

THE CARE AND USE OF YOUR
ROYAL PORTABLE



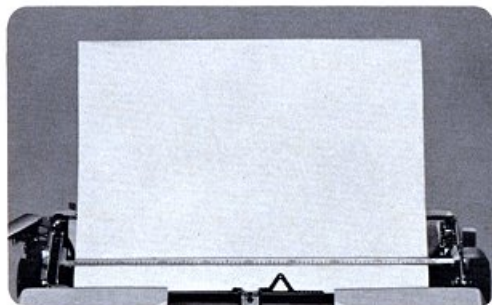
CONGRATULATIONS!

You'll take pride in your new Royal Portable. It is built to the high standards that you have come to expect from Royal. Whether you are an experienced typist or a beginner, your Royal was designed to give you many years of high-level performance and ease of operation.

To get the most from your new Royal, read this instruction sheet carefully. It will point out all the time- and effort-saving advantages that you gain by typing on a new Royal Portable. Keep it handy!



This folder describes the features of several Royal Portable models in two basic styles. While not all models have all the features described here, the basic operating controls are identical. Regardless of the model you have selected, you'll enjoy the ease and convenience of typing on a famous, quality-built Royal Portable.

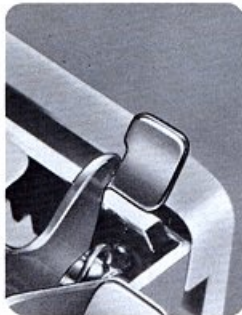


HOW TO INSERT PAPER

Hold the paper in your left hand and place it against the paper table ("A") behind the platen. Be sure the left edge of the paper is positioned at the "O" marking on the paper table as your right hand slowly turns the right cylinder knob to feed the paper around the platen. When the paper appears in front of the platen, raise the paper bail ("B"), permitting the paper to go under it. Then bring the paper bail over the paper to hold it securely.

1. USING THE PAPER RELEASE LEVER

When using several sheets of paper and carbons, move the paper release lever to the rear and place the paper securely between the platen and the paper table. Return the paper release lever to the forward position and turn the cylinder knob.



2. HOW TO SET EQUAL MARGINS

Be sure the left edge of the paper is even with the "O" marking on the paper table scale. To set the left margin, depress the left margin stop and slide it from left to right until you reach the desired number of spaces on the paper table scale. Left margin is now set.

To set the right margin, depress the right margin stop and slide it from right to left the same number of spaces from the edge of the paper as the left margin. Your right margin is now set—with both margins equal.



3. TWO-COLOR RIBBON AND STENCIL CONTROL

On models equipped with a two-color ribbon, a color change lever is provided on the keyboard. Set this control at the red arrow to type in red, at the black arrow to type in black, and in the center position to cut stencils.

4. THE PAPER SUPPORT

The hideaway paper support keeps the paper up and in full view at all times. Fold the paper support down before replacing carriage cover on machine.

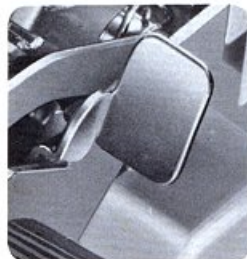
5. MARGIN RELEASE KEY AND ANTI-JAM KEY

The margin release key will permit several additional characters or words to be typed after you have reached the limit on your pre-set margin. To type beyond this point, simply depress the margin release key and continue typing. Should you strike two keys at the same time, the type bars may lock at the printing point. To free the type bars, simply depress the margin release key.



6. REMOVING THE TOP PLATE

The top plate of your new Royal portable is detachable for easy access to the ribbon and for routine cleaning. To remove the top plate, simply lift up on edges nearest to the cylinder.



7. THE CARRIAGE RELEASE LEVER

The carriage release lever will allow you to move the carriage freely to the left or right. To operate, press lever forward and move carriage in either direction.

8. CYLINDER KNOBS

A twist of either of these knobs, located at the ends of the carriage, allows you to insert or remove paper or make vertical line adjustments quickly and easily.



9. LINE SPACE SELECTOR

For single line spacing, set the line space selector lever at the numeral "1"; for double spacing between lines, set the line space selector lever at the numeral "2". To obtain one-and-a-half line spacing, set the line space selector lever at the line between numeral "1" and "2".

To change the line spacing temporarily, set the line space selector lever at the numeral "0". Return the line space selector lever to the original spacing when temporary line space typing is completed. Excellent for typing symbols like H₂O, 32°, etc. For carrying purposes, you can lock the carriage by centering it and setting the line space selector lever on the carriage lock setting, indicated by a red dot directly above the numeral "1".

