# CASIO®

## Electronic Cash Register
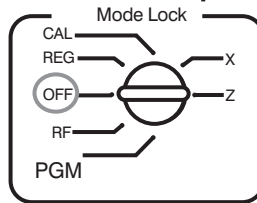
# Model 140CR

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## ! Before You Start

- Unpack the machine and ensure the items illustrated are enclosed. A set of keys are provided each stamped with an identifying letter for each key type.
- The key labelled **PGM** moves to every position on the mode lock.
- The key labelled **OP** moves to the **OFF, REG** and **CAL** positions on the mode lock.

**Mode Lock**

CAL
REG — X
OFF — Z
RF
PGM

Printer Cover
Operator Display
Mode Switch
Keyboard
Drawer

**Accessories**

| | | | |
|---|---|---|---|
| Roll Paper | **1pc** | Users Manual | **1pc** |
| Mode Keys | **1set** | Magnetic Plate* | **1pc** |
| Drawer Keys | **2pcs** | | |

*Use this plate for tacking the notes received from the customer.

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## 1 Load The Memory Protection Batteries

- Remove the printer cover.
- Press the clip just behind the printer paper inlet, and lift the battery compartment cover off.
- Load three new AA batteries.
- Replace the battery compartment cover.
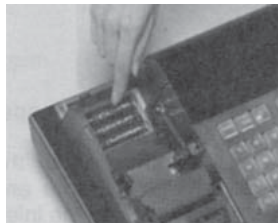
### Important Notice

You must install the memory protection batteries before you can begin programming. Once installed, initialise the machine as explained in Step 3.

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## 2 Loading The Paper Roll

- Turn to the **REG** position. Install the supplied 58mm paper roll by placing the paper roll into the printer well. Insert the paper into the inlet and press **FEED** key to set the paper.
- The machine is set for journal printing as standard therefore attach the paper to the take up reel provided, then slot the take up reel into indent above the paper roll.
- Alternatively if the machine is to be set to receipt. Feed the paper through the printer inlet and then through window of the printer cover.
  *(Follow option 4 to set the register for 'Receipt' rather than 'Journal' operation).*

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## 3 Initialise The Cash Register

- Insert the **PGM** key into the mode lock and turn to the PGM position.
- Enter date as **DD MM YY** *(ie. 8 January 2010 = 080110).*
- Enter time using the 24hr clock *(ie. 4.00pm = 1600).*
- Press **3** then **SUBTOTAL** then **0 1 2 2** **SUB TOTAL**
- Press **2 2** then **CASH** then **SUB TOTAL**
- Turn the key to **OFF**, insert the **OP** key and turn back to **REG** for normal use.
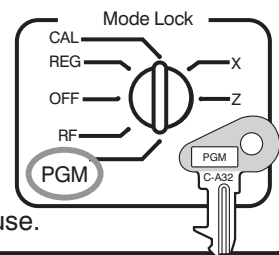
**Mode Lock**

CAL
REG — X
OFF — Z
RF
PGM

PGM
C-A32

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## Your Helpline Support Number is 01924 438238

**'Select Option 2 for Support'** The lines are open 8.30am - 4.30pm Monday-Friday
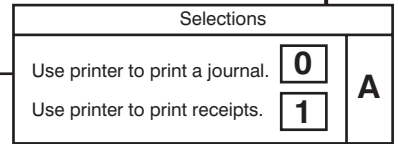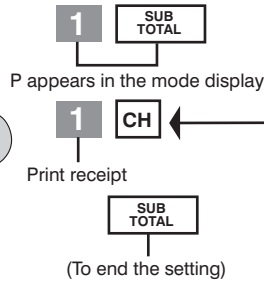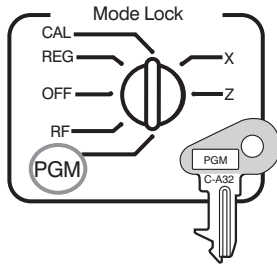
## 4   Programming The Receipt Or Journal

