

# ROYAL<sup>®</sup> alpha 1100 ML 1-2-3 EASY SET-UP

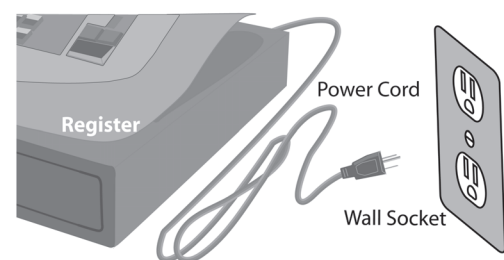
alpha 1100 ML  
cash management system

**Customer Service 1-800-272-6229**  
Please keep this in a safe place for future reference

## 1 Unpack It



## 2 Plug It In



## 3 Set your Language

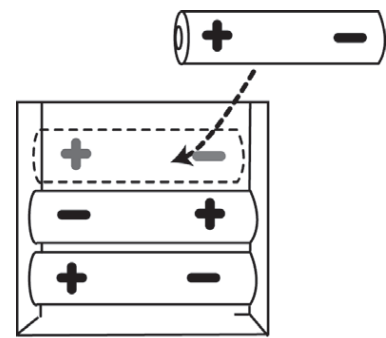
This cash register includes a 5 line LCD screen that prompts you through setup.

Selecting the language changes the factory programmed words you and the customer see on the displays.

- At the prompt, select the language you want by pressing the and keys.
- Press the key.

## 4 Put the Batteries In

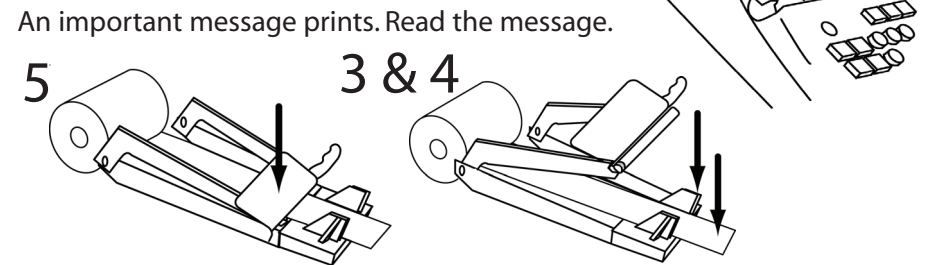
- Open the Journal Compartment cover.
- Lift up the printer roller. The battery cover is located on the slope, under the print roller bar.
- Remove the battery cover. Press the edge at the top of the cover and push to the back.
- Put the batteries in the slots as shown.
- Replace the battery cover.



3 AA 1.5V Batteries (not included)

## 5 Put the Receipt Paper In

- Open the Paper Compartment and lift the cover. Remove the packing tape from the Journal Spindle. Remove the Journal Spindle.
- Put the thermal paper in. The paper must feed forward from underneath the roll.
- Lift the print roller bar by pressing back the small black handle.
- Put the thermal paper in place. Make sure the paper is between the paper guides.
- Lower the print roller bar and snap into place.
- Press the key to make sure the paper is correctly installed.
- Press the key and follow the instructions on the display.



## 6 Using the Clerk Display

Your cash register includes two displays: 1 display for the clerk or operator, and 1 display for the customer.

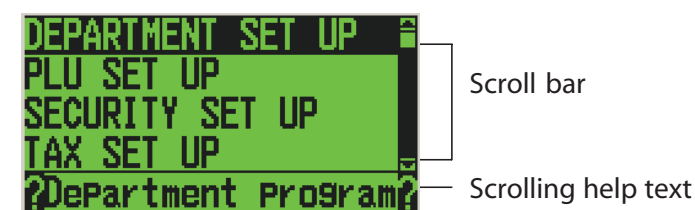
The clerk screen prompts you through setting up the cash register and using it to ring up sales. The main screen on the display looks like this:



The menu system prompts you through programming and sales. Always follow the instructions on the screen. Refer to the manual for detailed information about the options on the screen.

You may see a scroll bar on the right side of the screen. This means there are more options to see if you use the and keys.

When you are programming, you also see text that moves across the bottom of the screen. This text provides a brief explanation of the selected option.

