Te 318

Real-time Communications Terminal

Olivetti

Te 318

Real-time Communications Terminal

Operator's Manual

In order to obtain the best results from the Te 318 terminal and use its exceptional performance to the full, the instructions for use which follow should be closely observed.

The terminal is connected by means of two cables to a line unit (connector unit, control box, etc.) which provides the power supply and connects it to the transmission line. The terminal can be equipped with a third cable for connecting optional external auxiliary equipment.
The line unit contains all the requisite devices, lamps, and control keys necessary to establish communications and maintain proper working, depending on the system adopted.
The procedures for calling up and establishing links are illustrated in the manuals dealing with the line unit or particular service for which the machine is used.

Before using the machine, check that the power transformer is at the correct setting for the local current supply (the machine is pre-set at 220 V A.C.), that there are ample supplies of paper and tape, and that the chad box is not full.

Use of the keyboard

1 **« Del » key**

Sends the corresponding « delete » character. This key is also used, if pressed for at least half a second, to start the motor.
The motor starts automatically on receiving any signal and stops automatically after the machine has remained inactive for about a minute.

2 **« New line » key**

This is used to start a fresh typing line using only one command, which automatically transmits the corresponding signals.

3 **« Release » key**

This is used to free the keyboard when this has locked as the result of two keys being depressed simultaneously.

4 **« Here is » key**

This key releases the automatic answer-back device which automatically sends the group of up to 20 prearranged characters that make up the identity code of the machine.

5 **« Enq » key**

This sends a signal to the remote machine causing it to answer back automatically.

6 **« Bel » key**

This rings a bell on the remote machine, to attract the attention of the operator.

7 **Space bar**

This sends the character which causes the printing head to move one space forward.

8 **« Run-out » key**

This is used for continuous transmission of the signal commanded from the keyboard.

9 **« Shift » key**

This is used to select one of the two characters available on each typing key.

When the « shift » key is in the **up** position, small letters are transmitted, or the character marked on the lower part of the non-alphabetic keys.

When the « shift » key is **down**, capital tetters are transmitted, or the character marked on the upper part of the non-alphabetic keys.

There may be one or two « shift » keys, according to the keyboard layout.

10 **« Shift lock » key**

This key is used to depress the « shift » key and keep it locked in the down position.
To release the « shift lock », and allow it to return to the normal position, simply depress the « shift » key.

11 **« Print-on » key**
12 **« Print-off » key**

These keys send the characters which determine the inclusion or exclusion of the print function on the transmitting machine and all other machines connected to it.

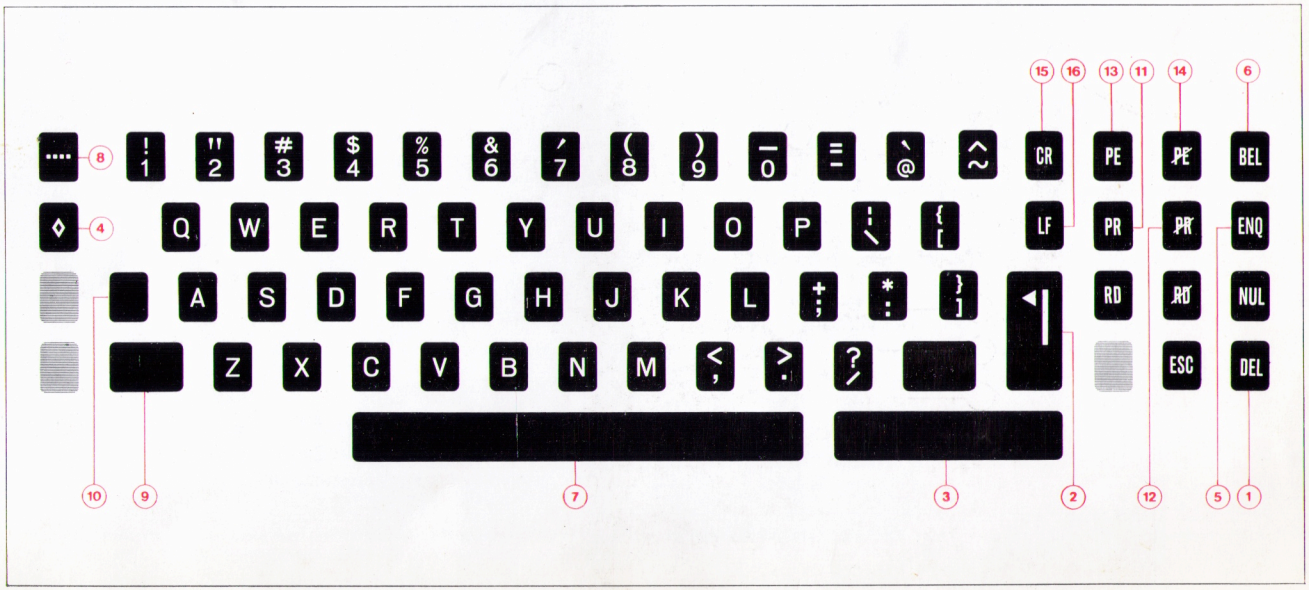
13 **« Perf-on » key**
14 **« Perf-off » key**

