

*Olympia*

## SM 5

Congratulations! You are now the owner of a new Olympia Portable! Your new Olympia is the product of over 55 years of manufacturing experience. Today Olympia, located in Western Germany, is Europe's largest, most modern typewriter factory. Every machine is precision-made to the highest standards - as exacting as those of the finest watchmakers.

To become fully acquainted with all the advanced features on your new Olympia read this booklet carefully. You will discover how easy and pleasant typing can be on your Olympia Precision-built Portable.

OLYMPIA WERKE AG.  
WILHELMSHAVEN

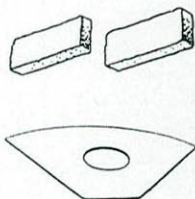
Pacific Typewriter Co., Inc.  
P.O. BOX 36  
213 MAIN STREET  
SALINAS, CALIFORNIA

**Operating Instructions**

## FIRST OF ALL...

Your new Olympia portable was thoroughly tested and inspected before the "OK" to ship was issued. It was then carefully packed to assure its safe arrival. Your dealer may have removed the packing material. If not, just follow these simple instructions and your Olympia will soon be ready for use.

### To Unpack

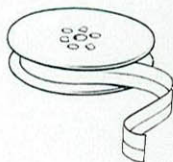


Open carrying case and remove cover. Press down baseboard clips, then lift machine up and draw it out (towards you) from rear baseboard fastenings. Remove rubber bands from knobs. Tilt machine on its back and finish removing rubber bands. Next, lift up front cover (24) and remove cardboard that protects the typebars. Remove the rubber pieces from under the left and right sides of the carriage.

### To Reduce Noise

Your Olympia is essentially a very quiet-operating machine. But, to decrease noise and vibration even more it should be placed on a soft felt pad, or similar cushioning material. Only when necessary, as when traveling, should baseboard of your carrying case be used.

## GET ACQUAINTED WITH...



### Ribbon Control

Your Olympia comes equipped with a two-color ribbon. Set ribbon color selector lever (21) in upper position for black, or lower position for red. Use center position (white) for duplicating stencils. To fully utilize a single-color ribbon, set selector lever first in upper position until upper portion of ribbon has been fully used, then switch to lower position to use lower half. Ribbon advances and rewinds automatically.

## Paper Insertion

Center carriage by pressing down, and holding, carriage release (13) while moving carriage to center. Now raise paper support (10) and adjust paper bail rolls by moving them outward (to left and right) to about positions 15 and 70 on paper bail scale (11). Paper will then slide under paper bail scale freely. Now glide lateral paper guide (5) to desired position, to act as a left-hand edge control when inserting paper. Place paper between paper table (12) and platen (roller) and insert it to required height by turning platen knobs. To adjust paper, pull paper release lever (14) forward.

## Margin Control

Decide where you want typed lines to begin and end, then set left and right margin stops — behind paper table (12) — to desired positions. Squeeze and glide margin stops to move them.

## Line Spacing and Platen Release

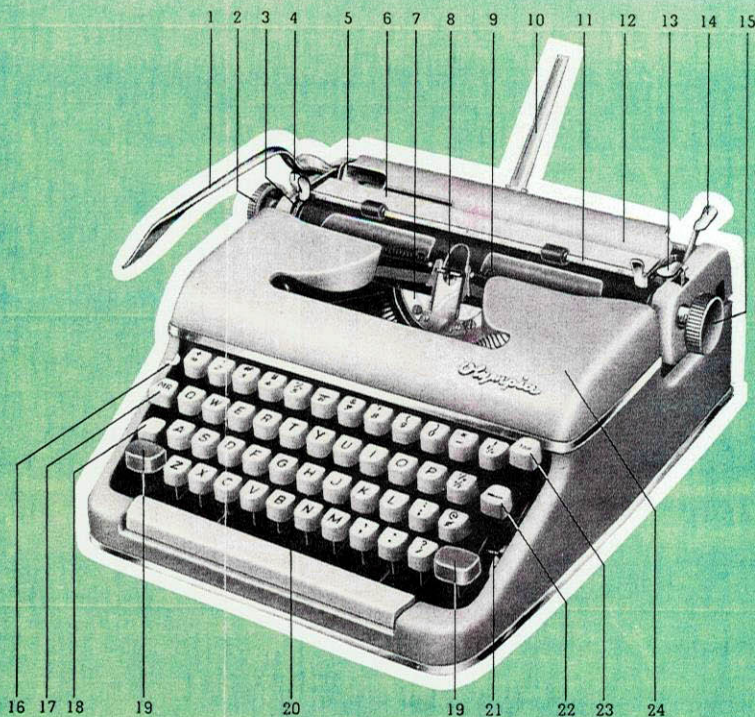
Select line spacing of your choice — one, one and a half, or two — by changing the positions of the line space indicator (4).

