

A complimentary Copy from Mr & Mrs Vintage Typewriters
For more Visit www.MrMrsVintageTypewriters.com

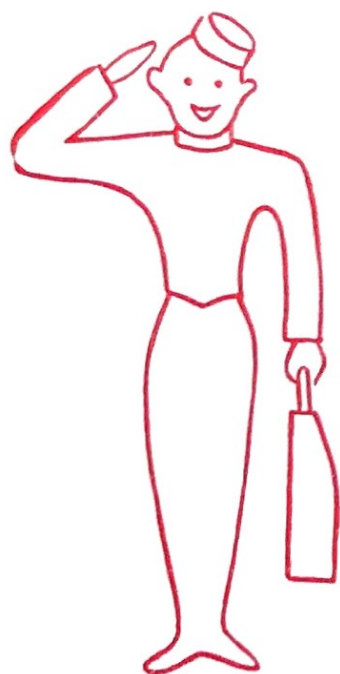
Our introduction

TO THE

COSEN
TIPPA

Contents

*I*t is in your best interest to study carefully the following pages; it is very easy to type with a Tippa but knowledge of your machine makes typing a pleasure and ensure you to get the best from your machine.



	Page
Carriage locking lever }	3
Type guard }	
Paper guide }	4
Paper feed release }	
Line space lever }	5
Margin control }	
Keyboard	6, 7
Paper support }	8, 9
Ribbon control }	
Bottom of paper indicator }	10
Carriage release }	
Platen release }	
Erasing platform }	11
Paper bail }	
Card holder }	
Ribbon	12, 13
Type bar disentangler	14
Space lever	15

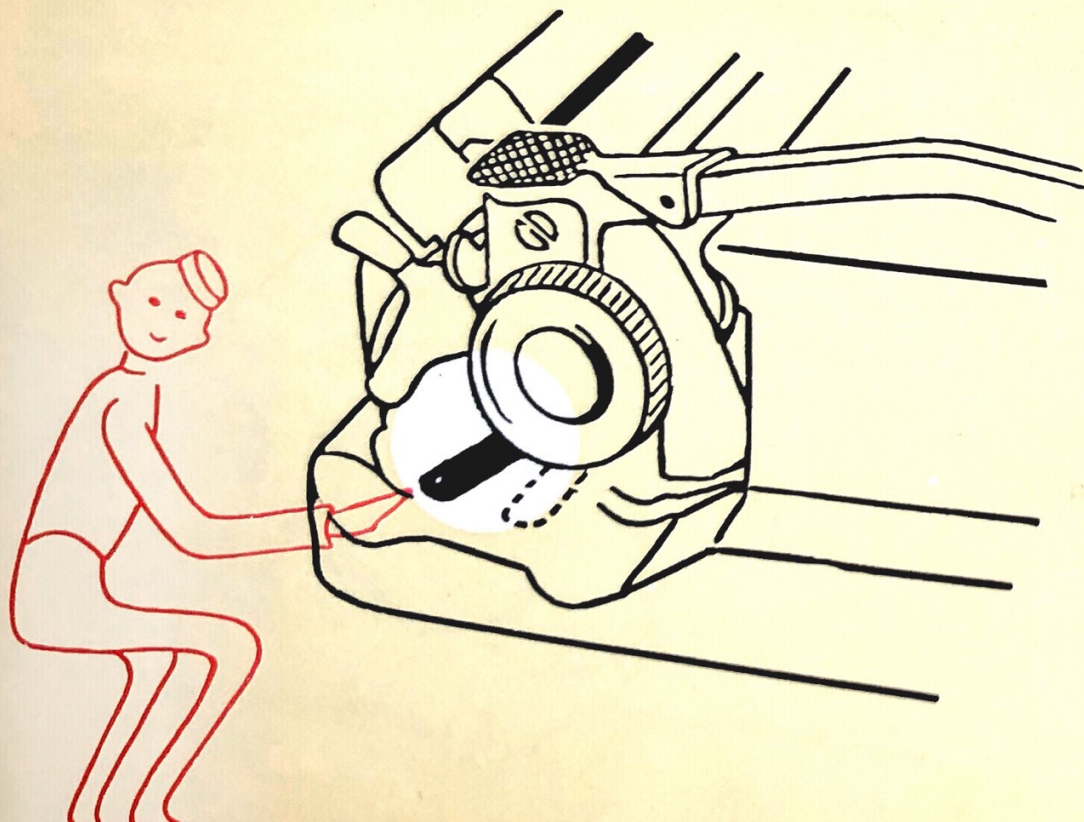
Trust the "Boy", he will guide you well

Protection in Transit

When you first open your Tippa, its carriage and type are locked. Remove the plate securing the type bar and push back the small lever beneath the left hand platen knob.

Your machine is then ready for typing.