These keys send the characters which determine the inclusion or exclusion of the reperforator on the transmitting machine and all other machines connected to it.

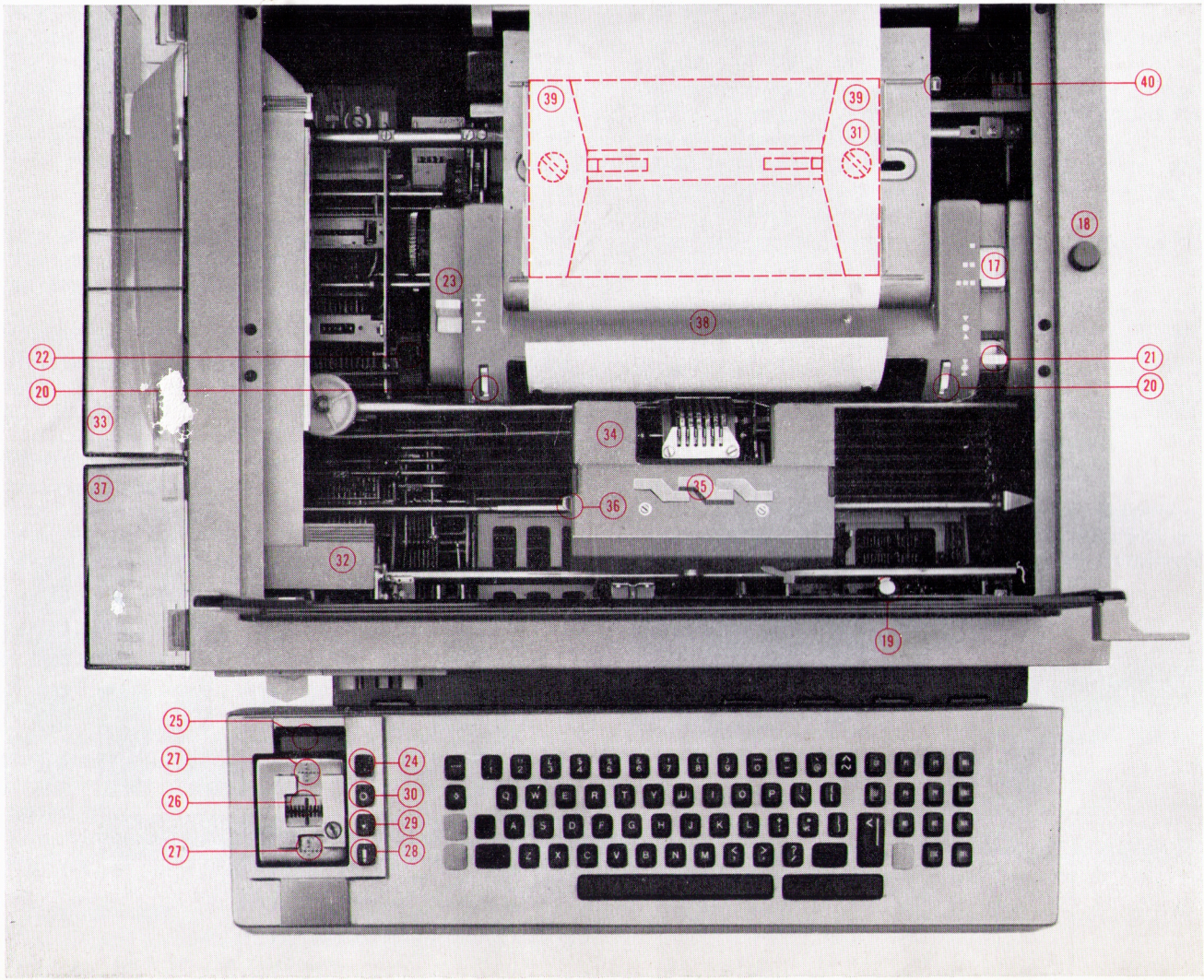
15 **« Carriage return » key**
16 **« Line feed » key**

These keys are for use if these functions should be required separately.

