Royal

120cx
Cash Management System
Instruction Manual

8 Departments / 99 PLU
Automatic Tax Computation
Security features

Programmable Electronic Cash Register

Easy Set-Up Instructions
see page 12
WELCOME...

to the Royal family of fine business machines.
We sincerely hope you will enjoy the many benefits
of being associated with a distinguished product
name that has represented both quality and
customer satisfaction since 1905.

This electronic cash register is designed to help your business function smoothly by providing efficient register operations and accurate management reports. Start-up is quick and easy, yet there are many options that can be added and revised so that you can customize your operations for optimum productivity. Here are just a few of the register's many valuable features:

- 8 departments and 99 PLU settings
- Security system
- Choice of Journal or Customer Receipt printout
- Automatic tax computation for 1 tax rate (Canadian Tax and VAT - 4 Rates)
- Department-linked entry options that streamline and speed-up operation
- Periodic management reporting systems
- Battery back-up / memory protection of records

PLUS...

The ROYAL CONSUMER PRODUCT SUPPORT HOTLINE gives you the opportunity to call for operational assistance and problem resolution. During East Coast business hours, just dial:

1-800-272-6229
GETTING ACQUAINTED WITH YOUR CASH REGISTER

STANDARD ACCESSORIES

The following are included in the box with your cash register:

- 1 black plastic journal winder spindle
- 1 roll of standard paper tape
- 1 ink roll (already installed)
- 4 standard "AA" batteries for battery back-up system
- 2 Cash Drawer / Journal Lock keys
- Instruction Manual
- Information on supplies and extended warranty
- Quick Start Video Training Tape

USING THIS MANUAL

Your Cash Register manual is organized for easy reference. The front portion contains general information on all features and functions of the cash register. Instructions for setting the optional programs are next. Transaction examples for operating the register are at the back of the manual. Use the TABLE OF CONTENTS to locate a particular item.

Throughout this manual, references to the keypad are shown bolded and in brackets. References to the operational keys are preceded by the word "press". For example: Press [SUBTOTAL]. Or: Press [DEPARTMENT 1]. References to the numeric keypad are preceded by the word "type". For example: Type the number [1].

GETTING STARTED

Important note: The cash register must be first plugged in before installing the back-up batteries.

Before you begin to operate the register or set the programs, check SETTING UP AND MAINTAINING THE CASH REGISTER for installation information. Review KEYPAD FUNCTIONS, THE CONTROL SYSTEM and THE DISPLAY to become familiar with their operations.

NOTE: Programs and transaction information for management reports are stored in the memory of the cash register. The batteries must be installed to save this information.

SETTING THE REGISTER PROGRAM

Transaction examples provide steps for key operations. Sample receipts are included.

Royal's helpful "Quick Start" program (Page 12) will provide you with the most basic programming options for the operation of your new cash register. Many users find "Quick Start" the best way to begin to learn about the many capabilities of the machine.
MODEL: Royal 120cx
TYPE: Electronic cash register with printer and 8 departments.
DISPLAY: LCD Dual. Symbols for error, change, subtotal, minus, total and item count.
CAPACITY: 7 digits input and readout.
PRINTER: ECR exclusive serial printer.
INK SOURCE: Black Ink Roll (ROYAL brand PCUA #013109)
PAPER SUPPLY: 57MM (2 1/4” Single-Ply Register Tape (ROYAL brand PCUA 013129)
MEMORY BATTERY PROTECTION: Approximately 30 days after power interruption.
TECHNOLOGY: CMOS RAM
POWER CONSUMPTION: Standby - 15W, Operating - 47W
OPERATING TEMPERATURE: 0-40 Degrees Centigrade (32-104 Degrees Fahrenheit)
DIMENSIONS: 16 3/4” x 12 3/4” x 10 1/4”
WEIGHT: 13 lbs.

SAFETY NOTICE

The main outlet for this cash register must be located near the unit and easily accessible.

Do not use this cash register outdoors in the rain or near any source of liquid.

WARNING

“This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.”
SETTING UP AND MAINTAINING THE CASH REGISTER

SETTING UP YOUR CASH REGISTER

IMPORTANT - Please read this section carefully before attempting to operate the cash register or set the programs.

1. Place on a level surface to permit smooth operation of the cash register.
2. Plug in the electrical connection to an appropriate outlet.
3. Install batteries. (See Page 9) Do not install batteries unless the register is plugged in.
4. Install paper. (See Page 10)
5. Set desired program options using Quick Start (Page 12).
6. Set the Control Switch to R1 (journal record) or R2 (customer receipts).
7. The machine is ready for cash register transactions.

MAINTAINING THE CASH REGISTER

- Never cover the cash register when turned on. Doing so will prevent proper cooling of the electronic components.
- Cover the register when not in use to protect components from dust.
- Take care to keep all liquids away from the machine to avoid spills which could damage electronic components.
- To clean, use a soft, dry cloth. Do not apply organic solutions such as alcohol.
- Your cash register should be kept in areas free from dust, dampness or extreme hot or cold temperatures.
- If stored in extreme temperatures (below 32 degrees or above 104 degrees Fahrenheit), allow the temperature inside the register to reach room temperature before turning on.
- DO NOT attempt to pull the paper tape when printing or installing paper. Always use the [Feed] key to advance the paper. Pulling the tape could damage the print mechanism.
- If electronic service is necessary, an authorized service center is recommended. For a list of the Authorized Service Centers within you local area, please call 888-261-3888 or 908-429-4357.
- Familiarize yourself with the safety statements on Page 2.
1. **Control Lock** - Locks and unlocks the printer cover. In "open" position, it allows access to the journal compartment and management control switches.

2. [Feed] - **Paper Feed Key** - Advances the paper tape with no effect on register entries.

3. [VOID] - **Void/Error Correction** - Used to correct an entry after it is printed or to void the previous entry.

4. [Ref/-] - **Dual Function: Coupon** - Subtracts the amount from an item or the sales total, such as a coupon deduction. **Refund** - Subtracts an item that is returned for refund. Minus key totals are shown in the management report.

5. [RA] - **Received on Account Key** - used to register any money received on account that is not part of a sale; i.e., the start-up money put in the drawer at the start of each business day can be registered as an RA. This key also functions as Euro key for Euro Dollar Conversion.

6. [PO] - **Paid Out** - Registers any money paid out or taken out of the cash drawer that is not part of a sale. Paid out totals appear in the management report.

7. [PLU] - **Price Look Up** - Registers the preset price of an individual item to the appropriate department.
KEY PAD FUNCTIONS

8. [C] - Clear Entry and Stop Alarm Key - Clears entries made on the keyboard prior to depressing the registration key. Also stops the error alarm when incorrect entries are made.

9. [QTY/TIME] - Dual-Function: Multiply, Display Time - Multiplies [DEPARTMENT], [PLU] or [Ref/] key entries; also displays the current time, if set.

10. Department Keys - Used to select non-taxable and taxable sales at the pre-programmed tax rate.

11. Numeric Entry Keys

12. [%] - Percent Discount Key - Used to subtract a percentage rate from an individual item or an entire sale. The rate can be a pre-programmed percentage rate or any other manually entered percentage rate.


14. [TAX SHIFT] - Tax Shift Key - Used to enter a non-tax item into a taxable department or to enter a tax item into a non-taxable department.


16. [SUBTOTAL] - Subtotal Key - Used to obtain a subtotal of all entries with tax added.

17. [CHARGE] - Charge Key - Used to total sales that are charged.

18. [Amt Tend/TOTAL] - Amount Tendered and Cash Total Key - Used to total transactions, compute change and obtain daily grand totals of all transactions in "X" and "Z" positions.

Additionally, the Control Switch under the journal compartment cover allows you to enter these operating modes:

- Off - Machine turned off.
- R1 - Register 1 generates a journal record wound on the spindle.
- R2 - Register 2 generates customer receipts outside the machine.
- X - Generates X (mid-day) report.
- Z - Generates Z (end-of-day) report.
- PRG - Program Mode
THE CONTROL SWITCH

The Control Switch (under the Journal Compartment) must be properly positioned to operate the cash register or set the programs. The Control Switch is also used to print or reset the totals for the management report.

Depending on the desired operation, position the Control Switch as follows:

"OFF" - The cash register is turned off and inoperable.

"R1" (On/Journal Tape) - The cash register is set for standard operations, including preset options. A journal record is printed for each transaction.

"R2" (On/Customer Receipt) - The cash register is set for standard operations, including preset options. A customer receipt prints for each transaction.

"X" (Management Report) - Prints the "X" management report.

