



# ALPINA

SMALL OFFICE TYPEWRITER

SOME HINTS ON HOW  
TO USE IT

ALPINA BÜROMASCHINEN-WERK GMBH

17 01 SK 33

62294

also

#67863-01

inside frame.

Underwood  
Portable ribbons

Carton 4 part #8  
Olympia Portable.

## Congratulations

You are now the owner of an ALPINA Small Office Typewriter. You will enjoy using it. Its design is based on the most up-to-date technical developments in office machinery. With its versatility the ALPINA satisfies all the demands of the modern office. May the ALPINA assist you in doing successful work for many years.

ALPINA BÜROMASCHINEN-WERK GMBH

## SOME HINTS ON MAINTENANCE

Every typewriter needs regular care, especially if it is used daily. The ALPINA is quick and easy to look after.

It is important to dust the typewriter before use and clean the easily accessible inner parts with a soft brush.

The type needs special attention: it soon gets clogged with ink, ribbon fibres and dust and should therefore be cleaned regularly with the type brush. Special type cleaning materials are also useful for this purpose.

It is advisable to wipe the platen occasionally with a soft flannel dipped in methylated spirits.

When erasing, push the carriage to the left or right so that no fragments fall into the machine.

In case the perspex holders (plexi-glass) should be dirty by means of the ribbon they easily can be cleaned when using a dry leatherrag or, if necessary, a soft flannel dipped in methylated spirits.

Always consult your typewriter supplier on the question of service.

**An illustration of the typewriter showing the numbers of the operating handles will be found on the reverse of the cover of this pamphlet.**

## UNLOCKING THE CARRIAGE

Push lever (17) forward.

## CARRIAGE RELEASE

Press keys (3) or (19) to move the carriage to any desired point.

## INSERTING THE PAPER

Push lever (13) to the left. The paper holder will then spring up and can be pulled out. Insert paper. The lateral guide (2) ensures that the margin remains constant.

The paper release lever (18) permits adjustment of the paper; when pulled forward it automatically raises the bail rod (15).

The perspex holders (14) indicate the height of the line and allow typing to be carried to the extreme upper and lower edges of post cards and forms.

The margin stops (1) and (16) determine the length of the line. Guide carriage to the point where typing is to commence, set margin by pressing down stop. Set end of line in the same way.

## EXCHANGING RIBBONS

Wind the old ribbon up to one spool. Remove brake levers from spool. Lift spools. Loosen end of ribbon. Fasten free end of the new ribbon to

the empty spool. Release brake levers again, insert spools and take care that the pin fits into one of the 3 guide holes (figure No. 1). Insert ribbon into vibrator (figures Nbs. 3—5) and into tracer forks (b and c, figure No. 2).

The ribbon reverses automatically. If it is desired to change the direction of the ribbon before automatic reverse is due, this can be done by



fig. 1

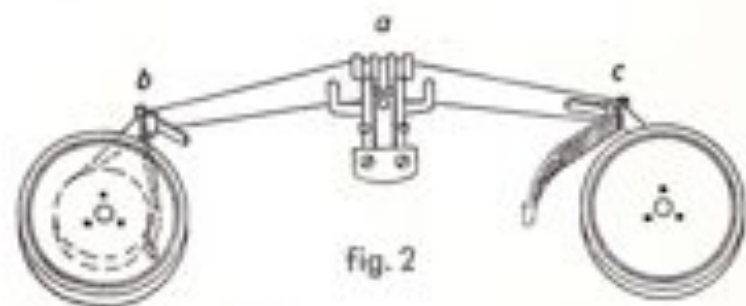


fig. 2

switching over the tracer forks (pressing them either to the left or to the right).



