A NEW KIND OF PORTABLE TYPEWRITER

ROYAL

STANDARD KEYBOARD THE NEW FUTURA INSERTING PAPER MAGIC COLUMN SET MOVING THE CARRIAGE

TOUCH CONTROL LINE METER RIBBON CHANGING EXCLUSIVE FEATURES TOUCH TYPING CARRIAGE LOCK

ROYAL PRESENTS THE FUTURA

a new kind of portable typewriter

FROM KEYBOARD TO RIBBON IT HAS ALL THE FEATURES OF A STANDARD TYPEWRITER

The new Royal Futura is the only portable that's completely new, completely fitted with *all* the hard-working features of the best standard office typewriter made.

As owner of a new Royal Futura you possess the most modern, complete and efficient Portable Typewriter in the world. This booklet is designed to help you enjoy all the important benefits that this magnificent machine offers.

In the exciting new **FUTURA**, you get the same full standard keyboard with finger-flow keys. Royal's own comfortable keyboard slope for relaxed typing. Finger-balanced touch! Twin-Pak, quick, clean ribbon change . . . famous Magic Margin that sets margins automatically! New Magic Column Set that lets you set columns at the touch of a button! Plus all welded steel construction! All these, plus many other brilliant features, combine to give you the same perfect typing results with the same speed and ease that you get with the Royal Standard, the world's Number One Typewriter. Beautifully styled in your choice of decorator colors. And Royal rugged, it takes all the pounding you can give it.

It is truly a new kind of Portable Typewriter, combining quality workmanship, found only in the finest standard typewriters, with important new "Better Typing" features that make it the most modern, durable and flexible portable in the world. It's truly a standard typewriter in portable size. You can take pride in the fact that your new portable is made by Royal – world's largest manufacturer of typewriters.

Countless precision engineering achievements are built into your Royal Portable – all designed for better, easier typing. Royal's accelerated type bars use the momentum of the keys to lift the ribbon and move the carriage, insuring greater typing ease and speed. No extra physical effort is required on your Royal.

Exclusive "Roller Trip Escapement" is the specially designed Royal roller bearing carriage trip that minimizes vibration and friction, giving you smooth, quiet carriage movement and years of trouble-free life.

These plus countless other engineering achievements assure you the most modern, convenient and rugged portable in the world. The Royal is designed for you.

your new Royal Futura portable was designed with you in mind

you'll get more out of your New Royal if you read this booklet carefully!

It gives you complete instructions on all of Royal's modern features, and will help you get all of the "better typing" benefits from your new Royal Portable.

when removing your New Futura from its case

The white plastic packing cushions inside the case assure greater protection for your new Royal Portable during shipment. Simply lift them out of the case and you are ready to remove the machine. Just release the two base clamps and lift the machine outward from the case.

and before you begin to type!

Your new Royal Portable has been carefully inspected and tested by speed typists before it left the factory. This "in use" testing gives you added assurance that your Royal Portable is in perfect condition. When you first begin typing on your new machine be sure to:

1 Remove the packing pin from the carriage. It is located on the left side of the machine above the carriage lock.

2 Check that the Automatic Carriage Lock is released! See information on Automatic Carriage Lock.

3 Be sure right and left Magic Margins are set properly! Instructions for Magic Margins on page 8

you are now ready to begin typing on your New Royal Portable, the most preferred portable in the world.

