

OPERATING INSTRUCTIONS OLYMPIA SG 3



Olympia International · Office machines

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Preparing the typewriter for use

We know you will want to start typing straight away on your new Olympia SG 3, but before doing so please read the following:

Remove the front cover by gripping it at either side of the tab-keys and lift it off the machine. (Fig. 1).

Remove the cardboard inserts, fitted for protection during transit, from the type segment.

Remove the plastic locking pieces from both sides of the segment carrier. (Fig. 2).

Check the two carriage lock levers on either side of the frame, to insure that they are pushed towards the rear of the machine. (Fig. 3).

Grip the platen knob spindles (6/23) with both thumbs over, and the fingers under each end of the carriage, and place the carriage centrally on the machine frame. (Fig. 4). Insure that the carriage is correctly seated: then pull the carriage lock levers forward, thus locking the carriage.

Replace the front cover by inserting the rear pins into the rubber bushes (Fig. 5), and push the front cover downwards, when the two front pins will automatically engage in the front rubber bushes.

Where the line space lever (10) has been turned back for safe packing, return it to its operating position as follows: Rotate the line space lever towards the keyboard, secure trunnion (b) of intermediate piece (c) in the hole of the line space lever and push the leaf spring (d) underneath the intermediate piece (c) until the end of the trunnion (b) engages in the hole (e) of leaf spring (d). (Fig. 6).



Remove the red screws on either side of the carriage guide rails. (Fig. 7). Move the carriage to the right and remove the four locking pieces.

Now to work! The machine is ready for use. A rubber pad underneath will, of course, reduce noise and vibration to a minimum.

Setting the ribbon

The ribbon switch (14) of the Olympia SG 3 can be set to three positions. When using a two-colour ribbon the upper half comes into use when the switch is set to 'black', and the lower half is used when set to 'red'. Position 'white' is for cutting stencils. (Fig. 8).

Paper guide

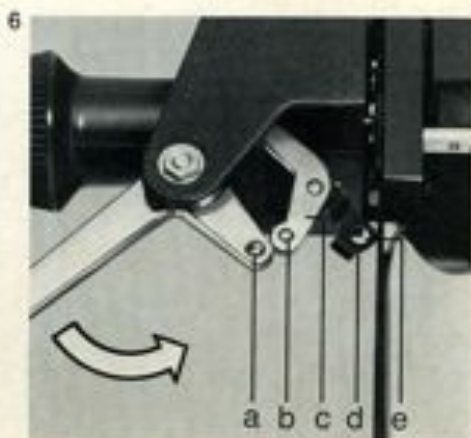
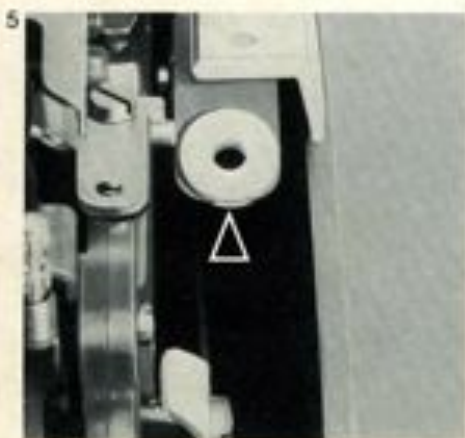
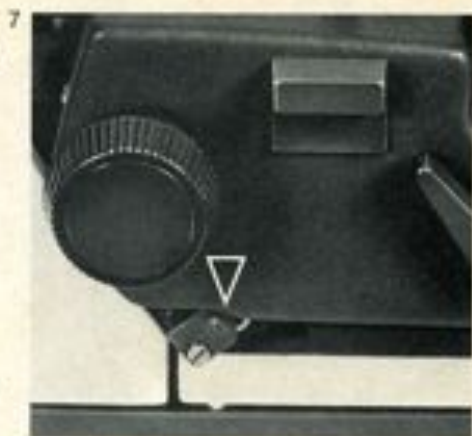
To obtain uniform spacing between the left-hand paper edge and the left-hand margin setting, use the sliding paper guide (8). The paper guide should be brought into alignment with position '0' on the graduated margin scale (18).

Inserting the paper

The paper feed is automatic, i. e. there is no need to raise the paper bail (26). To insert the paper, place the carriage in a central position and place the paper against the sliding paper guide (8). Now insert the paper between platen and paper rest (17) and turn to the required position by means of the platen knob (6/23). To adjust paper, operate the paper release lever (20).

When inserting several sheets of paper simultaneously, the use of the paper release lever is recommended, together with a backing sheet. (Fig. 9).

