

ROYAL®

Alpha5000ML Cash Register

Instruction Manual





Contents

1. Welcome	6
Before Starting.....	6
Key Operation.....	6
What is in the Box?	7
Important Phone Numbers	7
2. Getting Started	8
Getting Started	8
Installing the Paper Roll.....	10
Installing the Memory Backup Batteries.....	11
Setting the Language.....	12
Setting the Date and Time	12
Programming the Sales Tax.....	13
PC-Based Software.....	14
3. Getting To Know the Cash Register	15
How to Get Started	15
Main Parts and Functions	16
Printer Compartment	17
Control Lock	17
About the Displays	18
Clerk Display.....	18

Customer Display	18
Using the Keyboard.....	18
Using the Cash Drawer	21
Using the Accessory Drawer	22
4. Setting Up Your Cash Register – the Basics	23
Using the Displays.....	23
The Clerk Screen.....	24
Navigating the Clerk Screen	24
Adjusting the Contrast on the Clerk Screen.....	25
Adjusting the Backlight Time on the Clerk Screen	25
Setting Alphanumeric Descriptions.....	25
Using Double Wide Characters.....	27
Setting Header Messages and Footer Messages	27
Printing Options on Receipts.....	29
Setting Clerk Numbers and Names	30
Using the Clerk System.....	31
Setting Manager Passwords	31
Setting the Machine Number	32
Programming Department	32
Programming Department Names	33
Programming Department Preset Price	34
Programming Tax Status	34
Programming PLU Descriptions	35
Programming PLUs without a Barcode Reader	35
Programming PLUs with the Optional Barcode Reader	36
Printing the Program Confirmation Report	37
Clearing an Error	38
5. Setting up Your Cash Register Parameters	39
Print Parameters	39
1 Receipt	40
2 #/NS Information.....	40
3 Dept#.....	40
4 Barcode	40
5 Receipt No.....	40
6 Machine No.....	40
7 Clerk	40
8 NRGT(Non-Resettable Grand Total)	40
9 Auto Reprint Receipt.....	40
10 Real Time	41
11 Bell Paper Out	41
12 Color	41
13 Subtotal	41
14 Subtotal Amount	41
15 Tax Amount	41
16 Double-Print.....	41
System Configuration	42
Date Format.....	42

Time Format	42
Date/Time Setting	42
Tax System	42
Machine No.	43
Receipt No.	43
Decimal	43
Backlight Time	43
Language	43
System Information	43
System Options	44
Dept Group (Department Group)	44
-% Setting	44
Refund Setting	45
Payment Setting	45
HALO	46
Drawer Max	46
Dept Shift Num	46
Reprint Counter	46
Parameters	46
Compulsory Amount	46
Zero Skip Report	46
Reset Receipt Printer No. Daily Z	47
Bell Active	47
Warn Out of Stock	47
Clear EJ (Full)	47
Parameter Print	47
6. Ringing up Sales and Using Training Mode	48
Ringing up Sales	48
Ringing up Sales without a PLU Number	49
Ringing up Sales with a PLU Number	49
Ringing up Sales with the Optional Barcode Reader	50
Printing Receipts	50
Receipt on Demand	51
Using Training Mode	51
Entering and Exiting Training Mode	51
7. Programming Complex Tax Rates	53
Selecting the Tax System	54
Programming Straight Add-on Tax in the United States	55
Programming Table Tax in the United States	55
Calculating Your Tax	56
Example Tax Chart	58
The Worksheet	59
Using VAT Tax Rates	59
Printing a Confirmation Report	60

8. Running Report.....	61
Running the Options Dump Report	62
Running the Department Confirmation Report	62
Running the PLU Confirmation Report.....	63
Running the Clerk Confirmation Report.....	63
Running the Management Reports.....	63
About X Reports	64
About Z Reports.....	66
Running Reports	67
Financial Report Example.....	67
Report Sample.....	69
More Information about the Electronic Journal (EJ) Reports	71
9. Using USB port	74
Inserting and removing.....	74
Data Saving.....	75
Data Loading.....	76
10. Maintenance and Options	77
About the Serial Port.....	78
Connecting the Cash Register to a PC.....	78
11. Troubleshooting.....	79
Paper End or Printer Errors.....	79
No Receipt Printing	80
No Printing on the Receipt	80
Electronic Journal Memory Errors	80
The Cash Register Does Not Work at All	81
The Cash Register Does Not Work at All	81
Opening the Drawer When There is no Power.....	81
Half System Clear	82
Full System Clear	82
If Nothing Helps.....	82
12. Examples	83
Transaction Codes	84
Sample Receipt	85
Adding Tax to a Non-Taxable Department.....	85
Cash Sale With Tendering Change.....	86
Cash Sale Without Tendering Change.....	86
Charge Sale	86
Check Sale.....	86
Dept Shift Key	87
Exempting Tax On An Item	87
Minus Percentage Discount Sale	87
Plus Percentage Sale.....	88

Multiplication of a Department Unit Price	89
Multiplying By A Fraction.....	89
No-Sale Function (Opening the Cash Drawer).....	90
Paid-Out Sale.....	90
PLU Sale.....	90
Received-On-Account Sale	91
Registering A Department Unit Price.....	91
Return Merchandise.....	91
Refund operation.....	91
Split Tendering Sale.....	92
Error-Correct a Department Preset Price	92
Error-Correct a Department Preset with a Minus Percentage Discount	93
Error-Correct a Multiplication of a Department Preset Price.....	93
Error-Correct a PLU Sale	94
Error-Correct a PLU Sale with a Minus Percentage Discount	94
Error-Correct a PLU Sale with a Plus Percentage Rate	95
Error-Correct a Plus Percentage Sale	95
Voiding an Entire Sale before Finishing the Sale	96
13. Product Information	97
Specifications and Safety	97
Safety and Legal Notices	98
Software Licensing Agreement	99
Manufacturer's Limited Warranty.....	100
14. Ordering Supplies and Accessories.....	102



Welcome

Congratulations on purchasing your new Royal cash register! This register is designed to be easy to use so you can focus more on running your business.

Before Starting

Please read the following before you start to use the manual to set up and customize the cash register.

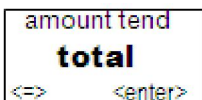
Key Operation

When you need to press a key, you see a picture of the key you need to press and the name of the key is in another font. For example:



1 If you are ringing up a clear, press the **clear** key.

If you need to type something in the Number keys area, what you need to type is shown in a special font. For example:



2 Using the Number keys, press 4 4 4 4 4 and then press the **enter** key.

What is in the Box?

- Cash Register
- Instruction manual
- (1) black plastic journal winder spindle
- (2) starter rolls of standard thermal paper tape(58mm), Royal Reorder Number(013127)
- (3) memory back-up batteries (AA)(must be installed in the cash register)
- 5 ft. USB Cable for PC Connection
- Keys: (2) Cash Drawer Keys(777)
 - (2) Manager's Program Keys (MA, 33 I)
 - (2) Operator Register Keys (OP, 33 A)

IT IS IMPORTANT THAT YOU READ THE INITIAL SET-UP AND MAINTENANCE INSTRUCTIONS BEFORE ATTEMPTING TO OPERATE THE CASH REGISTER.

*****VERY IMPORTANT*****

Your MUST INITIALIZE the cash register after unpacking it and while plugging it for the first time. This is before and programming or starting to use it. See Full system clear in page81

Important Phone Numbers

If you need help or want to order additional supplies, use the following contact information.

Customer Service: 1-800-272-6229 (USA)

1-888-266-9380 (Canada)

01-800-849-4826 (Mexico)

Ordering Supplies: 1-888-261-4555

Website: www.royal.com

To order items, see Ordering Supplies and Accessories on page 101.



Getting Started

Setting up your cash register consists of the following steps:

- 1** Unpacking the cash register
- 2** Installing the Paper Roll
- 3** Plugging the cash register into a power source
- 4** Installing the memory Batteries
- 5** Setting the Language
- 6** Setting the Date And Time
- 7** Programming the Sales Tax

Follow the on screen prompts to program the cash register.

Proceed to chapter 3 Getting to Know the Cash Register, page 15 and chapter4 Setting Up Your Cash Register-the Basics, page 23 to set up the basics of the cash register.

Getting Started

The Alpha5000ML has a 4-Line LCD operator screen; setup is prompted through on screen instructions in **PRG** mode after you plug power into the cash register. This chapter will further explain the setup options.

enter

If you make a mistake or enter a wrong setting during initial setup, just continue with the rest of the initial setup. During initial setup, you cannot change settings after you press the **enter** key. When you complete the initial setup, you can correct any setting by following the instructions listed in this manual.

Make sure that you plug the cash register into the electrical outlet before you put in the batteries.

Caution

If you put the batteries in first, they can damage the cash register.
Do not use this cash register outdoors in the rain or near any source of liquid.



After plugging power into the cash register, the 4-line LCD screen prompts you through the rest of the set up. Use the **Up** and **Down** arrow keys to move through the items on the screen.

clear

Note

If you make a mistake while you are programming, press the **clear** key.
To get the cash register ready to use

1 Remove the cash register and the parts from the box. Store the box and packing material in a safe and dry place. The box may be reuse in the future while moving to another location.

2 Remove any tape on the cash register. For example, there may be tape on the Journal Compartment Cover.

Put the cash register on hard and stable service. Keep away from rain and liquids. A stable service allows the cash drawer to go in and out smoothly.

Do not put the register on a porous surface. Do not place the register on any valuable surface, such as antique or fine wood tables, desks, etc. Depending on the surface or any cleaning solution used on the surface, the rubber feet may leave marks on the surface.

3 Plug the cash register into a grounded three-hole electrical wall outlet. (115~120 volt, 60 hertz). Make sure the electrical cord is placed safely and will not cause accidents such as the wire being trip over or accidentally pulled from the electrical outlet.

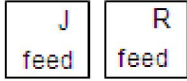
Put the cash register on an electrical circuit with no other electrical device or appliance. Other appliances can overload the circuit or cause electrical interference with the cash register. It is best that you use a circuit without other appliances already on it.

Now follow the prompts on the screen. The rest of this chapter explains the setup options.

Installing the Paper Roll

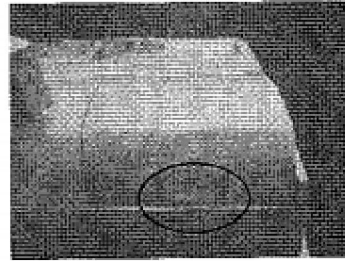
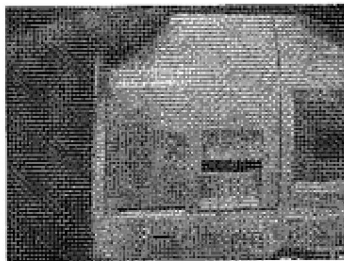
Your cash register has two thermal printers that print receipts for the customer and a journal tape. Use 2¼ inch (57/58 mm) wide standard thermal register paper when replacement paper is necessary. Do not use bond paper because the register does not use a ribbon or ink for printing.

Caution

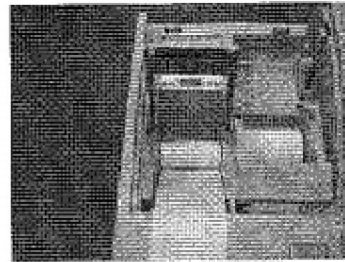


Do not manually pull the receipt paper. Always use the **feed** keys to remove or advance the paper. Do not use sharp or pointed instruments in the printer area. This can seriously damage the printer.

- 1 If prompted by the register or during initial setup open the printer compartment by lifting up on the tabs located towards the back of the register. This will expose the printers.



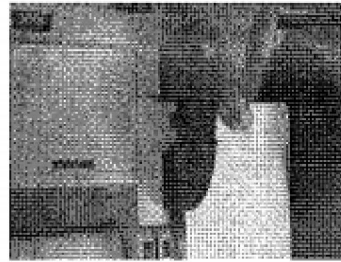
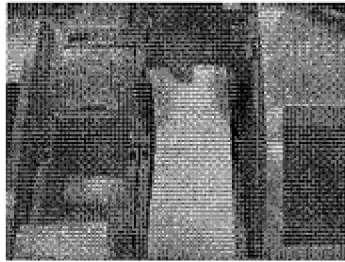
- 2 Depending on the printer side which is out of paper, use the release buttons to open the paper wells and release the print rollers.



- 3 Drop the paper into the paper well so it feeds from the bottom of the roll towards the front of the cash register (if the paper is placed incorrectly, the printer will NOT print). Pull the paper up and past the printer heads towards the front of the cash register.
- 4 Once finished, close the printer arms and use the feed keys to advance the paper.
- 5 To attach the journal roll to black winding wheel, remove the wheel from the printer compartment. Make a small fold on the end of the journal roll and feed it under and around the tabs located on the winding wheel. Spin the winding wheel manually to take up an excess paper.



- 6 Once the paper is attached, place the winding wheel into the holder in the back of the printer compartment. The portion the winding wheel with two disks should be situated on the right side. This will allow for contact with the winding motor and spinning of the wheel during operation.



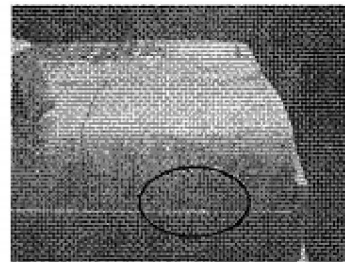
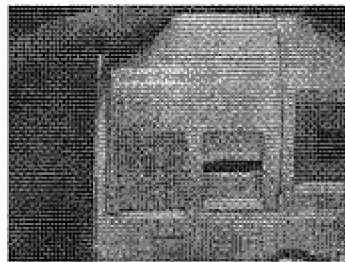
Installing the Memory Backup Batteries

The alpha5000ML cash register uses 3 x AA (1.5 volt) batteries for the memory backup protection. In the event of a power loss, these batteries should be installed at all times during usage of the cash register. Starter batteries should have been included with your shipment.

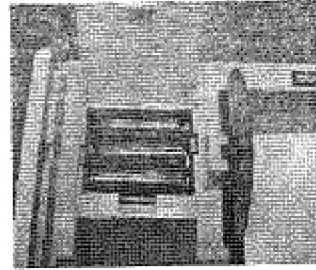
Caution

Make sure to install the backup batteries AFTER supplying power to your cash register. If you put the batteries in the cash register first, they can damage your cash register. Put the batteries in when you are prompted.

- 1 Open the printer compartment by lifting up on the tabs located towards the back of the register. This will expose the battery compartment.



- 2 With the printer cover removed, find the battery compartment towards the back left the cash register. Push in on the tab and lift up to open the printer compartment. Install the batteries in the proper orientation (+ and -) as directed by the instruction in the compartment.



- 3 When finished, close the battery compartment cover, and re-install the printer cover.

Setting the Language

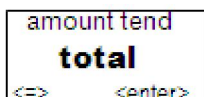
At the prompt, you can select English, Spanish, or French. Changing the language changes the factory programmed words you and the customer see on the displays. However, changing the language does not translate any words you program in the cash register, such as PLU descriptions, header information, and so on.

Note

If you start programming the cash register and then change the language midway, you will lose all of your previous programming.

To set the language

- 1 When you first turn the register on, you are prompted through all setup options. Setting the language is the first option.
- 2 Select the language you want and press the **enter** key. The language your cash register shows on the operator display is set.



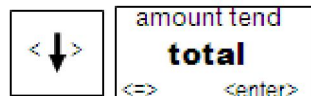
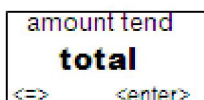
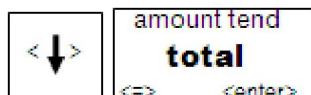
Setting the Date and Time

The date changes every day and prints in the month-day-year format. You can prevent the date from printing on the transaction receipts. The Date Format can also be changed to print day-month-year/ year-month-day. For more information, see Date Format on page41.

The time can print in either the 12 or 24 hour (military time) format. The default setting is to print in the 24 hour format, which is normally used. To change to the 12 hour format, see Time Format on page41. You can set the cash register so that it does not print the time on receipts. For more information, see Print Parameters on page38.

To set the date

PRG→ SYSTEM PARAMETER → System Configuration



- 1 Switch the control lock to **PRG**.
- 2 Press **Arrow Down** to select SYSTEM PARAMETER. Press **enter**.
- 3 Press **enter**. Press **Arrow Down** to select Date/ Time Setting. Press **Enter**.
- 4 Press **enter**. Use the Number keys to enter the 6 digits of the month-day-year. For example, 050113. Press **enter**.
- 5 Press **Arrow Down** to select Current Time. Press **enter**. Use the Number keys to enter the 6 digits of the month-day-year. For example, 0908. Press the **enter** key.

Using the information in this example, the date and time are set to 05-01-13 09:08am.

Programming the Sales Tax

Now you need to select and program the sales tax for your area. You can use 1 of 2 tax types in the US:

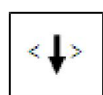
- **Straight tax:** The sales amount is multiplied by a flat percentage rate such as 5%. For example, on a \$1.00 item, \$.05 is added for tax.
- **Table tax:** The tax is charged based on a tax table you obtain from your local or state government tax office.

Straight tax is the easiest and most commonly used tax rate. Most states and areas use straight tax. To find out which sales tax type and percentage rate you should use, contact your local government office.

This section explains setting simple sales tax in the United States. See *Selecting the Tax System* on page 53 for other sales tax systems.

