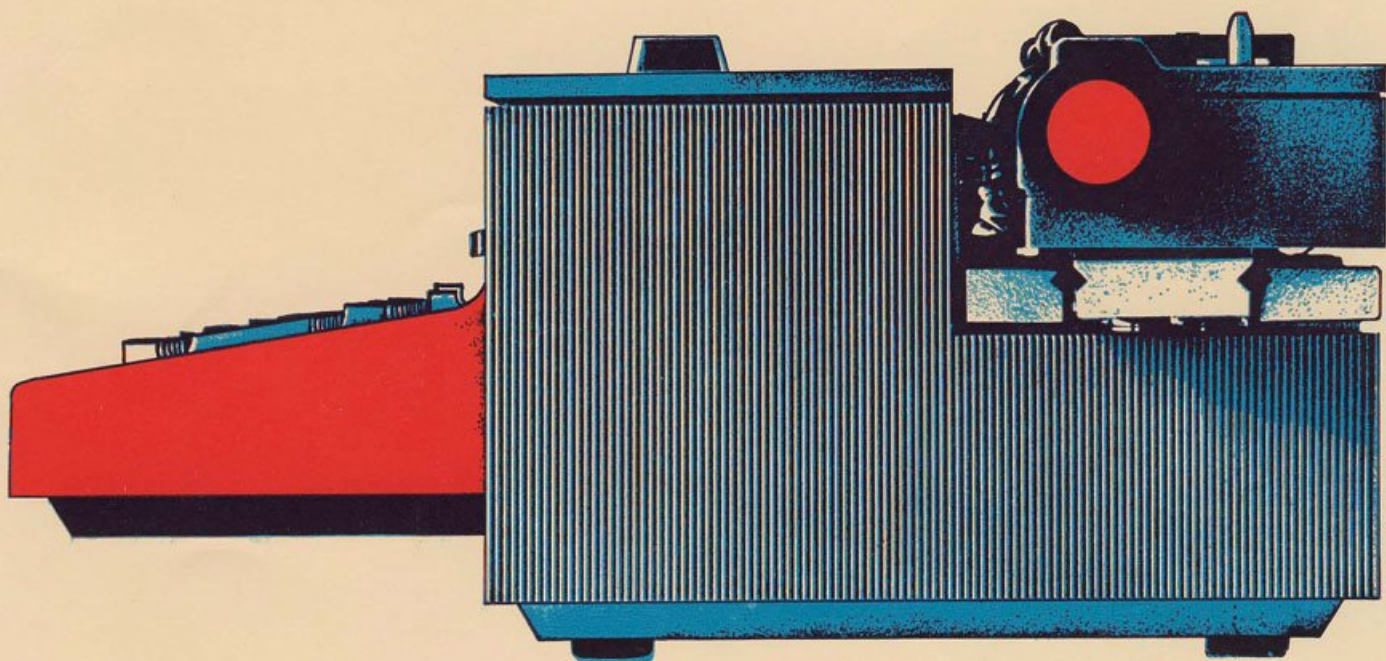# OLIVETTI PRAXIS 48

OWNERS MANUAL

TO INTRODUCE YOU...

No matter how much typing you do during your busy day, you need a typewriter that will get the job done for you efficiently and quickly.

The Praxis 48 does just that. It is compact, contemporary and versatile — an electric typewriter capable of fulfilling your typing needs, whatever they might be, wherever you may be.

And the Praxis 48 is easy to use. The operational features were designed with you in mind. Combine these with the unique Memory Feature which prevents common typing errors, and you have the most productive typewriter you will ever use.

CONTENTS

MEMORY FEATURE ... ERROR-FREE TYPING

The Memory Feature of the Praxis 48 prevents common typing mistakes that you might make when typing. Fast, error-free typing saves time and gets your work done quickly in any situation. Because of this feature, you will never find:

Flying Caps

Should a character be typed while shifting to or from upper case, the Praxis 48 holds the character in memory until the shift cycle is completed. The character is then released to print properly. There are no flying caps with the Praxis 48.

shading or ghosting

If you type a particular combination of characters, such as "th" in "the" simultaneously, the Praxis 48 remembers that two characters cannot be printed at the same time without causing typebar jamming at the type guide. Therefore, nothing is printed, the keyboard is deactivated, and an error is prevented. Backspacing to fill in the missing character reactivates the keyboard. There is no shading or ghosting on the Praxis 48.

To verify this:

1. Insert a piece of paper.

2. Move the **Motor Switch** (in "off" position—green band located in the extreme upper left-hand corner of the keyboard) down to "on" position (red band).

3. Using the index fingers of both hands, type "t", then "h" and repeat in rapid succession.

4. Now type the "t" and "h" together at the same time. Notice that nothing is printed and the keyboard is deactivated.

5. Backspace to reactivate the keyboard.

crowding or piling

If a particular combination of characters such as "th" in "the" is typed too rapidly to permit even spacing, the Praxis 48 remembers a space is necessary and holds the second character in memory. It is then released to print without error and properly spaced at the high speed of 840 key strokes per minute. There is no crowding or piling on the Praxis 48.

improper spacing betweenwords

If a rapid combination of space bar and character key depression occurs, the space is held in memory until the character has printed. The space will then occur in normal sequence to prevent any misaligned letters. There is no improper spacing with the Praxis 48.