10. BACK SPACE KEY

You will move backward one space on your writing line each time you depress this key.



11. USING THE TABULATOR

If your portable is equipped with a tabulator, you will find it invaluable for typing columns of figures and for indenting paragraphs. For convenience, the tabulator is pre-set to stop at every 10th space. To operate, simply hold the Tab key down until the carriage moves to the next tab stop.

12. SHIFT KEY AND SHIFT LOCK KEY

You will find one of the shift keys on either end of the bottom row. Capital letters and upper case characters may be typed when one of the shift keys is depressed. By depressing the shift lock key, the shift is locked in position for continuous typing of capital letters and upper case characters. The lock can be quickly disengaged by touching either of the shift keys.

13. SPACE BAR

A gentle touch of either thumb on the space bar gives you fast letter and word spacing.

14. HOW TO DRAW LINES

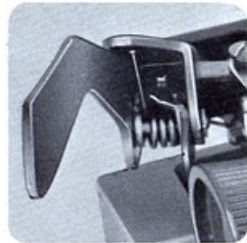
You can draw horizontal or vertical lines by simply inserting a pencil or ballpoint pen into the hole situated on the cardholder and sliding the carriage horizontally for horizontal lines, or by rotating the platen for vertical lines.

15. TOUCH CONTROL

Models equipped with a touch regulator have a special control which enables you to adjust the sensitivity of the keys to your personal preference. Practice will help you determine the touch setting most suitable for you.



16. THE LINE SPACE LEVER

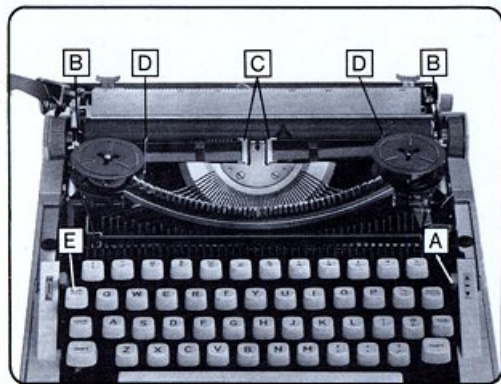


By pushing this lever from left to right, carriage return and line spacing are accomplished simultaneously with one sweeping motion.

This specially designed touch lever affords maximum speed and ease of operation.

HOW TO REPLACE CONSOLE COVER

Center the carriage and place console cover over top of machine. Bring the cover down until it locks securely in place.



HOW TO CHANGE THE RIBBON:

- 1 Remove the top cover simply by lifting up on edges nearest the cylinder.
- 2 Rotate either ribbon spool until all the worn-out ribbon is on one spool.
- 3 Set the ribbon control lever "A" on red. Depress two of the central keys at the same time only far enough to cause two of the type bars to remain together near the printing point. This will lock the ribbon carrier at its uppermost position.

4 Remove the ribbon from the ribbon carrier.

5 Pull the ribbon holding arms "B" outward and lift both spools off the ribbon tables. Remove the end of the worn-out ribbon from the empty spool.

6 Place a new ribbon spool on to the ribbon table, keeping the black portion of your ribbon upward.

7 Hook the end of the new ribbon on the empty spool and fit the spool on to the other ribbon table.

8 Place the ribbon into the ribbon carrier "C" as shown.

9 Place the ribbon into the ribbon guide forks "D" found at left and right. The eyelet on the ribbon should be positioned between the spool and the ribbon guide fork.

10 Clear type bars by depressing the margin release key "E" and replace the top cover. You are now ready to resume typing.

6 STEPS FOR TAKING CARE OF YOUR NEW ROYAL PORTABLE

1 From time to time, dust the outside and accessible parts with a brush or dry cloth.

2 Clean the type regularly with Royal Cleaning Solvent only, and a short bristle brush. Clean all plastic parts and keytops with mild soap and water, and dry polish with soft cloth.

3 Do not erase directly over the printing point. Move the carriage to either side, then erase.

4 Keep your portable enclosed in its console cover when not in use.

5 Replace ribbon at regular intervals. This will assure clean, sharp printwork at all times.

6 If your Royal portable requires mechanical attention, especially cleaning and oiling, return it to the dealer from whom purchased or the nearest Royal Typewriter District Office.

SERIAL NUMBER

Record your Royal Portable serial number in this instruction book and on your warranty card. You will find this number on a metal plate on the back of your portable. Your Royal Portable can always be identified by its serial number.

Serial No. _____

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