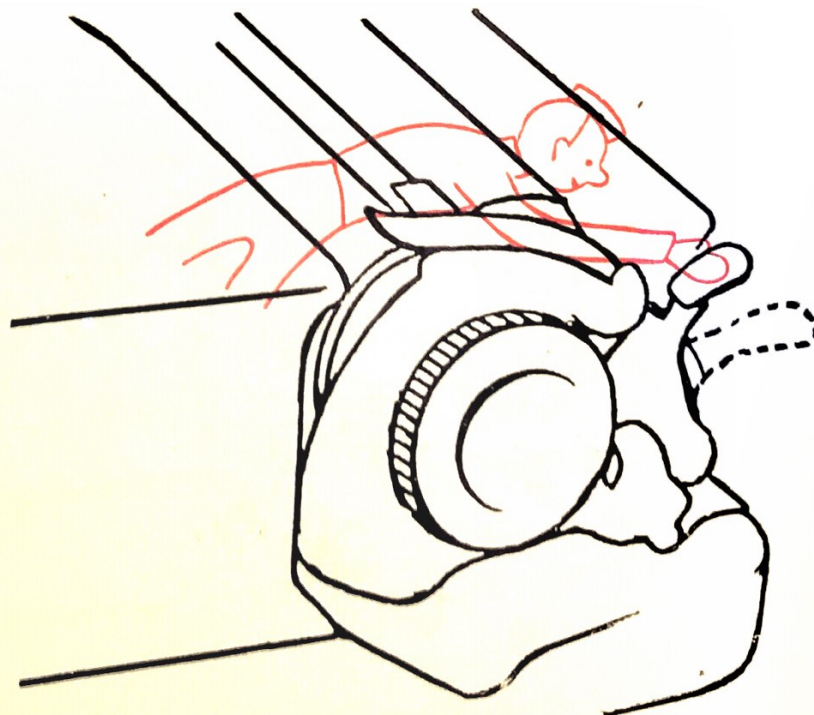
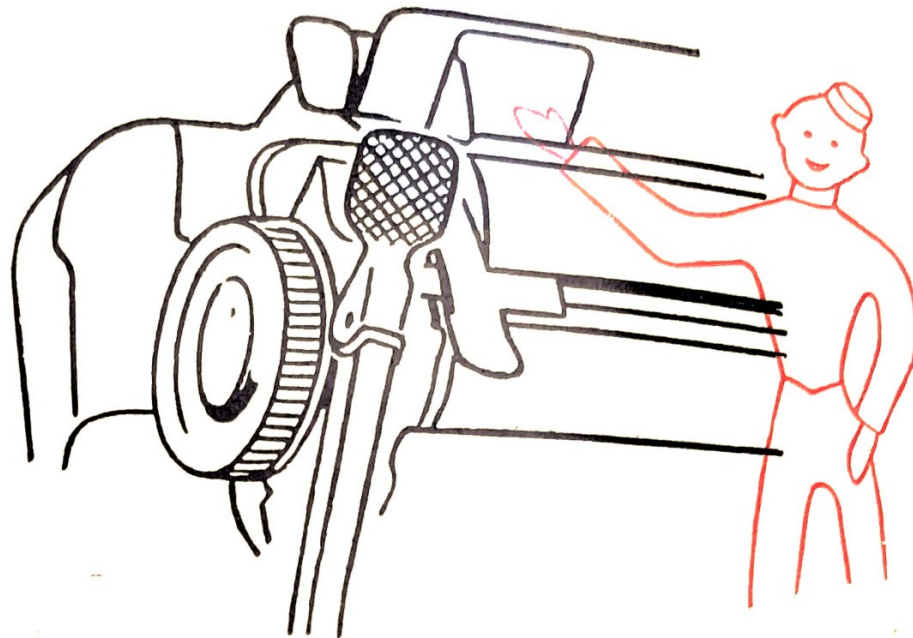
When you have finished typing, please remember to lock the carriage once again.



Paper Guide

Use of the paper guide is essential for the alignment of margins. Set the paper guide by sliding it to the desired position and then fix your left hand margin stop. Insert your paper so that it slides snugly along the paper guide and the margins on successive sheets of paper will all be equal.

To adjust the paper, should it feed at all obliquely, use the paper release lever situated to the rear of the right-hand platen knob. Please ensure the lever is returned to its original position before typing, or your paper will slip. Equal margins on successive sheets of typing make for neatness and show the "professional touch".

