

ROYAL

THE CARE AND USE OF YOUR

PRECISION
PORTABLE

MEET YOUR ROYAL



THE SMART NEW ROYAL SABRE

Get set for an exciting new typing experience with the new Sabre. Trim, lightweight, modern as tomorrow.



THE LUXURIOUS NEW CUSTOM III

All the luxury, convenience and styling of expensive office machines, plus many outstanding performance-tested features.

Reading through your owner's manual, you'll become acquainted with all the outstanding features and design innovations ROYAL has packed into your beautiful new Royal.

You'll get acquainted with Royal's Magic[®] Margins, Line Meter, Quick Change Twin-Pak[®] ribbon, Magic[®] Meter, Touch Control[®] Selector, Simplified Paper Handling, and many more exclusive Royal features.

On page 10, we have provided a convenient touch typing chart, Royal's special way of helping you get started right with your new Royal Portable.

Complete information on taking care of your new Royal Portable is located near the back of the book. Your warranty registration card is also located here and should be filled out and sent in to validate your warranty.

Note: Although this book describes all features found on various model portables, not all features described are on all models.

THE ADVANTAGES OF YOUR ROYAL PORTABLE BEGIN THE MOMENT YOU INSERT THE PAPER

HOW TO INSERT PAPER

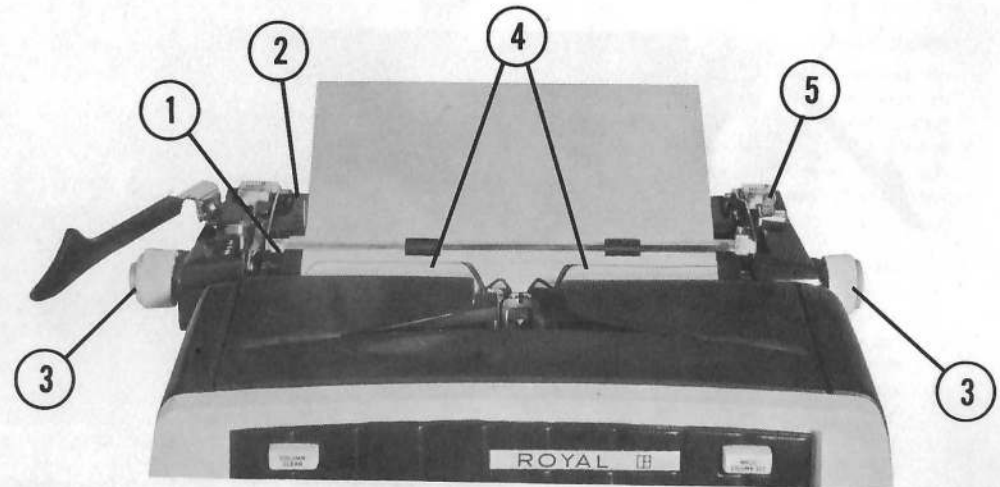
Insert paper behind the cylinder(1) and place left edge of paper against Paper Guide(2). (The Paper Guide acts as a straight edge and permits the paper to be inserted absolutely straight.) Turn either the left or right cylinder knob(3) until paper appears under "Magic" Meter(4).

If it is necessary to adjust the paper, pull the Paper Release Lever(5) forward, adjust the paper and push back the Paper Release Lever.

MAGIC METER

Holds the paper firmly against the cylinder, assuring you of clean, sharp typing impressions and multiple carbon copies. Perfect for typing small envelopes, etc., it also provides you with a clear view of the entire writing line.

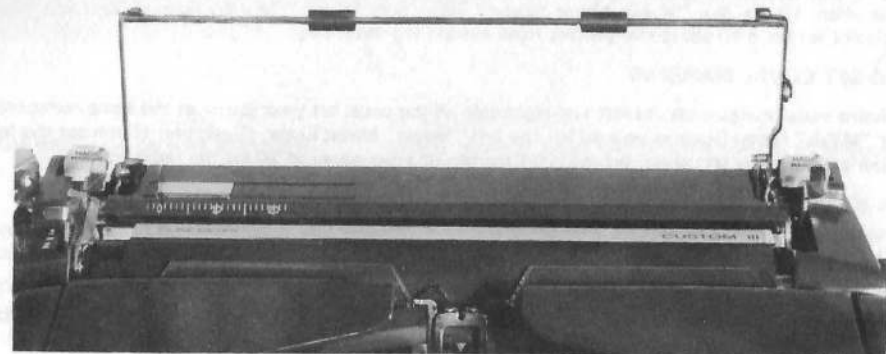
Paper may be removed by pulling the Paper Release Lever forward and lifting the paper out or by turning either cylinder knob and rolling the paper out.



