

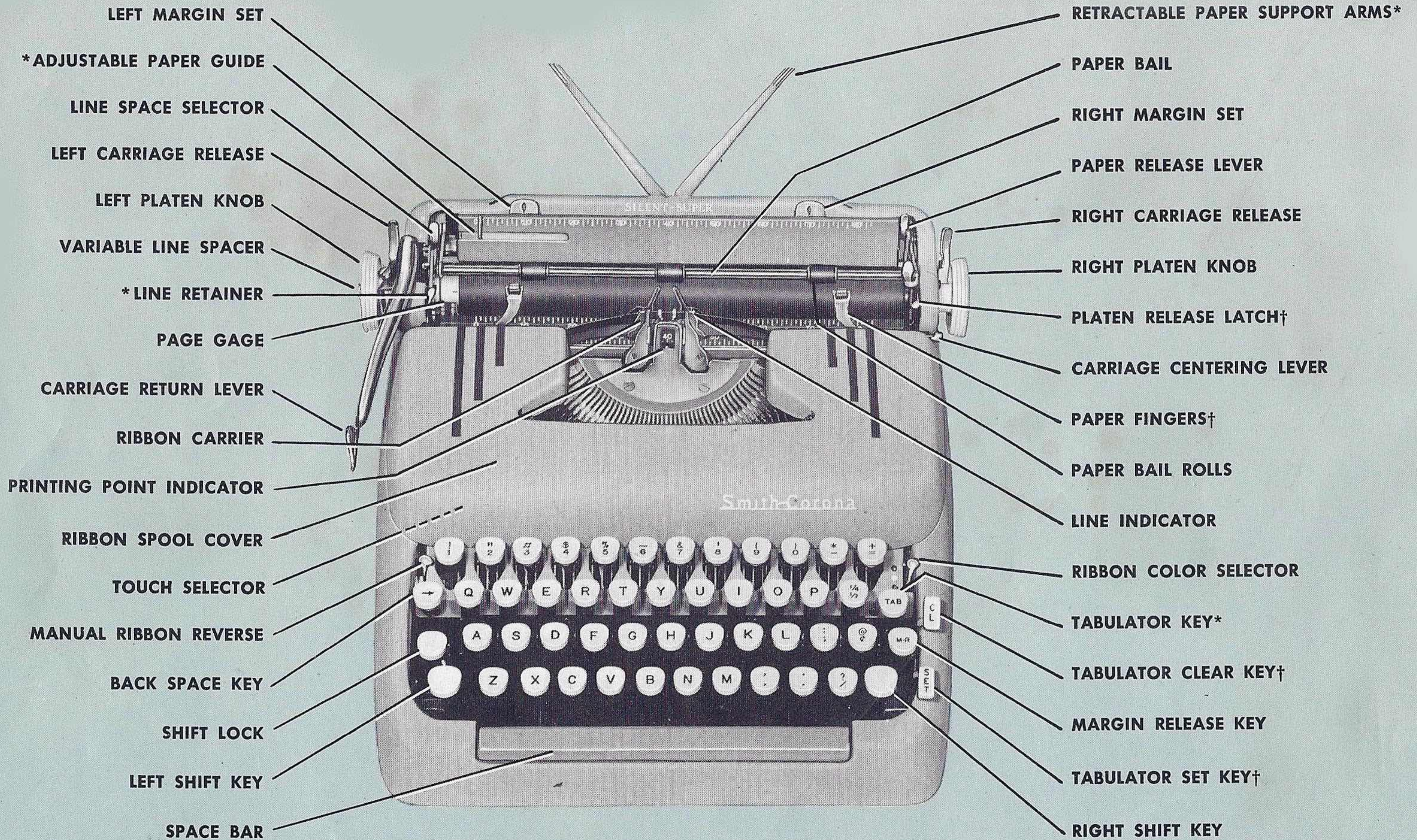


your new

Smith-Corona

Portable Typewriter

SILENT-SUPER • STERLING • CLIPPER



*Silent-Super and Sterling Models only.

†Silent-Super Model only.

Silent-Super model illustrated features an 88 character keyboard. The Sterling and Clipper models are regularly furnished with an 84 character keyboard.

You now own the world's first and fastest portable typewriter. You will find it beautiful in appearance, easy to operate and a source of pride and satisfaction for years to come. Equipped with many of the major features of SMITH-CORONA's standard office typewriter, your new portable will help you type more quickly and effortlessly than you dreamed possible. To gain the greatest pleasure and usefulness from your new SMITH-CORONA portable, it is important that you become thoroughly familiar with its many operational features. A little time spent now studying this booklet will repay your efforts many times over in the years ahead. If you have any further questions about the operation of your new typewriter, your SMITH-CORONA dealer will be happy to answer them.





Removing the Typewriter from the Case

The machine release lever is located in the carrying case to the left of the typewriter. To remove machine, press this lever firmly until the machine is released. Grasp the typewriter on both sides, lift the front up and pull forward out of the case. Although it is recommended that the machine be used out of the case, the typewriter can be left in the case and the bottom of the case used as a typing platform. When thus used the top of the case should be removed. This is easily accomplished. With the case open, from the front grasp the lower sides of the case top with the fingers of each hand and with the thumbs depress the release latches on the hinges, sliding the top down and off the

hinges. To replace, snap back on the hinges from the same position.

Replacing the Typewriter in the Case

To replace in the case pick up the typewriter in both hands and slide it onto the bottom of the case, holding the front of the machine slightly raised. See the illustration. Locate it so that the pronged cleat at the back of the case will enter the slot in the back of the machine. Push the machine to the rear of the case. Press down on the front frame of the machine at each side of the space bar until the machine *firmly* locks on the front holding latch. Test this by pulling up on the front of the machine to be sure it is securely fastened.

Center the carriage using the Carriage Centering Lever before closing the cover. To correctly center, move the carriage to the right, then placing the fingers of the right hand on the back of the right platen knob, squeeze the Carriage Centering Lever with the thumb and holding it, allow carriage to move to the left until it stops.

It is important that this method always be used to center carriage as it locks the carriage in such a way as to minimize any possibility of damage to the typewriter should it be dropped or receive a severe shock while in the case. Moving the carriage to the right a few spaces will release this latch for typing.

