

The all-purpose typewriter for the modern office

INSTRUCTIONS

ADLERWERKE VORM. HEINRICH KLEYER AKTIENGESELLSCHAFT FRANKFURT (MAIN)
WEST GERMANY

You will find out very soon that an ADLER Standard UNIVERSAL type-writer is really something to be proud of. Before you start typing you will scrutinize it closely, no doubt, and as you proceed you will realize that your typewriter is able to stand up to the most exacting requirements, to take care of any job in typing, and to give you every possible writing comfort.

The delivery of the machine should not be regarded as the end of our relationship with you. On the contrary, we want you to be a happy typist as long as the ADLER Standard UNIVERSAL is yours.

"Ready for work at all times"

is the keynote of our service policy. The widespread ADLER service is always at your disposal. Our specialized agents are at all times prepared to give you sound and practical advice and, of course, will attend to any defect in no time.

Would you mind doing us a little favour? Just drop us a line when you feel that way, and let us know which of the features of the ADLER Standard UNIVERSAL you like best. Inform us of everything you think is worth while talking about. Your suggestions, too, may be of great value to us. Even minor improvements will in the end be for the benefit of all professional and other typists. All our endeavour serves the cause of progress and further development of the ADLER Office Machines.

The ADLER Program, conspicuous by its extensive range, has met with the enthusiastic approval of both the trade and the customers. Its variety offers a suitable machine for all kinds of work:

ADLER Standard UNIVERSAL the all-purpose typewriter for the modern office.

A D L E R Standard S P E C I A L the typewriter for your ordinary correspondence.

ADLER PRIVAT the portable type-writer for your personal use.

ADLER Bookkeeping Machine for any copy accounting system.

ADLER

Standard Universal

TYPEWRITER

First read --

Then write --

It pays --

Layout of Controls



		Pa	ge
15.	Line space lever		10
16.	Screw for changing carriage	D. C.	11
17.	. Carriage on tracks and ball bearings		8
18.	Variable interliner		9
19.	Left hand carriage release		9
20.	Total tabulator clearance		14
21.	Platen release	9,	12
22,	Line space adjuster	9,	10
23.	Lateral paper guide	90	6
24.	. Margin stop with margin indicator .	10,	11
25.	Paper rest with margin setting scale 6	, 8,	11
26.	Paper guide and erasing table 8,	12,	16
27.	Paper bail and bail rolls 7	, 8,	12
28.	Cushioned platen	9,	12
29.	Card holder	11,	15
30.	Typeguide		7
31.	Transparent line finders		7

Alphabetic Index

Page	Page
Accents 5	Margin setting scale
Automatic paper insertion 6	Margin stops 10, 11
Back spacer 5	Paper bail
Bail	Paper guide
Bail rolls	(see also "Lateral paper guide")
Bell	Paper injector 6
	Paper insertion 6
Capital letters 5	Paper release 6, 12
Carbon copies 6	Paper rest
Card holder 11,15	Paper support 8
Care of typewriter 16	Platen 9,12
Carriage 8	Platen knobs 9,12
Carriage release 9	Platen release 9,12
Changing the carriage 11	
Changing the platen	R ibbon 13,14
Changing the ribbon 13	Ribbon adjustment
Cleaning the type 16	(two-colour and stencil) 14
Clearing tabulator stops 14	Ribbon fork
Columns	Ribbon guide
Copies 6	Ribbon spools
Corrections 7,16	Kibbon spools
Dead keys 5	Setting margin 10, 11
Decimal tabulator 14,15	Setting tabulator stops 14,15
Double-type-spacer	Shift guides
booble-type-spacer	Shift lock 5, 13
End of sheet indicator 8	Shift key 5
Erasing	Spacebar 5
Erasing table 7, 16	Special devices, time-saving 17
	Spools
Graduated scale	Standard carriage 8
	Standard keyboard 5
ndividual clearance key 14	Stencils
njector 6	¥
nsertion of paper 6	Tab-set key 14,15
Contraved	Tabulator 14, 15
Keyboard 5	Tabulator clearance 14
ateral paper guide 6	Tabulator key 14,15
ine finders 7	Tearing off paper 8
ines (drawing lines)	Top cover
ines (writing on lines) 9, 10	Total clearance key 14
ine space adjuster 9,10	Touch control 5
ine space lever	Two-colour ribbon adjuster 14
more superior transfer of the first of the test first fill folder	Typeguide
Margin indicators	5% R
Agrain release 5.11	Variable interliner 9

Keyboard

The ADLER Standard UNIVERSAL typewriter has a standard keyboard (Fig. 1) with 46 plastic, fingerform keys (92 characters and symbols). The shiff key (1), shift lock (2), back spacer (3), margin release (4), and tabulator keys (5) are placed in the most convenient positions.