To set Straight USA (add-on tax)

PRG → TAX SETTING



amount tend
total
<=> <enter>

- 1 Switch the control lock to **PRG**.
- 2 Press **Arrow Down** key to select TAX SETTING. Press **enter**.
- 3 Tax1: Straight Tax and press the **enter** key.
- 4 For straight tax, use the Number keys to enter the sales tax rate for your area. For example, if your local sales tax rate is 10%, enter 10000. To program other tax rates, press the following:

For this tax rate...	Press these keys...
7.75%	7750
5.5%	5500
10.5%	10500

amount tend
total
<=> <enter>

- 5 Press the **enter** key.

For tax tables and more advanced tax rate programming, see *Programming Complex Tax Rates* on page 52.

For more information about the other features of your cash register, see *Setting Up Your Cash Register - the Basics* on page 23 and *Setting Up Your Cash Register Parameters* on page 38.

PC-Based Software

Your cash register includes:

- RegisterLink PC-based software.
 - This software allows you to connect the cash register to your PC to download your sales information and transfer it to QuickBooks® Pro 2002 or later accounting software.
 - Program your cash register from the PC - You can program clerk, PLUs, departments, the header, the footer, and scrolling messages on your PC and download these settings to your cash register.
 - Back-Up and Restore - Whether you programmed your cash register data on the cash register or on your PC, you can back-up that PROGRAM SETTING and store the data on your PC. Should you lose the memory in your cash register, you can simply restore the data from your PC back to the cash register without having to reprogram all the PLU's, Departments and other data.
 - Additional Cash Registers - When you buy additional cash registers, you can use the back-up-and-restore feature with multiple registers of the same model number. Just program one register, back-up the data to your PC, and then restore or download the data from your PC to the other registers, as long as they are all the same model number. This saves you the time of having to program each register individually.

Check the Royal web site for any new features and upgrades to RegisterLink.

Using the RegisterLink software requires connecting your computer to the cash register using the serial port. To connect your computer to the serial port, you need to use the included null-modem serial cable. For technical details about the serial connection, see About the Serial Port on page82.

For information for connecting the cash register to your PC, see Connecting the Cash Register to a PC on page77.

The RegisterLink software is on a CD. Please install the software from this CD. Then check for updates on the Royal web site (www.royal.com). If a later version of the RegisterLink software is available on the web site, download it from the web site and install it on your PC. It is important that the CD version of the software is already installed on your PC before you download and install any updates.

RegisterLink software instructions are separate from this manual. The RegisterLink instruction manual is on the CD that contains the software. An updated and revised version of the instruction manual accompanies any newer version of the software that is downloaded from our web site. Please refer to the RegisterLink instruction manual for all software related operational instructions and assistance.

Getting To Know the Cash Register

This chapter shows you the basics of using your cash register after you set it up. If you have not yet set up your cash register, see the Quick Start sheet that came in the box with your cash register or Getting Started on page 8.

How to Get Started

Before you begin to program or use your new Royal Cash Register, you should spend some time becoming familiar with the Control Lock System, the Keyboard Functions and the Display. It may also be helpful to review setting up and basic maintenance information.

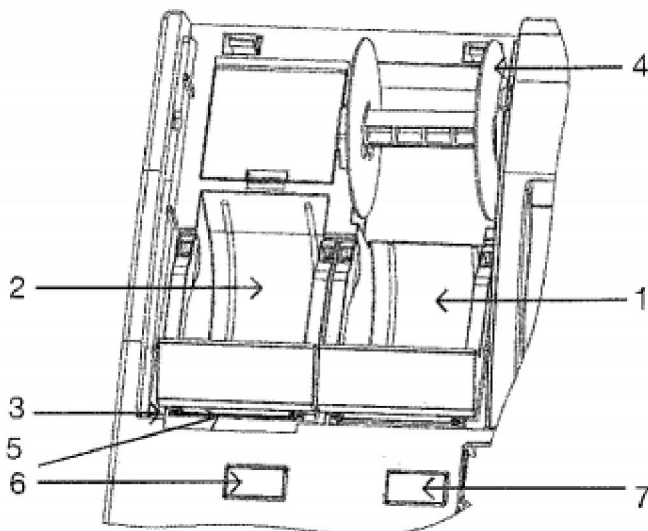
Main Parts and Functions



NAME OF PART	FUNCTION
1. Printer cover	Covers and protects the printers.
2. Receipt printer	This is where the receipts print to give to customers.
3. Journal printer	This is where the journal roll prints for business records.
4. Customer Display	This display shows department entries, sales totals and change due so the customer can follow the transactions.
5. Clerk Display	This display shows sales information, programming prompts and more to allow operation of the cash register.
6. Control lock	Using the supplied keys, the control lock allows switching to different register modes.
7. Cash Drawer	The cash drawer stores cash, checks, credit card slips and more that will accrue during sales transactions. It can be manually locked as necessary.
8. Keyboard	The keyboard is used to make entries and operate the register.
9. USB Port	Use to connect to a USB flash drive
10. DB9 and RJ11 Port	Use to connect to PC and Scanner.

Printer Compartment

Once the printer cover is removed, the printer compartment can be accessed. This compartment houses both printers, as well as the battery compartment. A breakdown of the different parts is shown below:



NAME OF PART	FUNCTION
1. Journal location	The paper roll for record keeping (the journal) is located here.
2. Receipt location	The paper roll for receipts is located here.
3. Print-head unit	Prints the characters on the receipt and journal.
4. Take-up reel	Used to take up the paper roll used for record keeping (the journal).
5. Paper Exit	The paper exits here.
6. Platen Release Button (Receipt)	Used to release the platen for receipt.
7. Platen Release Button (Journal)	Used to release the platen for journal.

Control Lock

The control lock is used to change the cash register modes. Your register is equipped with five modes which are used to perform the many different functions available.

The cash register is always in one of these five modes for any operation. To change modes, use the manager's key (marked with "MA") and the operator's key (marked with OP) which came with the cash register. For security purposes, only the manager key will allow access to the Programming, X, and Z modes. The operator key allows access to only the OFF and Register modes. A breakdown of each mode and its function is shown below:

DESCRIPTION	MODE NAME	FUNCTION
PRG	Program mode	Used to adjust the settings and program the cash register
LOCK	Lock mode	Used to temporarily lock the cash register
REG	Sales Registration	Used to process sales transactions.
X	Read Reports	Used to read/ print reports without clearing the memory.
Z	Read/ Reset Reports	Used to print/ reset reports and clear the memory.

About the Displays

The Alpha5000ML cash register is equipped with a large 4-line LCD clerk display and a 1-line customer display. Each display will be further explained below:

Clerk Display

Your Alpha5000ML cash register has a 4 line display which is used to program and operate the register. On this display you will see the sales details, the programming options and more. Below are the pictures of the clerk display screen (in PROG and REG mode)

<p>=== PROGRAM SETTING===01</p> <p>DEPARTMENT SETTING</p> <p>PLU SETTING</p> <p>CLERK SETTING</p>	<p>INPUT ITEM/[ESC] TO</p> <p>MAIN MENU (ON)</p> <p>04-10-2011 18:34:53</p>
---	---

While operating the register, the display will show text that will help you accomplish many of the different tasks necessary to use the cash register. Use the keyboard to navigate through the display and enter any options. If you have trouble with a particular function, see its listing in this manual for guidance.

Customer Display





















The Alpha5000ML has a 1-line numeric customer display which can be rotated to many different angles. This display allows the customers to follow along during a transaction. A total of 8 characters (7 letters) can be displayed on the customer display at any time.






















Using the Keyboard

The keyboard on your cash register looks like the following:



The keyboard on your 5000ML is used to enter sales transactions, program the register and many other functions. Many of the keyboard keys have dual functions. These functions are different depending on the mode currently active (programming, sales registration, etc.) The following table explains many of the key board functions.

Use these keys....	To do this...
 	--to cancel the current transaction --to go back to previous menu or setting
	--enter multiple quantities of a PLU or Department during a sale --show the time/ date display on the clerk and customer display between transactions
	--clear an entry or error
	--enter single entry coupon discounts
 	--process a returned item --print a Department/ PLU/ programming dump report
 	--to void an item or transaction --to delete the highlighted character
 	--correct the last entry during a sales transactions --backspace and delete one character while programming
 	--feed the receipt or journal paper
	--log in a clerk for a sales transaction --turn the receipt printer ON/OFF between transactions
	--temporarily adjust the price of a preset PLU or access a specific department
	--register a plu entry by using the PLU number or a barcode
Numeric keys 0-9	--enter a numerical value for a sale, programming option, etc.
	--enter a "00" or shift between double width character
	--enter a decimal point --enter a space when programming a description
 	--manually register a specific department --jump to a specific flag, department, PLU, etc. when programming

	--shift between departments or letters on the department keys
 	--manually override a department tax rate or add --exempt tax for an individual item entry
Department keys (normal)	--enter a department entry during sales registration
Department keys (Alpha)	--program a department, PLU or other text
Calculator keys (x, +, -, ÷, =)	--process a calculation when using calculator mode
   	--navigate the programming options --move the active cursor while programming
 	--move forward/ back pages in the programming menus
 	--enter manual or preset add-on and discount percentages
 	--register a Paid-Out(PO) value during a sales transaction --(cal) enter/exit calculator mode in register mode --<sym> toggle caps lock ON/OFF while programming text
 	--register a Received-On-Account(RA) value --(mr) recall a calculated value from calculator mode --<caps> toggle caps lock ON/OFF while programming text
	--finalize a transaction as a check sale
	--finalize a transaction as a charge(credit card) sale there are 3 charge keys preprogrammed on the 5000ML
	--display the subtotal with tax of the current transaction --reprint the last transactions receipt
	--display and print the subtotal(without tax) of the current transaction --open the cash drawer and print a No-Sale transaction --enter a descriptive or reference number during a sale, such as an invoice number or production serial number
 	--process a sale as a cash transaction --finalize a computation in calculator mode --enter a PLU, Department, or setting value while programming

Using the Cash Drawer

The cash drawer is where you put the money after you ring up a sale. The cash drawer has slots for putting paper bills and a removable tray for coins. You can store paper items such as checks and charge slips under the removable coin tray.



When you ring up a sale, the cash drawer automatically opens so you can make change and put money away. You can also electronically open the cash drawer without making a sale. This is handy if you need to make change for someone or forgot to put something away. Press the **#/st/ns** key in the REG mode.

The cash drawer locks in 2 different ways. Locking the cash drawer is a good idea if you need to leave the cash register.

- The cash drawer automatically locks electronically when you turn the cash register off. The emergency open lever will still open the cash drawer when it is electronically locked.
- You can also use the 515 key to mechanically lock the cash drawer. If you lock the cash drawer this way, you must have the key to open it again. Even the emergency open lever will not open the cash drawer when it is locked with the key.

Important

If the cash drawer will not open, see if the lock on the cash drawer is turned to the right. If it is, the drawer is locked with the 777 key. You need the key to unlock the cash drawer. If the key is lost or locked in the cash drawer, contact Royal.

When you are using the cash drawer, make sure you lower the bill arms before you close the cash drawer. Never slam the drawer closed.



To open the cash drawer after a sale

- 1 When you are done ringing up a sale, press the **check/charge/amount tend** key at the bottom right of the keyboard. The cash drawer opens. You can make change and put the money in the drawer.
- 2 When you are done, push the cash drawer closed.



To open the cash drawer without making a sale

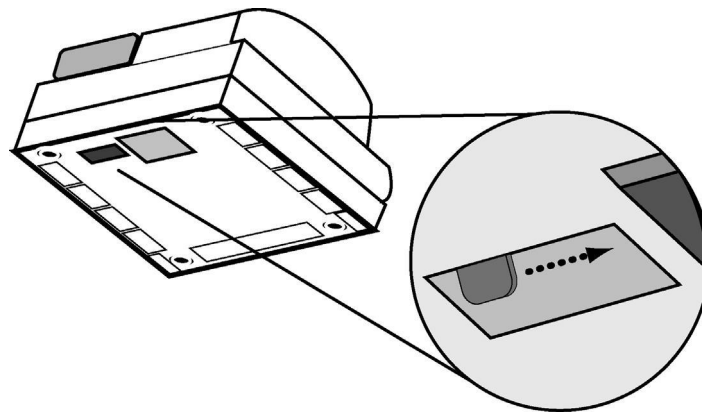
- 1 Press the **#/st/ns** key at the right of the keyboard in REG mode. The cash drawer opens and a No Sale receipt prints.
- 2 When you are done, push the cash drawer closed. These “no-sale transactions” are recorded in the Electronic Journal for an audit trail.

To lock and unlock the cash drawer using the key

- 1 Using the small key labeled 777, put the key in the lock in the front of the cash drawer.
- 2 To lock the cash drawer, turn the key to the right and remove the key from the lock.
- 3 To unlock the cash drawer, turn the key to the left and remove the key from the lock.

To open the cash drawer using the emergency lever

- 1 With your hands on the cash drawer, carefully tip the front of the register up. Underneath the cash register, toward the back of the register, you see a small lever.



- 2 Push the lever in the only direction it will move. The cash drawer opens. If the cash drawer will not open, make sure it is not locked with the 777 Drawer key.

Using the Accessory Drawer

Your cash register has a small drawer above the cash drawer. The Accessory drawer can be opened at any time by anyone. It is a good place to put things like pens, pencils, and note pads.

Because the drawer cannot be locked, it is not a good idea to put checks or valuables in it. You should put those in the cash drawer, under the coin tray.

Setting Up Your Cash Register – the Basics

This chapter includes explanations for:

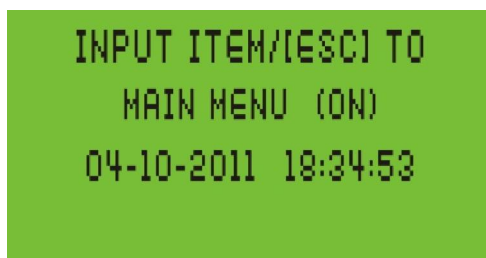
- Specifying messages on the display and on receipts
- Setting clerk names
- Setting machine numbers
- Setting clerk and manager passwords
- Programming department keys
- Programming PLUs
- Clearing error messages
- and more

Using the Displays

Your cash register includes two displays: 1 for the clerk or operator, and 1 for the customer. The customer display shows large, easy to read fluorescent digits for easy viewing.

The Clerk Screen

The clerk screen prompts you through setting up the cash register and using it to ring up sales. The main screen on the display looks like this:







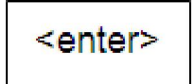






When ringing up sales, you see the department number or PLU number on the clerk screen. If a description or name is programmed, this description appears.



Navigating the Clerk Screen

Navigating the clerk screen is very simple. See the table below for assistance using individual keys:

Use these keys....	To do this...
   	--move UP, DOWN, LEFT, and RIGHT through the menus and system options
 	--move FORWARD and BACK through the menus and system options
	--confirm an entry and move to the next option
	--to delete the highlighted character
	--backspace and delete one character while programming
	--move back one menu level
	--clear the typed entry and start over

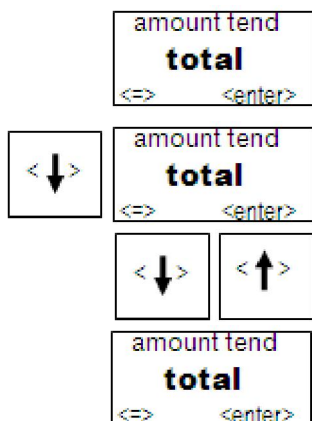
Adjusting the Contrast on the Clerk Screen

You can adjust the contrast on the clerk screen to make it brighter or darker. This makes it easier for you to see the display in different lighting.

To adjust the contrast

PRG → SYSTEM PARAMETER → Contrast Setting

- 1 Switch the control lock to **PRG**.
- 2 If you are prompted for a Manager Password, type the Password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.
- 3 Press **Arrow Down** key to select SYSTEM PARAMETER. Press **enter** key.
- 4 Press **Arrow Down** key to select Contrast Setting. Press the **enter** key.
- 5 Use the **Arrow Down** and **Arrow Up** keys to adjust the contrast.
- 6 When you are done, press the **enter** key.



Adjusting the Backlight Time on the Clerk Screen

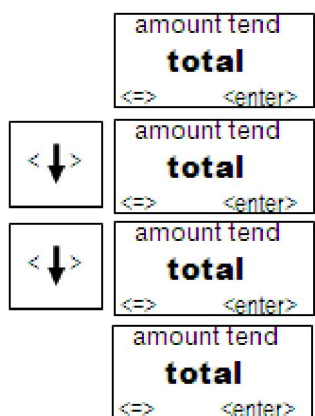
After a specified period of seconds of inactivity, the clerk display goes dark. The cash register does not actually turn all the way off.

To light up the clerk display screen, press any keys.

To change the backlight time

PRG → SYSTEM PARAMETER → System Configuration

- 1 Switch the control lock to **PRG**.
- 2 If you are prompted for a Manager Password, type the Password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.
- 3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.
- 4 Press the **Arrow Down** key to select System Configuration. Press the **enter** key.
- 5 Press the **Arrow Down** key to select Backlight Time. Press the **enter** key.
- 6 Make your selection. When you are done, press the **enter** key.



Setting Alphanumeric Descriptions

You can program customer header and footer messages, clerk names, departments, and item descriptions. These text messages and descriptions appear on the receipt and on the clerk display.

When you are programming the alpha descriptions for Departments, PLUs, Clerks, the Header and Footer messages, use the Alpha Keyboard.

Note

<caps>

Only capital letters of the alphabet are on the Alpha Keyboard. To use lower case letters or others, press the **<caps>** key.

dept
shift

The department keys are clearly labeled with all of the letters needed to program these descriptions. When you are programming alpha descriptions, use the department keys to spell out the words you want. The letters located in the white section of the department key can be entered simply by pressing the specific department key. To access the letters in the green section, press **dept shift** first. Numbers can be entered at any time using the number keys.

