

INTRODUCTION

Times are changing and with them, Olivetti. A mark of excellence is not achieved overnight. Years of experience, know-how and hard work are only the beginning in the development of a new electric typewriter.

The EDITOR 3C is a prime example of this continuous quest for growth. It has all the features you appreciate: features that help you to produce quality work with ease and efficiency. It has many extras for your added convenience, too. A sophisticated typewriter, yet simple to use, the EDITOR 3C is a modern design in the handsome colors of today. Nothing is left to chance. From the highly developed Memory Feature, which prevents typing errors, to the fast and easy ribbon change the EDITOR 3C will do the job.

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MEMORY FEATURE . . . ERROR-FREE TYPING

The Memory Feature of the EDITOR 3C never forgets to prevent four typing mistakes that you as a typist commonly make. This unusual memory always remembers that fast, effortless, error-free typing is a must for saving time and increasing production in any situation. Because of this feature, you will never find:

Flying Caps

Should a character be typed while shifting to or from upper case, the EDITOR 3C holds the character in memory until the shift cycle is completed. The character is then released to print properly. There are no flying caps with the EDITOR 3C.

shading or ghosting

If a particular combination of characters, such as "th" in "the", is typed simultaneously, the EDITOR 3C remembers that two characters cannot be printed at the same time without causing typebar jamming at the type guide. It therefore prints nothing, the keyboard is deactivated, and an error is prevented. Backspacing to fill in the missing character reactivates the keyboard. There is no shading or ghosting on the EDITOR 3C.

- 1 Insert a piece of paper.
- 2 Move the Motor Switch (in "off" position) located in the extreme upper left-hand corner of keyboard, down to "on" position.
- 3 Using the index fingers of both hands, type a "t", then an "h" and repeat in rapid succession.
- 4 Now, type the "t" and "h" together at the same time. Notice that nothing is printed and the keyboard has deactivated.
- 5 Backspace to re-activate the keyboard.

crowding or piling

If a particular combination of characters such as "th" in "the" is typed too rapidly to permit even spacing, the EDITOR 3C remembers a space is necessary and holds the second character in memory. It is then released to print, without error and properly spaced at the high speed of 840 key strokes per minute. There is no crowding or piling on the EDITOR 3C.

improper spacing betweenwords

If a rapid combination of space bar and character key depression occurs, the space is held in memory until the character has printed. The space will then occur in normal sequence to prevent any misaligned letters. There is no improper spacing with the EDITOR 3C.

TO BEGIN . . . UP TOP

Paper Centering Scales

For smooth and even paper feed, utilize the equally divided scale at the back of the carriage. Slide the paper along the paper table until each edge matches corresponding numbers. Move the plastic lateral paper guide to the left-hand reading, and insert paper.

For standard 8½ inch width paper, set the guide at the triangle.

Paper Bail

There is no need to adjust the Paper Bail when feeding in paper. With the carriage at the normal left margin position, simply center the paper and insert it. It will automatically feed under the bail.

The Paper Bail Rollers should be placed 1" to 1½" inside paper edges.

Paper Release Lever

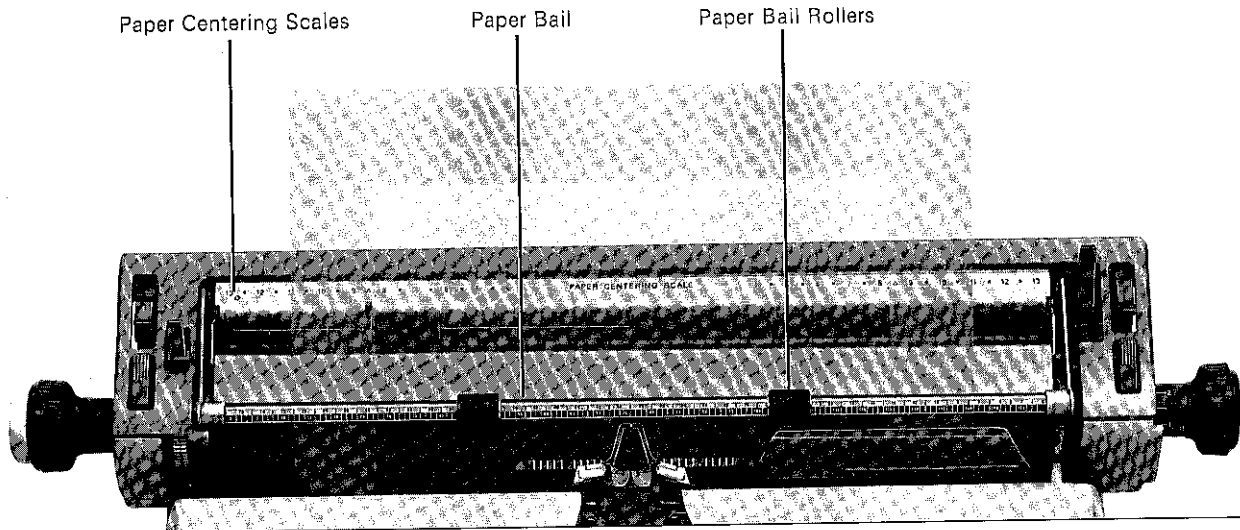
To release pressure on the feed rollers, pull the Paper Release Lever forward. As you do so, the bail automatically moves forward, providing for easy removal or adjustment of paper.

