

Orga Personal Typewriter

Instructions for use

Orga Personal Typewriter

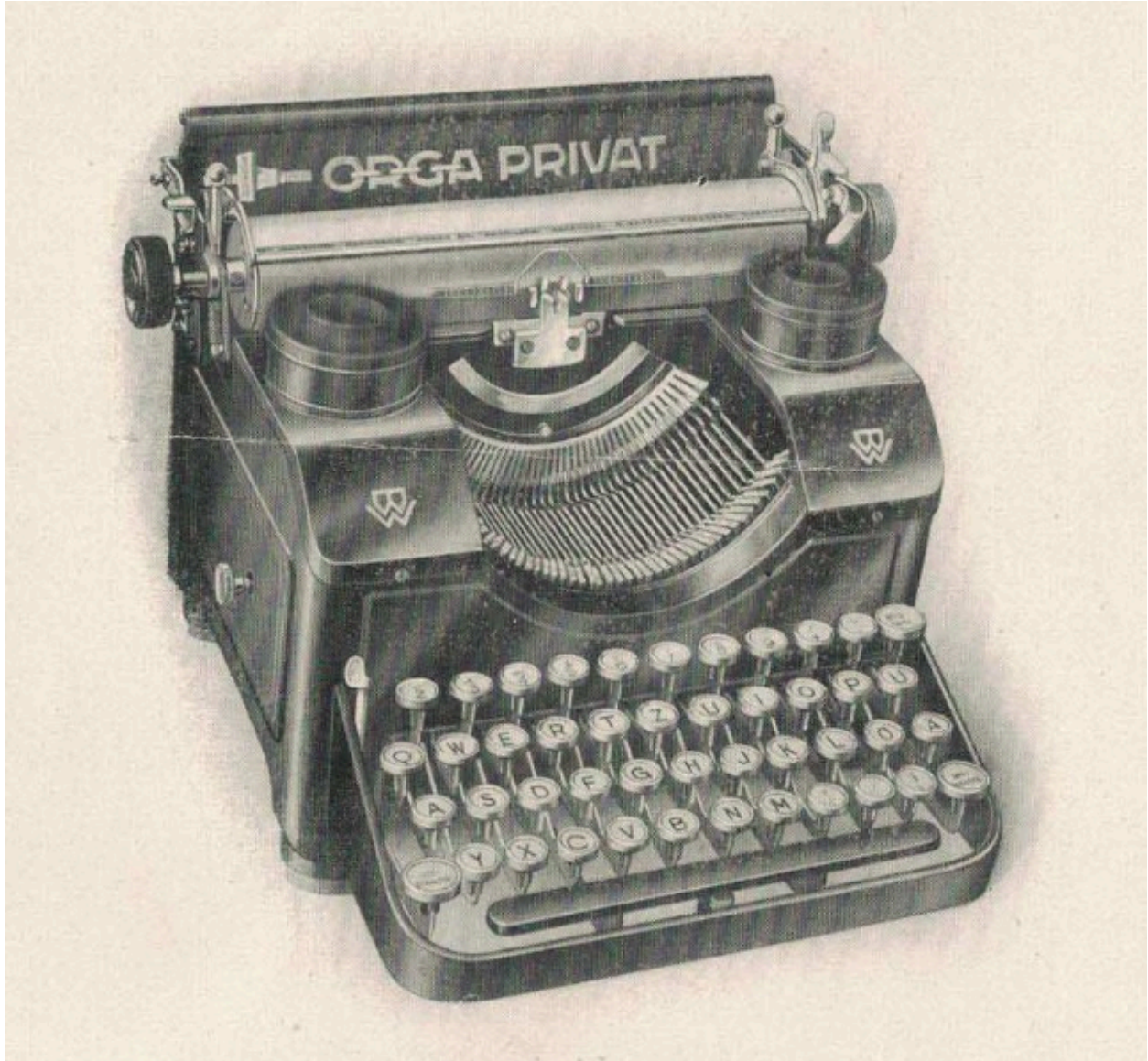


Fig. 1

Instructions for use

Please note!

Before using the machine, the red-painted carriage supports must be removed. This is done by loosening the hexagon screw and pulling the rod connecting the two supports to the left. The end covers of the ribbon containers in the accessory compartment, which protect the ribbon from dust, must be put back on.

Ribbon width 14mm.

Setting up the machine. As soon as the machine has been carefully lifted out of the shipping box and the protective cover has been removed, remove the two red-painted supports that secure the carriage during transport. All screws must also be removed. Then put on the container lids in the accessory box. If the machine is to be used without the board and cover, the 4 rubber feet contained in the accessories box should be inserted into the sleeves provided and secured using the 4 short screws provided. To ensure that the machine runs more quietly, place the machine on a felt pad.



