

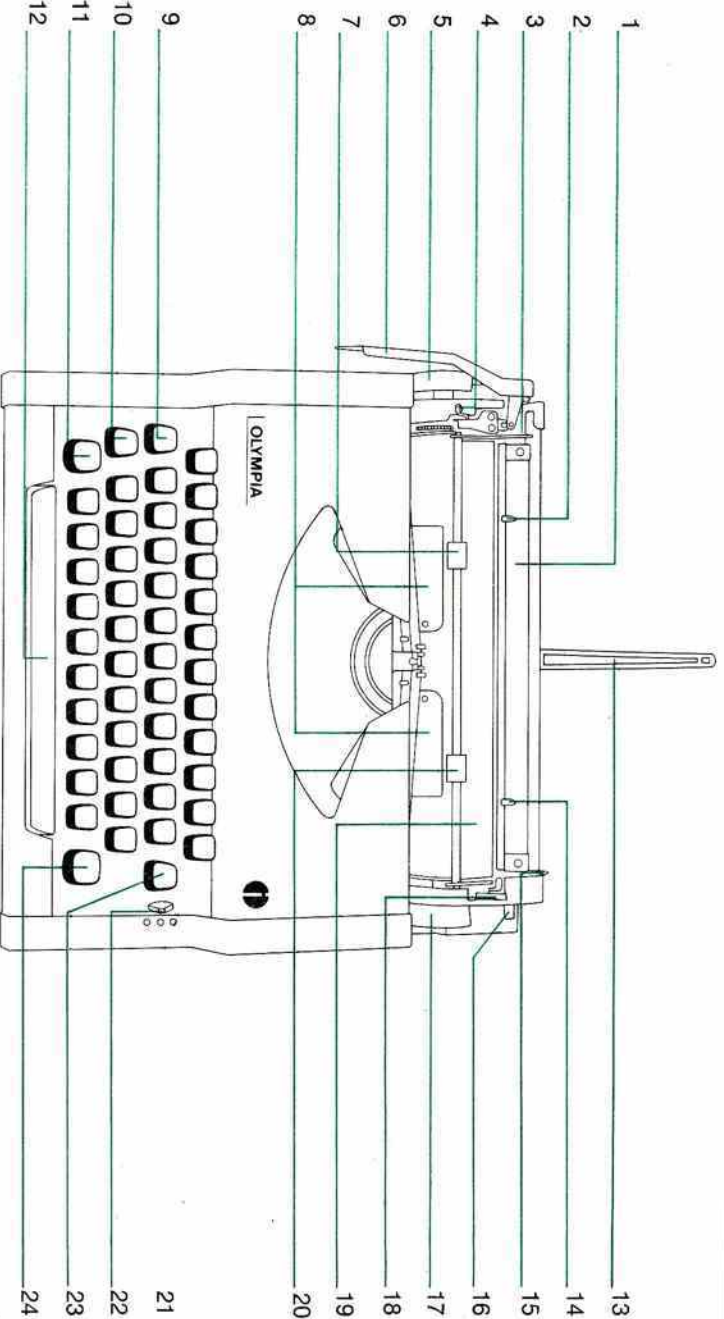
OPERATING INSTRUCTIONS OLYMPIA SF SERIES



Olympia International
Precision Business Equipment

We are very 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 'Traveller' and 'Traveller de Luxe'. 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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First — Take machine out of carrying case.

Lift up line space lever (6) and move carriage lock lever (3) to the rear, thus releasing the carriage. Lift off front cover and remove cardboard from type bar segment. Remove tape band from right-hand platen knob (17) and unhook from left-hand platen knob (5). Remove the four plastic pins (left and right) inserted between the guide rails, for protection during transport.

Press down one of the shift keys (11/24) and take out both plastic strips (right and left) below the guide rails. When replacing the machine cover make sure that the two securing pins snap into the two rubber-lined holes in the frame.

The machine is now ready for use. You may wish to place a felt pad under the machine to enhance its quiet operation.

Ribbon control

(SF Deluxe only)

With a two-colored ribbon, set the ribbon control switch (22) for 'black' in the uppermost 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 (13) by hand. On the 'SF Deluxe' the paper support is raised automatically by depressing the release button (15). Insert the paper between the platen and the margin scale and adjust it to the required height by turning the platen knob (5/17). To adjust the paper or to insert several sheets, pull the paper release lever (16) forward.

Setting the margin

The beginning and end of the typing line can be set by adjusting the two margin stops (2/14) at the rear of the carriage. Depress both and slide them to the required position. The two pointers on the margin scale (1) indicate the setting.