The line space indicator also serves as platen release lever (4). To release platen move platen release lever to the rear (dot). The platen now revolves freely in either direction.

## Carriage Return

When one line has been typed, and carriage stops at right-hand margin, a slight pressure on line space lever (1) will move carriage along to left-hand margin stop, and at the same time “roll” paper into properly spaced position for next line.

- 1 Line space lever
- 2 Left platen knob
- 3 Line spacing ratchet
- 4 Line space indicator and platen release lever
- 5 Paper guide
- 6 Erasure table
- 7 Segment
- 8 Typebar Guide
- 9 Plastic alignment guides with line drawing notches
- 10 Paper support
- 11 Paper bail scale with paper bail rolls
- 12 Paper table
- 13 Carriage release lever
- 14 Paper feed release
- 15 Right platen knob
- 16 Lock for carriage and keyboard
- 17 Margin release
- 18 Shift lock
- 19 Shift keys
- 20 Space bar
- 21 Ribbon color selector lever (white for stencil cutting)
- 22 Back space key
- 23 Tabulator position key
- 24 Front cover
- 25 Tabulator stops on tabulator scale (see separate picture)



### Space Bar

For spacing between words depress and release space bar (20) to advance carriage one space to the left.

### Back Spacing

To back space the width of one character (i. e. letter, number, symbol), depress back space key (22) — carriage will move back one space to the right.

### Shift Keys

To type capitals, numbers, symbols, etc. press either of the two shift keys (19) and hold while typing. To type a series of these press shift lock (18). To release shift lock and to lower carriage press left shift key.

### Margin Release



Bell rings to signal that only a few more characters can be typed on a line — before carriage stops at the right-hand margin setting. To continue past margin setting, depress margin release key (17).

Similarly, pressure on the release key will let you by-pass the left-hand margin setting.

### Plastic Alignment Guide

To return to proper line level after erasures, or reinsertion of paper, use plastic alignment guide (9). Bottom of typed line should register exactly with top of scale on alignment guide. Center characters on the white vertical lines of the scale.

### To Draw Lines

Insert sharp pencil point in either notch of the alignment guide (9). For horizontal lines depress carriage release (13) and move either left or right. For vertical lines use platen release lever (4).

### Erasures

First, turn platen until that portion of the paper on which the error has been made lies on the erasure table (6). Then move carriage to either side to keep eraser dust from falling into the machine. Use typewriter eraser and eraser shield for the top copy and a soft eraser for carbon copies.

## Correcting Space Bar

For omitted letters (see example) use Olympia's unique "correcting space bar". First, erase the entire mistyped word, then move carriage back to the last letter of the preceding word. Be sure the position of carriage is AS IF you were going to type over this last letter, not the space after it. Now depress space bar (20) once and release, then depress again and HOLD it in down-position while you type first letter, then release bar. Continue this procedure . . . depress, hold, type, release . . . while you type complete word correctly.

The bst typewriter

(omitted letter)

The best typewriter

(corrected with space bar)

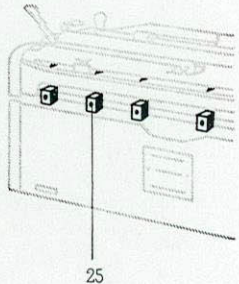
Note that overall space required for both lines above is the same, yet omitted letter "e" has been inserted neatly in the corrected line without any "squeezed-in" appearance.

## Tabulator

The use of the tabulator stops (25) and of the tabulator key (23) greatly simplify all work involving lists, statements, indenting paragraphs etc. . . First set the tabulator stops (25) in the required positions. They are easily moved by light pressure with a finger. Care must be taken to rest indicator of tabulator stop in exact alignment with the mark on the tabulator 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 tabulator stops in conjunction with the right-hand margin stop and the margin release key.

Pressure on the tabulator key causes the carriage to glide automatically to the next tabulator stop. The key is to be released when the stop is reached.



## Carriage Lock

To protect your Olympia when storing or carrying it, lock the carriage and keys by lifting up the locking lever (16) and sliding carriage to its central position. To release carriage and keys, push lever down.

## Carrying Case

Use case whenever you carry or store your Olympia. Set machine on rear baseboard prongs, then press into spring clips at sides. Insert case cover into rear hinges of the baseboard, close and lock.

