

ROYAL

2 PARK AVENUE
NEW YORK 16, N. Y.

WORLD'S LARGEST MANUFACTURER OF TYPEWRITERS

WORLD-WIDE SALES AND SERVICE FACILITIES

your
new
royal



USING THE SCALES

1

THE PAPER GUIDE SCALE

This is used to position the Paper Guide which is usually set at 0 on the standard carriage width typewriter. For positioning a series of cards or envelopes, the Paper Guide may be set to the right of 0.

2

THE PAPER LOCK SCALE

The Paper Lock Scale spans the cylinder and is completely visible at all times. In recopying work, the Paper Lock Scale can be used to determine margin or tabular settings by holding the typewritten sheet under or against the scale then matching the readings. The Paper Lock Scale may also be used to redetermine margins or tabular settings used on an upper part of the page. Simply raise the scale to its full height, hold the paper forward against it, and make the readings.

3

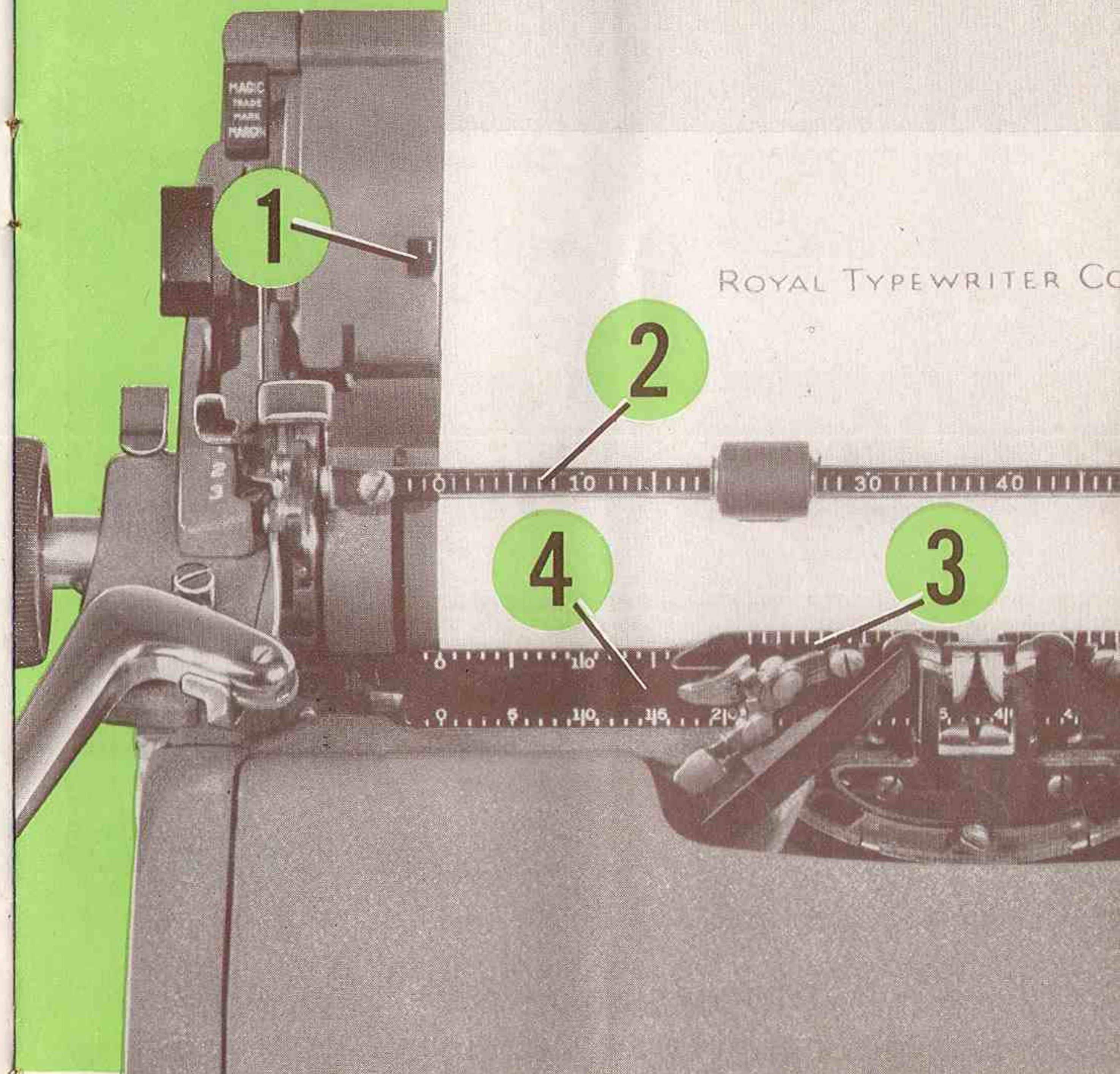
THE CARD AND WRITING - LINE SCALE

This small scale on either side of the printing point is used to align characters with work already on the page or card. As the name indicates, the edge of the scale denotes the base of the writing line. For perfect fill-ins over erasures or for additions, use the Variable Line Spacer to find the writing line. Then pull the Paper Release Lever forward and slide the paper or card horizontally until the white lines of the Writing-Line Scale are exactly under the center of the previously typed characters. Characters whose exact center can be readily seen, such as the period, "I", "v", or "I", afford convenience and accuracy in positioning for the fill-in. The new characters may then be typed in perfect alignment.

4

THE CYLINDER SCALES

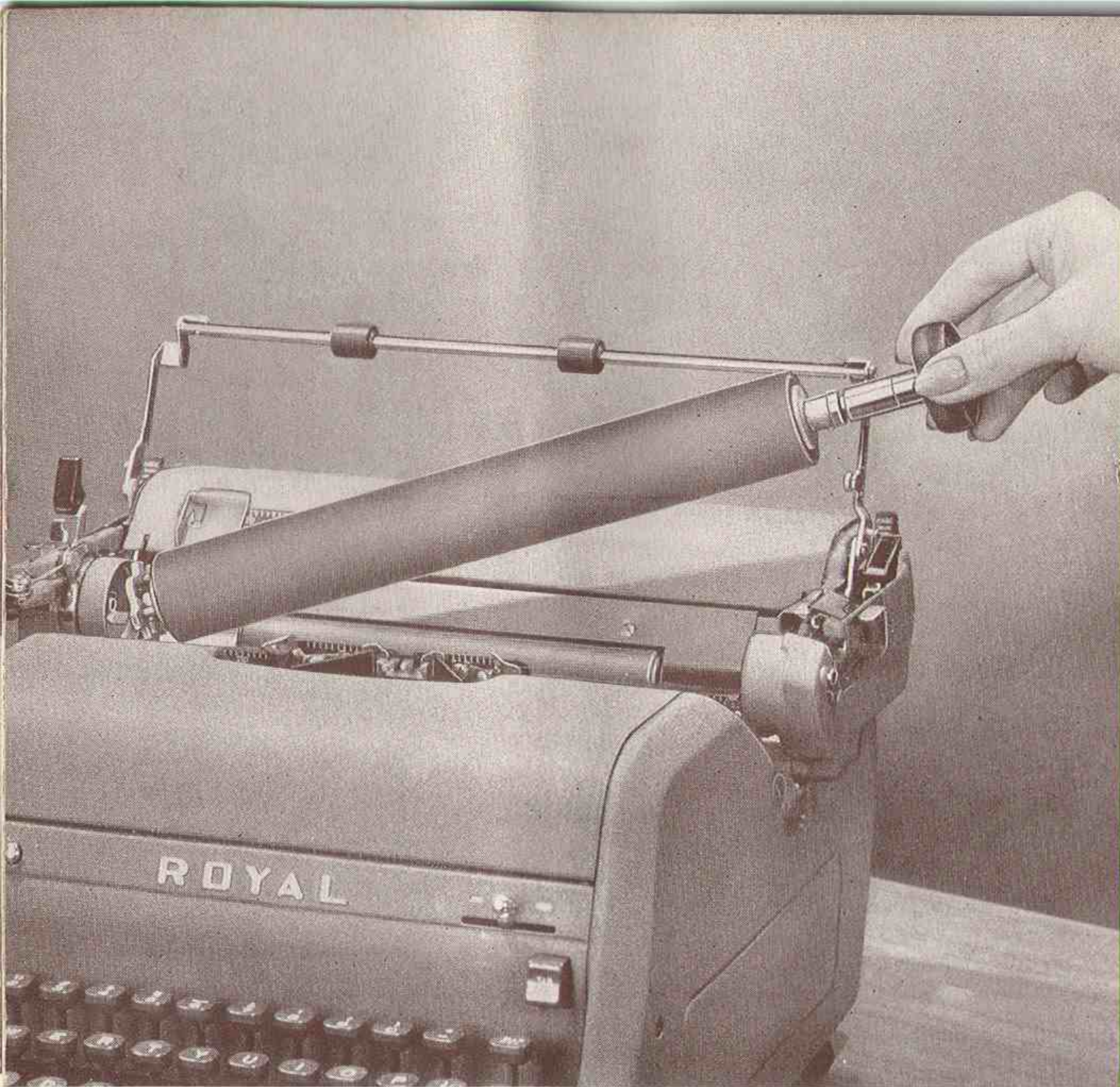
The Cylinder Scales consist of a Platen Scale numbered every 10 spaces and a Printing Point Scale numbered every 5 spaces. These are used to locate the carriage at a specific printing point. To position the carriage at a given point, move it until the desired number or calibration point appears in the Full-View Indicator directly below the printing point. To find the center of a page, add the left and right scale-readings and divide by two. For instance, if the left edge of the paper is at 0, and the reading at the



All scales are synchronized and read from left to right.

right edge of the page is 84, the center is 42. The carriage may be positioned at the exact center of this sheet by moving it until the figure 42 on the Printing Point Scale appears in the Full-View Indicator at the printing point.

