

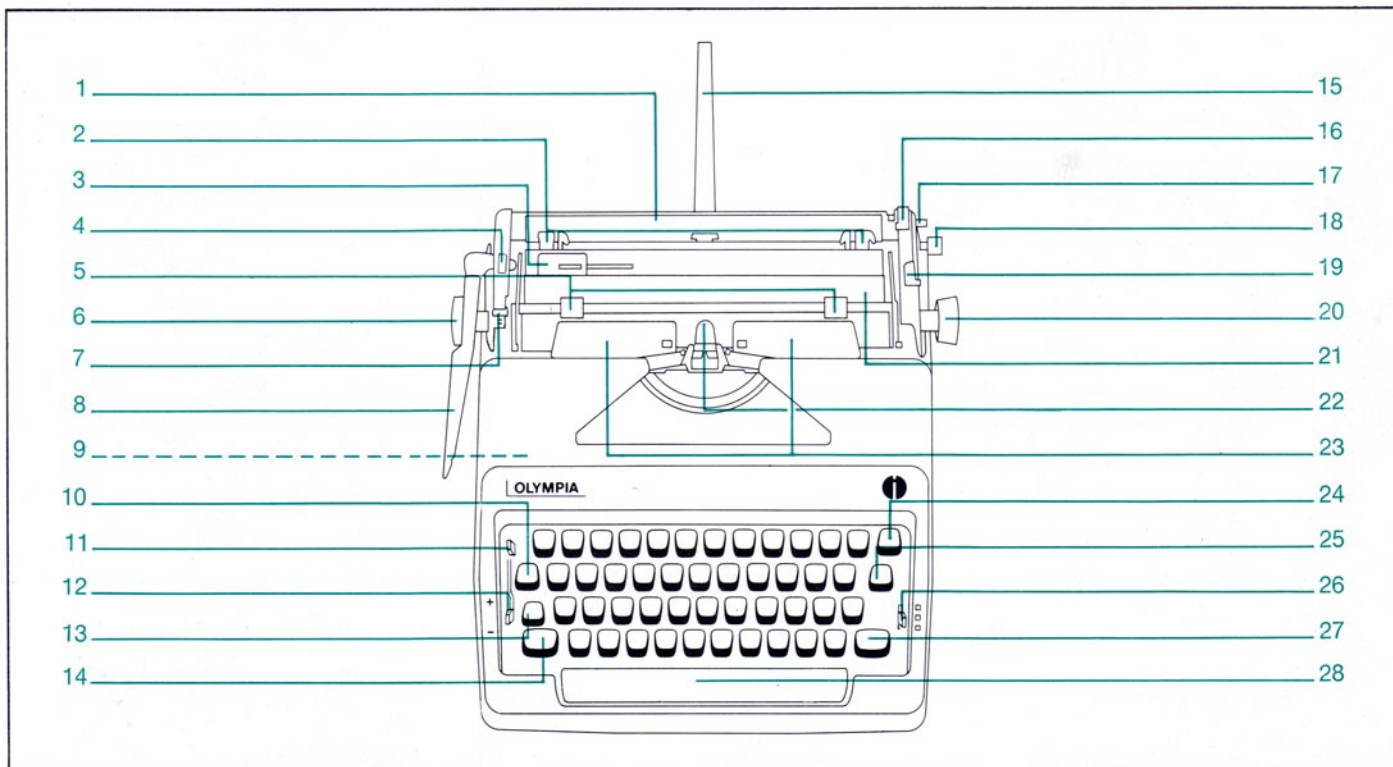
OPERATING INSTRUCTIONS OLYMPIA SM



Olympia International
Precision Business Equipment

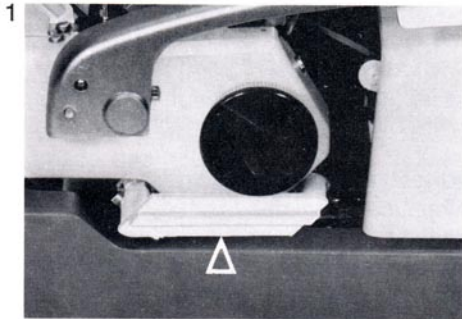
We are proud to count you as another Olympia user. Your Olympia will give you many years of pleasure. This instruction booklet will tell you all about the advantages and operation of the Olympia SM. Please read this booklet carefully before you start using the machine — you will find many useful hints which will help you to keep your Olympia in first-class condition.

