

Olympia

SG 1
SUPER DE LUXE

OLYMPIA WERKE AG · WILHELMSHAVEN



Operating Instructions

Congratulations on your ownership of a new

Olympia

which will provide you with much satisfaction because of its many improvements to ease and simplify your work. Reading this booklet carefully will provide many valuable hints for the care and operation of your new typewriter.

Respectfully
OLYMPIA WERKE AG WILHELMSHAVEN
GERMANY

Identification of the numbered operating parts mentioned in the Operating Instructions will be simplified if Page 19, containing the illustration of the typewriter, is unfolded. The Index on Page 2 will assist in a rapid orientation.

OPERATING INSTRUCTIONS

SG 1 SUPER DE LUXE

The Perfect Office Typewriter

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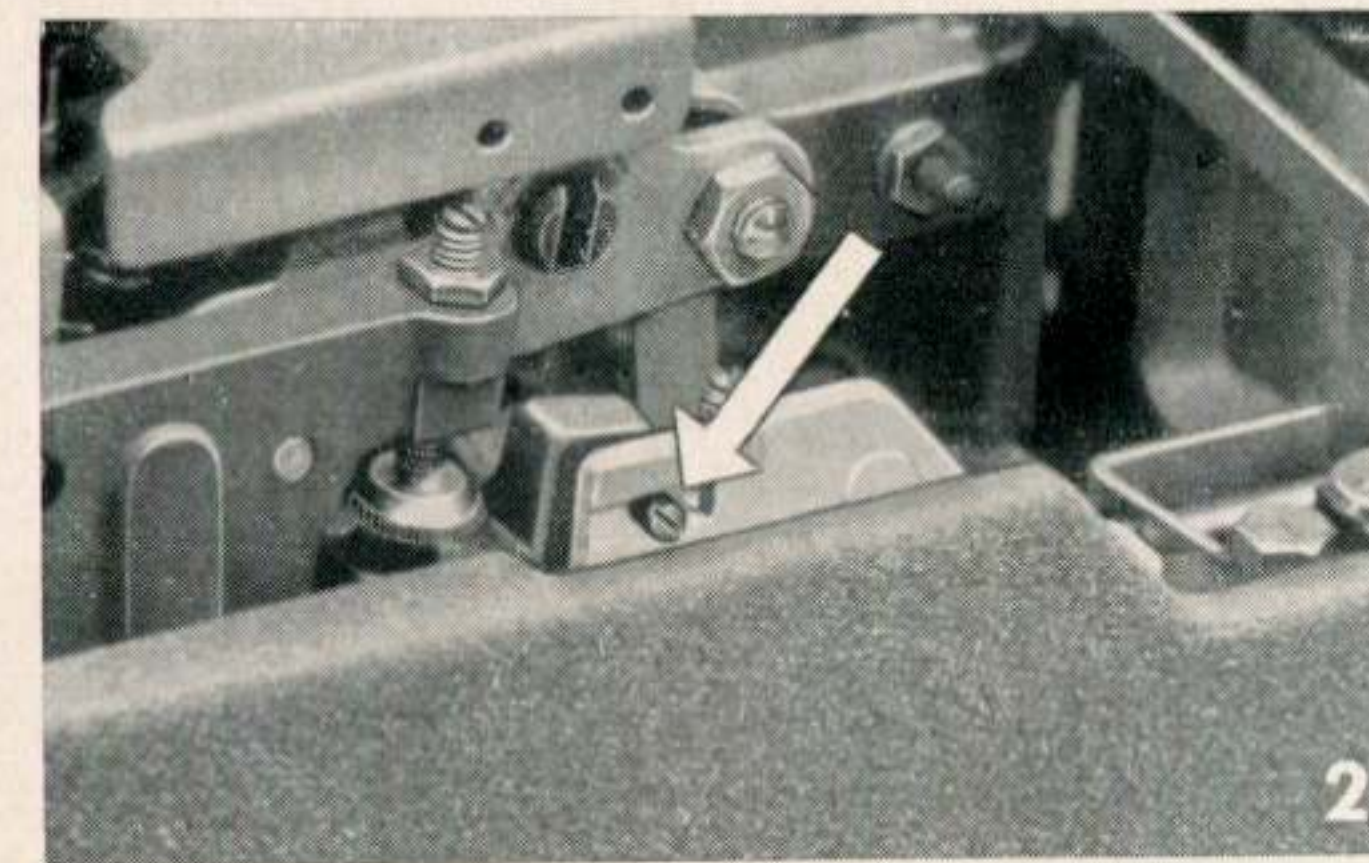


PREPARING TYPEWRITER AFTER UNPACKING

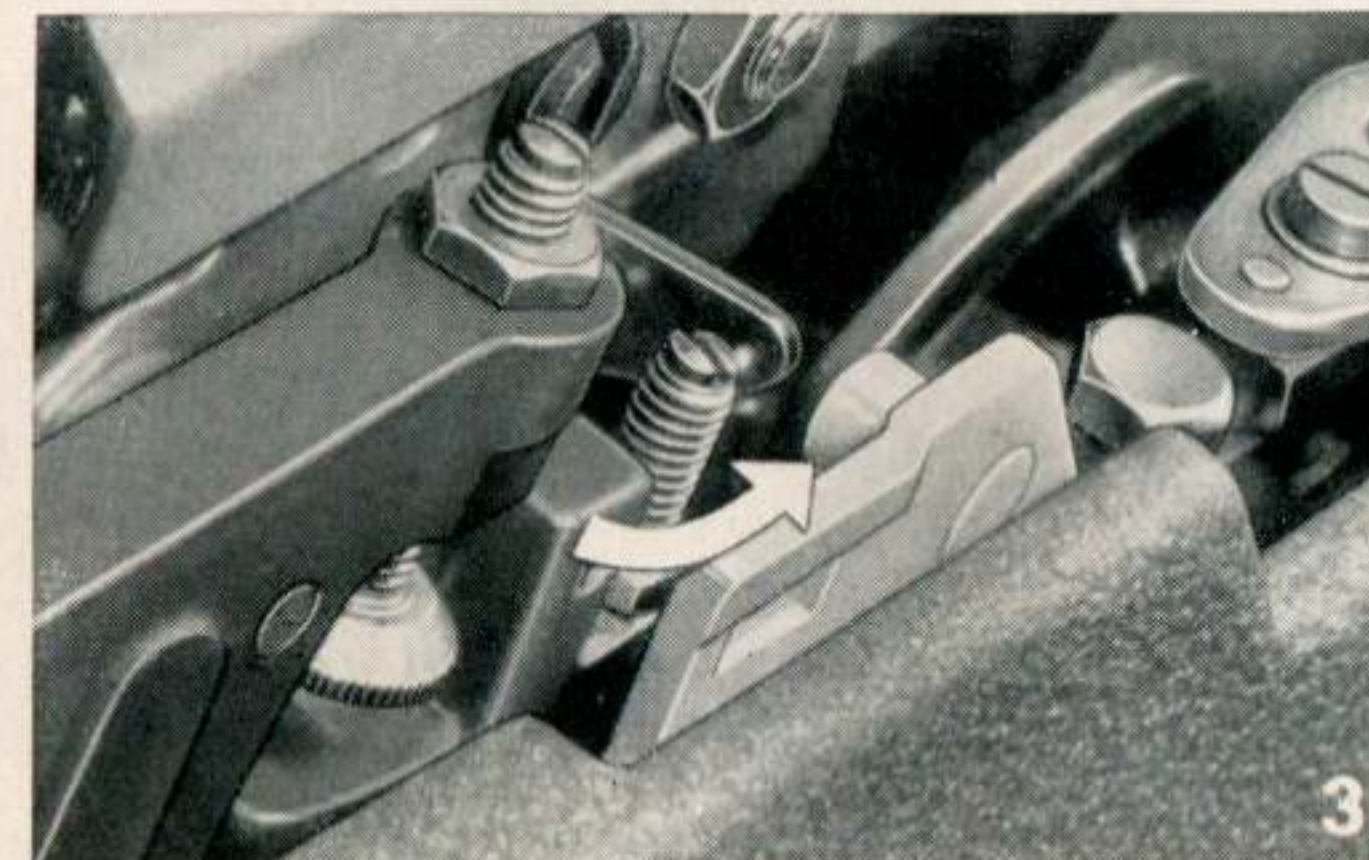
1. Lift top cover by pressing front edge of same. Fig. 1.