ROYAL'S CUSTOM III PAPER BAIL

Your Royal CUSTOM III portable typewriter is equipped with a three-position paper bail that is designed to firmly hold your typing paper in place when you are typing close to the bottom of the page. This is particularly important when you are typing with a number of carbon sheets. Royal's paper bail prevents paper from slipping, and insures neat, even typing lines.

Your Royal CUSTOM III paper bail also assists when you are typing on heavier paper, index cards or unusual paper sizes.



EXCLUSIVE MAGIC MARGIN SETS MARGINS AUTOMATICALLY



HOW TO SET MARGINS

First, clear existing margin stops by holding down left "Magic" Margin button, press either carriage release lever(1) forward, move carriage to extreme right, and release Margin button. Repeat operation to clear right margin stop. Determine the margin settings you want on the paper by using the "Magic Meter Scales"(2). For example, if you want a 10 space margin from the left edge of paper, move the carriage so that left edge of paper is in line with 10 on the "Magic Meter Scale", press left "Magic" Margin button, and left margin stop is automatically set for a 10 space margin. Set right margin the same way.

HOW TO SET EQUAL MARGINS

If you desire equal margins on the left and right side of the page, set your paper at the same numbered setting on the right "Magic" Meter Scale as you do for the left "Magic" Meter Scale. (Example: If you set the left margin of your paper at 20 on the left scale, set the right margin of your paper at 20 on the right scale.)

EXTRA MARGIN FEATURES

Margin Warning Bell. Your portable is equipped with a warning bell which will ring as you approach the right margin. The most perfect margin will be obtained if you move on to the next line as soon as possible after the warning bell rings.

When you reach the right-hand margin stop, the built-in Line Lock will prevent typing one character over the other. If you wish to type beyond the margin stop, depress the Margin Release Key on the keyboard.

NEW FINGERTIP

1. HOW TO CLEAR COLUMNS

To clear all columns at one time, hold in the Column Clear button and move the carriage to the extreme right and extreme left. To clear individual columns, use the Column Key to reach the column to be cleared and push the Column Clear button.

2. TOUCH CONTROL SELECTION

"Touch Control" automatically adjusts the sensitivity of the keys to your individual touch preference. Move the "Touch Control" lever to "L" if you prefer a light touch, "M" if you prefer a medium or firmer touch and "H" for a heavy touch. Practice will help you determine the "Touch Control" setting that's exactly right for you.

3. BACK SPACING

The carriage may be moved back one space at a time by depressing the Back Space Key.

CONTROL PANEL



4. SHIFT LOCK

Press down Shift Lock Key to lock all characters on keyboard in upper case or capital letter position. To release lock, depress either right or left shift key.

5. SHIFT KEYS

To type capital letters or upper case characters, hold down either right or left Shift Key and use letter key desired.

6. SPEED SPACE BAR

Each touch of the Space Bar moves the carriage ahead one space.

7. MARGIN RELEASE

To type past either right or left margins, move the carriage to the margin and depress the Margin Release Key.

9. COLUMN KEY

Moves carriage from one column setting to another (see How to Set Columns.)