"Z" (Prints Management Reports and Resets Totals) - Prints the "Z" management report and resets totals (except "locked in" grand total) to zero.

"PRG" (Program Mode) - Used to set and change program settings.

REMOVABLE CASH DRAWER WITH LOCK

The cash drawer will open after completing a cash, check or charge transaction by pressing the [#/NS] key, or by the hidden emergency lever underneath the register.

The cash drawer is electronically locked when the control switch is in the "OFF" position. In addition, the cash drawer is designed with a security lock with key that manually locks the cash drawer and prevents electronically opening it by the [#/NS] key or by the hidden emergency lever underneath the register.

The cash drawer can be completely removed from the register by lifting up on the open drawer and pulling toward you.
READING THE DISPLAY

The display shows entry amounts and related transaction information through use of numbers and special symbols. Display windows are situated both front and back so that operator and customer can simultaneously view the operations.

The display is read from left to right as follows.

**Department** - The first digit displays the department key pressed for each entry.

**Repeat/Multiply** - The second digit displays when repeating or multiplying items to indicate the number of items entered at one price.

**Amount** - The remainder of the display shows the entry amount. Up to 7 digits can be used for the amount of each entry. For example, if you register a $1.00 item to Department 1 and repeated the entry, the display would show:

![Display Image](image)

**Special Symbol Indicators**

Special symbols appear at the far left of the display during operation of the cash register. These symbols identify the amount shown, warning of an error condition or indicate use of the program mode. They include:

- **(Change)** - Indicates the displayed amount is change due to the customer.
- **(Minus)** - Displays for a negative entry. Also displays if subtotal or cash tendered total is a negative number due to a return or refund.
- **(Subtotal)** - Indicates amount shown is a subtotal, including tax if applicable.
- **(Total)** - Indicates amount shown is the total of the transaction.
- **(Error)** - Displays if an error is made during operation or when setting programs. An error tone sounds to alert the operator.
- **SEC Code** - Displays when a security code has been programmed and an entry is attempted in either the Program (PRG) or Z modes.

These symbols clear automatically when you start the next entry or press the [C] Clear key.

DISPLAYING THE TIME

Simply press the [QTY TIME] key to display the current time. (See **THE REGISTER PROGRAMS** to set the time). The time can be displayed in either a 12 or 24 hour format. (See Page 15). The displayed time is automatically cleared once a transaction is started.

**NOTE:** Trying to use this feature during a transaction will result in an error tone. If this occurs, press [C] to clear the error.
THE ERROR ALARM SYSTEM

The error alarm system warns of an operator error (usually pressing the wrong key for a specific type of entry) or an error when setting a program option. When the error tone sounds, an "E" appears in the display and the keypad locks.

NOTE: Moving the Control Switch from "R1" or "R2" to another position before completing a transaction will result in an error condition to remind you to total the transaction.

Clearing an Error:

1. Press the [C] Clear key. The tone ends, the display clears and the keypad unlocks.
2. Determine what error was made.
3. Continue with the transaction or restart the program.

NOTE: The [C] Clear key also clears an incorrect entry from the display prior to pressing a registration key. Once an entry is printed, the [VOID] key must be used to correct an error.

VOIDING ERRORS

Once an entry is printed on the tape, the [C] Clear key cannot be correctly used. Use the [VOID] key to correct an error just registered.

1. Voiding the Entry Just Completed:

   If the transaction has not yet been completed, to erase the entry, simply press the [VOID] key. The entry is reprinted with a "VD" symbol following the amount and erased from the transaction.

2. Voiding an Earlier Entry:

   To void an earlier entry:
   1. Complete and total the transaction, including the error.
   2. Press the [VOID] key.
   3. Retype the incorrect information, exactly as originally entered.
   4. Total the transaction.
THE BACK-UP BATTERY SYSTEM

During cash register operations, all transaction data for the management report is stored in the register’s memory. The memory also holds all the optional program information. The memory back-up system keeps this information stored in memory when the cash register is turned off.

The memory is protected by four standard "AA" batteries that must be installed before programming the register.

This register comes with 4 "AA" batteries which, when properly installed, provide back-up power to the register memory if the power cord is accidentally disconnected or if a power interruption occurs. The daily transactions and locked in grand total will be retained by the machine without (AC) power because of the memory protection feature. Average battery life protection is approximately 30 days after power interruption.

TO INSTALL OR REPLACE BATTERIES:

NOTE: It is important that the unit is plugged in before the batteries are installed.

1. Turn the control key to the "open" position, open the printer cover as described on Page 10 and move the control switch to the "R1 or "R2" position.

2. Remove the battery cover, located at the back of the printer mechanism. (Figure B).

3. Position the batteries as indicated (Figure C) making sure that the positive and negative poles are aligned correctly.

4. Replace the battery cover by sliding down in position. (See Figure D).

5. Close the printer cover.

NOTE: In order to assure continuous battery back-up protection, it is important that the batteries be changed at least once every year.
LOADING PAPER

HOW TO LOAD THE PAPER

This register uses standard 2 1/4" single ply calculator paper to produce either a customer receipt (outside) or a journal record (inside).

1. Plug in your cash register and turn the control lock to the "open" position.

2. Grasp the printer cover and pull gently up. Remove the printer cover and set aside. (Figure E)

3. Cut or tear the end of the paper roll evenly for a straight edge to permit proper feeding through the printhead.

4. Place the paper roll in the paper holder so that the paper will feed out from the bottom of the roll.

5. Insert the end of a single paper tape into the paper slot. (Figure F). Adjust writing table as needed to insert the paper.

6. Depress the paper feed [Feed] key until the paper catches and advances through the printer.

7. If the paper does not feed through the printer, make sure the paper was entered properly.

8. Pass the tape through the receipt window of the printer cover.

or

If a journal record is desired, insert the tape into the journal winder. Simply advance the tape approximately 10-12 inches by using the paper feed [Feed] key. Then, slide the tape under the two forks that extend on both sides of the journal winder. (See Figure H). Turn the spindle manually a few times to take up the excess paper. Then advance the paper using the Feed key until the journal paper winds securely around the spindle. (Figure H)

9. Replace the spindle and close the printer cover.

NOTE: It is recommended to use ROYAL brand 2 1/4" (57mm) "bond quality" paper which will help prevent dust deposits on the printer mechanism caused by inexpensive paper rolls. Replace with standard bond quality calculator paper. ROYAL Order #013129. To order, call the Royal Supply Center toll free at 888-261-4555.
HOW TO CHANGE THE INK ROLL

This register comes equipped with the ink roll installed. The ink roll releases special ink to the printhead which produces printout on the paper. After a period of time, depending upon the amount of use, the ink in the roll will be used up. When printout becomes faint, the ink roll needs to be replaced.

CAUTION:

The ink roll is NOT designed to be re-inked. Under no circumstances should this be done or permanent damage to your cash register printhead will result. Such damage WILL NOT be covered under Royal's warranty.

REPLACE YOUR INK ROLL FOLLOWING THE INSTRUCTIONS BELOW:

1. Turn the control key to the "open" position and open the printer compartment.

2. The ink roll is found in front of the printhead mounted in a plastic cartridge. To remove, grasp the small clip on the left of the ink roll and pull up. The ink roll will easily pull away from the printhead. (Figure 1)

3. To replace a new ink roll, insert the ink roll according to markings "L" (Left) and "R" (Right) by pressing downward to lock it into position, then close the printer cover. No tools are necessary. For best performance, store unopened ink roll package in a cool, dry place until installed.

NOTE: Replace with ROYAL Ink Roll, Order #013109. To order, call the Royal Supply Center toll free at 888-261-4555.
Quick Start is a brief but complete start-up program that allows you to "get started" immediately on the most basic aspects of operating your new cash register. Follow these directions precisely:

1. **Read and follow the machine ORIENTATION and set-up instructions on pages 1-11.** Reminder: It is important that the register is plugged in before the back-up batteries are installed.

2. **Perform the following Quick Start programming procedures:**
   
   **A.** Open the printer compartment and place the control switch at the PRG (Program) position.
   
   **B.** If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been programmed, continue with step C.
   
   **C.** Set the current date by typing the numeric keys to represent the **month/day/year**. Single digits must be preceded by a zero. For example, to set June 8, 1998, type [060898]. Finalize by pressing the [#/NS] key.
   
   **D.** Set the current time using the 24-hour clock format. For example: to set 9:15 A.M., type [0915]; to set 7:15 P.M., type [1915]. Finalize this entry by pressing the [QTY/TIME] key.
   
