This, too, is necessary...

Changing the ribbon
Remove top cover. Wind the worn ribbon completely onto either spool. The spool holder (b) is pulled out, the spool is removed and the ribbon is unhooked from the other spool and from the vibrators (g). The end of the new ribbon is then fastened to the hook (c) on the empty spool. The new spool must be placed on the left spool shaft so that the transport pin (e) engages in one of the holes in the spool (d). Pass the ribbon around the two ribbon reverse rollers (4). Press shift lock (14) down, place ribbon behind the vibrators and vibrators guides (b) and in front of the vibration hooks (l). By pulling the ribbon down and then up, engage the top and bottom edges of the ribbon under the vibrator hooks. The ribbon is installed correctly when it corresponds to the accompanying illustration (below).

Replacing the cover
Pull carriage lock lever (4) forward before replacing the carriage-case cover to prevent unauthorized use or injury to the typewriter during transportation. To close the cover place the hooks of the cover under the rear of the machine and lower cover until the hooks at the host engage.

Careful maintenance assures trouble-free service

Core of typewriter
If the machine is in constant use it should be cleaned daily before work is started. Remove the top cover and brush the typewriter out thoroughly. Type faces should be cleaned with a type brush after placing a sheet of paper under the type bars. Reflected type cleaner should be made pliable before using. Sharp metal instruments should never be used to clean the type faces. A wooden or plastic toothpick is recommended. Alcohol may be used for an occasional cleaning of the platen, but do not use gasoline or benzine, for it dissolves the rubber.

All moving parts of the typewriter may be sparingly oiled with a light typewriter oil. Before oiling, the machine should be cleaned thoroughly and any remaining oil removed with a cloth. The segment, type bars, type guide and platen ratchet wheel should not be oiled at all. Oil should be applied carefully, for too much oil is harmful to the machine.

All repairs should be made by a qualified typewriter service mechanic.

First things first...

Unpacking the typewriter
Open the carrying case and remove the machine. Remove cardboard from paper support at carriage and from the keyboard. Raise line space lever (1), push carriage release lever backwards (thereby unlocking carriage), lift top cover and remove card- board from segment. Remove ribbon from right and left platen knob (2). Remove the four plastic pins which are inserted at the left and right ends of the carriage rail to prevent damage in transit. Depress one of the shift keys (15) meanwhile removing both foam rubber pads at the left and right end of the front carriage rail. When replacing the top cover, make certain that the left and right pins are securely engaged in the two rubber bushings. Although the machine operates quietly, it is advisable to place it on a soft pad (felt or rubber). Raise paper rest (9). Now the typewriter is ready for use.

Inserting the paper
Raise paper bail (10). Insert the paper between the platen and the margin stop scale (6), turn the platen knob (2) simultaneously guiding the paper under the paper bail. Lower the paper bail and advance the paper to the desired height. Pull the paper release lever (16) forward to align the paper. This may also be done to facilitate insertion of a large number of sheets when making carbon copies.

Setting the margin
Left and right margins are set by moving the two margin stops (6) located at the rear of the carriage. The two red pointers on the margin stop scale (6) indicate the position of the margin stops.
Legalizing the right margin

The correcting space bar makes it possible to equalize the right margin. The text is first typed in a rough draft to determine how many letters must be equalized on each line. The shortest line is used as a standard. A vertical line is drawn at the end of this line to show how many spaces must be eliminated by the correcting space bar (17). An equalized right margin can also be achieved by drawing the vertical line at the end of the line that falls midway between the longest and the shortest lines of the rough draft. The longer lines can be shortened while the shorter lines can be lengthened by use of the correcting space bar. (See illustration.)

Olympia machines provide an even right-hand margin—you use the half-spacing feature

(without margin corrections)

Olympia machines provide an even right-hand margin—you use the half-spacing feature

(with margin corrections)

The latter system has the advantage that each line may be shortened or lengthened by up to eight letters. Shortening a word is accomplished in the following manner: Depress space bar and type first letter of the word, then release space bar; Depress space bar, type second letter and release space bar; continuing in this manner until the complete word is typed correctly. Lengthening a word is carried out as follows: After the last letter of the previous word, press down the space bar, release it, press it again, type the first letter of the next word and release the space bar. Continue in this manner with each letter by pressing down the space bar, typing the letter and releasing the space bar, until the end of the word. Alternately, the last letter release the space bar, then tap it twice in succession. Normal typing may then continue.