

YOUR NEW ROYAL



ROYAL 440 MANUAL OFFICE TYPEWRITER

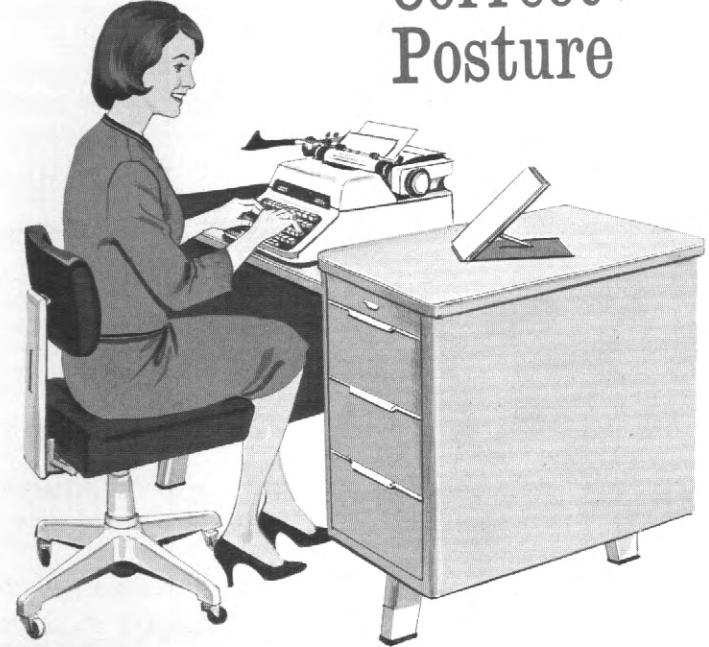
The ROYAL® 440



Royal has always endeavored to produce typewriters that give the operator every convenience and advantage possible — typewriters that provide the utmost capability in typing. The many exclusive features of your Royal will set a new standard of performance in speed and ease of operation for all typewritten work. The functional design of the Royal is years ahead of its time. Royal's famous "Twin-Pak," the exclusive Quick Change ribbon, makes ribbon changing a pleasure, and your hands remain clean because they never touch the ribbon. The handsome finish, the non-glare plastic keys and the modern streamlining of the Royal will enhance the beauty of any office. This booklet tells you of a new and thrilling typing experience that is yours with the Royal.

Index

CORRECT POSTURE	3
AUTOMATIC PAPERLOCK	4
LINE METER	5
CARD WRITING	6
VISIBILITY	7
MAGIC MARGIN	8
KEYBOARD	9
LINE SPACING	10-11
USING THE SCALES	12-13
CONTROL PANEL	14
LIFT OFF TOP	15
TWIN PAK RIBBON CHANGE	16-17
SPEED SPACER	18
PAPER RELEASE LEVER	18
PAPER INSERTION	18
CARRIAGE RELEASE LEVER	18
TABULATOR	19
TAB KEY	19
BACK SPACE KEY	19
CARE OF YOUR TYPEWRITER	20
SERVICE REPRESENTATIVES	21



