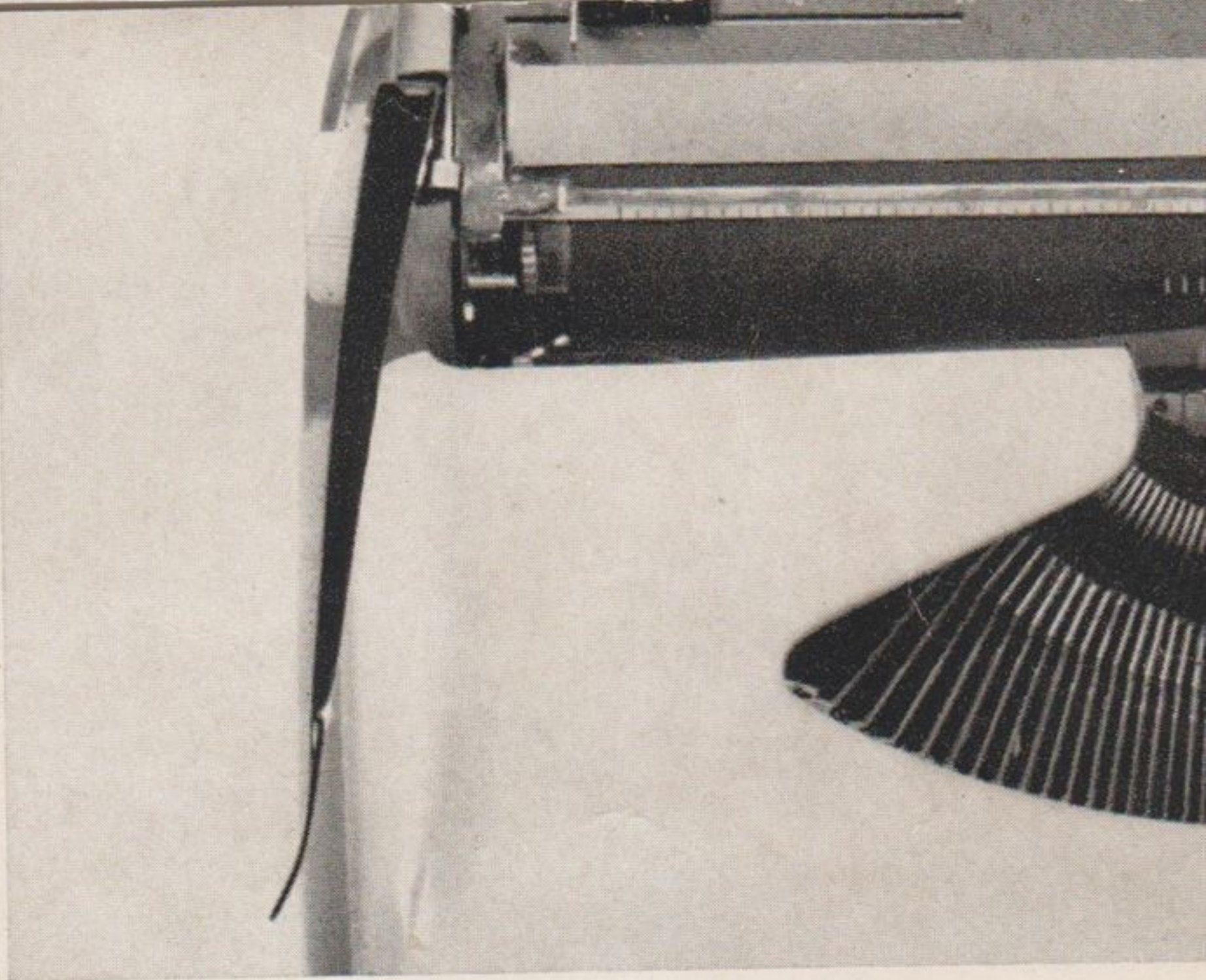


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ADLER

tippa



Instruction Book

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Introducing

the **ADLER** **tippa**

Designation of operating parts

Dashed reference lines designate parts not visible in the illustration

Position of the illustration	Description on page	Position of the illustration	Description on page
1	Space bar	9	
2	Left and right shift key	9	
3	Shift lock	9	
4	Margin release and disengaging key	9	
5	Line space lever	12	
6	Platen rotating knob	5	
7	Line space regulator	7	
8	Carriage lock	5	
9	Paper guide	6	
10	Platen detent release	12	
11	Left-hand stop	7	
		12	Paper support
		13	Line finder scales
		14	Card holder
		15	Platen
		16	Paper holder or bail
		17	Right-hand stop
		18	Paper release
		19	Carriage detent release
		20	Slit to vision
		21	Backspacer
		22	Ribbon setter



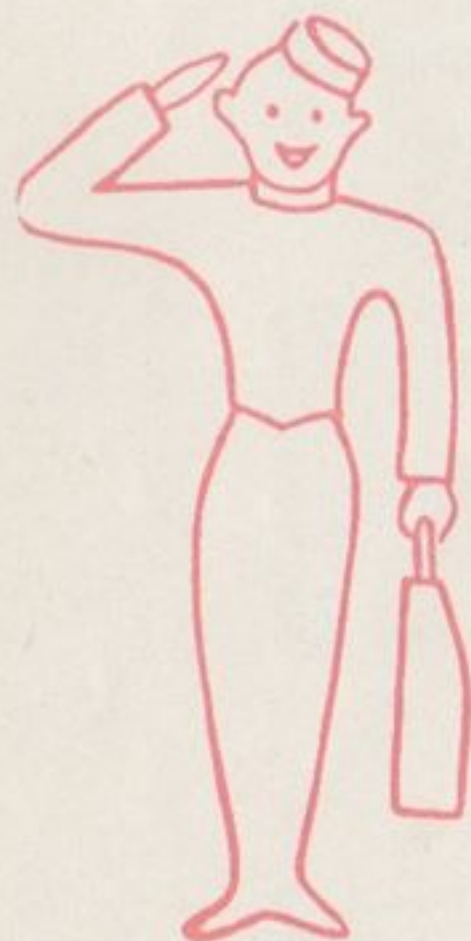
Although there may be no real need for you to read this booklet, for typing isn't such a very difficult art after all, by glancing through its pages, there's just a chance you may come across an odd hint or two helping you to

get tip-top results with your „Tippa“

Contents:

	Page		Page
Carriage lock	5	Bottom edge marker	11
Type protector		Carriage release	12
Margin guide	6	Platen release	
Paper release		Paper deflector	13
Line spacer	7	Paper bail	
Margin stops		Card holder	14
Keyboard	8/9	Ribbon	
Paper rest	10	Ribbon adjuster	15

