OLYMPIA REGINA

BEDIENUNGSANLEITUNG
OPERATING INSTRUCTIONS
MODE D’EMPLOI
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

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
○ = middle zone typed with one colour ribbon; ribbon is typed upon in the middle for 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:

<table>
<thead>
<tr>
<th>Line Marking</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>l</td>
<td>platen release</td>
</tr>
<tr>
<td>●</td>
<td>single line spacing</td>
</tr>
<tr>
<td>●●</td>
<td>1 1/4 line spacing</td>
</tr>
<tr>
<td>●●●</td>
<td>double line spacing</td>
</tr>
</tbody>
</table>

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.

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).
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 (circumflex), is made up from the (acute) and the (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

The bst typewriter

The best typewriter

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.