

**The
SMITH-CORONA®**

250
office electric



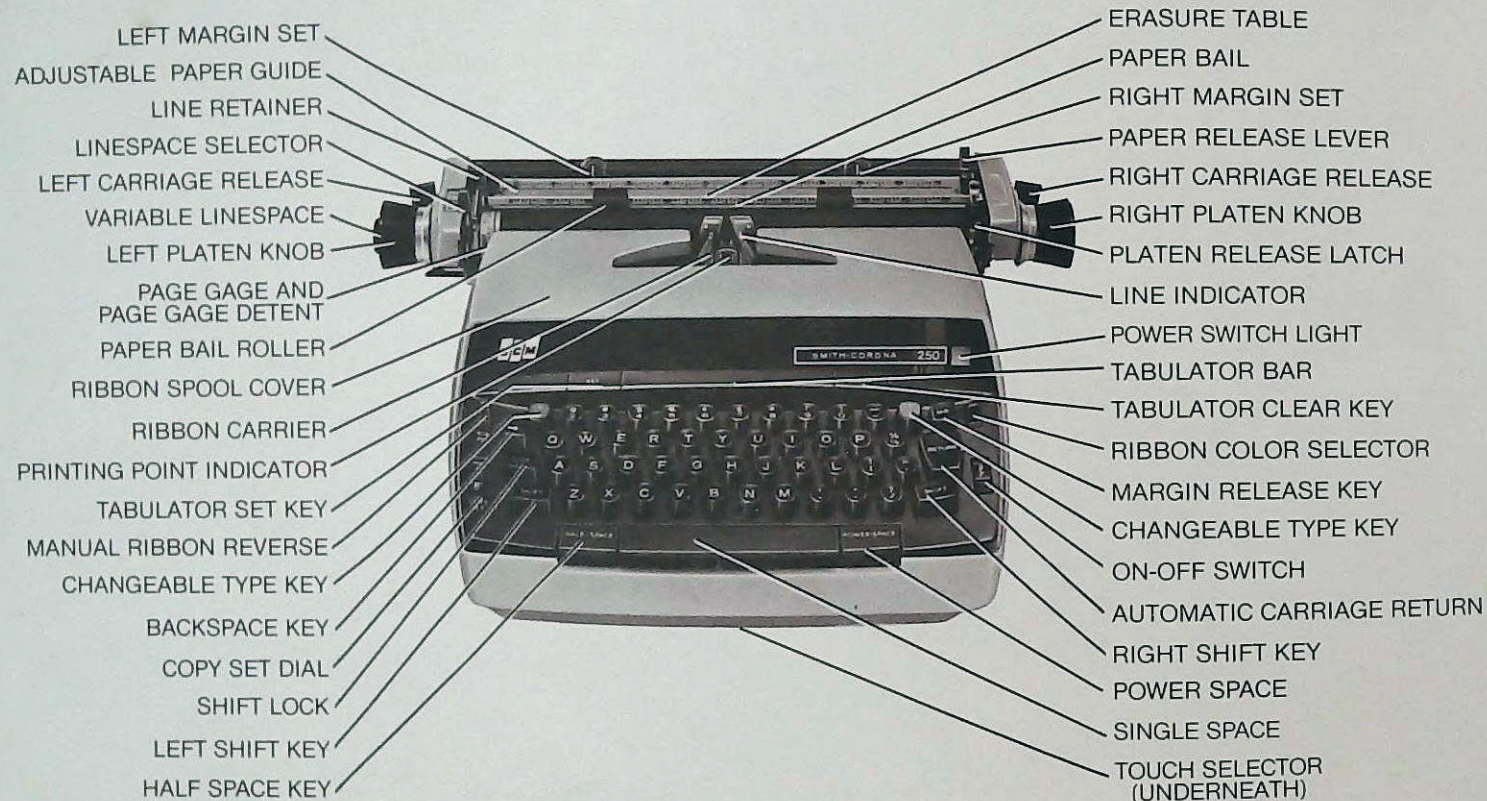
**A full-featured
office electric
typewriter**



SCM CORPORATION

Your New Smith-Corona 250 Features . . .

