

## REMOVING AND REPLACING CARRIAGE

Press perspex holders from inside to right and left and pull slightly forward. Guide carriage to the left and move locking lever (see arrow in illustration No. 1) towards keyboard. Take carriage to the right and do the same on left hand side. Bring carriage to the center and lift, slanting backwards.

When replacing carriage make sure that carriage bearing with its two loops fits into the respective pins of carriage base proceeding as follows:

When keeping carriage, right hand should be placed under the carriage bearing. By pressing right carriage release (5) carriage will move to the left. Now set visible right loop on pin. The carriage being in proper position will move automatically with its left loop on the respective left pin. Push locking levers back into original position (see arrow in illustration No. 1). Slide carriage to center and turn back perspex holders.

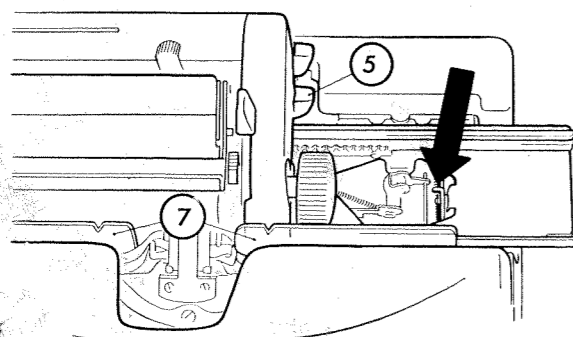


fig. 1

## CHANGING RIBBONS

Wind old ribbon on one spool. Move brake levers out (Fig. 2) and remove spools from machine. Fasten free end of new ribbon to machine. Fasten free end of new ribbon to empty spool. Move brake levers out again and fit spools back on spindles, taking care, that locator pin fits into one of the guide holes in each spool. (Fig. 2)

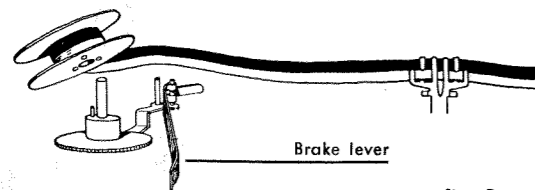


fig. 2

When . . .

. . . you open the case of your new ALPINA typewriter, you will find the machine in a locked position, an ALPINA-engineered safeguard against damage in transport as well as against tampering.

To unlock the carriage, push CARRIAGE CENTERING LOCK (No. 21 on diagram) forward. To release CARRIAGE RETURN and LINESPACE LEVER (No. 11) for action, move LINE SPACE REGULATOR (No. 20) from blue marking to any red marking on linespace indicator.

When placing your ALPINA back into its case, center and lock the carriage exactly and securely by pressing centering lever toward you and sliding carriage along by pressing the left hand carriage release button.

Also lock linespace lever by pushing linespace regulator forward to blue marking on linespace indicator. Then, move linespace lever to the right until it engages.

These built-in ALPINA safety features provide maximum protection against damage by shifting in transport or shock through rough handling during travel.

Insert ribbon into vibrator as in following illustrations:

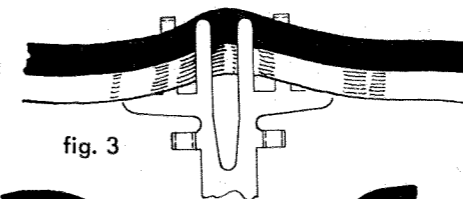


fig. 3

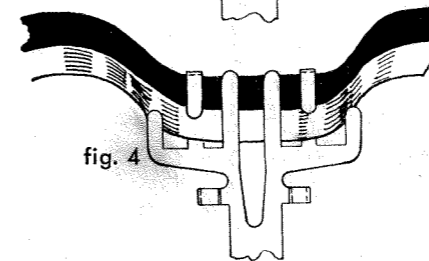


fig. 4

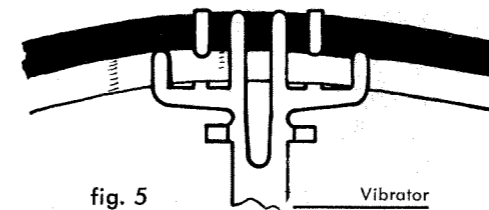


fig. 5

Insert ribbon into tracer forks, "b" and "c" in following illustration:

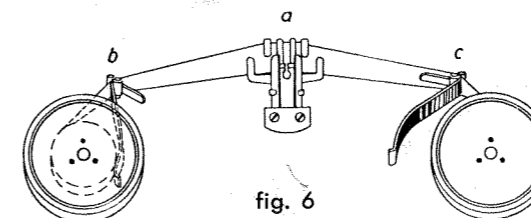


fig. 6

## RIBBON REVERSE

The ribbon in your ALPINA reverses direction automatically. If you wish to reverse it manually, press tracer forks to opposite position to that in which you find them.