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**
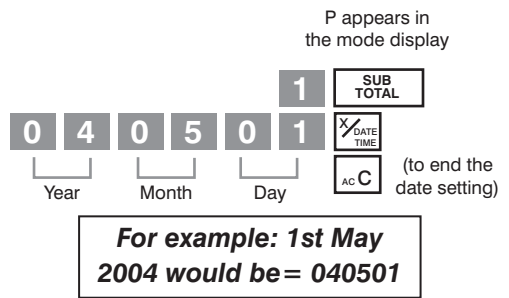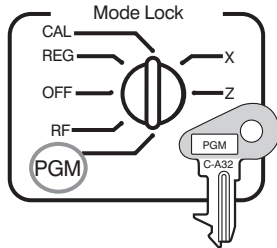- If you require Receipt printing press **1** then **CH**

  *"Alternatively"*
- If you require Journal printing press **0** then **CH**
- Press **SUBTOTAL** to finish programming.
- Turn the key to **OFF**. Insert the **OP** key and turn back to **REG** for normal use.

Mode Lock

CAL · REG · OFF · RF · X · Z

PGM   C-A32

**1** **SUB TOTAL**

P appears in the mode display

**1** **CH**

Print receipt

**SUB TOTAL**

(To end the setting)

| Selections | |
| --- | --- |
| Use printer to print a journal. | **0** |
| Use printer to print receipts. | **1** |

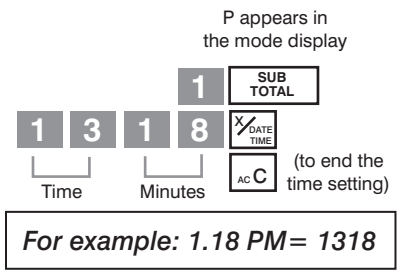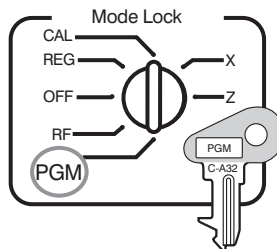**A**

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## 5   Setting The Date

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**.
- Enter the date using six digits **(DD MM YY)**.
- Press **X/DATE/TIME**
- Press **C** to finish programming.
- Turn the key to **OFF** insert the **OP** key and turn back to **REG** for normal use.

Mode Lock

CAL · REG · OFF · RF · X · Z

PGM   C-A32

P appears in the mode display

**1** **SUB TOTAL**

**0 4 0 5 0 1** **X/DATE/TIME**

Year   Month   Day

**AC C** (to end the date setting)

*For example: 1st May 2004 would be= 040501*

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## 6   Setting The Time

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**.
- Enter the time using four digits (1.18pm would be 1318 hrs in 24hr format).
- Press **X/DATE/TIME**
- Press **C** to finish programming.
- Turn the key to **OFF** insert the **OP** key and turn back to **REG** for normal use.

Mode Lock

CAL · REG · OFF · RF · X · Z

PGM   C-A32

P appears in the mode display

**1** **SUB TOTAL**

**1 3 1 8** **X/DATE/TIME**

Time   Minutes

**AC C** (to end the time setting)

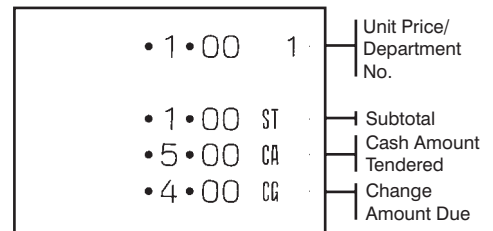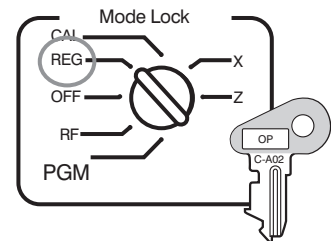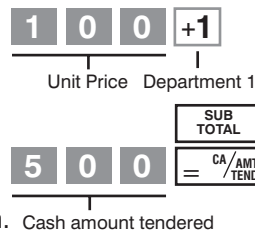*For example: 1.18 PM= 1318*

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## 7   Entering A Basic Sale Operation

The Cash Register has five Department Buttons through which to enter your sales. The purpose of these are to assist you in analysing your business. For example, the Department button 1 could be used for Food Sales and Department button 2 for Non Food Sales etc.  By allocating goods to the appropriate department buttons you are preparing and organising sales data for the end of the day Reports.