<sym>

amount tend

total

<=> <enter>

You may need certain special symbols on the Alpha Keyboard. For example, if you need to use a/ or comma you can. To access symbols, press the **<sym>** key. You can then use the arrow keys to scroll through the available symbols. Press **<enter>** to input this character. To go back to the letters, press **<sym>** again. The available characters are shown below:

CHARACTER TABLE																
	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0			SP	0	@	P	'	p	Ç	É	à	è	À	Ç	í	ý
1			1	1	A	Q	a	q	ú	æ	í	É	í	è	n	7
2			AD	2	B	R	b	r	é	Æ	ó	▼	Ú	Ç	ó	7
3			#	3	C	S	c	s	à	ó	ú	ø	Ó	ó	í	ø
4			\$	4	D	T	d	t	à	ó	ñ	À	À	Ø	7	n
5			%	5	E	U	e	u	à	ó	Ñ	É	Q	d	7	±
6			&	6	F	V	f	v	à	ó	À	ó	à	ó	7	±
7			'	7	G	W	g	w	ç	ó	À	ó	ó	ó	7	±
8			!	8	H	X	h	x	é	y	¿	É	~	2	ó	*
9)	9	I	Y	i	y	é	ó	¿	Ú	Ú	2	í	.
A			"		J	Z	j	z	é	ó	¿	Ó	ó	κ	7	
B			+		K	[k	[é	ó	¿	À	ó	ó	ó	7
C			<		L	\	l	\	é	ó	¿	É	ó	ó	ó	7
D			=		M]	m]	é	ó	¿	FE	7	ó	ó	7
E			>		N	^	n	^	À	ó	¿	Ó	ó	ó	ó	7
F			/		?	_	o	_	À	ó	¿	Ó	ó	ó	ó	7

Use the number keys to enter any numbers you want.

7	8	9
4	5	6
1	2	3
0	00	.

clear

Important

If you enter the wrong character, press the **clear** key to clear the character. Now you can continue.

The maximum numbers of characters that can be programmed for each item description are shown below. As you enter text descriptions, the lower left of the clerk screen also shows you the remaining characters available.

• Department	16 Characters
• PLU	16 Characters
• Clerk Name	12 Characters
• Header and Footer messages	6 Lines (24 characters each)

Using Double Wide Characters

For extra emphasis, you can program double wide characters for a specific character or a line of characters.

Normal Size		Double Wide	
*****		*****	
*	*	*	*
* YOUR RECEIPT *	* YOUR RECEIPT *	* YOUR RECEIPT *	* YOUR RECEIPT *
* THANK YOU *	* THANK YOU *	* THANK YOU *	* THANK YOU *
*	*	*	*
*****		*****	
11-10-01	MC #: 0000	11-10-01	MC #: 0000
APPLE	\$ 1.00	APPLE	\$ 1.00
BANANA	\$ 1.00	BANANA	\$ 1.00
PEAR	\$ 1.00	PEAR	\$ 1.00
-----		-----	
TOTAL	\$3.00	TOTAL	\$3.00
CASH	\$3.00	CASH	\$3.00
AM 10-49 0013		AM 10-49 0013	

Only the Header and Footer message supply the double wide characters

If you use double wide characters, the maximum number of characters you can use is reduced by half.

- Header and Footer messages 6 Lines (12 characters each)

Setting Header Messages and Footer Messages

You can specify a header message and/or footer message to print on customer receipts. Each message can be a maximum of 6 lines. Each line can have 24 characters.

Welcome you

Call again

is the default printout for the header message.

The default printout for the footer message is null.

Make a copy of the blank Worksheet below for future changes or revisions to your header message or footer message.

Use this worksheet to make your header message or footer message. Make a copy of the blank worksheet before you start, in case you make a mistake or change your mind.

```
amount tend
total
<=>      <enter>
```

The text in the header message and the footer message is not automatically centered. If you want the message to be centered, select center and press **enter**.

- 1 Write out your store name and the header message you want to program.
- 2 After writing out your message, count the number of characters on each line. The following example shows a message and the letter count, including spaces.

3 Complete the chart, filling in extra unused characters with blank spaces. The text for each line is automatically centered.

Line 1		I	N	T	E	R	N	A	T	I	O	N	A	L		C	O	F	F	E	E	S		
Line 2							9	9	9	-	5	5	5	-	1	2	1	2						
Line 3			2	2	2		E	A	S	T		M	A	I	N		S	T	R	E	E	T		
Line 4					O	P	E	N		7	A	M		T	O		6	P	M					
Line 5			C	O	F	F	E	E	S		O	F		T	H	E		W	O	R	L	D		
Line 6			W	e	l	c	o	m	e		C	o	m	e			A	g	a	i	n			

Remember, you can make the characters double width but you can only use half the total number of characters if you do this. For example, if you want `Coffee` to be double wide, you need 12 spaces. For more information about double wide characters, see Using Double Wide Characters on page 27.



You can also use characters other than those on the alpha keys, such as numbers, punctuation, and international letters by pressing the **dept shift** key.

This is an example of the programmed header message:

```
INTERNATIONAL COFFEES
      999-555-1212
222 EAST MAIN STREET
      OPEN 7AM TO 6PM
COFFEES OF THE WORLD
```



Important

If you enter the wrong character, press the **bksp** key to clear the character. Now you can continue.

To program header messages or footer messages

PRG → RECEIPT SETTING → Text Info

1 Switch the control lock to **PRG**.



2 If you are prompted for a Manager Password, type the Password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select RECEIPT SETTING. Press the **enter** key.

4 Press the **Arrow Down** key to select Text Info. Press the **enter** key.

5 Select the text message you want to program.

6 Follow the instructions on the display.

Printing Options on Receipts

You can specify if the following prints on receipts:

- Clerk name and number
- Tax amount
- Machine number
- and more
- Time

To set receipt printing options

PRG → RECEIPT SETTING → Print Parameters

1 Switch the control lock to **PRG**.



2 If you are prompted for a Manager Password, type the Password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



amount tend
total
<=> <enter>

3 Press the **Arrow Down** key to select RECEIPT SETTING. Press the **enter** key.



amount tend
total
<=> <enter>

4 Press the **Arrow Down** key to select Print Parameters. Press the **enter** key.

5 Press the **Arrow Down** key and **enter** to .choose whether to print

Setting Clerk Numbers and Names

You can program and assign up to 50 Clerk Names Each clerk name can also be assigned a 12 character.

To see the sales totals for each clerk, a Clerk Report is available in both the X and Z modes.

You can spell names by using alpha keys.

You must turn on Clerk passwords separately.

Note

When clerks enter Passwords, Passwords appear as asterisks *** on the displays for extra security.



Important

If you enter the wrong character, press the **bksp** key to clear the character. Now you can continue.

To set a clerk name and Password

PRG →CLERK SETTING

amount tend
total
<=> <enter>

1 Switch the control lock to **PRG**.

2 If you are prompted for a Manager Password, type the Password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



amount tend
total
<=> <enter>

3 Press the **Arrow Down** key to select CLERK SETTING. Press the **enter** key.

4 Press the **Arrow Down** key to select one clerk to set. Press the **enter** key.

5 Follow the instructions on the display. Now you need to turn on Clerk System (Default is on).

To turn on Clerk System

PRG →CLERK SETTING

amount tend
total
<=> <enter>

1 Press the Switch the control lock to **PRG**.

2 If you are prompted for a Manager Password, type the Password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



amount tend
total
<=> <enter>

3 Press the **Arrow Down** key to select CLERK SETTING. Press the **enter** key.

4 Press the **Arrow Down** key to select Clerk Active. Press the **enter** key.

Using the Clerk System

If the clerk system is active, the clerk is prompted to enter the clerk Password when they enter the Sales Registration mode.

To use the clerk system

- 1 Plugging the Cash Register into a power source.
- 2 If prompted for a Password, use the round Number keys and press the one-four digits Password. Then press the **enter** key.



Setting Manager Passwords

Manager Passwords are available for added security:

- to go to the PRG and Z modes
- to go to the X mode.

Caution

Write your Passwords down in a safe place. If you forget the Passwords, you must do a Full System Clear procedure. A Full System Clear erases all transaction information and programming. For details on the Full System Clear, see Full System Clear on page 81.

After you program a Password, you must use it every time you go to the program mode or to go to X or Z report modes, depending on which you set the Password for.

When you enter a Password, it appears as asterisks **** on the displays for extra security.

To set manager Passwords (also known as Universal Passwords)

PRG → CLERK SETTING → Manager Setting

- 1 Switch the control lock to **PRG**.
- 2 Press the **Arrow Down** key to select CLERK SETTING. Press the **enter** key.
- 3 Press the **Arrow Down** key to select Manager Setting. Press the **enter** key.
- 4 Press the **Arrow Down** key to select Password. Press the **enter** key.
- 5 Input the password by number keys and Press the **enter** key, such as 1313.



To use the manager Password

Example 3: Go to the Z mode, using the Manager Password 1313

- 1 Switch the control lock to **Z**.
- 2 Using the Number keys, press 1313 and then press the **enter** key.
- 3 You are now ready to run Z reports.



Setting the Machine Number

You can assign your cash register its own number. This is useful if you have several cash registers and want to track which one creates which receipts and transactions.

The machine number prints on all receipts/journal records, and management reports. The machine number can be up to 4 digits long.

After you are done programming the machine number, you can check your results. See Printing the Program Confirmation Report on page 37.

To set the machine number

PRG → SYSTEM PARAMETER → System Configuration → Machine No.

1 Press the Switch the control lock to **PRG**.



2 If you are prompted for a Manager Password, type the Password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.



4 Press the **Arrow Down** key to select System Configuration. Press the **enter** key.



5 Press the **Arrow Down** key to select Machine No.. Press the **enter** key.

6 Follow the instructions on the display

Programming Department

Departments are a category of merchandise. For example, Department 1 can be House Wares, Department 2 can be Food, and Department 3 can be Women's Clothing, and so on. This helps you track what you are selling.

Each department can be programmed as taxable or non-taxable, so that if an item needs to be taxed, the proper tax amount is added automatically when you ring up an item in a taxable department.

You can have as many as 240 departments on your cash register. If you have many departments, you may want to make a list so other people who use the cash register can correctly use the department keys.

Programming departments includes up to 3 steps. Not all steps listed below may apply to your specific needs.

1 Programming Department Names

2 Programming Department Preset Price

3 Programming Tax Status

For specific information about each of the items above, see the next sections.

After you are done, you can check your results. See Running the Department Confirmation Report on page 62.

Programming Department Names

A name or description can be assigned to each department key. This name appears on the clerk screen and prints when ringing up sales.

For example, `Clothing` can print on the receipt in place of `Dept1`, `Shoes` can print on the receipt in place of `Dept2`, `Sport swear` can print on the receipt in place of `Dept3`, and so on.

When you are programming the alpha descriptions for Departments and PLUs use the Alpha keyboard.

Note

Only capital letters of the alphabet are on the Alpha Keyboard. To use lower case letters, press the **dept shift** key.

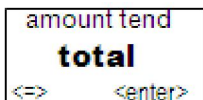
The alpha keys are clearly labeled with all the letters needed to program these descriptions. When you are programming alpha descriptions, use the alpha keys to spell out the words you want.



To use the letters and characters, press the **dept shift** key and then press the key with the letter you want.

Use the round number keys to enter any numbers you want. You must switch the input form to Digit with **dept shift** key

You may need certain special symbols on the Alpha Keyboard.



Some symbols and international characters are only available using the **dept shift** key. When you press the **dept shift** key and switch the input form to sign, use the arrow keys to move through the symbols to highlight the symbol you want. Press the **enter** key to select the highlighted symbol. Press the **dept shift** key again to exit this from screen.



Important

If you enter the wrong character, press the **bkspace** key to clear the character. Now you can continue.



When you are finish programming the department description, press the **enter** key to save.

The information is saved in the cash register and you can program the next item.

Programming Department Preset Price

Department Preset Price programs a preset price in a department to save time when ringing up an entry. Even if a price has been pre-programmed, you can override the price at the time of sale.

The price automatically rings up each time that department key is pressed.

Programming Tax Status

Certain items are required to add tax by law. You can program your cash register to automatically assign the right amount of tax, based on the department the item is assigned to.

You can set no tax, or link to a single tax rate (Tax1, Tax2, Tax3, or Tax4) or multiple tax rates to a department key. For information about setting the tax rates, see *Selecting the Tax System* on page 53. You must program non-tax or a tax rate for the department programming to be accepted.

Tax status settings

Available tax status settings

Non-Tax (use this if you do not want to charge tax)

TAX 1

TAX 2

TAX 3

TAX 4

TAX 1 and TAX 2

TAX 1 and TAX 3

TAX 1 and TAX 4

TAX 2 and TAX 3

TAX 2 and TAX 4

TAX 3 and TAX 4

TAX 1, TAX 2 and TAX 3

TAX 1, TAX 2 and TAX 4

TAX 1, TAX 3 and TAX 4

TAX 2, TAX 3 and TAX 4

TAX 1, TAX 2, TAX 3 and TAX 4

Programming PLU Descriptions

The Price-Look Up (PLU) system allows fast and accurate entry of an item and automatically records the number of items sold. If you want to use the optional barcode reader, you can scan UPC codes to ring up items.

To scan barcodes, they must be numeric only, 13 digits or less, and must be one of the following barcode types and standards:

- UPC-A
- UPC-E
- EAN-8
- EAN-13

Note

This cash register cannot generate barcodes. In order to generate and print barcodes, you can purchase barcode software.

Each PLU must be programmed with up to a 16 character description that appears on the display and prints on the tape. You can have up to 8000 PLU items programmed.

Programming PLUs consists of the following:

- 1 Enter a name description for the PLU. You must enter a description, even if it is as simple as `PLU4`.
- 2 Assign a price.
- 3 Link the PLU to a department key with the appropriate Tax Status for that PLU.
- 4 Attribute
- 5 Inventory manage

For example, if PLU #1 is a taxable item, you can link it to a Department key which is set up for tax. If PLU #2 is not a taxable item, you can link it to a Department key which is not programmed for tax.

Important

Do not press the decimal point key when entering a price.

After you are done, you can check your results. See Running the PLU Confirmation Report on page 62.

Programming PLUs without a Barcode Reader

You can program PLUs without using a barcode reader. Use the following instructions.

Important



If you enter the wrong character, press the **bkspace** key to clear the character.

To program PLUs without a barcode reader

PRG → PLU SETTING

1 Switch the control lock to **PRG**.

amount tend
total
<=> <enter>

2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



amount tend
total
<=> <enter>

3 Press the **Arrow Down** key to select PLU SETTING. Press the **enter** key.

amount tend
total
<=> <enter>

4 Press the **Arrow Down** key to select Add New PLU. Press the **enter** key.

amount tend
total
<=> <enter>

5 Using the Number keys, enter the PLU number. Press the **enter** key.

6 Follow the instructions on the display

7 To program the next PLU, press subtotal to barcode input and press the **enter** key.

Programming PLUs with the Optional Barcode Reader

You can use the optional Royal model PS700 barcode reader to scan items and automatically ring them up. Barcode readers save time and reduce errors. The barcode reader must be held about ½ inch or closer above the symbol on the product to read the UPC or other barcode properly.

Important



If you enter the wrong character, press the **bksp** key to clear the character. Now you can continue.

To program PLUs using the barcode reader

PRG → PLU SETTING

1 Switch the control lock to **PRG**.

amount tend
total
<=> <enter>

2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



amount tend
total
<=> <enter>

3 Press the **Arrow Down** key to select PLU SETTING. Press the **enter** key.

4 Press the **Arrow Down** key to select Add New PLU. Press the **enter** key.

5 Using the barcode reader, scan the barcode. Hold the barcode reader less than ½ inch from the barcode you want to scan. Press the button on the bottom of the reader. Flick the reader slightly to move the LED light along the barcode to read it. The barcode reader beeps when it properly reads the barcode. Follow the instructions on the display.

amount tend
total
<=> <enter>

6 To program the next PLU, press subtotal to barcode input and press the **enter** key.

Adjusting the Keyboard Layout

The alpha 5000ML allows you the ability to customize your keyboard in the manner that serves your business best. For example, if you do not need the three charge keys that are pre-programmed on the keyboard, you can adjust one of these to be a foreign currency (FC) key. Programming of the keyboard is available in the **main programming menu** under the heading **Keyboard Layout**.

To adjust the keyboard and program a different key, you need to know its function code. Please see the table on the next page for a listing of the available functions and their respective codes.

No.	Function	No.	Function	No.	Function	No.	Function
01	0	18	VOID	2F	NS	8C	DEPT12
02	1	19	RETURN	30	CHECK2	8D	DEPT13
03	2	1A	TAX EXEMPT	31	CHECK3	8E	DEPT14
04	3	1B	TAX1	32	CHECK4	8F	DEPT15
05	4	1C	TAX2	33	CHARGE2	90	DEPT16
06	5	1D	TAX3	34	CHARGE3	91	DEPT17
07	6	1E	TAX4	35	CHARGE4	92	DEPT18
08	7	1F	RA	36	CREDIT2	93	DEPT19
09	8	20	PO	37	CREDIT3	94	DEPT20
0A	9	21	CLERK	38	CREDIT4	95	DEPT21
0B	00	22	-%	39	TAX FORCE	96	DEPT22
0C	000	23	+%	80	DEPT	97	DEPT23
0D	.	24	CPN	81	DEPT01	98	DEPT24
0E	CLR	25	X/TIME	82	DEPT02	99	DEPT25
0F	PLU ALT	26	DEPT SHIFT	83	DEPT03	9A	DEPT26

To adjust the keyboard layout
PRG → Keyboard Layout

1. Turn the key to **PRG**
2. If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.
3. Press the **Arrow Down** key to select **Keyboard Layout**. Press **enter** key.
4. Select one key function and Press the key you want to change to be this function.
5. To program the next key, press subtotal to select one key function and press the key you want to change to be this function.





