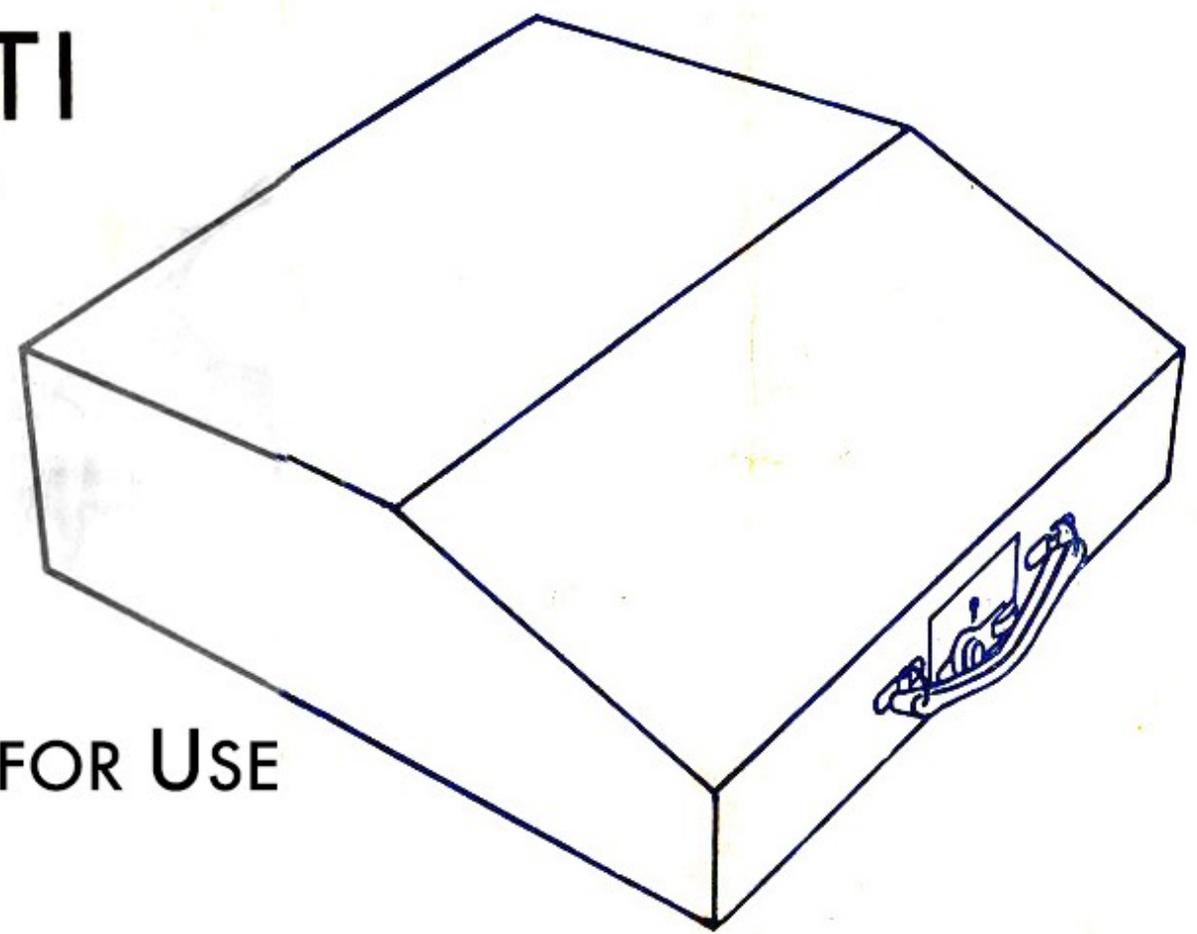
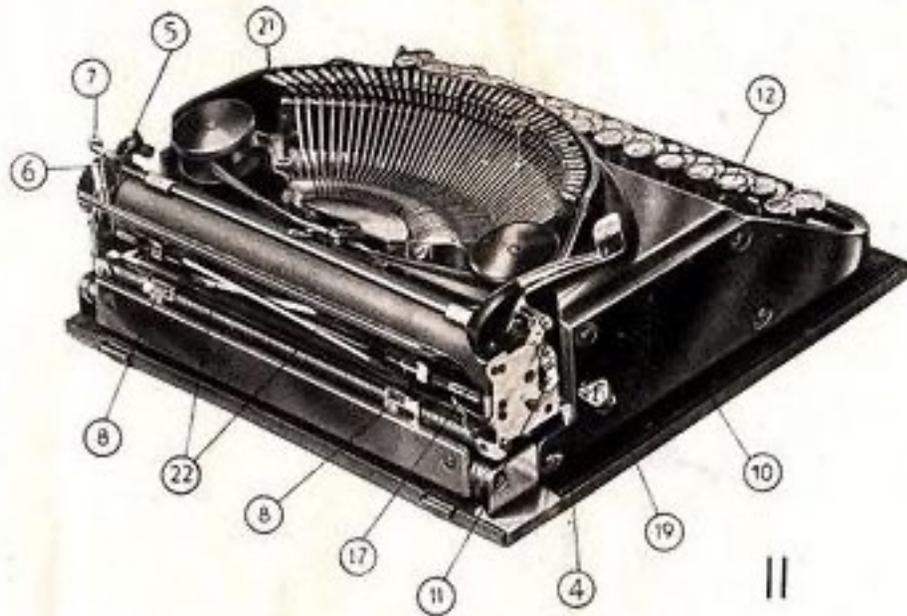