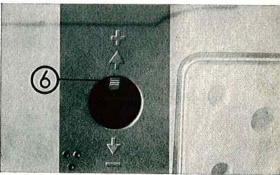
Fig. 1

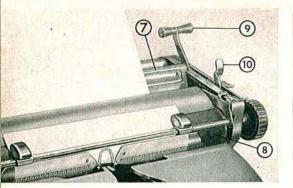
Capital letters are typed by pressing one of the two shift keys with the little finger. The shift key must not be released until the type has reached the printing point. If capitals only are to be typed, or if emphasis is to be expressed by underlining, press the shift lock. By a light pressure on the left hand shift key the shift lock is released. Dead keys (accent keys) should always be struck before you type the character which is to appear underneath. In case of absence of the accent ", same is produced by the combination of the accents " and ".

Touch control

The bottom cover of the machine has an aperture allowing the touch control wheel to be set without removing the cover. The touch control wheel (6 in Fig. 2) allows individual touch adjustment. It is placed underneath the machine so that once the touch has been adjusted to suit the operator it cannot be interfered with by other persons. By turning the wheel (6) in the direction of "—" the springs are slackened and the touch becomes lighter. By turning it in the direction of "+" the touch becomes more resistant.







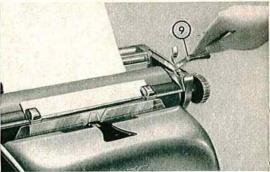


Fig. 3

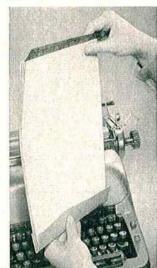
Fig. 4

Automatic paper insertion

For paper insertion, place the carriage in central position (Fig. 3 and 4). Put the sheet between the paper rest (7) and the platen (8) in the usual manner. Pull forward the injector (9), so that the sheet glides automatically to the starting position for typing.

In order to avoid creasing of carbon copies in case of inaccurate insertion, the use of the paper release

Fig. 5

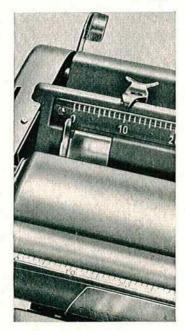


(10) is recommargin stop to 10,

mended. A paper folder kept handy, which can easily be removed after inserting the paper, is of assistance in preventing the moving of carbon copies (Fig. 5). For accurate insertion, use the mobile lateral paper guide. With standard letter size paper, it is recommended to set the lateral paper guide to 0 and the left hand

so as to obtain a binding edge of about one inch (Fig. 6).

Fig. 6



Line finders

The paper leaving the paper guide rollers is gripped by the line finders (11 in Fig. 7), located at either side of the type guide (12), and automatically glides under the bail rolls (13). As the line finders are sprung and hinge forward, they adjust themselves easily even to thick layers of paper. In order that the succession of typed lines may always be visible, the line finders are made of transparent plastic material.

The line finders allow typing from the top to the bottom (Fig. 8) on any sheet of paper, post or index card, and prevent misalignment when you type close to the lower edge.



Fig. 8

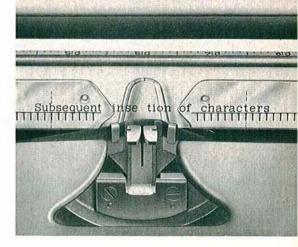
Fig. 7

Fig. 9

Additional

insertion of characters

If after removal of the sheet faint or missing characters are to be re-typed or added, re-adjust the sheet by means of the paper release in such a way that the vertical extension of a narrow character (preferably i, I or t) coincides with one of the graduation marks on the line finders (Fig. 9). Adjust the bottom edges of the typed symbols to the top of the transverse line of the line finders by pressing the variable interliner (Fig. 14) and turning the left hand platen knob at the same time.



