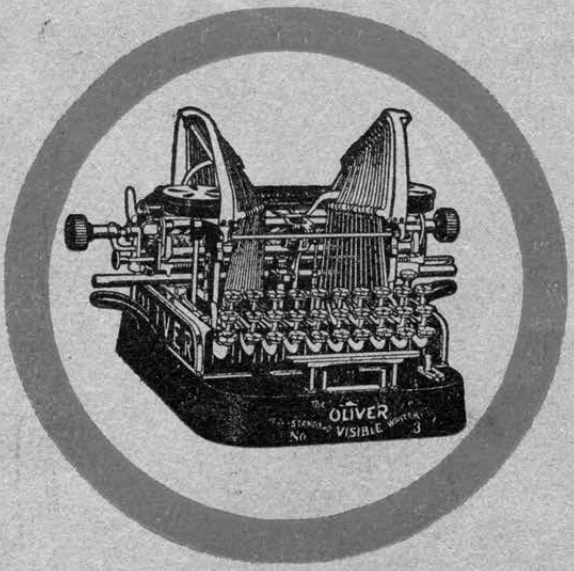
INSTRUCTIONS FOR USING THE

OLIVER

Typewriter



No. 3

The OLIVER Typewriter Co.
GENERAL OFFICES: CHICAGO

Emmeline D. Howell

Spgm'r - 1906

WHEN WRITING
ABOUT YOUR

TYPEWRITER

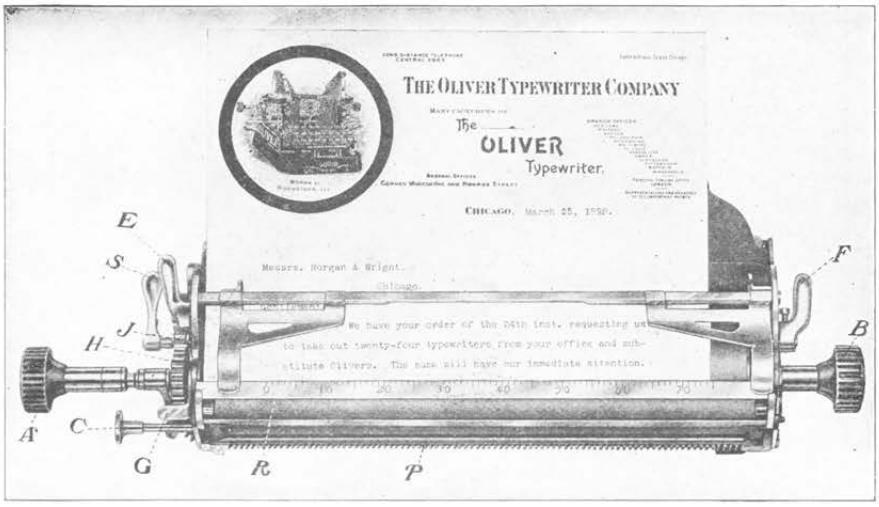
ALWAYS REFER
TO IT BY ITS

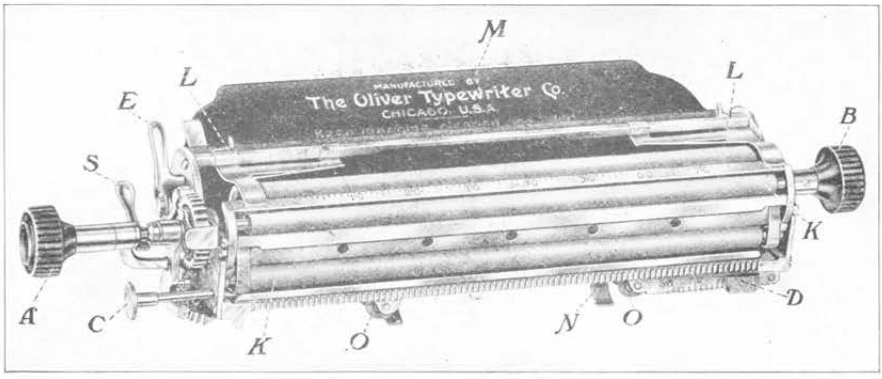
NUMBER

TO INSURE
PROMPT
ATTENTION

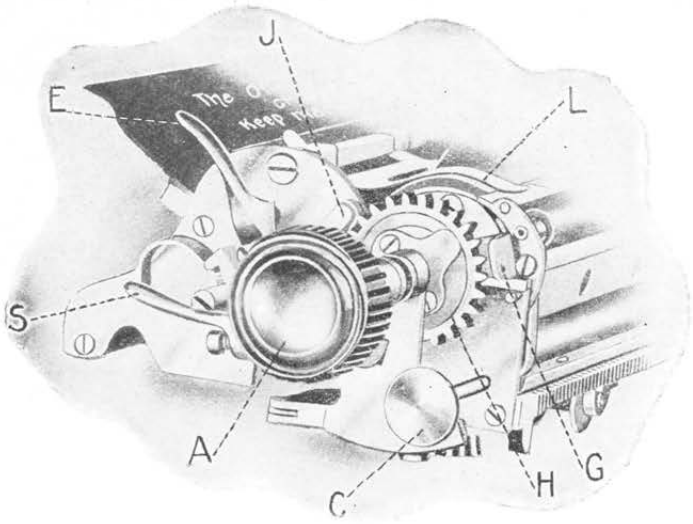
ILLUSTRATED CATALOGUE ON APPLICATION

CARRIAGE

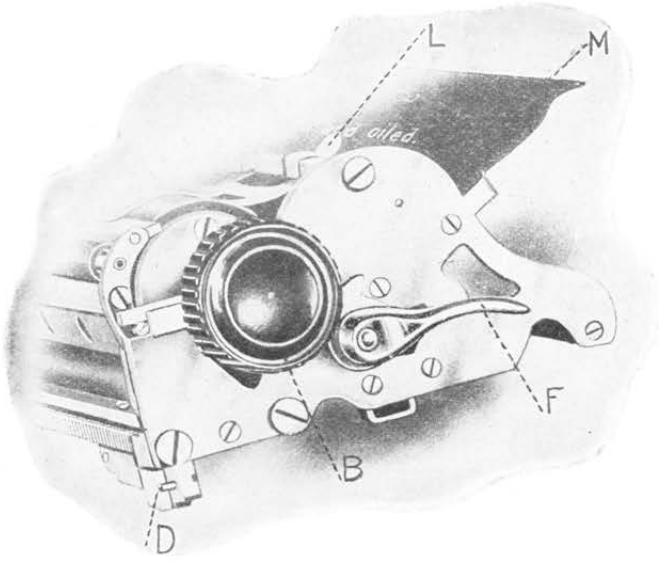




A. Left-Hand Thumb Wheel.
B. Right-Hand Thumb Wheel.
C. Release Key.
D. Right-Hand Marginal Stop.
E. Detent Handle or Lever.
F. Feed Roll Release Handle or Lever.
G. Single, Double and Triple Line Space Thumb Piece.
H. Ratchet Wheel.
J. Pawl.
K. Upper and Lower Front Feed Rolls.
L. Paper Fingers.
M. Paper Shield.
N. Carriage Lug or Keeper.
O. Carriage Rollers or Travelers.
P. Rack Bar.
R. Scale Bar.
S. Feed Roll Pressure Lever.



LEFT END OF CARRIAGE.

