

QUICK START INSTRUCTIONS

CountLab 7S, 8S, 9S

All video tutorials available on CountLab.co.uk

UNBOX & SET-UP:

Unbox machine and set in position
(Do not turn on)

Lift up the printer lid (cover)

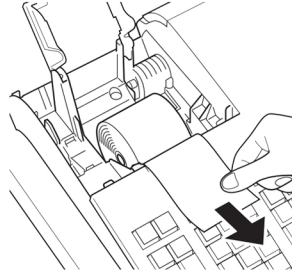
Load thermal fill roll as shown
in diagram

Drop roll in with shiny side of
the paper facing keylock

Close printer lid

Insert power cable and plug in to wall socket

Turn the power on using the switch on the right side
of the machine



TO ENTER REG MODE: (search for video CL889)

Press SUBTOTAL until the CASH REGISTER mode
select screen is displayed

Press PAGE UP or PAGE DOWN arrow buttons until
2. REGISTRATION is highlighted

PROCESSING A SALE (Key In REG Mode): (search for video CL899)

Type in sales amount without pressing decimal
point i.e. for £2.99 enter 299

Press a department button

Re-enter a price and department for each item

Press SUB-TOTAL once all items entered

Enter monies received using numeric buttons
then press CASH

(For card payments press CARD instead of entering
monies received)

VOID EARLIER ITEM AFTER INCORRECT ENTRY: (search for video CL820)

To void an item mid sale:

Press the VOID button

Use the Page Up Arrow to scroll to the item

Press EC

Press CASH TOTAL

Continue with transaction as normal

HOW TO CLEAR INCORRECTLY ENTERED PRICE: (search for video CL820)

To clear a incorrect price entered, before you press
the department (DP) button press 'CLEAR'

HOW TO CANCEL A SALE: (search for video CL819)

Press SUB TOTAL

Press CLEAR

Press VOID

Press CLEAR

Cancel sale receipt will print if receipt is on

REFUNDS: (search for video CL821)

Press REF/-

Enter the amount you want to refund

Press a department button

Press CASH TOTAL (for cash refund)

NO SALE (OPEN CASH DRAWER): (search for video CL822)

Press #/NS whilst in REG mode

RECEIPT ON/OFF: (search for video CL823)

Press Receipt ON/OFF

COPY RECEIPT OR RECEIPT ON REQUEST: (search for video CL823)

Press Receipt ISSUE at the end of a sale

For a full online manual visit: CountLab.co.uk or
for video tutorials visit: CountLab.co.uk & search
for the 'CL' code referenced in the titles above.

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END OF DAY STANDARD FINANCIAL REPORT (search for video CL831)

Press SUBTOTAL

Highlight [5. Z Reports]

Press CASH TOTAL

Highlight [Financial Rep. Day]

Press CASH TOTAL to display report

Press CASH TOTAL to print report

Press **SUB TOTAL** to return to main screen

To run a separate department report:

Page Down Arrow (2 times) to Highlight
Department Rep.Day

Press CASH TOTAL to display

Press CASH TOTAL to print

Press **SUB TOTAL** to CONFIRM REPORTS & CLEAR
TOTALS

***** BOTH THE FINANCIAL REP. DAY & DEPARTMENT
REP. DAY MUST BE RUN & RESET DAILY TO RESET TOTALS**

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