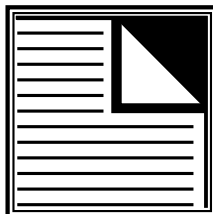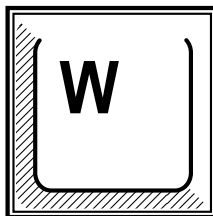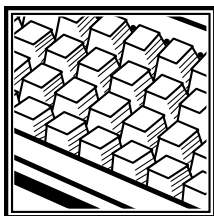# SMITH CORONA®

# User's Manual

# My Most Popular Features

**Correcting Cassette**
Easy to change and snap into place.

**Automatic Memory Correction**
Instant correction.

**WordEraser**
Erases an entire word.

**Spell-Right Dictionary**
Identifies spelling errors.

## Self Demonstration...

Activate this Self Demonstration Program and discover my most popular features.

This built-in Demo is easy to use. Follow the instructions below.

**Code** + **Z Demo**

1. Insert Paper.
2. Press and hold *Code* while pressing **Z**.
3. Release both.

This User's Manual should be used with the following models: Spellmate 500 and Spellmate 700. Both the software contained in this model and this User's Manual are protected by © Copyright Smith Corona Corporation, 1994.

# Table of Contents

## Hardware Basics

## Format

## Correcting Text

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## Spell-Right® Dictionary

## Other Features

## Care and Maintenance

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**Supplies and Accessories**

**Important Papers**

# Hardware Basics

## Typewriter Diagram

***IMPORTANT: Be sure to save all packing materials. If you move or ship the typewriter, it should be repacked in the original carton. To secure the unit for transport, see "Care and Maintenance."***

This diagram depicts only basic features. For information on coded features, see specific chapters or Quick Reference Guide on back cover.

1. Handle
2. Keyboard Cover/Paper Support
3. Sound Shield
4. Power Switch
5. Typing Scale
6. Platen Knob/Variable Line Spacer
7. Keyboard
8. Paper Alignment Mark
9. Platen
10. Carrier Mechanism
11. Paper Release Lever
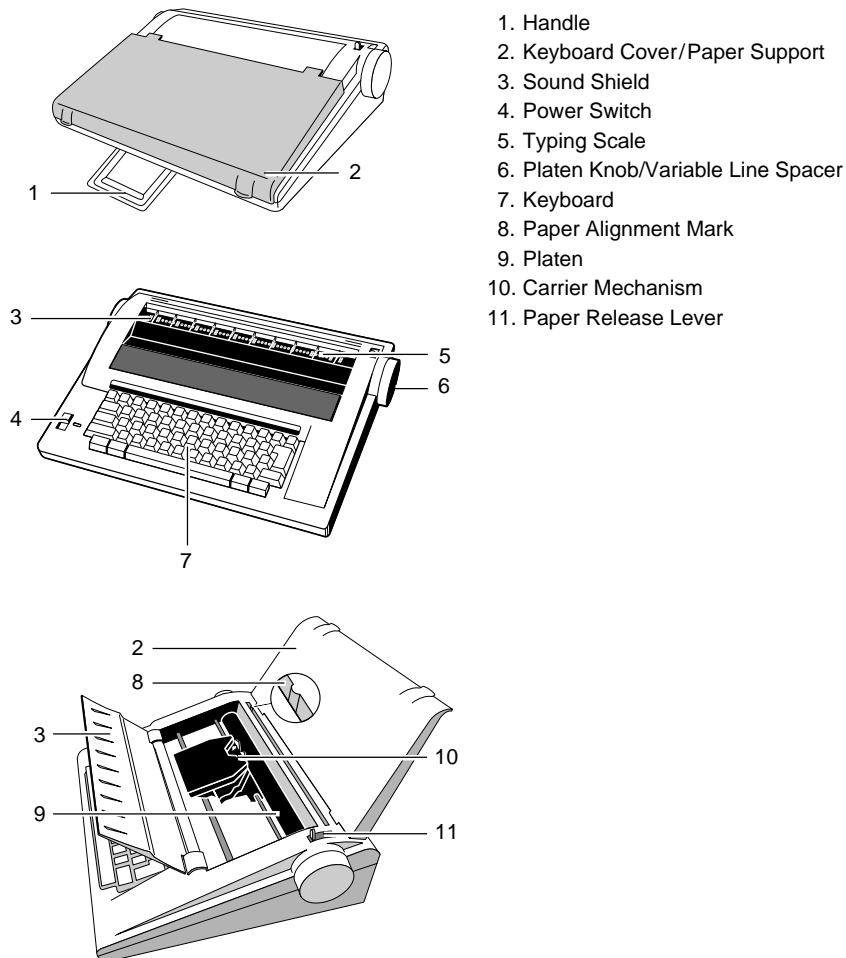
Product appearance and/or specifications are subject to change without notice.

# Setting Up

Before you can use your typewriter, you must remove the packing materials from the carrier mechanism. This is essential to the proper functioning of your typewriter. **Do not turn the unit on until you have released the carrier mechanism** (10). Follow the steps listed below using the typewriter diagram for reference. The numbers on the diagram correspond to those in the instructions.

1. Remove keyboard cover (2) from the typewriter. The cover also functions as a paper support. (See "Paper Support.")

2. Tilt the sound shield (3) toward you.
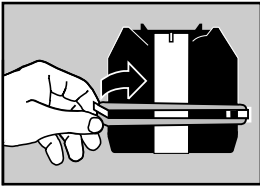
3. Remove the rubber band (left side first) from the tabs.

4. Remove the carrier restraint card.
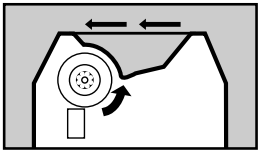
5. Remove the ribbon cassette. If the typewriter ribbon is slack, advance it by turning the gear wheel on the bottom of the cassette in the direction indicated (see illustration).

6. Place the cassette back on the carrier, and return the sound shield to its original position. You will hear it snap into place.

## Paper Support

Your keyboard cover also functions as a paper support.

1. Remove the cover from the keyboard if you have not already done so.

2. Turn the cover upside down and align the tabs with the slots behind the paper alignment mark (8).

3. Slide the tabs into the slots to provide an angled paper support for your typing page.
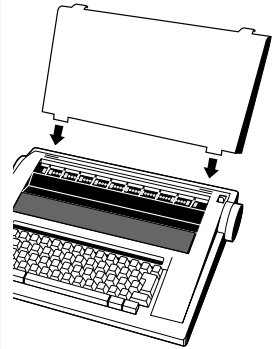
## Turning the Typewriter On

The electrical cord is stored on the back of the unit. Remove the plug from the protective slot and unwind the cord for use.

1. Plug the typewriter into a proper electrical outlet. (Use the correct electrical current.)

2. The ⏻ symbol indicates the unit is in Standby mode. This means your keyboard is inactive until you select ON (|). Move the power switch (4) to ON (|). The carrier (10) moves to the preset left margin.
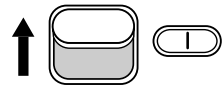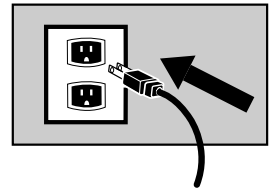
## Inserting Paper

*NOTE: Your typewriter handles 12" wide paper and a 9" 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 Ribbons. For these papers, we recommend High Density Correctable or Multi-Strike Film. If typing stencils, use those specifically designed for daisywheel printers.*

1. Insert paper securely in the slot behind the platen (9) against the paper alignment mark. (For 12" wide paper, center on the platen area.)

