ROYAL®

210dx
Electronic Cash Register

Thermal Printer

Instruction Manual

24 Departments

1500 PLUs

10 Clerks

Automatic Tax Computation

4 Tax rates
(Including Canadian and VAT)

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:

- 24 departments

- 1500 PLU (Price Look-Up) settings

- 10 Clerk Totals

- Security System

- Choice of Journal or Customer Receipt printout

- Automatic tax computation for tax rate (Add-on, Canadian Tax and VAT)

- Up to 4 Tax Tables

- 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. Please call toll-free:

Customer Service:
1-800-272-6229 (USA)
1-888-266-9380 (in Canada)
01-800-849-4826 (in Mexico)
Ordering Supplies: 1-888-261-4555

TABLE OF CONTENTS

TABLE OF CONTENTS

INTRODUCING ... YOUR CASH REGISTER

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STANDARD ACCESSORIES

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

- Instruction Manual
- 1 Set of Clerk Keys

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 11-key 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.

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.

SPECIFICATIONS AND SAFETY

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MODEL: Royal 210dx
Electronic Cash Register

DISPLAY: Two LCD Displays. Front display for cashier and rear display for customer. Symbols for error, change, subtotal, minus, total and item count.

CAPACITY: Total: 9-digit display with 7 numeric-digits input and readout.

PRINTER: Alpha Numeric Thermal Printer

PAPER SUPPLY: 57/58 MM (2 1/4") Single-Ply, Bond Register Tape (ROYAL brand part # 013129)

MEMORY PROTECTION: Approximately 30 days after power interruption
2 Size AA (1.5-Volt) Batteries (User installed. Included with unit.)

TECHNOLOGY: CMOS RAM

OPERATING TEMPERATURE: 0-40 Degrees Centigrade (32-104 Degrees Fahrenheit)

DIMENSIONS: 14 1/4" D x 13 1/2" W x 7 3/4" H

WEIGHT: 9.4 lbs.

WARNING

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 Class B digital device, pursuant to Part 15 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.
4. 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 Class B FCC limits.

BATTERY SAFETY & MAINTAINING THE CASH REGISTER

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

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

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de la Class B prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere de Communications du Canada.

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.*

BATTERY WARNING

CAUTION: RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE.

- Replace only with the same type of batteries recommended by the manufacturer.

- When replacing batteries pay attention to the polarity (the positive + and negative – ends of the battery); be sure to install the batteries in the correction position and proper direction.

- Do not mix old and new batteries, and do not mix alkaline, standard (carbon-zinc) or rechargeable (ni-cad, ni-mh, etc.) batteries.

- Properly dispose of used batteries according to the battery manufacturer's instructions or according to your local environmental regulations and disposal guidelines.

- Never dispose of any batteries in fire! The batteries may leak or explode.

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. The cash register should be turned "OFF" when covered and not in use.
- 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 1-888-261-3888.
- Familiarize yourself with the safety statements on Page 2.

KEY PAD FUNCTIONS

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Feed	Void (text)		7	8	9		4/12 A/N	8/16 B/O	PLU C/P	Dept. shift
-% (caps)	Ref/- (DW)		4	5	6		3/11 D/Q	7/15 E/R	Tax shift F/S	Check /RA G/T
Clerk (BS)	Qty /Time (num.)		1	2	3		2/10 H/U	6/14 I/V	#/ST/NS J/W	Charge /PO K/X
C			0	00 (space)	·		1/9 L/Y	5/13 M/Z	Amt Tend TOTAL (enter)	
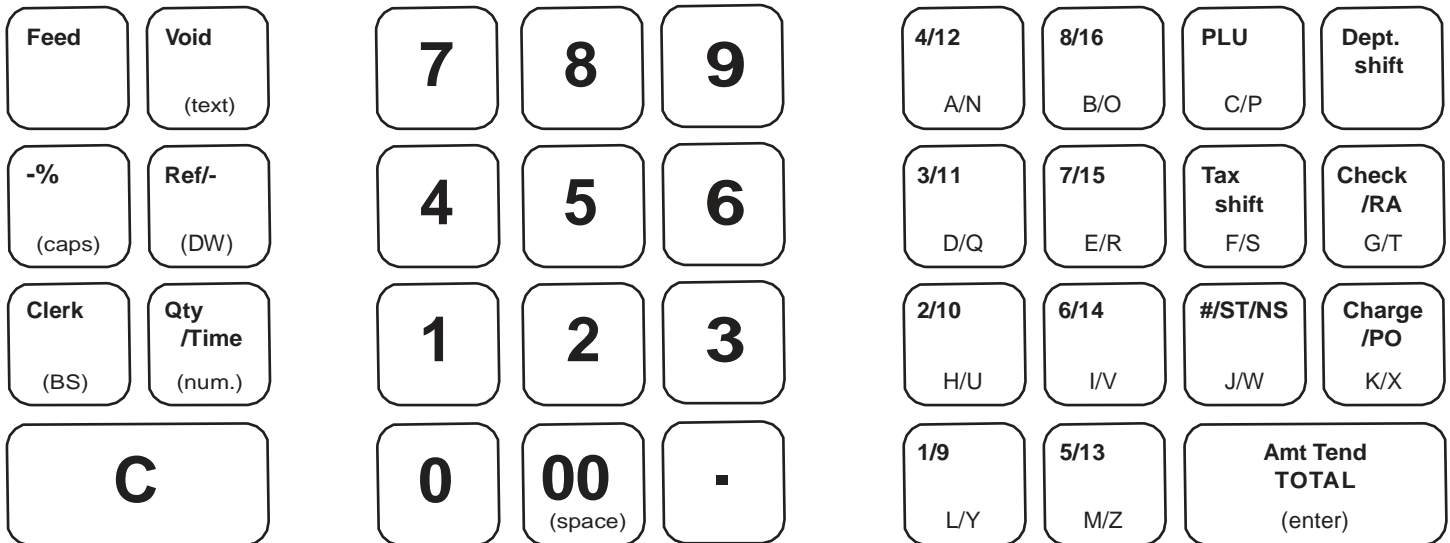
1. **[feed] - Paper Feed Key** - Advances the paper tape with no effect on register entries.

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

3. **[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.

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. **[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.

6. **[PLU] - Price Look-Up** - Registers the transaction, including the preset price, of an individual item linked to the appropriate department.

7. **[C] - Clear Key** - Clears entries made on the keyboard prior to depressing the registration key. Also stops the error alarm when incorrect entries are made.

8. **[qty/time] - Dual-Function: Multiply & Time Display** - Multiplies [DEPARTMENT], [PLU] or [Ref/-] key entries; also displays the current time, if set.

9. **Numeric Entry Keys –** 11-key Numeric Key Pad, including keys [0] through [9] and double-zero [00].

