

Alpha9155sc

Royal Consumer Business Products

Cash Register Manual

99 Departments

1600 PLUs

Easy Set-up

Instructions

Page 15

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:

- Heavy-duty thermal printer with journal and receipt printouts. Allows the printing of both letters and numbers on the receipt and journal tapes. Each department can be programmed with a 16 character description i.e., "Food", "Beverages", etc.
- Alpha display shows alpha descriptions in both program and register modes.
- Alpha keyboard cuts programming time in half! Program your own store name and commercial message - 9 lines by 24 characters each.
- 99 departments allow you to categorize merchandise to be sold. Each department can be programmed with a 16-character description.
- 1600 Price Look-Up (PLU) settings allow for fast, accurate entry of an item and records the number of items sold.
- 40 clerk numbers monitor sales of individual employees.
- Automatic tax computation available for 4 different tax rates, including add-on and VAT.
- Department-linked entry options that streamline and speed-up operation.
- Periodic management reports provide up-to-date sales analysis, including mid-day, end-of-day, weekly or monthly totals.
- Memory protection maintains financial records during power outage.
- Training mode available for new users.

The **ROYAL CONSUMER PRODUCT SUPPORT HOTLINE** gives you the opportunity to call for start-up assistance and problem resolution or for ordering supplies.

Customer Service (in U.S.A.): 1-800-272-6229 (or) +1-732-563-9944

Customer Service (in Canada): 1-888-266-9380

Customer Service (in Mexico): 01-800-849-4826

Ordering Supplies: 1-888-261-4555

Or visit our website for more information and troubleshooting at www.royal.com.

TABLE OF CONTENTS

UNPACKING YOUR CASH REGISTER and SET UP	1
Preparation	1
Standard Accessories	1
Initial Set Up	1
Maintenance of your Register	1
GETTING TO KNOW YOUR CASH REGISTER	2
Using the Manual	2
How to Get Started	2
BAR CODE SCANNER	2
SECURITY SYSTEM and ERROR CONDITIONS	3
5-way Security System	3
Error Conditions	3
CONTROL LOCK SYSTEM	4
The Control Lock	4
The Control Keys	4
Cash Drawer with Lock	4
KEYBOARD FUNCTIONS	5-7
DISPLAY WINDOWS	8
Operator Display	8
Customer Display	8
PRINTER	9
INSTALLING THE PAPER ROLL	10-11
Installing the Paper Roll for the Receipt	10
Installing the Paper Roll for the Journal	11
REMOVING THE PAPER ROLLS	12
To Remove the Paper Roll for the Receipt	12
To Remove the Paper Roll for the Journal	12
REPLACING THE BATTERY	13
QUICK START	14-15
AFTER QUICK START	16-17
Program Confirmation Report	16
BEFORE GOING TO REGISTER MODE	18
ADVANCED PROGRAMMING	19
CLERK NUMBERS	20-21
To Program Clerk Numbers	20
To Program a Clerk Name	20
To Use Clerk Numbers	21
MANAGER PASSWORDS	22
To Program the X Manager Passwords	22
To Program the Manager Password	22
DATE/TIME/MACHINE NUMBER	23
To Program the Date	23
To Program the Time	23
To Program the Machine Number	23
TAX RATES	24-27
To Program a Single Fixed Tax Rate	24
To Program a Second Fixed Tax Rate	24
Tax Table Rate	25
To Program a Single Tax Table Rate	25
To Program a Second Tax Table Rate	25
To Program a Third Tax Table Rate	26
VAT Tax Rate	27
Programming the VAT Tax Rate	27
To Programming a Second VAT Tax Rate	27
DEPARTMENT PROGRAMMING	28-32
To Program Department as Taxable	31
To Program Department as Non-Taxable	31
Department Programming for Department 21 to Department 99	32
COUPON DISCOUNT	33-35
To Program the Coupon [-/CPN] Key	35
MINUS PERCENTAGE DISCOUNT	36
PLUS PERCENTAGE	37
PRICE LOOK-UP (PLU)	38-39
To Program PLU's	38
To Search a Vacant PLU Number	39
To Delete PLU Data	39
TRAINING MODE	40
To Turn on the Training Mode	40
To Shut Off the Training Mode	40

TABLE OF CONTENTS (Continued)

