

## **How to Use Your National Cash Register Class 500**

### **Follow Directions**

It is important to follow direction for the use of this register. Often a register is thought to need some repairs or adjustment when the trouble could be remedied by the following directions.

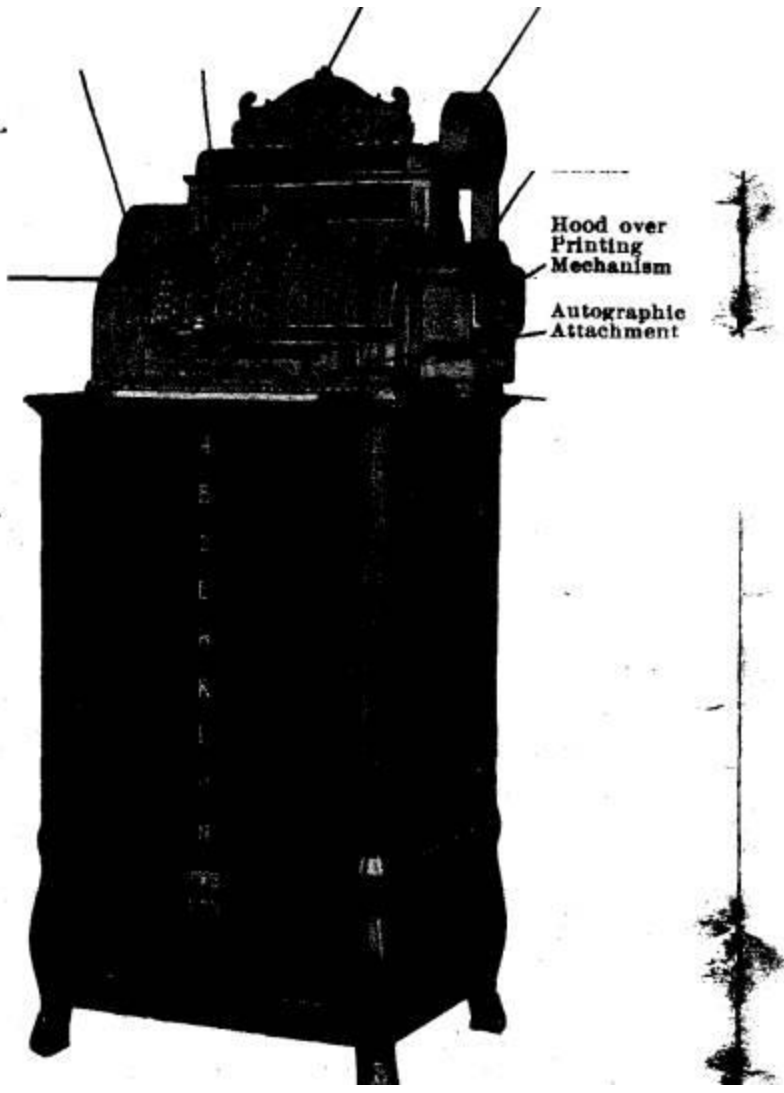
Some of the devices described herein are not used in all registers. These directions cover all devices applied to the various registers of Class 500.

The National Cash Register Company.



## CONTENTS

Follow Directions	1
Locks Nos. 1, 2, 3 and 5	5
Locks Nos. 6 and 8	6
Clerk's Locks	6
To Operate the Register	6
The Key Release Lever	7
Drawer Release Lever	7
Credit System Keys	7
Clerks' and Customers, Special Counters	7
To Put on Check Paper Roll	8
To Supply a New Roll of Detail Paper	8
To Ink the Felt Inking Rolls and Pads	8
To Ink the Pelt Pad	9
To Reset the Total Counter to Zero	9
To Reset the Clerks' Counters to Zero	10
The Turn-to-Zero Counter	10
To Reset the Consecutive Numbering Device	10
To Change the Date	11
To Get Statement of Day's Business	11
Autographic Attachment	11
To Clean Register	12
Front Electro	12
Back Electro	12
Care of Printing Device	13
Directions for Electrically Operated Registers	14
To Connect the Registers with the Electric Current	14
To Put in Fuse	15
Care of Motor	15
Illuminated Indication	16
Price List of Supplies	16
General Remarks	18



Hood over  
Printing  
Mechanism

Autographic  
Attachment

## **Directions For Use and Care of Clan 500 National Cash Registers**

When register is taken from packing case place it on a solid level counter. Unlock register with keys tied to front which are numbered 1, 2, 3, 5, 6 and 8.