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TO BEGIN ... UP TOP

Paper Centering Scales

For smooth and even paper feed, utilize the equally divided scale at the back of the carriage. Slide the paper along the paper table until each edge matches corresponding numbers. Move the plastic lateral paper guide to the left-hand reading, and insert paper.

For standard $8\frac{1}{2}$ inch width paper, set the guide at the triangle $\triangle$.

Paper Bail

There is no need to adjust the paper bail when feeding in paper. With the carriage positioned flush with the left side of the typewriter, simply center the paper and insert it. It will automatically feed under the bail.

The paper bail rollers should be placed $1''$ to $1\frac{1}{2}''$ inside paper edges.

Paper Release Lever

To release pressure on the feed rollers, move the paper release lever back. As you do so, the bail automatically moves forward, providing for easy removal or adjustment of paper.
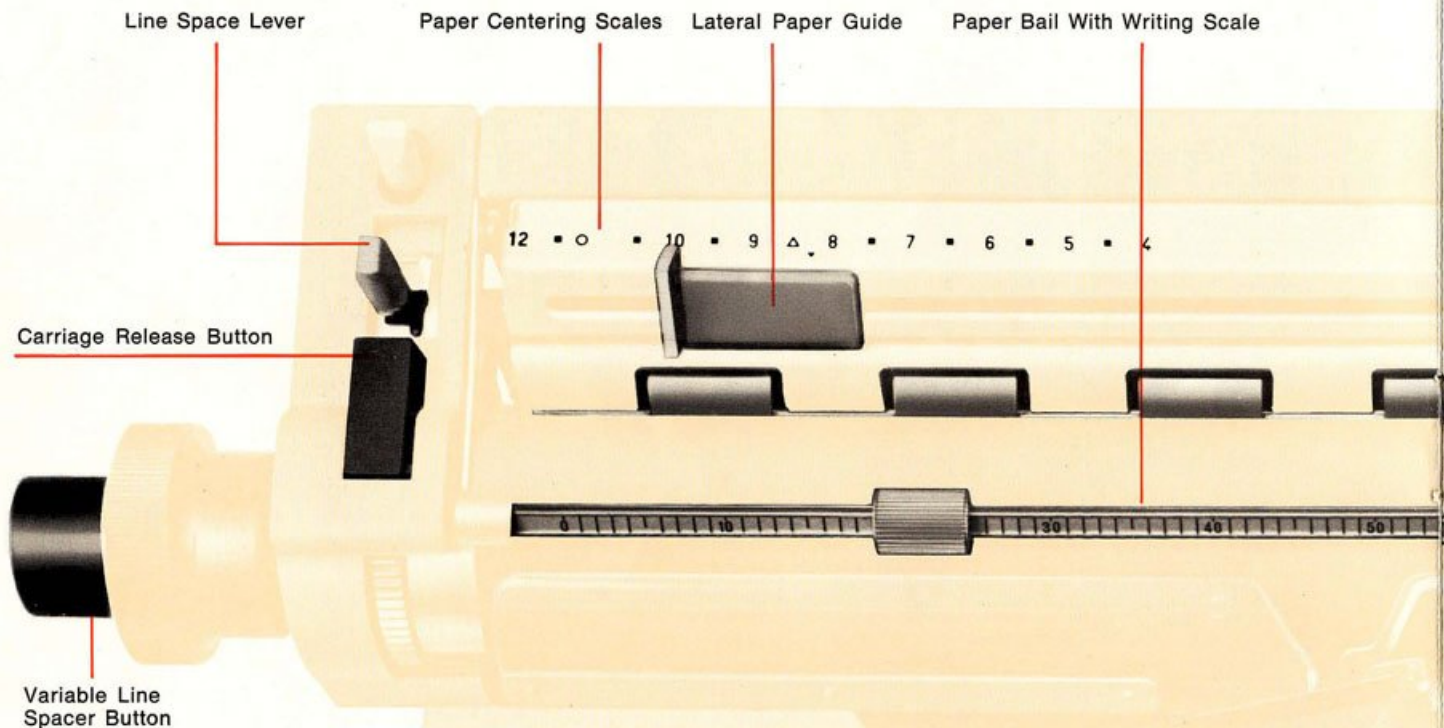
Line Space Lever

Select your spacing for 1, $1\frac{1}{2}$, (—), 2 or 3 spaces between lines. The $1\frac{1}{2}$ space is useful for typing envelopes and rough drafts.

Vertical Half Spacing Knob

The Praxis 48 is provided with vertical half spacing on the platen knob. This feature is especially convenient for typing off-line copy. For example, to type H_2O or $x^2+y^2=Z$, turn the platen knob one click either up or down from the original writing line to type the exponents or subscripts.

If you are spacing manually, click the platen knob twice to equal one line space.

