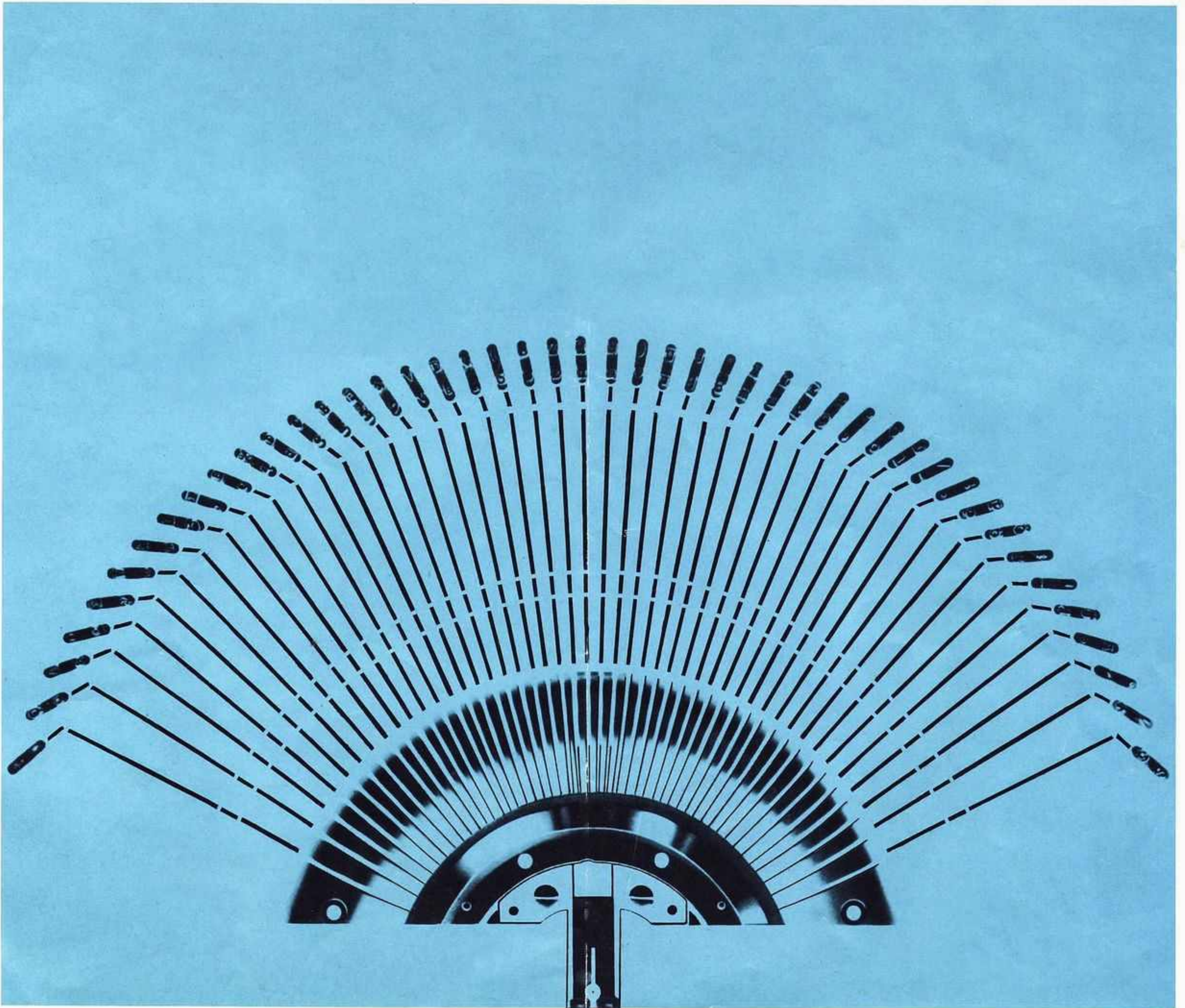


Olympia Splendid 66

Operating Instructions



1 Paper holder with
paper scale rollers

2 Left margin stop

3 Paper deflector

4 Carriage locking lever

5 Line space control and
platen release

6 Left platen knob

7 Line space lever

8 Margin release and
typebar disentangler

9 Shift lock

10 Left shift key

11 Correcting space bar

Paper support 12

Scale 13

Right margin stop 14

Paper release 15

Carriage release 16

Right platen knob 17

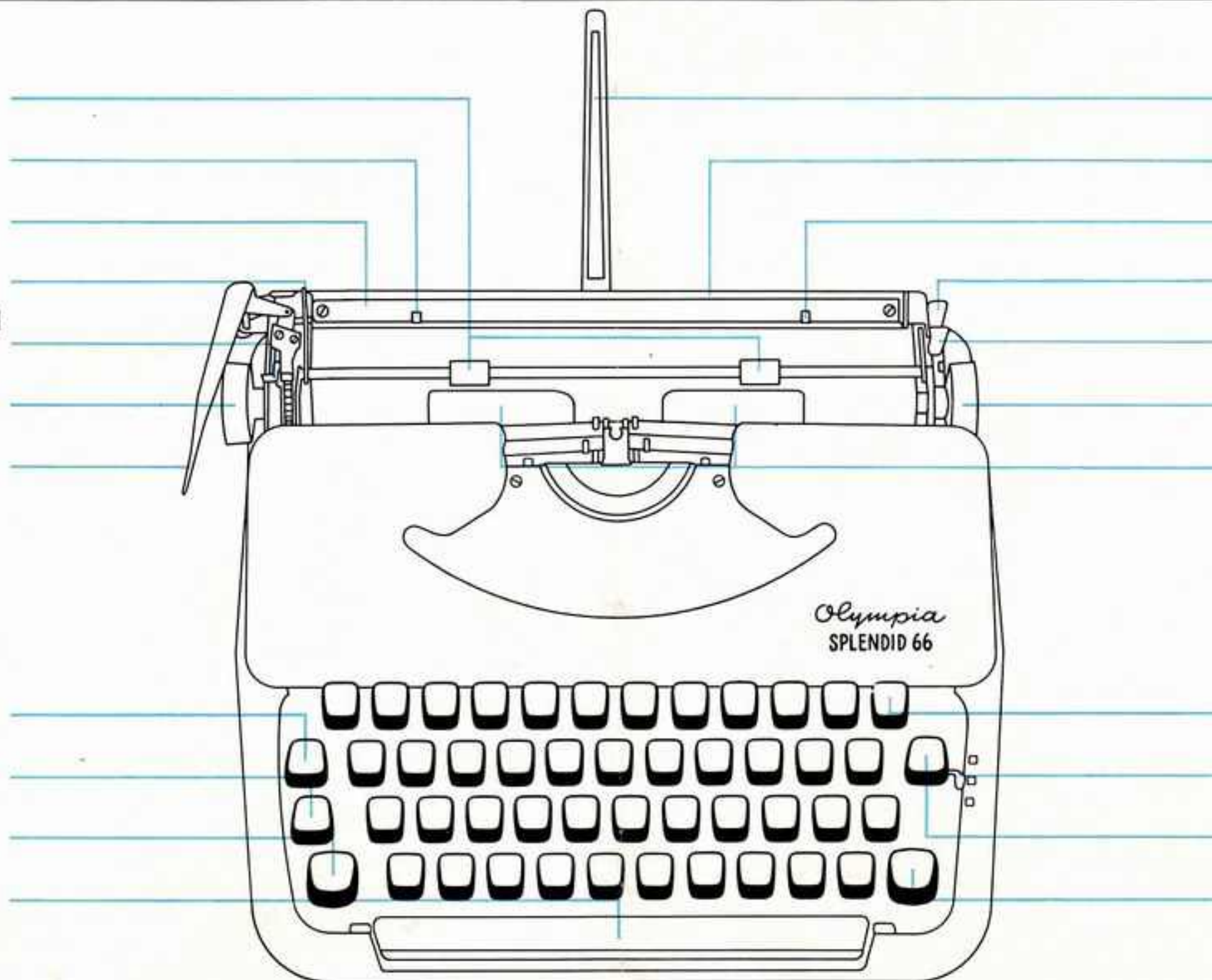
Card holder 18

Accent key 19

Ribbon control 20

Back spacer 21

Right shift key 22



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

First

Take machine out of carrying case or remove the plastic case. Remove cardboard from keyboard. Lift up line space lever (7), press back carriage lock lever (4) releasing carriage. Remove top plate and take cardboard packing out of type bar segment. Remove tape band on right platen knob (17) and pull out of left platen knob. Remove the four plastic pins inserted (left and right) between guide rails, for protection during transit.