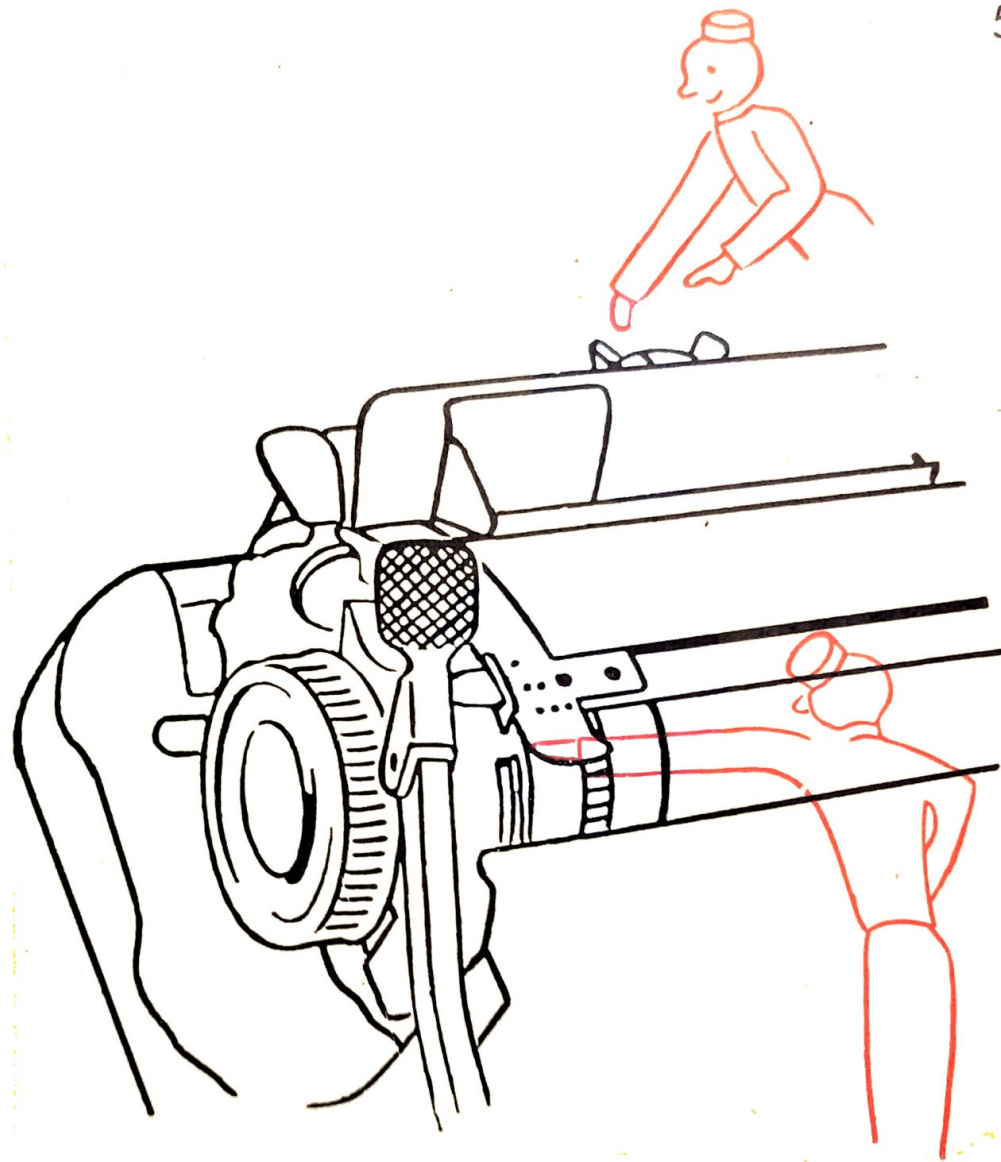


I m p o r t a n t

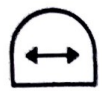
Individual typing depends on how you dispose of the matter to be typed over the sheet of paper and before you commence typing you should decide on the length of each line and the space between lines to produce the effect you desire.

Generally speaking, a short letter on a large sheet of paper calls for wide margins and wide spacings between lines and vice versa.

Full use should be made of the left and right hand margin stops and the line spacer (the small lever to the left of the carriage) to produce the lay-out you wish.



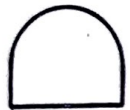




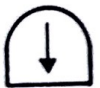
= Margin Release
enables you to type outside the margin stops.



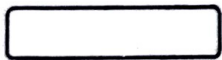
= Back Spacer
helps you to correct mistakes.



= Shift Keys
depress for typing all capitals and characters on tops of keys.



= Shift Lock
depress to lock the shift keys. Release by a slight pressure on the left hand shift key.

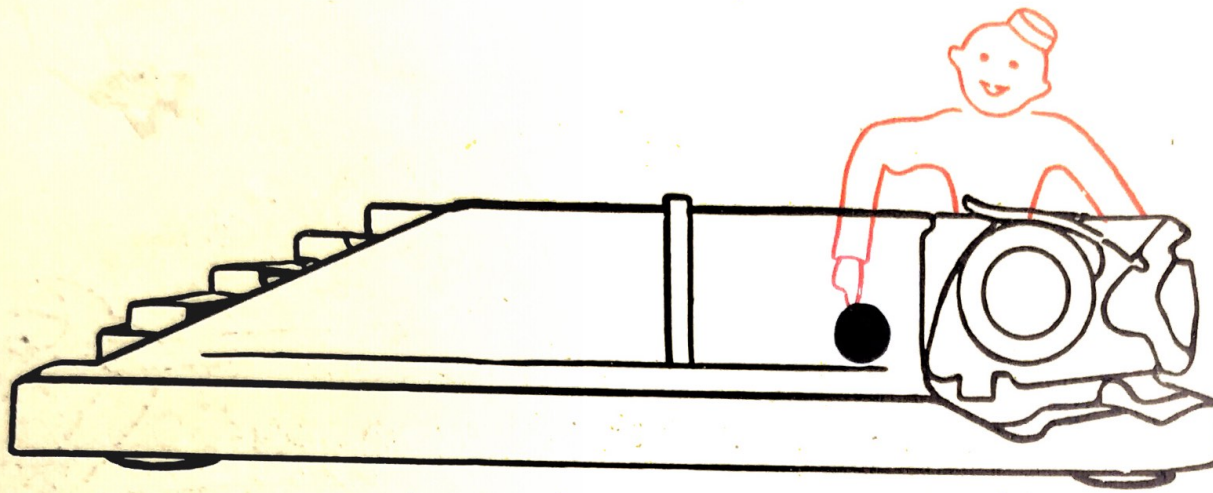


= Space bar
one tap down and release moves the carriage one space to the left.

