

**ROYAL<sup>®</sup>**

alpha

**9150**

Cash Management System

Instruction Manual

**40** Departments

**999** PLUs

Two Line  
Operator Display

Two Station  
Alphanumeric  
Printer  
Alphanumeric  
Receipts

**Easy  
Set-up  
Instructions**  
Page 13



# TABLE OF CONTENTS

<b>UNPACKING YOUR CASH REGISTER and SET UP</b> .....	<b>1</b>
Preparation .....	1
Standard Accessories .....	1
Initial Set Up .....	1
Maintenance of your Register .....	1
<b>GETTING TO KNOW YOUR CASH REGISTER</b> .....	<b>2</b>
Using the Manual .....	2
How to Get Started .....	2
<b>SECURITY SYSTEM and ERROR CONDITIONS</b> .....	<b>3</b>
7-way Security System .....	3
Error Condition Explanation .....	3
Register Tone .....	3
Entry Error Alarm .....	3
Maximum Entry Lock-Out .....	3
Clear Key .....	3
PE-Printer Error .....	3
System Clear Information .....	3
<b>CONTROL LOCK SYSTEM</b> .....	<b>4</b>
Control Keys .....	4
Removable Cash Drawer .....	4
<b>KEYBOARD FUNCTIONS</b> .....	<b>5-7</b>
<b>DISPLAY WINDOWS</b> .....	<b>8</b>
Operator Display .....	8
Customer Display .....	8
<b>INSTALLING THE PAPER ROLL</b> .....	<b>9</b>
<b>INSTALLING THE RIBBON</b> .....	<b>10</b>
<b>QUICK START</b> .....	<b>12-13</b>
<b>AFTER QUICK START</b> .....	<b>14</b>
Quick Start Program Confirmation Report .....	14
<b>BEFORE GOING TO REGISTER MODE</b> .....	<b>15</b>
<b>ADVANCED PROGRAMMING</b> .....	<b>16</b>
<b>CLERK NUMBERS</b> .....	<b>17</b>
To Program Clerk Numbers .....	17
To Program Clerk Names .....	17
To Use Clerk Numbers .....	18
<b>PASSWORDS</b> .....	<b>19</b>
X and PRG/Z Manager Passwords .....	19
To Program Manager Passwords .....	19
To Use Manager Passwords .....	19
<b>DATE</b> .....	<b>20</b>
<b>TIME CLOCK</b> .....	<b>20</b>
<b>MACHINE NUMBER</b> .....	<b>20</b>
<b>DECIMAL POINT</b> .....	<b>21</b>
<b>ROUNDING</b> .....	<b>21</b>
<b>TAX RATES</b> .....	<b>22-24</b>
Fixed Tax Rate .....	22
Tax Table Rate .....	23
VAT Tax Rate .....	24
<b>DEPARTMENT PROGRAMMING</b> .....	<b>25-28</b>
<b>COUPON DISCOUNT</b> .....	<b>29-31</b>
<b>MINUS PERCENTAGE DISCOUNT (-%/RA)</b> .....	<b>32</b>
<b>PLUS PERCENTAGE (+%/PO)</b> .....	<b>33</b>
<b>PRICE LOOK-UP (PLU)</b> .....	<b>34</b>
PLU Descriptions .....	34
<b>TRAINING MODE</b> .....	<b>35</b>
<b>FLAG OPTIONS</b> .....	<b>36-38</b>
<b>VALIDATION</b> .....	<b>38a</b>
<b>ALPHANUMERIC DESCRIPTIONS</b> .....	<b>40-44</b>
<b>PROGRAM CONFIRMATION REPORT</b> .....	<b>45</b>
<b>PLU CONFIRMATION REPORT</b> .....	<b>46</b>
<b>DEPARTMENT CONFIRMATION REPORT</b> .....	<b>46</b>