Fig. 2

Oiling and cleaning. When not in use, the machine should be protected from dust as much as possible by putting on the cover; in addition, a few drops of typewriter oil (bone oil) should be applied to the rollers of the carriage from time to time, as well as to all bearing points of moving parts with the exception of the type levers in the segment slots. The types should be cleaned dry as required with the type brush provided in order to always achieve clean writing.

Paper insertion. The adjustable stop A on the paper plate is used to correctly insert normal sheets. The paper is to be inserted between the roller and the paper plate until it is released by turning the platen knobs B or C forwards and is brought into the writing position by further forward movement of the platen. The paper must then tuck under the scale rail D which is lifted off the platen roller.

Paper alignment. If the edge of the paper does not run evenly along the scale rail, the lever S is pushed backwards, which lifts the paper pressure rollers off the platen roller. The paper can be aligned slightly, whereupon the lever S is to be returned to its normal position.

Variable line adjustment. If the lever E is pushed forward, the automatic line spacing is canceled and the roller can be rotated forwards and backwards without restriction.

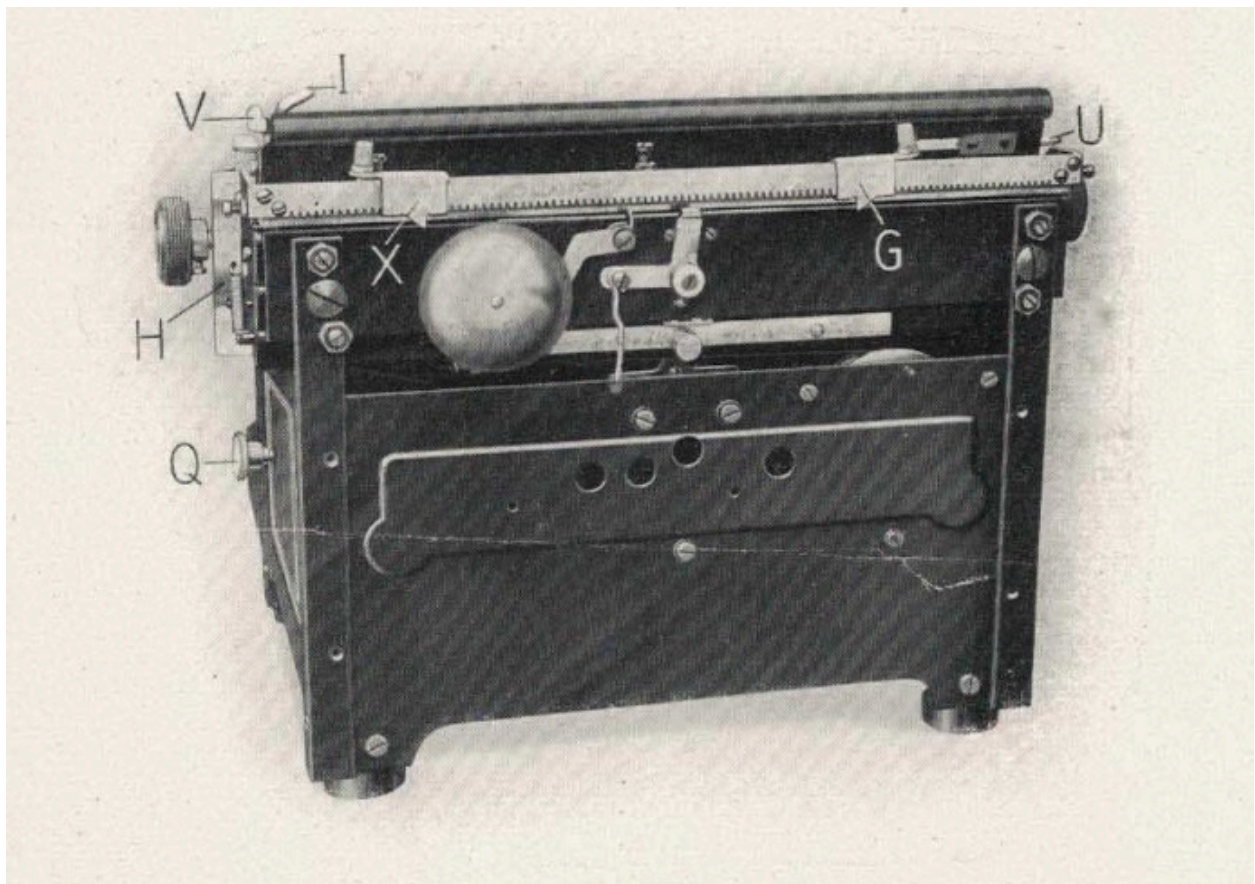


Fig. 3.

