Instructions for the use of the Olivetti Lettera 22 typewriter

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Instructions for the use of the Olivetti Lettera 22 typewriter
The Olivetti Lettera 22 is quite clearly a portable typewriter of the most up-to-date design and of fine workmanship. What is less obvious—until you come to know the machine in use—is how nearly the Lettera 22 corresponds in performance to the very latest standard machines. For the Lettera 22 has embodied in its design all those refinements—key-set tabulator, personal touch tuning, carriage mounted on roller bearings, self-locking segment, full-length ribbon and standard size spools, and many others—which are not usually found on a portable machine. Olivetti have been able to do this, using their great fund of experience and skill, without making the machine heavy or bulky. Its controls are very simple, and the quality of its typing is everything the most critical expert could desire.

A few minutes spent in reading this book will enable the novice and the experienced typist alike to get the very best out of this excellent typewriter.
To prepare the machine for use
After removing all the cardboard and paper packing, these simple preliminaries should be followed:

a) Make sure that the carriage locking lever 7 is unlocked.
b) Move the carriage return and line space lever 6 into its working position.
c) Make sure that the ribbon colour change lever 18 is in the blue (or red) position.
d) The line space selector 9 must be in one of the slots 1, 2 or 3.
e) Make sure that margin stops 11 are at opposite ends of the carriage.

How to insert the paper
To insert paper, lift the bail rod 13 and slide the paper behind the platen (roller), turning the platen until the paper emerges at the front. If the paper needs to be straightened, pull paper release lever 16 forward, adjust the paper and push back lever 16. The machine is now ready for use.
Shift Keys 1
To type capital letters, depress either of the two shift keys 1.

Shift Lock 2
Depress this key whenever you want to type continuously in capitals.
To return to normal typing, depress either of the shift keys 1.

Back Space Key 19
Depress this key to move the carriage back one space.

Margin Release and Paragraph Indentation Key 4
This key serves a double purpose:
   a) It enables you to type outside the limits set by either of the margin stops 11.

b) It gives automatic paragraph indentation. If kept pressed down while bringing the carriage back to the start of a new line, the carriage will stop about half an inch to the right of the set margin.

Space Bar 21
This moves the carriage one space forward to provide the space between words.

Horizontal Half Spacing
The Lettera 22 provides horizontal half spacing. When the space bar is pressed down the carriage moves a half space to the left; when it is released the carriage moves another half space. This action is most useful when making a correction to insert an omitted letter, or when it is necessary to insert a shorter word in place of a longer one:—
   (a) Inserting an omitted letter:
      it was a very good idea
      it was a very good idea
   After erasing the error, position the carriage so that the printing point is directly over the blank space immediately preceding the word to be corrected. Then press the space bar and, while it is down, strike the letter desired. Release the space bar and repeat the process until the work is completed.
   (b) Reducing the space:
      They have a good idea
      They had a good idea
   Position the carriage to the space preceding the erased word, then space one full space followed by half a space thereafter using the same procedure as in example (a).

Ribbon Colour Change and Stencil Lever 18
With the lever set opposite the blue dot, typing takes place on the upper half of the ribbon; when set opposite the red dot, typing takes place on the lower half. For stencil cutting, the ribbon is put out of action by setting the lever opposite the white dot.

Tabulator Key 20
Tabulator Setting and Clearing Lever 3*
The tabulator makes it easy to type tables of words or figures in any arrangement of vertical columns, stopping the carriage automatically at the beginning of each column.

* Applies only to Lettera models fitted with tabulator.
Once the number and position of columns required are known, a stop must be set for each of them.

To set the stops
Move the carriage to the point at which the type guide 14 coincides with the beginning of the first column you require. Then pull the tabulator setting lever 3 forward. Next, move the carriage along to the place where the second column is required and set the second stop in the same way, and so with any further columns.

To tabulate
Once the stops have been set, and the carriage moved to the left margin, it is only necessary to depress the red tabulator key 20 to reach the beginning of the first column automatically. Type the appropriate words or figures, then depress the key again to arrive at the second column and so on.

In typing columns of numbers always set the stop for the largest number in your list and use the space bar to bring you to the right position in the column for any smaller number. The example above shows how to use the tabulator. When it is desired to change the arrangement of the columns, or to eliminate them entirely, the stops must be cleared.