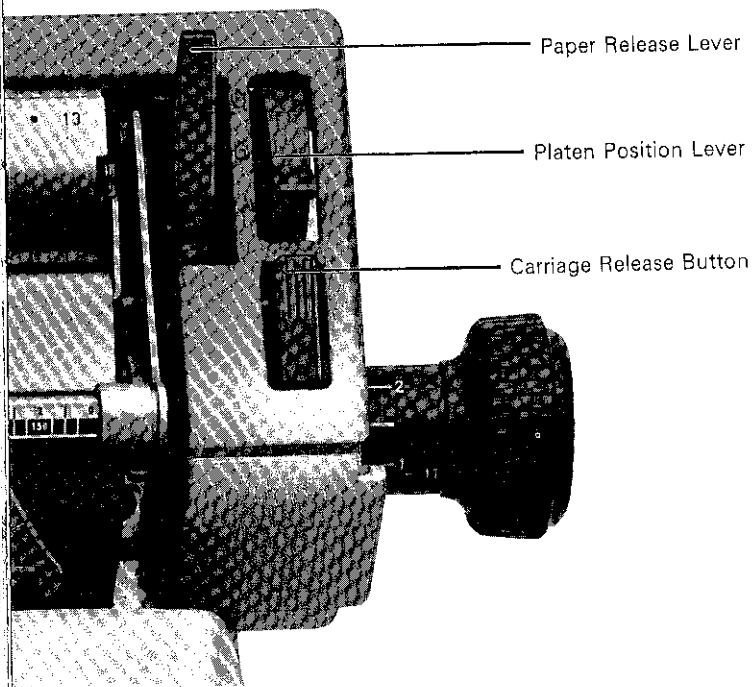
Platen Position Lever

To insure clear impressions on the last copy as well as the first, with a minimum of embossing, the typewriter must be able to compensate for the thickness of the carbon pack. The Platen Position Lever does just that by moving the platen back so that the type bars strike the platen correctly.

You must decide what the best settings for your machine are, depending upon the number of copies being typed. We suggest you use the following as a guide:

- 1 Set Lever at A, Impression Control at 1-3 for:
 - a single sheet
 - b original and 1 copy
 - c original and 2 copies
- 2 Set Lever at B, Impression Control at 1-3 for:
 - a original and 3 copies
- 3 Set Lever at C, Impression Control at 4-5 for:
 - a original and 4 copies
 - b original and 5 copies





Paper Release Lever

Platen Position Lever

Carriage Release Button

Line Space Dial

Select your spacing for 1, 1 ½, 2 or 3 spaces between lines. The 1 ½ space is useful for typing envelopes and rough drafts.

The EDITOR 3C is provided with Vertical Half Spacing on the Platen Knob. This feature is especially convenient for typing off-line copy. For example, to type H₂O or x²+y²=Z, turn the Platen Knob one click either up or down from the original writing line to type the twos.

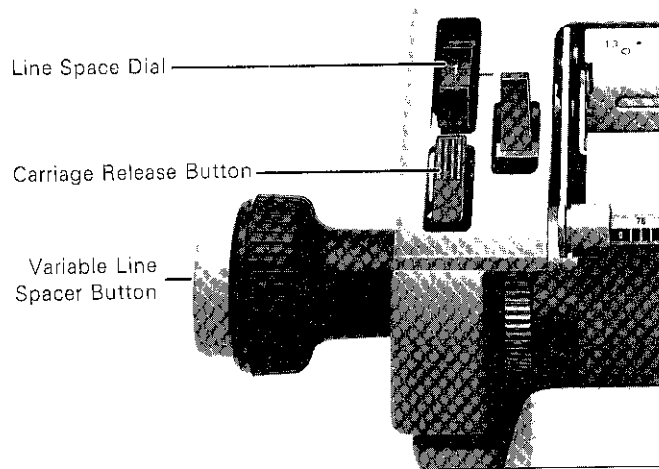
If you are spacing manually, click the Platen Knob twice to equal one line space.

Variable Line Spacer Button

To disengage your writing line permanently, push in the Variable Line Spacer Button, located on the left platen knob, and turn the platen. Standard line spacing will be resumed from the point at which the Variable Line Spacer is released. It is used for making additions or corrections on previously typed copies, or for typing on pre-ruled forms.

Carriage Release Buttons

Depressing the Carriage Release Buttons, located on either carriage end cover, allows the carriage to be moved manually in a smooth and controlled movement.



Line Space Dial

Carriage Release Button

Variable Line
Spacer Button

Electric Margins

Margins are set electrically, directly from the keyboard. To move the left-hand margin to a new position, follow these four steps:

- 1 Locate the present margin by touching the Return Carriage Key.
- 2 Depress and hold Margin Set Key.
- 3 Use the Space Bar or Backspace Key to move to the margin setting you require.
- 4 Release Margin Set Key and verify new margin by touching the Return Carriage Key.

To set the right margin, continue to tabulate until the carriage can move no further. Follow steps 2 and 3 above.

The Margin Bypass Key releases either the left or the right margin with the added convenience of backspacing. This feature is especially useful for numbering outside the left margin or for typing marginal notes.

Tabulation

By use of the long Tab Bar located directly above the numeral row, "touch and go" tabulation can be performed by either hand without moving hands from the home row of keys.