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

11. **[dept shift] – Department Shift Key -** Used to access Department 9 – 16 keys.

12. **[clerk] – Clerk Key -** Used to identify associated transactions with a particular clerk/operator. Supports a clerk identification number for each operator and an optional security code.

13. **[-%] - 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. **[#/NS] – Non Ad / No-Sale Key** - Used to open the cash drawer without a sale or starting a transaction, such as to make change. Also used to print reference data, any numeric only data up to 7-digits long, on the receipt.

15. **[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. **[check] - Check Key** - Total sales paid by check. Check totals appear in the management report.

17. **[charge] - Charge Key** - Used to total sales that are charged. Charge totals appear in the management report.

18. **[subtotal] – Sub-Total Key** - Used to obtain a sub-total of all entries with tax added. Press this key when finished entering all items of a sales transaction, before collecting cash from the customer. The amount shown on the display will be the sub-total amount including tax, if any. Then collect the cash from the customer, enter the total cash amount tendered and press **[amt tend/TOTAL]** to complete the sale and calculate change.

19. **[amt tend/TOTAL] - Amount Tendered and Cash Total Key** - Used to total transactions and to calculate change from total cash tendered by the customer. In "X" and "Z"-modes this key is used to obtain daily grand totals of all transactions and to run periodic reports and end-of-day reports. Pressing this key at the end of a transaction will electronically trigger the cash drawer to pop open.

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 hard, flat, 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" (Receipt On: With Printing) or "R2" (Receipt Off: Without Printing).

7. The machine is ready for cash register transactions.

THE CONTROL SWITCH

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The Control Switch on the left-edge of the cash register inside the printer compartment must be properly positioned to operate or program the cash register. The Control Switch is also used to access the "X" and "Z" modes to print or reset the totals for the management reports.

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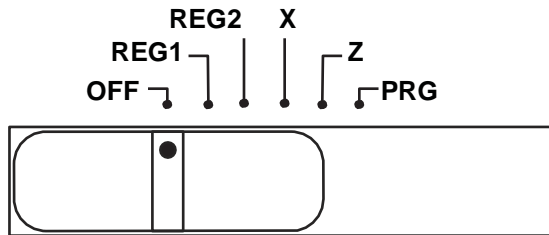
Depending on the desired operation, position the Control Switch as follows:

"OFF" - The cash register is turned off and inoperable.
"R1" (On/Journal Tape) - The cash register isset for standard sales operation, including present options. A journal record is printed for each transaction.
"R2" (On/Customer Receipt) - The cash register is set for standard sales operations, including preset options. A customer receipt will not print for each transaction.
"X" (Prints Mid-Day or Periodic Management Reports) - Prints the "X" management report at anytime and does NOT reset the totals to zero.
"Z" (Prints End-of-Day Management Reports and Resets Totals) - Prints the "Z" management report at the end-of-the-day and resets totals to zero (except "locked-in" grand total).
"PRG" (Program Mode) - Used to set and change program settings.

REMOVABLE CASH DRAWER WITH LOCK

This model cash register has a compact cash box that takes up less counter space. The removable cash drawer has 4-bill slots that are sized to accommodate either US, Canadian or Mexican paper currency. It also has a removable coin tray. The coin tray is preset with 4-coin slots, however it can be expanded up to 6-slots to accommodate additional coins if required.

The coin separators, creating the walls between each coin slot, are removable and can be re-positioned in another groove to change the size of each coin slot. Three separators are already installed in the coin tray to create 4-slots. Two additional separators are included in the box with the cash register (please check the packaging thoroughly) and one or both of these can be installed to create a total of 5 or 6-slots. To remove a separator already installed in the coin tray, lift out the removable coin tray from the cash drawer. While squeezing the bottom of the plastic separator where it inserts into the groove opening at the bottom of the coin tray, turn the coin tray upside-down and use a flat-head screw driver from the opposite side to gently push the plastic locking tab out of the groove. **Be careful not to break the plastic.** To install a separator into the coin tray; line up the separator in a groove with the curved side of the separator facing down and into the coin tray, matching the shape of the coin tray. Be sure the separator is in one groove only; and push it all the way down into the coin tray until the locking tab clicks into position.

The cash drawer will open automatically or electronically after completing a cash, check or charge transaction or by pressing the **[#/NS]** no-sale key. The cash drawer can also be opened manually by using the hidden emergency lever underneath the register, towards the back of the cash box.

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 and key" that manually locks it and prevents it from opening either electronically or when manually using the hidden emergency lever underneath the register. **WARNING:** The cash drawer cannot be opened when it is locked using the cash drawer key (# 515) – do NOT lose these keys.

When opened, the cash drawer can be completely removed from the register by lifting up on the front of the open drawer and pulling it towards you away from the register.

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READING THE DISPLAY

The display shows entry amounts and related transaction information through use of numbers and special symbols. The display window is situated so that the operator can view the operations.

The display is read from left to right as follows.

Department - The first 2-digits display the department number associated for the specific entry.

Repeat/Multiply - The second digit displays the number of items entered at the same price for the same PLU when repeating PLU's or multiplying items using the **[qty/time]** key.

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:

```
        2 DIGIT DISPLAY              7 DIGIT DISPLAY
        FOR DEPARTMENT               FOR AMOUNT
```



```
CAPS ON  ───►        ▲──  RECEIPT OFF        └──  CENTS DECIMAL
```

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, warn of an error condition or indicate use of the program mode. They include:

C   **(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.

S   **(Subtotal)** - Indicates amount shown is a subtotal, including tax if applicable.

=   **(Total)** - Indicates amount shown is the total of the transaction.

E   **(Error)** - Displays if an error is made during operation or when setting programs. An error tone will sound to alert the operator. To stop the error tone (beep) and to clear the error, press the **[C]** Clear key

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 **SETTING THE DATE AND TIME** to set the time). The time is displayed in 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.

ERROR CONDITIONS

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 beep tone sounds, an "E" appears in the display and the keypad locks. An error tone will also occur if the user tries to use a cash register function that has not been programmed yet.

To clear the "E" error, simply press the **[C]** Clear key.

NOTE: After starting a transaction, 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 finish and 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. Correct the error, continue with the transaction, finish 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 used to correct the transaction or entry. Use the **[void]** key to correct an error just registered.

1. Voiding the Entry Just Completed:

If an incorrect entry has been made AND the transaction has not yet been completed (the **[subtotal]** or **[amount tend/TOTAL]** keys have NOT been pressed), simply press the **[void]** key to reverse the last entry BEFORE continuing with any other entries. The entry is reprinted with a "VOID/CORR" message following the amount and reversed or subtracted from the transaction.