2. Remove protective card boards

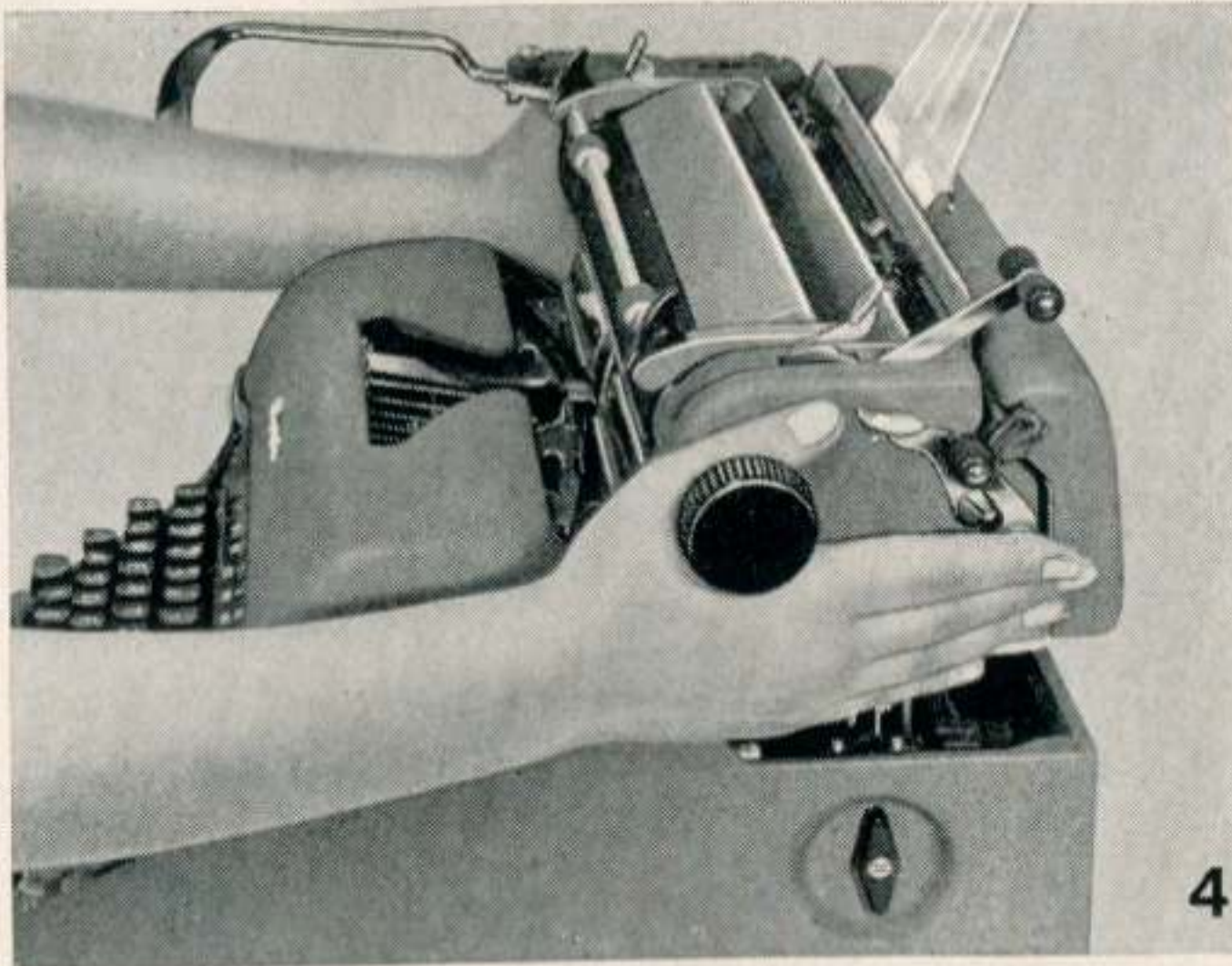
- a) from keyboard
- b) from typebars



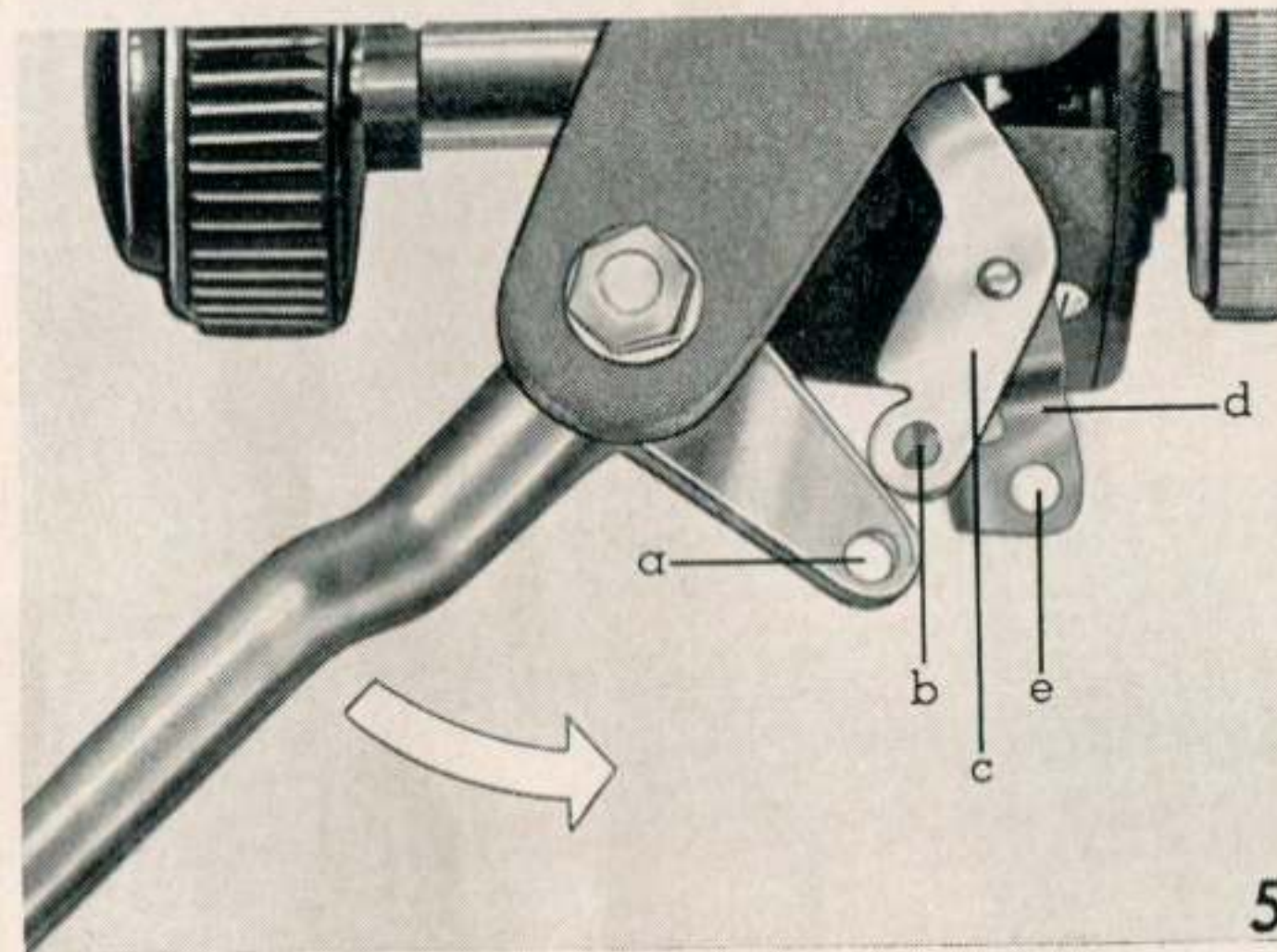
3. Remove red screw on right side. Fig. 2.



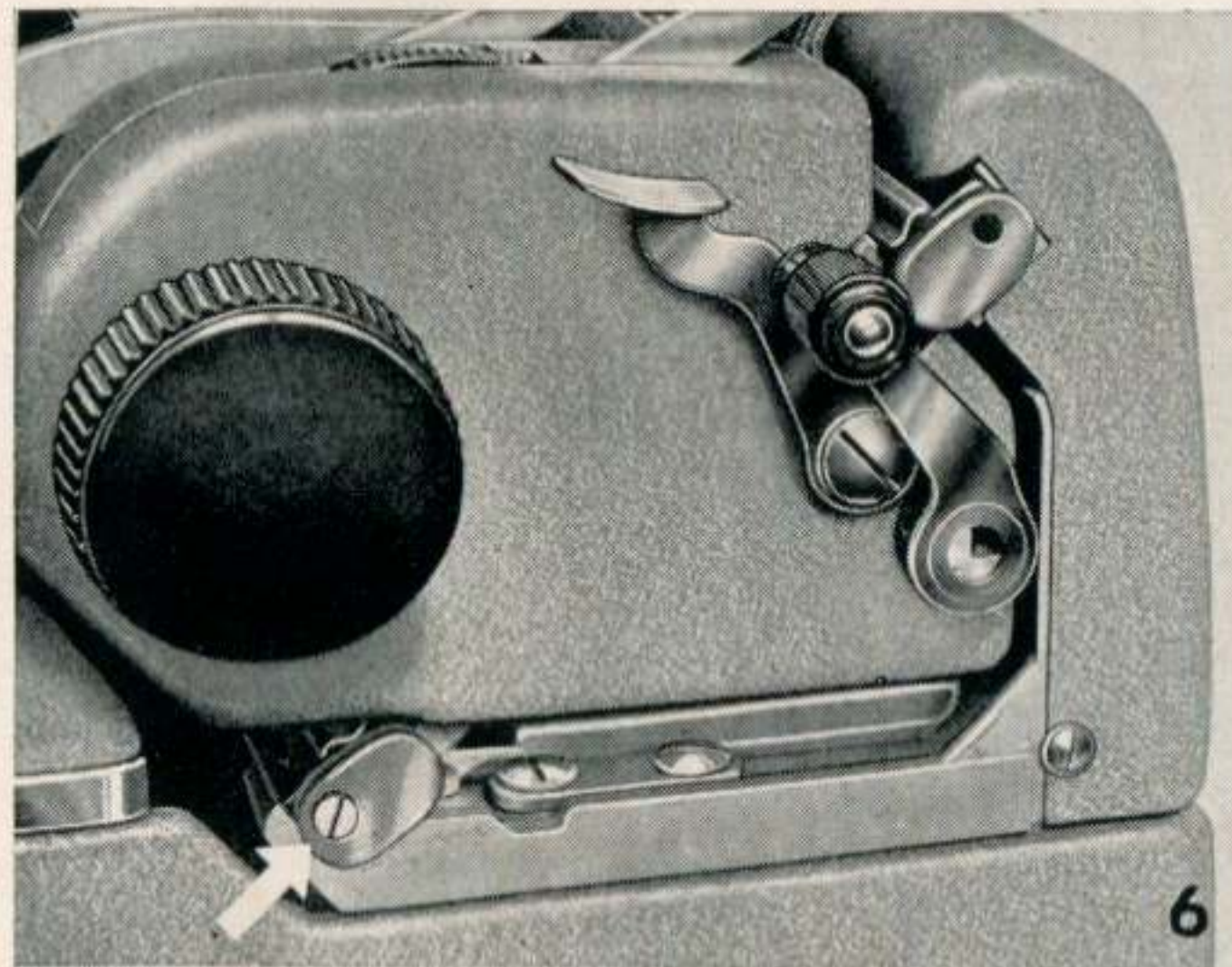
4. Replace top cover by placing its hooks underneath the brackets and press front edge of cover down. Fig. 3.



5. Be sure that both lock handles (30) are in a vertical position. Grasp the carriage by both platen knobs (2 and 28) and set it vertical with its pins in the holes of the frame. When the carriage is in the correct position, turn lock handles 90 degrees to a horizontal position, thereby locking the carriage onto the machine. Fig. 4.



6. Where the line space lever (1) has been turned back for safe packing, return it to its operating position as follows: rotate line space lever in the direction of the keyboard, suspend trunnion (b) of the intermediate piece (c) in the bore (a) of the line space lever and push the leaf spring (d) underneath the intermediate piece (c) until the end of the trunnion (b) engages in the bore (e) of the leaf spring (d). Fig. 5.



7. Remove red screws on left and right sides of carriage and push carriage to right side until the four lock pins drop out. Fig. 6.

8. Remove rubber bands from carriage release lever (16).

Now the typewriter is ready for use. It is advisable to place a rubber or felt pad underneath to further reduce the noise.

RIBBON COLOR SELECTOR

The color selector of the OLYMPIA SG 1 SUPER DE LUXE has four possible settings. When using a two color ribbon, the ribbon selector (19) set on BLUE, places the upper half of the ribbon in position for typing. Set on RED, the lower half of the ribbon comes into use. When set on WHITE the ribbon carrier is not raised and stencils may be cut.

When using a single color ribbon, first set the ribbon selector on BLUE. When the ribbon becomes worn, shift the selector to YELLOW to use the center section of the ribbon. When this section of the ribbon becomes worn it is advisable to turn the ribbon upside down and set the selector back on BLUE, thereby making full use of all three sections of the ribbon. Fig. 7.

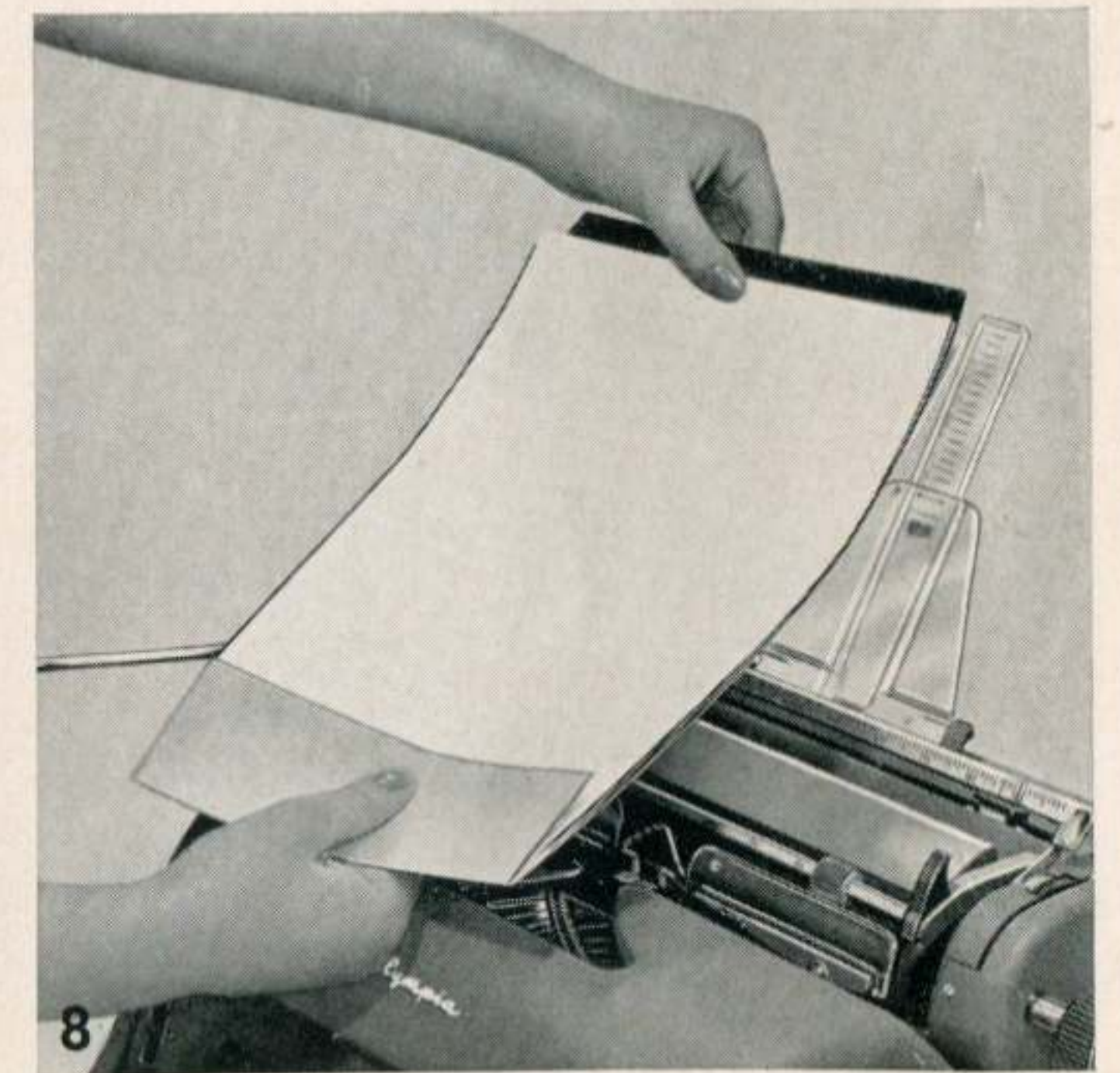


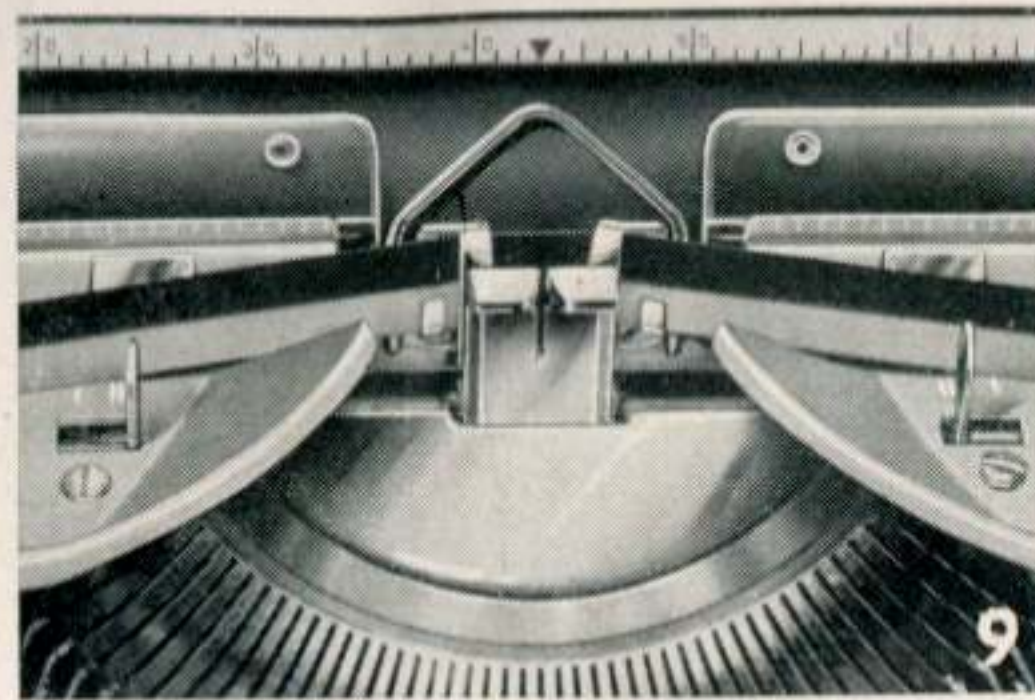
PAPER GUIDE

To insure even margins at the left side of all sheets, use the sliding paper guide (5).

