

# Olivetti Underwood Studio 45

## Carriage locking lever 17

When carrying the typewriter in its case, always use lever 17 to lock the carriage in the centered position.

## Line space and carriage return lever 6

This lever returns the carriage from the end of the typing line to the left-hand margin and downspaces to the next typing line simultaneously. When the typewriter is covered, or replaced in its carrying case, always fold the lever back by easing it to the left and moving it downwards.

## Line space selector 8

The distance between the lines of type is governed by lever 8 which has four different positions. Position 0 disengages the platen from the spacing mechanism for typing between the lines or returning to a previous line.

## Variable line spacing knob 7

To disengage the platen (roller) from the spacing mechanism, press knob 7. This control is used to correct

alignment when a sheet that has already been typed on is reinserted in the machine.

## Margin stops 10

**To set the left-hand margin:** move the carriage until the type guide 19 is immediately below the point at which you wish to begin typing. Depress the left-hand margin stop and slide it to the right as far as it will go.

**To set the right-hand margin:** move the carriage to the left until the type guide is immediately below the point at which you wish to finish typing. Depress the right-hand margin stop and slide it to the left as far as it will go.

## Margin release and paragraph indentation key 3

It is possible to free the carriage to move outside either of the two margin stops by depressing key 3. The same key, if held depressed while returning the carriage to the beginning of the next typing line, will

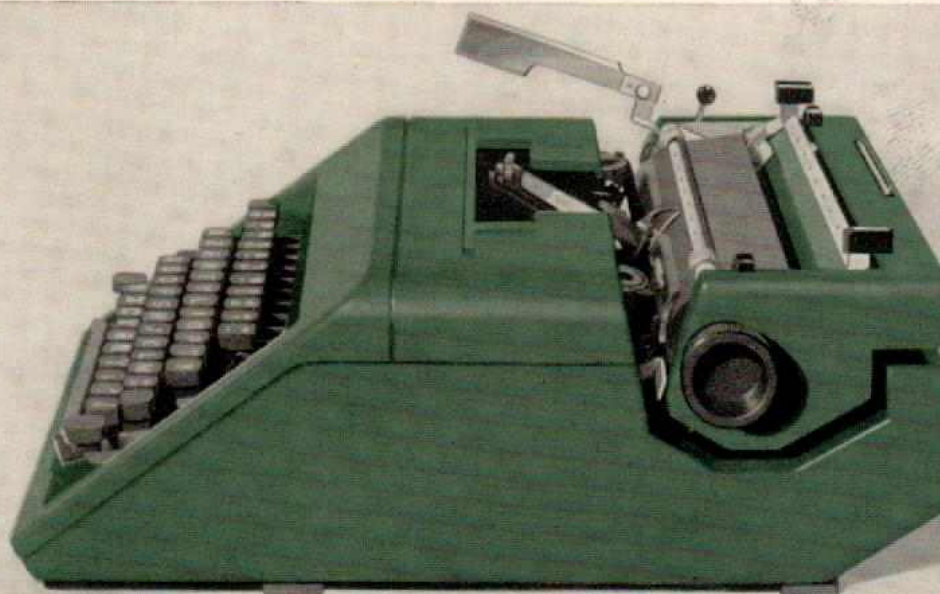
stop the carriage approximately one inch from the left-hand margin.

## Paper release lever 16

When pulled forward, this lever 16 releases the paper from the pressure of the platen (roller), to adjust the paper to the typing line, vertically and horizontally, after it has been inserted in the machine.

## Space bar

In addition to moving the carriage along a space at a time, the space bar may also be used to correct the accidental omission of a letter from a word, without having to erase the entire line. For example: if you have typed — **the vey best** — instead of — **the very best** — insert the missing **r** as follows: 1) Erase the word **vey**. 2) Set the carriage against the letter **e** of **the**. 3) Overtyping the **e**, depress the space bar — and holding it down — type the letter **v**. 4) Let the space bar rise, depress it and, again holding it down, type the letter **e**. 5) Type the letters **r** and **y** in the same way.



### Using the tabulator

The tabulator makes it easy to type columns of words or figures by stopping the carriage at the beginning of each column. Set (and subsequently clear) the tabulator stops with the tabulator setting and clearing lever 4: you can then control the carriage movement from column to column with the tabulator key 23.

