Instructions... for the use and care of your **NEW**

**ROYAL COMPANION**

now with **TWIN-PAK**
... the only
Quick-Change ribbon
TO THE OWNER...

As the user of this new Royal Portable, you naturally want to know as much about it as possible to enjoy the full benefit of its outstanding features.

This folder tells what you need to know about the mechanism of your Portable, and how to care for the Portable. Read the folder through carefully. Before you read it study the chart of the operating features which is shown on the inside fold.

When you are through reading this folder, don’t discard it. Keep it on hand for reference.

USING THE CASE...

The case of the Royal Companion Portable is designed to carry the Portable conveniently and safely.

- Use the Portable with or without the case.
- Simply unlock and open the cover, then type.
- Or, remove the Portable by pushing backward the four Fastening Clamps which hold the Portable to the bottom of the case, and remove from the case entirely.
- With the Portable removed, the case may be used as an ideal overnight bag.
- To replace the Portable in the case, set it on the four feet pins and re-engage the clamps. Position the carriage at the center and close the case.

Record your Royal Portable serial number on your bill of sale, this instruction book or some other safe place. You will find it by moving the carriage to the extreme right and looking down into the base of the Portable. Your Royal Portable can always be identified by its serial number.

"ROYAL" is a registered Trade Mark of the Royal McBee Corporation
TWIN-PAK... the only Quick-Change ribbon!

Royal has solved one of the biggest typewriter problems... the mess and fads, the trouble and work of changing ribbons. Royal has changed all that! With Royal's new Twin-Pak Easily Change ribbon, you simply lift the used ribbon up and out, and... it's away. No trouble: no fuss! Hands never touch the ribbon.

The new ribbon cartridges are taken from the plastic box. Nothing to thread! Simple! Easy! Your hands do not touch the ribbon! The ribbon loop is dropped over the newly designed ribbon carrier, then the ribbon spools are placed in the ribbon caps. Close the typewriter cover and start to type. It's as simple as that!

PAPER BAIL
Lift when inserting paper. Rolls are adjustable and should be kept evenly spaced to divide the paper in thirds.

PAPER TABLE
Swings back, permitting you to set both the left and right margin stops.

PAPER TABLE SCALE
For determining margin and centering paper. Paper Guide edge acts as a marker.

LEFT MARGIN STOP
Use this adjustable stop to set the left margin. Swing back the Paper Table, press down the button on top of the stop and move the stop to the desired point indicated by the arrow and the Paper Table Scale.

CARD AND WRITING LINE SCALE
Use to align new characters with work or ruled lines already on the page or card.

RIBBON REVERSE
Ribbon travels left when this lever is in left position—right when in right position. Ribbon reverses automatically.

BACK SPACE KEY
Press to bring writing point one space back.

CARRIAGE RELEASE LEVER
Press forward to permit carriage to be moved freely from side to side to select any writing point.

Cylinderypsum to insert paper, drop sheet lightly between Cylinder and Paper Table until it rests evenly upon rubber feed roll behind Cylinder, which acts as a straight edge. Rotate Cylinder, bringing paper underneath and up front.

COLOR CHANGE LEVER
Simply move the indicator to the color type desired, either black or red. The white marker is in correct position for cutting stencils.

MARGIN RELEASE KEY
Depress in order to type past given left-hand margin.
PAPER HANDLING . . .

To insert paper in the Companion Model, drop the paper behind the cylinder, resting the left edge of the paper against the Paper Guide. Now turn either cylinder knob until the paper comes up, then lift the Paper Bail and guide the paper under it. Flip back the bail.

The Paper Bail Rolls should be spaced to divide the paper approximately in thirds.

To ADJUST PAPER, the Royal Portable is equipped with a single wide rear feed roll which acts as a straight edge that feeds the paper in straight. The paper is adjustable after insertion by pulling forward the Paper Release Lever.

To REMOVE PAPER from the Companion, pull forward the Paper Release Lever and remove the paper. Or, roll out the paper by turning either cylinder knob.

CARE OF YOUR ROYAL PORTABLE . . .

Your Royal Portable is a sturdy typewriter, built to “take it.”

The functional design of the mask gives complete all-around protection to the precision-built mechanism within. Its Time-Saver Top and Dust Protection Shields insure long life and durability.

To increase your typing satisfaction, follow these simple rules:

- From time to time, dust the outside and accessible parts with a brush or dry cloth.
- Clean the type frequently with a dry bristle brush.
- Wipe the carriage rails and other nickel parts occasionally with a cloth slightly moistened with a very little oil.
- Don’t erase directly over the printing point. Move the carriage to either side, then erase.
- Keep your Portable covered when not in use.
New TWIN-PAK... the only Quick-Change ribbon

1. Raise the push-button top. Pinch two prongs (1) on ribbon carrier together. Lift TWIN-PAK cartridges out of ribbon cups and discard.

2. With the ribbon carrier prongs (1) in the open position, hold a new TWIN-PAK ribbon cartridge in each hand (rounded edges nearest you) so you can read the name “TWIN-PAK” on the top of the cartridge. Then slip the ribbon behind the open prongs and in front of the upright posts (2). Insert ribbon in guide slots (3) and drop each cartridge over stud in ribbon cup (4).

3. Close top plate and you are ready to type. The first key that you strike will automatically close the ribbon carrier prongs (1), locking the ribbon securely in place.

Notice that Your Fingers Never Touch the Ribbon!

When your ribbon needs replacing, see your Royal Portable dealer... he can supply you with new TWIN-PAK ribbon cartridges.