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|----|--|----|---|
| 1 | Margin scale | 14 | Left-hand shift key |
| 2 | Margin stops | 15 | Paper support |
| 3 | Paper guide | 16 | Paper release |
| 4 | Left-hand carriage release
(for SM 9 only) | 17 | Release button for paper support |
| 5 | Paper bail with rollers | 18 | Tabulator lever for complete
clearance (SM 9 only) |
| 6 | Left-hand platen knob (with variable
mechanism only for model
SM 8/SM 9) | 19 | Carriage release |
| 7 | Line space indicator with
platen release | 20 | Right-hand platen knob |
| 8 | Line space lever | 21 | Paper deflector / erasure table |
| 9 | Touch adjuster (underneath
front cover only for SM 9) | 22 | Card holder |
| 10 | Margin release | 23 | Alignment guide with line
drawing notch |
| 11 | Carriage lock | 24 | Tabulator key |
| 12 | Tabulator set and clear control | 25 | Backspace key |
| 13 | Shift key lock | 26 | Ribbon control |
| | | 27 | Right-hand shift key |
| | | 28 | Correcting space bar |



First

Open the carrying case and take out the machine. Remove the rubber rings from the carriage lock (11) and carriage release lever (19). Tilt the line space lever (8) upwards. Remove the plastic plugs (fig. 1) from the left side of the carriage rail. Then move the carriage to the right and remove the right plastic plug from beneath the carriage rail. Grip the front cover with both hands, on either side of the space bar, and tilt it upwards until it engages in the hinges and remove the piece of cardboard (fig. 2) which protects the type-bars. Also remove the white plastic wedges (fig. 3) from underneath the left and right ribbon spools. In order to release the shift lock disengage the shift key lock (13) by depressing left or right shift keys (14 or 27).



Noise suppression

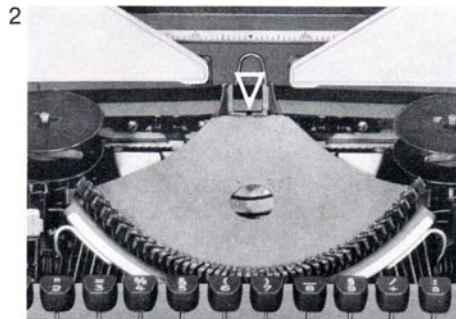
You may wish to place a felt pad under the machine to enhance its quiet operation.

Raise line space lever

Before using the machine, raise the line space lever (8). Each time the carriage is moved to the right, the machine is ready for typing on the next line.

Ribbon control

With a two-color ribbon, set the ribbon control switch (26) for 'black' in the upper position or for 'red' in the lower position. The center position 'white' is for cutting stencils. When the upper half of a single-color ribbon is worn, reverse the ribbon spools for use of the lower part of the ribbon. Ribbon advance and return are automatic.



Inserting the paper

Move the carriage to the center position. Raise the paper support (15) (on model SM 9 the paper support is raised automatically by pressing the release button) (17). Place the paper against the adjustable paper guide (3). Insert the paper between the platen and the paper rest and adjust it to the required height by turning the platen knob (6/20). To adjust the paper or to insert several sheets, pull the paper release lever forward (16).

Margin control

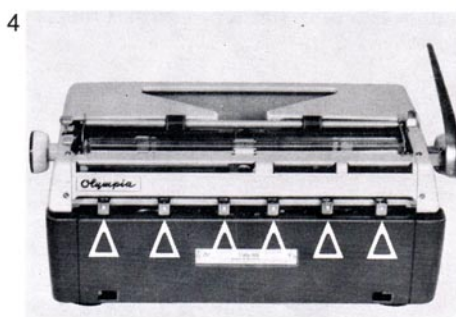
The beginning and end of lines may be set to the required position by depressing and moving the two margin stops (2).

Line spacing

The line spacing is controlled by means of the line space indicator (7). Upper marking for single spacing. Center marking for one and a half spacing. Slight pressure on the line space lever (8) pushes the carriage along to the right and brings the paper into position for typing on the next line.