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Spread through the pages of this instruction handbook are helpful suggestions for getting the most out of your new Smith-Corona office typewriter. You'll find many shortcuts and tricks of the trade for doing better work, faster and easier.

Don't miss these

time- and temper-saving TYPING TIPS . . .

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Your new Smith-Corona Office Electric

250

... is a full-featured office typewriter, packed with electric typing conveniences to save you time and energy. It is fully automatic, including the carriage return and back space. Though you can use your 250 almost anywhere (on the leaf of a desk or on a telephone stand, for example), you can be assured that it is built to handle steady all-day assignments.

TAKE A FEW MOMENTS NOW . . .

and become familiar with your machine. Learn the things it can do to make your work go faster, and help you go smoothly through the day. This illustrated handbook describes all the plus features on your new typewriter and shows you how to get the most out of them. Please read the book carefully before you start typing.

IF YOU HAVE QUESTIONS . . .

Call the dealer or Smith-Corona representative from whom you purchased the machine. He will be more than happy to help you in any way and to make sure that you fully understand the operation of your typewriter. He has a permanent, continuing interest in the performance of your typewriter and is interested in seeing that you get full use out of it—and full enjoyment out of its use.



ON-OFF SWITCH Plug the typewriter cord in, turn the switch to ON, and you're ready to go. The switch is located just to the right of the typing keys. A handy indicator on the upper right front panel lights whenever your machine is on. Make sure you always turn the typewriter off when it is not in use.

Unless you ordered it otherwise, your new Smith-Corona runs on regular alternating current—which, in the United States, means 110 to 120 volts, 60 hz. If you have other kinds of current, be sure you have a typewriter that matches.



INSERTING THE PAPER For most of your typing you will find it best to set the Paper Guide on the Paper Scale at zero. Drop the paper behind the Platen (roller), and twirl the Platen until the paper is in position for typing. If it isn't straight, or if you want to insert many sheets of paper, pull the Paper Release Lever forward. After you have straightened the paper, return the Lever to its regular position. You will assure the best looking typing results if you make sure the Paper Bail is down before you start typing.

TYPING TIPS

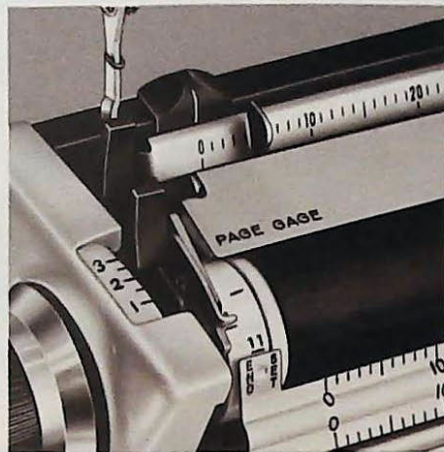
1. For quick reference (and instant neatness) here is a rundown of the popular letter sizes. (Some may vary from office to office.)
Standard: 8½" x 11"
Sales Letters: 7½" x 10½" two fold
Office Memos: 8½" x 5½"
Club Size: 7¼" x 10½" (strictly male and personal)
Legal Size: 8½" x 13"

2. Before starting, take a few moments to plan your letters for ample, even margins. A short letter looks skimpy if single-spaced, so double-space instead.
3. Figure 10 characters to the running inch for pica type; 12 to the inch for elite, and six lines to the vertical inch, single-spaced.
4. Set the right-hand margin stop about 7 spaces to the right of the end of your average line, because the warning bell rings several spaces before the actual stop.

PAGE GAGE™ You will find the Page Gage one of the most helpful features on the typewriter. By spending a few minutes now learning how to use it, you will assure neat and uniformly even bottom margins on all your typing. Marked for measuring paper from 8 to 11 inches long, the Page Gage shows exactly how many inches are left at the bottom of your paper. You'll find it at the left end of the Platen and will quickly learn the right setting for any paper you use.