The Cylinder Scales are also used in centering headings. To do this, determine the center point on the Platen Scale and locate it on the Printing Point Scale, then back-space once for each two letters and spaces in the heading.



REMOVABLE CYLINDER

Removing the cylinder on the Royal HH is a simple one-handed operation. Press the Cylinder Release Button on the right carriage end and the collar which holds the cylinder in place is released. The cylinder may then be lifted out. Thus you have instant accessibility for cleaning the paper feed rolls or for changing to a hard cylinder when a quantity of carbon copies must be made.

SPEED SPACER

A newly designed space bar built into the front frame of the new Royal! It is shorter, faster, and far more responsive—another reason why the new Royal is the easiest writing typewriter ever designed!

PAPER RELEASE LEVER

To remove paper, pull forward both the Paper Release Lever and the Automatic Paper Lock and remove. The paper may also be rolled out by means of either Cylinder Knob.

PAPER INSERTION

When inserting a sheet of paper, first set the Paper Guide at 0, and pull the Automatic Paper Lock forward by the finger piece. Drop the paper behind the cylinder with the left edge resting against the Paper Guide. The bottom edge of the paper should rest evenly in the slot between the master feed roll and the cylinder. If paper is placed evenly in the slot and at the same angle as the paper table, *it will feed in straight*. However, should any straightening be necessary, pull forward the Automatic Paper Lock and the Paper Release Lever to make the adjustment. Then return the Automatic Paper Lock and Paper Release Lever to their closed positions.

CARRIAGE RELEASE LEVERS

When moving the Carriage, left or right a number of spaces as in setting margin or tabulator stops, card-writing and erasing, hold the left or right Cylinder Knob and at the same time depress the Carriage Release Lever located near either knob.

COLOR CONTROL LEVER

The new Royal Color Control Lever can be set on red or black with a flick of your finger. There is a special friction lock device for the stencil position that prevents the lever from falling into this position accidentally.

CARD HOLDERS

The Royal Card Holders hold any size card firmly in position while typing at either side and along the top and bottom edges. Simply raise the holders against the cylinder and insert the card. To lower the holders press the Card Holder Release Levers.

BACK SPACE KEY

For fill-ins the Back Space Key can be used as a full or fractional spacer. If a single character must be inserted within a line already typed simply position the carriage one space beyond the point to be filled in. Then depress the Back Space Key until the point to be filled in is directly at the printing point and hold it there while the character is typed in place.

COMPLETE ENCLOSURE

Your new Royal HH is the most completely enclosed typewriter on the market. On front, top, sides, back, carriage top and ends, working parts are completely protected. Dust and dirt stay out. Your Royal has the benefits of long life and trouble-free operation that come only with a properly protected, precision built typewriter.

HOW TO CARE FOR YOUR TYPEWRITER

To gain full satisfaction from your typewriter and prolong its life follow these suggestions.

Have your typewriter fastened to your desk. Your Royal representative will gladly take care of this for you.

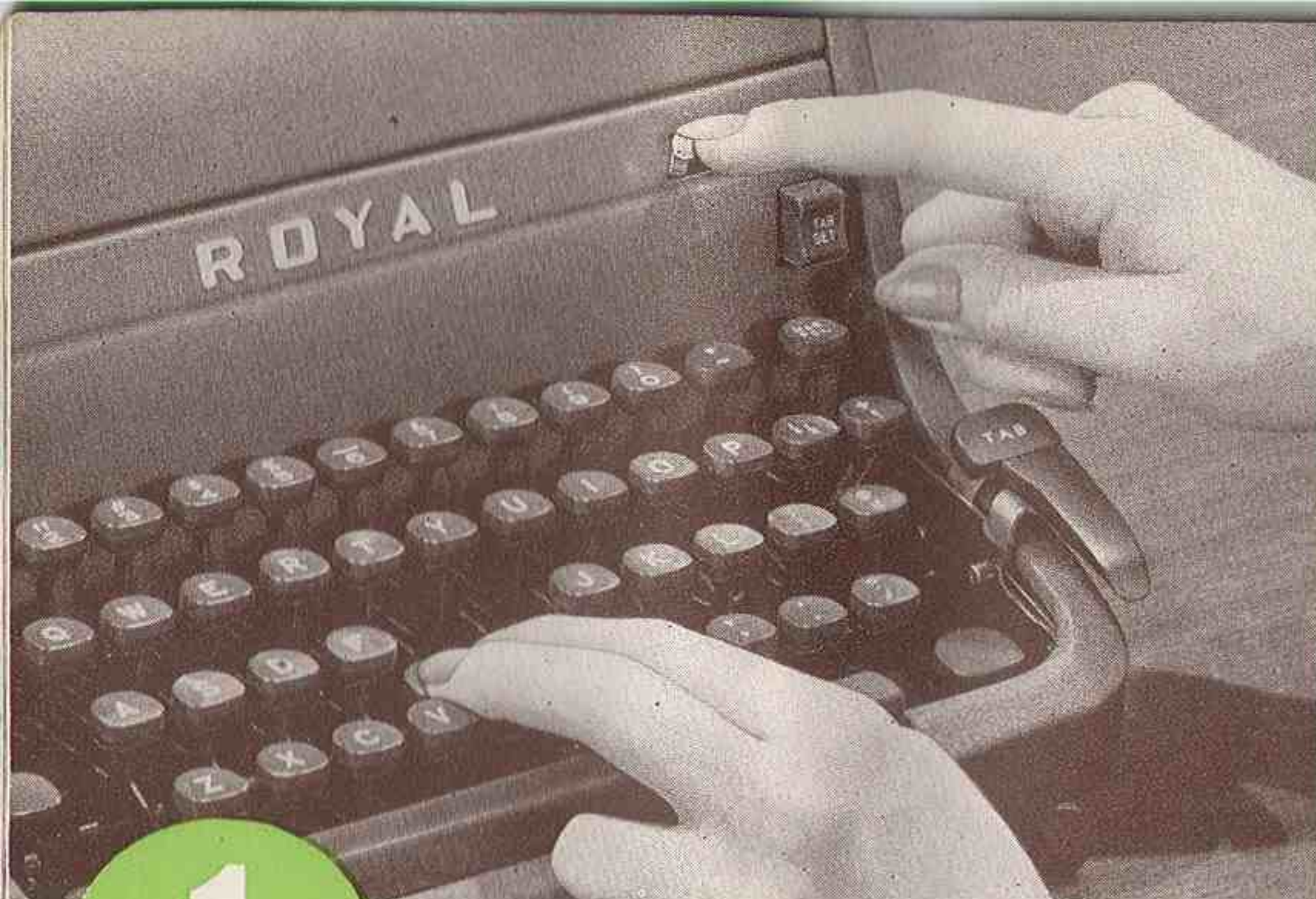
EVERY MORNING:

Dust exterior and accessible parts with a brush or lint free cloth. Brush the accumulation from the Erasure-Protecting Shields on to a piece of paper. Move the carriage first to the extreme left then to the extreme right wiping the exposed surfaces of the carriage rails, both upper and lower, with a dry cloth.

Wipe the slots in the segment (the curved metal framework in which the type-bars move) with a dry cloth—wiping towards you. Clean the type with a dry bristle brush.

ONCE A WEEK:

Wipe the carriage rails and the exposed nickel parts behind the Paper Table with a cloth slightly moistened with a little oil. Clean the type with Roytype type cleaner. A cloth placed on the headrest underneath the type will absorb excess fluid. Clean the cylinder and paper feed rolls with denatured alcohol.