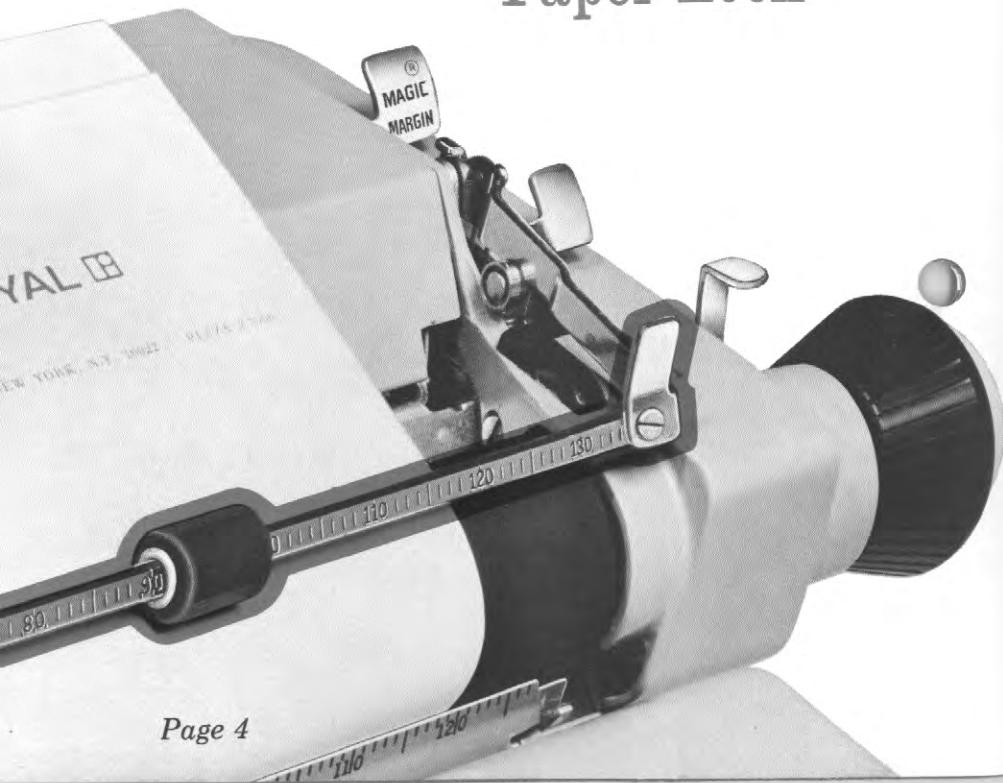
Correct Posture

for Perfect Typing

- 1 Sit erect but relaxed; head turned slightly to the right with eyes on the copy.
- 2 Keep your fingers curved and close to the keys, hand 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 that carriage return will not interfere 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.

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-strokes and insures sharp, clear typewritten copy.