### To set tabulator stops

Move the carriage to the position in which you want the first letter (or number) of the first column. Move the tabulator setting lever 4 upward. Follow the same procedure to set tabulator stops for any additional columns.

**To tabulate,** once the tabulator stops have been set and you have begun typing, depress the red tabulator key 23 until you have brought the carriage into position for typing the first letter of the next column.

### To clear a single stop

Bring the carriage to the stop in question with the tabulator key 23. Move the tabulator clearing lever down and release it. To clear all the existing stops, hold the tabula-

tor lever 4 down, while you move the carriage through its full travel.

### Ribbon color change and stencil lever 21

By positioning this lever next to the blue dot you type on the upper half of the ribbon; by positioning it next to the red dot you type on the lower half. The white dot is used for typing stencils.

### Detachable top cover 20

The easily detachable top cover 20 gives access to the ribbon spools, to the typefaces (for cleaning), and to the personal touch tuning lever.

### Personal touch tuning 5

The touch tuning lever will be found under the detachable top cover on the left-hand side, and will enable you to adjust the key tension to suit your touch. The highest position is the heaviest, the lowest position is the lightest.

### Paper supports 12

To raise the paper supports, press the small bracket which juts out at the bottom of them. They are particularly useful when you are typing several copies.

### Ribbon changing

Remove the detachable cover and wind the ribbon on to one of the spools. Slide the ribbon out of the ribbon vibrator, unscrew the two milled nuts on the spools and remove the spools with the ribbon. Hook the new ribbon on to the empty spool, and wind it until the metal eyelet, about 6" from the end, is covered. Replace the spools on their spindles, and, checking that the lower half of the ribbon is the red part, repeat the previous operations in reverse.

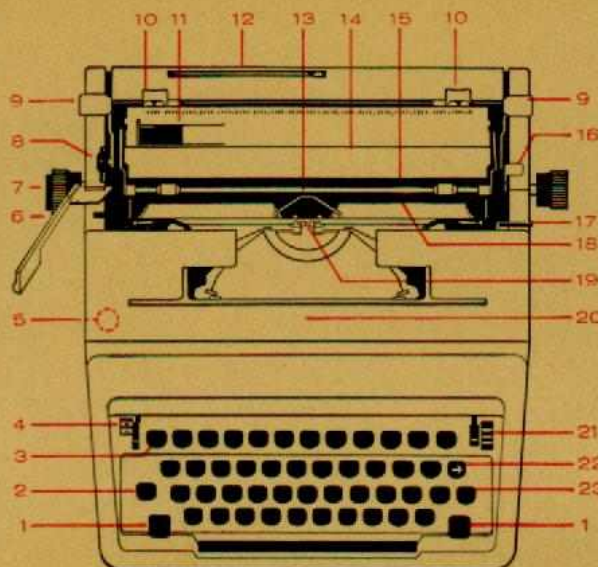
### Maintenance

**Cleaning the letters** - If your type-script loses its usual crispness, the typefaces should be cleaned. Dip the nylon brush provided into a good typewriter cleaning fluid and clean each typeface individually.

**Cleaning the platen** - When necessary wipe the platen (roller) with a clean white cloth dipped in alcohol.

### General care

For service under the normal guarantee, take your typewriter to your nearest Olivetti Underwood — Branch or Authorized Agent, or to a reputable dealer.



- 1 Shift-key
- 2 Shift lock
- 3 Margin release and paragraph indentation key
- 4 Tabulator setting and clearing lever
- 5 Personal touch tuning control
- 6 Line-space and carriage return lever
- 7 Variable line spacing knob
- 8 Line-space selector lever
- 9 Carriage release levers
- 10 Margin stops
- 11 Paper guide
- 12 Paper supports
- 13 Card holder
- 14 Paper guard and erasing table
- 15 Bail rod
- 16 Paper release lever
- 17 Carriage locking lever
- 18 Transparent paper holders
- 19 Type guide
- 20 Detachable top cover
- 21 Ribbon color change and stencil lever
- 22 Back-space key
- 23 Tabulator key