### **Lock No. 1**

On right side of register near top. When this lock is unlocked adding wheels and the opening for resetting wrench can be seen.

### **Lock No. 2**

On right side of register just to rear of and slightly below Lock No. 1. (On electrically operated, on right side near the bottom.) This locks keys and handle of register and the register cannot be operated until this lock is unlocked.

### **Lock No. 3**

On right side, just in front of hood, over printing device of single-drawer registers. To prevent register being used with cash drawer open, insert key and turn half a turn to left.

This lock is not placed on registers built with multiple drawers.

### **Lock No. 5**

This lock holds hood over printing device in position. To remove hood turn key to the right.

#### Lock No. 6

This lock is attached to lid over special key counters at the right of the special keys, and the flash covering the special and customer counters on the lower front of register.

#### Lock No. 8

The Flash over the reel total-adding counters is operated by key No. 8. This lock is located near the lower left corner of the cabinet over these counters.

#### Clerks' Locks

Registers having more than one cash drawer are equipped with clerks' initial locks. These locks control the operation of the register individually. For example, lock the top lock by turning the key to the right, now the register cannot be operated when the lever is set to the top position. - The keys and ends of locks are numbered to correspond. The keys are provided for each of these locks.

#### To Operate the Register

Press the keys representing the amount of the sale; remove the finger from the keys, set the lever on the left of the registering keys to the initial of the clerk and turn the handle until it comes to a full stop.

### The Key Release Lever

This device is placed below the first row of keys and is to release any of the keys in case they have been pressed by mistake. This lever cannot be operated unless the operating handle is in the home position.

### Drawer Release Lever (On single-drawer registers only.)

This device is located on right of register under the printer hood, and releases the drawer by pressing down slightly on the end of the lever.

### Credit System Keys

Standard registers are equipped with "Charge" "Received-on-Account" and "Paid-Out" keys. Each of these keys operates a special counter which adds one each time a special key is pressed and the handle turned.- These counters may be set to zero by unlocking and raising lid and turning from you the small wheels at the right of the counter until the adding wheels show zero.

Standard registers are so constructed that amounts registered in connection with the "Charge" and "Paid-Out" keys are not added into the total adding counters -but complete records of such transactions are recorded on the detail strip and check.

On some registers it is necessary to set the lever and press a key in the left row before the handle can be turned.

A printed check will be issued, the bell will ring, the cash drawer will open, the indicators will show the amount, which will be added on the counter wheels and printed on the detail strip.

### Clerks' and Customers' Special Counters

These counters show the number of registrations made on each reel counter and are located below the registering keys. The customer counter shows the total number of registrations made. To reset these counters, unlock Lock No. 6 in front of hood which opens a slide over same and over resetting shaft in right end of hood, place the resetting wrench on shaft through the opening and turn from you until the wrench comes to a stop and the adding wheels show zero.

### To Put on Check Paper Roll

Unlock Lock No. 5, push down catch and remove hood. Remove plate in front of check paper roll by lifting up and off. Turn knob "G" until the word "off" is in correct reading position.

Place the roll of paper on the stud so that end of paper unwinds from the back; pass end of paper down through the guide into chute "B" (see cut in front) just behind the felt inking roll; feed paper forward until it comes out in front under the printing wheels; turn thumb-nut "G" to the word "On"; turn the handle and the paper will be fed forward and cut off.