10. RIBBON COLOR SELECTOR

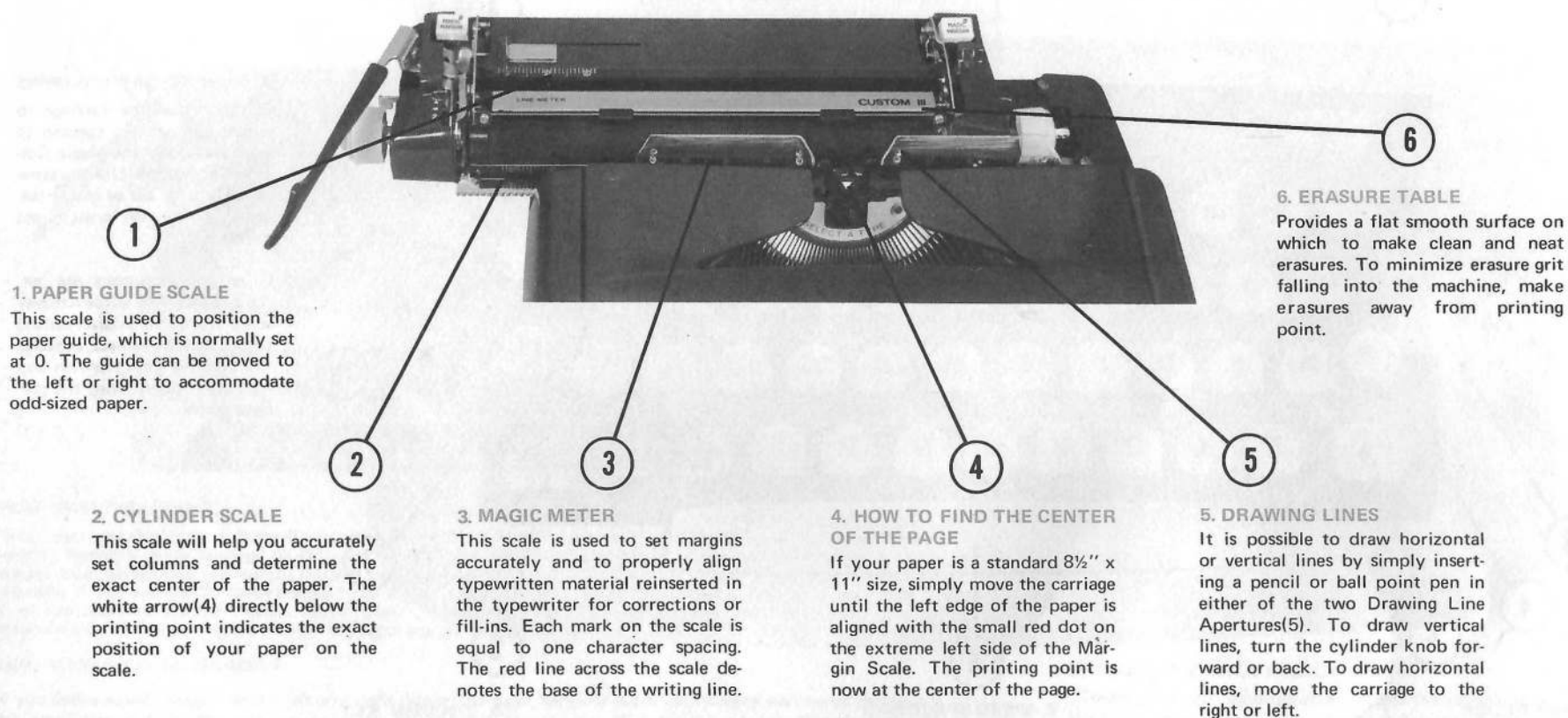
Fingertip choice of Black or Red ribbon. Move the ribbon color selector(10) to black mark to use black ribbon, red mark to use red ribbon. To type stencils, move ribbon selector to white mark.

8. HOW TO SET COLUMNS

Simply move the carriage to where you want a column to start and push the Magic Column Set button. Use the same procedure to set as many columns as you wish to set across the page.

Once your columns are set, the carriage will automatically move from one column setting to another by simply pressing the Column Key(9) down and holding it down until the carriage stops.

ADVANCED DESIGN PRECISION SCALES



If you have an irregular size sheet of paper, use the Cylinder Scale(3) to determine the center of the page, add the left and right scale readings and divide by two, then use the white arrow indicator(4) to locate this setting on the scale.

ACCURATE LINE SPACING

1. LINE SPACE LEVER

Your portable is equipped with a two-position line space lever. Lift it up when you wish to type, push it down before inserting the portable into the carrying case.

Line spacing is accomplished by a single stroke of the line space lever. It is also used to return the carriage to the left-hand margin. A sweep of the hand against the line space lever will simultaneously turn the cylinder to the next line spacing and return the carriage.

2. VARIABLE LINE SPACER

To make a permanent change in the line spacing, press in the Variable Line Space button while turning the cylinder knob to the new setting. Release the button and the spacing is permanently changed.

3. LINE FINDER

To change line spacing temporarily without losing your original line spacing, pull the Line Finder forward and turn the cylinder to reach the new line setting. When typing is completed, pushing back the Line Finder will automatically adjust the cylinder to your original spacing. Excellent for writing such symbols as H_2O , 86° , $A^2 + B^2$, etc.

