

506524K

olivetti



ECR 2350 euro
electronic cash register

Instructions
Instructions d'emploi
Bedienungsanleitung
Instrucciones de uso



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The **CE** mark affixed to the product certifies that the product satisfies the basic quality requirements.



Your attention is drawn to the following actions that could compromise the characteristics of the product:

- incorrect electrical supply;
 - incorrect installation; incorrect or improper use, or, in any case, not in accordance with the warnings given in the User Manual supplied with the product;
 - replacement of original components or accessories with others of a type not approved by the manufacturer, or carried out by unauthorized personnel.
-

WARNING: THIS EQUIPMENT MUST BE EARTHED.
ATTENTION: CETTE UNITÉ DOIT ÊTRE CONNECTÉE À LA TERRE.
ACHTUNG: DIESES GERÄT MUSS EINEN ERDUNGSANSCHLUSS HABEN.
ATENCION: ESTE EQUIPO DEBE ESTAR CONECTADO A UNA TOMA DE TIERRA.
APPARATET MÅ KUN TILKOPLES JORDET STIKKONTAKT.
APPARATEN SKALL ANSLUTAS TILL JORDAT NÅTUKKAT.
LAITE ON LITETTÄVÄ SUKO-RASIAAN.
Lederen med grøn/gul isolation må kun tilsluttes en klemme mærkt eller



To disconnect the cash register from the line voltage, unplug its power cord from the power outlet. The power outlet must be located on a wall, near the cash register and easily accessible.

Preface

The electronic cash register described in this manual is designed to help your business function smoothly by providing efficient register operations and accurate management reports. Startup is quick and easy, yet there are many options that can be added and revised so that you can customize your operations for optimum productivity. Here are just a few of the cash register's many valuable features:

- 40 departments and 999 Price Look-Up (PLU) settings;
- 15 clerk numbers to monitor the sales of individual employees;
- possibility of assigning a three-digit security code to prevent unauthorized access to individual clerk transactions (during register mode only);
- possibility of defining manager passwords to prevent unauthorized access to the machine's programming mode (PRG), Z mode and X mode;
- printer with journal record and receipt printing capabilities;
- possibility of reserving two departments for registering credit sales paid with two different types of credit cards;
- Euro exchange rate programming;
- possibility of programming the machine to work with one of two base currencies, Local or Euro, so that cash register computes in the currency set and automatically converts the related transaction totals into the other currency;
- rear customer display and front operator display each consisting of a 10-character transaction and message line;
- automatic tax computations for 4 different VAT rates;
- department-linked entry options that streamline and speed-up operation;
- periodic management and financial reports which provide up-to-date sales analysis;
- battery back-up protection for the records and programming data stored in memory;
- automatic time display after a period of system inactivity;
- automatic time and date printing on receipt and journal records.

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CASH REGISTER PROGRAMMING

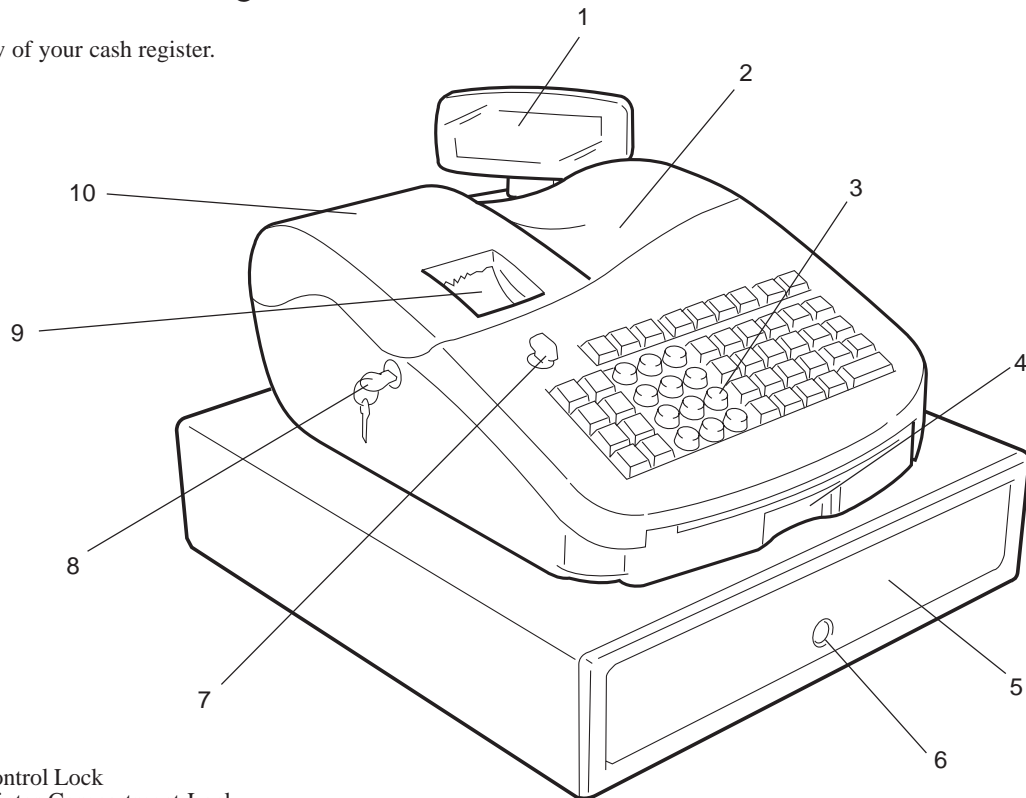
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Getting Acquainted with Your Cash Register

The figure below shows an overall view of your cash register.



1. Customer Display
2. Operator Display
3. Keypad
4. Item Deposit Drawer
5. Cash Drawer
6. Cash Drawer Lock
7. Control Lock
8. Printer Compartment Lock
9. Customer Receipt Output Window
10. Printer Compartment Cover

Standard Accessories

Your cash register comes with the following items:

- One black plastic journal winder spindle
- One roll of standard paper tape
- One inked ribbon (already installed)
- Four standard "AA" batteries for the battery back-up system
- This User Manual
- A set of keys for locking the cash drawer and printer compartment
- A set of PRG keys for access to the PRG and X functions
- A set of REG keys for access to the REG, X and Z functions
- A "Thank You" stamp (already installed).

Make sure that the cash register and all of the above items are included in the shipping carton.

Using this Manual

Your cash register manual is organized for easy reference. The front portion contains general information on all the features and functions of the cash register. Instructions for setting the optional programs come next. Transaction examples for operating the cash register are at the back of the manual along with a Totalizers and Counters Table. At the back of the manual you will also find your cash register's technical specifications and some safety information. Use the Table of Contents to locate a particular item.