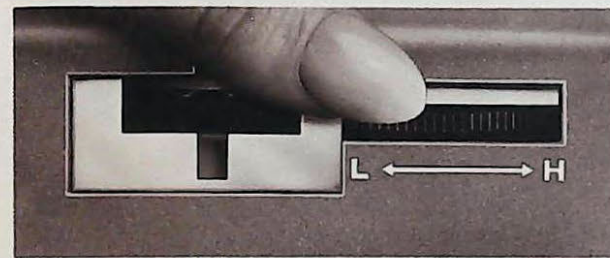
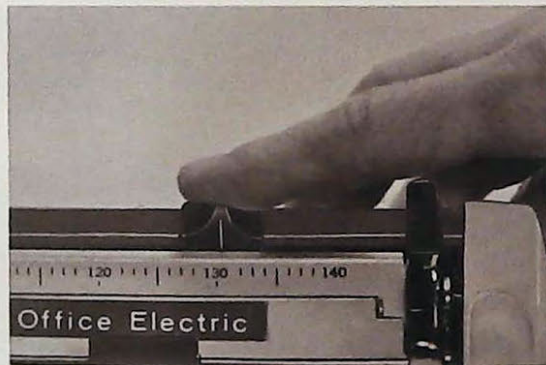
Setting the Page Gage is easy. Before inserting your paper, turn the Platen until the black number corresponding to the length of the paper is directly over the word SET. Most often you will be using standard 11" paper, so you simply push in on the Page Gage Detent between the END and SET markings, and turn the Platen. This automatically adjusts the setting for 11-inch paper. (See Illustration.)

Once the Page Gage is set, insert the paper in the usual way. As your typing nears the bottom of the paper and the bottom edge of the paper disappears behind the Platen, check the red numbers over the END marking to see how many inches are left. Unmarked lines represent half-inches.



MARGIN SETTING You can set margins before or after inserting your paper, thanks to Smith-Corona's Quick-set™ margins. Just press down the left or right Margin Button, and slide it into place with the line on the button over the desired position on the scale. As you type, the warning bell sounds about seven spaces before you reach the right margin.

To continue typing beyond the right margin, depress the Margin Release (M-R) Key. To type outside the left margin, hold the M-R Key down while you use the Back-Space Key or push the carriage to reach the desired typing position.



THE ELECTRIC TOUCH Your new typewriter boasts Smith-Corona's smooth, effortless, cushioned key action. Regardless of how you strike the keys, each character prints clearly, sharply and evenly.

To personalize the typing touch, adjust the Touch Selector located underneath the front of the typewriter. For a light touch, turn the dial towards L; for a heavier touch, turn it towards H. You reach the limit of the L adjustment when the dial will not turn any further; a click indicates the limit of the H adjustment.

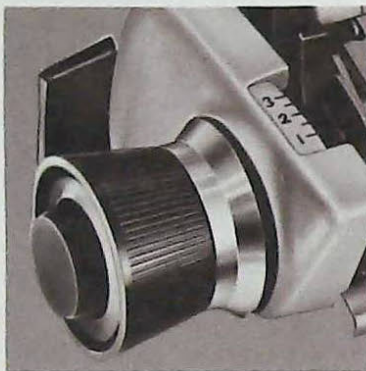
TYPING TIPS

Smith-Corona typewriter keylevers are so beautifully balanced that only a light tap is needed. It's never necessary to "hit bottom" on a typing stroke—the mechanism takes over and carries through saving you energy. For maximum comfort and minimum strain and fatigue—keep your fingers well curved and strike with the



COPY SET™ DIAL With the Copy Set dial, you can increase the force with which the keys strike the paper without changing your typing touch. No need to pound—the higher you set the Dial, the harder the keys strike. The best setting for a particular job depends not only on the number of copies, but also on the kind of paper you use. For most typing, a setting of 4, 5, or 6 will give good results. However, for lightweight paper, lower settings may be necessary. For heavy paper, many copies or spirit duplicator masters, higher settings may be needed. With a little testing you can determine the best setting for any typing job on your paper.

ball of your finger, each hand anchored on the home keys with your little fingers serving as pivots. Keep your wrists down, and "hug" the keyboard, roughly parallel with the slope of the keyboard



LINESPACE SELECTOR Linespacing is completely automatic. Simply set the Selector for 1, 1½, 2, 2½ or 3 spacing and touch the Carriage Return Key.