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Line Space Lever
Paper Centering Scales
Lateral Paper Guide
Paper Bail With Writing Scale

12 • o • 10 • 9 △ 8 • 7 • 6 • 5 • 4

Carriage Release Button

0 10 30 40 50

Variable Line Spacer Button

Variable Line Spacer Button

To disengage your writing line permanently, push in the variable line spacer button, located on the left platen knob, and turn the platen. Standard line spacing will be resumed from the point at which the variable line spacer is released. It is used for making additions or corrections on previously typed copies, or for positioning pre-ruled forms.

Carriage Release Buttons

Depressing the carriage release buttons, located on either carriage end cover, allows the carriage to be moved manually in a smooth and controlled movement.

Feed Rollers

Paper Bail Roller

Paper Centering Scales

Paper Release Lever

Carriage Release Button
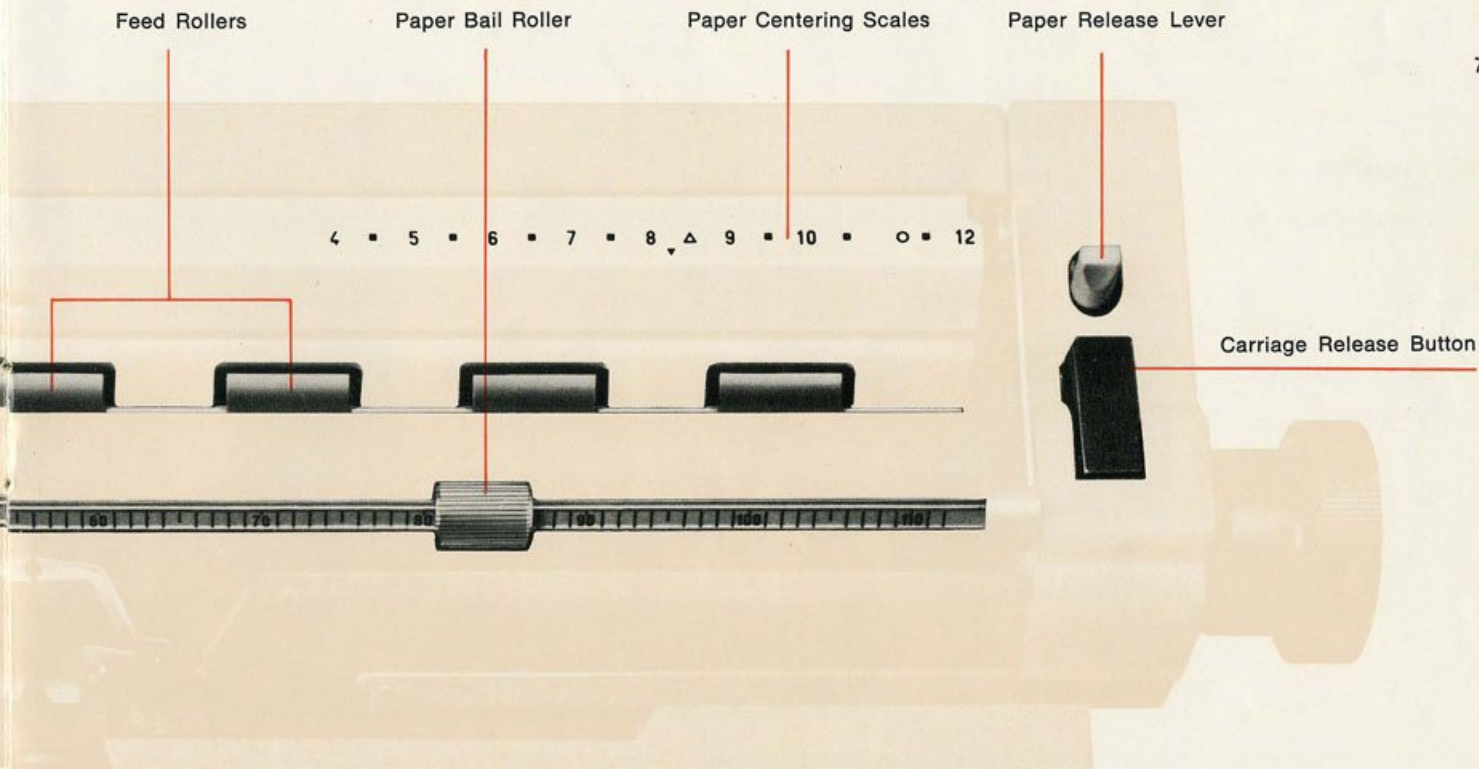
TO PROGRESS ... THE KEYBOARD

Electric Margins

Margins are set electrically, directly from the keyboard. To move the left-hand margin to a new position, follow these four steps:

1. Locate the present margin by touching the carriage return key.

2. Depress and hold down the EL MARG (electric margin) key.

3. Use the space bar to move the carriage forward or the backspace key to move backward to the margin setting you require.

4. Release the EL MARG key and verify the new margin by touching the carriage return key.

To set the right margin, continue to tabulate until the carriage can move no further. Follow steps 2 and 3 above.

Margin Bypass Key

When depressed, the MARG REL (margin release) key releases either the left or the right margin with the added convenience of backspacing. This feature is especially useful for numbering outside the left margin or for typing marginal notes.