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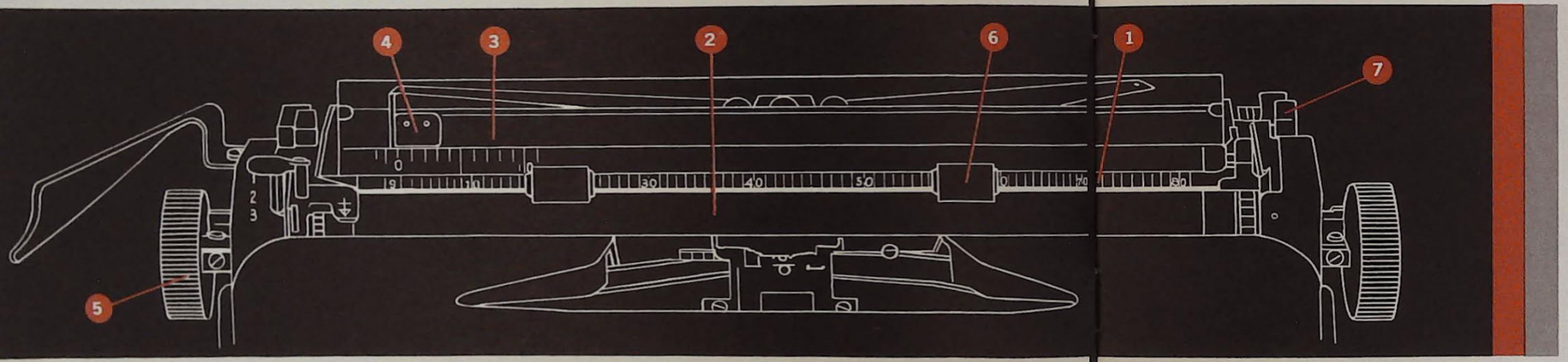
ROYAL DESIGNS FOR MODERN CONVENIENCE

LET'S GET ACQUAINTED WITH YOUR NEW ROYAL FUTURA



INSERTING PAPER IS EASY AND FAST

A Simply pull Automatic Paper Lock* (1) forward and place paper between Cylinder (2) and Paper Table (3). Be sure that left edge of paper is lined up with the Paper Guide (4)—it acts as a straight edge and assures perfect alignment of paper at all times. Paper always stays straight in a Royal.

B Turn either Cylinder knob (5) until paper appears under the Automatic Paper Lock**. The rollers (6) on the Paper Lock should be spaced to divide the paper in thirds. Flip back the Paper Lock with the right thumb.

* On "600 Model" lift up the Paper Bail.

** On "600 Model" lower the Paper Bail after the paper feeds around the Cylinder.

ADJUSTING AND REMOVING PAPER THE EASY WAY

If it is necessary to adjust the paper after it has been inserted into the machine, pull the Paper Lock and the Paper Release Lever (7) forward. Adjust the paper, then push back the Paper Lock and the Paper Release Lever. Remove paper by pulling these same two levers forward, or you may roll it out by turning either Cylinder Knob.

EXCLUSIVE

MAGIC MARGIN®

SETS RIGHT AND LEFT MARGINS AUTOMATICALLY

Magic Margin—as simple as flicking on a light switch—merely touch the Red Magic Margin buttons and your margins are set instantly, automatically and accurately. When setting the left margin merely hold in the left carriage release lever and press the left Magic Margin button—then move carriage to where you desire the writing line to begin and release the left Magic Margin button and the carriage release lever. Your left margin is set.

To set the right margin, hold in the right carriage release lever and right Magic Margin button and move the carriage to where you want the writing line to end. Release the right Magic Margin button and carriage release lever and your right margin is set. To change margins, simply repeat the process described above—setting margins couldn't be easier.

SET UP COLUMNS AT THE TOUCH OF A BUTTON

MAGIC COLUMN SET

Royal's Magic Column Set is a quick, easy and efficient method of setting up columns. Simply position the carriage so that the printing point is where you want to set your column. Then touch the Magic Column Set button—you may set up as many columns as needed by merely repeating this action.

To move automatically from one column or indentation to the next, depress the tab key until the carriage stops. An individual column may be cleared by tabulating to it and depressing the Clear button. All columns may be cleared automatically by pressing in on the clear button and depressing the tab key.

ROYAL DESIGNS SPEED AND SIMPLICITY INTO THE FUTURA

1 SINGLE, DOUBLE OR TRIPLE SPACING.

Just set the Line Space Selector at the desired number.

2 MOVING FROM LINE TO LINE.

Line spacing and carriage return are accomplished simultaneously with a single sweep of the left hand against the streamlined Line Space Lever. Royal's specially designed touch lever assures greater speed, increased typing comfort and ease.