Shift

To type capital letters or punctuation marks etc. press down one of the shift keys (14/27). Pressure on the shift lock (13) locks the segment in the lower position for capitals. To return the segment to its rest position, press the left or right shift key.



Spacing

On depressing and releasing the space bar (28) the carriage will move one space, i. e. the width of one letter.

Margin release

The ringing of the bell indicates that a few more spaces are available before the end of the line. On reaching the end of the line the carriage will stop. Pressure on the margin release (10) disengages the lock mechanism and enables typing to commence beyond the left-hand margin stop.

Back space key

When depressing the back space key (25) the carriage moves back one space, i. e. the width of one letter.

Carriage release

Grip the right-hand platen knob with your right hand and depress the carriage release lever (19) with your thumb. This allows the carriage to be moved freely in both directions. The carriage will stop as soon as the carriage lever is disengaged.

Platen release

The line space indicator (7) also serves for releasing the platen. By pushing the lever backward the platen can be revolved freely and may be turned to any desired line, e. g. on printed forms to find the line of a previously typed sheet already removed from the machine.

Variable line spacer**For models SM 8 and SM 9 only**

By pulling and turning the left platen knob (6) the line position, e. g. for printed forms, can be varied. Releasing the platen knob again, locks the platen.

Accents (foreign keyboards only)

The accent key is a so-called 'dead' key which does not operate the carriage mechanism. Accents must therefore always be depressed before the letter that requires the accent, the $\hat{}$ (circumflex), is made up from the $\acute{}$ (acute) and the $\grave{}$ (grave) accents.

Drawing lines

Insert the point of a pencil in the notch of the alignment guide (23). By moving the carriage left and right or by turning the platen knob, horizontal or vertical lines may be drawn.

Tabulation**(For model SM 8 only)**

The use of the tabulator stops (fig. 4) and tabulator key (24) simplifies all tabulation. The tabulator stops must first be set to the required positions and this is done by setting them to the same number on the margin scale (1) as is indicated at the required positions on the paper bail (5). The tabulator stops are easily moved by slight pressure of the fingers. But care should be taken that the indicator is in exact alignment with the mark on the scale. Stops which are not required must be moved to the extreme left or right of the tabulator scale. Seven separate columns of typing may be produced by the use of all the tabulator stops in conjunction with the right-hand margin stop. Pressure on the tabulator key (24) allows the carriage to glide automatically to the next tabulator stop. The key is released when the stop is reached.

Tabulation with setting key**(For model SM 9 only)**

Before using the tabulator depress the complete clearance lever (18) to clear all previous settings. Move the carriage to the beginning of a column and push tabulator set and clear control (12) to "+" position. Return the carriage to the starting position and tabulate by holding down the tabulator key (24) until the carriage stops at the required column. All tabulator stops can be cleared in one operation by depressing the complete clearance lever (18). To clear individual stops, tabulate the column concerned and move the tabulator set and clear control (12) to the "-" position.

Touch adjuster (For model SM 9 only)

By moving the lever of the touch adjuster (9), located underneath the front cover, the tension of the keys may be adjusted to suit the individual touch. The maximum pressure is obtained when the lever is in "+" position. For minimum pressure select the "-" position.

Erasing and correcting

Turn the platen until the portion of the paper on which the error has been made lies on the paper deflector/erasure table (21). Move the carriage to the side, so that no eraser dust falls into the machine. Use a typewriter eraser shield for the top copy, and a soft rubber for carbon copies. Do not type omitted letters in between the others but use the 'correcting space bar'. Erase the incorrect word and move the carriage back to the last letter of the preceding word. Tap the space bar once — depress again, this time holding it down and type the first letter of the word to be re-typed. Release the space bar. Type the next letter with the space bar held down and continue in this manner until the word has been correctly written.

The best typewriter
(right)

The bst typewriter
(wrong)

The best typewriter
(corrected)

Margin alignment

For the typing of publicity and advertising material, circulars etc., which require a straight right-hand margin, to give it a printed look, a rough draft of the work should first be typed in order to calculate the number of letters that require levelling on each line. The shortest line of the draft is taken as the standard, and a vertical line is drawn at the end of this (see example). The letters on the other lines which are outside this limit must be brought within it by means of the correcting space bar when fair copy is typed.