Line setting and spacing

Set the space between the lines by means of the line space control (4): rear line for single-spacing, center line for one and a half spacing, front line for double-spacing. Slight pressure on the line space lever (6) pushes the carriage along to the right and brings the paper into position for typing on the next line.

Shift key

To type capital letters or any of the characters on the upper portion of the key tops depress either one of the two shift keys (11/24). By depressing the shift lock (10) the type segment can be retained in this position and released again by depressing either of the two shift keys.

Spacing

On depressing and releasing the space bar (12) the carriage will move one space, i. e., the width of one letter.

Accent key (where fitted)

The accent key (21) 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 *í* (circumflex) is made up from the *i* (acute) and the *í* (grave) accents.

Margin release

The ringing of a 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. To continue the line beyond the margin stop, or to start typing before the set starting point, depress the margin release (9).

Disentangling the type bars

The margin release (9) also serves to disengage any type bars which may have become jammed. By depressing the margin release the type bars will return to their normal position.

Back spacer

When depressing the back space key (23) the carriage moves back one space, i. e., the width of one letter.

Platen release

The line space control (4) also acts as platen release. When set at its rearmost position (.), free wheeling of the platen occurs and allows unlimited variations of line spacings.

For example, when typing printed forms or for subsequent typing on a sheet already removed from the machine.

Carriage release

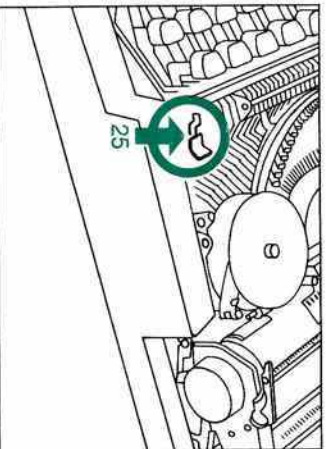
Grip the right-hand platen knob (17) with your right hand and depress the carriage release lever (18) with your thumb. This allows the carriage to be moved freely in both directions.

Drawing lines

Insert the point of a pencil in the notch of the alignment guide (8). Draw horizontal lines by moving the carriage left and right with the carriage release (18) depressed, and vertical lines by turning the platen upward or downward after operating the platen release (4).

Touch adjuster — Deluxe only

First remove the machine cover. By moving the lever of the touch adjuster (25) the tension of the keys may be adjusted to suit the individual touch. The maximum pressure is obtained when the touch adjuster is set to (+) Minimum pressure is obtained when it is set to (-).



Erasing

Turn the platen until the portion of the paper, on which the error has been made, lies on the paper deflector (19). Move the carriage to the side so that no eraser dust falls into the machine. The use of an eraser shield is recommended.

Correcting

Do not type omitted letters in between the others but use the correcting space bar (12). 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)

To insert less characters where there were previously more, move the carriage back to the last character of the preceding word, tap the space bar twice and proceed as above.

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 each time. The shortest line of the draft is taken as the standard, and a vertical line is drawn at the end of this. The letters on the other lines which are outside this limit must be brought within it by operating the correcting space bar, while shorter lines may be extended.

Insertions are made by typing the word which is to be compensated for, in the following manner: depress space bar — type — release space bar — type — release space bar etc.

After typing the last letter, depress the space bar once more and continue typing.

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)

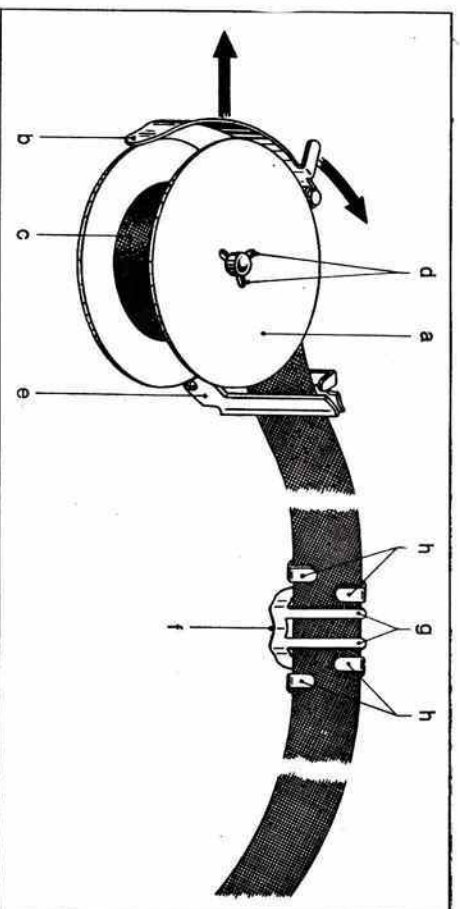
Olympia machines provide an even right-hand margin — you use the half-spacing feature

