Code 353120 F Printed in Singapore



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ET PERSONAL 55

User Manual

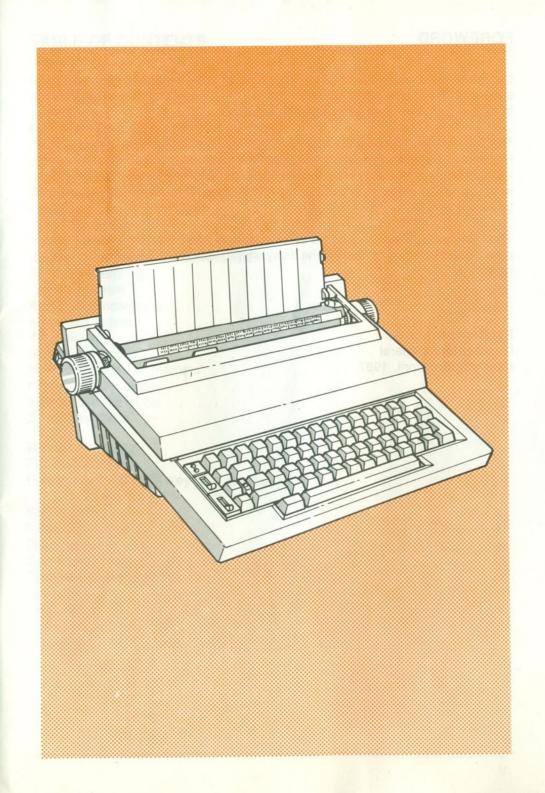


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FOREWORD

Congratulations on the purchase of your new portable electronic typewriter. We suggest that you take a few moments to read the manual so that you will be able to take advantage of all of its special features.

The first section, "Getting to know your typewriter", describes each part of your typewriter. "Using the typewriter" is divided into modules, each of which describes a single feature. You may read them in the order given here or in any order you wish, using the index as a guide. This lets you skip directly to the feature that you want to use.

The "Review Tables" give you a quick summary of all the special keys; "Supplies" describes how to change the daisy wheel, ribbon cartridge and correcting tape.

References: None
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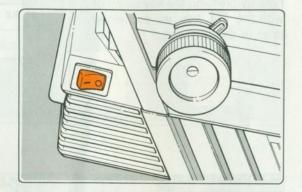
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GETTING TO KNOW YOUR TYPEWRITER

ON/OFF Switch

The on/off switch is on the left side of the typewriter. The two positions are I for on and O for off.

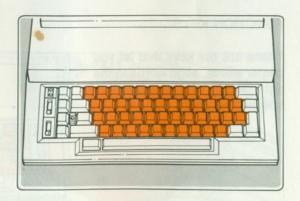


Keyboard

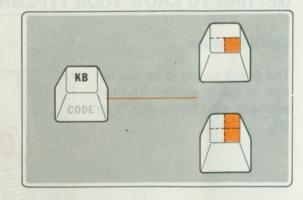
The keyboard is divided into an alphanumeric key section and a function key section.

ALPHANUMERIC KEYS

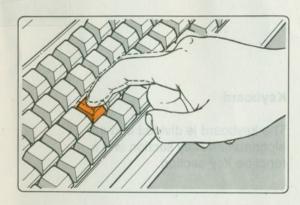
These are the standard letter and number keys.



You'll note that several keys contain more than two symbols, You may print the symbols on the right by pressing the key together with the KB key as explained later in the manual.

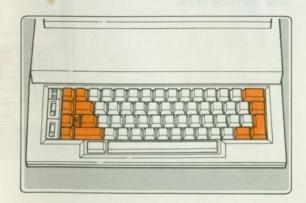


All of the letter and number keys repeat automatically if you hold them down.



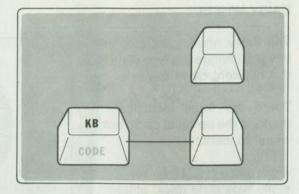
FUNCTION KEYS

These are the keys that let you center words, align words to the right margin, and perform other special features.