Press down one of the shift keys (10/22) and take out both plastic strips (right and left) below the guide rails. When replacing top plate see that the securing studs drop into the two rubber-lined holes in the frame. The machine is now ready for typing.

Inserting the paper

Place the carriage in the centre position. Pull the release lever on the right hand side of the carriage forward, the paper support (12) will go automatically into its position. On model Splendid 33 the paper support has to be lifted by hand. Insert paper between platen and scale and adjust it to the required height by turning the platen knob (6/17). To adjust paper, or for thicker paper and several carbon copies, pull paper release (15) forward.

Setting the Margin

The beginning and ending of the typing line can be set by adjusting the two margin stops (2/14) at the back of the carriage. Depress these and slide them to the required positions. The two red pointers on the scale (13) indicate the setting.

Line Setting and Spacing

Set the space between the lines by means of the line space control (5): rear line = single spacing, centre line = one and a half, front line = double spacing. Move carriage to the right and bring paper into position for the next line of typing by pressing sideways on the line space lever (7).

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 (10/22). By depressing shift lock (9) the machine can be held in the raised position, and is released again by depressing the left hand shift key.

Spacing

On depressing and releasing the space bar (11) the carriage moves one space to the left.

Accent key

If you need typechanges for accents, we can supply a 'dead key' (19). The carriage does not move when it is depressed. Therefore, always depress it before the letter which is to be accented.

Margin Release

The ringing of the bell indicates that there are a few more spaces available before the end of the line, when the key lock comes into operation. However, to continue the line beyond the margin stop, or to start typing before the set starting point, depress the margin release (8).

Disentangling the Typebars

The margin release (8) also serves to disentangle any typebars which may have become jammed, for instance, where two are struck at the same time. Then the margin release is depressed the typebars will return to their normal position.

Back Space Key

Depressing the back space key (21) moves the carriage back one space.

Carriage release

Hold the right hand platen knob (17) with thumb and middle finger of the right hand and pull the carriage release lever (16) forward with your forefinger. The carriage can now be moved freely in either direction.

Platen Release

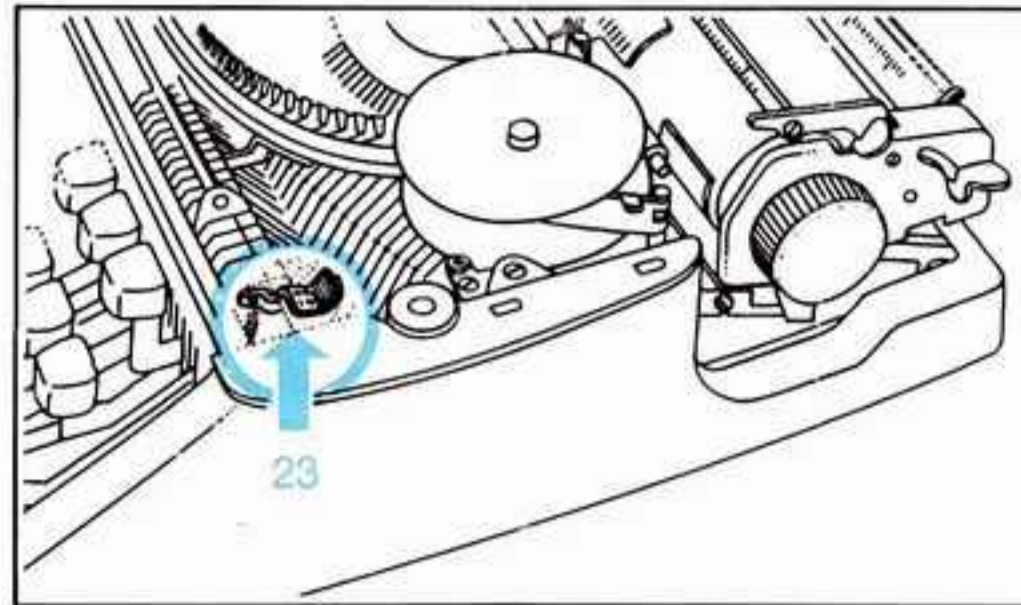
The line space control (5) also acts as platen release. When set at its rearmost position it is possible to type at any spacing independently of the line spacing mechanism, for example, when typing printed forms, or for subsequent corrections to a sheet already removed for the machine.

