



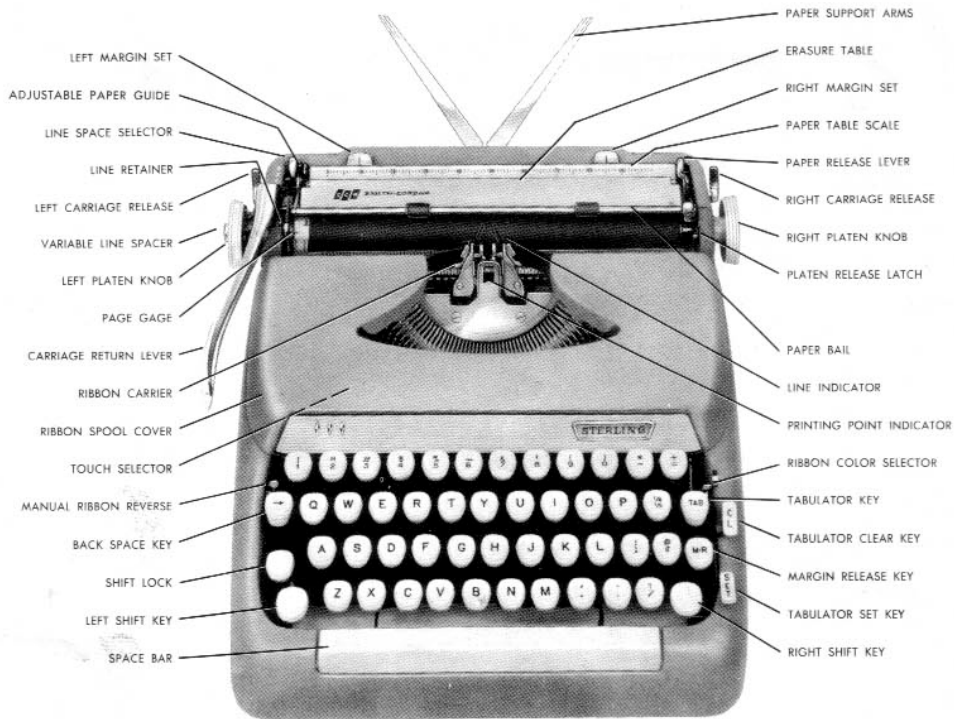
**SMITH-CORONA**  
**STERLING**



**BONUS FEATURES IN A WORLD-FAMOUS PORTABLE**

SCM CORPORATION

# STERLING



Your new Smith-Corona Sterling is a precision built writing instrument. This booklet will assist you in getting complete satisfaction from the many exclusive features engineered into the world's newest and finest portable typewriter.



## THE TRIMLINE CARRYING CASE

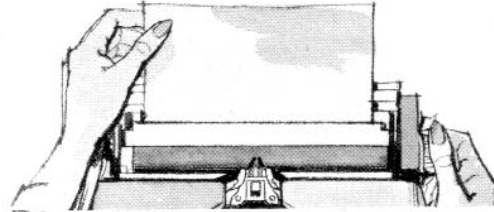
The handsome Trimline Carrying Case is designed for maximum protection and convenience. The carrying case is equipped with an automatic locking feature that insures positive latching of the machine any time the case is closed. To remove your typewriter from the case, push the "control tab" up, which 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.

## INSERTING PAPER

To properly align the paper in the machine so that the left margin is perpendicular to the edge of the page, hold the paper lightly in the left hand and rest it evenly along the back of the platen and flush with the Paper Guide. Turn the Right Platen Knob toward the back of the machine and the paper is automatically fed into proper typing position. Fit the paper under the Paper Bail. Be sure the Paper Bail is snug to the paper before typing. When inserting heavy paper or bulk sets of carbons use the Paper Release Lever to ease the tension on the paper. Return the Paper Bail to the normal position before typing.

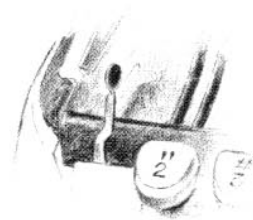
The top edge of the Line Indicator is even with the bottom of the writing line. Use it to line up characters with work already on the paper and to determine your writing line when filling in ruled forms. After inserting paper as described above, pull out the Variable Line Space Button on the Left Platen Knob, and turn the paper with the Platen Knob. Revolve the platen with the Platen Knob until the writing line lines up exactly with the top edge of the Line Indicator.