   **E.** Set the decimal point as follows (U.S. standard): Type [1], [2] and press the [RA] key.
   
   **F.** To set a fixed Tax Rate: Type the tax rate as a 4 digit number. For example, if your tax rate is 8%, type [8000]; if your tax rate is 7.5%, type [7500]. Then press the [Amt/Tend/TOTAL] key.

   Please note for the next steps you will use the Department Keys which are the keys (Dept Shift, 1-8) located directly to the right of the numeric keys.

   **G.** In these examples, we will program the register to accept a zero price; press [8], [1] and then press the [RA] key.

   **H.** Program Department 1 as taxable items. To do this, type the numeric keys [0][0][1], press [CHECK], type [0] and finalize by pressing the [Department 1] key. Repeat this procedure for all departments you wish to tax. Optional: If you wish to enter preset department prices, see page 18 for details.

   **I.** Program Department 2 as non-taxable items. To do this, type the numeric keys [0][0][0], press [CHECK], type [0] and finalize by pressing the [Department 2] key. Repeat this procedure to all the departments you wish not to tax. Optional: If you wish to enter preset department prices, see page 18 for details.

   **J.** Basic programming is now complete.

3. **To ring up sales,** slide the control switch to the R1 or R2 position (R1 winds a Journal Record on the spindle, whereas R2 gives you Customer Receipts through the window opening, as described fully on page 10). Follow the instructions given in "Transaction Examples".

4. **To print Management Reports,** slide the control switch to the X or Z position as needed, then press the [Amt Tend/TOTAL] key. Refer to explanation on page 38-39.

   *(Quick Start is continued on the next page)*
Once you have mastered the Quick Start operations, you may want to take advantage of other valuable register functions such as Percent Discount Rate on page 16, Price Look-Ups (PLUs) on page 23 and Security Code on page 25. If you have questions regarding Quick Start or any other aspects of the machine operation, call the Royal Consumer Product Support Hotline at 1-908-429-HELP (4357), Monday through Friday, 8:30 A.M. to 5:00 P.M. EST.

HELPFUL HINTS FOR A SUCCESSFUL START-UP

With reference to specific steps in "Quick Start":

2-F Tax Programming - As an alternative to using your state's fixed rate percentage you may now or later want to use the actual state tax codes in Appendix 2. The procedure outlined on page 22 can be used in place of Step 2F of the Quick Start.

GENERAL INFORMATION

- It is not necessary to re-program the entire machine to make a single program change or correction. If you wish to make a change, such as an update on state tax rate, be sure you are in the program mode, then re-do the program in question. A new program entry will automatically override a previous entry.

- Remember; you enter the program mode by moving the Control Switch to the PRG position.

- Be sure to slide the control switch to the "Off" position at the end of a business day.

- In order to assure continuous battery back-up protection, it is important that the batteries be changed at least once every year.
SETTING PROGRAMS

This cash register allows you to set programs customized to your individual business requirements. These programs include:

- Setting the Date
- Setting the Time
- Setting a Percent Discount (-%) Rate
- Assigning a Department Tax Status and Pre-set Department prices
- Setting a Tax Rate
- Creating Price Look-Ups
- Assigning a Security Code for the Program and "Z" Management Report Modes

Set some or all of the programs, depending on your business needs. Once selected, these programs reside in the register's memory until you change them.

NOTE: Be sure batteries are installed before setting these programs.

SETTING PROGRAMS

All programs are set by first entering the program mode. They are entered using the numeric keypad [0-9] and appropriate operation keys. Program selections appear in the display to verify entry and are printed on the receipt.

In this section you will find simple step-by-step procedures for each program. Following each procedure is an example. We suggest you complete the examples to become familiar with the program, then reset the programs according to your own requirements.

Entering the Program Mode:

1. To access the Control Switch, unlock and open the printer cover.

2. Set the Control Switch to the "PRG" position.

   NOTE: If a security code has been assigned, enter the security code and press the [CHARGE] key now.

3. Once in the program mode, you can set some or all of the programs.

Exiting the Program Mode:

After all the desired programs are set, simply move the Control Switch to the "R1" or "R2" position to begin operations or turn to the "Off" position if you are finished.

Clearing Errors:

If an error tone sounds, press the [C] key to clear the display. Reenter the program step.

If the prompt "SEC Code" appears, this means a security code was programmed. Enter the 4-digit code followed by the [CHARGE] key. Then proceed with programming.
**DATE AND TIME**

Set the date option to print the current date at the top of each receipt, journal record or management report. The current time can also be displayed by pressing the [QTY/TIME] key.

Set the time option to print the current time at the bottom of the receipt. The time will automatically print and display in the 12 hour format. The time prints in the following format: HH:MM. For example: 9:30. If the time is PM, the receipt will print .9-30.

The date and time change automatically as long as the back up batteries are installed.

**Setting the Date:**

1. If needed, enter the program mode: Move the Control Switch to the “PRG” position. If a security code has been assigned, enter the number and press the [CHARGE] key now. If not, continue with Step #2.
2. Type [the numbers] representing the current date. Use the following format: MMDDYY. NOTE: Single digit numbers for months and days must be preceded by a zero [0].
3. Press the [#/NS] key to store the date.
4. Continue with the next program or move the Control Switch out of the Program mode.

<table>
<thead>
<tr>
<th>Example: Set a date of March 7, 1998</th>
<th>Type/Press:</th>
<th>The Display Shows:</th>
<th>The Receipt Shows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>030798 + [#/NS]</td>
<td>307.98</td>
<td>03-07-98</td>
</tr>
</tbody>
</table>

**Date Format:** The date will automatically print in the following format: MM-DD-YY (Month-Day-Year). For example: 03·07·98.

**To select the Day-Month-Year format:**

1. Move the Control Switch to the “PRG” position. If a security code has been assigned, enter the number and press the [CHARGE] key now. If not, continue with Step #2.
2. Type [7] [1] and press [RA].
3. Continue with the next program or move the Control Switch out of the Program position.

   To change back to the Month-Day-Year setting, at Step 2, type [7] [0] and press [RA].

**Setting the Time:**

1. If needed, enter the program mode: Move the Control Switch to the “PRG” position. If a security code has been assigned, enter the number and press the [CHARGE] key now. If not, continue with Step #2.
2. Type [the current time] using the following format: HHMM.
3. Press the [QTY TIME] key to store the time.
4. Continue with the next program or move the Control Switch out of the Program mode.

<table>
<thead>
<tr>
<th>Example: Set the time at 3:30 PM: (with 12 hour format)</th>
<th>Type/Press:</th>
<th>The Display Shows:</th>
<th>The Receipt Shows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1530 + [QTY TIME]</td>
<td>15:30</td>
<td>15-30</td>
</tr>
</tbody>
</table>
PERCENT DISCOUNT (-\%)

Setting this option automatically calculates the preset rate each time the [-\%] key is pressed. This percentage rate can be discounted from an individual item or an entire transaction.

You can override the program rate by manually entering a different rate. (See TRANSACTION EXAMPLES FOR OPERATING THE CASH REGISTER).

Setting a Percent Discount (-\%) Rate:

1. If needed, enter the program mode: Move the Control Switch to the “PRG” position. If a security code has been assigned, enter the number and press the [CHARGE] key now. If not, continue with Step #2.

2. Type [the numbers] representing the desired percentage rate.
   
   NOTE: Up to four digits, 0-99.99, can be used. For example: to enter 10\%, type 1000; to enter 6.5\%, type 650.

3. Press the [-\%] key to store the rate.

4. Continue with the next program or move the Control Switch out of the Program mode.

<table>
<thead>
<tr>
<th>Example: Set a percent discount rate of 5%:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type/Press:</strong></td>
</tr>
<tr>
<td>500</td>
</tr>
<tr>
<td>[-%]</td>
</tr>
</tbody>
</table>

To set a percent discount rate of 10\%: press [1000] and then press the [-\%] key.
A total of 8 departments are available on your cash register. Each department can represent a category of merchandise. For example, Department 1 can represent sales of beverages, Department 2; sandwiches, Department 3; candy, etc. Each department can be programmed as taxable or non-taxable. If desired, each department can also be programmed with a preset price.

The programming of the departments consists of 3 steps; selecting the Tax Status, Multiple/Single Item Sale and Department Preset Price.

1. **Tax Status** - allows you to tax or not to tax a department key.
2. **Multiple/Single Item Sales** - Multiple Item Sale (Standard) allows many items to be rung up within a transaction.
   Single Item Sale allows only one item to be rung up in a transaction.
3. **Department Preset Price** (Optional) - allows you to program a price in a department key to save time when ringing up a sales entry. The price will automatically ring up each time the appropriate department key is pressed.