1

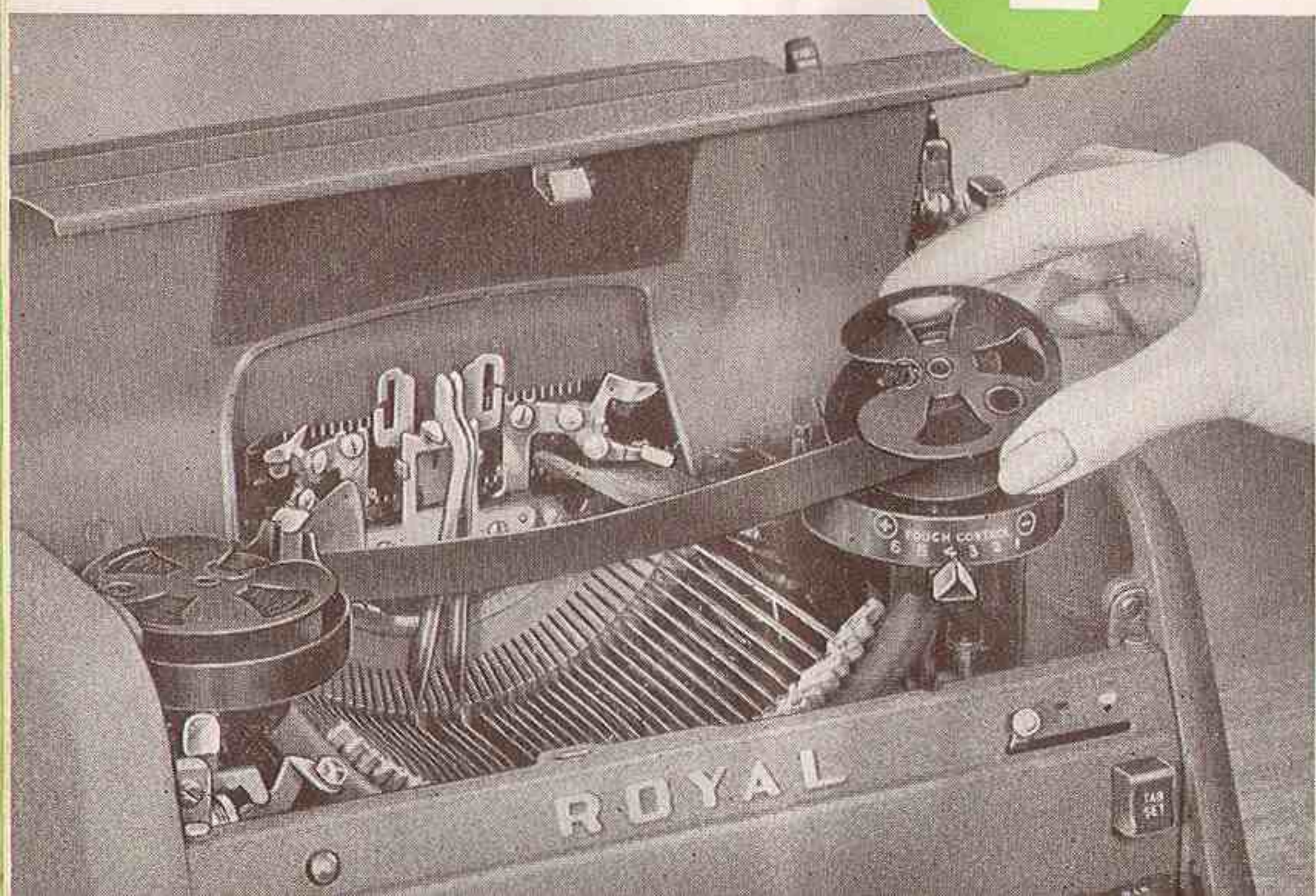
Depress any two central keys

Your Roytype ribbon should be replaced when necessary with the same type of ribbon and spool. To change the ribbon, depress the Shift Lock Key, move the Color Control Lever over the red dot, and depress any two central keys at the same time so that the type-bars stand up together. This raises the ribbon carrier and makes it easier to disengage the ribbon and drop it over the type-bars towards you.

Then, holding the Ribbon Release lever to the left, wind the ribbon as far as possible on the right spool. Unhook the ribbon from the empty spool and discard the worn ribbon and spool.

2

Lift off the worn ribbon



FOUR STEP RIBBON CHANGE

3

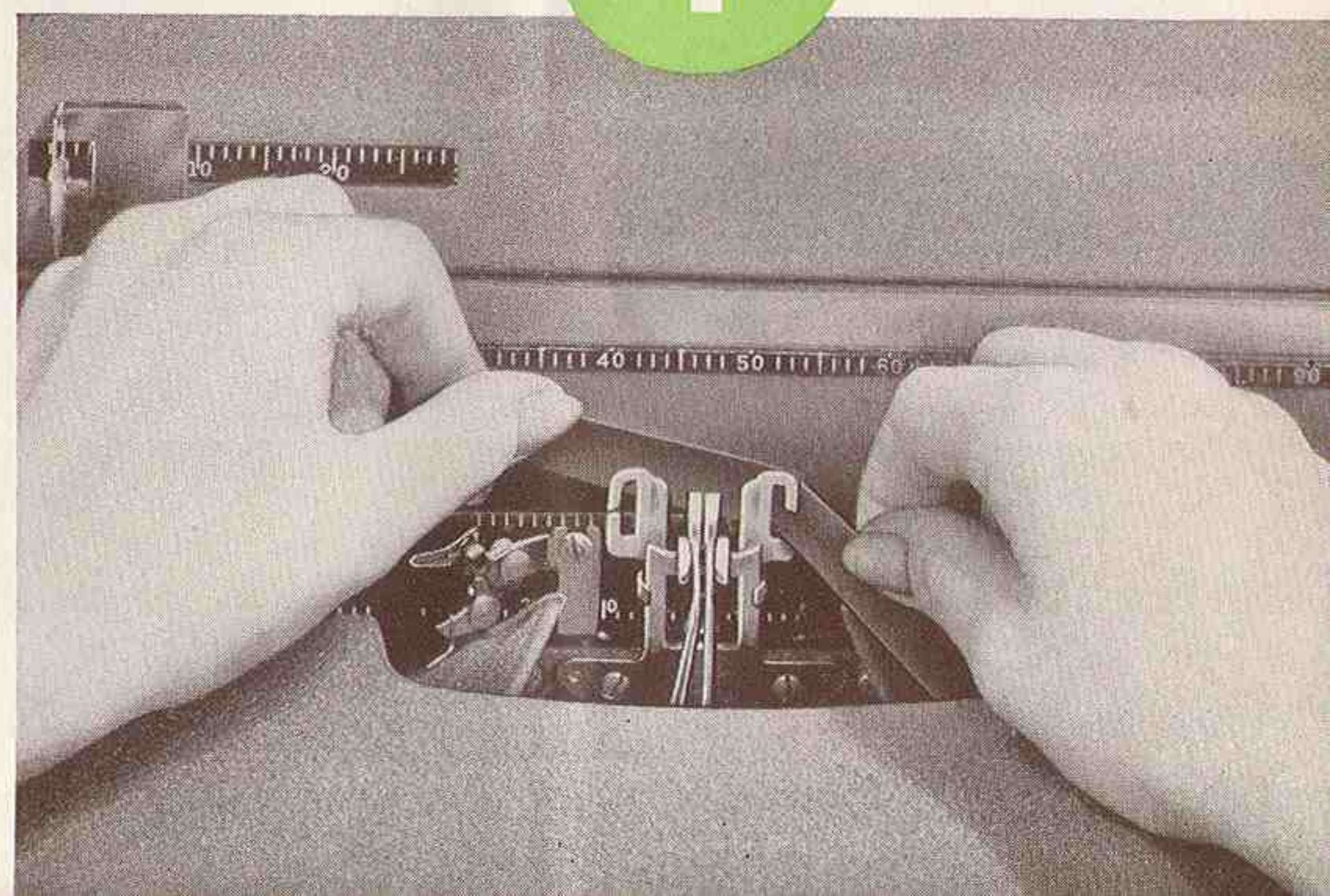
Drop the new ribbon loop over the stud

Drop the loop of the new ribbon over the stud of the empty spool and place the new spool in its cup. The ribbon should travel in the course indicated by the arrow in each cup. Now insert the ribbon in the guides beside each cup and draw out enough slack to drop over the erect type-bars.

Close the top, then engage the ribbon in the Ribbon Carrier and flick the type-bars back. Finally return the Color Control Lever to its position over the blue dot, release the Shift Lock Key and take up the ribbon slack by moving the carriage from right to left. You are now ready to type.

4

Engage the ribbon in the Ribbon Carrier



Typing Do's and Don'ts



Don't Slump



Listen for the Bell



Concentrate on Copy

DO move the carriage to one side of the machine when erasing.

DON'T allow erasures to fall into the mechanism of your typewriter.

DO sit erect, feet flat on the floor under the desk, one a little ahead of the other.

