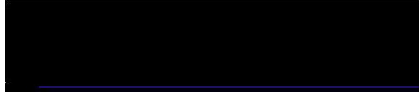


# 240DX Cash Register

## Instruction Manual





# Contents

<b>1. Welcome .....</b>	<b>6</b>
Before Starting.....	6
Key Operation.....	6
What is in the Box? .....	7
Important Phone Numbers .....	7
<b>2. Getting Started .....</b>	<b>8</b>
Getting Started .....	8
Setting the Language.....	10
Installing the Memory Backup Batteries.....	10
Installing the Paper Roll.....	11
Setting the Date And Time .....	11
Programming the Sales Tax.....	12
PC-Based Software.....	13
<b>3. Getting To Know the Cash Register.....</b>	<b>15</b>
About the Displays .....	15
Clerk Display.....	16
About the Menus on the Clerk Display .....	16
Using the Keyboard.....	17

Using the Cash Drawer .....	19
Using the Accessory Drawer .....	21

#### **4. Setting Up Your Cash Register – theBasics ..... 22**

Using the Displays.....	22
The Clerk Screen.....	23
Navigating the Clerk Screen .....	23
Adjusting the Contrast on the Clerk Screen .....	24
Adjusting the Backlight Time on the Clerk Screen .....	24
Setting Alphanumeric Descriptions.....	25
Using Double Wide Characters.....	26
Setting Header Messages and Footer Messages .....	26
Printing Options on Receipts.....	28
Setting Clerk Numbers and Names .....	29
Using the Clerk System.....	30
Setting Manager Passwords .....	30
Setting the Machine Number.....	31
Programming Department.....	32
Programming Department Names .....	33
Programming Department Preset Price .....	34
Programming Tax Status .....	34
Programming PLU Descriptions .....	35
Programming PLUs without a Barcode Reader .....	35
Programming PLUs with the Optional Barcode Reader.....	36
Printing the Program Confirmation Report .....	37
Clearing an Error .....	37

#### **5. Setting up Your Cash Register Parameters ..... 39**

Print Parameters .....	39
1 Receipt .....	40
2 #/NS Information.....	40
3 Dept#.....	40
4 Barcode .....	40
5 Receipt No.....	40
6 Machine No.....	40
7 Clerk .....	40
8 NRGT(Non-Resettable Grand Total) .....	40
9 Auto Reprint Receipt.....	40
10 Real Time .....	41
11 Bell Paper Out .....	41
12 Color .....	41
13 Subtotal .....	41
14 Subtotal Amount .....	41
15 Tax Amount .....	41
16 Double-Print.....	41
System Configuration .....	42
Date Format.....	42
Time Format .....	42
Date/Time Setting .....	42

Tax System.....	43
Machine No. ....	43
Receipt No.....	43
Decimal.....	43
Backlight Time .....	43
Language.....	43
System Information.....	44
System Options.....	44
Dept Group (Department Group) .....	44
-% Setting .....	44
Refund Setting .....	45
Payment Setting .....	45
HALO .....	46
Drawer Max .....	46
Dept Shift Num .....	46
Reprint Counter .....	46
Parameters.....	47
Compulsory Amount .....	47
Zero Skip Report.....	47
Reset Receipt Printer No. Daily Z.....	47
Bell Active.....	47
Warn Out of Stock .....	47
Clear EJ (Full).....	47
[00] Key Function.....	47
Parameter Print.....	48
<b>6. Ringing up Sales and Using Training Mode.....</b>	<b>49</b>
Ringing up Sales .....	49
Ringing up Sales without a PLU Number.....	50
Ringing up Sales with a PLU Number.....	50
Ringing up Sales with the Optional Barcode Reader .....	51
Printing Receipts .....	51
Receipt on Demand .....	52
Using Training Mode .....	52
Entering and Exiting Training Mode.....	53
<b>7. Programming Complex Tax Rates .....</b>	<b>54</b>
Selecting the Tax System.....	54
Programming Straight Add-on Tax in the United States.....	56
Programming Table Tax in the United States.....	56
Calculating Your Tax .....	57
Example Tax Chart.....	59
The Worksheet .....	60
Using VAT Tax Rates.....	60
Printing a Confirmation Report .....	61
<b>8. Running Report .....</b>	<b>62</b>
Running the Options Dump Report .....	62

Running the Department Confirmation Report .....	63
Running the PLU Confirmation Report .....	64
Running the Clerk Confirmation Report.....	64
Running the Management Reports.....	64
About X Reports .....	65
About Z Reports.....	67
Running Reports .....	68
Financial Report Example.....	68
Report Sample.....	70
More Information about the Electronic Journal (EJ) Reports .....	72
<b>9. Using SD Memory Card .....</b>	<b>75</b>
Inserting and Removing .....	75
Data Saving.....	76
Data Loading.....	78
<b>10. Maintenance and Options .....</b>	<b>79</b>
Installing a New Paper Roll .....	80
Using the Battery System.....	81
About the Serial Port .....	82
Connecting the Cash Register to a PC.....	82
<b>11. Troubleshooting .....</b>	<b>83</b>
Paper End or Printer Errors.....	83
No Receipt Printing .....	84
No Printing on the Receipt .....	84
Electronic Journal Memory Errors .....	84
The Cash Register Does Not Work at All .....	85
Opening the Drawer When There is no Power.....	85
Half System Clear .....	86
Full System Clear .....	86
<b>12. Examples .....</b>	<b>87</b>
Transaction Codes .....	88
Sample Receipt .....	89
Adding Tax to a Non-Taxable Department .....	89
Cash Sale With Tendering Change.....	90
Cash Sale Without Tendering Change.....	90
Charge Sale .....	90
Check Sale.....	90
Dept Shift Key .....	91
Exempting Tax On An Item .....	91
Minus Percentage Discount Sale .....	91
Plus Percentage Sale.....	92
Multiplication of a Department Unit Price .....	93
Multiplying By A Fraction.....	93
No-Sale Function (Opening the Cash Drawer).....	94

Paid-Out Sale.....	94
PLU Sale.....	94
Received-On-Account Sale.....	95
Registering A Department Unit Price.....	95
Return Merchandise.....	95
Refund operation.....	95
Split Tendering Sale.....	96
Error-Correct a Department Preset Price.....	96
Error-Correct a Department Preset with a Minus Percentage Discount ....	97
Error-Correct a Multiplication of a Department Preset Price.....	97
Error-Correct a PLU Sale.....	98
Error-Correct a PLU Sale with a Minus Percentage Discount.....	98
Error-Correct a PLU Sale with a Plus Percentage Rate.....	99
Error-Correct a Plus Percentage Sale.....	99
Voiding an Entire Sale before Finishing the Sale.....	100
<b>13. Product Information.....</b>	<b>101</b>
Specifications and Safety.....	101
Safety and Legal Notices.....	102
Software Licensing Agreement.....	103
Manufacturer’s Limited Warranty.....	104
<b>14. Ordering Supplies and Accessories.....</b>	<b>106</b>

This is a “Table of Contents preview” for quality assurance

The full manual can be purchased from our store:

<https://the-checkout-tech.com/manuals/Royal/240dx> operation and programming manual

And our free Online Keysheet maker:

<https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/>

[HTTPS://THE-CHECKOUT-TECH.COM](https://THE-CHECKOUT-TECH.COM)