



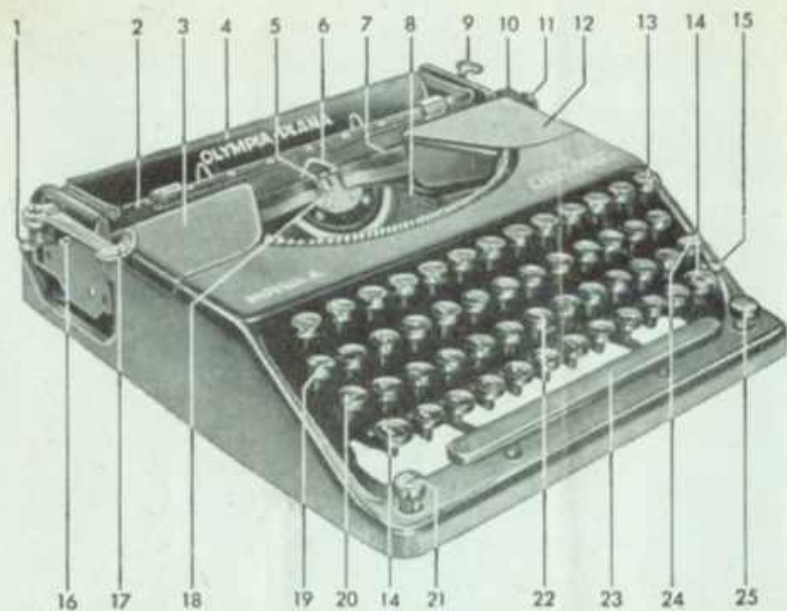
Olympia

PLANA

Model A and B

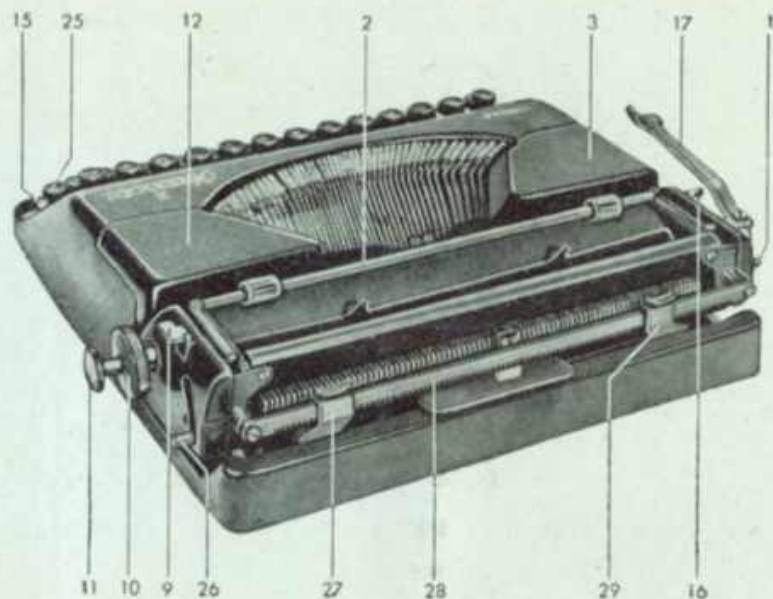
INSTRUCTIONS FOR USE.

Please, turn this page back and do the same with the cover at the end and you will have a front and back view of the machine with all designations before you.



Front view

- | | | |
|-----------------------------|------------------------------|--|
| 1. Platen Release Lever | 10. Thumb Wheel | 19. Margin Release Key |
| 2. Paper (holding bar) Bale | 11. Platen Release Knob | 20. Shift Lock |
| 3. Left Ribbon Cup Cover | 12. Right Ribbon Cup Cover | 21. Tabulator Setting Key (for Model „A“ only) |
| 4. Paper Guide Plate | 13. Back Space Key | 22. Keyboard |
| 5. Ribbon Fork | 14. Right and Left Shift Key | 23. Space Key |
| 6. Postcard Holder | 15. Ribbon Adjusting Lever | 24. Tabulator Release Key (for Model „A“ only) |
| 7. Line-Straightening Plate | 16. Line-Spacing Lever | 25. Tabulator Key (for Model „A“ only) |
| 8. Type Bar Segment | 17. Line-Switch Lever | |
| 9. Carriage Release Lever | 18. Type Bar Guide Head | |



Back view

- | | | |
|---------------------------|----------------------------|--|
| 1. Platen Release Lever | 11. Platen Release Knob | 17. Line-Switch Lever |
| 2. Paper Holder | 12. Right Ribbon Cup Cover | 25. Tabulator Key (for Model „A“ only) |
| 3. Left Ribbon Cup Cover | 15. Ribbon Adjusting Lever | 26. Paper Release Lever |
| 9. Carriage Release Lever | 16. Line-Spacing Lever | 27. Right Margin Stop |
| 10. Thumb Wheel | | 28. Margin Stop Bar |
| | | 29. Left Margin Stop |

Before the PLANA can be put into operation the following must be attended to.

