



*Instructions for the
Care and Use of the*

ROYAL

TRADE

MARK

TYPEWRITER

Model 10



Diagrammatic Illustration of Different Parts of Royal Typewriter



- 1 Left Carriage Release Lever
- 2 Line Space Lever
- 2A Fractional Line Space Release Knob
- 3 Line Space Adjusting Handle
- 4 Line Space Release Lever
- 5 Left Ribbon Spool
- 6 Ribbon Mechanism Feed Lever
- 7 Ribbon Hand Reverse Lever
- 8 Back-Space Key
- 9 Shift Lock Key
- 10 Left Shift Key
- 11 Right Shift Key
- 12 Tabulator Key
- 14 Margin Release Key
- 15 Stencil Lever
- 16 Ribbon Color Change Lever
- 17 Ribbon Spool Guard Door
- 18 Right Ribbon Spool
- 19 Front Scale
- 20 Front Scale Pointer
- 21 Right Carriage Release Lever
- 21A Overhead Card Bail Lift Lever
- 22 Paper Release Lever
- 23 Margin Stop Rod
- 24 Right Paper Scale
- 25 Right Line Scale
- 26 Right Card Guide
- 27 Ribbon Vibrator
- 28 Type-Guide
- 29 Left Card Guide
- 30 Left Line Scale
- 31 Card Guide Lever
- 31A Paper Guide Scale
- 32 Left Paper Guide
Right Paper Guide supplied only when ordered
- 33 Left Paper Scale
- 34 Card or Paper Holder

Royal No. 10 takes a sheet of paper 11 inches wide (279 mm) writes a line 9 inches long (229 mm).

INSTRUCTIONS

Operation of Machine

Typewriters are in such general use, and their operation a matter of such common knowledge, that detailed instructions are unnecessary. A few suggestions, however, will doubtless be of assistance to persons who have never used a Royal.

Inserting Paper A uniform margin on all sheets is assured by feeding the paper against the Paper Guide (32) which is movable along the Paper Table Scale and as it passes around the Cylinder and comes up in



front, it may be passed under the Card or Paper Holder (34). This holder takes the place of paper clamps.

Adjusting Paper Pulling forward Paper-release Lever (22) removes pressure of feed-rolls and permits moving paper easily. Straighten paper by making top edge or any rule line parallel with Paper Scales (24 and 33) provided for that purpose. The Card Holder (34) should be raised when adjusting paper. To reprint a word, center

the letters exactly over the marks on Line Scale (25) at either side of printing point. Do not forget to throw Release Lever (22) back and lower the Card Holder (34) after adjusting paper and before starting to write.

NOTE. The card holding guides (26 and 29) may be dropped away from the cylinder (they are not essential except when writing on cards) by touching the lever (31) and the corresponding lever at right side.

Release Carriage To move Carriage freely from side to side, use either right-hand or left-hand Carriage Release Lever (21 and 1).

To Set Margins The scale on the Margin Stop Rod (23—see illustration page 5) in the rear of the Swinging Paper Table corresponds with the Front Scales (19) and Card Holder Scale (34), and to get the desired margin it is only necessary to place the pointer of either the right or left hand Margin Stop (35 and 36) at the number on the Margin Scale at which the margin is desired.

Margin Release A touch on Margin-release Key (14) will unlock the keys and permit writing additional characters. With this key held, carriage may be drawn past both right and left Margin-stops, permitting writing across entire width of paper.

Scales The Front Scale (19) and Pointer (20), with similar scale and pointer on left side of machine, and also the graduated Card Holder (34), are provided for convenience in determining position of carriage, regulating margins, indentation, etc.

INSTRUCTIONS

Wide or Narrow Paper Paper of any width up to eleven inches may be used in the No. 10 Model without making any adjustment except to set the Margin Stops, as already explained, according to width of paper.

Line-Spacing Carriage-return and line-spacing are accomplished with a single movement of the left hand by pressing against the Line Space Lever (2). To change width of space between lines, move the Line Space Adjusting Handle (3) until the pointer indicates 1, 2 or 3, for single, double or triple spacing, as may be desired.