Touch Selector

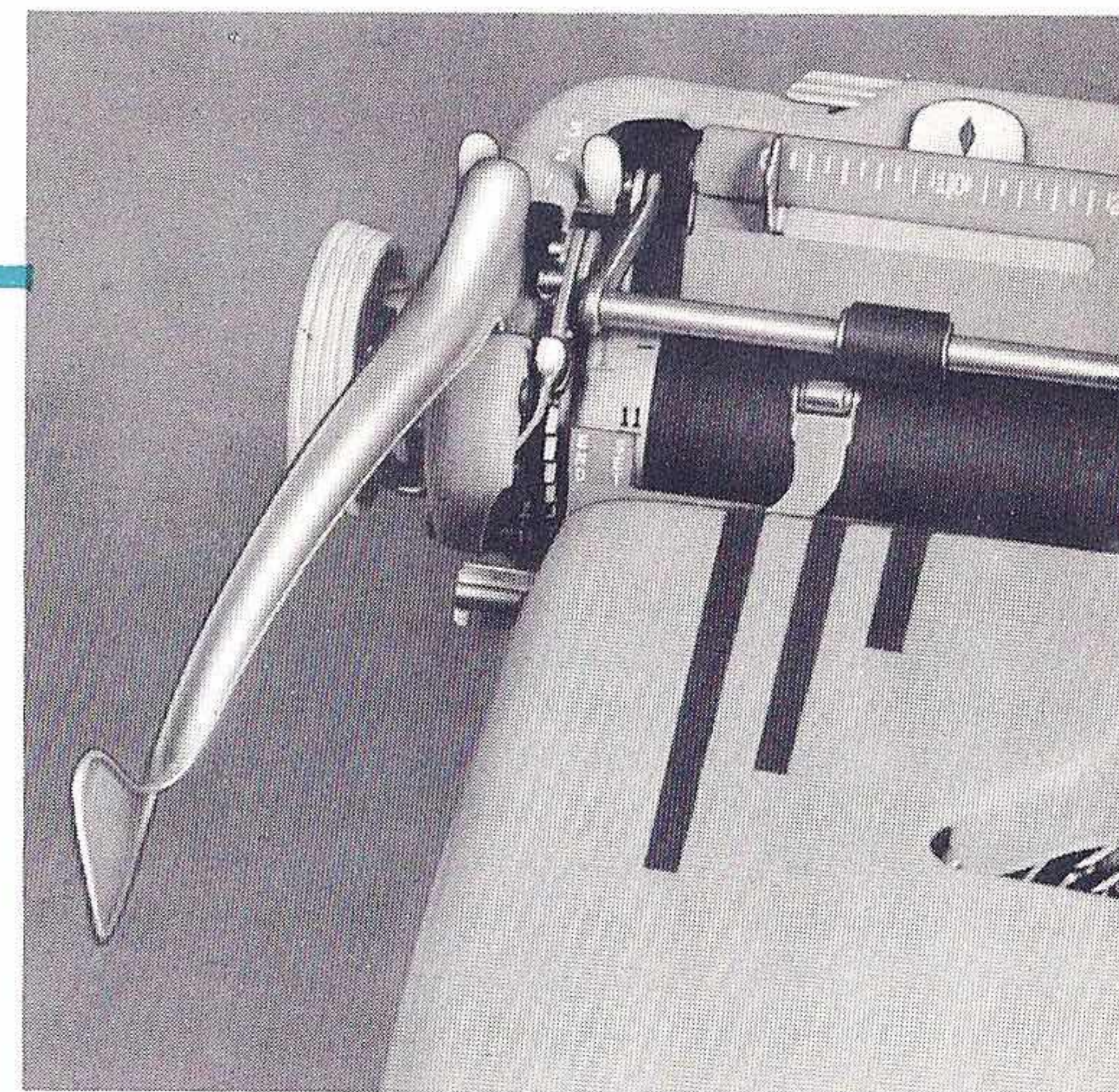
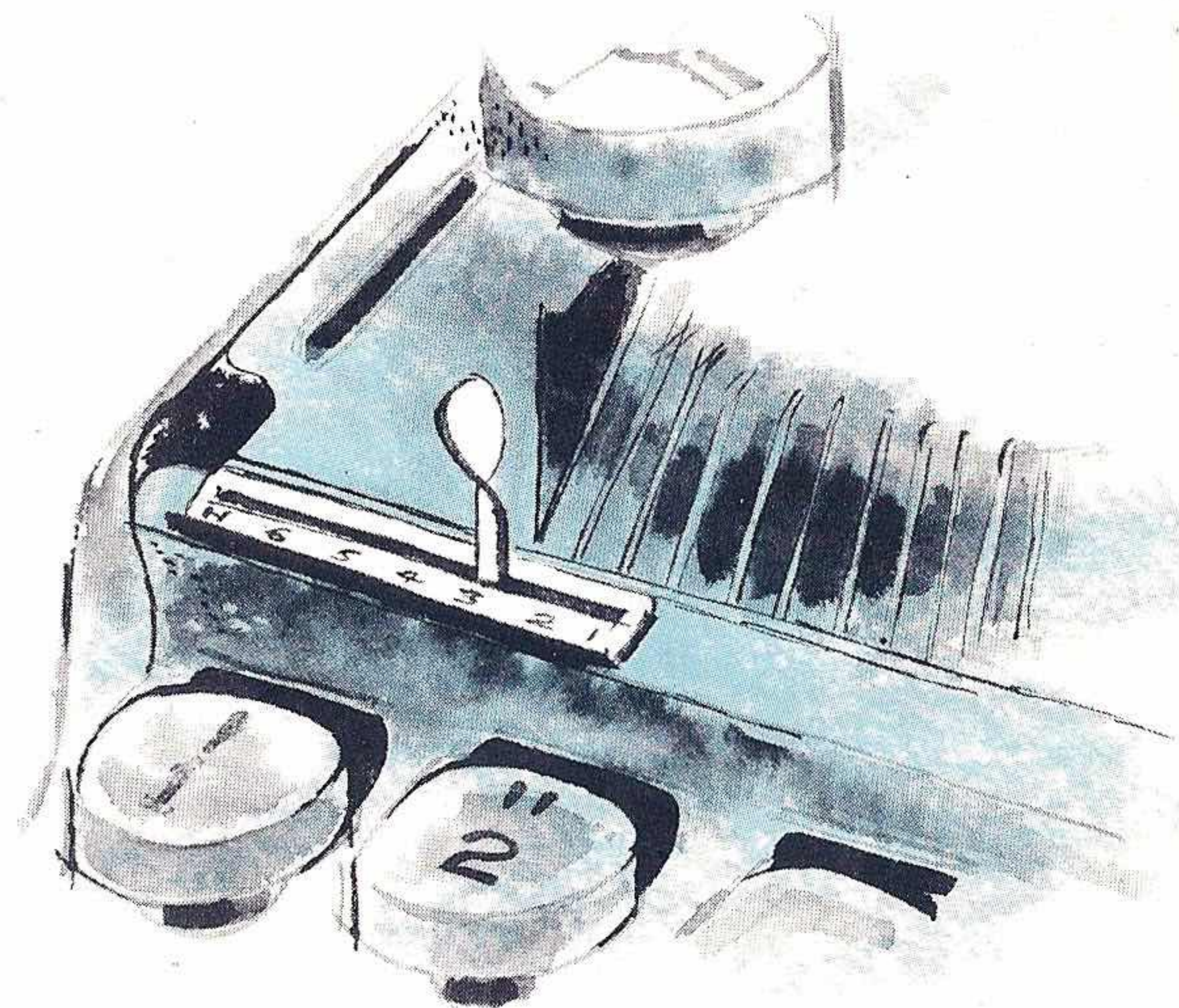
The Touch Selector on your new SMITH-CORONA portable typewriter is located on the front left side of the machine under the ribbon spool cover. This lever, as it is moved from L to H, will adjust the typewriter from a light to a more firm touch. Place it at the position most comfortable to you.

