

Miss Frances D. Justice



SCM CORPORATION

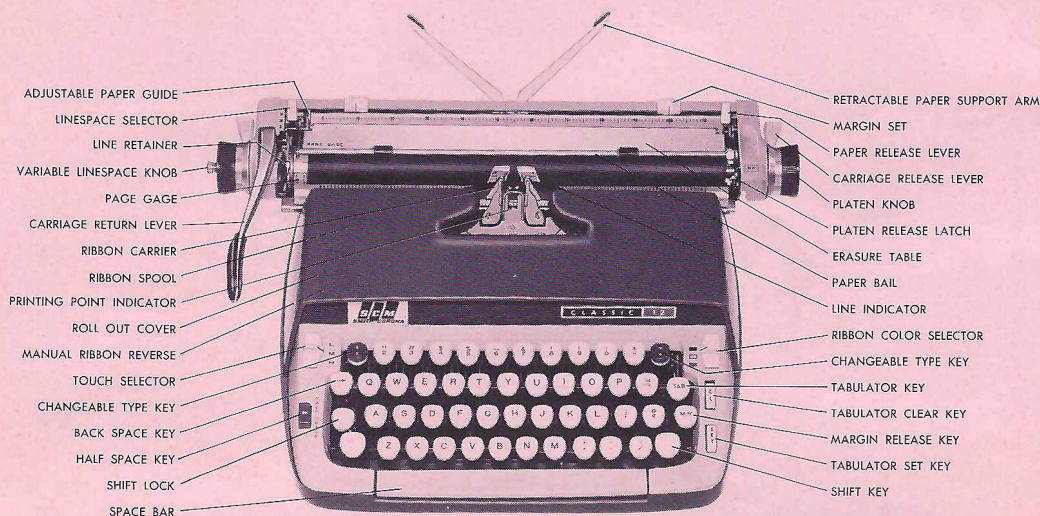
CLASSICTM 12

**THE MOST COMPLETE MANUAL
PORTABLE AVAILABLE TODAY!**



SMITH-CORONA®

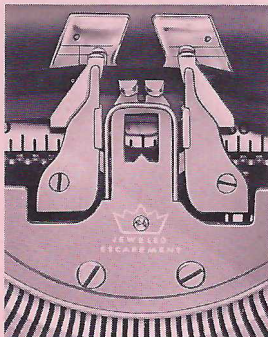
CLASSIC™ 12



Your new Smith-Corona Classic 12 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 finest portable typewriter.

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 to feed the paper automatically 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.



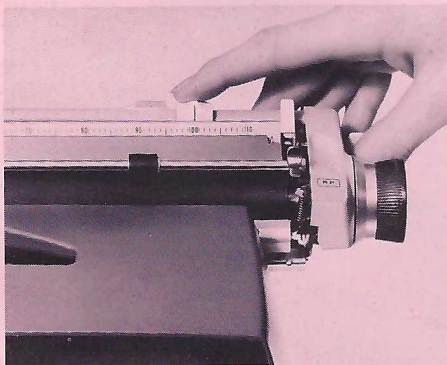
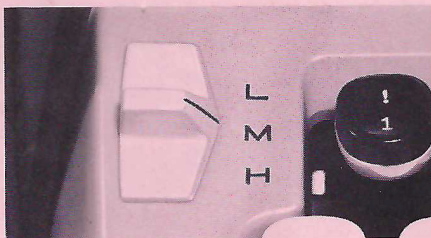
TRANSPARENT LINE INDICATOR

To find a typed line when paper is reinserted, pull out the Variable Linespace Knob and roll the paper into position so the bottom of the desired line is even with the bottom horizontal red line on the Line Indicator. Then freeing the paper with the Paper Release Lever move it horizontally until the vertical red line on the Line Indicator is directly centered on a printed character. Return the Variable Linespace Knob and Paper Release Lever to normal positions. You are then in "Registration" with previously typed work for any necessary corrections, changes or fill-ins. The top horizontal red line is a convenient guide for typing subscripts.

The transparent Line Indicator and Holder retains small cards and envelopes against the platen and permits drawing vertical or horizontal lines by using the Ruling Guide Holes.

TOUCH SELECTOR

Located to the left of the numeral row, the Touch Selector adjusts the key tension from L (light) for those with a light touch to H (high) for typists with a firmer stroke. Experiment with the various settings to adjust the key action to your particular preference.

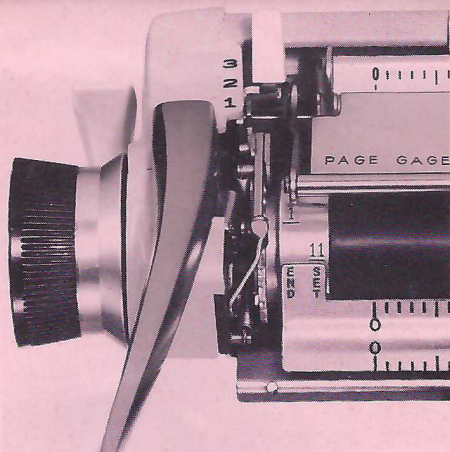


MARGIN CONTROL

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.

LINESPACING CONTROLS

The Linespace 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 Linespace on the left Platen Knob is used to change the writing line permanently. Pull the knob out and turn the platen to the new writing line. Push the knob 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.