**Setting Department Tax Status:**

See below for an explanation of program settings:

<table>
<thead>
<tr>
<th>[Multiple/Single Entry] + [Tax Status #] + [Check] + [Pre-set Price*] + [Department]</th>
</tr>
</thead>
<tbody>
<tr>
<td>(enter 1 digit #)</td>
</tr>
<tr>
<td>&quot;0&quot; - Multiple</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>&quot;1&quot; - Single</td>
</tr>
</tbody>
</table>

**NOTE:** It is not necessary to enter a pre-set price. You can enter "0" if desired, however, you must first complete the "Zero Price Entry Setting" on page 18.

1. **Multiple/Single Entry** - Multiple entry allows you to ring up two or more items into a department. Single entry allows you to ring up only one item in a Department.

<table>
<thead>
<tr>
<th>Status Number</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Multiple Item Sales (Standard Setting)</td>
</tr>
<tr>
<td>1</td>
<td>Single Item Sale</td>
</tr>
</tbody>
</table>
TO PROGRAM DEPARTMENTS AS TAXABLE

Example: Program Department 1 as taxable, multiple entry and pre-set price of 1.99:

1. Enter the program mode. Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been assigned, continue with Step #2.

2. Type [0] for Multiple Item Sale, then type [01] for tax. Press the [CHECK] key.

3. Type [199] for Pre-set Price. If you do not wish to program a department pre-set price, enter "0".


   Example: [0] + [01] + [Check] + [199] + [Department 1]

TO PROGRAM DEPARTMENTS AS NON-TAXABLE

Example: Program Department 2 as non-taxable, multiple entry and no pre-set price:

1. Enter the program mode. Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been assigned, continue with Step #2.

2. Type [0] for Multiple Item Sale, then type [00] for no tax. Press the [CHECK] key.

3. Press [0] for no pre-set price, then press the [DEPARTMENT 2] key.

   Example: [0] + [00] + [Check] + [0] + [Department 2]

ZERO PRICE ENTRY SETTING

This procedure allows a "0" price to be entered for a department or PLU price. The default setting does not accept a "0" price.

1. Enter the Program mode: Move the Control Switch to the "PRG" position.

2. To allow zero price entry, type [8], then [1], followed by the [RA] key.

3. To prohibit zero price entry, type [8], then [0], followed by the [RA] key. Please note this is the default setting.
The tax system can be set for one of the following settings:

- 0 = USA Tax Mode (standard setting for U.S. tax)
- 1 = Canadian Tax Mode
- 2 = VAT Tax Mode (commonly used in European Countries)

The cash register has already been set at the factory for the USA Tax Mode. If you need to change to the Canadian Tax System or to the VAT Tax System, please see Page 40.

**Programming the Tax Rate**

Each tax rate can be programmed as either a fixed percent tax rate or tax table rate. The fixed rate is a fixed percentage charged on the total item. For example, 5%. A tax table rate is based on an approved chart issued by individual states.

See the next page for programming details.
TO PROGRAM A SINGLE FIXED TAX RATE: (Recommended For Most Applications)

"PRG" + Tax Rate (4 Digit #) + (Amt/Tend/TOTAL)

Note: If you make a mistake between steps 2 and 4, press the Clear [C] key and start again at step 2.

1. If needed, enter the program mode: Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the number and press the [CHARGE] key now. If not, continue with Step #2.

   Note: Up to 5 digits can be used. You MUST enter three digits after the desired decimal place. For example, to enter 5.5%, type [5500]; to enter 7%, type [7000]; to enter 10%, type [10000].

2. Press the [Amt Tend/TOTAL] key.

3. Continue with other programming or move the Control Switch out of the Program mode.

Example: Set a tax rate of 5.5%:
1. If needed, move the Control Switch to the Program mode (PRG).
2. Enter [5500] + the [Amt Tend/TOTAL] key.
TO PROGRAM A SINGLE TAX TABLE RATE

"PRG" + (State Tax Table Code) + (Tax Shift)

Repeat as needed for each code

1. If needed, enter the program mode: Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the number and press the [CHARGE] key now. If not, continue with Step #2.

2. Type each tax table code followed by the [TAX SHIFT] key.


   1. Move the Control Switch to the "PRG" position.
   2. Enter [121] + the [TAX SHIFT] key.
   6. Continue entering the tax codes and press the [TAX SHIFT] key after each code until finished.

4. Continue with other programming or move the Control Switch out of the Program position.
A total of 99 Price Look Up codes (PLUs) are available on this cash register. The Price Look Up system allows for fast, accurate entry of an item and automatically records the number of items sold. There are 2 methods in programming PLUs. One method is to set the PLU number with a preset price known as a Fixed PLU Price. The second method is to set the PLU without a preset price, where you are able to manually enter the price of an item while still having the sales activity recorded under the PLU number on management reports, known as an Open PLU Price (sub-department). The Open PLU Price is recommended for items whose prices change frequently.

Before getting started with programming PLUs, the following 3 steps should be done:

1. Make a list of the PLU numbers and their prices you wish to program.
2. Decide whether you want the PLU number designated as a Fixed PLU Price or an Open PLU Price. **Note:** The Fixed PLU Price does not allow you to override or change a preset price in the register mode, whereas the Open PLU Price does.
3. Determine if each PLU number requires tax or no tax. If tax is required for a particular PLU number, be sure to link the PLU number to a department that is programmed for tax. Likewise, if a PLU number does not require tax, then link the PLU number to a department not programmed for tax.

**Program PLU Status**

Note: This procedure should only be done if you are interested in the Open PLU Price (sub-department) option. Otherwise, proceed to the next section on Programming PLU Prices.

1. Enter the program mode: Move the Control Switch to the “PRG” position. If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been assigned, continue with Step #2.
2. Press the [PO] key to begin programming the PLU Status.
3. Type the [PLU # (between 1-99)], press the [PLU] key, type the [PLU Status #] and press the [Department] key.

   PLU Status 0 = Fixed PLU Price (This is the factory default option).
   PLU Status 1 = Open PLU Price (Sub-department option).

4. Repeat Step #3 for all desired PLU numbers.
5. Press the [PO] key to finish programming the PLU Status.
6. Continue to the next section on programming the PLU Price.

**Program PLU Prices**

1. Enter the Program mode: Move the Control Switch to the “PRG” position. If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been assigned, continue with Step #2.
2. Press the [QTY/TIME] key to begin programming.
3. Type the [PLU Number (between 1-99)], press the [PLU] key, type the [PLU Price] and press the [Department] key.
4. Repeat Step #3 for all desired PLU numbers. **Note:** When programming PLU numbers consecutively, it is not necessary to type the PLU number each time. The system automatically prompts you with the next PLU number.
5. Press the [QTY/TIME] key to finish programming PLU prices.

CONFIRMATION REPORTS: No printing will occur during programming of PLUs. To print a PLU Confirmation Report, turn to the next page.
To print a PLU Confirmation Report

1. If needed, enter the program mode: Move the Control Switch to the “PRG” position. If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been assigned, continue with Step #2.

2. Press the [PLU] key. The PLUs programmed will print. See sample printout below.

3. Continue with other programming or move the Control Switch out of the “PRG” position.

PLU Confirmation Report

<table>
<thead>
<tr>
<th>PLU #</th>
<th>01</th>
<th>0</th>
<th>Department # the PLU is linked to</th>
<th>1</th>
<th>1·99</th>
<th>TX</th>
<th>PLU status of &quot;0&quot; for fixed PLU</th>
<th>PLU price of $1.99 is taxable</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLU #</td>
<td>02</td>
<td>0</td>
<td></td>
<td>2</td>
<td>1·29</td>
<td></td>
<td>PLU price of $1.29 is non-taxable</td>
<td></td>
</tr>
<tr>
<td>PLU #</td>
<td>03</td>
<td>1</td>
<td></td>
<td>1</td>
<td>0·59</td>
<td>TX</td>
<td>PLU status of &quot;1&quot; for open PLU</td>
<td>PLU status of &quot;1&quot; for open PLU</td>
</tr>
<tr>
<td></td>
<td>04</td>
<td>0</td>
<td></td>
<td>1</td>
<td>0·99</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>05</td>
<td>0</td>
<td></td>
<td>2</td>
<td>5·99</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SETTING THE SECURITY CODE AND DECIMAL POINT

SECURITY CODE: For Program and Management Report Protection

Management Reports can be printed in either the "X" or "Z" positions on the Control Switch. When printed in the "Z" position, transaction totals are reset to zero. Assigning a security code can prevent accidental reset of transaction totals. Once assigned, the "Z" report prints ONLY after entering the security code.