2. Press *Code + Left Shift/Paper In*. Paper automatically advances to approximately one inch from the top of the page.

---
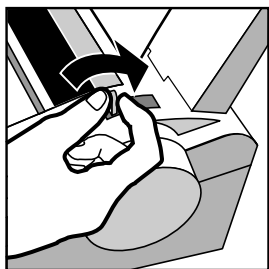
3. Advance the paper by using the Index Up/Down feature or **Return** key.

4. Push the paper release lever (11) back, and straighten the paper if necessary. Return lever to original position.

### *Automatically Ejecting Paper*

When you reach the end of a page you can automatically eject your paper by pressing **Code + Right Shift/Paper Out** key. The paper begins ejecting immediately.

*NOTE: The platen may rotate a few seconds after ejecting paper.*

### *Platen Knob/Variable Line Spacer*

Rotate the platen knob to position the paper up or down at variable line positions. (You should not use this feature if you are using the end of page warning option.)

## Selecting Volume Control

The typewriter will sound a beep when you activate certain features or type a word the unit does not recognize (see "The Dictionary"). You can adjust the volume of these beeps by pressing and holding *Code* while pressing the *V* key until the volume setting you wish is reached or the volume is turned off. When turned off, no beeps will be heard. The volume has been set to a medium level at the factory. Each time you turn your typewriter on, it will be reset for the medium volume.
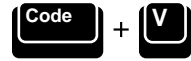
## Turning the Typewriter Off

When typing is completed, move the power switch to Standby. We suggest you unplug the typewriter if it will not be used for an extended period of time.
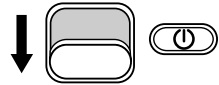
## Keyboard Diagram
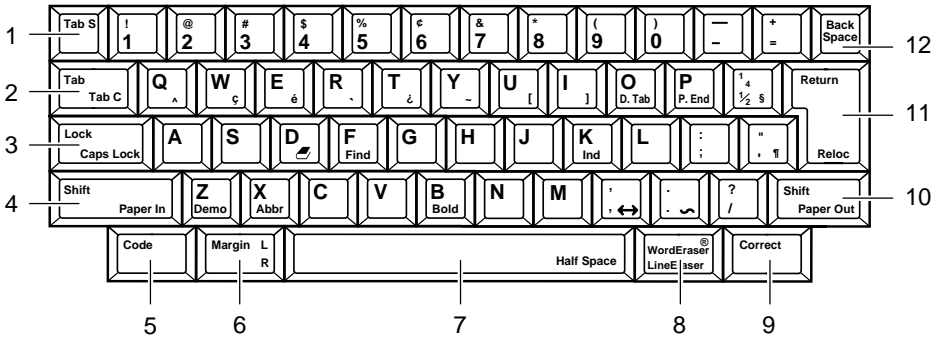


1. Tab Set
2. Tab/Tab Clear
3. Lock/Caps Lock
4. Shift/Paper In
5. Code
6. Margin L/R
7. Spacebar/Halfspace
8. WordEraser/LineEraser
9. Correct
10. Shift/Paper Out
11. Return/Relocate
12. Back Space

## Code Key

The *Code* key is used in combination with other keys to activate features. *Code* key combinations are activated by pressing and holding the *Code* key while pressing the second key. For a complete list of Code functions, see the back of this manual.

## Shift Keys

Press *Shift* while typing an alpha key to type upper case letters or to type the characters located on the top of certain keys, such as $, %.

## Lock Key

Press *Lock* to type continuously in upper case characters. The Lock light will come on when *Lock* is pressed. To deactivate Lock, press *Lock* or a *Shift* key. The light goes out.

press again...

## Indicator Light

The Shift Lock light will flash to indicate an error condition. See the chart below on how to deactivate it.

| Reason | To Stop |
|--------|---------|
| The typewriter sound shield is not closed properly. | Snap sound shield shut. |
| The typewriter has received an incorrect command. | Press either **Shift** or **Code**. |
| You typed an error or a word not in the dictionary (if activated). | Correct word or type a space. |

Refer to the appropriate section in this manual for proper instructions.

## Caps Lock Key

The Caps Lock feature enables you to type both numbers and capital letters without accessing the **Shift** keys.

### Activating Caps Lock

1. Press **Code + Caps Lock**. A beep is heard, and the Shift Lock Light goes on.

2. Type your text. All letters will print in upper case. All numbers and punctuation will print normally.

3. Press **Code + Caps Lock** or **Caps Lock** to deactivate Caps Lock.

**NOTE:** *If **Shift** is pressed, lower case characters and other punctuation/symbols on the top of the number keys can be accessed.*

### Repeat Action

All keys will automatically repeat when held down except the following Keyboard II characters: ^ ` ~ .



RRRRRR

# Format

Each time you turn on your typewriter, a preset format is activated. It is set for general typing purposes. These settings remain active until you change them.

## Margins and Tabs

### Margins

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

|              | **10 Pitch** (Pica) | **12 Pitch** (Elite) | **15 Pitch** (Micro) |
| ------------ | :-----: | :-----: | :-----: |
| Left Margin  | 12      | 14      | 18      |
| Right Margin | 72      | 86      | 108     |
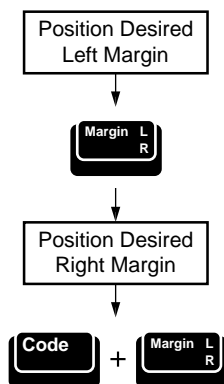
### *Changing Margins*

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

1. Press *Spacebar* to desired left margin.
2. Press *Margin*. Unit beeps.
3. Press *Spacebar* to desired right margin.
4. Press *Code + Margin*. The unit beeps.

*NOTE: Your typewriter will beep once to signal that you are 5 spaces from the right hand margin.*

Position Desired Left Margin

↓

**Margin** L R

↓

Position Desired Right Margin

↓

**Code** + **Margin** L R

## Tabs

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

| Regular Tab | Decimal Tab Stop |
|---|---|
| This is | 123.56 |
| 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 to desired location.

2. Press *Tab S*. Unit beeps.

### Decimal Tabs

Decimal tabs are used to align numbers with the decimal point. To set a decimal tab:

1. Position the print hammer at desired location.

2. Press *Code + D. Tab (O)*. Unit beeps.

3. Repeat steps 1 and 2 to set more decimal tabs if desired.

4. Press *Return* when all tabs are set.

Position Print Hammer

**Tab S**

Position Print Hammer

**Code** + **O D.Tab**

**Return Reloc**

**Tab**
**Tab C**

↓
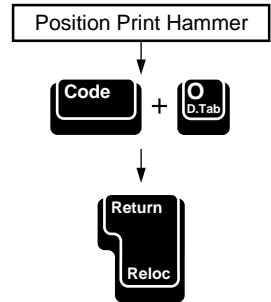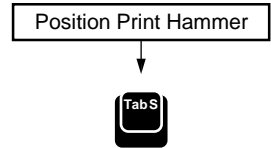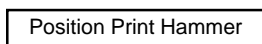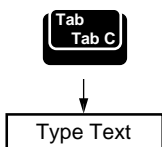
Type Text

## *Using Tabs*

Once tabs are set, they can be used as you are typing your text.

1. Press *Tab (Tab C)* 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 start again.

3. Type the decimal point. The numbers print to this point.

4. Type the numbers following the decimal point.

Position Print Hammer

↓

**Code** + **Tab Tab C**

## *Clearing a Tab*

Both types of tabs are cleared the same way.

1. Position print hammer to tab setting.

2. Press *Code + Tab (Tab C)*. Release immediately. Unit beeps.

**Code** + **Tab Tab C**

(hold down)

## *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.

## Pitch

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

Press *Code + Tab Set* 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. Change the printwheel if you select another pitch. Changing pitch in the middle of a line erases Correction Memory. However, after the new pitch 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 1½ line spacing or double line spacing. To change line spacing:

Press *Code + 3* for single line spacing.