All tabs can be cleared completely from either direction. If the carriage is located at the extreme left:

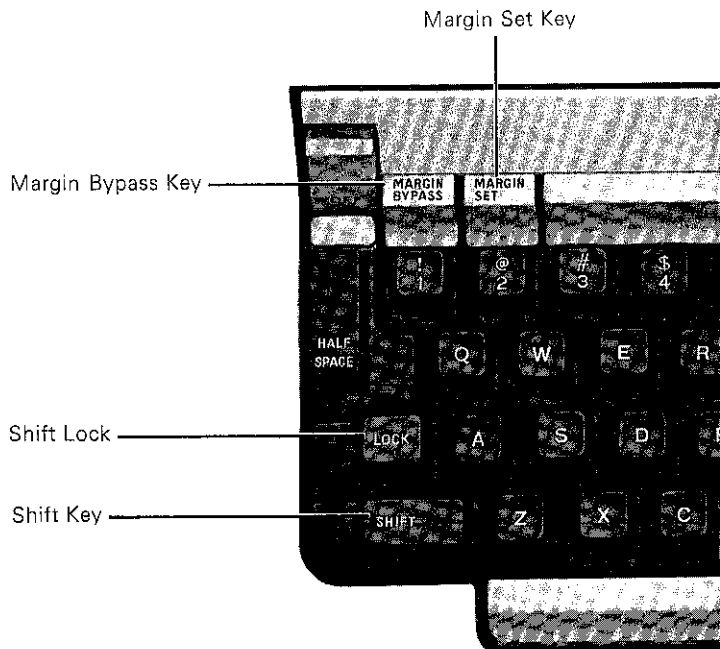
- 1 Depress and hold Tab Clear Key.
- 2 Depress Carriage Return Key.

If the carriage is located at the extreme right:

- 1 Depress and hold Tab Clear Key.
- 2 Tabulate until the carriage can move no further.

Tab stops can be set individually by moving carriage to the required locations and depressing the Tab Set Key.

Tab stops can be cleared individually by tabbing to location and depressing the Tab Clear Key.



Copies Control Lever

To insure clear, sharp impressions on the last copy as well as the first, use the Copies Control Lever in conjunction with the Platen Position Lever (A, B, C, p. 6). For best results, set the Lever at the recommended number of copies. However, quality of paper and carbon may dictate other settings which will produce the best impressions.

Ribbon Selector Lever

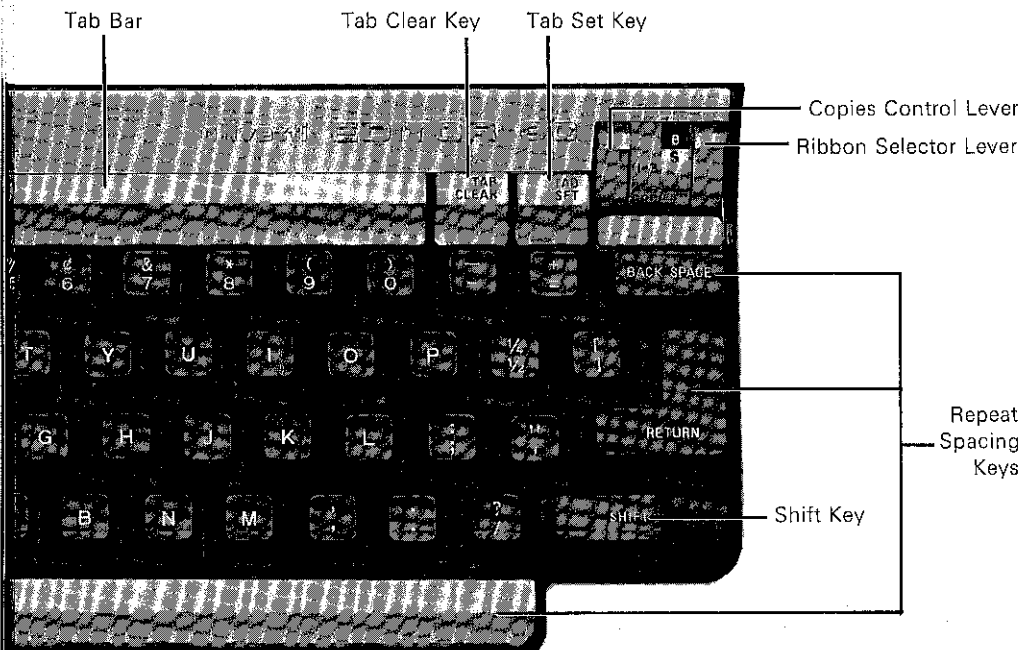
The Ribbon Selector Lever is labeled for black ribbon, and stencil (silver) position.

Repeat Spacing Keys

A light touch on the Backspace Key, Carriage Return Key or Forward Space Bar will cause a single space of the carriage. Depressing and holding down each key in second stage depression will cause a repeat action of each Spacing Key.

Shift Keys and Shift Lock

To type an upper case character, depress either left or right Shift Key. To type in all caps, depress the Shift Lock.