1. The cover must be raised by pressing the button to the right and pushing the cover back a little.
2. The two screws at the right and left side of the machine beside the holding springs have to be removed.
3. The wire-bow showing left and right below the carriage has to be removed by pressing same together.

The machine is then ready for use. It is better, however, to take the machine from the base-board and to put the machine on a piece of soft felt. The machine can be lifted from the base-board by pressure of the thumb of the right and left hand against the holding-springs and the machine is pressed back. Care should be taken when replacing to see that the machine is pushed from the back to the front.

Then the machine is pressed down and fixed by moving the holding-springs towards the back.



Turn key to the right, and knob pressed in direction of the arrow.

Before closing the cover the carriage must be brought to the centre position (yellow stroke of the engraving on the paper holding bar (2) on type bar guide head (18)). The shift key must not be fixed. The cover is now fixed from back to front and then closed. Always make sure that the lock of the cover is properly snapped in to prevent unfastening of the cover.

Margin stop and tabulator stops are at the back of the PLANA. Before inserting the paper, the margin stops must be brought to the required place of the margin stop bar (28), corresponding to the scale graduation of the

Length of line

paper holding bar. In order to change the margin stop, the levers are pressed down. When typing postcards or letters the left margin stop (29) is set to scale graduation 10. Adjusting the right margin stop (27) depends on the breadth of the paper.

A bell sounds shortly before the end of the line. After this sound eight more strokes can be made and the keys are then locked. However, if it is desired to type beyond the adjusted margin, the margin release key (19) which releases the keys is depressed. To write before the set margin on the left the margin release key is kept depressed and the carriage moved to the right.

Paper Guide Before inserting the paper the paper holding bar (2) should be thrown back. The paper is now inserted with the left hand between the platen and the paper guide plate (4). The paper is brought to the required position by turning the thumb wheel (10). The paper

holding bar is then pulled down. If the paper has to be straightened the paper release lever (26) is pulled forward. The paper is then released and can be brought to the right position without difficulty. The paper release lever must then be thrown back again.

The postcard holder (6) fitted to the line straightening plate (7) admits the typing of postcards or thick paper. In order to take care of the platen it is advisable, in case no copy is used, to place a sheet of paper under the writing paper. Care is to be taken, of course, not to type on the platen without paper inserted.

To secure good typing, a light, elastic and equal touch is necessary. The PLANA is provided accordingly and this enables quick typing.

All letters, figures, and signs are to be found in the keyboard (22). The accent key is a so-called "dead-key"; that is to say the

Typing,
Touch

carriage does not move when the key is struck. In the typing of â, ê etc. the accent key is first struck and then the letter. It is desirable to strike punctuation signs, underlinings, and dashes particularly lightly, so as to avoid damage to the paper.

Shift Keys The two shift keys (14) serve for the typing of capital letters and signs. If capital letters or signs are to be typed alone, the shift lock (20) should be depressed. The release of the shift lock is effected by pressure on the left shift key.

Horizontal Carriage Release Moving the carriage from right to left is effected by touching the keys, the space key (23), the tabulator key, or the tabulator release key.

Left to right movement is effected, either by the line switch lever or by using the back space key (13).

When pressing the carriage release lever (9) the carriage can be moved in either direction.

When typing lists, but also when setting any stop of the column, the tabulator is used. After the carriage is brought to the desired position, where a column or a paragraph is to begin, the setting key (21) is depressed. Thus the adjustment is made.

Tabulator
(For Model
„A“ only)

In such a manner the further columns are set as necessary, and after this the carriage is brought to the right to the marginal position. Now tabulating can be carried out. This is done by keeping the tabulator key (25) depressed until the carriage has completed its course.

To release the adjusted columns the carriage must travel completely to the right and the tabulator release key (24) provided in the keyboard is then to be kept depressed. Thus the travel of the carriage is effected and during the travel of the carriage the adjusted stops spring back to their places of rest.