Line spacing. By pulling back the lever V, the single-line line spacing is established and by pressing down the lever F, the two-line line spacing.

Beginning and end of the line. By moving the stop G (Fig. 3) on the margin adjuster rack, the beginning of the writing line can be set as desired. If it is to be exceeded to the left without changing the selected setting of the margin adjuster, the lever U (Fig. 3) must be pressed and the carriage must be pulled back to the right. The end of the line and the bell signal are set as desired using the stop X. After the bell signal has been sounded, 4 more letters can be written, after which the machine automatically shuts off. Continuing writing is only possible if the lever U is pressed down. The easiest way to set the right margin is to bring the carriage into the desired writing position and push the margin stop G until it stops. The same procedure is followed for the left margin with the margin stop X.

Carriage release. By pushing the lever H forwards (Fig. 2 and 3) the carriage can be moved freely back and forth.

Line feed and carriage return. The lever I (Fig. 2 and 3) is used for line feed. It can be pinched simultaneously with lever H while sliding the carriage to the right to return the carriage to the left margin.

Postcard holder. The postcard holder T is used for writing postcards and similar formats.

Height indicator: K. This allows lines that have already been written on or removed sheets of paper to be correctly adjusted to the writing line, with the upper edge of this device corresponding to the line height. The attached graduations are used for the lateral adjustment of the individual characters.

Shift key. The keys L and M are used to switch the platen from small to large letters and symbols.

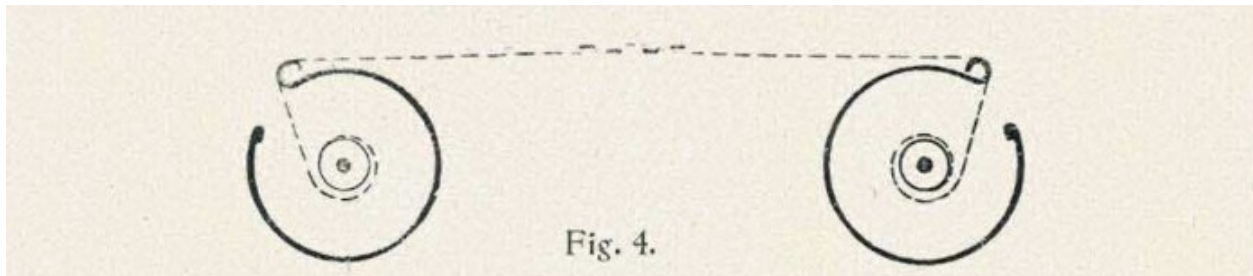
Space key. The space key N allows the carriage to jump further in letter distance when pressed briefly.

Backspace key. By pressing the back key O, the carriage can be moved backwards by the width of a letter.

Accent key. To write letters with an accent, always press the accent key first and then the desired letter. Machines with a German keypad do not have a dead key or accent key. The numbers 2-9 are located on the top row of keys as usual, while the number one is written with a small L and the number zero with a large O.

Ribbon spools. When inserting them, make sure that the drive pins engage in the spools. The ribbon guide can be seen from the sketch. Only 14 mm wide ribbons may be used and it is

particularly important to ensure that only ribbons on original spools are used for the machine, otherwise malfunctions may occur. The permissible length of the ribbon is 8 meters.



Ribbon repositioning and transport. The ribbon is switched from one spool to the other by moving the buttons Q on the frame sideways. By turning these buttons forwards, the ribbon can be transported and rewound as desired. The moment of switching is indicated by the strong tension of the ribbon, as well as by the carriage standing still and the type lever not hitting the roller. If these signs appear, under no circumstances should you continue typing by force.

Shift Lock. To write capital letters continuously, move the lever W forwards. To cancel the setting, press the lever W back to its original position.

Changing the type. The type levers can be removed, as with all segment machines. This is done as follows: After the carriage has been pushed as far to the right as possible, a red lever appears inside the machine. This lever is to be pushed down and at the same time the switching ring is to be pushed back as far as possible using the pin R (Fig. 2). The desired type lever can then be carefully removed. When reinserting the type lever, the red lever is also to be pushed down; in doing so, it is important to ensure that the red-marked lever is returned to its original position. Each machine is supplied with a wire bracket in the accessories box, which is to be placed on the paper sheet to prevent the paper hanging down at the back from being torn.