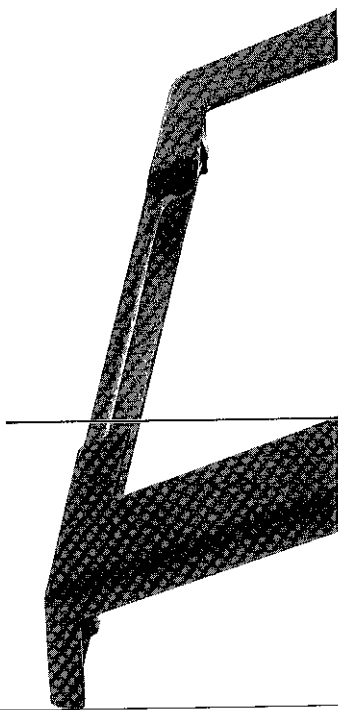
Inside Exposure

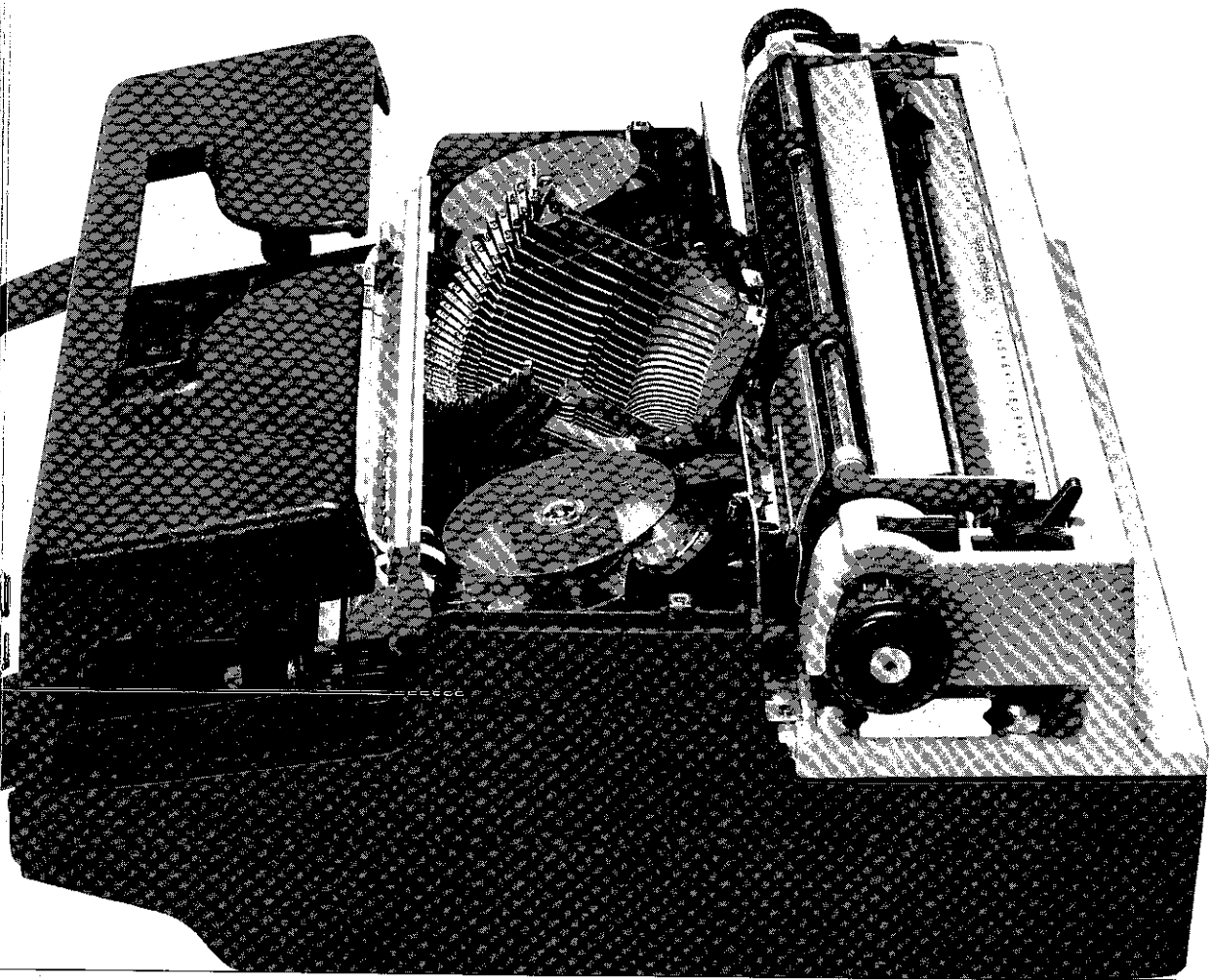
When you lift it and pull it toward you, the Swing-Forward Front Cover opens effortlessly and silently for wide exposure of type basket and ribbon mechanism. The result is easy ribbon change and cleaning.

The Safety Cut-Out Switch located directly inside the front cover turns the EDITOR 3C off automatically when the cover is in forward position. The typewriter must be turned on again once the cover is replaced.

Inside the Front Cover, the Touch Control, ranging from Light through Medium to Firm, is located on the right side below the ribbon spool holder, away from exposure and accidental movement. We recommend you set the control at Medium when first using the EDITOR 3C. Once accustomed to the touch, gradually move the control to Light and experience the exceptionally light and responsive action the EDITOR 3C provides.

Touch Control (behind cover)



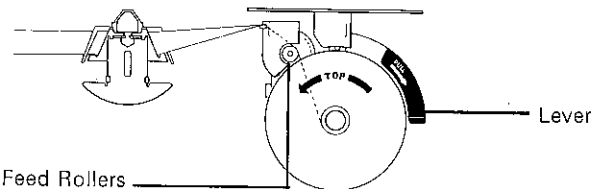


Editor 3C Ribbon Change

Open the Swing-Forward Front Cover.