Drawing Lines

Insert pencil point into the hole provided in the card holder (18). Draw horizontal line by moving the carriage backwards and forwards with the carriage release (16) depressed and vertical lines by turning the platen upwards and downwards after operating the platen release (5).

Touch Adjuster

Lift up front cover and bring touch adjuster (23) into required position. Lightest touch when adjuster is in front position.



Erasing

Turn the platen until the section to be erased lies on the paper deflector (3) and move carriage to one side so that no eraser dust falls into the machine. For top sheets use typewriter eraser, and for carbon copies a soft rubber. Use an eraser shield as this limits the area to be erased and prevents smudging.

Correcting

Do not type omitted letters in between the others, but use the correcting space bar (11). Erase the incorrect word and move carriage back to the last letter of the preceding word. Tap space bar once. Depress again, this time holding it down, and type in the first letter of the word to be rewritten — release space bar — depress again — type the next letter — release space bar and continue in this manner until the word has been completed.

The best typewriter

(right)

The bst typewriter

(wrong)

The best typewriter

(corrected)

Margin Alignment

In order to preserve the good appearance of documents and circulars it is sometimes required that the right hand margin should be as straight as the left. A rough draft of such work should first be typed so as 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 as shown in the example. The letters on the other lines which are outside this limit must be inserted within it. 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 letters outside the line must be compressed within it, whilst lines which are shorter must be extended. This method has the advantage that up to 8 letters per line may be compensated. Insertions are made by writing the word which is to be compressed in the following manner: depress space bar, type the first letter and then release the space bar — depress space bar — release space bar — and repeat this until the word has been completed. After typing the last letter tap space bar once more. To lengthen lines proceed as follows: after typing the last letter of a word depress 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 more. Then continue writing the next word in the usual way.

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)

Ribbon Control

With a two-colour ribbon set the ribbon switch (20) in the upper position for black, or the lower for red. The centre position (white) is for use when cutting duplicating stencils. When the upper half of single colour ribbon is worn out invert for use of the lower part. Ribbon advance and return are automatic.

Changing the Ribbon

Lift front cover. Wind the worn ribbon on to one of the two spools (a). Pull out the spool catch (b) of the empty spool, remove it, free the end of the ribbon from the hook and

draw it out of the ribbon guide (g). Now replace the spool carrying the old ribbon by the new spool and ribbon, secure the free end of the ribbon on the projecting hook in the empty spool and press the hook into the spindle (c). Now fit the empty spool, taking care to ensure that the conveyor pin (e) engages in one of the guide holes (d) in the spool.

Place the ribbon into the ribbon reversing switch guides (f) on either side, depress the shift lock (9) and holding the ribbon with both hands, insert it behind the lugs (h) of the ribbon guide by first giving it a downward and then an upward pull. Place the edge

