

INSTRUCTIONS
FOR USING THE
OLIVER
PORTABLE
Typewriter

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The OLIVER

PORTABLE

DIRECTIONS FOR USE

All machines are in perfect adjustment when they leave the factory, and no alterations or adjustments should be made other than those explained in this instruction book without first consulting a competent mechanic, or preferably writing to us for information.

IN WRITING ABOUT YOUR TYPEWRITER ALWAYS REFER TO THE SERIAL NUMBER

The number is found on the extreme right-hand corner of the base casting and can be seen by moving the carriage to the left.

ON REMOVING THE COVER AND BEFORE ATTEMPTING TO USE THE MACHINE THE LINE SPACE LEVER (1) MUST BE LIFTED UP INTO THE OPERATING POSITION.

CARRIAGE LOCKING DEVICE

It will then be found that the carriage is locked. To release the carriage, the small knurled knob (22), situated immediately below the line space lever (1), should be pulled outwards and lifted towards the front of the

machine, the knob should then be released and it will hold the lock in the off position.

The machine is now ready for use.

BEFORE REPLACING THE COVER

After using the machine, the carriage should be relocked so that it is held in the central position, preventing movement during transit.

This is done by pulling the knob (22) outwards, then lift it gently towards the carriage and allow the tongue of the lock to locate itself in the square aperture provided to receive it in the carriage frame. Release the knob and the carriage is locked.

Now push down the line space lever (1).

In order to obtain quiet working, the machine can be taken off the base board and used on a felt mat. It is easily removed by lifting off the four posts holding it in position. Slight pressure is needed as the posts fit in rubber pads at each corner. These just grip the posts so that the machine is held firmly.

CARRIAGE RELEASE

The carriage has free movement to the right. The movement to the left is effected either by striking the keys or space bar (17), but should the operator require to move the carriage rapidly from right to left, this can be done by depressing release lever (11) on the right-hand side of the carriage, at the same time holding the right-hand platen knob with the thumb. The carriage will then be found free to move either way.

INSERTING PAPER

With the left hand take the paper and place it between the paper-guide plate (9) and the platen (4), then turn it into place by means of the platen knob (24) at the end of the carriage, at the same time lifting the bail (3) to allow paper to travel between the bail rollers and the platen.

To insert a number of sheets for manifolding, and for thick envelopes or cards, pull towards you the paper release lever (10), found at the right-hand end of carriage. This throws the feed rollers away from the platen. After the paper has passed between the platen and feed rollers, push the lever (10) back to its normal position and turn the right-hand platen knob.

STRAIGHTENING PAPER

Should the paper not be inserted straight, draw forward the lever (10), lift the paper bail (8), straighten the paper and return the bail and lever to the normal position.

LINE SPACING

The platen is turned automatically from line to line by the movement of the line space lever (1) when returning the carriage to the right.

Single, one and half, or double spacing can be obtained by setting the line space adjusting lever (23) right up for one space, midway for one and half spaces, and right down for two spaces.

FREE PLATEN

The platen can be freed from the line space mechanism by pulling forward the line space release lever (25). The platen can then be turned to bring the paper to any line or position that it may be desired to

write on or in. The platen should be turned until the position required is immediately level with the line finder.

MARGIN

The Margin Stops are situated on a bar at the back of the carriage. To set the stops for any particular margin, press down the knurled outer end of either stop and move along until it reaches the point at which the carriage has been set on the front scale. The front scale corresponds with the scale on the margin bar. Example: — To provide a left-hand margin of say 10 spaces set the pointer of the left stop at 10. This figure corresponds to the 10 on the scale of the Bail Rod (3).

BELL AND MARGIN RELEASE

The Bell, indicating approach of the end of the line, will ring eight spaces before the number at which the right margin is set.

In order to write beyond the line ending, determined by the right margin stop, press the Margin Stop Release Key (21) at the extreme left-hand side of the keyboard, when it will be found that the line can be carried on to the end of the platen. In order to write beyond the left margin, the same key must be depressed after the carriage has been drawn back to the left-hand margin stop.

