Congratulations

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 portable electric 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 . . . 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.
Care

Before the first use of your new Royal, please read the following rules for safe operation:

1. Your new electric typewriter uses standard current (110-120 volt, 60 cycle AC only). Never plug power cord into an improper electrical outlet. Excessive voltage will damage motor and could cause personal injury.

2. Always turn off and unplug typewriter when leaving machine unattended or before removing lift-off top. Accidental typing while servicing machine could injure operator’s fingers.

3. Never insert tools into typewriter when power switch is on or machine is plugged in. This could damage the typewriter or cause personal injury.

4. Be sure case cover locks are secured before picking up and carrying machine. Improper attachment could allow typewriter to fall out of its case, resulting in severe damage to machine and possible personal injury.

Dust outside and accessible parts of your typewriter from time to time, using a soft brush or dry cloth. Clean type regularly with a recommended type cleaner such as Roytype Cleaning Solvent and a short-bristle brush.

Do not erase directly over printing point. Move carriage to either side and then erase. This will reduce the likelihood of erasure grit falling into the machine.

Keep typewriter in case when not in use.

Replace ribbon at regular intervals with a new 9/16 inch Roytype portable ribbon. This will keep your typing sharp and clean. Roytype supplies are available through your Royal District Office or Authorized Service Center.

To insure smudge-free typing and proper paper control, it is recommended that you periodically clean typing cylinder and rubber rollers with an ammonia-base detergent or alcohol and a soft cloth.

Avoid getting cleaning fluid on plastic surfaces of machine — it may damage finish. Like all precision equipment, your Royal typewriter should have regular check-ups to assure proper lubrication and adjustment. This work should be performed by the dealer from whom you purchased your electric or the nearest Royal District Office or Royal Authorized Service Center.

If typewriter fails to operate when power is switched on, activate reset mechanism by depressing Margin Release key fully. Also, check power cord to make sure it is firmly inserted in wall receptacle.

Tips on Trouble

1. Cord should be firmly plugged into proper electrical outlet.

2. Check to see if power switch is in the “on” position.

3. Be sure ribbon color selector is not on stencil.

4. Insure margin stops are not pushed together.

5. Be sure unpacking instructions were followed correctly.

6. Depress Margin Release key to operate reset mechanism.
Features

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. Fixed Paper Guide: use this control to align left edge of paper with “0” mark on Paper Alignment Scale.

4. Cylinder Knob: use this control to rotate Typing Cylinder.


6. Paper Bail and Alignment Scale: provides an indicator for perfect alignment of paper. Also holds paper firmly against typing cylinder.

7. Margin Stops: for quick setting of typing margins.

8. 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.

9. 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.
10. Margin Release Key (also acts as "Reset" Mechanism): permits several additional characters to be typed after you've reached the preset margin. To type beyond, simply depress the key all the way and release. Use this key as a Reset Mechanism when the typewriter fails to operate with the power turned on. Simply depress the key completely and release.

11. Repeat Keys: maintaining extra pressure on the "x", "period", or "hyphen-underscore" keys will cause these characters to continue printing as long as pressure is maintained.

12. On-Off Switch: this switch controls the power. Always turn off when typing is completed and when removing Lift-Off Top.

13. 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.

14. Carriage Release Lever: allows the carriage to be moved freely to the left or right. To operate, move lever forward and move carriage.

15. 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 H₂O, 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".

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

17. 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.

18. Space Bar: a gentle touch to the Space Bar gives you fast word spacing.

19. Line Space Lever: by pushing this lever from left to right, carriage return and line spacing are accomplished in a single motion. To make sure this spring-loaded lever clears the top of the typewriter, be sure to raise it to its "up" position before beginning to type.

20. 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.

21. Tabulator: the Tabulator is invaluable for typing columns of figures and for indenting paragraphs. For convenience, the Tabulator is preset to stop at every 10th space. To operate, simply hold the Tab key down until the carriage moves to the next tab stop.

22. Ribbon Guide: you can reverse the direction of the ribbon manually by moving one of the ribbon guides to the opposite position. The ribbon will automatically reverse itself after the full length has been used.

23. Erasure Table: provides a smooth surface on which to make clean and neat erasures.
Operation

How to insert the paper. Place the paper behind the Typing Cylinder (1) with the left edge of the paper aligned with the Fixed Paper Guide (3) located at the “0” mark on the Paper Table (2). Turn either Cylinder Knob (4) until paper feeds around. Bring the Paper Bail (6) over the paper to hold it securely. When using several sheets of paper and carbons, push the Paper Release Lever (5) to the rear and place the paper securely between the Typing Cylinder and the Paper Table. Bring the Paper Release Lever forward and turn the Cylinder Knob. With the Fixed Paper Guide, paper is normally positioned at “0”, but odd-sized paper may be moved to the left or right and over the Fixed Paper Guide when necessary.

Removing the paper. Paper may be removed by moving the Paper Release Lever (5) backward and lifting the paper out, or by turning either Cylinder Knob (4) 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 Typing 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 (6). To set left margin, depress the left Margin Stop (7) 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 (7) and 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.
Ribbon

Before proceeding with changing the ribbon:
- Set Ribbon Color Selector at red position
- Lock carriage in shift position
- Turn off power and disconnect cord
- Remove 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. Move ribbon tension arms away from both ribbon spools. Now remove both spools. Unhook ribbon from empty spool and save spool. Discard full spool.

Step Two: To insert the new ribbon, attach the new ribbon end to the hook on the empty spool and wind until the grommet is out of the way. Hold one spool in each hand, draw apart and place spools on ribbon shafts. Move the ribbon tension arms away from the spools which will now fall into position. Rotate spools one turn.

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.