elite

Electronic Cash Register
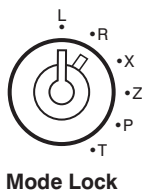
Model CR-101

Important Notice

You must initialise the Cash Register before you can begin programming.

Mode Lock

! Before You Start

- Before you start please locate:-
  - 1 x Paper Roll
  - 1 x Rewind Spindle
  - 1 x Operator's Guide
  - 1 x Set of Control Keys

## 1 Initialising The Cash Register

- Connect the cash register to the power socket and load the till roll as shown in the operation guide.
- Insert the **OW** key and turn to the **P** position.
- Enter **2 3 4 5** and press the **VOID** button.
  The printer will print the reset indication ....
- Return the mode key to the **R** position.

Mode Lock

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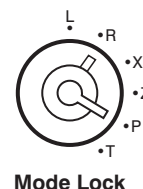
2 Setting The Date

- Insert the **OW** key and turn to the **P** position.
- Enter **2** and press the **RA** button.
- Enter the Date using 8 digits.
  For example enter **0 1 0 8 2 0 0 3** for the 1st of August 2003.
- Press the **NS#** button.
- Press the **CASH** button.
- Return the mode key to the **R** position.

Mode Lock

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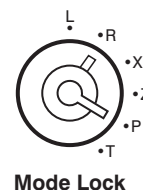
3 Setting The Time

- Insert the **OW** key and turn to the **P** position.
- Enter **3** and press the **RA** button.
- Enter the time using the 24 hour clock.
  For example enter **1 3 0 0** for 01.00 pm.
- Press the **NS#** button.
- Press the **CASH** button.
- Return the mode key to the **R** position.

Mode Lock

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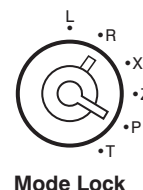
4 Setting The Customer Receipt or Journal

- Insert the **OW** key and turn to the **P** position.
- Enter **1** and press the **RA** button.
- For Journal - Enter **1 0** and press the **NS#** button.
  Or for Receipt enter **1 1** and press the **NS#** button
- Press the **CASH** button.
- Return the mode key to the **R** position.

Mode Lock
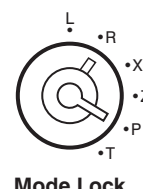
5 Entering A Sale

The Cash Register has 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 the day report.
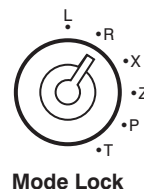
Mode Lock

- Insert the **OP** key and turn to the **R** position.
- Enter the price of the item eg. Enter `1` `5` `3` for £1.53
- Press one of the Department buttons eg. Press the `+DEPT 1`
- To enter another sale repeat as above by entering a price then a Department.
- Press the SUBTOTAL button to show the value due.
- If you would like to calculate change, enter the value of money given to you by the customer. eg. `1` `0` `0` `0` for £10.00. It is optional to enter the money given, if no change calculation go to next step.
- Press either the `CASH` `CHEQ` or `CARD` buttons to open the drawer. The change due will be displayed if the value of money given has been entered.

6 Calculator Operation

The Cash Register has the ability to act as a normal calculator. Unlike making a sale, during this operation no information is added to the reporting totalisers.

Mode Lock

- Insert the **OP** key and turn to the **R** position.
- Press the `RA` button to start the calculator operation.

An arrow is shown on the bottom left of the display to indicate calculator operation.

- Use the cash register as you would a calculator
- Enter the value eg. Enter `1` `5` `3` for £1.53
- Press one of the calculator buttons `+-/X` eg. Press the `+DEPT 1`
- Repeat the entries press the `=CASH` button for the total
- Press the `RA` button to end the calculator operation.
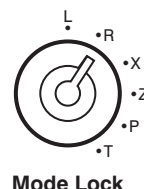
7 Reporting

The Cash Register has two reporting modes one for printing out the information without clearing any figures. This is referred to as the **X** mode. The second is for printing and clearing the figures back to zero ready for the next day, this is referred to as the **Z** mode.

Mode Lock

FULL FINANCIAL REPORT
- Insert the **OW** key and turn to either the: **X** position to print without clearing or **Z** position to print & clear sales.
- Press the `CASH` button. The end of day report is printed.
- Return the mode key to the **R** position

SHORT CASHING UP REPORT READ
- Insert the **OW** key and turn to the **X** position.
- Press the `X/TIME` button.
  A short cashing up report is printed.
- Return the mode key to the **R** position.
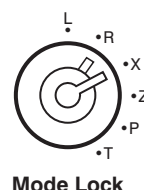
Your Helpline Support Number is 01924 438238
'Select Option 2 for Support' The lines are open 8.30am - 4.30pm Monday-Friday