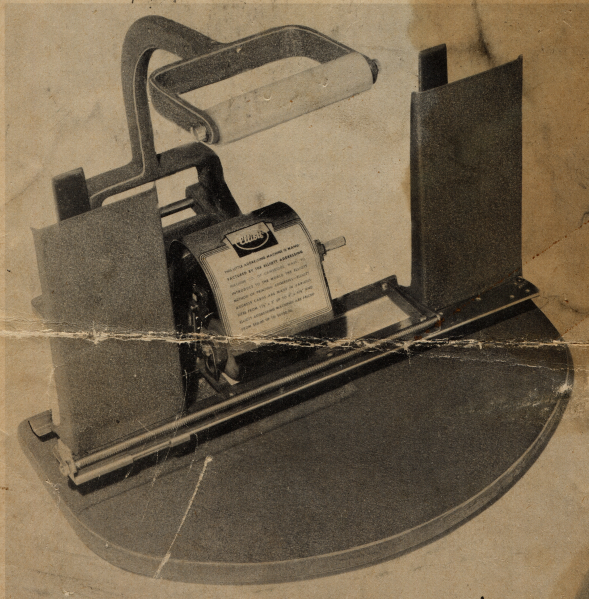


COMPLETE INSTRUCTIONS FOR
THE *Elliott* ADDRESSERETTE

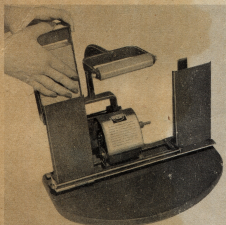


This low-priced Addresserette is made possible because it is part of an educational plan to bring the advantages of the Elliott stencil system of addressing to the general public. We manufacture many models of addressing machines ranging from \$45.00 to \$18,000.00 in price, and we make Elliott address cards in sizes $1\frac{1}{2}'' \times 3''$ — $2'' \times 4\frac{3}{32}''$ — $2'' \times 4\frac{1}{2}''$ — $2\frac{3}{4}'' \times 4\frac{1}{2}''$ and $4'' \times 4\frac{1}{2}''$.

If interested in larger or faster Elliott equipment, write for catalog.

THE ELLIOTT ADDRESSING MACHINE COMPANY
143 ALBANY STREET CAMBRIDGE 39, MASSACHUSETTS

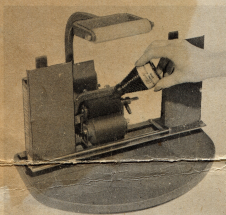
COMPLETE INSTRUCTIONS FOR THE *Elliott* ADDRESSERETTE



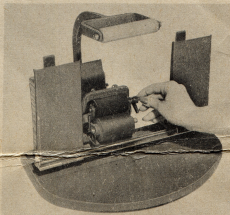
1. Inserting tray of address cards.



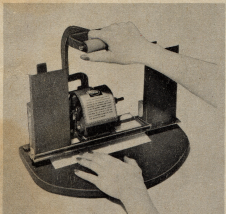
2. Pushing first address card to printing position.



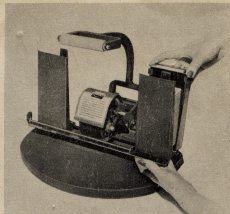
3. Applying ink to felt roller.



4. Turning rubber roll to get ink from felt roll.



5. Pulling handle down after inserting envelope with left hand.



6. Removing tray of address cards after lifting pile of cards two inches with left hand.

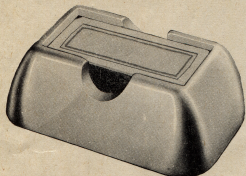
IMPORTANT: Never use any ink that does not bear the Elliott Addressing Machine Company's name, as this is the only ink that is chemically suited to the Elliott address cards and that will not clog them up.

If a tray of alphabetically arranged cards is inserted in the left-hand hopper and the address cards run through the machine and then those same cards are removed from the machine in that same tray, the cards will still be in alphabetical order, but instead of being filed from "A" to "Z" from the front to the back of the tray, the cards will be filed from "A" to "Z" from the back to the front of the tray—thus no confusion will result, for the address cards will always come out of the machine in the same sequence in which they were inserted into the machine.

COMPLETE INSTRUCTIONS FOR THE *Elliott* ADDRESSERETTE

TYPING 1½" x 3" STENCILS FOR THE ADDRESSERETTE

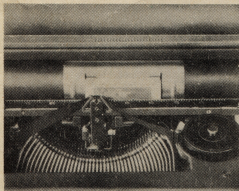
An Elliott address card must be thoroughly moistened before an address is typed on it. This moistener (1) will properly moisten an Elliott address card in the length of time it takes to stencil an address in the preceding address card so no time will be wasted "waiting" for address cards to get moist.



