We are proud to count you as another Olympia user. Your Olympia will give you many years of pleasure. This instruction booklet will tell you all about the advantages and operation of the Olympia SM 9. Please read this booklet carefully before you start using the machine - you will find many useful hints which will help you to keep your Olympia in first-class condition.

First
Open the carrying case, lift out the typewriter and remove the transit safety devices in the following sequence: Remove the Styrofoam caps from the platen knobs, and the rubber bands from the right and left hand carriage release levers. Raise the line spacing lever and remove the plastic inserts from both ends of the carriage rails, commencing from the left hand side of the typewriter, and then sliding the carriage to the left. Raise the front housing and swing back on its hinges; remove the cardboard packing from the segment. Remove the two plastic inserts from beneath the ribbon spools, and the rubber band connecting the tab lever and carriage lock lever. Replace the front housing. The machine is now ready for typing.

Noise suppression
You may wish to place a felt pad under the machine to enhance its quiet operation.

Raise line space lever
Before using the machine, raise the line space lever (8). Each time the carriage is moved to the right, the machine is ready for typing on the next line.

Ribbon control
With a two-color ribbon, set the ribbon control switch (26) for 'black' in the upper position or for 'red' in the lower position. The center position is for cutting stencils. When the upper half of a single-color ribbon is worn, reverse the ribbon spools to use the lower part of the ribbon. Ribbon advance and return are automatic.

Inserting the paper
Move the carriage to the center position. Raise the paper support (15) by pressing the release button (17). Place the paper against the adjustable paper guide (3). Insert the paper between the platen and the paper rest and adjust it to the required height by turning the platen knob (6/20). To adjust the paper or to insert several sheets, pull the paper release lever forward (16).
Margin control
The beginning and end of lines may be selected by depressing and moving the two margin stops (2).

Line spacing
The line spacing is controlled by means of the line space indicator (8). Upper marking for single spacing, center marking for one and a half spacing. Slight pressure on the line space lever (9) pushes the carriage to the right and brings the paper into position for typing on the next line.

Shift
To type capital letters or punctuation marks etc., press down one of the shift keys (14/27). Pressure on the shift lock (13) locks the segment in the lower position for capitals. To return the segment to its rest position, press the left or right shift key.

Spacing
On depressing and releasing the space bar (28) the carriage will move one space, i.e. the width of one letter.

Margin release
The ringing of the bell indicates that a few more spaces are available before the end of the line. On reaching the end of the line the carriage will stop. Pressure on the margin release (11) disengages the lock mechanism and enables typing to commence in front of or beyond the left-hand or right-hand margins.

Backspace key
When depressing the backspace key (25) the carriage moves back one space, i.e. the width of one letter.

Carriage release
Grip the right-hand platen knob with your right hand and depress the carriage release lever (19) with your thumb. This allows the carriage to be moved freely in both directions. The carriage will stop as soon as the carriage lever is disengaged.

Platen release
The line space indicator (8) also serves to release the platen. By pushing the lever backward the platen can be revolved freely and may be turned to any desired line, e.g. on printed forms to find the line of a previously typed sheet already removed from the machine.

Variable line spacer
By pulling and turning the left platen knob (6) the line position, e.g. for printed forms, can be varied. Releasing the platen knob re-locks the platen.

Accents (foreign keyboards only)
The accent key is a so-called ‘dead’ key which does not operate the carriage mechanism. Accents must therefore always be depressed before the letter that requires the accent, the i (circumflex) is made up from the i (acute) and the i (grave) accents.

Drawing lines
Insert the point of a pencil in the notch of the alignment guide (23). By moving the carriage left and right or by turning the platen knob, horizontal or vertical lines may be drawn.

Tabulation with setting key
Before using the tabulator depress the total clearance lever (18) to clear all previous settings. Move the carriage to the beginning of a column and push tabulator set and clear control (12) to "+" position. Return the carriage to the starting position and tabulate by holding down the tabulator key (24) until the carriage stops at the required column. All tabulator stops can be cleared in one operation by depressing the total clearance lever (18). To clear individual stops, tabulate the column concerned and move the tabulator set and clear control (12) to the "-" position.

Touch adjuster
By moving the lever of the touch adjuster (10), located underneath the front cover, the tension of the keys may be adjusted to suit the individual touch. The maximum pressure is obtained when the lever is in "+" position. For minimum pressure select the "-" position.

Erasing and correcting
Turn the platen until the portion of the paper on which the error has been made lies on the paper deflector/erasure table (21). Move the carriage to the side, so that no eraser dust falls into the machine. Use a typewriter eraser shield for the top copy, and a soft rubber for carbon copies. Do not type over letters in between the others but use the correcting spacebar. 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 to be re-typed. Release the spacebar. Type the next letter with the spacebar held down and continue in this manner until the word has been correctly typed.

The best typewriter
(right)

The best typewriter
(wrong)

The best typewriter
(corrected)
Margin alignment
For the typing of publicity and advertising material, circulars etc., which require a straight right-hand margin to give it a printed look, a rough draft of the work should first be typed in order to calculate the number of letters required for a uniform margin. The shortest line of the draft is taken as the standard, and a vertical line is drawn at the end. (see example). The letters on the other lines which are outside this limit must be brought within it by means of the correcting spacebar when fair copy is typed.

Instead of making the shortest line the standard, another line of average length may be selected and the vertical line drawn from there. In this case, any letters outside the line must be condensed within it by operating the correcting spacebar, while shorter lines must be extended.

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)

The latter method has the advantage because a greater number of letters per line may be compensated for. Insertions for the number of letters which fall short can thus be anticipated and spread over the whole line. Insertions are made by writing the word which is to be compensated for in the following manner: depress spacebar - type - release spacebar etc.

To lengthen a line proceed as follows: After typing the last letter of a word, depress the spacebar, release it and depress again. Type the first letter of the next word and release the spacebar.

Depress spacebar - type a letter etc. After typing the last letter release spacebar and tap it twice - then continue typing the next word.

Changing the ribbon
Lift the front cover by gripping it with both hands on either side of the spacebar until it engages in its hinges. Wind the worn ribbon onto one of the two spools (d). Move the ribbon control arm (a) and remove empty spool. Free the end of the ribbon from the hook in the spool center (e). Wind the remainder of the ribbon on to the full spool and lift the ribbon out of the ribbon carrier (h). Now replace the spool holding the old ribbon, with a new one. Put the free end of the ribbon on the projecting hook and press the hook into the spool center. Now place the empty spool back on to the machine, taking care that the pick-up pin (c) engages in one of the pick-up holes (f). Thread the ribbon through both sides of the ribbon reversing arm (b). Depress the shift lock key (13) and take hold of the ribbon with both hands. Put the ribbon behind the ribbon carrier (h) and insert it into the holding lugs (g) as shown on diagram. When using a two-colored ribbon insert that the red color is at the bottom.

Cleaning
If the machine is in constant use it should be dusted every morning with a clean brush, with the front cover lifted up. Clean the types from time to time with a type-cleaning brush, with a sheet of paper placed underneath the type bars. If a plastic type cleaner is used, this should be kneaded before use to make it more pliable. Never clean types with a metal object. The platen may be cleaned occasionally with methylated spirit only - never with gasoline. All moving and sliding parts may be oiled periodically with typewriter oil which is free from acid, first removing the old oil residue. Segments, line space wheel, typebars and type guide should never be oiled. In the event of any damage, your typewriter should be repaired by a trained typewriter technician.

Protection against damage
When carrying the machine, or to prevent unauthorized handling, lock the carriage and keyboard by pushing the lock lever (7) upward.

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