(with margin correction)

Changing the ribbon

Remove front cover from machine to expose the ribbon mechanism. Wind the worn ribbon on to one of the two spools (a). Pull out spool control arm (b) and remove empty spool. Free the end of the ribbon from the hook and remove it from the ribbon vibrator (f). Now replace the spool carrying the old ribbon, by a new one, securing the free end of the new ribbon onto the hook of the empty spool and press the hook into the spool center (c). Insert the empty spool, taking care that the pick-up pin of the transport wheel engages in one of the pick-up holes (d). Place the ribbon behind the left and right ribbon reversing arm (e). Depress shift lock (10). Take ribbon in both hands and insert it behind the ribbon prongs (g) of ribbon vibrator and holding lugs, as shown in illustration.

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



Protection against damage

When carrying the machine lock the carriage by pulling forward the carriage lock lever (3). Unlock the carriage by moving the carriage lock lever to the rear.

Push the line space lever downward to close the plastic carrying case, place the rear of the machine over the lip of the case and snap shut.

Cleaning

If the machine is in constant use it should be dusted every morning with a clean brush. 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. 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.

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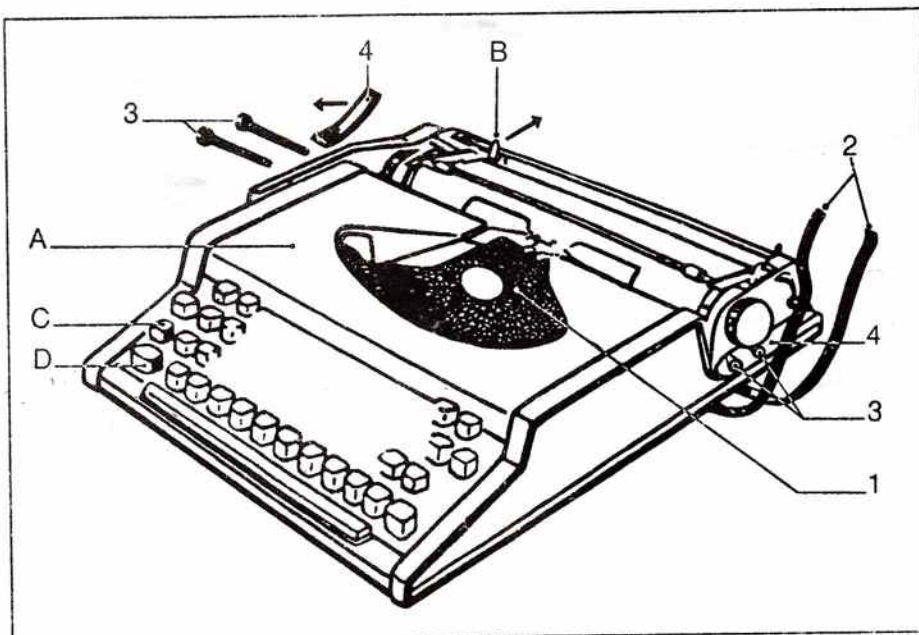
Conseils pour l'élimination des protections de transport

Instrucciones para retirar las protecciones de transporte

Olympia Traveller

Conseils pour l'élimination des protections de transport

1. Après avoir ouvert le couvercle de la valise, puis retiré le couvercle de la machine (A) en le soulevant simplement, enlevez le morceau de carton (1) pour libérer le levier de la barre à caractères.
2. Coupez le ruban (2) et enlevez-le. Celui-ci est attaché aux deux boutons du cylindre et passe sous le socle de la machine.
3. Poussez le levier de blocage (B) du verrouillage de la machine dans le sens de la flèche. Enlevez les 4 tiges en plastique (3) situées à gauche et à droite (deux de chaque côté) sur la glissière du chariot.
4. En appuyant sur le fixe-majuscules (C), le chariot se soulève, ce qui vous permet de retirer les deux