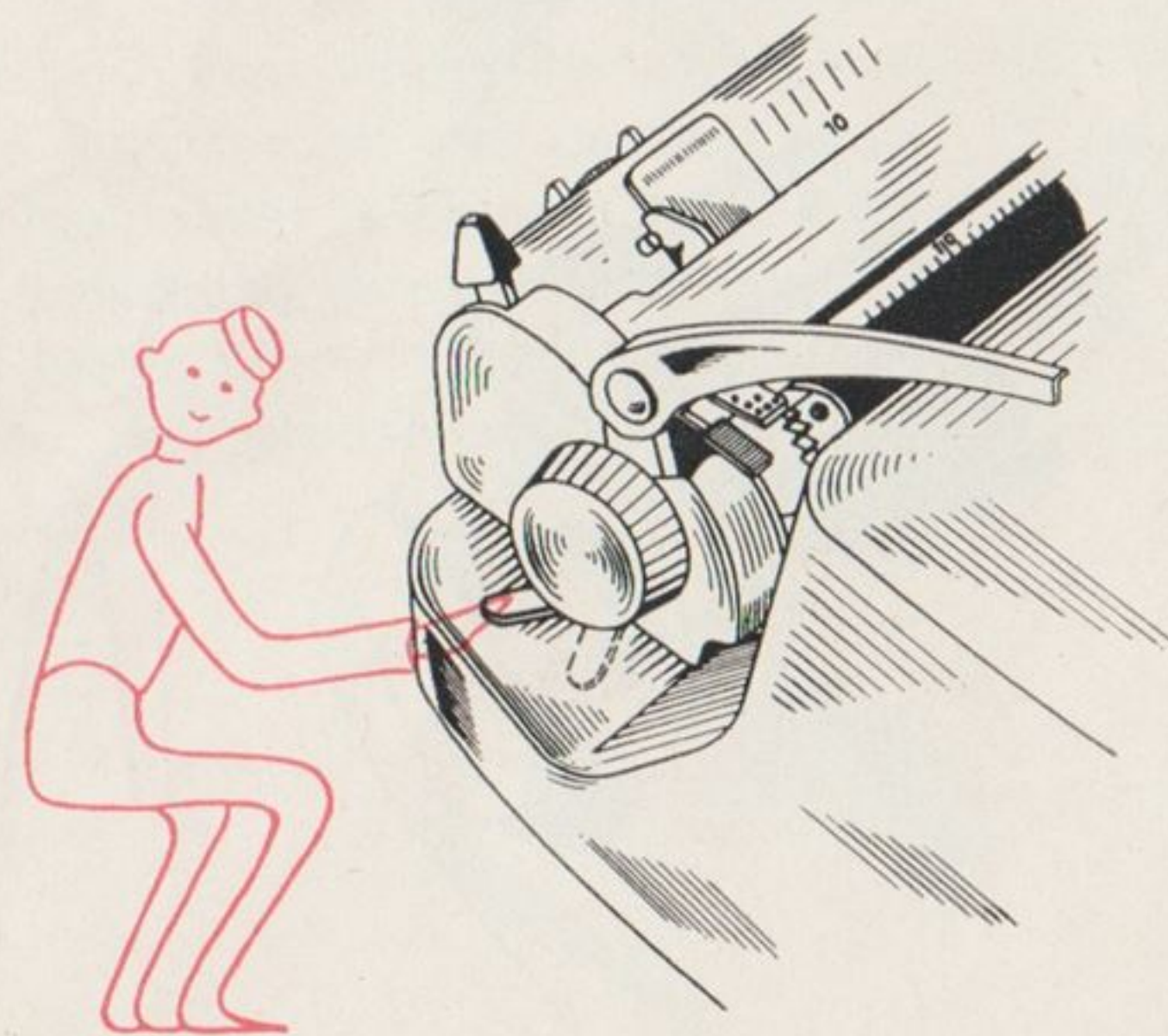
This little fellow will show you the way!



You can't move your machine?

Don't worry, it's quite intentional — you wouldn't like it to enjoy too much freedom of movement when you aren't using it, would you? Just remove the little plate locking the keys and push the little carriage locking lever underneath the left hand platen knob towards the rear of the machine.

See, it's free now.