To clear a single stop
To clear a single stop, bring the carriage to that stop by depressing the tabulator key 20, then push the tabulator clearing lever 3 backward.

To clear all the stops
To clear all the stops at once, keep the tabulator clearing lever pushed backward while moving the carriage its full length by depressing the tabulator key.

<table>
<thead>
<tr>
<th>Surname</th>
<th>Christian Name</th>
<th>Town</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walker</td>
<td>David</td>
<td>London</td>
<td>1 12 6</td>
</tr>
<tr>
<td>Smith</td>
<td>John</td>
<td>Bristol</td>
<td>10 9 7</td>
</tr>
<tr>
<td>Hope</td>
<td>William</td>
<td>Cardiff</td>
<td>220 3 2</td>
</tr>
<tr>
<td>Stevens</td>
<td>Larry</td>
<td>Glasgow</td>
<td>10 9 7</td>
</tr>
<tr>
<td>Greene</td>
<td>Andrew</td>
<td>Bath</td>
<td>37 4 11</td>
</tr>
<tr>
<td>Cooper</td>
<td>Edward</td>
<td>Perth</td>
<td>9 0 0</td>
</tr>
<tr>
<td>Brown</td>
<td>Alfred</td>
<td>Brighton</td>
<td>2 13 0</td>
</tr>
</tbody>
</table>
Carriage

Detachable Top Cover 17
To remove, hold the cover firmly at the centre and lift from the front. This gives access to the ribbon spools, to the type for cleaning purposes, and to the touch tuning device 5.

Carriage Locking Lever 7
This lever locks the carriage in the central position and prevents it from moving whilst it is being carried. The carriage should be locked every time the typewriter is put into its case. Down to lock, up to unlock.

Line Space and Carriage Return Lever 6
The carriage return lever 6 must be hinged forward when using the machine and folded back when replacing it in the carrying case. When brought forward into the working position, it is used to take the carriage back to the beginning of the writing line; at the same time it moves the paper up ready for typing a new line, according to the setting of the line space selector.

Variable Line Spacing Knob 8
The platen can also be disengaged from the spacing mechanism by pressing this knob. Use this in conjunction with the line finder 15 when you wish to start typing at a particular position on the paper, when typing on ruled forms, or to find the correct alignment when re-inserting into the machine a sheet that has already been typed.

Line Space Selector 9
The distance between consecutive lines of typing is determined by the line space selector 9. This is set in position 1 for single spacing, in position 2 for intermediate spacing, and in position 3 for double spacing.
With the line space selector in position 0, the spacing mechanism is disengaged and the platen (roller) can be revolved freely by hand to any position. This is used when inserting corrections between lines, or for signs either above or below the writing line, for example: $H_2SO_4$, $a^3+b^3$, etc.
When using position 0 of line space selector 9 instead of variable line spacing knob 8 the platen will align itself automatically to the lines typed before, after the line space selector 9 has been returned from position 0 to the position 1, 2 or 3, as the case may be.

**Personal Touch Tuning 5**
This device enables the user to adjust the key tension to suit his or her touch. The lever will be found under the detachable top cover 17 on the left side. There are four positions, 1 the lightest, 4 the heaviest. The beginner is recommended to start with the tension set at 4. Later, as ease and lightness of touch and speed have been acquired, the adjustments can be brought into play one after the other until the lightest touch is in use at position 1. Experienced typists who have used heavier machines will find it better to follow this method too.

**Carriage Release Levers 10**
When either of these levers is pressed, the carriage moves freely to the left and may be brought to any desired position.

**Bail Rod 13**
This holds the paper firmly against the platen. It should be raised when inserting paper into the machine or when making an erasure.

**Paper Release Lever 16**
When pulled forward this lever loosens the paper under the platen. It is used for adjusting the paper to a vertical position and when inserting several sheets with carbon paper into the machine. The lever should always be in the locked position while typing.

**Paper Supports 12**
These are folded down when not in use and are raised to support the paper while typing.

**Margin Stops 11**
The two margin stops 11 can be moved quickly into the desired positions by pressing lightly on them and sliding them to left
or right along the graduated scale. Each division on the scale corresponds to one typing space. Before setting margins, move the stops to left and right ends respectively. Next, move the carriage until the type guide coincides with the point at which you want your left margin to be. Then move the left-hand stop to the right as far as it will go. Reverse the process to set right-hand stop. If you want to type beyond the margin stops in either direction, use the margin release key as shown on page 4.