DON'T slump in your seat with your feet draped around the legs of the chair.

DO stroke the keys firmly with the ball and tip of the fingers using a pure finger action, motion being entirely from knuckles to finger tips.

DON'T use arm and wrist motion when striking the keys.

DO set your right, as well as your left "Magic" Margin, and listen for the bell to indicate line endings. Return the carriage as soon as possible after the bell rings.

DON'T look for line endings. Glancing up from the copy breaks the typing rhythm and causes errors.

DO return the fingers to the home keys at once after throwing the carriage lever, and resume typing immediately.

DON'T linger on the lever or dawdle on the keys after the carriage has been returned.

DO keep your eyes constantly on your copy and on the actual word you are reading. This is a definite aid to concentration and accuracy.

DON'T look from copy to machine or read ahead. This causes errors such as omission or transposition of words and letters.

DO concentrate on the thought content of the copy being typed.

DON'T let your thoughts wander when typing or transcribing.

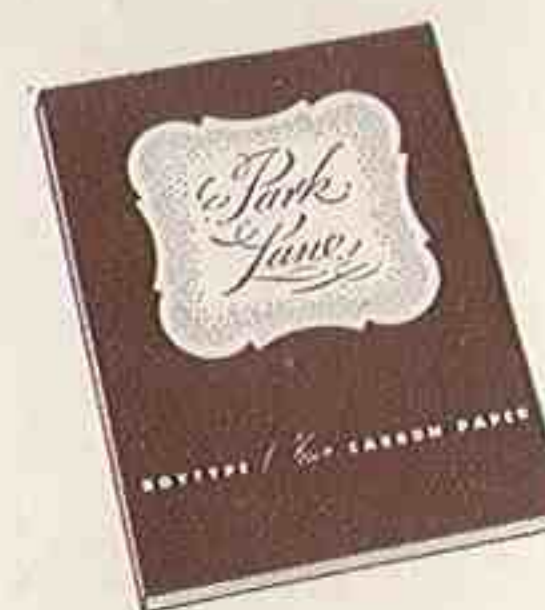
DO type with smoothness—unbroken continuity—RHYTHM, for rhythm is the basis of accuracy in typing.

DON'T type unevenly or jerkily, causing collided keys, piled letters and poor quality work.

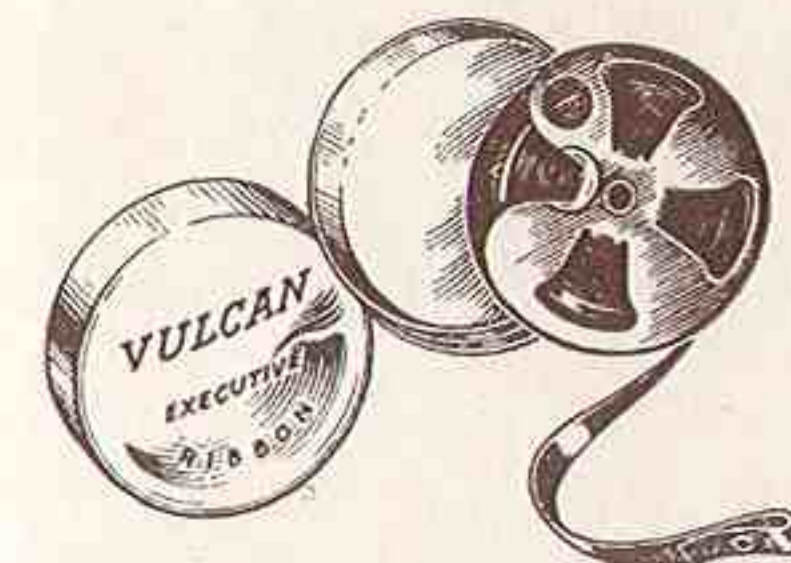
DO strive to type with control—or ACCURACY—at all times, for accuracy is the foundation of maintained typing speed.

DON'T waste time and effort through constant correction of errors.

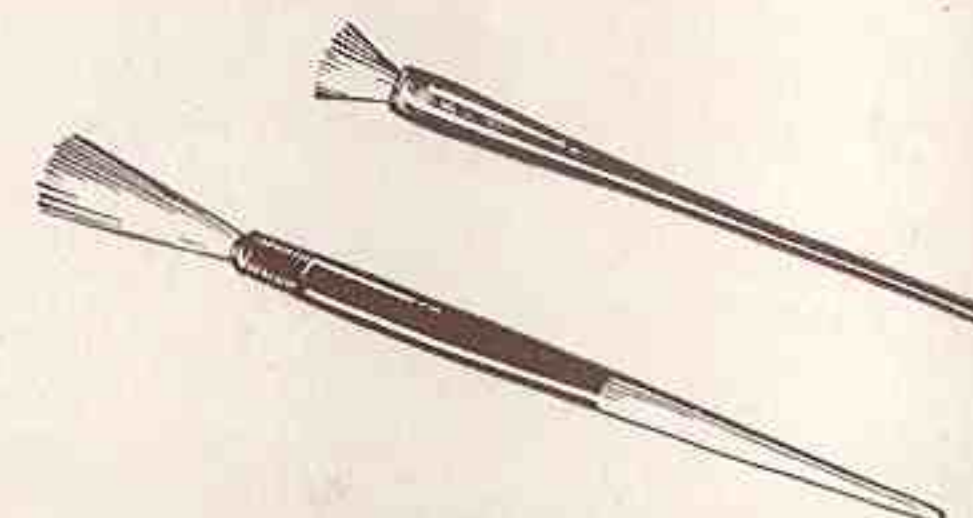
ROYTYPE SUPPLIES FOR YOUR ROYAL AND ALL BUSINESS MACHINES