Touch Control:

The small knurled knob on the left of the machine regulates the tension. Adjust it to your personal requirements.





Ribbon Control

*O*n the right of the keyboard is found the ribbon control with which you can eliminate the ribbon in order to cut stencils.

Paper Support

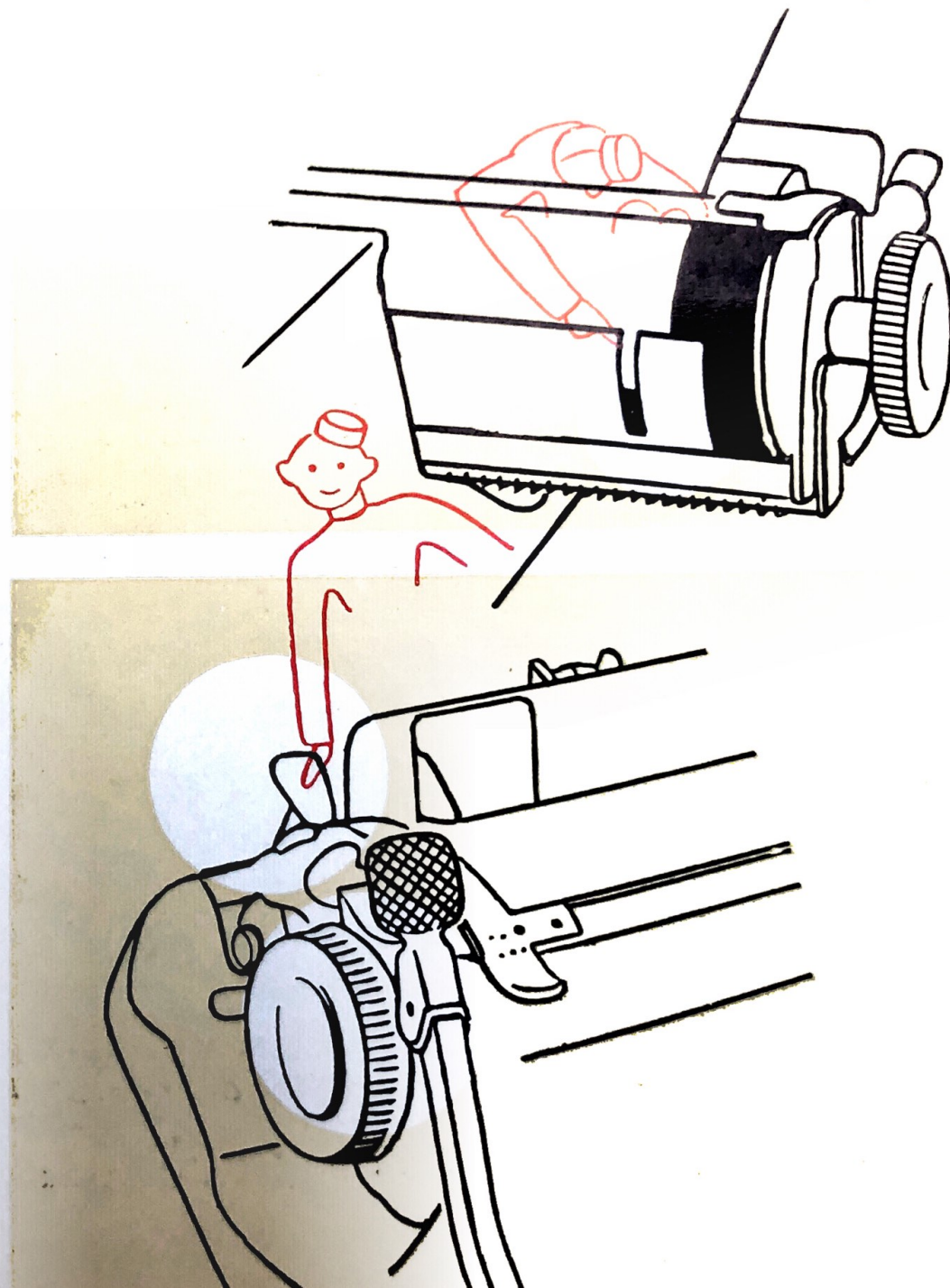
*T*he paper support at the rear of the carriage should be raised before inserting paper into the machine.