## Ribbon Changing

Remove front cover (24) to expose ribbon mechanism. Wind used ribbon on one of the 2 spools (h). Pull out spool catch (g) and remove unwound spool, then free end of ribbon from hook, and draw out of ribbon guide (b). Next remove spool containing used ribbon, and replace with new spool and ribbon. Now attach free end of the new ribbon to the projecting hook of the empty spool, and press hook into the spindle.

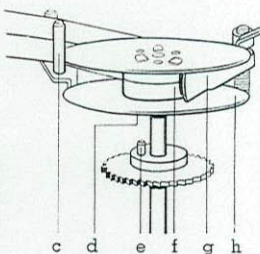
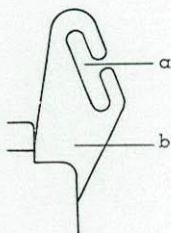
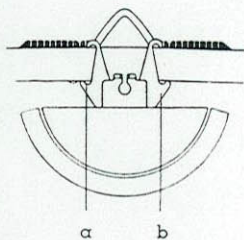
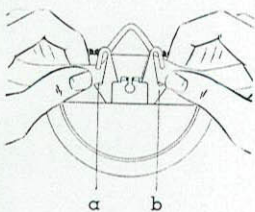
Place empty spool (with new ribbon end attached) back on the machine. Make sure that both spools are firmly held by the conveyor pins (e). Thread ribbon through the ribbon reverse levers (c) on both sides. Now press down shift lock to raise carriage, then grasp ribbon with both hands. Place ribbon behind guide (b) and insert it into the left and right slits of guide (a) so that its full width lies in the slits.

- |                         |                 |
|-------------------------|-----------------|
| a) Ribbon holder        | e) Conveyor pin |
| b) Ribbon guide         | f) Spool shaft  |
| c) Ribbon reverse lever | g) Spool catch  |
| d) Guide hole           | h) Ribbon spool |

## Margin Alignment

An even right-hand margin adds a professional touch to important letters, documents, circulars, etc. It's easy to obtain by using either of the two methods outlined below.

**Method 1:** First type a rough draft of the text to find out how many letters you must equalize on each line. Use the shortest line as the guide, drawing a vertical line from the end of it, using one of the line-drawing notches (9). When the final copy is typed, all letters that fall outside the vertical line must be inserted within it. To do this use the "correcting space bar". (See correcting space bar instructions.)



**Method 2:** Instead of using the shortest line as the guide, you may find it more convenient to use an average length line as the guide, one whose length is midway between the longest and shortest line on the rough draft of the text. Draw vertical line from the one you select. Any letters outside the vertical line must be compressed within it, while any lines that fall short of it must be extended. **To Shorten Lines** use the "correcting space bar" — see instructions on another page.

**To Lengthen Lines** first count the space required to fill out the line. Then decide where the added spaces will look best. Then proceed as follows. Type first word. After typing the last letter of first word depress space bar — release it and then depress again and HOLD it down while typing the first letter of the next word — then release space bar — depress and hold again while typing next letter — repeat procedure until the whole word has been typed. After typing the last letter release space bar and tap it two more times. Then continue writing next word, using above system if required.

Method 2, described above, has the advantage that up to 8 letters per line may be equalized. Insertions for the number of letters that fall outside the vertical guide line and extensions that fall short of it may be, therefore, anticipated and spread over the whole line.

the advantage of which  
can be easily assessed  
as it dispenses with the

(without margin alignment)

the advantage of which  
can be easily assessed  
as it dispenses with the

(with margin alignment)

NOTE: The words "it" and "with" were typed with the correcting space bar in order to obtain an even right-hand margin.

## MAINTENANCE

### Cleaning

A handy cleaning kit has been provided to help keep your Olympia in tip-top shape. Use it often, if your typewriter is in constant use. Lift front cover (24) and dust with clean brush. Use the special wire brush for cleaning the type faces. A sheet of paper should be placed under the type levers while cleaning. Use a brushing motion toward you and away from the type bar basket. If type is unusually dirty, use a tapping motion with the ends of the bristles to loosen the caked dirt before brushing. Finish the cleaning by wiping the type faces with a clean dry cloth. Cleaning fluid may be used, if necessary. Moisten a cloth slightly and dab the type faces lightly. Avoid excessive use of any fluid. The platen may be cleaned with methylated spirit, but never with gasoline.

### OILING and REPAIRS

See your typewriter dealer regarding oiling and repairs. He has the experience and training to give your typewriter the proper service.