

Drawing lines

Insert the point of a pencil in the notch in the alignment guide (8). By moving the carriage sideways, or by turning the platen knob, horizontal or vertical lines may be drawn.

Protection against damage

When carrying the machine, or to prevent unauthorized or rough handling, lock the carriage by lifting up the carriage locking lever (18) and sliding the carriage to its central position. To release the carriage push lever down.

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.

CAREFUL MAINTENANCE MEANS LONGER LIFE

Cleaning

If the machine is in constant use it should be cleaned every morning. Lift the front cover (26) and dust with a clean brush, cleaning the type with a special wire brush and, if necessary, a little petrol. 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.

Oiling

Oiling should be left to a typewriter mechanic. Never oil the segment, the line space wheel or the type guide.

Repairs

Damaged machines should be immediately handed over to an expert typewriter mechanic. Repair and adjustment call for the specialized attention which he alone can give.

Stencils

Be careful with stencil cutting. Some types of stencil contain acid, which can damage the rubber parts. If you intend to cut many stencils, consult your typewriter dealer immediately.



Olympia

SM 8

We are very proud indeed 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 8. 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.

**OLYMPIA WERKE AG
WILHELMSHAVEN**

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Operating Instructions

Step by step . . .

First of all

Lift up the cover of the case and remove it.

Taking out and making ready

Press down the clips on the baseboard, lift the machine and draw it out from the rear baseboard fastening. Turn the machine on its back. Remove rubber bands from feet and carriage release lever (15) and white plastic caps from platen knobs. Pull out coloured plastic rod left of carriage rail, move carriage to the right and take the right plastic rod out of the carriage rail.

Remove front cover (26) by lifting up the left and righthand side of the moulding, and remove protective piece of cardboard from the typebars. Pull out the two white plastic bolts left and right below the ribbon spools.

Reducing noise

The machine, which in itself makes little noise should be placed on a soft pad of felt or similar material. Only when in a hurry — perhaps while travelling — should the machine be used standing on the baseboard.

Is all this known already?

Ribbon Control

With a two-colour ribbon set the ribbon switch (23) to "blue" for the upper position, or to "red" for the lower position. The centre position (white) is for use when cutting duplicating stencils. When the upper half of single colour ribbons 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, lay the paper on the lateral paper guide (5), insert the paper between the platen and paper table (12) and adjust it to the required height by turning the platen knob (2). To adjust the paper or to insert several sheets pull the paper release lever (16) forward.

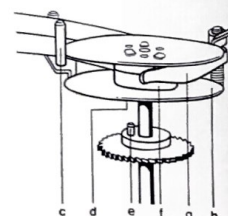
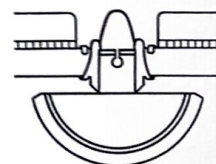
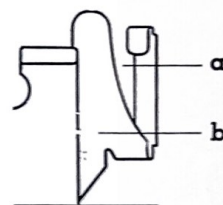
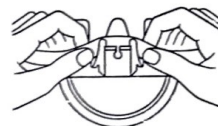
This, too, is necessary

Changing the ribbon

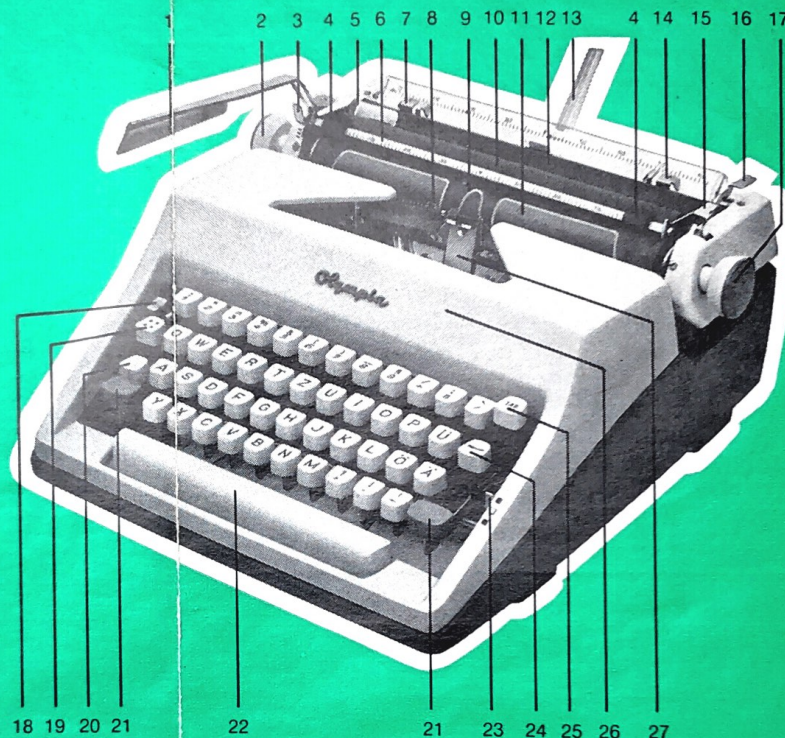
Remove the front cover (26) of the machine, exposing the ribbon mechanism. Wind the worn ribbon on to one of the two spools (h). Pull out the spool catch (g) and removing the empty spool, free the end of the ribbon from the hook, and draw out of the ribbon guide (b). The spool carrying the old ribbon 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.