Page Gage

The Page Gage is located directly to the left of the platen. An exclusive SMITH-CORONA feature, 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 equally 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.



Inserting Paper

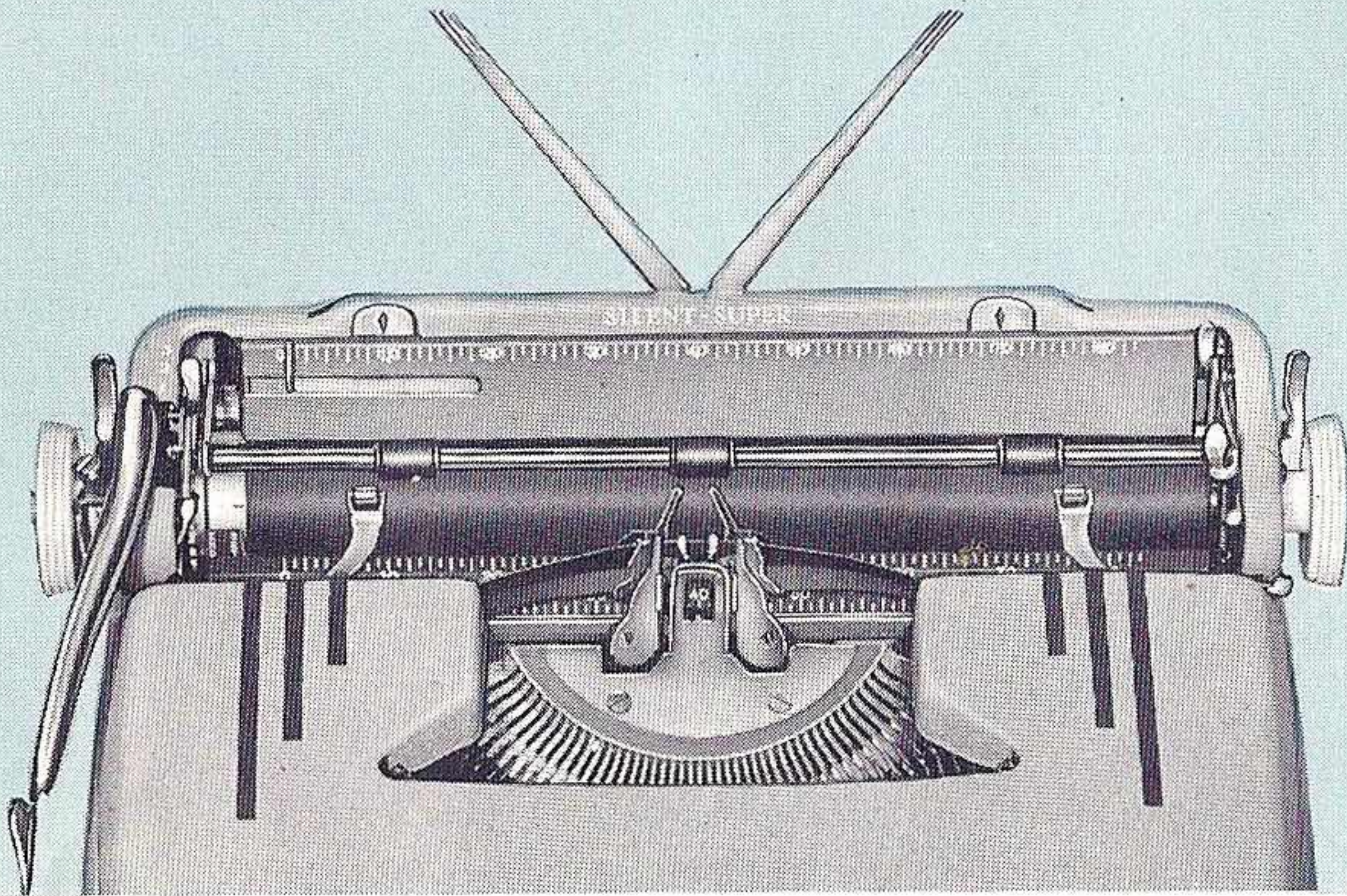
When inserting paper, hold it lightly in the left hand and place the left hand edge of the paper against the paper guide, allowing the bottom to drop evenly along the back of the platen. Turn the right platen knob until the paper appears in front of the platen. The feed is so accurate it should require no straightening.

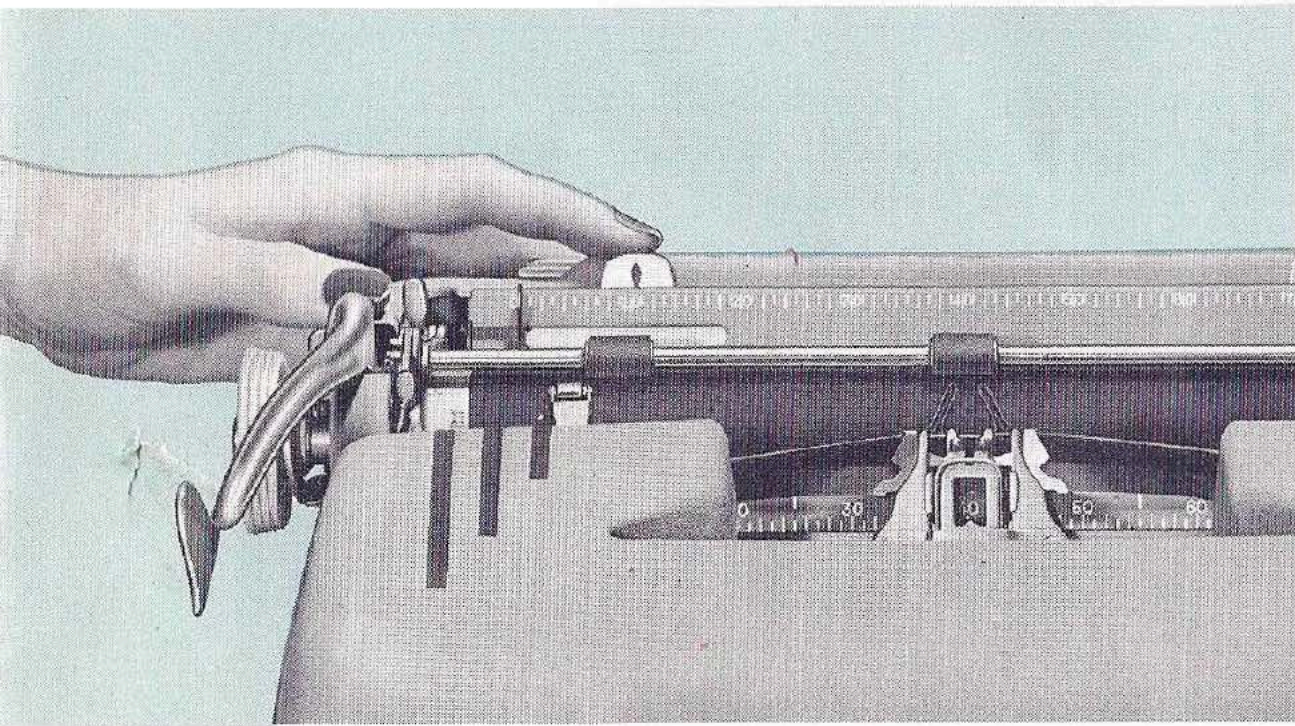
The paper as it appears in front of the platen should be fed under the paper bail. For best results space the rubber bail rolls evenly along the paper and be sure they're down snug on the paper before typing. Special Paper Fingers (Silent-Super model only) are a great convenience when typing cards and envelopes.