2. Voiding an Earlier Entry:

To void an earlier entry in a previous transaction:

1. Complete and total the transaction, which includes the erroneous entry.

2. Start a new void transaction that will off-set the original transaction.

3. Press the **[void]** key.

4. Re-type the incorrect information for the first item, exactly as originally entered (with the incorrect price or other error).

5. Repeat Steps 3 and 4 for each item in the original transaction.

6. Total the transaction by pressing the **[amount tend/TOTAL]** key.

7. Then, you can start a new sale with the correct price or correct other information.

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, such as PLU and department information programmed in the register.

The memory is protected by 2 standard "AA"(1.5-Volt) batteries that should be installed before programming the register. Batteries are included with the register.

When properly installed, these batteries provide back-up power to the register memory if the power cord is accidentally disconnected or if a power interruption occurs.   The daily transactions, locked-in grand total and all user-programmed information 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 ensure proper memory protections, batteries should be replaced with new batteries after any lengthy interruption of power, once power has been restored, or once a year with normal use.

TO INSTALL OR REPLACE BATTERIES:

1.   Be sure the cash register is plugged-in and there is power to the machine.

2.   Move the control switch to the "R1" or "R2" position.

3.   Open the printer cover (Figure B). The battery compartment is located inside the printer compartment.

4.   Remove the paper roll from the compartment.

5.   Remove the battery cover (Figure C), located on the bottom of the printer compartment.

6.   Position the batteries as indicated (Figure D), making sure that the positive and negative poles are aligned correctly.

7.   Re-install the paper roll (See Figure E).

8.   Replace the battery cover.

NOTE: **It is important that the unit is plugged in before the batteries are first installed and when being replaced.**

NOTE: **Please see important Battery Information and Safety Warnings on page 3.**

NOTE: **In order to assure continuous battery back-up protection, it is important that the batteries be changed at least once every year.**
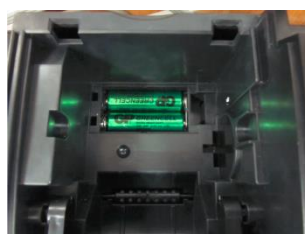
Fig. B	Fig. C	Fig. D	Fig. E

INSTALLING A NEW PAPER ROLL

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As you use the cash register, you will need to replace the paper roll. Your cash register has a thermal printer that prints receipts for the customer or a journal tape. Use 2 1/4 inch (57.5 mm) wide standard thermal register paper. Do not use bond paper because the register does not use a ribbon or ink cartridge for printing.

| Feed |

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.

TO INSTALL THE PAPER ROLL

1. Open the Journal Compartment Cover. Remove the Journal Compartment Cover and set it aside.
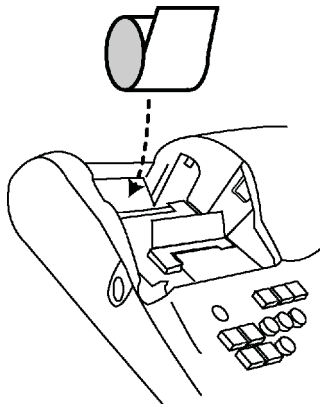
Place paper in concaved cradle

2. Place the paper roll in the concaved cradle at the bottom of the Journal Compartment. Make sure the paper feeds out from the bottom of the roll, towards the front of the cash register.
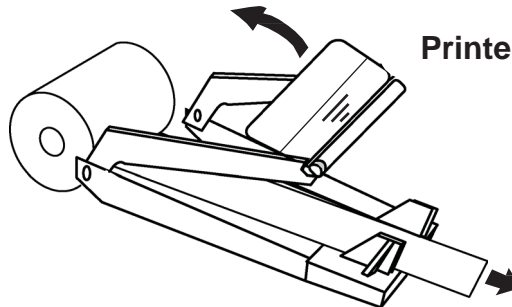
Printer Roll Assembly

3. Grab the middle of the print roller assembly. Pull towards the back of the cash register and raise the roller bar up.

4. Lay the end of the paper across the printer as shown. Move the print roller down onto the paper and snap into place. Make sure both sides are snapped down.

| Feed |

5. Press the **Feed** key until the paper catches and moves through the printer.

6. Replace the Journal Compartment Cover.

7. Press down on the cover to snap close.

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QUICK START

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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 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. Install memory back-up batteries, according to the instructions on the previous pages of the manual.

3. Make sure the ink roll is installed in the register (one was installed at the factory); and install the cash register paper roll, according to the instructions on the previous pages of the manual.

4. Perform the following Quick Start programming procedures:

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

   B. Set the current date by typing the current **month day and year (mm/dd/yy)** using the numeric keys. The month and date must each be entered as a two-digit number; for example, to set March 8, 2014, type **[030814]**. Finalize by pressing the **[#/NS]** key.

   C. 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.

   D. Set the decimal point for 2-decimal places (U.S./Canada standard): Type **[1]**, **[2]** and press the **[void]** key.

   E. To set a fixed add-on Tax Rate (in the USA): Type **[1]** for tax rate # 1, then press the **[tax shift]** key. Then 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]**. If your tax rate is over 9.999%, then enter it as a 5-digit number, for example 10.5% should be entered as **[10500]** and 11% would be entered as **[11000]**.   Then press the **[amt tend/TOTAL]** key. For Canadian Tax users, please refer to the Canadian Tax section of the manual.

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

   Please note for the next steps you will use the Department Keys, which are the keys numbered 1 through 16 located directly to the left of the **[amt tend/TOTAL]** key.

   G. Program Department 1 as taxable items without any preset price. To do this, type the numeric keys **[0] [0] [1]** to assign Tax Rate #1, press **[check]**, type the price **[000]** and finalize by pressing the **[Department 1]** key. Repeat this procedure for all departments you wish to tax with Tax Rate #1. Optional: If you wish to enter preset department prices, replace the [000] with the actual price you would like to program, or see page 18 for details.

   H. Program Department 2 as non-taxable items with a preset price of $1.99. To do this, type the numeric keys **[0] [0] [0]** to set as non-taxable, press **[check]**, type the price **[199]** 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 different preset department prices, replace the [199] with the actual price you would like, or see page 18 for details.

   I. Basic programming is now complete.

5. To ring up sales, slide the control switch to the R1 or R2 position (R1 winds a Journal Record, whereas R2 gives you Customer Receipts through the window opening, as described fully on page 10). Follow the instructions given in "Transaction Examples", starting on page 28.

6. 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 starting on page 37.

Once you have mastered the Quick Start operations, you may want to take advantage of other valuable register functions such as Percent Discount Rate, Price Look-Ups (PLU's) and Security Codes. If you have questions regarding Quick Start or any other aspects of the machine operation, call Royal Customer Service, toll-free, at 1-800-272-6229.

