

# **OPERATING INSTRUCTIONS OLYMPIA SM 9**



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We are proud to count you as another Olympia user. Your Olympia will give you many years of pleasure. This instruction booklet gives details of the advantages and operation of the Olympia SM 9. Please read this booklet carefully before you start using the machine – you will find many useful hints which will help you to keep your Olympia SM 9 in first-class condition.

### Preparing for use

Remove the typewriter from its case and take off the rubber bands from the carriage release lever (19) and the carriage lock lever (7). Lift up the line spacing lever (9) and remove the synthetic transit lock from the left side of the carriage rails (Fig. 1). Then slide the carriage to the right and carry out the same procedure for the R. H. synthetic transit lock. Grip the front cover on both sides, lift up, and remove the piece of cardboard which protects the typebars. Remove the pieces of synthetic fitted beneath the L. H. and R. H. ribbon spools (Fig. 2). Once the shift lock key (13) has been operated, the machine is ready for use.

### Lowering the noise level

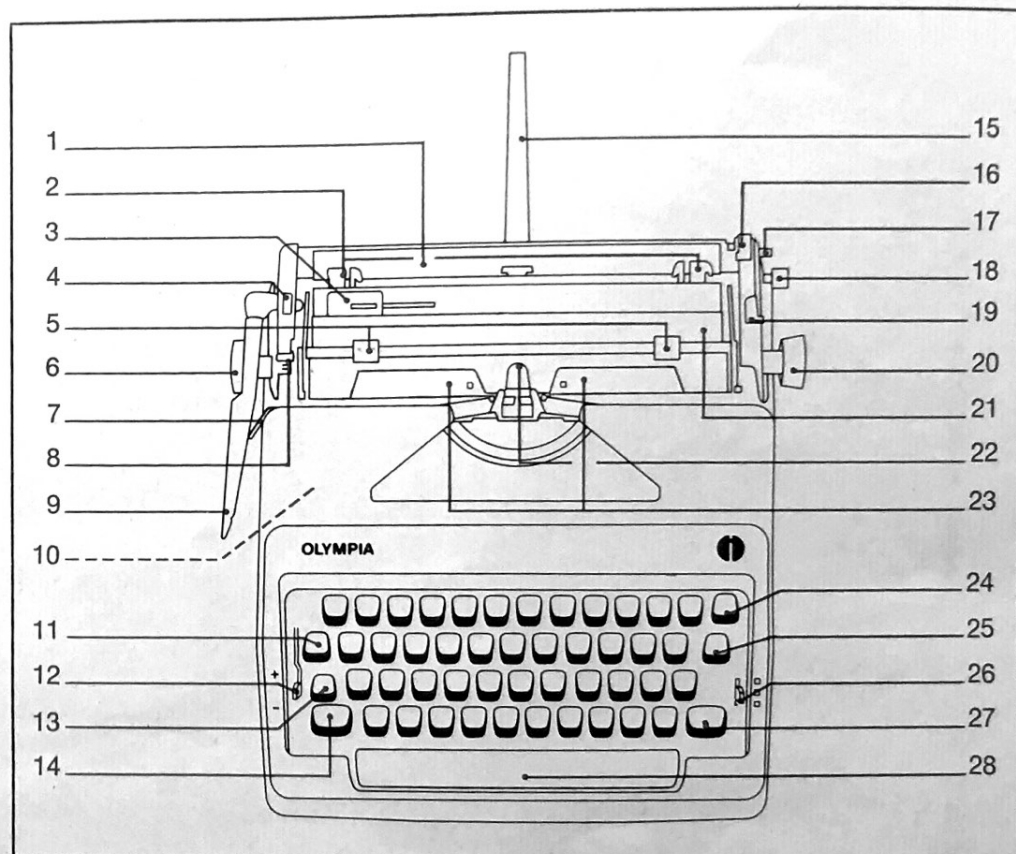
In order to reduce the noise level, the machine should, if possible, be placed on a soft felt pad.

### Line spacing lever (9)

Raise the line spacing lever to allow the carriage to be slid to the right and to select the next typing line.

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- 1 Margin stop scale
- 2 Margin stops
- 3 Paper guide
- 4 Left hand carriage release
- 5 Paper bail with rollers
- 6 L. H. platen knob
- 7 Carriage lock lever
- 8 Line spacing selector with platen release
- 9 Line spacing lever
- 10 Impression regulator (beneath front cover)
- 11 Margin release
- 12 Tab set/clear selector
- 13 Shift lock key
- 14 L. H. shift key
- 15 Paper support
- 16 Paper release
- 17 Paper support release button
- 18 Total tab clearance lever
- 19 Carriage release lever
- 20 R. H. platen knob
- 21 Paper erasure table
- 22 Card holder
- 23 Aligning scale with drawing notches
- 24 Tab key
- 25 Backspace key
- 26 Ribbon selector
- 27 R. H. shift key
- 28 Correcting spacebar

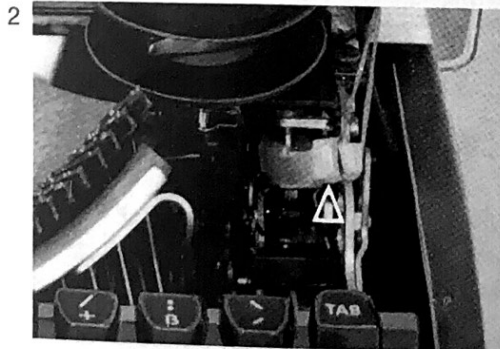
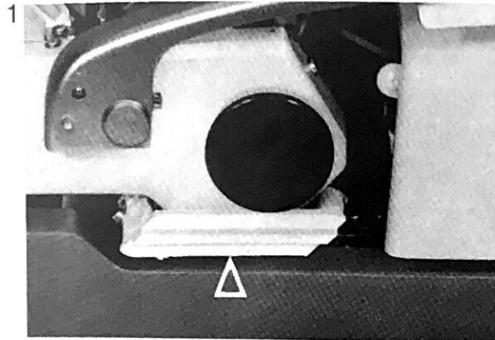


### Ribbon selection

In the case of the bichrome ribbons, the selector switch (26) should be set to the top position for black or to the bottom position for red. The white (center) position is for stencils. In the case of single-color ribbons, these should be reversed once the top half is worn out to obtain the maximum possible use of the lower section of the ribbon. Ribbon advance and return are automatic.