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 lines on the Line Indicator are 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.

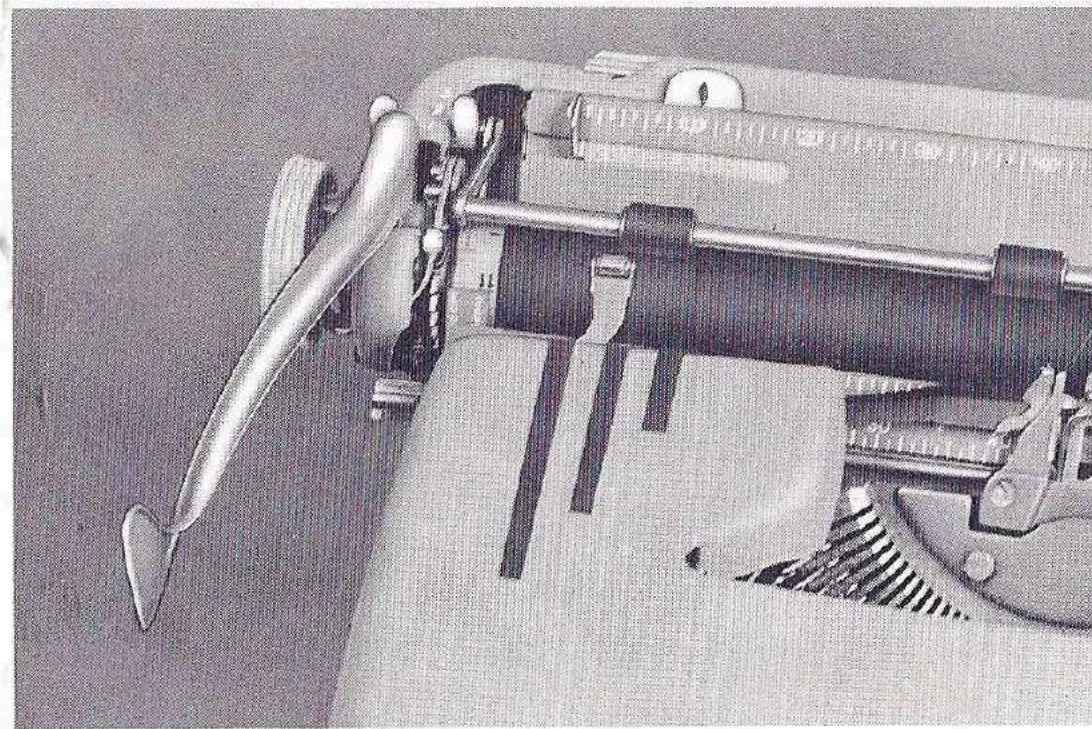
The Retractable Paper Support Arms when raised will hold up your paper allowing you to more easily read what you have already typed.





Margin Setting

SMITH-CORONA'S 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 diamond 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. Depressing the Margin Release (M-R) key will allow you to type or move the carriage beyond either margin stop.