HELPFUL HINTS FOR A SUCCESSFUL START-UP

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 update a state tax rate, be sure you are in the "PRG" program mode, then re-do the specific program in question. A new program entry will automatically override a previous entry. The change will also carry through-out the rest of the register programming. For example, if the tax percentage is changed for Tax Rate # 1, after entering the new tax percentage you do NOT have to re-enter or re-program all of the departments linked to Tax #1. All of the taxable departments linked to that tax rate will automatically have the correct, new tax percentage.

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

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

NOTE: Be sure the memory back-up batteries are installed before setting these programs.

SETTING PROGRAMS

All programs are set by first entering the "PRG" program mode with the control switch.   Then the specific settings are programmed using the numeric keypad [0-9] and appropriate operation or function keys. Program selections appear in the display to verify entry and are printed on the receipt paper for your record.

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

2. 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 transactions 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. Re-enter the program step, correcting the error.

If the prompt "E6" appears, this means a security code was programmed. Enter the 4-digit code followed by the **[amt tend/TOTAL]** key. Then proceed with programming.

Note: While you are programming your register, you might shift to R1 or R2 mode to test a feature by running a transaction. If you do not TOTAL the transaction, when you return to the "PRG" mode an error tone will sound. Simply return to R1/R2 and TOTAL the transaction by pressing the **[amt tend/TOTAL]** key and then return to PRG mode.

SETTING THE DATE AND TIME

_____

Set the date option to print the current date at the top of each receipt, journal record or management report.

Set the time option to print the current time at the bottom of the receipt. The time will automatically print and display in military – time (24-hour format). The time prints in the following format: HH•MM. For example: 9:30. If the time is AM, the receipt will print 9-30. If the time is 9:30 PM, then the receipt will print 21-30.

There is an internal clock and the date and time change automatically as long as the back-up batteries are installed.

Setting the Date:

1. Enter the program mode by sliding the Control Switch to the "PRG" position.
2. Type **[the 6-digit number]** representing the current date. Use the format MMDDYY to enter the date. 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.

Example: Set a date of March 7, 2014		
Type/Press:	**The Display Shows:**	**The Receipt Shows:**
030714 + [#/NS]	030714	03-07-2014

Date Format: The date will automatically print in the following format: MM-DD-YY (Month-Day-Year). For example: 03·07·14.

Setting the Time:

1. Enter the program mode by sliding the Control Switch to the "PRG" position.
2. Type **[the current time]** using the following format: HHMM. The time MUST be entered in 24-hour format (Military time)
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.

Example: Set the time at 3:30 PM: (with 24-hour format)		
Type/Press:	**The Display Shows:**	**The Receipt Shows:**
1530 + [qty/time]	1530	15-30

SETTING THE CLERK SYSTEM

The Clerk System allows transactions to be associated with a clerk #. Optionally, there can be a security code assigned to each clerk number. The benefit of the system is that sales can be tracked by clerk; a Clerk Report captures the number of transactions and sales for each Clerk number.

There are a few steps to set up the Clerk System.
1. Activate/Disable the Clerk System
2. Determine whether Clerk #'s are required to be entered with or without a security code
3. Assign the security code to each Clerk #

Activate/Disable the Clerk System:
1. If needed, enter the program mode: Move the Control Switch to the "PRG" position.
2. Type **[44444]**
3. Enter either   **[0]** or **[1]**:
     [0] disables the Clerk System;
     [1] activates the Clerk System.
4. Press the **[amt tend/TOTAL]** key to finish.

Assign Clerk # and Security Code Entry:
1. If needed, enter the program mode: Move the Control Switch to the "PRG" position.
2. Type   **[11]**
3. Enter either   **[0]** or **[1]**:
     [0] Clerk # only;
     [1] Clerk # and 3-digit security code.
4. Press the **[void]** key to finish.

NOTE: if you set the register to require security codes to be entered after the Clerk #, then you MUST program or set a security code for all Clerk #'s used. Otherwise, clerk numbers without security codes assigned to them will not be accepted and will result in an error when entered.

To Assign a Security Code to Clerk #:
1. If needed, enter the program mode: Move the Control Switch to the "PRG" position.
2. Type **[444444]**
3. Press the **[amt tend/TOTAL]** key
4. Enter the **Clerk** #: **[1]**, **[2]**, **[3]**, **[4]**, etc.
5. Enter the security code: any 3-digit number between 001 and 999, examples: 123, 222, 212, etc.
6. Press the **[clerk]** key
7. Repeat steps 4, 5 and 6 for each Clerk # you want to have a security code.
8. Press the **[C]** key to finish.

To re-program a clerk number with a new security code, just repeat the instructions above using the new security code in step #5.

To reset a clerk # with no security code, complete steps 1 through 8 skipping step # 5 (do NOT enter anything for the security code). This will erase the security code assigned to that clerk #. However, please remember, that if the cash register is still set to require security codes, then any clerk # without a security code cannot be used.

Using the Clerk Feature
Before entering a transaction, press the single-digit number on the numeric keypad followed by the **[clerk]** key to record transactions under that Clerk number. If a security code is required with the Clerk number, enter the clerk number and the 3-digit security code and then press the **[clerk]** key.

A Clerk number is only required when the register is first set to the R1 or R2 modes after being "OFF". After that, the register will not ask for a clerk # at the beginning of every transaction. However, a new clerk # and security code, if programmed, can be entered optionally at the beginning of any transaction; and the register will record that transaction and all future transactions (until the clerk number is changed again) under that clerk number.

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.

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.

Example: Set a percent discount rate of 5%:

Type/Press:	The Display Shows:	The Receipt Shows:
500	5·00	
[-%]	0	DISCOUNT 5.00%

DEPARTMENT PROGRAMMING

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, although that preset price can be overridden at any time. Each PLU programmed in the register must then be assigned to a Department, which will define the tax rate to be charge for that PLU.

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

1. **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.
2. **Tax Status** - allows you to tax or not to tax a department key.
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.

Note: You can have up to 4 Tax Rates in the register. These are set in the next section - Tax Rate. Use the chart below to determine how you want a department to calculate taxes. For the sake of simplicity, if your jurisdiction only uses one tax rate, then you should set that one fixed percentage rate under TAX1, for example, and then assign TAX1 to all taxable departments.