Press *Code + 4* for 1½ line spacing.

Press *Code + 5* for double line spacing.

Unit beeps when selecting line spacing.
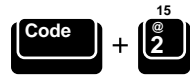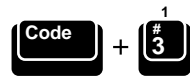
**Code** + **Tab S** [10]

10 Pitch

**Code** + **1** [12]

12 Pitch

**Code** + **2** [15]

15 Pitch

**Code** + **3** [1]

Single Line

**Code** + **4** [1½]

One and a Half Line

**Code** + **5** [2]

Double Line

## Impression Control

**Code** + **L**

Light

**Code** + **M**

Medium

**Code** + **H**
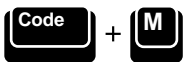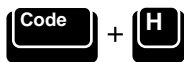
Heavy

Impression control is the force used by the print mechanism to strike the paper. When you turn the typewriter on, impression control is set at medium. You can change to light or heavy impression. It is recommended that you select heavy impression when typing stencils or carbons and when using Script or Orator printwheels. 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.

*NOTE: 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 Ribbons. For these papers, we recommend High Density Correctable or Multi-Strike Film. If typing stencils, use those specifically designed for daisywheel printers.*

## End of Page Warning

**Code** + **P** P.End

↓

**Code** + **Shift** Paper In

You can program your typewriter to beep 1" from the bottom of 11" paper. After you hear the beep, do not attempt to add additional lines of text. To set the End of Page Warning:
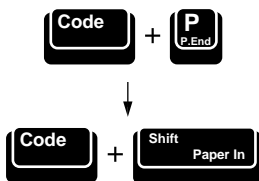
1. Press *Code + P. End (P)*. Unit beeps.

2. Insert paper using *Code + Paper In (Shift)*.

*IMPORTANT: Do not use the platen knob while using the End of Page feature. If you do, the line count will be inaccurate. Use the Automatic Paper Insert feature to insert paper. To adjust the typing position, use **Code + Index Up**, **Code + Index Down** or **Return**. The line counter is reset each time you use the Automatic Paper Insert feature.*

## Deactivating the End of Page Warning

**Code** + **P** P.End

Press *Code + P. End (P)*. The unit does not beep.

# Auto Indent

Your typewriter can set a temporary left margin. In the example below, the second paragraph automatically indents twelve spaces.

```
Section V: This section evaluates the
           Bold Print feature.
           Research indicates that
           boldfaced text is a popular
           and frequently used feature
           on the typewriter. It
           improves the appearance of
           letters and documents...
```

## Setting Temporary Indents

1. Press *Spacebar* or *Tab* to position print hammer to indent location.

2. Press *Code + Ind (K)*. Unit beeps.

3. Type Text. When *Return* is pressed carrier returns to indented position.

4. Press *Code + Ind (K)*. Carrier advances one line and returns to the original margin.



Position Print Hammer

**Code** + **K Ind**

Type Text

**Return / Reloc**

**Code** + **K Ind**
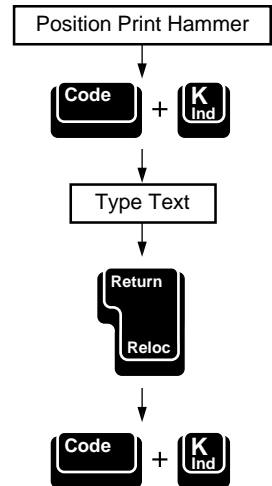
# Correcting Text

While you are creating text, there are several ways to correct errors. You can remove characters, words, or entire lines of text.

*IMPORTANT: Bold or Auto Underscore must be reactivated prior to correcting characters with those enhancements or correction will not occur.*

## On-Line Correction

The typewriter can automatically correct all characters in a one-line memory buffer. You can also correct characters no longer in this Correction Memory buffer with an extra step. After correcting an error, you can quickly return/relocate to your previous typing position.

*IMPORTANT: If you changed printwheels, be sure to insert the proper printwheel before making corrections.*

### Correct Key

Position Print Hammer

**Correct**

Type Correction

**Code** + **Return / Reloc**
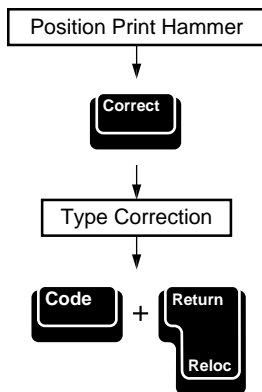
Use **Correct** for erasing character(s) in Correction Memory.

1. Position the print hammer on the incorrect character and then press **Correct**. Hold down **Correct** to continue correcting, or press **Back Space** and then **Correct** again until all characters are removed.

2. Type correction.

3. Press **Code + Reloc (Return)** if necessary to relocate. The unit beeps.

*NOTE: You erase Correction Memory when you turn off the typewriter, press **Return**, change pitch, or use the Half Space feature.*

## WordEraser® Key

Use *WordEraser* for erasing word(s) in Correction Memory.

1. Position the print hammer on any character of the right most word to be corrected, and then press *WordEraser*. If you press *WordEraser* while between words, the word to the left of the space will be deleted.

2. Type correction.

3. Press *Code + Reloc (Return)* if necessary to relocate. The unit beeps.

*NOTE: You can use the WordFind feature to quickly locate to misspelled words within Correction Memory.*
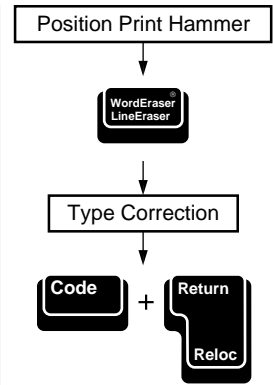
## LineEraser® Key

Use *LineEraser* to erase a line in Correction Memory.

1. Position the print hammer on any character in the line to be erased.

2. Press *Code + LineEraser (WordEraser)*. The entire line is erased, and the carrier rests on the last erased character.

### To Stop LineEraser

Press *Code + S*. Erasing will stop immediately; the print hammer remains at the last character erased.

Position Print Hammer

↓

WordEraser®
LineEraser

↓

Type Correction

↓

Code + Return / Reloc

Position Print Hammer

↓

WordEraser®
LineEraser

Code + S
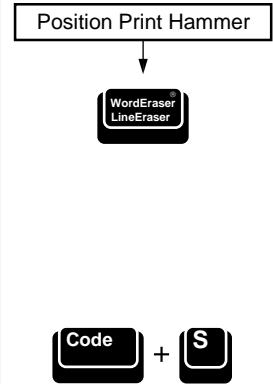
## Half Space

The Half Space feature is used when making corrections when you omit a character or type one too many. When the Half Space feature is activated, the typing position moves a half space to the right. Regular spacing returns when the Half Space feature is deactivated.

*NOTE: When you activate the Half Space feature, the character Correction Memory is erased. The typewriter remembers the half spaced characters until the Half Space feature is deactivated. Then, the typewriter begins to remember normally spaced characters again.*

### Adding a Character

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

### Removing a Character

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

---

**Adding Another Character**

**Find**
Quick brwn fox

**Erase**
Quick brwn fox

**Back Space**
Quick brwn fox

**Correct**
Quick brown fox

---

**Removing Another Character**

**Find**
Quick broown fox

**Erase**
Quick broown fox

**Correct**
Quick brown fox

---

Smith Corona Corporation

# Character Swap ®

Character Swap allows you to correct immediately adjacent transposed letters. For example, you can quickly change "Teh" to "The" and "Ad og" to "A dog." The characters must be in the Correction Memory; that is, they must be on the current line of text.

