

# OPERATING INSTRUCTIONS OLYMPIA TRAVELLER



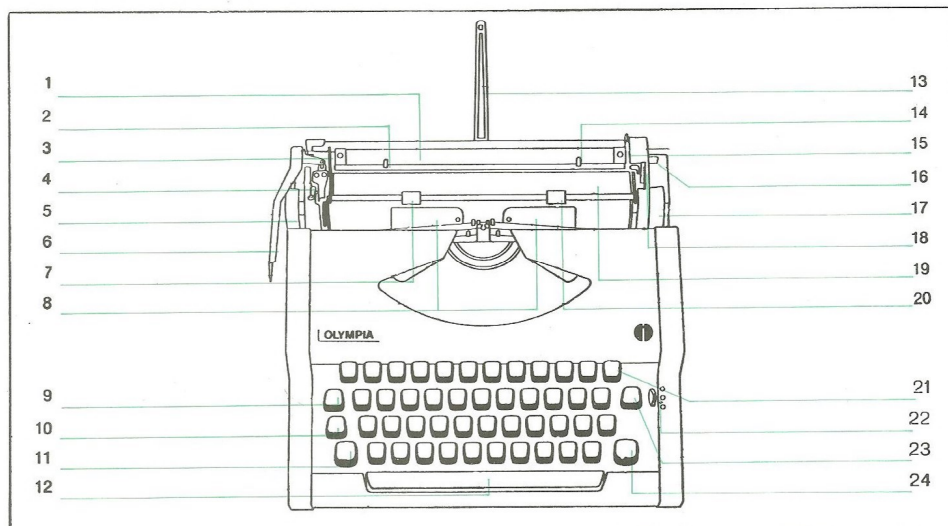
Olympia International - Office machines

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We are very proud to count you as another Olympia user. Your Olympia will give you many years of pleasure. This instruction booklet will tell you all about the advantages and operation of the Olympia 'Traveller' and 'Traveller de Luxe'. 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 in first-class condition.

- 1 Margin scale
- 2 Left-hand margin stop
- 3 Carriage lock
- 4 Line space selector and platen release
- 5 Left-hand platen knob
- 6 Line space lever
- 7 Paper bail with left-hand paper roller
- 8 Transparent-alignment guide
- 9 Margin release and typebar disentangler
- 10 Shift lock
- 11 Left-hand shift key

- 12 Correcting spacebar
- 13 Paper support
- 14 Right-hand margin release
- 15 Release lever for paper support (Traveller de Luxe)
- 16 Paper release
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- 20 Right-hand paper bail roller
- 21 Accent key (where fitted)
- 22 Ribbon control (Traveller de Luxe)
- 23 Backspacer
- 24 Right-hand shift key



**First** - Remove machine from carrying case.

Lift up line space lever (6) and move carriage lock lever (3) rearwards, thus releasing the carriage. Lift off front cover and remove cardboard from type bar segment. Remove band from right-hand platen knob (17) and unhook from left-hand platen knob (5). Remove the four plastic pins (left and right) inserted between the guide rails for protection during transport.

Press down one of the shift keys (11/24) and remove the plastic strips (right and left) below the guide rails. When replacing the machine cover make sure that the two securing pins drop into the two rubber-lined holes in the frame. The machine, which in itself operates almost silently, should be placed on a soft pad (felt, if possible). The machine is now ready for use.

#### **Ribbon control**

(Traveller de Luxe only)  
With a dual colour ribbon, set the ribbon control switch (22) for 'black' in the uppermost position or for 'red' in the lower position. The centre position 'white' is for cutting stencils. When the upper half of a single-colour ribbon is worn, reverse the ribbon spools in order to use the lower part of the ribbon. Ribbon advance and return are automatic.

#### **Inserting the paper**

Move the carriage to the centre position. Raise the paper support (13) by hand. On the 'Traveller de Luxe' the paper support is raised automatically by depressing the release button (15). Insert the paper between the platen and the margin scale and adjust it to the required height by turning the platen knob (5/17). To adjust the paper or to insert several sheets, pull the paper release lever (16) forward.

#### **Setting the margin**

The beginning and end of the typing line can be set by adjusting the two margin stops (2/14) at the rear of the carriage. Depress these and slide them to the required positions. The two pointers on the margin scale (1) indicate the setting.

#### **Line setting and spacing**

Set the space between the lines by means of the line space selector (4): rear line for single spacing, centre line for one and a half spacing, front line for double-spacing. Slight pressure applied to the line space lever (6) slides the carriage to the right and brings the paper into position for typing on the next line.

#### **Shift key**

To type capital letters or any the characters on the upper portion of the keytops depress either of the twoshift keys (11/24). By depressing the shift lock (10) the type segment can be retained in this position and released by depressing either of the two shift keys.

#### **Spacing**

On depressing and releasing the space bar (12) the carriage will move one space, i.e. the width of one letter.

#### **Accent key (where fitted)**

The accent key (21) is the so-called 'dead' key which does not operate the carriage mechanism. Accents must therefore always be depressed before the letter that requires the accent; the <sup>^</sup> (circumflex) is made up from the <sup>´</sup> (acute) and the <sup>˘</sup> (grave) accents.