1. Chamois moistener.



2. Stencil clamp.



3. Clamp on typewriter platen.

To moisten a stencil lay it front face down on the wet chamois immediately after removing the preceding address card from the wet chamois. The moistening softens the gelatin coating and makes it possible for the typewriter characters to cut through it. After the address card dries, its coating hardens. During the moistening process the frame of the address card does not get wet.

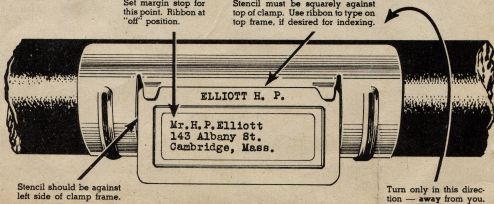
Snap the clamp over the platen of the typewriter, as shown (3) with the flanges at the top. Clamps are made in two sizes—medium and large. Large clamps are used for Underwood and L C Smith typewriters; medium for Remington, Royal and Woodstock typewriters. If the clamp does not grip the platen firmly, it should be removed and bent slightly to a smaller diameter.

To insert the stencil in the clamp, make sure that the side marked "FRONT" is toward you and then start the upper left corner of the stencil under the flange on that side, then bring up the right-hand corner under the right-hand flange. Stencils should be close to the left side of the frame and squarely against the top of the flange. After turning the typewriter platen half way around, insert a piece of backing paper (furnished with stencils) in between the stencil and the typewriter platen (See picture on next page).

Completely remove the typewriter ribbon (if you do not have a ribbon "on" and "off" key). Place the typewriter margin stop so that the first letter of the address will fall about ¼th of an inch from the left frame of the stencil and not less than ¼th of an inch from the top frame of the stencil.

Set margin stop for this point. Ribbon at "off" position.

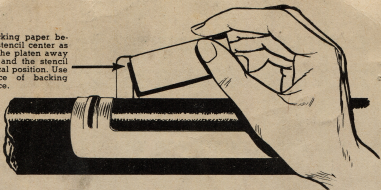
Stencil must be squarely against top of clamp. Use ribbon to type on top frame, if desired for indexing.



Stencil should be against left side of clamp frame.

Turn only in this direction — away from you.

Insert backing paper behind the stencil center as you turn the platen away from you and the stencil is in vertical position. Use each piece of backing paper twice.



For satisfactory results all type faces must be clean and sharp. The platen should be smooth and not too soft. When typing use a quick touch. Do not push the keys. The soft touch used by some typists is not heavy enough to cut a stencil cleanly.

Pull the stencil out of the clamp after typing and straighten it immediately so that it is perfectly flat. Lay it on a flat surface to dry.

To see if you are doing good work, put an address card in the Addresserette and pull the lever down a few times without moving the envelope. If you get a good address from a new stencil after three impressions your work is okay.

If for filing purposes, you wish the name typed on the top frame of the address card this can be easily done. The typewriter ribbon should be in "On" position for typing on the top frame but in "Off" position for stenciling the address.

It is necessary to ink newly typed address cards before they will print their first address. To do this, apply slightly more than the usual amount of Elliott ink on the felt inking roll of the Addresserette. Turn the knurled knob at the right of the felt roller until a sufficient quantity of ink has been transferred to the printing roller. Load the hopper with the new uninked address cards and bring the first one into printing position. Make about three impressions. This will print a good usable address if the form in addressing position does not move. To prevent the form from moving during the inking of new address cards you can hold it with your left hand as shown in illustration No. 5.

If you do not care to type your own Addresserette address cards, The Elliott Addressing Machine Company, 143 Albany Street, Cambridge, Mass., will stencilize them for you if you will send your list of addresses to the nearest Elliott Branch Office — See list below:

ALBANY 7, N. Y.	1 Columbia Place	Albany 5-1120
ATLANTA 5, GA.	1590 Northside Drive, N.W.	AT 0883
BALTIMORE 19, Md.	2112 North Charles St.	Hopkins 3717
BOISE, IDAHO	Jefferson Street at 9th	353
BOSTON, MASS.	143 Albany Street,	Cambridge 39
BUFFALO 3, N. Y.	775 Main Street	Cleveland 6333
CHARLESTON, W. Va.	968 Greendale Drive	3-5371
CHARLOTTE, N. C.	429 1/2 South Church Street	3-4894
CHICAGO 3, ILL.	131 South Wabash Ave.	DEarborn 2-2681
CINCINNATI 2, OHIO	906 Main Street	CHerry 6261
CLEVELAND 14, OHIO	616 St. Clair Avenue East Superior 5811	
COLUMBUS 15, OHIO	77 South Fourth Street	ADams 9738
DALLAS 1, TEXAS	1724 Canton Street	PRospect 7-4258
DENVER 2, COLO.	612 Cooper Bldg.	KEystone 0475
DETROIT 26, MICH.	341 West Lafayette Blvd.	CADilliac 3798
ELMIRA, N. Y.	167 Lake Street	Elmira 4988
GRAND RAPIDS 2, MICH.	604 Bldg. & Loan Bldg.	9-3045
HOUSTON 2, TEXAS	747A M & M Bldg.	CHarter 4-8873
INDIANAPOLIS 14, IND.	238 South Meridian Street	Riley 7541
ITHACA, N. Y.	121 East Seneca Street	ITHaca 9801
KANSASVILLE, FLA.	1312 Hendricks Avenue	9-6685
KANSAS CITY 6, MO.	1013 Grand Avenue	Victor 5869
LOS ANGELES 15, CALIF.	1200 South Hill Street	RIchmond 6176
LOUISVILLE 2, KY.	211 West Market Street	JACKson 8641
MEMPHIS 5, TENN.	13 N. Mainassa Street	5-594
MIAMI 26, FLA.	175 N. E. Fourth Street	2-1694
MILWAUKEE 10, WIS.	3319 North 35th Street	Uptown 3-3710
MINNEAPOLIS, MINN.	318 Lumber Exchange	Main 1981
NASHVILLE, TENN.	150 Fourth Ave., North	5-1488

NEW HAVEN 10, CONN.	39 Whitney Avenue	New Haven 5-3974
NEW ORLEANS, LA.	817 Poydras Street	RAYmond 1800
NEW YORK 15, N. Y.	117 Leonard Street	WASter 9-1372
OKLAHOMA CITY 2, OKLA.	907-A North Hudson	7-1711
OMAHA 2, NEB.	320 WOW Bldg.	Atlantic 2818
ORLANDO, FLA.	13-15 S. Main Street	Orlando 8158
PHILADELPHIA 7, PA.	1214 Walnut Street	KI-5-2515
PITTSBURGH 22, PA.	1003 Penn Avenue	ATlantic 6740
PORTLAND 3, MAINE	57 Exchange Street	Portland 3-9091
PORTLAND 4, ORE.	330 S. W. Stark St.	ATwater 6684
PROVIDENCE 3, R. I.	42 Custom House Street	Dexter 4832
RALEIGH, N. C.	126 1/2 South Salisbury St.	2-2846
RICHMOND 20, VA.	1429 West Main Street	6-9766
ROCHESTER 4, N. Y.	206 Cutler Bldg.	Hamilton 5062
ST. LOUIS 3, MO.	3315-3317 Olive Street	JEfferson 0454
SALT LAKE CITY 1, UTAH	424 Ness Bldg.	3-6082
SAN ANTONIO 5, TEXAS	208 Bedell Bldg.	Fannin 1181
SAN FRANCISCO 11, CALIF.	330-336 Battery St.	SLiter 6456
SEATTLE 99, WASH.	3224 Western Avenue	ALder 4571
SPOKANE, WASH.	512 Realty Bldg.	Main 7811
SPRINGFIELD 6, MASS.	314 Locust Street	6-3926
SYRACUSE 2, N. Y.	513 South Warren	8-2829
WASHINGTON 7, D. C.	1725 Wisconsin Ave., N.W.	HObar 2646
WINSTON-SALEM, N. C.	1st National Bank Bldg.	3-4358

Canadian Offices

MONTREAL 29, CANADA	The Elliott Co.,	640 Craig St. W.	Harbour 6633
TORONTO 1, ONT.	The Elliott Co.,	137 Wellington St. W.	ELgin 4040

Most Addresserette owners send their complete list of addresses to us to have the original address cards made and they themselves stencil the additional address cards that are needed from day to day.

POINTS TO REMEMBER

Thoroughly moisten the address cards . . . Make sure nothing is done between type and address card . . . Straighten each address card to remove curl that typewriter platen gives it.

THE ELLIOTT ADDRESSING MACHINE COMPANY

Cambridge 39, Massachusetts

Sales and Service Offices in Principal Cities