OLIVETTI

*Portable!*



INSTRUCTIONS FOR USE



### Opening the Case

Lift the safety ring, then turn the key counterclockwise to open the lock. Push the locking button to the right. Grasp the handle and remove the lid. With your left index finger, lift flap 4 to unlock the carriage.

### Inserting the Paper

Place the paper on the back of the roller, then press lever 5 with your right thumb to lift the upper paper rollers. To pull the paper in, turn the roller knob.

### Straightening the Paper

Using your right thumb, press lever II-6 (lower illustration) to release and straighten the paper. The paper is straight when its upper edge and lower edge align.

### Carriage Release

Press lever 7 to release the carriage and move it to the desired position.

### The Margins

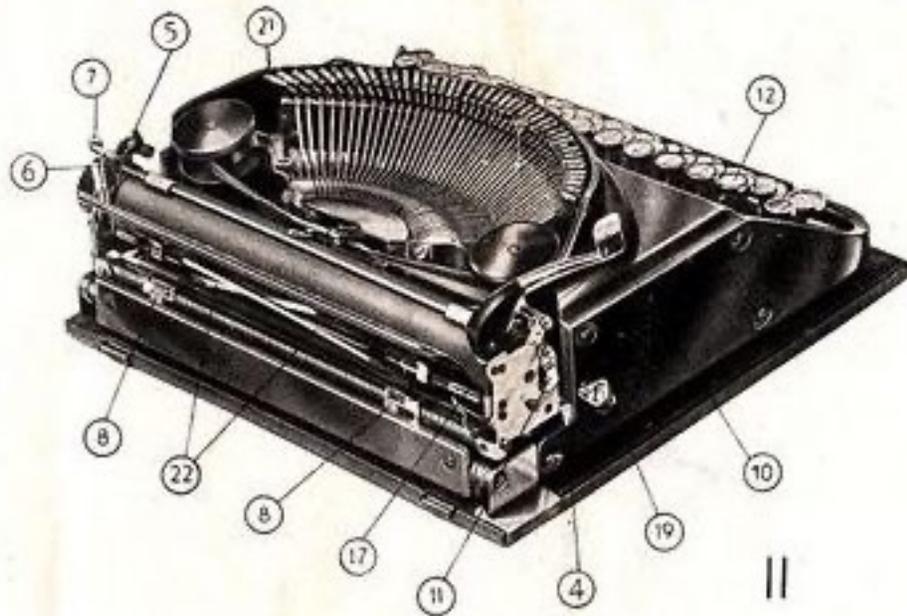
Set the margins with the two locks II-8 (lower illustration) on the back. To set the left margin, position the carriage so that the type guide 9 (upper illustration) is at the desired margin. Then, using your left index finger, push the left margin lock, slide it to the desired margin, and release. To set the right margin, follow the corresponding steps with your right index finger.