### Inserting the paper

Slide the carriage to its center position and raise the paper support (15) by applying pressure to the release button (17). Position the paper against the adjustable paper guide (3), insert between the platen and erasure table and rotate either of the platen knobs (6/20) to bring the paper to the desired level. To align the paper horizontally and to insert the desired number of copies, move forward the paper release lever (16).



### Selecting the margins

The L. H. and R. H. margins can be selected by depressing the margin stops (2) and sliding them to the desired positions.

### Line spacing selector (8)

The desired line spacing can be selected by moving the selector to the appropriate setting.

### Margin release lever (11)

The L. H. and R. H. margins can be overridden by the operation of this lever.

### Platen release (8)

The platen can be unlocked by the movement of this lever to the rear to allow any desired height to be selected when, for example, typing on lined forms.

### Tabulation

Before tabulating, operate the total clearance lever (18) to clear previously selected stops, slide the carriage to the desired setting, and move the tab set/clear lever (12) to the '+' setting.

Individual stops can be cleared by selecting the desired stop and moving the set/clear lever to the '-' setting.

### Impression regulator (10)

The desired impression energy can be selected by moving the regulator to the '+' setting for the maximum number of copies, and to the '-' setting for the minimum number of copies.

### Correcting spacebar (28)

To correct a typing error, erase the complete word, and slide the carriage to the last letter of the preceding word. Operate the spacebar once only, re-operate a second time, holding it down, and type the first letter of the wrongly-typed word before releasing the spacebar. Re-operate and hold down the spacebar and type the next letter of the word, repeating this process as required.

The best typewriter  
(right)

The bst typewriter  
(wrong)

The best typewriter  
(corrected)

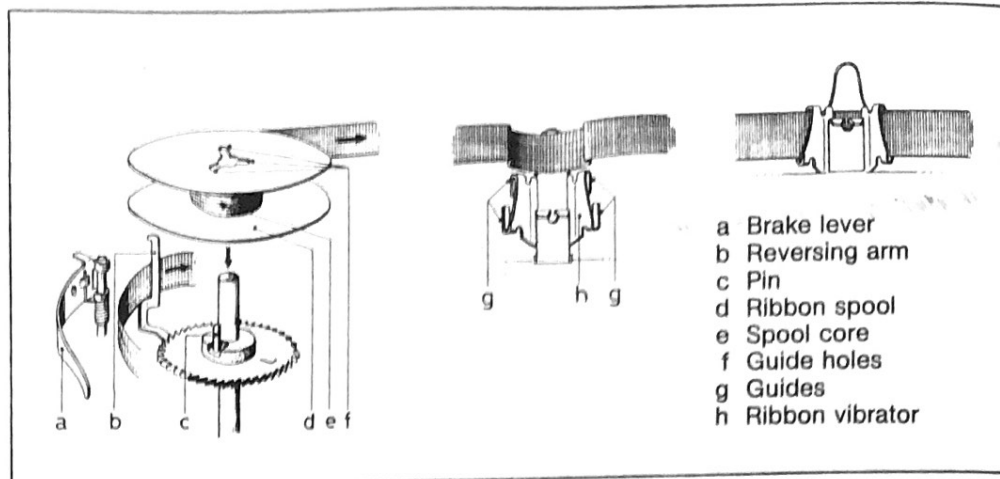
### Margin alignment

If required, texts can be typed to give the appearance of a printed sheet due to the incorporation of a device which allows for the compensation of the right hand margin. The selected text should first be typed in draft form to ascertain how many letters per line must be compensated. An average line of this draft should then be selected as a guide, and a vertical line drawn at the end of this line from top to bottom of the complete draft. To shorten a line, slide the carriage back to the last letter of the preceding word, depress the spacebar, type the first letter of the next word, release the spacebar, depress the spacebar, and type the second letter of the word etc. Once the last letter of the word has been typed, operate the spacebar once only.

To lengthen a line, slide the carriage back to the last letter of the last word, operate the spacebar once only, depress the spacebar, type the first letter of the next word and release the spacebar. Carry on in this manner until the complete word has been typed, and then operate the spacebar twice consecutively.

Olympia machines provide an even right-hand margin - you use the half-spacing feature  
(without margin alignment)

Olympia machines provide an even right-hand margin - you use the half-spacing feature  
(with margin alignment)



### The exchange of the ribbon

Access to the ribbon mechanism can be obtained by applying pressure to both sides of the housing on either side of the spacebar and lifting the housing until it contacts its stops. Wind on the used ribbon on one of the spools (d), swing back the ribbon brake (a) remove the empty spool and disengage the hook of the used ribbon from the core of the spool (e). Remove the ribbon from the ribbon vibrator and wind the remainder of the ribbon on the full spool.

Fit the hook of the new ribbon to the core of the empty spool and fit the spool to its mounting, ensuring that the pin (c) engages in one of the guide holes (f). Fit the ribbon behind both reversing arms (b) and operate the shift lock key (13). Using both hands, position the ribbon behind the ribbon vibrator (h) and into the guides (g) as shown in the illustration. When using bichrome ribbons, the red section of the ribbon should be positioned at the bottom.