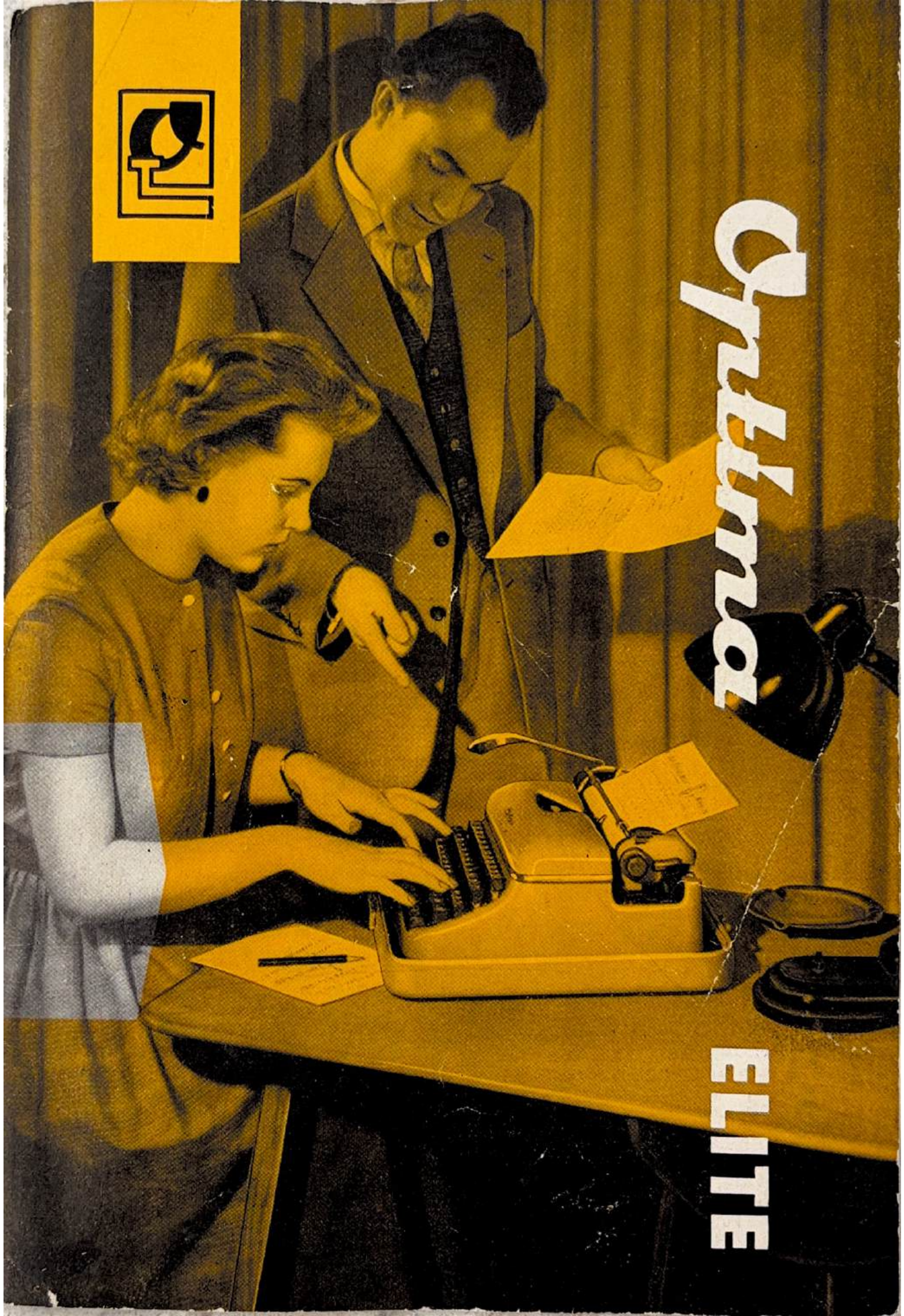