Fractional Spacer *To Make Insertions or Corrections, or to Write on Ruled Lines.*—Press on Fractional Line Space Release Knob (2A) until Cylinder is released from the line-spacing mechanism, turn Cylinder until place to be written on is in line with top of Line Space Scale (25). Release the knob and make such insertions or corrections as desired.

To Make Erasures To erase a letter or word, move carriage to right or left of printing point so erasings will fall upon the Dust-plates or Shields, and not into the working parts. When several carbon copies are being written, do not remove paper from machine, but raise the Card Holder (34), drop the Card Guides (26 and 29) and turn the sheets forward one at a time.

Writing on Cards No adjustments are necessary to handle any kind of card work. Feed cards into machine the same as paper. See that the Rolls on Card Holder (34) are so placed that both engage the card—the Rolls are movable on the rod. Card Holder need not necessarily be used except when writing near bottom of

card. The Card Guides (26 and 29) should be in upright position to hold card securely against Cylinder.

Ribbon The ribbon movement reverses automatically when ribbon is all wound on either Spool. It may be reversed at any time, however, by moving the Ribbon Reverse Lever (7) to right or left, as may be required.



To wind ribbon in either direction by hand, move the Ribbon Feed Release Lever (6) to the left and hold

it; then wind ribbon by placing finger in depression on top of Spool, winding in either direction, as shown in illustration.

Placing New Ribbon After removing old ribbon, move Hand Ribbon Reverse Lever (7) to the left; open the door (17) of the right Ribbon Spool Guard; insert new ribbon spool. Pass ribbon through Guides and Vibrator (27) and attach to clip on left spool. Spools on machine are stamped "right" and "left," but can be exchanged. (In attaching two-color ribbons see that color most used is uppermost.)

Two-Color Ribbons To write on the upper or lower color of a two-color ribbon, move the Color Change Lever (16) to indicate "Upper" or "Lower," as desired.

NOTE.—When using a one-color ribbon, it is well to let the lever (16) stand at "Upper" until ribbon has traveled its entire length a few times; then change to "Lower" and vice versa, thus utilizing both parts of ribbon.

INSTRUCTIONS

Stencils To cut stencils for duplicating machines, throw the ribbon out of operation by *holding* Stencil Lever (15) to left while Color Change Lever (16) is thrown to extreme right to indicate "Stencil." This is done in one operation with thumb and forefinger, bringing the levers together. See that type is well cleaned before cutting stencil.

To Adjust Key Action To increase tension of finger-keys, turn inward the Thumb Screw (37) underneath machine at rear (see illustration). To decrease, turn in opposite direction.



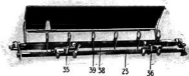
To Adjust Carriage Tension To increase the pull of mainspring on Carriage, turn to the left the screw embedded in Left-hand Dust Plate, at or near "20" on the scale. To decrease carriage tension, turn to right, or downward.

CAUTION. Machine as delivered has correct key and carriage tension. Operators are advised to make no changes unless absolutely necessary to suit individual finger action and speed.

Shift Lock The Shift Lock Key (9), when depressed, holds the carriage in position for writing entirely in capital letters until released by a touch of either Shift Key (10 or 11).

Back Space A touch of the Back Space Key (8) moves the Carriage backward one space. It may be used in connection with Tabulator, as explained in next paragraph.

Tabulator The scale on Tabulator Rack (38) at back of machine corresponds with the Front-Scale (19) and Card Holder Scale (34). To tabulate figures in several columns, place Tabulator Stops (39) on rack at numbers



where columns are desired, viz., at 30, 45, 60, etc. Press Tabulator Key (12) and hold it until carriage stops. The first figure written will appear at the point indicated by position of Tabulator Stop.

SUGGESTION. Let the position of tabulator stop represent "hundreds" column. To tabulate "tens" strike space-bar once after reaching the stop; for "units" strike space-bar twice; for "thousands" press the back-space key once; and so on.