### Starting a New Line

When you reach the end of a line, pull lever 10 to the right until the carriage is set to the left margin, and release. The paper is automatically advanced to the next line according to your spacing settings.

### Line Spacing

Use lever 11 to set the distance between lines. The Olivetti Portable has three line spacings. In position 1, line spacing is narrow (5 mm); in position 2, line spacing is normal (7.5 mm); and in position 3, line spacing is wide (10 mm).



### Line Indent

To indent a line, press and hold button 12 while pulling the carriage to the right with lever 10 as usual.

### The Keyboard

Each of the 43 keys corresponds to a letter, a number, or a character that prints when a key is pressed. At the same time, the carriage moves to the left. The stroke should be light but definite.

If you have many documents to type, learn the ten-finger writing method. You'll work faster and with less fatigue.

### The Spacebar

To insert a space, press the spacebar (13).

### Capital Letters

Press either shift key (14) to lift the carriage. When you release the key, the carriage lowers to the normal position.

To keep the carriage in shift position, press key 15, located above the left shift key.

### Margin Release

To alert you to the end of a line, the bell sounds seven spaces from the right margin. To write beyond the margin, press key 12. (This is the same key that indents a line.)

### Backspace

Press key 16 to move back one space.

### Writing Between Two Lines

To rotate the platen freely so you can type regardless of line spacing, push lever 17 back. When the lever returns to the normal position, the previous line spacing is preserved.

### Ribbon Position (Ribbon Color)

When lever 18 is set to blue, the upper half of the ribbon is used. When the lever is set to red, the lower half is used. This lets you select the color when using a two-color ribbon. When the lever is set to white, the ribbon is not used, so you can cut a stencil.



### Ribbon Direction

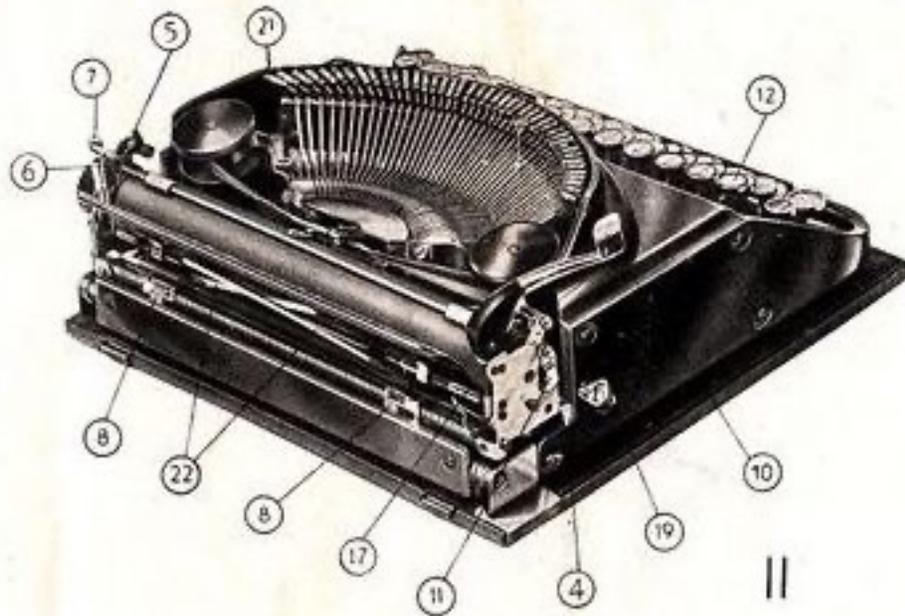
When the ribbon reaches its end, it automatically reverses to begin winding on the empty spool. To manually reverse the ribbon direction, press pin 19.