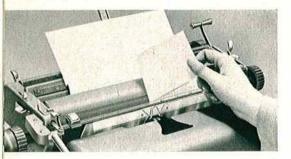


Fig. 1

Fig. 11

ATILITY

Tearing off paper

The bail rolls (13 in Fig. 7) should be adjusted in such a way that they grip the paper at the edges as it passes under the paper bail. If they are pushed aside the paper bail may be used as a time-saving device for tearing off paper (Fig. 10). The combined paper guide and erasing table (14 in Fig. 7) prevents carbon copies and carbon paper from coiling round the platen.

End of sheet indicator

The end of sheet indicator, serving at the same time as paper support (Fig. 11), folds away behind the paper rest and springs automatically into position by a light pressure on its release (15). Its sliding scale (16) should be adjusted to the size of the paper used.

The carriage

The ADLER Standard UNIVER-SAL typewriter is normally equipped with a 12" carriage (Fig. 12), which can be replaced by wider carriages (15", 18", 26", 35").

Fig. 12

Conveniently placed controls on the carriage

All the controls on the carriage are conveniently placed and easily operated. From one hand position five distinct operations can be performed (Fig. 13):

- 1) Turning the platen by the platen knob (17)
- 2) Setting to any position by the variable interliner (18)
- Typing between lines by means of the platen release (19)
- 4) Back and forth movement of the carriage by operating the carriage release (20)
- 5) Setting the line space adjuster (21

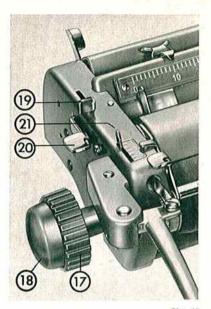


Fig. 13

Free-running platen

a) For typing on forms, etc., independent of the line space mechanism, use the variable interliner (Fig. 14). Press the interliner with the palm of your left hand, while your thumb, index, and middle fingers at the same time grip the platen knob.

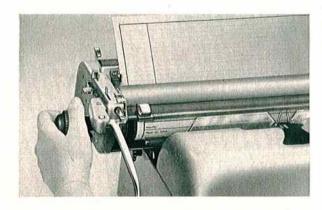
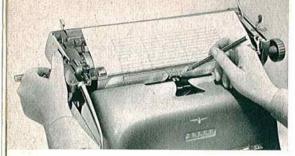


Fig. 14

b) For typing between the lines (m^3 , H_2O etc.), use the platen release only (19 in Fig. 13). When the release is returned to its home position it guarantees accurate registration at the original printing position.



ABLERWERER

Fig. 15

Drawing lines



Line space adjuster

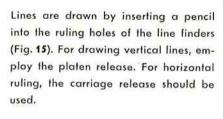
The line space adjuster (21 in Fig. 13) permits the easy setting of five different line spaces (Fig. 17).

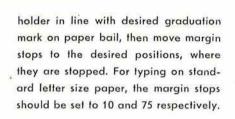
For spacing, throw the carriage by the line space lever (Fig. 16). Only when typing on printed lines (forms, index cards, etc.) use the variable interliner (Fig. 14) for spacing.

Adjuster set at:	1	2	3	4	5
Space:	1	11/2	2	21/2	3

Margin stops

To insure an unobstructed view of the typescript, the margin stops (23 in Fig. 18) are removed from the field of vision and placed at the back. For setting the length of the line, move the margin stops to the desired positions. The margin indicator points to the graduation mark you choose on the margin setting scale (22). The graduations of the paper bail and the margin setting scale being identical, either margin can also be set as follows: By moving the carriage bring center mark of the set







When the bell rings near the end of the line, finish the word you are typing and start the next line. If the remaining space is not sufficient to finish the word, press the margin release (4 in Fig. 1) and go on. For typing in the left hand margin, keep the margin release pressed down while you move the carriage to the right.



This new device (Fig. 19) allows automatic type-spacing. If the push-button marked (2) is depressed, the carriage moves two type spaces at each touch. With this device, a word to be written in spaced type can be written considerably faster.

Changing the carriage

For removing the carriage, loosen the screws (25 in Fig. 20) on both sides of the casing and lift the carriage off vertically. While proceeding, steer clear from the ribbon fork. Replacement is carried out in the reverse order. Test proper fit by moving the carriage back and forth, and then fasten the screws.