VARIABLE LINESPACER To change your typing line permanently, press the Variable Linespacer in while you turn the Platen. Release the Variable, and your typing line is set at a new position.

LINE RETAINER The Line Retainer is a great time and trouble saver when you're typing subscripts (like H₂O) or exponents (like 2²). Using the Retainer, you can type over or under your basic typing line and then go back to it without lining up again. Just push the Retainer back, and turn the Platen to the desired position; when you're ready to go back to the basic line, snap the Retainer forward, turn the Platen, and you type with absolute registration.



RIBBON COLOR SELECTOR The Ribbon Color Selector is on the upper right of the keyboard. Move it up to the black or down to the red position for typing in the desired color. When typing stencils, set the Selector at the middle position where the keys will not leave an inked impression.

AUTOMATIC CARRIAGE RETURN Your new Smith-Corona features a full-length electrically operated carriage return. The large RETURN Key is easy-to-reach on the right of the keyboard. Just a touch on the Key provides quiet, smooth linespacing.

TYPING TIPS

For continuous rhythm from one line to the next, practice using your little finger to reach the Carriage Return Key. It will save the bother of moving and returning your other fingers to the home keys. After a short period of conscious effort it becomes completely automatic—and such a time-saver!



TABULATOR The full-size Tabulator Bar, placed conveniently next to the numeral keys, moves the carriage quickly, accurately, and quietly to pre-selected positions. Use it when typing columnar copy, setting dates and signature positions, and for indenting paragraphs.

Set as many different stops as you want simply by moving the carriage to the desired position and depressing the Set Key at each position. To tabulate to a selected stop, depress the Tab Bar.

To clear individual stops, tabulate to the stop and push the Clear Key. To clear all stops if the carriage is at the extreme left, hold the Clear Key down and return the carriage to the right. If the carriage is at the extreme right, press the Clear Key and Tab Bar simultaneously to clear all stops at once.

TYPING TIPS

The Tabulator is not only for figures, it can be a welcome time- and temper-saver for many spacing and estimating chores. Use one setting for paragraph indentations, another for sub-heads, one for sub-indentations and another for signatures.

For a job that requires constant centering, set your Tab at the center mark, and let it do the work for you.

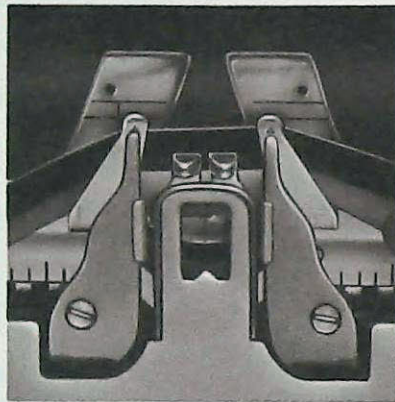
SHIFT KEYS To type capital letters or secondary characters such as \$, #, or % shown on the upper half of a key, hold the right or left Shift Key down while you type the letter. Electrically operated, the Shift Keys respond to the lightest touch. To type a series of capitals, press the Shift Lock until it catches. Release the lock by touching either Shift Key.



AUTOMATIC REPEAT ACTIONS Your Smith-Corona saves you plenty of energy with its Automatic Repeat Actions. You'll find it on keys you customarily use for repeated striking—Back-Space, Hyphen-Underline, X-Key and Period. A little extra-pressure and they keep striking automatically until released.

For automatic forward-spacing, use the handy POWER-SPACE Key just to the right of the Single Space Bar. Just hold the Key down with a little extra pressure until you reach the desired typing position.

BACK-SPACE KEY Like the Shift Keys, the Back-Space Key is electrically operated for easier operation. Just a touch moves your typing position back one space; hold the key down with a little extra pressure for continuous back-spacing.



TRANSPARENT LINE INDICATOR When you reinsert a page that's already typed or need to fill in a printed form, use the Transparent Line Indicator to line up with the previous print line.

First, pull the Paper Release Lever forward and move the paper sideways until the vertical red line on the Indicator is centered over a typed character. Check the horizontal line on the Indicator to see if it is parallel with the typed line. Adjust the paper if necessary, and push the paper release back.