INSERTION OF PAPER

On the OLYMPIA SG 1 SUPER DE LUXE the paper feeds automatically, i. e., the paper bail (10) need not be raised. After centering the carriage, the paper is inserted between the paper table (8) and the paper guide plate (9) in contact with the paper guide (5). By turning the platen knob (28) the paper can be raised to the desired height. Use the paper release lever (14) to straighten the paper.





If several copies are to be inserted it is advisable, in order to insure proper paper guide, to place the edges of the sheets into a fold of paper before inserting into the machine. Fig. 8.

For heavy envelopes, or many copies, it is advisable to depress the paper release lever before turning the platen knob.

Normally the adjusting levers for the aligning scales are set on "1" Before typing Index-cards or cardboard-material they have to be set on "2" Thus the aligning scales are fixed assuring that the cards are pressed against the platen. Fig. 9.

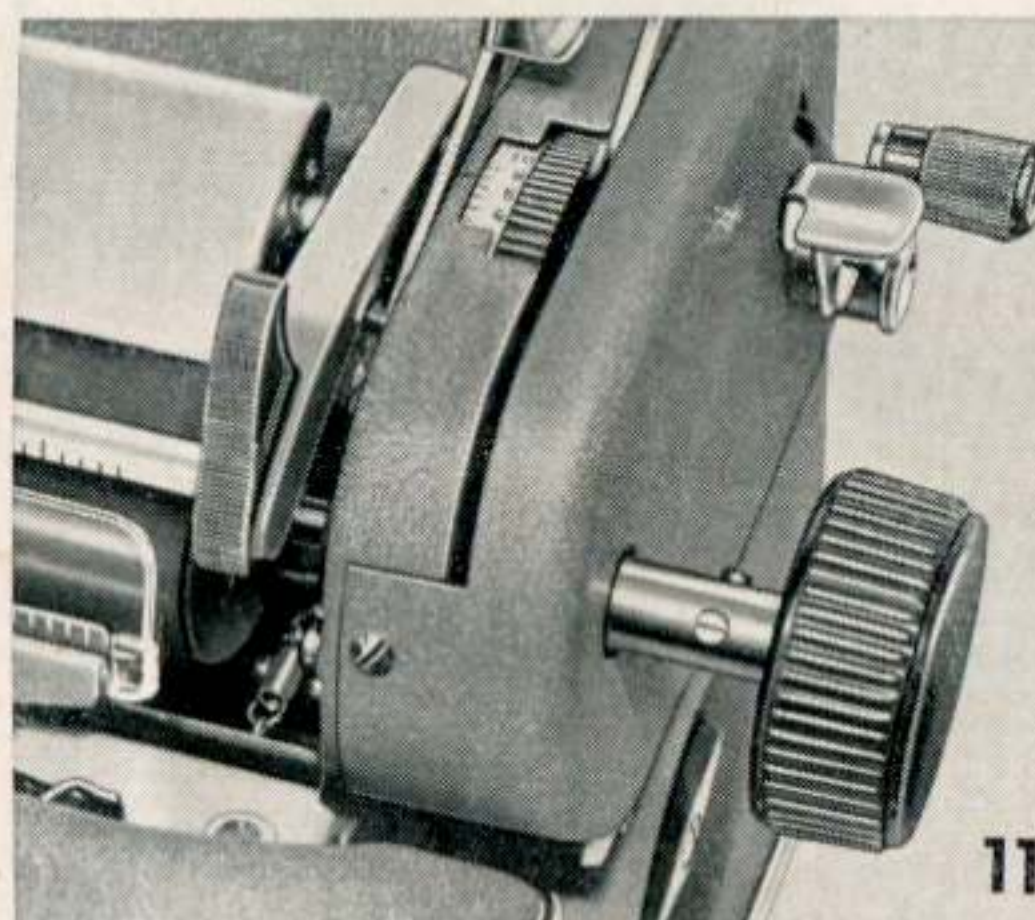
To insure perfect feeding of the paper, the bail rollers (11) should be placed equidistantly from the center of the paper.



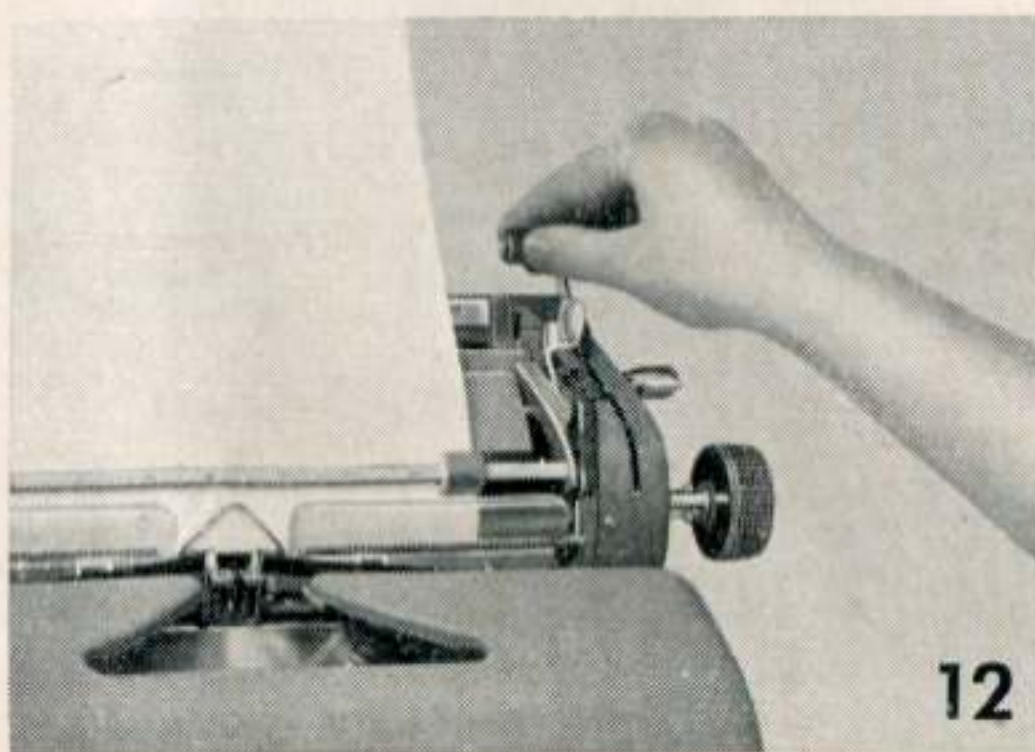
PAPER INJECTOR

The paper injector device on the OLYMPIA SG 1 SUPER DE LUXE (for carriages up to 15") helps to speed and simplify the insertion of paper when typing letters, post cards and forms on which the first line always appears at the same height.

Hold the paper against the scale of the Last Line Indicator (12) and read the number appearing directly opposite the level where the first line is desired to be typed. Fig. 10.

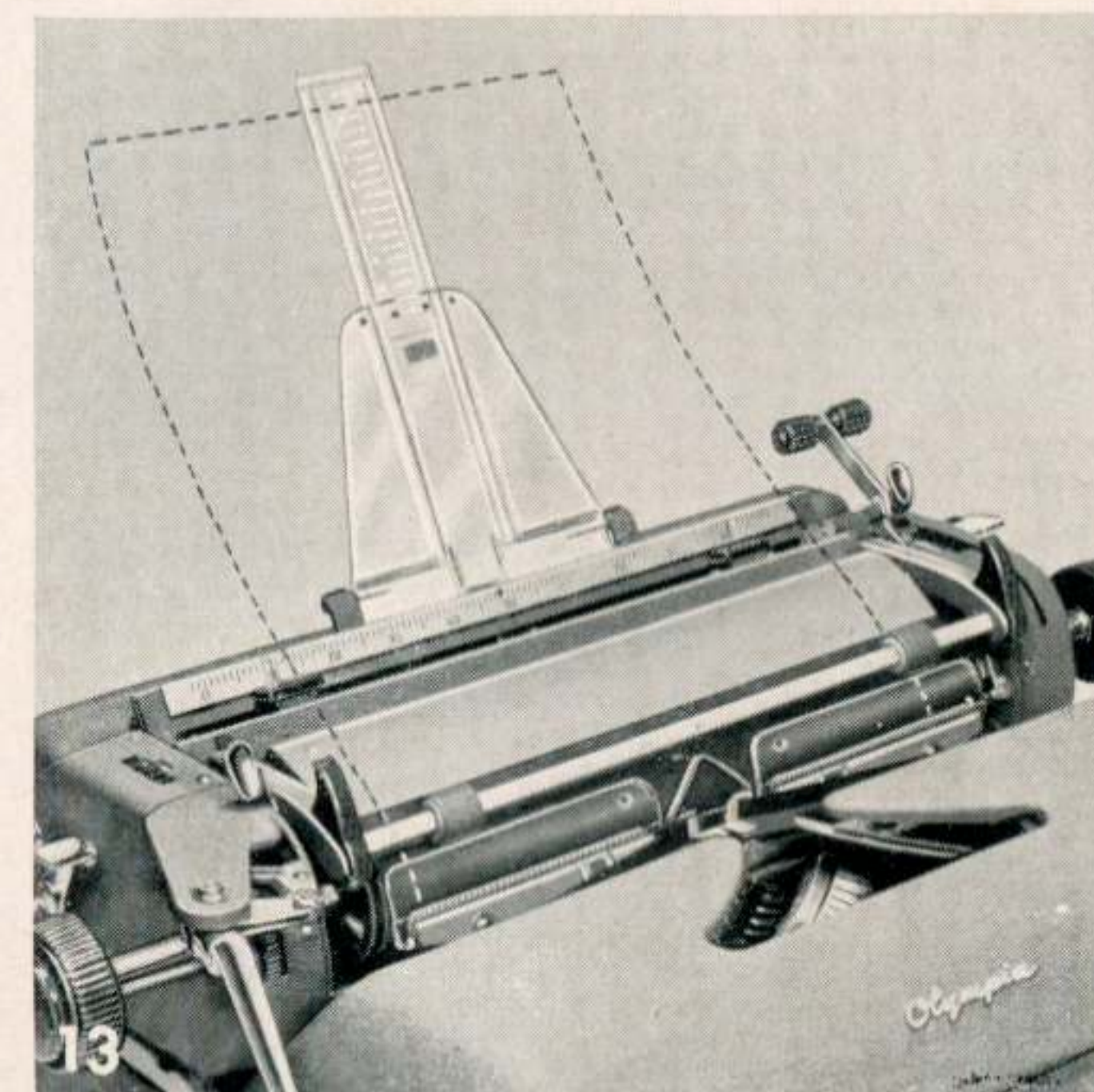


Dial this number on the injector indicator (15). Fig. 9. Now place paper between paper table and guide plate, pull handle (25) forward slowly, thereby bringing paper to selected height, and release handle. Fig. 12.



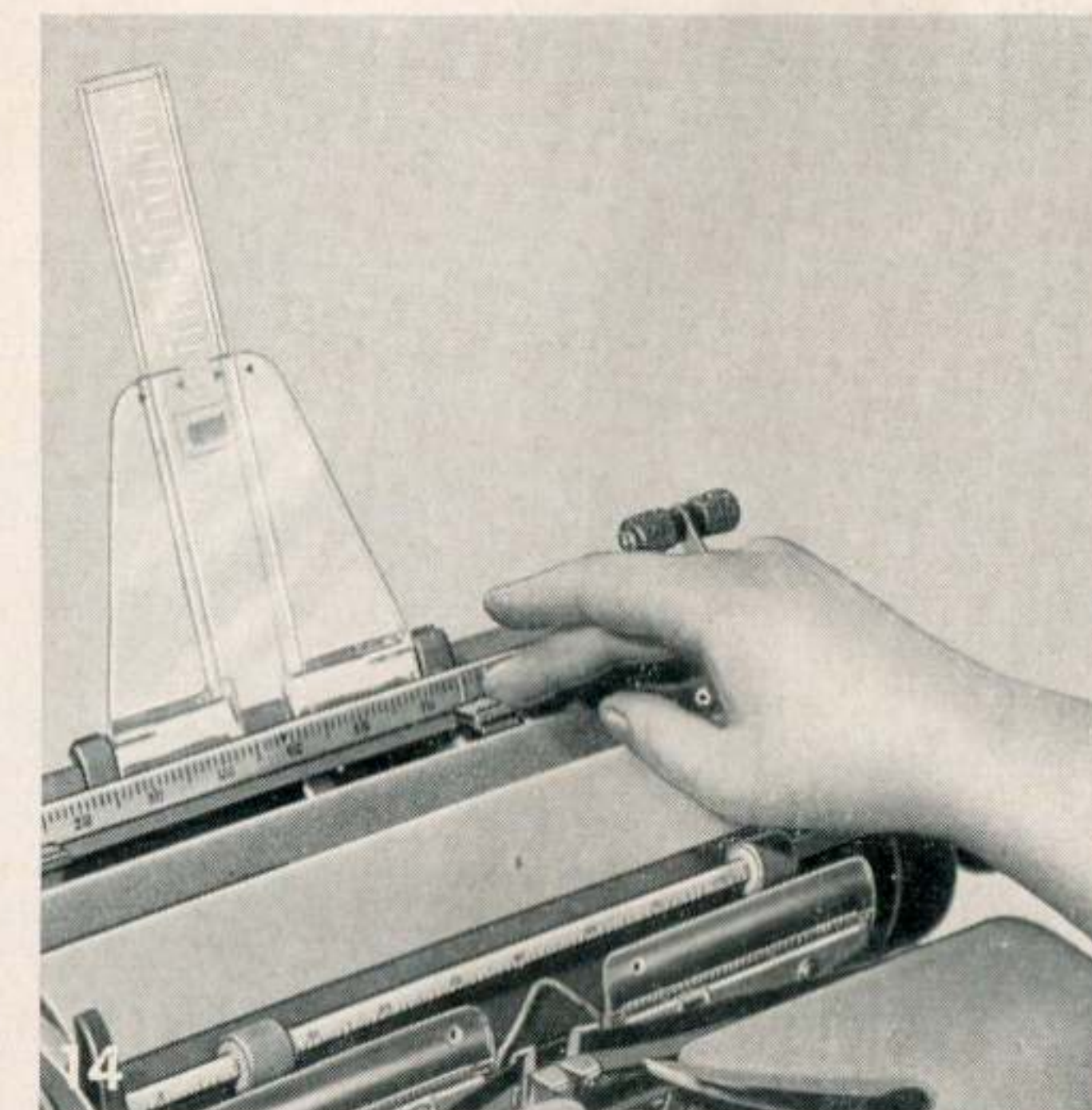
LAST LINE INDICATOR

To prevent running off the bottom of the sheet, the last line indicator (12) can be set before typing is begun. Fig. 13. A sample sheet is fed through the machine until the level of the desired last line is reached. Then the last line indicator is lowered until it touches the top of the sheet. Now during the regular typing, when the top of the paper touches the top ridge of the last line indicator, you will know that the last line on that sheet has been reached.