### To Supply a New Roll of Detail Paper

Remove the wooden core that remains of the former - roll of paper from stud "J" (see cut in front), raise the stud so that roll of paper will pass over gear wheel and push roll on firmly as far as it will go. Push the paper and stud down into position. The paper must unwind from the bottom of the roll. Pass the paper around rubber roll "A" and up to spool "C" and clamp end of paper in groove of spool "C" with steel staple. Turn spool until the paper is drawn taut.

### To Ink the Felt inking Rolls and Pads

When the impression on the check or detail strip becomes dim, remove the hood over the printing device. The two inking rolls are found in the rear of the printing device, the one immediately below the back electro roll, the other within the swinging paper chute which carries the check strip. These rolls should be inked with the purple ink provided for this purpose, using only a small quantity, just enough to moisten the roll, turning the roll so that the ink may be properly distributed. The upper roll may be inked without removing same from the register, as the long spout collapsible tube has been provided for this purpose.



The lower roll should be removed by swinging the paper chute back and lifting the roll out of the slots in the supporting lugs after which the ink may be applied.

#### To Ink the Felt Pad

Remove the lower pad by pulling same to the right or away from the register using for this purpose the small tweezers found in the supply box. Apply a small quantity of the BLACK INK and replace pad in pad holder, being very careful to see that the metal plate which supports the pad fits into the grooves in the holder.

To remove the upper pad, turn the operating handle one complete turn, which carries the pad holder to a position where the pad can be removed, inked and replaced as described above.

#### Important

Use the purple ink on the ink rolls ONLY and not on the pads. Do not use any ink except that which is sent with the register or purchased from The National Cash Register Co. Other inks dry or gum and prove very unsatisfactory.

#### To Reset the Total Counter to Zero

This counter must be reset to zero before the clerks' counters are reset.

See that one of the initial indicators is in view, as the register cannot be reset unless an indicator shows. Unlock Lock No. 1 (see cut in front). See that the operating handle is at the home position. Put resetting key in hole above handle on right side of register and turn it from you until it comes to a dead stop and all the adding wheels show zero. Turn the resetting key slightly backward and remove it. If any of the figures should remain in the openings, reset the counter, and be careful to see that the wheels are all at zero before locking Lock No. 1. Never start the handle until the reset- key has been removed.

### To Reset the Clerks' Counters to Zero

Unlock Lock No. 8. Put the small resetting key in the hole on the left side of the register (see cut in front), and turn key from you until it comes to a stop, and the wheels show zero. Remove the key and move the lever to the next position. Repeat until all counters are reset. Never attempt to operate the register while the counters are being reset or while the resetting key is in position.

To bring any of these counters in position to read the amount recorded, place the lever to the next lower position on the index plate. For example, When the lever is set at "B", amounts on the "A" counter can be read.

On registers built with nine counters the lever must be set at "A" position to read the amount on counter "N."

### The Turn-to-Zero Counters

In upper part on right-hand side above Locks Nos. 1 and 2. Shows number of times total-adding counter is set to zero. Counts consecutively from 1 to 9999; resets itself at zero and begins at 1.

The proprietor after taking statement from register, makes note of number shown on this counter and turns dollars-and-cents counter to zero. On statement of following day this counter should show the next consecutive number.

The special counter on the left of the register near Lock No. 8 shows the number of times this lock has been unlocked. The proprietor should make note of the number on this counter, and when taking the following day's statement it should show the next consecutive number.

### To Reset the Consecutive Numbering Device (See cut in front.)

The small thumb-nut marked "O" controls the wheels which print the numbers on the check. By pulling it slightly out and turning it to the right one complete revolution, these wheels will be set to zero. The first check issued will be 00.01 the second and all the following checks will be consecutively numbered from 1 to 9999 unless the wheels are reset to zero.

### To Change the Date (See cut in front.)

The three thumb-nuts, "D," "E" and "F," control the dating wheels. The outside or longest thumb-nut "F" controls the months; the next or middle thumb-nut "E" is numbered from one to three, and prints the 10th, 20th and 30th days of the month; the shortest thumb-nut "D" represents the days from 0 to 9. The first or outside wheel must be changed the first of each month, the second wheel every ten days, and the third daily. The numbers on the thumb-nut representing the date to be printed on the check must be at the top or upper position. For example, to print Nov. 26, the numbers 11 2-6 must be in view on top of the thumb-nuts.

