PROGRAM FOR *ROYAL 210DX* CASH REGISTER

0% PROFIT

1 – Plug the Machine In before you do anything else.

2 – Take off tape compartment lid – lift tab is in the back

3 – Open small compartment in the bottom and install memory back-up batteries.

4.—Pull Back Tape dispenser and install tape (Tape should curve to back)

5. – Close everything back up.

SET UP MACHINE

1. Slide the control switch to the right to the "PRG"(Program) position

2. Using the number key enter month day and year (mm/dd/yy) – example December 5, 2014 would be (120414). Then press the blue **[#/ST/NS]** Key

3. Set the current time using the 24-hour clock format. For example: to set 9:15A.M. type (0915) to set 7:15PM type (1915). Then press the black **[Qty/Time]** key.

4. Next press the number keys [1] and [2]. Then press the black **[Void]** key.

5. Next press the number key [1], then press the black [Tax Shift] key, then type [0000] and press the Blue **[Amt Tend/TOTAL]**

6. To program the department keys type out the price (do not use a decimal) – (ie $1.00 would be 100) then press the department key.   For those in price code 9 – 16 press the black [**Dept Shif**] key before pressing the department

For Price Code #01 Type **50** then press black [Dept 1/9]
For Price Code #02 Type **100** then press black [Dept 2/10] key
For Price Code #03 Type **150** then press black [Dept 3/11] key
For Price Code #04 Type **200** then press black [Dept 4/12]
For Price Code #05 Type **250** then press black [Dept 5/13] key
For Price Code #06 Type **300** then press black [Dept 6/14] key
For Price Code #07 Type **400** then press black [Dept 7/15] key
For Price Code #08 Type **500** then press black [Dept 8/16] key
For Price Code #09 Type **600** then press the black [Dept Shift] key, then the black [Dept 1/9]
For Price Code #10 Type **700** then press the black [Dept Shift] key, then the black [Dept 2/10] key
For Price Code #11 Type **800** then press the black [Dept Shift] key, then the black [Dept 3/11] key

For Price Code #12 Type **900** then press the black [Dept Shift] key, then the black [Dept 4/12]

For Price Code #13 Type **1000** then press the black [Dept Shift] key, then the black [Dept 5/13] key

For Price Code #14 Type **1250** then press the black [Dept Shift] key, then the black [Dept 6/14] key

For Price Code #15 Type **1500** then press the black [Dept Shift] key, then the black [Dept 7/15] key

For Price Code #16 Type **25** then press the black [Dept Shift] key, then the black [Dept 8/16] key

Move the control switch to the left to the [**Reg 1**] position and check out each department key to make sure all prices are correct.   To ring items 9 thru 16 press the black [Dept Shift] key before the correct Dept Key. Press the [**Amt Tend/TOTAL**] for your total.

Each Day

At the start of the day move the control switch to the left to the [**X**] position and then Press the [**Amt Tend/TOTAL**] key. (Move the control switch to [**off**] position) From the receipt write the **C-I-D** total on the cashier's sheet in the space labeled: X TOTAL at the Beginning of the day – Tape receipt to Cashier's Sheet.

At the end of the day move the control switch to the left to the [X] position and then Press the [**Amt Tend/TOTAL**] key. (Move the control switch to [**off**] position) From the receipt write the **C-I-D** total on the cashier's sheet in the space labeled: X TOTAL at the End of the day – Tape receipt to Cashier's Sheet.

Using the Cashier's Worksheet – Balance the Money in the Cash Register.

Ringing up sales.

Move the control switch to the left to the [**Reg 1**] position.

Check the back of the item – look for the PC code –
>   for PC 01-xxx you would just press the black [**Dept 1/9**]
>   for PV 10-xxx you would press the black [**Dept Shift**] then the [**Dept 2/10**] key

NOTE: When you are ringing up a Dept Shift item you can continue to ring up others with that same code without having to pressing the Dept Shift key. When you are done with that Dept Shift code press the yellow "C" key so you can go on to other codes.

When you have rung up all the items press the blue [**#/ST/NS**] key to find how much the child owes, then enter the amount of money received from the child and press the [**Amt Tend/TOTAL**] key. The machine will tell you how much change to give the child.

Put the change in the Gift Guide Envelope and staple the receipt to it.