Shipping a Teletype Model 32 or 33

Prepared by Thalia Archibald, 22 November 2026, adapted from Wayne KB1FDW's instructions.

This guide walks through how to prepare a Teletype Model 32 or 33 for shipping.

The heavy typing unit must be secured with shipping screws, or uncontrolled movement while shipping will destroy it. Keep the unit fairly horizontal until the shipping screws are installed. Take special care around the tape reader, as it is the easiest part to damage, and do not lift by it.

1) **Remove the chad box and the copyholder:**

   The chad box is a clear plastic bin and just slides out.

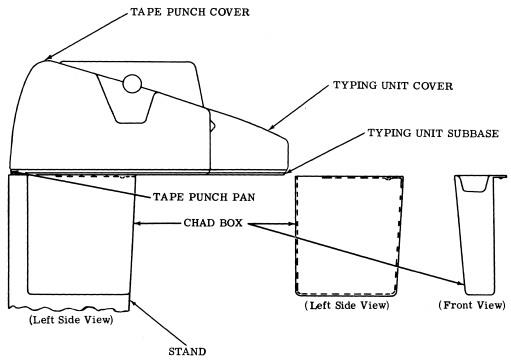


Figure 1: Tape punch chad chute

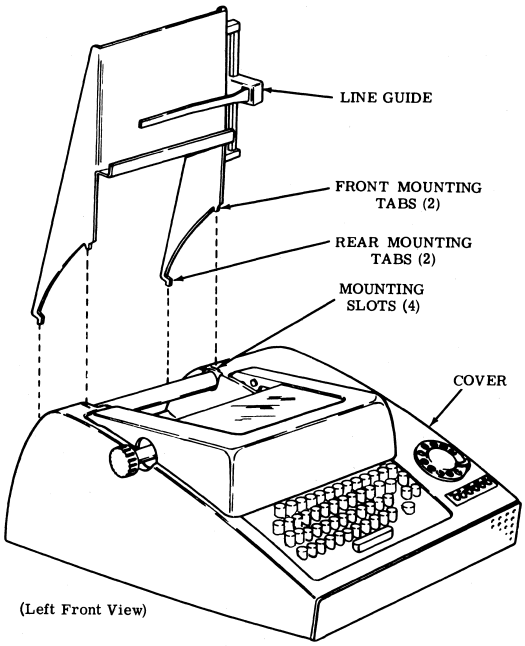


Figure 2: Copyholder

2) **Remove power supplies from the pedestal:**

   Remove the rear pedestal panel. Inside you may find one or two power supplies. Unplug their connectors from the main unit and lift them from their front-lip clips.

   Sometimes there are no power supplies in the pedestal, because they are in the upper case.

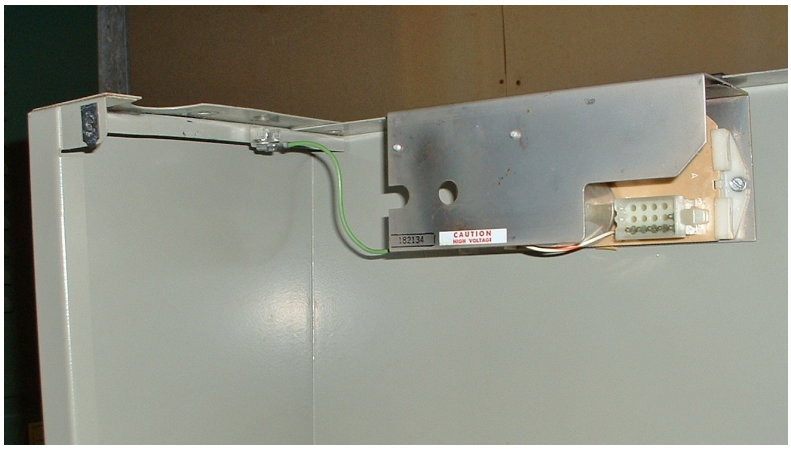


Figure 3: Tape reader power supply in pedestal

3) **Detach the pedestal:**

4 screws hold the machine to the pedestal. Remove them as follows so it does not fall over.

Standing at the back, check that the left screw closest to you is fully tight. The screws are going into plastic nuts so don't overdo the check. Then loosen this screw a single turn.