Then, press in on the Variable Linespacer while you turn the Platen until the bottom of the print line is even with the lower horizontal red line on the Indicator. Release the Variable, and you are registered with the previously typed work.

Use the top horizontal red line to keep subscripts (H_2O) throughout a paper consistently even. Just make the bottom of the basic typing line even with the top red line on the Indicator each time you type a subscript.

You can draw vertical or horizontal lines in a jiffy by inserting a pencil point into one of the guide holes in the Indicator. For vertical lines, roll the Platen; for horizontal lines, move the carriage from left to right.

TYPING TIPS

Symbols:

For special symbols and characters you use frequently, Smith-Corona's Changeable Type saves you time and gives you consistent, professional results. (See the description on page 11.) At other times, you will find these do-it-yourself symbols handy:

Degrees: To make a degree mark, roll back the Platen slightly and strike the small "o" as $-72^{\circ}F$. **Division Sign:** Strike the colon, backspace and strike the hyphen + **Section Mark:** Type a small letter "s", backspace, lower the sheet, and overstrike another small "s". Thus: §. **Cedilla:** Make it with a "c" and a comma typed in the same space: ç

Proof-reading stencils: Some stencil cushions make proof-copies on the backing sheet. However, if you are reading directly from a dark-colored stencil, a sheet of white paper underneath makes it easier to read.

To insert a bulky carbon pack, use the Paper Release Lever (as described on page 3) or feed the paper sheets in without carbons, rolling the Platen Knob enough for the feed rollers to get a grip. Then insert the carbon sheets, and twirl the whole pack into typing position.

To make a notation on carbons only, insert a piece of paper between the Ribbon Carrier and the letter. Type on this and the notation will appear only on the carbons.

To insert figures in red when using an all-black ribbon, simply slip a piece of red carbon paper between the ribbon and paper.



HALF-SPACE KEY This handy key takes more than half the trouble and annoyance out of typing errors. When you add an extra letter or omit one from a word, it can be corrected neatly with the Half-Space Key. As, for example:

Very truy yours

Very truly yours

After erasing "truy", position the carriage to type in the first space following the word "Very", and hold down the Half-Space Key while typing the "t". Then release the Half-Space Key and depress it again while typing "r". Do the same thing for each letter, and the word will fit the same space, as in the illustration above.

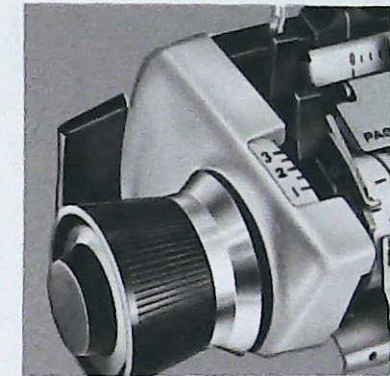
If you type in a letter too many, as in

Very trully yours

Very truly yours

erase, and start typing in the second space after "Very" depressing the Half-Space Key while typing each letter.

It's easy to make diphthongs, too, with the Half-Space Key, (Aeolian and Phoenix become Æolian and Phœnix) or to center headings with an even number of characters over columns with an odd number and vice versa.



CARRIAGE RELEASE LEVER Move the carriage freely to any position by using the Carriage Release Lever. Just grasp the right or left Platen Knob, and press the Lever toward you while sliding the carriage.