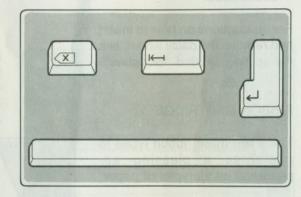


Depending on what you want to do, you either press the function key by itself or press it together with the CODE key. The CODE key is the key that has KB on the top and CODE on the front.

For a quick look at all of the function keys, see the "Function Keys" chart in the Review Tables section.

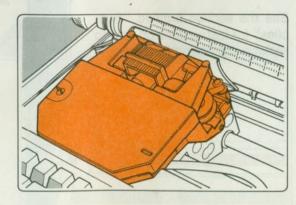


Several of the function keys are automatic repeat keys.



Print unit

The print unit incorporates the daisy wheel, ribbon cartridge and correcting tape. It slides along the platen to print the characters that you type.



DAISY WHEEL

The daisy wheel print element lets you change the type style to suit different types of work.

There are three identification marks in the center of each daisy wheel to identify:

- the pitch (10, 12 or 15)
- the type style (pica, elite)
- the three-digit national keyboard code.

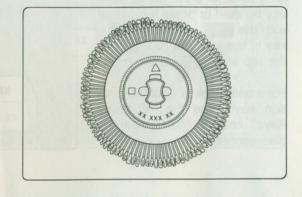
For instructions on how to insert and remove the daisy wheel, see the section entitled "Supplies".

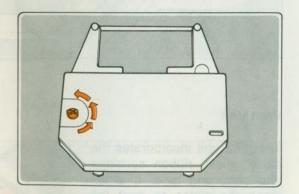


There are three ribbon types to guarantee a pleasing appearance on all types of paper.

- fabric (green)
- · carbon (red)
- · correctable carbon (yellow)

See the section entitled "Supplies" for instructions on how to replace the ribbon cartridge.





CORRECTING TAPE

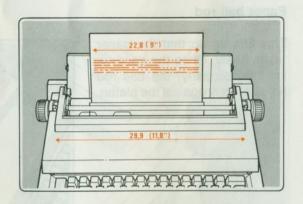
LIFT-OFF (yellow) can be used only with a correctable carbon ribbon. It lifts the incorrect character off the paper.

COVER-UP (orange) is used with fabric or carbon ribbon. It covers the error with a chalky substance so that you can type over it.

See the section entitled "Supplies" for instructions on how to replace the correcting tape.

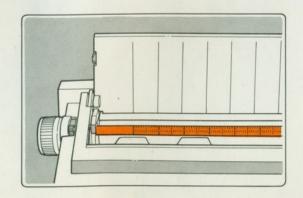
Platen and writing line

The platen is 11.8 inches long and permits a writing line of up to 9 inches. The maximum number of characters per line depends on the pitch (characters/inch) you are using.



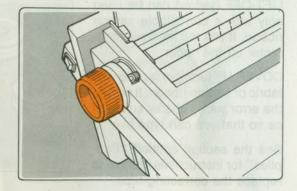
Graduated scales

These identify the exact position of the print unit.



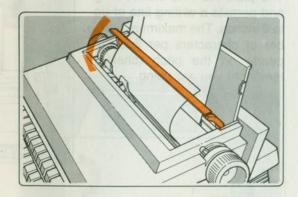
Platen knobs

You may rotate either of the two platen knobs to feed paper.



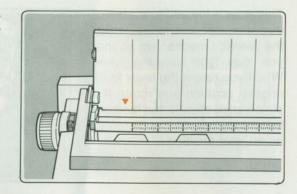
Paper bail rod

This lifts up so that the paper feeds freely. Once the paper is inserted properly, the bail rod holds it firmly against the platen.