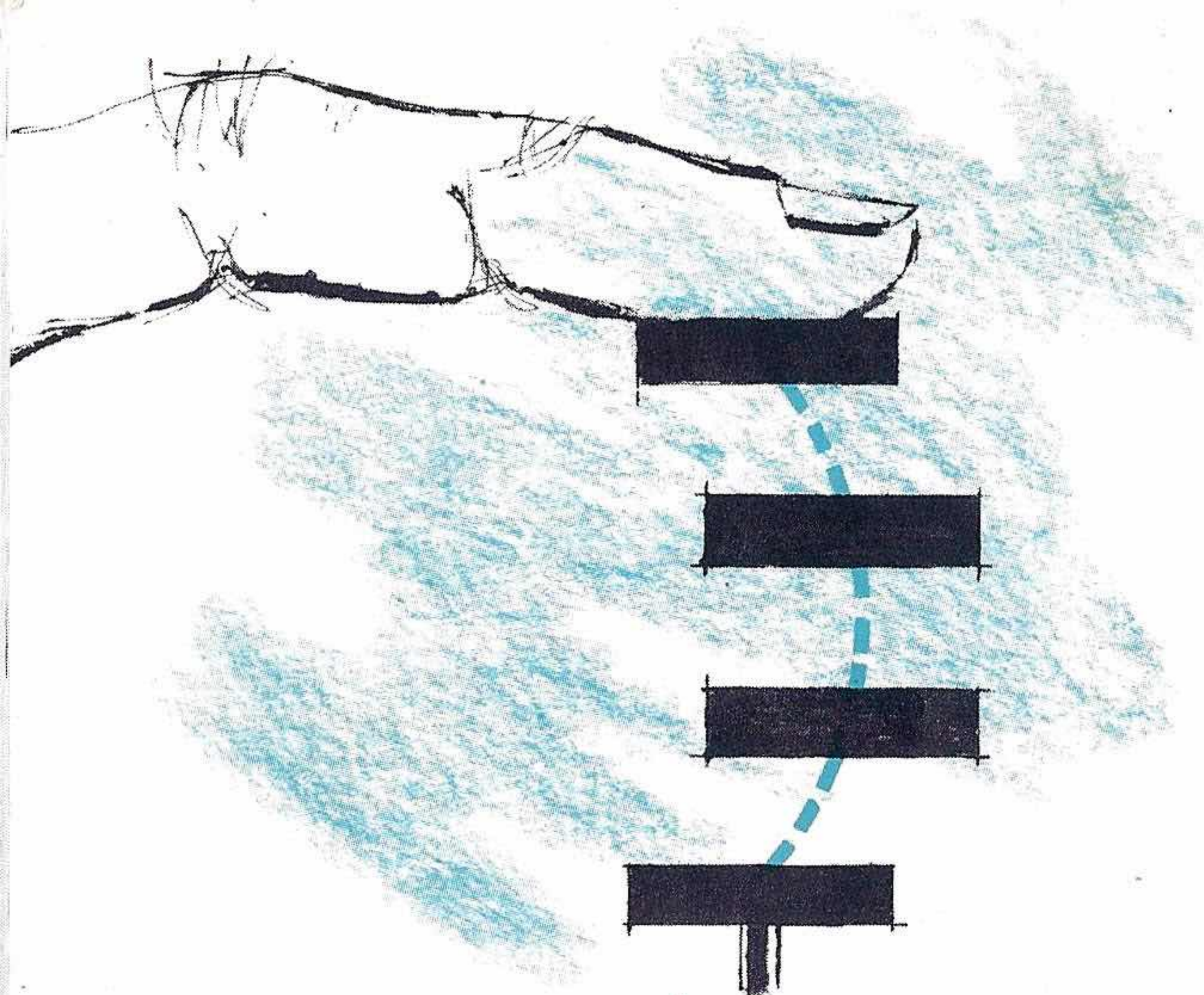


Line Spacing Controls

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 (Silent-Super & Sterling models) 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 to exactly 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.



Exclusive Piano-Key Action

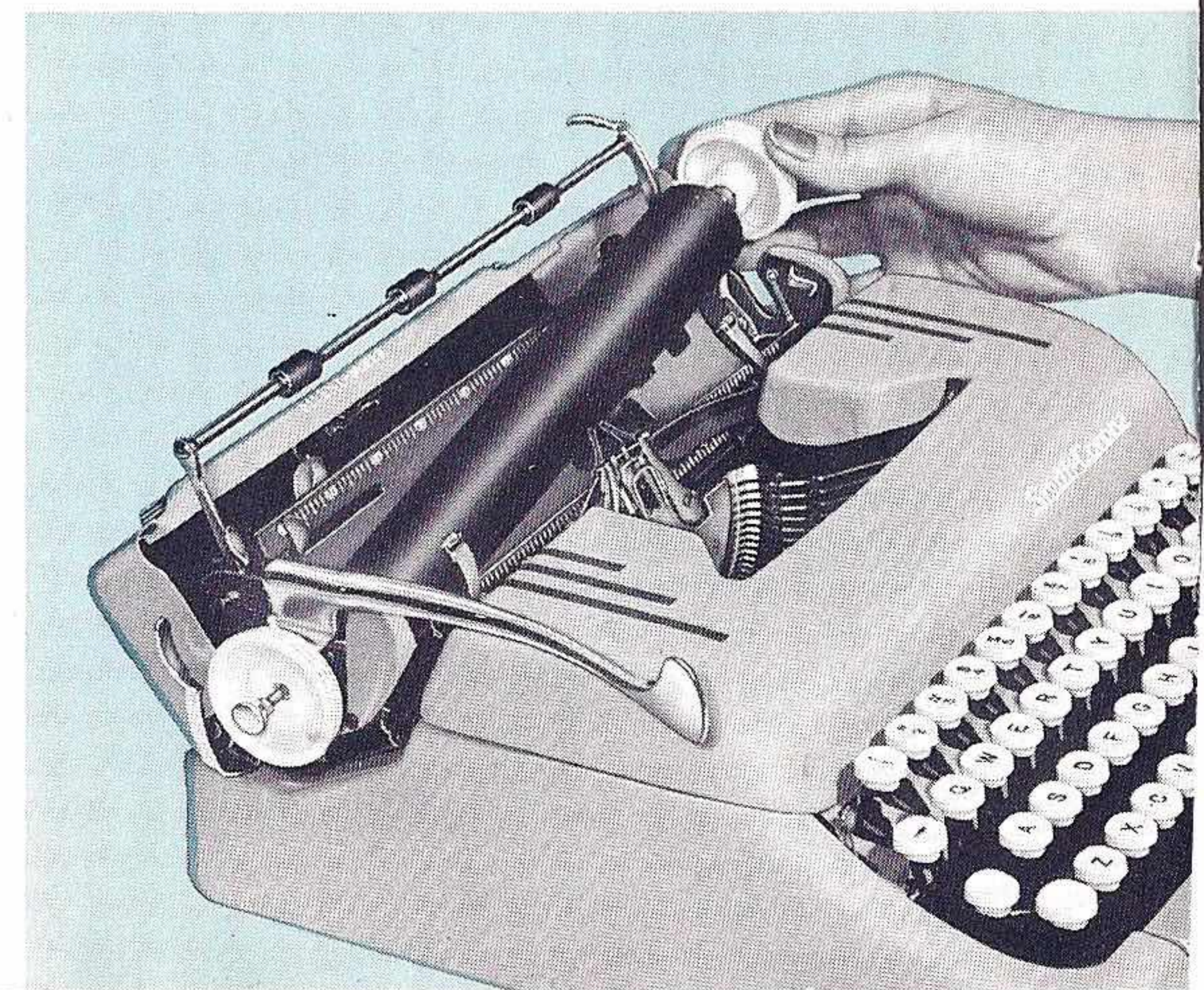
One of the main reasons why you can type on your new SMITH-CORONA portable with reduced effort, fewer errors and less fatigue is SMITH-CORONA'S exclusive Piano-Key Action. Every keytop is perfectly level with the typing surface and *remains* level throughout the entire stroke. As you strike each key it follows the natural movement of your finger. You finish typing as fresh and relaxed as when you began.

Interchangeable Platen (Silent-Super Model)

The SMITH-CORONA Silent-Super is equipped with a cushioned platen which has proven most suitable for normal typing requirements. However, for producing large numbers of carbon copies, consistently cutting stencils, or other work a harder or special application platen may be more suitable. The platen can be removed or changed quickly and easily. First, raise the paper bail, then push back on the top edge of the machine tilting back the rear enclosure as shown in the illustration. Pull out the Variable Line Spacer. Hold up the Platen Release Latch, then by the right Platen Knob raise the platen up and out of the machine.

The platen is just as easy to replace. Insert it, left end first, with a slow rotating motion until it seats snugly into the left side. Then push down the right platen end until the platen latch snaps automatically into place, locking the platen securely into position. Return the Variable Line Spacer, rear enclosure, and Paper Bail to normal positions.

Special application platens are readily available through SMITH-CORONA dealers.