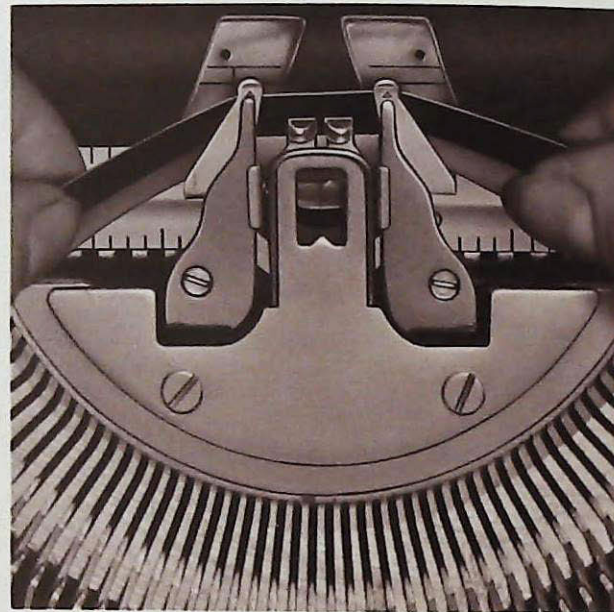
TYPING TIPS

It's easy to find the exact center of your paper. Adjust the paper so the left edge rests at "0" on the Paper Scale. Note the number at the right edge, and divide by 2 to get the center point. If the left edge of the paper is on a number other than "0", add the numbers on the left edge and the right edge, then divide by 2 and you'll have the center.

To center a heading, count the characters, including punctuation and spaces between words. Then, starting from the center-point, backspace exactly half the characters. This is the starting point for your heading.

TO CHANGE A RIBBON Replacing the ribbon on your Smith-Corona typewriter is a quick and easy matter with the easy-change Ribbon Carrier. Just follow the directions given below. Make sure the ribbon is on a Smith-Corona spool and that there is an eyelet near the end of the ribbon. Before you start, make sure your typewriter is turned off.

1. Slide the Ribbon Spool Cover forward. Sliding the ribbon from side to side, take it out of the Ribbon Carrier.
2. Take both ribbon spools out. Discard the used ribbon and one of the spools.
3. Put the new spool and ribbon into the right-hand cup, making sure the ribbon will wind on and off the spool from the back. When using a red-black ribbon, be sure the red part is down.
4. Hook the loose end of the new ribbon to the prong of the empty spool. Wind enough ribbon onto the spool to cover the metal eyelet on the ribbon; then put the spool into the left-hand cup, again making sure that the ribbon will wind on and off the spool from the back.
5. Slide the ribbon down into the Ribbon Carrier and into the slot in the Ribbon Guide in front of each Ribbon Spool.
6. Wind the ribbon onto one of the spools to take up slack, push the Ribbon Spool Cover back, and you are ready to type.



MANUAL RIBBON REVERSE The ribbon on your Smith-Corona reverses itself automatically when it nears the end of the spool. To reverse the ribbon manually, just flick the Ribbon Reverse (RIB REV) Lever at the left of the keyboard.

CHANGEABLE TYPE™ The first and last keys in the top row of your typewriter and their corresponding typebars are especially designed to accept Changeable Type. Each slug contains two different characters and lets you type in special symbols or accents. See your SCM dealer or nearest branch office for Changeable Type to meet a wide variety of special typing needs—engineering, international, mathematical, Spanish-American, Medical-druggist, popular Greek, library, legal and many other specialized characters.

To remove type: Make sure the typewriter is off, and open the Ribbon Spool Cover so the type keys are exposed. Gently lift the Changeable Type bar until you can feel it resist lifting higher. (The Changeable Type slugs are the brass-colored ones.) Steady the type bar and push the slug forward (towards the carriage). Lift the slug up until you feel the lock release, and remove it.

To replace type: Slip a new slug over the end of the type bar, making sure the type characters are facing the carriage and that the top of the 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 the new slug snaps into place. Put the corresponding Key Cap in place on the top row of the keyboard.

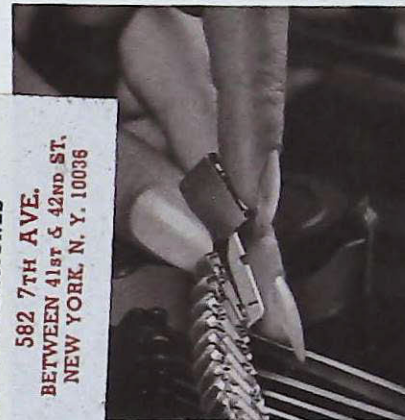
Caution: When removing or replacing Changeable Type, be careful not to twist or bend the type bar. The slug will slide on and off easily when it is positioned properly.