4. LINE SPACE SELECTOR

Just set the Line Space Selector at the desired number and each stroke of the Line Space Lever will automatically turn the cylinder the correct number of spaces between lines. Should you wish the greater flexibility of spacing half way between one and two lines, simply set the selector at the line between 1 and 2. This greater flexibility allows you to type on various kinds of ruled paper.

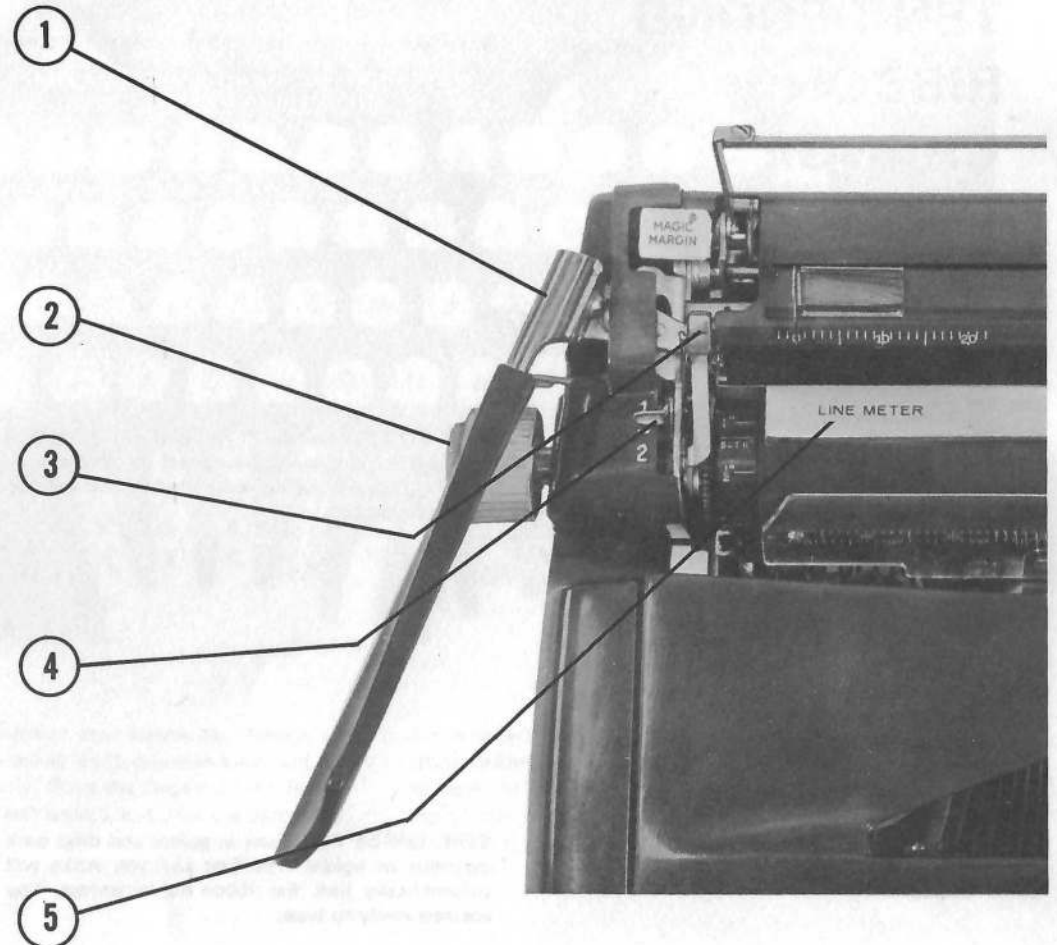
5. LINE METER (Custom III Model)

The Royal Line Meter automatically tells you how many inches you have left when you are typing near the bottom of a standard 11" sheet of paper.

1. Before inserting paper, turn either cylinder knob until the "Set 11" on the Line Meter Scale appears opposite the Line Meter arrow.

2. Insert paper and adjust cylinder to desired typing position.

That's all you have to do. As you near the bottom of the page, the numbers on the Line Meter Scale will automatically indicate how many inches of typing space you have left.