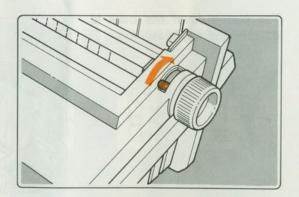
Paper guide

This establishes an exact position for the left edge of the paper so that each sheet is inserted in the same position.



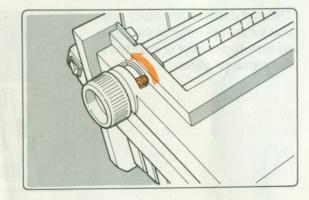
Paper release lever

This lever is located to the right of the platen. When you push it forward it frees the paper so that you may align it manually.



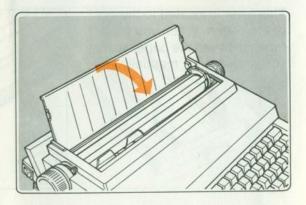
Memory line finder

This lever is located to the left of the platen. It temporarily frees the linefeed mechanism so that you may type between lines. When you return the lever to its original position and rotate the platen knob slightly, the memory line finder returns the platen to its original position.



Paper support

The platen cover tilts back to become the paper support.

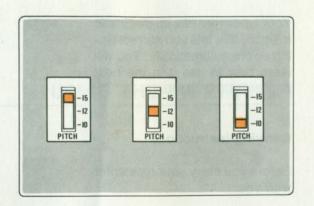


Pitch Selector

You may change the position of this selector before you begin to type or after a carriage return. The three positions are:

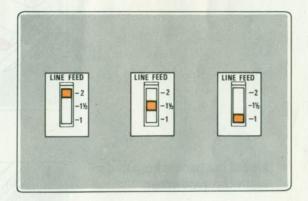
- 10: 10 characters/inch (Pica)
- 12: 12 characters/inch (Elite)
- 15: 15 characters/inch (Mikron)

Make sure that the position of the pitch selector matches the pitch indicated on the daisy wheel.



Linefeed selector

- 1: single spacing
- 11/2: one-and-a-half spacing
- 2: double spacing



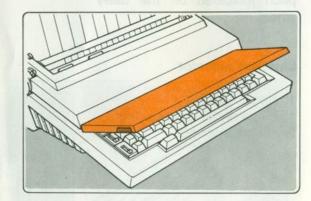
Memory

Your typewriter has an electronic memory that lets you correct typing errors automatically. You will learn how to use it in the next section of the manual.

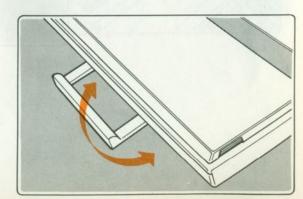
Carrying instructions

Before you carry your typewriter with you:

· replace the keyboard cover



 pull out the handle from underneath the typewriter.



USING THE TYPEWRITER

This part of the manual is made up of individual modules

This part of the manual is made up of individual modules. Each one describe a special feature of your typewriter. You may read them in any order you wish skipping to the ones you need. The modules are structured like this:

FEATURE NAME AND KEYS USED

A brief description of the feature follows the title. This tells you immediately if it is the one you want and exactly what you will learn.

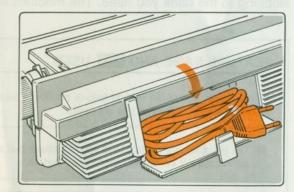
■ The black square alerts you to any conditions that must exist before you begin. If there are no special conditions, there is no text here.

1	This column gives step by step instructions for you to follow such as the KEYS you must press.	This column describes what the typewriter does.	This column gives additional information that might be helpful — such as what to do if you make a mistake. Very often there is no text in this column.
2	When a step consists of alternative operations, they will be indicated with dashes like this:	Control of the same of the control o	
	- Select the first one,	The second second second	the second
	or	reaching was transfered	Anna gone de la constitución de
	- Select the second one.	and a street law in the same	West and the company

HOW TO TURN THE TYPEWRITER ON AND OFF

You must turn the typewriter on each time you use it.

