

Introducing . . . Your New Royal Electric Portable



Instruction Manual

Taking Care of Your Royal Portable . . .

It's easy to keep your portable in top operating condition by following these simple maintenance steps:

- Regularly dust the outside and all accessible parts with a soft brush or dry, clean cloth.
 - Never erase directly over the printing point. Move the carriage to either side, then erase. This will minimize erasure grit falling into the machine.
 - Clean the type regularly with a recommended type cleaner such as ROYTYPE CLEANER and a stiff bristle brush.
 - Replace ribbon at regular intervals with a new 9/16" wide ROYTYPE portable ribbon. This will assure clean, attractively readable typing at all times.
- Always turn power off when leaving your portable unattended. Before removing top to change ribbon always check to make sure the power switch is in the "off" position. Accidental typing while servicing machine could injure operator's fingers or cause severe shock. Also, never insert tools into your typewriter. This too could cause personal injury and possible damage to the machine.
 - Keep the case cover on your portable when not in use.
 - If your portable requires mechanical attention, return it to the dealer from whom purchased or your nearest Royal Typewriter Service Center.

Congratulations on your new Royal Portable!

You have selected today's finest value in electric typing. The outstanding features of your new machine will help you produce professional quality typing every time you use your new portable. Your electric portable is designed for tireless high-speed typing that will enhance every piece of your work. Your portable has a complete, full size, 88 character keyboard that includes the famous Royal Touch . . . for fast, comfortable, responsive typing . . . the electric way.

Your Royal has been manufactured to exacting standards to provide you with lasting service of the highest quality and performance. On the following pages you will find how easy it is to use your new Royal and the simple steps to keep it in top condition.

We thank you for selecting a Royal and want to assure you of our continuing interest in your typing enjoyment and satisfaction.

ROYAL TYPEWRITER COMPANY

Advanced features of your New Electric Portable:

- ① **Typing Cylinder:** Supports the paper and provides a base for the finest electric typing.
- ② **Paper Table:** Paper should be inserted between the Typing Cylinder and Paper Table; also has a Paper Alignment Scale.
- ③ **Cylinder Knob:** Use this control to rotate Typing Cylinder.
- ④ **Paper Release Lever:** Move lever backward to free paper for repositioning or removal. Return Paper Release to original position to grip paper.
- ⑤ **Paper Bail and Alignment Scale:** Provides an indicator for perfect alignment of paper. Also holds paper firmly against typing cylinder.
- ⑥ **Margin Stops:** For quick setting of typing margins.



- ⑦ **Ribbon Color Selector:** Allows you to type in red or black by positioning the lever at the red or black mark; for stencil cutting, move the lever to the white mark.

- ⑧ **Paper Support:** The hideaway Paper Support keeps the paper up and in full view when typing and can be folded down when not in use.