One of the keyboard layouts of the Te 318 terminal



17 Line feed lever
18 Continuous paper feed and carriage return
19 Adjustable bell trip
20 Ring nuts for withdrawal of sprocket feed teeth
21 Platen release lever
22 Platen knob
23 Paper release lever
24 Push-button for raising reader head
25 Tape tensioning lever
26 Reader head
27 Locating studs
28 Reader « start » button
29 Reader forward space button
30 Reader « stop » button
31 Paper flange lock
32 Reperforator input plate
33 Tape roll container
34 Ribbon cartridge
35 Cartridge locking lever
36 Type impact control
37 Chad box
38 Platen cover plate
39 Paper guide
40 Thermal cut-out



Printing and paper control

Two-colour printing

The transmitted text is printed in **red**; the text received is printed in **black**.
The two-colour ribbon must be fitted with the red part uppermost.

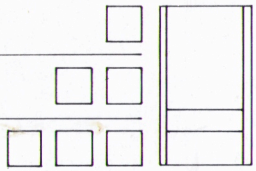
Line feed

The line feed selector lever **17** is used to set the vertical spacing at one of the following intervals:

4.23 mm ($^1/_6$ inch)

6.34 mm ($^1/_4$ inch)

8.46 mm ($^1/_3$ inch)



Continuous paper feed and carriage return

The continuous feed push-button **18** is used to feed out the paper continuously from the machine, at the same time actuating the carriage return.

End-of-line indicator

An adjustable bell, which is set by using the adjustable trip **19**, indicates when the printing head is approaching the end of a line: normally the bell is set to ring at the 59th stroke.
When the end of the line has been reached nothing further is printed, and the typehead remains stationary.

Automatic line feed and carriage return

If any further characters are received for printing, after the printing head has reached the end of a line, the machine automatically line-spaces and the printing head returns to the beginning of a fresh line.

Platen release lever

Lever **21** allows the platen to be rotated freely by hand, using the platen knob **22**.

Position ▽○△ the platen is locked

Position ▽○△ the platen is free and can be turned by hand in either direction

Paper release lever

Lever **23** is used to enable the paper to be centralised on the platen.

Position ▽△ the page is held firm

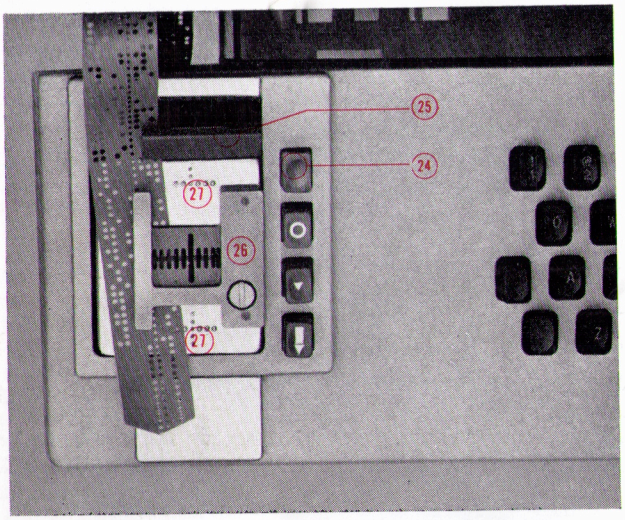
Position ▽△ the page is free and its position on the platen can be adjusted

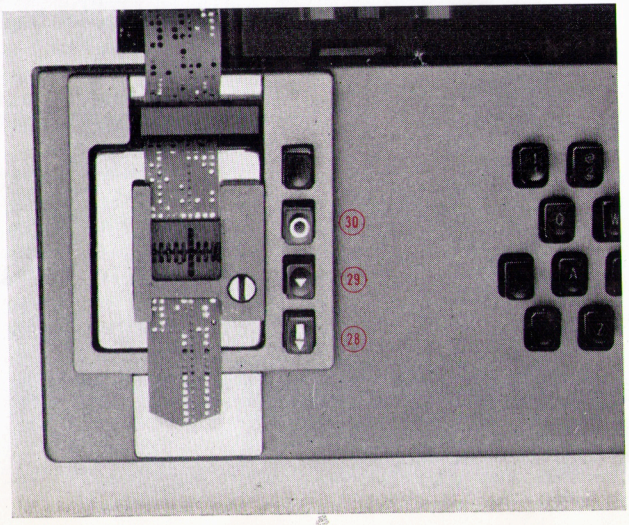
If the platen release and paper release levers are left in the « free » position, they automatically return to their normal position the first time the machine line-spaces.