Characters will maintain upper or lower case status when swapped. Characters and spaces can also be swapped. Bold and Underscore must be activated if swapping characters with these enhancements.

To use Character Swap:

1.  Press **Back Space** to second of the two characters.

2.  Press **Code** + ⌣ to swap a character with the preceding one. The print hammer relocates to the right of the swapped character.

3.  Press **Code + Reloc (Return)**, if necessary, to relocate.

*NOTE: If you try to swap non-adjacent characters, the Shift Lock light will flash. Press any key, and the light will stop flashing.*
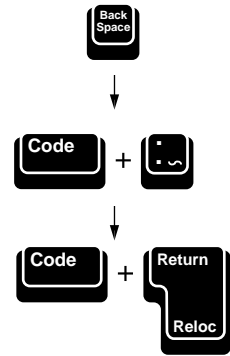
# Word Swap ®

Word Swap allows you to reverse the order of two words or group of alpha characters immediately adjacent to one another on a line within Correction Memory. For example:

To **or be** not to be        To **be or** not to be

Words that are transposed must be separated by a single space. Characters such as a hyphen (-) and apostrophe (') are considered part of a word. If you use any other symbol at the end of a word or between words (such as a number, punctuation, etc.), the Shift Lock light will flash to indicate an error. If you try to swap non-adjacent words, the Shift Lock light will flash. Press any key and the light will stop flashing.

Words will maintain original upper/lower case status. For example:

WORD great            great WORD

Bold and Underscore must be activated to swap words with these enhancements.

*NOTE: Words can only be up to 25 characters in length.*

To use Word Swap:

1. Press *Back Space* to any character in the second word.

2. Press *Code* + ↔ to swap it with preceding word. The print hammer locates to the right of the right-most word that was swapped.

3. Press *Code + Reloc (Return)*, if necessary, to relocate.
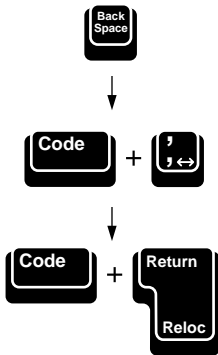
# Off-Line Correction

You can use the Off-Line Correction feature to correct several characters on previous lines.

*IMPORTANT: If End of Page Option is activated, do not use the platen knob when positioning the print hammer on the line where the error is located as the line count may be inaccurate.*

To correct an error not in the Correction Memory:

1. Press *Code + Up (6)*, *Down (7)*, or *Return* to position the print hammer on the line containing the incorrect character.

2. Press *Back Space* or *Spacebar* to incorrect character. (See note next page for enhanced text.)

3. Press *Code + Correct*. The unit beeps.

4. Retype the incorrect character to remove it.

5. Type the correct character.

6. Press *Code + Reloc (Return)*, if necessary, to relocate.

## Forward Correct

To correct several characters or words not in Correction Memory:

1. Press *Code + Up (6)*, *Down (7)*, or *Return* to position the print hammer on the line containing the incorrect characters or words.

2. Press *Back Space* or *Spacebar* to the first incorrect character.

3. Press *Code + Correct* twice. Two beeps are heard.

4. Retype the error to remove it. (As you type, the typewriter erases each character. You may have to adjust typing speed so that the typewriter removes characters correctly.)

5. When all characters are erased, press *Code + Correct*. The print hammer returns to the location where you activated forward correct.

6. Type the correction.

7. Press *Code + Reloc (Return)*, if necessary, to relocate.

Position Print Hammer

**Code** + **Correct**

Retype Incorrect Character

Type Correct Character

**Code** + **Return / Reloc**

Position Print Hammer

**Code** + **Correct**

(twice)

Retype Error

**Code** + **Correct**

Type Correction

**Code** + **Return / Reloc**
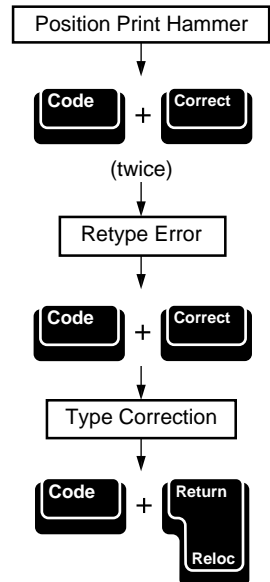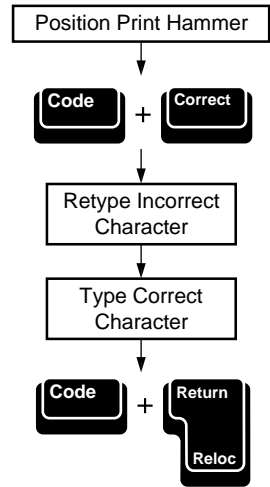
# Enhanced Text

You can enhance your text by using Bold, Auto Center, Underscore, or a different Typestyle or Pitch.

*IMPORTANT: Bold and Auto Underscore must be activated before correcting characters having these enhancements.*

## Bold

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 Underscore

You can automatically underscore just the words or the words and spaces using the Auto Underscore feature.
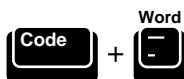
### Activating Word Underscore

1. Press *Code + Word (_/-)*. Unit beeps.

2. Type text.

3. Press *Code + Word (_/-)* to deactivate Underscore.
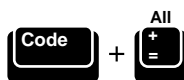
### Activating Underscore All

1. Press *Code + All (+/=)*. Unit beeps.

2. Type text.

3. Press *Code + All (+/=)* to deactivate Underscore.
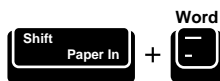
### Manual Underscore

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 + —*.

# Auto Center

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

1. Press *Code + Center (0)*. Unit beeps. The carrier moves to the center.

2. Type the text. The carrier will back space in half space increments for each character typed.

3. Press *Return*. Text types onto the page automatically centered.

4. Press *Return* again to move to the next line and return to normal margins.

*NOTE: If you make a mistake, press **Code + Center** to restart centering. If you decide not to center text, press **Return** prior to entering text. Press **Return** again to return to the left margin.*

# Superscript / Subscript

Your typewriter easily creates superscript and subscript characters.

## Typing Superscripts

1. Press *Code + Super (9)*. The typing position moves up ½ line.

2. Type the superscript. The carrier returns to the original line.
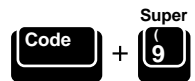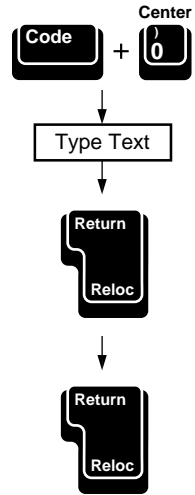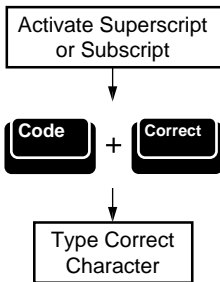
## Typing Subscripts

**Code** + **Sub * 8**

1. Press *Code + Sub (8)*. The typing position moves down ½ line.

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 Errors

Activate Superscript or Subscript

↓

**Code** + **Correct**

↓

Type Correct Character

To correct errors made while using Superscript or Subscript:

1. Press *Back Space* to error.

2. Activate superscript or subscript.

3. Press *Code + Correct*.

4. Type the incorrect character. It is erased and carrier returns to original line.

# Keyboard II Characters

The Keyboard II feature allows you to access the international characters and special symbols that appear on the bottom right of certain keys.

## Accessing Keyboard II

Press *Code + Keyboard II character* key.

For those characters ( ^ ~ ` ) printed above the letters, type the KB II character first. The print hammer remains in place so you can type a letter below the symbol.

*NOTE: You may wish to deactivate the dictionary when typing KBII characters.*

# Spell-Right® Dictionary

Spell-Right Dictionary is an electronic dictionary which instantly signals misspelled words. WordFind finds misspelled words.