Tabulation

By use of the long tab bar located directly above the numeral row, "touch and go" tabulation can be performed by either hand without moving hands from the home row of keys.

All tab stops can be cleared completely from either direction. If the carriage is located at the extreme left:

1. Depress and hold down the TAB CLEAR key.

2. Depress the carriage return key.

If the carriage is located at the extreme right:

1. Depress and hold down the TAB CLEAR key.

2. Tabulate until the carriage can move no further.

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Tab Bar

Motor Switch

Margin Bypass Key

Electric Margin Key

Carriage Return Key

Shift Lock

Shift Key
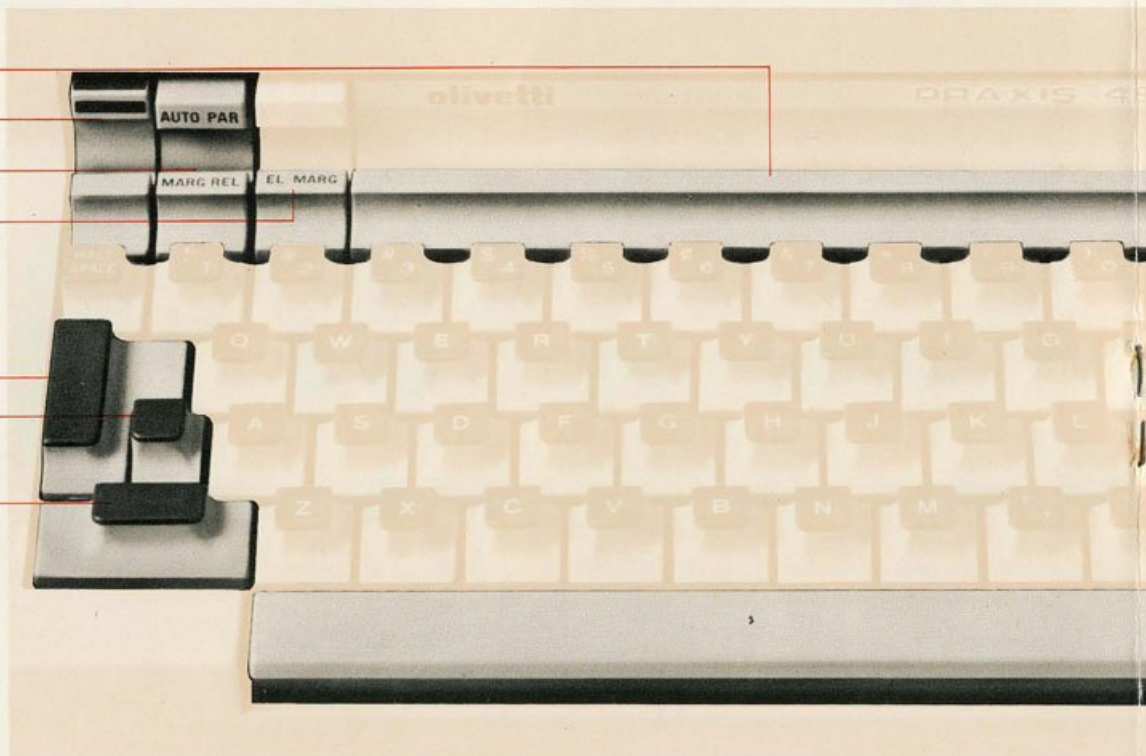
Tab stops can be set individually by moving the carriage to the required locations and pressing in the TAB SET key.

Tab stops can be cleared individually by tabbing to the desired location and depressing the TAB CLEAR key.

Norm-Max Key

The NORM-MAX key regulates the force of impression in relation to the number of copies being typed. For regular typing, the NORM setting is recommended. For darker impressions, when typing multiple carbon copies, press on the MAX key.