Getting Started

Before you begin to operate or program the cash register, read the section entitled Unpacking and Setting Up the Cash Register for information on how to get yourself ready to work. Read also Keypad Functions, The Control System and Operator and Customer Displays to become familiar with their operations.

NOTE: Programs and transaction information for management reports are stored in the memory of the cash register. Batteries are provided to save this information in the event of a power failure or if the cash register is unplugged from the power outlet.

Programming the Cash Register

Simple step-by-step instructions are included for each program. Also provided are examples which can be used for practice.

Carrying Out Sales Transactions

Transaction examples provide steps for key operations. Sample receipts are included.

Unpacking and Setting Up the Cash Register

NOTE: Please read this section carefully before attempting to program the cash register or perform sales transactions.

As soon as you receive the cash register, open its shipping carton and carefully withdraw each component. Make sure that the cash register and all of its accessories, listed in the section entitled Standard Accessories, are present in order to setup the cash register by following these guidelines:

1. Place the cash register on a level, stable, vibration-free and dust-free surface. Make sure it is near a grounded power outlet.
2. Plug the cash register into a grounded power outlet.
3. Insert the batteries as explained in the section entitled Inserting/Replacing Batteries. Do not install batteries unless the register is plugged in.

WARNING: Before inserting the memory backup batteries, make sure that the cash register is plugged into an electrical wall outlet. The machine must be plugged into an electrical outlet before you insert the batteries.

4. Load the paper tape as explained in the section entitled Loading Single-Ply and Dual-Ply Paper.
5. Set the desired program options as explained in the section Cash Register Programming.
6. Once the desired program options have been set, turn the control key to the REG position and you are ready to perform sales transactions.

Maintaining the Cash Register

Provided below is information on how to maintain your cash register.

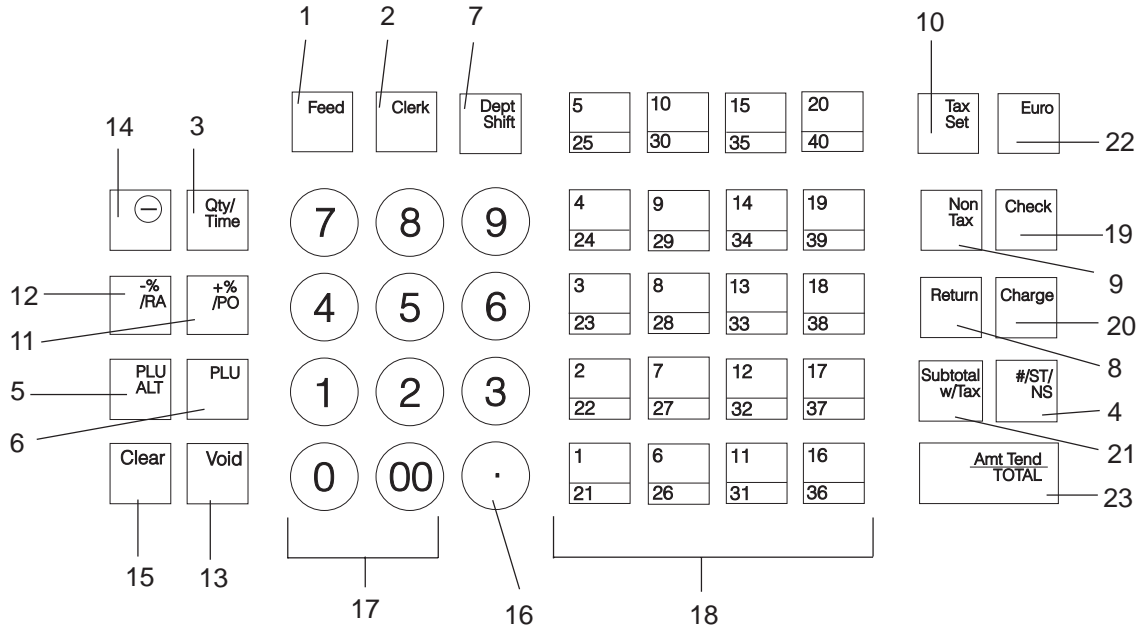
NOTE: Before cleaning the cash register, make sure it is powered off and/or unplugged from the wall outlet. Before unplugging the cash register from the wall outlet, make sure that four charged AA standard backup batteries are installed in the battery compartment. **All data stored in memory will be cancelled if you unplug the cash register from the electrical wall outlet without back-up battery supply.**

1. Keep all liquids away from the cash register so as to avoid spills which could damage the electronic components.
2. To clean the cash register firstly turn it off and/or unplug it from the wall outlet (be sure the back-up batteries are installed), then use just a damp cloth. Do not use corrosive substances such as solvents, alcohol, petrol, or abrasive components.
3. If the cash register is stored in extreme hot or cold temperatures (below 32 degrees or above 104 degrees Fahrenheit), allow the temperature inside the cash register to reach room temperature before turning it on.
4. **DO NOT** attempt to pull the paper tape when the cash register is printing or when you are loading paper. Always use the [Feed] key to feed paper. Pulling the paper tape could damage the print mechanism.

The Keypad

Your cash register is equipped with a 52-key keypad by means of which you can perform all cash register functions.

The figure below shows the keypad layout.