Instead of making the shortest line the standard, another line of average length may be selected and the vertical line drawn from there. In this case, any letter outside the line must be condensed within it by operating the correcting space bar, while shorter lines must be extended.

The latter method has the advantage because a greater number of letters per line may be compensated for. Insertions for the number of letters which fall short may thus be anticipated and spread over the whole line. Insertions are made by writing the word which is to be compensated for, in the following manner: depress space bar — type — release space bar etc.

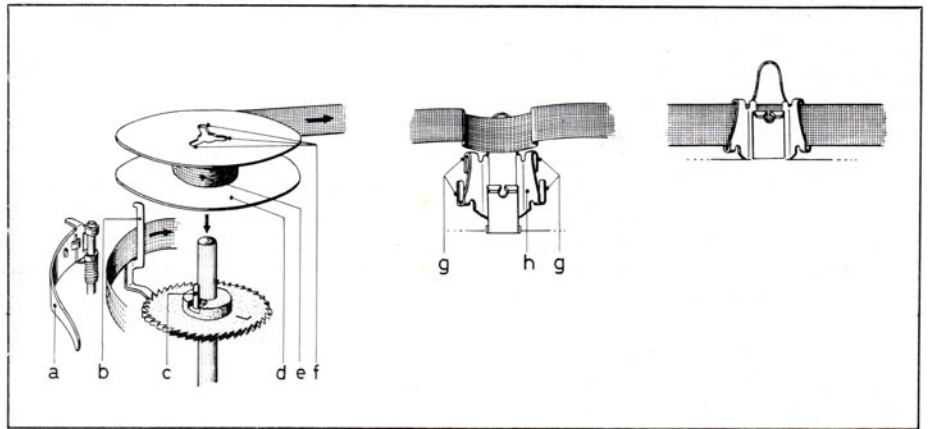
To lengthen a line proceed as follows: After typing the last letter of a word, depress the space bar, release it and depress again. Type the first letter of the next word and release the space bar. Depress space bar — type a letter etc. After typing the last letter release space bar and tap it twice — then continue typing the next word.

Olympia machines provide an even right-hand margin - you use the half-spacing feature
(without margin correction)

Olympia machines provide an even right-hand margin - you use the half-spacing feature
(with margin correction)

Changing the ribbon

Lift the front cover by gripping it with both hands on either side of the space bar until it engages in its hinges. Wind the worn ribbon onto one of the two spools (d). Move the ribbon control arm (a) and remove empty spool. Free the end of the ribbon from the hook in the spool center (e). Wind the remainder of the ribbon on to the full spool and lift the ribbon out of the ribbon carrier (h). Now replace the spool holding the old ribbon with a new one. Put the free end of the ribbon on the projecting hook and press the hook into the spool center. Now place the empty spool back on to the machine, taking care that the pick-up pin (c) engages in one of the pick-up holes (f). Thread the ribbon through both sides of the ribbon reversing arm (b). Depress the shift lock key (13) and take hold of the ribbon with both hands. Put the ribbon behind the ribbon carrier (h) and insert it into the holding lugs (g) as shown on diagram. When using a two-colored ribbon insure that the red color is facing downward.



- a — Ribbon control arm
- b — Ribbon reversing arm
- c — Pick-up pin
- d — Ribbon spool
- e — Spool center
- f — Pick-up holes
- g — Holding lugs
- h — Ribbon vibrator

Cleaning

If the machine is in constant use it should be dusted every morning with a clean brush, with the front cover lifted up. Clean the types from time to time with a type-cleaning brush, a sheet of paper having been placed underneath the type bars. If a plastic type cleaner is used, this should be kneaded before use to make it more pliable. Never clean types with a metal

object; if necessary use a wooden spill. The platen may be cleaned occasionally with methylated spirit only — never with gasoline. All moving and sliding parts may be oiled periodically with typewriter oil which is free from acid, first removing the old oil residue. Segment, line space wheel, type bars and type guide should never be oiled. In the event of any damage, your typewriter should be repaired by an authorized typewriter mechanic.

Protection against damage

When carrying the machine, or to prevent unauthorized handling, lock the carriage and keyboard by pushing the lock lever (11) upwards.