For better paper control, the paper bail rollers (26) should be set at equal distance from the centre of the page.



10



Only for machines with paper injector

Paper feed

The paper feed lever (19) on the Olympia SG 3 L (carriages up to 15" wide only) is a labour saving device. When using letter headings, post-cards and forms, all commencing on the same line throughout, the line can be located immediately without the need of having to look for the right point at which to start typing. The correct position is determined by placing the paper or form against the scale of the paper length indicator (Fig. 10) and setting the paper feed selector scale (24) to this number (Fig. 11).

After inserting the paper, pull the paper feed lever (19) slowly forward as far as it will go and release it (Fig. 12).

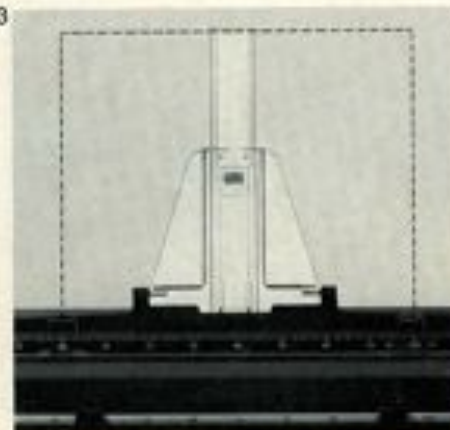
11



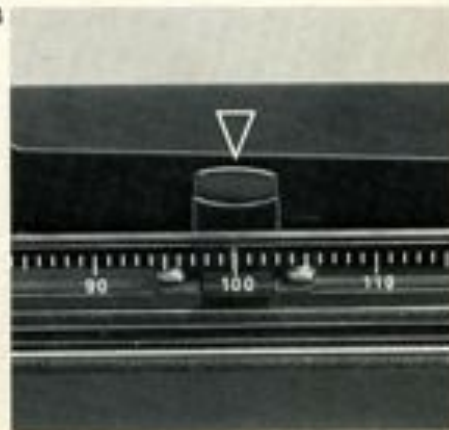
12



13



14



Last typing line

The end of the page may be determined beforehand with the aid of the paper length indicator (11). First insert a trial sheet and turn the platen knob until the last typing line has been reached (Fig. 13). Now slide the paper end indicator until its upper edge touches the top of the sheet. All sheets inserted subsequently will be in the same position when they touch the edge of the paper length indicator and the last typing line will thus have been reached.

Margin setting

Beginning and end of line can be determined as required by means of the margin stops (2). To adjust, depress margin stops and slide them to the required positions (Fig. 14).

Line spacing

The space between the lines is set by means of the line space selector (5). There is a choice of five spacings (Fig. 15). The individual spacings are illustrated below.

The best typewriter

The best typewriter

The best typewriter

The best typewriter

The best typewriter

The best typewriter

Line space lever

Lateral pressure on the line space lever (10) brings the paper into position for the next line and causes the carriage to move to the right (Fig. 16).

Touch adjuster

In the model SG 3, the touch adjuster (30) may be adjusted to suit the individual touch. For a particular light touch set the touch adjuster scale to "-". Maximum spring tension is obtained at "+" (Fig. 17).

Shift key

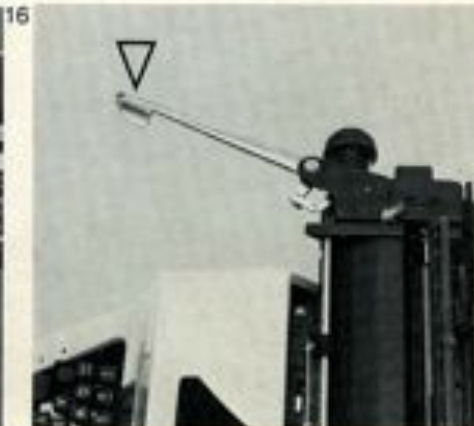
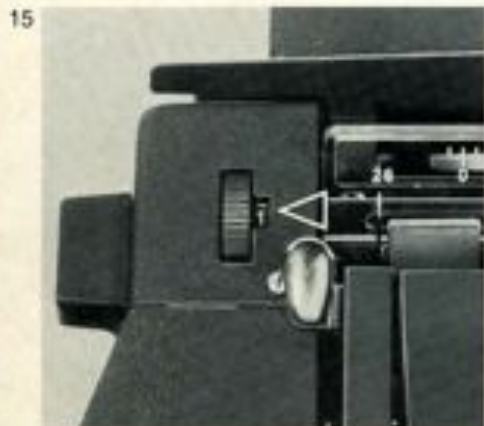
To type capitals or upper case characters depress one of the two shift keys (16/31). To type a continuous row of capitals or upper cases use the shift lock (15). To release shift lock, depress left-hand shift key (16).

