

Visit [LondonTypewriters.co.uk](http://LondonTypewriters.co.uk) for more manuals

# OPERATING INSTRUCTIONS OLYMPIA MONICA DE LUXE

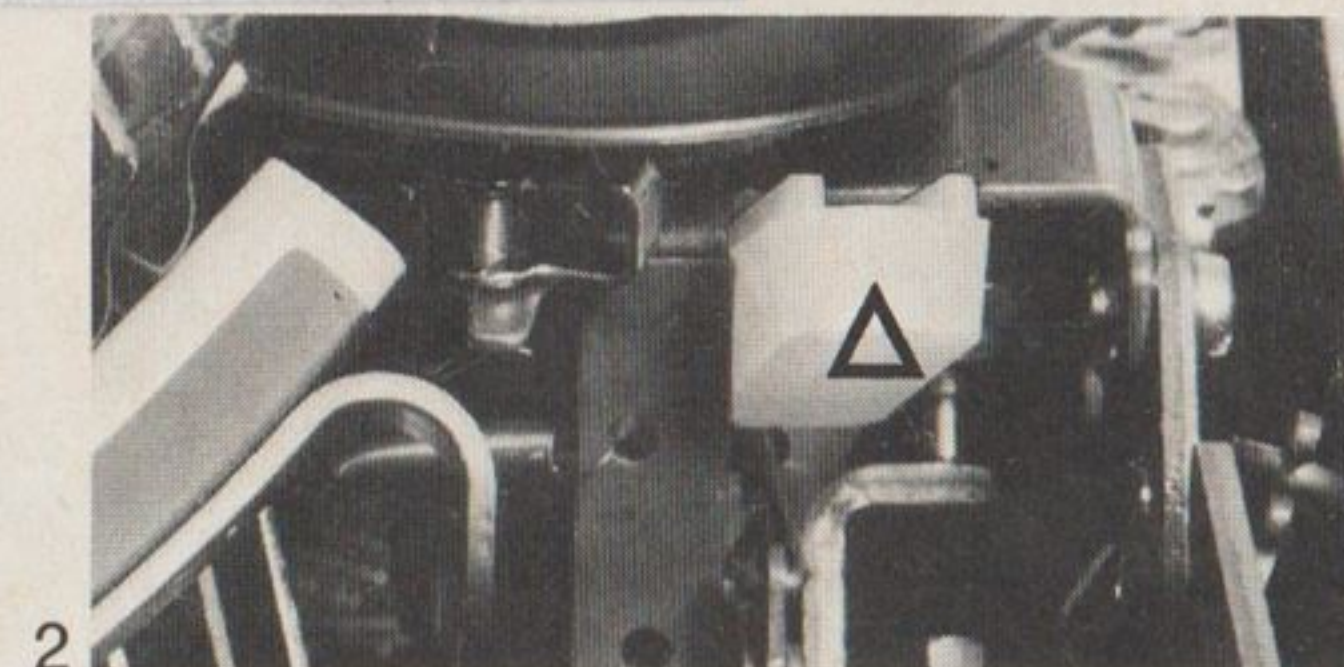
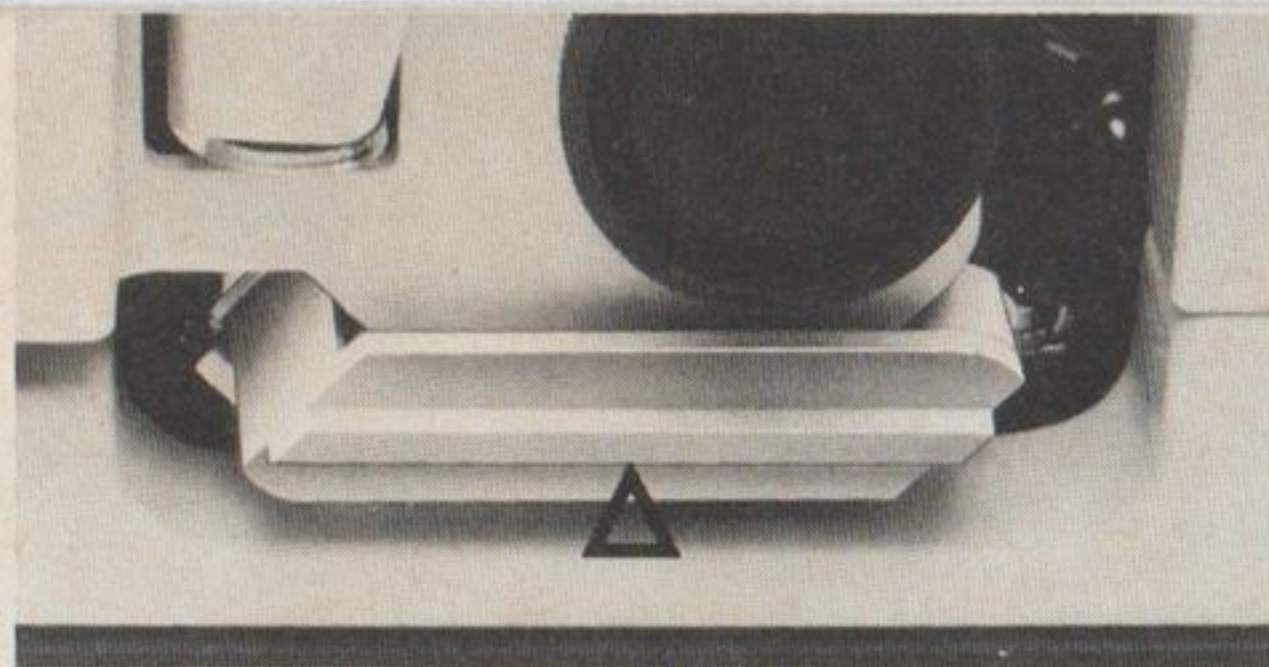


