Olympia
MOD. 8
INSTRUCTIONS FOR USE
Front view

1. Slide bar
2. Platen release knob
3. Thumb wheel for platen
4. Platen release lever
5. Carriage release lever
6. Line adjusting lever
7. Paper feed guide
8. Paper guide scale
9. Paper conductor
10. Pointed guides
11. Holding bar rollers
12. Plexi-glass pointed guides
13. Ribbon fork
14. Line adjusting scale
15. Paper release lever
16. Paper (holding bar) bale
17. Ribbon protective covers
18. Back space key
19. Margin release key
20. Carriage holding pawl
21. Line spacing lever
22. Spool
23. Spool notch
24. Scale knobs
25. Lateral spacing lever
26. Hand ribbon reverse
27. Ribbon winder release knob
28. Tabulator release key
29. Shift key lock
30. Left shift key
31. Tabulator key
32. Segment
33. Buffer ring
34. Space bar
35. Ribbon adjusting lever
36. Tabulator setting key
Every precaution is taken to ensure safe arrival of Olympia Typewriters and the following must be attended to before the machine can be put into operation.

1. Remove the rubber bands on right and left.
2. The two green screws are to be removed from the machine at the right side with a screwdriver.
3. The carriage then must be moved to the right.
4. The two red screws on the back wall of the carriage are to be withdrawn and the red holding angle removed. The machine is then ready for use.

The place of the Olympia shall be dry but not too warm, as moisture could spoil or, on the other hand, rubber-parts and ribbon could dry up. A felt is to be put under the screwed off machine. The writing chair has to be of such a height, that the forearm of the writing person lies horizontal, when the hands are in writing position on the lowest keyline.

Margin stops and the margin stop scale are at the back of the Olympia, to give a free view to the written lines. The margin stop for the left margin (37) is, seen from the front-view, on the right side, the margin stop for the right margin on the left (40). Before inserting the paper the margin stop points are put to the desired point of the margin stop scale. To move them the handles of the margin stops are pressed inward. In general the margin stop for the left margin is put to point 10, when inserting letter-paper or post-
The rollers which are movable to right and left are fitted to the paper holding bar (16), which serve at the same time as a tearing-off bar. When tearing off the paper at the three-edged paper holding bar the rollers can be pulled forward.

In order to adapt the machine to the touch and practice of the typist, it is provided with a touch adjuster, which is fitted at the back of the machine (picture B). By turning the adjusting knob to the right, that is, towards the figure 4 on the adjusting knob, the touch can be adjusted as desired from 1 to 4. The Olympia 8 is delivered with the adjustment at 1—this figure appears in the scale opening behind the adjusting knob. Adjustment at 1 shows the touch that is lightest in weight. If it is desired to alter to 2, 3, or 4, that is, to touches which are heavier in weight, which need not always feel heavier to the touch, the adjusting knob must be turned towards the figure 4 on the adjusting knob, till the desired figure appears in the scale opening, when, however, great care must be taken that the lines can be seen over and under the figure in the scale opening; only then the desired touch is correctly adjusted in weight. If its desired to readjust the touch, from 4 back to 3, 2, or 1, the adjusting knob must of course be
turned in the opposite direction, that is, towards
the figure 1 on the adjusting knob, to the left.

All keys for the operation of the machine are to
be found in the keyboard. The accent key is a
so-called "dead key", that is to say the carriage
does not move when the key is struck. In the
typing of â, ê etc. the accent key is first struck
and then the letter. It is desirable to strike punc-
tuation signs, underlinings and dashes particu-
larly lightly, so as to avoid damage to the paper.

The two shift keys (30) serve for the typing of
capital letters and signs. If capital letters or signs
are to be typed alone, the shift lock (29) is to be
depressed. The release of the shift lock is effec-
ted by pressure on the left shift key.

The movement of the carriage from the right to
the left is caused by the touch of the keys, the
space bar (34), the tabulator key, or of the tabu-
lator release key.

For the stressing of particular words or whole
lines the lateral spacing lever (25) is set to the
number 2, and the machine types automatically
locked.

The movement from the left to the right is caused
by the line-spacing lever or by touching the back
space key.

After depressing the left or right carriage release
lever (5) the carriage can be brought to any
typing position.