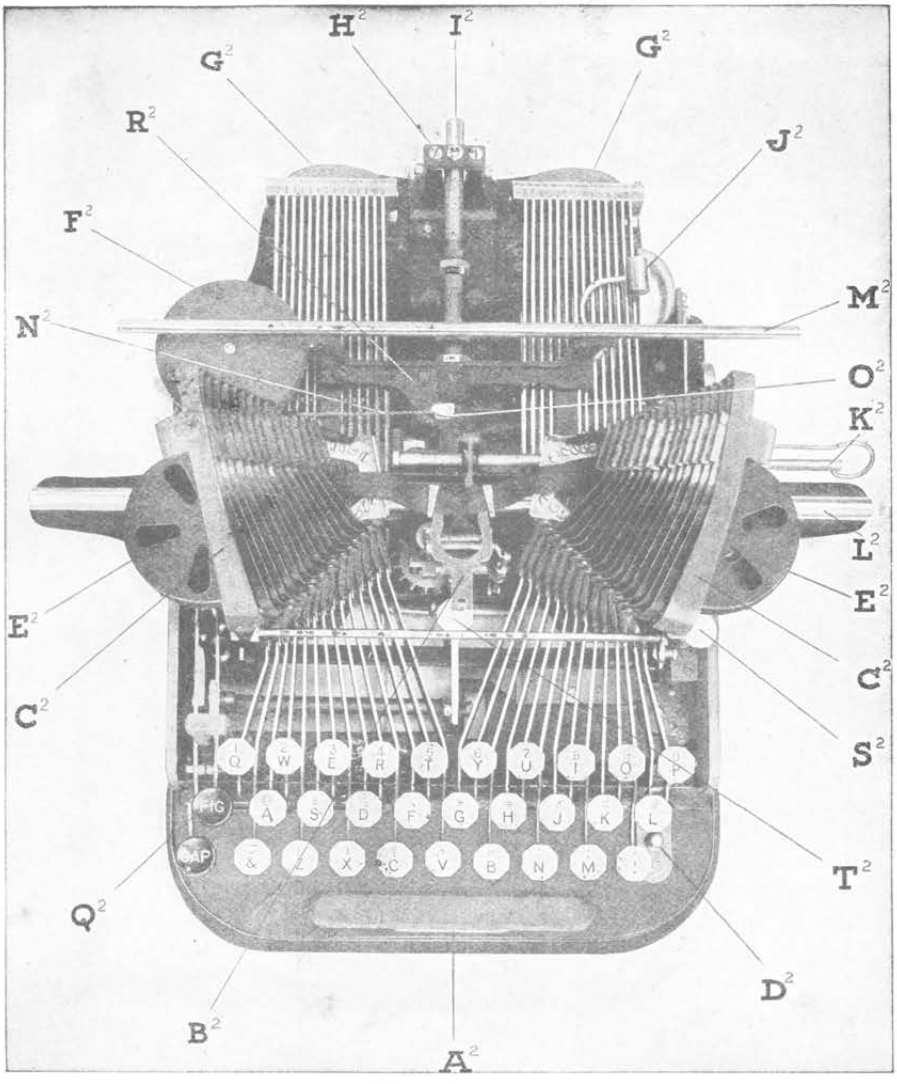


RIGHT END OF CARRIAGE.

NAMES OF PARTS DESIGNATED BY LETTERS
SHOWN ON PREVIOUS PAGE.

