

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

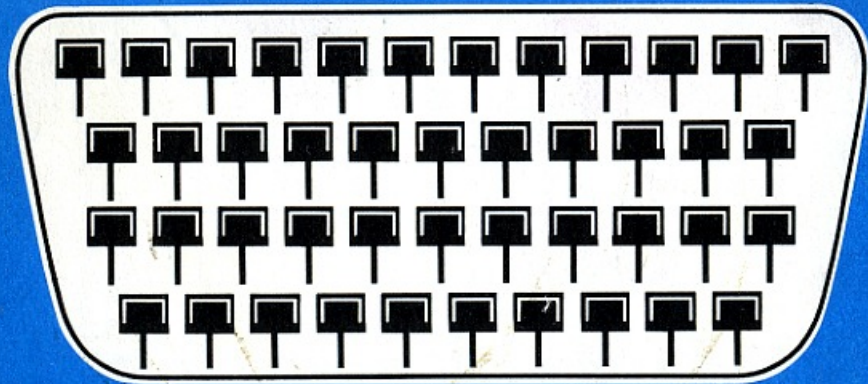


Your instructor's voice on five 1-p. records guides you through the keyboard — from the home-row up through speed word drills and sentences that are designed to give you confidence. An easel chart of lessons, keyboard diagrams and drills corresponds to the voice instruction. Educator approved. Used by hundreds of thousands as a beginning course and as a typing refresher.

← MAIL THE ATTACHED ORDER FORM NOW ...

513960 — Rev. A

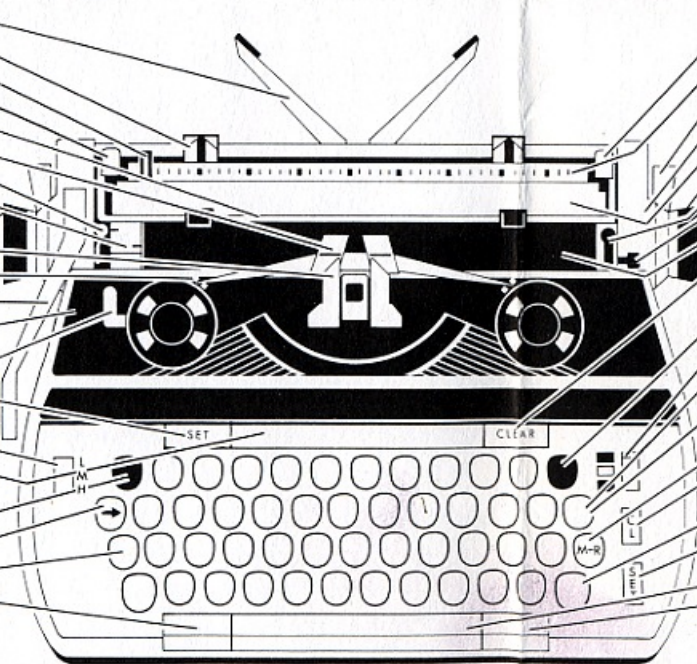
OWNER'S MANUAL



for Smith-Corona® Standard Portables

The World's Most Advanced Standard Portable Typewriters

- Retractable Paper Support (2)
- Quick-Set™ Margin (3)
- Adjustable Paper Guide (2)
- Linespace Selector (4)
- Paper Bail (2)
- Line Indicator (4)
- Line Retainer (4)
- Page Gage™ (2)
- Variable Linespacer (4)
- Ribbon Carrier (7)
- Ribbon Guide (7)
- Carriage Return Lever
- Ribbon Spool Cover
(not illustrated)
- Manual Ribbon Reverse (7)
- Tabulator Set Key (5)
(Galaxie®, Classic 12 and Super 12 models only)
- Touch Selector (3)
- Tabulator Bar (5)
(Galaxie, Classic 12 and Super 12 models only)
- Changeable Type™ Key (6)
- Back-Space Key (7)
- Shift Lock (2)
- Half-Space Key (5)



- Paper Release Lever (2, 4)
- Paper Table Scale
- Carriage Release Lever (3)
- Carriage End Cover (8)
- Erasure Table
- Platen Knob
- Platen Release Latch (8)
- Carriage Lock (1)
- Removable Platen (Roller) (8)
- Tabulator Clear Key (5)
(Galaxie, Classic 12 and Super 12 models only)
- Changeable Type™ Key (6)
- Ribbon Color Selector (3)
- De-jammer Key (7)
(Galaxie, Classic 12 and Super 12 models only)
- Tabulator Key (5)
(all models except Galaxie, Classic 12 and Super 12)
- Margin-Release Key (3)
- Tabulator Clear Key (5)
(all models except Galaxie, Classic 12 and Super 12)
- Shift Key (2)
- Tabulator Set Key (5)
(all models except Galaxie, Classic 12 and Super 12)
- Space Bar
- Power-Space Key (5)

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



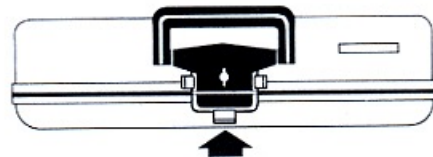
- No Wonder More People Buy Smith-Corona Portables Than Any Other Brand!

SCM® **SMITH-CORONA MARCHANT**
DIVISION OF SCM CORPORATION

IMPORTANT

Follow these simple instructions before using machine:

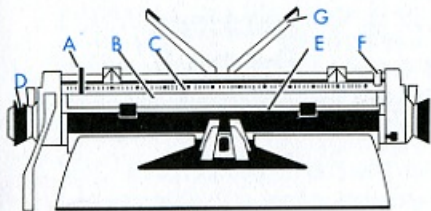
1. Inspect case and typewriter for possible damage from handling or shipping. In case of damage, contact carrier's agent immediately for inspection and inspection report—otherwise we cannot assist in recovering the claim against the carrier.
2. FILL OUT ENCLOSED REGISTRATION CARD and mail within 10 days from date of purchase to register typewriter. Your Smith-Corona portable is guaranteed for 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.

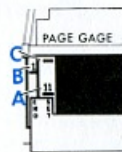
To return machine to case, ease it in, back first, keeping front raised a little. Make sure cleat on back of case slips into slots in back of typewriter, and lower typewriter in place. Before closing case, move carriage to extreme right. Pull up on Carriage Lock to move carriage to about mid-position 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 **C** Paper may be centered and margins determined by using Paper Scale. Turn Platen Knob **D** away 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 **G** and rest paper on them.

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



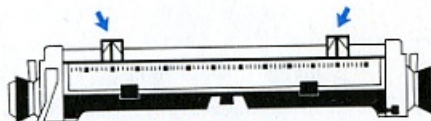
PAGE GAGE™

Use Page Gage to predetermine your bottom typing margin. Before inserting paper, turn Platen until 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 **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 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 half-spacing, select 1, 2 or 3.



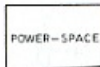
TRANSPARENT LINE INDICATOR

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 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).



Galaxie, Super 12
and Classic 12 models only.



All other models.

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 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 "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 truy yours
Very truly yours

B Very trully yours
Very truly yours

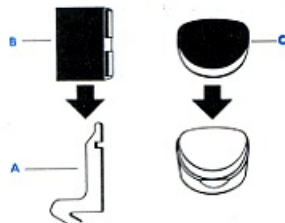
CHANGEABLE TYPE*

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 (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.