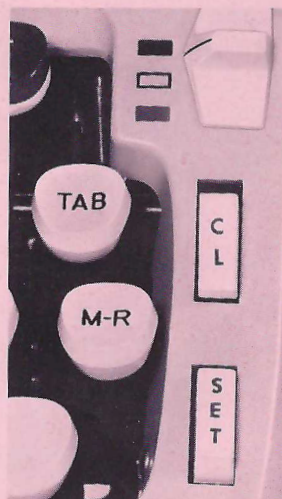
Prior to inserting the paper, turn the platen until the numeral (green figures) matching the length of paper you are using is directly over the SET marking. The illustration shows the correct setting for paper 11" in length. Insert the paper in the normal manner and as you approach the bottom of the 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 setting quickly, easily and accurately. Perfect for typing columnar copy, for setting dates and signatures on correspondence, paragraph indentations and headings.

To set a tabulator 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 the above operation 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 if the carriage is in the extreme left position, depress the CLEAR (CL) Key and at the same time return the carriage to the right. An alternate method is to return the carriage to the extreme right and depress the CLEAR (CL) Key and TAB Key simultaneously.



HALF SPACE KEY

Typing errors in which a letter is added or omitted from a word may be corrected by using SMITH-CORONA's famous half-spacing. Half-spacing is very simple. It is done with the half space key, which when held down, allows the carriage to move $\frac{1}{2}$ space forward and when released allows it to move the remaining $\frac{1}{2}$ space. After erasing the incorrect word in the first example shown, position the carriage to type in the space immediately following the word "Very." Prior to striking the "t," depress and hold the Half Space Key down, then strike the "t." Release the key, press and hold while striking "r." Do this with each character and the word will fit the space. Where you have one letter too many (as in the second example), merely add $\frac{1}{2}$ space before and after the corrected word. Then proceed as above, starting one space to the right.

Very truy yours

Very truly yours

Very trully yours

Very truly yours

A minimum of practice enables you to justify right hand margins for reproduction copy or other special application typing jobs.



REMOVABLE PLATEN

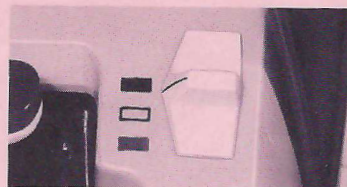
The Smith-Corona Classic 12 is equipped with an all-purpose platen correct for virtually all typing requirements. However, should a special application platen be necessary, or for cleaning, the platen can be removed quickly and easily. Raise the Paper Bail and Erasure Table and push back the Right Carriage End Cover, tilting back the enclosure as shown in the illustration. Pull out the Variable Linespace Knob. Raise up the Platen Release Latch and sliding the platen to the right slightly, 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 Linespace Knob 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.



CHANGEABLE TYPE™

Your new Classic 12 is equipped with two special typebars for Changeable Type. With Changeable Type, the typewriter is more versatile to meet special typing requirements. The Classic 12 comes equipped with two Changeable Type slugs and corresponding Key Caps installed. The following additional Changeable Type Kits are available at your SCM Dealer or Branch Office to meet your needs: Engineering, International, Mathematical, Medical and Popular Greek. Each Kit contains four Changeable Type slugs (8 characters) plus the corresponding Key Caps.

To remove Type: While holding the Changeable Typebar in rest position, press the type slug forward, lifting up and off the typebar with your thumb and forefinger.

To replace Type: Slip the type slug over the end of the typebar and push slug slightly forward and downward until engaged.

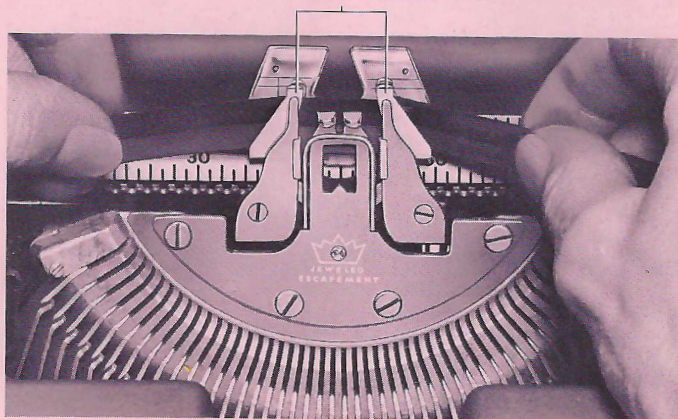
Caution: Be careful when removing or replacing Changeable Type not to twist or bend the typebar. The type slug will slide on and off with a minimum of effort when properly positioned.

TO CHANGE A RIBBON

Replacing the ribbon on your Smith-Corona Classic 12 is a quick and easy matter . . . merely follow the directions below. For best results insist on a genuine SMITH-CORONA ribbon.

- a. Grasp center of ribbon spool cover and pull forward. Remove ribbon from Ribbon Carrier as covered below:
Hold ribbon with fingers on both sides of Ribbon Carrier and slide the ribbon from right to left as you pull up and out. Note: Ribbon winds off the back of one spool and on to the back of the other spool.
- b. Remove both ribbon spools. Remove used ribbon from one spool and retain 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 it until metal eyelet is covered. Put the spool in the left hand cup, seating it fully. Ribbon must wind to and from back of each spool.
- d. Drop ribbon into slot of each ribbon guide located directly adjacent to each ribbon spool cup. Hold the ribbon with fingers on both sides of Ribbon Carrier and, by moving the ribbon from right to left, slide into Carrier from the top. 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 Carrier



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. Raise the front of the typewriter and 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. Closing the case automatically locks the machine securely in place for traveling.



PROPER CARE OF YOUR TYPEWRITER

The precision built Smith-Corona Classic 12 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. Slide the Ribbon Spool Cover forward 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. The Jeweled Escapement bearing requires no lubrication.

SERVICE

For service during guarantee period follow the directions on the exclusive Smith-Corona Guarantee 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. Merely roll the Ribbon Spool Cover forward and, looking at the machine from the right, you will readily see the number stamped beneath the right Ribbon Spool Cup.



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