Tabulator (Silent-Super and Sterling Models)

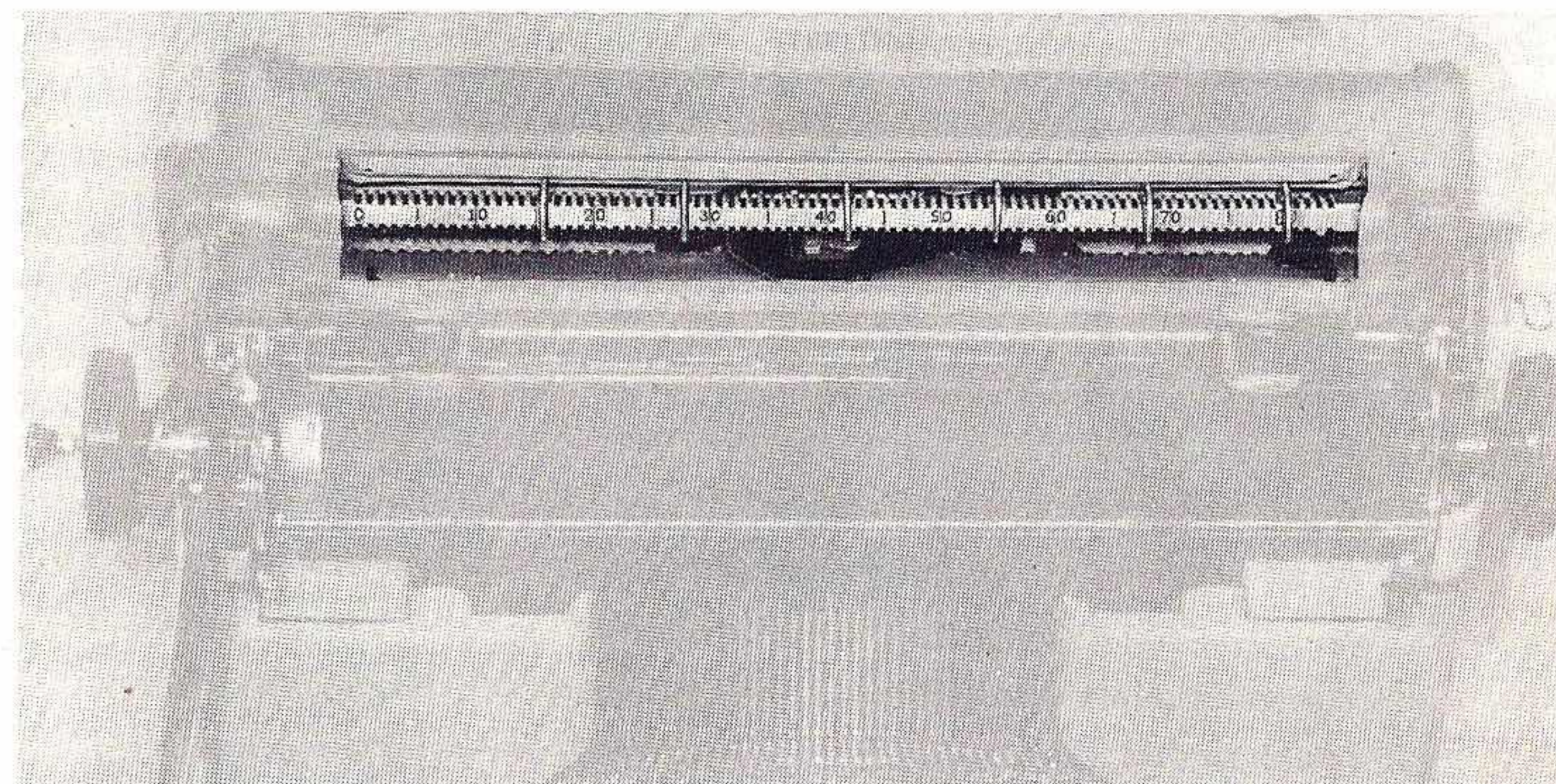
The tabulator is provided as an aid in moving your carriage quickly and accurately to a predetermined position. Tabulators are used for typing columnar copy such as figures, for setting the date and closing positions on correspondence, for indenting paragraphs and headings quickly and many other time-saving operations.



Silent-Super Model

To set a tabulator stop, move the carriage to the position at which you want the stop set and depress the SET key. Repeat to set as many different stops across the paper as you desire. 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.

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.



Sterling Model

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 TAB key.



To Change Your Ribbon

You will find replacing the ribbon on your SMITH-CORONA portable quick and easy if you follow the following instructions. For best results replace only with a *genuine* SMITH-CORONA ribbon.

- 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 (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 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.

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.

Proper Care of Your Typewriter

Your new SMITH-CORONA 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. On Silent-Super model, remove platen and clean feed rolls also.

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 warranty period please follow directions in the Warranty accompanying this typewriter.

After the warranty period, should your SMITH-CORONA portable

require cleaning, oiling or mechanical attention, return it to the dealer from whom it was purchased. If you are traveling, take it to the nearest SMITH-CORONA dealer or branch office. Consult the classified section of your Telephone Directory under "Typewriters."

Check Points for Operation

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

If Carriage does not move, it may be latched by Carriage Centering Lever. Moving carriage a few spaces to right by hand will release this latch.

Serial Number

Each typewriter carries its own serial number. Lift the cover plate, and looking at the machine from the right side, you will note the serial number stamped directly behind the touch Selector on the left side of the machine. Record this number for use in ordering supplies and accessories or as identification in case of theft.



Smith-Corona

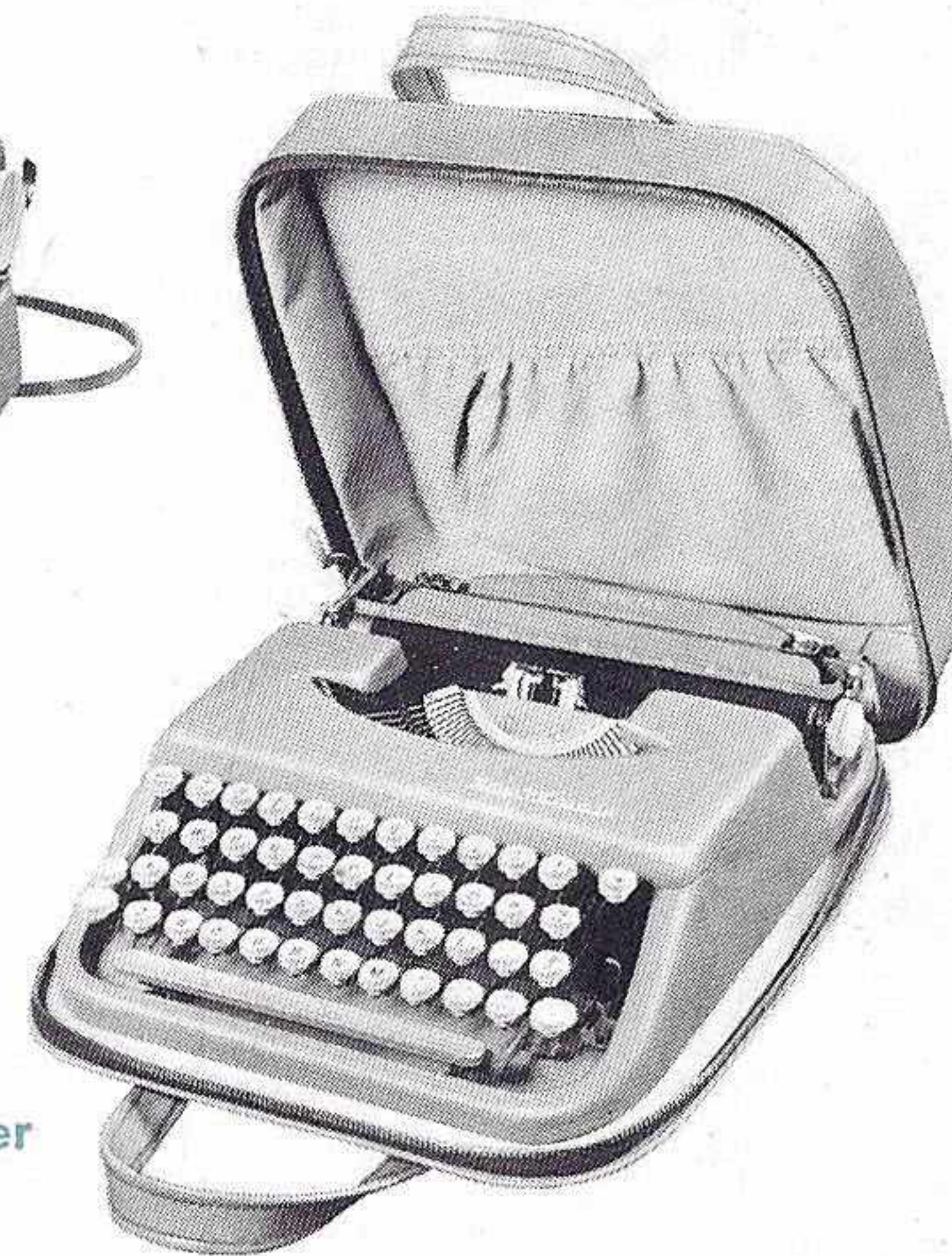
the world's most complete family of quality typewriters



