



BRITISH OLIVETTI LTD  
10 BERKELEY SQUARE LONDON W1

FACTORY:  
SUMMERLEE STREET GLASGOW E2



How best to use the

**olivetti Lettera 22**

portable typewriter



The  
**olivetti Lettera 22**

**portable typewriter**

**operating**

**instructions**

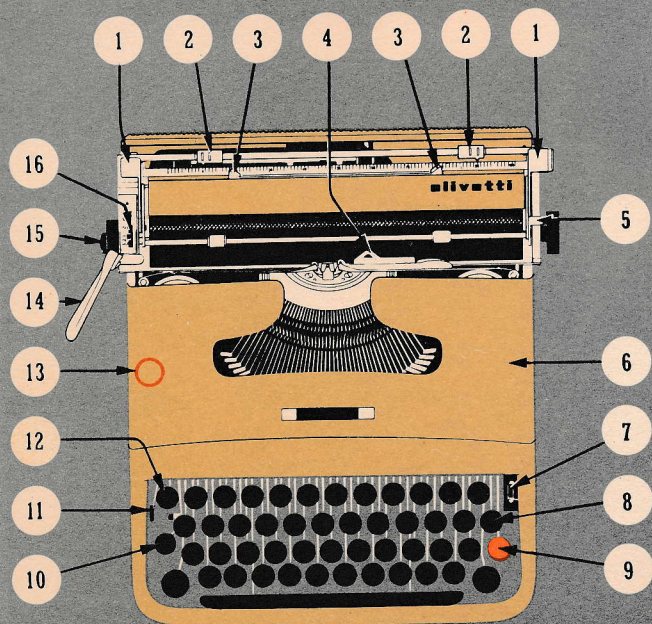
Although it contains all the features of a full-size machine the LETTERA 22 is very simple to operate. The diagram overleaf identifies the various controls, and in the following pages are some notes to assist you in the most efficient operation of the machine.

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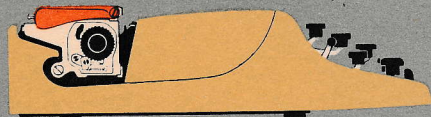
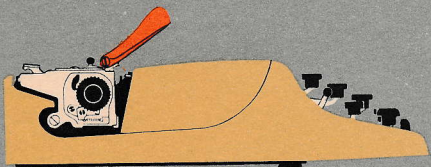
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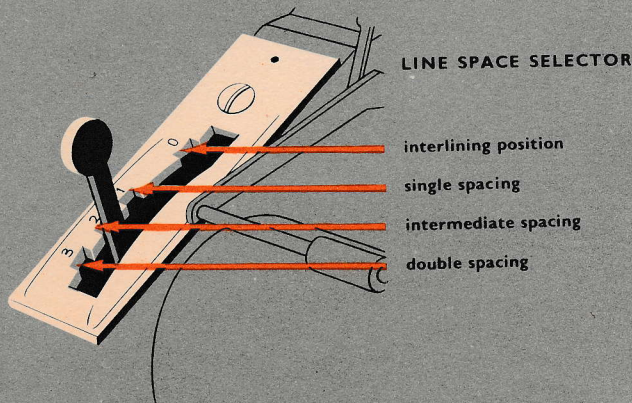
*Distributors throughout the country*



1. Carriage Release Levers
2. Margin Stops
3. Paper Supports
4. Line Finder
5. Paper Release Lever
6. Detachable Top Cover
7. Colour Change and Stencil Lever
8. Back-Space Key
9. Tabulator Key
10. Shift Lock
11. Tabulator Setting Lever
12. Margin Release Key
13. Personal Touch Tuning Control (under detachable top cover)
14. Line-Space and Carriage Return Lever
15. Variable Line Spacing Knob
16. Line Space Selector



Showing line space and carriage return lever in its two positions



## Line space and carriage return lever

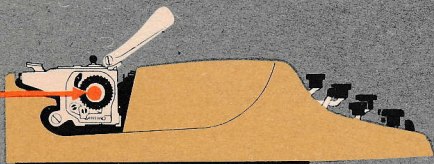
(No. 14. in the diagram.) This lever should be hinged forward when using the machine, and folded back when replacing it in the carrying case.

## Line spacing

The distance between consecutive lines of typing is determined by the line space selector (No. 16 in the diagram). This is set in position 1 for single spacing, in position 2 for intermediate spacing, and in position 3 for double spacing. The intermediate spacing which has been made possible by the half-spacing mechanism is particularly useful for private correspondence, as it gives a better opportunity for setting out letters on the smaller sheets of notepaper.