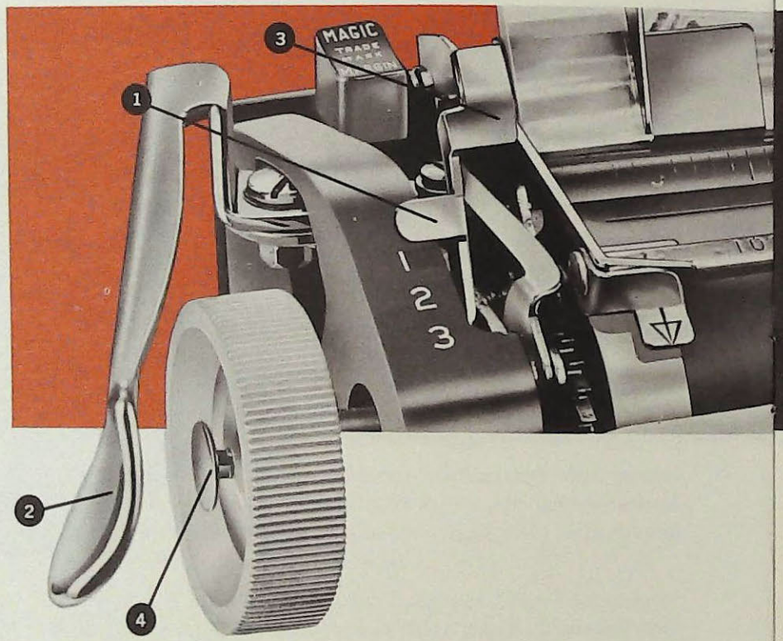
3 WANT TO TYPE BETWEEN THE LINES?

When you wish to alter your writing line temporarily in order to type between the lines as when typing a recipe, chemical or mathematical formulas—H_2O, $A^2 + B^2$, or 350°—move the Line Finder forward and rotate the cylinder to the desired position. To return to the exact original line position, simply relock the Line Finder and the cylinder will automatically adjust itself to the original position.

4 VARIABLE LINE SPACER.

To make a permanent change in line spacing, press in the Variable Line Spacer button while rotating the Cylinder Knob to the desired position, then release the button. The spacing is then permanently changed to the new set-up.

MOVE FROM LINE TO LINE EFFORTLESSLY WITH YOUR NEW ROYAL



NEW SPEED AND CONVENIENCE IN MOVING THE CARRIAGE

moving the carriage right or left

The carriage may be released and moved in either direction by holding in left or right Carriage Release Lever.

back spacing

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

speed spacer

Royal's new full-width space bar is faster and easier to operate. Carriage can be moved ahead one space at a time by touching the Speed Spacer.

magic column set

The carriage may be moved to preset positions by touching Tab Key (see separate section on Royal's Magic Column Set).

NOW YOU'RE ACQUAINTED WITH ALL OF ROYAL'S BASIC FEATURES

LET'S BEGIN TO TYPE

At the back of this book is a special Touch Typing Chart showing the correct finger positions that will help you "Touch Type" the easy way. Just center your fingers on the home keys and touch the correct letter keys with the proper fingers. To space between words merely touch the speed space bar with either thumb. To type capitals or upper case characters press either Shift Key at the extreme ends of the lowest bank of letter keys, holding it down while you use the letter key.

To type capitals or upper case characters in sequence press the Shift Lock Key just above the left Shift Key, which holds the segment in the upper case until you depress either shift key.

WHAT DOES THE WARNING BELL MEAN?

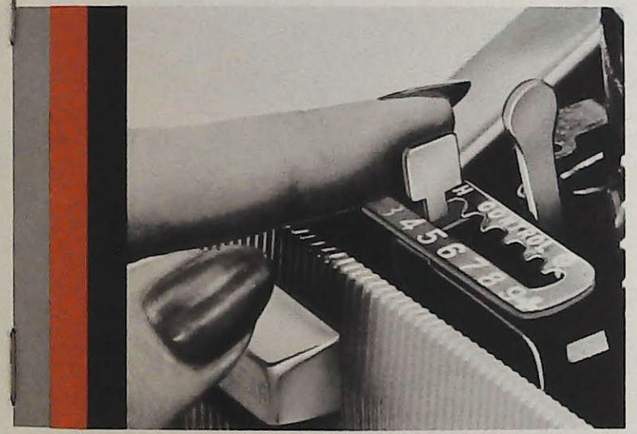
When you approach the right margin, the warning bell will ring. After you have typed several more characters, the line lock will take effect, locking the type bars to prevent you from typing one character over another. Move to the next line as soon as possible after warning bell rings.