Printing the Program Confirmation Report

Now that basic programming is complete, check your results with a Program Confirmation Report.

If any mistakes were found during the program confirmation report, only reprogrammed the specific error. For example, if only the tax rate is incorrect, just re-program the tax—you do not need to re-set the time, date, and so on.

There are 4 types of confirmation reports:

- Dept All the department programming. See Running the Department Confirmation Report on page 62.
- PLUs All PLU programming. See Running the PLU Confirmation Report on page 62.
- Clerks All clerks. See Running the Clerk Confirmation Report on page 62.
- Options All the parameters for setting the register, including header, footer, scrolling messages, tax rates and so on. See Running the Options Dump Report on page 61.

Clearing an Error

The **clear** key stops an alarm beep that happened because a key was pressed that was not correct for that operation.

The **clear** key does not erase a transaction that was registered by an operating key and printed on the register tape.

A small square icon with a black border containing the word "clear" in a blue, monospace-style font.

To erase an entry after you press a key that printed the entry on the tape during a sales transaction, use the **clear** key to correct the error and undo the last entry.

If the cash register makes a loud error beep, press the **clear** key to stop it.

If your cash register will not stop making a beeping sound after you press the **clear** key, you can do three more things.

A small square icon with a black border containing the text "<bksp>" in a blue, monospace-style font.

If you input the error character, you can use the **bksp** key to clear the error input.

Half System Clear

A small square icon with a black border containing the word "clear" in a blue, monospace-style font.

If you pressed the **clear** key and the error beep does not stop, you can do a Half System Clear. For more information about a Half System Clear, see Half System Clear on page 81.

Full System Clear

If you did a Half System Clear and a Partial Clear and the error beep still does not stop, as a last resort, you can do a Full System Clear. For more information about the Full System Clear, see Full System Clear on page 81.

Setting up Your Cash Register Parameters

This chapter shows you more advanced programming for your cash register. This chapter is organized to show you the menu options shown in the clerk display. Use this chapter to quickly find a menu option you want.

Some of the menu options in this chapter are already discussed elsewhere in this manual. In those cases, we provide references where you can see more detailed information.

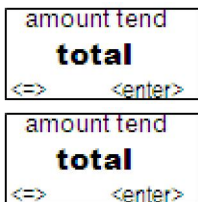
Print Parameters

The Print Options menu includes the options listed in this section.

To open the Print Options menu

PRG → RECEIPT SETTING → Print Parameters

- 1 Switch the control lock to **PRG**.
- 2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.
- 3 Press the **Arrow Down** key to select RECEIPT SETTING. Press the **enter** key.
- 4 Press the **Arrow Down** key to select Print Parameters. Press the **enter** key.



The rest of this section explains each menu option.

1 Receipt

Specifies if prints on the customer receipt.

2 #/NS Information

Specifies if the No Sale prints on the customer receipt when press **#/st/ns** key.

3 Dept#

Specifies if the Department No. prints on the customer receipt when sale PLU.

4 Barcode

Specifies if the Barcode prints on the customer receipt when sale PLU.

5 Receipt No.

Specifies if the Receipt No. prints on the customer receipt.

6 Machine No.

Specifies if the Machine No. prints on the customer receipt.

7 Clerk

Specifies if a Clerk name prints on the customer receipt.

8 NRGT(Non-Resettable Grand Total)

Specifies if the NRGT prints on the customer receipt.

9 Auto Reprint Receipt

Specifies if reprint on the customer receipt automatically.

10 Real Time

Specifies if the Real Time prints on the customer receipt.

11 Bell Paper Out

Specifies if Bell ring when the paper out.

12 Color

Specifies three different types of print color: Light, Medium Dark.

13 Subtotal

Specifies to automatically print the Sub-Total on all receipts when press **subtotal**

14 Subtotal Amount

Specifies if print the subtotal amount on the customer receipt.

15 Tax Amount

Specifies to print the Tax information before the Total amount on the receipt or after the Total amount.

16 Double-Print

Specifies five selections for Double-Height print: Null/ All/ Item/ Payment/ Item And Payment.

System Configuration

The System Configuration menu includes the options listed in this section.

To open the System Configuration menu

PRG → SYSTEM PARAMETER → System Configuration

- <↓>

amount tend
total
<=> <enter>

amount tend
total
<=> <enter>
- 1 Switch the control lock to **PRG**.
 - 2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.
 - 3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.
 - 4 Press the **Arrow Down** key to select System Configuration. Press the **enter** key.

The rest of this section explains each menu option.

Date Format

The Date Format is set by selecting from the following 3 options:

This Date Format	Looks like...
MM-DD-YY	04-09-11
DD-MM-YY	09-04-11
YY-MM-DD	11-04-09

Time Format

The Time Format is set by selecting from the following 2 options:

This Date Format	Looks like...
24 Hours	13:00
12 Hour	1:00 pm

Date/Time Setting

Specify the date, including month, date and year.
Adjust the time: hours and minutes.

Tax System

Select the Tax System

- Add-on (USA)
- VAT (Value-Add Tax).

See Programming Complex Tax Rates on page 52 for detailed explanation of the Tax Systems and setting taxes.

Note

Before changing the Tax system you must clear the Daily Full report.

Machine No.

Specifies to set the Machine No. for the cash register

Receipt No.

Specifies to set the Receipt No. for the cash register

Decimal

The decimal point is set by selecting from the following 4 options:

This decimal point...	Looks like...
0	0 = \$ X
0.0	1 = \$ X.X
0.00	2 = \$ X.XX (U.S. Standard)
0.000	3 = \$ X.XXX

After you program the decimal point, you do not need to specify a decimal when you ring up sales or during programming.

Note

Before changing the decimal digit you must clear the Daily Full report.

Backlight Time

Specifies to set the backlight time for the cash register

Language

Specify the default language of the machine for all the prompts, messages, on-screen instructions, and so on.

System Information

Specifies to see the usage of PLU&EJ on the cash register

System Options

The System Options menu includes the options listed in this section.

To open the System Options menu

PRG → SYSTEM PARAMETER → Options

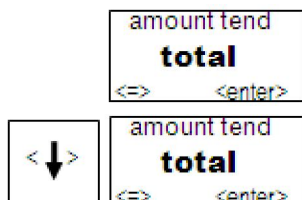
1 Switch the control lock to **PRG**.

2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.

3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.

4 Press the **Arrow Down** key to select Options. Press the **enter** key.

The rest of this section explains each menu option.



Dept Group (Department Group)

Specifies to set the departments to one department group in order to better management for department

Select the members for department group

Note

The maximum members for one department group are 10.

-% Setting

You may want to add a default percentage amount to an individual item or to a total, such as a fixed tip or other service charge. You may also want to deduct a default Minus Percentage rate from an individual item or from a total, such as an employee discount or standard sale discount. You can program -% and +% to achieve the two purposes.

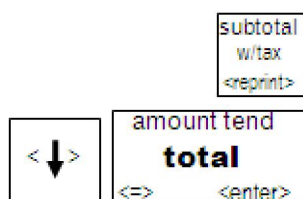
There are three members in -% and +% setting: 1%/ 2%/3%. You can program the name, percentage and attribute of the -% and +%.

You can program the default the percentage for the -% and +% member or you can enter the rate manually each time the **-%** and **+%** key is pressed (Only for 1%).

After Item/ Subtotal

After Item
After Subtotal
After Item& After Subtotal

The **+%** key can add a percent additional charge to an individual item if you press it immediately and select one from 1% /2%/ 3% after you ring up an item or adds a percent additional charge to the sub-total amount of an entire sale if you press it after you press the **subtotal** key.



The **-%** key can subtract a discount percentage amount from an individual item if you press it immediately and select one from 1% /2%/ 3% after you ring up an item or from the sub-total amount of an entire sale if you press it after you press the **subtotal** key.

When you press, the descriptor of 1% & 2% & 3% appear on the clerk screen, you can use the **Arrow Down** key to select one and press **enter** to confirm the selection.

Refund Setting



You may want to deduct a default amount from an individual item or from a total, such as refund from item or one transaction. The **coupon** key subtracts a discount percentage amount from an individual item if you press it immediately after you ring up an item or from the sub-total amount of an entire sale if you press it after you press the **subtotal** key.



You can program a default refund amount for the **coupon** key or you can enter the refund amount manually each time you press the **coupon** key. When you enter the pre-programmed default amount use 2 decimal places. For example, enter a 5.00 as 500.

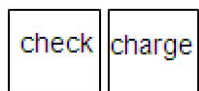
When you manually enter the refund during a sale, enter a whole number with 2 decimal places. For example, enter 2.00 as 200, or enter 10.00 as 1000.



When you use the **coupon** key, the descriptor of the refund appears on the display and prints on the receipt.

Payment Setting

You can specify a foreign currency to accept as payment when you total sales and program the exchange rate for when you accept this currency.



This is useful if you are working in a multiple currency situation and want to accept another currency, such as stores near a border with another country. When you are ready to complete the sale, you can press the **Check/ Charge** key to see the total sale in the foreign currency. Enter the amount of foreign currency the customer gives you and press the **Check/ Charge** key.

Note

You can only program two foreign currencies.

Follow the instructions on the screen, providing the following information.

- Check The name of the foreign currency. For example, you can program the name as USD.
- Local Currency Your local currency unit to exchange against. For example, 6.

- Foreign Currency Your foreign currency unit to exchange against.

The Charge setting is like the Check

HALO

Specifies setting a HALO (High Amount Lock-Out) Limit to the transaction.

The max is 99999999(Decimal is 0)

Drawer Max

Specifies setting max amount to Cash Drawer.

The Max is 99999999(Decimal is 0)

Dept Shift Num

Specifies setting minimum increment and average increment when press **dept shift** during transaction.

The range is 0~60

Reprint Counter

Specifies setting maximum reprint counter when press **enter** after transaction

Parameters

To open the System Parameters menu

PRG → SYSTEM PARAMETER → Parameters

1 Switch the control lock to **PRG**.



2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.

3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.



4 Press the **Arrow Down** key to select Parameters. Press the **enter** key.

The rest of this section explains each menu option.

Compulsory Amount

Specify whether compulsory input the amount when payment.

Zero Skip Report

Specify whether zero skip when print on the report.

Reset Receipt Printer No. Daily Z

Specify whether to reset the receipt No. after Daily Z report.

Bell Active

Specify whether the bell ring is active.

Warn Out of Stock

Specify whether pop-up warning when out of stock.

Clear EJ (Full)

Specify either Manual or Auto to clear the EJF.

Parameter Print

This report contains all the parameter option settings for the cash register and in the following order:

- Dept
- PLU
- Clerk
- Tax
- System Parameters
- Receipt Parameter

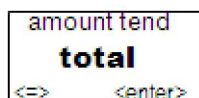
You can select one to print or all to print.

When you select all, the report can use a lot of paper. Before you print, make sure you have enough paper installed in the cash register.

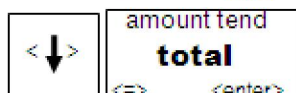
To print the Parameters

X REPORT → Parameter Print

1 Switch the control lock to **X mode**.



2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select Parameter Print. Press the **enter** key.

4 Press the **Arrow Down** key to select all. Press the **enter** key to print all the parameters.



5 Press the **Arrow Down** key to select single. Press the **enter** key to select one parameter. Press the **enter** key

Ring up Sales and Using Training Mode

After you set up your cash register, ringing up sales is easy. For information about ringing up complicated sales, see Examples on page82.

If you want to learn about using the cash register without affecting the daily total, you can use the Training mode. You or someone else can learn how to use the cash register without creating real sales that show up on reports. For example, you can train a new person about using the department keys and completing sales.

Training mode lets someone use the cash register without actually recording the sales in the sales history. When you exit from the Training mode, the training sales information is deleted.

Ring up Sales

After you have the basics programmed in your cash register, you are ready to ring up sales. For more information about setting up the basics on your cash register, see Setting Up Your Cash Register - the Basics on page23.



Reminder

Do not press the **Decimal Point** key when ringing up a price

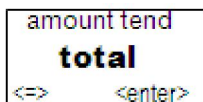
Ring up Sales without a PLU Number

You can ring up a sale for an item that does not have a PLU number.

To ring up a straight cash sale without a PLU number

1 Make sure the control lock switch to **REG** mode.

2 If the clerk numbers are set, do the following:



amount tend
total
<=> <enter>

- Using the Number keys, press the password and then press the **enter** key.

3 Using the round Number keys area, enter the price of the first item.

4 Press the **Department** key for that item.



dept
shift

To use the Department keys from 17 to 200, do the following:

- Press the **dept Shift** key to add the department increment.

- Press the department number you want to use.

5 Repeat for the rest of the items.



amount tend
total
<=> <enter>

6 When you are done ringing up items, press the **enter** key. The cash drawer opens and the receipt or journal prints.

7 Make any change needed and place the money you are given in the cash drawer. Close the cash drawer.

8 Give the customer the receipt, if the cash register is set to print receipts. You are ready to ring up another sale.

Ring up Sales with a PLU Number

You can ring up a sale for an item that has a PLU number.

To ring up a straight cash sale with a PLU number and not using the barcode reader

1 Make sure the control lock switch to **REG** mode.

2 If the clerk numbers are set, do the following:



amount tend
total
<=> <enter>

- Using the round Number keys, press the three digit password and then press the **enter** key.

3 Using the Number keys area, type the PLU number of the first item.



plu

4 Press the **PLU** key.

5 Repeat for the rest of the items.

6 When you are done ringing up items, press the **enter** key. The cash drawer opens and the receipt or journal prints.

7 Make any change needed and place the money you are given in the cash drawer.

8 Close the cash drawer.

9 Give the customer the receipt, if the cash register is set to print receipts. You are ready to ring up another sale.

Ring up Sales with the Optional Barcode Reader

You can also ring up sales using the optional model PS 700 barcode reader. Before you can ring up sales with the barcode reader, the barcode number must be programmed into the cash register with the barcode reader. For more information, see Programming PLUs with the Optional Barcode Reader on page 36.

To ring up a cash sale with the barcode reader

1 Make sure the control lock switch to **REG** mode.

2 If the clerk numbers are set, do the following:



- Using the round Number keys, press the three digit password and then press the **enter** key.

3 Put the barcode reader light over the barcode, about ½ inch or closer above the UPC symbol on the product to read the barcode properly.

4 Press the button on the scanner and flick the scanner slightly to move the red LED over the barcode. The barcode scanner makes a beep sound and the item appears on the display.

5 Continue using the barcode scanner to scan bar code symbols until you are done.



6 When you are done, press the **enter** key. The cash drawer opens and the receipt or journal prints.

7 Make any change needed and place the money you are given in the cash drawer. Close the cash drawer.

8 Give the customer the receipt, if you set the cash register to print receipts. You are ready to ring up another sale.

Printing Receipts

You can turn the customer receipt printer on or off before sales Registration mode.

The receipt printer is on by default and prints the customer receipt for all transactions. All features of the cash register are activated as programmed. A customer receipt is printed for every transaction.

Turning the customer receipt off doesn't print the customer receipt. The built-in printer is turned off so that customer receipts are not automatically printed. The transaction details are still saved in memory.

If you are a smaller merchant or business, you may not need to print customer receipts. This controls the amount of receipt paper you use. In this case, you do not print a receipt for every transaction and only print a receipt for those transactions where one is required.

You must have paper installed in the cash register even if you have customer receipt printing off and are not printing receipts.

You can see the receipt printer is turned off by looking at the clerk screen. If you see the (OFF) symbol, receipts are not automatically printed.

Note

You cannot change printing receipts in the middle of a transaction.

To turn printing receipt on or off

1 End any transaction.

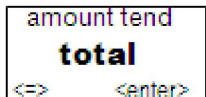
2 Do one of the following:



- To turn receipt printing off, input 00 and press **receipt on/off** key. The (OFF) symbol appears on the clerk screen.
- To turn receipt printing on again, input 11 and press **receipt on/off** key. The (ON) symbol appears from the clerk screen.

Receipt on Demand

If the receipt printer is turned off, you can still print a receipt on demand if the customer requests one after the transaction is completed but before you start another transaction.



To print a receipt after a transaction is complete, press the **enter** key

Using Training Mode

We provide examples to help learn how to use this cash register. Using the examples can help you learn to use the cash register and the available features.

You can enter the Training mode at any time in the REG mode because it does not record activity in the machine totals. However, you cannot enter Training mode in the middle of a transaction. Complete any transactions, running reports, or programming before you enter Training mode.

When you are using the cash register in Training mode, you cannot use any of the operations in the PRG, X, or Z modes. The transaction numbers and amounts do not count in the Register mode until you exit Training mode.

Entering and Exiting Training Mode

You can enter and exit Training mode.

When the cash register is in Training mode, all transactions print **Training Mode** on the receipt.

To start Training mode

1 Switch the control lock to **REG** mode.

2 If the clerk numbers are set, do the following:



A receipt screen with a black background. At the top, 'amount tend' is written in green. Below it, 'total' is written in large white letters. At the bottom left, there is a green arrow pointing left and a green arrow pointing right. At the bottom right, there is a green arrow pointing right.

- Using the round Number keys, press the password and then press the **enter** key.