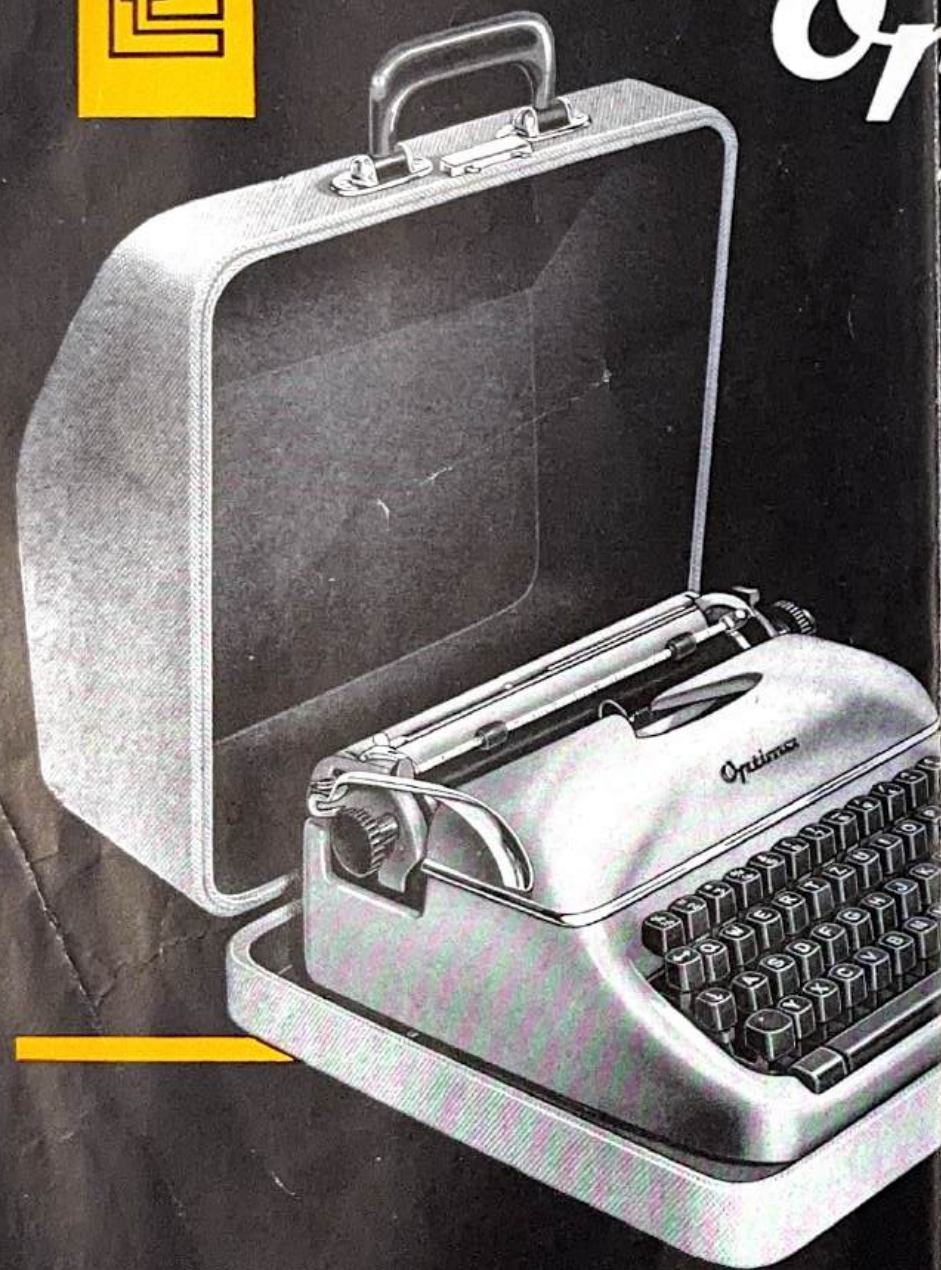




