

Now is the time

# INSTRUCTIONS

*for operating*

# CORONA

## FOUR

*A Portable Office Typewriter*



### OPENING AND CLOSING THE CARRYING CASE

The case for Corona Four is so designed that the machine may be left in the bottom or instantly removed without the use of tools. The hinges of the lid are so designed that when the lid is raised the hinges come apart and the lid may be set to one side.

To remove machine, first lift the back, then pull the machine forward and up, thus disengaging front cleat from notch in frame. Now raise Line Spacer (Fig. 3) at the same time pushing to right and the machine is ready to operate.

To replace in case, first see that the small cleat in front engages notch in frame, then lower back of machine over centering cleats at the rear. Pull the carriage to the right and press Carriage Lock (Fig. 17) toward you, at the same time allowing carriage to move to the left until it stops. This centers it. Depress Line Spacer (Fig. 3), replace lid and close.

### INSERTING AND ADJUSTING PAPER

Raise Bail (Fig. 11) by means of Handle (Fig. 7); hold paper in both hands and insert between Platen (or Cylinder) and Paper Table (Fig. 13) until it touches the Feed Rolls. Then holding with one hand, turn either Platen Knob until paper passes under Bail. Drop Bail and straighten paper, if necessary, by releasing Paper Release (Fig. 16). To keep the paper up where entire sheet will be visible, raise Paper Supports (Fig. 14).

time for all good

## MARGINAL STOPS

Two Marginal Stops (Figs. 15L and 15R) sliding on a rod scaled to correspond with scales on front of machine control the length of the writing line. To set either Stop, move carriage until Indicator (Fig. 12) points to desired number on Bail (Fig. 11), then press Marginal Stop and slide toward center as far as it will go.

## MARGINAL AND LINE LOCK RELEASES

After the Marginal Stops have been set, the carriage may be moved beyond either Stop by pressing the Marginal Release Lever (Fig. 8). If, when the end of a line has been reached and carriage stops, you wish to write a few more letters to complete a word, touch the Line Lock Release Key (Fig. 19). The bell rings eight spaces before the end of the line.

## LINE SPACER

To begin a new line, press the side of the left index finger against the hook of the Line Space Lever (Fig. 3). This will move the carriage to the right while automatically spacing it. Single or double line spacing is obtained by raising or lowering the Line Space Adjuster (Fig. 5).

When you wish to write on ruled lines, raise the Variable Line Spacer (Fig. 10) and turn cylinder by means of either Platen Knob. The carriage may be moved to the right or left by means of Carriage Release (Figs. 9L and 9R).

## SHIFT KEYS

Capital letters and the upper characters on the fourth bank of keys are written by holding down either Shift Key (Figs. 1L and 1R) while striking the desired letter. To write all capitals, depress Shift Lock (Fig. 2). To release Shift Lock touch *left* Shift Key.

## BACK SPACER

When, due to an omission or error, you wish to move the carriage back to the right one or two spaces, depress Back Space Key (Fig. 20), one stroke for each space desired.

## RIBBON INDICATOR AND STENCIL DEVICE

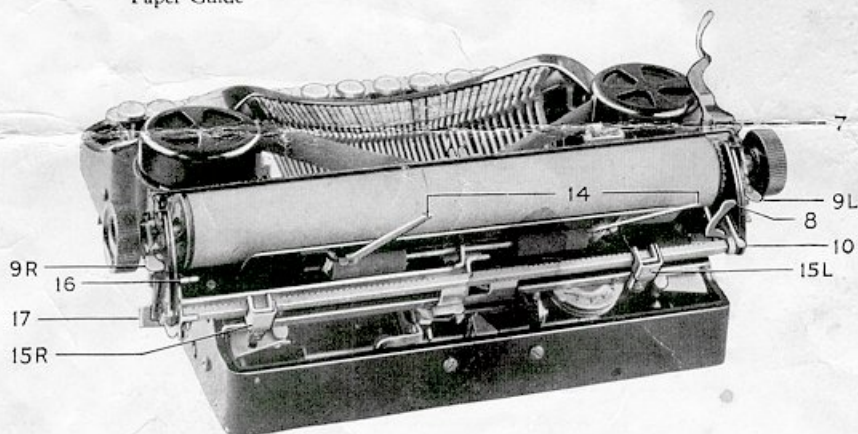
When the knurled lever of the Bichrome Ribbon Indicator (Fig. 4) is at the right, the type strikes the upper half of the ribbon (black). When the Indicator is at the left, the lower half of the ribbon prints (red). To render the ribbon inoperative, for cutting stencils, set the Indicator in the middle position, when the little pin on the other end of the lever should be opposite the opening in the slot.





- 1L Shift Key (left) and Release
- 1R Shift Key (right)
- 2 Shift Lock
- 3 Line Spacer and Carriage Return
- 4 Bichrome Ribbon Indicator
- 5 Line Space Adjuster
- 6L Platen Knob (left)
- 6R Platen Knob (right)
- 7 Paper Bail Handle
- 8 Marginal Release Lever and Paper Guide

- 9R Carriage Release (right)
- 11 Paper Bail
- 12 Line Indicator
- 13 Paper Table
- 16 Paper Release
- 17 Carriage Lock
- 18R Manual Ribbon Reverse (right)
- 19 Line Lock Release Key
- 20 Back Space Key
- 21 Space Bar



- 7 Paper Bail Handle
- 8 Marginal Release Lever and Paper Guide
- 9L Carriage Release (left)
- 9R Carriage Release (right)
- 10 Variable Line Spacer

- 14 Paper Supports
- 15L Marginal Stop (left)
- 15R Marginal Stop (right)
- 16 Paper Release
- 17 Carriage Lock

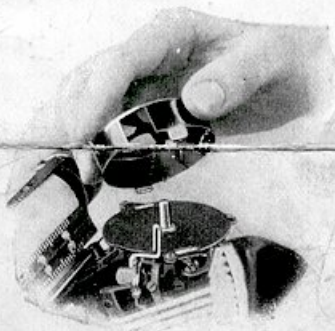
## CHANGING THE RIBBON

The Ribbon on Corona Four is standard (12 yards long by 1-2 inch wide) and is sold already wound on a Corona spool. No other spool can be used.

Before removing the ribbon from the guides, note carefully how it is threaded through the slots.

1. Remove spool covers, ribbon and both spools.

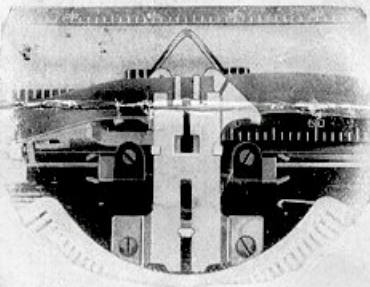
The illustration at the right shows how to remove and replace the spool covers. Two ears, one of which is slightly hooked, hold the cover to the base. The cover should be pinched at these points in order to remove it, and the hooked ear should be inserted first on replacing.



The quickest way to remove ribbon from guides is to tear it in half and wind back on each spool. Ribbon reverse buttons are below the spools.

2. New ribbons are wound on Right Hand Spools. Therefore, save the old left hand spool and attach to it end of new ribbon—using the original clip. Wind ribbon on this spool until eyelet in ribbon is covered.
3. Replace dust covers, and re-thread ribbon in guides. By setting Ribbon Adjuster for Red the center guides are made more accessible.

This illustration shows the two stages of threading center guide. The right half of guide is completely threaded.



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