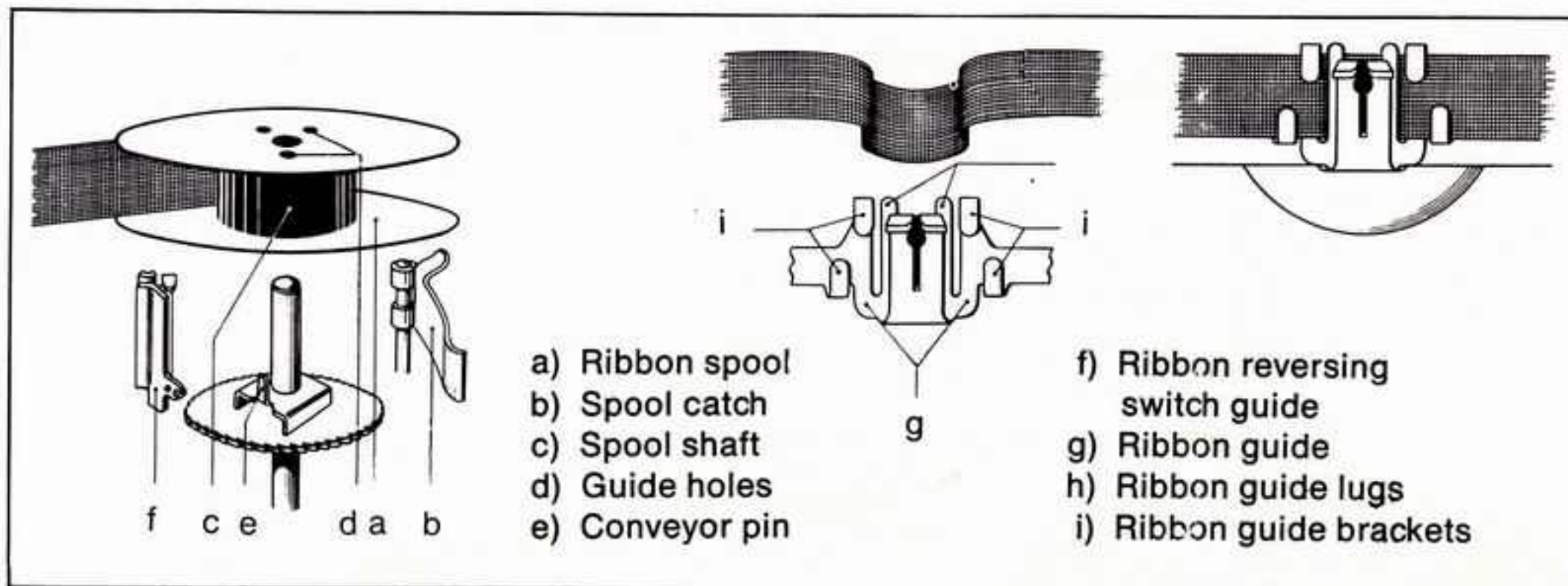
of the ribbon behind the ribbon guide brackets (i) on either side. The ribbon has been correctly inserted if it appears as on the drawing below.

Protection against damage

When carrying the machine or to prevent unauthorised handling, pull the carriage locking lever (4) forward, thus locking the carriage. Push it back again (releasing the carriage) before use.

Maintenance

If the machine is in constant use it should be dusted every morning with a clean brush, with the front cover removed. The type should be cleaned from time to time as well by means of a type cleaning brush, a sheet of paper having been placed underneath the typebars. If a plastic type cleaner is used, this should be kneaded before use. Never use a pointed metal object for cleaning out dirty letters — if necessary a wooden spill may be used. The platen may be cleaned with methylated spirits only, never with petrol. All moving and sliding parts may be oiled only at infrequent intervals, using acid free typewriter oil, first wiping off any old oil residue. Segment, line space wheel, typebars and type guide should never be oiled. In the event of any damage your typewriter should be taken to an authorised typewriter mechanic.



Why have 1.5 million Olympia Splendid machines been sold in over 100 countries all over the world?



Because this typewriter is best value for money, because we have considered even the smallest detail, and manufacture it. Is it not the wide experience that has produced a keyboard which is easily operated, convenient to use and with the angle just right

— or —

light effortless touch when operating the keys

— or —

the appearance of letters which are in perfect alignment and which will be produced cleanly and clearly even after the longest use

— or —

segment double function to prevent it from getting dusty and to ensure precise typing

— or —

solid complete metal case

— or —

platen knobs which are especially designed for easy operating

— or —

margin adjustment which is directly in view

— or —

Is that why our name has got such a good reputation? Of course — but especially, because of the precise care in manufacture. Because we are the largest manufacturer of office machines in Germany with over 15,000 of the most experienced workers. Well organised and trained service all over the world.



Olympia Werke AG · Wilhelmshaven