Cyrtina

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The compact OPTIMA with tabulator is supplied in a carrying case of wood or imitation leather, together with a cleaning outfit which is neatly attached to the inside of the cover. The leather case contains a compartment for your notepaper.



The lid and base of this carrying case are detachable, and whilst you may use your OPTIMA with base attached, it is recommended to remove same for prolonged typing. This simple operation is carried out by removing the four screws seen on the underside of the base, your typewriter will now lift from the holding studs, which are sufficient to grip the machine for normal carrying purposes.



If the OPTIMA is to be placed in the case again put it on the holding studs and press down the top plate (**not the carriage!**). Then the typewriter will be firmly fixed on the base again. The four screws are but an additional safety element during transport and must not be fastened again. Should the OPTIMA you have selected be supplied in a leather case, you can remove same by lifting the machine retaining board tabs, ease slightly back-

wards whilst lifting in order to clear the two front holding clips. Use the same method to remove from retaining board as described in the above paragraph. When writing without base of case, put a felt plate under the typewriter for deadening the noise.

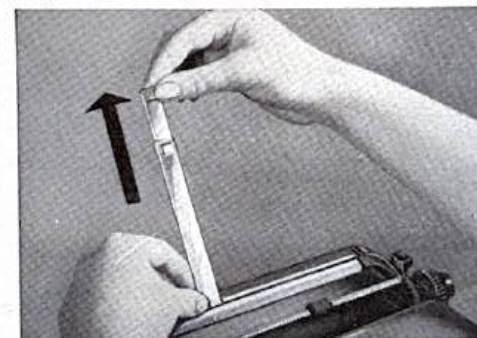
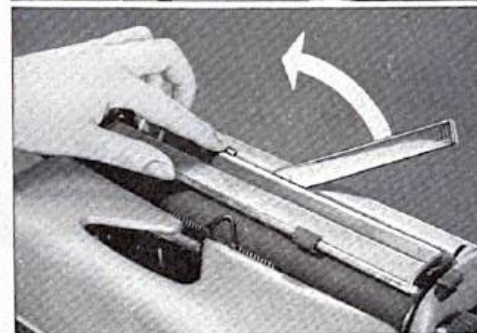
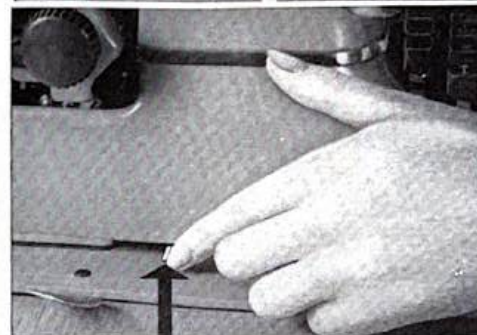
Carriage lock

To protect the carriage of the OPTIMA from damage during transport, the former is secured against movement in either direction by the carriage lock (21). The carriage is automatically locked when reaching its central position, provided the lock itself which projects from the left hand side of the housing has been pushed to the fore, in its rear position the carriage is released.

Paper support

The paper support (3) is positioned directly behind the paper rest (7). Pressure on the releasing lever (4) brings the support into its operating position.

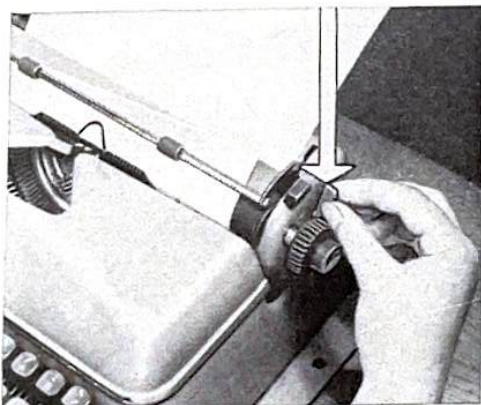
The graduated rail of the paper support serves as a page-end indicator. It can be pulled out to the desired height.





