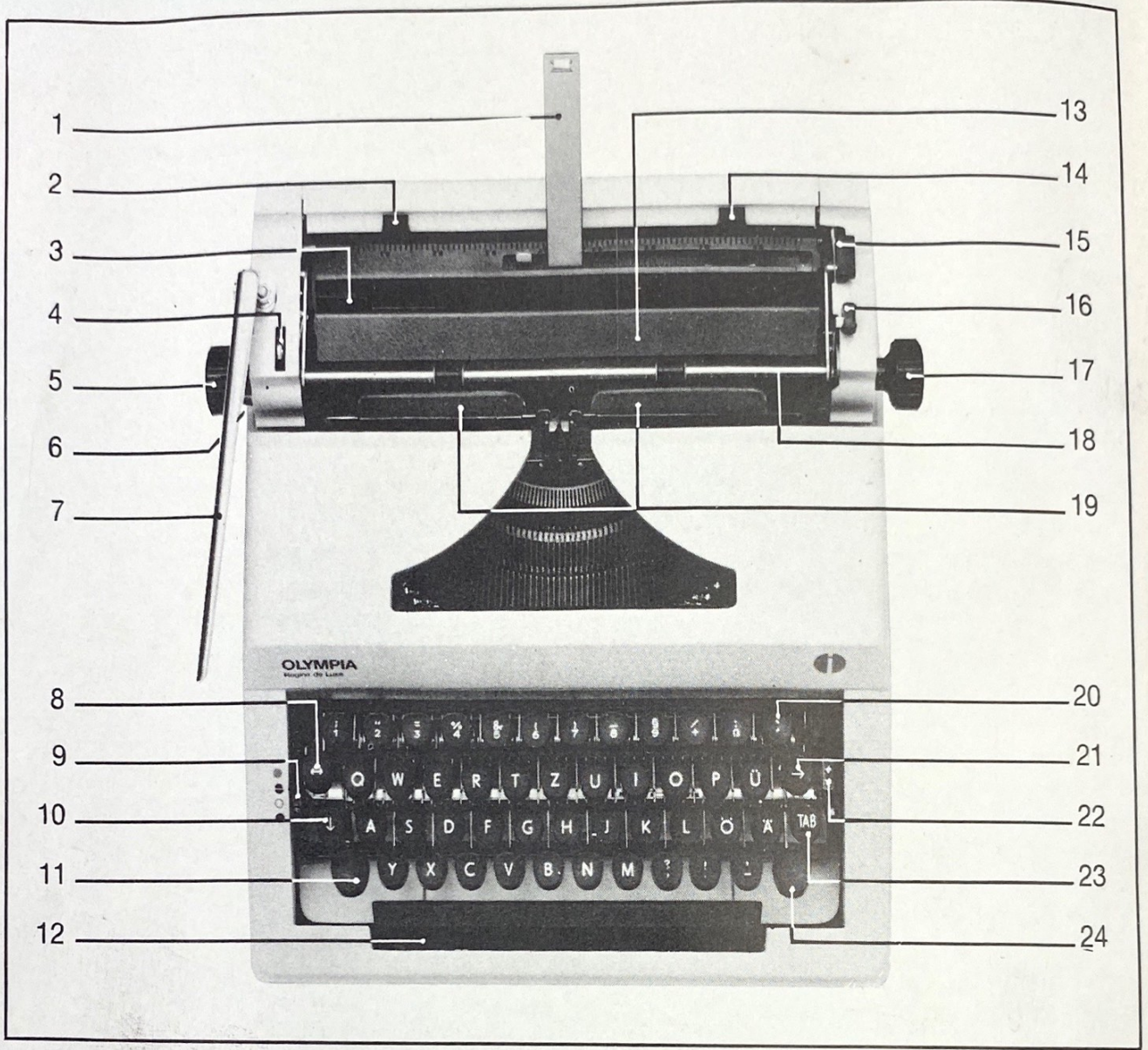


**OLYMPIA REGINA**

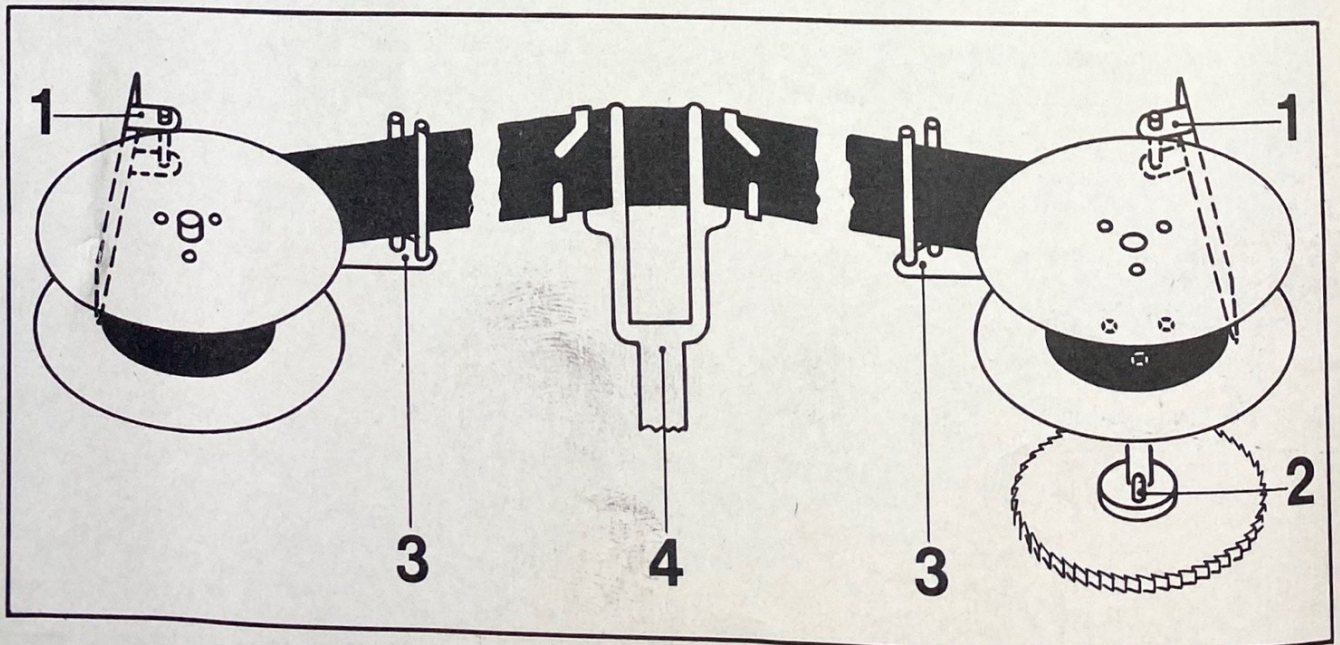
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**BEDIENUNGSANLEITUNG**  
**OPERATING INSTRUCTIONS**  
**MODE D'EMPLOI**



1

2



- 1 Paper support
- 2 Left margin stop and margin stop scale
- 3 Paper rest and guide
- 4 Line space selector with platen release
- 5 Left hand platen knob with variable line spacer
- 6 Carriage lock lever
- 7 Line space lever / carriage return
- 8 Margin release
- 9 Ribbon selector
- 10 Shift lock
- 11 Left hand shift key
- 12 Spacebar and half-space key
- 13 Erasure table
- 14 Right margin stop
- 15 Carriage release
- 16 Paper release
- 17 Right hand platen knob
- 18 Paper bail with rollers
- 19 Aligning guide with line drawing notch
- 20 Accent key
- 21 Backspace key
- 22 Tab set/clear lever
- 23 Tabulator key
- 24 Right hand shift key

### Taking the typewriter out of the case

We recommend to take the typewriter out of its case before using it for writing. To this effect grasp the typewriter with both hands below its covering (on the left and right), incline it upwards behind, and lift it out of the bottom part of the case together with the bottom plate.

When placing the typewriter again into its case, take care to move the bottom plate under the metallic angle on the case bottom. If the typewriter is to be taken from the bottom plate, too, then the latter has to be consecutively withdrawn from the 4 plug pins.

### Operating instructions

Push the carriage arresting lever (6) to the rear; raise the paper support (1) and the line spacing lever (7).

### Inserting the paper

Move the carriage to the centre position. Place the paper against the adjustable paper guide (3). Insert the paper and adjust it to the required height by turning the platen knobs (5/17). To align the paper and to insert a number of sheets, pull the paper release lever forward (16).