Accents (where fitted)

An accent key is a 'dead' key which does not cause the carriage to move when it is depressed. Where machines are fitted with these keys, always depress an accent key before the letter which is to be accented. Where the *ï* (circumflex) is not fitted, it can be made up from the *í* (acute) and the *ì* (grave) accents.

Margin release

The ringing of a bell indicates that there are a few more spaces available before the end of the line has been reached, when the key lock comes into operation. However, if it is desired to continue the line, this can be done by depressing the margin release (13). Similarly, pressure on the margin release permits typing in front of the left-hand margin (Fig. 18).



19



Disentangling the type bars (for L-model only)

The margin release key (13) is also used for disentangling type bars which may have become jammed. When the margin release key is depressed the type bars will return to their original position.

Carriage release

By depressing either of the two carriage release keys (4/22) the carriage can be moved freely to the left or right. Grip one of the two platen knobs (6/23) and depress the release key with the thumb. When the carriage has been moved to the required position, release the key (Fig. 19).

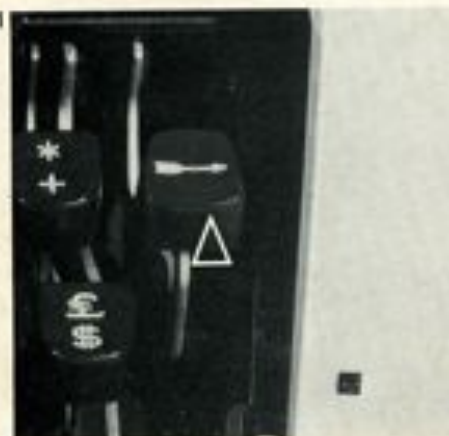
Double-spaced typing (SG 3 L only)

When double-spaced typing is required, it is not necessary with model SG 3 L to depress the space bar between the characters. To emphasize individual words or entire lines, merely depress the double-space typing key (28) to position II, then the characters will automatically be spaced. For normal typing, set the key back to position I by exerting slight pressure (Fig. 20).

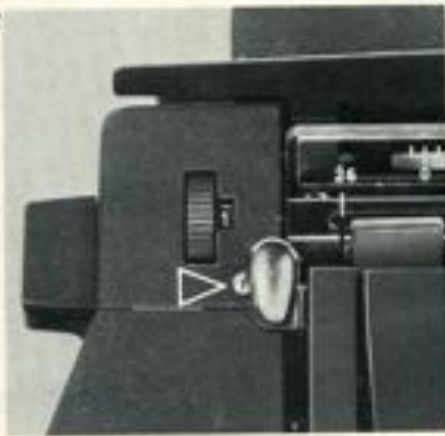
20



21



22



23



Back spacer

By depressing the back spacer (29) the carriage will move back one space (Fig. 21).

Platen release — Line space plunger

When typing printed forms, where the line spacing does not coincide with the print, or for subsequent corrections to a sheet already removed from the machine, the platen release or line space plunger is used. It is also used for drawing vertical lines or for typing on printed lines. When the platen release lever is pulled forward, the platen will revolve freely (Fig. 22).

It is also possible with the aid of the line space plunger to align with any point of the document. For this purpose the left-hand platen knob (6) is pulled outward, the platen will then revolve again freely (Fig. 23). Regardless of whether the platen release or the line spacer is used, it is necessary to check the level of a previous typed line against the alignment guide (9) to insure that the setting of the line space lever is correct for subsequent typing.

Alignment guide-insertions

When returning to a previous typed line and for subsequent insertion of characters (see also under 'platen release and line space plunger') the alignment guide is used.

The line in question should be set against the upper edge of the scale graduations. The distance between the centre of two characters should correspond to the scale graduations. This is best achieved by using narrow characters (i, l) or the central line of 'm' which should be aligned with the scale graduations by moving the paper to the left or right, after operating the paper release (Fig. 24).