Keypad Functions

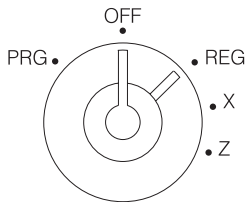
1. **[Feed]** (Paper Feed) - Advances the receipt or journal paper one line feed; advances the paper continuously when held down.
2. **[Clerk]** - Confirms an entered clerk number and three-digit security code. Also used to print a Clerk Report.
3. **[QtyTime]** (Dual function: Multiply and time display) - Multiplies **[DEPARTMENT]**, **[PLU]** or **[-]** key entries; also displays the current time, if set, and is used to print the Cash-In-Drawer Report.
4. **[#/ST/NS]** (Dual function: ST - Subtotal and NS - No Sale) - As the No Sale key, opens the cash drawer without registering any amount or when changing cash for a non-sales transaction. As the Subtotal key, calculates a subtotal during a transaction consisting of a number of items to be individually discounted or increased by a fixed percentage and prints this on the receipt.
5. **[PLU ALT]** - Temporarily overwrites a price which was assigned to a PLU number.
6. **[PLU]** (Price Look Up) - Registers a preset price of an individual item to the appropriate department. Also used to print PLU Reports.
7. **[Dept Shift]** (Department Shift) - Allows price entries for departments 21-40. Press this key before entering applicable department keys 21-40.
8. **[Return]** - Issues refunds for returned merchandise. Refund totals are printed in the management report.
9. **[Non Tax]** - Used when no tax is to be registered for a department which is programmed for tax.
10. **[Tax Set]** - Used to program VAT rates.
11. **[+%/PO]** (Dual function: Percent Plus and Paid Out) - When used as the +% key, adds a percentage to an item or to the sales total. Total percent plus amounts are shown in the management report. When used as the PO key, registers any money paid out. Paid out totals appear in the management report. Also used to set a machine number.
12. **[-%/RA]** (Dual function: Percent Discount and Received On Account) - When used as the -% key, subtracts a percentage from an item or from the sales total. Total discount amounts are shown in the management report. When used as the RA key, registers any payment made to the cash drawer. Amounts are added to the received on account total in the management report.
13. **[Void]** - Deletes the last item entered and used for correcting a particular entry after it is processed and printed. Void totals are reported in the management report. Also used during cash register options programming.
14. **[-]** - Subtracts an amount from an item or the sales total. Minus key totals are printed in the management report.
15. **[Clear]** - Clears an entry made from the numeric keypad or with the **[Qty/Time]** key before finalizing a transaction with a Department or function key. This key is also used to clear error conditions.
16. **[.]** (Decimal Point) - Used to enter fractional quantities of items being sold. In all modes, **the decimal point is not to be used when entering a price.**
17. **[0 - 9/00]** - Input amounts, indicate how many times a particular item repeats, add and subtract percentage rates, input department code numbers, handle figures which require a decimal point. The double zero key allows the quick entry of numbers with two or more zeros.
18. **[1-40]** (Departments 1 through 40) - Used to enter single or multiple item sales to a particular department. A VAT rate is automatically added, if set. Department totals are shown in the management report.
19. **[Check]** - Totals sales paid by check. Check totals are printed in the management report.
20. **[Charge]** - Totals sales that are charged. Charge totals are printed in the management report.

21. **[Subtotal w/Tax]** - Displays the subtotal of a sale with sales tax.
22. **[Euro]** - When the cash register is in its default Local base currency, this key is used to program the Euro exchange rate and to automatically calculate and display the value in Euro of the total amount of a sale or of a particular amount registered. When the cash register is programmed to work in the Euro base currency, pressing this key converts the sales total to the Local currency.
23. **[Amt Tend/TOTAL]** (Amount Tendered/TOTAL) - Totals exact cash transactions, computes change and totals check and charge transactions.

The Control System

The Control Lock

The control lock is located on the upper left-hand side of the keypad. The PRG or REG key must be properly inserted in the Control Lock in order for you to be able to use the different cash register functions available. The following figure shows the Control Lock and the different modes that can be used.



Depending on the desired operation, insert the appropriate key in the Control Lock and turn it to the following positions:

OFF	The cash register is turned off and cannot be used.
PRG	Used to program the cash register according to your specific needs.
REG	The cash register can perform the standard sales transactions, including preset options.
X	Prints the X management report, Cash-in-Drawer report, PLU report, clerk report, cash declaration and periodical financial reports.
Z	Prints the Z management report and resets totals (except the grand total) to zero. Prints the PLU report, clerk report, cash declaration and periodical financial reports.

Control Keys

A set of each of the following keys is provided along with a set of keys to open the cash drawer and printer compartment:

PRG	The PROGRAM key works in all modes (PRG, REG, X and Z). It is usually used by the Supervisor to program the cash register, access cash register functions and print X and Z management reports.
REG	The REGISTER key only works in the REG and X modes, granting both Clerk and Supervisor access to the cash register functions. This key cannot be used to access the PRG and Z modes.

Cash Drawer with Removable Cash Bin

The cash drawer features a cash bin with slots for banknotes and slots for coins. Pressing the [#/ST/NS] with the control key in the REG position opens the drawer. If a clerk number and secret code have been set, pressing this key will open the cash drawer only after the clerk number and code have been specified. This drawer can be locked for security to prevent accidental opening when moving the cash register by using the printer compartment key.

If desired, the cash bin inside the cash drawer can be completely removed from the cash register. To do so, gently lift the bin and pull it out.

Deposit Drawer

This extra drawer provides sufficient space for miscellaneous items.

Operator and Customer Displays

Your cash register offers two displays which provide easy viewing for both the customer and operator during a sales transaction. The customer display shows entry amounts and related transaction information through the use of numbers and special symbols. The operator display shows specific operator messages or the same transaction data as shown on the customer display. Both displays are read from left to right.

Time Display

You can display the current time by simply pressing the [Qty/Time] key with the cash register in the REG mode. Press the [Clear] key to stop displaying the time and re-enable the keypad to start a transaction.

NOTE: Trying to use this feature during a transaction will result in an error tone. If this occurs, press the [Clear] key to clear the error and the tone.

Special Symbol Indicators

Special symbols appear at the far left-hand side of the displays during cash register operation. These symbols identify the amount shown, or warn of an error condition. They include:

- C (Change) Indicates that the displayed amount is the change due to the customer.
- E (Error) Indicates when an error is made during operation or when programming the cash register. An error tone sounds to alert the operator.
- S (Sub-total) Indicates that the amount shown is the subtotal of a transaction, including sales tax if applicable.
- = (Total) Indicates that the amount shown is the transaction total.
- (Minus) Displays a negative entry. Also displays if subtotal or cash tendered total is a negative number due to a return or refund.
- Indicates when the journal paper is low.
- CA (Cash) Indicates when the total displayed refers to a sales transaction paid by cash.
- Ch (Check) Indicates when the total displayed refers to a sales transaction paid by check.
- Cr (Charge) Indicates when the total displayed refers to a sales transaction paid by charge.
- Displayed when the Euro key is pressed to indicate that the amount is displayed in the Euro currency.

These symbols clear automatically when you start the next entry or press the [Clear] key.

Positioning the Customer Display

To position the customer display, simply pull it up from its slot on the casing and rotate it to the position desired.

Error Conditions

The Error Alarm

The error alarm warns of an operator error (usually when a wrong key is pressed for a specific type of entry) or of an error made during cash register programming. The error alarm can also indicate that the Control Lock is in the wrong position for the current operation. In case of error, the error tone sounds, the letter E is displayed on the customer and operator displays and the keypad locks.

Clearing an Error

Press the **[Clear]** key to clear an error. The tone ends, the displays clear and the keypad unlocks, allowing you to continue with the transaction or restart the program.

If an error condition cannot be cleared, perform a general clearance. Bear in mind, however, that **one of the two general clearance procedures, explained in the next section, will set all counters and totals to zero and will cancel all programmed functions.**

NOTE: The **[Clear]** key also clears an incorrect entry from the display prior to pressing a registration key. Once an entry is printed, the **[Void]** key must be used to correct an error.

