



Congratulations!

You will take pride in your new Olympia portable typewriter. In order to use your new typewriter effectively, read this instruction sheet carefully.

1. **SPACE BAR:** A gentle touch to the space bar gives a quick single space.
2. **AUTOMATIC REPEAT SPACER:** Depressing the automatic key gives fast repeat spacing to any point on the writing line until released.
3. **SHIFT KEY** shift type basket for typing capital letters and uppercase characters.
4. **SHIFT LOCK KEY** permits typing capital letters and uppercase characters continuously. The lock is disengaged by pressing either shift key.
5. **MARGIN RELEASE KEY** allows typing beyond both margins by depressing the key. Warning bell sounds approximately six spaces before end of right margin.
6. **TOUCH CONTROL KEY:** The key is freely adjusted by setting on the "L" for light touch or "H" for heavy touch or any position between light and heavy.
7. **TABULATOR KEY:** Press the tabulator key, and the carriage moves to the next tab stop.
8. **RIBBON COLOR SELECTOR** allows you to type in red or black by positioning the lever at the corresponding color marks. For stencil cutting, move the lever to the stencil position.
9. **BACK SPACE KEY:** Depressing this key will move the carriage backward one-space.

10. **TABULATOR SET-CLEAR LEVER:** To set tabulator stops, move the carriage to desired position and set tabulator set-clear lever at the plus (+) position. To clear tabulator stops, move the carriage to the position where tabulator stops have been set, and pull the lever back to the minus (-) position. To clear all tab stops at one time, move the carriage to the extreme right and left while pulling the lever to the minus (-) position.
11. **PLATEN KNOB AND VARIABLE SPACER:** Platen knob rotates platen. To disengage the platen from the spacing mechanism, press the variable line spacing button in the left-hand Platen Knob.
12. **LINE SPACE LEVER:** Moving the line space lever from left to right returns the carriage and advances the paper to the next line spacing.
13. **LINE SPACE SELECTOR** has four settings: 1, 1½, 2 and free movement. Setting it at "1" gives you no blank lines between the typed lines. At "1½", a ½ space is between the typed lines. At "2", a whole blank line is between the typed lines. Setting the lever at "R" gives you a soft roller which allows you to move the roller freely by hand.
14. **MARGIN STOPS** set both starting and ending points of writing lines.
15. **ERASURE TABLE** provided for erasing errors.
16. **PAPER SUPPORT ARM** supports paper while typing.
17. **PAPER BAIL AND ALIGNMENT GUIDE** provides an indicator for perfect alignment of paper. Also holds paper firmly against Platen.
18. **PAPER PAN:** Paper should be inserted between platen and paper pan. Paper pan has a paper alignment scale that serves as a guide for setting equal margins.
19. **CARRIAGE RELEASE BUTTON** allows carriage to move freely (right or left) to any desired position.
20. **PAPER RELEASE LEVER** releases paper for aligning in correct position or removal.

When Using Error Correcting Ribbon:

1. Back space to letter or word typed in error, shift ribbon selector to "RED" position.
2. Retype the error and watch it disappear.
3. Back space again, shift ribbon to BLACK! Type correct letter.

United States and foreign patents pending.