### To Get Statement of Day's Business

Unlock Locks Nos. 1, 5, 6 and 8; remove the hood over the printing device, take off the printed part of detail strip, which should be preserved for future reference. In the statement book sent with the register make a record of the amounts and numbers shown by the counters in the spaces provided for same. Open the cash drawer, reset the counters and change the dating and numbering devices, remove money placed in the cash drawer for change at the Beginning of the day's business. The remaining cash and slips in the drawer should correspond with the records taken from the register.

## Autographic Attachment

To supply autograph with new roll of paper re move cabinet by lifting up and off.

Remove the mechanism by lifting up high enough to clear the pins in the cabinet base. Place autograph in the right hand with the knurled wheel to the right; remove the lock nut at the left end of supply roll by turning TOWARD you.

Put on a new roll of paper and replace the lock nut. The paper must unwind from front of roll. Carry end of paper over the small metal table and insert it in slot of receiving roll, holding it in place. Turn the roll two or three times and the paper will be securely fastened.

## To Clean Register

Clean nickel-plated case with warm water and soap, drying with chamois skin.

Never clean brass or bronze finished cases with anything but warm water, rubbing dry with a soft cloth. Most cleaning preparations contain alcohol or ammonia which will damage the case.

## Front Electro

The electro is the type plate that prints the advertisement and is attached to the printing cylinder with four screws.

To put on a new FRONT electro, turn the handle about one fourth the way around which -will bring the cylinder into proper position; pull back the paper chute and lift out the ink roll. Place the electro on the cylinder with the lower edge down next to the dating wheels. Insert the small screws and see that same are properly screwed down, so that the heads do not mar the printing on the check.

## Back Electro

To put on a, new back electro, bring the handle to the home position. Place the electro on the back cylinder with the top of the electro toward the back of the register. Insert screws and operate register several times so that the type may be properly inked.

To remove back printing cylinder turn knob "G" until the word "OFF" is in correct reading position.

Raise lever "Z" and remove cylinder by pulling to the right. This cylinder is carried by a stud having an eccentric sleeve held in position by the clutch "R." This sleeve governs the impression of the back printing cylinder and is regulated by loosening, the screw in clutch "R" and moving sleeve backward or forward. Moving the sleeve toward the front of register throws the cylinder closer to the rubber roll and gives more impression. Moving the, sleeve toward the back of register throws the cylinder farther away from the rubber roll and gives less impression.

Note -- A small screwdriver will be found in the supply box for attaching the electros. Care must be taken not to mar any of the letters. If any part of the background on the electro marks the check, locate the place and pound it down lightly with a small, blunt instrument.

#### Care of Printing Device

Oil the check cutting-off knives once a month. This will keep a smooth edge on the knives.

The printing type numbering wheels and electro should be cleaned with benzene; use the small brush sent with the register. This will prevent the ink clogging the wheels and a clean, clear check will be issued.

It is important that the register be inked regularly, as a bright, clean check creates a much better impression on a customer and is of more value to a merchant than one which is barely legible and one which shows lack of attention.

Change electros periodically, as this form of advertisement is valuable to a merchant if properly used.

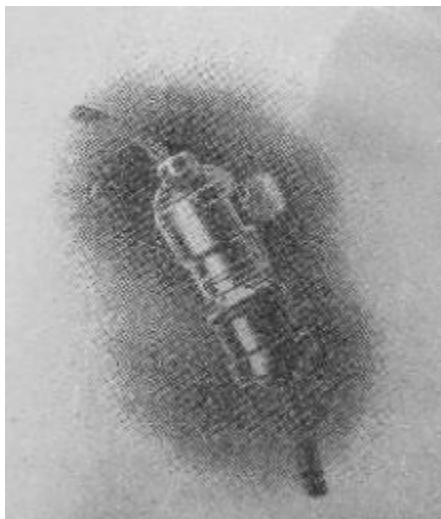
## Directions for Electrically Operated Registers

It is advisable to first operate the register by means of the handle before making the electric connection. This is advised to enable the user to become familiar with the various devices and operations as described in this book.