Ribbon Position Selector

The ribbon position selector is located at the extreme upper right-hand corner of the keyboard. There are three positions: front (black band) for typing on black ribbon; middle (grey band) for typing stencils (ribbon will not lift or print); rear (red band) for typing on red ribbon.
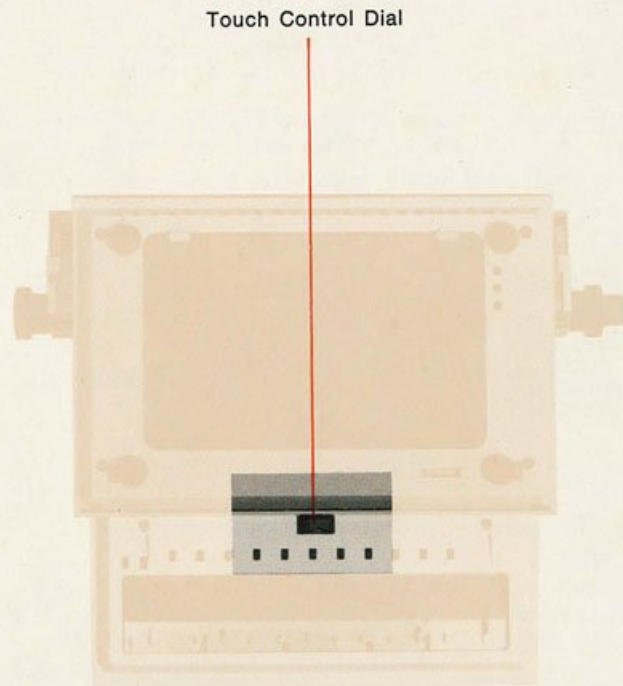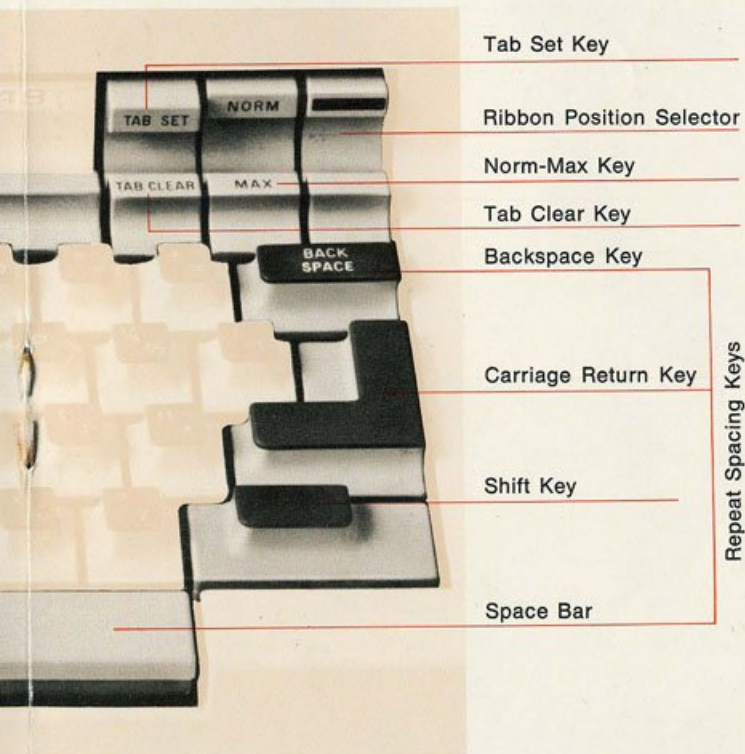
Repeat Spacing Keys

A light touch on the backspace key, carriage return key or forward space bar will cause the carriage to move one space. Depressing and holding down each of these keys in a second stage depression will cause repeat action of each spacing key.

Shift Keys and Shift Lock

To type an upper case (CAPITAL LETTER) character, depress either left or right shift key. To type in all caps, depress the shift lock.

Touch Control Dial

The touch control dial is located under the keyboard, away from exposure and accidental movement. Move the dial toward minus (—) for an exceptionally light touch; toward plus (+) for a firm touch.
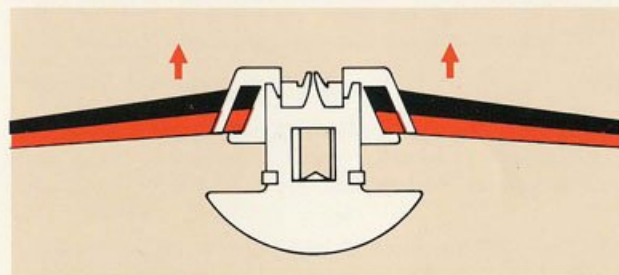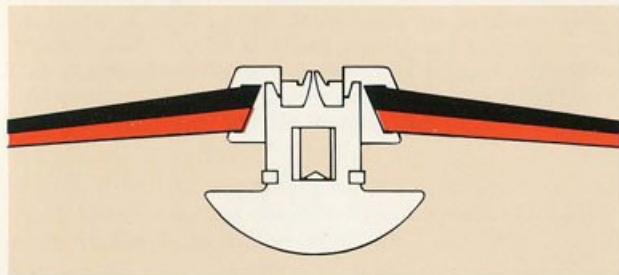
Tab Set Key

Ribbon Position Selector

Norm-Max Key

Tab Clear Key

Backspace Key

Carriage Return Key

Shift Key

Space Bar

Repeat Spacing Keys

Touch Control Dial

UNDER THE COVER

Ribbon Change
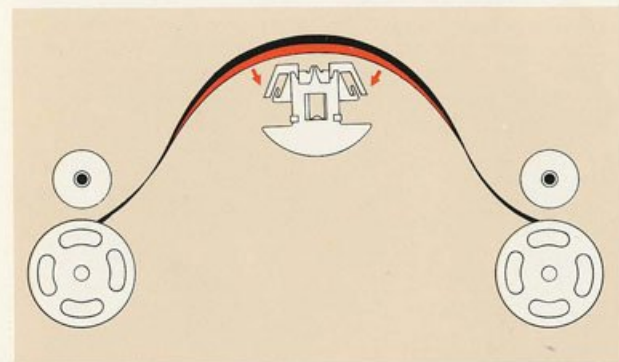
Lift and pull the swing-open top cover toward you.