3 Using the Round number keys, enter the 000987. Press **enter** key. The receipt Start Training mode print.

4 Now you can ring up sales in training mode. These sales do not appear in the sales reports.

To Exit Training mode

1 Switch the control lock to **REG** mode.

2 If the clerk numbers are set, do the following:



A receipt screen with a black background. At the top, 'amount tend' is written in green. Below it, 'total' is written in large white letters. At the bottom left, there is a green arrow pointing left and a green arrow pointing right. At the bottom right, there is a green arrow pointing right.

- Using the round Number keys, press the password and then press the **enter** key.



A receipt screen with a black background. At the top, 'subtotal w/tax' is written in green. Below it, '<reprint>' is written in large white letters. At the bottom left, there is a green arrow pointing left and a green arrow pointing right. At the bottom right, there is a green arrow pointing right.

3 Using the Round number keys, enter the 000789. Press the **subtotal** key. The receipt Exit Training mode print.

4 Now you can ring up sales normally. These sales do appear on sales reports.

Programming Complex Tax Rates

Your cash register can manage complex tax rates and assignments. This chapter explains how to set these up.

Many people do not need the information in this chapter. If this information does not relate to your business needs, you can skip it. If some information is related to your specific needs, then skip any sections which you do not need to set up your cash register.

If you do not know your sales tax rate and base amount, contact your local government office and ask for your local tax chart. The base tax amount is the maximum point up to which no tax is charged. Sometimes this is also called the *maximum tax exempt amount*. By default, your cash register does not set any base amount, resulting in all amounts being taxable. If your base tax amount is other than zero cents, see Programming Table Tax in the United States on page 54.

When you set up your cash register, you programmed the cash register to use a simple sales tax, appropriate for your area. Chapter 2 explains how to program a simple sales tax. Chapter 5 explains how to link sales tax to departments.

You do not need to reprogram all options if you want to update or change one thing. Save this manual in a safe place so you have it for future programming. After you are done programming, you can print Confirmation Reports to check your results. For more information, see Running Reports on page 60.

Selecting the Tax System



Within the tax system you select, you can program up to 4/6 different tax rates on your cash register. Each tax rate can be linked directly to a department key (see Programming Tax Status on page34), or by pressing the **tax force** key before ringing up a sales entry.

Contact your local state government office for your current tax rates.

You must first select one of 2 tax systems:

- Select Tax (USA) - the tax amount is added onto the price of the item sold. Add-on Tax is most common in the United States. Add-on Tax can be programmed as either:
 - Straight Tax, which charges tax based on a flat percentage rate. For example, 7.75% of the price of the item. This form of add-on tax is most common in the United States.
 - Tax Table Codes, which is a calculation based on an approved tax chart issued by your local or state government. This method lists a range of prices and the exact tax for each range. For example, from 11 cents to 24 cents, the tax is 3 cents.
- Select VAT (Value Added Tax) - includes the tax amount in the price of the item.

You can only use one tax system at a time. After you select the tax system as the Tax (USA) you want to use, you can program up to 4 different tax rates. If needed, you can also link these tax rates together.



For example, you can select Add-on Tax and program 4 different tax rates. When you program a department you can select to link 1 or more of these tax rates together. You can also select a specific tax for an item by pressing the **tax force** key while ringing up an item.

You can specify that the cash register does not print the tax amount on receipts. For more information, see Print Parameters on page38.



Note

If you hear an error tone while you are programming, press the **clear** key and continue by repeating the step.

To select a tax system

PRG → SYSTEM PARAMETER → System Configuration

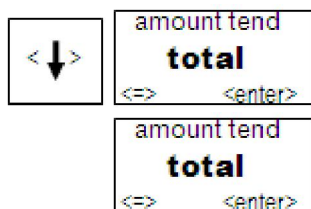
1 Switch the control lock to **PRG**.



2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.



- 4 Press the **Arrow Down** key to select System Configuration. Press the **enter** key.
- 5 Press the **Arrow Down** key to select Tax System. Press the **enter** key.
- 6 Select the tax system you want to use. Press the **enter** key.
- 7 Now you need to specify the values for the tax rate(s):
 - Straight tax values for Tax 1 and, optionally, Tax 2 through 4. See the next section.
 - Table tax values. See Programming Table Tax in the United States on page54.
 - VAT tax rates. See Using VAT Tax Rates on page58.

Programming Straight Add-on Tax in the United States

After you select the tax system to use, you must specify values. This section explains how to specify straight add-on tax rates for the United States. Straight add-on tax is the most common in the United States. You must specify at least 1 tax rate and, optionally, you can specify up to 3 others.

To program straight Add-on tax rates for the United States
PRG → TAX SETTING

- 1 Switch the control lock to **PRG**.
- 3 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



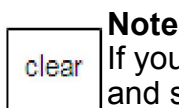
- 4 Press the **Arrow Down** key to select TAXSETTING. Press the **enter** key.
- 5 Press the **Arrow Down** key to select the tax you want to change. Press the **enter** key.
- 6 Press the **Arrow Down** key to select the type. Press the **enter** key.
- 7 Select the Straight. Press the **enter** key.
- 8 Using the round Number keys area, enter the tax you want to add. For example, 7750 is 7.75% tax.
- 9 When you are done, press the **enter** key.
- 10 Repeat for each tax you want to set.



Programming Table Tax in the United States

If your area uses a tax code table, you must calculate your tax codes before you continue with this section. For instructions, see Calculating Your Tax on page 55. When you are done calculating your tax codes, return to this section.

Before you start, you must know where the first irregular breakpoint and the first regular breakpoint are.



Note

If you make an error when you are entering the price ranges, press **clear** and start over.

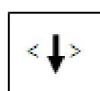
To program table tax rates for the United States

PRG → TAX SETTING

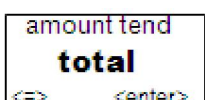
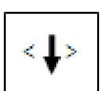
1 Switch the control lock to **PRG**.



2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select TAX SETTING. Press the **enter** key.



4 Press the **Arrow Down** key to select the tax you want to change. Press the **enter** key.

6 Press the **Arrow Down** key to select Type. Press the **enter** key.

7 Press the **Arrow Down** key to select Tax-Table. Press the **enter** key.

8 Do the following:



- Press the **Arrow Down** key to select Range. Press **enter** key

- Enter the price ranges. Press **enter** key

- Press the **Arrow Down** key to select Tax. Press **enter** key



- Enter the amount of tax for the range. Press **enter** key

- At the start of the regular repeating breakpoint, after you enter the first value of the first regular breakpoint, Press the **Arrow Down** key to select Add. Press **enter** key



- Continue entering price ranges and the amount of tax for each range until you completely enter an entire sequence of repeating regular break points. Press the **Arrow Down** key to select Add. Press **enter** key, the ECR will pop-up the message.

9 Repeat for each tax you want to set.

Calculating Your Tax

This section provides instructions for figuring your own tax code if your specific state uses a tax table. Take the time to follow the Example Tax Chart on page 57. Familiarize yourself with the method of determining the tax code.

Then, using the worksheet on page 58, duplicate the method of calculating your state tax code by the steps described in this section. To do this you need to get a copy of your state's Retail Tax Chart from your local Tax Office. After you are done, write down the tax code and save the information for future reference.

Every tax table consists of tax brackets. Each consecutive tax bracket is assigned a tax which is exactly one cent higher than that assigned to the previous tax bracket.

For example, part of a tax table might look like:

SALES	TAX	SALES	TAX
.00 - .08	.00	9.59 - 9.74	.58
.09 - .24	.01	9.75 - 9.91	.59
.25 - .41	.02	9.92 - 10.08	.60
.42 - .58	.03	10.09 - 10.24	.61
.59 - .74	.04	10.25 - 10.41	.62
.75 - .91	.05	10.42 - 10.58	.63
.92 - 1.08	.06	10.59 - 10.74	.64
1.09 - 1.24	.07	10.75 - 10.91	.65
1.25 - 1.41	.08	10.92 - 11.08	.66
1.42 - 1.58	.09	11.09 - 11.24	.67
1.59 - 1.74	.10	11.25 - 11.41	.68
1.75 - 1.91	.11	11.42 - 11.58	.69
1.92 - 2.08	.12	11.59 - 11.74	.70
2.09 - 2.24	.13	11.75 - 11.91	.71
2.25 - 2.41	.14	11.92 - 12.08	.72
2.42 - 2.58	.15	12.09 - 12.24	.73
2.59 - 2.74	.16	12.25 - 12.41	.74
2.75 - 2.91	.17	12.42 - 12.58	.75

In our Example Tax Chart, a sale from .00 to .08 is not taxed. The next tax bracket a sale from .09 to .24 is taxed one cent. The next tax bracket a sale from .25 to .41 is taxed two cents. The tax table progresses in a similar manner.

To calculate your tax rate

- 1 Using The Worksheet on page60, complete Step A with the appropriate amounts from your state's Retail Tax Chart.
- 2 For the following, see the Example Tax Chart, Step B:

The difference between the starting amounts of each consecutive tax bracket is called a breakpoint. Every tax table consists of a particular sequence of breakpoints.

In our Example Tax Chart, the difference between .00 and .13 is .13 cents. This 13 is the first breakpoint. The difference between .13 and .32 is .19 cents, which means 19 is the second breakpoint.

The breakpoints continue in a particular sequence through the entire tax table.

- Using The Worksheet, complete Step B by calculating the breakpoints based on your state's Retail Tax Chart.
- The sequence of breakpoints is divided into *Regular* and *Irregular* patterns. All tax tables have a pattern of irregular breakpoints that leads into a repeating pattern of regular breakpoints.

To determine the breakpoint pattern, continue calculating the breakpoints in Part B until you have found the Regular repeat breakpoint pattern.

From our example:

Breakpoints 13, 19, 23, 27, 27, 29 are the Irregular breakpoint pattern. Breakpoints 25, 25, 25, 25 are the Regular repeating breakpoint pattern.

The Regular repeating breakpoint pattern is a point where you first see a repetition of one or more numbers, which then add up evenly to 100, 200, 300, and so on.

In our programming example, the Regular breakpoint pattern (25, 25, 25, and 25) adds up to 100.

Using The Worksheet on page58, determine the Regular breakpoint pattern based on your state's Retail Tax Chart.

The following is an example of how a tax chart can look.

A total of 63 breakpoints can be programmed on this cash register.

Use the worksheet on the next page to calculate the irregular breakpoints and regular breakpoints for your local tax.

The Worksheet

Write down your results as you go.

STEP A

[illegible]

Using VAT Tax Rates

The Value Added Tax is commonly used in Mexico and Europe but other locations use it as well.

To set a VAT tax

PRG → TAX SETTING

- 1** Switch the control lock to **PRG**.

amount tend
total
<=> <enter>

- 2** If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



```
amount tend
total
(=)      <enter>
```

- 3** Press **Arrow Down** key to select TAX SETTING. Press **enter** key.

- 4** Press **Arrow Down** key to select the tax you want to change. Press **enter** key.

- 5 Using the round Number keys area, enter the tax you want to add. You must use a 5 digit number.



- 6 When you are done, press the **enter** key.

- 7 Repeat for each tax you want to set.

Printing a Confirmation Report

To check your results, see the Parameter Print on page 46.

Running Report

Your cash register includes many reports. In this chapter, we explain:

- Programming confirmation reports
- Department confirmation reports
- PLUs confirmation reports
- Clerk confirmation reports
- Financial reports, such as sales totals and End-of-Day (Z) reports
- Other management reports
- Electronic Journal reports

You can view reports on the screen or print them. You can also clear a report after you view it on the screen. Clearing a report in Z mode removes the data for that report from the cash register.

When you are printing a report, do not try to change mode key position so attempt any other task with the cash register.

Note

clear

Make sure you have a lot of cash register paper installed before you start printing any report. You can stop printing by pressing **clear**.

Running the Options Dump Report

You can print the Parameters Print report to check your programming results. For more information about programming the cash register, see Chapter5 Setting up Your Cash Register Parameters on page38.

The parameters Print report includes:

- All parameters settings
- Department parameters
- PLU parameters
- Clerk parameters
- Tax parameters
- System Configuration
- Receipt parameters

To run a program confirmation report
X Report → Parameters Print

1 Switch the control lock to **X** mode.



2 If you are prompted for a Manager Password, type the password number and then press **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select Parameters Print. Press the **enter** key.

4 Press the **enter** key. The all parameters report prints.



5 Press the **Arrow Down** key to select Single. Press the **enter** key.

6 Select the parameter you want, Press the **enter** key. The all parameters report prints.

Running the Department Confirmation Report

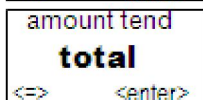
You can print a report that shows the active information for all programmed departments.

To run a department confirmation report
X Report → Parameters Print → single → Dept

1 Switch the control lock to **X** mode.

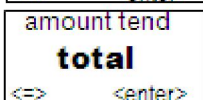


2 If you are prompted for a Manager Password, type the password number and then press **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select Parameters Print. Press the **enter** key.

4 Press the **Arrow Down** key to select single. Press the **enter** key.



5 Select Dept, Press the **enter** key. The all programmed departments' parameters prints.

Running the PLU Confirmation Report

You can print a report that shows the active information for all programmed PLUs.

To run a PLU confirmation report

X Report → Parameters Print → single → PLU

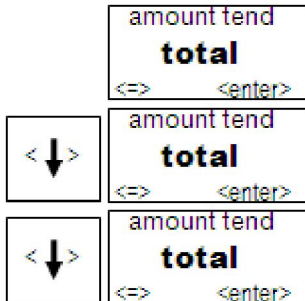
1 Switch the control lock to **X** mode.

2 If you are prompted for a Manager Password, type the password number and then press **enter** key. If you did not program a Manager Password, go to the next step.

3 Press the **Arrow Down** key to select Parameters Print. Press the **enter** key.

4 Press the **Arrow Down** key to select single. Press the **enter** key.

5 Press the **Arrow Down** key to select PLU, Press the **enter** key. The all programmed PLUs parameters prints.



Running the Clerk Confirmation Report

You can print a report that shows the active information for all programmed Clerks.

To run a PLU confirmation report

X Report → Parameters Print → single → Clerk

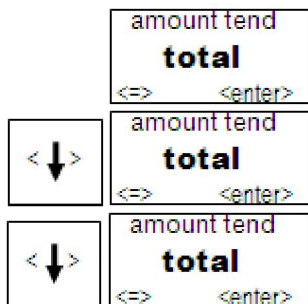
1 Switch the control lock to **X** mode.

2 If you are prompted for a Manager Password, type the password number and then press **enter** key. If you did not program a Manager Password, go to the next step.

3 Press the **Arrow Down** key to select Parameters Print. Press the **enter** key.

4 Press the **Arrow Down** key to select single. Press the **enter** key.

5 Press the **Arrow Down** key to select Clerk, Press the **enter** key. The all programmed clerk parameters prints.



Running the Management Reports

The cash register maintains totals of all transaction information. This information is saved in the memory of the cash register as long as the register is plugged in to an electrical outlet or, if the cash register is unplugged, the battery is charged.

Management reports show you information about how sales are progressing. You can run all reports as X reports and run some reports as Z reports.

- Run X reports during the day to check transactions or running totals. These reports do not clear the transaction memory in the cash register. You can run all reports in the X mode. See About X Reports on page 63.
- Run Z reports at end of day, end of the week, or end of the month. These reports CLEAR the transaction memory in the cash register and reset all totals to zero. When you are done printing these reports, the information only exists on the cash register tape. You can run almost all reports in the Z mode. See About Z Reports on page 65.

To prevent someone from accidentally printing these reports, you can set a manager password for X reports and a manager password for Z reports. After the password is set, you are prompted for a password to access these reports. For information about setting manager passwords, see *Manager Passwords* on page 31.

About X Reports

X reports do not clear the transaction memory in the cash register. There are 2 kinds of X reports.

- Daily report - Commonly known as a mid-day reading. Use this report to print periodic readings of transaction totals during the course of the day. This report does not reset to zero.
- PTD reports (Periodic to Date) - Commonly known as a mid-week or mid-month readings. Use this report to print periodic readings of transaction totals during the course of several days. This report does not reset to zero.

The available X reports are:

- | | |
|----------------------------------|---|
| •1 - Daily Full Report | Shows all transaction data and sales totals. |
| •2 - Daily Dept Report | Shows quantity and dollar amount of each department group rung up today. |
| •3 - Daily PLU Full Report | Shows quantity and dollar amount of each PLU number rung up today. |
| •4 - Daily Clerk Report | Shows total sales amounts of each Clerk Number. |
| •5 - Hourly Report | Shows total sales amounts rung up each hour. |
| •6 - PTD Full Report | Shows each department number, total items sold, dollar amount, and net sale amount rung up, either weekly or monthly. |
| •7 - PTD Clerk Report | Shows total sales amounts of each Clerk Number, either weekly or monthly. |
| •8 - PTD Individual Clerk Report | Shows total sales amounts of each Clerk. Input the clerk number to see specific sales. |
| •9 - PTD Hourly Report | Shows total sales amounts rung up each hour. |

- 10 - PTD Dept Report Shows department, quantity, dollar amount, total of each department number rung up over a period of time.

- 11 - PTD Individual Dept Report Shows the sales information, quantity, and dollar amount totals for the specified department.

- 12 - PTD PLU Full Report Shows quantity and dollar amount of the specified group number rung up since the report was last cleared.

- 13 - PTD Individual PLU Report Shows quantity and dollar amount of a specific PLU since the report was last cleared.

- 14 - Top 25 PLU Report Shows the top 50 PLUs by sales amount since the report was last cleared.

- 15 - PTD RM Report Shows quantity and dollar amount of RM operation since the report was last cleared.

- 16 - PTD Single PLU Profit Report Shows profit amount of a specific PLU since the report was last cleared.

- 17 - PTD PLU Profit Report Shows profit amount of the specified group number rung up since the report was last cleared.