PARAGRAPH MARGIN

Connected with the left-hand margin stop is a device to ensure the same starting point for each new paragraph. On completion of the last line of one paragraph, the device is operated by depressing the margin release button with the right hand while returning the carriage to the right with the left hand. The carriage will now stop eight spaces in from the original starting point of each line and providing the first paragraph was commenced

eight spaces in, each other paragraph can be assured of starting at the same point by just operating the device.

CAPITAL AND SMALL LETTERS

For changing from small to capital letters, or the upper signs on the respective keys, use either of the shift keys (16) or (18) fitted on both sides of the keyboard. One of these must be pressed down and held until all capitals or signs required have been struck.

SHIFT LOCK

The machine is provided with a shift lock. This will be found most useful when continuous writing of capitals is to be done. By pressing down the key marked "Lock" (19) the shift will be automatically locked into position for writing capital letters. To release the lock, depress the shift key.

BACK SPACING

The key "Back Spacer" (20) on the right-hand side of the keyboard is operated by pressing downwards. The carriage will move one space to the right every time this key is pressed down.

This is designed to bring the carriage back to the position where a letter has been omitted, or to where a correction is to be made.

RIBBON MOVEMENT

The ribbon travels from right to left and vice versa and winds only when a key is struck. The reversing of the movement is automatic; when the ribbon is fully wound up on one of the spools its movement is automatically reversed and it then rewinds on to the empty spool.

RIBBON

The ribbon used on the Oliver Portable is of the standard type; width half inch. No machine can be expected to give its best results unless it is fitted with a first-class ribbon.

It is advisable, therefore, when a new ribbon is required to obtain one bearing the Oliver name either through an authorised agent or direct from us.

TWO-COLOUR RIBBON

The machine is fitted with a two-track ribbon movement for writing black and red or any other two colours. If a two-colour ribbon is used (say black and red), it should be placed in the ribbon carrier (7) with the red on the lower side. Should the operator wish to use the black portion of the ribbon, the Colour setting and Stencil switch (15) should be pressed over to the right on Black Spot, when the red is required, push the lever over to the left on Red Spot. This lever is situated on the right-hand side just above the type bar segment.

When a single colour ribbon is used, the operator can change the wearing surface of the ribbon, using the upper and lower half by use of the switch (15) thus securing uniform wear and maximum ribbon service.

STENCILS

The typewriter can also be set for stencil cutting by placing the switch (15) in the central position, marked with a white spot, thus neutralizing the ribbon.

CHANGING RIBBON

Before changing the ribbon, it should be fully wound on one spool. It should be carefully noted how the ribbon is threaded through the ribbon carrier (7). The ribbon should then be disengaged from the ribbon carrier. The spools should next be lifted off their posts,

but before lifting either spool, the steadying arm which bears directly on to the ribbon each side, must be disengaged clear of the spool to enable it to be lifted off. This is done by moving the small outer end of each arm towards the spool. This will cause the long inner end of the arm to swing out and clear of the spool. Now attach the end of the new ribbon on to the empty spool, replace the spools on their respective posts, and insert the ribbon in the ribbon carrier.

CARBON COPIES

The machine is adjusted to take a reasonable number of carbon copies.

CARE OF THE MACHINE

When it is necessary to clean the type this should be done with the stiff brush provided. Do not use a pin or other metal for picking out any type that may have become clogged. A quill or sharp-pointed piece of wood is better.

The typewriter will work more smoothly and quietly, give better results and last longer if oiled regularly at points where friction occurs. Apply oil very sparingly with a pencil brush or such object. Do not use an oil can and do not allow any oil to get on the rubber rollers or ribbon. Superfluous oil should be wiped off with a cloth at once as too much oil is often worse than too little.

When not in use the machine should be kept covered.

Satisfactory service is ensured at all times by a staff of expert mechanics.

Please communicate with your agent or direct to our Head Office, Victory Works, Croydon.