GRAND TOTAL PRESET	41
To Set the Grand Total to Zero.....	41
To Assign a Value to the Grand Total.....	41
TRANSACTION NUMBER PRESET	42
To Program the Transaction Number.....	42
Rounding Method for Finalizing Amount.....	43
X1 and X2 COUNTER PRESET	44
To Program the X1 Counter Number.....	44
To Program the X2 Counter Number.....	44
Z1 and Z2 COUNTER PRESET	45
To Program the Z1 Counter Number.....	45
To Program the Z2 Counter Number.....	45
PROGRAMMING ALPHANUMERIC DESCRIPTIONS	46-51
Alpha Keyboard.....	46
To Input Character.....	46
Alphanumeric Code Chart.....	47
Wide Characters.....	48
PROGRAM STORE LOGO/COMMERCIAL MESSAGE	49-51
SCROLL MESSAGE	52
SCROLL MESSAGE SETTINGS	53
SCROLL MESSAGES PATTERN	54
TO PROGRAM THE TRANSACTION WORDS	55-58
FLAG OPTIONS	59-65
To Take a Flag Report.....	59
PROGRAM CONFIRMATION REPORTS	66-68
To Take a Program Confirmation Basic Preset Report.....	66
To Take a Clerk Confirmation Report.....	67
To Take a Department Report.....	68
PLU CONFIRMATION REPORT	69
To Take a PLU Confirmation Report.....	69
To Take a PLU Range Report.....	69
TRANSACTION EXAMPLES FOR OPERATING THE CASH REGISTER	70-86
Sample Receipt.....	70
Transaction Symbols.....	70
Example 1: Cash Sale Without Tendering Change.....	71
Example 2: Cash Sale With Tendering Change.....	71
Example 3: Using the Dept Shift Key and Tendering Change.....	71
Example 4: Charge Sale.....	72
Example 5: Check Sale.....	72
Example 6: Split Tendering Sale.....	72
Example 7: No-Sale Function.....	73
Example 8: Registering a Reference Number.....	73
Example 9: Multiplying by a Fraction.....	73
Example 10: Multiplication Sale.....	74
Example 11: Registering a Department Unit Price.....	74
Example 12: Multiplication of a Department Unit Price.....	74
Example 13: Department.....	75
Example 14: Exempting Tax on an Item.....	75
Example 15: Adding Tax to a Non-Taxable Department.....	75
Example 16: Received-On-Account Sale.....	76
Example 17: Paid-Out Sale.....	76
Example 18: Return Sale.....	76
Example 19: Coupon Discount Sale.....	77
Example 20: Minus Percentage Discount Sale.....	78
Example 21: Plus Percentage Sale.....	79
Example 22: Use of Error-Correct (EC) Key.....	80
Example 23: Voiding a Sale.....	80
Example 24: Voiding a Multiplication Sale.....	80
Example 25: Voiding a Coupon Sale.....	81
Example 26: Voiding a Minus Percentage Discount Sale.....	81
Example 27: Voiding a Plus Percentage Sale.....	81
Example 28: Voiding a Department Preset Price.....	82
Example 29: Voiding a Multiplication of a Department Preset Price.....	82
Example 30: Voiding a Department Preset with a Minus Percentage Discount.....	83
Example 31: Voiding a Department Preset with a Coupon Discount.....	83
Example 32: PLU Sale.....	84
Example 33: Voiding a PLU Sale.....	84
Example 34: Voiding a PLU Multiplication Sale.....	84
Example 35: Voiding a PLU Sale with a Coupon Discount.....	85

(Continued) TABLE OF CONTENTS

Example 36: Voiding a PLU Sale with a Minus Percentage Discount-----	85
Example 37: Voiding a PLU Sale with a Plus Percentage Rate -----	85
Example 38: Issuing a Duplicate Receipt -----	86
X/Z MANAGEMENT REPORTS-----	87-96
“X” Position Reading-----	87
“Z” Position Reading-----	87
Management Reports Available-----	87
Summary Management Reports-----	88-89
To Take a Cash-in-Drawer / Check-in-Drawer Report-----	90
To Take an Hourly Report-----	90
To Take a Department Range Report-----	91
To Take a Clerk Report-----	91
To Take an Individual Clerk Report-----	92
To Take a PLU Report-----	92
To Take a Cash Declaration Report-----	93
To Take a Group Report-----	94
To Take a Full Report-----	95
To Take a (Weekly or Monthly) Full Report-----	95
“Z1” Reading - Full Report Illustration-----	96
PC INTERFACE AND SOFTWARE-----	98
TROUBLESHOOTING-----	99
In Case of an Error Tone or if “E” Displays-----	99
If Printing Problems Occur-----	99
If Cash Register is Malfunctioning-----	99
Opening the Cash Drawer in an Emergency-----	99
Half System Clear Procedure-----	99
Full System Clear Procedure-----	99
SPECIFICATIONS and SAFETY-----	100-101
LIMITED WARRANTY-----	102
ACCESSORIES ORDER FORM-----	103
APPENDIX 1 - STATE TAX TABLE CODES-----	104-109
APPENDIX 2 - CALCULATING STATE TAX TABLE CODES-----	110-114
APPENDIX 3 - GST/PST FOR CANADA-----	115-116

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-9155sc> instruction programming ma

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)