Ring nuts, for withdrawing sprocket feed teeth
(only for sprocket feed platen)

The two ring nuts **20** withdraw the sprocket feed teeth, so as to make paper insertion easier.

Tape reader





The tape reader, built-in on the left-hand side of the keyboard, automatically sends information punched in tape, using the same serializer and send contacts as the terminal.

Inserting the tape

Depress push-button **24**: the reader head **26** and the tape tensioning lever **25** then lift up.
Insert the end of the tape sideways under the head, passing beneath the tape tensioning lever. Check that the tape is correctly inserted (from the point where the text commences) and that the feed holes are in the fourth track from the right.
Centralise the tape properly in position, making sure by touching it that the raised locating studs **27** project through the holes in the tape. Having centred the tape properly, push the head **26** down again.

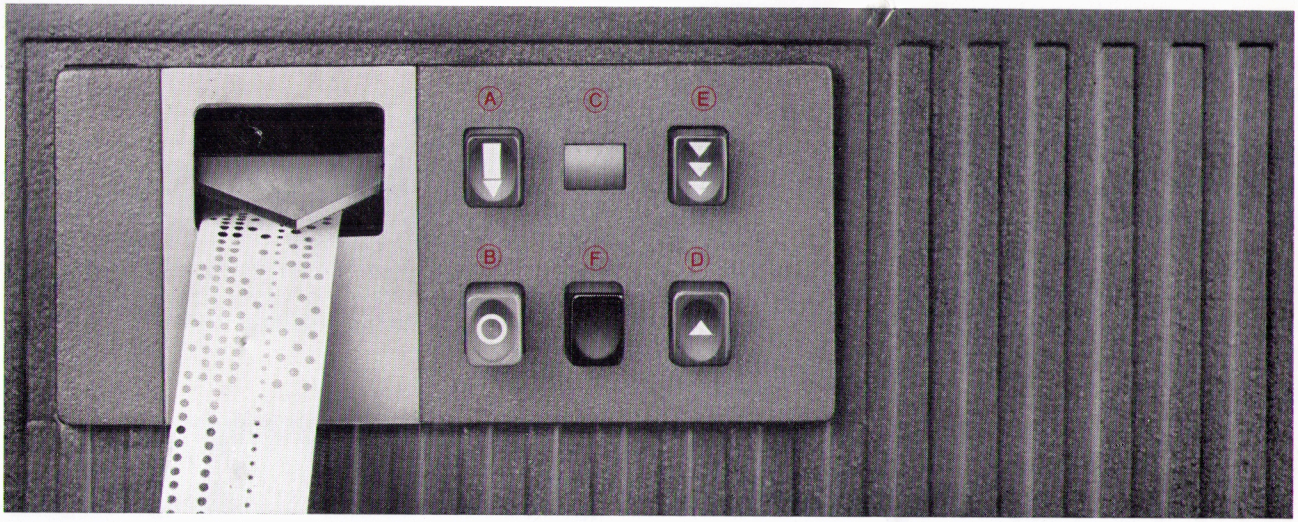
Starting up the reader

Push-button **28** is used to start up the tape reader.
Push-button **29** makes the reader read one character only on the tape and move forward one space each time the button is depressed.

Stopping the reader

Push-button **30** stops the reader.
The reader stops automatically when the tape finishes or if it is too taut, or on reading a specified character.
The necessary setting for the inclusion or exclusion of this function can easily be done by a mechanic.

Reperforator



This punches each message sent or received. To include the reperforator depress push-button **A**. To exclude it, depress push-button **B**. The indicator **C** shows **red** when the reperforator is included, and **green** when excluded.

Single back-space
Push-button **D** back-spaces the tape one space.

Continuous tape feed-out, with punching
Push-button **E** feeds the tape out continuously whilst the reperforator continues to punch the last signal set up.

Removal of the tape without punching
Push-button **F** releases the tape, and allows it to be pulled out by hand.

« Enq » character
The « enq » character is not punched.