- 18 - PTD DEPT Group Report Shows the specified department, quantity, dollar amount, and total sale amount, either weekly or monthly.
- 19 - EJJ Report (All) Shows the information in the Electronic Journal.

- 20 - EJJ Report (By Receipt No.) Shows the information in the Electronic Journal, within a specified receipt no.

- 21 - EJJ Report (By Time) Shows the information in the Electronic Journal, within a specified range time.

- 20 - Cash Report Shows how much cash is in the drawer at the time of the report.
- 21 - Inventory Report Shows inventory of the specified group number rung up.
- 22 - Less than safe Inventory Report Shows less than safe inventory of the specified group number rung up.
- 21 - Negative Inventory Report Shows negative inventory of the specified group number rung up.
- 22 – Parameter Print Report Can print the parameters you want

About Z Reports

Z reports clear the transaction memory in the cash register and reset all totals to zero.

There are 2 kinds of Z reports.

- Daily report — Commonly known as a end-of-day/daily-closeout reports. These reports show transaction data and reset all totals to zero, except the Running Grand Total.

You can print duplicate Daily reports. This is useful if the register runs out of paper or if there is a power outage while a Daily report is printing. However, you must set the parameter in others to allow a second report to be printed. For more information, see 406 Options on page 49.

- EIJ Report — Commonly only can be cleared.

The available Z reports are:

- 1 - Daily Full Report Shows all transaction data and sales totals.
- 3 - Daily PLU Full Report Shows quantity and dollar amount of each PLU number rung up today.
- 4 - Daily Clerk Report Shows total sales amounts of each Clerk Number.
- 5 - Hourly Report Shows total sales amounts rung up each hour.
- 23 - Clear NRG T Press **Arrow Down** key to select it. Press **enter** to clear the NRG T(Non-Resettable Grand Total)

•24 - Clear all Report

Press **Arrow Down** key to select it.

Press **enter** to clear all report except EJJ report.

•25 - Clear EJJ Report

Press **Arrow Down** key to select it.

Press **enter** to clear the NRG

Running Reports

Running reports is easy - just follow the prompts on the screen. You can view or print a report.

Note



Make sure you have a lot of cash register paper installed before you start printing any report. You can stop printing a report by pressing the **clear** key.

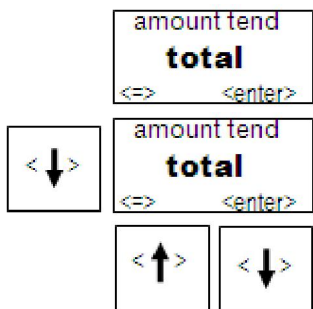
To run reports

1 Switch the control lock to **X or Z** mode

2 If you are prompted for a Manager Password, type the password number and then press **enter** key. If you did not program a Manager Password, go to the next step.

3 Press the **Arrow Down** key to select the report you want. Press the **enter** key.

4 The report appears on the screen. Use the **Arrow** keys to move through the report. You can print there port or clear it, using the options on the screen.



Financial Report Example

Totals are calculated for the Management Reports in the following way.

NET SALES AMOUNT - Shows the total of all sales registered.

The Net Sales Amount includes all:

- department sales totals (Total), coupon (Coupon)
- percentage add-ons/discounts (%1, %2, %3),
- tax totals (Tax1-4)
- return (R.M.)
- voids (C.E., Transvoid).

Minus percentage discount (-%/ +%), voids (void/EC) and returns (return) are all deducted from the department totals and the plus percentage (ADD ON) is added to the department totals, depending on the parameter settings.

The Financial report looks like the following. Your specific report looks different, because of your unique cash register activity. Your actual report may vary slightly.

--- <X> Daily report ---			
Item	Qty	Amount	
=====			
DEPT01	16	372.75	--> X Daily Report
DEPT02	9	60.00	--> Department1 Sales Total
DEPT03	9	60.00	--> Department2 Sales Total
DEPT04	9	42.80	--> Department3 Sales Total
-----			--> Department4 Sales Total
Total	43	565.55	--> All Departments Sales Total
%1			
Item	2	-1.45	--> %1 Item Discount Total
Subtotal	1	0.99	--> %1 Subtotal Discount Total
%2			
Item	1	0.50	--> %2 Item Discount Total
Subtotal	1	1.51	--> %2 Subtotal Discount Total
%3			
Item	1	-2.00	--> %3 Item Discount Total
Subtotal	1	-7.25	--> %3 Subtotal Discount Total

Refund			
Item	1	-2.00	--> Refund Item Discount Total
Subtotal	1	-5.00	--> Refund Subtotal Discount Total

Tax1		20.000%	
Taxable amt		366.91	
Amt		73.38	--> Tax1 Amount Total
Tax2		10.000%	
Taxable amt		59.16	
Amt		5.91	--> Tax2 Amount Total
Total Trans		13	
sales amount		631.11	--> Sales Total
sales w/o Tax		551.82	--> No Tax Sales Total

RM	4	-10.00	--> Return Merchandise Total
EC	1	-1.00	--> Error Correct Total
TSVD	1	10.40	--> Transaction Void Total
No sale QTY	3		--> No-Sale Total Quantity
*****RA*****			
Cash	1	500.00	--> RA Amount Total
*****PO*****			
Cash	1	50.00	--> Paid Out Amount Total
*****Sale amount*****			
Cash Sale	11	464.51	--> Cash Sales Total
Check	1	85.80	--> Check Sales Total
Charge	1	80.80	--> Charge Sales Total
*****Total in Drawer*****			
Cash		914.51	--> Cash Total in Drawer
Check		85.80	--> Check Total in Drawer
Charge		80.80	--> Charge Total in Drawer
Date -->	04-11-2011	05-18	--> Time

Report Sample

- Daily Department Report

- <X> Daily DEPT report -				
Item	Qty	Amount		
=====				
DEPT01	16	372.75	Department1 Sales Total	
DEPT02	9	60.00	Department2 Sales Total	
DEPT03	9	60.00	Department3 Sales Total	
DEPT04	9	42.80	Department4 Sales Total	

Total	43	565.55	All Departments Sales Total	
Date	04-11-2011	05-18	Time	

- Daily PLU Report

- <X> Daily PLU report -				
Item	Qty	Amount		
=====				
Apple	7	175.00	Apple Sales Total	
Cake	7	56.00	Cake Sales Total	
Towel	7	84.00	Towel Sales Total	
Mirror	7	35.00	Mirror Sales Total	
Slipper	8	196.75	Slipper Sales Total	

Total	36	546.75	All PLUs Sales Total	
Date	04-11-2011	05-18	Time	

- Daily Clerk Report

- <X> Clerk report -			
Item	Qty	Amount	
=====			
Manager	13	631.11	Manager Sales Total

Total	13	631.11	All Clerks Sales Total
Date	04-11-2011	05-18	Time

- Periodic Department Report

*****Dept Report*****			
SearchTime			
Begin:	2011-04-09	12:25	} PTD Department report begins time and end time
End :	2011-04-10	12:25	
Item	Qty	Amount	
=====			
DEPT01	190	4240.00	Department1 Sales Total

Total	190	4240.00	
Date	04-11-2011	05-23	Time

- Periodic Hourly Report

*****Hourly Report*****			
SearchTime			
Begin:	2011-04-09	12:25	} PTD Hourly report begins time and end time
End :	2011-04-09	12:25	
Item	Qty	Amount	
=====			
12--> 13	35	5488.00	12 --> 13 hourly Sales Total

Total	35	5488.00	
Date	04-11-2011	05-22	Time

- Periodic Return Merchandise Report

*****R.M. Report*****			
SearchTime			
Begin:	2011-04-11	00:00	} PTD Return Merchandise report begins time and end time
End :	2011-04-11	05:18	
Item	Qty	Amount	
=====			
RM Amount	4	-10.00	12 --> 13 hourly Sales Total

Total	4	-10.00	
Date	04-11-2011	05-26	Time

- Periodic Department Group Report

*DEPT Group 01Report**			
SearchTime			
Begin:	2011-04-11	00:00	} PTD Department Group01 report begins time and end time
End :	2011-04-11	05:18	
Item	Qty	Amount	
=====			
DEPT01	18	378.00	Department01 Sales Total
DEPT02	11	64.00	Department02 Sales Total
DEPT03	11	96.00	Department03 Sales Total
DEPT04	11	51.00	Department04 Sales Total

Total	51	589.00	
Date	04-11-2011	05-31	Time

- Cash Report

*****Cash Report*****			
Cash	914.51	_____	Cash Total
Check	85.80	_____	Check Total
Charge	80.80	_____	Charge Total
Date	04-11-2011	05-18	Time

More Information about the Electronic Journal (EJ) Reports

The Electronic Journal records in the internal memory the line-by-line details of all the transactions and items completed on the cash register, both transactions printed on the built-in printer and transactions run with the printer off and no receipt printed. This includes all sales transactions, and using the #/st/ns key for no-sale rings to open the cash drawer.

The Electronic Journal can hold 15, 0000 lines of transactions in memory. When the Electronic Journal has 9,500 lines of transactions in memory, you see an error message after finalizing every transaction. Print or clear the Electronic Journal as soon as possible to avoid losing important information.

Sales totals will still be recorded in the financial or sales reports. Transactions already in memory are kept in memory until the Electronic Journal record is printed in Z-mode or until you clear the report.

Caution

When the Electronic Journal memory is full, you see a message that the memory is being cleared. At that point, all your transaction data is cleared and transactions start over again from zero. You lose all the electronic transaction history.

You can print the entire Electronic Journal record on the printer in the cash register in either the X Mode or the Z Mode.

- **X-Mode:** You can print the Electronic Journal record at any time during the day. This prints what is currently in the Electronic Journal memory and does not reset. You can also review the electronic journal on the clerk screen. You can also run an EJ report by date, if needed.
- **Z-Mode:** You can view, print, or clear the entire Electronic Journal record. Clearing resets the journal memory so everything in memory is erased. Only run this report at the end of the day, after running the standard Z Report for the end-of-the-day sales totals.

Make sure there is a lot of paper on the report paper roll so the Electronic Journal reports can print completely.

You can download the Electronic Journal record to the PC using the serial connection. For more information, see the RegisterLink manual.

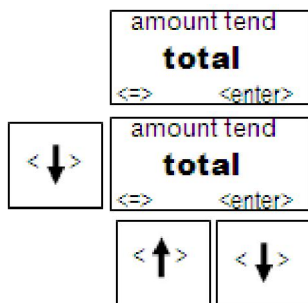
Print a Mid-Day Electronic Journal Report

You can print the Electronic Journal report at anytime during the day without resetting the memory. You can run an EJ report for a specific date or time period.

To print X reports

X Report

- 1 Switch the control lock to **X** mode.
- 2 If you are prompted for a Manager Password, type the password number and then press **enter** key. If you did not program a Manager Password, go to the next step.
- 3 Press the **Arrow Down** key to select the report you want. Press the **enter** key.
- 4 The report appears on the screen. Use the **Arrow** keys to move through the report. You can view/ print there port or clear it.



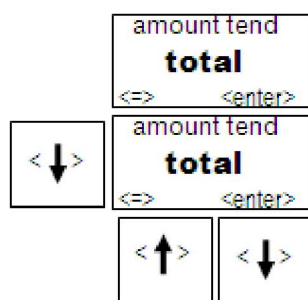
Print an End-of-Day Electronic Journal Report

You can print the Electronic Journal Z report at the end of the day. This report prints all transactions and clears the memory at the same time.

To print Z reports

Z Report

- 1 Switch the control lock to **Z** mode.
- 2 If you are prompted for a Manager Password, type the password number and then press **enter** key. If you did not program a Manager Password, go to the next step.
- 3 Press the **Arrow Down** key to select the report you want. Press the **enter** key.
- 4 The report appears on the screen. Use the **Arrow** keys to move through the report. You can view/ print the report or clear it.



Checking the Electronic Journal Memory

You can check the current status of the Electronic Journal memory for the number of lines used in memory and how many lines remain free. This lets you know if you should print the Electronic Journal soon.

To check the Electronic Journal memory

**PRG → SYSTEM PARAMETER → System Configuration
→ System Information**

1 Switch the control lock to **PRG**.



2 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.

3 Press the **Arrow Down** key to select System Information. Press the **enter** key.

4 The system information appears on the screen.

The total available number of PLUs are shown with the number you are using. You also see the EJ information. If the number used is close to the total number of 150,000, print the EJ report to avoid losing important information.

Using USB port

You can exchange data through an USB flash between your register and a PC when managing the data in your register by using the Royal's PC software "Customer Support Tool".

You can also save all necessary data in the register to a USB flash for backup.

This instruction manual describes only those operations needed on the register.

Inserting and removing

The USB port is located on the right side of your register.

Inserting a USB flash

Insert a USB flash into the USB port.

Removing the USB flash

Pull up the USB flash gently.

Note

- When inserting or removing the USB flash, be sure to release it slowly.
- Never touch or remove the USB flash while it is accessed, otherwise the data stored in it may be damaged.
- Formatting the USB flash erases all the data in it.

CAUTION:

Never turn the power off, while the USB flash is accessed.

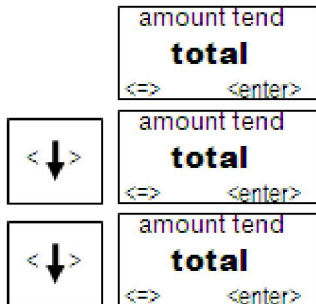
Data Saving

The sales data, EJ data or programming data can be saved to the USB flash.

To save the programming data to the USB flash

PRG → SYSTEM PARAMETER → Data backup

1 Switch the control lock to **PRG**.



2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.

3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.

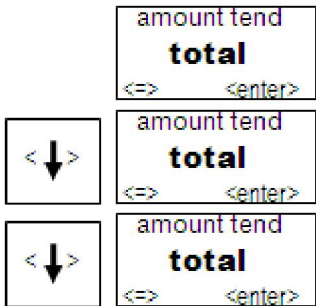
4 Press the **Arrow Down** key to select Data backup. Press the **enter** key.

The ECR is writing data to USB flash, after writing over it will prompt.

To save the Sales Reports to the USB flash

X REPORT (For example Daily Full report)

1 Switch the control lock to **X mode**.



2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.

3 Press the **Arrow Down** key to select Daily report. Press the **enter** key.

4 Select Full Report. Press the **enter** key.

5 Press the **Arrow Down** key to select Save to USB flash. Press the **enter** key.

The ECR is writing the daily full report to USB flash, after writing over it will prompt "Written completed".

Other reports save to USB flash can refer to Daily Full report

Important

- The same report imported to the USB flash, the latter report does not cover the previous report.
- Can according to the cash register time when you import the reports to USB flash, find the appropriate reports on the PC
- The Daily report related reports, the exported file name has Daily words
- Periodic reports no PTD in front of file name.

To save the EJP Reports to the USB flash
X REPORT→ EJP/Receipt Report→ Search All

1 Switch the control lock to **X mode**.

amount tend
total
 <=> <enter>

2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



amount tend
total
 <=> <enter>

3 Press the **Arrow Down** key to select EJP/Receipt Report. Press the **enter** key.



amount tend
total
 <=> <enter>

4 Select Search All. Press the **enter** key.

5 Press the **Arrow Down** key to select Save to USB flash. Press the **enter** key.

The ECR is writing the EJP report to USB flash, after writing over it will prompt “Written completed”.

Note

- Only the EJP report in the Search All interface can import to USB flash.
- The same report imported to the USB flash, the latter report does not cover the previous report. Just behind the file number is different
- Export to EJP report files have the following documents



EJ-INDEX Indicate report the first time and the last one receipt time of a receipt in the exported EJP file.

EJ-04092011120544

Indicate the EJP exported time is 2011-04-09-12:05:44

Data Loading

To load the programming data in USB flash to Cash Register

PRG → SYSTEM PARAMETER → Data Recovery

1 Switch the control lock to **PRG**.

amount tend
total
 <=> <enter>

2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



amount tend
total
 <=> <enter>

3 Press the **Arrow Down** key to select SYSTEM PARAMETER. Press the **enter** key.



amount tend
total
 <=> <enter>

4 Press the **Arrow Down** key to select Data Recovery. Press the **enter** key.

5 Press the **Arrow Down** key to select Yes.

The ECR is reading programming data from USB flash, after reading over it will prompt “Succeed!”

Maintenance and Options

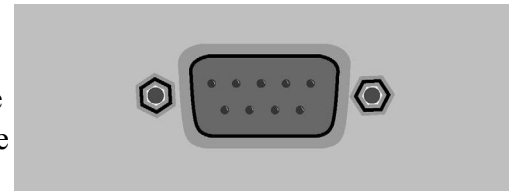
Follow these steps to make sure your cash register works well.

- Your register must remain uncovered when turned on. This allows the electronic components to properly cool.
- Use a dust cover when the register is not in operation to protect mechanical components from dust.
- Keep beverages and other liquids away from the machine to avoid spills which can damage electronic components. Use the optional protective key top cover to prevent damage to the cash register, especially in restaurants and other locations where food and drinks are sold or prepared.
- Keep the cash register away from dust, dampness, or extreme hot or cold temperatures.
- To clean your cash register, use a soft dry cloth. Do not use harsh solutions containing alcohol or ammonia.
- After storing your cash register in extreme temperatures (below 32 degrees Fahrenheit or above 104 degrees Fahrenheit), allow the temperature inside the machine enough time to reach room temperature before turning it on.

If you need electronic service, take the cash register to a Royal authorized service center. For more information, see Manufacturer's Limited Warranty on page 99.

About the Serial Port

Your cash register includes two serial ports on the back of the cash register. You can connect items to the cash register using these serial ports. You can only connect one device to the serial port at a time.