Automatic Paper Lock



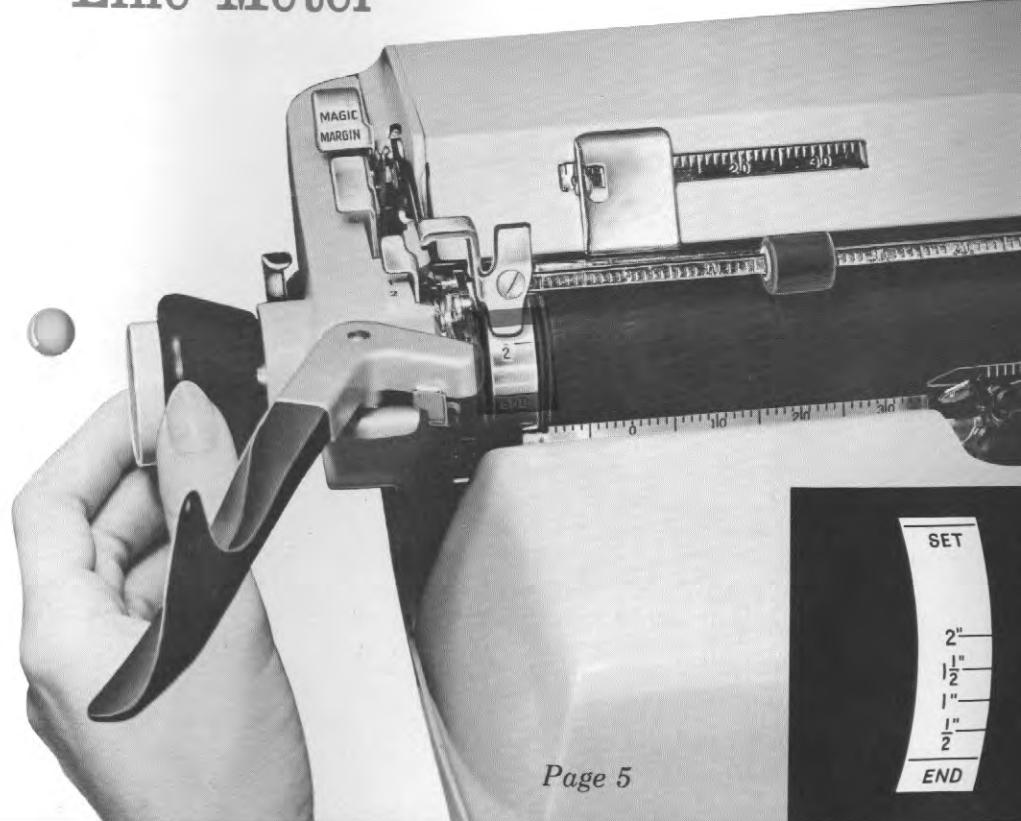
Page 4

This easy-to-use page-end indicator provides a visual warning when approaching the bottom of the sheet. It tells the typist exactly how many inches she has left to the bottom edge enabling her to make neat bottom-edge margins. Set it as follows: • Turn the cylinder until SET appears under the indicator. • Insert paper and roll into typewriter to desired position. • As you approach the bottom of the sheet the indicator will tell you when you have 2", 1½", 1" and ½" of typing space left to the bottom of the page. (See inset).

For paper other than 11" long set the Line Meter as follows:

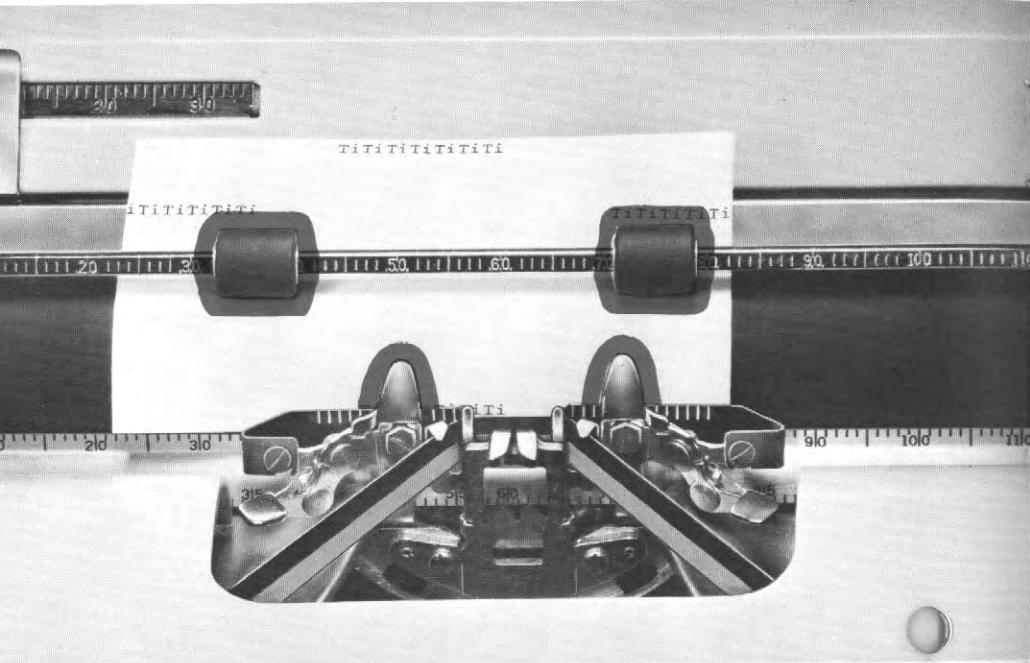
- (1) Insert paper and roll into typewriter until the word SET appears under the indicator as shown.
- (2) Depress the variable line spacer and roll the paper until the bottom edge of the sheet is in line with the bottom edge of the paper table scale.
- (3) Position sheet to desired position for typing. As you approach bottom of the sheet the indicator will tell you remaining typing space to the bottom of the page.