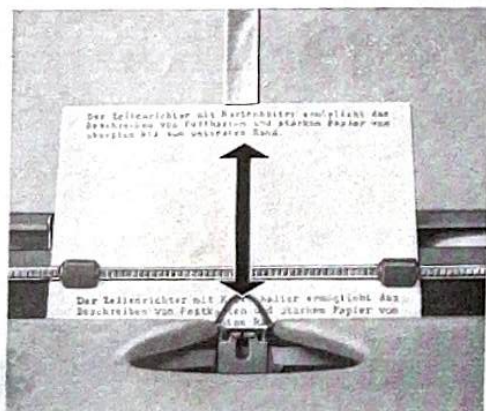
Paper insertion

To insert paper raise paper holder to upright position and place carriage in a central position. Now insert the paper between the paper rest (7) and the platen (12) turn to the required position by means of the platen knobs (14) or (20) and return paper holder to its down position. The paper conductor (8) which at the same time serves as an erasing plate, prevents the paper from coiling round the platen (12).



Paper release

Should the paper need adjustment after insertion, raise once again the paper holder (6) and pull towards you the paper release (32) the paper can now easily be moved to any position required, finally returning the paper holder and paper release to their former positions.



Line scale and card holder

The line scale with card holder allow postcards and thick paper to be typed from top to bottom edge, and remember that the paper holder rollers (5) function best when set one inch inside the paper edges. The line scale is also used as an alignment guide.

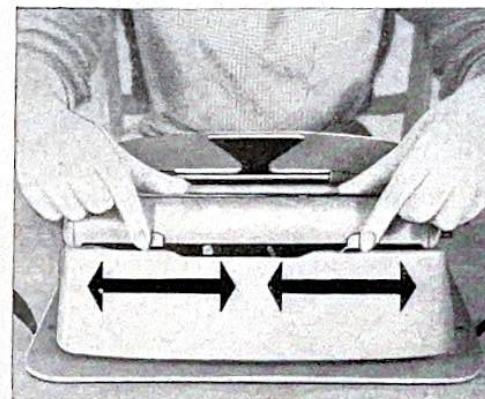
Ruling

To obtain a horizontal or vertical line, place your pencil into one of the two notches on the line scale, thus by turning the platen or moving the carriage the necessary line may be drawn. At all times protect your platen with a second sheet of paper if only one copy is needed.



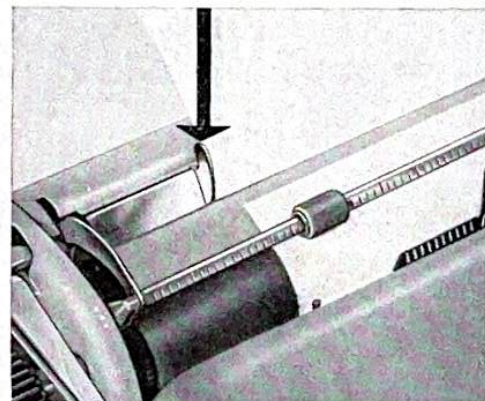
Setting the margin

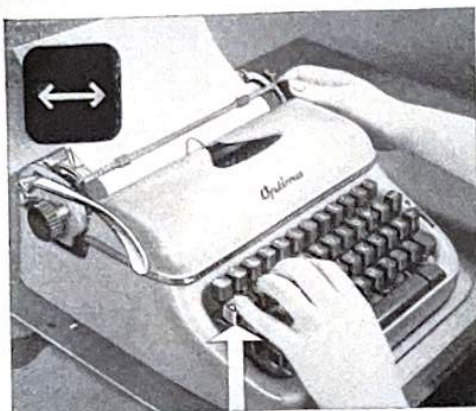
The margin stop settings can easily be made by depressing the shaped finger rests (R. H. 33 L. H. 34) placed behind the carriage. Use can be made of the line scale (10) and paper holder rail with graduated scale (6) to ensure accuracy of your left hand setting (34). The end of line is indicated by a bell warning providing sufficient spaces to complete an average word.