A clean and well cared for machine is necessary for the performance of first class and rapid work. Regular attention by a faithful and competent mechanic will lengthen the life of the machine.

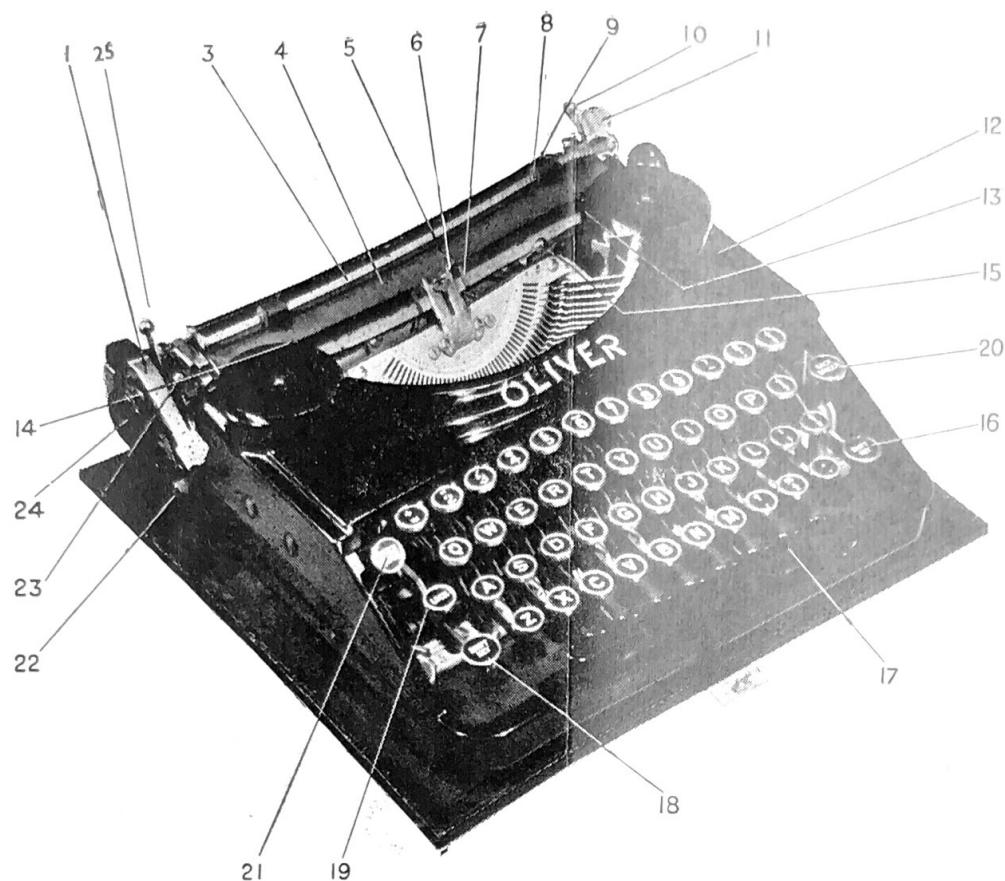


FIG. 4. OLIVER PORTABLE

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| 1. Line Space Lever. | 15. Colour Setting and Stencil Switch. |
| 3. Bail Rod and Scale. | 16. Shift Key, Right. |
| 4. Platen | 17. Space Bar. |
| 5. Card Holder. | 18. Shift Key, Left. |
| 6. Type-bar Guide. | 19. Shift Lock. |
| 7. Ribbon Carrier. | 20. Back Space Key. |
| 8. Paper Bail | 21. Margin Stop Release Key. |
| 9. Paper Guide Plate. | 22. Carriage Centralizing Lock. |
| 10. Paper Release Lever. | 23. Line Space Adjusting Lever. |
| 11. Carriage Release Lever. | 24. Platen Knob, Left-hand. |
| 12. Top Dust Cover. | 25. Line Space Release Lever. |
| 13. Automatic Ribbon Reverse Arm, R.H. | |
| 14. Ditto. L.H. | |

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