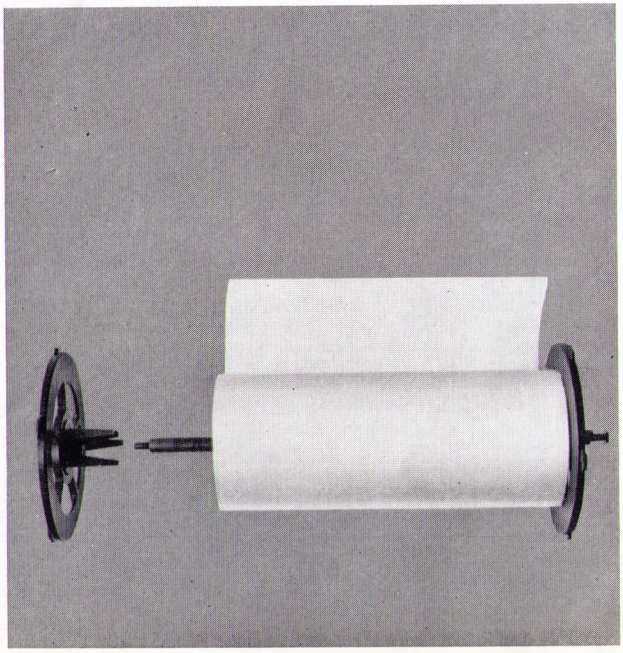
Tape cutter
This is used to shape the tape to the form of a V, to indicate the direction in which the tape is to be read.

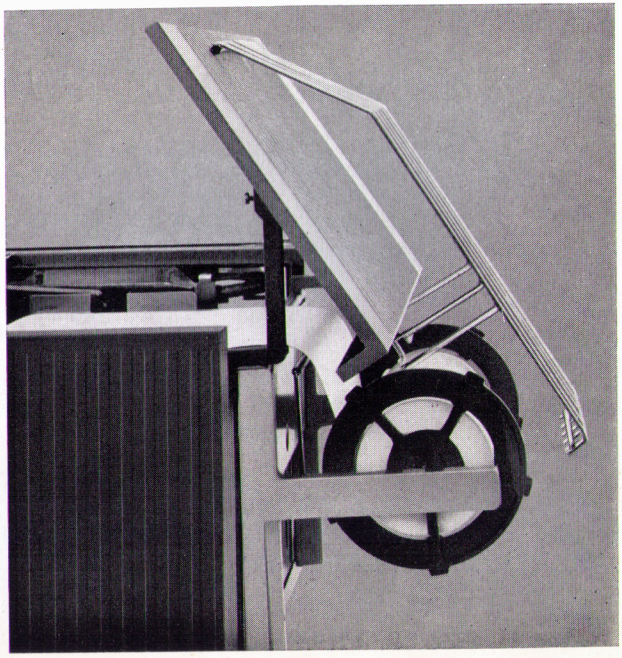
Error correction
Incorrect characters are cancelled by punching the « delete » character (eight holes) on top of them.
In order to correct wrongly punched characters the tape must be back-spaced by as many spaces as there are characters to be cancelled, and the « delete » key must be struck as many times. Then type the corrected text.
When the punched tape, which has been corrected in this way, is transmitted, the « delete » characters will automatically cause the receiving station to carry out a number of inoperative cycles, so that no trace of the corrections will be apparent in the printed text.