Line Meter



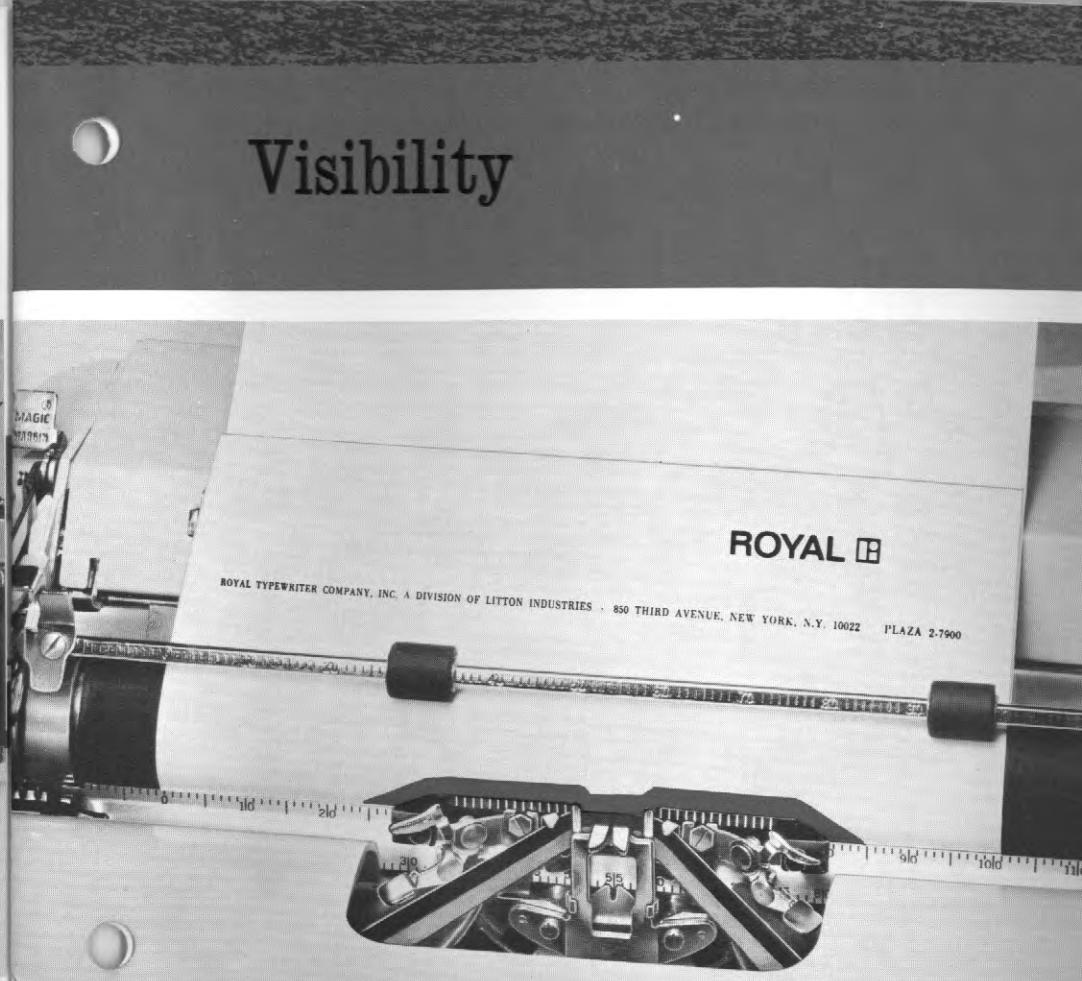
Page 5

Card Writing



To type cards on your new Royal, raise the disappearing card fingers on either side of the printing point and move the rollers of the automatic paper lock toward the center. They will now act as card feeders. Feed in the card and roll it up into position above the Writing Line Scale. You can now type on the top edge, to the extreme left and right sides and along the bottom edge of any size card.