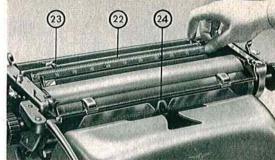


Fig. 18

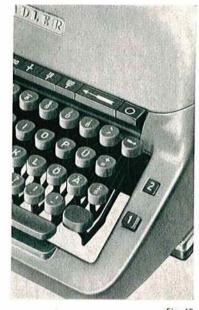
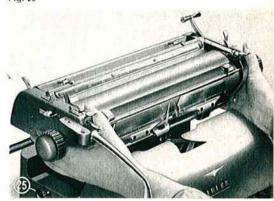


Fig. 19





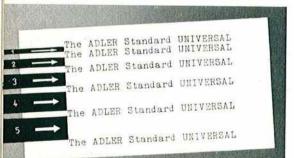
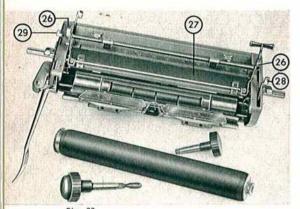




Fig. 21



Changing the platen

Remove the top cover and move the carriage to the right (Fig. 21) or take it off (Fig. 22). Next lift the paper bail by the fingerform handle (26), and lift the erasing table (27). Pull the paper release (28) forward, push the platen release (29) back, and unscrew the platen knobs. To prevent the platen from turning as well, press the line space lever to the right. Lift the platen at the right side first, and remove it. Replace it in the reverse order.

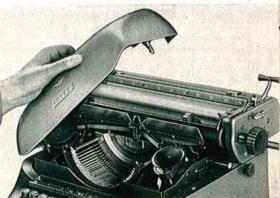
Removing the top cover

Before changing the ribbon or cleaning the type, remove the front cover by simply lifting it off (Fig. 23 and 24). When replacing it make sure that the pins fint properly in the holes provided for firm attachment.

Fig. 23

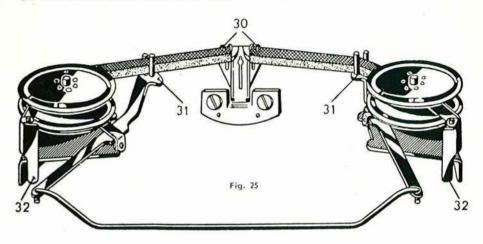


Fig. 24



Ribbon

The ribbon (Fig. 25) reverses automatically in typing. The automatic ribbon reverse prevents perforation of the ribbon ends.



Changing the ribbon

A thorough study of the ribbon mechanism makes the insertion of a new ribbon all the more easy. To facilitate the removal of a worn ribbon, use the shift lock. Wind all of the old ribbon on to one of the spools (Fig. 25). Take the ribbon off the ribbon fork (30) and the shift guides (31), press the projecting end of the ribbon guide (32) resting lightly on the ribbon, and take the full spool off the ribbon mechanism.

Hook the new ribbon to the pin protruding from the hub of the empty spool. In replacing the spool, take care that the catch pin of the spool rest (33) engages in one of the

small apertures (34) of the spool. Secure the spool by a gentle pressure on top. A faint catching noise indicates correct reinsertion of the spool. Spools and ribbons are standardized.

The ADLER Standard UNI-VERSAL takes a 13 mm ribbon. Arabic keyboard machines require a 14 mm ribbon.

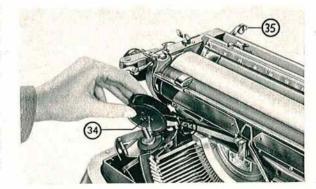


Fig. 26

12



Fig. 27

Two-colour ribbon adjuster

This new device (Fig. 27) allows the use of two-colour ribbons. When set to "blue", the top half of the ribbon is typed on. When set to "red", the bottom half is used. If stencils are to be cut, set the ribbon adjuster in such a way that both buttons are pushed in halfway. If you use single-colour ribbons, keep the "blue" button permanently depressed. When the ribbon is worn out, use the bottom half by turning the ribbon over rather than by switching the adjuster to "red". Permanent setting to "red" is not advisable.

The decimal tabulator with skip key

The ADLER Standard UNIVERSAL typewriter is equipped with a time-saving decimal tabulator (Fig. 28). For typing invoices, lists, tables, columns, for setting headings, indenting, and even for the daily typing of the reference marks of standardized commercial letters, the decimal tabulator will always prove a great help.