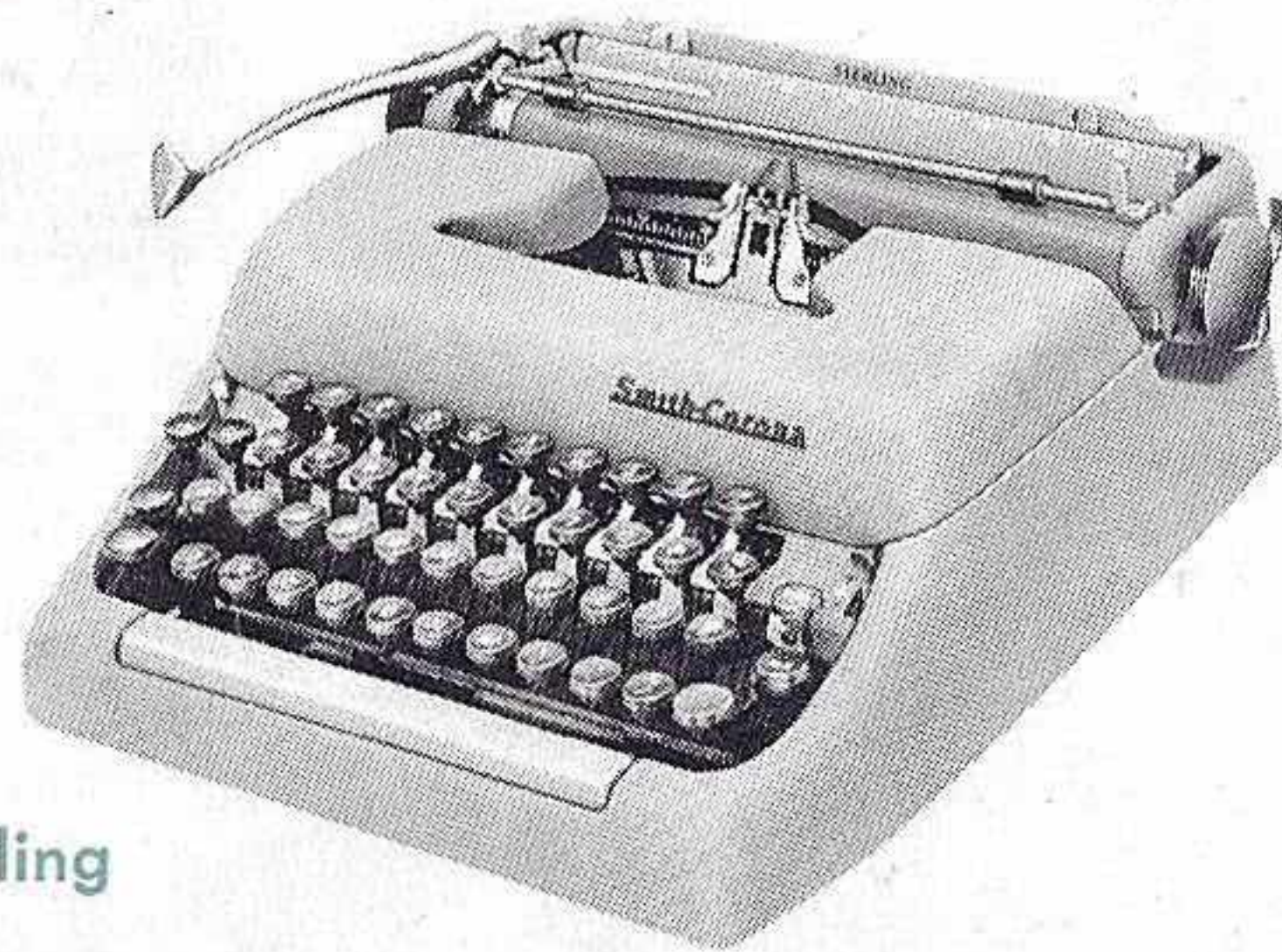
Silent-Super



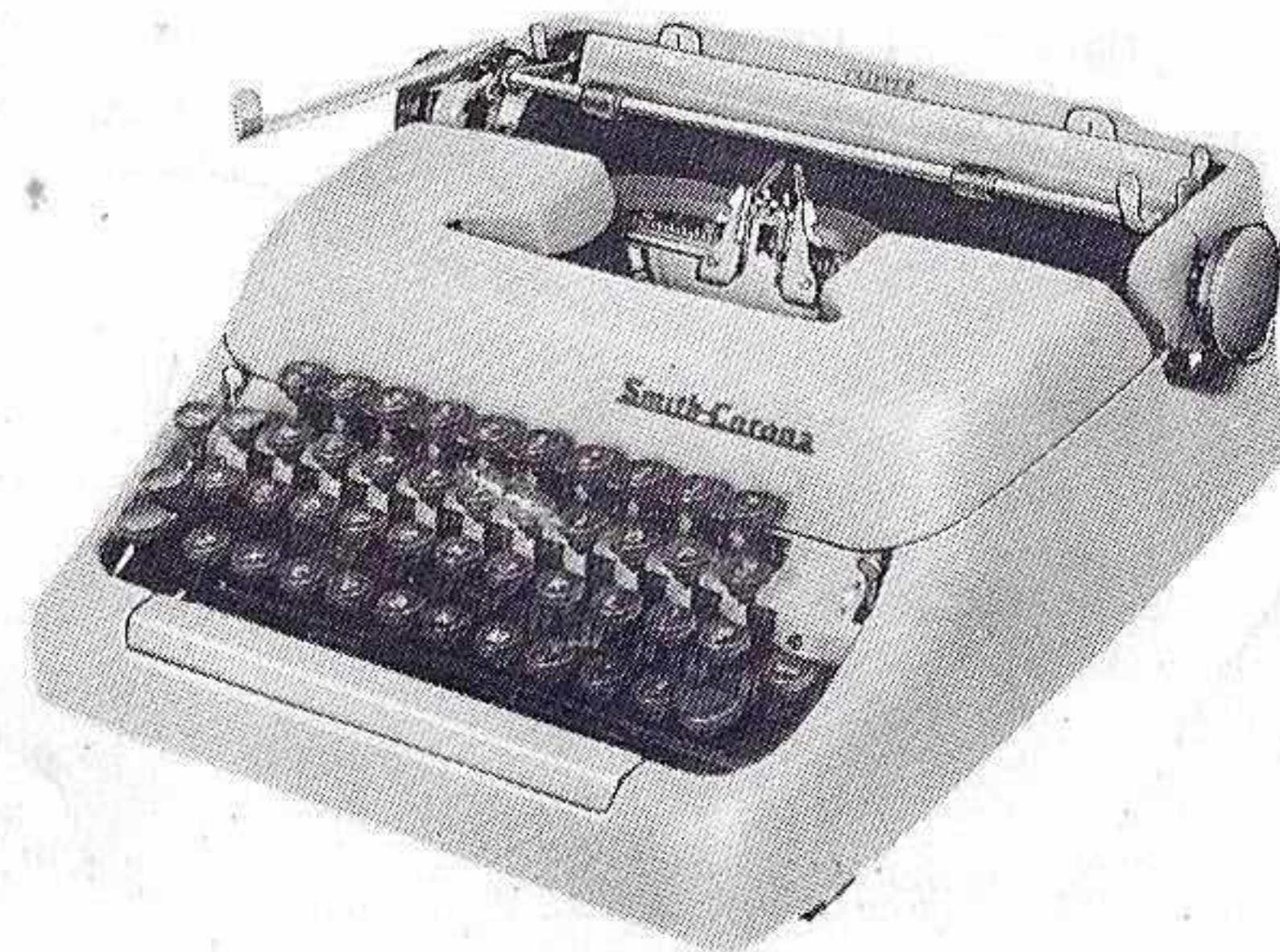
Electric Portable



Skyriter



Sterling



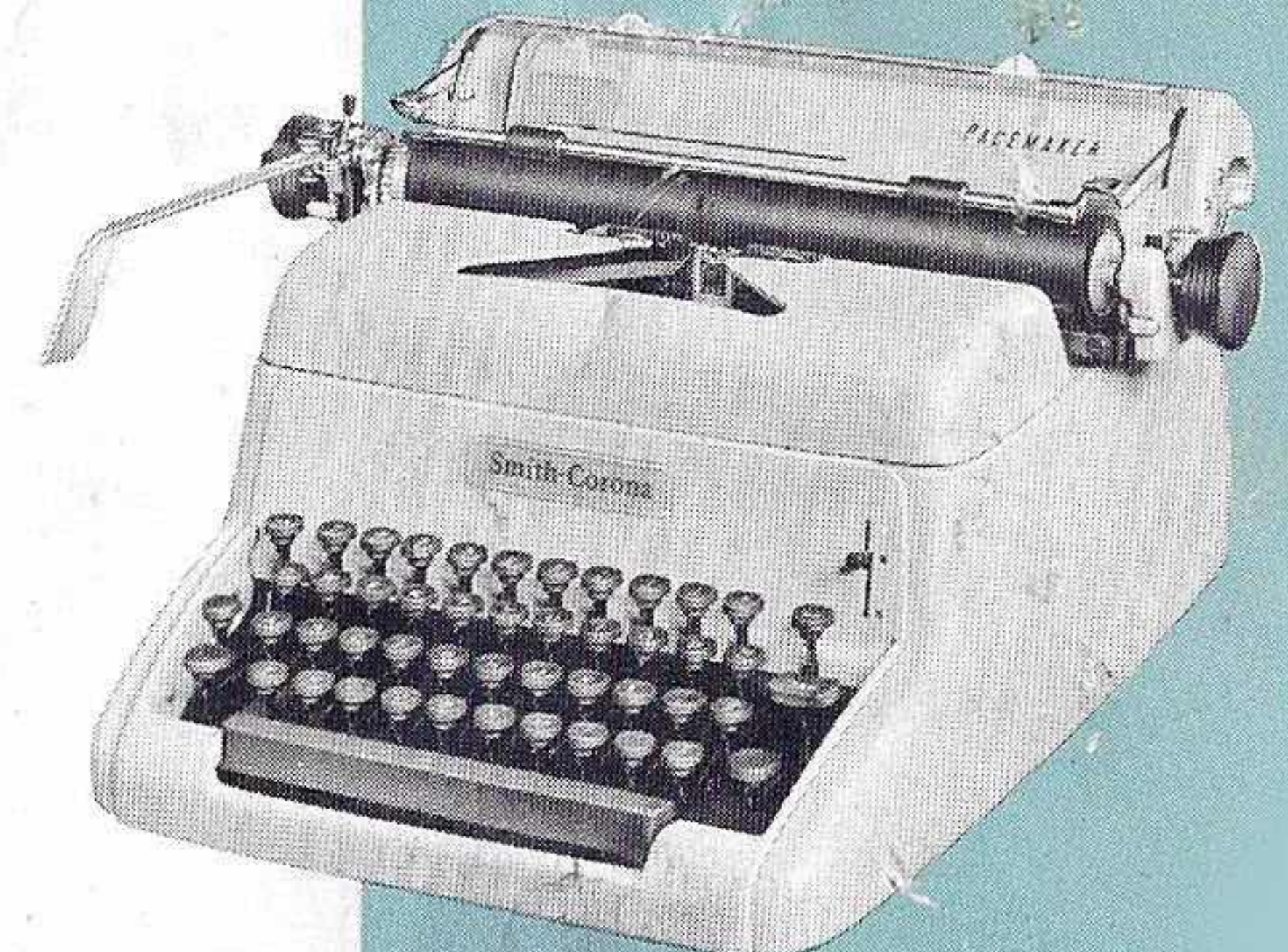
Clipper



Smith-Corona Electric



Sixty-two Secretarial



Paremaker

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3-0080-1 9/58 *Makers also of famous Smith-Corona Adding Machines, Cash Registers and typing supplies.*

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