Visibility



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

Magic® Margin



Margins were never easier to set than on your Royal. 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.

Keyboard

The Royal 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 lifetime 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.



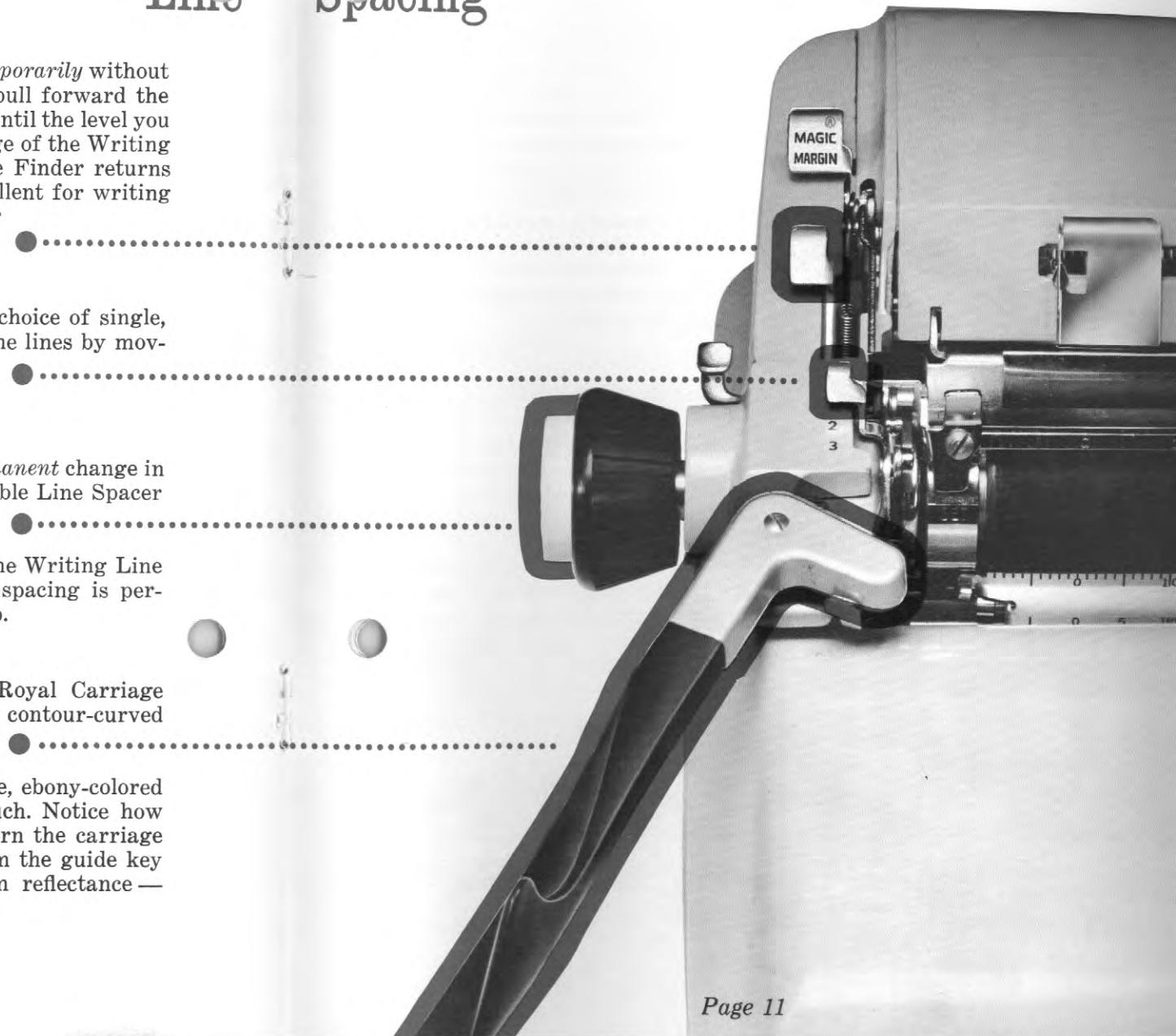
Line Spacing

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. Excellent for writing chemical symbols, sub and super script as: H_2O , 86° .