## The Dictionary

Each time your typewriter is turned on, the dictionary is activated. It beeps to alert you of a possible misspelling.

***NOTE: A group of letters will be considered a word if it is followed by a space, carrier return, tab, index up, index down, subscript, superscript, pitch change, number or any non-alpha character.***

Spell-Right will check for the following errors:

● **Double Word Check**

Examples:

```
as as
word word
```

● **Capitalization Check**

If the first character following a period, question mark, or exclamation point and two spaces is not capitalized. For example:

```
at the dance. we
```

The dictionary also beeps when it finds:

`werd` – misspelling

`wrod` – transposition

`worrd` – double strike

`wo rd` – unwanted space

`wrd` – character omission

● **Hyphens**

If a word is hyphenated and the hyphen is followed by a carrier return, the dictionary will continue from one line to the next.

Example:

"Congratulations on the purchase of your new electronic typewriter."

The word "electronic" would be checked.

Only the root words of hyphenated words and words followed by an apostrophe (') or apostrophe S ('s) will be checked – not the placement of hyphens or uses of apostrophes.

Examples:

Mother-in-law  (would be accepted.)

Mother in-law (would also be accepted although incorrect.)

● **Spell-Right will not check:**

Capitalization (except as noted under capitalization check.)

Single characters

Numbers

Any non-alpha character

# Spell-Right

1.  Type text as usual. When you misspell a word or type one that is not found in the dictionary, a two-toned beep is heard, and the Shift Lock light flashes.

2.  Press *Correct* or *WordEraser*. The corrected word will also be checked.

## Turning Off/On Spell-Right

To turn the dictionary off:

Press *Code + ✑ (D)*. No beep is heard.

To turn it back on:

Press *Code + ✑ (D)* again. A beep is heard.

# WordFind ®

When you type very fast, you may type a few words after you hear the beep signal an incorrect word. You can use WordFind to locate an error made within Correction Memory. To Find an incorrect word:

1.  Press *Code + Find (F)*. The print hammer glides back to the incorrect word.

2.  Press *Correct* or *WordEraser*.

3.  Press *Code + Find (F)* to locate other errors. When you press *Code + Find (F)* and there are no more errors, the print hammer automatically returns to your previous typing position.

*NOTE: Changing pitch in the middle of a line or using the Half Space feature deletes Correction Memory. After a pitch change or the use of a half space, the Find feature will not operate on text entered prior to the pitch change or use of a half space. The Find feature will operate only on the current line.*

# Other Features

Your typewriter also has Index Up/Down, and Auto Return.

## Index Up/Index Down

**Code** + **Up ¢ 6**

**Code** + **Down & 7**
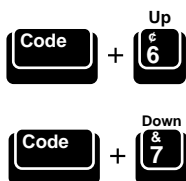
This feature moves the paper up or down in increments equal to the current line space setting. This feature is useful to maintain accurate line spacing when correcting errors on different lines. Also, it is necessary to use this feature instead of the platen knob when End of Page Warning is activated so the unit can keep track of lines. To use Index Up/Down:

1. Press *Code + Up (6)* to move the typing position up (paper down).

2. Press *Code + Down (7)* to move the typing position down (paper up).

*NOTE: These are repeating keys. If they are held down, the paper will continue to move up or down.*

## Auto Return

**Code** + **Return Back Space**

You can program your typewriter to automatically return at the end of each line. When a space or hyphen is typed in the "warning zone," which begins five spaces before the right margin, the carrier automatically returns to the next line. For lengthy words falling at the end of the line, simply type a hyphen as you normally would, and the carrier returns automatically. To activate Auto Return:
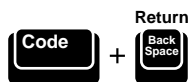
1. Press *Code + Return (Back Space)*. Unit beeps.

2. Type text. Do not press *Return* at the end of a line.

### Deactivating Auto Return

Press *Code + Return (Back Space)*.

# Abbreviation Feature

The Abbreviation feature allows you to quickly insert a pre-programmed word or phrase into your document. For example, if you frequently find yourself typing "Best Regards," you can insert its abbreviation, and the unit will type the phrase. A list of all the abbreviations available follows the instructions.

You may use Bold, Underline, or Caps Lock to enhance this text if you activate it before inserting the abbreviation.

*NOTE: The Abbreviation feature can not be activated when the Auto Center or Decimal Tab features are activated.*

To activate the Abbreviation feature:

1. Position the print hammer where you want the phrase to appear.

2. Press **Code + Abbr (X)** to activate the Abbreviation feature. A beep is heard.

*NOTE: If you wish to exit the feature prior to typing in a label or after the first character of the label is entered, simply press **Code + Abbr (X)** to deactivate the feature.*

3. Type the two-character abbreviation. Both upper or lower case characters are accepted. If you make a mistake on the first character of the abbreviation, press **Correct** or **WordEraser**. If the second character typed is incorrect, the unit beeps and the Shift Lock light flashes. Reenter the full two-character abbreviation again.

4. Phrase prints and the feature is deactivated. The abbreviation, however, will not print. Once the phrase is printed it will be in the correction buffer on the line.



Code + X Abbr

# Abbreviation Lists

## *General Words and Phrases*

(Labels in upper or lower case accepted)

AM  Air Mail
AP   Appendix
AN  Any help you can give me will be greatly appreciated
AS   as soon as possible
BI    Bibliography
CM  Certified Mail
CF   Confidential
DI    Distribution
DH  Do not hesitate at any time to call on me
ED   EDUCATION:
EM  EMPLOYMENT:
EF   Enclosed you will find
EN   Enclosures
FX   Facsimile
FE   For example,
HC   Handle with Care
ND  Have a nice day
IE    I am enclosing
AC   I appreciate your cooperation
LR   I look forward to your reply
IN    Introduction
IT    Itinerary
PH   It is always a pleasure to hear
TN   My telephone number is
NA  Name and Address
NL   Newsletter
OB   OBJECTIVE:
PO   Per our telephone conversation,
PC   Personal & Confidential
PT   Please take into consideration
RN   Reference No.:
RM  Registered Mail

RD   Revision date:
SF   satisfactory
SS   Social Security
SI    SPECIAL INTERESTS:
SJ   Subject:
SU   substantially
TC   Table of Contents
QR   The best of wishes for a quick recovery!
CD   The completion date
IL    The information listed below
UC   Under the circumstances
UV   University of
UM  U.S. Mail
AB   We appreciate your business
MH  We must hear from you by
FH   We will be looking forward to hearing from you
WE   WORK EXPERIENCE:
YI    You are invited to
YA   Your attention to this matter will be greatly appreciated.