- Insert the **OP** key and turn the mode lock to the **REG** position ready for normal use.
- Enter the price of the goods then press one of the Department buttons.
- For example £5.00 is entered as **5 0 0**
- To enter another Sale repeat as above by entering a price then press a department button.
- Press **SUBTOTAL** to show amount due.
- To calculate the change enter the money given by customer.
- For example £5.00 is entered as **5 0 0**
- Press the payment key, either **=CA/AMTEND** **CHK** **CH** to finalise the sale.
- The amount of change due will show on the display.

**1 0 0 +1**

Unit Price   Department 1

**SUB TOTAL**

**5 0 0** **= CA/AMT TEND**

Cash amount tendered

**= CA/AMT TEND**

Mode Lock

CAL · REG · OFF · RF · X · Z

PGM   OP   C-A02

```
• 1•00    1
```
Unit Price/ Department No.

```
• 1•00   ST
•5•00   CA
•4•00   CG
```
Subtotal

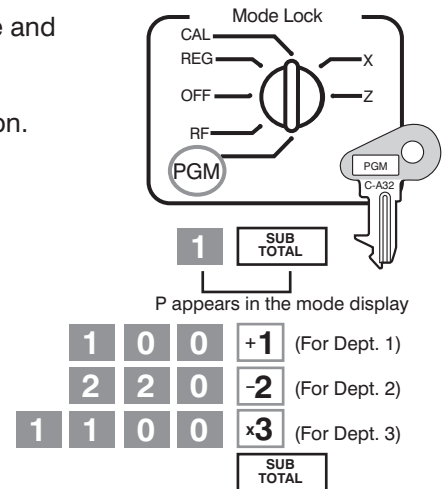Cash Amount Tendered

Change Amount Due

## 8 Programming A Preset Price

The Cash Register has five department buttons through which to enter your sales. It is possible to Preset a frequently used price to a department button. This enables items to be categorised and sold by pressing a single button. By allocating goods to the appropriate department buttons you are preparing and organising sales data for the end of day reports.

The following information explains how to program a preset price and how to allocate it to a department button.

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**.
- Enter the price to be Preset.
  For example £5.00 is entered as **5 0 0**
- Press the department button to be Preset with the Price.
- For further departments repeat as above by entering the price and pressing the department button.
- Press **SUBTOTAL** to finish programming.
- Turn the key to **OFF** insert the **OP** key and turn back to **REG** for normal use.

Mode Lock

CAL
REG ──── X
OFF ──── Z
RF
PGM

PGM
C-A32

**1** | **SUB TOTAL**

P appears in the mode display

**1 0 0** | +**1**  (For Dept. 1)
**2 2 0** | −**2**  (For Dept. 2)
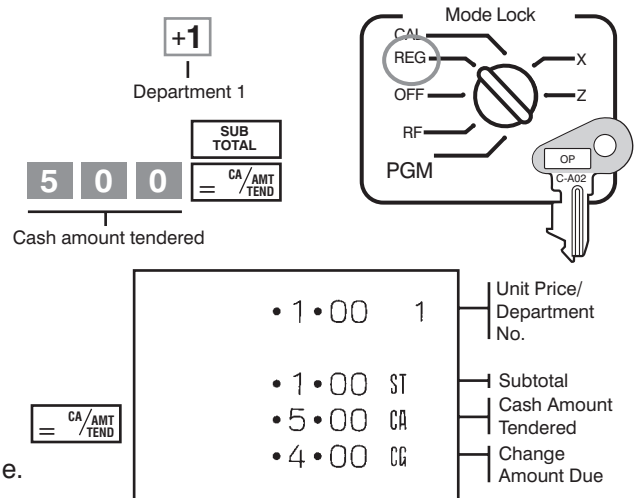**1 1 0 0** | x**3**  (For Dept. 3)
**SUB TOTAL**

## 9 Entering A Sale Using A Preset Price

If you have programmed a price to a department button you can now begin to sell goods. The following information explains how to sell a preset priced item.

- Insert the **OP** key in the mode lock and turn to the **REG** position for normal use.
- Press a Preset Priced Department button the programmed preset price will then show on the display.
- Enter another sale by pressing a further Preset Priced Department.
- Press **SUBTOTAL** to show the value due.
- To calculate the change enter the money given by the customer.
  For example £5.00 is entered as **5 0 0**
- Press the payment key, either
  **=CA/AMTEND** **CHK** **CH** to finalise the sale.
- The amount of change due will show on the display.