## (Continued) TABLE OF CONTENTS

<b>TRANSACTION EXAMPLES FOR OPERATING THE CASH REGISTER</b> .....	<b>47-65</b>
Sample Receipt .....	47
Transaction Symbols .....	47
Example 1: Cash Sale Without Tendering Change .....	48
Example 2: Cash Sale With Tendering Change .....	48
Example 3: Using the Dept Shift Key .....	48
Example 4: Charge Sale .....	49
Example 5: Check Sale .....	49
Example 6: Split Tendering Sale .....	49
Example 7: No-Sale Function .....	50
Example 8: Registering a Reference Number .....	50
Example 9: Multiplying by a Fraction .....	50
Example 10: Multiplication Sale .....	51
Example 11: Registering a Department Unit Price .....	51
Example 12: Multiplication of a Department Unit Price .....	51
Example 13: Exempting Tax on an Item .....	52
Example 14: Exempting Tax on the Entire Sale .....	52
Example 15: Adding Tax to a Non-Taxable Department .....	52
Example 16: Received-On-Account Sale .....	53
Example 17: Paid-Out Sale .....	53
Example 18: Return Sale .....	53
Example 19: Coupon Discount Sale .....	54
Example 20: Minus Percentage Discount Sale .....	55
Example 21: Plus Percentage Sale .....	56
Example 22: Use of Error-Correct (VOID) Key .....	57
Example 23: Voiding a Sale .....	57
Example 24: Voiding a Multiplication Sale .....	57
Example 25: Voiding a Coupon Sale .....	58
Example 26: Voiding a Minus Percentage Discount Sale .....	58
Example 27: Voiding a Plus Percentage Sale .....	58
Example 28: Voiding a Department Preset Price .....	59
Example 29: Voiding a Multiplication of a Department Preset Price .....	59
Example 30: Voiding a Department Preset with a Minus Percentage Discount .....	60
Example 31: Voiding a Department Preset with a Coupon Discount .....	60
Example 32: PLU Sale .....	61
Example 33: PLU Sale with PLU Description .....	61
Example 34: Overriding a PLU Sale .....	61
Example 35: Voiding a PLU Sale .....	62
Example 36: Voiding a PLU Multiplication Sale .....	62
Example 37: Voiding a PLU Sale with a Coupon Discount .....	62
Example 38: Voiding a PLU Sale with a Minus Percentage Discount .....	63
Example 39: Voiding a PLU Sale with a Plus Percentage Rate .....	63
Example 40: Gallonage Sales Transaction .....	63
Example 41: Validating a Check Sale .....	64
Example 42: Validating a Split Tender Sale .....	64
Example 43: Issuing a Duplicate Receipt .....	65
<b>X/Z MANAGEMENT REPORTS</b> .....	<b>66-74</b>
Cash-In-Drawer Report .....	67
Hourly Report .....	67-68
Clerk Report .....	69
PLU Report .....	70
Full Z/End-of-Day Report and Weekly/Monthly Report .....	71
Full Report Illustration .....	72
Balancing X/Z Reports .....	73
To Reset the Z1 Counter .....	74
To Reset the Z2 Counter .....	74
To Reset the Grand Total .....	74
To Print a Department Range Report .....	74
<b>TROUBLESHOOTING</b> .....	<b>74</b>
In Case of an Error Tone .....	75
In Case PE-Printer Error Displays .....	75
If Cash Register is Malfunctioning .....	75
Half System Clear .....	76
Full System Clear .....	76
Service Center Information .....	76
<b>LIMITED WARRANTY</b> .....	<b>76</b>
<b>SPECIFICATIONS and SAFETY</b> .....	<b>77</b>
<b>APPENDIX I - STATE TAX TABLE CODES</b> .....	<b>Ia-Ij</b>
<b>APPENDIX II - CALCULATING STATE TAX TABLE CODES</b> .....	<b>IIa-IIe</b>
<b>APPENDIX III - GST/PST SYSTEM FOR CANADA</b> .....	<b>IIIa-IIIb</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/Alpha-9150 user programming manual.htm](https://the-checkout-tech.com/manuals/Royal/Alpha-9150%20user%20programming%20manual.htm)

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)