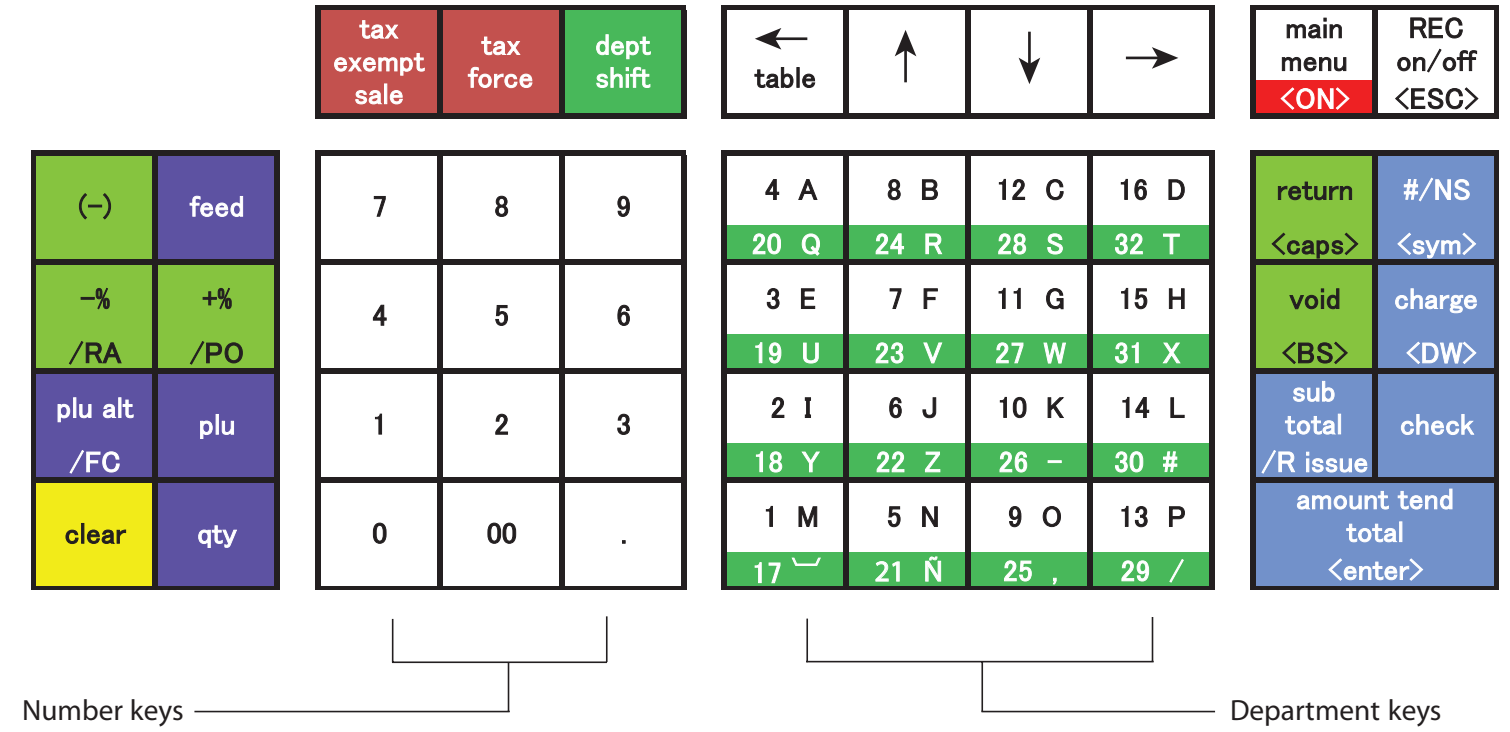


## 7 Navigating the Clerk Display

Navigating the clerk screen is easy. Use the following keys:

To do this...	Press this...
See the main menu	
Move up and down through the menu options	
Select the highlighted option	
Go back one menu level	
Clear your typed entry and start over	
Clear the last character entered	

## 8 About the Keyboard



## 9 Set the Date and Time

- At the prompt, use the rounded Number keys to enter the last 2 digits of the year.  
Press the key.
- Use the rounded Number keys to enter the 2 digits for the month.  
Press the key.
- Use the rounded Number keys to enter the 2 digits for the day.  
Press the key.
- Use the rounded Number keys to enter the 2 digit hour. Use military, or 24-hour, time. For example, for 8pm, enter 20.  
Press the key.
- Use the rounded Number keys to enter the 2 digit minutes.  
Press the key.

## 10 Set the Sales Tax Rate

This section explains setting up straight tax in the United States. Most states and areas in the United States use straight, or simple, sales tax. Consult your local government office for the sales tax in your area.

- At the prompt, select USA (ADD-ON) TAX.  
Press the key.
- At the prompt, select Straight tax.  
Press the key.
- Use the rounded Number keys to enter the sales tax for your area.  
Press the key.

For example, if your sales tax is 10% enter 10, if your sales tax is 7.75%, enter 7.75. For other examples or explanations of complex tax rates, see the User's Guide.

## 11 Set Taxable and Non-Taxable Departments

### Setting Dept 1 as a Taxable Department

To Program Department 1 to use Tax 1 with No Preset Price and No Description

#### Programming ▶ Department Set Up

- Press .
- Press to select Programming. Press .
- Select Department Set Up and press .
- Specify Department 1 by pressing . Press .
- Press to select Tax. Press .
- Select Tax 1 and press .
- Press .

The department information is saved in the cash register.

### Setting Dept 2 as a Non-Taxable Department

To Program Department 2 as Non-Taxable with \$1.00 Price and No Description

#### Programming ▶ Department Set Up

- Press .
- Press to select Programming. Press .
- Select Department Set Up and press .
- Specify Department 2 by pressing . Press .
- Press to select Price. Press . Enter 100 and press .
- Select Tax. Press .
- Select Non Tax and press .
- Press .

The department information is saved in the cash register.

**For further assistance or questions, please call Royal Support Center, toll-free, at 1-800-272-6229.**  
See the inside of this document for Frequently Asked Questions.

See the User's Manual for more options.

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