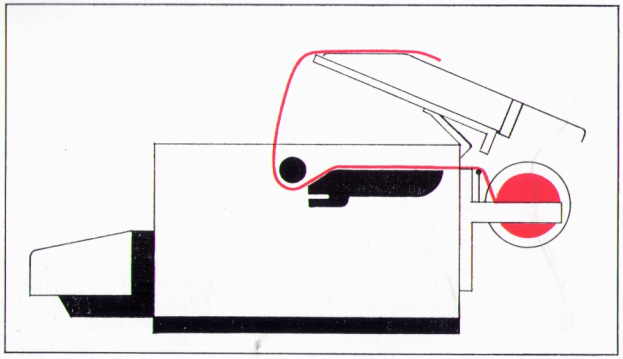
Instructions for use

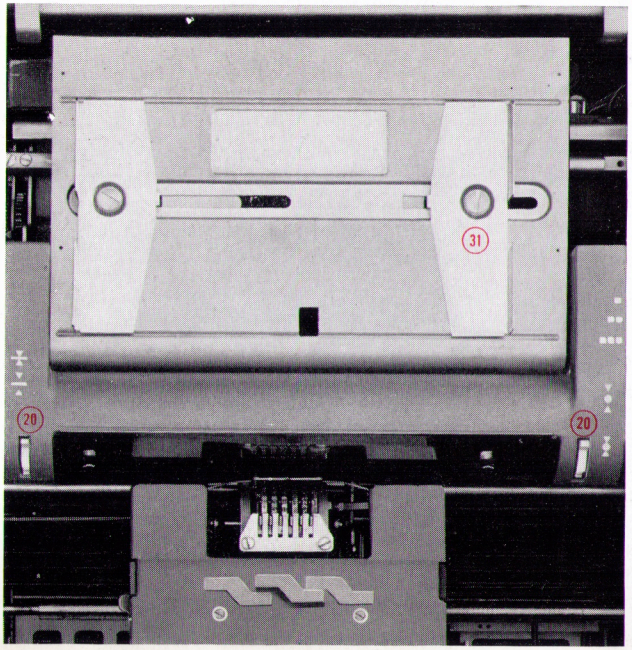
Replacing the paper roll
(for machines with normal platen feed)

Open the upper doors, move the platen release lever and paper release lever, and pull the sheet of paper to the rear.
Depress the paper tensioning arm, remove the tube behind the machine, which carries the paper roll, and slide off the movable flange and used roll of paper. Insert the new roll on the tube, taking care that it will unroll the right way round, and replace the movable flange, pressing it right home against the paper roll.
Fit the paper roll support tube at the back of the machine, taking care that the movable flange is on the right. Use the slot which is the furthest to the rear for rolls 17 cm ($6\,^3/_4$ inches) in diameter.
Unroll the paper, pass it over the paper tensioning arm to the paper guide, and then under the platen. To adjust the guide to the width of the paper, the right-hand side can be moved by unscrewing the locking screw **31** with a coin. **Under no circumstances must the left-hand side be moved.**
Centralise the paper on the platen and return the platen release lever and paper release lever to their normal position.
Use push-button **18** to bring the paper out a little, then close the upper doors, making the paper come out through the slot between them.