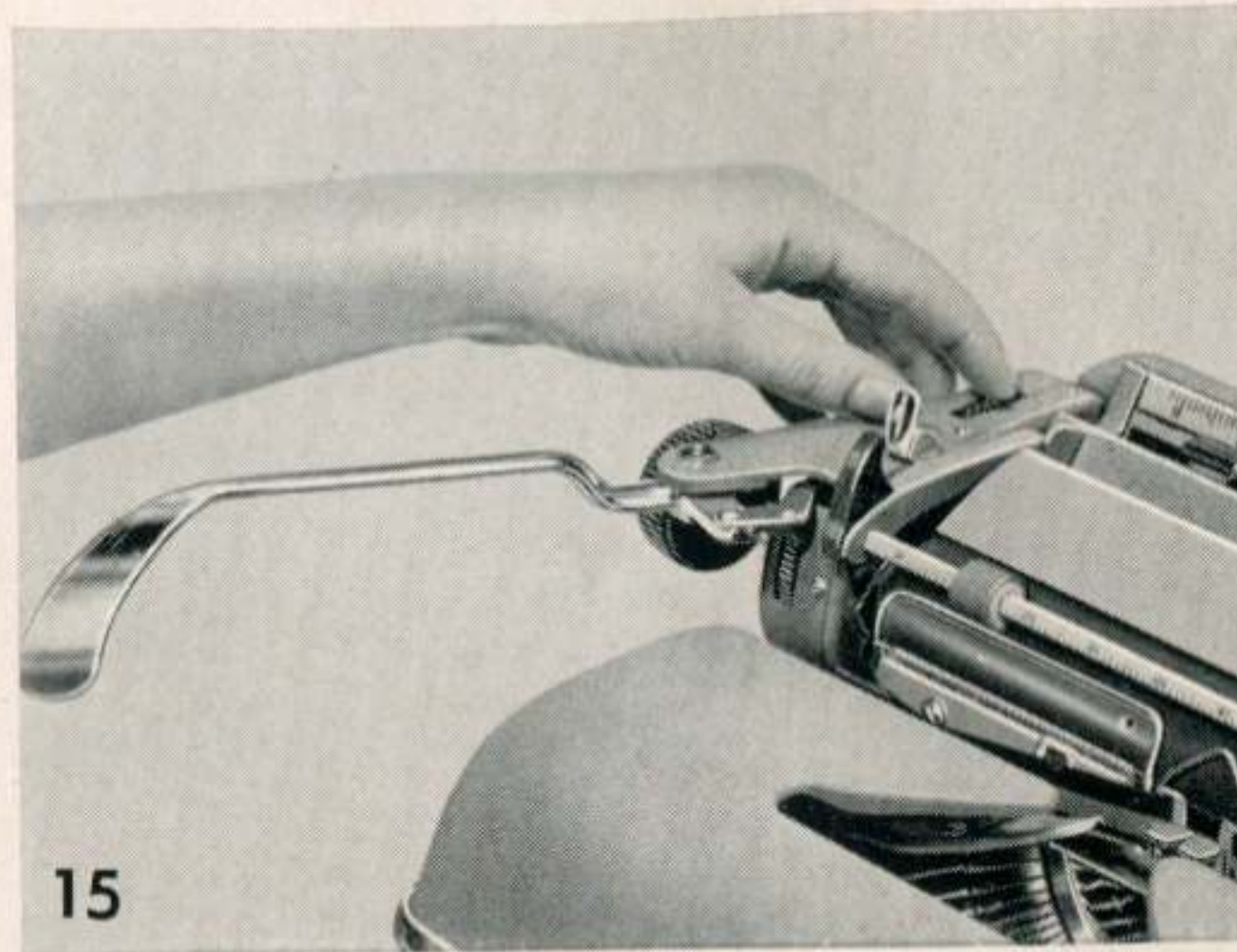
MARGIN STOP SETTING

Left and right margin stops may be set by pressing on brackets (6 and 13). To adjust press down and slide along to position required. Fig. 14.



LINE SPACE SETTING

Five different space settings between lines may be obtained by use of the line space indicator (4). Fig. 15. See illustrations below:

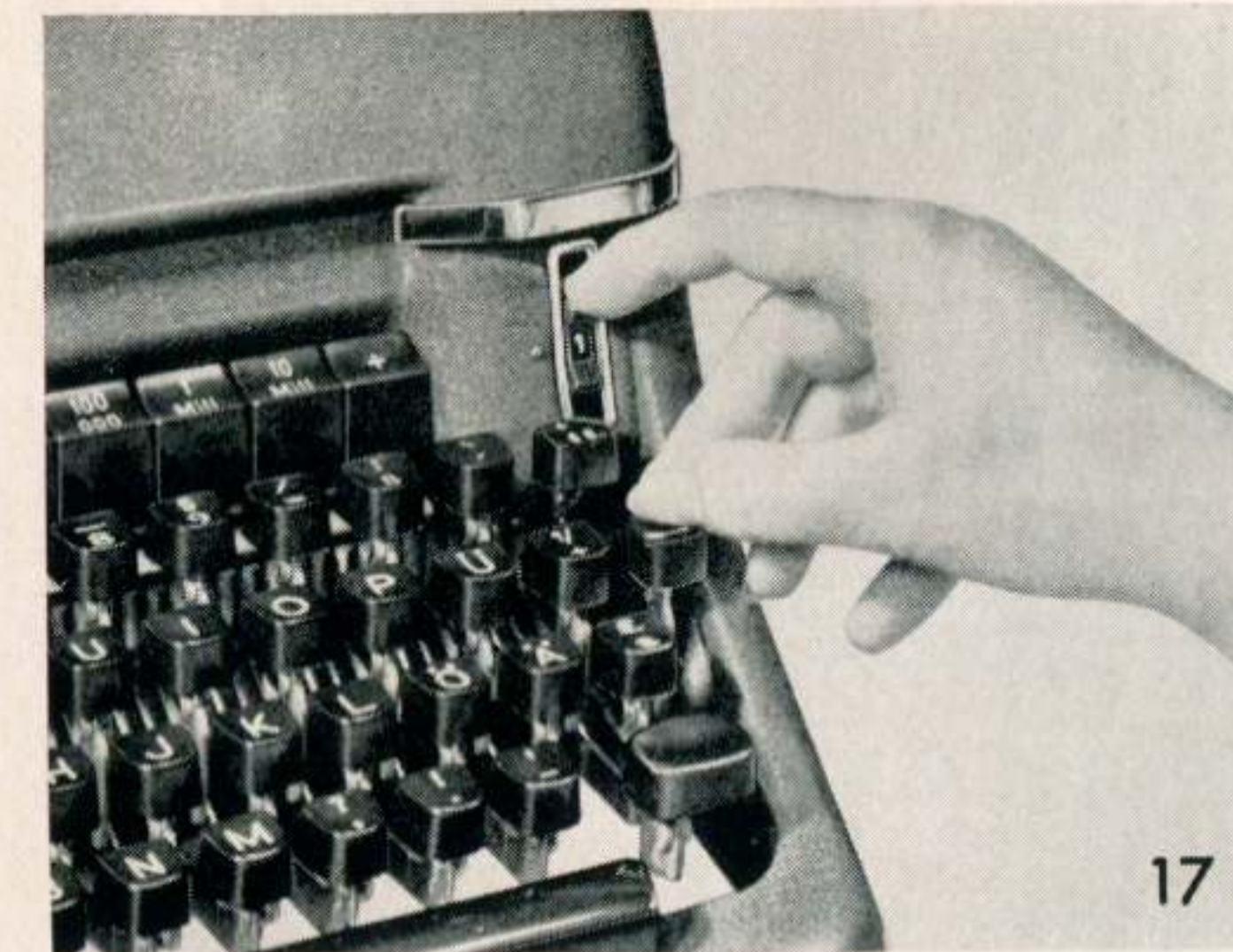
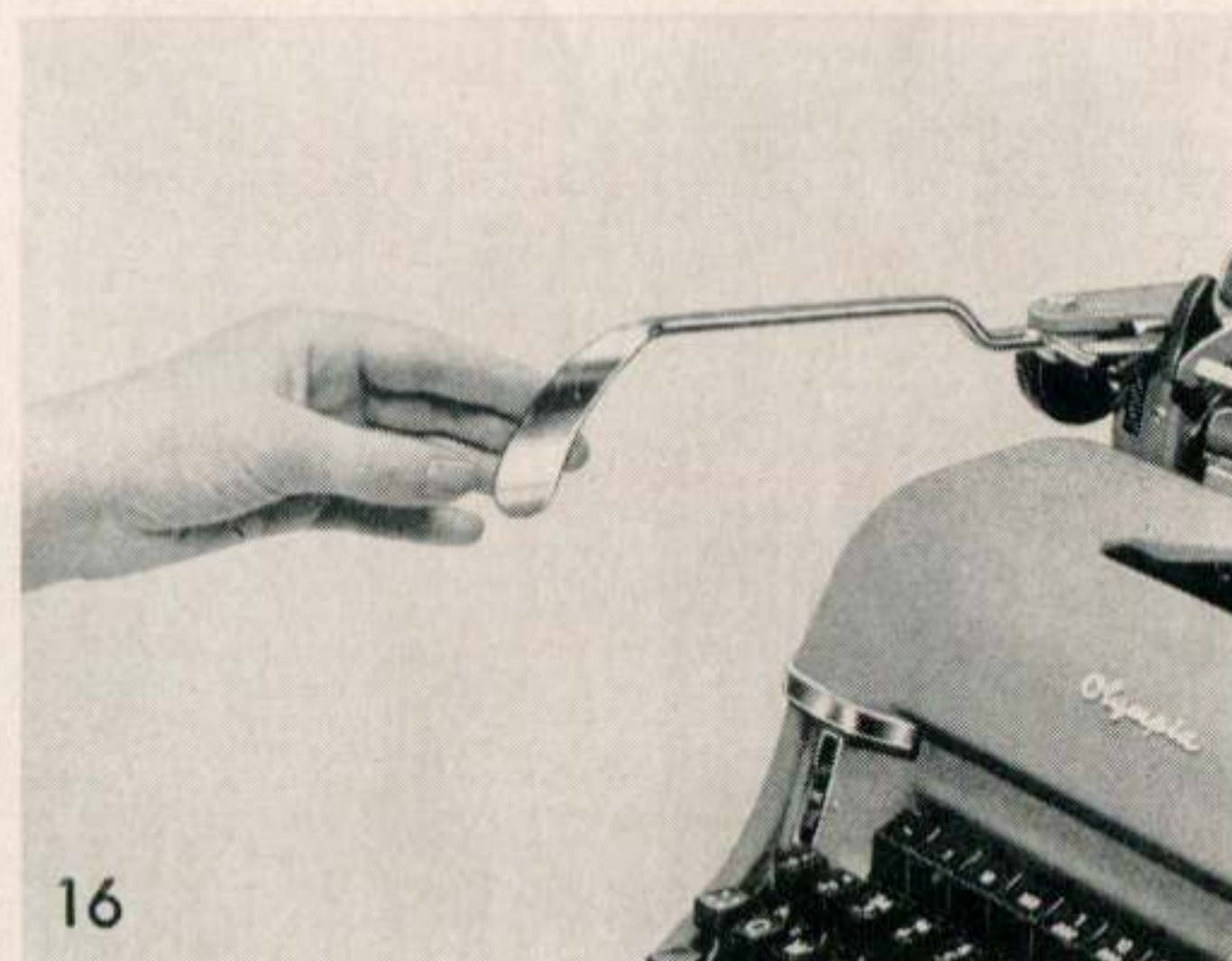


Line setting
Zln. Ein-
stellung

Line setting	Zln. Abstand	Line space
1	1	The Olympia SG1 Typewriter
-	1½	The Olympia SG1 Typewriter
2	2	The Olympia SG1 Typewriter
-	2½	The Olympia SG1 Typewriter
3	3	The Olympia SG1 Typewriter

LINE SPACING

By moving the line space lever (1) to the right, the carriage will be returned to the left margin and the paper is advanced as far as is indicated on the line space indicator. Fig. 16.



TOUCH ADJUSTER

The touch adjuster of the OLYMPIA SG 1 may be adjusted to any individually desired touch. The indicator (32) has 8 settings, from 1 (light) to 8 (heavy). Fig. 17.

CAPITALS

To type capital letters, either left or right shift key (24) must be depressed. For capital letters only, the shift lock (23) must be depressed and can be released by pressing the left shift key.

ACCENT KEY (Not used on American Keyboard)

The accent key (37) is a so-called "dead key" When using this key the carriage will not advance. To type the accent on top of a letter the accent must be typed before the letter. Accent aigu and accent grave combined will produce accent circumflex.