### Changing the Ribbon

First, wind the ribbon completely onto one spool, either by turning one ribbon spool with your index finger or by turning pin 19. Then set the shift lock by pressing key 15. Set the ribbon position lever 18 to red, and remove the ribbon cover by pulling vertically. Lift the ribbon out of the two lower hooks of the ribbon fork, and lower it out of the vibrator assembly to free it completely.

The two spools can now be lifted off by pulling latch 21. Replace the empty spool with a new spool, and wind the loose end of the new ribbon on to the empty spool. Position the ribbon around the two small guide rollers inside the chrome-plated protective plates and reinsert the spools. Make sure that the small pin on the turning mechanism snaps into one of the small openings in the spool; to do this, gently press the spool while turning. Then pull the ribbon back into the ribbon fork. Reverse the steps that you used to remove the ribbon to feed the ribbon into the vibrator assembly, and replace the ribbon cover.

The red half of a two-color ribbon must always be on the bottom.



### Centering the Carriage

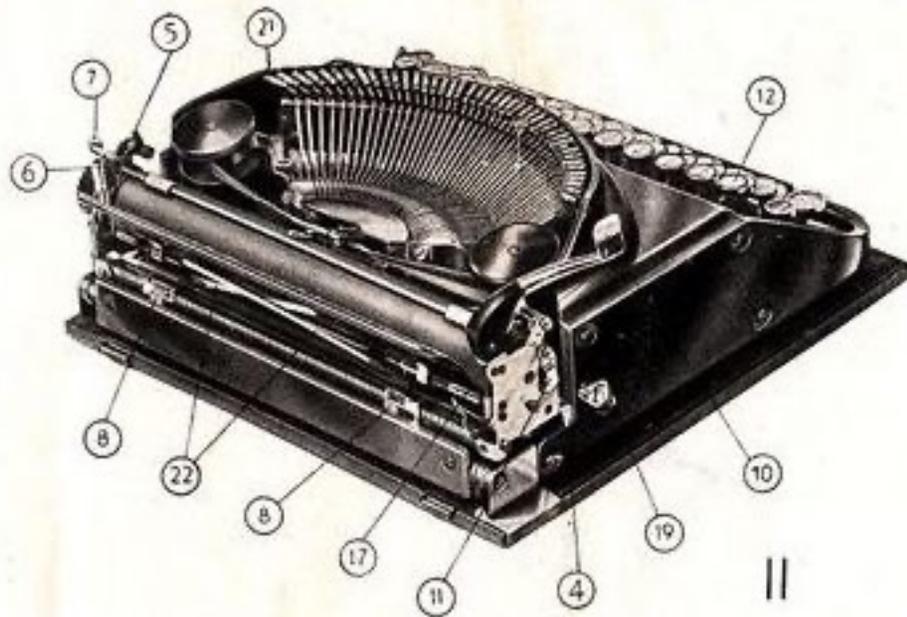
Lower closing flap 4 and move the carriage until it snaps into the opening in the carriage rail.

### Closing the Case

After centering the carriage, simply push the rear edge of the cover against the corresponding part of the typewriter base and gradually lower the cover over the machine with both hands until the lock snaps into place. Before picking up the closed case, make sure that the rear part of the case is closed securely.

### Cleaning

Never use a screwdriver, and never try to take the machine apart. If the machine needs a thorough cleaning, go to our nearest representative. He will do it for a moderate price. If a light cleaning is needed, you can easily do it yourself.



Grasp the front with both hands and lift the typewriter from its base. The machine releases itself from two securing forks and lifts by two hinges at the rear. The underside of the machine is now free for cleaning. Your typewriter comes with two brushes and an eraser.

Wipe any debris off the floor of the base. Clean the type by using a brush slightly moistened with petrol.

The rubber parts of the machine can also be rubbed with a little spirit (never petrol). Remember, however, that at a small cost, you can secure regular monthly cleaning of the machine by our expert staff.

### We Recommend to Our Customers

First and foremost, use our ribbons sold under the ICO name. Specify the type of machine and the other characteristics of the ribbon (copyable or non-copyable, one or two colors).

Never carry out any repairs on the machine yourself or entrust repairs to unskilled personnel.

Always close the machine carefully after use.