## *Request Phrases*

FA   If I can be of further assistance, please contact me
HQ   If you have any questions, please don't hesitate to call
PA   Please confirm this action upon receipt
PM   Please contact me at
PL   Please let me hear from you
PK   Please let me know
PR   Please let us have your reply by
PS   Please sign the enclosed documents
WS   Please write soon
ER   Please use the enclosed envelope for your reply

RR    Return receipt requested

## Salutations and Closings
AF    Affectionately,
BR    Best regards,
CG    Congratulations
CO    Cordially,
CY    Cordially yours,
MI    Dear Miss
MR    Dear Mr.
DM    Dear Mr. and Mrs.
RS    Dear Mrs.
MS    Dear Ms.
SM    Dear Sir or Madam:
GY    Gratefully yours,
HB    Happy Birthday
HH    Happy Holidays
KR    Kind regards,
MC    Merry Christmas and Happy
      New Year
RY    Respectfully yours,
SC    Sincerely,
SY    Sincerely yours,
VS    Very sincerely yours,
VT    Very truly yours,
VB    With our very best wishes,
VR    Yours very respectfully,
YV    Yours very truly,
YT    Yours truly,

## Holidays
XM    Christmas
ID    Independence Day
HA    Halloween
HK    Hanukkah
LD    Labor Day
MD    Memorial Day
NY    New Year's Day

TD    Thanksgiving Day

## Months and Days
JA    January
FB    February
AU    August
SE    September
OC    October
NO    November
DE    December
MO    Monday
TU    Tuesday
WD    Wednesday
TS    Thursday
FR    Friday
SA    Saturday
SN    Sunday

## Thank You Phrases
TY    Thank you
TH    Thank you for your help
TL    Thank you for your letter
TR    Thank you for your recent
      inquiry
TV    Thank you very much
ET    I want to express my thanks
TO    I would like to take this
      opportunity to

# Care and Maintenance
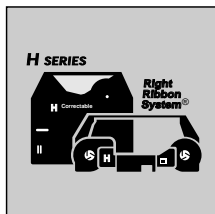
## Ribbon Cassette and Correcting Cassette

*WARNING: Use Smith Corona brand "H" Series supplies. Use of non-Smith Corona (brand or manufactured) supplies or accessories will not (except as noted below) void this warranty.*

*THE WARRANTY WILL BE VOID if the typewriter is damaged or rendered wholly or partially inoperable as a result of using a non-Smith Corona supply or accessory item(s).*

Your Smith Corona typewriter uses Ribbon and Correcting Cassettes with the Right Ribbon System® feature. Smith Corona's patented Right Ribbon System feature assures that the right combination of ribbon and correcting cassette is inserted in the typewriter.

● Assures use of Correctable film with Lift-Off correction.

● Assures use of Multi-Strike film with Cover-Up correction.

For example: Correctable film ribbon with Cover-Up correcting cassette. If a mismatched set is inserted, the ribbon cassette cannot be fully or properly inserted into your typewriter.

The exclusive Right Ribbon System feature using the patented Smith Corona Ribbon and Correcting Cassettes is designed to make changing ribbons and correcting tapes quick, easy, and error-free.

Because of Smith Corona's patented correcting tape feed mechanism, the lift-off correcting cassette has approximately two times the yield of spooled tapes found in other machines.

Replace the ribbon cassette when a different colored portion begins to unwind from the Cassette. Be sure to use the Right Ribbon System combination.

### Correctable Film with Lift-Off Correction

When using Correctable film ribbon cassettes, use Smith Corona Lift-Off correcting cassettes. Lift-Off tape *removes* your errors quickly and cleanly. It will not remove the print of a Multi-Strike ribbon. Lift-Off correcting cassettes have a *yellow* cut-out on the lower right. See "Supplies and Accessories."

### Multi-Strike Film with Cover-Up Correction

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

Smith Corona Corporation

### Removing the Ribbon Cassette

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

1. Tilt sound shield toward you.

2. Grasp cassette on both sides.

3. Lift cassette STRAIGHT up and out.
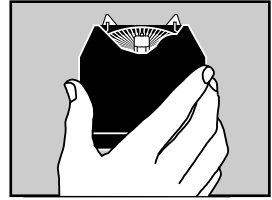
### Inserting the Ribbon Cassette

1. Turn the gear wheel on the bottom of the cassette in the direction indicated to tightly wind the cassette.

2. Turn the cassette over with the name face up and the ribbon toward the print hammer.

3. Set the cassette in the carrier while guiding the ribbon between the printwheel and the typing guide. Press down. Ribbon snaps into place.

4. Return the sound shield to its original position. Be sure it snaps into place.
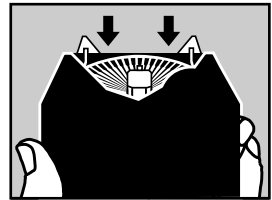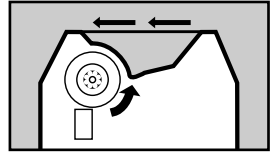
*NOTE: Stencils designed specifically for daisywheel typewriters perform best when the print ribbon is inserted. To determine which brand best fits your individual requirements, check with your office supplies retailer.*

## Correcting Cassette

Replace the correcting cassette when a different colored portion unwinds from the right spool. Be sure to use the Right Ribbon System combination.

### Removing the Correcting Cassette

1. Tilt sound shield toward you, and remove the print ribbon cassette.

2. Grasp the correcting cassette on both sides as shown. Lift it up and out.
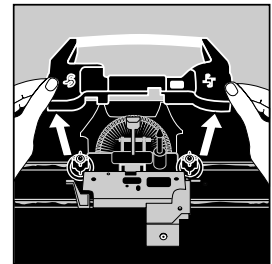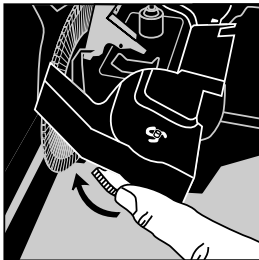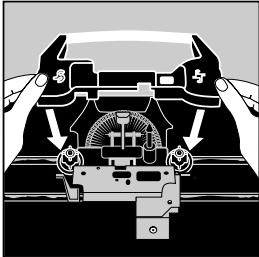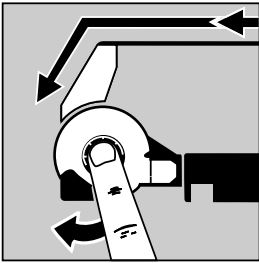
### *Inserting a New Correcting Cassette*

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

2. Hold correcting cassette (using both hands as shown) with the Smith Corona name facing up.

3. Guide correcting tape between the printwheel and typing guide and position left gear wheel on left mount and right gear wheel on right mount.

4. Snap correcting cassette securely in place.

*IMPORTANT: After the cassette is mounted, tighten slack in tape by moving red plastic lever toward platen. The lever is located under left side of cassette towards the platen. Repeat as many times as necessary.*

5. Replace ribbon cassette. Be sure printwheel and print hammer are secure.

6. Return sound shield to its original position. Be sure it is closed securely.

# Printwheels

## Removing the Printwheel

1. Tilt sound shield toward you.

2. Remove the ribbon cassette and correcting cassette.

3. Locate the print hammer release lever (left of print hammer). Pull the lever forward until the print hammer mechanism springs away from the printwheel.

4. Lift the printwheel out.

## Inserting a Printwheel

1. Drop printwheel between print hammer and typing guide with type style name facing you.

2. Push the print hammer release lever back until the print hammer mechanism snaps into place.

3. Replace the ribbon cassette and correcting cassette.

4. Return the sound shield to its original position. The unit should automatically reinitialize. If this does not occur, check to make sure the sound shield is closed securely and, if necessary, turn your unit off and then on again.

# Cleaning

Do not attempt to disassemble the typewriter to clean it.

*IMPORTANT: Always unplug the machine before using cleaning solutions on its surfaces.*

## Printwheel

To remove residue, dip the characters into a small container of ethyl or isopropyl alcohol (rubbing alcohol) and wipe with a clean dry cloth. Do not soak the printwheel.

## Platen

Wipe surface with a clean cloth dampened with ethyl or isopropyl alcohol (rubbing alcohol).

## Cover / Keyboard / Sound Shield

To clean the cover or keyboard, dampen a sponge with a mild ammonia or soap solution. DO NOT use household cleaners containing chlorinated compounds. DO NOT spray anything directly on the product.

*WARNING: Keep all solvents and petroleum distillates (gasoline, kerosene, lighter fluids, etc.) away from plastic parts. Keep all cleaning solutions away from electrical components and moving parts.*

## Check Points

If your typewriter does not function properly, check the following:

✔ Is the typewriter plugged into a live socket?

✔ Is the typewriter switched on?