With the line space selector in position 0, the spacing mechanism is disengaged and the platen (roller) can be revolved freely by hand, allowing correction or insertion to be made wherever needed. When the selector is re-set from 0 to any of the settings 1, 2, or 3, the line spacing mechanism is automatically re-engaged so that typing may be continued in correct alignment with any lines previously typed.

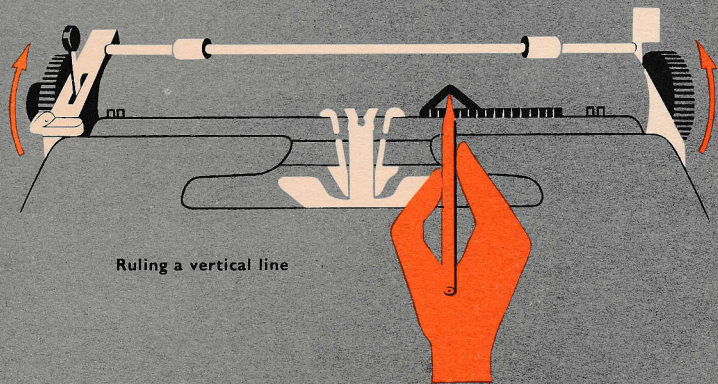
CLUTCH KNOB



The Olivetti Lettera 22



Showing method of aligning typed sheet



Ruling a vertical line

## Variable line spacing

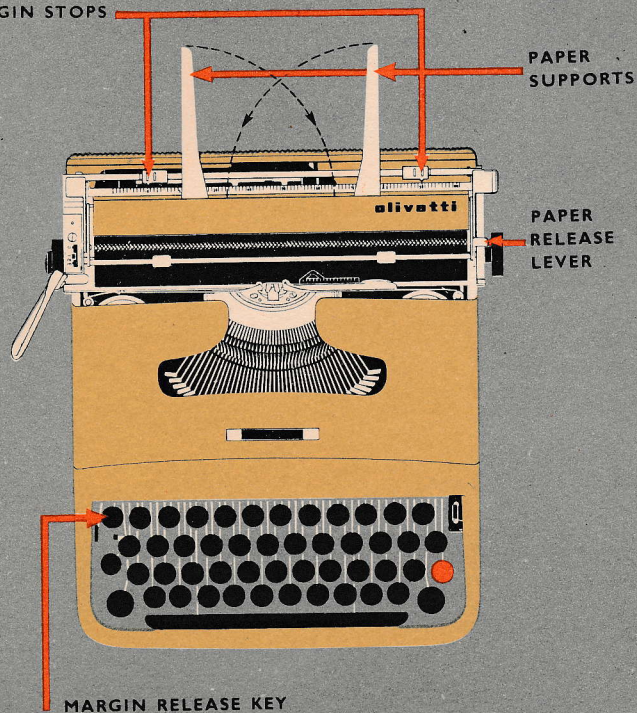
The platen can also be disengaged by pressing in the clutch knob (No. 15 in the diagram). Use this in conjunction with the LINE FINDER when you wish to start typing at a particular position on the paper, when typing on ruled forms, or to find the correct alignment when re-inserting into the machine a sheet that has already been typed.

## Line Finder

The top edge of the line finder (No. 4 in the diagram) shows the position of the typing line on the paper, the white marks coinciding with the vertical centres of the individual letters.

Vertical or horizontal lines can quickly be drawn by inserting a pencil point in the triangular guide, meanwhile revolving the platen or moving the carriage sideways.

MARGIN STOPS



### Paper supports

(No. 3 in the diagram.) Can be raised to support the paper while typing, and should be folded away when not in use.

### Margin stops and release key

(No. 2 in the diagram.) Margin stops can be set quickly by pressing on them lightly while sliding them along to the required position.

(No. 12 in the diagram.) The margin release key serves a double purpose:—

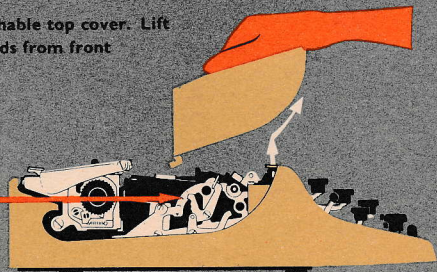
It enables you to type outside the limits set by either of the margin stops.

It gives automatic paragraph indentation if kept pressed down while the carriage is brought to the start of a new line.

### Paper release lever

(No. 5 in the diagram.) When this is pulled forward the paper is freed from the platen and can be adjusted as required. The paper release lever should always be in the locked position while typing.