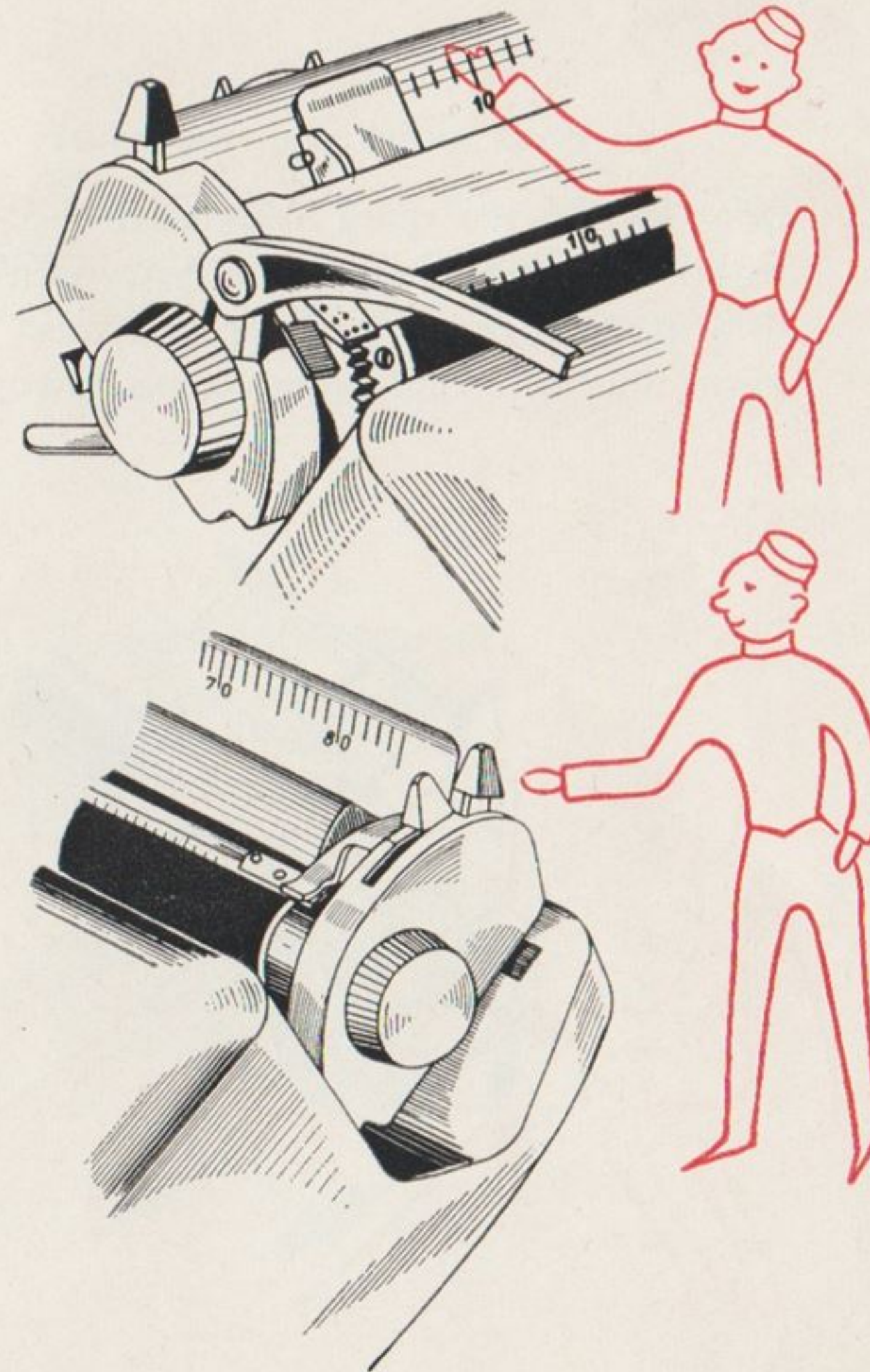


*W*hen typing several sheets in succession, you should always see that their margins all line up. That's what the margin guide is for.

*There's sense in
uniformity!*

*I*f your paper has gone in crooked, pull the rear lever on the right hand end of the carriage towards you. This is known as the paper release and allows you to square up your sheet in the machine. Don't forget to restore the paper release to its original position, though...

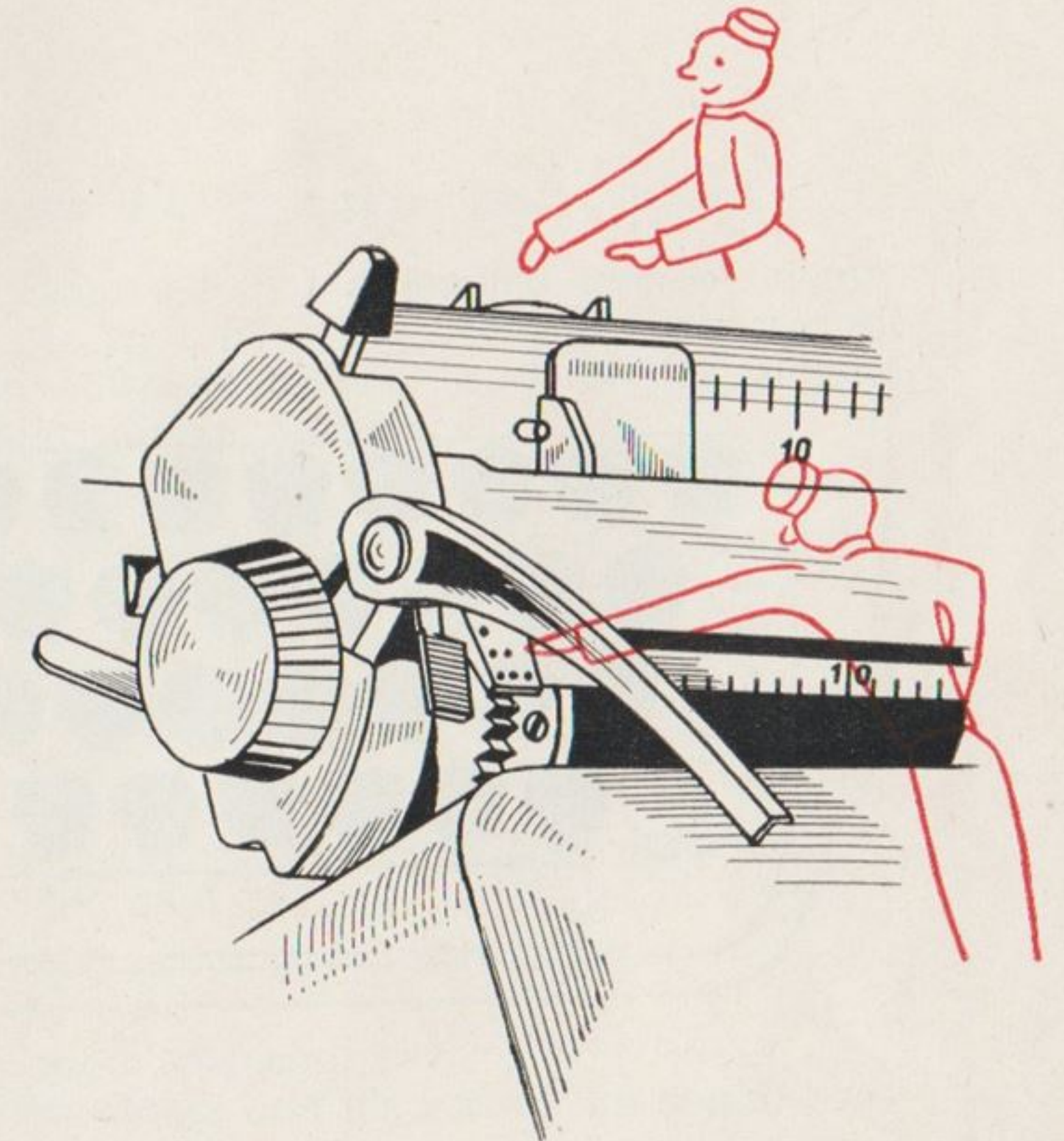
*... otherwise things
will go away again!*