NOTE: Assign a number easily remembered. You should also keep the program receipt as a reminder. If you do forget the code, reset this program with a new code. Then, print the report using the new code.

Assigning a Security Code:

1. If necessary, enter the program mode. (Move the Control Switch to the "PRG" position).
2. Type (the numbers) representing the security code. (Up to four digits can be used).
3. Press the [CHARGE] key to store the code.

Example: Assign a security code of "7748":

<table>
<thead>
<tr>
<th>Type/Press:</th>
<th>The Display Shows:</th>
<th>The Receipt Shows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7748 + [CHARGE]</td>
<td>77.48</td>
<td>77.48 CH</td>
</tr>
</tbody>
</table>

NOTE: IF YOU SET A SECURITY CODE, YOU WILL NOT BE ABLE TO ALTER YOUR PROGRAM OR PRINT YOUR MANAGEMENT REPORTS UNTIL YOUR SECURITY CODE HAS BEEN ENTERED. THE PROMPT “SEC CODE” WILL APPEAR IN THE DISPLAY TO REMIND YOU TO ENTER THE CODE. TO DELETE A SECURITY CODE NUMBER: ENTER THE PROGRAM MODE, TYPE [0] [0] [0] [0] AND PRESS THE [CHARGE] KEY.

Using a Security Code in the Program Mode:

1. In the "PRG" mode, enter the 4-digit code and press the [CHARGE] key. Proceed with programming.

Using a Security Code in the "Z" Mode:

1. To print a “Z” report when a security code has been assigned, in the "Z" mode, enter the 4-digit code and press the [Amt Tend/TOTAL] key.
2. The "Z" report will print.

SETTING THE DECIMAL POINT

To set 2 decimal place (standard in the U.S.):

1. If needed, enter the program mode: Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been assigned, continue with Step #2.
2. Type the numbers [1], [2], followed by the [RA] key.
3. If finished with programming, move the Control Switch out of the "PRG" position.

THE SAME PROCEDURES APPLY FOR OTHER DECIMAL SETTINGS AS FOLLOWS:

[1] + [0] + [RA] = 0.
[1] + [1] + [RA] = 0.0
[1] + [2] + [RA] = 0.00 Standard setting for U.S.
[1] + [3] + [RA] = 0.000
Listed below is a recap of all programs set according to the examples used in this section:

<table>
<thead>
<tr>
<th>Program/Example</th>
<th>Type/Press</th>
<th>Sample Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET CONTROL SWITCH TO &quot;PRG&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SET DATE: MARCH 7, 1998</td>
<td>(030798) + [#/NS]</td>
<td>03·07·98 15·30</td>
</tr>
<tr>
<td>SET TIME: 3:30 PM</td>
<td>(1530) + [QTY/TIME]</td>
<td>5·00 001 CK</td>
</tr>
<tr>
<td>SET -% RATE: 5%</td>
<td>(500) + [-%]</td>
<td>1 0·00 TX</td>
</tr>
<tr>
<td>ASSIGN TAX STATUS:</td>
<td></td>
<td>2 0·00</td>
</tr>
<tr>
<td>DEPT 1 - TAXABLE</td>
<td>(0) + (01) + [CHECK] + (0) + [DEPARTMENT 1]</td>
<td>0·01 TX 55·00 TX 77·48 CH</td>
</tr>
<tr>
<td>DEPT 2 - NO TAX</td>
<td>(0) + (00) + [CHECK] + (0) + [DEPARTMENT 2]</td>
<td></td>
</tr>
<tr>
<td>SET FIXED TAX: 5.5%</td>
<td>(5500) + [AMT TEND/TOTAL]</td>
<td></td>
</tr>
<tr>
<td>ASSIGN A SECURITY CODE:</td>
<td>7748 + [CHARGE]</td>
<td></td>
</tr>
</tbody>
</table>
TRANSACTION EXAMPLES

The examples in this section show how to complete different type of transactions. Sample receipts are included that reflect the program examples used in setting THE REGISTER PROGRAMS.

SAMPLE RECEIPT

The following sample shows where general transaction information is printed on a receipt and what program options must be set to print the appropriate options. (See THE REGISTER PROGRAMS for specific instructions).

```
03-07-98  Date (see Setting the Date)
1 10-00 TX  Taxable Department (see Assigning a Department Tax Status)
2 20-00
30-00 ST  Tax (see Setting a Tax Rate)
0-55 TX
50-00 CA
19-45 CG
Represents "PM" -5-35 010  Change Computation
Time (see Setting the Time)
Consecutive Number (increments automatically for each transaction. Resets to "000" after printing "Z" management report)
```

TRANSACTION SYMBOLS

The following symbols appear on the paper tape. They are printed to the right of entries to identify various totals and transaction operations. Some of these symbols also appear on the management report. They include:

- CA - Cash Transaction Total
- CH - Charge Transaction Total
- CA - Amount Tendered
- ST - Subtotal, Excluding Tax
- CG - Change
- % - Percent Discount Applied To An Item Or Sale
- - Coupon / Discount / Refund Or Void
- X - Quantity Being Multiplied
- @ - Item Price Being Multiplied
- VD - Voided Previous Entry
- RF - Refund Or Return (Management Report Only)
- # - Identification Number
- NS - No Sale Receipt
STANDARD TRANSACTIONS

Registering a Single Item Sale and Tendering Change

NOTE: Up to 7 digits can be used for the amount of the entry.

Example: Register a $1.00 item in Department 1 (programmed at 5.5% fixed tax rate). Subtotal transaction and compute change for $5.00.

1. [100] + [DEPARTMENT 1]
   1 1·00 TX
   1·00 ST

2. [SUBTOTAL]
   0·06 TX
   5·00 AT

3. [500] + [Amt Tend/TOTAL]
   3·94 CG
   ·5-35 010

Registering a Sale to Multiple Items

NOTE: Up to two digits can be used for the quantity multiplied.

Example: Multiply two items times $1.50 to Department 1.

1. [2] + [QTY/TIME] + [150] + [DEPARTMENT 1]
   2· X
   1·50 @

2. [SUBTOTAL]
   1 3·00 TX
   3·00 ST

3. [Amt Tend/TOTAL]
   ·17 TX
   3·17 CA
   ·5-36 011

Registering a Charge Transaction

NOTE: Charge transactions are counted and registered to the charge total in the financial report.

Example: Register a $2.50 item to Department 1 and a $3.00 item to Department 2 as a charge transaction.

1. [250] + [DEPARTMENT 1]
   03·07·98

2. [300] + [DEPARTMENT 2]
   1 2·50 TX
   2·3·00

3. [CHARGE]
   0·14 TX
   5·64 CH
   ·5-37 012
TRANSACTION EXAMPLES

Using Split Tendering

Example: Register a $10.00 item and a $15.00 item to Department 2; split the total between $20.00 cash and $5.00 charge.

1. [1000] + [DEPARTMENT 2] 2 10·00
   2 15·00

2. [1500] + [DEPARTMENT 2] 25·00 ST
   20·00 CA

3. [SUBTOTAL] 5·00 CH
   -5·38 013

4. [2000] + [Amt Tend/TOTAL] + [CHARGE]

MINUS (-) KEY TRANSACTIONS

Registering a [-] Reduction:

NOTE: Up to 7 digits can be used for the amount of the reduction.

Example: Register a 10¢ reduction (coupon) on a $2.00 item to Department 2.

1. [200] + [DEPARTMENT 2] 2 2·00
   -0·10

2. [10] + [Ref/-] 1·90 CA
   -5·39 014

3. [Amt Tend/TOTAL]
TRANSACTION EXAMPLES

PERCENT DISCOUNT (-%) TRANSACTIONS

Discounting [-%] Individual Items

NOTE: Up to four digits can be used for the discount percentage (0-99.99%). You MUST enter two digits after the decimal position.

Example: Register a 10% discount to a transaction.

1. [100] + [DEPARTMENT 1] 1 1·00 TX
   10·00 %
2. [1000] + [-%] 0·10 -
   90 ST
3. [SUBTOTAL] 0·05 TX
   0·95 CA
4. [Amt Tend/TOTAL] 5-40 016

Using a Preset Discount (-%) On The Total Sale:

Example: Register the preset percent discount (5%) to an entire transaction.

1. [100] + [DEPARTMENT 1] 1 1·00 TX
   2·00 TX
2. [200] + [DEPARTMENT 1] 3·00 ST
   5·00 %
3. [SUBTOTAL] 0·15 -
   0·16 TX
4. [-%]  3·01 CA
   5-41 017
5. [Amt Tend/TOTAL]

Using a Preset Discount (-%) on Individual Items:

Example: Register the preset percent discount (5%) on a $3.00 item to Department 2.