Tax Rate Chart

S2 Code		USA	CANADIAN	VAT
00	Non-Taxable	○	○	○
01	Taxable by TAX 1	○	○	○
02	Taxable by TAX 2	○	○	○
03	Taxable by TAX 3	○	○	○
04	Taxable by TAX 4	○	○	○
05	Taxable by TAX 1 and TAX 2	○	○	
06	Taxable by TAX 1 and TAX 3	○	○	
07	Taxable by TAX 1 and TAX 4	○	○	
08	Taxable by TAX 2 and TAX 3	○	○	
09	Taxable by TAX 2 and TAX 4	○	○	
10	Taxable by TAX 3 and TAX 4	○	○	
11	Taxable by TAX 1, TAX 2 and TAX 3	○	○	
12	Taxable by TAX 1, TAX 2 and TAX 4	○	○	
13	Taxable by TAX 1, TAX 3 and TAX 4	○	○	
14	Taxable by TAX 2, TAX 3 and TAX 4	○	○	
15	Taxable by TAX 1, TAX 2, TAX 3 and TAX 4	○	○	

ZERO PRICE ENTRY SETTING

This procedure allows a price of zero ($0.00) to be entered for a department or PLU price during set-up programming. 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 **[void]** key.

3. To prohibit zero price entry, type **[8]**, then **[0]**, followed by the **[void]** key. **Please note this is the default setting**.

TO PROGRAM DEPARTMENTS AS TAXABLE

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

2. Select Multiple Sale or Single Item Sale: Type **[0]** or **[1]**
   - 0 = Multiple Item Sales
   - 1 = Single Item
3. Type **[2-digit #]** from the Tax Rate Chart above.
4. Press the **[check]** key.
5. Enter the Pre-set Price using the **[number keys]**, be sure to include the cents (for example, for a $3 pre-set priced item you must enter 300). If you do not wish to program a department pre-set price, enter "0".
6. Press the appropriate **[DEPARTMENT]** key.

Repeat these steps for each department you will be using.

Example: Program Department 1 as multiple item sales, taxable using Tax Rate 1, and with a pre-set price of $1.99

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

TO PROGRAM DEPARTMENTS AS NON-TAXABLE

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: Program Department 2 as multiple item sales, non-taxable, and with no pre-set price (a zero price):

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

TEXT PROGRAMMING

SELECTING THE TEXT

The text is chosen by the [text] key.

	DISPLAY	
	[0]	<--- Normal programming mode
[<text>]	[d P 0 1]	<--- Department name
[<text>]	[P L 0 0 0 1]	<--- PLU name
[<text>]	[C L 0 1]	<--- Clerk name
[<text>]	[H d 1]	<--- Header message
[<text>]	[F t 1]	<--- Footer message
[<text>]	[0]	<--- Return to nomal programming mode

(Note) Even in programming sequense, you can exit the programming by pressing the [C] key. You can exit, when not having inputted the character.

ENTERING TEXTS

There are two ways to enter characters:

1) **DIRECT ENTRY**:

   The normal alphabet ('A' to 'Z', 'a' to 'z') can be directly entered by the key of [A/N] to [M/Z].

   Example : "COKE" is set to the PLU number 1000.

	DISPLAY	
	[0]	<--- Normal programming mode
[<text>]	[d P 0 1]	
[<text>]	[P L 0 0 0 1]	<--- PLU name
1000 [<num.>]	[P L 1 0 0 0]	<--- PLU number = 1000
[C/P]	[C]	<--- Enter 'C'
[Dept. shift] [B/O]	[C O]	<--- Enter 'O'
[K/X]	[C O _]	<--- Enter 'K'
[E/R]	[C O _ E]	<--- Enter 'E'
[<enter>]	[P L 1 0 0 1]	<--- Fix the text

20

2) **CHARACTER CODE ENTRY**:

Characters can be entered by two digit codes.

The character code is the following.

		0	1	2	3	4	5	6	7	8	9
						2					
	0		DW	a	b	c	d	e	f	g	h
	1	i	j	k	l	m	n	o	p	q	r
	2	s	t	u	v	w	x	y	z	?	!
1	3	0	1	2	3	4	5	6	7	8	9
	4	@	A	B	C	D	E	F	G	H	I
	5	J	K	L	M	N	O	P	Q	R	S
	6	T	U	V	W	X	Y	Z	/	:	#
	7	&	%	$	,	(	)	*	+	-	.
	8	í	¿	á	é	Í	ó	ú	;	>	'
	9	"	<	=	Ä	Û	Ö	İ	ű	Ñ	ñ

DW : Double width code.

Example: "FOOD" is set to the department number 10.

```
                        DISPLAY
                        [                    0 ]   <--- Normal programming mode
        [<text>]        [ d P 0 1              ]   <--- Department name
   10 [<num.>]          [ d P 1 0              ]   <--- Department number = 10
           46           [                  F ]   <--- Enter 'F'
           55           [                F O ]   <--- Enter 'O'
           55           [              F O O ]   <--- Enter 'O'
           44           [            F O O D ]   <--- Enter 'D'
       [<enter>]        [ d P 1 1              ]   <--- Fix the text
```

Note) The alphabet is displayed as follows (independent of character size).

ABCDEFGHIJ_L_NOPQrStUu__YZ

The character with difficult display: ___
Double width code: ○

DOUBLE RECEIPTS

DOUBLE RECEIPT SETTING

> (12) - (Status) - [Void]
>   1 Digit

Status :   0 = Double receipt enable   (Default Value = 0)
           1 = Double receipt disable

Example: (12) - (1) - [Void]

```
VOID/CORR          1.21
```

TO ISSUE DOUBLE RECEIPTS

Pressing [Amt Tend/TOTAL] key re-prints the receipt.

Data to be accumulated in RAM to enable this feature is 60 lines. In the event that data exceeds 60 lines, only total amount is to be printed.

> { TRANSACTION }
>
> { TENDER }
>
> [Amt Tend/TOTAL] --> Print receipt

 Example: REG-1 Mode :

> (100) - [DEPT 1]
>
> (1) - [PLU]
>
> [Amt Tend/TOTAL]
>
> [Amt Tend/TOTAL] --> Re-prints receipt

 Example: REG-2 Mode :

> (100) - [DEPT 1]
>
> (1) - [PLU]
>
> [Amt Tend/TOTAL]
>
> [Amt Tend/TOTAL] --> Prints first receipt

DEPARTMENT SHIFT FUNCTION

Single Department Entry: Enter amount   (   ) - [Dept shift] - [DEPARTMENT]

Repeat Department Entry: Enter amount   (   ) - [Dept shift] - [DEPARTMENT]
                                                                    [DEPARTMENT]

Multiple Department Entry: Enter quantity (   ) - [Qty/Time]
                              (0 - 99)

                              Enter amount   (   ) - [Dept shift] - [DEPARTMENT]

                              { TENDER }

```
DEPT 9            *1.00T1 ──────── SINGLE DEPARTMENT ENTRY
DEPT 10           *2.00T2 ──────── REPEAT DEPARTMENT ENTRY
DEPT 10           *2.00T2
 2x @3.00                          MULTIPLE DEPARTMENT ENTRY
DEPT 11           *6.00
                  *0.05T1
                  *0.16T2
-------------------------------------
TOTAL             *11.21
CASH              *11.21
```