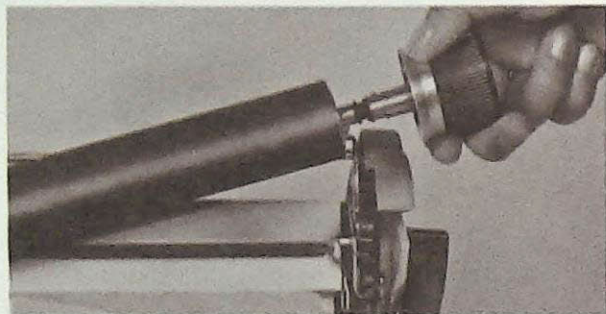
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REMOVABLE PLATEN The all-purpose Platen on your Smith-Corona is right for almost all typing requirements. If you ordinarily make a great many carbons, however, you may want to use one of the special hard Platens. Your SCM dealer also has other special Platens designed to hold labels, library cards and other forms. Platens can be easily removed for interchanging or cleaning.

To remove platen: Hold the Margin-Release Key down, and move the carriage to the extreme right. Tilt the Paper Bail and push the right Carriage End Cover back. Raise and hold the Platen Latch with your left hand. Holding the right Platen Knob with your right hand and pulling the Platen to the right, lift it up and out.

To replace platen: Make sure the Erasure Table, Paper Bail and Carriage End Cover are tilted back and that the carriage is at the extreme right. Fit the left end of the Platen in first, rotating it a little back and forth until it fits in place. Then push the right end of the Platen down until it locks. Return the Carriage End Cover, Paper Bail and Erasure Table to their normal positions, and you're ready to type.

CARE OF YOUR MACHINE

Daily . . .

- Dust off the exterior with a dry lint-free cloth. Remove stains by rubbing gently with a clean cloth dampened with water and a mild detergent.

Caution: Certain cleaning fluids may damage the plastic and painted parts of the typewriter. Use of a detergent only is recommended.

- Cover your machine when it's not in use. Always check to be certain you've turned it off before you put the cover on.
- When erasing, move the carriage to the extreme right or left so erasings fall out of, not into the typewriter. Always brush away any erasure grit that may have gotten on the type bars.
- Move the carriage to the extreme end positions and brush off the exposed carriage rails.

Periodically . . .

- Clean the type faces using a stiff brush or a commercial type cleaner. Use light strokes and brush the type lengthwise never cross wise.
- Remove the Platen and clean it and the feed rolls under it with an ammonia-base detergent or alcohol. Wipe the metal plate under the Platen too.
- Clean the rollers on the Paper Bail in the same way.
- Before and after cutting stencils, clean the type, Platen and feed rolls.

**NEVER OIL YOUR TYPEWRITER YOURSELF . . .
LEAVE THAT TO YOUR SERVICEMAN**

CHECK POINTS FOR OPERATING

If your typewriter does not operate, it may be something simple that you have overlooked. Before calling the serviceman check these things:

1. Be sure the cord is plugged securely in a proper A.C. outlet.
2. Be sure the switch is turned on.
3. If the typebars operate but do not print, make sure the Ribbon Color Selector is not in the stencil position.

SERVICE Smith-Corona recommends that your typewriter be adjusted, serviced, and lubricated by a SCM trained typewriter technician at least once a year. If you do a great deal of typing, more frequent servicing may be necessary. Your Smith-Corona dealer will be glad to discuss your special needs with you.

SERIAL NUMBER This number is for your convenience and protection. Record it for use in ordering supplies and accessories, or for identification in case of theft. The number is stamped on the right side of the machine, under the right Ribbon Spool Cup. You can see it easily when you open the Ribbon Spool Cover and look in at the machine from the right.

The description and specifications contained herein were in effect at the time this book was approved for printing. The SCM Corporation, whose policy is that of product improvement (without waiting for model changes) reserves the right to discontinue models, or to change specifications and design, without notice or without incurring obligation.

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NEW YORK, N. Y. 10036

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393 AMSTERDAM AVENUE
NEW YORK, N.Y. 10024
(212) 873-5724

SMITH-CORONA OFFICE TYPEWRITERS



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DIVISION OF SCM CORPORATION

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