You have removed the power cord from the back of the typewriter and plugged it into an electrical outlet.



1	Turn the switch on the left of the typewriter to the I (on) position.	The I/ON light flashes and the print unit slides to the left margin. When the light stops flashing, it means that the typewriter is ready for use.	There is an electronic demonstration built into your typewriter that lets you see some of the special things it can do. If you want to see it work, first turn the typewriter off and insert a sheet of paper. Then press the 1, 2 and 3 keys together and, at the same time, turn the typewriter on.
2	To turn the typewriter off, turn the switch to the O (off) position.		

BEGINNING TO TYPE

Each time you turn the typewriter on, the left and right margins are set to provide a standard line length. This means that you may begin typing immediately.

-	11	The state of the s	
1	Insert a sheet of paper, aligning the left edge with the triangle on the paper support.	di edel pullosmon lo locq	a se en entre la come
	port.	ad vinu field entities	Managan senting
2	Set the pitch selector to match the pitch on the daisy wheel you are using.		
3	Set the linefeed selector for single, one-and-a-half or double spacing.	Terobercole Local	To a sell many lace
4	Begin typing, pressing at the end of each line.	The print unit moves as you type and returns to the left margin of the next line when you press . The standard line is six inches long, with five tab stops and with the bell set to ring eight spaces from the right margin.	To type capital letters, hold down one of the SHIFT keys while you type the character. You may lock the upper case letters in place by pressing LOCK. To unlock the upper-case keyboard, press SHIFT. If you want to change the margins, see the module entitled "How to change the margins".
		of the properties	If you want to change the tab stop positions, see the module entitled "How to set tab stops".

CORRECTING THE LAST TYPED CHARACTER

The last 80 characters on the current line are always stored in the memory so that you may correct any typing errors automatically. Each time you press the key, the memory clears. This module explains how to correct the last typed character. The next one explains how to correct the other characters on the line.

You have just typed an incorrect character and haven't pressed the space bar. There is a spool of correcting tape in the print unit.

1	Press 🗷 .	The print unit backspaces once and erases the character.	If you are using COVER-UP correcting tape, press CODE E before you press X .
		not not to the time.	If you pressed the space bar after typing the incor- rect character, you must
	manus entre equit	The FOR Light Ray of Man Or	follow the instructions in the next module to correct it.

CORRECTING ERRORS ON THE CURRENT LINE

You may automatically erase up to 80 characters on the current line. Each time you press , the memory empties to make room for the next line.

■ There is an error on the current line and there is a spool of correcting tape in the print unit.

1	Press the key to position the print unit on the incorrect character. If you want to erase more than one character, keep in mind that the typewriter erases from right to left.	Triple Children erside or must be adularly on the business of	If the character to be erased is near the left margin, you may return to the left margin by pressing CODE RELOC
2	Press 🗶 .	The character is erased.	If you want to erase more than one character, hold the 🔃 key down.
	Storedan creed (2) or seasons or of the characters or one or one or	OF BAS CONTROLLED BY THE SEASON OF THE SEASO	If you exceed the memory capacity, the typewriter beeps and you may make additional corrections manually, following the instructions in the module entitled "Manual corrections".
3	Type the correct character or characters.		general a
4	Press RELOC .	The print unit returns to where it was at the beginning of the procedure.	

UTOMATIC CENTRING CODE—C

ou may centre a word or words automatically between the margins. The naracters that you want to centre don't print immediately; they are stored temperarily and print at the end of the procedure.