General Clearance

If the cash register does not function, for example while programming and the error signal cannot be stopped by pressing the **[Clear]** key, perform a general clearance. There are two ways of performing a general clearance, **whereby the second method resets all totals and counters and cancels the programming. Use this method only as last resort.**

General Clearance without Clearing Totals and the Programming

1. Turn the Control Key to the OFF position.
2. **Make sure four charged AA batteries are inserted in the battery compartment.**
3. Unplug the cash register from the power socket.
4. Wait ten seconds and then reconnect the cash register to the power socket and resume your operation.

If the cash register remains in an error condition, proceed with the second general clearance method.

General Clearance with the Clearing of Totals and all Cash Register Programming

NOTE: Be careful that this procedure erases all totals and counters, and cancels the programming of the cash register.

1. Turn the control key to the OFF position.
2. Open the printer compartment cover and remove the back-up batteries.
3. Unplug the cash register from the power socket.
4. Wait for 15 minutes and then plug the cash register back to the electrical power outlet.
5. Insert the batteries once again.
6. Reprogram the cash register.

Voiding Errors

Once an entry is printed, the **[Clear]** key cannot be used to clear an error. Press the **[Void]** key to correct an error already registered.

Voiding the Entry Just Completed

Simply press the **[Void]** key. The entry is reprinted with a "-" symbol followed by the amount and erased from the transaction.

Voiding an Earlier Entry

To void an earlier entry, register it again and then cancel it using the **[Void]** key. When a transaction including the error is completed, proceed with the following steps to void the error.

1. Retype the incorrect information, exactly as originally entered, and press the **[Void]** key.
2. Enter the correct amount.
3. Total the transaction by pressing the **[Amt Tend/TOTAL]** key.

Back-up Battery System

During cash register operations, all transaction data for the management report is stored in the register's memory. This memory also holds all optional programming information. The memory back-up system keeps this information stored in memory when the cash register is turned off.

The memory is protected by four "AA" batteries that come with your cash register. In order to guarantee continuous back-up protection, insert the batteries before beginning to program the cash register.

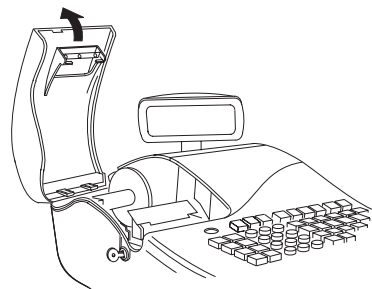
The machine must be plugged into an electrical outlet before you insert the batteries.

Inserting/Replacing Batteries

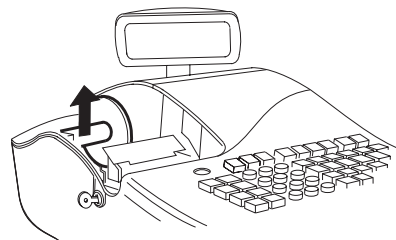
NOTE: Before inserting the batteries, make sure that the cash register is plugged into the power socket and that the control key is switched to the OFF position.

Proceed as follows to insert or replace the batteries:

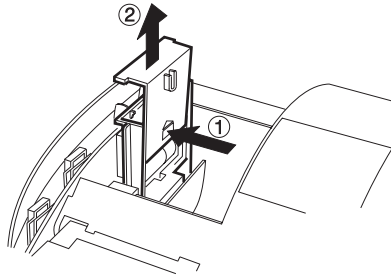
1. Unlock the printer compartment cover, grip the left side of the compartment cover, gently pull it back and then lift it off the cash register.



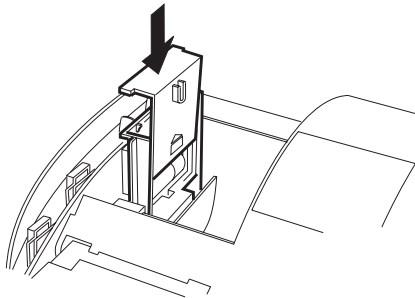
2. Lift the paper journal winder spindle out of the printer compartment.



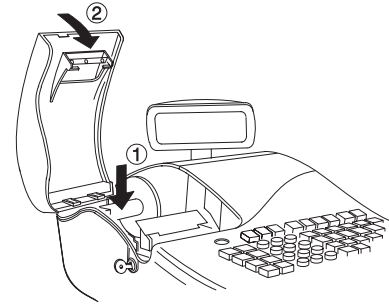
3. Remove the battery compartment cover by pressing on the arrow impressed on the cover and lifting upwards, as shown by the arrows in the figure.



4. Remove the discharged batteries if you are replacing the batteries.
5. Position the new batteries making sure that the positive and negative poles are aligned correctly. Drawings inside the battery compartment show how the batteries must be positioned.
6. Replace the battery compartment cover by sliding it down until it clicks into place.



7. Reposition the journal winder spindle, then reposition, close and lock the printer compartment cover.



NOTE: If the cash register will not be used for an extended period of time, you may want to remove the back-up batteries to prolong their usage. **Doing this will erase all transaction and programming data stored.**

Printer Compartment

The printer compartment is on the top left-hand side of the cash register. It houses the paper tape, journal winder spindle, inked ribbon, back-up batteries and the printer.

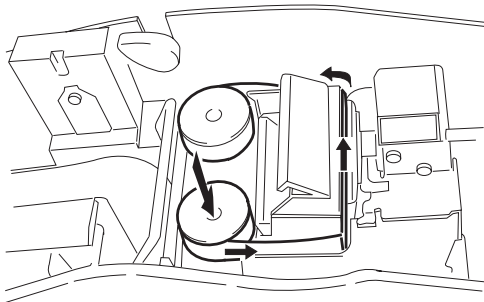
The Inked Ribbon

This cash register uses a standard inked ribbon which needs replacing when faded characters are printed. The next section explains how to install the inked ribbon when printing becomes light.

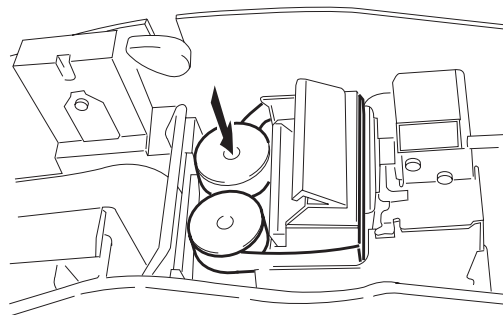
Installing the Inked Ribbon

Proceed as follows to install the inked ribbon:

1. Unlock, open and remove the printer compartment cover.
2. Remove the paper tape from the print mechanism by sliding it backwards towards the rear of the cash register.
If dual-ply paper is loaded in the cash register, lift the plastic journal winder out of the cash register and unwind and free the journal record from the winder spindle. Then remove the paper tape from the print mechanism by sliding it backwards towards the rear of the cash register.
3. Remove the "THANK YOU" stamp as explained in the next section.
4. Remove the used ribbon by lifting the two spools from their related spindles and the ribbon out of the print mechanism.
5. Place a full spool of ribbon on the left spindle and unwind approximately three inches of ribbon.
6. Place the ribbon along the outside of the metal brackets and through the printer mechanism as shown in the following figure.