MARGIN RELEASE

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

ADJUST YOUR NEW ROYAL TO YOUR OWN TOUCH AUTOMATICALLY

PERSONALIZED TOUCH CONTROL®



This exclusive feature, made famous on Royal Office Typewriters, adjusts sensitivity of the keys to your personal touch. Move the Touch Control Lever toward the high numbers and the keys automatically adjust themselves for a firm or heavy touch. If you have a light touch move the lever to the low numbers. Only Royal assures perfect touch response, because only Royal has a separate spring for each key.

JUST LIKE AN OFFICE TYPEWRITER

The Keyboard and controls on your Royal are exactly like a standard office typewriter . . . designed for natural ease in typing. Specially designed keys are Finger-Flow in shape. There's no obstructing semi-circle in front of the key to brush fingers or cause untidy work. Letters are inlaid right through the keys and cannot rub off; they stay clean, too, because they are flush with key surface.

NEATER TYPING

IS ASSURED WITH ADVANCED ROYAL FEATURES

SPECIAL TYPING GUIDES COVER ANY TYPING NEED

1 THE CYLINDER SCALE

The cylinder scale spans the cylinder. Use it to determine margins, to set tab stops and to position the carriage. These points are located by the use of the white indicator below the printing point.

2 CARD AND WRITING LINE SCALE

This scale is used to align characters with work already on the page or card. The edge of the scale denotes the base of the writing line. To write on cards or envelopes, raise the Disappearing Card Finger at the right end of this scale.

3 THE PAPER GUIDE SCALE

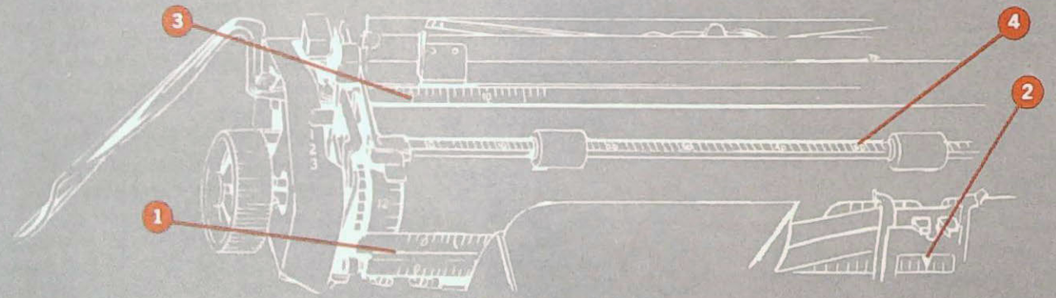
Paper Guide Scale indicates the location in which the paper is inserted into the portable.

4 THE PAPER LOCK AND BAIL SCALE

This scale is used to determine the center of the page, to center headings and to locate points on the paper.

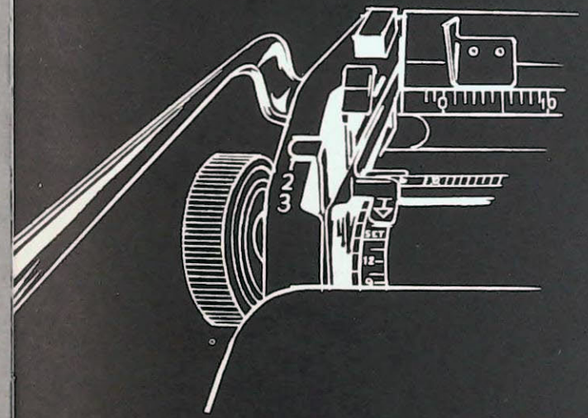
To find the center of a page, add the left and right scale readings of the paper and divide by two. For instance, if the left edge of the paper is set at 0, and the reading at the right edge is 84, the center is 42. Move the carriage until the figure 42 on the cylinder scale is located at the printing point, and your page is centered.

