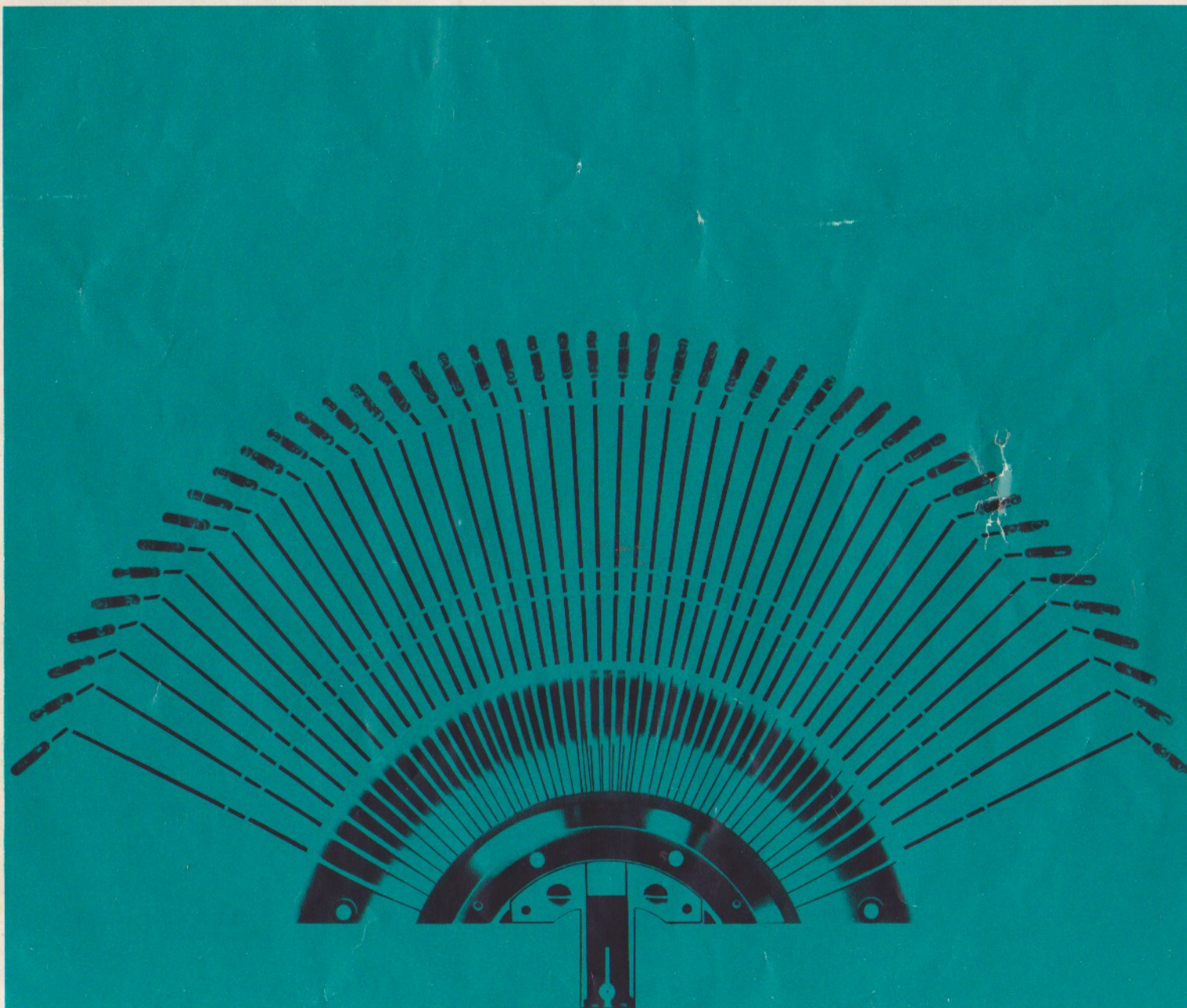


# Olympia SM

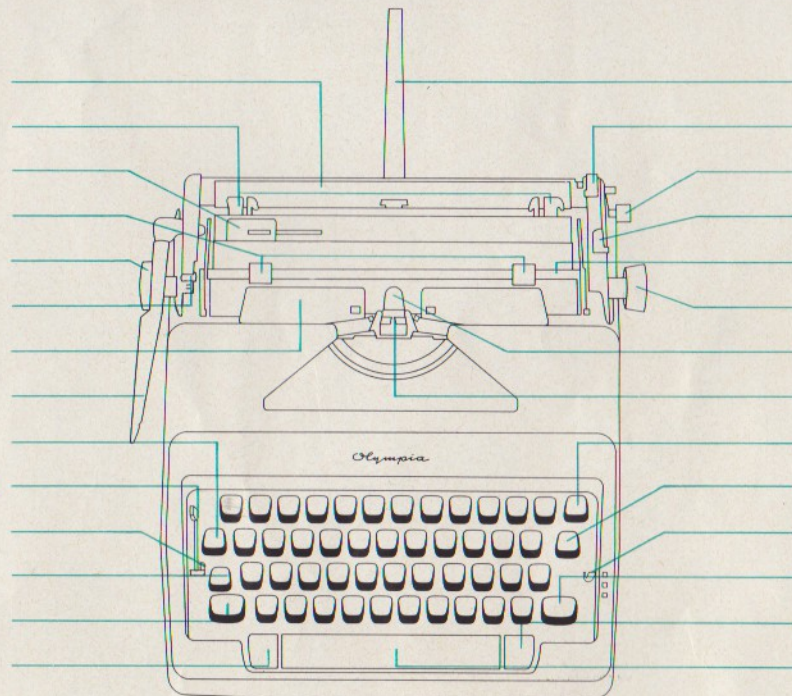
Operating Instructions





We are proud to count you as another Olympia user. Your Olympia will give you many years of pleasure. This instruction booklet will tell you about the advantages and operation of the Olympia SM. Please read the booklet carefully before you start to use the machine — you will find many useful hints, which will help you to keep your Olympia in first-class condition. And now — our very best wishes to you and your Olympia.

- 1 Margin scale
- 2 Margin stops
- 3 Paper guide
- 4 Paper holder rolls
- 5 Platen knob with pin wheel platen
- 6 Line space indicator
- 7 Alignment guide with line drawing notch
- 8 Line space lever
- 9 Margin release
- 10 Carriage and keyboard lock
- 11 Touch adjuster
- 12 Shift key lock
- 13 Left shift key
- 14 Tabulator key individual clearance



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### Taking out and making ready

Press down the clips on the baseboard, lift the machine and draw it out from the rear baseboard fastening. Remove rubber rings from right-hand platen knob (20), turn the machine onto its back and remove the rubber holding rings from the feet of the machine. Pull out coloured plastic rod (fig. 1) left of carriage rail, move carriage to the right and take the right plastic rod out of the carriage rail. Lift up front cover and remove cardboard which protects the type-bars (fig. 2). Pull out the two white plastic bolts (fig. 3) left and right below the ribbon spool after lifting up the front cover of the machine. Press down left shift-key (13) operate carriage release (18) move carriage and remove pieces of rubber left and right under the carriage.

### Reducing noise

The machine, which in itself makes little noise, should be placed on a soft pad of felt or similar material.