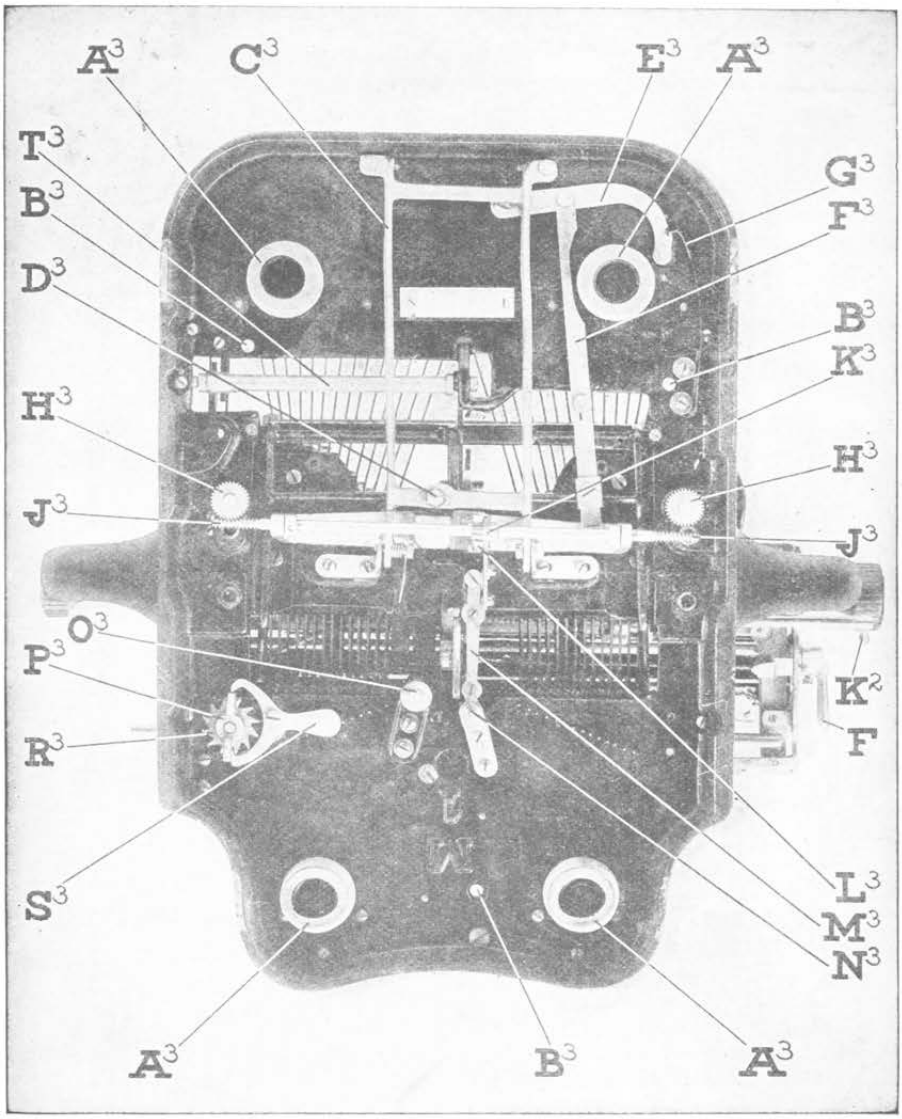
TOP VIEW OF MACHINE

WITH CARRIAGE REMOVED



A2. Space Bar.
B2. Ribbon Carrier.
C2. Type Bar Shields.
D2. Ribbon Reverse Handle.
E2. Ribbon Boxes.
F2. Spring Barrel.
G2. Key Lever Standard.
H2. Tail Brace Standard.
I2. Tail Brace.
J2. Bell Hammer.
K2. Left-Hand Marginal Stop.
L2. Front Carriage Rail.
M2. Back Carriage Rail.
N2. Spring Barrel Strap.
O2. Spring Barrel Strap Hook.
Q2. Shift Keys.
R2. Left-Hand Marginal Stop Rod Spring.
S2. Left-Hand Marginal Release Key.
T2. Right-Hand Marginal Release Key.

UNDERSIDE OF MACHINE



A3. Rubber Feet.
B3. Holes for Fastening to Baseboard or Center-Drop Cabinet.
C3. Space Lever.
D3. Space Lever Nut.
E3. Ribbon Shift Connecting Lever, Crooked.
F3. Ribbon Shift Connecting Lever, Straight.
G3. Ribbon Shift Catch Spring.
H3. Vertical Shaft Gear Wheel.
J3. Worm Shaft.
K3. Worm Shaft Ratchet Wheel.
L3. Ribbon Feed Pawl.
M3. Supplemental Spring.
N3. Supplemental Spring Adjusting Screw.
O3. Universal Bar Spring Thumb Nut.
P3. Spring Barrel Shaft Thumb Nut.
R3. Spring Barrel Shaft Ratchet.
S3. Spring Barrel Release Pawl.
T3. Rocker Shaft.

INSTRUCTIONS FOR USING THE OLIVER TYPEWRITER

The Oliver Typewriter Should not be screwed to its baseboard. The machine should rest on its rubber feet. If used in a drop cabinet, the same holes (B^3) in the metal base of the machine by which it is fastened to the baseboard in shipment, may be utilized in fastening it securely to the cabinet, but customers are cautioned against screwing the machine more tightly to the cabinet than is absolutely necessary to insure safety. When not in use the machine should be covered to protect it from dust.

Desk. Have the stand or desk such a height that the keyboard will be on a level with the elbows. You cannot do justice to yourself or the machine if you have it higher. *Start right.*

Inserting Paper. The paper is inserted by placing it between the two shields (M) at the back of the machine, and then turning it into place with the knob (A) or (B) at either end of the carriage. To insert a large number of sheets for manifolding or bulky envelopes, raise the lever (F) at the right end of the carriage: this throws the feed roll (K) away from the platen (large rubber roll). After the paper has passed between the platen and back feed roll, *return the lever* (F) *to its normal position.*

The paper fingers (L) on top of the platen can be moved any distance to suit any width of paper. They should be set so that their outer edges correspond to the outer edges of the sheet to be written on, and not subsequently disturbed unless a different width of paper is used. After setting these paper guides, care should be taken to arrange the marginal stops (D) and (K^2) so that the type cannot strike these fingers (L).

Should the paper not be inserted straight, raise the release lever (F), as above, straighten the paper and return lever to its normal position.