#### **Margin release**

The ringing of a bell indicates that a few more spaces are available before the end of the line. On reaching the end of the line the carriage will stop. To continue the line beyond the margin stop, or to start typing before the set starting point, depress the margin release (9).

#### **Disentangling the typebars**

The margin release (9) also serves to disentangle any typebars which may have become jammed, if for instance two keys are struck at the same time. By depressing the margin release the typebars will return to their normal position.

#### **Back Spacer**

When depressing the back space key (23), the carriage moves back one space i.e. the width of one letter.

#### **Platen release**

The line space selector (4) also acts as platen release. When set at its rearmost position (.) it is possible to type at any spacing, independently of the line space mechanism, for example when typing printed forms or for subsequent typing on a page already removed from the machine.

#### **Carriage release**

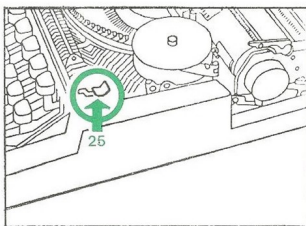
Grip the right-hand platen knob (17) with your right hand and depress the carriage release lever (18) with your thumb. This allows the carriage to be moved freely in both directions.

#### **Drawing lines**

Insert the point of a pencil in the notch of the alignment guide (8). Draw horizontal lines by moving the carriage backwards and forwards with the carriage release (18) depressed, and vertical lines by rotating the platen upwards or downwards after operating the platen release (4).

#### **Touch adjuster — de Luxe only**

First remove the machine cover. By moving the lever of the touch adjuster (25) the tension of the keys may be adjusted to suit the individual touch. The maximum pressure is obtained when the touch adjuster is set to (+). Minimum pressure is obtained when it is set to (—).



#### **Erasing**

Turn the platen until the portion of the paper, on which the error has been made, lies on the paper deflector (19). Move the carriage to the side so that no eraser dust falls into the machine. The use of an eraser shield is recommended.

#### **Correcting**

Do not type omitted letters in between the others but use the correcting spacebar (12). 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 to be re-typed. Release the spacebar. Type the next letter with the spacebar held down and continue in this manner until the word has been correctly written.

The best typewriter  
(right)

The bst typewriter  
(wrong)

The best typewriter  
(corrected)

#### **Margin alignment**

For the typing of publicity and advertising material, circulars etc. which require a straight right-hand margin, to give it a printed look, a rough draft of the work should first be typed in order to calculate the number of letters that require levelling each time. The shortest line of the draft is taken as the standard, and a vertical line is drawn at the end of this. The letters on the other lines which are outside this limit may be brought within it by operating the correcting spacebar, whilst shorter lines may be extended.

Insertions are made by typing the word which is to be compensated for, in the following manner: depress spacebar — type — release spacebar — type — release spacebar etc. After typing the last, letter, depress the spacebar once more and continue typing.

To lengthen a line proceed as follows: after typing the last letter of a word, depress the spacebar, release it and depress again. Type the first letter of the next word and release the spacebar, depress spacebar, type a letter etc. After typing the last letter release spacebar and tap it twice — then continue typing the next word.

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

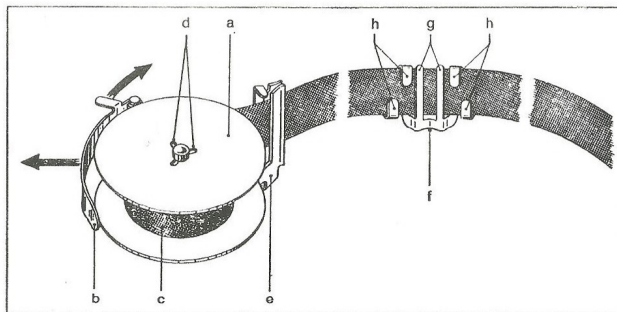
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#### Changing the ribbon

Remove front cover from machine to expose the ribbon mechanism. Wind the worn ribbon on one of the two spools (a). Pull out spool control arm (b) and remove empty spool. Free the end of the ribbon from the hook and remove it from the ribbon vibrator (f). Now replace the spool carrying the old ribbon by a new one, securing the free end of the new ribbon onto the hook of the empty spool and press the hook into the spool centre (c). Insert the empty spool, taking care that the pick-up pin of the transport wheel engages in one of the pick-up holes (d). Place the ribbon behind the left and right ribbon reversing arm (e). Depress shift lock (10). Take ribbon in both hands and insert it behind the ribbon guides (g) of ribbon vibrator and holding lugs, as shown in illustration. When using a two-coloured ribbon (for Traveller de Luxe only) make sure that the red part of the ribbon faces downwards.

- a Ribbon spool
- b Spool control arm
- c Spool centre
- d Pick-up holes
- e Ribbon reversing arm
- f Ribbon vibrator
- g Guides
- h Holding lugs



#### Protection against damage

When carrying the machine, or to prevent unauthorised or rough handling, lock the carriage by pulling forward the carriage lock lever (3). Unlock the carriage by moving the carriage lock lever to the rear.

Push the line space lever downward to close the plastic carrying case, place the rear of the machine over the lip of the case and snap shut.

#### Cleaning

Clean the types from time to time with a type-cleaning brush and a proprietary-type cleansing fluid. See your Olympia dealer for any necessary repairs. He has the experience and training to give your typewriter the proper service.