When operating register electrically, remove handle and put in its place handle stud collar and replace screw. I

### To Connect the Registers with the Electric Current

Remove an incandescent lamp from a current socket and screw in the current tap which is attached to the cord on the register.



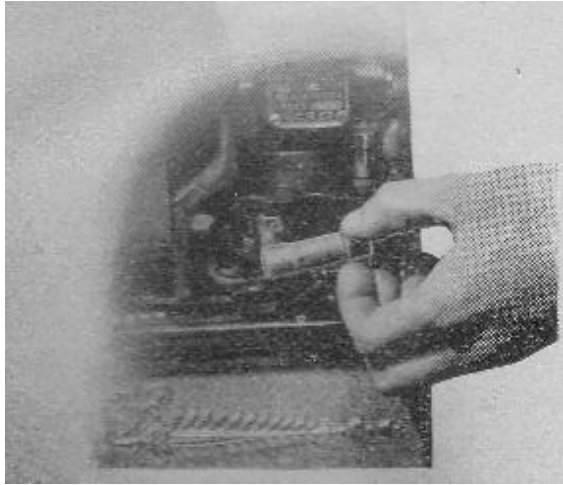
Turn the key in the socket ON. The register is then ready to operate by the motor.

To make registration: Press amount keys representing the transaction you wish to register, set the multiple-counter lever, then any key in the fifth bank (this key starts the motor).

Should it be desired to operate the register with the handle, turn OFF the key in the lamp socket. This is advised when putting in check or detail paper.

## To Put in Fuse

The fuse is located in the terminal block at the lower end of the motor.



Should the register be stopped in its operation by any accidental cause, the fuse will burn out unless the current is turned off at once.

When the fuse is burned out, the circle on the side will be blackened, thus indicating that new fuse should be put in.

The register should be put in proper condition and operated by hand before turning the current on again.

## Care of Motor

If the electrical connection is made without the use of the current tap, be sure to have the fuse which is furnished incorporated in the circuit; otherwise we will not be responsible for the successful operation of the register.

Under ordinary circumstances, the motor will require very little attention. Wiping the dirt and grease from the commutator and filling of the oil cups is all the care which it should ordinarily receive. A can of special oil for the motor bearings is furnished. These bearings are equipped with wick oilers and the cups should be filled every few months.

## Illuminated Indication

On registers, having this feature, it is important that lamps of the proper voltage be used.

Registers having four lamps are wired with the two lamps on each side in series, in which case the lamp voltage of each lamp should be one-half the maximum line voltage.

Registers having but two lamps, controlled by a time limit switch, are wired with the lamps in parallel, in which case the lamp, voltage of each lamp should equal the maximum line voltage.

Registers having but two lamps, controlled by the drawers, are wired in series in which case the lamp voltage of each lamp should be one-half the maximum line voltage.

Example: The motor plate calls for a line voltage from 110 to 120 volts. If a register with four lamps in series, a 60-volt lamp should be used. If a register with two lamps in parallel, a 120-volt lamp should be used.

If there is but one voltage specified, consider it the minimum voltage and allow for an added variation of about 10 volts.

Example: The motor plate calls for 110 volts; furnish a 60 or 120-volt lamp which allows for the added variation.

## Price List of Supplies

Check paper can be obtained through our local offices or by writing to The National Cash Register Company, Dayton, Ohio. This paper is furnished in white, green, yellow or pink. An assortment of colors can be obtained in one shipment. Some merchants prefer using different colors on certain days of the week.

In ordering printed supplies, detail or check paper, always send sample and order four weeks in advance of the time you will need it.