To use the optional barcode reader, you must connect it to the serial port (DB9). You can also use the serial port (RJ11) to connect the cash register to a PC and use the RegisterLink software.

To connect your computer to the serial port (RJ11), you need a null-modem serial cable. A 6 foot null modem serial cable is included in the box with the cash register.

Connecting the Cash Register to a PC

Using the RegisterLink software, you can connect your cash register to a PC to download the information.

RegisterLink must be installed and the PC restarted if it was the first time you installed RegisterLink. For specific information about using the RegisterLink software, see the RegisterLink manual.

Before you start, you must have the null modem serial cable. For more information, see About the Serial Port on page 77.

To set up the cash register to connect to a PC

- 1 Connect the cash register to the PC using a null modem serial cable.
- 2 Open the RegisterLink software on your PC
- 3 On the cash register, go to the main menu, scroll down to PORT SETTING and press the **enter** key.
- 4 Go to the RegisterLink software on the PC and follow the directions in RegisterLink.

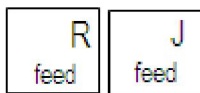
Troubleshooting

Most errors are described on the clerk screen and you are prompted with the corrective action to take. For a list of common error messages and what they mean, This section generally describes other possible issues and what to do. Select and follow the procedure which best describes what is happening.

Paper End or Printer Errors

Both prompts means there is a paper problem.

Caution



Do not manually pull the receipt paper. Always use the **Feed** key to remove or advance the paper. Do not use sharp or pointed instruments in the printer area. This can seriously damage the printer.

- 1 Check if you are out of paper. If so, replace with a new roll.
- 2 Check for a paper jam. If so, carefully remove any paper obstructing the printer.
- 3 Check and make sure the paper was aligned properly in the printer and that the printer bar is snapped into place.
- 4 After the paper jam is successfully removed, press the **clear** key. If an error message still appears, unplug the cash register, wait 10 seconds, and plug it back in.
- 5 If there is a FUNCTION error and an error message still appears on the display, press the **clear** key.
- 6 As a last resort, follow the directions for a Full System Clear. See Full System Clear on page81.



No Receipt Printing

If no receipt is printing for a sales transaction, look for the (OFF symbol) on the clerk display.



If the (OFF) symbol appears, input 11 press the **subtotal** key one time to turn the symbol off.

If the (OFF) symbol does not appear, check for a paper jam.

No Printing on the Receipt

If the cash register is not printing on the receipt, make sure you are using thermal paper. Bond paper will not work in this cash register. If needed, contact the Royal Customer Support hotline at 1-800-272-6229 for additional help.

Electronic Journal Memory Errors

You may see 2 messages about the Electronic Journal:

EJF is nearly full means the Electronic Journal is almost full,
with less than 5000 lines remaining.

EJF is full means the Electronic Journal memory is
completely full and must be cleared.



The Electronic Journal can hold up to 150,000 lines of transactions. When the memory gets close to full, a message appears telling you that the memory is nearly full. If you are in the middle of a transaction, press the **clear** key to clear the error message, follow the instructions on the clerk display, and finish the transaction.

Immediately after the current transaction is finished, either print the Electronic Journal record in Z Mode or manually clear the Electronic Journal record memory. This section explains how to do both.

Before you start, make sure there is a lot of paper on the receipt paper roll so the Z Electronic Journal reports can print completely.

To clear the Electronic Journal

Z REPORT → Clear Journal

1 Switch the control lock to **Z** mode.



2 If you are prompted for a Manager Password, type the password number and then press the **enter** key. If you did not program a Manager Password, go to the next step.



3 Press the **Arrow Down** key to select Clear Journal. Press the **enter** key.

4 Follow any instructions on the screen. The Electronic Journal memory is cleared.

The Cash Register Does Not Work at All

If the cash register does not respond except with an error:

Make sure you are not in the middle of a sales transaction.



- Enter a price, press a department key, and press the **enter** key to end the sale. Now continue with what you were trying to do.

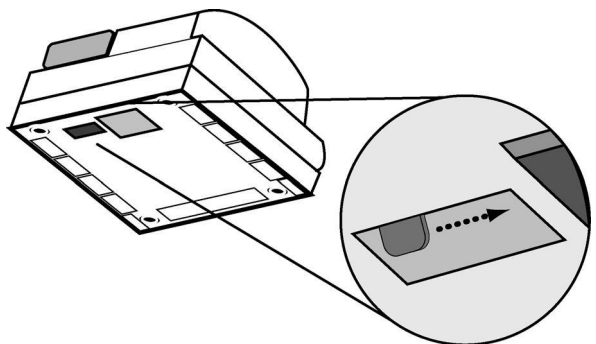
The Cash Register Does Not Work at All

- 1 Be sure the cash register is plugged into a working electrical outlet and no other electrical device is using the same power source. Another electrical motor on the same circuit can keep the cash register from working properly.
 - If error still persists, perform a Half System Clear procedure. See Half System Clear.
 - If the Half System Clear did not work, perform a Partial Reset. See Partial Reset.
 - As a last resort, perform a Full System Clear procedure. See Full System Clear.
- 2 If needed, contact the Royal Customer Support hotline at 1-800-272-6229 for additional help.

Opening the Drawer When There is no Power

If there is no power and you need to open the drawer, follow these instructions.

- 1 With your hands on the cash drawer, carefully tip the front of the register up. Underneath the cash register, toward the back of the register, you see a small lever.
- 2 Push the lever in the only direction it will move. The cash drawer opens.



Half System Clear

If you cannot get the cash register to respond, try a half system clear.

To do a half system clear

- 1 Unplug the cash register from the power source.
- 2 Wait 30 seconds.
- 3 Press **clear** key and Plug the cash register in again.
- 4 Press the **subtotal** key.

A rectangular button with the word "clear" in a red, monospace-style font.A rectangular button with the text "subtotal w/tax <reprint>" in a red, monospace-style font, arranged in three lines.

Full System Clear

If nothing else works, perform the following procedure.

Caution

This procedure resets the cash register to the factory settings. You lose all your transaction information and programming information.

To do a full system clear

- 1 Unplug the cash register from the power source and wait 30 Seconds.
- 2 Press 1379 and Plug in the cash register.
- 3 Press **enter** to confirm.
- 4 Continue with normal operations.

If Nothing Helps

If a problem still persists, call our Customer Service Support Line toll-free at 1-800-272-6229.

Examples

The examples in this section show how to ring up different types of transactions. You can enter a maximum of 7 digits to enter a price, including dollars and cents.

To ring up a sale

- ➊ Switch the control lock to **REG** mode.

Reminder

If the Clerk function is active, enter the pass code and press the **enter key**.

Reminder

Do not press the **Decimal Point** key when ringing up a price.

The following examples are in this chapter.

- Adding Tax to a Non-Taxable Department
- Cash Sale With Tendering Change
- Cash Sale Without Tendering Change
- Charge Sale
- Check Sale
- Dept Shift Key
- Exempting Tax On An Item
- Minus Percentage Discount Sale
- Plus Percentage Sale
- Multiplication of a Department Unit Price
- Multiplying By A Fraction
- No-Sale Function (Opening the Cash Drawer)

- Paid-Out Sale
- PLU Sale
- Received-On-Account Sale
- Registering A Department Unit Price
- Return Merchandise
- Refund operation
- Split Tendering Sale
- Error-Correct a Department Preset Price
- Error-Correct a Department Preset Price with a Minus Percentage Discount
- Error-Correct a Multiplication of a Department Preset Price
- Error-Correct a PLU Sale
- Error-Correct a PLU Multiplication Sale
- Error-Correct a PLU Sale with a Minus Percentage Discount
- Error-Correct a PLU Sale with a Plus Percentage Discount
- Error-Correct an Entire Sale before Finishing the Sale

Transaction Codes

The following codes appear on transaction receipts:

Transaction Codes

The code...	Means this...
@	Number of Items Being Multiplied
CASH	Cash Transaction Total
CHARGE	Charge Transaction Total
CHECK	Check Transaction Total
NO SALE	No-Sale Function or Open Cash Drawer
Paid Out/ Rcvd Amount	Paid Out/ Received on Account
REFUND	Return (Refund)
Subtotal	Subtotal
T1/T2/T3/T4	Tax1/ Tax2/ Tax3/ Tax4Rate Applied to a Sale
TOTAL	Total of Sale
TX	Represents Tax Total if selected in Print Options.
Transaction void	Void an Entire Sale
ERROR-CORRECT	Error-Correct

Sample Receipt






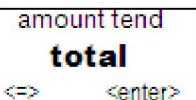
The example below shows the general transaction information you see printed on a receipt. Your actual receipt may vary.

	<div> <div>YOUR RECEIPT</div> <div>THANK YOU</div> </div>		<div>Header Message (6 lines)</div> <div>Standard Character24/line</div> <div>Double-Wide Character.....12/line</div>
	Item	Total	
Department Name	DEPT01	1.00T1	Department 1 Linked to Tax1
	DEPT02	2.00T2	Department 2 Linked to Tax2
	DEPT03	3.00	Non-Taxable Department 3
	DEPT04	4.00	Non-Taxable Department 3
	Subtotal	10.00	Subtotal
	Tax1	0.20	Tax1 amount
	Tax2	0.20	Tax2 amount
	Tax amount	0.40	Total Tax amount
Sales Transaction	Total	Total	10.40
Cash Amount Tendered	Cash	15.00	Change Computation
Change Due To Customer	Change	4.60	
Total Quantity	Total Qty	1	
Date	04-11-2011	09-05	Time
Clerk Name	Manager 0001	#0001	Receipt No.
Machine No.	<div>HAVE A NICE DAY</div> <div>PLEASE COME AGAIN</div>		<div>Footer Message (6 lines)</div> <div>Standard Character24/line</div> <div>Double-Wide Character.....12/line</div>

Adding Tax to a Non-Taxable Department

Example 1: Assume the Department 2 key is programmed for no tax and theTAX 1 rate is programmed for 6%. Ring up a \$1.00 item in Department 2, charging the 6% tax rate.

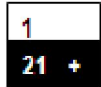
To add or force tax to a non-taxable department or a different tax rate


- Press the  key.
- Press the  key and select Tax 1. Press the  key.
- Press the  key.
- In the Number keys area, press 100, and then press the  key.
- Press the  key.


Cash Sale With Tendering Change

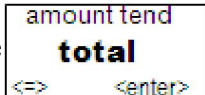
Example 2: Ring up a \$1.00 item in Department 1 and compute change from \$5.00 cash tendered.

To ring up a sale with tendering change

- 1 In the Number keys area, press 100, and then press the  key.

- 2 Press the  key

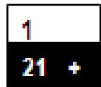
You do not need to press the  key if you do not want the subtotal with tax amount to be shown on the bottom line of the screen.


- 3 In the Number keys area, press 500, and then press the  key.

Cash Sale Without Tendering Change


Example 3: Ring up a \$1.00 item in Department 1.

To ring up a sale without tendering change

- 1 In the Number keys area, press 100, and then press the  key.

- 2 Press the  key.

You do not need to press the **subtotal** key if you do not want the subtotal of the sale to print.


- 3 Press the  key.


Charge Sale

Example 4: Ring up a \$1.00 item in Department 1 and finalize the sale with the **charge** key.

To ring a charge sale

- 1 In the Number keys area, press 100, and then press the  key.

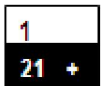
- 2 Press the  key.


You do not have to enter any amounts before pressing the  key.


Check Sale

Example 5: Ring up a \$1.00 item in Department 1 and finalize the sale with the **check** key.

To ring a check sale

- 1 In the Number keys area, press 100, and then press the  key.

- 2 Press the  key.

You do not have to enter any amount before pressing the  key.



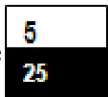



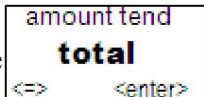
Dept Shift Key

Example 6: Ring up a \$1.00 item in Department 1 (taxable), \$2.00 in Department 21 (non-taxable) and \$3.00 in Department 33 and compute change from \$10.00 cash tendered.

Note

Departments 21 and 33 must be programmed. Dept key default average increment is 8.

To ring a sale using the Dept Shift key

- 1 In the Number keys area, press 100, and then press the  key.
- 2 Press the  key twice, In the Number keys area, press 200, and then press the  key.
- 3 Press  four times, In the Number keys area, press 300, and press .
- 4 Press the  key.
- 5 In the Number keys area, press 1000, and then press the  key.




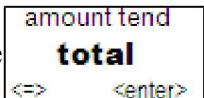
Note

The register returns to the Non-Shift Mode after each department entry.

Exempting Tax On An Item

Example 7: Assume the Department 1 key is programmed as a taxable department. Ring up a \$1.00 item in Department 1 without charging tax.

To ring an item without charging tax

- 1 Press the  key.
- 2 Press the  key.
- 4 In the Number keys area, press 100, and then press the  key.
- 5 Press the  key.

Minus Percentage Discount Sale


Example 8: The following are two versions of Minus Percentage Discount Sales.


Version 1


Note

If no tax is programmed in your cash register, ring up a \$1.00 item in Department 2 and apply a preprogrammed Minus discount rate of 10% for 1%.

To ring a minus percentage discount sale


1 In the Number keys area, press 1 0 0, and then press the  key.

2 Press the  key.

3 Select 1%. Press  key.

Note

If the Minus Percentage Discount Rate is NOT programmed, type in the 10%


discount rate by entering 10000 before pressing the  key. Applies only to 1%.

Version 2


Note

When ringing a taxable item with a percentage discount, tax will automatically be charged on the discounted amount, the amount after the percentage discount is deducted.

To ring a minus percentage discount sale


1 In the Number keys area, press 1 0 0, and then press the  key.

2 Press the  key.

3 Select 1%. Press  key.

Note

If the Minus Percentage Discount Rate is NOT programmed, type in the 10%

discount rate by pressing 10 before pressing the  key. Applies only to 1%.

Plus Percentage Sale


Example 9: The following are two versions of the Plus Percentage Sale.


Version 1

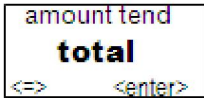
Note

If no tax is programmed in your cash register, ring up a \$1.00 item in Department 1 and apply a pre-programmed Plus Percentage Rate of 10% for 2%.

To ring a department percentage sale

1 In the Number keys area, press 1 0 0, and then press the  key.

2 Press the  key.

3 Select 2%. Press  key

Note


You must pre-program the plus percentage rate for 2%.

Version 2


Note

When ringing a taxable item with a Plus Percentage the tax will automatically be charged on the amount after the PLUs percentage is added.

To ring a department percentage sale

1 In the Number keys area, press 1 0 0, and then press the  key.

2 Press the  key.

3 Select 2%. Press  key


Note


You must pre-program the plus percentage rate for 2%.

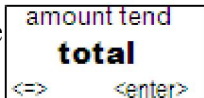
Multiplication of a Department Unit Price

Example 10: Assume the Department 1 key is pre-programmed for \$1.00. Ring up this price three times.

To multiply a department unit price

1 In the Number keys area, press 3, and then press the  key.

2 Press the  key.

3 Press the  key.

Multiplying By A Fraction


Example 11: Multiply the quantity of 1.25, as in 1¼ yards of fabric at \$1.00 per yard in Department 1.


Caution

When multiplying by a fraction, you must use the decimal point in the fraction but not in the dollar amount.

You must set the **00** key functions as decimal point

To multiply a department unit price

- 1 In the Number keys area, press 1.25, and then press the  key.

- 2 Press the  key.

- 3 Press the  key.


Note

You can use from .001 to 999.999 when ringing up the quantity of an item.

No-Sale Function (Opening the Cash Drawer)

Example 12: Used to open the drawer without ringing up a sale. For example, to give change.

To use the No Sale function

- 2 Press the  key. The cash register drawer opens.


Note

The number of times the No Sale key is used appears on the Management Reports.

Paid-Out Sale

Example 13: Indicates money taken out of the cash drawer. Ring up \$10.00 to show money paid out of the cash drawer.


To record monies paid out


- 2 In the Number keys area, press 1000, then press the  key.

PLU Sale

Example 14: Assume the PLU # is preset for the price of \$1.99 in Department 1. Ring up the PLU #1.

To ring a PLU sale

- 1 In the Number keys area, press 1, and then press the  key.

- 2 Press the  key.

Note

PLUs follow the same procedure for ringing up Coupons, Refunds, Minus Percentage Discounts, Plus Percentages, and so on, as with ringing these items up for a Dept # sale.

Received-On-Account Sale

Example 15: Indicates money put in the cash drawer. Ring up \$50.00 to show the beginning cash-in-drawer amount for the day.


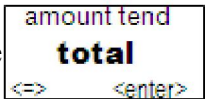
To receive monies on account

- ② In the Number keys area, press 5000, and then press the  key.

Registering A Department Unit Price

Example 16: Assume Department 1 is pre-programmed for \$1.00. Ring up this price.






To register a department unit price

- 1 Press the  key.
- 2 Press the  key.

Return Merchandise

Example 17: Return Merchandise the Department 1 and Return Merchandise the Department three times.

To ring a Return Merchandise

- 1 Press the  key.
- 2 Press the  key.
- 3 In the Number keys area, press 3, and then press the  key.
- 4 Press the  key.
- 5 Press the  key.




Note


The Return Merchandise function only can be performed before sales.

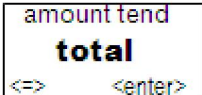
Refund operation

Example 18: Refund a \$1.00 item in Department 1 and Refund a \$1.50 after subtotal.

To ring a return sale

- 1 Press the  key.
- 2 In the Number keys area, press 100, and then press the  key.
- 3 Press the  key.