NUMBERED DEPARTMENT FUNCTION

NUMBERED DEPARTMENT ENTRIES

Single Department Entry:

> Enter amount   (   ) - [Dept shift]
>
> Enter DEPT #   (   ) - [Dept shift]

Multiple Department Entry:

> Enter quantity (   ) - [Qty/Time]
> (0 - 99)
>
> Enter amount   (   ) - [Dept shift]
>
> Enter DEPT #   (   ) - [Dept shift]
>
>   { TENDER }

```
DEPT 20           *1.00T1  ──────── SINGLE DEPARTMENT ENTRY
 2x @3.00                  ╱ MULTIPLE DEPARTMENT ENTRY
DEPT 24           *6.00
                  *0.05T1
-----------------------------------
TOTAL             *7.05
CASH              *7.05
```

TAX RATE

Programming the Tax Rate

This cash register supports up to 4 Tax Tables; therefore, it allows 4 separate tax rates to be established and each of those rates can be linked to a different department. For instance, Tax1 could be 6%, Tax2 could be 8%, Tax3 could be 5.5% and Tax4 could be 2%. By establishing separate tax rates, a separate Tax rate total is printed on the management report, if you want to know taxes paid by rate.

Each tax rate can be programmed as either a **fixed percent tax rate** or **tax table rate**. The fixed rate is an add-on, fixed percentage charged on the total item. For example, a 5% tax would mean $5.00 sales tax is charged on a taxable sale with a $100.00 of merchandise; and the total for that sales transaction will be $105.00.

A tax table rate is based on an approved tax table chart issued by an individual state or local municipality. If programming by tax table rate, then please obtain a copy of the exact tax table from your state or local tax authority and then contact Royal Customer Service for more information.

The tax system can be set for one of the following international settings:

> 0 = add-on tax: USA Tax Mode (standard setting for U.S. tax)
> 1 = Canadian Tax Mode
> 2 = VAT Tax Mode (commonly used in Mexico and 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, follow the instructions in those sections. Please see the end of the manual.

See the next page for programming details.

TO PROGRAM A FIXED TAX RATE: (Recommended For Most Applications)

"PRG" mode + Tax 1 - 4 + [Tax Shift] + Tax Rate (4 Digit #) + (amt Tend/TOTAL)

Note: You can program 1 Tax Rate or up to 4 Tax Rates. Remember, when you determine a department's tax status, at that point, you identify the tax rate you want for that department.

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

1. Enter the program mode: Move the Control Switch to the "PRG" position.
2. Enter **(1 - 4)** , 1 through 4 being the Tax Rate identifier where that tax percentage will be stored in memory.
3. Press **[tax shift]** key
4. Enter the **Tax Percentage Rate** as a 4-digit number. You MUST enter the rate with three digit decimal places, for example, if your tax rate is 8%, type **[8000]**; if your tax rate is 7.5%, type **[7500]**; if your tax rate is 9.125%, type **[9125]**. If your tax rate is over 9.999%, then enter it as a 5-digit number, for example 10.5% should be entered as **[10500]** and 11% would be entered as **[11000]**.
5. Press the **[amt tend/TOTAL]** key.

Note: If you want to set up another Tax Rate, return to step 2.

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

Example: Set a tax rate of 5.5% in Tax Rate # 1 and then 8.25% in Tax Rate # 2:
 	
    [1] + [tax shift] + [5500] + [amt tend/TOTAL] key
    [2] + [tax shift] + [8250] + [amt tend/TOTAL] key

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The Price Look Up system allows for fast, accurate entry of an item and automatically tracks the number of items sold. Each PLU number is associated to one item or sku.

There are 2 methods in programming PLU's. 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 PLU's, 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 enter, override or change a PLU's preset price in the register mode; whereas a price must be entered during a sales transaction for the Open PLU Price item.**
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 that is programmed non-taxable.

Program PLU for OPEN PLU Price

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.
2. Press the **[clerk]** key to begin programming the PLU Status.
3. Type the **[PLU # between 0001 - 1500]**
4. Press the **[PLU]** key
5. Enter the PLU Status #: type **[0]** or **[1]**.
     [0] = Fixed PLU Price (This is the factory default option).
     [1] = Open PLU Price (Sub-department option).

6. Press the **[Department]** key for the department (and associated tax rate) to which that PLU item will be linked.
7. Repeat Steps #3 through 6 for all desired PLU numbers.
8. Press the **[clerk]** key to finish programming the PLU Status.
9. Continue to the next section on programming the PLU Price.

Program PLU with FIXED Price

1. Enter the Program mode: Move the Control Switch to the "PRG" position.
2. Press the **[qty/time]** key to begin programming.
3. Type the **[PLU Number between 0001 - 1500]**
4. Press the **[PLU]** key.
5. Type the PLU Price using the **[number keys]**.
6. Press the **[Department]** key for the department (and associated tax rate) to which that PLU item will be linked.
7. Repeat Steps #3 through 6 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**.
8. Press the **[qty/time]** key to finish programming PLU prices.

CONFIRMATION REPORTS: No printing will occur during programming of PLU's. To print a PLU Confirmation Report, please see the next section.

PLU CONFIRMATION REPORT

To print a PLU Confirmation Report

1. If needed, enter the program mode: Move the Control Switch to the "PRG" position.

2. Press the **[PLU]** key. All the PLU's that have been programmed will print. See sample printout below.

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

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, you can reset the code by repeating this programming procedure below with a new code. Then, print the report using the new code.

Assigning a Security Code:

1. Move the Control Switch to the "PRG" position.
2. Type **(the 4-digit number)** representing the security code. **(A 4-digit number must be used. Four zeroes cannot be used).**
3. Press the **[charge]** key to store the code.

Example: Assign a security code of "7748":

Type/Press:	The Display Shows:	The Receipt Shows:
7748 + [charge]	7748	77.48 Non Print

NOTE: IF YOU SET A SECURITY CODE, YOU WILL NOT BE ABLE TO PRINT YOUR "Z" 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.

Delete a Security Code:

1. Move the Control Switch to the "PRG" position.
2. Type **[0 0 0 0]**.
3. Press the **[charge]** key.

Using a Security Code in the "Z" Mode:

1. To print a "Z" report at the end-of-the-day when a security code has been assigned, move the Control Switch to the "Z" mode.
2. Type the **[4-digit security code]**.
3. Press the **[amt tend/TOTAL]** key.
4. The "Z" report will print.

SETTING THE DECIMAL POINT

To set 2-decimal place (standard in the U.S.):
1. Move the Control Switch to the "PRG" position.
2. Type the number **[1]**.
3. Then type **[the number]** of decimal places you need the register to use (see chart below).
4. Press the **[void]** key.

