Maintenance - Attendance

And the typewriter will be grateful to you...

In case of constant use, daily remove the dust from the typewriter and clean its types frequently. For this purpose a type brush or cleaning paste can be used. When using a type brush, brush the types never crosswise but only in longitudinal direction. When using type paste, knead it thoroughly before use. Put a non-ravelling cloth on top of the keyboard and below the type levers.

For oiling the various fulcrums use non-resinous and acid-free typewriter oil only. Previously remove all old oil. Never oil the case slots, the type levers, and the line spacing wheel.

For cleaning the platen use spirit only. Benzine will destroy the rubber.

In order to ensure the typing of uniform text, an even stroke of the types is absolutely necessary. Therefore try to get accustomed to such an even stroke. The very effective stroke regulator allows of setting the stroke in accordance with the individual needs of any typist.

With the design and manufacture of this model you have acquired a typewriter which, as regards performance, outfit, style, and dependability in service, stands completely in the line of the proven tradition of the GROMA products. For the service of your typewriter a wide-spread staff of properly equipped experts will be at your disposal at any time you require assistance. Altogether we recommend you to have the attendance and maintenance jobs done in a service shop.
Dear GROMA Friend!

We thank you very much for your confidence in our „Kolibri“ We are sure that it will at any time completely comply with your expectations. But your „Kolibri“ too, all the same whether it is model N or Luxus, wishes to be properly treated by you. It calls for observation of the instructions and advice given in section „Maintenance of the Typewriter“ and offers, in return, reliable operation and long service life.

**Model „Kolibri N“ does not include the following components: (4) stop regulator, (22) right platen turning knob without rapid paper infeed, and (23) colour ribbon setting device.**

**IMPORTANT! Observe when unpacking the typewriter!**

In order to protect the typewriter from damages in transport, the space between the typewriter and its box is stuffed with corrugated cardboard. Do not throw this stuffing away but keep it for possible reuse in case of any further transportation of the typewriter becoming necessary! Therefore pull open the zipper carefully. Remove the typewriter from its box, remove the corrugated cardboard, the rubber stoppers between the carriage releases (11), as well as the type guard. The latter is done after the top cap (6) has been lifted off. Don’t tilt the typewriter! When putting on the top cap see that two guide pins engage with the slots in the frame.

It is recommended to place the typewriter for service on a soft pad whereby the already little noise it makes is still reduced. The paper support is used at the same time also to lock the carriage. Therefore it is absolutely necessary to operate the release (20), because only then the locked condition of the carriage will be cancelled.

By depressing and locking the key (5) the keyboard is blocked, whereby use of the machine by a third party is rendered impossible.

And now it can begin . . .

**Insert the Paper**

Insert the paper between the paper shelf (17) and the paper take-off (14) and bring it in front of the platen quick motion (22) of the latter. For aligning the paper, above all when several sheets are inserted, pull paper release lever (21) to the fore.

When inserting several sheets it is recommended to wrap a folded sheet of paper around the top edges. Now the sheets cannot shift and only slight realigning is necessary.

**Set the Line Space**

Four different line spaces can be set. The line space fixed by the line space adjusting lever can be read in the sight window, in the left carriage casing.

**Type Space - Spaced Typing**

By depressing the space key the spaces between the words are ensured. If spaced typing is desired, the space key must be depressed once after each letter typed and twice at the end of each word or sentence.

**Release Margin Lock - Set Margin**

Upon ringing of the bell a few types can still be depressed before the margin lock is acting. By depressing the key (5) the locked condition is cancelled. Both margin stops can be set over the whole width of the carriage.

**Release the Carriage**

Upon depression of one carriage release lever (11) the carriage can be moved freely to either side.

**Release Platen**

The line space adjusting lever (10) serves at the same time also to release the platen. When the letter „F“ appears in the sight window, the line spacing mechanism is out of operation. Now the lines can be typed at any level whatsoever (ruled sheets, blanks, etc.)

**Disentangle Type Levers**

If type lever positioned side by side have become slightly jammed, they can be disentangled by depressing the key (5).
1. Space key
2. Case-shift key
3. Case-shift locking key
4. Stroke regulator
5. Margin release and key lock as well as type disentangling key
6. Top cap
7. Line space lever
8. Left platen turning knob
9. Pin-roller disk
10. Line space adjusting lever
11. Carriage release
12. Paper lay mark
13. Margin stop
14. Paper guide-off
15. Paper bull with feed rollers
16. Line level indicator with ruling attachment
17. Paper shelf
18. Central ribbon guide
19. Paper support
20. Release for paper support and carriage lock
21. Paper release lever
22. Paper rapid infeed
23. Lever for manual colour-ribbon change-over
24. Back space key
25. Segment for colour ribbon zone adjustment

Back Space Key
If the carriage is to be returned by one latten space, depress the back space key (24).

Ruling
Insert writing instrument in one of the holes in the level indicator. For horizontal ruling shift the carriage to the right or left, respectively, for vertical ruling turn it forward or backward by means of the turning knob (8 or 22).

Erasing
Turn out the spot to be erased until it rests on the paper guide off (14). Move carriage out to the right or left in order that no eraser particles can fall into the typewriter. An eraser stencil serves to better limit off the spot to be erased.

Correcting
Do not type omitted letters between the words. Erase the faulty typed word. Now once again depress the last letter of the previous word, press down the space key (1) and, without allowing it to return type the first letter of the word to be corrected. In the same manner all letters of this word are typed. After the last letter has been printed, the space key is normally depressed and typing is continued, as usual.

The dependable portable typewriter
The dependable portable typewriter
The dependable portable typewriter (right)
The dependable portable typewriter (faulty)
The dependable portable typewriter (corrected)
Margin Levelling

 Typed advertising letters, circulars, etc. should ensure a maximum of suggestive power and, therefore, look like being printed. By using the margin levelling device this can be done on the „Kolibri-Luxus“ In order to be able to calculate how many letters have to be levelled in the individual lines, the text is once typed. The shortest line serves as guide line. Now a vertical stroke is drawn over the whole sheet behind the last letter of the guide line. All letters going beyond it must disappear. This is done by means of the correcting space key. Letters are shifted by typing after the letter typed last, the following word where the letter space is to be won, as follows:

Depress space key, type letter, depress space key type letter, etc. (as in corrections.)

Upon typing the last letter the space key must be depressed once again. It is recommended to use the short words for this procedure.

Exchanging the Colour Ribbon

The quality of the exterior of the written text is substantially determined by the quality of the colour ribbon, therefore, according to its wear, insert a new ribbon in due time. In order to avoid a damage of the level indicator, take off the colour ribbon spools only when the carriage is in case shifted position (position for typing capital letters). Take off top cap (6), loosen ribbon from the central guide and the two lateral guides. Move feeler levers out of the range of the colour ribbon spool and then withdraw spool in upward direction. Insert new ribbon as described below. When doing so special attention is to be paid to the fact that the driver pin engages with one of the guide holes of the colour ribbon spool.

The „Kolibri-Luxus“ and „Kolibri-Mod. N“ is provided with a standardized 13-mm colour ribbon on spools according to DIN 2103

![Diagram of ribbon exchange](image-url)