7. Place the take up spool on the right spindle and then turn it to take up the slack in the ribbon.



8. Refit the "THANK YOU" stamp.
9. Load the paper tape back into the printer and through the print mechanism. If the cash register was using dual-ply paper, load the paper tape back through the print mechanism, and wind the journal back onto the plastic journal winder spindle. Instructions on how to load dual-ply paper are provided further on.
10. Reposition, close and lock the printer compartment cover.

Re-inking the Thank You Stamp

Your cash register is equipped with a pre-inked rubber stamp that automatically prints "YOUR RECEIPT THANK YOU" on every receipt.

If the print becomes unclear or faint, you will need to re-ink the stamp as follows:

1. Unlock, open and remove the printer compartment cover.
2. The Thank You stamp is located directly in front of the printer. Grasp the stamp pad on both ends and pull upward.
3. On the reverse side of the stamp pad is a small hole. Feed one drop of ink into the hole.
4. Replace the stamp pad. Be sure that it snaps into place securely.
5. Reposition, close and lock the printer compartment cover.

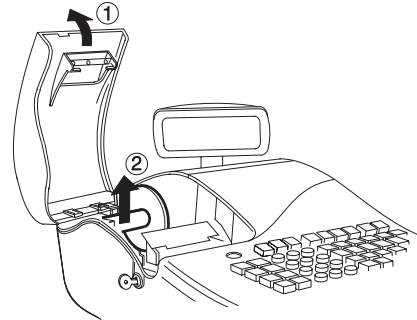
Paper Tape

This cash register uses standard 2 1/4" (57 mm) paper. The paper needs to be changed when a red line appears on the tape. You can use either single-ply or dual-ply paper. Use dual-ply paper whenever you want to print customer receipts and journal records, single-ply when just customer receipts need to be printed.

Loading Single-Ply and Dual-Ply Paper

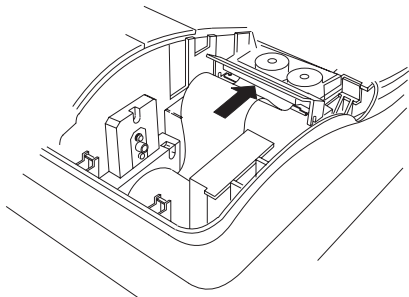
Proceed as follows to load the cash register with either single-ply or dual-ply paper.

1. Make sure the cash register is plugged into a grounded power outlet and that the control key is in the REG position.
2. Unlock, open and remove the printer compartment cover, then remove the plastic journal winder spindle.



3. With a pair of scissors, cut the end of the paper tape to create a straight, even edge so that the paper can be properly fed through the print mechanism.

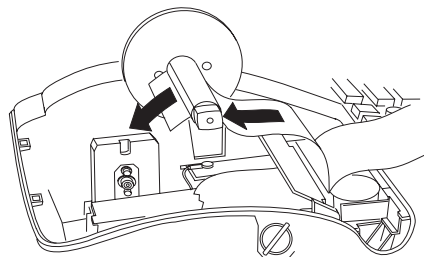
4. Set the paper roll in the bottom of the printer compartment so that the paper feeds out from the bottom of the roll.
5. Insert the edge of the paper into the paper slot as shown in the figure.



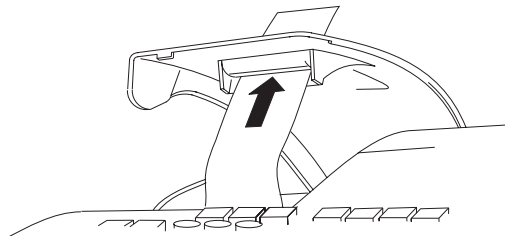
6. Press the **[Feed]** key and manually feed the paper into the slot until the paper catches and advances approximately six to ten inches above the print mechanism.

NOTE: If the paper does not feed properly, check the alignment of the paper in the slot and/or for the straight edge on the end of the paper roll.

7. If you are loading dual-ply paper for a journal record, slide the top edge of the inner ply through the slots on the plastic journal winder spindle and manually roll the winder toward the rear of the rear of the cash register to take up slack in the tape. Make sure that the two wheels on the spindle are positioned towards the right-hand side.



8. Replace the journal winder spindle in the printer compartment (the two wheels must be positioned towards the right-hand side).
9. Pass the edge of the customer receipt (or the outer ply when using dual-ply paper) through the receipt window on the compartment cover.



10. Reposition, close and lock the printer compartment cover.

Quick Start

Quick Start is a brief but complete start-up procedure that allows you to begin using your new cash register as quickly as possible. Carefully follow the steps listed below:

1. Make sure cash register is plugged into a grounded power outlet.
2. Insert the PRG key into the Control Lock and turn it to the PRG position.
3. Set the current date in the day/month/year format by typing the corresponding numeric keys and then pressing [#/**ST/NS**]. Single digits must be preceded by a zero. For example, to set January 10, 2001, type **[100101]** and then press the [#/**ST/NS**] key to store your entry.

If you wish that the date just entered be printed in the month/day/year format, type **[40]** and then press the **[Void]** Key.

4. Set the current time using the 24-hour (military) format and then pressing **[Qty/Time]**. Also in this case single digits must be preceded by a zero. For example, to set 1:05 P.M., type **[1305]** and then press the **[Qty/Time]** to store your entry. To set 9:15 A.M., type **[0915]** and then press **[Qty/Time]**.

If you wish that the time just entered be printed in the 24-hour format, type **[220]** and then press the **[Void]** Key.

5. Set a machine number by entering a four digit number and then pressing **[+%/PO]**. For example, to set machine number 5, type **[0005]** and then press **[+%/PO]**.
6. Set the first of up to four possible VAT rates. For example, to set a VAT1 rate of 16%, type **[1]** and then press the **[Tax Set]** key, type **[16000]** (three digits must be entered after the desired decimal point) and then confirm with the **[Amt Tend/TOTAL]** key.

7. Program standard Department 1 as VAT1 to a multiple positive item price sale. For example, to assign VAT1, multiple single item cash sale and a price of £3.00 to standard Department 1, type **[000001]** and then press **[Subtotal w/Tax]**, type **[300]** and then press **[Department 1/21]**.
8. When programming is complete, exit the program mode by turning the PRG key to the OFF position.
9. Practice normal sales transactions by switching the cash register into the Training Mode. This mode is very useful to new users as it allows them to simulate sales transactions without recording these trials in the X or Z management reports. More information on this mode is give in the section entitled Training Mode.