fig. 3

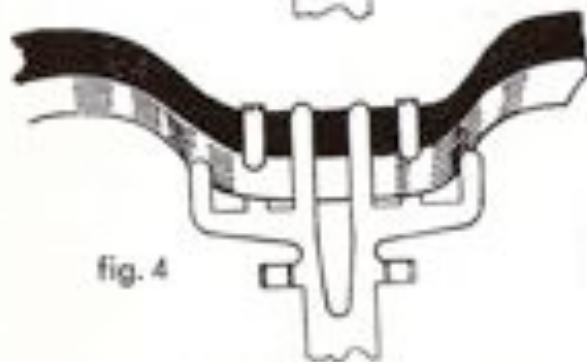


fig. 4



fig. 5

## MARGIN RELEASE

Before the end of the line is reached a bell sounds. After that only 9 strokes can be typed before the carriage stops. The margin can be released by pressing key (8). The left hand margin can also be released for typing captions by pressing key (8).

## LINE SPACING

This is set by adjusting lever (5) on the scale. If exceptionally wide spacing is required operate line space lever (4) twice in positions 1½ or 2.

## VARIABLE LINE SPACER

Pull out left hand platen knob (7). Platen moves freely and printed lines can be typed on accurately.

## PLATEN RELEASE

Use lever (6) if after deviating from the original line you wish to revert to it.

## BACK SPACER (23)

moves carriage back one letter space.

## SPACE BAR

Spaces between words and figures are obtained by pressing the space bar (12). All ALPINA models

are fitted with two-step-system (correcting space bar). The first step is to be effected by pressing the space bar, the second one by releasing it. Thus insertions and corrections can easily and cleanly be made while the line ends will be compensated. Such a correction can be effected as follows:

the bet typewriter  
the best typewriter

1. Erase the wrong word;
2. Guide carriage to the last letter of the foregoing word;
3. Press space bar;
4. Push space bar once more but do not leave it. Keep it in this position. Strike the first letter of the word to be corrected. Now release space bar and strike once more without leaving the bar. Then print next letter and continue accordingly.
5. Having typed the last letter of the word to be corrected press space bar again and carry on writing in the usual way.

## SHIFT KEYS AND SHIFT LOCK

To obtain capital letters or ciphers press key (11) or (25). For continuous typing of capitals use shift lock (10) which is released by the left hand shift key (11).

7. Guide carriage to centre and turn back perspex holders.

#### CASE

Unlock case by turning key to the right. Push inwards bolts being visible to the right and left of the lock. Guide cover about 1" (2 cm) to the left and lift. Pull both fasteners on the bottom of case. Raise machine, holding it in front by the frame and take off base by lifting it slightly backwards. When replacing, pull typewriter over rear holding brackets and slowly let it down at the frontside. Then push back both fasteners on the

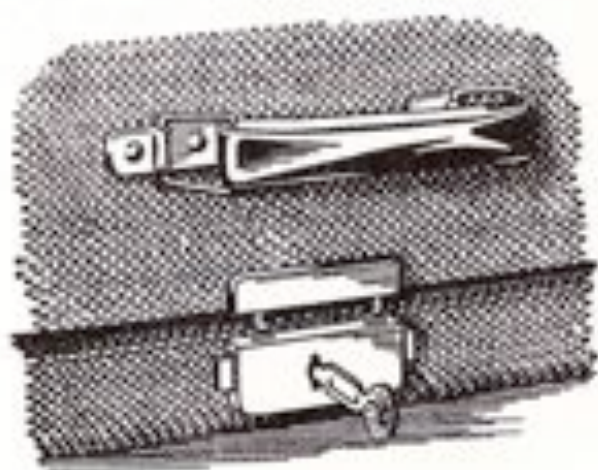


fig. 7

bottom of the case. Push back lever (17). Guide carriage to centre and let it grip. At the same time the platen is locked in its basic position. Pull cover over base from behind so that the hinges interlock. Lock case.

#### TABULATOR

ALPINA typewriters Model SK 33 and SK 24 have a tabulator key (24) which facilitates typing columns of words or figures.