Detachable top cover. Lift upwards from front



PERSONAL TOUCH TUNING

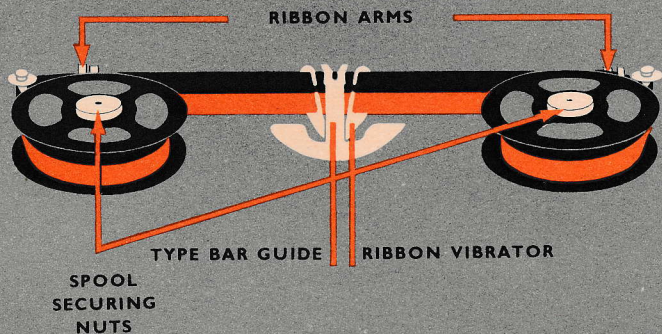


### Detachable top cover

(No. 6 in the diagram.) This can be removed as shown in the illustration, giving access to the ribbon spools, the touch tuning control, and to the type for cleaning purposes.

### Personal touch tuning

Beneath the detachable top cover is the touch tuning control (see illustration). The lever can be set in any one of four different positions to adjust the key tension to suit your individual touch.



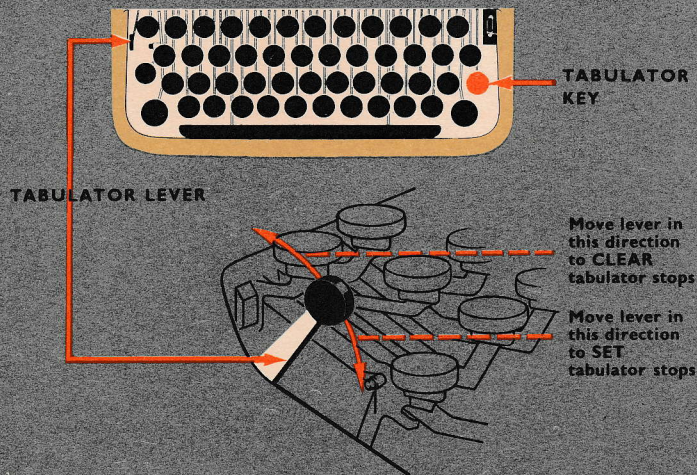
### Ribbon reverse

The ribbon reverses automatically. The direction of the ribbon's travel can also be reversed by switching the position of either ribbon arm.

### Changing the ribbon

Having removed the top cover, wind the whole of the ribbon onto either spool by rotating the spool with the finger. Slide the ribbon out of the hooks of the ribbon vibrator, unscrew spool securing nuts and take out the two spools. Unhook the old ribbon from the empty spool; hook on the free end of the new ribbon and wind the ribbon until the metal catch—about 6" from the end—is covered. Replace the spools and ribbon as before.





## Key-set tabulator

The tabulator enables you to list words or figures in any arrangement of vertical columns. First clear all the tabulator stops by pushing *up* the tabulator setting lever (No. 11 in the diagram) while moving the carriage its full length from one side to the other.

*To set the stops:* Move the carriage until the slot of the type-bar guide is in the position where a stop is wanted, then pull *down* the lever. There are as many stops as there are spaces on the carriage, and you can therefore start a column at any point. Having set the stops, press down the tabulator key (No. 9 in the diagram) and keep it down until the carriage is brought in succession to the first and any subsequent stops.

*To clear the stops:* To clear a single stop, bring the carriage to that stop by pressing the tabulator key, then push the tabulator lever upwards. To clear all the stops at once, keep the tabulator lever pushed up while moving the carriage its full length by pressing the tabulator key.

## Colour change and stencil lever

(No. 7 in the diagram.) The LETTERA 22 takes either one-colour or two-colour ribbons. With the lever set against the blue dot, typing takes place on the upper half of the ribbon; when set against the red dot typing takes place on the lower half. For stencil cutting the ribbon is put out of action by setting the lever against the white dot.



MAKE ERASURES WITH CARRIAGE CLEAR OF TYPE SEGMENT



CLEANING THE TYPE FACE

## Some General Hints

*Backing Sheets* : When typing single copies it is advisable to have an extra sheet of paper behind the one being typed. This ensures a better impression and reduces the wear on the platen.

*Making Corrections*: When making corrections move the carriage to one side so that the particles of rubber from the eraser fall clear of the type segment.

*Cleaning*: To ensure clean work, the type should be cleaned with the brush from time to time. When the machine is not in use keep it covered with the dust cover provided, or replace it in the carrying case.

*Service*: Remember that your LETTERA 22 is a precision instrument. Treat it with the care it deserves and it will serve you well for many years. Should it require attention at any time, have it serviced by a competent typewriter mechanic.

In case of difficulty, write to British Olivetti Ltd., 10, Berkeley Square, London, W.1 (Telephone: GROsvenor 6161).