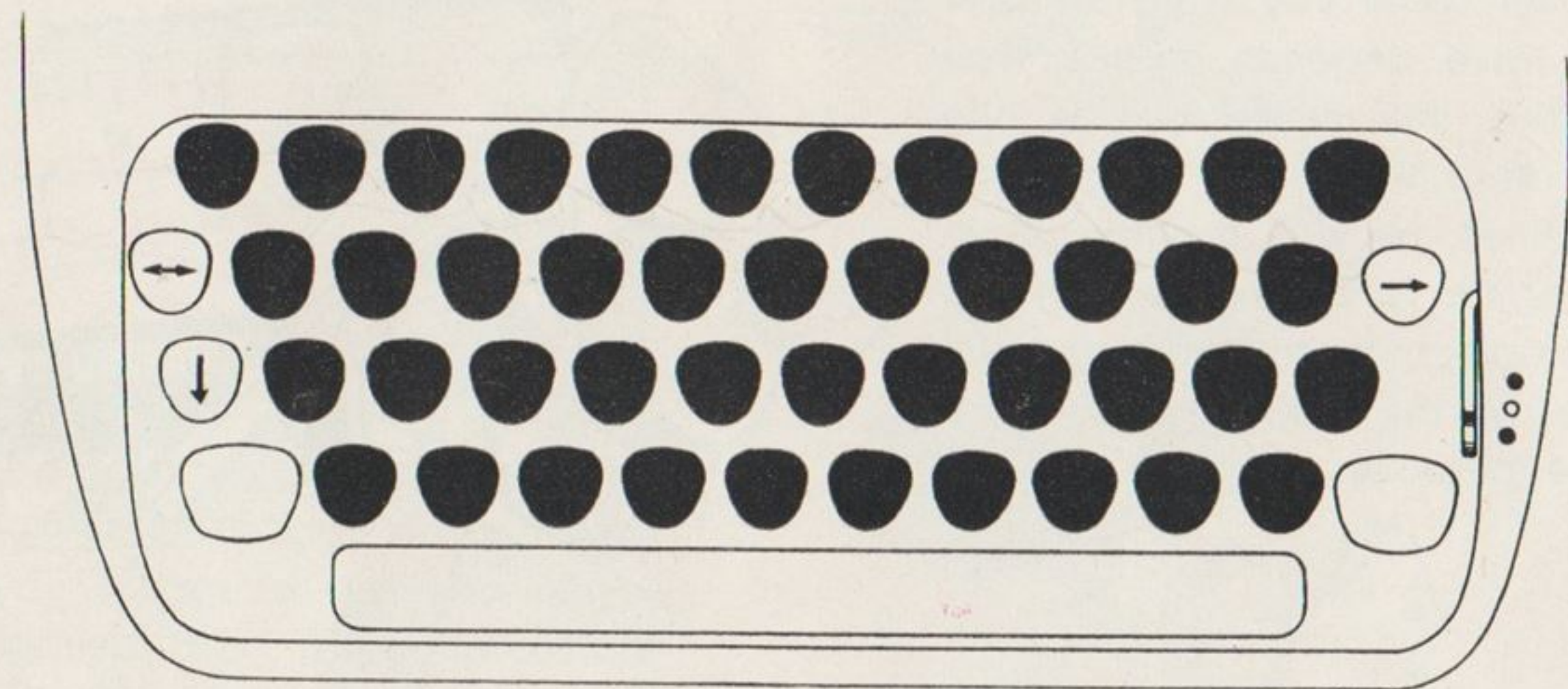


*R*emember this one - it's important!

The personal touch you want all your letters to have depends on the way you lay out the typescript on the paper, in other words the length you make the lines, as well as their spacing. The former is catered for by the two adjustable margin stops, and the line spacer on the left of the carriage serves the purpose its name implies.

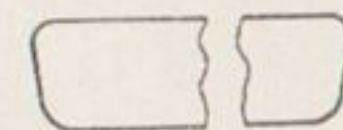
Give your letters personality!





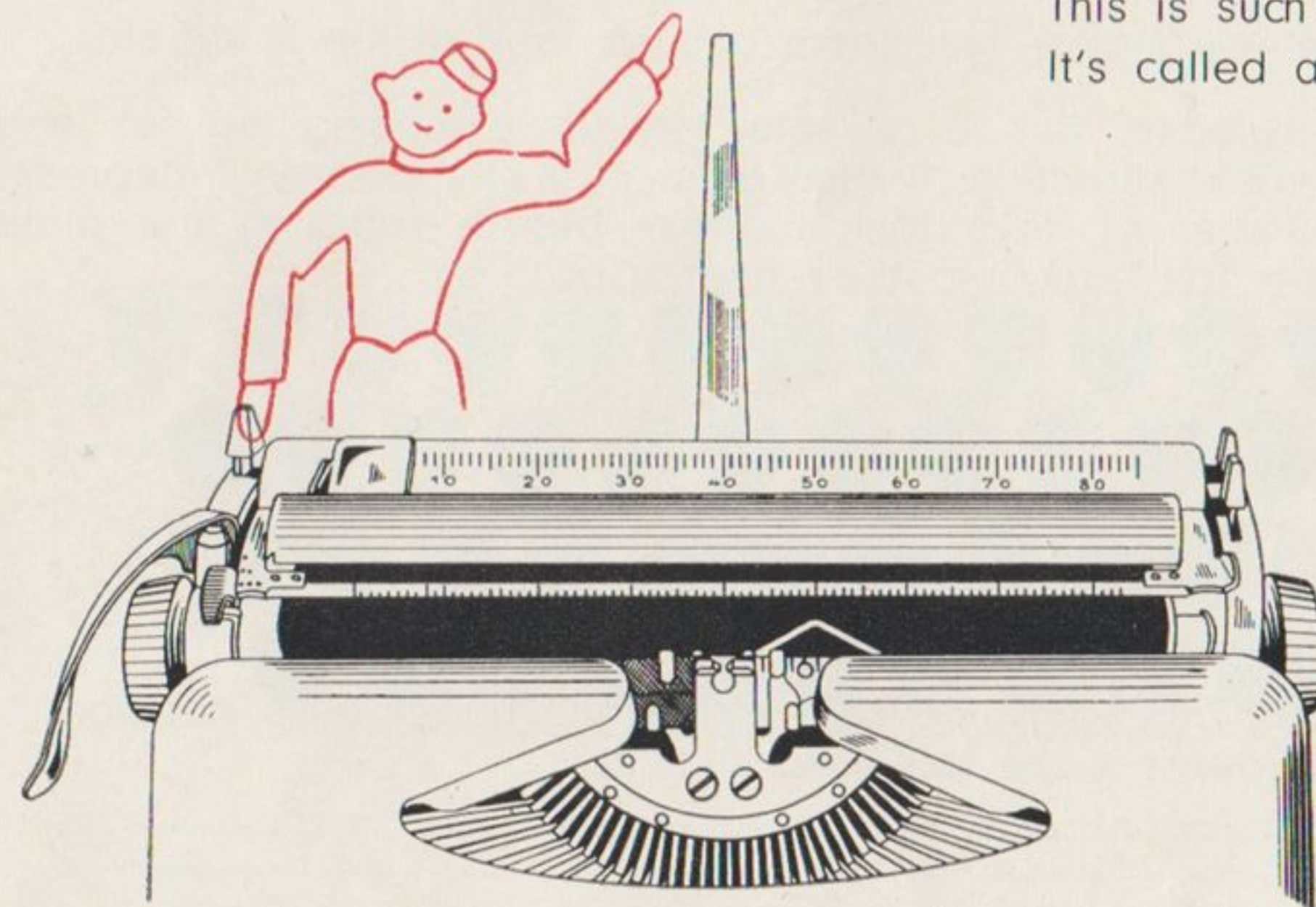
*B*efore you start — just take a quick look at the keyboard:

-  = Margin release. This is a useful key for extending the set length of line in either direction. It also acts as a key clearer if depressed when a number of keys jam half-way before reaching the platen, making them fall back into their normal position.
-  = Back spacer, which moves the carriage one space to the right when depressed.
-  = Shift key, to switch to capitals or upper case symbols.
-  = Shift lock. This holds the shift key in the upper case position. To release, depress the left hand shift key.