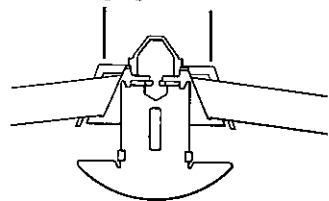
TO REMOVE THE RIBBON

1 Release pressure on feed rollers by pulling lever on right side down in direction of arrow.

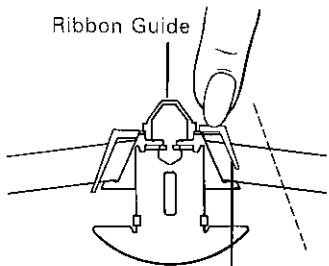


2 While lifting "swinging gates" on either side of ribbon guide, slide carbon ribbon off and place behind "gates".

Swinging Gates—Carbon Ribbon in Normal Position



Ribbon Guide

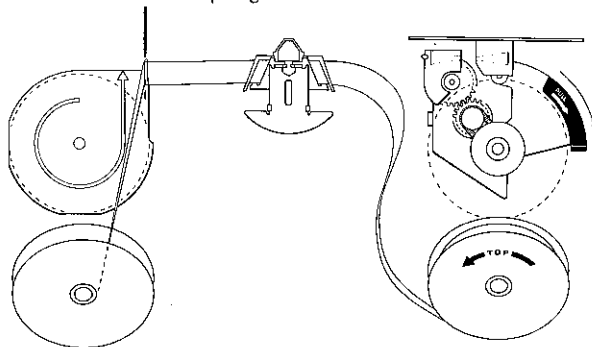


Swinging Gate—Carbon Ribbon behind Gate

3 Lift both carbon ribbon spools off spool holders.

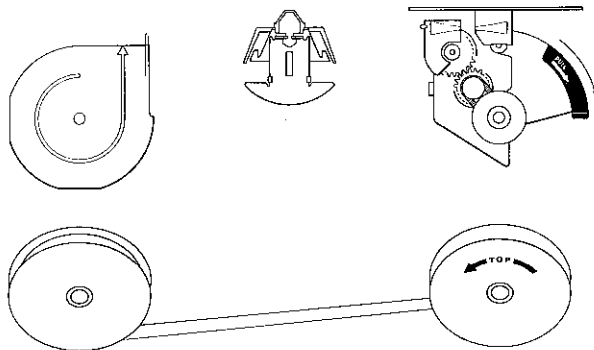
4 Beginning at the right, unthread ribbon from between released feed rollers, and from behind ribbon guide and ribbon recoil spring. Discard ribbon and spools.

Ribbon Recoil Spring

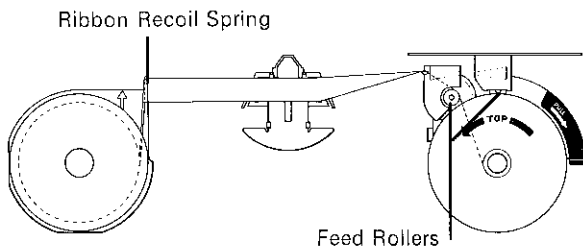


TO REPLACE THE RIBBON

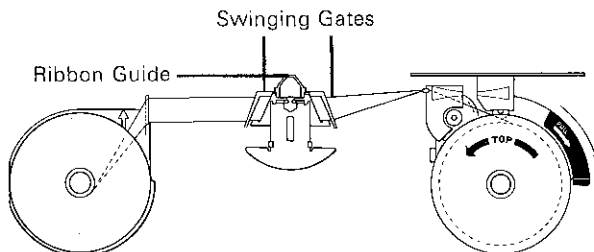
1 Place full carbon ribbon spool on left spool holder, and take-up spool on right spool holder with printed sides facing upward.



2 Thread blue leader behind ribbon recoil spring and through released feed rollers.

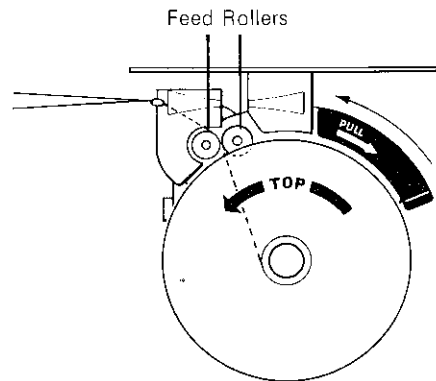


3 Place leader behind ribbon guide. Slip leader in front of "swinging gates".



4 Turn right container counterclockwise (in direction of arrow printed on spool) until blue leader is taken up and carbon ribbon is visible through ribbon guide.

5 Restore pressure on feed rollers by pushing lever on right side up.



EXTRAS . . . THAT COUNT

Card Holder and Aligning Scales

The Card Holder holds paper, cards, and labels securely.

Aligning Scale Marks on the Card Holder help you to reinsert copy accurately. Before reinsertion, do the following:

- 1 Center and insert a piece of paper.
- 2 Type a row of lower case "i"s.
- 3 Examine the letters in relation to the Scale:

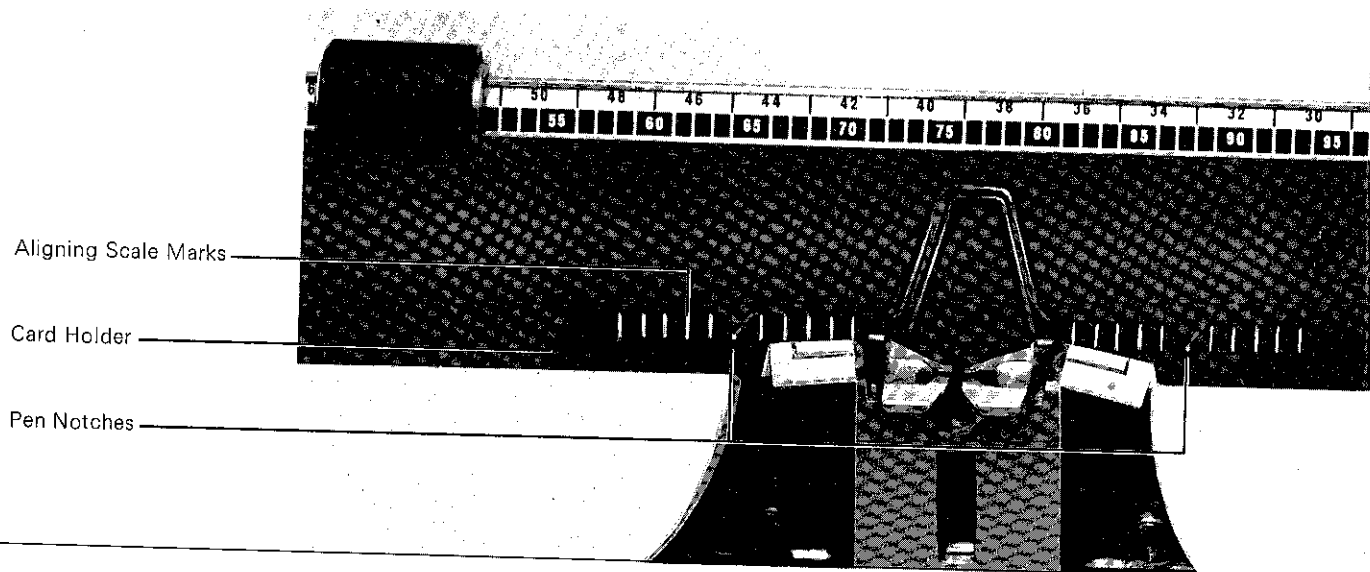
Does the base of the letters rest directly on top of the Scale? Somewhat above? Somewhat below?

Are the center lines of the "i"s directly over the vertical lines of the Scale? To the right? To the left?

Having judged this:

- 1 Reinsert original copy.
- 2 Locate an "i" on the page and use the Variable Line Spacer and Paper Release Lever to align it properly on the Scale.
- 3 Move to the location where you wish to type and you will be in perfect alignment.

The Pen Notches in the Card Holder can be used for ruling vertical or horizontal lines. Insert a pen or pencil point, rotate the platen with the Memory Line Finder in forward position, or move the carriage horizontally. Always rule from bottom of the page up for best visibility.



Half Space Key

Why retype the page? Use the Half Space Key either to add a letter that has been omitted or to delete an unwanted letter.

To add a letter, you must take a half space from both sides of the word to be corrected, for example, "HALF" in the exercise below. Practice doing this as follows:

- 1 Return carriage and type (in Capital Letters)

THE HALF SPACE

- 2 Instead of erasing, as you would normally do, return the carriage and type on the next line

THE SPACE

- 3 Return to the beginning of line number two and touch the Space Bar three times. You should be directly to the right of the letter "E".

- 4 Depress and hold the Half Space Key, type the letter "W". Release the Half Space Key. Depress and hold the Half Space Key, type the letter "H". Release the Half Space Key. Repeat the process for "O", "L", and "E".

THE WHOLE SPACE

To delete a letter, leave one and a half spaces on each side of the word being changed. Practice by changing "WHOLE" back to "HALF" as in the example below:

- 1 Return to the margin and type (in Capital Letters)

THE WHOLE SPACE

- 2 Don't erase. Return and type on the next line.

THE SPACE

- 3 Return to the beginning of line number two and touch the Space Bar three times. You should be directly to the right of "E" in the word "THE".

- 4 Touch the Space Bar once.

- 5 Depress and hold the Half Space Key, type the letter "H". Release the Half Space Key. Repeat the process for "A", "L", and "F".

THE HALF SPACE

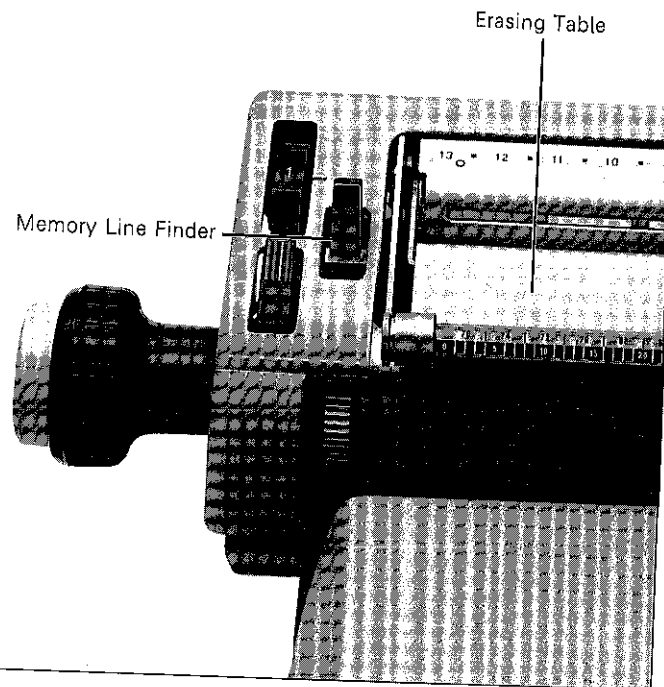
Memory Line Finder

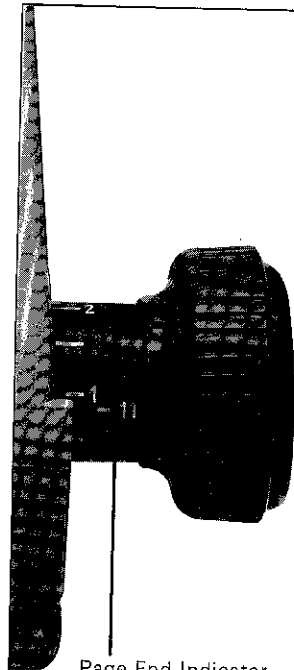
When you are making error corrections, the Memory Line Finder temporarily disengages your writing line enabling you to restore your original spacing later. To use,

- 1 Move Lever forward.
- 2 Roll paper back to make erasure.
- 3 Then, align copy with top of Aligning Scale.
- 4 Push Lever to the rear. Touch Platen Knob to be certain writing line is stationary.
- 5 Type your correction.

