



that was easy.<sup>sm</sup>

# Royal Vacuum General Maintenance Guide

Staples Facilities Help Desk: ext. 37155



## Important Information

Model: \_\_\_\_\_

Serial #: \_\_\_\_\_

### Royal Part Numbers:

2-673273-000 Brushroll

1-672260-001 Belt

1-880262-000 Belt Lifter

1-871075-001 HEPA Paper Bag

1-672270-000 Bottom plate

2-066242-AU1 Outer Bag

## Weekly Checklist

- Check and replace disposable paper bag
- Check for proper height setting (see inside)

**Warranty:** Defective parts and labor are covered under a 2-year warranty, including the Motor and Fan blade. Limited warranty on Parts. Wear items (such as brushrolls, bags, belts, etc) are not covered under manufacturers warranty.

LIFETIME WARRANTY on Nozzle, Fancase and Motor Housing.

## Monthly Checklist

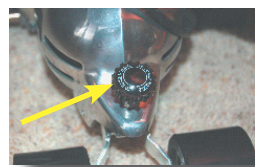
- Check brushroll (clean ends if not spinning freely. See below for proper installation)
- Check belt (replace if needed- see below for proper installation)
- Check Adjust-O-Rite cover. Vacuum will not have suction if cover is damaged or missing. Temporarily use duct tape to cover hole. Order a new cover.

## Before you vacuum...



### Check/Change Paper Bag

To dispose of old paper bag, unzip the outer bag and pull cardboard collar off the dirt tube. To install new bag, push new cardboard collar over the raised locking tabs on the top and bottom of the dirt tube. Tuck paper bag into outer bag.



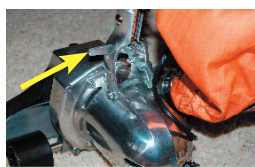
### Adjusting the Height (step 1)

You must adjust nozzle to proper height before vacuuming. Turn on the vacuum and begin turning the rear adjustment dial clockwise. This will begin lowering the nozzle onto the carpeting.



### Adjusting the Height (step 2)

Locate the Adjust-O-Rite plate on front of nozzle. Look at the short plastic tube sticking to the front. Continue turning dial until the tube begins to suck inwards. Your vacuum is at its ideal cleaning height once the tube begins moving inward.



### Releasing the Handle

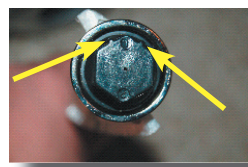
The handle of your Royal vacuum locks in the upright position for storage. To release the handle, simply push the handle slightly forward and depress the release lever with your foot. Depress the lever a second time to lay the handle flat.

## Changing the brush...



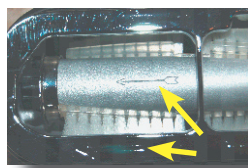
### Remove Old Belt/Clean Brushroll

Unplug your power cord. Turn the vacuum over so you can see the brush. Remove the metal bottom plate by pulling on the tab. Remove brush and broken belt. Clean Endcaps so brush spins freely. Loop new belt around brushroll.



### Turn Brushroll Endcaps Properly

First, when replacing the brush (with the belt looped around the middle) be sure that both endcaps are turned so that the side with the raised ridges are facing up toward you. If one side has ridges up and not the other- uneven wear and loud vibration will occur, signaling an error in installation.



### Arrows Must Point in the Same Direction

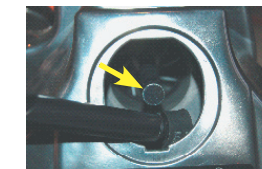
The engraved arrow on the brushroll must be pointing in the same direction as the arrow engraved on the metal bottom plate. The belt will still hang loosely until step 4. Re-attach the metal bottom plate to the nozzle housing.



### Reinstalling the Belt (step 1)

Turn the machine over to its upright position. Remove the Adjust-O-Rite plug on the front of the nozzle. Grab the plastic button and pull toward you. Locate the belt hanging loosely on the brushroll inside the nozzle.

## Servicing the belt...



### Reinstalling the Belt (step 2)

Using the provided belt lifter tool, reach into the nozzle and lift the belt. Pull up and toward you to the left side of the motor shaft. Rest the end of the belt lifter tool on the motor shaft once you reach the 7 O'clock position.



### Reinstalling the Belt (step 3)

Once the belt is resting at the 7 O'clock position on the motor shaft, simply rotate the belt by twisting your wrist and the belt lifter tool clockwise over the pulley. When the machine is turned on, the belt will seat itself.



### Belt Installation Complete

Directly facing the nozzle, the right side of a properly installed belt will be closer to you than the left side. Put the Adjust-O-Rite button. Turn on the machine. If the belt is properly installed, the belt will stay on the motor shaft.



### Belt Lifter/Belt Storage

If the belt comes off the shaft, repeat the installations steps. When finished using the belt lifter tool, store it on the outer bag chain along with a spare belt. Downtime is limited since additional tools are not needed to change your brush/belt.