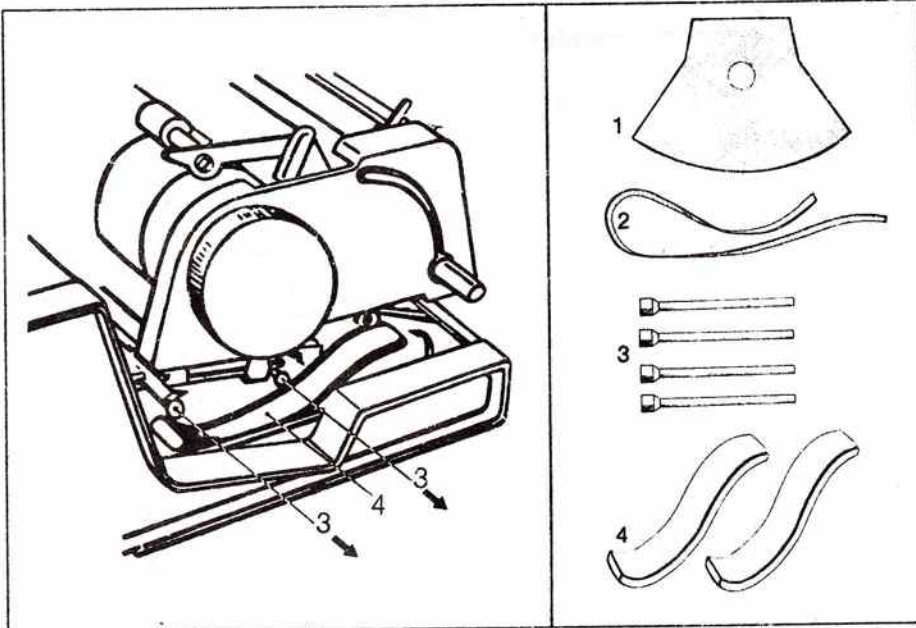
morceaux de plastique (4) situés à gauche et à droite sous le chariot. Pour terminer, appuyez sur le pose-majuscules (D) afin de rabaisser le chariot.

Tous les éléments représentés ci-dessus doivent absolument avoir été éliminés.

Instrucciones para retirar las protecciones de transporte

Antes de poner la máquina en servicio, hay que retirar las siguientes piezas protectoras para durante el transporte.

1. Abrir la tapa de la maleta y después la tapa de la máquina tirando de ella hacia arriba. Retirar la pieza de cartón (1) que está encima de las palancas portatipos.
2. Cortar y retirar la cinta de tejido (2) que pasa por las dos bornas del rodillo y por debajo de la placa base.
3. Apretar la palanca de bloqueo (B) en dirección de la flecha (esta palanca bloquea el carro en su posición). Sacar los 4 pasadores de plástico (3) que se encuentran a la izquierda y a la derecha del riel-guía para el carro (2 en cada lado).



4. Pulsar la tecla fijamayúsculas (C) con lo que se levanta el carro para poder sacar las dos piezas de plástico (4) que se encuentran debajo del carro, a la izquierda y derecha. Pulsar la tecla de mayúsculas (D) para volver a colocar el carro en su posición de reposo.

Todas estas piezas, que se utilizan como protecciones de transporte, deben retirarse de la máquina.

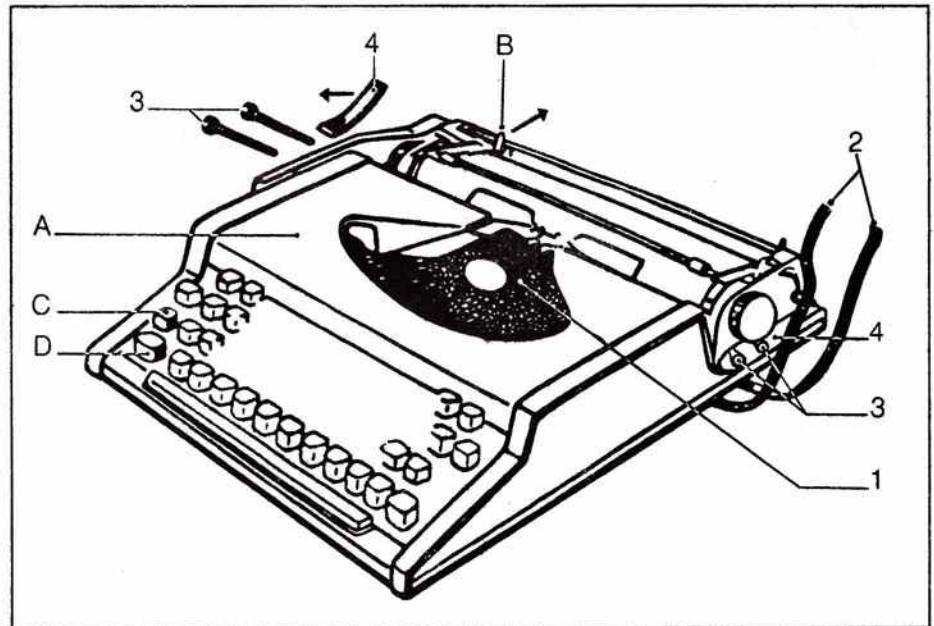
Hinweise zum Entfernen der Transportsicherungen Removing the transport safety locks