Need we say anything about this one?
It just moves the carriage along, and it's called the space bar.

This is such a useful gadget.
It's called a paper rest.

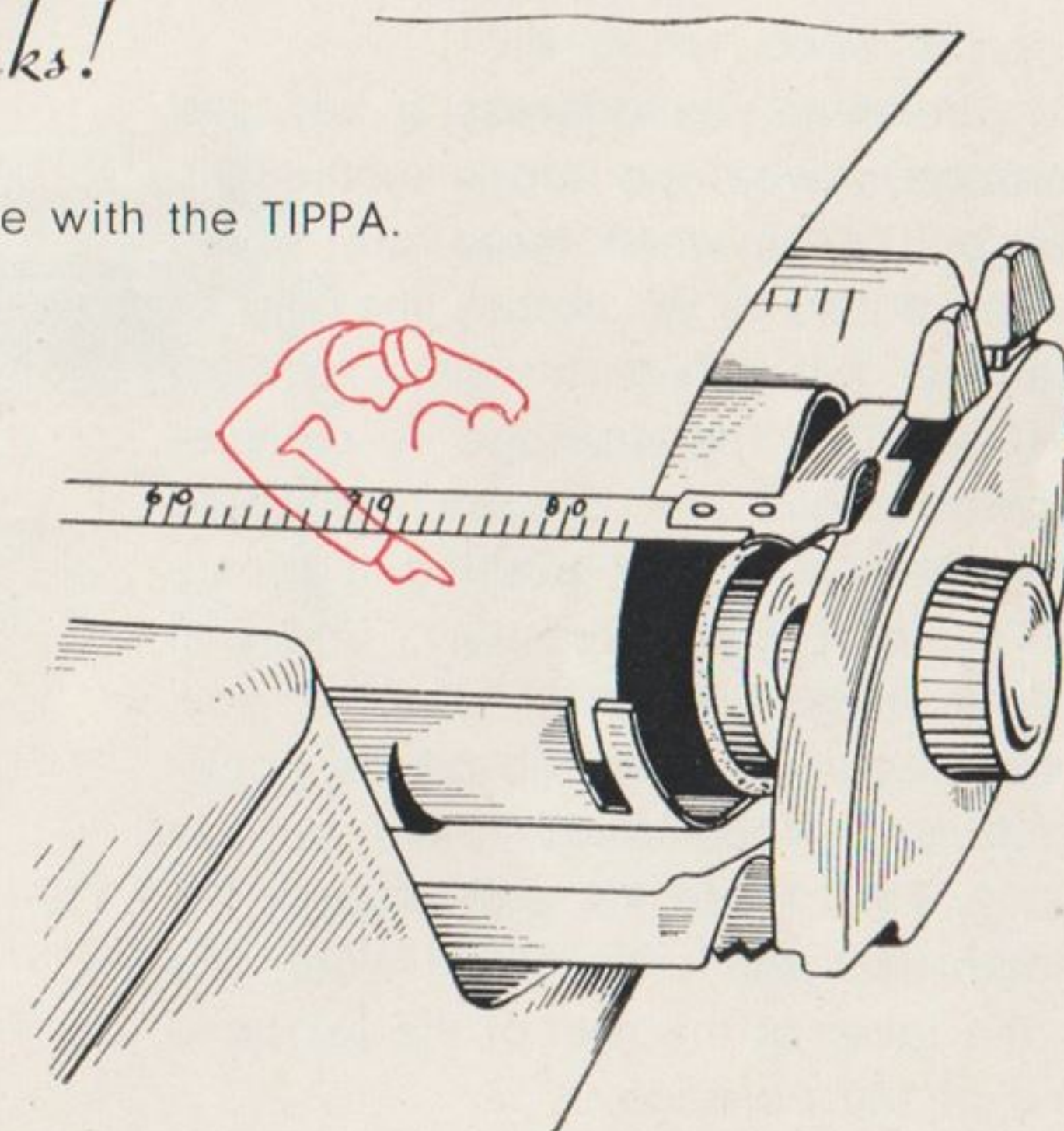


Now let's get down to brass tacks!

