

BEFORE USING THE REGISTER CARRY OUT THE TASKS BELOW

UNPACKING THE CONTENTS

The following items should be located in the box:

- 1 x Set of operator/program keys
- 1 x Set of drawer keys
- 1 x Users manual
- 1 x Take up spool
- 1 x Paper roll
- 3 x Memory backup batteries

HOW TO INITIALISE THE REGISTER

- Remove the till roll cover.
- Lift the printer arm where it says “*PUSH HERE*”.
- Remove the battery cover by pressing the clip on the right side of the battery compartment.
- Insert the batteries as illustrated below:-



- Install the receipt paper as illustrated on *page 9* of the user’s manual.
- Plug the cash register into the mains power.
- Insert the **PGM** key.
- Turn the mode switch to **OFF**.
- Press and hold down the **FEED** button.
- Turn the mode switch to **PGM**.
- Release the **FEED** button.
- The display should show **INIT** on the first line and **00000000** on the second line, the display will then show dashes as the printer issues a receipt. The display will show PGM 1.
- Carry out the key presses as shown (*unless stated otherwise all key presses are numeric 0 - 9*).



- When the receipt has printed, return to **REG** and remove the **PGM** key.

HOW TO SET THE DATE

- Insert the **PGM** key.
- Turn the mode switch to **PGM**. The display will show PGM 1.
- Carry out the key presses shown.



- When the receipt has printed, return to **REG** and remove the **PGM** key.

HOW TO SET THE TIME

- Insert the **PGM** key.
- Turn the mode switch to **PGM**. The display will show PGM 1.
- Carry out the key presses shown, using the 24 Hour clock format.



- When the receipt has printed, return to **REG** and remove the **PGM** key.

HOW TO MAKE SALES USING THE KEYBOARD DEPARTMENTS

There are twenty four department buttons located on the keyboard. These can be used for either manual price entries or preset pricing. Each Department can be given a 12 character name for receipt printing and reporting. For example, Department 1 could be Food and Department 2 could be Drinks, providing a total for both food and drink goods sold.

- Insert the **OP** key.
- Turn the mode switch to **REG**.
- To sell a department at £2.99 paid for with £3.00 cash (see fig.1) or alternative using a preset price (see fig.2). (**Note:** pre-set prices can only be used if the department has been programmed with a price).



The display will show the change due if the amount entered prior to pressing CA/AMT TEND is greater than the amount due.

HOW TO MAKE SALES USING PRICE LOOK UP CODES

It is possible to set a Price Look Up code between 1 and 1200 for each product. When the code is entered and the PLU key is pressed the pre-programmed price and 12 character name are recalled. (**Note:** Unless the codes have been pre-programmed with a price as illustrated on sheet 4 this operation is not available).

- Insert the **OP** key.
- Turn the mode switch to **REG**.
- Carry out the key presses shown.



The display will show the change due If the amount entered prior to pressing CA/AMT TEND is greater than the amount due.

HOW TO RUN REPORTS

All sales for the day are recorded within the register so that sales and transaction analysis can be printed. There are two types of reporting modes :-
X Reports give a printout but do not reset any totals. These can be done whenever required.
Z Reports give a printout but reset the totals in the register. Usually done at the end of the day.

- Insert the **PGM** Key.
- Turn the mode switch to either **X** or **Z**.
- Press the button(s) as shown in the table below. e.g. for the Financial Report.
- Once finished, return the mode switch position to **REG** and remove the key.

Report type	Turn the mode switch to X	Turn the mode switch to Z
Financial		
Cash In Drawer		
Group		
PLU		
Electronic Journal	*	

* Electronic journal can be printed in order of date or consecutive number. See page 74 of the user's manual.

HOW TO SET THE PRICES FOR THE KEYBOARD DEPARTMENTS

There are twenty four Department buttons located on the keyboard. These can be used for either manual price entries or preset pricing. Each Department can be given a 12 character name for receipt printing and reporting. For example, Department 1 could be Food and Department 2 could be Drinks, providing a total for both food and drink goods sold.

- Insert the **PGM** key.
- Turn the mode switch to **PGM**. The display will show PGM 1.
- Carry out the key presses shown by entering a price without the decimal point, followed by a department button.



- Return the mode switch to **REG** and remove the **PGM** key.

HOW TO SET THE NAMES FOR THE KEYBOARD DEPARTMENTS

Each of the department keys can be given a 12 character description which is printed on the receipt and reports. To enter the name use the keys with the alphabet printed on them as per the example below.