Once you have mastered the Quick Start operations, you will undoubtedly want to expand your use of the machine by studying other sections of this manual and incorporating new programming into your personalized cash management system. For example, other valuable functions include Percent Discount Rate, Percent Plus Rate, Price Look-Ups (PLUs), Euro Currency Conversions, and many more.

Helpful Hints for a Successful Start-Up

This cash register has up to 40 departments available. You may assign the taxable status to any other department by repeating the tax assignment procedure used for Department 1. For departments 21-40, press the **[Dept Shift]** key before the applicable department key. For example, to select Department 26 press **[Dept Shift]** followed by the **[Department 6/26]** key.

Training Mode

The optional training mode is designed to help you become better acquainted with the register mode and offers an ideal place for beginners to practice transaction examples. Once the training mode is activated, you cannot operate in the PRG, X or Z modes. The transactions made in the training mode are not recorded in the X or Z reports and are not summed to machine totals. Receipt numbers are not counted either.

Activating the Training Mode

Proceed as follows to switch the cash register into the training mode:

1. Turn the PRG control key to the PRG position.
2. Type **[666666]** and press the **[Amt Tend/TOTAL]** key. A dot indicating the Training Mode On condition is displayed on the left-hand side of the operator and customer displays.
3. Turn the key to the REG position to perform normal cash register operations.

Exiting the Training Mode

Proceed as follows to exit the training mode and therefore re-enable the cash register to record all sales transactions in the X and Z management reports and in the machine totals.

1. Turn the PRG control key to the PRG position.
2. Type **[555555]** and press the **[Amt Tend/TOTAL]** key.
3. Turn the key to the desired operating position.

Cash Register Programming

This cash register can be programmed to tailor its features according to your specific needs. This programming facility allows you to:

- Define three-digit secret codes for each of the 15 programmable clerks
- Set a machine number
- Set the date and time
- Set percent discount (-%) rates
- Set percent plus (+%) rates
- Define fraction rounding
- Define decimal point positions
- Define up to four VAT rates
- Define Price Look-Ups (PLUs) for individual items
- Define tax status and High Digit Lock Out to the minus key
- Define tax status, High Digit Lock Out, Positive/Negative Single/Multiple item sale and relative price to a defined and activated department
- Define a normal department for negative price registrations
- Set an exchange rate for the Euro currency
- Program time reports
- Program the different system options available
- Define manager passwords for the PRG, X and Z modes.

Set some of or all of the above features, depending on your business needs. These program settings will reside in the cash register's memory until you change them or deactivate the battery back-up system.

Setting Cash Register Features

All cash register features are programmed by first switching the cash register into the program (PRG) mode by using the PRG key.

This chapter provides simple step-by-step procedures on how to program the cash register. An example is provided after each procedure. It is suggested that you first run through all the examples to become familiar with the cash register's programming facilities, then program the cash register according to your own specific needs.

NOTE: Program all the desired features at the same time in order to create a single receipt of all selections. Keep the receipt in a safe place for future reference.

Making Changes to Cash Register Programming

Once the cash register is programmed to satisfy your specific needs, there is no need to reprogram the entire machine to make single program changes or corrections. If you wish to make a change (such as an update to VAT rates, PLUs or Euro exchange rates), be sure you are in the program mode, re-do the program in question and finalize when you are ready to exit the programming mode. A new program entry will automatically overwrite a previous entry for the same program.

Entering the Program Mode

To enter into the program mode simply insert the PRG key into the Control Lock and turn it to the PRG position.

Exiting the Program Mode

Proceed as follows to exit the program mode once you have finished programming the cash register:

1. Print a Program Tape by pressing [999999] followed by the [Amt Tend/TOTAL] key, as explained in the section entitled Overall Programming Dump Report, for a printed report on how the cash register is currently programmed.
2. Store the program tape in a safe place for future reference.
3. Turn the PRG key or REG key to the REG position if you wish to carry out sales transactions, or to the OFF position if you wish to exit.

Clearing Errors

To clear an error made during the programming phase, simply press the [Clear] key. The error tone ends, the display clears and the keypad unlocks.

In case an error condition cannot be cleared, perform one of the two general clearance methods explained in the section entitled General Clearance. **Remember that the second general clearance sets all counters and totals to zero, and cancels all features programmed.**

Clerk Numbers and Secret Codes

Clerk codes are a special security feature to control access to the register. You can program up to 15 individual clerk numbers linked to secret entry codes of three digits each. By enabling the Clerk System Active option as indicated in the Programming System Options section, the register assigns the default security **[000]** to all clerks.

Programming a Secret Code Linked to a Clerk Number

1. Insert the PRG key into the Control Lock and turn it to the PRG position.
2. Type **[171]** and then press the **[Void]** Key to activate the Clerk system.
3. Type **[444444]** and press the **[Amt Tend/TOTAL]** key. The message "CLERK SE.C" is displayed.
4. Type a number to which the secret code will be linked.
5. Set a three-digit secret code by typing three **[numeric keys]**.
6. Press the **[Clerk]** key.

Repeat the above operations (from step 4 to step 6) to assign a secret code to the remaining 14 Clerks or use the **[Clear]** key to exit from Clerk Secret Code programming.

If you wish to change the clerk's secret code and the Clerk system is already activated, there is no need to perform step 2 above.

Example: Assign secret code 106 to Clerk 1 for the first time.

Type/Press:

[171] + [Void] + [444444] + [Amt Tend/TOTAL] + [1106] + [Clerk]

Deactivating the Clerk System

Proceed as follows if for any reason you wish to deactivate the Clerk system, in other words if you no longer want to enter a clerk number and related secret code to perform sales transactions.

1. Insert the PRG key into the Control Lock and turn it to the PRG position.
2. Type **[170]** and then press the **[Void]** key.

Entering a Clerk Number/Secret Code Before Cash Register Operations

Proceed as follows to enter a defined Clerk number and secret code before using the cash register in the REG operating mode.

1. Turn the Control Lock to the REG position.
2. Type a Clerk number **[1, 2, ... or 15]**.
3. Type the corresponding three-digit code.
4. Press the **[Clerk]** key.

A small bar appears on the far left-hand side of the displays to indicate that it is now possible to carry out transactions. During sales transactions the clerk number is printed on the receipt, under the date and alongside the machine number.

Machine Numbers

The machine number is a four-digit number used to identify the cash register. The machine number is printed on all receipts, journal records and management report.

Proceed as follows to set a machine number:

1. Turn the PRG key to the PRG position.
2. Type the **[numeric keys]** corresponding to the machine number to be assigned (up to 4 digits, 0-9999).
3. Press the **[+%/PO]** key.
4. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Program machine number 1234.

Type/Press:

[1234] + [+%/PO]

Date and Time

Set the date option to print the current date at the top of each receipt, journal record or management report. The date will print in the day/month/year format unless otherwise programmed as explained in the section entitled Programming System Options.

