

*Olympia*

**SF**

We congratulate you on your new  
**OLYMPIA**  
which will certainly provide much enjoyment  
due to its many advantages.  
These operating instructions will acquaint  
you with these advantages and with the  
operation of the **OLYMPIA SF**.  
It will be beneficial to read these instructions  
thoroughly, thereby obtaining a number of hints  
for effective maintenance.

**OLYMPIA WERKE AG.**  
**WILHELMSHAVEN**  
WEST GERMANY

**Operating instructions**

## First things first . . .

### Unpacking the typewriter

Open the carrying case and remove the machine. Remove cardboard from paper support at carriage and from the keyboard. Raise line space lever (1), push carriage release lever backwards (thereby unlocking carriage), lift top cover and remove cardboard from segment. Remove ribbon from right and left platen knob (2). Remove the four plastic pins which are inserted at the left and right ends of the carriage rail to prevent damage in transit. Depress one of the shift keys (15) meanwhile removing both foam rubber pads at the left and right end of the front carriage rail. When replacing the top cover, make certain that the left and right pins are securely engaged in the two rubber bushings. Although the machine operates quietly, it is advisable to place it on a soft pad (felt or rubber). Raise paper rest (9). Now the typewriter is ready for use.

### Inserting the paper

Raise paper bail (10). Insert the paper between the platen and the margin stop scale (6), turn the platen knob (2) simultaneously guiding the paper under the paper bail. Lower the paper bail and advance the paper to the desired height. Pull the paper release lever (12) forward to align the paper. This may also be done to facilitate insertion of a large number of sheets when making carbon copies.

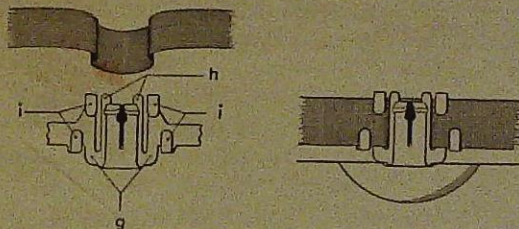
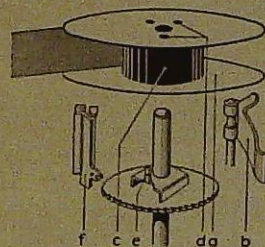
### Setting the margin

Left and right margins are set by moving the two margin stops (5) located at the rear of the carriage. The two red pointers on the margin stop scale (6) indicate the position of the margin stops.

## This, too, is necessary . . .

### Changing the ribbon

Remove top cover. Wind the worn ribbon completely onto either spool. The spool holder (b) is pulled out, the spool is removed and the ribbon is unhooked from the other spool and from the vibrator (g). The end of the new ribbon is then fastened to the hook (c) on the empty spool. The new spool must be placed on the left spool shaft so that the transport pin (e) engages in one of the holes in the spool (d). Pass the ribbon around the two ribbon reverse rollers (f). Press shift lock (14) down, place ribbon behind the vibrator ribbon guides (h) and in front of the vibrator hooks (i). By pulling the ribbon down and then up, engage the top and bottom edges of the ribbon under the vibrator hooks. The ribbon is installed correctly when it corresponds to the accompanying illustration (below).



a ribbon spool  
b spool holder  
c spool core  
d spool transport holes  
e transport pin

f ribbon reverse guide  
g ribbon vibrator  
h vibrator ribbon guides  
i vibrator hooks

### Line space indicator and line spacing

Three different space settings between lines may be obtained by use of the line space indicator (3); rear line = single space, middle line = one and one half space, front line = double space. By moving the line space lever (1) to the right, the carriage is returned to the left margin and the paper is advanced to the next line.

### Capitals

To type capital letters or symbols above figures, depress either left or right shift key (15). For capital letters only, depress the shift lock (14) which is released by pressing the left shift key.

### Spacing

Depressing the space bar (17) advances the carriage one space.

### Margin release

The bell signal indicates that only a few more spaces can be typed on that line and thereafter the keyboard will lock. Depressing the margin release key (13) will permit typing to continue past the set margin. To type in front of the set left margin, the margin release key must be depressed until the carriage passes the margin stop.

### Type bar return

Should two or more type bars collide and get stuck, depressing the margin release key (13) will return them automatically to their proper position.

### Back spacer

Pressing the back spacer (19) moves the carriage back one space.

