Inserting Paper

Note: Your typewriter handles 12" wide paper and a .09" typing line. Standard bond paper stock is recommended for best quality. Copier paper, erasable bonds and very heavily textured bond papers do not print well with Correctable Film ribbon. For these paper types, we recommend High Density Correctable Film or Multi Strike ribbons. If typeling stencils, use those specifically designed for daisywheel printers.

1. Insert paper securely in the slot behind the platen (3) against the paper alignment mark. (For 12" wide paper, center on the platen area.)
2. Advance paper by using the platen knob (6). Index Up/Down feature, or Return key.
3. Push the paper release lever (8) back, and straighten the paper if necessary. Return lever to original position.
4. Make sure the protective cover is in its original position.

Margins

Margins are preset depending on your pitch setting. They are:

10 Pitch 12 Pitch 15 Pitch

Left Margin 12 14 18
Right Margin 72 86 108

Changing Margins

When you need to change the margins, follow the instructions below:

1. Press Back Space or Spacebar to desired left margin.
2. Press Margin. Unit beeps.
3. Press Spacebar to desired right margin.

Note: To signal that you are near the right margin, your typewriter will beep once 5 spaces before the right margin.

Tabs

You can set up to six tabs, either regular or decimal. Tabs may be set outside of margins.

Regular Tab  Decimal Tab
This is a  Regular  12.47
Tab  2.09

Regular Tabs

Regular Tabs justify text at the tab stop. To set a regular tab:

1. Position print hammer at desired location.
2. Press Code + D. Tab (0). Unit beeps.
3. Repeat steps 1 and 2 to set more decimal tabs if desired.
4. Press Return when all tabs are set.

Using Tabs

Once tabs are set, they can be used as you typing your text.
1. Press Tab to move to tab location.
2. Type text. If using a decimal tab, type the numbers preceding the decimal point. The carrier moves to the left for each number you type. If you make a mistake, press Tab to step again.
3. Type the decimal point. The numbers print to this point.
4. Type the numbers following the decimal point.

Clearing a Tab

Both types of tabs are cleared the same way.
1. Position print hammer to tab setting.

Clearing All Tabs Quickly

Press and hold Code + Tab (Tab C) until 2 beeps are heard. If you are positioned at a tab stop, you will hear 3 beeps.

Pich

Your typewriter has been designed with triple pitch capabilities. To set the Pitch:

Press Code + Tab 5 for 10 Pitch.
Press Code + 1 for 12 Pitch.
Press Code + 2 for 15 Pitch.
Unit beeps when selecting pitch.

Note: Your typewriter is set at 10 pitch. Changing the pitchset if you select another pitch. Changing pitch in the middle of a line erases Correction Memory. However, after the correction is selected, Correction Memory begins again.

Line Spacing

Each time you turn the typewriter on, it is set for single line spacing. You can change line spacing to 1 1/4 line spacing or double line spacing. To change line spacing:

Press Code + 3 for single line spacing.
Press Code + 4 for 1 1/4 line spacing.
Press Code + 5 for double line spacing.
Unit beeps when selecting line spacing.

Impression Control

Impression control is the force used by the print mechanism to strike the paper. When you turn the typewriter on, it is set at medium. You can change to light or heavy impression. It is recommended that you select heavy impression when typing on carbons. For normal typing, use medium impression. To set impression control:

Press Code + L for light impression.
Press Code + M for medium impression.
Press Code + H for heavy impression.

The unit beeps when impression control is changed.

There are two ways to correct typing errors off-line and on-line. The half-space feature can be used for both.

On-Line Correction

The typewriter can automatically correct all characters in a one-line memory buffer called the Correction Memory. You can easily correct characters no longer in Correction Memory by using Off-Line correction. After correcting an error you can quickly return to your previous typing position.

Important: Bold and auto underscore must be activated before correcting characters having these enhancements.

Correct Key

Use Correct for erasing characters in Correction Memory. To correct errors made while using Bold, auto center, Supersect and Subscript:

1. Press Correct or WordEraser to erase error.
2. Press Back Space to position the carrier one space before the first character of the erased word.
3. Press Code + Half Space (Spacebar), Print hammer advances a half space.
4. Type correct word.
5. Press Code + Half Space (Spacebar),

Removing a Character

1. Press Correct or WordEraser to erase error.
2. Press Code + Half Space (Spacebar). Print hammer advances a half space.
3. Type the correct word.
4. Press Code + Half Space (Spacebar).

Note: Before activating the Half Space feature on another line, you have to remove the error using off-line correction procedures. (See "Off-Line Correction.")

Enhanced Text

You can enhance your text by using Bold, Auto Center, Subscript, Superscript and Subscript.

Bold Print

This feature is used for highlighting text. To use Bold:

1. Press Code + Bold (B). Unit beeps.
2. Type text.
3. Press Code + Bold (B) to deactivate bold.

Auto Underline

You can automatically underline just the words or the words and spaces using the Auto Underline feature.

Activating Word Underline

1. Press Code + Word (/) Unit beeps.
2. Type text.

Activating Underline All

2. Type text.
3. Press Code + All (+/) to deactivate Underline.

Auto Center

This feature automatically centers text between current margins. To use Auto Center:

1. Press Code + Center (0). Unit beeps.
2. Position print hammer under the first character of the text to be centered.
3. Press Shift + — ( subtract) to move the left margin.