THE SAME PROCEDURES APPLY FOR OTHER DECIMAL SETTINGS AS FOLLOWS:

[0]	=	NO decimal places	=	0.	(whole numbers only)
[1]	=	ONE decimal place	=	0.0	
[2]	**=**	**TWO decimal places**	**=**	**0.00**	**(Standard setting for U.S. & Canada)**
[3]	=	THREE decimal places	=	0.000	

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SUMMARY OF PROGRAMS

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Listed below is a recap of all the basic programs set according to some of the examples used previously in the manual:

Program/Example	**Type/Press**
SET CONTROL SWITCH TO "PRG"	
SETTING 2-DECIMAL PLACES	(12) + [void]
ALLOWING ZERO DOLLAR PRICE ENTRIES	(81) + [void]
SET DATE: MARCH 7, 2014	(030706) + [#/NS]
SET TIME: 3:30 PM	(1530) + [qty/time]
SET (-%) DISCOUNT RATE: 5%	(500) + [-%]
ASSIGN TAX STATUS:	
DEPT 1 – TAXABLE	(0) + (01) + [check] + (0) + [DEPARTMENT 1]
DEPT 2 - NO TAX	(0) + (00) + [check] + (0) + [DEPARTMENT 2]
SET FIXED TAX 5.5% FOR TAX RATE # 1	(1) + [tax shift] + (5500) + [amt tend/TOTAL]
ASSIGN A SECURITY CODE OF "7748" FOR "Z" REPORTS	(7748) + [charge]

TRANSACTION EXAMPLES

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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 (linked to Tax Rate #1 with 5.5% tax). Subtotal transaction and compute change for $5.00 cash tendered.

1. **[100] + [DEPARTMENT 1]**

2. **[subtotal]**

3. **[500] + [amt tend/TOTAL]**

Registering a Sale with 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. **[subtotal]**

3. **[amt tend/TOTAL]**

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 (linked to Tax Rate #1) and a $3.00 item to Department 2 (non-taxable) as a charge transaction.

1. **[250] + [DEPARTMENT 1]**

2. **[300] + [DEPARTMENT 2]**

3. **[charge]**

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. **[1500] + [DEPARTMENT 2]**

3. **[subtotal]**

4. **[2000] + [amt tend/TOTAL]**

5. **[charge]**

MINUS (-) KEY TRANSACTIONS

Registering a [-] Reduction (Coupon):

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. **[10] + [ref/-]**

3. **[amt tend/TOTAL]**

TRANSACTION EXAMPLES

PERCENT DISCOUNT (-%) TRANSACTIONS

Custom Discounting (-%) Individual Items / Overriding the Preset Discount (-%):

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]**

2. **[1000] + [-%]**

3. **[subtotal]**

4. **[amt tend/TOTAL]**

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

Example: Register the preset percent discount (5%) to an entire transaction.
Note: The **[-%]** key must already be programmed with a preset discount percentage for the following example to work.

1. **[100] + [DEPARTMENT 1]**

2. **[200] + [DEPARTMENT 1]**

3. **[subtotal]**

4. **[-%]**

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.
Note: The **[-%]** key must already be programmed with a preset discount percentage for the following example to work.

1. **[300] + [DEPARTMENT 2]**

2. **[-%]**

3. **[amt tend/TOTAL]**

PLU CODES

Note: PLU Codes must be programmed 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]**

2. **[subtotal]**

3. **[amt tend/TOTAL]**

Using an Open PLU Price (Sub-department) with No Preset Price:

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

1. **[3] + [PLU]**

2. **[200] + [PLU]**

3. **[subtotal]**

4. **[amt tend/TOTAL]**

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] + [PLU]   (MUST press the [PLU] key to accept preset price of an Open Price PLU)**

2. **[subtotal]**

3. **[amt tend/TOTAL]**

TRANSACTION EXAMPLES

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.   **[VOID]**

3.   **[300] + [DEPARTMENT 2]**

4.   **[amt tend/TOTAL]**

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

Voiding a Single Item from Previous Sales Transaction:

Example: Void a $1.00 item in Department 1.

1.   **[VOID]**

2.   **[100] + [DEPARTMENT 1]**

3.   **[amt tend/TOTAL]**

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]**
3.   **[VOID]**
4.   **[200] + [DEPARTMENT 2]**
5.   **[amt tend/TOTAL]**

REFUNDS

Refund a Single Item:

Example: Refund a $1.00 item in Department 1.

1. **[ref/-]**

2. **[100] + [DEPARTMENT 1]**

3. **[amt tend/TOTAL]**

Refund Multiple Items:

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

1. **[ref/-]**

2. **[100] + [DEPARTMENT 1]**

3. **[ref/-]**

4. **[200] + [DEPARTMENT 2]**

5. **[amt tend/TOTAL]**

Example: Refund 3 items at $1.00 in Department 1.

1. **[ref/-]**

2. **[3] + [qty/time]**

3. **[100] + [DEPARTMENT 1]**

4. **[amt tend/TOTAL]**

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 Tax Rate # 1 of a $2.00 item linked to Department 1 (preset at 5.5% fixed tax rate # 1).

1.   **[1]** (number representing the Tax Rate to be exempted) **+ [tax shift]**

2.   **[200]** + **[DEPARTMENT 1]**

3.   **[100]** + **[DEPARTMENT 1]**

4.   **[amt tend/TOTAL]**

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).

1.   **[300]** + **[DEPARTMENT 1]**

2.   **[500]** + **[DEPARTMENT 1]**

3.   **[1] + [tax shift]**

4.   **[amt tend/TOTAL]**

Adding Tax to a Non-Taxed Department:

Example: Add Tax Rate # 1, (preset at 5.5% fixed tax rate) to a $1.00 item registered to Department 2, which is preset as a non-taxable department) and Paid for by Check.

1.   **[1] + [tax shift]**

2.   **[100]** + **[DEPARTMENT 2]**

3.   **[check]**

OTHER TRANSACTIONS

Registering Money Received On Account:

Example: Register $10.00 received on account.

1.   **[1000] + [RA]**

Paying Money Out:

Example: Pay out $5.00.

1.   **[500] + [PO]**

Registering an Identification Number:

NOTE: Up to 7 digits can be used for the identification number. This entry can be made prior to or after any operation. The # identification is not added to the management report or totals and is NOT retained in the memory of the cash register.

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

1.   **[12345] + [#/NS]**

2.   **[100] + [DEPARTMENT 1]**

3.   **[amt tend/TOTAL]**

Registering a No Sale:

NOTE: This operation simply prints a no sale receipt. This is to track if the cash drawer was opened for some reason besides a sales transaction. An activity is registered to the activity counter in the management report.

