Changing ribbon

Wind old ribbon completely on to one spool. Take empty spool out. Fix end of the new ribbon on to empty spool. Take out of old spool and fix new one in its place. Fix new ribbon in ribbon reverse lever No. 8 and through slit No. 2. See that ribbon lies behind the fork, as illustration.

Cleaning

The typewriter should always be carefully looked after. If used continuously, dust off every morning before starting to write, using a clean brush. Open the front panel (12) for this purpose. Clean the types with a special wire brush, if necessary, with gasoline but be sure not to bend or damage any parts while doing so. The platen should only be cleaned with alcohol; never use gasoline.

Oiling

All moving parts and parts subject to friction should be oiled. This, however, should be done only at longer intervals and then an acid-free, thin machine oil should be used. Wipe off any traces of old oil first. The segment (1) and the type guide (5) should not be oiled.

Repairs

Damaged typewriters should be handed over to an experienced typewriter mechanic immediately. His knowledge is a guarantee for expert repair and will save greater damage.

The best guarantee, however, for a continued and equally satisfactory service will be found in a permanent order to your typewriter expert for regular monthly check-ups.

OLYMPIA WERKE WEST GMBH - WILHELMSHAVEN

Printed in Germany

The new

Olympia

MODEL SM 2

Should be always ready and useful assistant to you outside your daily professional activities. This typewriter will also fulfil its obligations to your entire satisfaction if you will follow the

INSTRUCTIONS

in all particulars carefully, and if you will see to it that the usual attention and cleaning is given to the typewriter from time to time.
Instructions:

Opening of the box:
Turn key to right. Press two side push buttons at the same time. Lift the cover with the handle, to the back.

Preparation for use:
For use, the machine should be freed from the base. Press the two side fastening levers towards the front, at the same time lift the machines towards the front by sliding it out of the rear fastening. To avoid excess noise, place machine on a soft base (felt). Close cover and keep handy.

Only on pressing occasions or during a voyage should the machine be left on its base. The cover-lide is then pushed towards the side, thus releasing it from the hinges attached to the base.

Freeing the machine:
The carriage lock lever on the carriage is drawn towards the front and the carriage is thus left free. Before re-packing the machine into its box, place carriage in centre until the machine is locked again, to make it safe for transport.

To insert paper:
Paper support No. 17 and paper holder No. 14 should be raised. The paper is then inserted in its position No. 27 and between roller No. 13 and paper guide No. 16. By turning knob No. 20 the desired position can be obtained. The adjustment of the paper can be made by freeing it with lever No. 11.

Fixing margin:
After the bell rings only 8 further spaces can be used to the end of the line. Press release No. 31 which will allow you to continue. The same applies to the left hand margin.

Spacing:
Spacing is governed by the spacing lever No. 28, 1, 1½, or double spacing is obtained. Slight pressure on spacing lever No. 29 will push the carriage towards the right and at the same time advances the paper to the next writing line.

Setting of Roller:
By pressing knob No. 21, the right roller is freed and the writing margin between the lines can be adjusted freely. Immediately knob 21 is released the roller is fixed again.

To free carriage:
Hold roller at No. 20, press down No. 19 and the carriage can be moved in either direction freely.

Capitals:
For capital letters press lever 11 and if it is desired to continue with capital letters shift lock key No. 32 will fix the position. To release them, press shift lever 11.

Word Spacing:
No. 10 represents the distance lever and should be pressed between each word.

Back Spacing:
Pressure on lever No. 23 the carriage will be moved back one letter.

Fixing ribbon:
If a two-colour ribbon is used No. 22 may be used for blue or black. Black should be placed above. For stencil work, the white centre must be used. The ribbon will travel back and forth automatically.

For drawing lines:
If a pencil point is inserted at No. 4 and the carriage is moved backwards on forwards horizontally, lines are drawn. By turning the carriage vertical lines are drawn.

Erasing:
Turn roller until paper reaches position No. 15. The carriage is then wither taken to left or right, so that rubber dust does not fall inside machine.