CASH REGISTER . . .

If you are using one of our Pre-Programmed Cash Registers and you have returned the selling price form, it should already have **your selling prices** programmed into it.

The use of a Royal 210DX Pre-Programmed Cash Register is easy . . . all you have to do is:

1.   Turn the Cash Register key from **OFF** position to the **Reg1** position.

2.   For Price Codes 1 thru 8 Press the **Department key** that matches the item code for each item sold. And for Price Codes 9 thru 16 Press the **Dept Shift** and then the **Department Key** that mataches the item code for each item sold.

> (NOTE: One you have hit the Dept Shift key you can enter multiple items under that code by just pressing the same department key - once you are done with a department Shift key press the **Yellow "C" Key**.

(ie: PC #01 = Dept 1). (The **Department Keys** are **BLACK square keys** with numbers &letters)

3.   When all items have been entered press the **Blue Sub Total** key to see how much is owed for the purchases. (The **Sub Total Key** is the Blue square key marked **#/ST/NS**)

Note *** If the amount is more than the student has you can now back an item out by pressing the **Aqua [Ref/-]** key and then pressing the square **Department Key** that matches the item code on the item . . . then press the **Sub Total** key and go to step 4.

4.   Now enter the amount of money you are given by the student by pressing the **square grey keys**. (enter $10.00 as 1000 . . . do not input the decimal point) and press the **Total Key**. (The Total Key is the **Blue** rectangle key marked **Amt Tend   TOTAL.)**

5.   The Cash Register should now show you how much change is due back.

6.   Place the change in the "**Gift Guide Envelope**" and staple the receipt to the envelope . . . this lets the child's parents know how much was spent at the Shoppe.

It's just that easy!!!

SPECIAL . . .

If you get an **ERROR MESSAGE** press the **YELLOW KEY** with the **"C"** on it.

To open the till without making a sale press the **SUB TOTAL** (**#/ST/NS**) key.

If a student needs to return an item   . . . just press the **Aqua [Ref/-]** key and then press the Square **Department Key** that matches the item code on the item and then the **Total Key** to find out how much refund you need to give the student.

END OF DAY TOTALS . . .

At the end of the day when all sales are complete move the Cash Register key to the **"X"** position and then press the **TOTAL KEY.**

This will tell you what all the total sales have been so far, plus you will be able to tell us how many of each price group you have sold, so we can better resupply you with additional merchandise.

You should use the Cashier Balance Sheets at the end of each day to balance your till.

STARTING CASH . . .

The following is what we suggest you start out with for change.

$20.00 in Quarters . . . $5.00 in Dimes . . . $2.00 in Nickels . . . $23.00 in Dollar Bills . . . and . . . $50.00 in $5.00 Bills . . . for a total of $100.00.

CASH REGISTER IN X REPORT MODE

Set the control lock to the **"X"** position for report mode and press **[AMT TEND/TOTAL]** key.

The tape will print as shown below.

```
   X1 . . . . .0012
DEPT 01        246
             *123.00
DEPT 02        157
             *157.00
DEPT 03        167
             *250.50
DEPT 04        140
             *280.00
DEPT 05         65
             *162.50
DEPT 06         54
             *162.00
DEPT 07         56
             *224.00
DEPT 08         35
             *175.00
DEPT 09         48
             *288.00
DEPT 10         26
             *182.00
DEPT 11         59
             *472.00
DEPT 12         33
             *297.00
DEPT 13         36
             *360.00
DEPT 16        444
             *111.00
  NET       *3244.00

  C-I-D     *3244.00

   GT       *9033.94
```

Department 1 -- 246 items sold for a total of $123.00

Department 2 -- 157 items sold for a total of $157.00

Department 3 -- etc.

TOTAL DOLLAR SALES . . . THIS IS THE NUMBER YOU WANT TO BALANCE WITH AT THE END OF THE DAY.