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.

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.

CARRIAGE RETURN LEVER—The new Royal Carriage Return Lever is long, rugged and contour-curved to prevent interference with the typewriter frame when returning the carriage. The large, comfortable, ebony-colored fingerpiece is never cold to the touch. Notice how easily and confidently you can return the carriage with a minimum of movement from the guide key position. Notice also the minimum reflectance — this lever is easy on the eyes.



Using the Scales

PAPER GUIDE SCALE

This is used to position the Paper Guide which is usually set at 0 on the standard carriage width typewriter. It may be moved left or right to correctly position cards, envelopes or odd-size paper.

AUTOMATIC PAPER LOCK SCALE

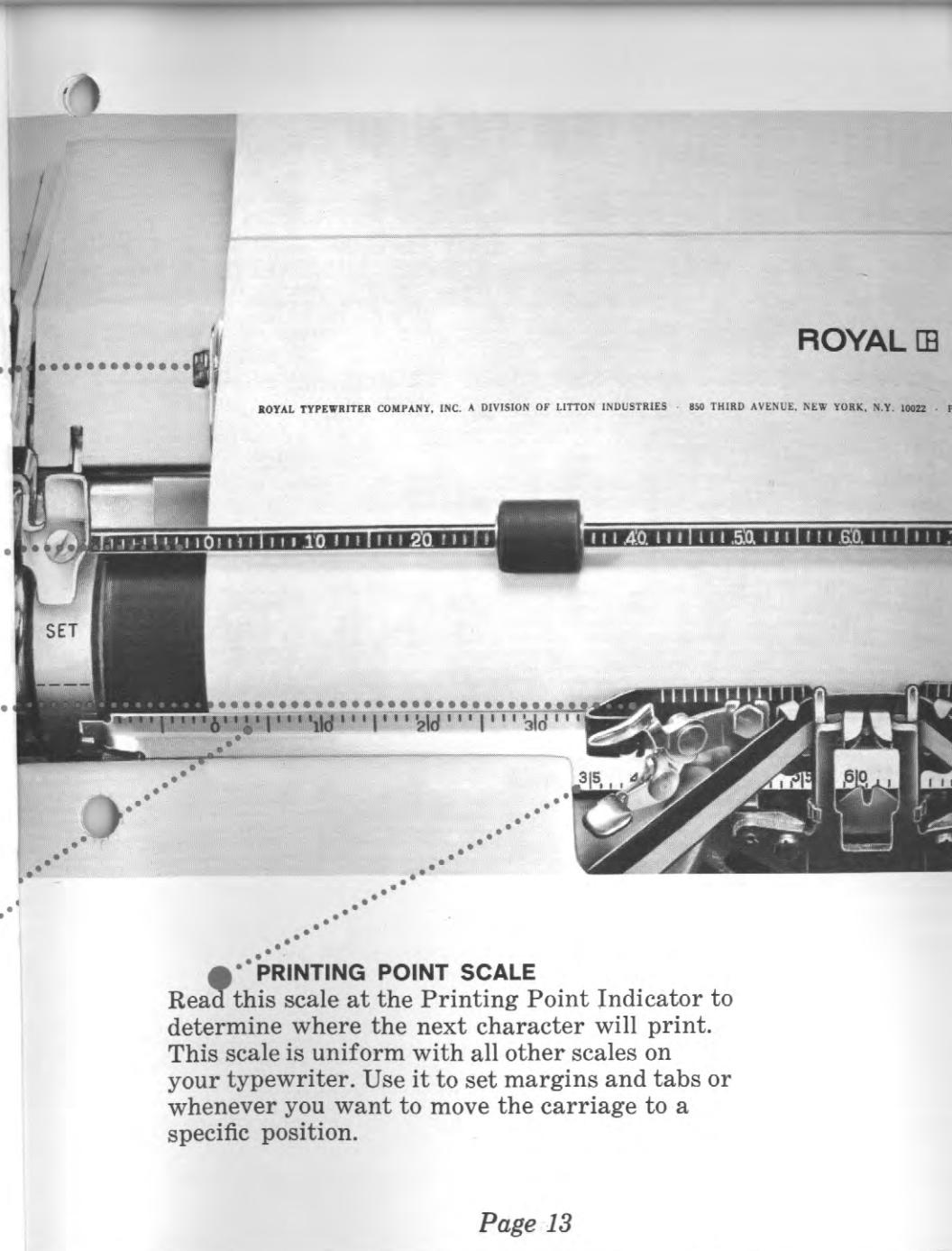
A convenient copy locator while you are typing. By raising the paper lock, you can determine the position of margins and tab columns in the upper portion of a sheet without rolling the copy through the typewriter. Ideal when dealing with a carbon pack. Also helpful in determining the margins and tab positions of work which is to be copied. Simply place the typewritten material under the paper lock with the left edge of the paper at zero and note margins and tab positions.