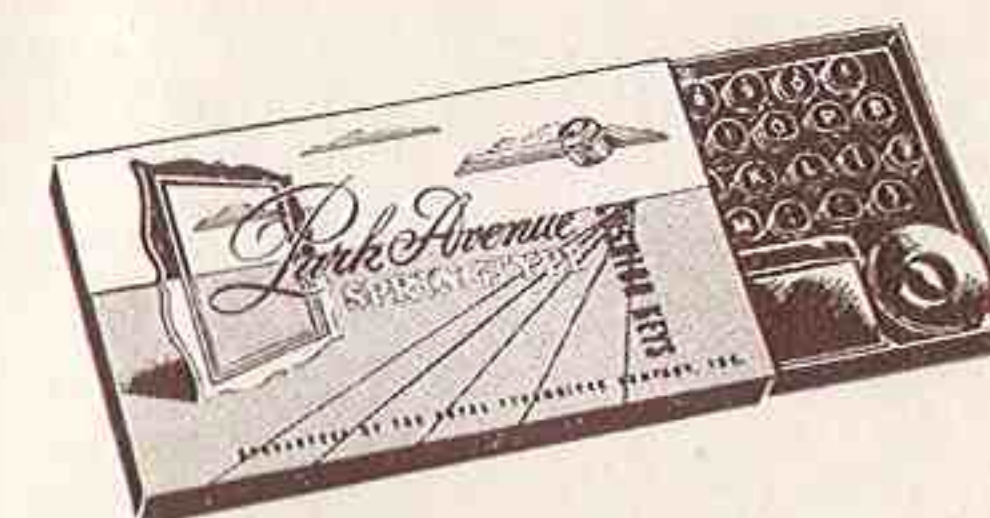
CARBON PAPER



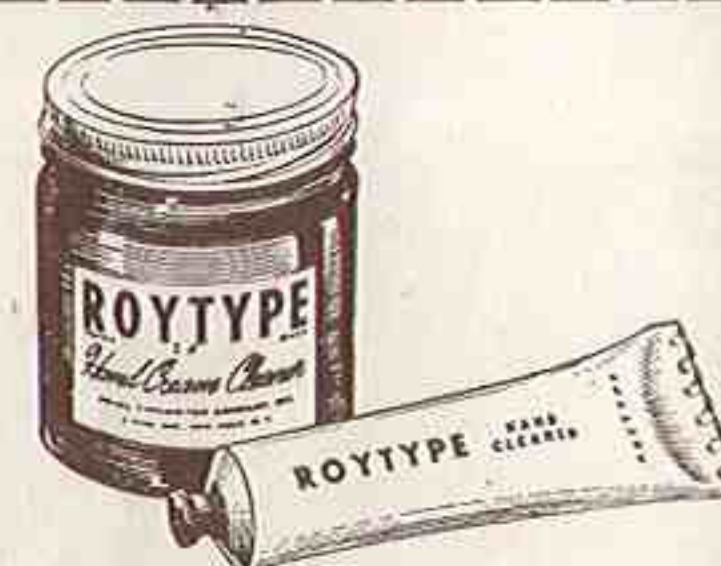
TYPEWRITER RIBBONS



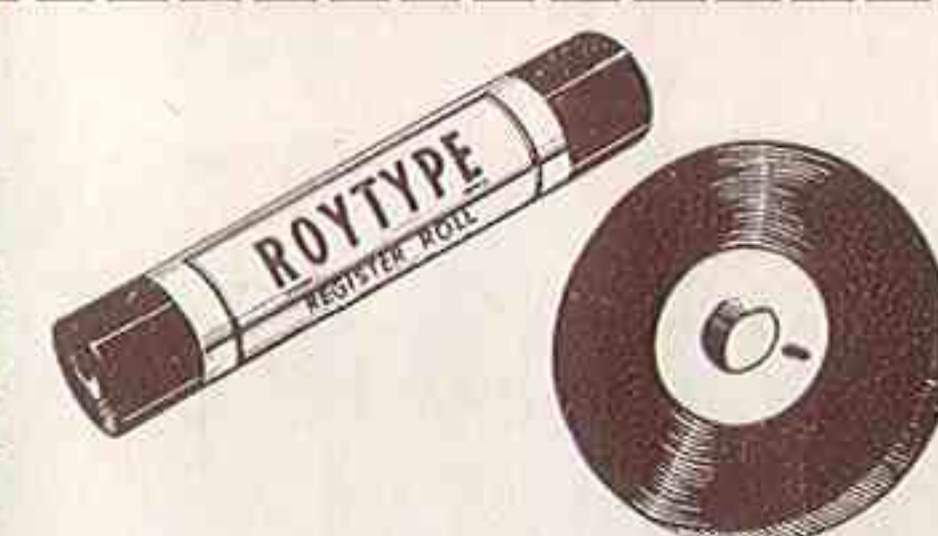
TYPEWRITER BRUSHES



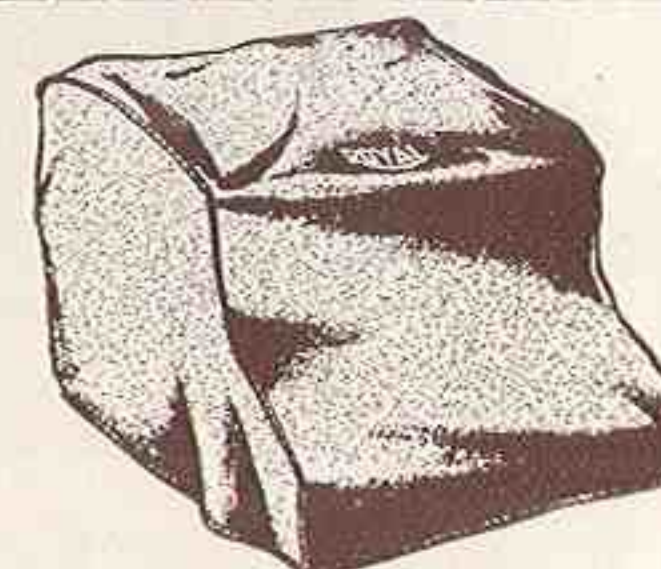
KEY CAPS



HAND CLEANER



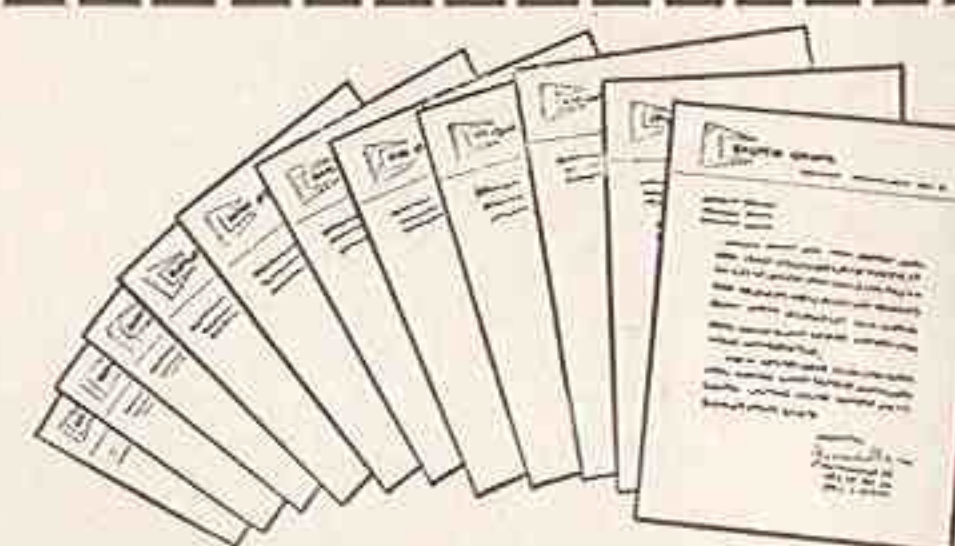
CARBON ROLLS



TYPEWRITER COVERS



TYPE CLEANER



DUPLICATOR SUPPLIES



BUSINESS MACHINE PADS

The Royal Typewriter Company has always endeavored to produce typewriters that give the operator every convenience and advantage possible. The many exclusive features of your Royal Model HH will set a new standard of performance in speed and ease of operation for all typewritten work. The functional design of the Royal Model HH is years ahead of its time. The brown frieze finish, the non-glare plastic keys and the modern streamlining of the Royal Model HH will enhance the beauty of any office. This booklet tells you of a new and thrilling typing experience that is yours with the Royal Model HH.

INDEX

INDEX

	Page
Correct Posture for Perfect Typing . . .	3
"Magic" Tabulator	4
Carriage Control	5
Visibility	6
"Magic" Margin	7
"Touch Control"	8
Automatic Paper Lock	9
Line Spacing	10
Placement of Controls	12-13
Keyboard	14
Time-Saver Top	15
Using the Scales	16
Removable Cylinder	18
Speed Spacer	19
Paper Release Lever	19
Paper Insertion	19
Carriage Release Levers	19
Color Control Lever	20
Card Holders	20
Back Space Key	20
Complete Enclosure	20
How To Care For Your Typewriter . .	21
Four Step Ribbon Change	22
Typing Do's and Don'ts	24



CORRECT POSTURE FOR PERFECT TYPING

1. Sit erect but relaxed; head turned slightly with eyes on the copy.
2. Keep your fingers curved and close to the keys, hands on the same slope as the keyboard.
3. Hold your arms and elbows in a relaxed position, forearms sloping naturally with the hands and keyboard.
4. Place the copy to the right of the typewriter so there is no interference with your line of vision.
5. Keep both feet flat on the floor, a little apart, one foot slightly ahead of the other.
6. Adjust the height of the chair for comfortable typing.



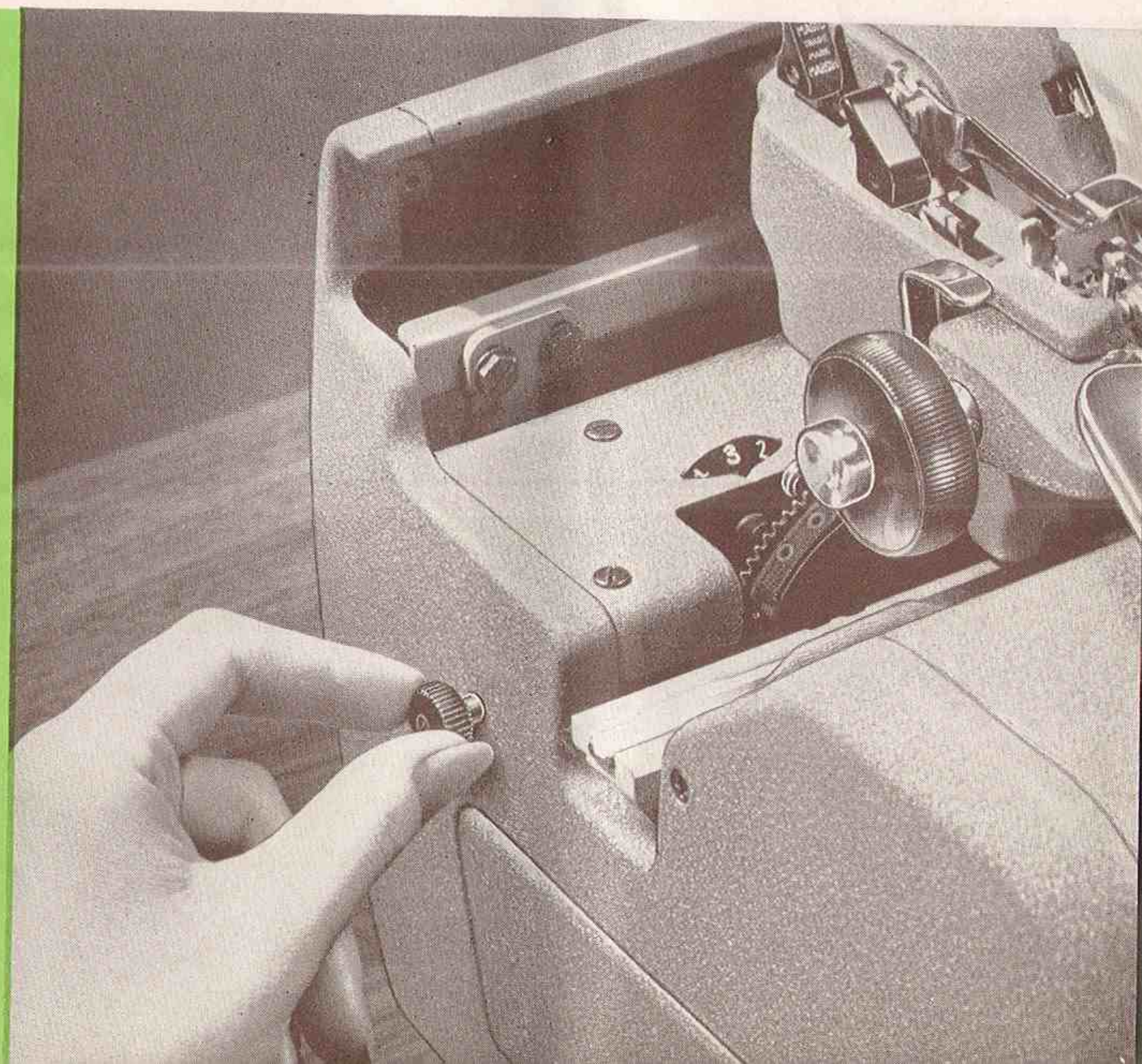
“CARRIAGE CONTROL”