+**1**
Department 1

**SUB TOTAL**

**5 0 0** | = CA/AMT TEND
Cash amount tendered

= CA/AMT TEND

Mode Lock

CAL
REG ──── X
OFF ──── Z
RF
PGM

OP
C-A02

• 1 • 00    1        ⎤ Unit Price/ Department No.

• 1 • 00  ST       ⎤ Subtotal
• 5 • 00  CA       ⎤ Cash Amount Tendered
• 4 • 00  CG       ⎤ Change Amount Due

## Your Helpline Support Number is 01924 438238

**'Select Option 2 for Support'** The lines are open 8.30am - 4.30pm Monday-Friday

## 10 What Is A Report?

The Cash Register has two reporting modes:
- **X** mode prints sales information without resetting sales data back to zero.
  (Used normally at Midday to check turnover)
- **Z** mode prints sales information, and resets all sales data back to zero.
  (Used normally at the End of Day)

**How To Obtain A Daily Sales Report**
- Insert the **PGM** key in the mode lock.
- Turn the key to either the (X position to print without clearing sales figures). or (Z position to print and clear sales data back to zero).
- Press **CA/AMTEND**
- The report is printed listing the amount of transactions put through each of the department buttons.
- Turn the key to the **OFF**, insert the **OP** key and turn back to **REG** for normal use.

Mode Lock

CAL
REG
OFF
RF
PGM
X
Z
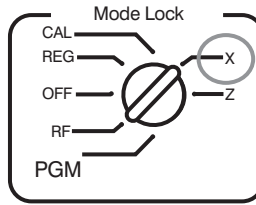
Z (Reset) report

```
08-01-02        ── Date
19-35#0086      ── Time/
                   Consecutive No.
      0001 Z     ── Report Type/Counter
                   No. of items/
        48  1    ── Dept. No.
     •166•94     ── Amount
        61  2
    •1259•15
        44  3
   •15175•39
         5  4
     •75•00      ── Gross Sales
       158  *    ── No. of items
  •16676•48  *   ── Gross Sales
                    Amount
```

───── Report Options ─────

| Report Type | Key Lock | Report Button Press |
|---|---|---|
| Total In Drawer | X | X/DATE TIME |
| Daily (Read) | X | = CA/AMT TEND |
| Daily (Reset) | Z | = CA/AMT TEND |
| Periodic Accumulated (Read) | X | 1 0 = CA/AMT TEND |
| Periodic Accumulated (Reset) | Z | 1 0 = CA/AMT TEND |

## ! When The Cash Drawer Does Not Open

In the event of a power failure the Cash Drawer will *NOT* open. First ensure that the drawer is unlocked, then pull the release lever on the base of the machine as illustrated in the diagram.
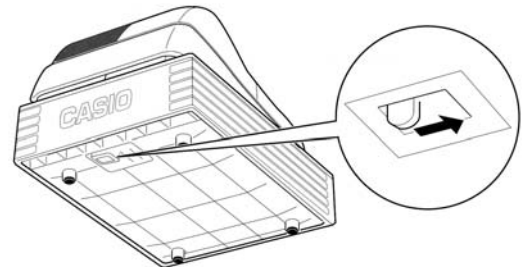
## ! Trouble Shooting

During the lifetime of the cash register it is possible a problem may occur during operation. The table below illustrates how a problem can be easily rectified.

| Symptom/Problem | Most Common Causes | Solutions |
|---|---|---|
| E01 appears on the display. | Changing modes without completing transaction. | Return key to where it stops erroring and press  = CA/AMT TEND |
| E94 appears on the display. | Printer paper is jammed. | Remove jammed paper. Turn Mode switch to OFF then turn to ON, or Turn power OFF and then turn power ON. |
| No date or time on receipt. Paper is not advancing enough. | Printer is programmed as a journal. | Program printer to print receipts. |
| Key won't turn to Z, X, PGM and RF modes. | Using OP key. | Use the PGM key. |
| Drawer opens up after ringing up only one time. | Department is programmed as a single item dept. | Program the dept. as a normal dept. |
| Not clearing totals at end of day after taking report. | Using X mode to take out reports. | Use Z mode to take out reports. |
| Programming is lost whenever register is unplugged or there is a power outage | Bad or no batteries. | Put in new batteries. |
| Register is inoperative Can't get money out ot drawer. | No power. | Pull lever underneath register at rear. |