Stiff cards or envelopes may be forced between the lower feed roll and platen by a slight downward pressure on the little handle (S) on the left-hand end of carriage and back of ratchet wheel (H)—this pushes the feed rolls closer to the platen and thus makes it easy to feed cards of almost any thickness.

Marginal Stops. The marginal stop (K^2) for the left-hand margin will be found at the right, just back of the front carriage rail (L^2). It is released at pleasure by pressure on the key (S^2) at the right of the right-hand bank of type-bars. To set this stop for any particular margin, turn the projection on the end of the marginal stop rod (K^2) downwards until the catch which holds it in position is released, then move the rod to the right or left as desired; when the required

margin is obtained the rod (K^2) will return automatically to its proper position. Be sure that it does and that the release key (S^2) works freely, as otherwise the paper will not feed up when the carriage is pushed to the right for a new line space.

The marginal stop (D) for the right-hand margin will be found attached to the lower part of the right-hand end of the carriage and can be moved any distance required. To move to the left, simply slide marginal stop (D) to the left; to move to the right, depress the stop (D) with the thumb and forefinger and then slide to the right—this stop (D) is released by pressure on the key (T^2) in the center of the machine and directly in front of the ribbon carrier.

Words or figures may be inserted in either margin by releasing the marginal stops with the release keys (S^2) or (T^2) as desired.

Carriage.

To place the carriage on the machine, first see that the hook (O^2) attached to the end of the strap or cord (N^2) is in the notch of the spring (R^2), so that when the carriage is pushed on the rails from left-hand side of machine, the loop on right-hand end of carriage will pick up this hook—then simply slide carriage on the rails from the left-hand side—in doing so be careful to keep same in a horizontal position—it should go on easily and with no friction—if an obstruction is discovered do not use force to overcome it—tilt the end of the carriage up or down until the required level is reached.

To remove the carriage from the machine, depress the release key (T^2) which is in the center and directly in front of the ribbon carrier, with the right hand—push the release plate (C) with the middle finger of the left hand, and slide the carriage to the left.

Carriage Tension.

The carriage is automatically drawn to the left, (while machine is being operated) by the spring in the spring barrel (F^2) and is connected therewith by the strap (N^2) by means of the hook (O^2).

Pushing the carriage to the right naturally winds this spring and gives the tension necessary to draw it back again. If for any reason the carriage is not properly connected with the spring, or if through failure to replace carriage properly, or from some other cause, this spring has become unwound, the carriage movement will not respond to the escapement.

Directions for placing carriage on machine and connecting it with hook (O^2) will be found under heading "Carriage."

To increase the carriage tension if the spring has become unwound, turn the thumb nut (P^3) to the left, and reduce the tension by unwinding the spring with the handle or pawl (S^3) on the underside of machine.

Too much tension is as bad as too little. Do not interfere with same unless absolutely necessary.

Platen Movements and Line Spacing.

The platen (large rubber roll) is turned automatically for line spacing by pushing the carriage to the right against the marginal stop (K^2) by pressure on the upper knob (A) at the left of the carriage. The carriage should be pushed easily but firmly. A slight resistance will be noticed as it gets within an inch or so of the margin, and it should be pushed beyond this point as that resistance is occasioned by the turning of the platen, and unless pushed the whole distance the proper line spacing will not be obtained. Single, double or triple line spacing is secured by raising or pulling out the thumb-piece (G) which will be found at the left end of the carriage over the ratchet wheel (H), and moving it forward or backward until the required notch,

as indicated by its number, is over the pin in the side plate of carriage under the ratchet wheel (H).

To push the carriage to the right, without spacing, for a new line, use the lower knob or button (C); or draw the carriage with the right hand by the knob (B). The platen (large rubber roll) can also be turned by the knobs (A) or (B) at either end of the carriage, this being convenient for paragraphing or turning the paper forward and backward greater distances than ordinary spacing.

The free movement of the platen for interlining, filling in ruled blanks, etc., is secured by throwing the lever (E) at the left end of the carriage, backward until the pawl (J) is disengaged from the teeth of the ratchet wheel (H). When the pawl (J) is allowed to re-engage with the teeth of the ratchet wheel (H), the original line is positively secured.