Olympia International · Office Machines · Office Systems



### Before use

Remove the rubber retaining bands (red and white) from the carriage and tab set/clear key (11). Remove the plastic fitting (Fig. 1) from the left of the carriage guide. Slide the carriage to the right and remove the plastic fitting from the right hand carriage guide. Press the upper casing to the rear and lift off. Remove the cardboard fitting which protects the type-bars, and the plastic fittings (Fig. 2) from beneath the left and right ribbon spools. Once the shift lock key (12) has been unlatched, the machine is ready for use.



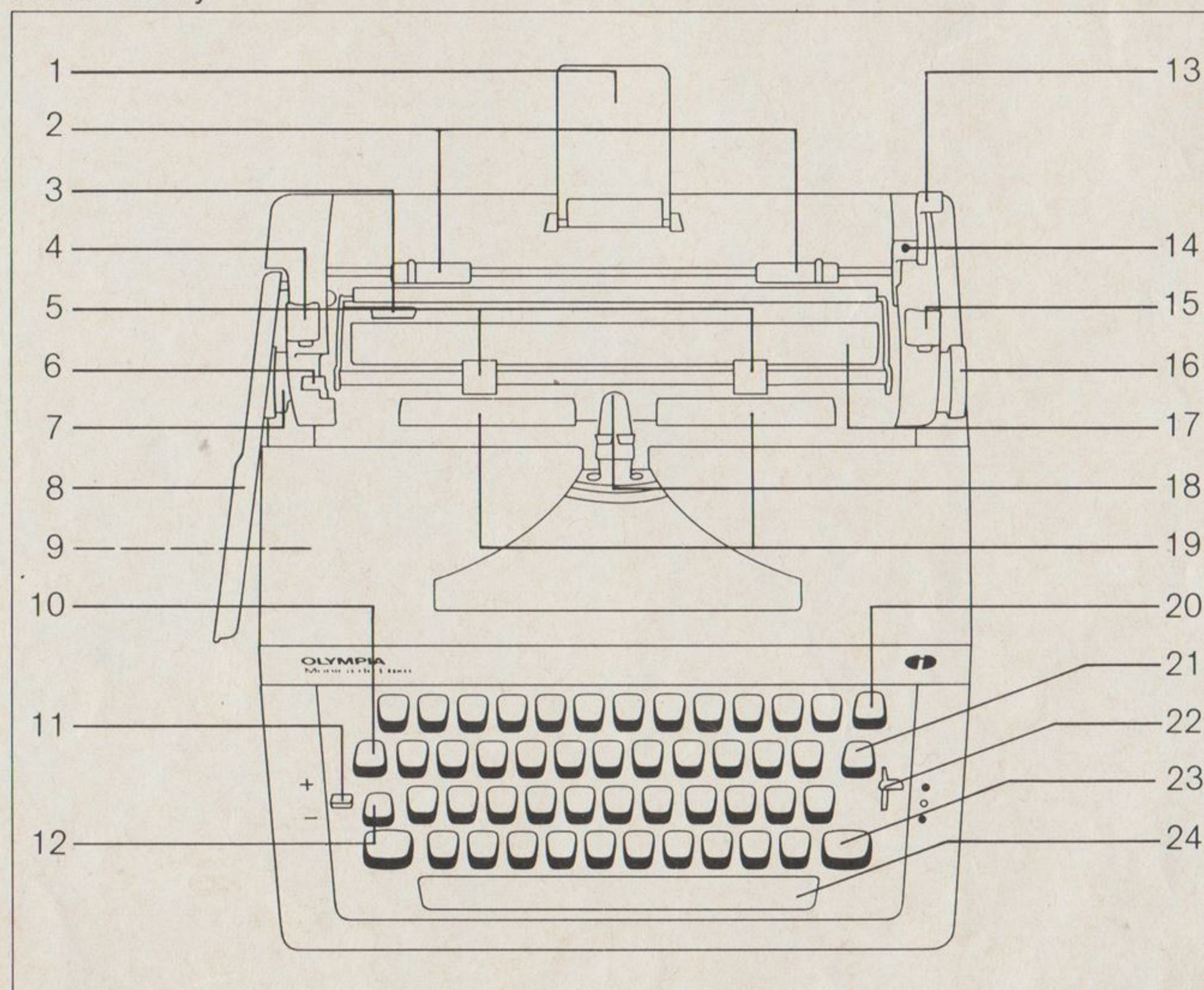
### Adjust ribbon

When using a dual-colour (bichrome) ribbon, position the switch (22) in the upper setting for black or in the lower setting for red. The white setting should be selected if it is desired to make stencils. Single colour ribbons should be reversed once the top section of the ribbon has been worn. The reversing of the ribbon is carried out automatically.

### Inserting the paper

Move the carriage to the centre position and raise the paper support (1). Place the paper against the adjustable paper guide (3). Insert the paper and adjust it to the required height by turning the platen knobs (7/16). To align the paper and to insert a number of sheets, pull the paper release lever forward (14).

- 1 Paper support
- 2 Margin stops and margin stop scale
- 3 Paper guide
- 4 Left hand carriage release
- 5 Paper bail with rollers
- 6 Line space selector with platen release
- 7 Left hand platen knob with variable line spacer
- 8 Line space lever
- 9 Impression regulator (beneath housing)
- 10 Margin release
- 11 Tab set/clear key
- 12 Left hand shift key with shift lock
- 13 Tab total clear key
- 14 Paper release
- 15 Right hand carriage release
- 16 Right hand platen knob
- 17 Erasure table
- 18 Card holder
- 19 Aligning guide with line drawing notch
- 20 Tabulator key
- 21 Backspace key
- 22 Ribbon selector
- 23 Right hand shift key
- 24 Spacebar and half-space key





### Margin adjustment

The left hand and right hand margins can be selected by depressing the margin stops (2) and sliding them to the desired settings.

### Selection of line spacing — platen release (6)

The desired line spacing can be adjusted by selecting the appropriate marking: the rear mark for a single line, the centre mark for one and a half, and the front mark for double line spacing.

With the rear mark selected, the platen is released, and typing can be carried out at any desired spacing regardless of the selected line spacing.