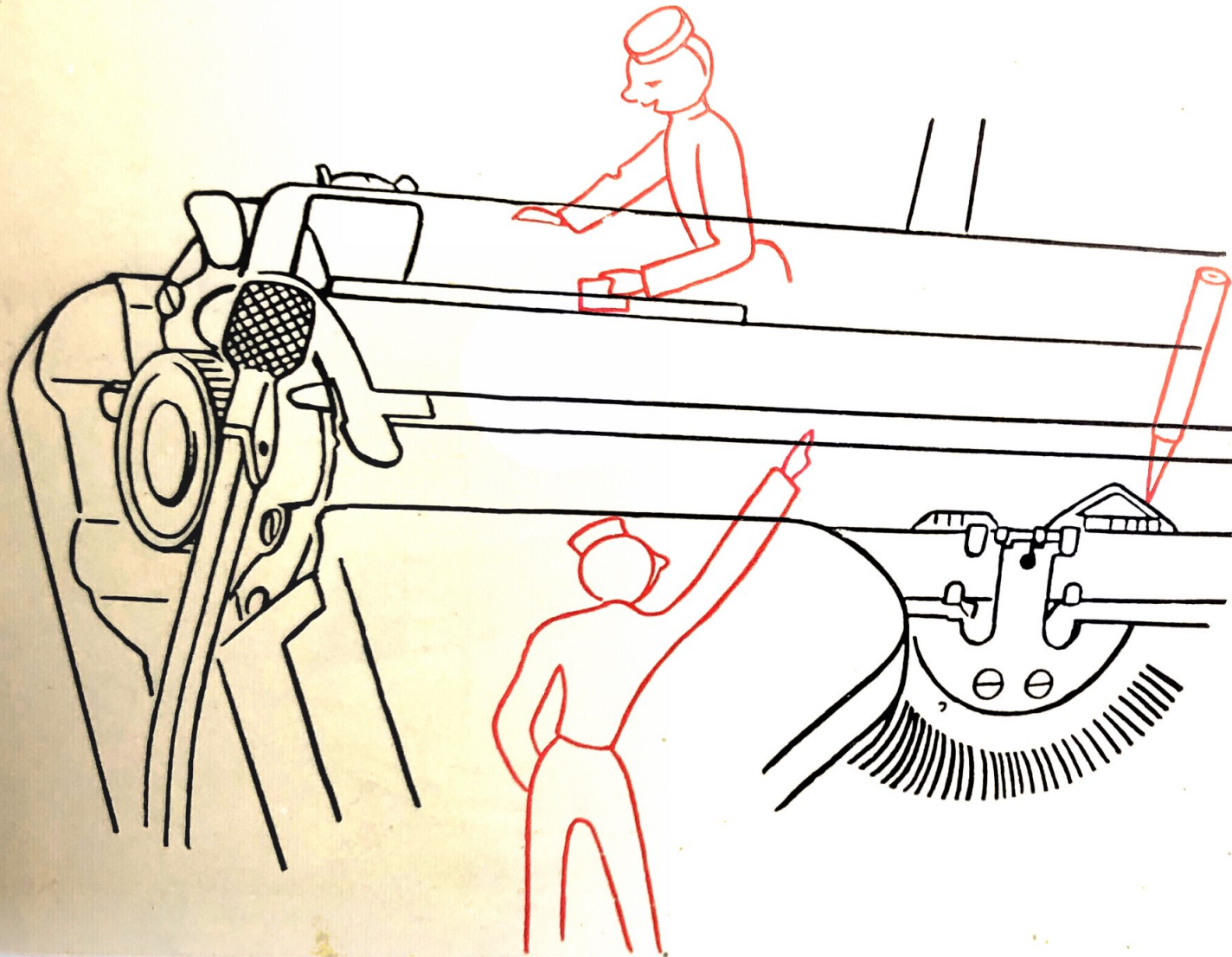
*B*ottom of Page indicators.
In the metal strip at the bottom of the platen are two small slots, one at either end. In these slots you can see the bottom of the page on which you are typing appear, whilst the sheet of paper is still firmly gripped by the platen. With the Tippa you do not have to guess how many more lines you can type on a page. Normally, remove your paper from the machine as soon as the bottom of the paper appears in the slots, your last line of typing will then be in perfect alignment.

*R*ight-hand Margin Stop.
Set your right hand margin where you wish each line of typing to end. The bell rings seven spaces before you reach it.

Platen Release

*T*he platen release lever is situated to the left of the carriage. The carriage moves noiselessly from left to right under slight pressure, the carriage release lever should be used to move it in the opposite direction.