4 In the Number keys area, press 150, and then press the  key.

5 Press the  key.


Note


The Return function can be performed in the middle of any sales transactions or by itself in a separate transaction.


Split Tendering Sale


Example 19: Ring up a \$15.00 item in Department 1 with 6% sales tax, split the total of the sale between \$5.00 in cash payment and \$10.90 in charge payment.

To ring up a Split Tendering sale

1 In the Number keys area, press 1500, and then press the  key.


2 Press the  key.

3 In the Number keys area, press 500, and then press the  key.

4 Press the  key.

Note


When using the Split Tendering function, the sale can also be finalized with the


Check key. Substitute the  key in Step 4 in the example above.

Error-Correct a Department Preset Price



Example 20: Department 1 is programmed for the price of \$1.00 and Department 2 is programmed for the price of \$2.00. Ring up Department 1 and Department 2 prices, then void the Department 1 entry.

To void a department preset price

1 Press the  key.

2 Press the  key.

3 Press the  key. Press **Arrow Up** key to select Department 1

4 Press the  key and then press  the key.

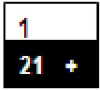

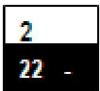

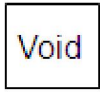
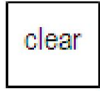


5 Press the  key.

You can also use the **Arrow Up** key to scroll the clerk display, select the entry you want to void and then press the **clear** key. Press the **subtotal** key and then continue with the transaction.


Error-Correct a Department Preset with a Minus Percentage Discount

Example 21: Assume Department 1 is programmed for \$1.00, Department 2 is programmed for \$2.00, and the 1% is pre-programmed for 10%. Ring up Department 1 and deduct 10%, ring up Department 2 and deduct 10%, then void the Department 1 entry with the 10% discount.

To void a department preset with a minus percentage discount

- 1 Press the  key. Press the  key and Select 1%
- 2 Press the  key. Press the  key and Select 1%
- 3 Press the  key. Press **Arrow Up** key to select Department 1
- 4 Press the  key and then press the  key.
- 5 Press the  key.


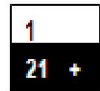


Note






If the Minus Percentage Discount Rate is not pre-programmed, type in the discount rate before pressing the  key. Applies only to 1%.

Error-Correct a Multiplication of a Department Preset Price

Example 22: Assume Department 1 is programmed for the price of \$1.00 and Department 2 is programmed for the price of \$2.00. Ring up Department 1 three times and Department 2 two times, then void the Department 1 entry rung up three times.

To void a multiplication of a department preset price






- 1 In the Number keys area, press 3, and then press the  key.
- 2 Press the  key.
- 3 In the Number keys area, press 2, and press the  key.
- 4 Press the  key.

- 5 Press the  key. Press **Arrow Up** key to select Department 1
- 6 In the Number keys area, press 3, and then press the  key.
- 7 Press the  key and then press the  key.
- 8 Press the  key.

Error-Correct a PLU Sale

Example 23: Assume PLU #1 is preset for the price of \$1.00 in Department 1. Void PLU #1.







To void a PLU sale

- 1 In the Number keys area, press 1, and then press  key
- 2 Press the  key.
- 3 Press the  key and then press  the key.
- 4 Press the  key.

Error-Correct a PLU Sale with a Minus Percentage Discount

Example 24: Assume PLU #1 is preset for the price of \$1.00 in Department 1 and the 1% is preprogrammed for 10%. Void a sale with PLU #1 and a 10% discount.






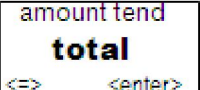
To void a PLU sale with a minus percentage discount

- 1 In the Number keys area, press 1, and then press  key
- 2 Press the  key and Select 1%
- 3 Press the  key.
- 4 Press the  key and then press the  key.
- 5 Press the  key.

Error-Correct a PLU Sale with a Plus Percentage Rate

Example 25: Assume PLU #1 is preset for the price of \$1.00 in Department 1 and the 2% is pre-programmed for 10%. Void a sale for PLU #1 and add a 10% add-on amount.







To void a PLU sale with a plus percentage rate

- 1 In the Number keys area, press 1, and then press  key
- 2 Press the  key and Select 1%
- 3 Press the  key.
- 4 Press the  key and then press the  key.
- 5 Press the  key.

Error-Correct a Plus Percentage Sale


Example 26: Void a \$1.00 item in Department 1 and void a pre-programmed Plus Percentage Rate of 10% for 2%.

To void a plus percentage sale

- 1 Press the  key. Press the  key and Select 2%
- 2 Press the  key.
- 3 Press the  key and then press the  key.
- 4 Press the  key.

Note







If the Plus Percentage rate is NOT pre-programmed, type in the Plus

Percentage Rate before pressing the  key. Applies only for 1%

Voiding an Entire Sale before Finishing the Sale

Example 27: Void an entire sale before you press the **enter** key. Void a sale for a \$1.00 item in Department 1, a \$2.00 item in Department 2.

To void a sale

- 1 Press the  key. Press the  key and Select 1%
- 2 Press the  key. Press the  key and Select 1%
- 3 Press the  key.
- 4 Press the  key.

Product Information

Specifications and Safety

Specifications And Safety

Feature	Description
Type	Electronic cash register
Displays	Four line alphanumeric LCD clerk display Eight digits segment LED customer display
Printers	57mm alphanumeric thermal printers.
Ink Source	Thermal printer - no ribbon or ink needed
Paper Supply	2¼ inch or 57.5 mm wide standard thermal paper (Royal Reorder # 013127)
Memory Battery Protection	Roughly one month or so after power interruption
Technology	CMOS RAM
Electrical Characteristics	8V, 60Hz
Operating Temperature	0-40 Degrees Centigrade (32-104 Degrees Fahrenheit)
Dimensions	12.75"W x 16.75"D x 11.75"H
Weight	14.4-lbs. (6.5-kg)

Safety and Legal Notices

- The power outlet for this cash register must be located near the unit and be easily accessible.
- Do not use this cash register outdoors in the rain or near any source of liquid, such as a pool.

FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE STATEMENT INFORMATION TO THE USER

CAUTION: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a ClassB digital device, pursuant to Part15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. If applicable, connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio / TV technician for assistance.

Connection of peripherals to this unit requires the use of grounded, shielded cables to ensure compliance with the ClassB FCC limits.

IN CANADA:

This digital apparatus does not exceed the ClassB limits for radio noise emissions from digital apparatuses set forth in the Radio Interference Regulations of the Canadian Department of Communications.

- The back-up power system: When you are not using your cash register, keep it plugged in with the cash register turned OFF from the main menu. If the unit is unplugged, back-up power for the memory is provided through the batteries, but this should not be used for long periods of time.

Proposition 65 Notice

The following is given in accordance with California Proposition 65.

WARNING: This product contains chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.

Wash hands after handling.

Trademark Notice

All trademarks, registered trademarks and service marks mentioned in this manual and with this product are for identification purposes only and are the property of their respective holders.

Copyright

© 2006 by Royal Consumer Information Products, Inc.

Software Licensing Agreement

TERMS. The product which you have purchased from Royal contains software (“the Software”) which is owned by Royal and/or third parties which have provided the same to Royal and which is protected by the United States copyright laws and treaty provisions. By purchasing this product containing the Software, you are agreeing to be bound by the terms of this license. If you do not agree to this license, you must not use the product but rather immediately return it to your point of purchase for a full refund. Any such return must be made within any applicable time period established for returns at the point of purchase, but in no event later than 30 days after purchase. Your use of the product shall be deemed acceptance of this license.

GRANT OF LICENSE. With the purchase of your product from Royal, Royal grants you the right to use the Software, which is contained in the product. This grant is only for the specific person, which has purchased the product. In other words, the license, which accompanies each product, is only for one person.

RESTRICTIONS. You may not copy the Software, decompile it, duplicate it, modify it or reverse engineer it in any fashion.

RIGHTS. The Software is provided to you in an “as is” condition by Royal. ROYAL MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE SOFTWARE AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, ARE SPECIFICALLY DISCLAIMED. All other rights with respect to the Software, except as set forth in this license, are specifically retained by Royal or the owner of the Software. Nothing in this license constitutes a waiver of any rights Royal or the owners of the Software may have under any applicable copyright law or any other United States federal or state law.

GOVERNING LAW. This license is governed by the laws of the State of New Jersey.

Manufacturer's Limited Warranty

ROYAL ELECTRONIC CASH REGISTER AND TIME CLOCK LIMITED WARRANTY

Royal Consumer Information Products, Inc. ("Royal") at 379 Campus Drive, 2nd Floor, in Somerset, NJ 08875 USA warrants that your NEW Royal Electronic Cash Register or Time Clock ("Product") is free of defects of workmanship and materials. If there is a defect or malfunction of this Product, Royal will repair the Product free of charge as follows:

PARTS: New or comparable rebuilt parts in exchange for defective parts for ONE YEAR from the date of purchase.

LABOR: All labor charges incurred from a Royal Authorized Service Center or the Royal Corporate Service Center are covered for 90 DAYS from the date of purchase. After 90 days there will be a labor charge for repair of the Product and/or assemblies such as the keyboard, display(s), logic board, power supply and printer(s) at the Royal Corporate Service Center's or the Royal Authorized Service Center's then prevailing rates. The Product must be brought to a Royal Authorized Service Center nearest to your location; or the Product must be shipped postage prepaid, insured and via a traceable shipping method to a Royal Authorized Service Center or to the Royal Corporate Service Center. Royal will pay return postage from the Royal Corporate Service Center during the labor warranty period only.

This warranty does not apply to persons who purchased this Product second hand or used.

This warranty does not include the replacement of ink rolls, ribbons, time cards, paper rolls or any other consumable or supplies used in the cash register or time clock and consumed through the normal use of the Product.

This warranty does not include cleaning, adjustments, parts, or repairs required by circumstances beyond the control of Royal, including, but not limited to, fire or other casualty, accident, neglect, abuse, abnormal use, misuse or battery leakage damages. THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS STATED HEREIN. AFTER THE PERIOD OF EXPRESSED WARRANTY SET FORTH HEREIN, THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES AND THOSE EXCLUDED INCLUDE THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Royal shall NOT be liable for CONSEQUENTIAL DAMAGES resulting from any failure, defect, or malfunction of this Product. Some states do not allow limitations on how long an implied warranty lasts and some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

TO OBTAIN SERVICE UNDER THE TERMS OF THIS WARRANTY:

Pack your Product in the original carton or equivalent.

Enclose a copy of the bill of sale or other documentation showing original purchase date.

Enclose a card or note describing the difficulty you have had with the Product.

Be sure to include your complete name, address and day-time telephone number.

Bring or ship, prepaid and insured, via a traceable shipping method the above Product to the nearest Royal Authorized Service Center location or to the Royal Corporate

Service Center. Royal and/or the Service Center cannot be held responsible for any loss or damage that occurs while in transit.

For Authorized Service Centers within your local area, call 1-888-261-3888 or 1-800-272-6229. In Canada call 1-888-266-9380. Or you can call the Royal Corporate Service Center directly at 1-630-315-2603 for shipping instructions and additional information. Please retain the original proof of purchase for your records to establish date of original purchase. Your warranty starts with the date of original purchase. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

This warranty is valid only on cash registers and time clocks purchased, delivered and used in the United States and/or Canada.



Ordering Supplies and Accessories

Item	Part Number
Thermal Register Tapes (3-roll package) 2¼" (57mm) wide, 2" (50mm) diameter, 85' (26m) long	013127
Protective Key top Cover	013218
Replacement 4 Slot Bill Tray & Drawer (Coin Tray not included)	CD510002-A
Replacement 5 Slot Coin Tray	CD500002-A
Duplicate Cash Drawer 1 set of 2 keys	47300511
Replacement Journal Paper Roll Spindle	E16900150
Owner's Manual	Alpha5000ML manual
Model PS700 Barcode Reader	16881W

For Prices and Availability

Call 1-888-261-4555 or visit our web site at www.royal.com.

Prices and Availability Subject to Change Without Notice

#

#/NS Information....39

%

-% Setting
-% Setting43

A

About the Displays.18
About the Serial Port
.....77
About X Reports63
About Z Reports65
Adding Tax to a
Non-Taxable
Department.....84
Adjusting the
Backlight Time on
the Clerk Screen25
Adjusting the Contrast
on the Clerk
Screen25
Auto Reprint Receipt
.....39

B

Backlight Time42
Barcode39
Before Starting.....6
Bell Active.....46
Bell Paper Out40

C

Calculating Your Tax
.....55
Cash Sale With
Tendering Change
.....85
Cash Sale Without
Tendering Change
.....85
Charge Sale.....85
Check Sale85
Clear EJ (Full).....46
Clearing an Error ...37
Clerk.....39
Clerk Display.....18
Color40
Compulsory Amount
.....45
Connecting the Cash
Register to a PC 77

D

Data Loading75
Data Saving74
Date/Time Setting..41
Decimal.....42
Dept
Group(Department
Group)43
Dept Shift Key86
Dept Shift Num45
Dept#39
Double-Print.....40
Drawer Max45

E

Electronic Journal
Memory Errors...79
Entering and Exiting
Training Mode ...50
Error-Correct a
Department Preset
Price91
Error-Correct a
Department Preset
with a Minus
Percentage
Discount92
Error-Correct a
Multiplication of a
Department Preset
Price92
Error-Correct a PLU
Sale93
Error-Correct a PLU
Sale with a Minus
Percentage
Discount93
Error-Correct a PLU
Sale with a Plus
Percentage Rate94
Error-Correct a Plus
Percentage Sale94
Example Tax Chart57
Examples.....82
Exempting Tax On An
Item.....86

F

Financial Report
Example66
Full System Clear .37,
81

G

Getting Started 8
Getting To Know the
Cash Register ... 15

H

Half System Clear 37,
81
HALO.....45

I

If Nothing Helps..... 81
Important Phone
Numbers..... 7
Inserting and
removing 73
Installing the Memory
Backup Batteries
..... 11
Installing the Paper
Roll 10

K

Key Operation 6

L

Language 42

M

Machine No. 39, 42
Maintenance and
Options..... 76
Manufacturer's
Limited Warranty99
Minus Percentage
Discount Sale 86
More Information
about the
Electronic Journal
(EJ) Reports..... 70
Multiplication of a
Department Unit
Price 88
Multiplying By A
Fraction 88

N

Navigating the Clerk
Screen..... 24
No Printing on the
Receipt..... 79
No Receipt Printing79
No-Sale Function

(Opening the Cash
Drawer)..... 89
NRGT(Non-Resettabl
e Grand Total)... 39

O

Opening the Drawer
When There is no
Power..... 80
Ordering Supplies
and Accessories
..... 101

P

Paid-Out Sale..... 89
Paper End or Printer
Errors 78
Parameter Print..... 46
Parameters 45
Payment Setting ... 44
PC-Based Software
..... 14
PLU Sale..... 89
Plus Percentage Sale
..... 87
Print Parameters... 38
Printing a
Confirmation
Report 59
Printing Options on
Receipts..... 29
Printing Receipts... 49
Printing the Program
Confirmation
Report 37
Product Information
..... 96
Programming
Complex Tax
Rates..... 52
Programming
Department..... 32
Programming
Department Names
..... 33
Programming
Department Preset
Price..... 34
Programming PLU
Descriptions..... 35
Programming PLUs
with the Optional
Barcode Reader 36
Programming Straight

Add-on Tax in the United States	54
Programming Table Tax in the United States.....	54
Programming Tax Status.....	34
Programming the Sales Tax.....	13

R

Real Time	40
Receipt.....	39
Receipt No.	39, 42
Receipt on Demand	50
Received-On-Account Sale.....	90
Refund operation ...	90
Refund Setting	44
Registering A Department Unit Price.....	90
Report Sample.....	68
Reprint Counter	45
Reset Receipt Printer No. Daily Z.....	46
Return Merchandise	90
Ringling up Sales ...	47
Ringling up Sales and Using Training Mode.....	47
Ringling up Sales with a PLU Number...	48
Ringling up Sales with the Optional Barcode Reader	49

Ringling up Sales without a PLU Number.....	48
Running Report	60
Running Reports ...	66
Running the Clerk Confirmation Report.....	62
Running the Department Confirmation Report.....	61
Running the Management Reports.....	62
Running the Options Dump Report.....	61
Running the PLU Confirmation Report.....	62

S

Safety and Legal Notices	97
Sample Receipt.....	84
Selecting the Tax System	53
Setting Alphanumeric Descriptions.....	25
Setting Clerk Numbers and Names	30
Setting Header Messages and Footer Messages	27
Setting Manager Passwords.....	31

Setting the Date And Time	12
Setting the Language	12
Setting the Machine Number	32
Setting Up Your Cash Register – theBasics	23
Setting up Your Cash Register Parameters	38
Software Licensing Agreement	98
Specifications and Safety	96
Split Tendering Sale	91
Subtotal	40
Subtotal Amount...	40
System Configuration	41
System Information	42
System Options.....	43

T

Tax Amount.....	40
Tax System	41
The Cash Register Does Not Work at All	80
The Clerk Screen ..	24
The rest of this section explains each menu option.	41
The Worksheet.....	58
Time Format.....	41

Transaction Codes	83
Troubleshooting	78

U

Using Double Wide Characters	27
Using SD Memory Card	73
Using the Accessory Drawer	22
Using the Cash Drawer	21
Using the Clerk System.....	31
Using the Displays	23
Using the Keyboard	18
Using Training Mode	50
Using VAT Tax Rates	58

V

Voiding an Entire Sale before Finishing the Sale.....	95
---	----

W

Warn Out of Stock	46
Welcome	6
What is in the Box? .	7

Z

Zero Skip Report...	45
---------------------	----