### Raise line space lever

Before you start to write raise the line space lever. As the line space lever is raised it simultaneously moves the carriage to the next line.

### Ribbon control

With a two-colour ribbon, set the ribbon switch (25) to 'blue' for the upper position, or to 'red' for the lower position. The centre position 'white' is for use when cutting stencils. When the upper half of single colour ribbon is worn, invert for use of the lower part. Ribbon advance and return are automatic.

### Inserting the paper

Move the carriage to centre position, raise paper support (15) (on SM 9 the paper support by pressing the release button) lay the paper on the lateral paper guide (3), insert the paper between the platen and paper table and adjust it to the required height by turning the platen knob (5). To adjust the paper or to insert several sheets, pull the paper release lever (16) forward.

### Margin control

The beginning and the end of lines may be set to the required position by adjusting the two-margin stops (2). The margin stops are compressed while being moved.

### Line spacing

The line space indicator (6) may be set to give single, one and a half, and double line spacing. Slight pressure on the line space lever (8) pushes the carriage along to the right and brings the paper into position for the next line.

### Shift

To type capital letters, or punctuation marks etc., press down one of the two shift keys (13/26). Pressure on the shift lock (12) locks the segment in the lower position for capitals. To return the segment to rest position, press the left or right hand shift key.

### Spacing

On depressing and releasing the space bar (28) the carriage will move one space. i. e. the width of one letter.