### Carriage return and line spacing lever (8)

The carriage can be set to the next line by applying pressure to the line spacing lever (8) and moving the carriage to the right.

### The shift function

To type capital letters or the symbols on the upper part of the keys, depress either of the shift keys (12/23). The operation of the shift lock key (12) will result in the repeat shift function being initiated, which function can be suppressed by the operation of one of the shift keys.

### Margin release

The ringing of the bell indicates that a few strokes can be made before the end of the line. Should it be wished to carry on typing either before or after the pre-selected margins, the margin release key (10) must be operated.

### Backspacing

The operation of the backspace key (21) will move the carriage back one space.

### Carriage release

The operation of either of the carriage release keys (4/15) will allow the carriage to be moved either to the right or to the left.

### Variable line spacing mechanism

By pulling out the left hand platen knob plunger (7), the platen can be adjusted to any desired height. Once released, the platen is automatically relocked in position.

### Accents (foreign keyboards only)

The accent key is a so-called 'dead' key which does not operate the carriage mechanism. Accent keys must therefore always be depressed before the character that requires the accent. The î (circumflex), is made up from the í (acute) and the ì (grave) accents.

### Drawing lines

Insert the point of a pencil in the notch of the alignment guide (19). By moving the carriage sideways or by turning the platen knob, horizontal or vertical lines can then be drawn.

### Tabulating using the setting tabulator

The tab total clear lever (13) should first be moved forward to clear any selected stops before sliding the carriage to the desired setting. At this stage the tab set/clear lever (11) should be moved to the '+' setting. To tabulate, the tab key (20) should be depressed until the carriage stops at the selected stop. The clearance of all the stops is carried out by the

operation of the total tab clear key (13). Should it be wished to clear individual stops, the carriage should be moved to the stop concerned and the set/clear lever moved to the '-' setting.

### Impression regulator

The pressure of the individual characters can be adjusted by moving the impression regulator (9) located beneath the front housing to either the '+' or '-' settings.

### Erasing and correcting

Rotate the platen until that part of the paper on which the mistake has been made is positioned above the erasure table (17). Slide the carriage to one side to prevent any residue from falling into the typewriter. Use a mask for the top copy, and a soft rubber for carbon copies. Do not squeeze-in omitted letters, but use the spacebar for this purpose. 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. Carry on in this manner until the complete word has been typed.

The best typewriter  
(right)

The bst typewriter  
(wrong)

The best typewriter  
(corrected)