**Line Finder 15**

The top edge of the line finder 15 shows exactly the position of the typing line. Thus it serves as a guide when you are typing on lined paper, and when it is necessary to return to a line after the variable line spacing knob has been used, or when the paper has been replaced after being taken out of the machine. The white marks coincide with the vertical centres of the individual letters.

Vertical or horizontal lines can be drawn by inserting a pencil point in one of the corners of the triangular guide, meanwhile revolving the platen for vertical lines, or moving the carriage sideways for horizontal lines.

**Bell**

The ringing of the bell is a warning that there are only a few more spaces before the end of the typing line.

**The Ribbon**

The normal ribbon has two colours, the top half being blue or black and the bottom half red. To switch from one to the other, use the ribbon colour lever as indicated on page 5. The machine uses a full length ribbon on standard machine size spools.

For best results always use an Olivetti ribbon. In an emergency any 1/2 inch wide ribbon can be used provided there is an eyelet at each end of the spool to activate the ribbon reverse.

**Ribbon Reverse**

The ribbon moves along automatically each time a key is depressed. When it reaches the end of one spool it reverses, also automatically. To wind the whole ribbon on to one of the spools, e.g., when about to change it, just rotate the appropriate spool with the finger. Before doing so, move the ribbon arm as far as it will go away from the roller towards the centre of the machine.

**Changing the Ribbon**

Having removed the top cover, wind the whole ribbon on to one spool. Then slide the ribbon out of the hooks of the ribbon vibrator (see 1, 2 and 3 above). Unscrew the two knurled nuts which hold the spools in place and take out the two spools. Hook the new ribbon to the empty spool and wind it until the metal eyelet — about 6" from the end — is covered. Replace the spools on their shafts and make sure the two knurled nuts are replaced and tightened, as otherwise the ribbon will not move. Check that the red half of the ribbon is at the bottom. Re-insert the ribbon into the ribbon vibrator.

**Putting the Machine into its Case**

First lock the carriage with the carriage locking lever 7, fold the carriage return lever 6 back and down.
The Olivetti Lettera 22 requires very little maintenance, however heavy the load of work. But naturally it will only give of its best if it is treated with the care that every fine machine deserves. Always slip the dust cover over the machine when it is not in use. Then to keep it up to concert pitch, follow these simple rules.

Type Cleaning
As soon as the typing lacks its usual crisp appearance, clean the type. Take off the top cover 17. Now press the keys on the left half of the machine with open hand and slide a piece of paper under the lifted type bars. The paper will support the type and catch the dirt. Use the nylon brush which is supplied in the cleaning kit, dip it in any good typewriter cleaning fluid and clean each letter. After cleaning, dry the type letters, one by one, and remove the paper carefully. Follow the same procedure with the other half of the keys. Do not allow drops of cleaning fluid or pieces of dirt to fall into the machine or to adhere to the type bars.

Cleaning the Platen
Use a clean white cloth slightly dampened with good rubbing alcohol.

Internal Cleaning
For a quick internal cleaning, unscrew the metal plate under the machine, and clean the internal parts with the soft hair brush also supplied with the cleaning kit. It should be dry. Never oil the machine—it leaves the factory ready for long service without attention. Special oils are necessary and are applied only to certain points.

Erasing
When erasing, move the carriage to one side so that the particles of rubber from the eraser fall clear of the type segment.

Backing Sheets
When typing single copies it is advisable to have an extra sheet of paper behind the one being typed. This ensures a better impression and reduces the wear on the platen.

Faulty Working
If a fault does develop take the machine to your Olivetti agent or to a good typewriter maintenance firm. As a rule, defects are small and very easily put right by an expert, but damage can be caused by inexperienced hands.

General Maintenance
From time to time you should have the typewriter thoroughly checked. This lengthens its life and keeps it in good working order. For such attention you are advised to go either to an Olivetti agent or to some reliable typewriter maintenance firm.
FINGERING

The method described is the "five finger" method, as only the middle and index fingers of each hand with the right thumb are used. It should not be confused with the "ten finger" or "touch" system, which requires greater concentration and practice and which does not come within the scope of this handbook.