	Press CODE C .	The "EDIT" light blinks to alert you that the characters you are about to type will not print immediately.	If the typewriter beeps, is means you didn't pressing before pressing CODE—C. Press and begin the procedure again.
2	Type the characters that you want to centre (up to 80).	The characters are stored in the typewriter memory.	If you make a mistake press once to erase all of the characters you typed and then retype them.
	SALINA PARTITION		If you type more than 80 characters, the typewrite beeps. Press and retype the characters
3	Press:		churanter
	- E	The centred words print and the print unit goes to the beginning of the next line.	If you see that you have made a mistake, see the module entitled "Manua corrections".
	- RELOC	The centred words print and the print unit remains on the space following the last printed character. The "EDIT" light goes off.	If you see that you have made a mistake, you may correct it automatically as described in the module entitled "Correcting errors on the current line".

RIGHT ALIGNMENT CODE G

You may automatically align a word or words to the right margin. The characte don't print immediately; they are stored temporarily and print at the end of the procedure.

You have just turned the typewriter on or have just pressed

1	Press CODE G .	The EDIT light blinks to alert you that the characters you are about to type will not print immediately.	You may cancel the rigalignment command pressing . If the typewriter beeps, means you didn't prebefore pressing to before pressing code. Press and begin to procedure again.
2	Type the characters that you want to align (up to 80).	The characters are stored in the typewriter memory.	If you make a mistake press once to eract all of the characters yet typed and then retylethem. If you type more than a characters, the typewrite beeps. Press on and retype the characters.
3	Press:		
	٠ جا	The right aligned text prints and the print unit goes to the beginning of the next line.	If you see that you ha made a mistake, see to module entitled "Manu corrections".
	- RELOC	The right aligned text prints and the print unit remains on the space following the last	If you see that you ha made a mistake, you m correct it automatically

printed character.

The EDIT light goes off.

described in the modu

on the current line".

AUTOMATIC UNDERLINING CODE X

In addition to the conventional underline key that lets you underline printed characters, you may use the "automatic underline" feature to print an underlined character.

1	Press CODE X .	William British Berry Louis	M-Milleman
2	Type the characters that you want to underline.	The underlined characters print.	The underline symbol is stored together with the character. If you erase the character, the underline is erased as well.
3	Press CODE — X again.	The underline condition goes off.	
4	Continue typing normally.	Jogann	pressure project from the first

AUTOMATIC INDENT CODE MARGIN LEFT ,

This feature lets you automatically indent a line one inch from the left margin.

You are at the end of the line preceding the one you want to indent.

1	Press CODE — MARGIN LEFT .		Anna Anna Anna Anna Anna Anna Anna Anna
2	Press .	The print unit goes to a position one inch from the left margin of the next line.	ns licu imag erii ee ed ol mowerii
3	Continue typing normally.		THE THE MICHAEL

WORD ERASE CODE - (XI

This module explains how you may erase an entire word with a single command.

The word you want to erase is on the current line and you have a spool of correcting tape in your typewriter.

1	Use the key to position the print unit anywhere on the word to be erased.	non and inch from margin of the next	If you want to erase the word you just typed and you haven't yet pressed the space bar, you may go directly to step 2.
			If the typewriter beeps, it means that the word is no longer stored in the memory and you must make the correction manually.
2	Press CODE — 🗶 .	The word is erased.	
3	Type, if you wish, the correct word.		If the new word is one character longer than the one you erased you may backspace a half space to fit it in by pressing CODE IG. If you want to erase the new word, you must do it
4	Press RELOC .	The print unit returns to	manually.
	1,000	where it was when you began the procedure.	

MANUAL CORRECTIONS

If you want to correct errors that are no longer stored in the memory, you may do it manually as explained here.

■ There is a spool of correcting tape in the print unit.

1	Position the print unit on the incorrect character.		To erase an underlined character:
	Principle some per la year per per la	almost the war and and are to orde	Press . Type the incorrect character.
	You may pypala the e		• Press 🖾 .
	aleks Suba Sun	700000000000000000000000000000000000000	Type an underline.
2	Press 🗶 .	Liver toget were av T	
3	Type the incorrect character.	The character is erase	ed.
4	Repeat steps 1-3 for each in- correct character.	The post unit sile	
5	Type the correct characters.		