Superscript/Subscript

Your typewriter can easily create superscript and subscript characters.

Typing Superscripts

2. Type the superscript. Cursor returns to the original line.

Typing Subscripts

2. Type the subscript. The carrier returns to the original line.

Note: If you superscript or subscript more than one character, you must repeat steps 1 and 2 above. If you decide not to type a superscript or subscript after activating the feature, Press Correct to return to the original line.

Correcting Superscript and Subscript

To correct errors made while using Superscript or Subscript:

1. Press Back Space to error.
2. Activate superscript or subscript.
4. Type the incorrect character. It is erased and carrier returns to original line.

Hardware Basics

Turn the typewriter on.

1. Position the print hammer at desired location.
2. Type text. If using a decimal tab, type the numbers preceding the decimal point. The carrier moves to the left for each number you type. If you make a mistake, press Tab to step again.
3. Type the decimal point. The numbers print to this point.
4. Type the numbers following the decimal point.

Note:

If you make a mistake, press

Correct Key

Use Correct for erasing characters in Correction Memory. To correct errors made while using Bold, auto center, Supersect and Subscript:

1. Press Correct or WordEraser to erase error.
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Removing a Character

1. Press Correct or WordEraser to erase error.
2. Press Code + Half Space (Spacebar). Print hammer advances a half space.
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Note: Before activating the Half Space feature on another line, you have to remove the error using off-line correction procedures. (See "Off-Line Correction.")

Enhanced Text

You can enhance your text by using Bold, Auto Center, Subscript, Superscript and Subscript.

Bold Print

This feature is used for highlighting text. To use Bold:

1. Press Code + Bold (B). Unit beeps.
2. Type text.
3. Press Code + Bold (B) to deactivate bold.

Auto Underline

You can automatically underline just the words or the words and spaces using the Auto Underline feature.

Activating Word Underline

1. Press Code + Word (/) Unit beeps.
2. Type text.

Activating Underline All

2. Type text.
3. Press Code + All (+/) to deactivate Underline.

Manual Underscore

You can manually go back and underscore text.

1. Position print hammer under the first character of the text to be underscored.
2. Press Shift + — ( subtract) to move the left margin.

Superscript/Subscript

Your typewriter can easily create superscript and subscript characters.

Typing Superscripts

2. Type the superscript. Cursor returns to the original line.

Typing Subscripts

2. Type the subscript. The carrier returns to the original line.

Note: If you superscript or subscript more than one character, you must repeat steps 1 and 2 above. If you decide not to type a superscript or subscript after activating the feature, Press Correct to return to the original line.

Correcting Superscript and Subscript

To correct errors made while using Superscript or Subscript:

1. Press Back Space to error.
2. Activate superscript or subscript.
4. Type the incorrect character. It is erased and carrier returns to original line.
Multi-Strike Film with Cover-Up Correction

When using Multi-Strike film ribbon cartridges, use Smith Corona Cover-Up correcting cartridges. Cover-Up tape covers your errors neatly and quickly. Cover-Up correcting cartridges have a pink cut-out on the lower right.

Removing the Ribbon Cassette

1. Replace the ribbon cassette when a different colored portion begins to unwind from it.
2. Lift the printer away from the typewriter until the ribbon mechanism stops rotating.
3. Lift the print hammer up and out.

Inserting a Printhead

1. Do not attempt to disassemble the typewriter cover.
2. Always use the machine cleaning solutions on its surfaces.
3. Replace the ribbon cassette in direction indicated by arrows on the cassette.
4. Do not attempt to disassemble the typewriter

Cleaning

5. Always use the machine cleaning solutions on its surfaces.
6. Set the cassette in the carrier while guiding the ribbon between the printhole and the typing guide. Press down. Ribbon snaps into place.

Correcting Cassettes

7. Replace the correcting cassette when a different colored portion unwind from the right spool.

Inserting the Ribbon Cassette

8. Tilt protective cover forward, and remove the ribbon cassette.
9. Guide correcting cassette on sides as shown. Lift correcting cassette up out.

Replacing the Correcting Cassette

10. Protect correcting cassette in position. Be sure it snaps into place.

Inserting a New Correcting Cassette

11. Turn appropriate gear wheel on bottom of the correcting cassette direction indicated by arrows to wind tightly.

Care and Maintenance

Replacing the ribbon cassette when a different colored portion begins to unwind from it.

Multi-Strike Film with Cover-Up Correction

- Replace the ribbon cassette when a different colored portion begins to unwind from it.
- Lift the printer hammer lever back to secure the printhole.
- Replace the correcting cassette and ribbon cassette.
- Return the protective cover to its original position.
- Return the protective cover to its original position and around the printhead.

Cleaning

- Always use the machine cleaning solutions on its surfaces.
- Replace the ribbon cassette in direction indicated by arrows on the cassette.
- Do not attempt to disassemble the typewriter

Correcting Cassettes

- Replace the correcting cassette when a different colored portion unwind from the right spool.

Inserting the Ribbon Cassette

- Tilt protective cover forward, and remove the ribbon cassette.
- Guide correcting cassette on sides as shown. Lift correcting cassette up out.

Removing the Correcting Cassette

- Protect correcting cassette in position. Be sure it snaps into place.

Inserting a Printhead

- Do not attempt to disassemble the typewriter cover.
- Always use the machine cleaning solutions on its surfaces.
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