Set the time option to print the current time at the bottom of the receipt. The time prints in the hour:minutes format. You can display the time by pressing the **[Qty/Time]** key when the cash register is in the REG mode. The keypad is locked when the time is displayed; to unlock the keypad simply press one of the numeric keys (0-9/00) or press the **[Clear]** key.

The date and time change automatically as long as the cash register is plugged into the wall outlet or the battery back-up system remains active.

Setting the Date

Proceed as follows to set the current date:

1. Turn the PRG key to the PRG position.
2. Type the **[numeric keys]** representing the current date. Remember to use the DDMYY format. Single digit numbers for months and days must be preceded by a zero (0).
3. Press the **[#/ST/NS]** key to store the date.
4. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Set a date of January 10, 2001.

Type/Press:

[100101] + [#ST/NS]

NOTE: If you wish that the date just entered be printed and displayed in the month/day/year format, type **[40]** and then press the **[Void]** Key. More information on how to change the cash register's basic programming is explained in the section Programming System Options.

Setting the Time

Proceed as follows to set the correct time in the hour:minutes format:

1. Turn the PRG key to the PRG position.
2. Type the **[current time]** using the HH:MM format.

NOTE: Time is set according to international, or military time (24-hour clock format). To correctly enter this time, simply add 12 to all hours in the PM. For example, to set the time to 9:00 AM, type **[0900]**; to set the time to 2:15 PM, type **[1415]**.

3. Press the **[Qty/Time]** key to store the entered time.
4. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Set the time at 3:30 PM.

Type/Press:

[1530] + [Qty/Time]

NOTE: If you wish that the time just entered be printed and displayed in the 24-hour format, type [220] and then press the [Void] Key. More information on how to change the cash register's basic programming is explained in the section Programming System Options.

Percent Discount (-%)

Setting this option automatically calculates the preset rate each time the [-%/RA] key is pressed. The percentage rate can be discounted from an individual item or from a sales transaction total.

Setting a Percent Discount (-%) Rate

Proceed as follows to define a standard discount rate:

1. Turn the PRG key to the PRG position.
2. Type the [numbers] representing the desired percentage rate. Up to four digits ranging from 0 to 99.99 can be used, and you **MUST** enter a total of four digits, two before and two after the desired decimal place. For example, to enter 10%, type [1000], to enter 6.5% type [0650].
3. Press the [0] key followed by the [-%/RA] key to store the rate.
4. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Program a standard 10% discount rate.

Type/Press:

[1000] + [0] + [-%/RA]

Percent Plus Rate (+%)

Setting this option automatically calculates the preset add-on rate each time the [+%/PO] key is pressed. This percentage rate can be added to an individual item or to a transaction total.

Setting a Percent Plus (+%) Rate

Proceed as follows to define a standard add-on rate:

1. Turn the PRG key to the PRG position.
2. Type the [numbers] representing the desired percentage rate. Up to four digits ranging from 0 to 99.99 can be used, and you **MUST** enter a total of four digits, two before and two after the desired decimal place. For example, to enter 10%, type [1000], to enter 6.5% type [0650].
3. Press the [0] key followed by the [+%/PO] key to store the rate.
4. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Program a standard 3% add-on rate.

Type/Press:

[0300] + [0] + [+%/PO]

Fraction Rounding

Fraction rounding is used to round figures with decimals up or down to the nearest whole numbers and is used for percent tax, percent discount and percent add-on calculations. Choose from the following three options to select the rounding as needed:

Rounding Code	Fraction Rounding
00	a fraction of a pence is rounded down one pence
50	a fraction under one half pence is rounded down one pence, a fraction above one half pence is rounded up one pence
99	a fraction of a pence is rounded up one pence

Setting the Rounding Code

Proceed as follows to program fraction rounding:

1. Turn the PRG key to the PRG position.
2. Type the [rounding code] and press the [Charge] key.
3. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Program the rounding code so that a fraction under one half pence is rounded down one pence, a fraction above one half pence is rounded up one pence up.

Type/Press:

[50] + [Charge]

Decimal Point Position

The decimal point setting is preset to the x.xx format. This format can be changed, as needed, to one of the other settings below.

Changing the Decimal Point Position

Proceed as follows to define a new position for the decimal point.

1. Turn the PRG key to the PRG position.
2. Type the status number [0, 1, 2 or 3] to select the desired format as indicated in the following table:

Status Number	Format
0	x
1	x.x
2	x.xx
3	x.xxx

3. Press the [-%/RA] key to set the new format.
4. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Program the cash register so that two digits are left after the decimal point.

Type/Press:

[2] + [-%/RA]

Value Added Tax (VAT) Rates

Up to four VAT rates (VAT 1, VAT 2, VAT 3 and VAT 4) can be preset in the cash register. A maximum 5-digit VAT rate can be programmed (0-99.999%).

Setting a Fixed VAT Rate

Proceed as follows to program a fixed tax rate:

1. Turn the PRG key to the PRG position.
2. Type the **[numbers]** which represent the VAT (1 for VAT 1, 2 for VAT 2, 3 for VAT 3 and 4 for VAT 4).
3. Press the **[Tax Set]** key. The message "VAT n RATE" appears on the operator display where n is the number representing the VAT rate.
4. Type the VAT rate. Up to five digits can be used, and you **MUST** enter three digits after the desired decimal place. For example, to enter a 5.5% VAT rate, type **[5500]**; to enter a 16% VAT rate, type **[16000]**.
5. Press the **[Amt Tend/TOTAL]** key.
6. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Set a VAT 1 rate of 5.5%, VAT 2 rate of 7%, VAT 3 rate of 16% and a VAT 4 rate of 20%.

Type/Press:

- [1] + [Tax Set] + [5500] + [Amt Tend/TOTAL]
 [2] + [Tax Set] + [7000] + [Amt Tend/TOTAL]
 [3] + [Tax Set] + [16000] + [Amt Tend/TOTAL]
 [4] + [Tax Set] + [20000] + [Amt Tend/TOTAL]

NOTE: The programmed VAT rates are identified on the sales receipt with the following printed symbols: TI for VAT 1, TII for VAT 2, TIX for VAT 3 and TIIZ for VAT 4.