Paper guide

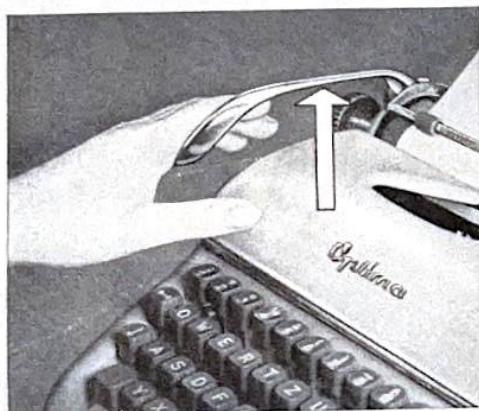
The paper guide (1) ensures both constant and speedy paper insertion, being adjustable according to writing line required. It may be shifted to line 10 of the graduated scale (6).





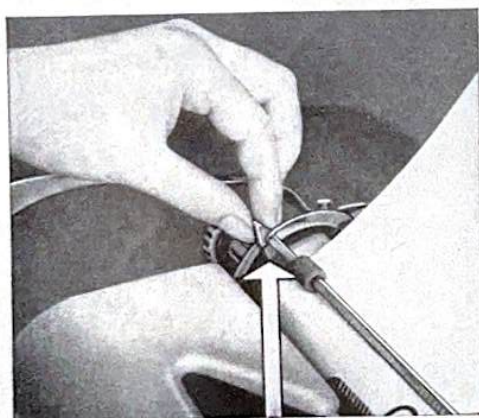
Margin release

The margin release key (24) enables you to exceed both L. H. and R. H. margin stops, on the right hand for instance having reached a complete stop — yet requiring further space, press the margin release which will allow typing to maximum of paper. A similar action is required for the L. H. stop but remember to keep the margin release depressed whilst moving carriage to the right.



Line space lever

Pressure in the line space lever (22) positioned for use by the left hand, firstly brings the paper into position for the next line, simultaneously returning the carriage to the right. Don't adjust the line space by turning the platen knob but use the line space lever.



Line spacing

To obtain your required spacing between lines adjust the line space switch (2) to either of its three indicated positions:

Three line spaces are possible:

One-lined: Adjustment in the rear

One-and-half-lined: Adjustment in the middle

Two-lined: Adjustment in front

Typing and key depression

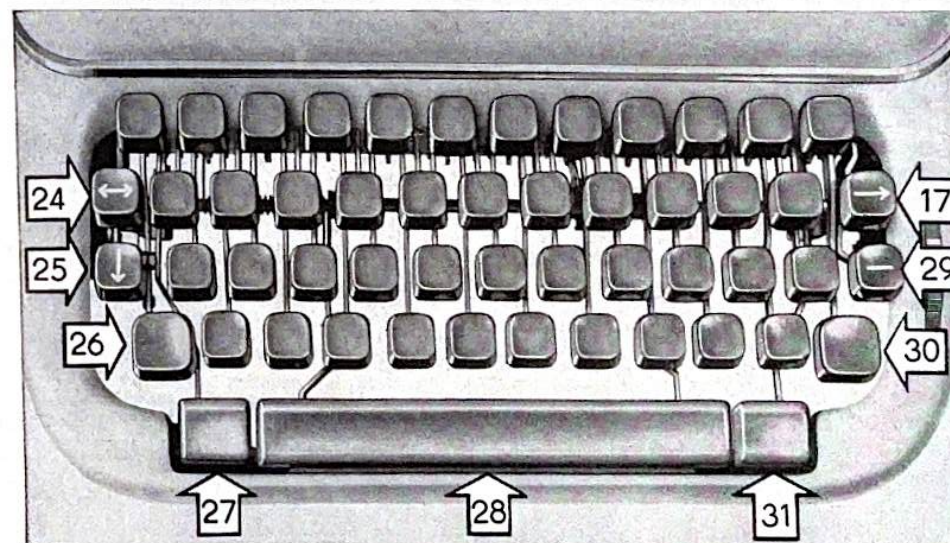
In order to ensure smooth and uniform typing use short, even, light finger movements. Your OPTIMA is adjusted for this "touch" thus providing more speedy results.

The keyboard

The keyboard contains:

Back spacer 17	Shift lock 25	Tabulator 31
Right shift 30	Margin release . . . 24	Tab set 27
Left shift 26	Space bar 28	Tab clear 29

The 44 keys provide 88 characters, which may consist of several accents or dead keys according to the language required, the word dead is used because the carriage does not move when such a key is depressed. When needing the circumflex accent (^) type the acute (´) and grave (`) together.