Olympia Traveller

Hinweise zum Entfernen der Transportsicherungen

Bevor das Gerät in Gebrauch genommen wird, sind unbedingt die Transportsicherungen wie folgt zu entfernen:

1. Nach dem Öffnen des Kofferdeckels wird der Deckel des Gerätes (A) abgenommen – einfach hochziehen – und das Kartonstück (1) zur Abdeckung der Typenhebel entfernt.
2. Gewebefband (2) durchtrennen und entfernen.
Das Band ist um beide Walzendrehknöpfe und unter der Bodenplatte verlegt.
3. Sperrhebel (B) der Wagenverriegelung in Pfeilrichtung drücken.
4 Kunststoff-Stifte (3), die rechts und links (je 2) in der Wagenlaufschiene stecken, herausziehen.



4. Durch Betätigung des Umschaltfeststellers (C) wird der Schreibwagen hochgestellt und dann die beiden Kunststoff-Streifen (4) rechts und links unter dem Wagen entfernt.

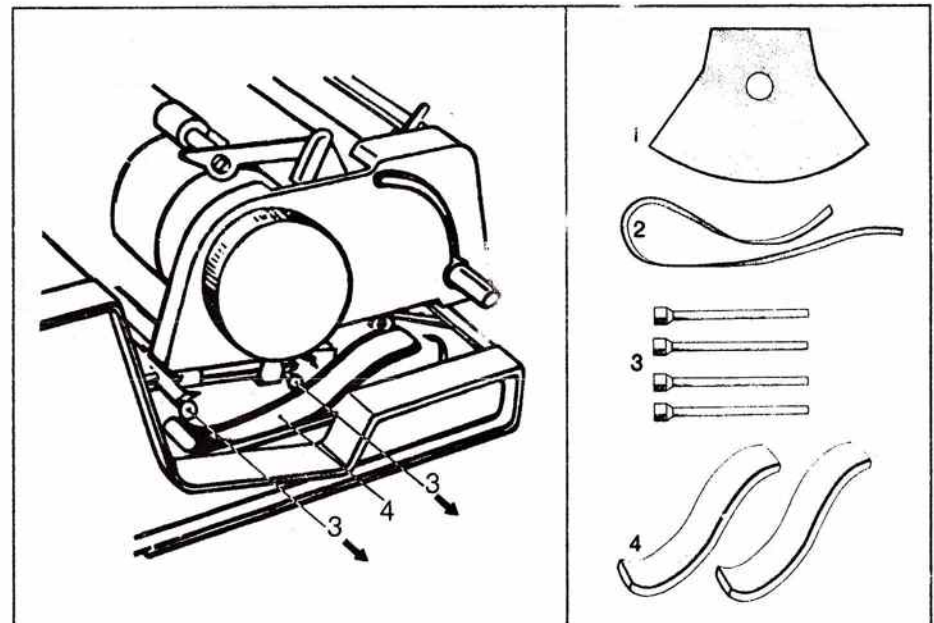
Abschließend wird durch den Umschalter (D) der Wagen wieder abgesenkt.

Die hier skizzierten Teile müssen nach dem Entfernen aus dem Gerät vorliegen.

Removing the transport safety locks

Before starting to use the machine the following transport locks must first be removed as listed below:

1. After opening the cover of the machine lift off the top housing (A) and remove the piece of cardboard (1) covering the typebar basket.
2. Cut and remove the fabric tape (2).
The tape is wound around the two variable line spacing knobs and passes underneath the machine.
3. Press the lock lever (B) of the carriage in the direction of the arrow. Remove the 4 plastic pins (3) inserted in the carriage rail at the right and the left (2 at each side).



4. Press the shift lock key (C) to raise the carriage up, then remove the two plastic strips (4) at the right and the left under the carriage. Finally, press the shift key (D) to lower the carriage again.

All the pieces shown in the diagram above must be available after removing all transport safety locks.

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