Erasing Table

The Erasing Table, resting directly on the platen, helps to prevent carbons from rewinding around the platen and provides a smooth surface for making erasures.





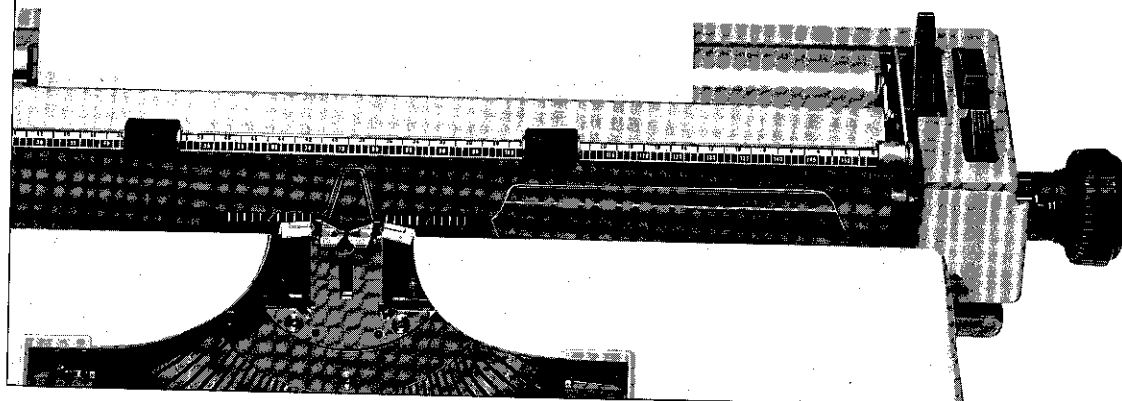
Page End Indicator

Page-End Indicator

The Page-End Indicator will show you the exact number of inches you have remaining to the bottom of a page. To use the Indicator for an 8½, 11 or 13 inch length of paper, follow these steps:

- 1 Center and insert paper.
- 2 Align the top edge of the paper with the top edges of the Aligning Scale Marks on the Card Holder.
- 3 Push the fluted portion of the right hand Platen Knob in and turn until the number corresponding to your paper length is directly opposite the mark on the Carriage End Cover (in this example, 11-inch length).
- 4 Release knob and begin typing at preferred location.

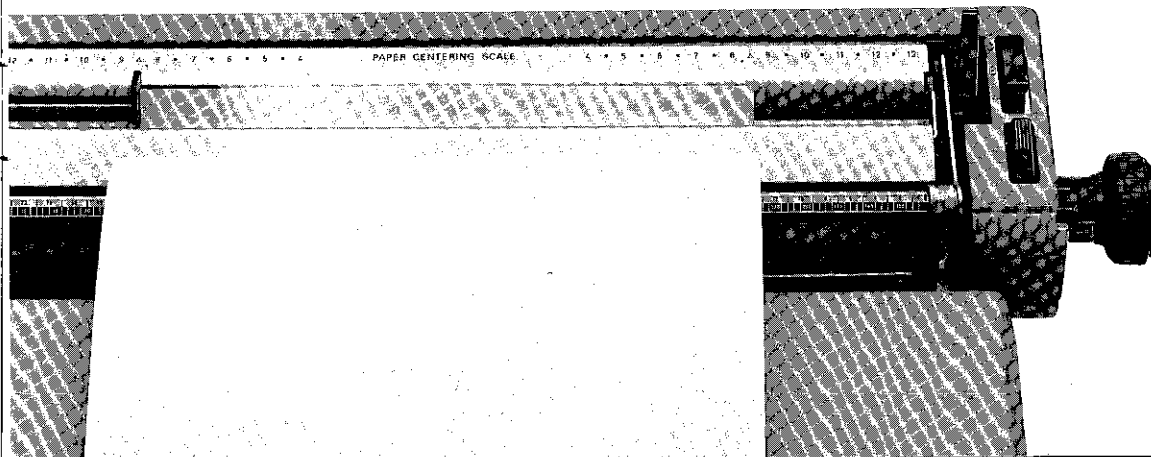
When you are halfway down the page, the Indicator will show the number of inches to the bottom of the page from 4 to 0 inches in one-half inch increments.



If your paper is of indeterminate length, use the Indicator in the following way:

- 1 Center and insert paper.
- 2 Align bottom edge of paper with top horizontal edge of Lateral Paper Guide.
- 3 Push the fluted knob in and position broad line, found directly above the 8½" number, opposite the mark on the Carriage End Cover.
- 4 Return paper to desired location and begin typing.

The Page-End Indicator will work in the same way as previously stated.