1. [300] + [DEPARTMENT 2] 2 3·00
   5·00 %
2. [-%] -0·15 -
   2·85 CA
3. [Amt Tend/TOTAL] 5·42 019

Overriding the Preset Discount (-%):

Example: Register a 15% discount (to override preset 5%) on a $10.00 item to Department 2. NOTE: You MUST enter two digits after the decimal position.

1. [1000] + [DEPARTMENT 2] 2 10·00
   15·00 %
2. [1500] + [-%] -1·50 -
   8·50 CA
3. [Amt Tend/TOTAL] 5·43 020
TRANSACTION EXAMPLES

PLU CODES

Note: PLU Codes must be preset to use this feature. See The Register Programs to assign PLU information.

Using a Fixed PLU Price:

Example: Register PLU #1 programmed at the preset price of $1.50:

1. [1] + [PLU] 01 1·50 TX
   1·50 ST
2. [SUBTOTAL] 0·08 TX
   1·58 CA
3. [Amt Tend/TOTAL] -5-30 036

Using an Open PLU Price (Sub-department):

Example: Register the price of $2.00 in PLU #3:

1. [3] + [PLU] 03 2·00 TX
   2·00 ST
2. [200] + [PLU] 0·10 TX
   2·10 CA
3. [SUBTOTAL] + [Amt Tend/TOTAL] -5-30 037

Using an Open PLU Price (Sub-department) with a Preset Price:

Example: Register PLU #3 programmed with the preset price of $10.00:

1. [3] + [PLU] 03 10·00 TX
   10·00 ST
2. [PLU] 0·50 TX
3. [SUBTOTAL] + [Amt Tend/TOTAL] 10·50 CA
   -5-30 038
VOIDS AND REFUNDS

VOIDING THE PREVIOUS ENTRY IN THE MIDDLE OF A SALE:

Example: Void a $2.00 entry to Department 2 made in error. Then register a $3.00 item in Department 2.

1. [200] + [DEPARTMENT 2] 2 2·00TX
2. [VOID] 2 -2·00VD
3. [300] + [DEPARTMENT 2] 2 3·00CA
4. [Amt Tend/TOTAL]

NOTE: To void an earlier entry or entire transaction, complete the transaction then follow the directions for a void.

VOIDING A SINGLE ITEM:

Example: Void a $1.00 item in Department 1.

1. [VOID] 1 -1·00VD
2. [100] + [DEPARTMENT 1] -0·06TX
3. [void] 1·06CA
4. [void] -5·45 023

VOIDING MULTIPLE ITEMS:

Example: Void a $1.00 item in Department 1 and a $2.00 item in Department 2.

1. [VOID]
2. [100] + [DEPARTMENT 1] 1 -1·00VD
2 -2·00VD
3. [VOID] -0·05TX
4. [void] -3·05CA
4. [200] + [DEPARTMENT 2] -4·23 021
5. [Amt Tend/TOTAL]
## TRANSACTION EXAMPLES

### REFUNDS

#### Refund a Single Item:

**Example:** Refund a $1.00 item in Department 1.

1. [Ref/-]  
2. (100) + [DEPT 1]  
3. [Amt Tend/TOTAL]

<table>
<thead>
<tr>
<th></th>
<th>/ref/-</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-1.00TX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>-0.05TX</td>
<td>-1.05CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Refund Multiple Items:

**Example:** Refund a $1.00 item in Department 1 and a $2.00 item in Department 2.

1. [Ref/-]  
2. (100) + [DEPT 1]  
3. [Ref/-]  
4. (200) + [DEPT 2]  
5. [Amt Tend/TOTAL]

<table>
<thead>
<tr>
<th></th>
<th>/ref/-</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-1.00TX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>-2.00</td>
<td>-0.05TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>-3.05CA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Example:

Refund 3 items at $1.00 in Department 1.

1. [Ref/-]  
2. (3) + [QTY/TIME]  
3. (100) + [DEPT 1]  
4. [Amt Tend/TOTAL]

<table>
<thead>
<tr>
<th></th>
<th>/ref/-</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-3.00TX</td>
<td>1-00@</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>-3.00TX</td>
<td>-0.17TX</td>
<td>-3.17CA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|   |   |   |   |   |
|---|---|---|---|
|   |   |   |   |

-3-45 015
TRANSACTION EXAMPLES

TAX OVERRIDE TRANSACTIONS

Exempting Tax on an Item:

NOTE: Use this procedure to exempt an item from being taxed when registered to a taxable department.

Example: Exempt tax from a $2.00 item to Department 1 (preset at 5.5% fixed tax rate - 1).

1. [TAX SHIFT] + [200] + [DEPARTMENT 1]  1  2·00  
   1·00TX  
2. [100] + [DEPARTMENT 1]  0·06TX  
   3·06CA  
3. [Amt Tend/TOTAL]  -5-45 024

Exempting Tax on an Entire Sale:

Example: Exempt tax on the entire sale registered to Department 1 (preset at 5.5% fixed tax rate).

1. [300] + [DEPARTMENT 1]  
2. [500] + [DEPARTMENT 1]  1  3·00TX  
   1·00TX  
3. [TAX SHIFT]  8·00CA  
4. [Amt Tend/TOTAL]  -5-45 025

Adding Tax to a Non Taxed Department:

Example: Add the TX 1 preset rate (5.5% fixed tax rate) to a $1.00 item registered to Department 2 (preset as non taxable).

1. [TAX SHIFT] + [100] + [DEPARTMENT 2]  2  1·00TX  
   0·06TX  
2. [Amt Tend/TOTAL]  1·06CA  
   -5-46 026
OTHER TRANSACTIONS

Registering Money Received On Account:

Example: Register $10.00 received on account.

1. [1000] + [RA]  
   10·00RA
   -5-46 027

Paying Money Out:

Example: Pay out $5.00.

1. [500] + [PO]  
   -5-00PO
   -5-46 028

Registering an Identification Number:

NOTE: Up to 7 digits can be used for the identification number. This entry can be made prior to any operation. The # identification is not added to the management report or totals.

Example: Assign the ID number "12345" to a transaction.

1. [12345] + [#/NS]  
   12345 #
   1-00TX
   0·06TX
   1-06CA
   1·06
   -5-47 029

Registering a No Sale:

NOTE: This operation simply prints a no sale receipt. An activity is registered to the activity counter in the management report.

1. [#/NS]  
   -5-48 030
"X" AND "Z" SALES MANAGEMENT REPORTS

Transaction data is maintained in the memory of the cash register as long as the battery back-up system is in effect. This data can be printed as a report for management review.

The Management Report can be printed from either the "X" or the "Z" position on the Control Switch.

"X" POSITION REPORT (Refers to a mid-day reading)

The "X" position report prints the accumulated information and RETAINS ALL TOTALS IN MEMORY. Use this position to print periodic readings of transaction information. (Some users call the X-report a mid-day report).

"Z" POSITION REPORT (Refers to an end-of-day or close-out reading)

The "Z" position report prints the same information as the "X" report. However, once this report is printed, ALL TRANSACTION TOTALS ARE RESET TO ZERO except the grand total. (Some users call the Z-report an end-of-day report).

NOTE: To prevent accidental printing of the "Z" report, set the security code as explained in the SECURITY CODE section. Once this code is set, a "Z" report will not print until the security code is entered. If a "Z" report is attempted without entering the security code, the prompt "SEC Code" will appear in the display.

PRINTING THE SALES REPORT

IMPORTANT: Once a "Z" reading is taken, it cannot be duplicated, so be sure to have plenty of paper in the register.

1. Set the Control Switch to either the "X" or "Z" position.

2. Press the [Amt Tend/TOTAL] key.

NOTE: If a security code has been assigned, be sure to enter the security code before pressing the [Amt Tend/TOTAL] key.

TO CLEAR THE GRAND TOTAL:

1. Set the Control Switch to the "PRG" (Program Mode) position.

   Note: If a security code has been assigned, enter the # and press the [CHARGE] key. If not, continue with Step 2.