HOW TO CHANGE THE MARGINS

You may adjust the margin positions to lengthen or shorten the writing line.

1	Use the space bar or the key to move the print unit to the new left margin position and press MARGIN LEFT .	The new left margin replaces the old one.	You may bypass the existing left margin by pressing CODE MARGIN LEFT .
2	Use the space bar to move the print unit to the new right margin position and press MARGIN RIGHT.	The new right margin replaces the old one and the bell is set to ring eight spaces from the right margin.	You may bypass the existing right margin by pressing CODE MARGIN LEFT .
3	Press .	The print unit slides to the new left margin.	You may cancel both margins at once by pressing CODE TAB CLEAR .

HOW TO SET TAB STOPS

You may set up to fen tab stops. You may use them to indent lines to a given point or to align words or numbers in columns. You may also set special tab stops that automatically print a vertical line (|). This lets you use your typewriter to create charts and tables.

3		The decimal part ;	typewriter beeps.
		nad hedman stortwill hand to the store to th	If you try to set a tab stop on or outside a margin, the
	and leave	un ismbeb a soys	TAB CLEAR .
DE L	- CODE TAB SET to set a vertical line tab stop.	anders of your present a	To clear a vertical line tab stop, press CODE → I to reach it and then press
	- TAB SET to set a normal tab stop.	the obstallable par	press TAB CLEAR .
2	Press:	The time sain and	To clear a tab stop, press
1	Press the space bar to move the print unit to the position where you want to set a tab stop.	The character press	

HOW TO USE TAB STOPS

Once you have set tab stops, you may use them to align words, to align numbers on the decimal point, or to print vertical lines.

You have set the tab stops that you need.

1	Press:		
	- if you want to align words at the tab stop position	ever of size (gala fee	If it's a vertical line tab stop, the vertical line prints.
	- CODE if you want to align numbers on the decimal point.	The print unit slides to the first tab stop and the EDIT light blinks.	mayor district on the second of the second o
2	Type any words or numbers that you want to align.	If you pressed , the words print right away. If you pressed CODE and type a decimal number, the whole number part and the decimal point print when you type the decimal point. The decimal part prints immediately. If you type a whole number, the number is stored and doesn't print until the next step.	If you want to cancel any of the stored characters, press .
3	Repeat step 1 to access another tab stop or press to go to the next line.		

SPECIAL SYMBOLS IS

Several of the keys on your typewriter have more than two symbols. The ones on the left are the ones that print when you press them by themselves. You may print the symbols on the right by pressing the key together with the KB key.



1	-	If you want to print bol on the lower rig	
		keytop, press KB er with the key.	togeth-

- If you want to print the symbol on the upper right of the key, press the SHIFT LOCK key first and then press KB together with the key.

The character prints.

The shift lock light goes on and the character prints.

You may set the keyboard to always print the symbols on the right by pressing KB together with the shift lock key. The EDIT light goes on. To restore the symbols on the left, press KB and shift lock again. The EDIT light goes off.

FUNCTION KEYS

KEY BASS TOTAL	WHAT IT DOES
MARGIN LEFT	Sets the left margin.
MARGIN RIGHT	Sets the right margin.
TAB SET	Sets a tab stop.
→	Moves the print unit to the next tab stop.
LOCK	Locks the upper case keyboard. The light goes on when you press the key.
TAB CLEAR	Cancels a tab stop.
RELOC	Moves the print unit to the space following the last printed character.
KB	Prints the symbols to the right of the keytop.
space bar	Moves the print unit forward one space.
K	Moves the print unit backward one space.
(X)	Erases the character or command.
له.	Returns the print unit to the left margin of the next line.