- Insert the **PGM** key.
- Turn the mode switch to **PGM**. The display will show PGM 1.
- Carry out the key presses shown.

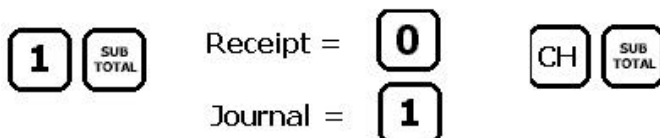


- Return the mode switch to **REG** and remove the **PGM** key.

HOW TO USE THE JOURNAL SPOOL

The paper roll can be used as a receipt, which is issued to the customer, or can be wrapped round the take up spool, so that the roll can be kept for audit purposes. It is however possible to store the journal electronically whilst still issuing receipts to the customer. This information can then be printed as a report, when required.

- Insert the **PGM** key.
- Turn the mode switch to **PGM**. The display will show PGM 1.
- Carry out the key presses shown.

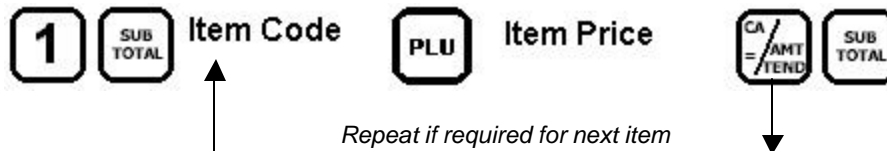


- Once finished, return the mode lock position to **REG** and remove the key.

HOW TO SET PRICE LOOK UP CODES WITH PRICES

It is possible to set a Price Look Up code between 1 and 1200 for each product. When the code is entered and the PLU key is pressed the pre-programmed price and 12 character name are recalled.

- Insert the **PGM** key.
- Turn the mode switch to **PGM**.
- Carry out the key presses shown.



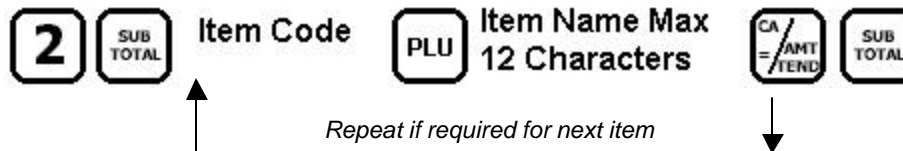
- Return the mode switch to **REG** and remove the **PGM** key.

HOW TO PROGRAM PLU DESCRIPTORS

Each of the Price Look Up codes can be given a 12 character description which is printed on the receipt and reports. To enter the name use the keys with the alphabet printed on them as per the example below.



- Insert the **PGM** key.
- Turn the mode switch to **PGM**. The display will show PGM 1.
- Carry out the key presses shown.

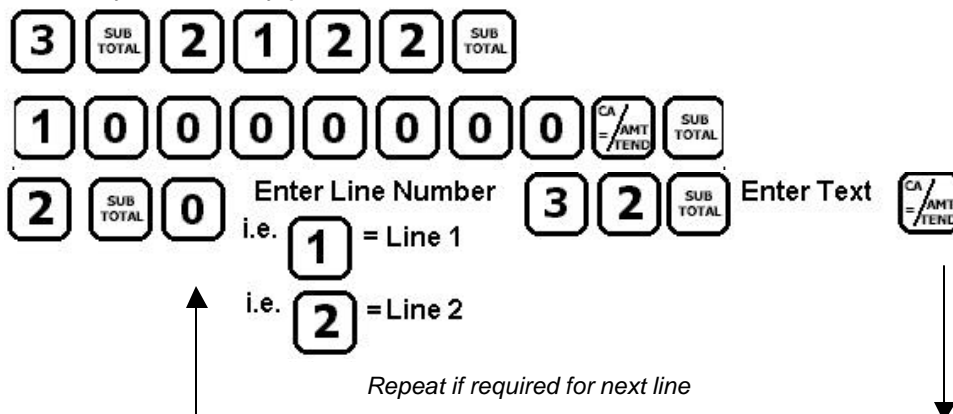


- Return the mode switch to **REG** and remove the **PGM** key.

HOW TO SET THE RECEIPT LOGO MESSAGE

The Receipt can print a header consisting of upto six lines of text with 24 characters.

- Insert the **PGM** key.
- Turn the mode switch to **PGM**. The display will show PGM 1.
- Carry out the key presses shown.



- Return the mode switch to **REG** and remove the **PGM** key.