

# ROYAL UB-MODEL PORTABLE

## CERTIFICATE OF GUARANTEE

*This Royal Portable Typewriter is guaranteed for 90 days from the date of original purchase as new, and if presented within 90 days with this guarantee at any of the manufacturer's branch offices or service stations, any part or parts which may have become unserviceable through ordinary wear and not through accident, misuse or neglect, will be replaced and any necessary adjustments made without charge. This guarantee does not include cleaning the typewriter or replacing the ribbon.*

SERIAL No. \_\_\_\_\_ DEALER \_\_\_\_\_

DATE OF SALE \_\_\_\_\_

*This Royal Portable Typewriter is manufactured and guaranteed by the Royal Typewriter Company, Inc., 2 Park Avenue, New York City. Branches and representatives the world over.*



### A FEW SUGGESTIONS

## ON THE USE OF THE ROYAL UB-MODEL PORTABLE

*This Royal Portable Typewriter is of the simplest design. To anyone who has used any other typewriter, its operation will be thoroughly familiar since it is standard in practically every respect. To anyone unfamiliar with typewriting, the few simple directions to follow will make the mechanical operation of this Portable perfectly clear and speed in typewriting will follow as a matter of course as the location of each key becomes familiar.*

**TO INSERT PAPER:** Hold the paper in the left hand and insert edge back of the cylinder or roller, being sure to push paper in as far as it will go easily. Then turn either cylinder knob until paper reaches the desired writing point.

**TO STRAIGHTEN PAPER:** Pull forward the upper lever on the right side above the cylinder knob. Adjust paper so that its edge is parallel with the writing line, being sure to throw back the release lever to normal position before writing.

**TO SET MARGIN:** Press index finger down on top of the stop on the rack behind the carriage and move it to the desired position—to the left for a narrow margin and to the right for a wide margin. Every time you return the carriage it will then stop at this predetermined point for the beginning of each line.

**TO RETURN CARRIAGE AT THE END OF EACH LINE OF WRITING:** Press index finger of left hand against finger lever, moving the carriage to the right. This operation, while returning the carriage, automatically spaces to the next line of writing. For double line spacing pull forward the small vertical lever located at the left carriage end. This automatically produces double spacing when the carriage return lever is operated.

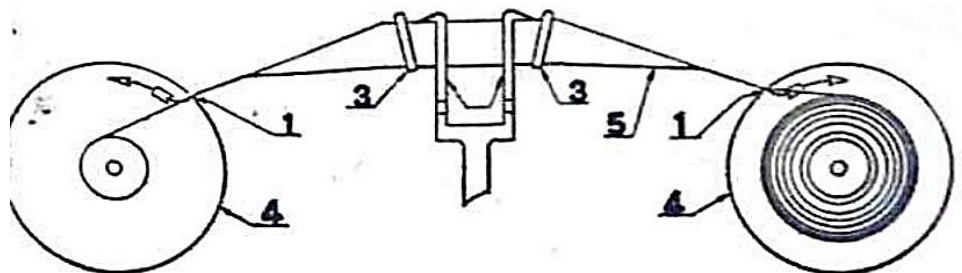
When free cylinder or roller is desired, pull forward front lever on left carriage end. This permits the writing on ruled lines or between ruled lines, when used in conjunction with the cylinder knob. When this type of work is not necessary, always return the ratchet release to its normal position.

**TO MOVE CARRIAGE TO ANY DESIRED POSITION:** Press forward carriage release lever behind cylinder knob on right side. Simply release pressure on lever when carriage has reached its desired position.

Back-spacer key will be found on the keyboard (top row, right). Each depression returns carriage one space.

### **RIBBON MECHANISM:**

1. Spool Outlet
3. Vibrator
4. Spool
5. Ribbon



**CHANGING RIBBON:** When a ribbon change is desired lift the top plate, wind the old ribbon completely on either spool No. 4 in above diagram, remove ribbon from vibrator No. 3 and the retaining guides No. 1 and lift out both spools by a slight force sufficient to overcome the pressure of the retaining spring. Place new full spool on right side being careful that one of the small holes in the spool is directly over the small pin beside the shaft. Pull out a length of ribbon and attach hook on end of ribbon to hub of empty spool, being sure to wind several turns of ribbon on left spool. Insert in left spool holder in same manner as right spool. Next insert ribbon behind vibrator and draw it first forward and under the projections on the vibrator and then backward and over them.

**TO REVERSE RIBBON:** Small eyelets, one on each end of the ribbon, will appear between the spool housing and the vibrator when the ribbon should be reversed. To Reverse direction, press nicked rod on left or right side of base, whichever one projects.

After ribbon has been in use for some time, remove ribbon from vibrator (3) reverse spools, turning them upside down, so that part of ribbon that was formerly at bottom is now upward in now upward, drop spools on shafts as above, and thread ribbon into vibrator.

**USE ROYTYPE RIBBONS:** Roytype Ribbons with fastening hooks and eyelets can be procured from all Royal representatives. They will give the best results on your Royal Portable. **KEEP YOUR MACHINE CLEAN.** To clean type, lift the top plate. Remember that a little care will repay you in service and satisfaction. **CARRYING CASE:** A handsome black fabrikoid carrying case with handle, nickel-plated hinges and lock is included without extra charge.