MARGIN RELEASE

The bell signal indicates that only a few more spaces can be typed on that line and thereafter the keyboard will lock. Depressing the margin release key (22) will permit typing to continue past the set margin. To type in front of the set left margin, the margin release key (22) must be depressed until the carriage passes the margin stop. Fig. 16.



TYPE BAR RETURN

Should two or more type bars collide and get stuck, depressing the margin release key (22) will return them automatically to their proper position. Fig. 18.

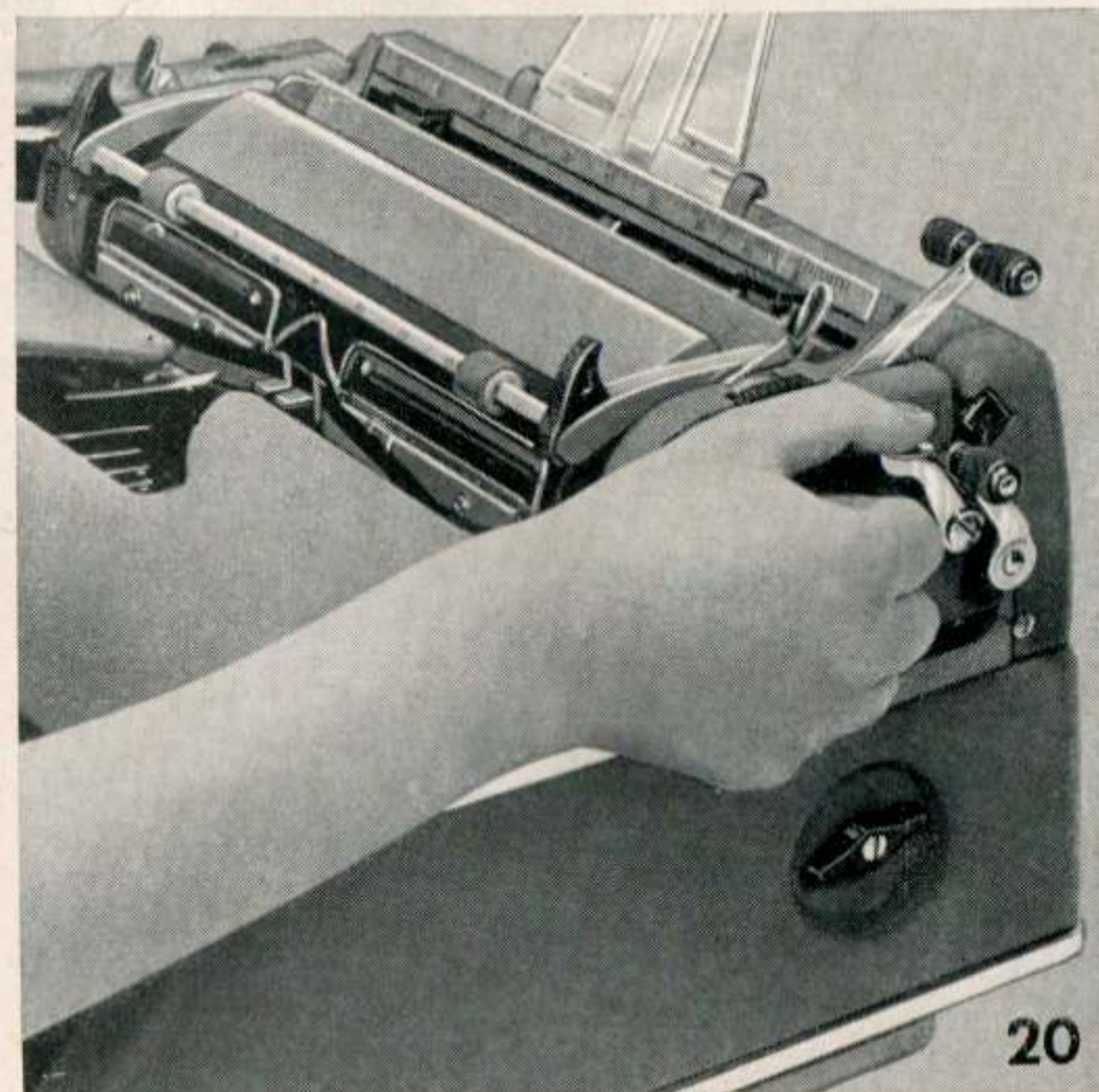


SPACED TYPING

To type with spaces between the letters on the OLYMPIA SG 1 SUPER DE LUXE, it is not necessary to use the space bar. Pressing down on the spaced typing key (33), automatically sets the machine on double spacing. A light pressure on the spaced typing key shifts the machine back to normal spacing. Fig. 19.

BACK SPACER

Pressing the back spacer (34) moves the carriage back one space. Fig. 19.

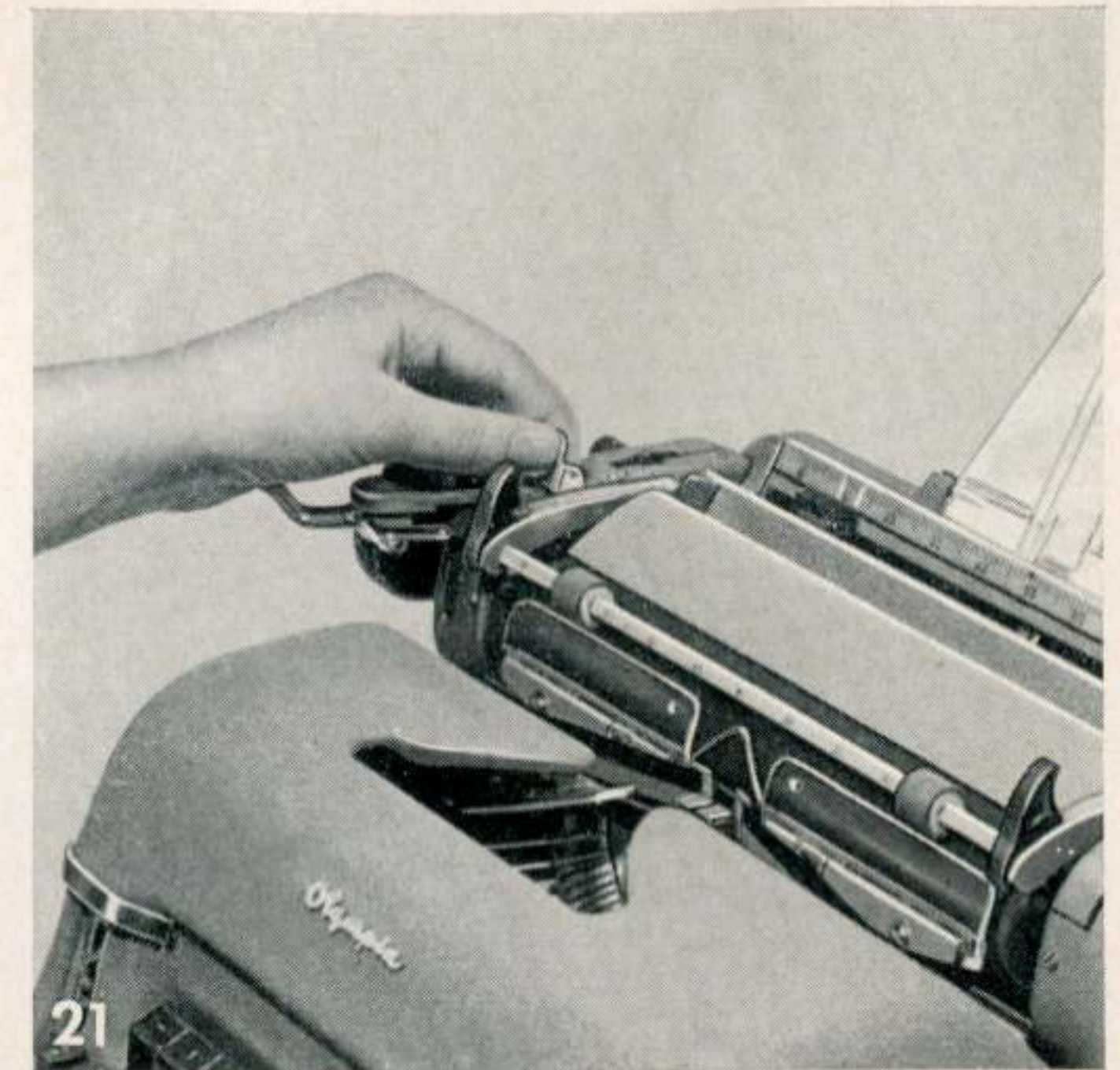


CARRIAGE RELEASE

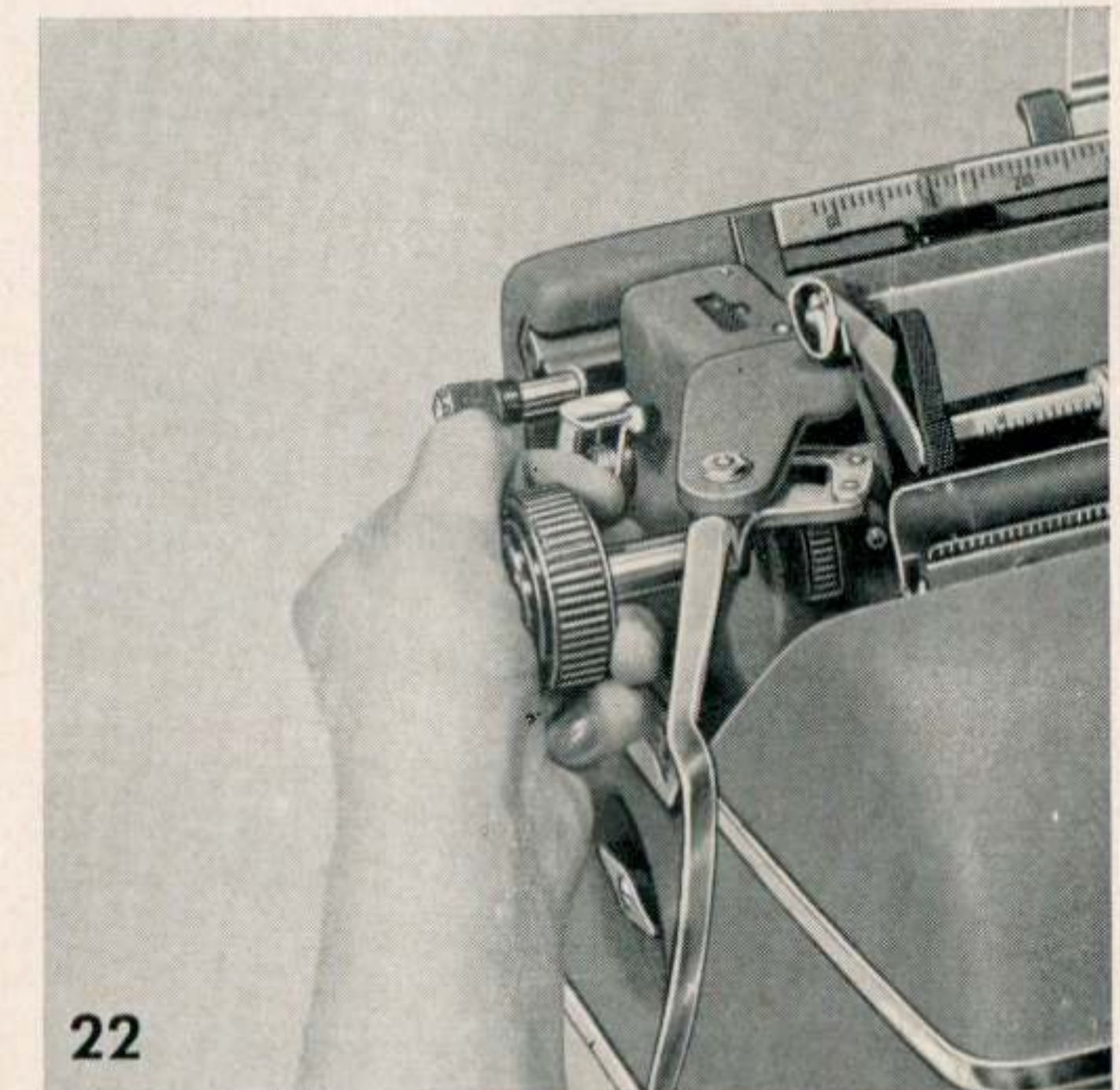
Pressing on either left or right carriage release lever (16) will release the carriage so that it may be moved in either direction. Holding the carriage by one of the platen knobs (2 and 28), the thumb may then be used to depress the carriage release. Release pressure when desired position is reached. Fig. 20.