Attention is especially called to the movement of the platen, independent of the notches of the ratchet wheel (H). This is accomplished by drawing the small lever (E) at the left end of the carriage toward the operator and holding it firmly, thus locking the pawl (J) in the ratchet wheel, and while thus locked the platen can be turned to any position or line. This is useful in making corrections, interlineations, etc., and is especially valuable because it changes the relation of the wearing surface of the platen (large rubber roll) to the ratchet wheel (H), thus using the whole surface of the platen and consequently preventing it from wearing and becoming indented along certain lines.

The carriage is moved to the right or left by pressure with the middle finger of the left hand upon the lower button or knob (C) at the left, and is stopped at any given point by placing the first finger of the left hand on the upper button or knob (A) at the same time that the middle finger is removed. A very little practice enables the operator to do this easily, and the right hand is thus always left at the keyboard.

Capitals and Figures. For capitals hold down the key marked "Cap," and for figures hold down the key marked "Fig." Either of these keys may be locked at pleasure by holding it down and drawing the little lever located between them forward so that it locks over the key thus held, and released by moving this lever to its upright position.

Ruling. Before attempting to rule, lock "Fig." shift as above. Horizontal lines are made by firmly holding down the equal sign (=), or the underscore (_), with the forefinger of the right hand on top of the type-bar, and moving the carriage the required distance with the left. Be careful to use only the lower left-hand knob (C), in order to prevent automatic line spacing. A little practice enables the operator to determine what pressure to use in holding down the type-bar to make a uniform line.

Vertical lines are made by holding down the quotation marks (") or the apostrophe ('), with one hand, and turning the platen with the other by means of the knobs (A) or (B). Press *lightly* on the type and turn the roller backward and forward until the desired shade is produced. The detent lever (E) should be thrown back for vertical ruling.

Do not attempt to rule by holding down the key. This ruling is possible only on the Oliver, because the bars can be reached and held more firmly than is possible where the key only can be used to hold the type against the paper. This requires a little practice, but is easily accomplished when the method is understood.

Writing in Colors. This is done by placing a small piece of colored carbon or ribbon on the paper and under the indicator or pointer, so that the type will strike it in making an impression.

Ribbon Movement. The ribbon travels from right to left and vice versa, as on other machines, except that it only moves when the keys or space-bar are struck. The movement of the carriage has no effect on the ribbon in any way. When one spool is full and it is desired to reverse the ribbon, simply move the little handle (D^2) that is attached to the base at the right and in front of the operator, as the case may require. When this lever is moved so that it rests against the end of the slot marked "R," the ribbon feeds to the right. When the right-hand spool is full the work will become dim, and an extra resistance to the keys will be noticed, and the ribbon will move sluggishly. As soon as this is observed, the lever (D^2) should immediately be pushed to the opposite end of the slot, or "L," when the ribbon will travel in the opposite direction. If this is not done the ribbon carrier (B^2) will finally be held up over the pointer and necessarily obscure the writing. Do not allow the ribbon to become strained by continuing to write after it has reached the end of its travel, as this will crease it, and interfere with its return.

To turn the ribbon over so as to get additional wear from the unused portion, wait until one spool is empty, and then unpin the ribbon from it and exchange the spools, putting each in the opposite box, and carry the ribbon through and connect it up again. It is not necessary to wind the ribbon either in putting it on or turning over. Before removing ribbon from machine, note particularly its general position and the manner in which it is placed in ribbon-box slots and ribbon carrier, so that the same position will obtain when it is replaced on machine, or when a new ribbon is substituted for it.

To wind the ribbon rapidly, put the little handle (D^2) midway between "R" and "L," and turn the milled knurls (on ribbon-spool shafts under the ribbon boxes), with thumb and finger.

Putting on New Ribbon. Wind the old ribbon onto one spool, unpin it from the empty spool, saving empty spool and pin, and throw the old ribbon and full spool away. A new ribbon comes wound on its own spool; place the new spool and ribbon in the box, from which the old ribbon has been removed, in such manner that the small pin in the bottom of ribbon box will enter the small hole in the spool. The ribbon should feed from the back of the box.

Draw the ribbon through the slot in the side of the box, replace cover on the box, fitting it tightly in its place, pass the ribbon across the machine, and fasten to the piece of tape on the empty spool. Pass the ribbon through the slot of opposite box, and place the spool in its proper position in the box, as in the first instance. Put on the cover, taking care that there is no twist in the ribbon, and that the smaller of the two slots in the ribbon-box cover fits over the small projection in front of the ribbon box. This brings the wide slot over the point where the ribbon leaves the box, and permits free action.