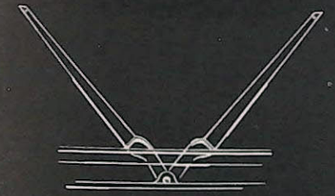
To Center a Heading, locate the center of the page as above. Then press the Back Space Key once for each two letters and spaces in the heading.



how many lines left on the page

ROYAL LINE METER*





Paper supports shown in UP position

The Royal Line Meter automatically tells you how many lines you have left when you are typing near the bottom of a page.

1 Insert paper in the regular manner and turn either cylinder knob until the red Set line on the Line Meter appears directly beneath the arrow.

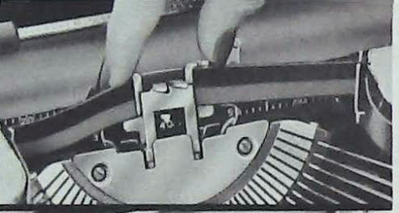
2 Hold the Variable Line Spacer button all the way in while turning the right cylinder knob until the back edge of the paper is aligned with the two red dots on the Paper Support. (Be certain to raise the Paper Support to its uppermost position.)

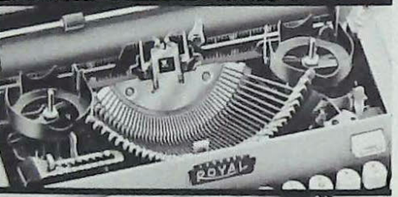
3 Release the Variable Line Spacer button and adjust the cylinder to the desired typing position.

As you near the bottom of the page, the numbers on the Line Meter will automatically indicate exactly how many lines of typing space you have left.

Any size sheet of paper will do. If you type on a paper or card that is too short to be aligned with the red dots on the Paper Support, use the same directions as above, but align it with the lines directly behind the cylinder instead of the red dots on the paper support.

**On "800 Model" only*





PROPER RIBBON CARE MEANS CLEAN, SHARP TYPING

CHANGING RIBBONS THE EASY ROYAL WAY IS FUN

EXCLUSIVE TWIN-PAK CLEAN 'N EASY RIBBON CHANGER

(1) Simply press the Royal Name Plate to open the top. (2) Pinch two prongs on ribbon together. (3) Lift the old carrier TWIN-PAK cartridges out of ribbon cups and discard.

(1) With the ribbon carrier prongs 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. (2) Then slip the ribbon behind the open prongs and in front of the upright posts. (3) Insert ribbon in guide slots. (4) Drop each cartridge into the ribbon cups.

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

RIBBON COLOR SELECTOR

FINGERTIP CHOICE OF BLACK OR RED RIBBON

The Ribbon Color Change Lever permits you to use either the red or black half of the ribbon. To type using the lower, or red half of a two-color ribbon, move the lever to the red dot. To use the upper, or black, half of the ribbon, move the lever to the black dot. For stencil writing, move the lever to the white dot.

RIBBON REVERSE. The ribbon reverses itself automatically when the end is reached. However, it may be reversed at any time by moving the Ribbon Reverse Lever, located directly behind touch control. Simply move lever to its opposite position.

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

To insure continued typing satisfaction, follow these simple rules:

IT'S EASY TO TAKE CARE OF 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 and a short bristle.
- Do not erase directly over the printing point. Move the carriage to either side, then erase.
- Wipe the carriage rails and other nickel parts occasionally with a cloth moistened with a very little oil.
- Keep your Portable covered when not in use.
- Replace ribbon at regular intervals. This will assure clean, sharp typing at all times.
- Always center and lock carriage before closing the carrying case cover.
- If your Royal Portable requires mechanical attention especially cleaning and oiling, take it to the nearest Royal McBee branch office or authorized Royal Portable service dealer.

NEW HIGH STYLE ROYAL PORTABLE CASE

Your Royal Portable comes in a highly-styled, modern carrying case that is light-weight and durable.

If you like, use your Royal Portable in its case. Simply open the cover and you are ready to type. Or, remove the top of the case by holding the Hinge Lock toward you and slide off the top to the right.

For the quietest typing of all, remove the Portable from the case. To do this release the two base clamps and lift the Portable outward from the base of the case. To replace it in the case, angle the back of the Portable onto the base catch, then set the front of the machine on the feet pins and re-engage the clamps.

ALL THESE FEATURES

PLUS MANY MANY MORE!