WRITING LINE SCALE

This scale is used to properly align typewritten material reinserted in the typewriter for corrections or fill-ins. The bottom of most characters should just touch the top of the scale and each character should be centered over a scale mark. Letters such as the "l", "v" or "i" are ideal for this purpose.

CYLINDER SCALE

This scale is in direct contact with your sheet, and is your most accurate indicator of paper edge position. To locate the center of a page add the left and right readings and divide by two.



Control Panel

Your new Royal has an easily accessible Control Panel above the keyboard. From which you may reach the "Touch Control" Selector, Ribbon Color Selector and Tab Clear and Tab Set buttons. (the latter two features are covered on page 19.)



Ribbon Color Selector

The new Ribbon Color Selector is conveniently located on the left front side of the panel. A flip of the switch gives the operator a choice of three settings: red, black or stencil.

Touch Control Selector

With "Touch Control" you can tailor the keyboard response to suit your own touch. For a lighter touch push the lever in and move it to the left toward the minus mark. You are now decreasing the tension on the type bars. For a firm touch push the lever in and move it toward the plus sign. Whether your touch is firm or light with "Touch Control" you can adjust the Royal to suit yourself.

Lift-Off Top

Another convenience feature of the Royal. A gentle pressure against the front of the top plate from the typist's thumb releases the handsome top-plate. It then lifts off easily and quickly providing complete access for ribbon change, cleaning, etc. When in position it affords utmost enclosure and protection for the operating parts.



TWIN-PAK Clean and Easy Ribbon Change in 3 Simple Steps



1.

Disengage ribbon from carrier as shown. Lift out and discard both plastic ribbon cartridges.



2.

Hold the new ribbon cartridges with the round side toward you, separate and draw them apart about four inches so that a short loop of ribbon forms. Engage the loop in the ribbon carrier.

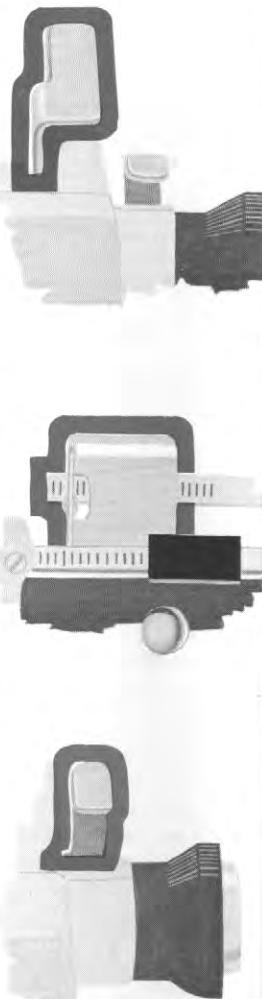


3.