INSTRUCTIONS

To Centralize Headings Left edge of paper should be adjusted to start on zero, located on scale situated on the Card Holder (34). This will show exact number of spaces from left edge to right edge, half of which will give the center exactly. If the heading to be used contains twenty-three spaces, the writing would be started 11 spaces to the left of the center.

EXAMPLE

Letter paper will accommodate 84 spaces. One-half of 84 equals 42, or shows center of paper. Spaces in the following heading—

(TO CENTRALIZE HEADINGS) number 23 in all. One-half of 23 equals 11 and a fraction; 11 from 42 equals 31, or starting point for writing.

Centering Statements, Headings, Invoices, Etc. Insert paper so that equal number of lines on Paper Scales (33-24) appear outside both margins, set Front Scale Pointer (20) at 40-40 on front scales (19), count the number of letters and spaces in the heading and then back space with Back Space Key (8) one-half the letters and spaces in the title or heading.

EXAMPLE

The usual letter paper, which is $8\frac{1}{2}$ inches wide, when inserted in the Royal, will leave five scale lines outside each paper margin. ROYAL TYPEWRITER COMPANY, having 24 letters and spaces, back spacing 12 times brings the letter "R" in "TYPEWRITER" in the center of page.

The Royal Typewriter needs but little oil. The machine is delivered with sufficient oil applied at the proper places to last for six months, if the machine is given proper care. Cleaning is more important than oiling. Keep the machine covered when not in use.

WHERE AND HOW TO CLEAN

1. Clean the type occasionally by tapping lightly with the stiff-bristle brush furnished with the machine; this will loosen the dirt, which is removed by brushing lengthwise of the type-bars. If good ribbons are used, such as the one furnished with the machine, the type will not need cleaning often.
2. The type-bar bearings, and the ribbon vibrator (27) should be kept clean by using the soft-bristle dusting brush supplied for that purpose. Use no oil on these parts.
3. The grooves of the carriage raceways, upper and lower, should also be wiped out with a dry or slightly oiled cloth, but no oil is required, as the carriage runs on ball-bearings.
4. Use the soft-bristle brush freely on all parts of the machine to remove dust. Your machine can be kept looking like new by occasionally wiping all nicked and enameled parts with an oily cloth, then with a soft, dry cloth.

NOTE. Remember to use oil sparingly—too much oil will attract dust and do more injury than no oil at all.

INSTRUCTIONS

It is well-known that most typewriter *repairs* become necessary because the machine has not been kept **CLEAN** in a few vital parts

EVERY MORNING

Run carriage to extreme left, and wipe Carriage Rails or "Tracks" (upper and lower) with a dry cloth. Then run the Carriage to extreme right and wipe Carriage Rails or "Tracks" (upper and lower) with a dry cloth.

Wipe Typebar Segment (which is the curved slotted support through which the Type Bars move in lifting each letter to the Cylinder) with a dry cloth—wiping *toward* you, so as to clean thoroughly.

Clean out Type, using a brush. (If you do this daily you can keep your type perfectly clean without having to resort to gasoline or benzine, as you have to do when you clean the type every ten days or so.)

ONCE A WEEK

Throw back Paper-Table and Card-Holder, and then wipe off nickel rods with a cloth *slightly* moistened with a *little* oil.

Clean out Carriage Rails or "Tracks," using the same cloth *slightly* moistened with a *little* oil. (These are the same parts that you clean daily with a *dry* cloth.)

Wash off Cylinder and Front Feed Rolls with a cloth *moistened* with a little alcohol. (This is important, as it will prevent the paper from "slipping," which is a great annoyance, as every typewriter operator knows.)

A FEW DON'TS THAT WILL MAKE YOUR WORK EASIER

Don't, when erasing, rub the paper while the place of erasure is directly over the Ribbon Vibrator. Move the carriage a little to left or right so that the erasure-dust will fall on the Dust-Shield and not onto the Vibrator.

Don't tie an eraser to any part of the machine.

Don't use a pin to clean the type—always use a brush.

Don't use too much oil in wiping parts of machine—to use too much oil is as bad as if none at all were used.

Royal Typewriter Company
Incorporated

316 BROADWAY
New York, U. S. A.

Branches and Agencies the World Over