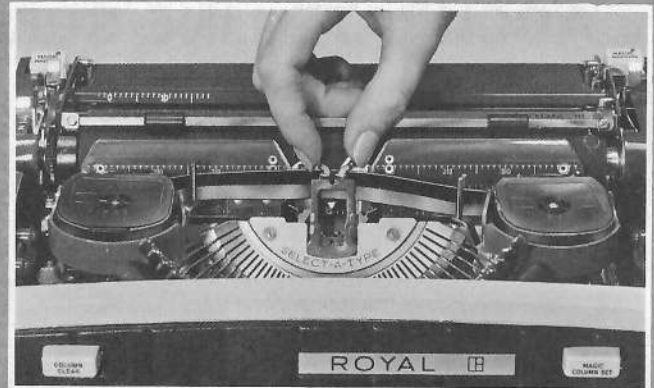
EXCLUSIVE TWIN-PAK TEN-SECOND RIBBON CHANGE

hands stay clean because
they never touch the ribbon

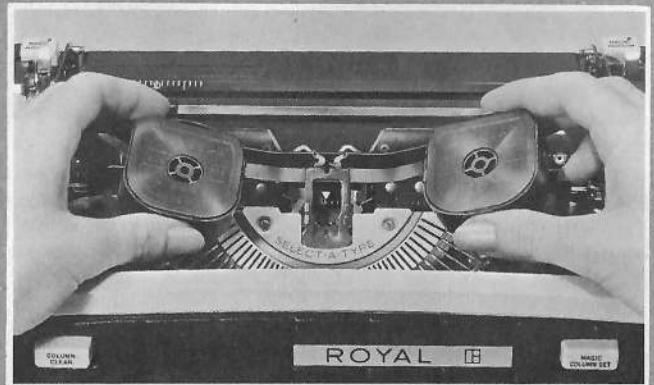
RIBBON REVERSE

The ribbon reverses itself automatically 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 top plate and move either ribbon guide (next to each cartridge holder) in the opposite direction.

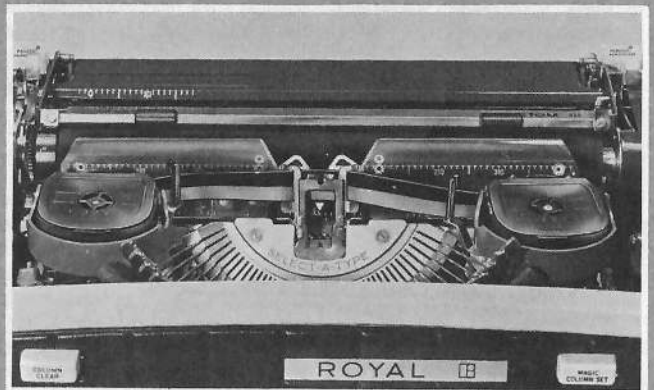
STEP ONE Remove top plate and squeeze the two prongs on the ribbon holder together. Lift plastic "Twin-Pak" cartridges out of machine and discard.



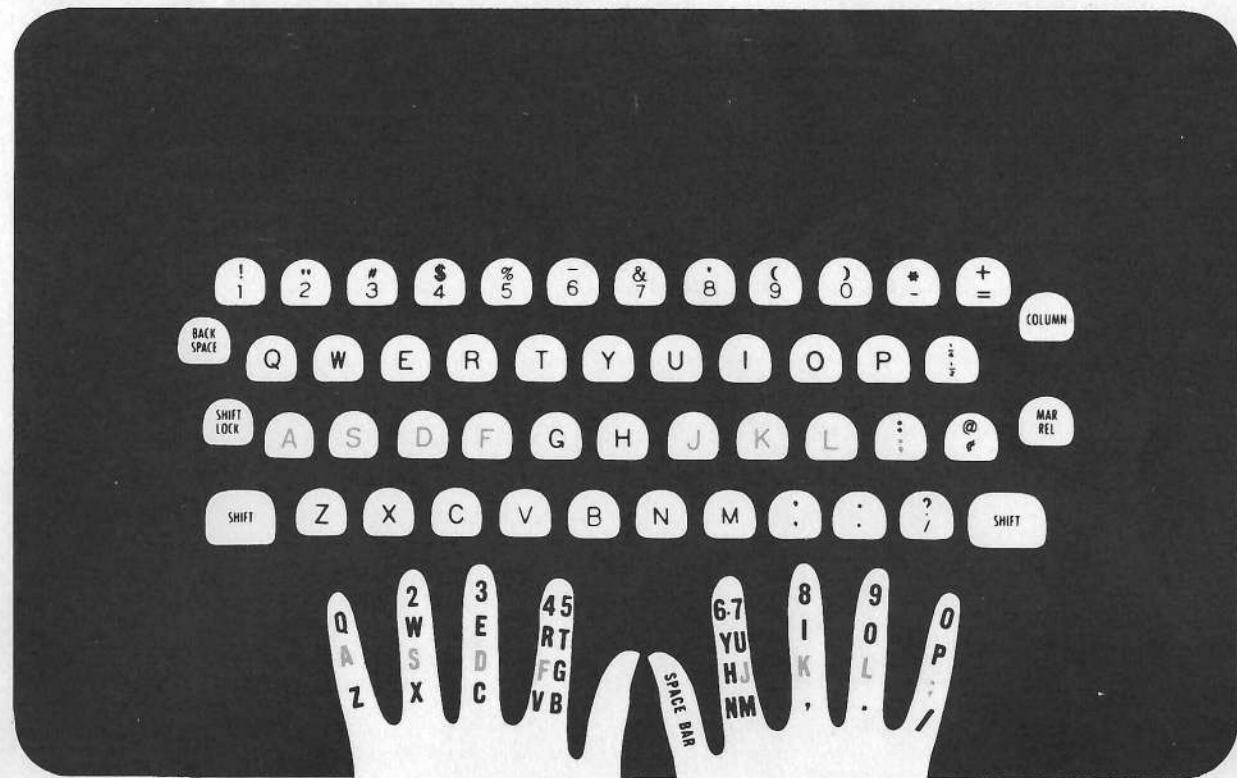
STEP TWO Take a new "Twin-Pak" ribbon; hold a cartridge in each hand; draw apart to form a small loop; slip ribbon behind ribbon holder and in front of upright posts.