Only on the Royal HH can the carriage be adjusted to the proper tension to suit the individual job. Turn the little knob toward the rear and the dial on the left side of the carriage moves toward the higher numbers. The carriage tension is increased for fast columnar tabulation. Turn the knob toward front and the dial moves toward the lower numbers. The carriage is light and responsive—ideal for general secretarial work. Whatever your needs you can personalize the carriage return to suit your individual requirements.

5

“MAGIC” TABULATOR

This feature, exclusive on the Royal HH Model, is specially designed to give you the advantage of both finger and palm tabulation. When you wish to tabulate you may either touch the conveniently located tab key with the little finger of your right hand or activate the palm tab with the side of your hand. In either case, your fingers do not leave the important home row position. Thus with this control, tabulating on the HH Model is done quickly without reaching and with no break in typing rhythm.

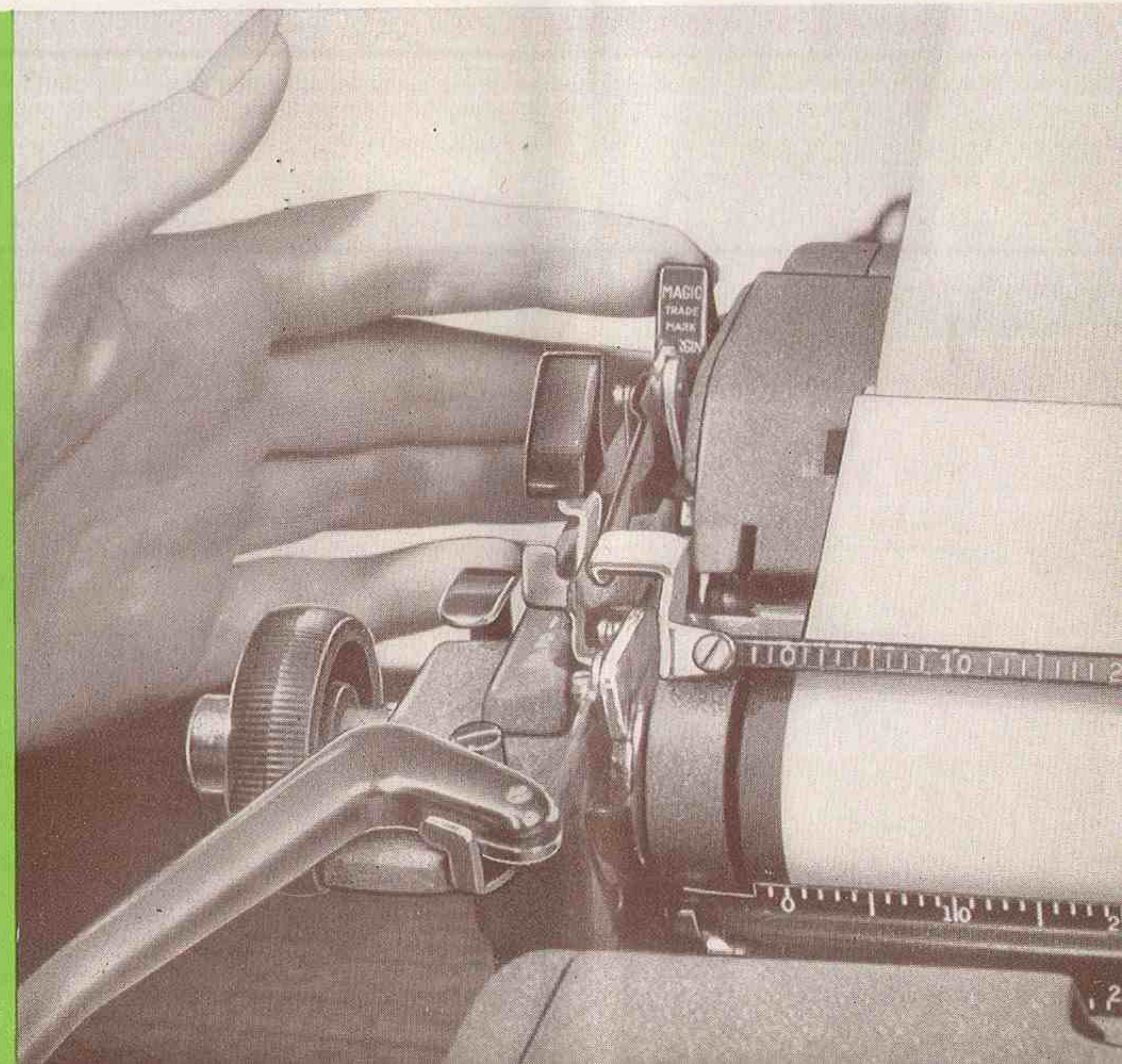
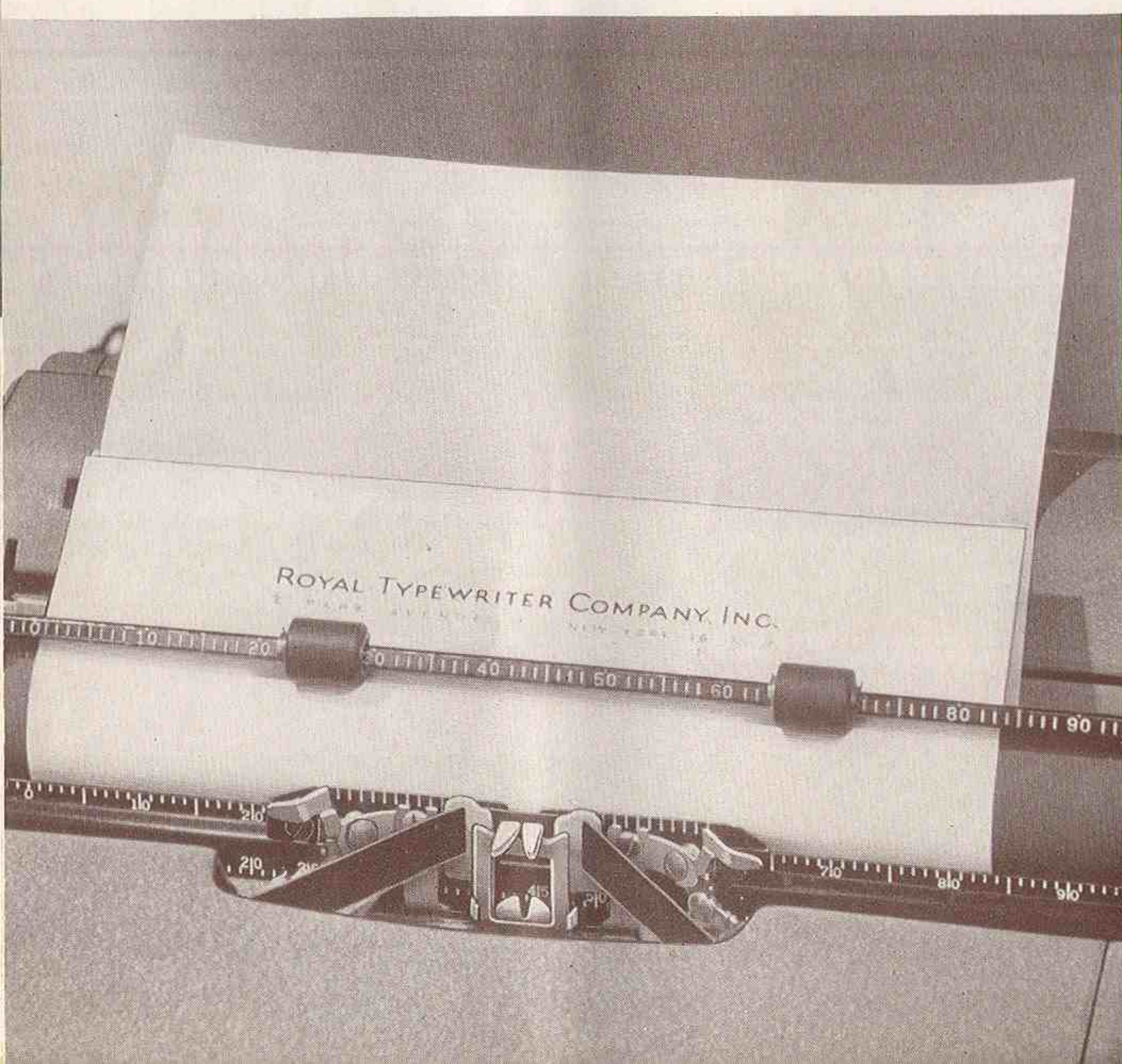