FUNCTIONS OF THE CODE KEY PLUS ANOTHER KEY

KEY COMBINATION	WHAT IT DOES
CODEC	Centres words between margins.
CODEG	Aligns words at the right margin.
CODE TAB SET	Sets a vertical line tab stop.
CODE TAB CLEAR	Cancels an entire line format (margins and tab stops).
CODE <mark>→ </mark> → I	Aligns numbers on the decimal point.
CODE — IH	Backspaces the print unit in half steps.
CODE X	Erases a word automatically.
CODE RELOC	Moves the print unit to the beginning of the current line.
CODE MARGIN RIGHT	Moves the print unit to the center of the platen for replacing the daisy wheel.
CODE X	Underlines automatically.
CODE L	Sets minimum impact.
CODE H	Sets maximum impact.
CODE E	Used in erasing with COVER-UP correcting tape.
CODE MARGIN LEFT	Overrides the margin.



RIBBON CARTRIDGE

Several ribbon types are available to guarantee aesthetically pleasing copy. You should get in the habit of changing the ribbon not only when the old one runs out, but also when a particular job requires a different ribbon type.



1 Lift the cover to access the print unit. 2 Lift the rear of the ribbon cartridge and remove it.

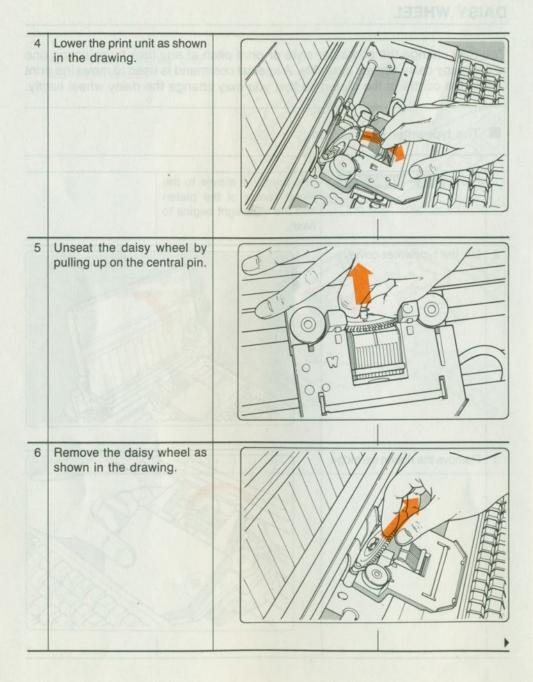
3 Turn the colored knob of the new cartridge slightly until the ribbon is taut. Insert the front of the new cartridge, tilting it towards you, and then press lightly on the rear to seat the ribbon firmly. Replace the cover.

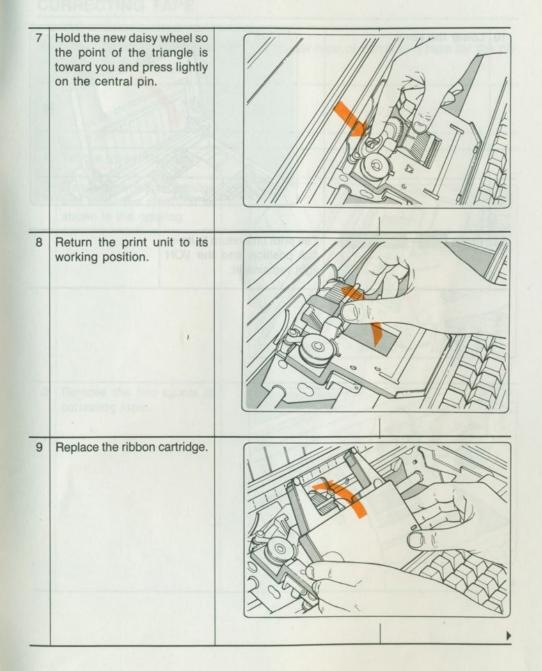
DAISY WHEEL

You may change the character style or print pitch at any time by selecting one of the many daisy wheels available. A special command is used to move the print unit to the centre of the platen so that you may change the daisy wheel easily.

■ The typewriter is turned on.

