OPERATING INSTRUCTIONS
OLYMPIA ELECTRIC X-L12 OR M-R12

Olympia International
Your new Olympia fully electric typewriter has been designed to provide you with easy, safe and trouble-free operation. To get the most out of your typewriter, read this owner's manual carefully.

RULES FOR SAFE OPERATION

Before You Start Typing
1. Unlock the carrying case by moving both locks to the outside directions. Take out typewriter.
2. Place typewriter on a firm, flat surface.
3. Depress both margin stops (11) positioned in the center of margin scale. Slide them to desired positions toward carriage ends.
4. Plug machine into 115V electrical outlet.
5. Pull up the paper support (13) behind the erasure table (12).
6. Insert paper around the platen (15) and adjust it by pushing paper release lever (17) away from you.
7. Turn on the machine by moving the on/off switch (1) to the rear.

OPERATING CONTROLS
1. **On/Off Switch** controls the power.
2. **Power Shift Key** shifts type basket for typing capital letters and uppercase characters.
3. **Shift Key Lock** permits typing capital letters and uppercase characters continuously. The lock is disengaged by pressing either shift key.
4. **Tabulator** moves the carriage quickly and accurately to the tabulator selected positions. Used for typing columns, figures and for indentifying paragraphs. Once the carriage has been moved to the desired setting position(s), operate the tabulator set key towards you. Individual tabs can be cleared as desired by operating the tab clear key towards the rear. To clear all tabs operate the clear key and the carriage return key.
5. **Margin Release Key** allows typing beyond both margins by depressing the key. Warning bell sounds...
17. **Paper Release Lever** releases paper for aligning in correct position or removal. When moving the lever backward, paper bail is lifted up to free paper for repositioning or removal.

18. **Aligning Scales** are used for drawing vertical or horizontal lines. Simply insert pencil or pen into the guide hole in the aligning scales and move carriage to the left or right for horizontal lines, or turn platen knob for vertical lines. The aligning scales can also be used for lining up previously typed words.

19. **Power Back Spacer** moves carriage one space to the right each time it is depressed. Repeat back spacing by additional pressure.

20. **Tabulator** set and clear switch.

21. **Power Carriage Return and Repeat Line Spacing. X-L 12 only.**

22. **Ribbon Color Selector** allows you to type in red or black by positioning the lever at the corresponding color mark. For stencil cutting, move the lever to the white mark.

23. **Power Space Bar with Repeat Feature:** A gentle touch to the space bar gives a quick single spacing. When the space bar is depressed all the way down, carriage keeps traveling until released.

**How to Get Uniform Margin Setting**
Left edge of paper should align with "0" on the scaled paper pan (14). To set left margin, depress the left margin stop and slide it to the desired point on the scaled paper pan. To set right margin, slide the right margin stop to the point same distance from the paper edge as the left margin. Both margins are now set and uniform.

**Special Conveniences (Red Keys)**
Automatic Repeat Keys: Hyphen, underline, crossout (×) and period keys have automatic repeat action when depressed all the way down. (Picture 1)

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Automatic Ribbon Reverse: The ribbon automatically reverses itself after the full length of the ribbon has been used on either spool.

If you want to reverse by hand, simply move either ribbon guide (27) to the opposite position. (Picture 2)

**How to Change the Ribbon**
**STEP ONE:** Turn off power. Remove top cover. Wind either spool until all of the used ribbon is wound on one spool and a small metal ring appears in the center of the ribbon. Release the ribbon from all guides (25, 27) and complete the unwinding. Move ribbon brake arms (26) away from both spools. (Picture 2)

**STEP TWO:** Attach end of new ribbon to the hook of the empty spool and wind until the small metal ring is wound onto the core of the spool (Picture 3)
Problems and Cures
If your typewriter doesn't operate, be sure to check the following:
1. The cord should be firmly plugged into a proper electrical outlet.
2. Switch in the “ON” position.
3. Insure the margin stops are not pushed together.
4. Be sure ribbon color selector is not set on stencil.
5. Be sure unpacking instructions were correctly followed.

Whole Word Correction
1. Return carriage to the first character of the word to be corrected.
2. Move ribbon selector to the bottom position (towards you).
3. Retype the unwanted word.
4. Return ribbon selector to the black marking position (center).
5. Return carriage to start of corrected word and resume typing.

Cleaning Instructions
Dust off the exterior of your typewriter with a dry lint-free cloth.

CAUTION:
Certain cleaning fluids may have a harmful effect on the plastic and painted parts of the typewriter. Use of mild detergent is recommended.
Never erase directly over the printing point. Move the carriage to either side to prevent erasure dust from falling into the mechanism. Clean the typefaces regularly with a stiff brush or commercial type cleaner.
Use light strokes and brush lengthwise and never crosswise on the typefaces. (Picture 4)
Finger chart