### Carriage release

Hold the right platen knob (2) with thumb and middle finger of the right hand pull carriage release lever (11) forward with index finger. This releases the carriage enabling it to be moved in either direction.

1. Line space lever
2. Platen knobs
3. Line space indicator and ratchet release lever
4. Carriage lock lever
5. Margin stops
6. Margin stop scale
7. Aligning scale with card holder and line drawing hole
8. Paper guide plate and eraser rest
9. Paper rest
10. Paper ball
11. Carriage release lever
12. Paper release lever
13. Margin release and type bar return key
14. Shift lock key
15. Shift key
16. Standard keyboard
17. Space bar and correcting space bar
18. Top cover
19. Back spacer

### Ratchet release

The line space indicator also serves as the ratchet release lever. When set to its rearmost position (period) the platen ratchet is disengaged, enabling the typist to type on ruled paper or forms, or to adjust the paper to the same level when it has been removed and subsequently replaced in the machine.

### Drawing lines

Insert pencil point in the hole of the card holder (7). Release the carriage and move it from side to side to produce horizontal lines. Turn the platen knob (2) with ratchet release (3) disengaged for vertical lines.

### Erasures

Raise the paper until the line with the error lies flat on the paper guide plate (8). The carriage should be moved to either side to prevent harmful eraser particles from falling into the machine. A typewriter eraser should be used on the original and a soft eraser on copies. The use of an eraser shield limits the area of the erasure.



### Equalizing the right margin

The correcting space bar makes it possible to equalize the right margin. The text is first typed as a rough draft to determine how many letters must be equalized on each line. The shortest line is used as a standard. A vertical line is drawn at the end of this line to show how many spaces must be eliminated by the correcting space bar (17).

An equalized right margin can also be achieved by drawing the vertical line at the end of the line that falls midway between the longest and the shortest lines of the rough draft. The longer lines can be shortened while the shorter lines can be lengthened by use of the correcting space bar. (See illustration.)

Olympia machines provide an even right-hand margin - you use the half-spacing feature

(without margin correction)

Olympia machines provide an even right-hand margin - you use the half-spacing feature

(with margin correction)

### Corrections

Omitted letters should not be squeezed in, but should be inserted by using the correcting space bar (17). Erase the word containing the omission. Set the carriage on the last letter of the preceding word, depress the space bar and release. Now depress space bar and type first letter of the erased word and then release space bar. Depress space bar, type second letter and release space bar; continuing in this manner until the complete word is typed correctly.

The best typewriter  
correct

The bst typewriter  
omission

The best typewriter  
corrected

The latter system has the advantage that each line may be shortened or lengthened by up to eight letters. Shortening a word is accomplished in the following manner: Depress space bar and type first letter of the word, then release space bar. Depress space bar, type second letter and release space bar; continuing in this manner until the complete word is typed. Lengthening a word is carried out as follows: After the last letter of the previous word, press down the space bar, release it, press it again, type the first letter of the next word and release the space bar. Continue in this manner with each letter by pressing down the space bar, typing the letter and releasing the space bar, until the end of the word. After typing the last letter release the space bar, then tap it twice in succession. Normal typing may then continue.

## Replacing the cover

Pull carriage lock lever (4) forward before replacing the carrying case cover to prevent unauthorized use or injury to the typewriter during transportation.

To close the cover place the hooks of the cover under the rear of the machine and lower cover until the locks at the front engage.

*Careful maintenance  
assures trouble-free service*

## Care of typewriter

If the machine is in constant use it should be cleaned daily before work is started. Remove the top cover and brush the typewriter out thoroughly. Type faces should be cleaned with a type brush after placing a sheet of paper under the type bars. Kneaded type cleaner should be made pliable before using. Sharp metal instruments should never be used to clean the type faces. A wooden or plastic toothpick is recommended. Alcohol may be used for an occasional cleaning of the platen, but do not use gasoline or benzine, for it dissolves the rubber.

All moving parts of the typewriter may be sparingly oiled with a light typewriter oil. Before oiling, the machine should be cleaned thoroughly and any remaining oil removed with a cloth. The segment, type bars, type guide and platen ratchet wheel should not be oiled at all. Oil should be applied carefully, for too much oil is harmful to the machine.

All repairs should be made by a qualified typewriter service mechanic.