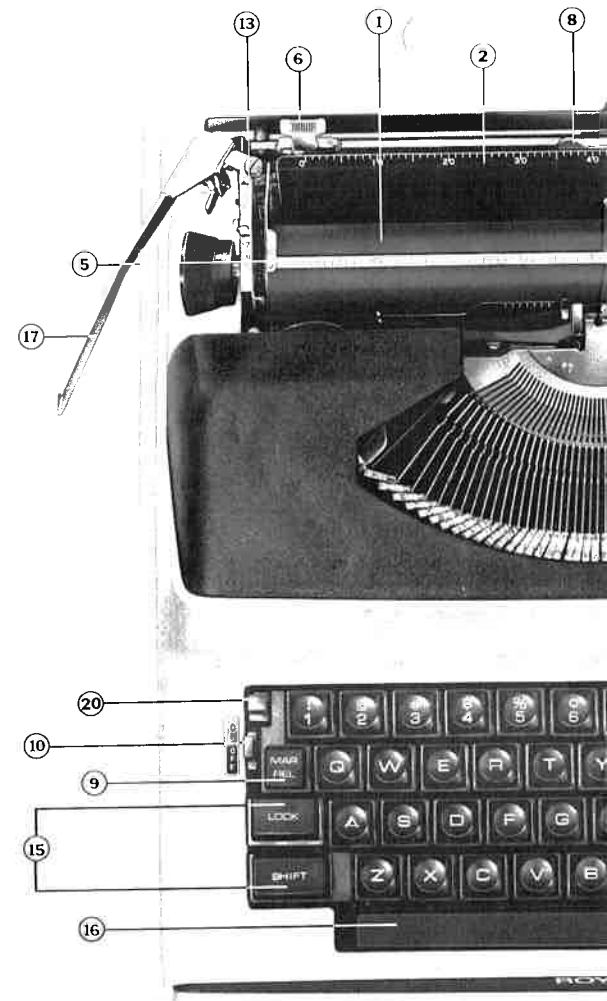


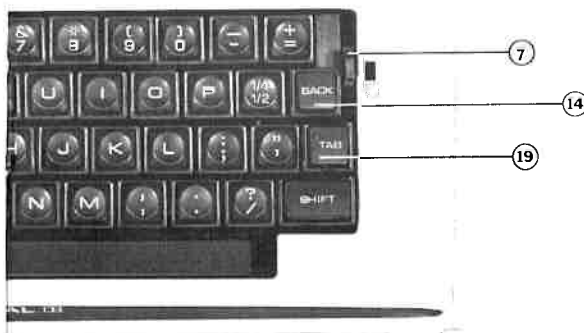
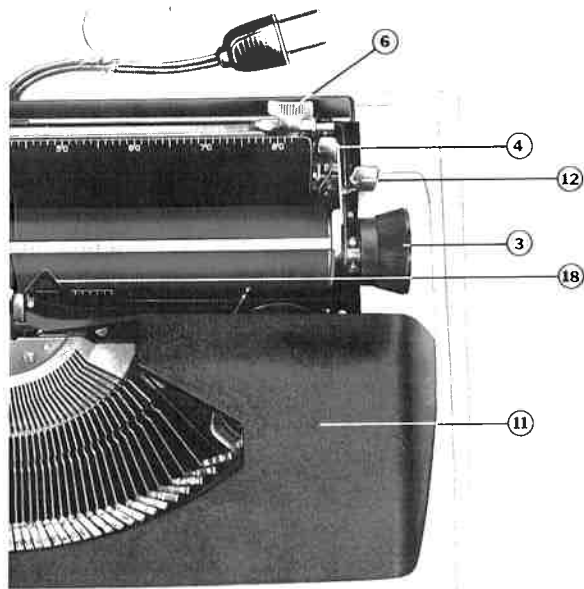
- ⑨ **Margin Release Key:** Permits several additional characters to be typed after you've reached the preset margin. To type beyond, simply depress the key.

- ⑩ **On-Off Switch:** This switch controls the power. Always turn off when typing is completed and when removing the Lift-Off Top. (Red indicates On position.)

- ⑪ **Lift-Off Top:** Easily removable for quick access to the ribbon and for routine cleaning. To remove top, simply pull up on the edges nearest the Typing Cylinder.

- ⑫ **Carriage Release Lever:** Allows the carriage to be moved freely to the left or right. To operate, move lever forward and move carriage.





⑬ **Line Space Selector Lever:** For single line spacing, set the Line Space Selector Lever at the numeral "1", for double line spacing, set the lever at "2". To obtain one-and-a-half line spacing, set the lever between "1" and "2".

To change the line spacing temporarily, set the lever at "0". Return the lever to the original spacing when the temporary line spacing is completed. Excellent for typing symbols H, O and 32° etc. For carrying purposes, you can lock the carriage by setting the lever at the carriage-lock setting indicated by the red dot above the numeral "1".

⑭ **Back Space Key:** You will move the carriage backward one space on the typing line each time you depress this key.

⑮ **Shift Key and Shift Key Lock:** Capital letters and uppercase 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 or uppercase characters. The lock is quickly disengaged by touching either Shift Key.

⑯ **Space Bar:** A gentle touch to the space bar gives you fast letter and word spacing.



⑰ **Line Space Lever:** By pushing this lever from left to right carriage return and line spacing are accomplished in a single sweeping motion. This lever is specially designed for maximum speed and ease of operation.

⑱ **Card Holder:** You can draw lines by inserting a pencil or ball point pen in the hole in the Card Holder. Slide the carriage back and forth for horizontal lines and rotate the Typing Cylinder for vertical lines.

⑲ **Tabulator:** The Tabulator is 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.

⑳ **Reset Lever:** This is to be used when typewriter fails to operate while power is turned on, or because several keys have jammed at the typing point. To operate Reset Lever, turn off machine and push lever toward rear of machine. Mechanism is non-functional when power switch is on.