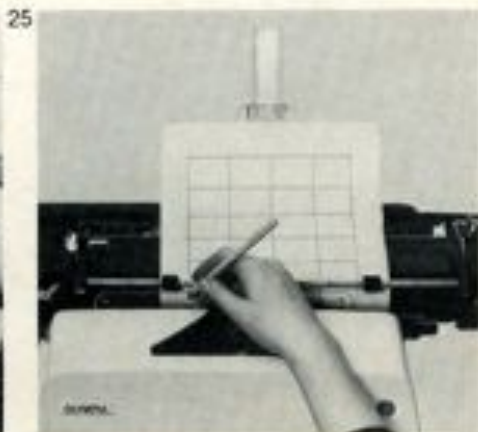
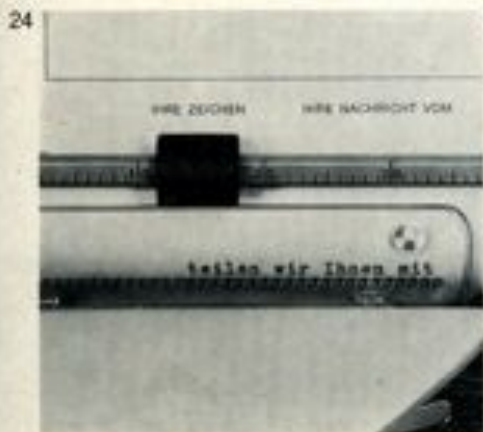
Drawing lines

The alignment guide is also used for drawing lines. Each of the guide sections is provided with a hole to accommodate the point of a pencil. Draw horizontal lines by moving the carriage back and forth, with the carriage release lever (4) depressed, and vertical lines by turning the platen after having operated the platen release (7) (Fig. 25).

Erasing

To erase, turn the platen until the section to be erased lies on the paper deflector (25). Move the carriage to one side so that no eraser dust enters the machine, as this could have a detrimental effect (Fig. 26). For erasures in the lower third part of the page the platen should be turned until the section to be erased can be placed from behind on the paper deflector.

Use an erasure shield, as this limits the area to be erased and protects the adjacent characters.



Corrections

Do not squeeze omitted letters in between the others, but use the half-space bar in the following manner: erase the entire incorrect word and move the carriage back to the last letter of the preceding word. Tap the space-bar once. Depress again, this time holding it down and type the first letter of the word to be re-written. Release the half-space bar. Type the next character with the space bar depressed again and continue in this manner until the word is corrected. (See example opposite).

Margin alignment and justification

When advertising letters, circulars etc. require an even right-hand margin, a rough draft of such work should first be typed so that the number of characters that require adjusting on each line, can be established. A line of average length of the draft may be selected and a vertical line drawn from there. The characters on the other lines which are outside this limit must be brought within it, whilst lines which are shorter, must be extended.

To shorten a line, move the carriage to the last letter of the previously typed word and proceed as follows:
Depress space bar (32) and release it — depress space bar, type the first character and then release the space bar — depress space bar and hold it depressed — type the next character etc. After typing the last letter release space bar and tap it again. Then continue typing the next word.

To lengthen lines proceed as follows:
after typing the last letter of a word, depress space bar and release it — type a letter etc.

The best typewriter

(right)

The bst typewriter

(wrong)

The best typewriter

(corrected)

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

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After typing the last letter, release space bar and tap it twice again (see example).

Tabulating

For tabulations, lists, statements, daily correspondence, indenting paragraphs etc. the tabulator is a great labour saving device. (Fig. 27).

Before using the tabulator, depress the (complete) tabulator clearance lever (3/21) to cancel all previous settings. Then move the carriage to the beginning of a column and depress the tabulator setting key (27). After having returned the carriage to the starting position, commence tabulating by depressing the tab-key and keep it depressed until the carriage stops. To clear all tabulator stops, depress one of the two complete tabulator clearance levers (3/21) situated on the left- and right-hand side of the carriage. To clear individual stops, move the carriage to the required column by means of the tab-key and depress the clearance key (12).

27



28



Only for models with decimal tabulator

Tabulating decimals

When typing columns with large amounts, use the decimal tabulator (11) (Fig. 28).

First set the stops in the manner previously described for normal tabulating procedure. Then, immediately before typing any given figure, depress the appropriate key, e. g. the 10-key for 2-digit figures, the 100-key for 3-digit figures, the 1000-key for 4-digit figures etc.

Example: 4355.

Depress the 1000-key. The 4 is then placed automatically in the 'thousand' position, and the figure 4355 may then be typed. If it is desired to type 10800 below this figure in the same column, return the carriage, depress the 10000-key, type figure etc. If, instead of figures or numbers of items, it is desired to type amounts in decimal currency, the digit typed under the unit position is followed by a decimal point and two digits, e. g. .25, so that the figure 4355.25 results.

With the aid of the decimal tabulator, units may be typed under units, tens under tens, hundreds under hundreds etc., without having to use the back spacer, space bar or carriage release lever. Complete or individual clearance is carried out as for ordinary tabulating (see above).