Bring the carriage to the points where the stops are to be set. For setting stops, press the tab set key [36]. For tabulating, just press the tab key [37]. While you keep this key depressed, the carriage automatically slides to the tabulator stop. — If a stop is no longer required and you want to clear it, bring the carriage to this stop and press the individual clearance key [39]. If you have set several stops and desire to clear them all at the same time, use the total clearance lever [35 in Fig. 26]. For decimal tabulating proceed as follows: Set a stop at the point you choose for the decimal point. In



Fig. 2

order to bring the carriage to the correct starting point for typing, press the respective tabulator key.

Examples:

Stop	to be set
a)	216.75
b)	5.40
c)	8650.05
d)	10435.95
e)	208576.78

- a) Press (100) key: The carriage stops three spaces before the decimal point.
- b) Press (1) key: The carriage stops right before the decimal point.
- c) Press (1 T) key: The carriage automatically stops at the correct starting point for typing this figure.
- d) Press (10 T) key: A figure with five digits before the decimal point can be typed without backspacing.
- e) Press (100 T) key: Again the carriage moves to the desired position. Above examples are applicable only if the tabulator keys are arranged as follows:

. 1 10 100 1 T 10 T 100 T

For other arrangements, use the tabulator in a corresponding manner.

The machine features a skip key (38) which allows "skipping" tab stops in the following way: Press skip key and — immediately before reaching the point desired — press the respective tab key simultaneously. Be sure to release skip key first.

Care of the typewriter

Dust and dirt are the enemies of all precision mechanism. Your ADLER Standard UNIVERSAL typewriter will repay proper care by many more years of satisfactory performance.

Before use, dust the machine with a soft, fibreless cloth and clean all easily accessible parts inside the machine.

Fig. 29



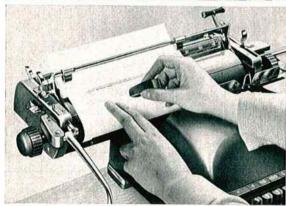


Fig. 30

Attend to the type daily. Otherwise it becomes filled with ink, ribbon fibre and dust, so that the lettering becomes blurred. When cleaning the type, place a piece of paper or cloth below the keys, so that the dirt that is brushed out of the type is caught and does not soil the machine (Fig. 29).

Clean the platen with methylated alcohol. Petrol or gasoline destroys the rubber. Avoid erasing. The rubber eraser is an enemy of the typewriter. If as a result of inexpert erasing the dust falls into the interior of the machine, it may adhere to the working parts. If you cannot avoid erasing, move the carriage to the left or to the right (Fig. 30), so that the erasing dust does not

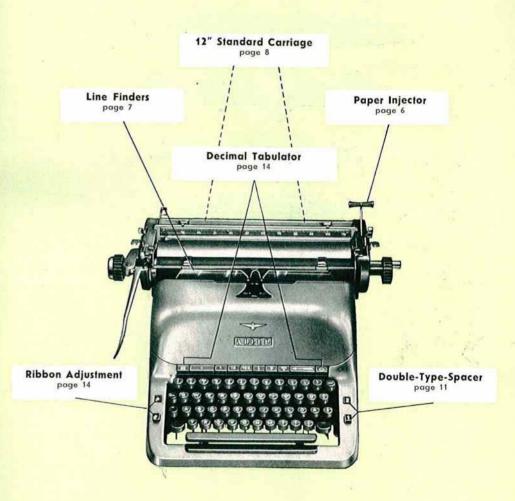
fall into the machine. Cover the typewriter with a dust cover when work is completed for the day.

Have the machine examined, cleaned, and oiled at appropriate intervals by your supplier or any typewriter expert.

Packing of Machine
For shipping long distance or by rail the machine must be expertly packed.
Your ADLER dealer will advise you.

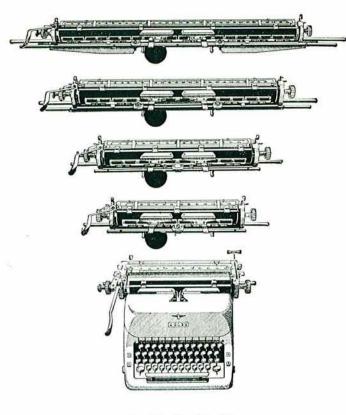
TIME-SAVING SPECIAL DEVICES

ADLER Standard Universal



These devices enable you to achieve maximum results with a minimum of effort

Five easily interchangeable Carriages - 12", 15", 18", 26", 35" -



ADLER Landard Universal

Its line of wide carriages helps you to solve every problem in typing