RATCHET RELEASE VARIABLE LINE SPACER

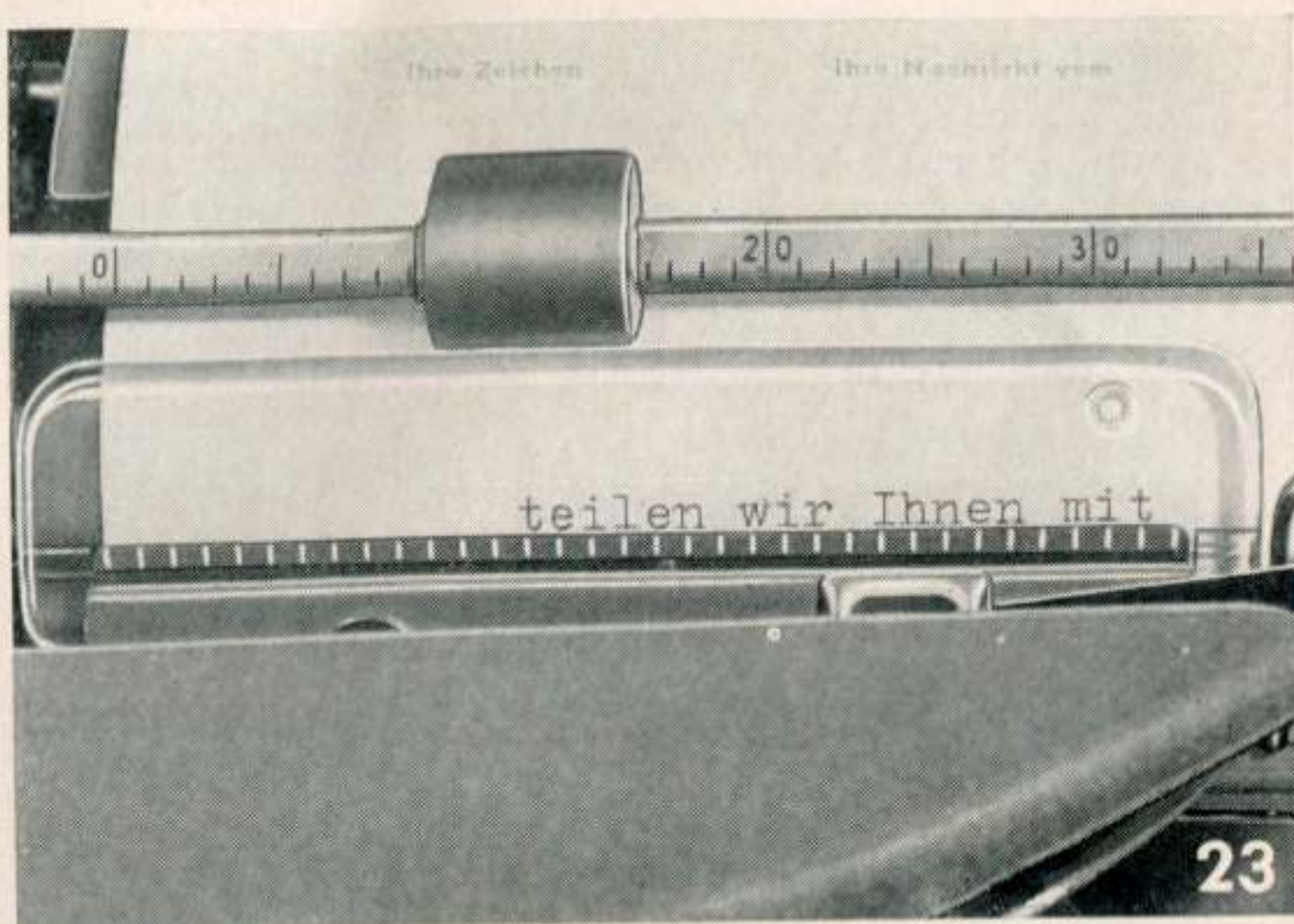
To release the platen ratchet, for typing on ruled paper or forms, and for making corrections, etc., pull the ratchet release lever (3) forward. This may also be used for drawing vertical or horizontal lines. Fig. 21.



The variable line spacer makes it possible to type at any desired level on the paper. Pulling out the left platen knob (2) releases the ratchet until the knob is pushed back in again. Fig. 22. Then the machine once again is set to use line space lever for accurate line spacing.



To return to a previously typed line, regardless of whether the ratchet release lever (3) or the variable line spacer (2) is used, it is advisable to use the aligning scales as a guide.



LINE ADJUSTMENT-CORRECTIONS

The aligning scale (17) aids in returning to the proper line level after erasures have been made. The typed line must register exactly with the top of the scale and the lines of the scale must be in the center of the letters. To move the paper sideways, release the paper by depressing the paper release lever (14). Best centering of letters can be obtained by using the letters "i" or "l" as guides. Fig. 23.

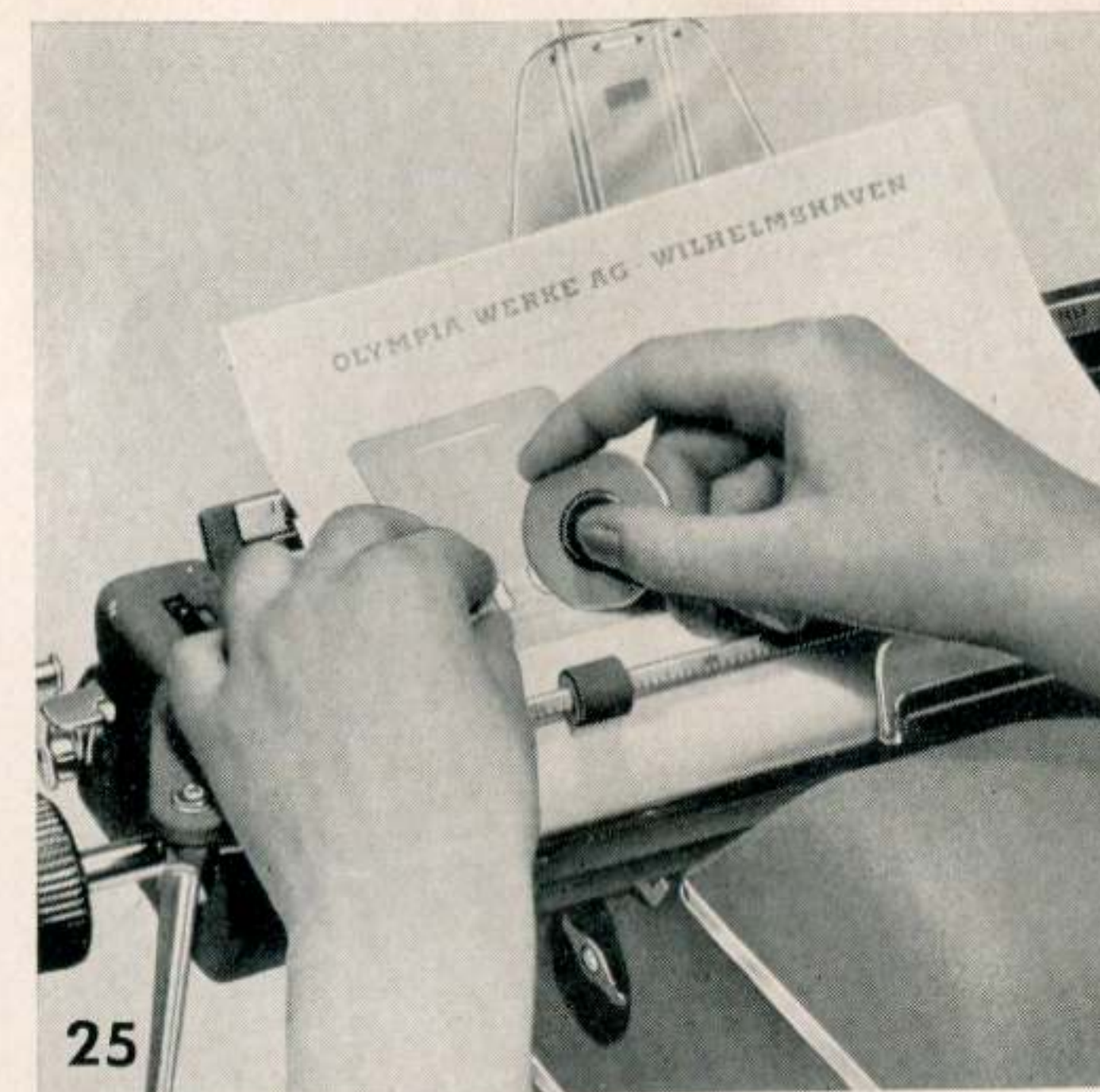
DRAWING LINES

The aligning scale may also be used for the drawing of lines by inserting a pointed pencil in one of the holes of the aligning scale (17). Releasing the carriage and moving it from side to side will produce horizontal lines. Depressing the ratchet release (3) and raising or lowering the paper will result in vertical lines. Fig. 24.



ERASURES

If it is necessary to erase, the paper is raised until the line with the error lays flat on the guide plate (9). The carriage should be moved to either side so that no harmful eraser particles will fall into the machine. Fig. 25. If the error occurs on the lower third of the sheet, lower the paper until the line with the error lies flat on the guide plate. The use of an eraser shield aids in the erasure of a single letter. A typewriter eraser should be used on the original and a soft eraser on copies.



CORRECTIONS

Omitted letters should not be squeezed in, since the OLYMPIA SG 1 implements the space bar (36) as a correction bar. Procedure: Erase the word containing the omission. Set the carriage on the last letter of the preceding word, depress the space bar and release. Now depress space bar and type first letter of the erased word and then release the space bar. Depress space bar, type second letter and release space bar; continuing in this manner until the complete word is typed correctly.

The best office typewriter
(correct)

The bst office typewriter
(ommission)

The best office typewriter
(corrected)

EQUALIZING THE RIGHT MARGIN

The correcting space bar makes it possible to equalize the right margin. The text is first typed as a rough draft to determine how many letters on each line must be equalized. The shortest line is used as a standard. A vertical line is drawn at the end of this standard line to show how many spaces must be eliminated by the correcting space bar (36).

An equalized right margin can also be achieved by drawing the vertical line at the end of the line that falls midway between the longest and the shortest lines of the rough draft. The longer lines can be shortened while the shorter lines can be lengthened by use of the correcting space bar.

The quick brown
fox jumps over
the lazy dog

The quick brown
fox jumps over
the lazy dog.

The letter system has the advantage that each line may be shortened or lengthened by up to eight letters.

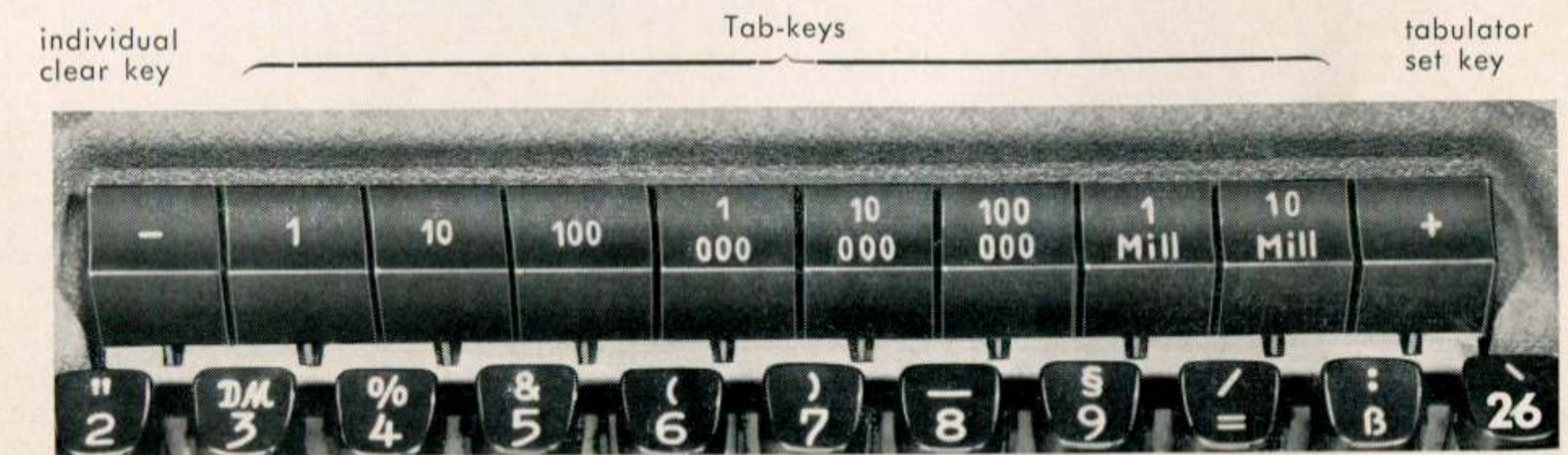
Shortening a word is accomplished in the following manner: Depress space bar and type first letter of the word, then release space bar. Depress space bar, type second letter and release space bar; continuing in this manner until the complete word is typed.

Lengthening a word is carried out as follows: After the last letter of the previous word, press down the space bar, release it, press it again, type the first letter of the next word and release the space bar. Continue in this manner with each letter by pressing down the space bar, typing the letter and releasing the space bar, until the end of the word. After typing the last letter release the space bar, then tap it twice in succession. Normal writing may then continue.

BAR TABULATOR

The tabulator is a time saving aid for typing columns of figures, and also for the indentation of paragraphs in ordinary typing. Fig. 26. Before the tabulator is set, the tabulator clear lever must be depressed (26). The carriage is then brought to the point where the column or paragraph is to begin and the tabulator set key (31) is depressed. Set in further columns as needed, then bring the carriage back to the starting position. Now begin to tabulate. Press down the tabulator bar and keep it down until the carriage has ceased to move. Carry on in this way.

To clear all tabulator stops at once, depress tabulator clear lever (26). To clear individual tabulator stops bring carriage to the column to be cleared by pressing tabulator key (1), and then depress the clear key (21).

