

## Olivetti Underwood Lettera 32

### Carriage Locking Lever 16

When carrying the typewriter in its case, the carriage should be locked in center position by using lever 16 on the right-hand side.

### 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 simultaneously rotates the platen, moving the paper up to the next typing line. When the typewriter is covered, or replaced in its carrying case, always fold the lever back; ease it to the left, and push it down.

### Line Space Selector 8

The distance between the lines of typing is determined 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 from the spacing mechanism, press knob 7.

This 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 13 is immediately below the point at which you wish to begin typing. Depress and slide the left-hand margin stop to the right until it comes to a halt.

**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 and slide the right-hand margin stop to the left until it comes to a halt.

### Margin Release and Paragraph Indentation Key 4

It is possible to free the carriage to move outside either of the two margin stops by depressing key 4. The same key, if held depressed while returning the carriage to the beginning of the next typing line, will stop the carriage approximately  $\frac{1}{2}$ " from the left-hand margin.

### Paper Release Lever 15

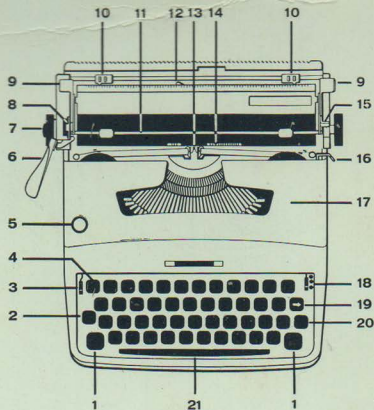
When pulled forward it loosens the paper under the platen. It is used to adjust the paper to the typing line, vertically and horizontally, after it has been inserted in the machine.

### Space Bar 21

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 very good idea** - instead of - **the very good idea** - 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 letter **r** and **y** in the same way.

### Using the Tabulator

The tabulator makes it easy to type columns of words or figures by



- 1 Shift Keys
- 2 Shift Lock
- 3 Tabulator Setting and Clearing Lever
- 4 Margin Release and Paragraph Indentation Key
- 5 Personal Touch Tuning
- 6 Line Space and Carriage Return Lever
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- 8 Line Space Selector Lever
- 9 Carriage Release Levers
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- 18 Ribbon Color Change and Stencil Lever
- 19 Back Space Key
- 20 Tabulator Key
- 21 Space Bar

stopping the carriage at the beginning of each column. Set (and subsequently clear) the tabulator stops with the tabulator setting and clearing lever **3**: you can then control the carriage movement from column to column with the tabulator key **20**.

#### 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 **3** 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 **20** until the carriage is brought 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 **20**. Move the tabulator clearing lever down and release it. To clear all the existing stops, hold the tabulator lever **3** down, while you move the carriage along its full length.

#### Ribbon Color Change and Stencil Lever 18

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 17

The easily detachable top cover **17** gives access to the ribbon spools, to the type faces (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 lightest, the lowest position is the heaviest.

#### 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 fluid and clean each typeface individually.

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

#### General Care

For service under the normal guarantee, take your typewriter to the nearest Olivetti Underwood branch or your dealer.