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.

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 LINESPACING LEVER (No. 11) for action, move LINESPACING 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.

CHANGING RIBBONS

Wind old ribbon on one spool. Move broke levers out (fig. 2) and remove spools from machine. Fasten free end of new ribbon to empty spool. Move broke 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)

Insert ribbon into vibrator as in following illustrations:

fig. 3

fig. 4

Vibrator

fig. 5

Insert ribbon into trocker 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 trocker 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

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 especially 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
PAPER BALL
holds paper firmly, smoothly; fitted with gradu-
ated scale. Not necessary to lift ball when insert-
ing paper, as plastic line indicators and ball
rollers feed paper quickly, accurately into writing
position on the paper table which will prevent
paper from curling around platens . . . particu-
larly helpful when making carbon copies, or
using thin air-mail paper. The paper table also
allows easy erasing of typing errors.

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.

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

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

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

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

LINE INDICATORS . . .
show you both horizontal and vertical position of
the writing line and individual letters. Indica-
tors 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.

VARIABLE LINESPACER
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.

RIBBON COLOR SELECTOR
To type on bold, 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.

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).

CARRIAGE RETURN AND LINESPACE LEVER
Pull levers to the right to move carriage to start-
ing point of a new writing line. Paper moves up
automatically to next line.

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

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

BACKSPACE KEY
Press key once for each space you wish to
backspace.

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

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.

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

TABULATOR KEY
Press tabulator key to move carriage auto-
matically to first position set for tabulating.
Press again for each successive stop desired.

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 best 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 "a"; 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 justifi-
cation of right hand margins, as well as half
letter spaces between letters for special head-
ings or other emphasis.

LINE SPACE REGULATOR
Move linespace regulator forward or backward
to adjust for 1/13-, 1/22- 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 superscripts as

\[ \text{H}_\text{O}, \quad 2x^2 \]
When linespace regulator is then re-set to origi-
nal linespacing, your ALPINA remembers exactly
your writing line.