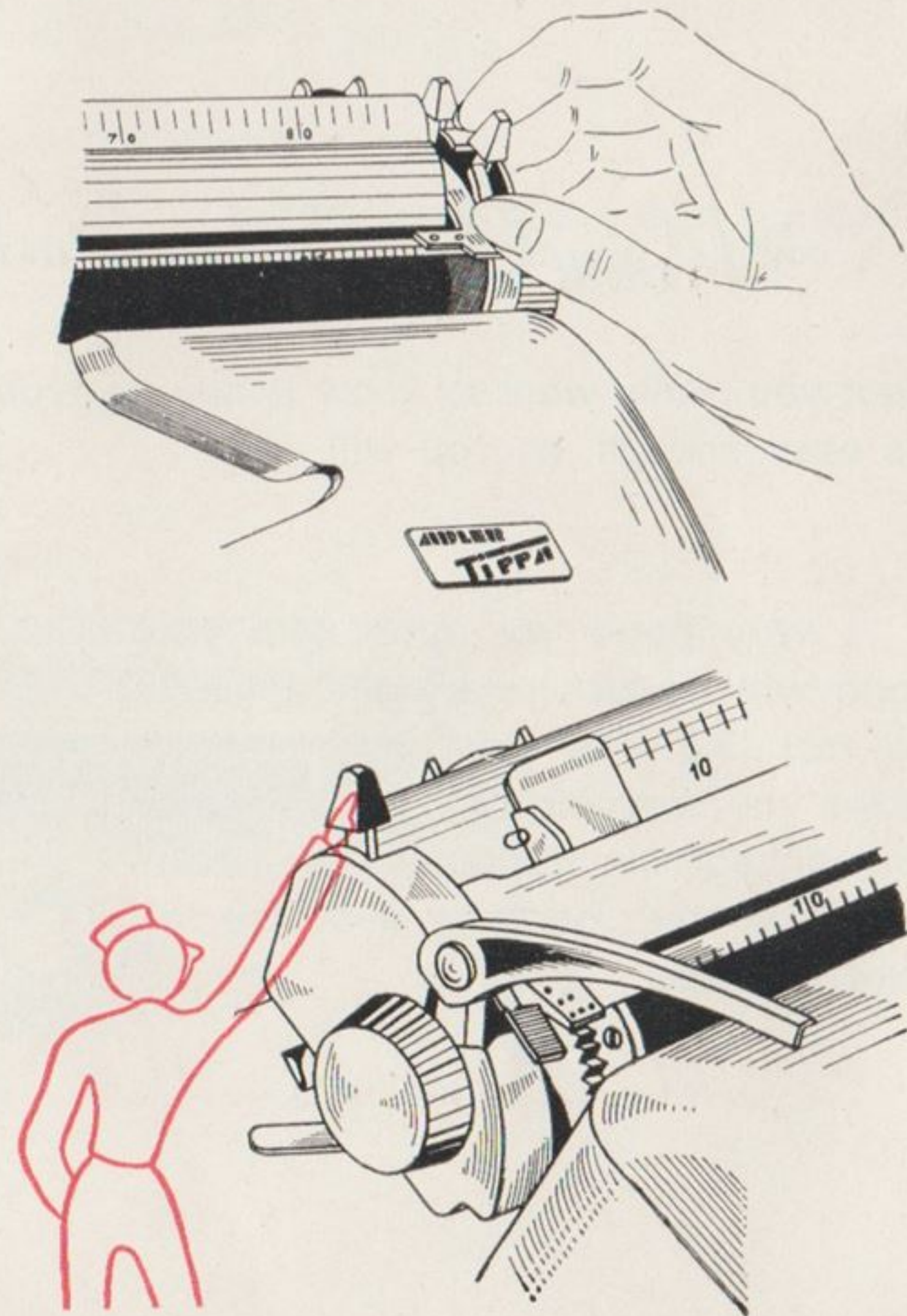
What you really want to know is how to type with the TIPPA.
It's easy enough, as you will see.

*E*very page you type with your Tippa will be accurate right down to the last line. The slot on the sketch shows you in ample time when you are getting near the bottom of the sheet. There's another one like it on the left hand side too.

All's well that ends well!



*W*henever you depress a key, the carriage moves one space to the left. The bell rings when there are seven more spaces to go before the end of the line, telling you it's time to start a new one. The carriage is completely noiseless and can be moved to the right merely by pushing it along. To move it the other way, first pull the carriage release towards you, whilst resting your thumb on the paper holder arm, and slide the carriage along. To release the platen, push the platen release away from you; this is the lever at the rear of the left hand end of the carriage.

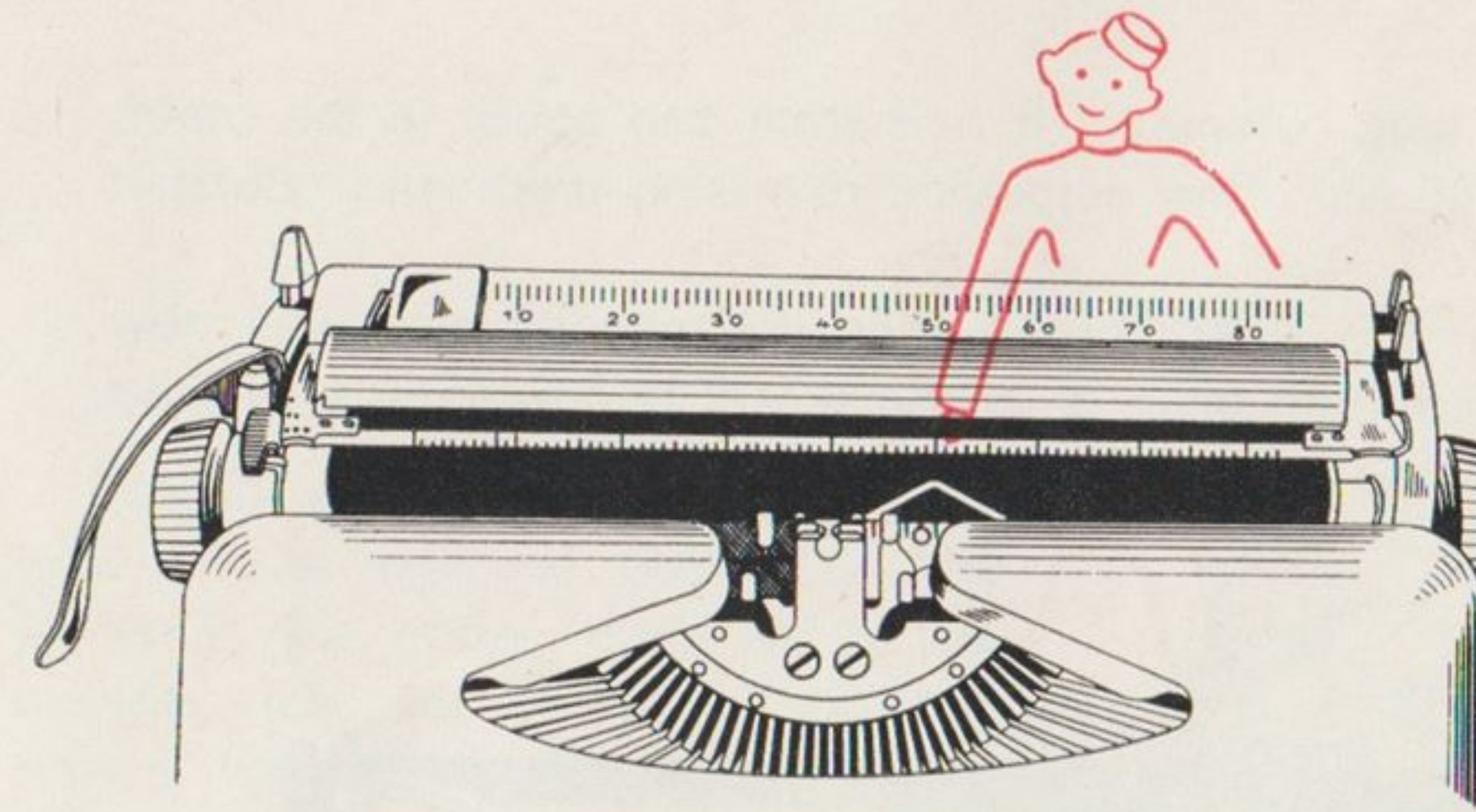


*N*ow for some of the finer points:

The paper deflector prevents your carbon paper from curling up and also acts as a useful erasing table. The paper bail presses the sheet firmly up against the platen. It's easy to tear a piece of the sheet off straight too, for the paper bail also acts as a convenient straightedge for the purpose. To draw lines, poke

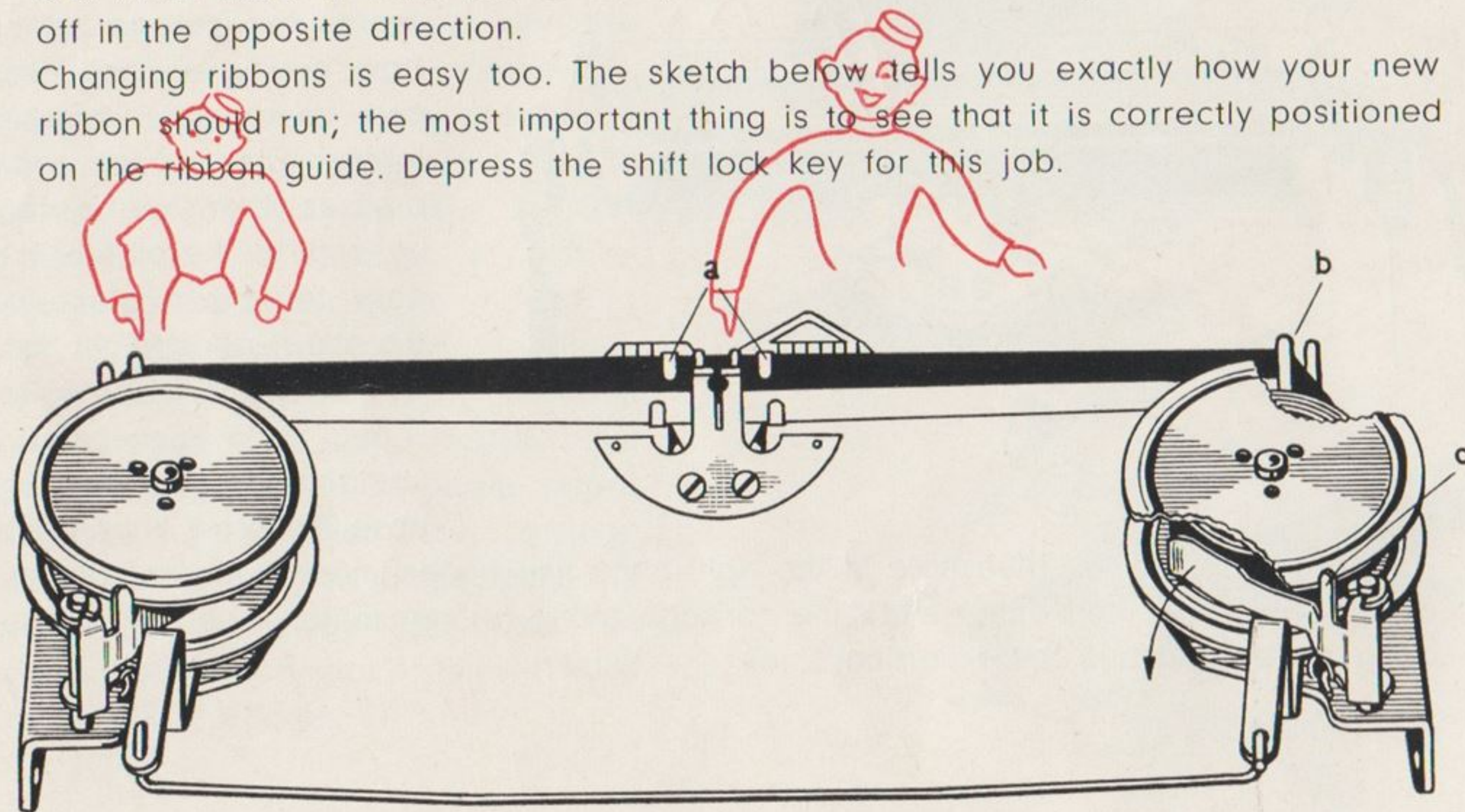
a pencil through the little hole in the right hand line finder underneath the triangular card holder, and either slide the carriage along for horizontal lines, or release the platen and turn it for vertical lines.

It's easy, if you know how!