COMBINE TO MAKE ROYAL THE OUTSTANDING PORTABLE TYPEWRITER IN THE WORLD

1. Magic Margin Left
2. Paper Guide
3. Paper Guide Scale
4. Paper Table
5. Paper Lock Scale
6. Paper Lock Rollers
7. Writing Line Scale
8. Adjustable Paper Support
9. Carriage Position Indicator
10. Ribbon Vibrator
11. Disappearing Card Finger
12. Cylinder Scale
13. Magic Margin Right
14. Paper Release Lever
15. Paper Lock Lever
16. Cylinder
17. Cylinder Knob Right
18. Twin-Pak Ribbon
19. Ribbon Guide Slot
20. Ribbon Color Selector
21. Magic Column Set
22. Tab Key
23. Margin Release Key
24. Right Shift Key
25. Speed Spacer
26. Left Shift Key
27. Shift Lock Key
28. Fully Standard Keyboard
29. Back Space Key
30. Push Button Top
31. Column Clear
32. Touch Control®
33. Ribbon Reverse Lever
34. Carriage Lock and Centering Device
35. Line Space Lever
36. Left Cylinder Knob
37. Variable Spacer
38. Line Meter
39. Left Carriage Release
40. Line Space Selector
41. Line Finder

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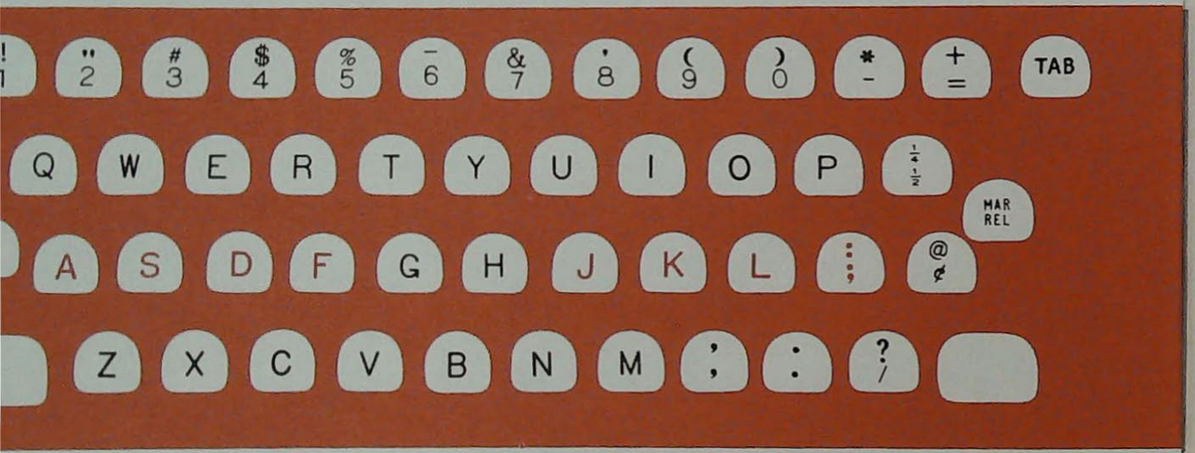
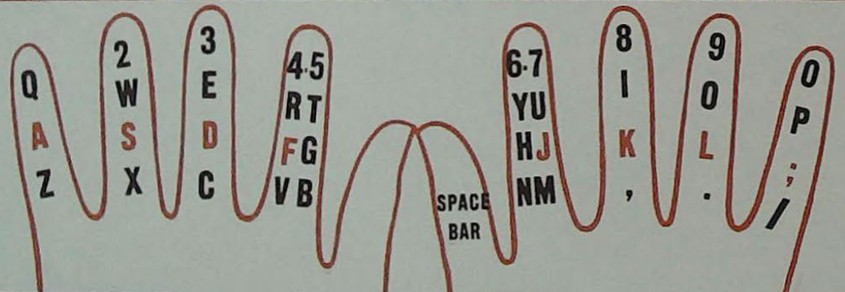
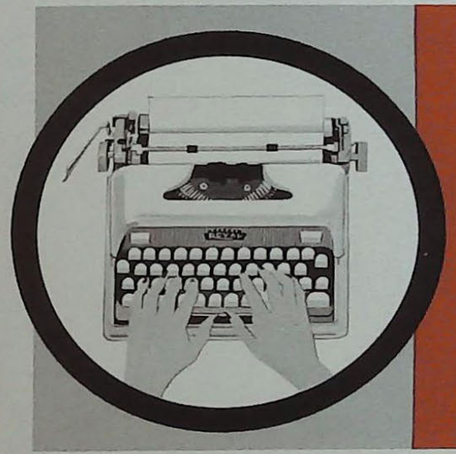
ROYAL
TAB CLEAR