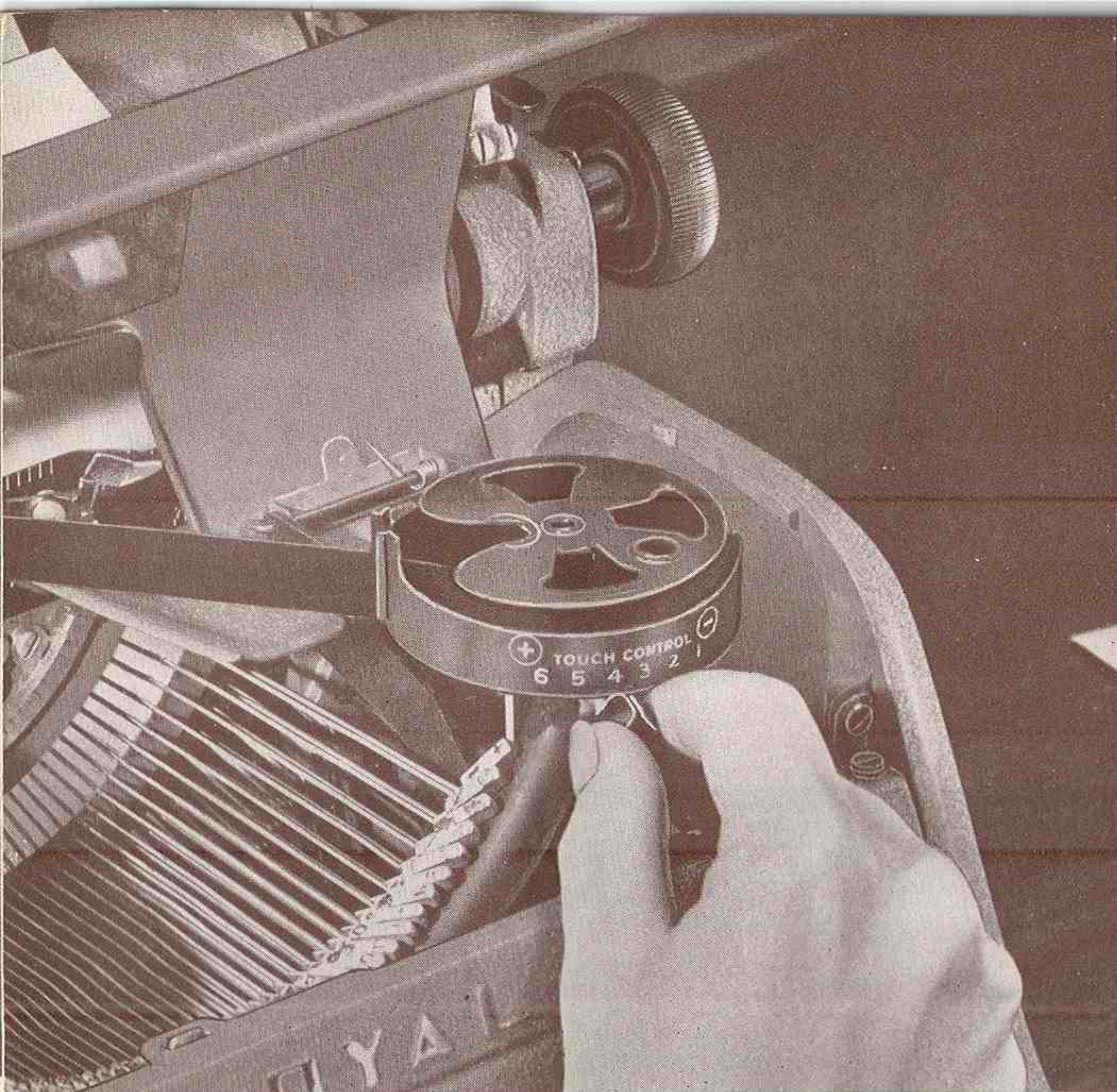
VISIBILITY

Printing point shadows are eliminated on the Royal HH Model. You can see the printing point scale reading instantly even under poor light. The Royal HH Model has the only Printing Point Scale numbered every five spaces. Reading the scale is easier, faster, more accurate. Note the Full-View Printing Point Indicator that frames the printing point for instant reading.

"MAGIC" MARGIN

Margins were never easier to set than on your Royal HH. For with improved "Magic" Margin all you need do is position the carriage, place your index finger behind the "Magic" Margin control and move it forward. Release it and your margin is set and locked in place. Thus you can set both margins in less time than it takes to talk about it. To reset margins, left or right, simply hold the "Magic" Margin lever forward while repositioning the carriage. Release the lever and your new margin is set and locked in place.





“TOUCH CONTROL”

With “Touch Control” you can tailor the keyboard to your own touch. As you move the lever toward the lower numbers on the Touch Control Dial you are decreasing the tension on the type bar keys and adjusting the keys for a light touch. Moving the lever the opposite way toward the higher numbers on the dial increases the tension on the keys and adjusts them for a firm touch. Whether your touch is firm or light, with “Touch Control” you can adjust the Royal HH to suit yourself.



AUTOMATIC PAPERLOCK

Before inserting paper the Automatic Paper Lock should be pulled forward. After the paper is inserted and rolled up, the Automatic Paper Lock on the Royal is pushed back. When it hits the cylinder it automatically rolls upward ironing the paper flat. This convenient feature of the Royal prevents the paper from buckling, subdues the sound of the type-strikes and insures sharp, clear typewritten copy.

LINE SPACING

1

LINE FINDER

To change line spacing *temporarily* without losing your original line spacing, pull forward the Line Finder and turn the cylinder until the level you wish to write on appears at the edge of the Writing Line Scale. Pushing back the Line Finder returns you to your original spacing.

2

LINE SPACE SELECTOR

You have your choice of single, double or triple spacing between the lines by moving the pointer to the desired number on the Line Space Selector.