1.   **[#/NS]**

"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 at any time through-out the day. (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.

2. Type **[2]**, type **[0]**, then press **[R/A]**.

After this operation, the grand total resets to zero.

ZERO-SKIP REPORTING

Please note that this model cash register has an automatic zero-skip feature activated for the financial reports. This means that items with a zero balance or no transactions for the time period covered by that report (no history) will be skipped and not printed on the report. This feature helps save paper instead of printing all the items with a zero in the amount column.

For example, if there were no sales in Dept. 2 for the entire day, and there were a total of $100 sales in Dept. 1 and $50 in sales in Dept. 3, then the Z-report at the end of the day will print Dept. 1 with $100 in sales and Dept. 3 with $50 in sales. Dept. 2 will be skipped completely on the report.

So, if you run a financial report and notice certain Departments or PLU's missing, then it means that there were no sales or transactions for the missing item during the time period covered by that report.

This feature is automatic and there is nothing you need to do to turn it on. There is no way to disable this feature.

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

System Balance:

       1 – 24 DEPARTMENTS

       (+)   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 AND CLERK REPORTS

_____

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.   Press the **[PLU]** key.

3.   The PLU Report will print.

_____

Clerk Report

Clerk Reports can be taken in either the X or Z position. Remember, if the PLU Report is taken in the Z position, the totals will be reset to zero after the report is completed.

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

2.   Press the **[clerk]** key.

3.   The Clerk Report will print.

The Clerk Report will print the total number of items sold and the total dollar amount of sales for each clerk number. The clerk numbers will be listed down the left edge of the report while the sales totals will be printed on the right.

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 "Z" mode and the error tone sounds and the prompt "E6" appears in the display, this means a manager's security code was programmed. Press the **[C]** key to clear the error. Then enter the manager's security code, press the **[amt tend/TOTAL**] key and continue with the operation.

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 programming from the memory.

    A. Turn the control slide switch to the "OFF" position.

    B. Remove the memory back-up batteries located in the printer compartment; and unplug the register for at least 20 minutes.

    C. Plug the register back-in and replace the batteries.

    D. Turn the register "on" to the appropriate mode and reprogram the register.

6. If you cannot resolve your difficulty using the previous four steps, feel free to call the Royal Customer Service at 1-800-272-6229 (in Canada call 1-888-266-9380).

TAX SYSTEM PRESET

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 Mexico and European countries.

The tax system is set as follows:

Tax System Number

Factory Default = 0   Add-on Tax: USA Tax Mode - Standard Setting for U.S. tax
                    1   Canadian Tax Mode
                    2   VAT Tax Mode - Commonly used in Mexico and European Countries

To Set the Tax System of the cash register:

"PRG" + [3] + [Tax System Number] + [void] 1 digit #

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

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

3. Press the **[R/A]** key.

For USA tax programming, please see Page 21. For VAT tax programming, please see Page 43. For Canadian tax, see Page 44.

Tax Status Number	Condition
00	Non-Taxable
01	Taxable by Tax 1
02	Taxable by Tax 2
03	Taxable by Tax 3
04	Taxable by Tax 4
05	Taxable by Tax 1 and Tax 2
06	Taxable by Tax 1 and Tax 3
07	Taxable by Tax 1 and Tax 4
08	Taxable by Tax 2 and Tax 3
09	Taxable by Tax 2 and Tax 4
10	Taxable by Tax 3 and Tax 4
11	Taxable by Tax 1, Tax 2 and Tax 3
12	Taxable by Tax 1, Tax 2 and Tax 4
13	Taxable by Tax 1, Tax 3 and Tax 4
14	Taxable by Tax 2, Tax 3 and Tax 4
15	Taxable by Tax 1, Tax 2, Tax 3 and Tax 4

VAT TAX SYSTEM

The VAT tax system, which stands for Value Added Tax, is most commonly used in Mexico and European Countries. With VAT tax, the tax amount is already included in the price of the item, yet the tax amount will also be printed as a separate item on the itemized 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.

Step 1: Type **[3]**, type **[2]**, then press the **[void]** key to set the register for VAT Tax System.

Step 2: Program the VAT Tax Rate as follows:

[TAX #] + [tax shift] + [TAX RATE] + [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.

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.

2. Type **[3]**, type **[1]**, then press the **[R/A]** key to set the register for Canadian Tax System.

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:
To Activate Tax-on-Tax: Type **[5]**, type **[1]**, then press the **[void]** key.
To De-Activate Tax-on-Tax: Type **[5]**, type **[0]**, then press the **[void]** key.

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.   Program Tax 3 as 8%:

[3] + [tax shift] + [8000] + [amt tend/TOTAL]

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

[001] + [check] + 0 + [DEPARTMENT KEY]

5.   Link Tax 3 (8% PST) to the desired Department key:

[003] + [check] + 0 + [DEPARTMENT KEY]

6.   Link both Tax 1 (GST) and Tax 2 (PST) to the desired Department key:

[005] + [check] + 0 + [DEPARTMENT KEY]

7.   Program for tax-on-tax calculation (piggyback):

[5] + [1] + [void]

For customer assistance in Canada, please call 1-888-266-9380, or in the U.S. call 1-800-272-6229.

ROYAL 210dx Electronic Cash Register

ACCESSORIES ORDER FORM

Item Description	Part Number
Replacement Cash Drawer (4-slot bill tray) (does not include removable coin tray)	S11303020LF
Replacement 4-Slot Coin Tray	S11302930LF
Coin Tray Slot Divider (Plastic Separator)	11302920LF
Duplicate Cash Drawer/Journal Lock Key Set (Key # 515) (set of 2 keys)	47300511
Thermal Paper	013129
Owner's Manual (Shipping & Handling is not required when ordering this item only)	210DXIM0513A

Call toll-free at 1-888-261-4555 or visit our website at www.royal.com .

ROYAL ELECTRONIC CASH REGISTER LIMITED WARRANTY

Royal Consumer Information Products, Inc. ("Royal") at 1160 U.S. Highway 22 East, Suite 301, Bridgewater, NJ 08807 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 consumables 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. The 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, please call 1-888-261-3888 or 1-800-272-6229. In Canada call 1-888-266-9380. Or you may call the Royal National Repair Center directly at 800-832-6522 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.

ROYAL Consumer Information Products   Product Registration Information   **210dx**

Register Your Product online at:
www.royal.com

Date of Purchase: _____   Model: _____

Place of Purchase: _____

Lot / Serial Number: _____

Customer Support: 1-800-272-6229   {US}
1-888-266-9380   {Canada}
01-800-849-4826   {Mexico}

PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS.

ROYAL®

Consumer Information Products, Inc.
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Bridgewater, NJ. 08807

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