In ordering supplies amounting to less than, \$3, please remit payment in advance. This is requested in order to avoid the necessity of opening a large number of ledger accounts for small items. We receive thousands of small orders for supplies which, if charged on open account, would entail expenditures of a vast amount of time and labor.

Prices for supplies used with this register. These prices are F. O. B., Dayton, Ohio, subject to change without notice effective in the United States only.

Our agents in different parts of the country are privileged to make an extra charge to cover the cost of transportation, and handling.

Check paper, XX, less than 300 rolls, per roll	\$0.06
Check Paper. X or XX in lots of 300 rolls or more to	.05
Detail paper rolls size F, per 10 rolls	.25
Oil, per bottle (2 oz.)	.10
Oil can (filled)	.15
Ink, per can	.15
Electros for front	.50
Electros for back	.75
Felt pads for printing segment, per half dozen	.30
Printed duplicating sales books, in lots of 100, per book	.05
In lots of 200, per book	.04
In lots of 300, per book	.03 ½
No order accepted for less than 100 books. Covers for sales books, each	.25
Extra carbon sheets for drivers' sales books, per 25	.15
"Paid-Out" pads (100 sheets each), per 10 pads	.15
Statement book, Form 11 or No. 14	1.00
Statement book for multiple-drawer register, Form 14	1.00
Pin files, each	.10
Purses for multiple registers (large)	.20
Purses for multiple registers (small)	.15
Clerks' daily statement pads, 10 pads	.20
Statements for reading register, 10 pads	.20
Detail strip filing case	.60
Things wanted auto paper, per roll	.03
"B" file case	2.50

## General Remarks

Clean the case carefully.

Keep the register out of a damp place if possible.

Do not allow drops of water to remain on the case.

It is important that the operating handle be removed and the handle stud oiled twice a month.

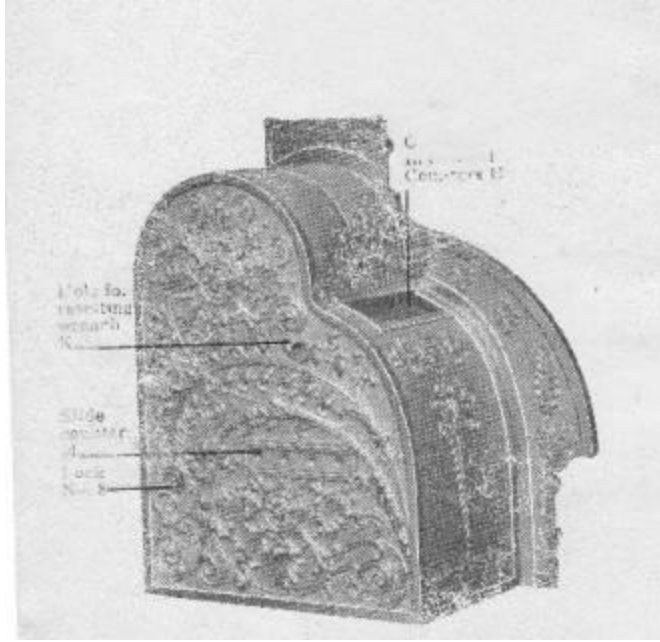
Always remove all money from the register at night, and leave the cash drawer open. This is advised so that if burglars break into your store they will not injure your register by forcibly attempting to open the cash drawer.

Keys of the register should never be kept in the cash drawer.

In case the register is in need of adjustment or repair, do not allow anyone excepting our authorized representative to make any adjustment or repair, as persons not familiar with the construction of the register are likely to damage the mechanism.

The National Cash Register Co., Dayton, Ohio, U. S. A.