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1

1½

2



Shift key and shift lock

The shift keys (26 & 30) provide capitals and other top characters on the key heads, when needing all capitals and top characters press the shift lock (25). To cancel, lightly press the left hand shift key (26).



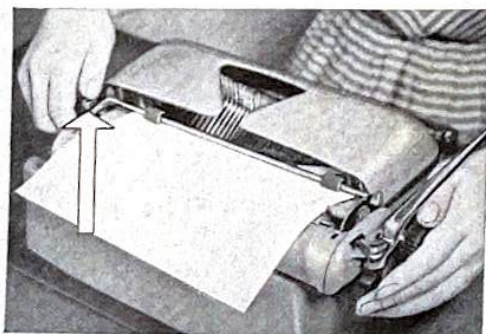
Back spacer

When operating the back space key (17) the carriage is moved backwards one position.



Space bar

Spaces between words etc., are obtained by pressing the space bar (28) the thumb is generally used for this purpose.

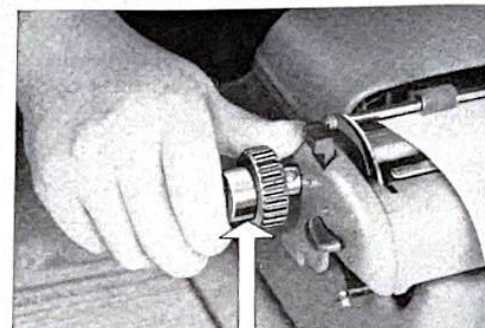


Carriage release

To move the carriage freely in either direction, use the carriage release (13) putting your left hand to the left end of the carriage.

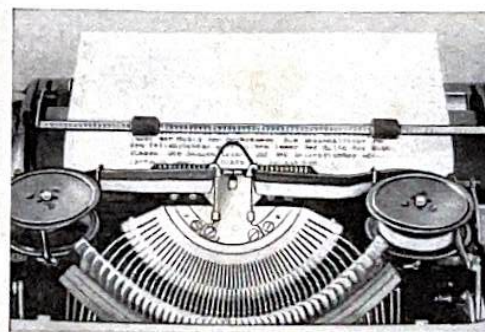
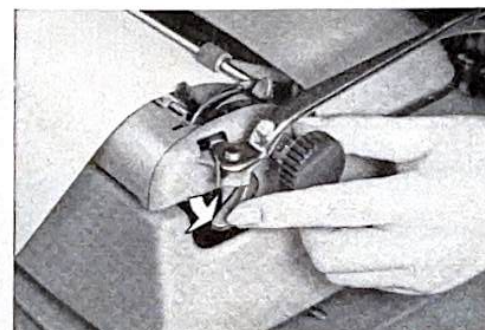
Fractional line spacer

Should you wish to type upon a given line, press the fractional line spacer (15) and turn either platen knob (14—20) to the position where your required typing line is level with the line scale's (10) top edge.



Platen release

When the platen release lever (19) is pressed to the down position you may type between lines, or to any part of your paper and by returning this lever to its up position your original writing line is easily selected.

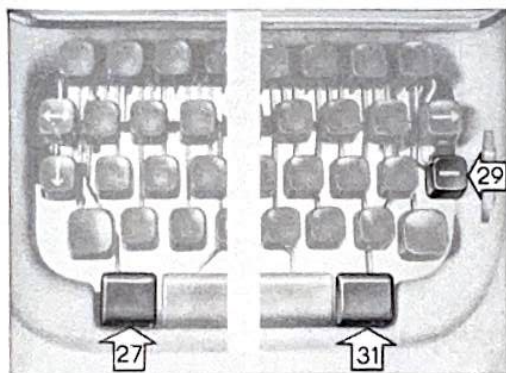


The graduations on the line scale (10) always correspond with the centre of each letter, which is a great help when planning or setting out a letter or stencil.