Now, fully remove the other three screws. Lifting slightly on the machine, rotate it 45 degrees clockwise. It should balance there after you remove the single-turn screw fully.

Pick up the machine from the back and set it on a bench. Do not lift by the tape reader.

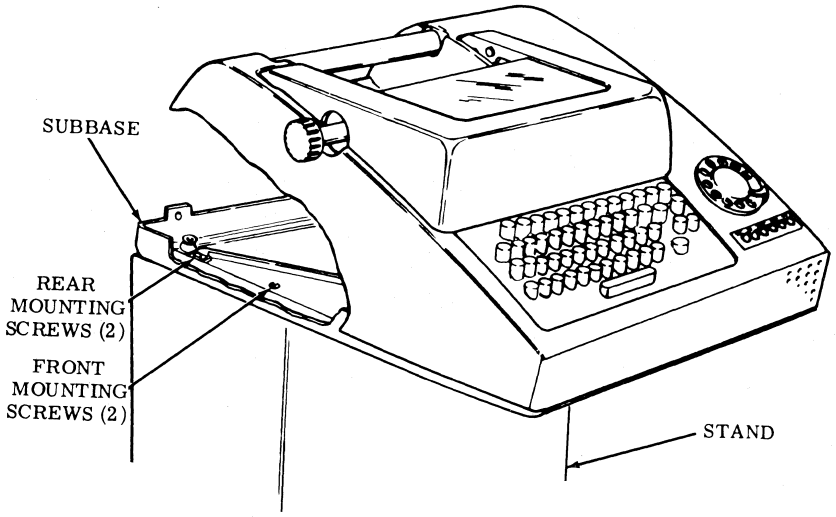


Figure 4: Locations of mounting screws



Figure 5: Locations of mounting screws under the pan



Figure 6: Locations of mounting screws on the pedestal

4) **Insert shipping screws:**

The typing unit sits on four rubber pads and is only held in place by gravity. To secure it for shipping, install the three shipping screws from underneath.

The shipping screws are 10-32, 1″ long machine screws with a flat washer. Sometimes you need $1\frac{1}{4}$“ long.

At least one should be found clipped to the typing unit frame:

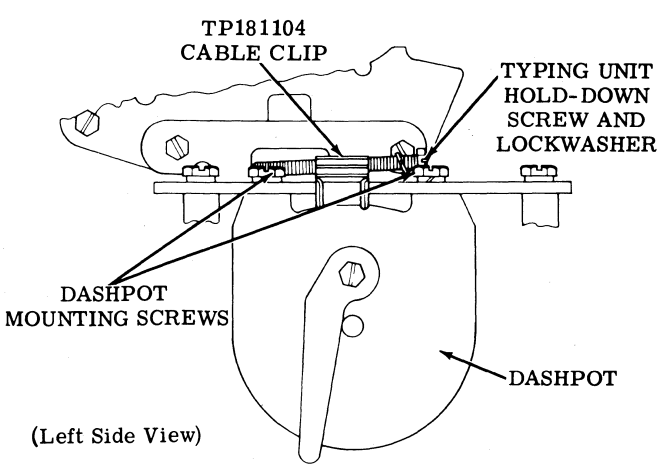


Figure 7: Shipping screw and washer clipped to the typing unit frame

Install at least the front shipping screw. The hole for the front screw can be seen by lifting the lid with the window. Once the machine is off the pedestal, install the two rear shipping screws as well if possible.