✔ Is the sound shield completely closed?

✔ Are the printwheel, ribbon cassette and the correcting cassette properly installed?

✔ Have the ribbon or correcting cassette been used up?

✔ Is the carrier completely disengaged?

✔ Are compatible ribbon and correcting cassettes installed?

✔ Is the print hammer in a locked position?

✔ Has a foreign object fallen into the typewriter?

If the typewriter still does not work properly after checking the above, contact your nearest Smith Corona Service Center.

## Obtaining Service

If you are experiencing difficulty, before returning the unit for service, call Consumer Affairs, toll-free at **1**-**800**-**448**-**1018**, for assistance. Customer Service Representatives are available to assist you Monday through Friday, from **8:00** AM to **6:00** PM.

*NOTE: If you need to send your unit for service, to qualify for Warranty, proof of purchase must accompany the unit. Your sales receipt is your proof of purchase.*

# Shipping Instructions

*IMPORTANT: When the machine is to be shipped for any reason, the carrier mechanism inside the typewriter must be stabilized to prevent movement. The typewriter as a whole must be properly protected from shipping and handling hazards. Use original packing material to pack the unit.*

## Stabilizing the Carrier Mechanism

1. Unplug the unit.
2. Tilt the sound shield toward you.
3. Select a rubber band to secure the print mechanism.
4. Place the rubber band around the tab on the right side of the carrier mechanism.
5. Stretch the rubber band over the top of the mechanism and around the tab on the left side.
6. Move the carrier to the right end of the machine until it locks into place. You will hear it click into place.
7. Wrap the cord around the cord wrap panel approximately three (3) times. Some excess cord will remain loose.
8. Secure the plug in the protection slot, and snap the cord into the cord restraint.
9. Tuck the excess cord up under the lip.
10. Return the sound shield to its original position and tape shut.
11. Place the keyboard cover on the typewriter. Your typewriter is ready for packing.

    *NOTE: If the carrier cannot be put into the correct position, ball up single sheets of newspaper and insert them on each side of the carrier until all open spaces are filled to capacity.*
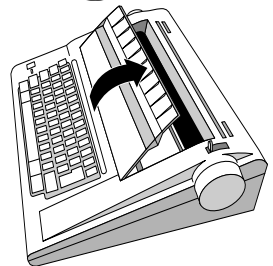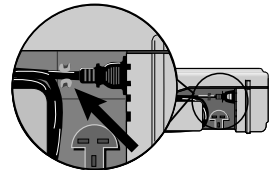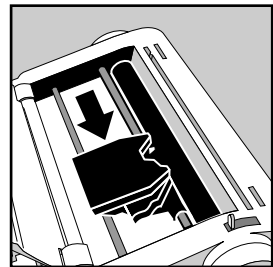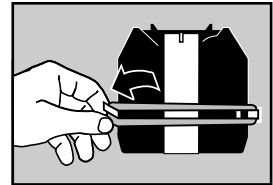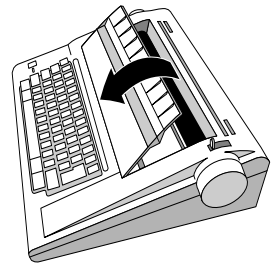
## Packing the Typewriter

Pack the typewriter in the original materials, if possible:
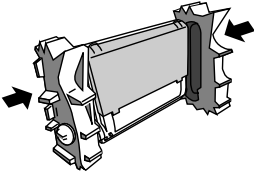
1. Place both foam end-caps on the unit.

2. Insert the unit into the box, and tape it shut.

3. In large letters, address the package for shipment to the nearest service location.  Remember to include your return address, and retain your shipping receipt.
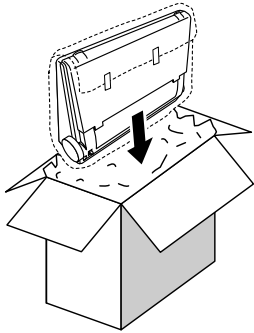
If you do not have the original packing materials:

1. Use box slightly larger than the typewriter.

2. Place the unit in a large plastic bag.

3. Place at least 2" of packing material in the bottom of the box for cushioning.

4. Place the typewriter inside the box and fill the sides and top with more packing material (2" of material on all sides).

5. Seal carton using either filament tape or wide plastic tape.

6. Address the package for shipment to the nearest service location. Remember to include your return address and retain your shipping receipt.

# Supplies and Accessories

Smith Corona produces the following Supplies and Accessories.

*WARNING: Use Smith Corona "H" Series supplies which have been designed specifically for this product. Use of non-Smith Corona supplies may render the unit inoperable.*

## Correctable Film Ribbon Cassettes

For UNMATCHED SHARPNESS AND CLARITY, use Smith Corona black Correctable Film Ribbon Cassettes and "lift off" errors with Smith Corona Lift-Off Correcting Cassettes.

**Correctable Film Ribbon** is transferred to the paper when typing and can be used only once.

Stock No.

**Correctable Black Film Ribbon** for clean correction and general purpose typing applications. Yields approximately 25% more characters per cassette than High Density Correctable Film Ribbon.
**Correctable Film Ribbon** (Dual Pack) ................................................................. 21000

**Correctable Film Ribbon** (6-Pack) ...................................................................... 67108

**High Density Correctable Black Film Ribbon** for bolder, darker print. Especially for use on difficult to image papers (i.e., rough textured, slick surfaced papers.)

**High Density Correctable Film** (Dual Pack) ....................................................... 21010

**Lift-Off Correcting Cassette**
Single Pack ................................................................................................................. 21060
3-Pack ........................................................................................................................ 67116

## Multi-Strike Ribbon Cassettes

FOR HIGHER CHARACTER YIELD – Use Smith Corona Multi-Strike Ribbon Cassettes and "cover-up" errors with Smith Corona Cover-Up Correcting Cassettes.

Multi-Strike Black Ribbon .................................................................................... 21025

Cover-Up Correcting Cassette .............................................................................. 21065

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# Start-Rite®

**Start-Rite** ............................................................................................................. 63503

    3   Printwheels (Presidential 12, Tempo 10, Script 10/12)

    4   Correctable Film Ribbon Cassettes

    1   Lift-Off Correcting Cassette

**Start-Rite II** ........................................................................................................ 67173

    2   Printwheels (Script 10/12, Letter Gothic 10/12)

    3   Correctable Film Ribbon Cassettes

    1   Lift-Off Correcting Cassette

Start-Rite kit contents vary by country.

## Changeable Printwheels

A variety of H Series printwheels with different type styles are available from your Smith Corona product merchandiser.

PICA TYPE STYLES:

| 20700 | Regency 10 (Courier 10) | ABCDEFGHIJKLMNOPQRSTUVWXYZ |
| 20704 | Tempo 10 | ABCDEFGHIJKLMNOPQRSTUVWXYZ |
| 20714 | Orator 10 | ABCDEFGHIJKLMNOPQRSTUVWXYZ |

ELITE TYPE STYLES:

| 20702 | Regency 12 (Courier 12) | ABCDEFGHIJKLMNOPQRSTUVWXYZ |
| 20716 | Presidential 12 (Prestige 12) | ABCDEFGHIJKLMNOPQRSTUVWXYZ |
| 20706 | Tempo 12 | ABCDEFGHIJKLMNOPQRSTUVWXYZ |

PICA OR ELITE TYPE STYLES:

| 20708 | Script 10/12 | ABCDEFGHIJKLMNOPQRSTUVWXYZ |
| 20712 | Courier Italic 10/12 | ABCDEFGHIJKLMNOPQRSTUVWXYZ |
| 20710 | Letter Gothic 10/12 | ABCDEFGHIJKLMNOPQRSTUVWXYZ |

Other:

| 20718 | Micro 15 | ABCDEFGHIJKLMNOPQRSTUVWXYZ |

To protect printwheels, store them in their original holders.