The left-movement of the carriage is caused by
a spring the carriage is connected with by a ten-
sion band. The spring-tension is regulated for normal demands. If necessary it can be strained to make the carriage move quicker. For this the spring box screw (43) is to be turned to the right after loosening (not screwing off) the safety screw (44). To unstrain the carriage-spring the regulating lever has to be moved to and fro, after loosening the safety screw. The safety screw then must be fastened again.

For horizontal ruling, use the underlining type. The shift lock is fixed. After the hand ribbon reverse has been set to the left, the underlining type is pressed against the platen and the carriage is drawn from right to left.

The tabulator is an indispensable auxiliary when typing invoices, lists, tables, columns, headings and paragraphs. After the carriage has been brought to the place at which a column is to be typed the key, called tabulator setting key (36), is pressed and the adjustment of the respective column is effected. If the key marked "Tabulator" is pressed, the carriage is adjusted to the adjusted sections. Now the tabulating may begin. The tabulator key (31) must be pressed as long as the carriage is moving.

To release the adjusted columns the carriage must travel completely to the right and the tabulator release key (28) provided in the keyboard is then to be kept depressed. During the travel of the carriage the stops (39) spring back to their place of rest.
The Olympia typewriter is also supplied on request with a decimal tabulator (see illustration C). After the adjustment of the required columns the carriage, by depressing the respective tabular key, travels to the correct decimal position. If it is proposed, for example, to type the amount 32,784 the carriage is brought automatically to the right position by depressing the "ten thousand" key. It is to be noted in this connection that the key is to be kept depressed until the carriage stops. The figures 32,784 are now typed with the figure keys and the comma key. The same process is repeated in the typing of the figure 4 by depressing the unit key, the figures 269 by depressing the hundred key etc. In this way the units come under the units, the tens under the tens, and the hundreds under the hundreds of the respective column.

Example: 32,784

4

269
The decimal tabulator can be supplied on demand in a design, in which the figures can be typed without comma.

The line spacing shall be caused by the line spacing lever and not by turning the thumb wheel for platen. By turning the line spacing lever to the right the carriage is moved to the right, too. The desired line-spaces are guaranteed by the line adjusting lever.

5 line spaces are possible:

<table>
<thead>
<tr>
<th>Spaces:</th>
<th>1</th>
<th>1½</th>
<th>2</th>
<th>2½</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line adjusting lever:</td>
<td>1</td>
<td>1 and 3</td>
<td>3</td>
<td>3 and 5</td>
<td>5</td>
</tr>
<tr>
<td>Lines per page size DIN A4:</td>
<td>70</td>
<td>47</td>
<td>35</td>
<td>28</td>
<td>24</td>
</tr>
</tbody>
</table>

If a correction has to be made later on a sheet already removed from the machine, use is made of the platen release. After the sheet has again been inserted in the machine, the platen release knob (2) is pressed in with the surface of the left hand, and the index finger and thumb grasp the thumb wheel of the platen. By means of this combined grip the platen can be adjusted to the letter to be corrected, in which process the upper edge of the line adjusting scale (8) shows the typing line. After adjustment the knob is allowed to spring back. For vertical ruling, as well as for typing on printed lines or for filling up forms, the platen release lever is provided (4). In order to release the platen, the lever is pushed back and after completing the typing, it is pulled forward again and positive adjusting of the lines takes place.
Removal of the worn ribbon:
After unwinding the ribbon, the metal flap is to be released by a sharp tug upwards on the worn ribbon.

Inserting the new ribbon:
Place the new ribbon in the empty spool as far as the hinged part of the metal flap; then push the metal flap down and press it to snap in.

As explained previously the platen release lever (4) is pushed back and, after fixing the shift lock, the "exclamation" type is pressed against the platen. The vertical lines are typed by turning the platen backwards and forwards by means
of the thumb wheel. But even with a pencil it is possible to draw vertical lines. The pencil is put into one of the notches of the line adjusting scale and then the platen is turned. The platen release lever must be pushed back.

The ribbon (13 mm. wide) is wound automatically from one spool to another while typing. The automatic reverse takes place as soon as one of the two spools is unwound. By setting the ribbon reverse (26) to the right or the left, however, the ribbon can be reversed at any required place. In order to unwind the ribbon, the ribbon winder release knob (27) is kept depressed, and the ribbon spool is then set in rotatory movement by turning with the finger.

With the ribbon adjusting lever (35) the red or black ribbon-zone can be adjusted. Is the adjuster in the midst the ribbon is shifted completely out of gear (typing of wax stencils).

