Instructions for the use of the Olivetti Lettera 22 typewriter
Typing comes easily on an Olivetti Lettera 22. But it will come even more easily, and more pleasantly, when you have read these brief operating instructions and learned how to make the best use of all its many different features.
Preparing the typewriter for use

Open out the line-space and carriage-return lever 6 into its forward position. Raise the carriage locking lever 7 to disengage it. Make sure that the ribbon colour-change and stencil lever 18 is set against the blue dot, and that the margin stops 11 are at opposite ends of the carriage.

Carriage locking lever 7

This lever locks the carriage in a central position, and so prevents it from moving when you carry the typewriter from place to place. Always engage the lever before you put the typewriter back in its case.
Line-space and carriage-return lever 6

This lever is used to return the carriage from the end of a typing line, and simultaneously to move the paper up ready for the next typing line. Before you cover the typewriter, or put it away, always move the lever back, ease it to the left, and then push it into the «down» position illustrated. This will protect it from any risk of damage.

Line space selector 9

The line space lever 6 spaces out one typing line from the next according to the setting of the line space selector 9: single (normal) line spacing at position 1, one-and-a-half at position 2, and double at position 3. Position 0 temporarily disengages the line spacing mechanism, but retains the setting for an exact return to the previous writing line (e.g. after adding a correction between the lines).
Variable line spacing knob 8

To disengage the line space mechanism completely from one setting in order to re-engage it in another (e.g. for aligning type on printed forms, or on typescript put back in the typewriter), use the variable line spacing knob 8. First press the knob inwards, and then, still holding it pressed in, revolve the platen until you have located the precise typing position you want in the line finder 15. Release the knob, and the line space mechanism will be reengaged at the required setting.

Margin-release and paragraph-indentation key 4

This key serves a double purpose: first, by depressing it you can free the carriage to move outside either of the two margin stops 11 (e.g. for inserting marginal references or notes); and secondly, by depressing it while you bring the carriage back to the beginning of the next typing line with the line-space and carriage-return lever 6 you can halt the return automatically at a paragraph indentation of approximately ½" from the left-hand margin.
**Paper release lever 16**

You can loosen the grip which the platen exerts on the paper by pulling this lever forward. This enables you to adjust the paper square to the typing line when you have put it in the typewriter. The lever is also useful for inserting several sheets together interleaved with carbon paper: in this case pull it forward before you insert the paper. The lever should always be in the locked (back) position when you are typing.

**Margin stops 11**

The margin stops 11 are used to set the typing limits on each side of the page.

To set the left-hand margin, use one or both of the carriage release levers 10 to slide the carriage until the type guide 14 is immediately below the point at which you wish to begin typing. Move the margin stop to the right until it comes to a halt.

To set the right-hand margin, follow the same procedure in reverse. (While you are typing a warning bell will sound automatically when you type to within ½” of your right-hand margin).
Space bar 21

The space bar 21 moves the carriage forward a space at a time to separate one word from the next. But it can also be used to correct a common typing mistake: the accidental omission (or insertion) of a letter.
For example, if you have typed ...a very god idea... instead of ...a very good idea... insert the missing letter o as follows:
1) Erase the word god;
2) Set the carriage against the letter y of very;
3) Overtypethe y, depress the space bar and, holding it depressed, type the letter g;
4) Let the space bar rise, depress it and (again holding it depressed) type the letter o;
5) Type the letters o and d in the same way.

...a very god idea...
...a very good idea...

Using the tabulator

The tabulator makes it easy to type columns of words or figures by stopping the carriage automatically at the beginning of each column. Set (and subsequently clear) tabulator stops with the tabulator setting and clearing lever 3; you can then control the carriage movement from column to column with the tabulator key 20.
To clear any existing tabulator stops before you set new ones, hold the tabulator lever 3 up while you move the carriage along its full extent.

To set new tabulator stops, move the carriage against the position in which you want the first letter of the first column. Press the tabulator lever 3 downwards and release it. Follow the same procedure to set tabulator stops for any further columns.