1	Press CODE MARGIN RIGHT .	The print unit moves to the exact centre of the platen and the I/ON light begins to flash.
2	Lift the typewriter cover.	
3	Remove the ribbon cartridge.	





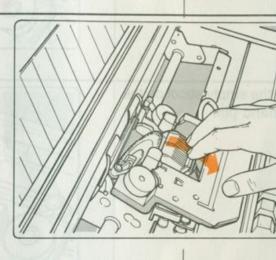
MARGIN RIGHT . The print unit return to its initial position and the I/ON light remains lit.

CORRECTING TAPE

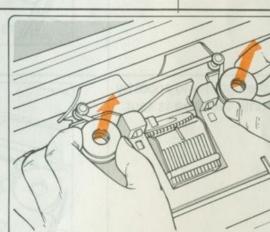
You may correct typing errors with the proper type of correcting tape f bon you are using.

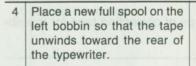
1 Lift the typewriter cover.

2 Remove the ribbon cartridge and lower the print unit as shown in the drawing.

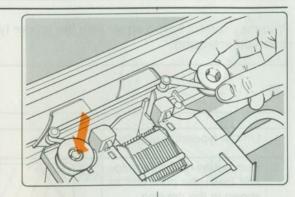


3 Remove the two spools of correcting tape.

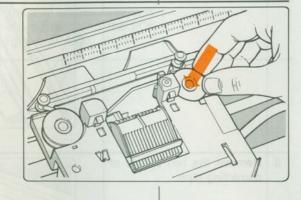




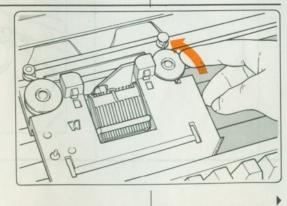
Pass the tape behind the left tape guide and unwind it towards the right, passing it behind the right tape guide.



5 Place the empty spool on the right-hand pin.



6 Wind the right-hand spool by hand until the tape is taut.



7	Return the print unit to its initial position and replace the		
	ribbon cartridge.	fol 8.61 company on 8.42	
8	Lower the typewriter cover.	(militar resuperors extern	iges

Height	12.0 cm (approx. 4.7 in)
Width	41.8 cm (approx. 16.5 in)
Depth	33.3 cm (approx. 13.1 in)
Weight	4.5 kg (approx. 9.9 lb)

Electrical specifications

The table to the right lists all of the versions in which this product is manufactured, in accordance with national electrical standards.

Voltage and frequency	I _(A)	P _(W)
100 V~ 60 Hz		22
120 V~ 60 Hz		22
220 V~ 50 Hz		22
240 V~ 50 Hz		22
115 V~ 60 Hz	0.25	7 m

This equipment conforms to EEC Directive 82/499 regarding the prevention and elimination of radio frequency disturbances.

This equipment generates and uses radio frequency energy and if not installed and used properly, i.e., in strict accordance with the operating instructions, reference manuals, and the service manual, may cause interference to radio or television reception. It has been tested and found to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a residential installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- · reorient the receiving antenna
- · relocate the equipment with respect to the receiver
- · move the equipment away from the receiver
- plug the equipment into a different outlet so that equipment and receiver are on different branch circuits
- check that PC board mounting screws, connector screws, and ground wires are well secured
- check that PC board slot covers are in place when PC boards are not mounted
 If necessary, the user should consult the dealer for additional suggestions. The
 manufacturer cannot be held responsible for the interference caused by
 unauthorized modifications to the equipment.

Connecting of peripherals not supplied by the manufacturer to this equipment requires the use of grounded shielded cables.

Ing. C. Olivetti & C., S.p.A. reserves the right to make improvements to the product described in this manual at any time and without prior notice.

The information in this manual is guaranteed to be the most recent available as of its issue date and its proper use is the responsibility of the customer.

Olivetti provides no guarantee (with particular regard to any errors or operating difficulties) and assumes no responsibility for direct or indirect damage resulting from the use of this documentation.

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