Freeing the paper with the Paper Release Lever, move it horizontally until the character is bisected by the white line on the Line Indicator. Return the Variable Line Space Button and the Paper Release Lever to normal position and typing will be in perfect alignment.

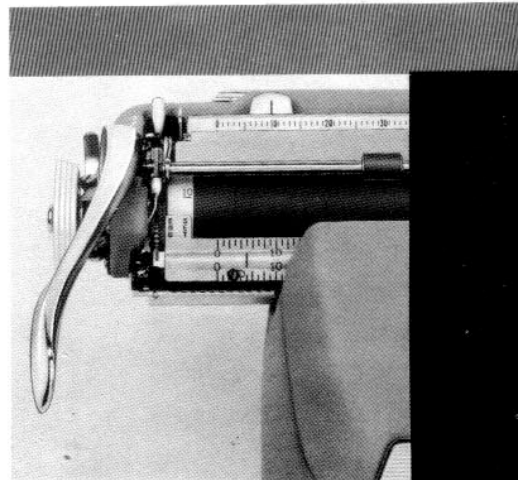
## TOUCH SELECTOR

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 moves from right to left will adjust the typewriter from a light to a more firm touch. Place it at the position most comfortable to you.



## MARGIN CONTROL

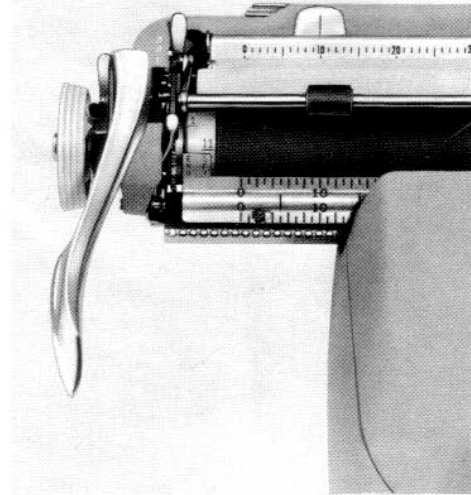
Setting proper left and right margins is easy with Smith-Corona exclusive Quick-set margins. After inserting the paper decide where you want your writing line to begin and end. Depress and slide the left margin button so that the red line is directly over the scale reading you have selected for the start of your writing line. In the same manner slide the right margin button so that it is centered over the scale reading selected for the termination of your writing line. A soft warning bell will sound approximately 7 spaces before reaching the right margin. Depressing the Margin Release (M-R) key allows you to move the carriage and type beyond either margin stop.



## LINE SPACING CONTROLS

The Line Space Selector gives you versatile single, double and triple spacing between lines. The spacing you select (clearly marked by numerals on left Carriage End Cover) occurs automatically when the carriage is returned with the Carriage Return Lever. The Line Retainer allows the typist to turn the platen freely yet remembers your original writing line. Merely pull lever forward to locked position to type subscripts, exponents or when you have occasion to change the writing line temporarily. To return to the original writing line, push the Line Retainer back to the normal position. The platen can then be returned to the original writing line.

The Variable Line Space Button on the left Platen Knob is used to change the writing line permanently. Pull the button out and turn the platen to the new writing line. Push the button in before proceeding with the typing.

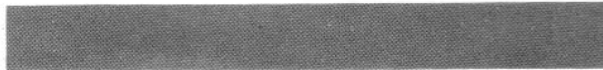


## PAGE GAGE

The exclusive Smith-Corona Page Gage feature is located directly to the left of the platen cylinder. Calibrated for paper measuring from 8" to 11" in length, it accurately indicates in inches the exact amount of paper remaining at the bottom of the sheet. Perfect for multi-page letters and reports.

Prior to inserting the paper, turn the platen until the numeral (green figures) matching the length of paper you are using is directly over the set marking. The illustration shows the correct setting for paper 11" in length. Insert the paper in the normal manner and as you approach the bottom of the page the red numerals over the END marking indicate in inches the exact amount of paper remaining.

Page Gage is equally efficient with other lengths of paper. A small amount of experimenting will readily determine the proper setting for any length of paper being used.



## KEY-SET TABULATOR

The tabulator moves the carriage to predetermined settings quickly, easily and accurately. Perfect for typing columnar copy, for setting dates and signatures on correspondence, paragraph indentations and headings.