2. Type [2], type [0], then press [RA].

   After this operation, the grand total reverts to zero.
The Management Report provides the following information as shown in the sample below:

<table>
<thead>
<tr>
<th>DATE</th>
<th>11·20·98</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z COUNTER</td>
<td>002 Z</td>
</tr>
<tr>
<td>ACTIVITY COUNTER</td>
<td>005</td>
</tr>
<tr>
<td>1</td>
<td>10·00 TX</td>
</tr>
<tr>
<td>003</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>38·00 TX</td>
</tr>
<tr>
<td>001</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2·35</td>
</tr>
<tr>
<td>001</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>7·89</td>
</tr>
<tr>
<td>001</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5·20</td>
</tr>
<tr>
<td>001</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6·20</td>
</tr>
<tr>
<td>004</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>16·80</td>
</tr>
<tr>
<td>002</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>15·80</td>
</tr>
<tr>
<td>0·44 TX</td>
<td></td>
</tr>
<tr>
<td>-2·00</td>
<td></td>
</tr>
<tr>
<td>-1·20</td>
<td></td>
</tr>
<tr>
<td>99·48 ST</td>
<td></td>
</tr>
<tr>
<td>0·00</td>
<td></td>
</tr>
<tr>
<td>0·00 VD</td>
<td></td>
</tr>
<tr>
<td>102·68 #ST</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CASH SALES COUNTER</td>
<td>003</td>
</tr>
<tr>
<td>CHECK SALES COUNTER</td>
<td>004</td>
</tr>
<tr>
<td>CHARGE SALES COUNTER</td>
<td>001</td>
</tr>
<tr>
<td>RECEIVED ON ACCOUNT COUNTER</td>
<td>001</td>
</tr>
<tr>
<td>PAID OUT COUNTER</td>
<td>001</td>
</tr>
<tr>
<td>0·00 RA</td>
<td></td>
</tr>
<tr>
<td>-4·00 PO</td>
<td></td>
</tr>
<tr>
<td>62·48 #CA</td>
<td></td>
</tr>
<tr>
<td>6·00 #CK</td>
<td></td>
</tr>
<tr>
<td>99·48</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13-19 026</td>
</tr>
</tbody>
</table>
BALANCING FORMULAS

The following examples illustrate how totals are calculated for the management reports:

**System Balance:**

(+) DEPARTMENT 1
(+) DEPARTMENT 2
(+) DEPARTMENT 3
(+) DEPARTMENT 4
(+) DEPARTMENT 5
(+) DEPARTMENT 6
(+) DEPARTMENT 7
(+) DEPARTMENT 8
(-) MINUS TOTAL
(-) -% TOTAL
(+) TAX TOTAL

(=) NET SALES

(+) NET SALES
(+) MINUS SALES
(+) -% TOTAL
(+) RETURN TOTAL
(+) VOID TOTAL

(=) GROSS SALES

(+) NET SALES
(+) PREVIOUS GRAND TOTAL

(=) ENDING GRAND TOTAL

**Media Balance:**

(+) NET SALES
(-) CHECK
(-) CHARGE
(+) RECEIVED ON ACCOUNT
(-) PAID OUT
(-) PAYMENTS OUT

(=) CASH IN DRAWER
PLU REPORT

PLU Reports can be taken in either the X or Z position. Remember, if the PLU Report is taken in the Z position, the total will be reset to zero.

1. Move the Control Switch to the "X" or "Z" position as desired.

2. If a security code has been assigned, enter the security code and press the [CHARGE] key. If no security code has been programmed, continue with Step #3.

3. Press the [PLU] key.

4. The PLU Report will print.

<table>
<thead>
<tr>
<th>DATE</th>
<th>11·20·98</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLU NUMBER</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>001</td>
</tr>
<tr>
<td>02</td>
<td>002</td>
</tr>
<tr>
<td></td>
<td>1·00</td>
</tr>
<tr>
<td></td>
<td>4·00</td>
</tr>
<tr>
<td></td>
<td>5·00</td>
</tr>
<tr>
<td></td>
<td>TA</td>
</tr>
<tr>
<td></td>
<td>13·19</td>
</tr>
<tr>
<td></td>
<td>026</td>
</tr>
<tr>
<td>SALES COUNTER</td>
<td></td>
</tr>
<tr>
<td>SALES TOTAL</td>
<td></td>
</tr>
<tr>
<td>ALL PLU SALES TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

38
In case of operational difficulty:

1. Be sure the unit 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 could cause interference with register operations.

2. Check that the Control Switch is set to the proper position.

3. Review the operating instructions to be sure the transactions have been performed as described in this instruction manual.

4. If you are in the Program (PRG) or "Z" modes and the error tone sounds and the prompt "SEC Code" appears in the display, this means a manager’s security code was programmed. See page 25 for further information.

5. If the register still does not function, use the Full System Clear Procedure:

   CAUTION: The Full System Clear Procedure erases all transaction data AND all programs from the memory.

   A. Turn the side switch to the "Off" position.

   B. Remove the top battery and unplug the register for at least 20 minutes. (Batteries are located in the journal compartment.)

   C. Plug the register back in and replace the battery.

   D. Reprogram the register.

6. If you cannot resolve your difficulty using the previous four steps, feel free to call the Royal Consumer Product Support Hotline at 1-800-272-6229.
In addition to the USA tax mode of ADD-ON TAX which is the standard factory setting for this register, two other tax systems are available as follows:

1. **Canadian Tax System** - Special tax programming for the taxation system in Canada.

2. **VAT (Value Added Tax)** - which means that the tax amount is included in the price of the item. This tax system is most commonly used in European countries.

The tax system is set as follows:

### Tax Status Number

<table>
<thead>
<tr>
<th>Default</th>
<th>Tax Status Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>USA Tax Mode</td>
<td>Standard Setting for U.S. tax</td>
</tr>
<tr>
<td>1</td>
<td>Canadian Tax Mode</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>VAT Tax Mode</td>
<td>Commonly used in European Countries</td>
</tr>
</tbody>
</table>

**“PRG” + [3] + [Tax Status Number] + [RA]**

1. Enter the Program Mode: Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the # and press the [CHARGE] key now. If not, continue with Step #2.

2. Type [3], then type the setting number for the tax system desired: 0 = USA Tax; 1 = Canadian Tax; 2 = VAT Tax.

For USA tax programming, please see Page 21. For VAT tax programming, please see Page 41. For Canadian tax, see Page 42.

### Tax Status Number

<table>
<thead>
<tr>
<th>Tax Status Number</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Non-Taxable</td>
</tr>
<tr>
<td>01</td>
<td>Taxable by Tax 1</td>
</tr>
<tr>
<td>02</td>
<td>Taxable by Tax 2</td>
</tr>
<tr>
<td>03</td>
<td>Taxable by Tax 3</td>
</tr>
<tr>
<td>04</td>
<td>Taxable by Tax 4</td>
</tr>
<tr>
<td>05</td>
<td>Taxable by Tax 1 and Tax 2</td>
</tr>
<tr>
<td>06</td>
<td>Taxable by Tax 1 and Tax 3</td>
</tr>
<tr>
<td>07</td>
<td>Taxable by Tax 1 and Tax 4</td>
</tr>
<tr>
<td>08</td>
<td>Taxable by Tax 2 and Tax 3</td>
</tr>
<tr>
<td>09</td>
<td>Taxable by Tax 2 and Tax 4</td>
</tr>
<tr>
<td>10</td>
<td>Taxable by Tax 3 and Tax 4</td>
</tr>
<tr>
<td>11</td>
<td>Taxable by Tax 1, Tax 2 and Tax 3</td>
</tr>
<tr>
<td>12</td>
<td>Taxable by Tax 1, Tax 2 and Tax 4</td>
</tr>
<tr>
<td>13</td>
<td>Taxable by Tax 1, Tax 3 and Tax 4</td>
</tr>
<tr>
<td>14</td>
<td>Taxable by Tax 2, Tax 3 and Tax 4</td>
</tr>
<tr>
<td>15</td>
<td>Taxable by Tax 1, Tax 2, Tax 3 and Tax 4</td>
</tr>
</tbody>
</table>
VAT TAX SYSTEM

The VAT tax system, which stands for Value Added Tax, is most commonly used in European Countries. With VAT tax, the tax amount is already included in the price of the item, yet the tax amount will print on the receipt. Up to 4 VAT tax rates can be programmed.

To choose the VAT Tax System, please complete the following:

a. Enter the Program Mode: Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the # and press the [CHARGE] key now. If not, continue with Step #1.

Step 1: Type [3], type [2], then press the [RA] key.

Step 2: Program the VAT Tax Rate as follows:

\[ \text{[TAX #]} + \text{[TAX SHIFT]} + \text{[TAX RATE]} + \text{[AMT TEND/TOTAL]} \]

1-4 0 - 99.999%

Example: Program a VAT Tax 1 rate as 15%:

1. If needed, enter the Program Mode: Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the # and press the [CHARGE] key now. If not, continue with Step #2.

2. Type [1], press [TAX SHIFT], type the tax rate as [15000], then press [Amt Tend/TOTAL].
CANADIAN TAX SYSTEM

To choose the Canadian Tax System, please complete the following:

1. Enter the Program Mode: Move the Control Switch to the "PRG" position. If a security code has been assigned, enter the # and press the [CHARGE] key now. If not, continue with Step 2.