### Margin release

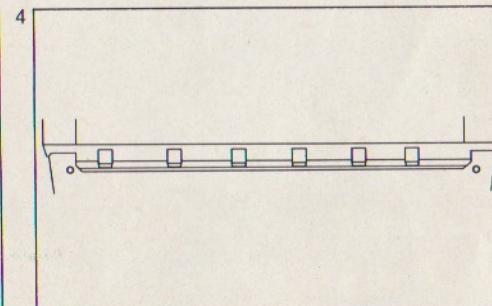
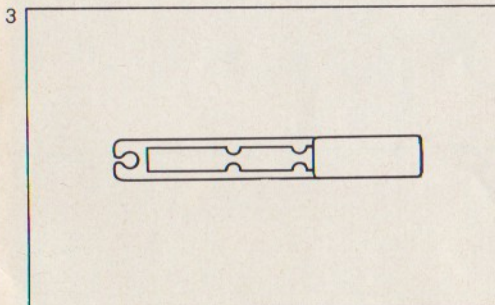
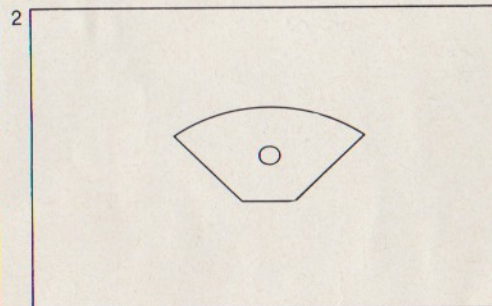
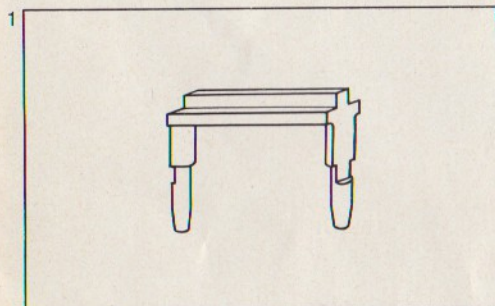
The ringing of the bell indicates that there are a few more spaces available before the end of the line, on reaching the end of the line the carriage will stop. Pressure on the margin release (9) however, releases the mechanism. Similarly, pressure on the margin release enables typing to commence to the left of the limit set by the left hand margin stop.

### Back space key

Depressing the back space key (24) moves the carriage back one space. i. e. the width of one letter.

### Carriage release

Grip the right hand platen knob (20) with your right hand, and then depress the carriage release lever with your thumb. This allows the carriage to be moved freely in both directions.





### Platen release

The line space indicator (6) also serves for releasing the platen. By pushing the lever backward the platen can be revolved freely and may be turned to any desired line. e. g. on printed forms.

### For model SM 8 and SM 9 only

#### Line space plunger

By pulling out and turning the left platen knob (5) the line position e. g. when completing printed forms, can be varied. Releasing the platen knob again locks the platen.

### Accents

The accent key is a so called 'dead' key which does not operate the carriage mechanism. Accent keys must always therefore be depressed before the letter that requires the accent. ^ (circumflex) can be made up from the ' (acute) and the ` (grave) accents where required.

### For model SM 9 only

#### Touch adjuster

By moving the lever of the touch adjuster (11) the tension of the keys may be adjusted to suit the individual touch. The maximum pressure is obtained when the lever is pulled forward to its fullest extent.

### Drawing lines

Insert the point of a pencil in the notch in the alignment guide (7). By moving the carriage sideways, or by turning the platen knob, horizontal or vertical lines may be drawn.

### Erasing and Correcting

Turn the platen until the part of the paper on which the mistake has been made lies on the paper deflector. Move the carriage to the side so that no eraser dust falls into the machine. Use a typewriter rubber and eraser shield for the top copy, and a soft rubber for carbon copies. Do not type omitted letters in between the others, but use 'correcting space bar'. Erase the incorrect word and move the carriage back to the last letter of the preceding word. Tap the space bar once.

Depress again, this time holding it down, and type the first letter of the word to be rewritten. Release space bar. Type the following letter with the space bar depressed and continue in this manner until the word has been correctly written.

The best typewriter

The bst typewriter

The best typewriter

### For model SM 8 only

#### Tabulation

The use of the tabulator stops (fig. 4) and key (23) simplifies all work that requires tabulation. The tabulator stops must first be set to the required positions and this is done by setting them to the same number on the margin scale (1) as is indicated at the required positions on the paper scale. The tabulator stops are easily moved by light pressure with the fingers, but care must be taken that the indicator of the tabulator stops is in exact alignment with the mark on the scale. Stops that are not required must be moved to the extreme left or right of the tabulator scale. Seven separate columns of typing may be produced by the use of all the tabulator stops in conjunction with the right hand margin stop and margin release key. Pressure on the tabulator key (23) causes the carriage to glide automatically to the next tabulator stop. The key is released when the stop is reached.