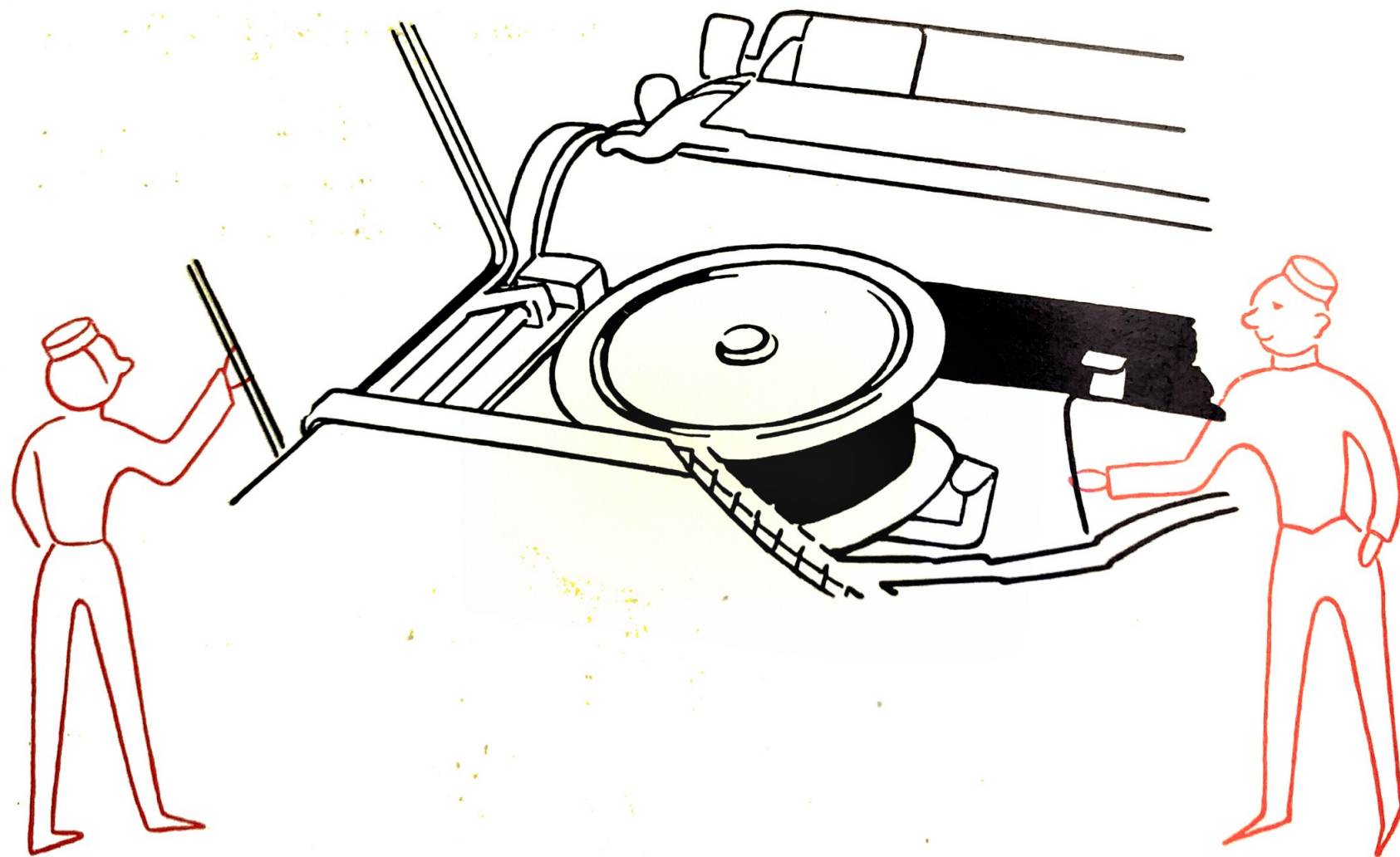
Erasing Platform.

The platform to the rear of the platen should be used as a support when it is necessary to erase; the platform also serves as a means of preventing paper and carbons curling and feeding again into the platen.

Paper Bail.

The paper bail holds the paper firmly against the platen; it may be used when desired for neatly tearing the sheet of paper whilst still in the machine. Horizontal lines may also be ruled with the help of the pa-