For this purpose a lead pencil is placed in the Ruling

notch of the postcard holder (6) and the line straightening plate (7). Lateral movement of the carriage produces horizontal lines and turning of the platen vertical lines.

Vertical
Carriage
Release

The succession of lines is principally not to be effected by turning the thumb wheel but by operating the line switch lever (17). By turning it to the right the carriage is simultaneously moved to the right. The required spaces are effected by the line spacing lever (16).

Three spaces are possible:

Space	1	1½	2
Line spacing lever at	back	middle	front
Lines on sheet	70	47	35

If a correction has to be made later on a sheet already removed from the machine, the platen release knob (11) is to be pressed and adjustment is carried out by turning the thumb wheel to the respective line. This is best done by means of a combined grip. The surface of

the right hand presses the platen release knob, whilst at the same time both index-finger and thumb operate the thumb wheel. The line to be corrected is adjusted to the line straightening plate, showing the typing line. For typing on printed forms or for filling forms the platen release lever (1) is provided. In order to release the platen the lever is pushed back and after completing the typing it is pulled forward again and positive adjusting of the lines takes place.

The ribbon (13 mm wide) is automatically Ribbon wound during the typing from one spool on

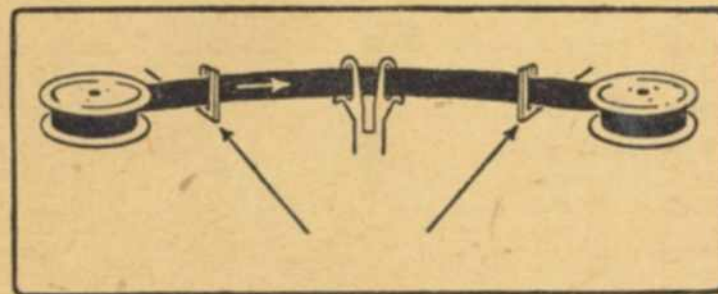


Fig. A
(Ribbon Switch Lever)

to another. The switching by means of which the unwound ribbon is again wound in the opposite direction operates automatically.

By means of the ribbon adjusting lever (15) the red or black (blue) part of the ribbon is provided for. When the lever points to the middle (white) the ribbon is switched off completely. This position is necessary when typing on wax stencils. When a one-colour ribbon is used, first the upper part must be written on, later the spools changed to make use of the lower part.

Changing of Ribbon

When exchanging the ribbon the carriage is to be set to the scale graduation 60 of the paper holder. When the ribbon is brought from left to right, the right ribbon cup cover (12) or the left (3) respectively are opened (see Fig. B) and by turning with the index-finger, the worn ribbon is spooled up. The full spool is now removed and the ribbon is taken out of the guide slots of the ribbon switch

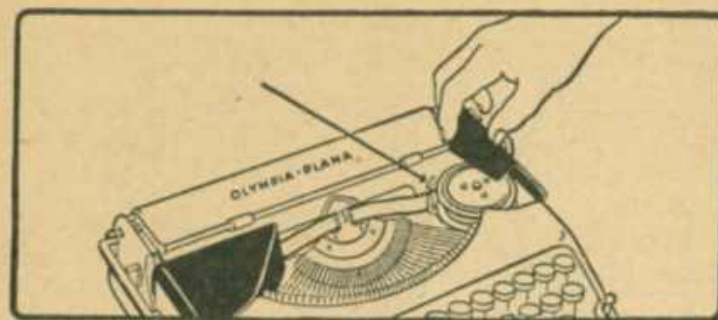


Fig. B

lever (see Fig. A). Afterwards the cover of the empty spool is opened and the spool taken out. The ribbon is unfastened from the empty spool (see Fig. C) and then taken out of the ribbon fork (5) with the full spool.

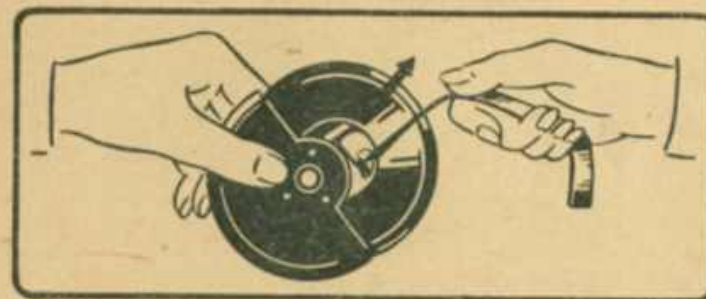


Fig. C

The worn ribbon should be detached from the spool by a sharp tug upwards.