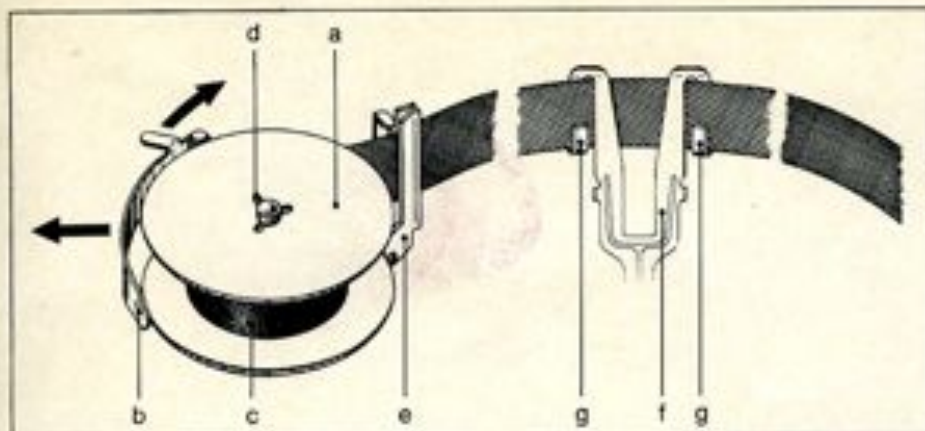


Interchangeable carriage

The carriage of the Olympia SG 3 can be easily removed and exchanged for a wider carriage. The following carriage widths are available: 13", 15", 18", 24" and 35". If the machine is to be fitted with a 24" carriage it will be necessary to fit stabilizers. This will be done by a service mechanic. Before changing the carriage lift off the front cover and push the left- and right-hand carriage locks back, towards the carriage (30).

Then grip the platen knobs (Fig. 29) and lift the carriage vertically out of the machine. To replace carriage proceed in the reverse order. A side-to-side movement will show whether the carriage position is correct.

Carriage widths					
Carriage Widths inches	13	15	18	24	35
Maximum paper width inches	13	15	18	24	35
Length of writing line inches	12 ¹ / ₂	14 ¹ / ₂	17 ¹ / ₂	24	34
No. of Pica letters	125	145	175	240	340
No. of Elite letters	150	174	210	288	408



- a Ribbon Spool
- b Spool Control Arm
- c Spool Centre
- d Guide Holes
- e Ribbon Reversing Switch Guide
- f Ribbon Carrier
- g Ribbon Guide Bracket

Cleaning

To keep your Olympia typewriter in good working order, it should be periodically cleaned and oiled by a qualified typewriter service technician. See your authorized Olympia Dealer for any necessary repairs.

Changing the ribbon

Remove front cover to expose ribbon mechanism (Fig. 1). Wind the old ribbon on to one of the two spools (a). Pull out the spool control arm (b) and, removing the empty spool, free the end of the ribbon from the hook and remove it from the ribbon carrier (f). Now replace the spool, carrying the old ribbon, securing the free end of the ribbon on the hook of the spool centre (c) and press the hook into the spool centre.

Now fit the empty spool, taking care that the pick-up pin engages in one of the guide holes (d). Place ribbon into reversing switch guide (e). Depress shift lock (15). Take ribbon in both hands and insert it behind the ribbon carrier (f) and through ribbon guide bracket (g) as shown in illustration. Now release the shift lock and replace the front cover. When using a two-colour ribbon, the red half of the ribbon should face downwards.

- | | | |
|--|---|---------------------------------------|
| 1 Paper support with paper length indicator | 12 Individual tabulator clearing key | 25 Paper deflector with erasure table |
| 2 Left and right-hand margin stops | 13 Margin release | 26 Paper bail with rollers |
| 3 Left-hand complete tabulator clearing lever | 14 Ribbon selector switch | 27 Key set-tabulator |
| 4 Left-hand carriage release lever | 15 Shift lock | 28 Double-space key (L-model only) |
| 5 Line space selector | 16 Left-hand shift key | 29 Back spacer |
| 6 Left-hand platen knob with line space plunger | 17 Paper rest | 30 Touch adjuster |
| 7 Platen release | 18 Margin stop scale | 31 Right-hand shift key |
| 8 Paper guide | 19 Paper feed/ejector lever (L-model only) | 32 Correcting space bar |
| 9 Alignment guide with ruling device and card holder | 20 Paper release lever | |
| 10 Line space lever | 21 Right-hand complete tabulator clearing lever | |
| 11 Decimal tabulator (where fitted) | 22 Right-hand carriage release lever | |
| | 23 Right-hand platen knob | |
| | 24 Paper feed selector (L-model only) | |