Colour control and stencil switch

Ribbons may be obtained in many two/colour combinations, the most common being black/red, your colour control (18) is therefore marked in these colours and selection is made by turning backwards or forwards. The white position switches off the ribbons for stencil cutting etc.





Tabulating

When preparing to type lists, columns, paragraphs etc., the tabulator unit of your OPTIMA will save you much time with greater accuracy. Firstly bring your carriage to the extreme right and press the tab clear key (29) thereby eliminating any previous setting. Now insert your paper and with the tab set key (27) press the tab stops into all positions required — the paper can be previously marked for this purpose if necessary. By use of the tab key (31) all set positions may be obtained always

remembering to keep the tab key depressed until the carriage stops. Having completed this work, carry out the "clearing" procedure as mentioned earlier.

Examples (words)

20	35	50	65
James	Pamela	Blue	Green
George	Katie	White	Scarlet
Harry	Nellie	Yellow	Black
William	Betty	Pink	Brown

Examples (figures)

10	20	30	40	50	60	70
746,62	469	833,6	643			
28,4	10564	5,742	86			
14639,398	6148	7143,97	844513			
7258,6	47395145	72,853	5838			
922,87	834279	5,6	24			

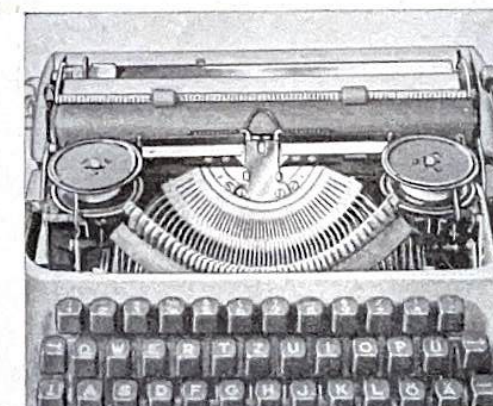
The class of work you have to complete will decide where to set your "stops" for instance, the examples shown above indicate in the columns of words that stops have been set at four positions to comply with the graduated scale on the paper holder (6).

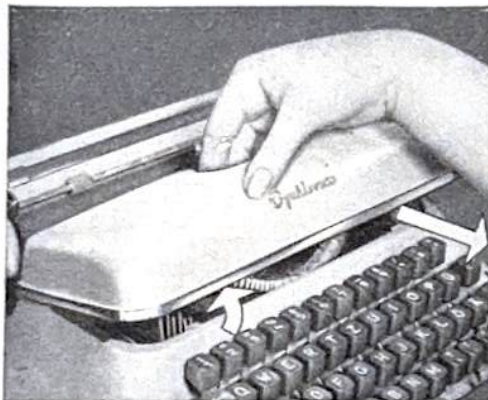
When needing columns of figures you will select the most common digit as a "stop" guide and back space to other positions as required.



Colour ribbons

The OPTIMA takes a 13 m.m. two-colour ribbon which is automatically wound and reversed from one spool to the other during the process of typing.





Fixing a new ribbon

Remove top plate (16) by lifting and pulling to the front. Wind the worn ribbon to one of the two spools. Pull out the spool caps and remove the empty spool. Now free the ribbon from the hook and press the shift key (26) this action affords more easy access to the ribbon carrier (9) from which the ribbon must now be removed.



Should a single colour ribbon be desired, economy in use may be obtained by changing the spools to opposite sides thus using the reverse half.



When fixing a new ribbon, the old one has to be wound up with your finger on one of the two spools.



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Replace the old ribbon carrying the full spool by the replacement, and attach the free end to the hook of the empty spool and replace — making sure the driver pin engages in one of the three holes which can be seen around the centre of both spools. Finally insert the new ribbon into the carrier making sure the black is on top and release the shift key (26) by slight pressure.