Pass the top edge of the ribbon into the ribbon carrier (B^2) far enough so that the edge toward the operator will catch in the hooks on the under side of the prongs on carrier (B^2). This prevents ribbon from slipping out. Do not let the ribbon enter one box at one angle and the other at another. Both should enter the boxes in the same way, and care should be taken not to crease the ribbon in any manner. Push the little handle (D^2) to letter "R" or "L," as the case may require.

Oiling. If the machine is used steadily, a little good oil (such as we furnish with each machine) should be applied once a week, to the following places: The axles and crank pins of the type-bars; the upper and lower part of the escapement where the little tongue plays against the teeth of the escape wheel; the lower part of escape wheel and escape lever hub, and upper and lower bearings of pinion shaft; the lower part of connecting links (uprights which connect type-bars with key-levers) where they are fastened to key-levers; the axle of the wheel where the tail-brace (I^2) runs through the standard (H^2) at the back of the machine; the joints in the ribbon carrier (B^2); the axles of the rollers (O) under the carriage; the sliding bars that can be seen moving against upright standards when the shift keys are depressed; the journals of all feed rolls, and all bearings.

Never use oil on rails (M^2) and (L^2). *Keep them clean.*

In general, constant rubbing of metal surfaces will in time show wear on any piece of machinery, unless reasonable care is used to see that oil is applied to such surfaces occasionally, and that the machine is kept clean and free from gritty accumulations.

Care should always be taken in oiling, as too much oil is as bad as too little. All surplus oil should be wiped off thoroughly, as if left in the machine it will run down and collect dust. The properly-oiled typewriter works fifty per cent better than one that is not given proper attention in this respect, and the work of the operator will be found much more agreeable if the machine is kept in perfect running order. The life of the machine will also be increased, and the character of the work benefited.

Oil should be applied to the type-bar axles and like wearing surfaces by means of a tooth-pick or other small piece of wood. Do not use an oil-can. Do not get oil on rubber rollers.

Cleaning Type. Pass a stiff brush over the face of the type. If the type are being cleaned while work is in the machine, place a sheet of paper on top of the work to prevent spatter of type accumulations.

Mimeograph Work. Place ribbon reverse lever (D^2) midway between "R" and "L," so ribbon will not wind, remove ribbon from ribbon carrier (B^2) and catch it down in front of ribbon carrier, under end nearest to operator, or pull ribbon up in the center and catch the loop as above described, so that type will not strike the ribbon.

Cleaning Machine. Remove carriage from machine, thus leaving every part accessible to brush. Clean and oil and replace carriage. Directions for removing and replacing carriage will be found under heading "Carriage."

To Make Corrections. If, for any reason, paper has been displaced in machine, or if the paper has been removed from the machine, and it is desired to find an exact spot upon the paper in order to make corrections, the base line of writing may be found by moving the paper upward or downward with the feed-roll knobs (A) or (B), at the same time pulling the lever (E) forward firmly until the line of writing is even with the top of the projection on the left side of indicator. Then, if it requires movement to the right or left, in order to obtain the exact position desired, raise the lever (F) and pull the paper sidewise in either direction. It will be noted that the printing point is one space to the left of projection or indicator. A very little practice will enable the operator to find the point desired readily. The exact lateral position desired may be also determined by having the letter "i" correspond with the scale.

Caution. The machines are in perfect adjustment when they leave factory, and it is suggested that users of the Oliver should not attempt alteration in adjustment unless it is absolutely necessary, and that then it would be better to have this adjustment made by a competent mechanic, or, better still, to refer such questions directly to the Company.

APPENDIX

FRICTIONAL AND OTHER MOVEMENTS OF THE PLATEN.

We frequently find that users of the Oliver neglect to acquaint themselves sufficiently with its several platen movements, consequently this appendix is added to the regular instructions so that the great advantage of these new movements may be called to the particular attention of operators.

AUTOMATIC LINE SPACING.

Line spacing is obtained automatically by pushing the carriage to the right as far as it will go (as explained in the foregoing instructions) by pressure on the upper button or knob (A) at the left, or by simply turning the knob (A) or (B) at either end of the carriage. These knobs may be turned in either direction for turning the paper up or down, as may be required.