Pull the cartridges toward you about two inches and place them in the cartridge holders. Your ribbon change is complete.

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 lift out paper. 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, cardwriting and erasing, hold the left or right Cylinder Knob and at the same time depress the Carriage Release Lever located near either knob.

"Magic" Tab Key



Royal's new Magic Tab is a key which when touched advances the carriage to the next stop automatically. It is not necessary to hold the key down until the stop is reached. This new action speeds typing and adds confidence.

Tabulation



Tab Set Control — To set a tabular stop, position the carriage and depress the tab set control.



Tab Clear Control — To clear a tab stop, tabulate to the point you wish to clear and depress the tab clear control. To clear all stops at once, tab to the end of the writing line, depress the tab clear control and, while holding it down, return carriage.

Back Space Key



This control, conveniently positioned from home keys is used for the following:

1. To move the carriage *back* a space at a time.
2. To position the carriage for accurate centering of heading (back space once for every two letters of the heading).
3. To type in a character in error correction. (Depress the back space key and hold it in place while the character is typed.)

Special Platens

Should your work require an unusual number of carbons or a platen to hold heavy cards, your Royal Representative can adjust your typewriter to accommodate special platens.

Care of Your Typewriter

Your new Royal will look "like new" and produce beautiful work for many years if you heed the following advice:



ERASER GRIT

Never erase directly over the printing point. Always move the carriage to one side so that eraser grit is collected by the shields on either side of the printing point. At the end of each day remove the top cover and brush eraser grit from the shields and carriage rails. Start at the center and brush toward the sides of the typewriter. If eraser grit is on the typebars and slots, remove it by brushing from the slots toward the type face. This prevents grit from lodging in the slots.

DUST COVER

At the end of each day cover your typewriter with the Royal dust cover. This will protect the machine from dust which is most prevalent during "off" hours, when the office is cleaned.

CLEANING TYPE

Type should be cleaned frequently to insure crisp, clear impressions. We recommend Roatype Plastic Type Cleaner. Press the cleaner firmly against the type but do not use excessive pressure. For extremely stubborn cases also use a stiff brush.

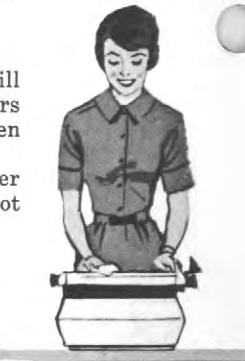
PAPER FEED

If the cylinder, feed rolls or bail rolls become dirty, they will put smudges on the paper. To clean these parts, wipe all rollers and cylinder with a cloth moistened with Roatype Platen Restorer.

At the end of each day it is a good practice to pull the Paper Release Lever forward so that the rubber feed rolls do not tend to develop flat surfaces.

TYPEWRITER FINISH

The smooth finish of your Royal is highly resistant to dirt and wear. It may easily be cleaned and restored to like-new condition by wiping with a damp cloth.



Your ROYAL Typewriter Service Representative

stands for guaranteed dependable service...



Keep your new ROYAL in top form. Your Royal service representative suggests that to properly maintain your new Royal in tip-top operating condition, to keep it on the job for years to come, avail yourself of the Royal annual maintenance contract. This contract provides for three visits a year by our factory-trained service representative who will lubricate and adjust your Royal. Excessively worn parts or parts broken through normal usage will be replaced at no extra charge, except cylinders and other rubber parts. Emergency service calls necessary between inspections will be performed at no extra charge. It assures you of top flight maintenance by service men trained at one of Royal's famous training schools.

Ask your Royal service representative for full details on Royal's annual inspection contract. It's actually an insurance policy on your new Royal.



ROYAL TYPEWRITER COMPANY, INC. A DIVISION OF LITTON INDUSTRIES

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SALES OFFICES AND SERVICE CENTERS IN OVER A THOUSAND LOCATIONS

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