Set the carriage to the scale graduation 80, pull the ribbon protective cover (17) outwards, withdraw the spools and take the ribbon from the guide angles (see illustration F) and from the ribbon fork.

The insertion is effected in corresponding manner:

1. The ribbon finger, which is indicated by an arrow in the illustration F are pushed downwards when the ribbon winder release is withdrawn.

2. The left ribbon spool—with the red ribbon zone outward—is put with light pressure on the
spool spindle. It is to be noticed that the ribbon finger comes into the spool-notch.

3. The ribbon is put left from front to back and then right from back to front over the guide angles.

4. The right spool is inserted in the same way as the left and it is again to be noticed that the ribbon finger comes into the spool notch.

5. The ribbon is put into the ribbon fork in the way that it lies before the two middle teeth, but behind the two outer teeth.

To erase, an erasing model shall be used, as it is enclosed in the cleaning fittings. The paper has to be turned so far that the mistake lies on the platen. Then the carriage must be moved as far as possible to the right or to the left according to the situation of the mistake to prevent the erasing dust from falling into the machine. Between carbon and second sheet a piece of
paper is to be put, otherwise the erasing will be seen as a spot.

Care

After finishing the work the machine shall be covered with a case or with oil-cloth. The machine should be cleaned every day before beginning to work as follows:

1. Dust the entire machine with a brush.

2. Clean the types by insertion of a folded sheet of paper (see illustration G). When passing through the widest possible strip of paper from

Illustration G
the left to right under the type bars, the lateral end type bars are to be lifted up a little. Only use a type brush and, if necessary, a little benzine. The insertion of the strip of paper must in no circumstances be omitted, as otherwise the benzine will penetrate to the interior of the machine.

The machine is only to be oiled at long intervals of time. The old oil must be washed off. It is to be noted that fluid engine oil free from acid should be used and applied extremely lightly to the most accessible parts. After the removal of the carriage the internal parts must be freed from eraser dust by the use of the brush to be found in the cleaning box and the round slide bar must have oil, adhering to it, removed and wiped again extremely lightly with oil.

A thorough cleaning should be made every 2—3 months by an experienced Olympia mechanician.
The carriage is brought to the left as far as the stop with the right hand by pressure of the carriage release (see illustration H) after which the left hand goes to the catching position beneath the carriage and presses with the index finger the holding pawl forward (20). (See illustration J). By further pressure on the carriage release (5) the carriage is removed from the machine laterally to the left. Before the carriage is again fitted on, care must be taken, to see that the line spacing scale (14) is upright and is not tilted inward. The carriage is grasped by the hands on both sides at front and, in the first place the two prism rollers below the carriage are brought to the round sliding bar (1). Then the carriage is pushed horizontally from the left on to the sliding bar. In doing so care must be taken to see that the hook of the tension band engages in such a way above the spring box (see illustration K) that this latter is correctly set in the recess of the tension band catch on the carriage.

Besides the standard de-
sign the Olympia 8 can also be supplied with carriages 47 and 67 cm wide. The machines with carriages 47 and 67 cm wide are arranged so that a standard carriage (24 cm) for correspondence can be used.

In using 24 cm carriages on 47 and 67 cm machines pay attention to the following:

1. After releasing the wider carriage the shift knob (a, illustration L) which is beyond the left side of the machine is to be turned back. There- with the shifting is done for the small carriage.

2. The fitted 24 cm carriage is moved as far as possible to the right and the machine has to be turned to get the back before the eyes.

3. The carriage block lever (b) is pressed to the left.

4. The regulating lever, which is fixed at the back, too, is moved to and fro, till a resistance is to be felt. By thus the spring tension is reached for the small carriage.

5. After having turned the machine in writing position again, the margin stop for the left margin has to be put on the red 80 on the scale for the margin stop.

When exchanging the 24 cm carriage against a wider one it is to be acted reversely.
1. The back of the machine is to be put before the eyes.

2. The spring box screw (d) has to be turned to the right till a resistance is to be felt. Thus the tension for the wide carriage is reached.

3. The carriage block lever is pressed to the right.

4. The machine is put into writing position.

5. The 24 cm carriage can now be put off. The right hand presses the carriage release lever and moves the carriage to the left. The left hand goes to the catching position beneath the carriage and presses with the index finger the holding pawl forward.

6. By further pressure on the carriage release lever the carriage is removed from the machine on the left side.

7. The shift knob is turned forward again to get the original tension for the wide carriage.