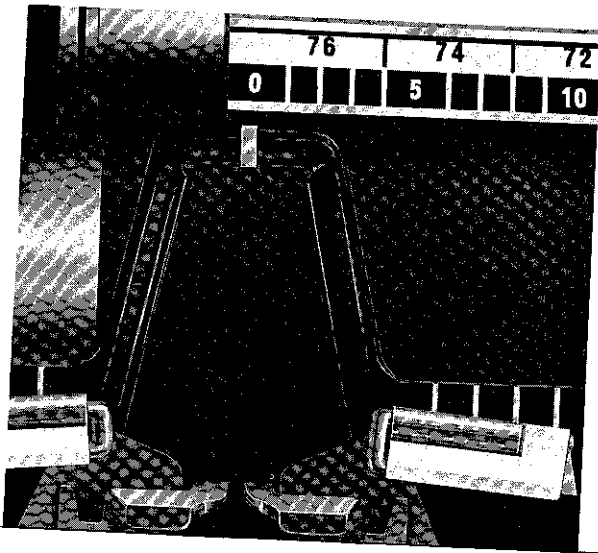


Automatic Title Centering

No backspacing, dividing or guessing when you want to center a title on the EDITOR 3C. Everything is done automatically when you follow these instructions:





- 1 Center and insert paper, with carriage at normal left-hand margin.
- 2 Depress Margin Bypass Key. Release it.
- 3 Depress Carriage Return Key. You should now be at the zero (0) position visible on the Lower Scale on the Bail.
- 4 Spell out the title on the Space Bar. Make certain you touch the Bar ONCE for every letter and for every space.
- 5 Read the number on the Upper Scale (if it is between two numbers, take the higher number to the left).
- 6 Move the Carriage to the same number on the Lower Scale.
- 7 Type the title . . .

CENTERED PERFECTLY



Repeat Typing Keys



A light touch on the     Keys will cause a single character to be printed. Depressing and holding down each Key in second stage depression will cause a repeat action of each typing key.

Reverse Tabulation

When you are working with columns of figures, the Reverse Tabulation feature allows you to remain in a particular column if you wish to make additional entries. Normally, you would have to return the carriage and then tab until you finally reached the desired stop. However, with Reverse Tabulation, this is not necessary. Instead, immediately after touching the Carriage Return Key, touch the Tab Bar and the carriage will stop at the first tab stop to the right. Some practice may be advisable to familiarize yourself with this feature. To help you, we suggest the following:

- 1 Clear all tab stops.
- 2 Set a new tab stop near the right margin.
- 3 Type several figures at this stop.
- 4 Touch the Carriage Return Key and immediately after, touch the Tab Bar.
- 5 Type several figures and repeat process until you can do it easily.

The carriage returns to this right tab stop each time without returning to the left margin.

QUALITY RESULTS . . .

Quality Results from the EDITOR 3C can be fully achieved with extra care on your part.

Proper maintenance and a little extra care on your part will assure quality performance consistently from your EDITOR 3C.

It takes but a very little of your time to develop the habit of:

Making certain your typewriter is turned off when not in use.

Covering the typewriter at the end of every day.

Moving the carriage to the extreme left or extreme right when making erasures in order to protect the type bar basket from erasure grit.

Wiping the outside of the EDITOR 3C case with a damp cloth or a little soap and water if it becomes soiled.

Cleaning the type face, by opening the Swing-Forward Cover and brushing the type before applying cleaning fluid or putty. This particularly applies when you notice "o"s and "p"s, for example, filling in, and always before and after typing a stencil.

Cleaning the Platen and the rubber Bail Rollers with a cleaning solution available at most office supply stores.

AND FINALLY . . . TO HELP YOU

Check Procedure

In case of an apparent defect or failure in the operation of the EDITOR 3C, you should go through the following check procedure to make certain that:

a The cord is securely plugged into both the typewriter and the electrical outlet, and the Motor Switch is on.

b The ribbon is running freely through its guides.

c The Ribbon Color and Stencil Selector is set to the correct position.

d The Platen Position Lever is set to a position suitable for the type of paper and the number of copies.

e The platen is mounted properly on its supports and the Platen Locking Levers closed on them.

A Sound Business Proposition

Olivetti's GMPA (Guaranteed Machine Performance Agreement) is a sound business proposition. It assures you the best possible service from the best-trained technical staff in the office equipment industry.

GMPA protects you from unexpected expenditures for machine repairs. It eliminates the hidden costs of charge calls and irregular maintenance: you won't be buying extra supplies to replace those wasted when your machine didn't function properly; you won't be harassed by unnecessary and expensive downtime, by poor quality work and by the frustrations of being unable to get service when you need it.

GMPA protection can extend to any machine purchased within the last year, and in some cases, to even older machines. Ask your Olivetti Representative to prepare a GMPA contract for your equipment.

When you buy Guaranteed Machine Performance, you buy peace of mind.

Supply Products . . . "Machine Mated—Job Mated"

Of course, we recommend Olivetti's complete line of supplies designed and tested to meet your every typing need with quality results.

Designed specifically for the EDITOR 3C, the compact twin Carbon Ribbon spools, No. 7432-ABM, assure the most even and sharpest impressions obtainable. The EDITOR 3C uses both the upper and lower tracks of the ribbon. This gives you approximately the same number of characters as a conventional Carbon Ribbon, with the added advantage of a more convenient ribbon change.

Your Olivetti Representative will be happy to assist you in selecting the supplies best suited to your needs.

Serial Number

The serial Number of your Olivetti EDITOR 3C is located between the Carriage Rails on the right side of the typewriter. Your EDITOR 3C can always be identified by this Serial Number.

For any questions which you might have regarding your new Editor 3C, contact your local Olivetti Representative. His telephone number is:

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For service on any of your Olivetti products, the telephone number to call is:

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