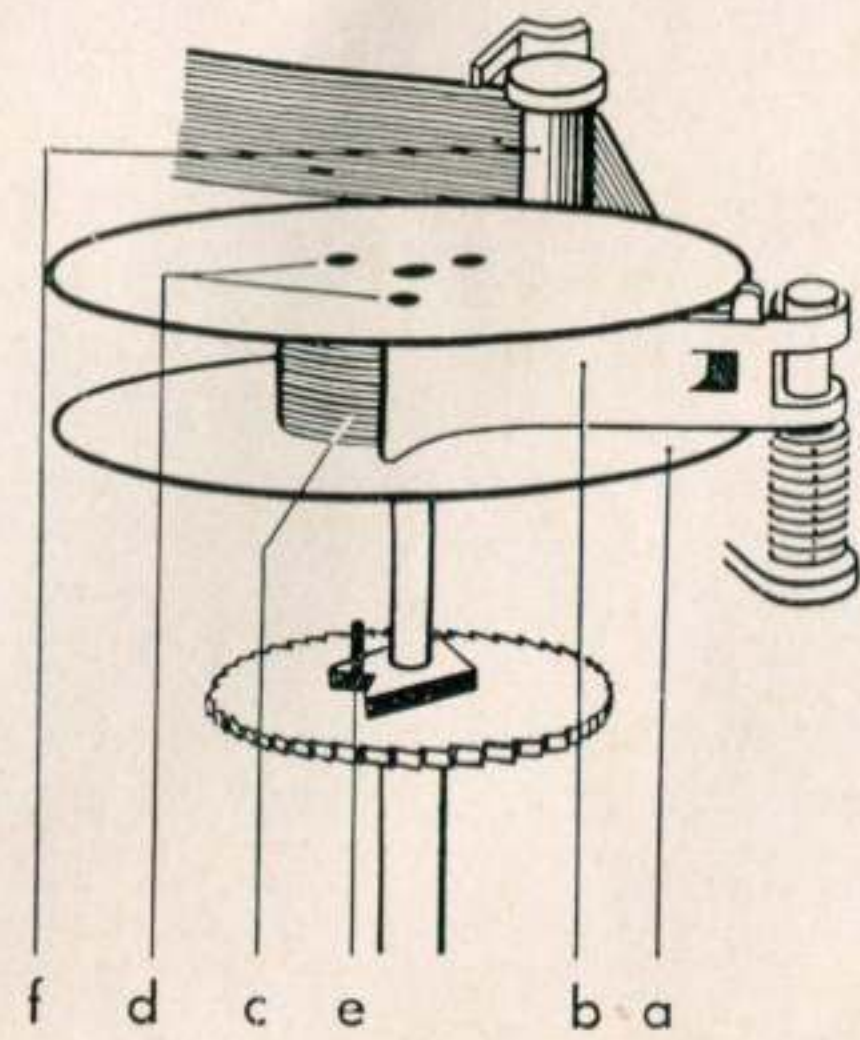


DECIMAL TABULATOR

To write columns use the decimal tabulator to keep the numbers properly aligned. The decimal keys range from 1 to 100,000. Fig. 26.

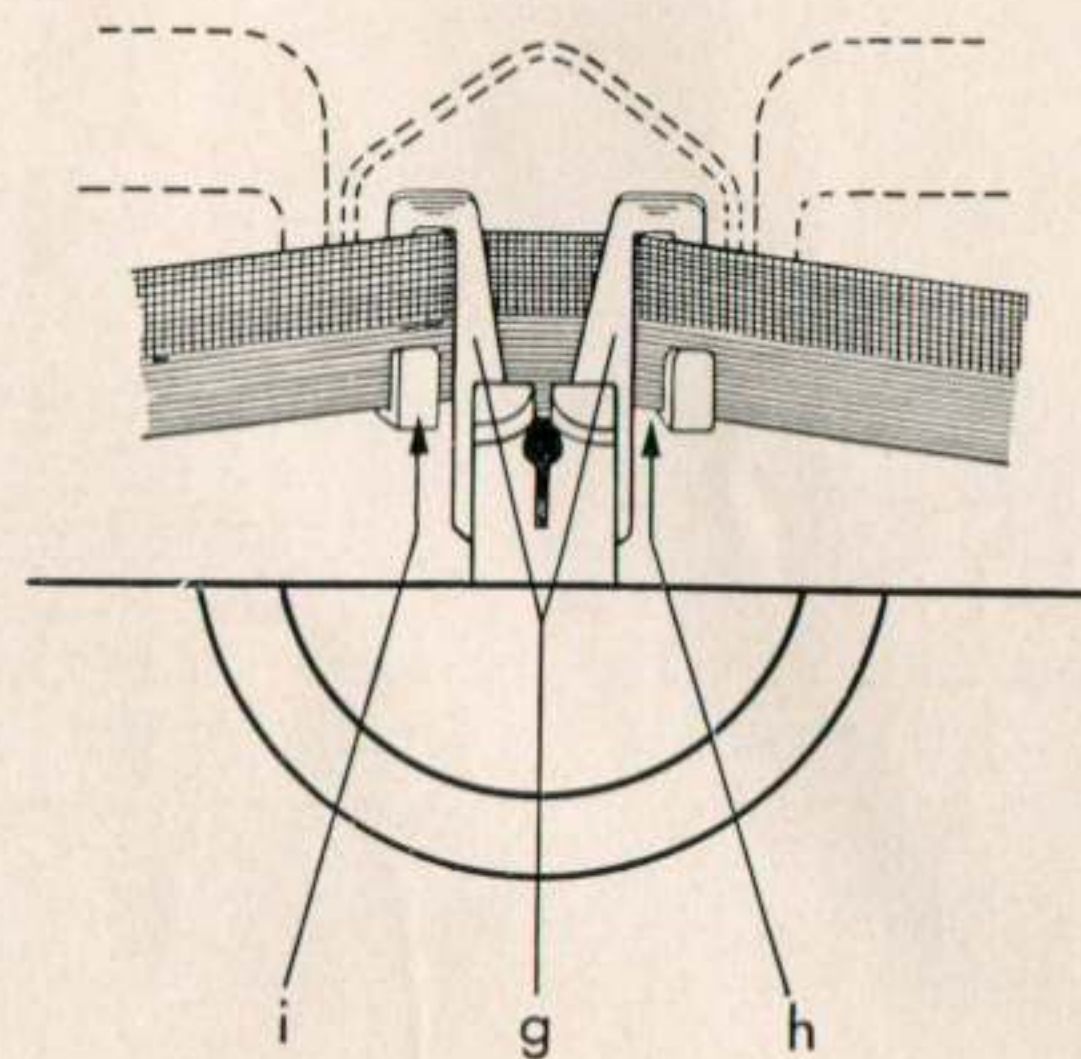
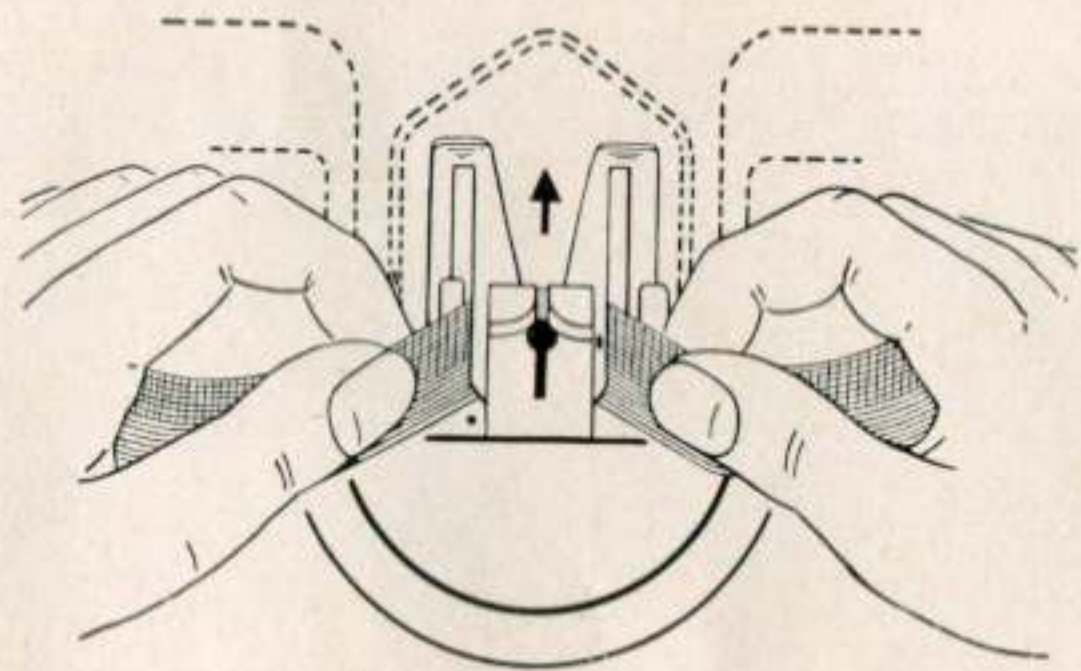
Example: 4355—Depress the thousand key and the carriage will automatically move to the thousands space and the number 4355 can immediately be typed. Should the number 10800 be written on the next line of the same column, simply depress the ten thousand key, etc.

The decimal tabulator facilitates the typing of columns of figures and eliminates the use of the space bar and back spacer. For clearing of tabulator stops proceed exactly as for ordinary tabulator, above.



RIBBON CHANGING

Remove top cover. Wind the worn ribbon completely onto either spool. The spool holder (b) is pulled out, the spool is removed and the ribbon is unhooked from the other spool and from the vibrator (g). The end of the new ribbon is then fastened to the hook (c) on the empty spool. The new spool must be placed on the left spool shaft so that the transport pin (e) engages in one of the holes in the spool (d). Pass the ribbon around the two ribbon reverse rollers (f). Press shift lock (23) down and place ribbon behind the ribbon vibrator (g) pulling the ribbon down and toward the center to enter guides (h). Now an upward movement places the ribbon behind the hooks (i) which hold it securely in place.



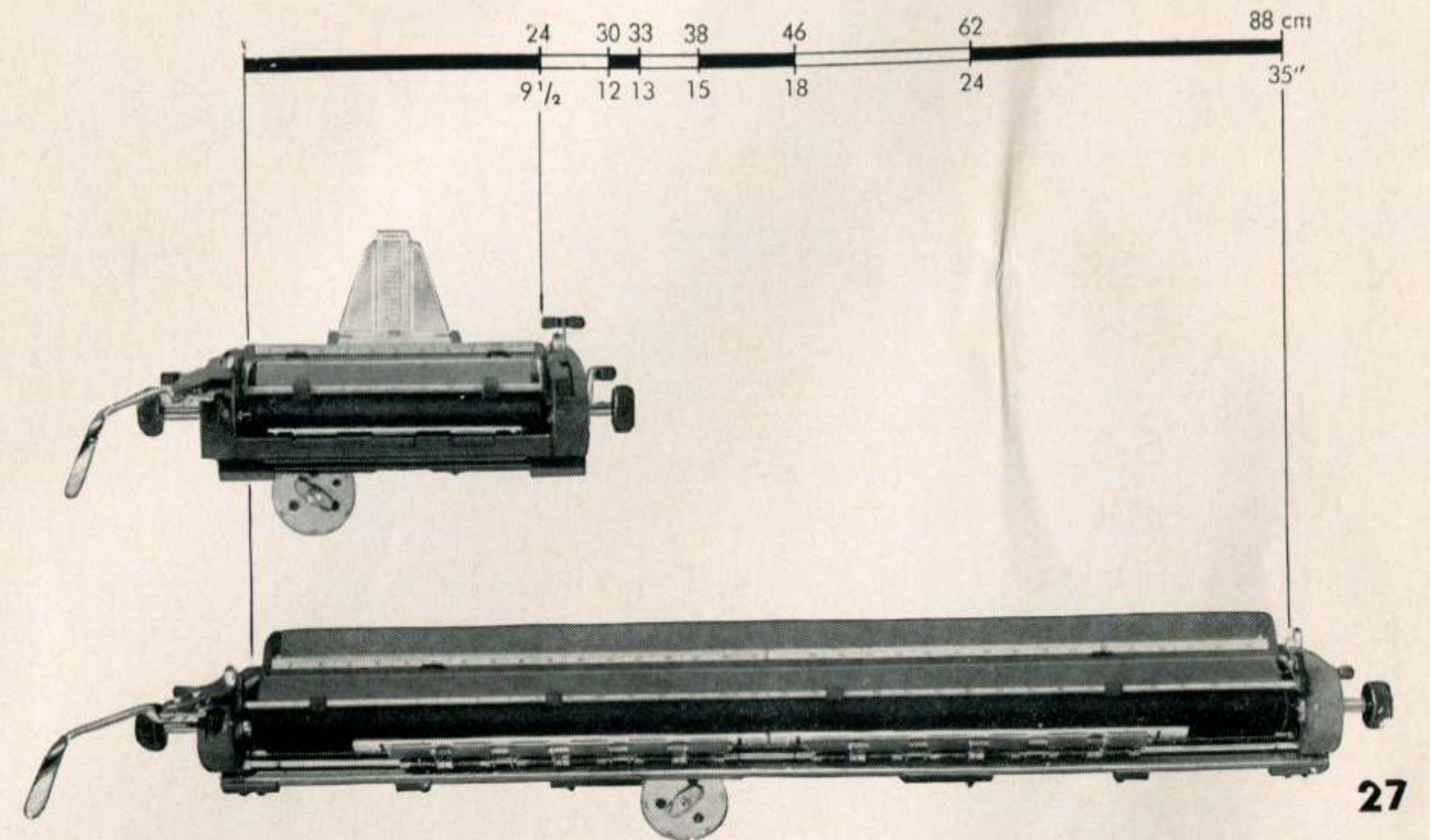
- | | |
|-------------------------|-------------------------|
| a ribbon spool | e transport pin |
| b spool holder | f ribbon reverse guide |
| c spool core | g ribbon vibrator |
| d spool transport holes | h vibrator ribbon guide |
| | i vibrator hooks |