When replacing a new ribbon the procedure is as follows:

1. The unwound end of the new ribbon should be attached to the hook of the spool (see Fig. D). The full ribbon-spool should be taken in the left hand and the empty spool with the ribbon attached turned somewhat to the right.
2. Both ribbon-spools are inserted after having opened the respective ribbon covers. Afterwards the ribbon is brought into the guide slots of the ribbon switch lever (see Fig. A).

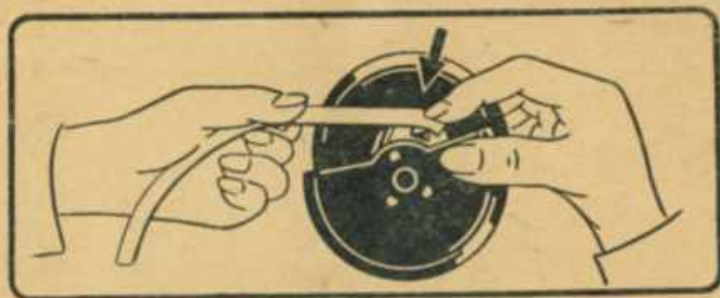


Fig. D

The end of the new ribbon, this folded in, should be attached to the hook on the core of the spool by a sharp tug, after which the hook must be pressed down flat on the core of the spool.

3. The ribbon is brought into the ribbon fork. The middle guides of the ribbon fork must lie in front of the ribbon, whilst the outer are covered by it.

When erasing an erasing-stencil is to be used. Turn the paper, where the mistake is, so far Erasing



Fig. E

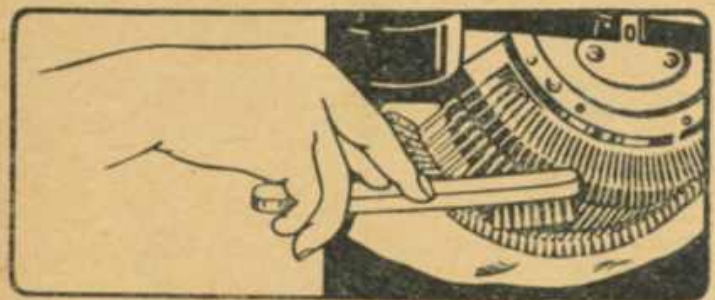


Fig. F

till it is on top of the platen. The carriage must then be brought to either right or left. This prevents the erasing-dust from falling into the machine. Insert a piece of paper between carbonpaper and the copy as otherwise the erasing is visible.

Care of the
machine

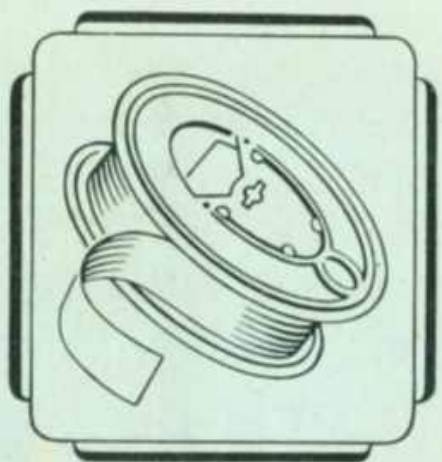
After having finished work the machine is to be brought into the cover or kept dust-proof in some other way. From time to time both the body and the parts easily accessible should be cleaned with a brush and a piece of flannel-cloth. Before cleaning the types a folded sheet of paper (see Fig. E) is to be inserted from left to right under the type bars to prevent the dust from penetrating into the interior of the machine. To facilitate the insertion of the paper the lateral end type bars should be raised slightly. The types should be cleaned with the type-brush (see Fig. F) which belongs to the cleaning-outfit. The brush should not be used horizontally but in direction of the type-bars

towards the outside. In case of necessity the type bars may be cleaned with a little benzine, always provided that paper is inserted.

The machine should only be oiled at long intervals of time. The old oil must be washed off. It is to be noted that fluid engine oil free from acid should be used and applied extremely lightly to the most accessible parts. The type bar segment (8) with the type bar guide head (18) must not be oiled at the guides of the types. The platen is only to be cleaned with spirit. Never use benzine here, as benzine destroys the rubber.

It is advisable to pull the paper release lever (26) forward when the machine is not used. This prevents the small rubber rollers from pressing unnecessarily against the platen.





Olympia

Ribbons

ensure a clean, clear type and are of a considerable durability. They are extremely economical.

Please open.

Dec 23/51

*Bede - W. U. U. U.
Tourist Rooms
5055 University St
Montreal Que.*

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