Opening the case

After lifting the safety latch, open the lock with the keys - turning counterclockwise - and slide the fastening latch to the right. With your right hand grip the handle and raise the lid.

The carriage is then unlocked by lifting the security latch (4) with your left index finger.
Inserting paper

Place the paper at the back of the drum, and then lift the paper-retaining arm with your right thumb, by pressing down on the projecting part of lever 5. Turn the knob on the drum, and the paper will be taken in until the desired position is reached.

Straightening the paper

With the right thumb, depress lever II-6 to free the paper and straighten it; by doing so one can bring the upper edge into alignment with the lower.

Releasing the carriage

The carriage is released by pressing lever 7; it can then be brought into the desired position.
The margin stop

There are two latches at the back of the machine, II-8, which set the boundary of the typed line. To fix the left margin position, slide the left margin stop with the index finger of your left hand, until it bumps up against the far left side of the machine.

Next set the position of the carriage such that it (I-9) is lined up to type at the desired margin. Again release the margin stop by giving it a light push, and slide it back along with your finger until it bumps up against the carriage.

To fix the position of the right margin, repeat this procedure in the opposite direction with the right stop, using the index finger of your right hand.

Beginning a new line

With your left index finger, push lever 10 to the right. Simultaneously the drum will be turned forwards, automatically, according to the line pitch.
adjustment that has been set, and the paper will be advanced to a new line.

Line pitch

The pitch from one line to another is set by the position of control lever 11.

The Olivetti portable has three line pitches. The first (position 1 of the control lever) provides for narrow writing on the paper (line pitch of 5mm); the second (position 2) provides for normal line spacing (7.5mm); the third (position 3) is commonly used to write out official documents (10mm).

Line indent

Often the first line of a new letter or the start of a new paragraph are indented for aesthetic reasons. To achieve this, press down on key 12 with your right index finger and at the same time pull the carriage from the right side, with your left index finger.
The carriage will automatically stop five places from the normal left-hand margin.

The keyboard

Each of the 43 keys corresponds with a letter, a number or a symbol, which is imprinted on the paper with each key press; the carriage simultaneously shifts one space to the left.

The pressure you apply should be light but sure. If long pieces are to be composed, one can learn the 10-finger-typing method. One can then work faster and with less fatigue.

The space bar

To separate one word from another, press key 1-13.

Capital letters

Press either of the two keys 1-14, which lift the
carriage. Once this key has been released the carriage immediately returns to its normal position. If one wishes to fix the carriage in the shift position, one can achieve this by pressing the small key I-15, which is found above the left shift key.

Margin release

Seven spaces from the right-hand margin a bell sounds, to make the writer aware of the end of the line; the carriage stops at the right margin and further typing is prevented.

If one wants to type a character in the right margin, press key 12 again (the one which was also used for indenting the line) - naturally this goes only so far, not past the point where the edge of the page runs out.

Carriage return

Push the return key I-16.
Typing in between two lines

To make the drum turn independently of the gearing mechanism, and to bring the paper to an arbitrary writing point, push control 17 backwards.

Once one has returned it to the normal position, the drum automatically returns to the old line height.

Two-colour ribbon

Move lever I-18 to <<blue>> to type on the upper part of the ribbon; to <<red>> for the lower. The effect of the <<white>> position is that the ribbon does not lift and the typebars hit the drum without colour: such as for writing on wax material.

Switching the ribbon direction

This occurs automatically. You do not therefore need to manually bring about a reversal in the direction of
the spool, whenever the ribbon has wound from one spool to the other. However if you want to bring the ribbon back to a particular position, you can achieve this by turning bolt 19.

Changing the ribbon

First one winds the entire ribbon on to one spool, either by turning the spool with one's forefinger in stages, or by turning pin 19 to wind the ribbon to the end.

Next fix the carriage into the uppercase position. The ribbon is now positioned on red and the caps of the ribbon spools can be pulled off, vertically. The ribbon should then, with the thumb and index finger of both hands, be gently lifted from under the hooks of the ribbon fork, and by doing so completely freed.

The two ribbon spools can now be lifted up one by one, while holding back lever 21 with one's free hand. Replace the old ribbon by fixing the free end of a new ribbon on the empty spool.
Next lead the ribbon around the inside of the two small guidebars, the ones with the chromed guards, and put the spools back in place.

One should make sure when doing this that the small spikes on the turning mechanism fall into position in the small holes on the spools; this is achieved by gently turning the spool until it comes into place.

Then pull the ribbon through the ribbon-fork again; one proceeds here in the opposite manner to when the ribbon was taken out.

Now replace the spool covers. With dual-colored bands, the red part must always be at the bottom.

Locking the carriage

Locking lever 4 is lowered, and the carriage is then adjusted until it clicks into place in the opening in the carriage rail.
Closing the case

Place the back edge of the lid in such a position that it butts up against the two corresponding pieces on the base of the machine, and using both hands gradually lower the lid over the machine until the lock snaps in place. Before picking the machine up by the handle, make sure that the back part of the housing is properly shut.

Cleaning

Never take a screwdriver and experiment with taking the machine apart. If the machine really is in need of an overhaul, you should take it to your nearest agent. He can carry out an overhaul for a modest price.

If on the other hand the machine only needs some superficial cleaning, one can easily carry this out oneself. Simply grasp, between the thumb and forefinger, the frame on the front side of the machine, and by so doing lift the machine upwards off the base, hold-
-ing down the base with your forefinger.

The machine will then release itself from the two anchor points on the base and turn itself at the appropriate angle on the two rear release points. The whole underside of the machine is now accessible for cleaning.

First wipe any waste away from the base. (With each machine one receives a brush, a scrubber and an eraser). The typebars can be cleaned with minimum effort by using a brush dampened with a little oil.

Sticky parts of the machine can also be wiped down with a little rubbing alcohol (but never oil!)

You might like to remember that for a small outlay each month you can arrange for the cleaning of the machine by our own skilled personnel.
We advise our customers:

You can buy ribbons from our own product line under the brand name ICO; each time you can then be assured that you are buying exactly the right type of ribbon for the machine, and be sure of the particular properties of that ribbon (copy-able or uncopy-able, one- or two-colour).

Never undertake any repairs to the machine yourself, or trust any inexperienced workmen.

Each time after you have used the machine, make sure you close it carefully.