CARRIAGE EXCHANGE

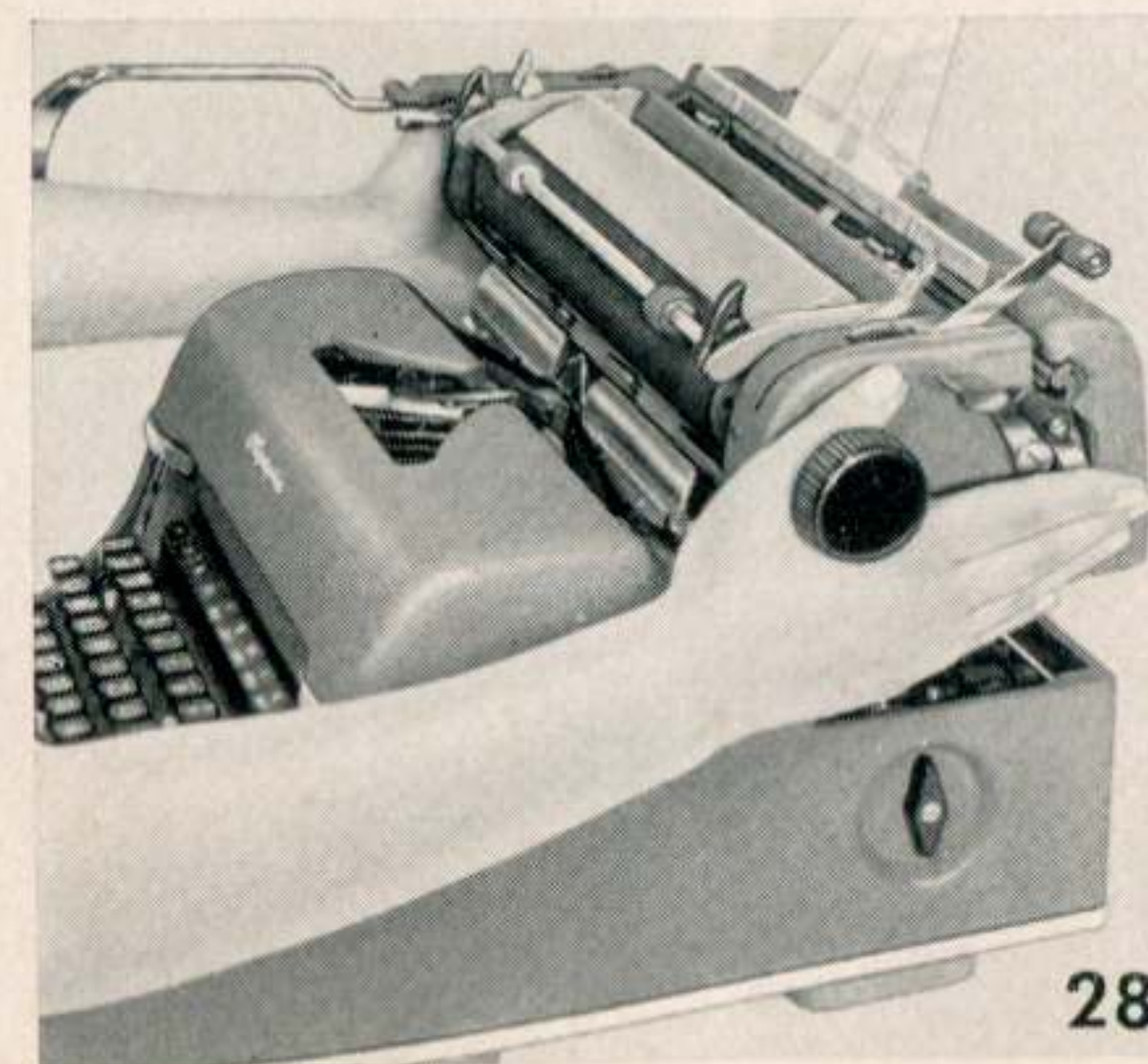
The carriage of the OLYMPIA SG 1 SUPER DE LUXE is simple to exchange for a wider carriage. Seven carriages are available in the following widths:

9 1/2" — 12" — 13" — 15" — 18" — 24" — 35"

For 24" or 35" carriages, the OLYMPIA SG 1 SUPER DE LUXE must be provided with wider feet which the Olympia service mechanic will supply. Fig. 27.



Before removing the carriage, both left and right carriage lock handles (30) must be set into a vertical position. The carriage is then grasped by both ends, Fig. 28, and raised from the machine frame. Replacement of the carriage is accomplished by reversing these steps. Ease of movement of the carriage gives assurance that the carriage has been replaced correctly. Finally the carriage lock handles must be returned to the horizontal position. Fig. 29.



27

28

29

CARE OF TYPEWRITER

Some care must be taken to keep the typewriter in perfect working condition.

Each day before work is started, the machine should be brushed off with the top cover removed. For a thorough cleaning the carriage should be removed.

Type faces should be cleaned with forward strokes of the type brush, protecting the keyboard and front plate with a sheet of paper. Kneaded type cleaner should be made pliable before using. Sharp metal instruments should never be used to clean the type faces. A wooden or plastic toothpick is recommended.

Alcohol may be used for cleaning the platen, but do not use benzine, for it dissolves the rubber. After the OLYMPIA SG 1 SUPER DE LUXE is used for typing stencils an absorbent blotter should be passed between the platen and the feed rollers to remove any possible remaining acid particles.

All moving parts of the typewriter may be sparingly oiled with a light typewriter oil. Before oiling, the machine should be cleaned thoroughly and any remaining oil removed with a cloth. The segment, type bars, type guide and platen ratchet wheel should not be oiled at all. Oil should be applied carefully, for too much oil is harmful to the machine.

When not in use, the typewriter should always be covered.

From time to time the machine should be cleaned and serviced by a service mechanic.

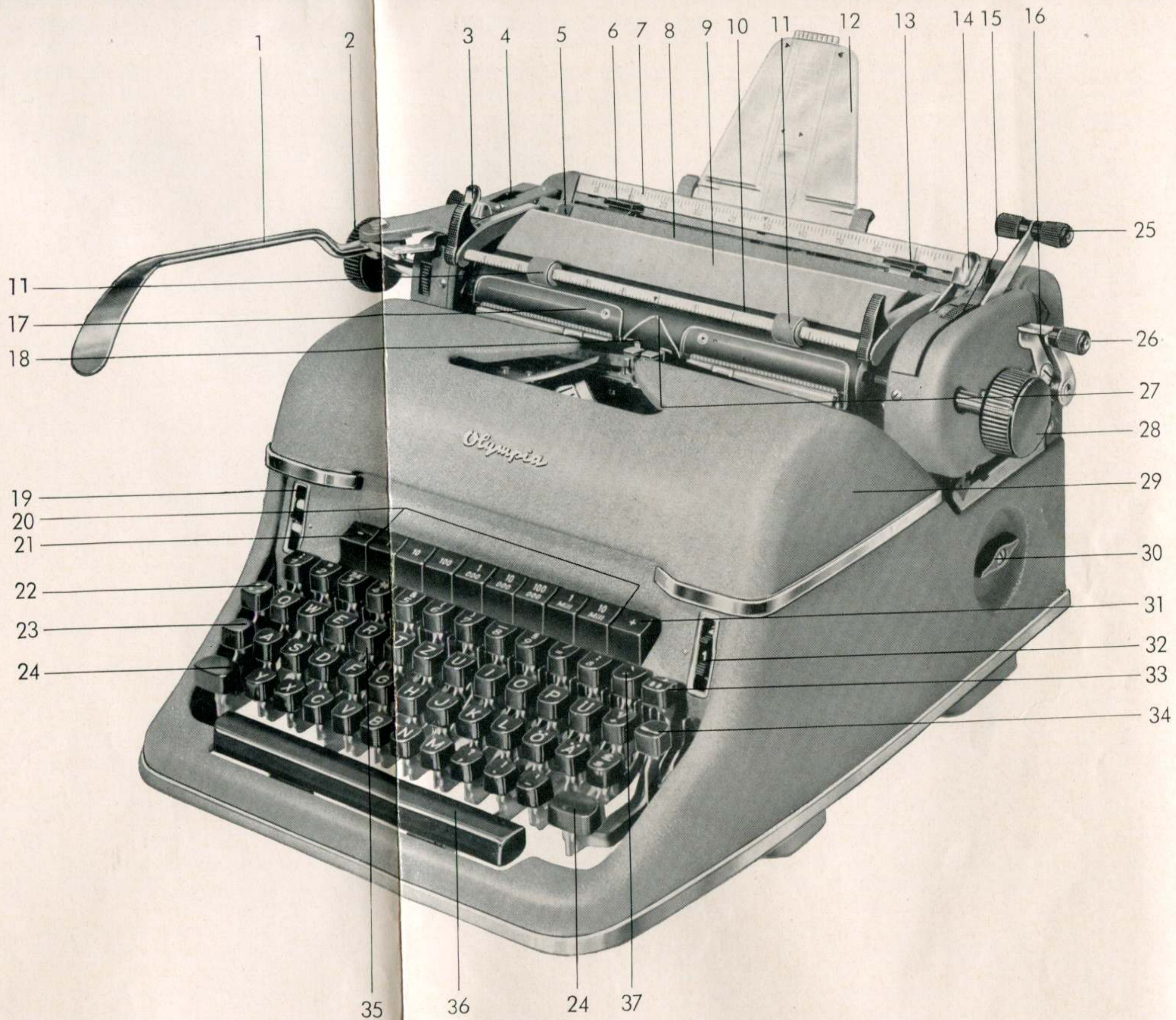
The following special models of the OLYMPIA SG 1 SUPER DE LUXE are available:

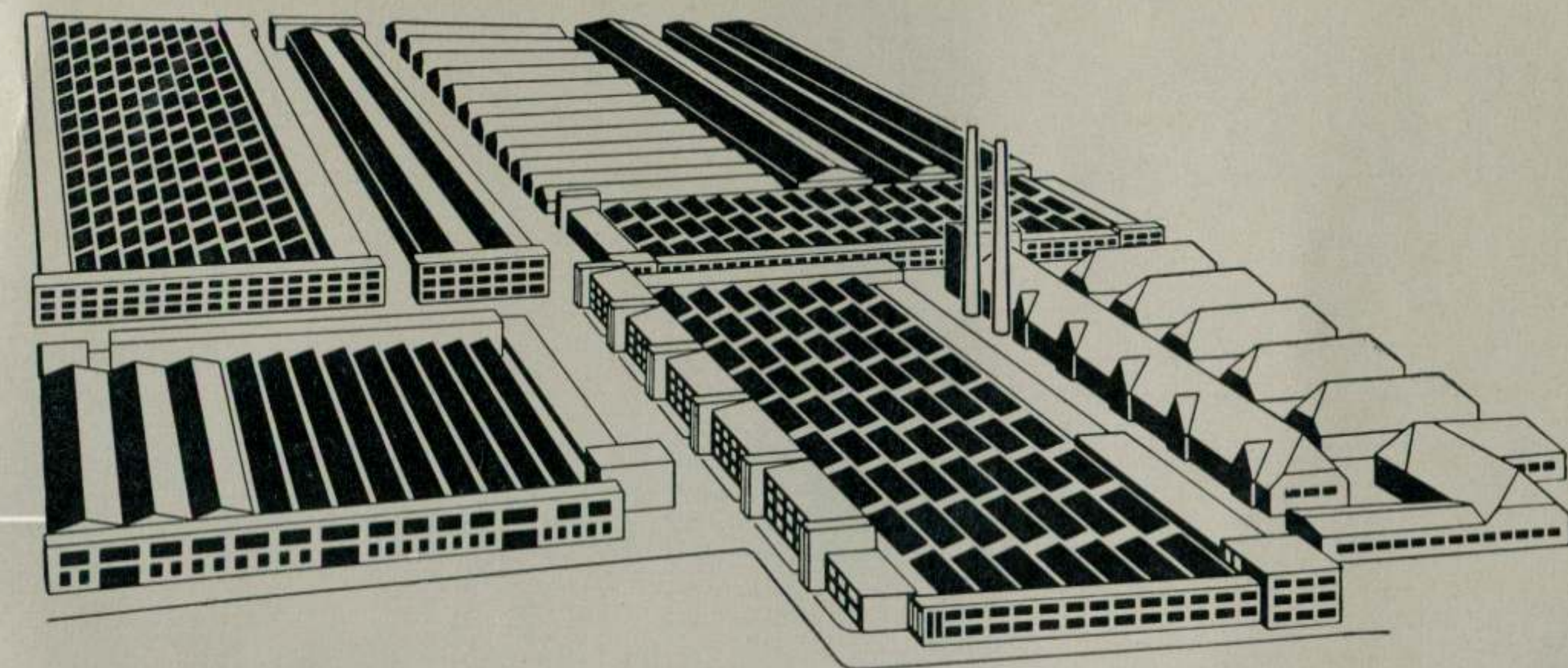
SG 1 SUPER DE LUXE with embossed keyboard for the blind and for onearmed typing with lock shift.



SG 1 SUPER DE LUXE with carbon ribbon attachment for needle sharp clear and deep black script.

- 1 Line Space Lever
- 2 Platen Knob, left,
with variable line spacer
- 3 Ratchet Release Lever
- 4 Line Space Indicator
- 5 Paper Guide
- 6 Margin Stop, left
- 7 Margin Stop Scale
- 8 Paper Table
- 9 Paper Guide Plate
- 10 Paper Bail
- 11 Paper Bail Rollers
- 12 Paper Support and
Last Line Indicator
- 13 Margin Stop, right
- 14 Paper Release Lever
- 15 Paper Injector Indicator
- 16 Carriage Release Lever
- 17 Aligning Scale with
Line Drawing Holes
- 18 Ribbon Vibrator
- 19 Ribbon Color Selector
- 20 Decimal Tabulator
- 21 Tabulator Clear Key (individual)
- 22 Margin Release and Type Bar
Return Key
- 23 Shift Lock Key
- 24 Shift Key
- 25 Paper Injector Lever
- 26 Tabulator Clear Lever
- 27 Card Holder
- 28 Platen Knob, right
- 29 Top Cover
- 30 Carriage Lock Handle
- 31 Tabulator Set Key
- 32 Touch Adjuster
- 33 Spaced Typing Key
- 34 Back Spacer
- 35 Keyboard
- 36 Space Bar and Correcting Space Bar
- 37 Accent Key





The OLYMPIA WERKE — established in 1903 — is the largest office machine factory in Germany also the most modern, since it was completely rebuilt in 1946. Only typewriters and adding machines are produced at Wilhelmshaven thereby concentrating the skill and attention of the craftsmen solely on these items. OLYMPIA office machines have found acceptance throughout the world due to their unequivocal dependability.