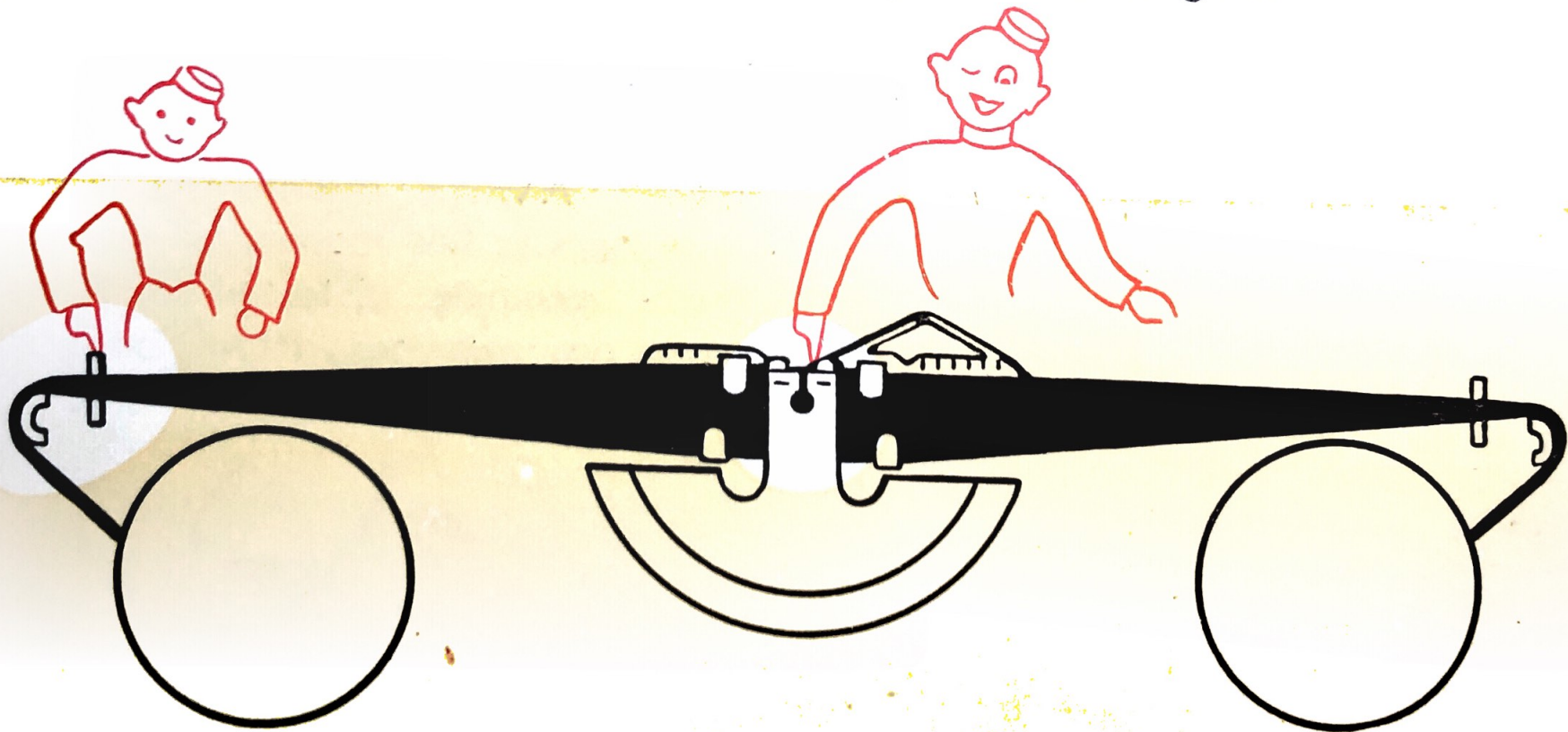
per bail – place the tip of your pencil in the small notch of the right indicator beneath the triangular card holder and move the carriage backwards or forwards and you will have a perfect line across your sheet of paper; by turning the platen you can similarly produce a vertical line. Crossword Puzzles, Official Forms, your Tippa will type almost anything.

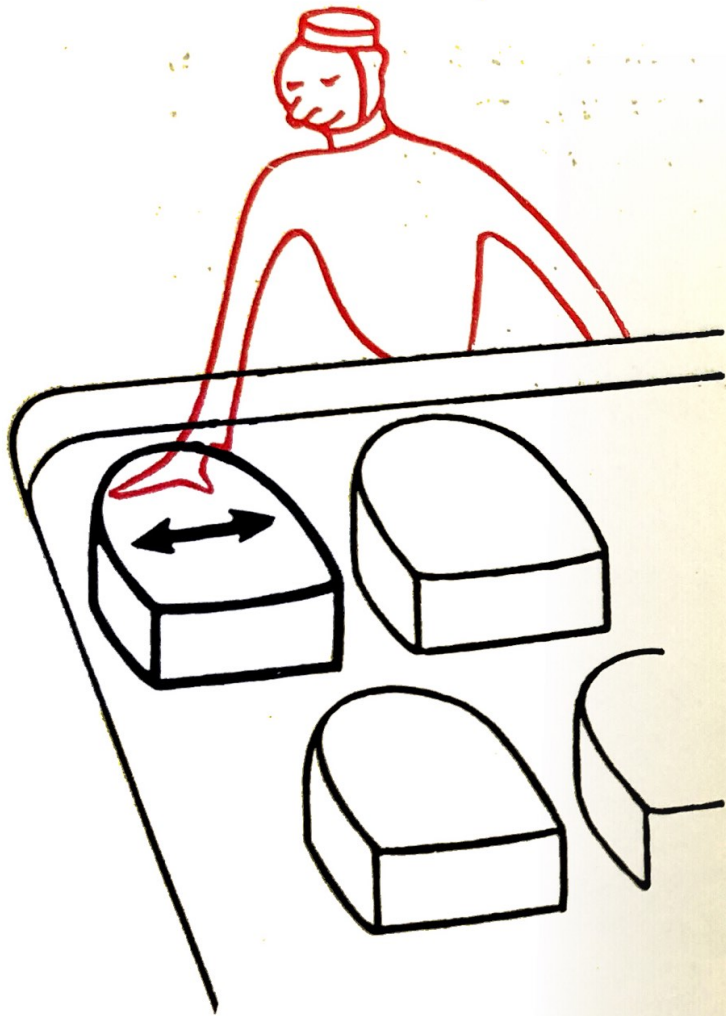


The Ribbon

Ordinarily, no attention is necessary to the ribbon. When you are typing the ribbon runs from one spool to the other and reverses automatically; it may however also be reversed at will by the small lever to the right of the machine.