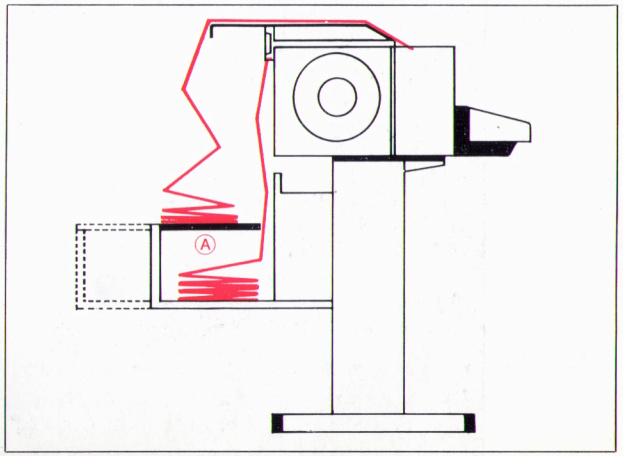


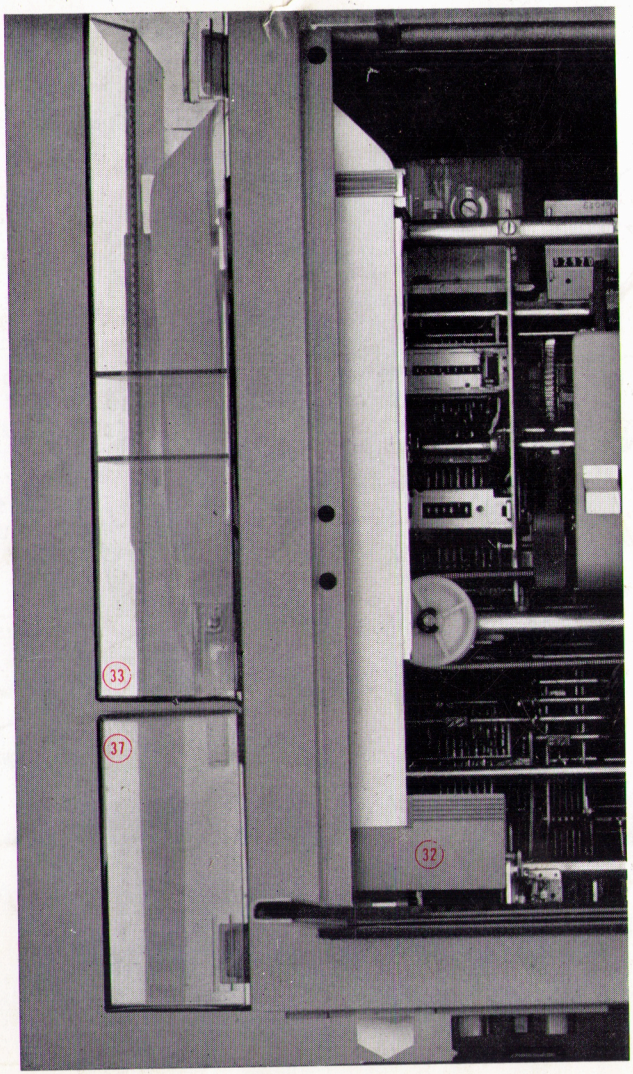




Inserting batches of forms
(for machines with sprocket feed)

Open the upper doors of the machine and release the platen release lever.
Make sure that the green push-button, situated on the right-hand side of the machine under the platen release lever, is depressed.
Raise up the hinged panel **A** of the support and place the pack of forms on the lower surface: lower **A**. Turn the two ring nuts **20** to withdraw the sprocket feed teeth so as to make paper insertion easier. Feed out the forms so that they pass over the guide and under the platen. Turn the ring nuts back to their original position.
The right-hand side can be adjusted to the width of the form by slackening the locking screw **31** with a coin. **Under no circumstances must the left-hand side be moved.**
Turn the platen by hand until the paper is fed out at the front, then return the platen release lever to its normal position. The lower surface of the support can be extended so as to adapt it to the various different sizes of form used.





Changing the spool of tape

Open the upper doors, depress the tape input plate **32** and release the tape from the punch matrix, pulling it towards the rear.

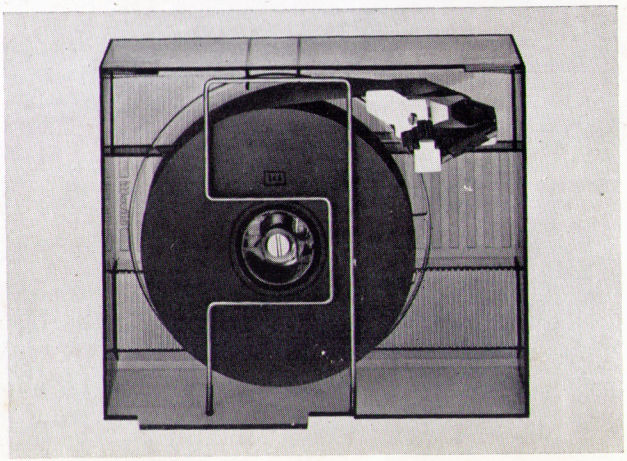
Unhook the spool box **33** situated to the left of the machine, raise up the locking frame and extract the empty tape spool. Insert the new spool on the flexible hub, having regard to the direction in which it unwinds, which is shown by arrows marked on the spool disk: lower the locking frame, so that it snaps shut. Insertion of the spool will be made easier if the two tongues of the hub are pressed together.

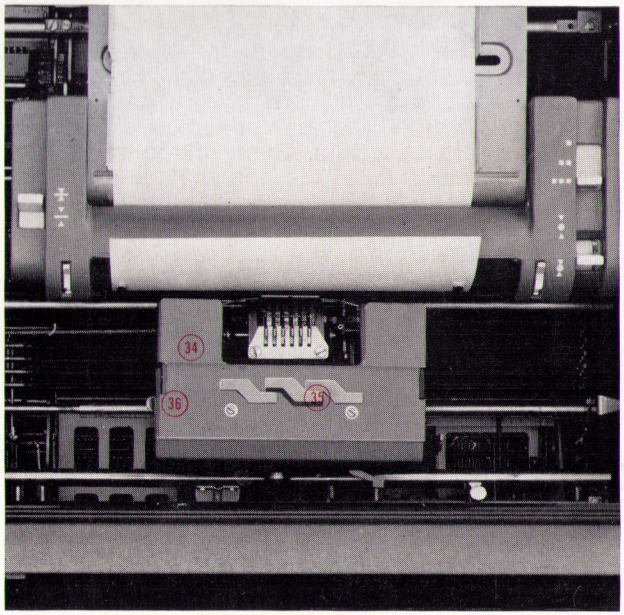
Unwind the tape, pass it round the guide, and cut it level with this.