To set a tabular stop, squeeze either of the Carriage Release Levers (located convenient to the Platen Knobs) and move the carriage to the position at which you want the stop set. Depress the SET Key, repeat to set as many stops across the paper as you desire. Like the CLEAR and SET Keys, the Tabulator Key is located right on the keyboard. Merely depress the TAB key to tabulate to the stop positions.

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.



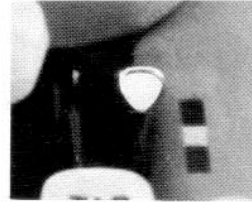
## INTERCHANGEABLE PLATEN

The Smith-Corona Sterling is equipped with an all-purpose platen correct for virtually all typing requirements. However, should a special application platen be necessary, the platen can be removed quickly and easily. Raise the Paper Bail and Erasure Table and push back on the top edge of the machine, tilting back the rear enclosure. Pull out the Variable Line Spacer and raise up the Platen Release Latch. Slide the platen slightly to the right and raise it up and free of the machine.

To replace, insert the left end of the platen into position and slowly turn to properly seat it. Lower the right end into position so the Platen Release Latch automatically catches and securely holds the platen. Return the Paper Bail, Erasure Table, and Variable Line Spacer to normal position.

## RIBBON COLOR SELECTOR

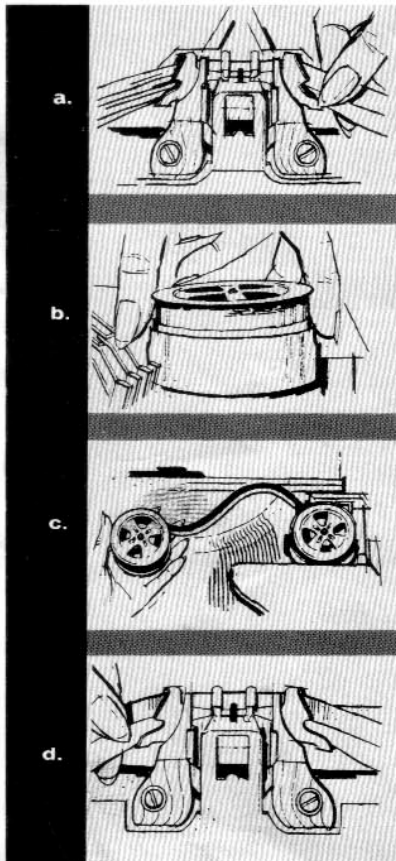
The Ribbon Color Selector is located on the keyboard to the right of the numeral row. When the lever is in the upper position showing the black square, the ribbon will print in black. In the lower position showing the red square, the ribbon will print in red. Use the middle position for cutting stencils. In stencil position the ribbon is not used and the type bars do not leave an inked impression.



## TO CHANGE YOUR RIBBON

You will find replacing the ribbon on your Smith Corona portable quick and easy if you follow instructions. For best results replace only with a GENUINE Smith-Corona ribbon.

- a. Open Ribbon Spool Cover and remove ribbon from Ribbon Carrier. Squeeze ribbon down to bottom of the Ribbon Carrier. Pushing back toward the platen, lift ribbon up and out.
- b. 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 (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 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.



## PROPER CARE OF YOUR TYPEWRITER

The precision built Smith-Corona Sterling will give you years of solid service. Follow these simple cleaning procedures to add to your typing enjoyment. Keep the machine in the carrying case when it is not in use. Use a dry lint-free cloth to dust off the exterior parts regularly. Stains are easily removed with a damp cloth.

Periodically clean the type face with a brush or approved type cleaner. Regardless of the type cleaner used, it is never necessary to use heavy pressure.

Move the carriage to the extreme right and left and wipe off the exposed parts of the carriage rails. Open the Ribbon Spool Cover to brush any dust or erasure grit that accumulates on the segment. Remove the platen and brush away any dirt. Clean the feed rolls and platen with a cloth moistened with a platen cleaner or alcohol.

**NOTE:** Before and after cutting stencils, clean your type, platen and feed rolls. It is a good idea to have your typewriter adjusted and lubricated yearly by a competent serviceman. Do not attempt to oil or lubricate this typewriter yourself.

## SERVICE

For service during warranty period follow the directions on the exclusive Smith-Corona Warranty included with every new typewriter.

Should your Smith-Corona require oiling, cleaning or mechanical attention, return it to the dealer from whom it was purchased or take it to the nearest SCM branch office.

## CHECK POINT FOR OPERATION

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

## 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.



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