TOUCH TYPING





THE EASY WAY



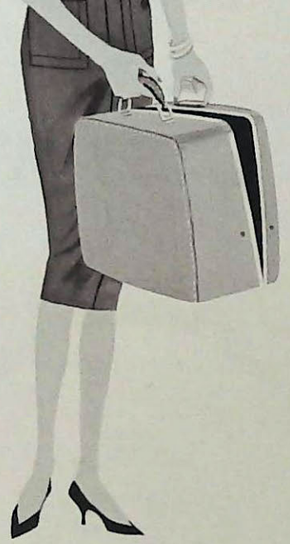
The Touch Typing Chart on the opposite page is designed to help the beginner quickly learn the proper positioning and use of the fingers for typing by touch.

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 KEY position, a finger may strike any letter indicated for the finger in the chart, and then return to its HOME position. Strike the keys crisply with a staccato stroke. Strive for accuracy. Speed in touch typing will follow.

SERIAL NUMBER

Record your Royal Portable serial numbers 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.



WHEN CARRYING YOUR ROYAL PORTABLE

Automatic Carriage Lock—This feature enables you to center and lock the carriage giving added safety when carrying your Royal Portable.

To engage the Carriage locking devices, move the carriage to the extreme right, depress the Carriage Lock Lever, move the carriage back to the left until the Carriage Centering lock is engaged. This will center your carriage and lock it into position.

To disengage the Carriage Lock, raise the Carriage Centering Lever until the carriage is released.

OSNER BUSINESS MACHINES, INC.
393 AMSTERDAM AVENUE
NEW YORK, N.Y. 10024
(212) 873-8734

Royal McBee Corporation has a policy of continuous improvement on its products and reserves the right to change materials and specifications without notice.

Certificate of

Guarantee

ROYAL PORTABLE TYPEWRITER

This guarantees to .....

that Royal Portable Typewriter, Serial Number..... is guaranteed for ninety days from date of original purchase as new and if presented within ninety days with this guarantee at any branch of the Royal McBee Corporation (see back of card), or to the undersigned authorized dealer, any part or parts which may become unserviceable through ordinary wear and not through accident, misuse or neglect will be replaced and any necessary adjustments made without charge. This guarantee does not include cylinder, ribbons, or cleaning.

This guarantee shall be honored only if said Typewriter is purchased from a retailer who obtained said Typewriter directly from Royal McBee Corporation.

This guarantee must be signed by the retailer from whom portable was purchased.

Sold by ..... *Date*.....

Address .....

ROYAL SERVICE CENTERS

Alabama
Birmingham
Mobile
Montgomery

Arkansas
Little Rock

California
Burbank
Huntington Park
Inglewood
Long Beach
Los Angeles
Oakland
Sacramento
San Diego
San Francisco

Colorado
Denver

Connecticut
Bridgeport
Hartford
New Haven

Delaware
Wilmington

Florida
Jacksonville
Miami
Tampa

Georgia
Atlanta

Illinois
Chicago
Rockford
Springfield

Indiana
Evansville
Fort Wayne
Indianapolis
South Bend

Iowa
Cedar Rapids
Davenport
Des Moines
Sioux City

Kansas
Wichita

Kentucky
Louisville

Louisiana
New Orleans

Maine
Portland

Maryland
Baltimore

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Boston
Springfield
Worcester

Michigan
Detroit
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Pittsburgh

Rhode Island
Providence

South Carolina
Columbia

Tennessee
Chattanooga
Knoxville
Memphis
Nashville

Texas
Dallas
Fort Worth
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San Antonio

Utah
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Virginia
Norfolk
Richmond

Washington
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