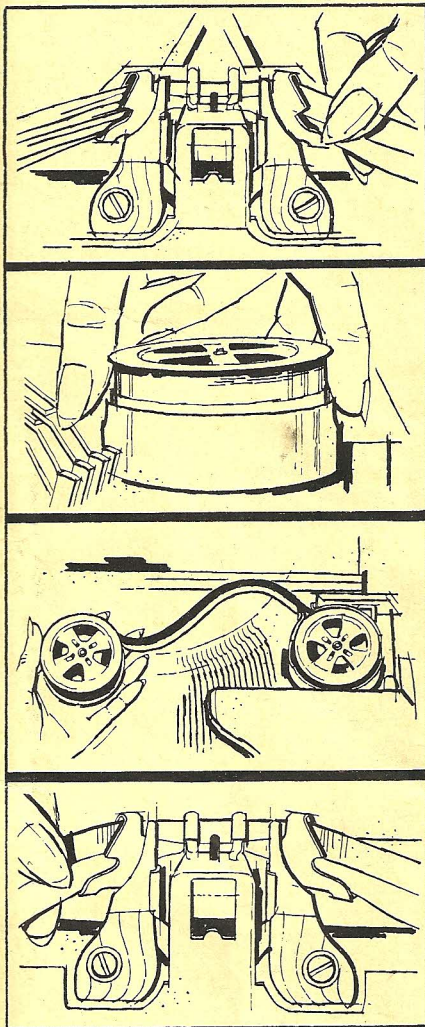
RIBBON COLOR SELECTOR

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.

TO CHANGE YOUR RIBBON

You will find replacing the ribbon on the Sterling portable quick and easy if you follow these instructions.

- 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 left hand cup, seating it fully. Ribbon must wind to and from the back of each spool.
- 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.



CHECK POINT FOR OPERATION

If typebars operate but do not print, make sure your Ribbon Color Selector is not in Stencil Position.

CARE OF YOUR STERLING

Your new portable 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. Clean the 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.

SERVICE

For service during the Warranty period, follow the instructions on the exclusive Smith-Corona Warranty included with the typewriter.

After Warranty period, should your Smith-Corona require cleaning, oiling or mechanical attention, return it to the dealer from whom it was purchased. If traveling, take it to the nearest Smith-Corona dealer or branch office. Consult the classified section of your telephone directory under "typewriters."

SERIAL NUMBER

For your protection every machine carries a serial number stamped on the frame. Record this number for use in ordering supplies and accessories and as identification in case of theft. Open the Ribbon Spool Cover and looking at the machine from the right you will readily see the number stamped beneath the left Ribbon Spool Cup.



SMITH-CORONA MERCHANT INC.

410 PARK AVENUE NEW YORK, NEW YORK