KEYBOARD

The keyboard is divided into four sections, thus:
The middle finger of left hand strikes the left outside section (1)
The index finger of left hand strikes the left central section (2)
The index finger of right hand strikes the right central section (3)
The middle finger of right hand strikes the right outside section (4)
The thumb of right hand strikes the space bar

Detach page 28 in order to provide a ready reference to the keyboard as divided into the four sections.

It will be seen from the above scheme that a keyboard section is assigned to each of the four fingers. This rule, however, should not be rigidly adhered to. It will be seen later that in order to attain greater speed, in some cases certain fingers will operate outside their own particular sections in order to assist others which are in more frequent use.
BASIC POSITION OF THE FINGERS

The basic position of the fingers relates to the second row of the keys (see illustration). It is necessary to concentrate on this second row, to be able to type without looking at the keyboard.

STRIKING THE KEYS

Keys should not be pressed, but should be lightly tapped with just sufficient force for them to produce a clear impression. Striking too heavily results in slowing down the typing speed and is a waste of energy. Typewritten work looks better when the full stop is not struck too heavily.

You will find the Personal Touch Tuning Control of great assistance in giving a pleasing result.

A staccato touch should be cultivated and the movements of the hand reduced to a minimum.

RHYTHM

It is desirable to get accustomed from the beginning to maintaining an equal interval of time between striking one key and another. Rhythm increases precision, speed and endurance in typing. When commencing exercises, a slow rhythm should be maintained, spelling out the letters mentally or in an undertone. Then, when exercises are repeated, speed should be increased until a constant rhythm is maintained without effort.

CARRYING OUT THE EXERCISES

1. Insert the paper into the machine.
2. Set the line space selector on No. 1.
3. Adjust margin stops to obtain a line of about sixty strokes, with the left-hand margin always wider than that on the right.
4. Visualize the keyboard so that no time is lost searching for the keys.
5. Keep to the speed laid down for each exercise.

EXERCISES

How to Carry Out the Exercises

1—Repeat each word of the exercise for a complete line.
2—Repeat each line of the exercise several times until typing is accomplished without hesitation and with continuity (minimum three times).
3—Repeat the sentences for at least five lines.

NOTE—the first exercises should be typed slowly, as at this point accuracy and rhythm are more essential than speed, which will come later.

1st EXERCISE—Simple sequence

The following words have been chosen so that each finger remains in the prescribed section. Attention should therefore be paid to the keyboard illustrated on page 17. Type with one space between each word.

Exercise
tusk cost gush wish than leak lend make
oxen wild very push able host work shot
luck much wind puts goat pant mugs amen
during the week ending out in the sun south of the equator
2nd EXERCISE—Alternating the Hands

Rule No. 1

When the first two letters of a word (e.g. BITE) are both in the area of the keyboard covered by one hand, and the first letter is in the index finger section, it is more convenient and quicker to strike the first letter with the index finger of the other hand.

Typing such words should now be practised and the interchange of fingers will soon become automatic.

Exercise
bite bust hike grit hurl vase host gear
very nice cash tray note jolt join cent
from gaze hoot fear hurt jolt join cent
from far and near by hook or by crook catch as catch can
nose to tail tea and toast

3rd EXERCISE—Alternating the Hands

Rule No. 2

When three keys belong to the same hand (e.g. ART or IBO) and the second key belongs to an index finger (R or B), this must be struck with the index finger of the other hand.

NOTE—Carry out the first repetitions very slowly, at a speed not greater than a line per minute.

Exercise
pagan stew dray often union crest avert
vista star crease state verse duty pace
swagger data litter stave onion
chatter box dream of home better or worse
aged men are frail stand to attention
4th EXERCISE—*Alternating the Fingers*

When two keys belong to the same outside section (e.g. I or O), instead of striking with the same middle finger, it will be quicker to type that letter nearer to the centre (e.g. I) with the index finger of the same hand.

**NOTE**—This rule is applicable only in those cases where it can easily be done, and where it is desirable to avoid a rotating movement of the hand which would slow down typing speed.

Carry out the first exercises very slowly, at a speed no greater than a line per minute.