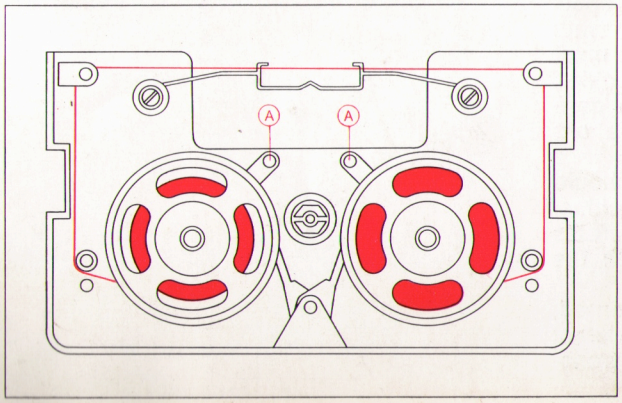
Hook the spool box onto the left of the machine. Take hold of the tape inside the casing, pass it through the feed channel, depress the tape input plate **32** and insert the tape.

Allow the tape to pass through the matrix until it comes through the front of the machine.

Spools on which the end of the tape is stuck to the cardboard core should not be used.







Disposal of chads

Do not allow the chad box **37** to become overfull. It should be emptied regularly.

Replacing the ribbon

Ribbons are easily replaceable, the spools being contained in a cartridge **34** which can be removed by hand, after turning the upper locking key **35**.
To replace the ribbon in the cartridge:
— free the ribbon from the guides, release the two friction arms **A** and remove the two spools
— insert the new spools and pass the ribbon through the guides, as shown in the diagram. The direction in which the ribbon unwinds is shown by arrows marked on the cartridge.
When the cartridge is fitted in the machine, the red part of the ribbon (if it is a two-colour ribbon) must be uppermost. The spool spindles are suitable for spools with a 6 mm central hole. If spools with a 5 mm hole are used, remove the plastic sleeve on the spindles.

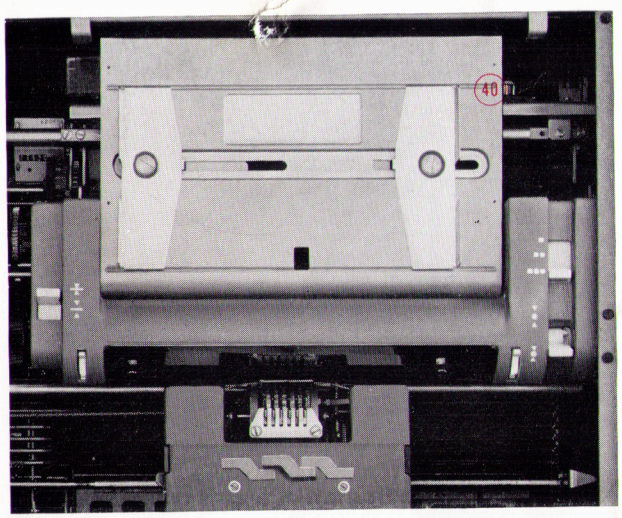
Type impact control

This is adjusted by moving the type impact control lever **36** to the desired position.

Cleaning the characters

Remove the ribbon cartridge and clean the type-wheels with the appropriate paste, taking care not to use a brush soaked in petrol or other liquids.
To turn the type-wheels, depress the following keys on the keyboard: 1 - 3 - 5 - 7 - 9 - K - M - O.

Check list



If the machine does not function perfectly the operator must not endeavour to make any adjustments inside the machine: in particular, no action must be carried out that is not detailed in the booklet. The machine should however be checked to confirm that misoperation or other simple errors are not responsible.
If maintenance staff have to be called, they should if possible be given texts printed by the machine, or samples of punched tape, which show the defects concerned, so as to enable them to establish the cause of the fault.
Where printing defects in particular are concerned, it is most important to specify whether the defect occurs when the machine is receiving or transmitting, or during off-line operation.

Machine will not start

Check that there is current available, that the line unit is switched on, and that the cables of the machine are correctly plugged in to the line unit. Check that the thermal cut-out **40** has not come into operation. Depress the reset button. If, after being reset, the thermal cut-out cuts out afresh, send for the maintenance staff.

Reperforator does not punch

Check that the tape has not run out and that the reperforator is switched on (the indicator must be red).

Reader sends wrong signals

Check that the tape has been correctly inserted (starting at the end which corresponds to the commencement of the text to be transmitted) and that the transport holes are in the fourth track from the right.

Ing. C. Olivetti & C., S.p.A. - Ivrea (Italy)

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