



Quick Setup Guide



Helpline Monday to Friday
8.30am to 4.30pm on
01924 438238 (Option 2)

1 Initial Setup

The following instructions describe how to unpack and start up the cash register.

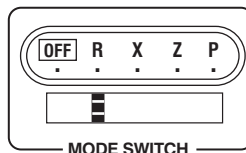
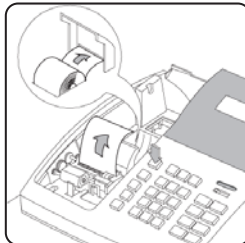
Unpack the cash register

- Remove the cash register from the packaging.
- Locate the following items.
 - 1 roll of 57mm non thermal paper.
 - 1 rewind spindle for use with the journal roll option.

Loading Paper

The register has a single 57mm non thermal paper roll, which can be used either as a customer **receipt** or wound round a spindle and kept as a **journal**.

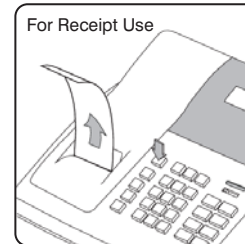
- Cut or tear the end of the paper roll evenly to allow correct feeding through the printer.
- Place the paper roll in the paper well and insert the paper end into the inlet of the printer as shown.
- Slide the **Mode Switch** to the **R** position.
- Press the **FEED** button until the paper is accepted by the printer and advances through.
- If the paper does not feed through the printer make sure the paper is inserted correctly into the paper inlet of the printer.



Initial Setup (Receipt or Journal)

For Receipt Use

- Pass the paper through the receipt window of the printer cover.
- Replace the cover over the printer compartment.

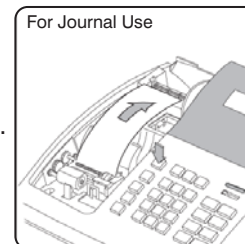


To Set Printer to Act as a Receipt

- Ensure the **Mode Switch** is in the **P** position.
- On the number keys enter **0 0** for receipt printing.
- Press the **SUBTOTAL** key to finalise.

For Journal Use

- Route the paper over the top of the top guide.
- Insert the paper into slot spool.
- Place the rewind spool into the slot provided and press the **FEED** button to wind the paper securely onto the spindle.



To Set Printer to act as a Journal

- Ensure the **Mode Switch** is in the **P** position.
- On the number keys enter **0 1** for Journal roll printing.
- Press the **SUBTOTAL** key to finalise.

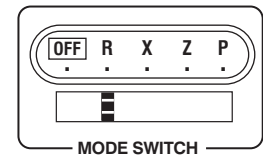
2 Making a Sale

The cash register has two department buttons through which to enter your sales. The operation of all department buttons is the same, the purpose of these are to assist you in analysing your business.

(For example Department Button 1 could be used for Food Sales and Department Button 2 for Non Food).

By entering the price of the goods and pressing the appropriate Department Button you will begin to analyse your sales ready for the end of day report.

- Slide the **Mode Switch** to the **R** position ready for normal use.
- Enter the price of the item.
*(eg. Enter **1 5 3** for £1.53).*



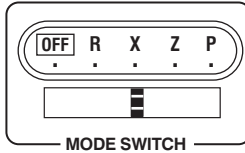
- Press one of the Department buttons (eg. press the **DPT1** button).
- Press the **SUBTOTAL** button to show the value due.
- If you would like to calculate change, enter the value of money given by the customer. (i.e. 500 for £5.00. Its optional to enter the money given, if not go onto the next step).
- Press the **CASH TEND** button to open the drawer and display the change due if the value of money given has been entered.

3 Printing Reports

Shown below is how to print the financial report and an example.

The report can be set to show items with 0's or not depending on the system option program.

- Ensure the **Mode Switch** is in either **X** to print or **Z** to reset all totals to zero.
- Press the **CASH TEND** key to print the report.



10-09-06 17-35
001 Z

024 @
53.00TX1
025 @
30.00 2
53.00TX
2.47TX
30.00NT
1.66NT
-0.24 %-
-9.50 -
73.26 * 1

Date
Z counter,
mode switch position
Department1 counter
Department1 total
Department2 counter
Department2 total
Taxable1 total
Tax1 total
Taxable2 total
Tax2 total
Percent total
(-) total
Net sales total

-2.00RF
-3.00VD
85.00 * 2
016 #
68.26CA
5.00CH
7.00RA
5.00PO
70.26AT
001 NS
.....
85.00 * 3
064-01

Return merchandise total
Void total
Gross sales total
Customer counter
Cash total
Charge total
Received on account
Paid out
Cash in drawer
No sale counter

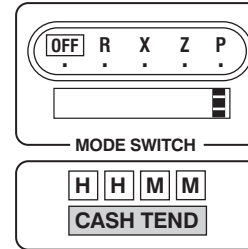
Grand total
Receipt number,
machine number

4 Setting Date & Time

The following sequence is used to set the date and time in the program mode, using the number keys to enter the time required.

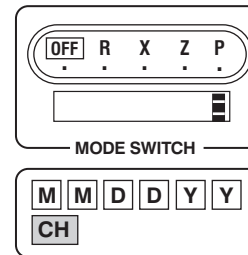
To Change Time

- Ensure the **Mode Switch** is in the **P** position.
- Type in on the number keys the time in 4 digits (HHMM) using the 24hr clock.
- *For example, enter* **1300** (for 1pm).
- Press the **CASH** key and return to the **R** position.
- Press the **#/NS** to print a program receipt.



To Change Date

- Ensure the **Mode Switch** is in the **P** position.
- Type in on the number keys the date in 6 digits
- *For example, enter* **280907** (for 28th September 2007).
- Press the **CH** key and return to the **R** position.
- Press the **#/NS** key to print a program receipt.

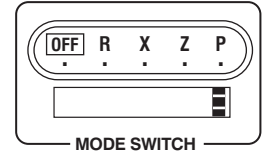


5 General Settings

Turning the Receipt Off/On

When the register is set as receipt mode, this determines if the receipt can be switched to off i.e. no print out during the registration of sales.

- Ensure the **Mode Switch** is in the **P** position.
- On the number keys type **99** and press the **CALC** key or to turn the receipt on or type **0** and press the **CALC** key to turn the receipt off.
- Slide the **Mode Switch** back to the **R** position.



Make Reports Print Short

The reports can be set to only print used items.

- Ensure the **Mode Switch** is in the **P** position.
- On the number keys type **01000** and press the **RA** key.
- Slide the **Mode Switch** back to the **R** position.