### Ribbon adjusting device

The desired ribbon zone is adjusted by means of the ribbon adjusting device (9), as follows:

- = lower half of the ribbon in red is typed upon (red)
- ◐ = middle zone typed with one colour ribbon; ribbon is typed upon in the middle für full utilization of the ribbon
- = ribbon out of operation, for cutting stencils
- = upper half of the ribbon is typed on in black

### Margin adjustment

The left hand and right hand margins can be selected by depressing the margin stops (2/14) and sliding them to the desired settings.

### Selection of line spacing – platen release

The desired line spacing can be adjusted by selecting the appropriate marking:

- I = platen release
- = single line spacing
- = 1½ line spacing
- = double line spacing

With the rear mark selected, the platen is released, and typing can be carried out at any desired spacing regardless of the selected line spacing.

### Carriage return and line spacing lever

The carriage can be set to the next line by applying pressure to the line spacing lever (7) and moving the carriage to the right.

### The shift function

To type capital letters or the symbols on the upper part of the keys, depress either of the shift keys (11/24). The operation of the shift lock key (10) will result in the shift function being locked, which can be released by the operation of one of the shift keys.

### Margin release

The ringing of the bell indicates that a few strokes can be made before the end of the line. Should it be wished to carry on typing either before or after the pre-selected margins, the margin release key (8) must be operated.

### Backspacing

The operation of the backspace key (21) will move the carriage back one space.

### Carriage release

The operation of the carriage release key (15) will allow the carriage to be moved either to the right or to the left.

### Variable line spacing mechanism (Model Regina de Luxe only)

By pulling out the left hand platen knob plunger (5), the platen can be adjusted to any desired height.

### Accents (foreign keyboards only)

The accent key (20) is a so-called 'dead' key which does not operate the carriage mechanism. Accent keys must therefore always be depressed before the character that requires the accent. The î (circumflex), is made up from the í (acute) and the ï (grave) accents.

### Drawing lines

Insert the point of a pencil in the notch of the alignment guide (19). By moving the carriage sideways or by turning the platen knob, horizontal or vertical lines can then be drawn.

### Erasing and correcting

Rotate the platen until that part of the paper on which the mistake has been made is positioned above the erasure table (13). Slide the carriage to one side to prevent any residue from falling into the typewriter. Use a mask for the top copy, and a soft rubber for carbon copies. Do not squeeze-in omitted letters, but use the spacebar for this purpose. Erase the incorrect word and move the carriage back to the last letter of the preceding word. Tap the spacebar once, depress again, this time holding it down, and type the first letter of the word. Carry on in this manner until the complete word has been typed.

The best typewriter  
correct

The bst typewriter  
incorrect

The best typewriter  
corrected

### Tabulator (Model Regina de Luxe only)

#### To set the stops

By pressure on the carriage release key (15) move the carriage to the point where the stop is required, then move the tabulator setting lever (22) in the direction „+“. In this way a stop is set and later, during the tabulating, the carriage stops there.

#### To tabulate

By pressure on the tabulator key (23), the carriage moves as far as the next stop, which is repeated as often as stops are set.

#### To clear an individual stop

By pressure on key (23) move the carriage to the point where the stop is. The carriage having stopped, push the tabulator set and clear lever (22) in the direction of “-“, by which the stop will be cleared.

#### To clear all stops

Move the carriage as far as the left hand stop, then push the set and clear lever (22) in the direction “-“ and press the tabulator key (23).

### The exchange of the ribbon (Fig. 2)

Remove the upper housing by applying pressure to the sides and lifting. Wind the used ribbon on one of the spools, swing out the brake lever (1) of the empty spool, and remove the spool. Wind on the remainder of the used ribbon on the other spool, swing out the brake lever (1) and remove. Fit the new spools, ensuring that the driving pin (2) engages in one of the holes. In the case of dual colour ribbons, the red section of the ribbon should be at the bottom. Connect the hook of the new ribbon to the empty spool and fit the spool to the machine. Position the ribbon behind the two guide levers (3) as shown in the illustration. Then operate the shift lock key and fit to the ribbon vibrator (4) as shown. Operate the shift lock key and replace the upper housing.

### Cleaning the machine

Clean the housing using a soft cloth. Do not use a chemical agent. Clean the types using only a conventional type cleaning agent. Clean the platen using an alcohol-based fluid only.