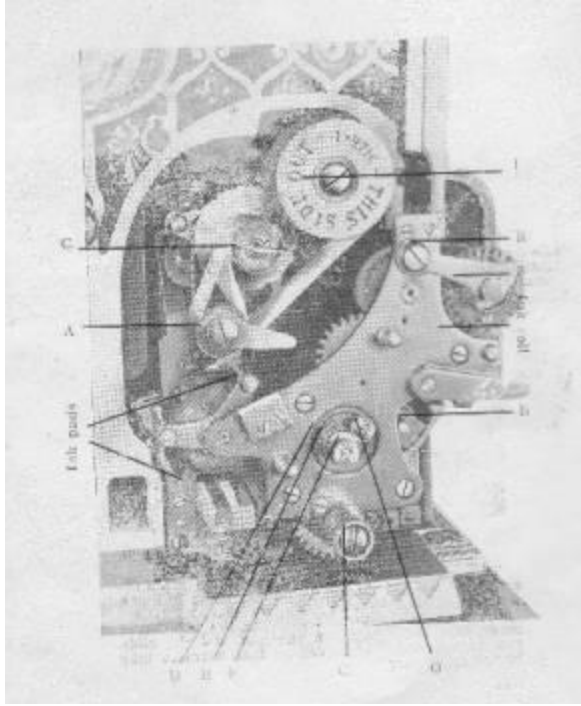
Form 658 10-27-10-2500-65805-91



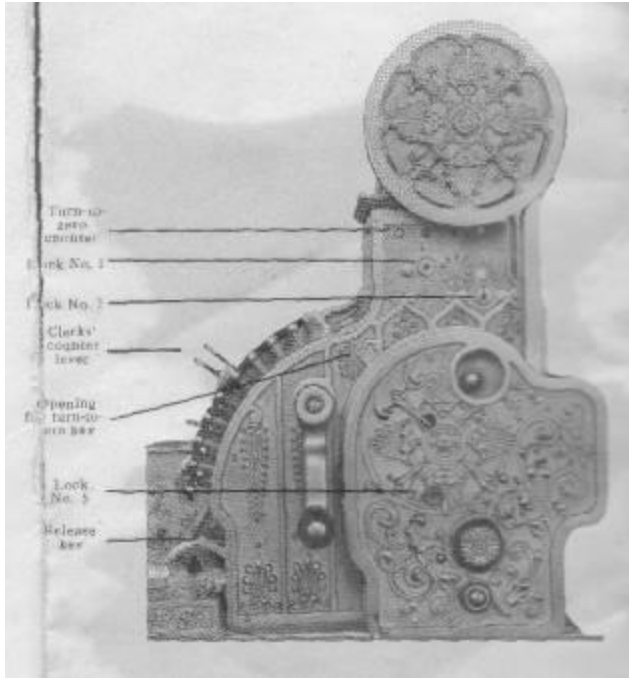
Text on left reads: Hole for resetting wrench "K"  
Slide counter "M"  
Lock No. 8

Text on top pointing to the window reads: Opening for counters "H"

This cut shows the covering over the multiple counters. "H" represents the opening through which statements of the counters can be taken. "M" represents counter indication the ???????? Lock #8 has been unlocked and the slide over opening "K" moved so counters can be turned to zero.



Arrows on left are: "C" and "A" and "Ink Pads"  
Right side arrows are: "I", "R", "Z", "Ink Roll", "B"  
Arrows across the bottom are: "D", "E", "F", "C", and "O"



Text from top to bottom is:

Turn to zero counter

Lock No. 1

Lock No. 2

Clerks' counter lever

Opening for turn to zero key

Lock No. 5

Release key

## GUARANTEE

Following is a copy of the guarantee, which is on bottom of the cash drawer. It bears the factory number of register and date and name of purchaser.

We hereby warrant this register to be mechanically correct. Should the register get out of order from ordinary use any time within two years of the, above date, we agree to repair it free of charge, provided:

1. That no alterations or additions have been made to the machine except by us or our authorized representative.
2. That you send it to our factory or to our nearest agency having a repairman, transportation charges both ways on the register to be paid by you. However, should you desire the services of our mechanic at your place of business instead of sending the register to our agency or factory, you are to pay the cost of said mechanic's journey to and from your place of business.

The National Cash Register Co., Dayton, Ohio.

President  
John H. Patterson