3

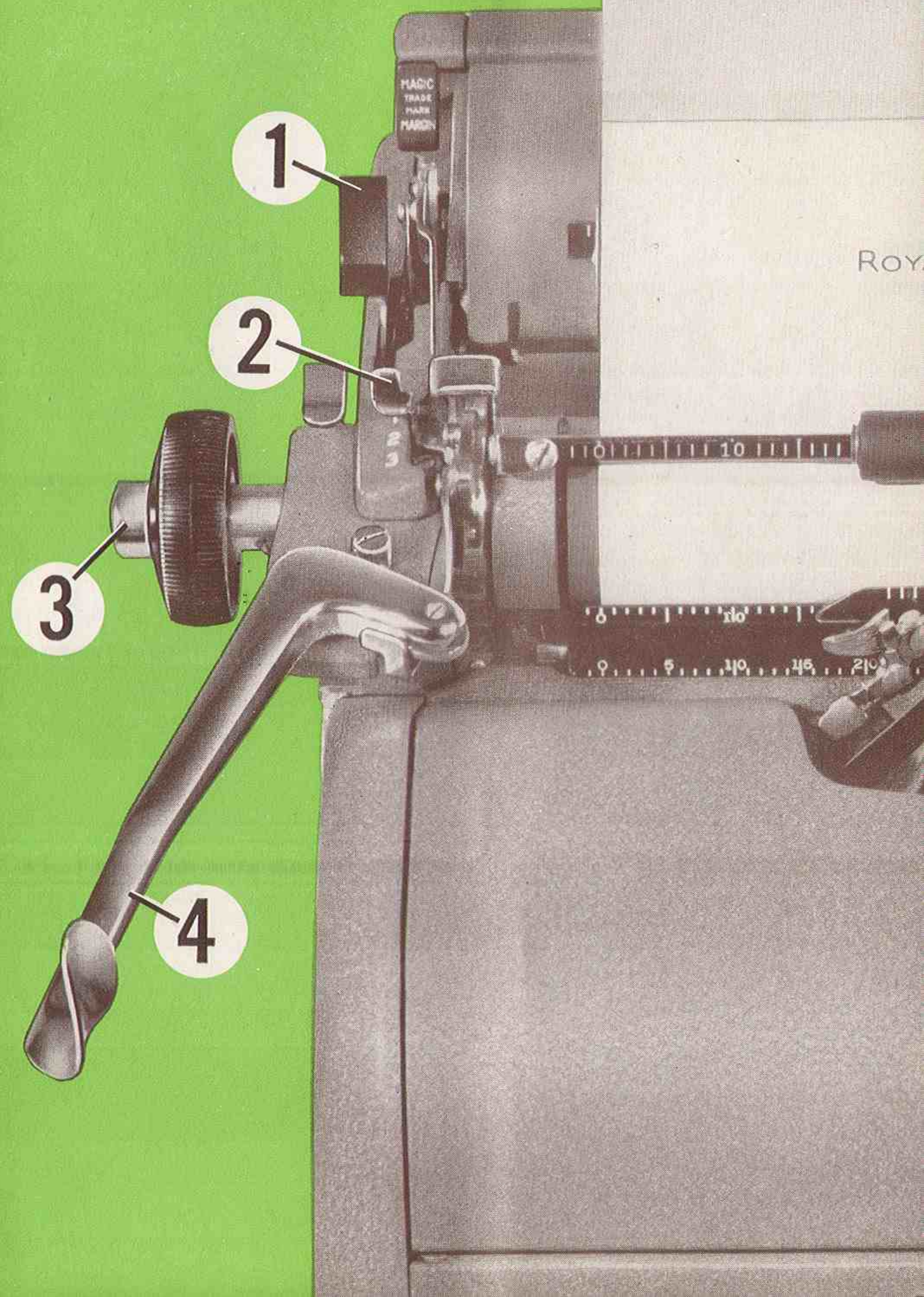
VARIABLE LINE SPACER

To make a *permanent* change in the line spacing press in the Variable Line Spacer button while turning the Cylinder Knob. Locate the work exactly where you want it at the edge of the Writing Line Scale. Release the button and the spacing is permanently changed to the new set-up.

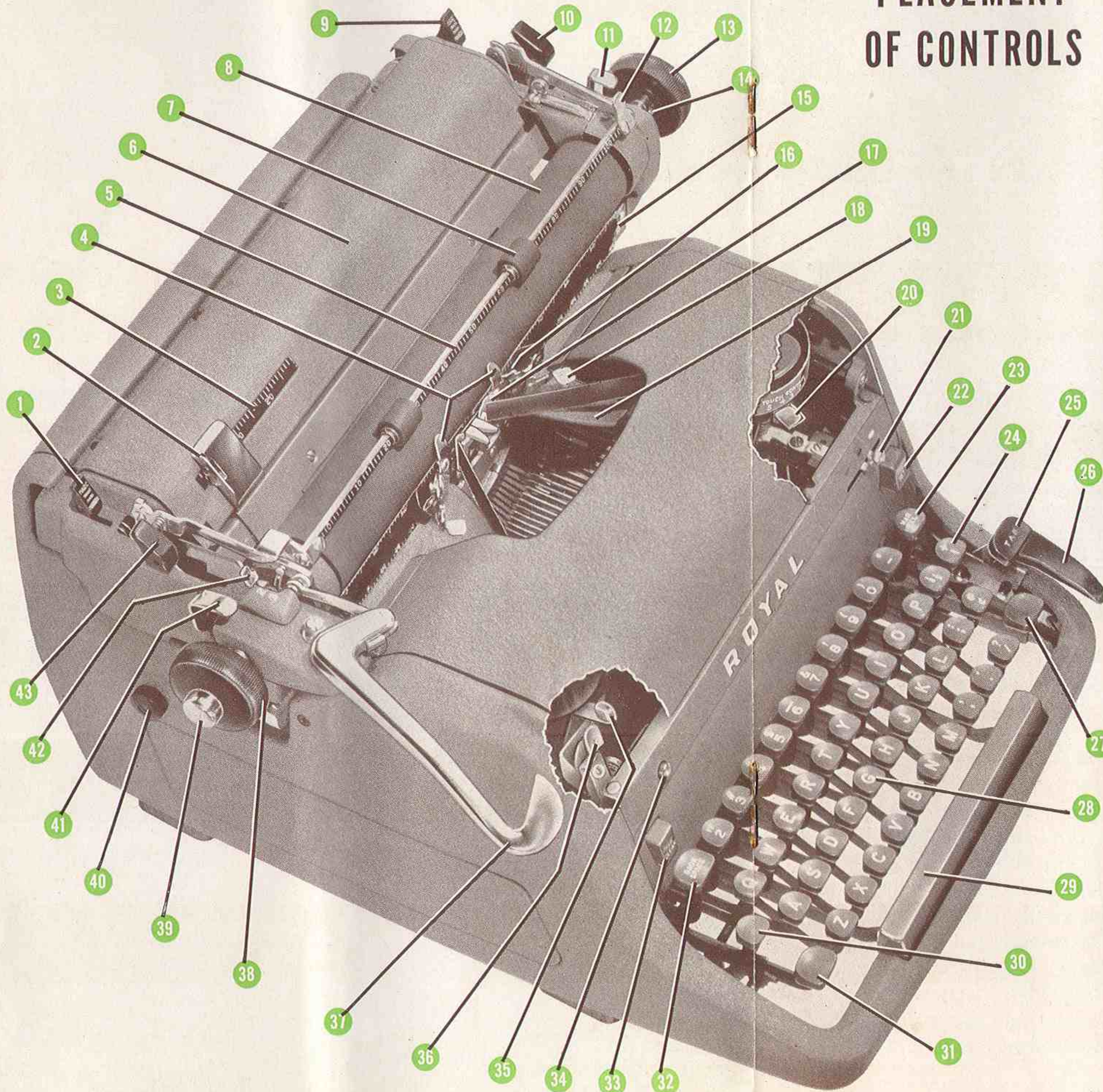
4

LINE SPACE LEVER

The Royal HH Line Space Lever is long, rugged and contour-curved to prevent interference from the frame when returning the carriage. The finger-piece is large and comfortable—and closer to the keyboard than ever before. You will notice how easily and certainly you can return the carriage with the minimum of movement from the guide key position.



PLACEMENT OF CONTROLS



1. "Magic" Margin (left)
2. Paper Guide
3. Paper Guide Scale
4. Card Holders
5. Paper Lock Scale
6. Paper Table
7. Paper Lock Roller
8. Removable Cylinder
9. "Magic" Margin (right)
10. Paper Release Lever
11. Right Carriage Release
12. Automatic Paper Lock
13. Right Cylinder Knob
14. Cylinder Release Button
15. Full Length Cylinder Scales
16. Card and Writing Line Scale
17. Ribbon Carrier
18. Card Holder Release
19. Erasure-Protecting Shields
20. Touch Control Lever and Dial
21. Ribbon Color & Stencil Control
22. Tab Set Key
23. Margin Release
24. Extra Key
25. "Magic" Tabulator (finger control)
26. "Magic" Tabulator (palm control)
27. Right Shift Key
28. Finger-Flow Keys
29. Speed Spacer
30. Shift Lock
31. Left Shift Key
32. Back Space Key
33. Tab Clear Key
34. Time-Saver Top Release
35. Ribbon Reverse
36. Ribbon Release
37. Line Space or Carriage Return Lever
38. Left Cylinder Knob
39. Variable Spacer
40. Carriage Control Knob
41. Left Carriage Release
42. Line Space Selector
43. Line Finder



KEYBOARD

The Royal HH Keyboard is scientifically designed for natural ease in typing. Controls are located for instant action. The modern Finger-Flow Keys are made of non-glare plastic. Letters are molded all the way through the keys for life-time legibility and there are no letter depressions in the keys to catch fingernails or dust. Typing rhythm is smooth and uninterrupted even when making special symbols on the Royal HH. You get an Extra Key at no extra cost as a special convenience feature.



TIME-SAVER TOP

Press the button conveniently located directly over the left side of the keyboard and "presto," the Time-Saver Top automatically springs wide open making the interior of the Royal HH completely accessible for adjusting Royal's exclusive "Touch Control" or for type cleaning and ribbon change.