TO REMOVE THE RIBBON

1. Release the ribbon from the ribbon lift arms by sliding it down and placing it behind the ribbon guide.

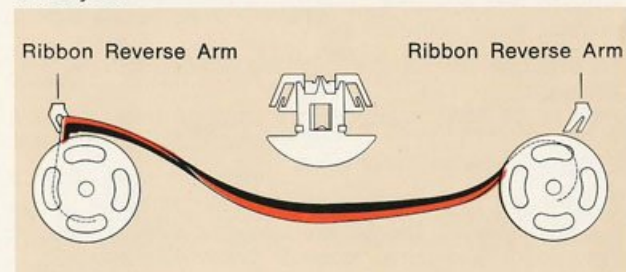2. Lift the ribbon out from behind the ribbon guide.

3. Remove both ribbon spools by pulling them both toward you. Keep the empty spool and discard the ribbon and its other spool.

TO REPLACE THE RIBBON

1. Attach the new ribbon to the empty spool and wind the ribbon a few turns.

2. Place both ribbon spools on spool holders, making certain the black portion of the ribbon is toward you.

Ribbon Reverse Arm   Ribbon Reverse Arm

3. Place the ribbon in the slots of the ribbon reverse arms.

4. Place the ribbon behind the ribbon guide with the black portion of the ribbon at the top.

5. Slide the ribbon down and place it in front of the ribbon lift arms, making certain it rests on the hooked seating.
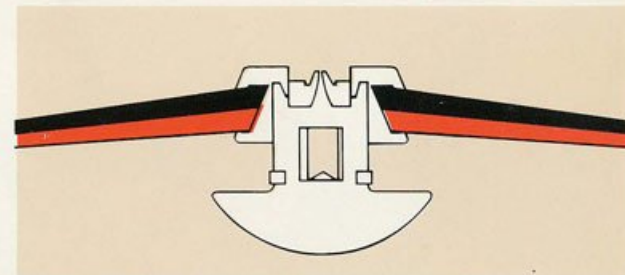
NOTE: Olivetti Duo-Pak ribbons enable you to throw away both spools when changing your ribbon and make your ribbon change much easier. Consult your Olivetti representative for information.

EXTRAS ... THAT COUNT

Transparent Paper Deflectors and Aligning Scales

Double transparent paper deflectors hold paper, cards and labels securely and allow you to see copy easily.

Aligning scale marks on both deflectors help you to reinsert copy accurately.

To practice use of the aligning scales, do the following:

1. Center and insert a piece of paper.

2. Type a row of lower case "i"s.

3. Examine the letters in relation to the scale:

Do the base of the letters rest directly on top of the scale? Somewhat above? Somewhat below?

Are the center lines of the "i"s directly over the vertical lines of the scale? To the right? To the left?
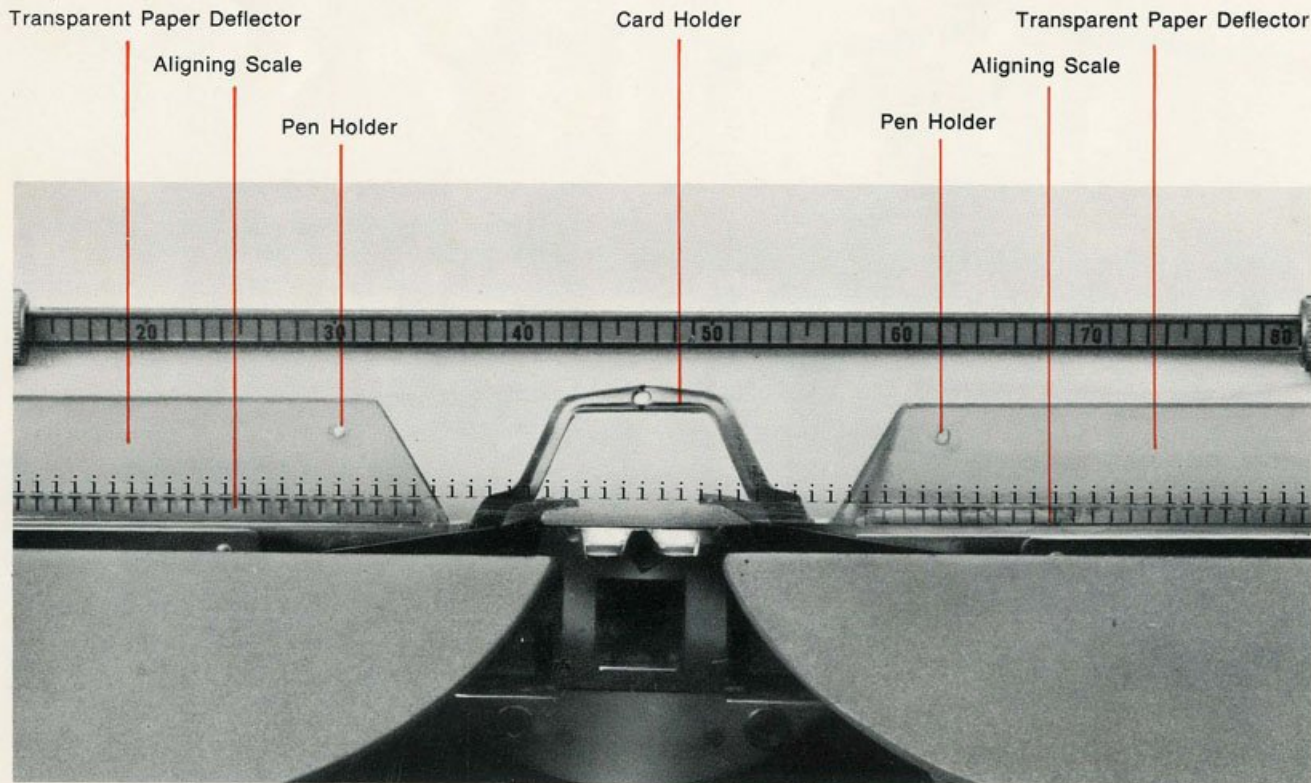
4. Remove the paper.