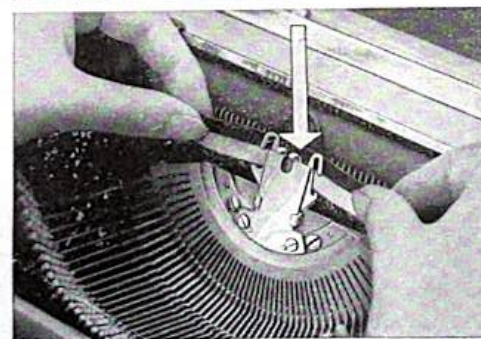
The old ribbon is removed from the emptied spool and the new ribbon is hung on the hook in the correct direction.



The driver pin has to engage in one of the three holes of the spools.

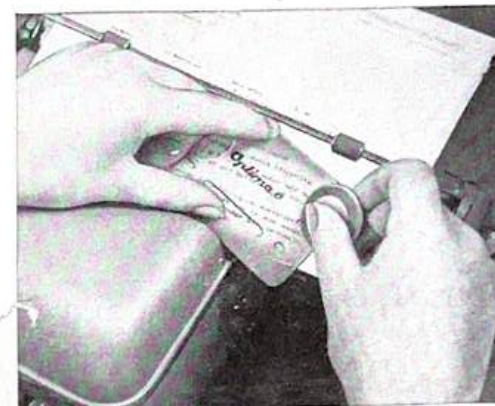


The new ribbon is inserted from behind in the lateral slots of the carrier.



Erasing

Always remember eraser dust damages your typewriter mechanism, therefore according to the position of error move the carriage as far as possible to either right or left — now turn your paper so that the area to be erased rests upon the erasing plate (8). An eraser shield is advantageous for the protection of correct characters. If copies are being made with the use of carbon paper, insert a piece of paper behind the carbon to avoid smearing. A softer rubber should be used on the copies.



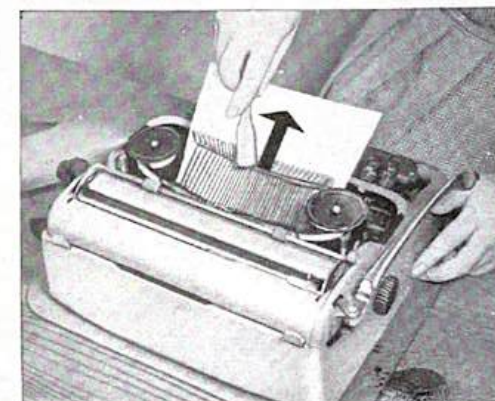
Care of your typewriter

At regular intervals clean all accessible parts with a brush and soft cloth. The type may be cleaned with a plastic preparation (type cleaner) or with a type brush supplied for the purpose. Protect the mechanism when carrying out this operation by inserting a sheet of paper beneath the type bars, and the brush movement should be towards the keyboard.

Never use a pin or paper clip for this purpose. The platen can be cleaned with methylated spirits. Petrol will damage the rubber. Oil your OPTIMA very occasionally with special typewriter oil **ONLY** making sure the old oil dust stains are removed beforehand.

Do not oil the type guide (9) or type bars at any time, and always please remember, too much oil can do more harm than good.

A typewriter mechanic should occasionally examine your machine and make any necessary adjustments. Finally it is recommended that you replace your OPTIMA in the case after use thus avoiding exposure which in time may cause damage.



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Optima

ELITE

Portable Typewriter

One had always wished for an ideal portable typewriter like this: one can rely on it the same as a large office typewriter, high typing comfort, stable and moreover extremely handy, able to be used everywhere for any purpose.

OPTIMA ELITE

unites all these advantages in itself, then it contains setting tabulator (for lists, statistics, calculating etc.), standardized keyboard with modern block type keys (ten finger typing), 3-fold adjustment of the lines, automatic changing-over of the ribbon, table for erasing, commutation of the ribbon zone, marginal adjuster, marginal release, platen release, carriage setter, hinged paper support with scale extension, removable front covering (easier changing of the ribbon and convenient cleaning) etc.

With its stylish shape, in modern coloured silky lustre, it is at the same time a precious ornament, which one can place on the typing table at home or in the office.

The fitting out of the typewriter with an elegant case increases its value as an indispensable companion when travelling.