Ribbon changing is no messy business on a Tippa and there is no need for you to dirty your fingers. Study the diagram below and insert the ribbon accordingly make sure the ribbon lies correctly in the ribbon guide.



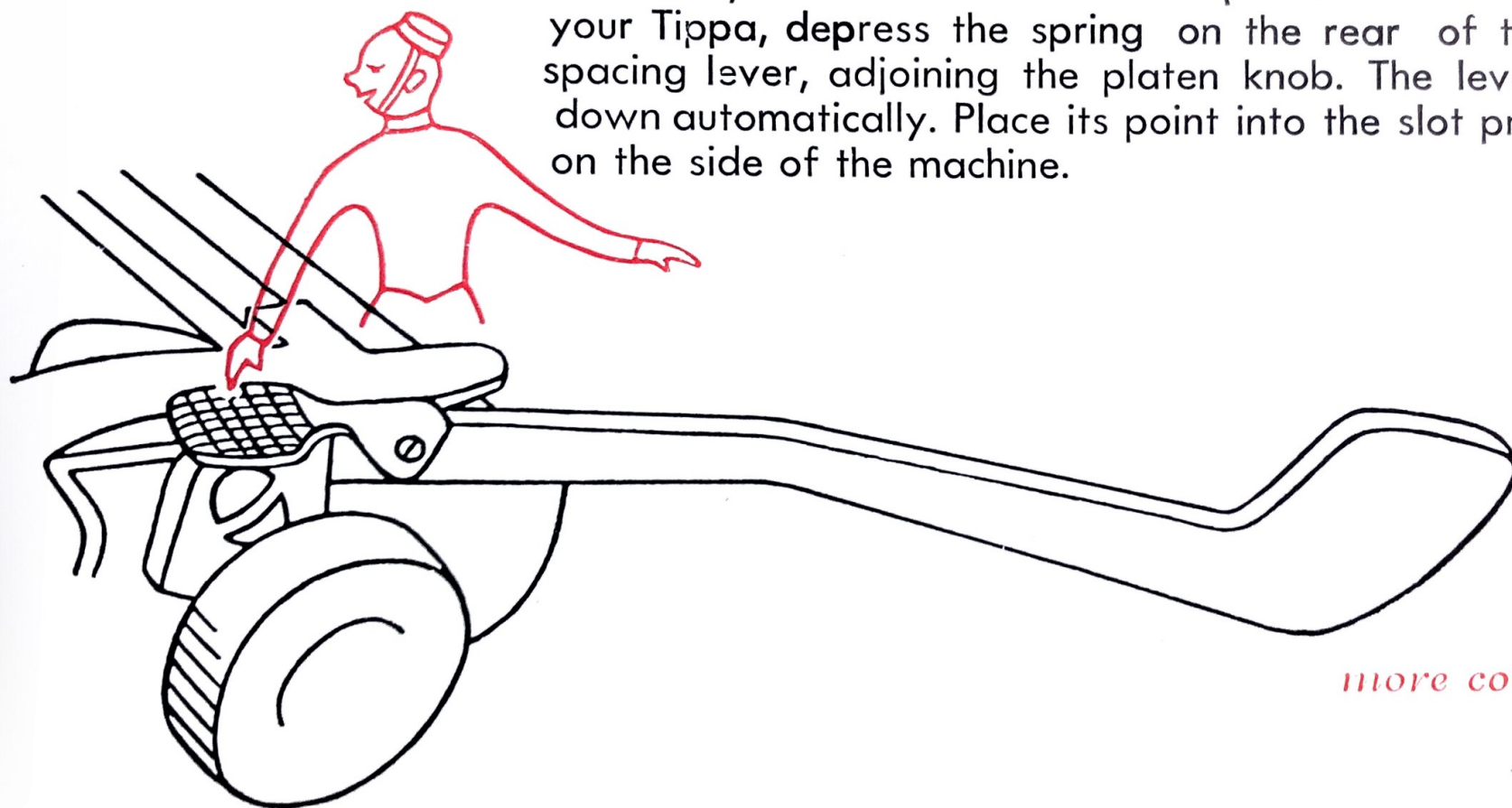


Type Bar Disentangler

When typing at high speed, it occasionally occurs that typebars interlace; to release them merely depress the margin release key and the type bars automatically return to their proper places. Always disentangle locked type bars in this manner, it prevents them becoming distorted and also saves any messiness from ribbon ink on your fingers.

Improved space lever means greater speed!

The improved length and scientific design of the handy line spacing lever of your Tippa means increased speed and efficiency. After removing the cover of the machine, lift the line spacing lever upward until it locks automatically and it will move only to one side and never up and down. To close your Tippa, depress the spring on the rear of the line spacing lever, adjoining the platen knob. The lever tilts down automatically. Place its point into the slot provided on the side of the machine.



more comfort!

*A*nd now to work...

It will not be long before you realise that your Tippa fulfils all it promises.

Gossen=Tippa

is beautiful, is strong, is efficient despite its lightness.

Your Tippa is manufactured by the organisation world renowned for its precision built machinery: —

P. GOSSEN & CO. G.M.B.H. ERLANGEN / BAYERN · TIPPA-WERK