Now:

1. Reinsert original copy.

2. Locate an "i" on the page and use the variable line spacer and paper release lever to align it properly on the scale.

3. Move to the location where you wish to type and you will be in perfect alignment.

The pen holders in each deflector can be used for ruling vertical or horizontal lines. With a sheet of paper around the platen, insert a pen or pencil point, rotate the platen with the memory line finder in forward position, or move the carriage horizontally. Always rule from the bottom of the page up for best visibility.

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Transparent Paper Deflector · Aligning Scale · Pen Holder · Card Holder · Transparent Paper Deflector · Aligning Scale · Pen Holder

Half Space

Why retype the page? Use the half space key either to add a letter that has been omitted or to delete an unwanted letter.

To add a letter, you must take a half space from both sides of the word to be corrected, for example, "HALF" in the exercise below. Practice doing this as follows:

1. Return the carriage and type (in Capital Letters)

   THE HALF SPACE

2. Suppose you meant to write "WHOLE". Instead of erasing, as you would normally do, return the carriage and type on the next line

   THE   SPACE

3. Return to the beginning of line number two and touch the space bar three times. You should be directly to the right of the letter "E" in "THE".

4. Depress and hold the half space key, type the letter "W". Release the half space key. Depress and hold the half space key, type the letter "H". Release the half space key. Repeat the process for "O", "L" and "E".

   THE WHOLE SPACE

To delete a letter, leave one and a half spaces on each side of the word being changed. Practice by changing "WHOLE" back to "HALF" as in the example below:

1. Return to the margin and type (in Capital Letters)

   THE WHOLE SPACE

2. Don't erase. Return and type on the next line

   THE   SPACE

3. Return to the beginning of line number two and touch the space bar three times. You should be directly to the right of "E" in the word "THE".

4. Touch the space bar once.

5. Depress and hold the half space key, type the letter "H". Release the half space key. Repeat the process for "A", "L" and "F".

   THE HALF SPACE

Memory Line Finder

When you are making error corrections, the memory line finder temporarily disengages your writing line enabling you to restore your original spacing later. To use:

1. Move lever back.

2. Roll paper back to make erasure.

3. Then align copy with marks (TTT) on aligning scales.

4. Move lever forward. Touch platen knob to be certain writing line is stationary.

5. Type your correction.

The memory line finder is ideal for use in typing pre-ruled forms that do not correspond to typewriter spacing.

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Memory Line Finder
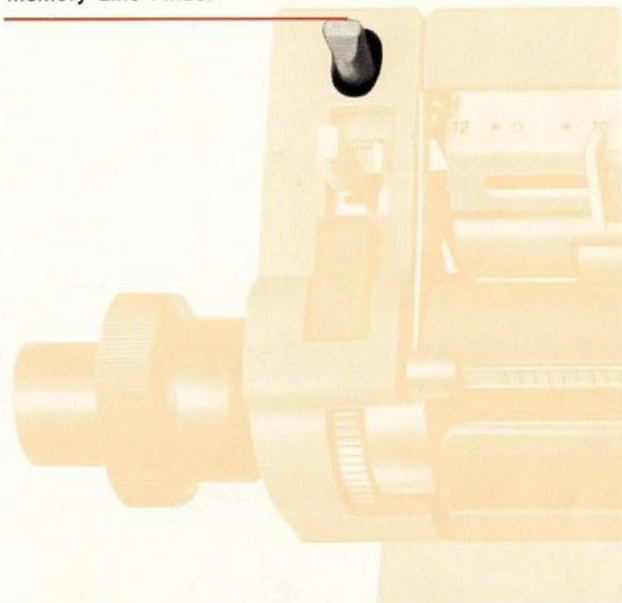
Automatic Title Centering

No backspacing, dividing or guessing when you want to center a title on the Praxis 48. Everything is done automatically when you follow these instructions:

1. Center and insert paper with carriage at normal left-hand margin.

2. Depress MARG REL key. Release it.

3. Depress carriage return key. You should now be at the zero (0) position visible on the bail scale.
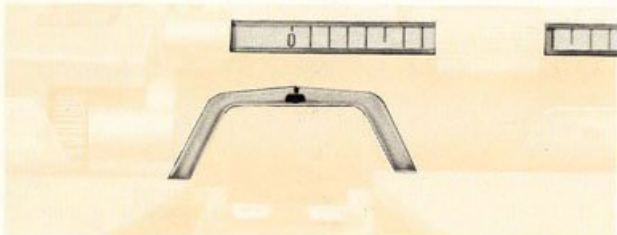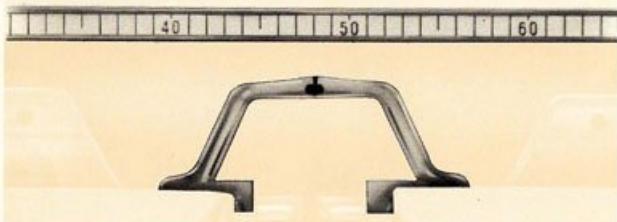

4. Spell out the title on the space bar (i.e. PRAXIS 48). Make certain you touch the bar ONCE for every letter and for every space.