Now replace the empty spool back on the machine taking care that both spools are firmly held by the conveyor pin (e). Thread the ribbon through the ribbon reverse levers (c) on both sides. Now press down the shift lock, and take hold of the ribbon with both hands. Put the ribbon behind guide (b) and insert it into the left and right slits of the guide (a) 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.

- | | |
|-------------------------|-----------------|
| 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 |



- 1 Line space lever
- 2 Left platen knob with line space plunger
- 3 Line space indicator
- 4 Paper holder rolls
- 5 Paper guide
- 6 Paper holder with scale
- 7 Margin stop, left
- 8 Alignment guide with line drawing notch
- 9 Card holder
- 10 Paper deflector
- 11 Alignment guide
- 12 Paper table
- 13 Paper support
- 14 Margin stop, right
- 15 Carriage release
- 16 Paper release
- 17 Right platen knob
- 18 Carriage and keyboard lock
- 19 Margin release
- 20 Shift lock key
- 21 Shift key
- 22 Correcting space bar
- 23 Ribbon switch
- 24 Back space key
- 25 Tabulator key
- 26 Front cover
- 27 Type guide
- 28 Tabulator stops

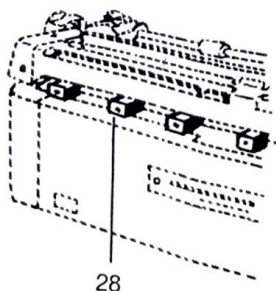


Tabulation

The use of the tabulator stops and key simplifies all work that requires tabulation. The tabulator stops (28) must first be set to the required positions and this is done by setting them to the same numbers on the margin scale as is indicated at the required positions on the paper scale (6). The tabulator stops are easily moved by light pressure with the fingers, but care must be taken that the indicator of the tabulator stop 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 (25) causes the carriage to glide automatically to the next tabulator stop. The key is released when the stop is reached.



Erasing and Correcting

Turn the platen until the part of the paper on which the mistake has been made lies on the paper deflector (10) and 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 the "correcting space bar". Rub out the wrongly typed word, and move the carriage back to the last letter of the preceding word. Tap the space bar once then depress the space bar and hold it in the down position; type the first letter and release the space bar; repeat this action throughout the wrongly typed word.

The best typewriter
(right)

The bst typewriter
(wrong)

The best typewriter
(corrected)

Margin Alignment

To improve the appearance of documents and circulars, it is sometimes an advantage to have the right hand margin as straight as the left. A rough draft of such work should first be typed 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, whilst lines which are shorter must be extended.

the advantage of which
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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 thus be 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 the 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 press again, type the first letter of the next word and release the space bar — depress space bar — type a letter etc. After typing the last letter release space bar and tap it two more times. Then continue writing the next word.

Margin Control

The beginning and the end of lines may be set to the required positions by adjusting the two margin stops (7 and 14). The margin stops are compressed while being moved.

Line Spacing

The line space indicator (3) may be set to give single, one and a half, and double line spacing. Slight pressure on the line space lever (1) pushes the carriage along to the right and brings the paper into position for the next line.

Shift

To type capital letters, punctuation marks etc. press down one of the two shift keys (21). Pressure on the shift lock (20) locks the machine in the raised position. To lower the carriage again, press the left hand shift key.

Spacing

On depressing and releasing the space bar (22) the carriage will move one space to the left.

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 (19), 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.

Carriage Release

Grip the right hand platen knob (17) with your right hand, and then depress the carriage release lever (15) with your thumb. This allows the carriage to be moved freely in both directions.

Platen Release

The line space indicator (3) also serves for releasing the platen. By pressing the lever backward the platen can be revolved freely and may be turned to any desired line (e.g. on printed forms).

Line Space Plunger

By pulling out and turning the left platen knob (2) the line position, e.g. when completing form-sheets, can be varied. Release of the platen knob again locks the platen.