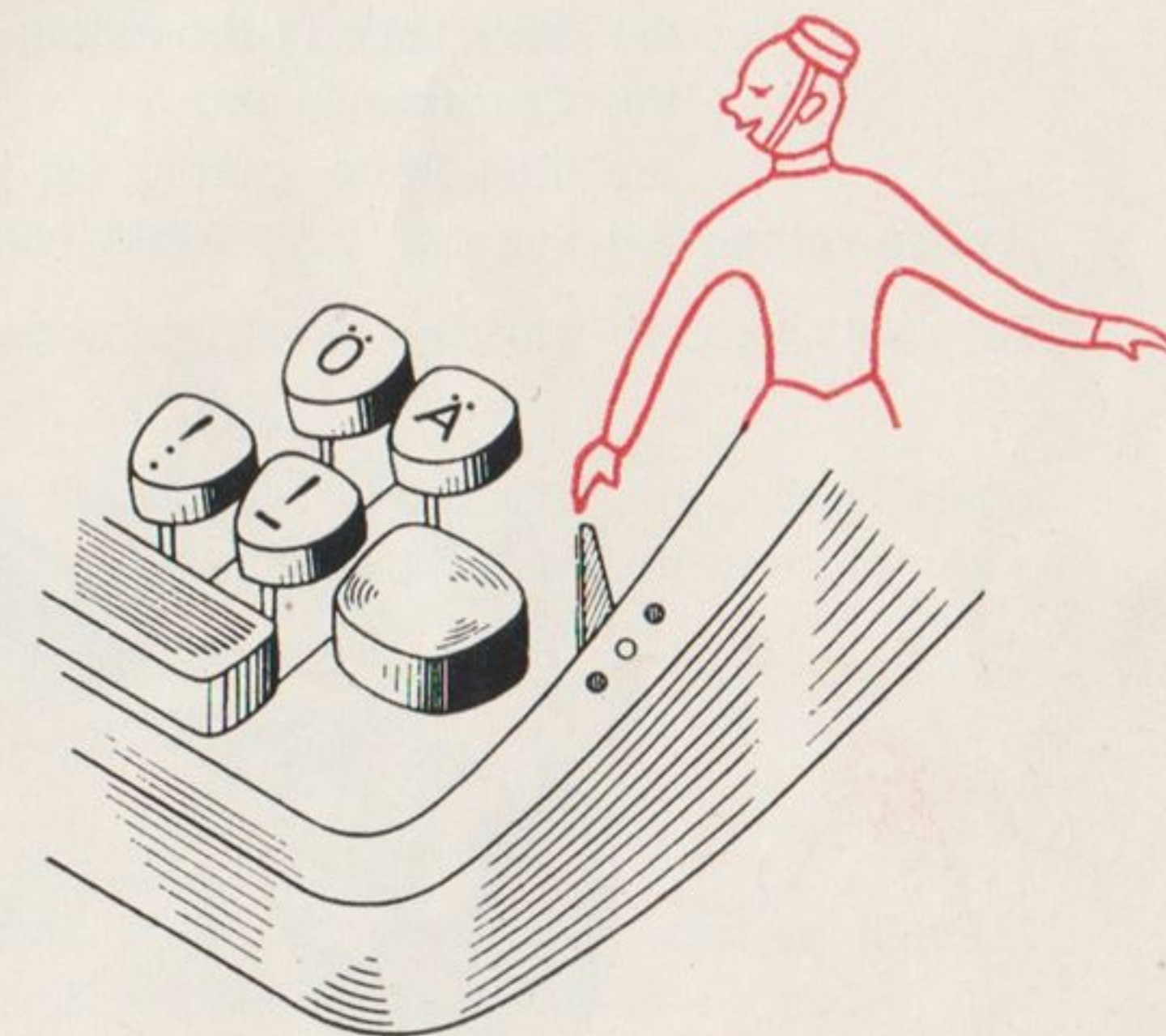


The ribbon on the Tippa is fully automatic; it runs from one spool to the other, and when there is none left to wind, the automatic reversing mechanism starts it off in the opposite direction.

Changing ribbons is easy too. The sketch below tells you exactly how your new ribbon should run; the most important thing is to see that it is correctly positioned on the ribbon guide. Depress the shift lock key for this job.

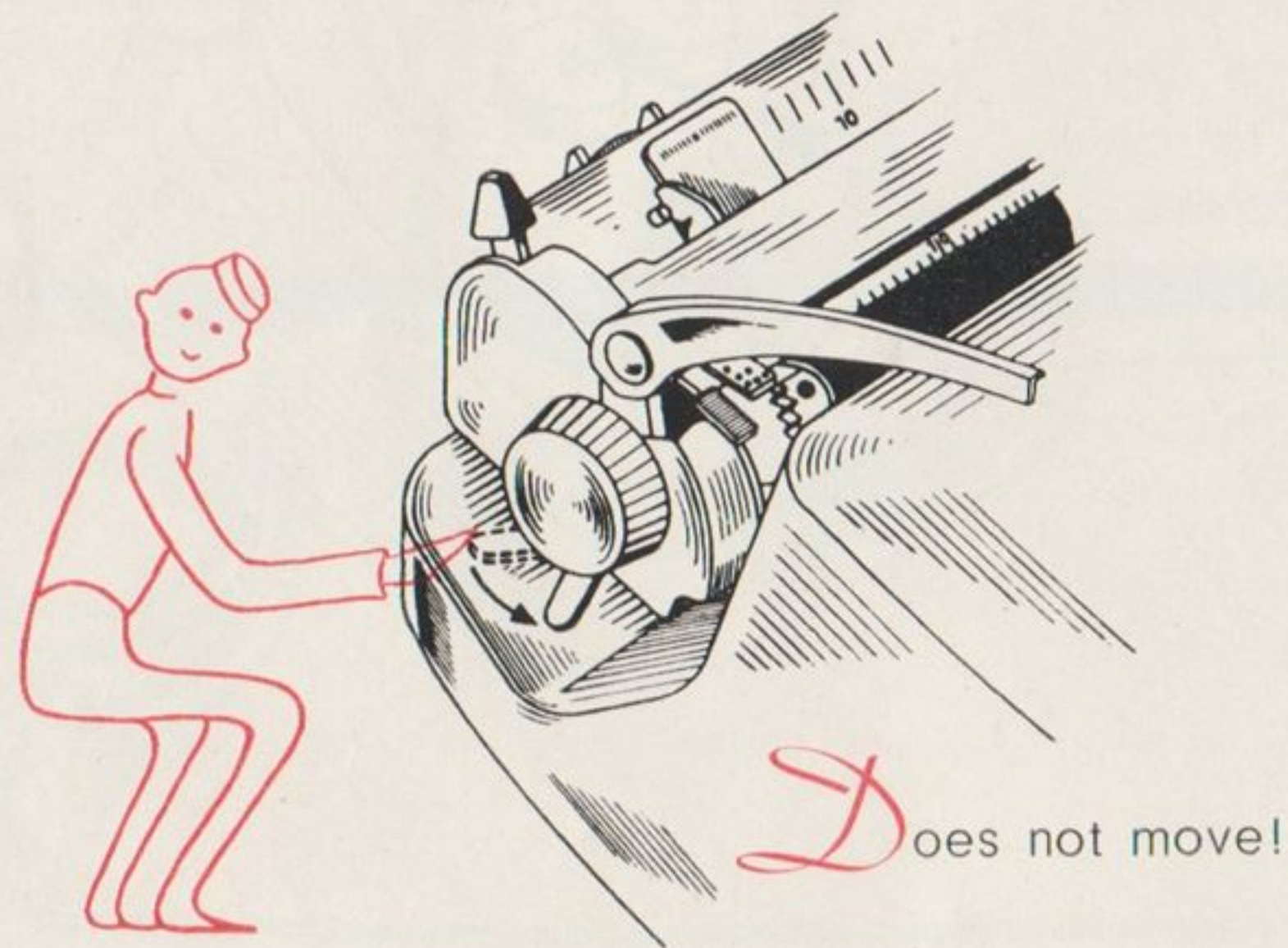


The little lever on the right hand side of the machine shown on the sketch is the ribbon adjuster. To cut stencils, just set it to the position shown, which puts the ribbon out of operation. It's as easy as that!



Now once more a hint!

Before shutting the case — take care of
that the Shift Lock is loosened,
the Carriage is locked,
the little Plate locking the keys is put in.
Please remember this and your TIPPA will always be ready to work.



And so to work:

It won't take you long to find out the possibilities of your

Adler-Tippa

Although a light machine, it is remarkably hard wearing and efficient, as well as smart and handy to use.

Moreover, the Tippa comes from a thoroughly reputable firm. The name shown at the foot of this page is world-famous as a symbol of conscientious accurate craftsmanship.

ADLER

If you take care of your Tippa and clean its type from time to time, it will give you clean reliable work and a long working life in return.

For additional information, please consult your local

Adler Agent:-

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