**Craig Woodruff** Fayetteville, New York

Exclusive USA Importer and Distributor

for the portable line of the

**ALPINA**

Office Machinery Company

561 HoW oxz 11/56

Printed in Germany

# Congratulations

You are now the owner of an ALPINA typewriter and we sincerely wish you will enjoy using it.

There are many things, your ALPINA will do for you and we would like you to know all about them.

Therefore, we have issued this folder, meant specially for you.

We are sure, that you are quite familiar with the operation of a typewriter. But we suggest that you study the folder carefully so that you will get to know your ALPINA like one of your best friends.



**ALPINA**

**1 PAPER BAIL . . .**

holds paper firmly, smoothly; fitted with graduated scale. Not necessary to lift bail when inserting paper, as plastic line indicators and bail rollers feed paper quickly, accurately into writing position on to the paper table which will prevent paper from curling around platen . . . particularly helpful when making carbon copies, or using thin air-mail paper. The paper table also allows easy erasing of typing errors.

**2 PAPER SUPPORT AND PAGE END INDICATOR**

To release press button to the left, and paper support springs into position automatically. When extended, graduated page end indicator is provided to show just how far your writing line is from bottom of the paper.

**3 PAPER GUIDE**

Move to right or left, as you choose, to set left hand guide position for paper feeding.

**4 INSTANT SET MARGINS**

Press margin set buttons and slide to whatever margin setting position desired.

**5 CARRIAGE RELEASE**

To move carriage freely to any position desired, simply press either left or right hand carriage release button while sliding carriage.

**6 PAPER RELEASE LEVER**

To release or to straighten paper in machine, move release lever toward you, returning lever to original position when done.

**7 LINE INDICATORS . . .**

show you both horizontal and vertical position of the writing line and individual letters. Indicators also hold cards and forms firmly to allow you to type from the very top to the extreme bottom.

To draw horizontal or vertical lines on paper in machine, rest pencil in notch of indicator and slide platen for horizontal lines, or turn platen for vertical lines.

**8 VARIABLE LINE SPACER**

Pull out left platen knob; platen then turns freely to permit any linespacing which may vary from that for which linespace regulator is set. See No. 20.

**9 RIBBON COLOR SELECTOR**

To type on black part of ribbon, set selector at blue dot; to type in red, set lever at red dot. To cut stencils, set lever at white dot.



**10 TOUCH SELECTOR**

Remove ribbon spool cover (by pulling straight up) to set touch control at key tension you prefer. Position No. 1 for lightest, No. 5 for heaviest touch (and for maximum number of copies as well as for higher typing speed).

**11 CARRIAGE RETURN AND LINE SPACE LEVER**

Pull lever to the right to move carriage to starting point of a new writing line. Paper moves up automatically to next line.

**12 SHIFT KEYS**

To type individual capital letters, hold down either shift key while striking letter key.

**13 SHIFT LOCK**

For continuous typing of capital letters, press shift lock key until it engages. To release, press left hand shift key.

**14 BACKSPACE KEY**

Press key once for each space you wish to backspace.

**15 MARGIN RELEASE KEY**

Press key to permit typing beyond positions for which margins are set.

**16 TABULATOR SET**

To set stops for tabulating, move carriage to positions desired and press tabulator lever toward you.

**TABULATOR CLEAR**

To clear individual positions set for tabulating, move carriage to position to be cleared and move tabulator lever away from you.

**17** To clear all positions at once, simply press **TOTAL TABULATOR CLEAR BUTTON**.

**18 TABULATOR KEY**

Press tabulator key to move carriage automatically to first position set for tabulating. Press again for each successive stop desired.

**19 SPACE BAR**

(With half-spacing feature for error correction) Press space bar once for each space desired between letters or words.

**TO CORRECT ERRORS . . .**

ALPINA has a half letter-spacing feature with which spelling errors can be corrected — for example:

**ALPINA is the bet buy**  
**ALPINA is the best buy**

1. Erase incorrect spelling.
2. Return carriage to "e" in "the".
3. Press space bar down and release.
4. Hold space bar down and type "b"; release space bar.
5. Hold space bar down and type "e"; release space bar.
6. Hold space bar down and type "s"; release space bar, etc.

Half letter-spacing feature also permits justification of right hand margins, as well as half letter spaces between letters for special headings or other emphasis.

**20 LINE SPACE REGULATOR**

Move linespace regulator forward or backward to adjust for 1-, 1½- or 2-line spacing between writing lines; positions marked in red.

**LINE FINDER**

The linespace regulator also has a line finder function. When linespace regulator is moved to position marked in blue, the platen is disengaged so as to turn freely for writing subscripts or exponents as

$H_2O$ ,  $2 \times 2$

When linespace regulator is then re-set to original linespacing, your ALPINA remembers exactly your writing line.