2. Type [3], type [1], then press the [RA] key.

3. Program the Tax Rate as follows:

   TAX # + [TAX SHIFT] + [(NON-TAXABLE LIMIT PRICE*) + (REF/-)] + [TAX RATE] + [AMT TEND/TOTAL]

   1-4      Maximum 6 Digits       0 - 99.999%

   * The non-taxable limit is used in certain areas where tax is exempted below a certain amount, for example, any amount below $4.00* is exempt from PST tax. If there is no non-taxable limit, simply skip this step in brackets in the procedure above.

CANADIAN TAX - METHOD #1

GST Tax: 7%
PST Tax: 8%
GST/PST Tax: Both 7% and 8% calculated on the net amount

1. Program Tax 1 as 7%:

   [1] + [TAX SHIFT] + [7000] + [AMT TEND/TOTAL]

2. Program Tax 2 as 8%:

   [2] + [TAX SHIFT] + [8000] + [AMT TEND/TOTAL]

3. Link Tax 1 (7% GST) to the desired Department key:

   [001] + [CHECK] + 0 + [DEPARTMENT KEY]

4. Link Tax 2 (8% PST) to the desired Department key:

   [002] + [CHECK] + 0 + [DEPARTMENT KEY]

5. Link both Tax 1 (7% GST) and Tax 2 (8% PST) to the desired Department key:

   [005] + [CHECK] + 0 + [DEPARTMENT KEY]
CANADIAN TAX SYSTEM

CANADIAN TAX - METHOD 2

GST Tax: 7%
PST Tax: 8%
GST/PST Tax: Both 7% and 8% calculated as tax on tax (piggyback calculation)

For the Canadian tax system of TAX on TAX:

Type [5], type [1], then press the [RA] key.

1. Program Tax 1 as 7%:
   
   \[
   [1] + [\text{TAX SHIFT}] + [7000] + [\text{AMT TEND/TOTAL}] 
   \]

2. Program Tax 2 as 8%:
   
   \[
   \]

3. Program Tax 3 as 8%:
   
   \[
   \]

4. Link Tax 1 (7% GST) to the desired Department key:
   
   \[
   [001] + [\text{CHECK}] + 0 + [\text{DEPARTMENT KEY}] 
   \]

5. Link Tax 3 (8% PST) to the desired Department key:
   
   \[
   [003] + [\text{CHECK}] + 0 + [\text{DEPARTMENT KEY}] 
   \]

6. Link both Tax 1 (GST) and Tax 2 (PST) to the desired Department key:
   
   \[
   [005] + [\text{CHECK}] + 0 + [\text{DEPARTMENT KEY}] 
   \]

7. Program for tax on tax calculation (piggyback):
   
   \[
   [9] + [1] + [\text{RA}] 
   \]

For customer assistance in Canada, please call 1-888-266-9380 or in the U.S. call 1-800-272-6229.
**ROYAL 120cx Electronic Cash Register**

**ACCESSORIES ORDER FORM**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Part Number</th>
<th>Total Quantity Ordered</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protective Keytop Cover</td>
<td>013217</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement Cash Drawer</td>
<td>46705120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicate Cash Drawer/Journal Lock Key Set (set of 2 keys)</td>
<td>10490022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement Journal Paper Roll Spindle</td>
<td>10590015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ink Rolls (2 per package)</td>
<td>013109</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Ply Register Tape (3-roll package)</td>
<td>013129</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner's Manual (Shipping &amp; Handling is not required when ordering this item only)</td>
<td>120CXIM998A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**- SUBTOTAL -**

| $5.00 HANDLING CHARGE | $5.00 |

**$10.00 SHIPPING and HANDLING**

(Alaska, Hawaii, and Puerto Rico, payable in U.S. Funds)

**TOTAL REMITTANCE**

**PLEASE CHECK PAYMENT METHOD:**

- [ ] Check or Money Order payable to ROYAL CONSUMER BUSINESS PRODUCTS
  - Charge to:  
    - [ ] MasterCard  
    - [ ] Visa  
    - [ ] Discover
  - Account #: ____________________________ Expiration: ____/____

- [ ] Name (as it appears on card): ____________________________ Signature: ____________________________

**CALL 888-261-4555 Monday - Friday 8:30 - 5:00 p.m. (E.S.T.)**

**PLEASE TYPE OR PRINT YOUR RETURN LABEL LEGIBLY. ALLOW 1-3 WEEKS FOR NORMAL HANDLING.**

**COMPANY:** ____________________________  **IMPORTANT:** Please provide your daytime phone number for questions regarding your order:

**NAME:** ____________________________

**ADDRESS:** ____________________________

**CITY:** ____________  **STATE:** ____  **ZIP:** ________

*Prices and Availability Subject to Change Without Notice*
ROYAL ELECTRONIC CASH REGISTER OPTIONAL WARRANTY EXTENSION

Use this form ONLY to purchase the Optional Extended Warranty. This form is not a product registration card. This offer expires 90 days after the date of purchase.

Your ROYAL Electronic Cash Register is built to the highest product standards, backed by our regular limited warranty. However, you may purchase an extension of the labor portion of the regular ROYAL limited warranty:

<table>
<thead>
<tr>
<th>REGULAR WARRANTY</th>
<th>EXTENDED WARRANTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR</td>
<td>3 Months</td>
</tr>
<tr>
<td></td>
<td>12 Months</td>
</tr>
<tr>
<td>PARTS</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

Owner: ___________________________ Phone Number: ___________________________
Address: ___________________________
City: ___________________ State: ___________ Zip: ___________
Date of Purchase: _______________ Place of Purchase: ___________________________
City: ___________________ State: ___________ Zip: ___________
Royal Model Number: _______________ Serial Number: ___________________________

IMPORTANT: We cannot process your optional warranty form unless you include (1) a copy of your sales receipt or bill of sale showing original purchase date; and (2) a check or money order for the appropriate amount.

The warranty periods stated herein commence on the date of purchase of the equipment.

To apply for the Royal Extended Warranty Program, follow the procedures listed below:

1. Determine the cost of the warranty program that you choose.

<table>
<thead>
<tr>
<th>MODEL</th>
<th>EXTENDED WARRANTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>118nx/120cx/120nx/125nt/215nt/225cx</td>
<td>$17.50</td>
</tr>
<tr>
<td>460nx/480nx/480nt</td>
<td>$22.50</td>
</tr>
<tr>
<td>482nx/487cv</td>
<td>$27.50</td>
</tr>
<tr>
<td>8160nx</td>
<td>$27.50</td>
</tr>
</tbody>
</table>

2. Complete the Extended Warranty Registration Form above.

3. Attach your check or money order, along with a copy of your sales receipt or other proof of purchase. (Save your original sales receipt to document proof of purchase).

4. Mail to: Royal Consumer Business Products
765 U.S. Highway 202
Bridgewater, New Jersey 08807-0945
ATTN: WARRANTY ADMINISTRATOR

You will be sent a self-stick label to affix to your cash register. This label will enable you to obtain service on your cash register AT NO CHARGE from any authorized Service Center or the Royal Corporate Service Center for A FULL 12 MONTHS from your original date of purchase. To obtain information about your nearest authorized service center, call 1-888-261-3888 or 908-429-4357.

Whether or not you select this Warranty Extension Option, your regular limited warranty will still be honored, PROVIDED YOU HAVE YOUR ORIGINAL SALES RECEIPT.

This offer is valid only on cash registers purchased, delivered, and ordered in the United States and Canada.
ROYAL ELECTRONIC CASH REGISTER LIMITED WARRANTY

Royal Consumer Business Products, 765 U.S. Highway 202, P.O. Box 6945, Bridgewater, New Jersey 08807 warrants that your NEW Royal Cash Management System is free of defects of workmanship and materials. If there is a defect or malfunction of this cash register, Royal will repair the cash register 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 for 90 DAYS are covered from the date of purchase. Cash register must be sent postage prepaid and insured to Royal. Royal will pay return postage during labor warranty period only.

This warranty does not apply to persons who purchase this product second hand or used.

This warranty does not include 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, 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 cash register. 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 cash register 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 cash register. Be sure to include your complete name and address.
• Mail the above prepaid and insured to the nearest authorized service location. The Service Center cannot be held responsible for any loss or damage in transit.

For Authorized Service Centers within your local area, please call 1-800-272-6229 or toll free 888-261-3888.

Please retain proof of purchase 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 purchased, delivered and used in the United States and Canada.
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