It will be observed that the platen is held firmly in position for any particular line by means of the pawl (J) when between two teeth of the ratchet wheel (H); that if the platen is turned so that this pawl (J) passes over one tooth in the ratchet wheel (H) a single line space is obtained; over two teeth, a double line space, and over three teeth, a triple line space.

In regular work, the pawl (J) automatically passes from tooth to tooth; one, two or three at a time, as desired, corresponding with the position of the thumb-piece (G) as explained on page 7 (Platen Movements). It is suggested that the operator become thoroughly familiar with the automatic line spacing movement before proceeding further.

FREE MOTIONS.

(VERTICAL, HORIZONTAL, OBLIQUE).

(*a*). If the lever (E) is pushed back as far as it will go, it will be seen that the pawl (J) is removed entirely from the ratchet wheel (H), and consequently has no effect on it in any way. The platen being thus freed can be turned backward or forward any distance, great or small—*this is free vertical motion*—any arbitrary line, no matter where located on the paper can be reached instantly, by simply turning the platen until that line is immediately below the indicator, or pointer. *All shifting of paper in the machine or around the platen in order to come to a desired point on the paper is avoided.*

(*b*). By pressing the release key (C) the pinion wheel is thrown out of contact with the teeth of the rack bar, and the carriage can be pushed to the right or allowed to run to the left any desired distance, great or small—*this is free horizontal motion*—any arbitrary point on any line can be thus reached at once, and again *without touching the paper with the hands.*

(*c*). It will thus be seen that by turning the knob (A) at the same time that the third finger of the left hand is placed on the release key (C), the two being operated at the same instant with the same hand, the free vertical and free horizontal motions are obtained, which constitute oblique motions of any and every angle. In other words, it is possible to strike any point on the paper with any character, and that without touching the paper with the hands.

OBLIQUE MOTIONS OF ANY AND EVERY ANGLE.

To illustrate the advantages of these oblique motions: Suppose it is desired to fill in the blank lines of an insurance policy, a deed, mortgage, statement or bill heading, in which it is necessary to change the printing locality on the paper from one arbitrary place to another, it will be apparent from the above that such arbitrary lines can be found on the Oliver in a single instant of time, that the shifting of the paper around the platen to bring the printing point to some arbitrary place is unnecessary, and that this shifting of paper is a tedious operation as compared with this method.

FRICTIONAL MOTION.

This, the main subject of this Appendix, called the frictional motion of the Oliver, may be described as the *independent revolving of the platen* while the line spacing mechanism is locked.

The principal object of the frictional motion is to immediately change the base line so that it will be in register with any arbitrary date line on a printed letter heading without shifting the paper in the machine. It is well to bear in mind that the object is to avoid this shifting of the paper (generally necessary in other typewriters), as it invariably destroys the parallelism of lines. When writing a letter the operator should be able to turn the knob (A) or (B) backward or forward, for the purpose of correction, and come immediately into exact alignment with any previously written line, even for the purpose of correcting an error in the date line, and, in addition, do it automatically, without guessing at it or closely sighting it.

As in other machines, a letter heading having a printed date line should be inserted so that this date line comes "*somewhere* near" the desired point. Instead of then shifting the paper with the hands to the exact place (by which operation the exact parallelism with which the paper was inserted is destroyed), the little handle (E) should be drawn forward with the index finger of the left hand (this locks the pawl (J) in the teeth of the ratchet wheel (H).) Then, while holding this handle firmly, the paper can be turned by means of the right hand and knob (B), until the arbitrary date line comes directly under the notch in the pointer or indicator (in center of machine and directly over the paper).

The finger may then be removed from the detent handle (E) and the platen will be found to be firmly locked so far as this line is concerned, and will line space automatically from this line as a base and may be turned at will and found in register with the like thus selected.

A RESULTING ADVANTAGE OF THE FRICTIONAL MOTION IS A CONTINUOUSLY SMOOTH PLATEN.

It will be observed that by the use of the frictional motion the relationship between the platen and the ratchet wheel is constantly changed. This gives a new wearing surface on the platen instead of always writing upon it along certain lines.

WHEN WRITING ABOUT YOUR TYPEWRITER ALWAYS REFER TO IT BY ITS

NUMBER

TO INSURE PROMPT ATTENTION

Users of the **OLIVER** Typewriter are requested to read these instructions carefully, and to keep same for future reference