Guide carriage to point at which column is to begin. Before starting to type, set tabulator stop by pressing lever (24) forward. In the following



fig. 8

lines a touch on tabulator key (9) will suffice to bring the carriage to the correct position to start each column set.

To cancel, guide carriage to point where each column starts and remove tabulator stop by pressing lever (24) backwards. Pressure on collective cancelling lever (20) cancels all tabulator stops.

## DECIMAL TABULATOR

(Models DT 33 and BS 33)

The lowest row of keys of these models has two functions viz. writing and decimal tabulating. For writing the keys have to be pressed down in the usual way, for tabulating push the respective key horizontally the desired decimal points being indicated on the space bar. The decimal tabulating keys can be operated by the thumbs out of the initial position of the ten-finger-system.

The setting of the tabulator-stops is effected by guiding the carriage to the desired point of the column where the comma is wanted pressing down the tabulator setting lever each time. Thus a tabulator stop is set every time. Any desired stop can be attained in this way (please compare figure No. 8).

The typing of various amounts simply requires a horizontal push against the decimal

key corresponding with the desired value. The carriage stops automatically at the right decimal point.

If, for example, the amount of 10457,50 has to be typed please push the key with the indication "10" as this key refers to **10 Thousand**. The

ALPINA Decimal Tabulator has 10 digit positions and correspondingly the following keys:

.	1	10	100	.	1	10	100	.	1	10	100
					T	T	T		M	M	M

Upon special demand the decimal tabulator can be equipped with 8 digit positions only if by reason of a better survey and when typing larger amounts after each third figure a space is wanted to be left. Corresponding with the afore-mentioned example the figure would read: 10 457,50. The decimal keys of this tabulator (with 8 digit positions) are arranged as follows:

.	1	10	100	.	1	10	100	.	1
					T	T	T		M

The space keys marked by a point are not to be pressed on tabulating, they are barred.

The cancelling of the stops is to be effected in the same way as described on page 12.

When pressing the key marked by a comma the carriage will stop at the comma of each column. When typing a normal text it indicates the first letter of each line.

The overpassing key marked by an arrow is situated on the place of the usual tabulator key (9). It allows the free passing of the carriage in spite of any set tabulator-stops i. e. without cancelling them.

**ATTENTION.** If the carriage has been guided into the extreme right position at the left margin release the overpassing key (9) has to be pressed twice for guiding the carriage.

## ALPINA Sales Program

### ALPINA N 24

The model for general every-day typing and correspondence. Fitted with 10" (24 cm) carriage, available in beige and green finish, with attractive carrying case and accessories.

### ALPINA SK 24

The model with 10" (24 cm) carriage and tabulator for typing word and figure columns. Available in beige and green finish, with attractive case and accessories.

### ALPINA SK 33

The model with 13" (33 cm) carriage and tabulator for statements, accounts, schedules (lengthways and sideways), index-cards, large envelopes. Available in beige finish, with flexible plastic cover. A carrying case can also be supplied on request.

### ALPINA DT 33

with 13" (33 cm) carriage, latest design decimal tabulator with 10 keys, individual and collective cancellation giving correct columns, all the other details as SK 33, colour: beige.

### ALPINA BS 33

Book-keeping typewriter with latest detachable front feed and automatic line finder. For other details see DT 33, colour: beige.



We are in a position to supply keyboards in almost any modern language. Special letters and signs meeting the particular requirements of various professions and trades are available on request.

The ALPINA typewriters have a modern and elegant shape. On the occasion of the German Industry Fairs at Hannover in 1954 and 1955 they obtained the "Certificate of a well shaped product".

ALPINA typewriters are exported to more than 80 countries all over the world and are ranging among the most popular models.

Subject to alterations.

**ALPINA**

**BUROMASCHINEN-WERK GMBH**



Key 9 serves as overpassing key with models DT 33 and BS 33

Model N 24 is supplied without key 9 and levers 20 and 24.