1 Repeat space bar
2 Space bar
3 Shift key
4 Shift lock
5 Triple purpose key for margin release, automatic indentation and type bar release
6 Touch control lever
7 Tab stop set key
8 Removable top cover
9 Carriage return lever
10 Transparent deflectors with holes for ruling
11 Variable line spacer
12 Line space selector lever
13 Carriage release buttons
14 Memory line finder
15 Left margin set lever
16 Paper centering scales
17 Lateral paper guide
18 Erasing table
19 Cord holder with an indicator for the carriage position scale and the title centering scale
20 Paper bail
21 Title centering scale
22 Carriage position scale
23 Right margin set lever
24 Paper release lever
25 Page end indicator
26 Type guide
27 Tab bar (or eight tabulator keys)
28 Tab stop clear key
29 Ribbon position selector
30 Backspace key
To centre the paper in the carriage, insert it so that the readings on the paper centering scales (16) at the right and left edges of the paper are the same.

To establish this position, move the lateral paper guide (17) to the left edge of the paper. Paper of the same size may now be centered.

To release the paper for alignment or removal, move the paper release lever forward (24).
To establish the distance between lines, use the line space selector (12). It has three different positions: single, double and triple spacing.

To temporarily release the platen from the line space mechanism, move the memory line finder (14) forward. This memory line finder is used for off-line typing (HFO, a^3 + b^3, etc.).

To regulate the keyboard touch according to the preference of the typist, adjust the touch control lever (6) located on the left side of the front panel. Position "L" is suitable for the lightest touch; the other positions are for a firmer touch.

To advance the carriage rapidly, depress the right-hand space bar (1).

To set the left margin: a) if the margin is to be moved towards the center of the page, move the carriage to the desired position and then move the left margin...
lever forward (15); b) if the margin is to be moved towards the edge of the page, move the carriage to the existing left margin and simultaneously move the margin lever forward and depress the left carriage release button until the desired position is reached.

To set the right margin: a) if the margin is to be moved towards the center of the page, move the carriage to the desired position and then move the right margin lever forward (23); b) if the margin is to be moved towards the edge of the page, move the carriage to the existing right margin and simultaneously move the margin lever forward and depress the right carriage release button until the desired point is reached.

To type beyond the margins, depress the margin release key (5) at the margin position.

To obtain automatic indentation, keep the margin release key (5) depressed during the carriage return.

The ribbon selector (29) has four positions: 1) black, for the upper part of the ribbon; 2) white, for typing a Stencil (to exclude ribbon from being utilized); 3) red and black, for the central part of the ribbon (to use the ribbon fully if single colored; 4) red, for the lower part of the ribbon.
To type lists of numbers or names, the Olivetti Linea 98 has a regular tabulator or a decimal tabulator. Use of the two devices differs slightly:
TOUCH TABULATION

Is controlled by: a tab stop set key (7); a tabulator bar (27); a tab stop clear key (28).

To set stops, move the carriage to the position for each stop and depress the tab stop set key (7).

For tabulation, touch the tabulator bar (27).

To clear individual stops, move the carriage to the stop to be cleared and depress the tab stop clear key (28).

To clear all stops, depress the tab stop clear key (28) and either tabulate or carriage return.

DECIMAL TABULATION

Is controlled by: a tab stop set key (7), eight tabulation keys for numbers from one to eight digits (27), a tab stop clear key (28).

To set stops, move the carriage to the position for each stop and depress the tab stop set key. This position corresponds to the decimal position in the column (7).

In tabulation, to automatically move the carriage to the starting point of the various columns, depress the denomination key desired and the carriage will align itself to that denomination in the column. The decimal key should be used when tabulating for indented paragraphs as well as for locating the decimal position.

To clear single stops, move the carriage to the stop to be cleared and depress the tab stop clear key (28).

To clear all stops, depress the tab clear key (28) and either tabulate or carriage return.
The Page End Indicator will show you the exact number of inches you have remaining to the bottom of the 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 Transparent Card Holders.
3. Push the fluted portion of the right hand Platen Knob in and turn it until the number corresponding to the paper length is directly opposite the mark on the Carriage End Cover (in this example, 11 inches).
4. Release the knob and begin typing at a 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 the bottom edge of the paper with the top horizontal edge of the Lateral Paper Guide Slot.
3. Push the fluted knob in and position the broad line, found directly above the 8½" number, opposite the mark on the Carriage End Cover.
4. Return the paper to a desired location and begin typing.

The Page End Indicator will work in the same way as previously stated.
To rule lines on a page, insert the point of a pencil or ball point pen in one of the line ruling holes of the transparent deflectors (10); for horizontal lines, move the carriage with one of the two carriage release buttons (13); for vertical lines, release the line spacer (14) by use of the memory line finder and rotate the platen.

To return to a typing line, use the graduated indications on the two transparent deflectors (10) for alignment. If the paper is being re-entered into the typewriter, rotate the platen while depressing the variable line spacer (11) for accurate alignment.

To locate the typing point, find the point corresponding to the writing position indicator on the card holder (19) on the writing position scale of the paper bail (20).

To center a title, proceed as follows:
1. Make certain the paper is centered in the carriage.
2. Move the carriage to the "0" on the carriage position scale (22).
3. Depress the space bar for each character and space in the title.
4. Read the number indicated on the title centering scale (21) (the upper scale on the paper bail).
5. Move the carriage to the corresponding number on the writing position scale (the lower scale on the paper bail).
6. Type the title.

**If the left margin is wider than the right margin:**
- the width of the two margins is shown on the writing position scale (22) on the paper bail.
- calculate the difference in the widths of the two margins.
- divide this difference by two.
- the result represents the number of spaces the carriage must be advanced before typing the title.

**If the left margin is narrower than the right margin,** proceed as in the above-mentioned case, remembering, however, that the result of the division is now equivalent to the number of spaces the carriage must be backspaced before typing the title.

For notes or erasure, use the erasing table (18).

To insert an omitted letter in a word, without having to erase the whole line: a) erase the word; b) move the carriage so that the center of the type guide (26) coincides with the space between the word to be corrected and that preceding it; c) depress the space bar (1) and, keeping it depressed, retype the first letter; d) release the space bar, depress it again and, keeping it depressed, type the second letter; e) proceed in the same way for the remaining letters.

To release jammed type bars, depress the margin release key (5).
To change the ribbon, center the carriage and remove the top cover (8). Wind the ribbon onto a single spool. Slip the ribbon from the ribbon guide (a); slip the spools from the studs moving away the two stop wings (b); hook the new ribbon onto the empty spool with the red part down; insert the ribbon onto the ribbon vibrator (a). The original ribbons for the LINEA 98 are supplied by Olivetti.
To remove the platen from the machine, proceed as follows: a) move the carriage all the way to the right; raise the paper bail (20) and the erasing table (18); b) rotate the right front platen cover forward and remove the platen from its right rest; c) move the carriage all the way to the left; d) rotate the left front platen cover forward and remove the platen from its left rest.

To replace the platen in the machine, follow the inverse procedure.

For normal maintenance, the typist should clean the type face and the platen periodically using the accessories supplied for this purpose.

ANY OTHER MAINTENANCE SHOULD BE PERFORMED BY QUALIFIED CUSTOMER ENGINEERS OF THE OLIVETTI CORPORATION OF AMERICA.
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