5. Read the number visible on the scale (title centering scale) located behind the ribbon guide (if it is between two numbers, take the higher number to the left).

6. Move the carriage to the same number on the writing scale located on the paper bail.

7. Type the title, PRAXIS 48, centered perfectly . . .

Automatic Paragraph Indentation

To automatically indent a paragraph a set number of spaces in from the left margin, press and hold in the AUTO PAR (automatic paragraph) key as you depress the carriage return key. This must be done each time you want to indent a line.
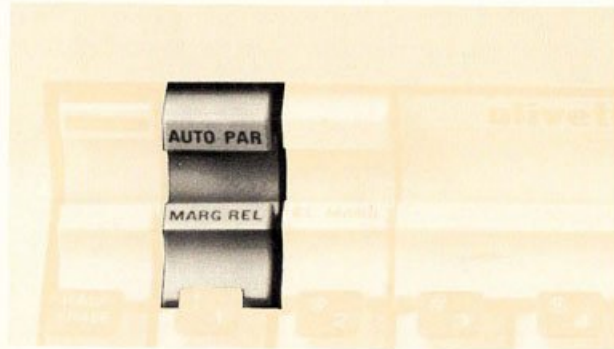
Repeat Typing Keys

A light touch on the keys will cause a single character to be printed. Depressing and holding down each key in a second stage depression will cause a repeat action of each of these typing keys.

Reverse Tabulation

When you are working with columns of figures, the reverse tabulation feature allows you to remain in a particular column if you wish to make additional entries. Normally, you would have to return the carriage and then tab until you finally reached the desired stop. However, with reverse tabulation, this is not necessary. Instead, immediately after touching the carriage return key, touch the tab bar and the carriage will stop at the first tab stop to the right. Some practice may be advisable to familiarize yourself with this feature. To help you, we suggest the following:

1. Clear all tab stops.

2. Set a new stop near the right margin.

3. Type several figures at this stop.

4. Touch the carriage return key and, immediately after, touch the tab bar.

5. Type several figures and repeat process until you can do it easily.

The carriage returns to this right tab stop each time without returning to the left margin.

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QUALITY RESULTS

Proper maintenance and a little extra care on your part will assure quality performance consistently from your Praxis 48.

It takes but a very little of your time to develop the habit of:

- Making certain your typewriter is turned off when not in use.
- Covering the typewriter when you have finished using it.
- Moving the carriage to the extreme left or extreme right when making erasures, in order to protect the type bar basket from erasure grit.
- Wiping the outside of the Praxis 48 case with a damp cloth or a little soap and water if it becomes soiled.
- Cleaning the type face by opening the swing-open top cover and brushing the type before applying cleaning fluid. This particularly applies when you notice "o"s and "p"s, for example, filling in, and always before and after typing a stencil.
- Cleaning the platen and the rubber bail rollers with a cleaning solution available at most office supply stores.

AND FINALLY ... TO HELP YOU

Check Procedure

In case of an apparent defect or failure in the operation of the Praxis 48, you should go through the following check procedure to make certain that:

1. The cord is securely plugged into both the typewriter and the electrical outlet, and the motor switch is on.

2. The ribbon is running freely through its guides.

3. The ribbon color and stencil is set at the correct position.

4. The platen is mounted properly on its supports and the platen locking levers closed on them.

A Sound Business Proposition

You may wish to consider a Guaranteed Machine Performance Agreement which protects you from unexpected expenditure for machine repairs. It eliminates the hidden costs of charge calls and irregular maintenance; you won't be buying extra supplies to replace those wasted when your machine didn't function properly; you won't be harassed by unnecessary and expensive downtime, by poor quality work and by the frustrations of being unable to get service when you need it.

Ask your Olivetti representative to prepare a service contract for your equipment.

When you buy Guaranteed Machine Performance, you buy peace of mind.

Supply Products

The Olivetti (or Monogram) Super Nylon Ribbon No. 202 provides the most durable fabric and longest ink life of any fabric ribbon. This ribbon is available in Duo-Pak and single spool.

Your Olivetti (or Monogram) representative will be happy to assist you in selecting other supplies best suited to your needs.

Serial Number Location

The serial number of your Olivetti Praxis 48 is located on the machine frame inside the bottom cover plate. To read it, turn the machine on its back and look through the oblong aperture in the bottom cover plate. Your Praxis 48 can always be identified by this serial number.

Olivetti Corporation of America, 500 Park Avenue, New York, N.Y. 10022