### For model SM 9 only

#### Tabulation

Before using the tabulator, depress the complete clearance lever (17) to erase all previous settings. Move the carriage to the beginning of a column and depress the tabulator set key (27). Return the carriage to the starting position and tabulate by holding down the tabulator key (23), until the carriage stops at the column required. All stops can be cleared in one operation by depressing the complete clearance lever (17). To clear individual stops, tabulate to the column concerned and depress the individual clearance key (14).

### Margin alignment

Where advertising letters, circulars or similar documents are to be typed requiring a straight right hand margin, as well as a left hand margin, a rough draft of the work should be typed first, so as to calculate the number of letters that require levelling on each line. The shortest line of the draft is taken as the standard and a vertical line is drawn at the end of this as shown in the example. The letters on the other lines which are outside this limit must be brought within it by means of the correcting space bar when the fair copy is typed.

Instead of making the shortest line the standard, another line of average length may be selected and the vertical line drawn from there. In this case any letters outside the line must be compressed within it, by means of the correcting space bar, whilst lines which are shorter must be extended.

The second method described has the advantage that up to 8 letters per line may be compensated. Insertions for the number of letters which come outside the line, and extensions for the number of letters which fall short of it may be thus anticipated and spread over the whole line.

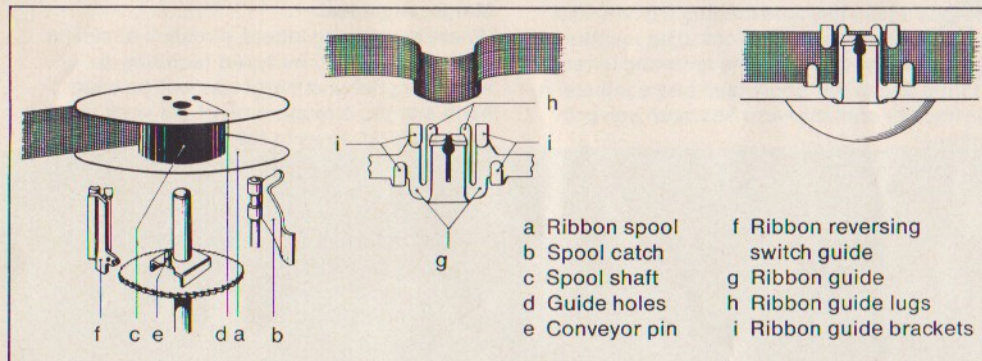
Insertions are made by writing the word which is to be compressed in the following manner: depress space bar, type first letter and then release space bar — depress space bar — type — release space bar etc.

To lengthen lines proceed as follows: after typing the last letter of a word, depress space bar, release it and depress again, type the first letter of the next word and release the space bar — depress space — type a letter etc. After typing the last letter release space bar and tap it twice more. Then continue writing the next word.

Olympia machines provide an even right-hand margin — you use the half-spacing feature  
(without margin correction)

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





### Changing the ribbon

Lift the front cover of the machine exposing the ribbon mechanism. Wind the worn ribbon onto one of the two spools (a). Pull out the spool catch (b) and remove the empty spool, free the end of the ribbon from the hook, and draw out of the ribbon guide (g). The spool carrying the old ribbon is now replaced by the new spool and ribbon. Put the free end of the ribbon on the projecting hook on the empty spool, and press the hook into the spindle (c). Now replace the empty spool back on the machine, taking care that conveyor pin (e) engages in guide hole (d) of both spools. Thread the ribbon through the ribbon reverse

levers (f) on both sides. Now press down the shift lock key (12) and take hold of the ribbon with both hands. Put the ribbon behind guide (h) and insert it into the left and right slits of the guide (i) so that its full width lies in the slits. When correctly fitted, the position of the ribbon will correspond to that shown in the diagram.

### Protection against damage

When carrying the machine, or to prevent unauthorised or rough handling, lock the carriage by lifting up the carriage locking lever (10), and sliding the carriage to its central position. The machine should be

replaced in the case before transporting it any distance. Set the machine on the prongs at the rear of the baseboard and push into the clips, then press into the fastener at the front. Insert the case cover into the rear hinges of the baseboard, snap shut and lock.

### Cleaning

If the machine is in constant use it should be cleaned every morning. Lift the front cover and dust with a clean brush, cleaning the type with a special wire brush and, if necessary, a little spirit. If a plastic type cleaner is used, this should be kneaded lightly before use.

A sheet of paper should be placed under the type levers while cleaning. The platen may be cleaned with methylated spirit, but never with petrol. Never clean types with any metal object i. e. pins or paper clips. If necessary use a wooden spill.

Oiling should be left to a typewriter mechanic. Never oil the segment, the line space wheel or the type guide. Damaged machines should immediately be handed over to an expert typewriter mechanic.



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