### Margin compensation

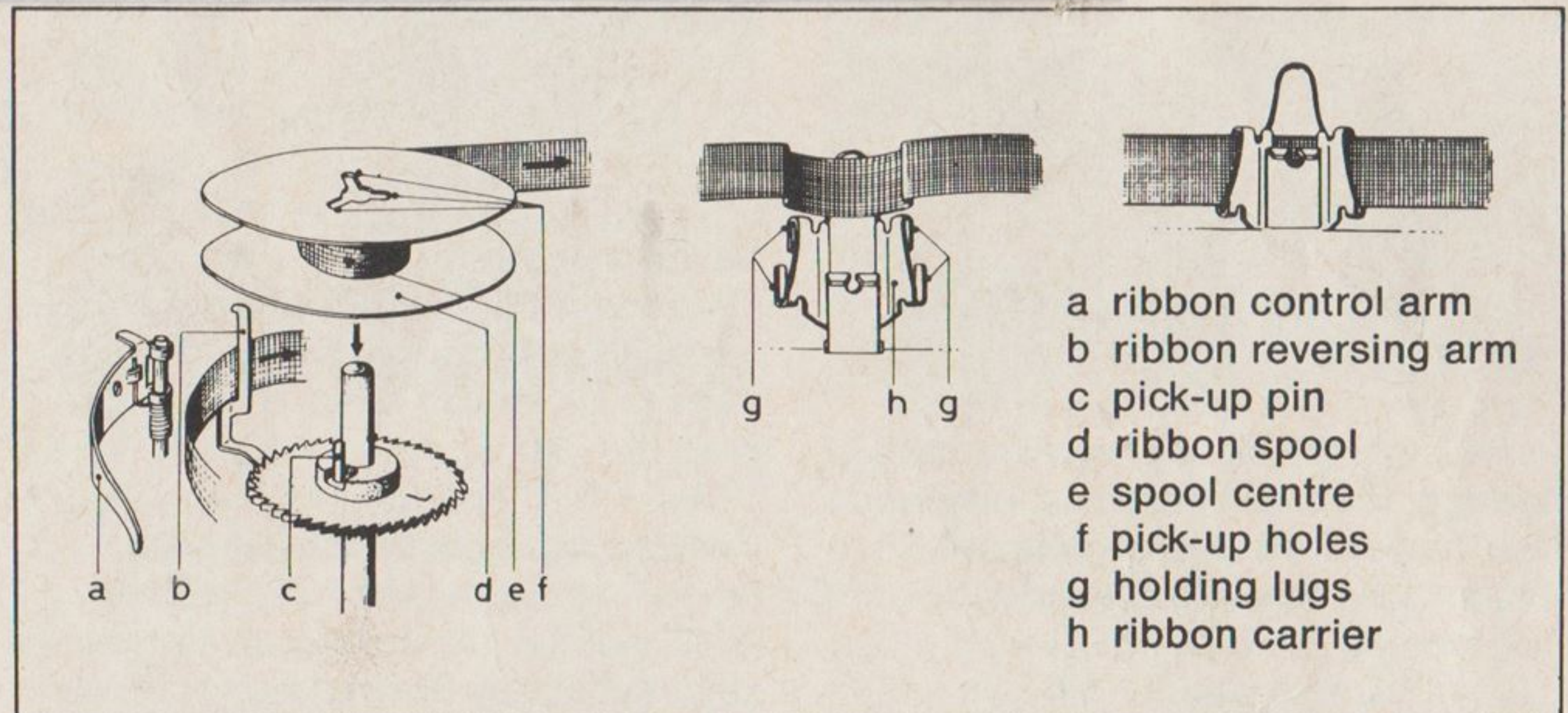
The text should first be typed in draft with the length of each line as uniform as possible. Then select a line of average length and draw a vertical stroke down the complete length of the page, using the end of this line as a guide to show the aimed-at length of the lines of the final text.

This line will indicate the number of letters which will need to be added to or subtracted from each line. The length of the lines can then be altered by adding or removing a letter to the gaps between words.

To reduce the length of a line, slide the carriage back to the last letter of the word in front of the gap to be shortened. Operate and hold down the spacebar, type the first letter, release the spacebar, re-operate and hold down the spacebar, type the second

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)



letter, and release the spacebar etc. Once the last letter has been typed, operate the spacebar once, and then carry on typing in the normal manner. To increase the length of a line proceed as follows: slide the carriage back to the last letter of the word in front of the gap to be widened. Tap the spacebar once - depress again, this time holding it down, type the first letter of the next word, and release the spacebar, etc. Once the last letter has been typed, release the spacebar, and then operate it twice before typing the next word in the normal manner.

### Changing the ribbon

Remove the upper casing and wind the used ribbon on one of the two spools (d). Swing out the ribbon brake (a) from the empty spool, lift off the spool and disconnect the ribbon hook from the core of the spool (e). Wind

the surplus ribbon on the remaining spool, removing it from the ribbon vibrator (h), swing out the ribbon brake and remove the spool from its axis. Fit the new ribbon spool, attach the hook to the empty spool and fit on its shaft. The driving pin (c) should engage in one of the corresponding guide slots (f). Fit the ribbon behind the reversing arms (b) of both spools, operate the shift key (10) and fit the ribbon behind the ribbon vibrator (h) and into the bracket (g), as shown in the illustration. In the case of dual-colour (bichrome) ribbons, the black section should be positioned at the top.

### Care of the typewriter

The types of your Monica de Luxe should be cleaned from time to time using the appropriate cleaning material.