To tabulate, once the tabulator stops have been set and you have begun typing, depress the red tabulator key 20. This automatically brings the carriage into position for typing the first letter of the next column.

To clear a single stop, bring the carriage to the stop in question with the tabulator key 20. Push the tabulator lever 3 upwards and release it.

Paper supports 12

The paper supports 12 should always be folded down when the typewriter is not in use. They can be raised to support the paper while you are typing if you press outwards on the small brackets which jut out at the bottom of them. They are particularly useful when you are typing several copies.
Line finder 15

The top edge of the line finder 15 corresponds to the bottom of the typing line. Thus it serves as a guide for typing on ruled paper, or (used with the variable line spacer 8) for realigning existing typescript replaced in the typewriter. The while lines coincide with the vertical centres of the letters. The triangular window enables you to draw horizontal or vertical lines: hold a pencil firmly in one of the three corners, and then either move the carriage sideways (for horizontal lines) or rotate the platen (for vertical lines).

Ribbon colour-change and stencil lever 18

By setting this lever against the blue dot (normal) you type on the upper half of the ribbon; by setting it against the red dot (secondary colour) you type on the lower half. To suspend operation or the ribbon mechanism for direct typing on to stencil masters, set the lever against the white dot (neutral).
Detachable top cover 17

The easily detachable top cover 17 gives quick access to the ribbon spools (for ribbon-changing), to the typefaces (for cleaning), and to the personal touch tuning lever 5. To remove the cover, hold it firmly at the centre and lift from the front; to replace it, insert the feet into their grooves on the main casing and press down on the front.

Personal touch tuning 5

The touch tuning lever will be found under the detachable top cover 17 on the left-hand side, and will enable you to adjust the key tension to suit your touch. There are four positions from 1, the lightest, to 4, the heaviest. The beginner is recommended to start with position 4. Later, as ease and lightness of touch and speed have been acquired, the adjustments can be brought into play one after the other until the lightest touch is in use at position 1.
**Ribbon**

The Lettera 22 uses the same standard-size ribbons as an office typewriter, wound on the same standard-size spools.

**Automatic ribbon movement** - the ribbon moves forward automatically each time a typing key is depressed, and reverses automatically whenever a spool is emptied.

**To change a ribbon**, remove the detachable top cover 17 and the old ribbon on to one of the spools by moving the ribbon arm (arrowed) away from the roller and rotating the spool outwards. Slide the ribbon out of the ribbon vibrator (also arrowed), unscrew the two milled nuts on the spools and remove the spools with the ribbon. Hook the new ribbon on to the empty spool, and wind it until the metal eyelet (situated about 6" from the end of the ribbon) is covered. Check that the red half of the ribbon is at the bottom, replace the spools on their spindles and tighten up the milled nuts. Ease the ribbon outside the roller and through the ribbon arm at each end, slide it into the ribbon vibrator, and replace the detachable top cover 17.

For the best typing results Olivetti silk or cotton ribbons should be used.
Cleaning and general maintenance

Treated with care, the Lettera 22 requires little or no maintenance.

Cleaning the letters (typefaces) - If your typescript loses its usual crispness the typefaces should be cleaned. Remove the detachable top cover 17. Press all the keytops on the left of the keyboard with your open hand and slide a clean rag under the lift-
ed typebars. Dip the nylon brush provided in any good typewriter cleaning fluid and clean each typeface individually. Dry the typefaces one by one, and remove the rag carefully. Follow the same procedure for cleaning the typefaces on the right.

Cleaning the platen - If the reverse side of your typing paper is soiled during typing, wipe the platen with a clean white cloth dipped in alcohol.

General care - Never attempt to oil or adjust the mechanism. Each typewriter leaves the factory ready for long service without attention: this will hold true if you always remember to move the carriage to one side before erasing (so that particles of rubber fall outside the mechanism), and if you always cover the typewriter over when it is not in use. From time to time have your typewriter thoroughly checked to keep it in first-class working order, and so to prolong its life. For this, or for any necessary servicing, take the typewriter to your nearest Olivetti branch or stockist.