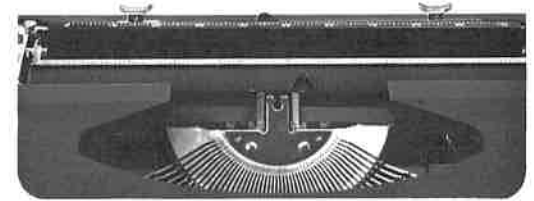


How to Insert The Paper:

Place the paper behind Typing Cylinder (1) with the left edge of the paper aligned with the "0" mark on the Paper Table (2). Turn either Cylinder Knob (3) until the paper feeds around. Then bring Paper Bail (5) over the paper to hold it securely. Paper is normally positioned at "0" but odd-sized paper may be moved to the left or right.

Removing the Paper:

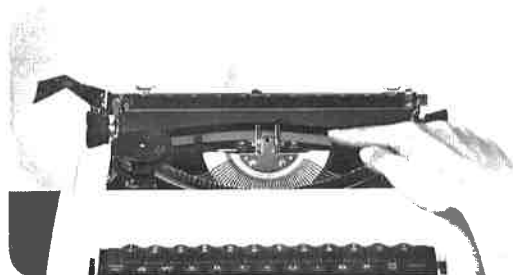
Paper may be removed by moving the Paper Release Lever (4) backward and lifting the paper out, or by turning either Cylinder Knob (3) and rolling the paper out. When using several sheets of paper and



carbons, push the Paper Release lever to the rear and place the paper securely between the cylinder (1) and the Paper Table (2). Bring the Paper Release Lever forward and turn the Cylinder knob.

How to Get Equal Margins:

Left edge of paper should align with "0" on the Paper Alignment Scale (5). To set left margin, depress the left Margin Stop (6) and slide it from left to right until you reach the desired number of spaces on the paper scale. To set the right margin, depress the right Margin Stop (6) slide it from right to left the same number of spaces from the paper edge as the left margin. Both margins are now set and equal.

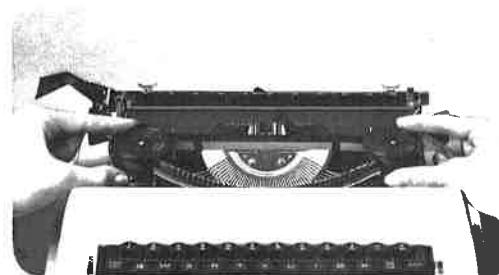


How to Change The Ribbon:

Before proceeding with changing the ribbon;

- lock Carriage in shifted position
- turn off power
- remove the Lift -Off Top
- rotate either spool until all the worn ribbon is on one spool
- notice how the ribbon is threaded, and the direction it winds on the spools

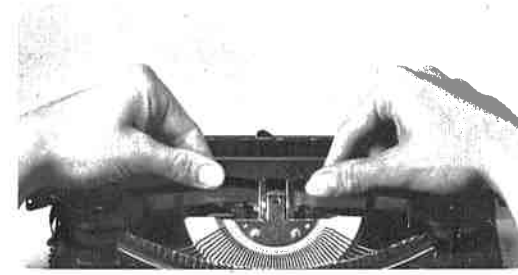
STEP ONE: As you reach the end of the



ribbon, you will come to a small grommet in the center of the ribbon. Slip the ribbon out of the forked guides and the ribbon guides on each side of the printing point. Complete unwinding. Now remove the full spool and discard.

STEP TWO: To insert the new ribbon, hook the ribbon end in the empty spool and wind until the grommet is out of the way. Hold one spool in each hand; draw apart and place spools in the ribbon cups.

STEP THREE: Weave ribbon through forked



guide on each side of the printing point; slip the ribbon in the ribbon guides next to each spool. Now, you are ready to type.

Automatic Ribbon Reverse:

The ribbon automatically reverses itself after the full length of the ribbon has been used on either spool. If you want to reverse the ribbon by hand, simply remove the Lift-Off Top and move the ribbon guide in the opposite direction.

ROYAL 

ROYAL TYPEWRITER COMPANY DIVISION OF LITTON INDUSTRIES

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SERIAL NUMBER _____

SERIAL NUMBERS: Record your Royal Portable serial number in this instruction book and on your warranty card. You will find this number under the left ribbon spool. Your Portable can always be identified by its serial number.