# Important Papers

## Safe Operating Recommendations

To avoid unnecessary operator injury or damage to the machine, please review the following recommendations.

- USE THE CORRECT VOLTAGE to avoid electrical short circuiting, overheating or shocks.

  If in doubt, check the electrical rating label affixed to the unit. Smith Corona does not recommend attaching your unit to any power source other than that which is indicated on the original electric rating label of the machine. Smith Corona does not recommend the use of a voltage converter.

- THE UNIT SHOULD BE PLUGGED into an outlet which is nearby and easily accessible.

- ALWAYS HAVE THE UNIT SERVICED by a qualified service technician. There are no user-serviceable parts inside.

- TO AVOID ELECTRICAL SHOCK, never insert metal objects such as screwdrivers, paper clips, nail files, etc. inside the unit. For safety's sake, never place any object inside the unit.

- BEFORE REACHING INTO THE CARRIER PATH AREA, always switch to Standby or Off, depending on the model.

- KEEP FINGERS, HAIR, JEWELRY, etc. away from the carrier area when in operation.

- IF THE UNIT IS DROPPED, the insulation system may be disturbed. Have the unit checked by a qualified service technician before using it again.

- DO NOT remove the housing from the unit.

- AVOID PLACING THE UNIT near an excessively warm or humid location.

- IF LIQUIDS ARE SPILLED OR SPLASHED on the unit, immediately unplug it. Have the unit checked by a qualified service technician.

- BEFORE CLEANING any part of your unit, make sure it is unplugged.

- WHEN FINISHED TYPING, switch to Standby or Off. Unplug unit if it is not to be used for an extended period. Unplug unit for a complete cut from the main electrical circuit.

  *WARNING: To reduce the risk of fire or electric shock, do NOT expose unit to rain or moisture.*

# Product Consumer Warranty

## Limited Warranty

### 90 Day Warranty

Smith Corona warrants this typewriter against defects in material or workmanship for a period of 90 days from the date of original purchase for use, and agrees to repair or, at our option, replace any defective unit without charge for either parts or labor. Proof of Purchase will be required.

### Limited Warranty

Following the first 90 days from the date of purchase and thereafter until 1 year from the date of purchase Smith Corona will replace any defective part at no charge. There will be a standard charge for labor and the cost of transportation.

*IMPORTANT: This warranty does not cover damage resulting from accident, misuse or abuse, any modification or alteration including attaching the unit to other than the recommended receptacle or voltage, nor does it cover ribbon replacement or cleaning of the unit.*

THIS WARRANTY IS VOID WHEN SERVICE OR REPAIRS ARE PERFORMED BY A NON-AUTHORIZED SERVICE LOCATION. This warranty does not cover shipping expenses to and from a service location.

NO RESPONSIBILITY IS ASSUMED FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. You may obtain warranty service through one of our service locations. To obtain the location of the nearest Service Center, call toll-free: 1-800-448-1018

The toll-free number operates Monday through Friday, from 8:00 a.m. to 6:00 p.m. Eastern Time. Simply take or ship the unit prepaid to the nearest service location. Damage occurring during transit is not covered by this warranty.

*NOTE: No other warranty, written or verbal, is authorized by Smith Corona. This warranty applies to units sold in the United States and Puerto Rico only.*

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above exclusion and limitations may not apply to you.

<div align="center">

Smith Corona Corporation
839 Route 13 South
P.O. Box 2090
Cortland, New York 13045-0980

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*WARNING: Use Smith Corona "H" Series supplies. Use of non-Smith Corona (brand or manufactured) supplies or accessories will not (except as noted below) void this warranty.*

THE WARRANTY WILL BE VOID if the typewriter is damaged or rendered wholly or partially inoperable as a result of using a non-Smith Corona supply or accessory item(s).

# FCC

The following information is provided to you in accordance with the rules and regulations of the United States Federal Communications Commission. Questions concerning this information can be directed to Smith Corona Corporation by writing:

<div align="center">

Smith Corona Corporation
839 Route 13 South
Box 2090
Cortland, NY 13045

</div>

*NOTE: This typewriter generates and uses radio-frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B typewriter in accordance with the specifications in Sub-part J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this typewriter does cause interference to radio or television reception, which can be determined by turning the typewriter off and on, the user is encouraged to try to correct the interference with one or more of the following measures:*

> Reorient the receiving antenna.
> Relocate the typewriter with respect to the receiver.
> Move the typewriter away from the receiver.
> Plug the typewriter into a different outlet so that typewriter and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems."

This booklet is available from the U.S. Government Printing Office, Washington, DC 20402, Stock No. 004-00-00345-4

*NOTICE: Any modification or alteration of a typewriter which allows electronic communication with a computer or attaching it to a receptacle or module interface which is not recommended will void Smith Corona's warranty on this product to the extent that any such modification may be related to a failure. Some typewriters are not designed as computer printers and when modified to perform this function may be in violation of the safety and emission rules and regulations.*

*NOTE: This digital apparatus does not exceed the class B limits for radio emissions from digital apparatus as set out in the radio interference regulations of the Canadian Department of Communications.*

For your convenience and protection make a record of the model number and serial number. The serial number is located on the inside of the typewriter on the bottom right side. Use these numbers when ordering supplies and accessories and for identification in case of theft.

**Model Name** _____

**Serial Number** _____

**Date of Purchase** _____    © Smith Corona Corporation 1994

# SMITH CORONA
# Quick Reference Guide

| Function | Command |
|---|---|
| Abbreviation | Code + X |
| Auto Return | Code + Back Space |
| Bold | Code + B |
| Center | Code + Zero (0) |
| Caps Lock | Code + Lock |
| Character Swap | Code + Period (.) |
| Clear One or All Tabs | Code + Tab (Tab C) |
| Corrects Character(s), On-line | Correct |
| Corrects One Character, Off-line | Code + Correct |
| Corrects Word(s) On-line | WordEraser |
| Dictionary | Code + D |
| Double Line Spacing | Code + 5 |
| End of Page Warning | Code + P (P. End) |
| Erase one line of text LineEraser | Code + WordEraser |
| Forward Correct | Code + Correct (twice) |
| Half Space | Code + Spacebar |
| Heavy Impression Control | Code + H |
| Indent | Code + K (Ind) |
| Keyboard II (^ ˜ ˋ) | Code + Desired Keyboard II character |
| Left Margin | Margin |
| Light Impression Control | Code + L |
| Medium Impression Control | Code + M |
| Moves Carrier to Tab Locations | Tab |
| Manual Underscore | Shift + — |
| 1½ Line Spacing | Code + 4 |
| Paper Insert | Code + Left Shift/Paper In |
| Paper Eject | Code + Right Shift/Paper Out |
| Relocate to previous typing position | Code + Return/Relocate |
| Right Margin | Code + Margin |
| Self-Demonstration | Code + Z |
| Set 10 Pitch (Pica) | Code + Tab S |
| Set 12 Pitch (Elite) | Code + 1 |
| Set 15 Pitch (Micro) | Code + 2 |
| Set Decimal Tab | Code + O (D. Tab) |
| Set Regular Tabs | Tab S |
| Single Line Spacing | Code + 3 |
| Stop LineEraser | Code + S |
| Subscript | Code + 8 |
| Superscript | Code + 9 |
| Typing Position Up | Code + 6 |
| Typing Position Down | Code + 7 |
| WordFind | Code + F |
| Word Swap | Code + Comma (,) |
| Underscore All | Code + Equal (=) |
| Underscore Word | Code + Hyphen (-) |
| Volume Control | Code + V |