STEP THREE Fit ribbon in guides and drop each cartridge in holder. The first key you strike will automatically lock the ribbon holder prongs. You are now ready to type.



THIS TOUCH
TYPING CHART
ILLUSTRATES THE
PROPER POSITIONING
AND USE OF
THE FINGERS FOR
TYPING...



Place the chart to the right of your typewriter. Always use the chart as your guide—never the typewriter keyboard. Sit erect, feet flat on the floor. Place the fingers on the HOME KEYS: f, d, s, a, for the left hand; j, k, l, ;, for the right hand.

From its HOME KEYS position, your finger should strike the letter indicated for that finger on the chart, and then return to its HOME position. Strike the keys sharply with ball and tip of the fingers, using a purely finger action. Strive for accuracy. Speed in touch typing will follow.

With a Royal portable, you are learning on a full-size office machine keyboard.

IT'S EASY TO CARE FOR YOUR ROYAL PORTABLE

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

- Clean the type regularly with a recommended type cleaner such as Royal Cleaning Solvent and a short-bristle brush.

- Do not erase directly over the printing point. Move the carriage to either side, then erase. This will minimize erasure grit falling into

the machine. An excessive amount of erasure grit could cause the type bars to stick.

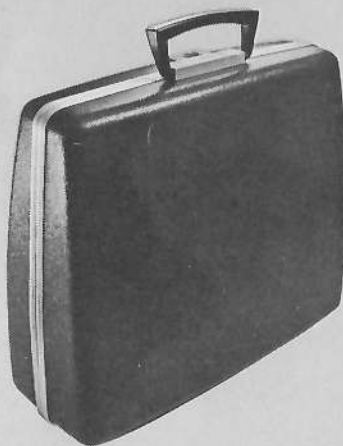
- Replace ribbon at regular intervals with a new Roytype "Twin-Pak" portable ribbon. This will assure clean, sharp typing at all times.

- Wipe the carriage rails occasionally with a cloth moistened with just a drop of very light oil.

- Keep your Portable covered when not in use.

- Always center the carriage and push down the line space lever before closing the carrying case.

- If your Royal portable typewriter requires mechanical attention during the Warranty period, take it to the nearest Royal District Office or authorized Royal portable service center. (See the Service Center insert for a complete list of authorized Royal Service Centers.)



NEW DELUXE HIGH-FASHION CARRYING CASE

Your new Royal portable is enclosed in a new handsome carrying case that is extremely durable, yet very light in weight. It is a deluxe case in every sense of the word, featuring custom-molded, one-piece construction and a saddle grain finish which can be easily cleaned with a damp cloth. The special handle positions the case away from the body, making it easier to carry.

SERIAL NUMBER

Record your Royal Portable serial number in this instruction book and on your guarantee card. 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.

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ROYAL[®] 

ROYAL TYPEWRITER COMPANY DIVISION OF LITTON BUSINESS SYSTEMS, INC.

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