**Exercise**

<table>
<thead>
<tr>
<th>sale</th>
<th>mast</th>
<th>come</th>
<th>idea</th>
<th>tempo</th>
<th>easy</th>
<th>open</th>
<th>moist</th>
</tr>
</thead>
<tbody>
<tr>
<td>doom</td>
<td>seen</td>
<td>psalm</td>
<td>mope</td>
<td>flip</td>
<td>mesh</td>
<td>lead</td>
<td>mess</td>
</tr>
<tr>
<td>sunk</td>
<td>moth</td>
<td>shrimp</td>
<td>milk</td>
<td>and</td>
<td>water</td>
<td>wear</td>
<td>and</td>
</tr>
<tr>
<td>skilled workmen are required</td>
<td>Palm Sunday</td>
<td>Easter week-end</td>
<td>zealous patriot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5th EXERCISE—*Sequence in the Central Zones*

**Groups with R**

rt-tr rg-gr rv-vr rf-fr re-cr

In the above-mentioned groups, the “R” and the “U” must be struck by their respective index fingers, whilst the other letter in the same section should be typed by the index finger of the other hand.

**Exercise**

<table>
<thead>
<tr>
<th>avert</th>
<th>stress</th>
<th>sport</th>
<th>iceberg</th>
<th>ground</th>
<th>surf</th>
<th>free</th>
<th>street</th>
<th>creed</th>
</tr>
</thead>
<tbody>
<tr>
<td>arc</td>
<td>tubby</td>
<td>abuse</td>
<td>unit</td>
<td>walnut</td>
<td>buyer</td>
<td>suburb</td>
<td>hunt</td>
<td>uncle</td>
</tr>
<tr>
<td>justice</td>
<td>grace</td>
<td>before</td>
<td>meat</td>
<td>turf</td>
<td>for</td>
<td>the</td>
<td>lawn</td>
<td>half-a-crown</td>
</tr>
<tr>
<td>blowing</td>
<td>bubbles</td>
<td>hunter</td>
<td>and</td>
<td>hunted</td>
<td>sacrifice</td>
<td>is not</td>
<td>in</td>
<td>vain</td>
</tr>
</tbody>
</table>

| 22 |
| 23 |
6th EXERCISE—

Capital Letters. When typing several capital letters one after the other, the shift lock should be used. The fingers are then used in the normal way.

Punctuation. There are two methods of spacing after punctuation marks: Either: 1 space after ; , 2 spaces after ? !. Or : 1 space after ; , 2 spaces after ; ; , 3 spaces after ? !.

Dashes. When used in parenthesis, dashes require a space before and after them.

Apostrophes. Apostrophes do not require spaces, either before or after them.

Arithmetical Signs. Arithmetical signs require a space before and after them ( + — = × ).

Numbers. The number “one” is obtained by using the small “1”.

Exercises

Punctuation
I live in a Georgian house; it is two hundred years old.
He asked: “Why?” The answer—if it was not obvious—was: “Because it is necessary.”
“Here’s the food; eat it!” It’s John’s responsibility. Can’t he have another chance?

Arithmetical Signs
20 + 15 = 35  40 — 10 = 30  12 × 2 = 24

Numbers
1,300  21,405  90,181  76,150  432,105,673

OBTAINING GREATER SPEED
Twenty long and therefore difficult words, chosen from the most frequently used, should be repeated several times.
These words should be repeated several times by degrees, without any errors, until the following speeds are reached: 2 lines per minute, 3 lines, 4 lines and 5 lines per minute, without errors.

Practice Sentences
The following sentences contain all the letters of the alphabet and should be repeated several times, interspersed with suitable extracts, until they are repeated 10, 20, 30, 50, 100 and 200 times.

“Whenever the black fox jumped the squirrel gazed very suspiciously”.

“Probably my oxen will haul a dozen loads of gravel just as quickly”.

“The quick brown fox jumps over the lazy dog”.

It would prove useful to note the number of strokes per minute achieved in connection with each individual exercise. Correctness of the typing should be carefully checked.

Exercises

We acknowledge your letter of the 17th December.
Thank you for the courtesy extended to our representative.

We are in receipt of your letter of 22nd December and shall attend to the matter at once.

impossibility orthodox continually effervescent incandescence zoological masculine corporation indomitable cultivated preference administration somnambulist representation Shakespearean dictatorial grotesque chandelier panorama fundamentally