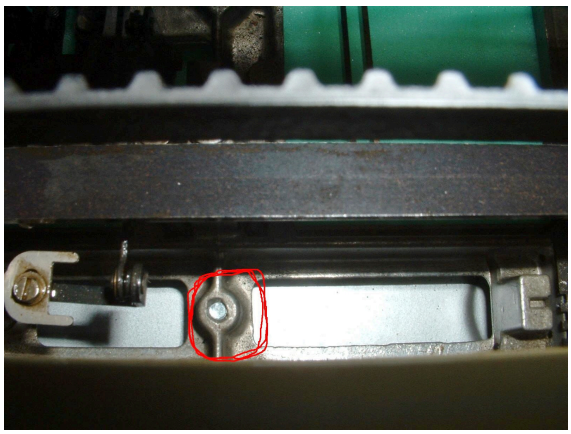


Figure 8: Location of the front shipping screw, viewed from the top

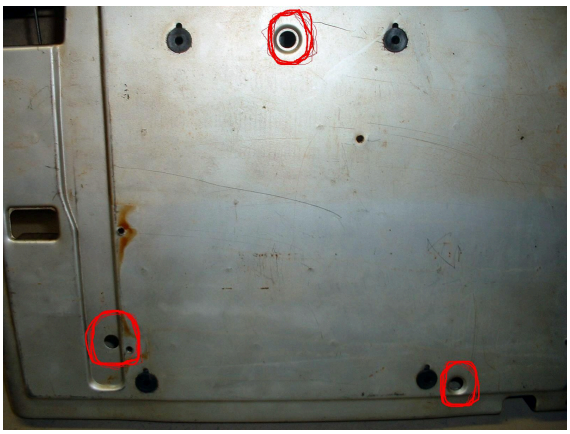


Figure 9: Locations of shipping screws under the pan

5) **Remove the ribbon and secure the carriage:**

   Remove the ribbon. It consists of two reels and inked tape.

   Tie the carriage to the left frame with a pipe cleaner or similar.

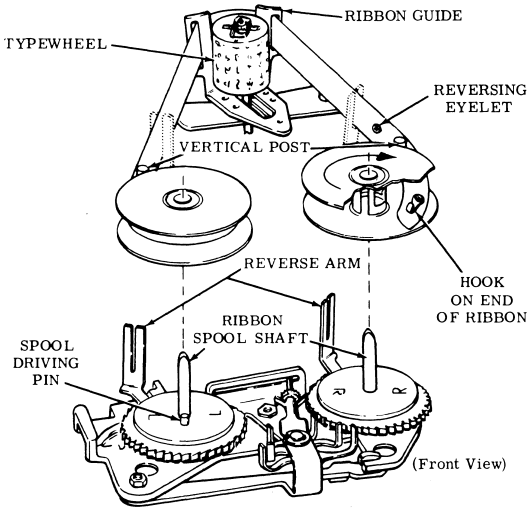


Figure 10: Ribbon threading



Figure 11: Tied down carriage

6) **Remove the legs from the pedestal:**

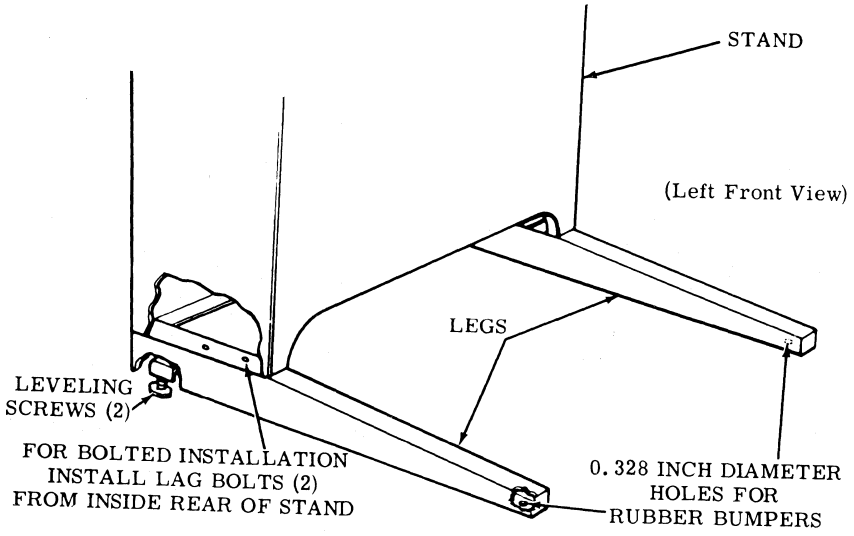


Figure 12: Pedestal leg assembly

7) **Pack it:**

   Pack the machine with bubble wrap or with peanuts in trash bags, molded under, around, and on top. The weight calls for a double- or tri-wall cardboard box.

   Make sure the tape reader and keyboard are well-protected.

   Ship the pedestal separately. Place the power supply, feet, screws, ribbon and other loose items inside the pedestal, packed a bit. The ribbon should be bagged on its own so its ink is contained.

Thank you so much for shipping this!

Sources

This guide was adapted from Wayne KB1FDW's guide, supplemented with figures from the Teletype installation manual. Steve Shumaker's guide and The Retro Wagon's information are also adapted from Wayne.

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