High Digit Lock Out (HDLO) and Tax Status Assigned to the Minus Key (-)

You can limit the number of digits, i.e. the maximum value of a minus key operation, from 1 to 7 digits. This makes sure that minus key amounts do not exceed a maximum amount. You can also assign a VAT rate or a non tax status to the minus key. Make your selections for this feature from the following options:

High Digit Lock Out	Taxation
0 = 7 digits (99999.99)	00 = Non taxable
1 = 1 digit (0.09)	01 = VAT 1
2 = 2 digits (0.99)	02 = VAT 2
3 = 3 digits (9.99)	03 = VAT 3
4 = 4 digits (99.99)	04 = VAT 4
5 = 5 digits (999.99)	
6 = 6 digits (9999.99)	

Programming the High Digit Lock Out and Tax Status

1. Turn the PRG key to the PRG position.
2. Type the HDLO code **[0-6]**.
3. Type the tax status code **[00-04]**.
4. Press the **[-]** key.
5. Program another feature or exit program mode by turning the PRG key to the OFF position

Example: Allocate a maximum of 5 digits and VAT 2 to the minus key.

Type/Press:

- [5] + [02] + [-]

Tax Status, High Digit Lock Out, Pos./Neg. Single/Multiple Item Sale and Price Linked to a Defined Department

You can assign the following to individual departments:

- A department status, consisting of:
 - Department activation or deactivation, where a deactivated department cannot be used during a sales transaction. If you try to use a deactivated department an error tone is sounded and the letter "E" is displayed on the left-hand side of the displays.
 - Department definition, meaning a Standard department where ordinary items are sold or a Gallonage department where oil, liquids, etc. are sold at unit price per gallon, liter, etc.
 - Positive or negative single item cash transaction or multiple item transaction capability whereby the department will ring up each item entered as a positive or negative single item transaction or as a positive or negative multiple item transaction. The negative status allows you to perform negative transactions where by the clerk pays back money to customers (such as refunds on deposits).
 - A High Digit Lock Out code whereby you prohibit item entries for a certain number of digits and above.
 - A taxable or non-taxable status.
- The price which will ring up automatically every time the appropriate department key has been pressed. You can also skip this option, in which case the price has to be entered manually before pressing the department key.

The 6-digit department status can be programmed using the following options:

Active Dept	Dept. Def.	Pos./Neg. Single/ Multiple Item Cash Sale
0 = Activate Dept	0 = Standard Dept	0 = Normal Dept (Pos.)
1 = Deactivate Dept	1 = Gallonage Dept	1 = Normal Dept (Neg.)
		2 = Single item cash (Pos.)
		3 = Single item cash (Neg.)

High Digit Lock Out

0 = 7 digits (99999.99)
 1 = 1 digit (0.09)
 2 = 2 digits (0.99)
 3 = 3 digits (9.99)
 4 = 4 digits (99.99)
 5 = 5 digits (999.99)
 6 = 6 digits (9999.99)

Tax Status

00 = Non tax.
 01 = VAT 1
 02 = VAT 2
 03 = VAT 3
 04 = VAT 4

If Gallonage is selected as the department definition, during a sales transaction the three numbers entered after the decimal point will be rounded off according to the fraction rounding setting.

Linking an HDLO, Tax Status, Pos./ Neg. Single/Multiple Item Cash Sale and Item Price to a Defined Department

1. Turn the PRG key to the PRG position.
2. Type the [Activate department], [Department definition], [Pos./ Neg. Single/Multiple Item Cash Sale], [HDLO] and [Tax Status] options by referring to the previous table. A six-digit status code must be entered.
3. Press the [Subtotal w/Tax] key to confirm your entry. The message "DEPT PRICE" appears on the displays.
4. Type a [price] of up to 7 digits to assign to a specific item and then press the relative [Department] key.
5. Program another feature or exit program mode by turning the PRG key to the OFF position.

Example: Assign a 5-digit HDLO, VAT 1, positive multiple item sale, a price of £2.50 to an item in activated standard Department 1.

Type/Press:

[0] + [0] + [0] + [5] + [01] + [Subtotal w/Tax] + [250] + [Department 1/21]

Price Look-Ups (PLUs)

Price Look-Ups simplify cash register operations by automatically registering an individual item's price (up to 999 can be registered), department number, tax status and rate (if applicable). To look up individual item prices, simply type the item's corresponding PLU number [1] and press the [PLU] key.

Creating Price Look-Ups

Proceed as follows to create a price look-up:

1. Turn the PRG key to the PRG position.

2. Press the [Qty/Time] key. The message "PLU001 PRI" appears on the displays, informing you of the PLU number (001). If you wish to change the PLU number from 001 to another number such as 30, type [030] and then press the [PLU] key.
3. Type the [unit price] that you wish to assign to that PLU.
4. Press the appropriate [Department] key to assign the PLU to a Department from 1 to 20. Use the [Dept Shift] key for departments from 21-40.
5. Press the [Qty/Time] key to program another feature, otherwise exit the program mode.

Example: Create PLU 1 with a unit price of £2.69 assigned to Department 3 and then create PLU 320 with a unit price of £5.00 assigned to Department 33.

Type/Press:

[Qty/Time] + [269] + [Department 3/23] + [320] + [PLU] + [500] + [Dept Shift] + [Dept 13/33] + [Qty/Time]

Euro Exchange Rate Programming

You can program the Euro exchange rate so that the cash register can automatically calculate the transaction from your local currency into the Euro currency and vice versa depending on the cash register's base currency (Local or Euro). The cash register is programmed by default so that your local currency is the base currency. If you wish to change the base currency to Euro, refer to the "Programming System Options" section in this manual, Machine Condition 30.

Programming the Euro Exchange Rate

Euro exchange rate programming consists of firstly defining the position of the decimal point of the Euro exchange rate (0-8 digits after the decimal point), the position for the decimal point of the changed amount which is also printed on the sales receipt (0-3 digits after the decimal point), and then the actual current exchange rate (up to 5 digits). To provide you with the Euro currency value, the cash register divides the local currency value by the exchange rate defined.

Proceed as follows to program or update the exchange rate of your local currency into Euro:

1. Turn the PRG key to the PRG position.
2. Type the **[decimal point position]** of the exchange rate (0-8 digits after the decimal point).
3. Type the **[decimal point position]** of the converted amount (0-3 digits after the decimal point).
4. Type the **[exchange rate]** using up to six digits without specifying any decimal point.
5. Press the **[Euro]** key to store the exchange rate.

Example: Program an exchange rate of £ 0.62 to the Euro.

Type/Press:

[2] + [2] + [000062] + [Euro]

Department Programming for Credit 1, Credit 2 Tenders

With reference to the section entitled Programming System Options, you can set Machine Condition 21 so that the cash register reserves Departments 20 or 15, or both, for the registration of credits deriving from sales transactions. By means of this function, you can assign Credit 1 to the transactions paid with one type of credit card and Credit 2 to those paid with another.

To change the default setting of Machine Condition 21 follow the instructions provided in the section entitled "Changing the Cash Register's Standard Settings".

Programming System Options

Your cash register's system options programmig feature includes 30 options for the operation of the cash register, receipt printing and management report printing. Each of the functions described in this section is already set upon delivery of the cash register to meet the most frequent requirements. The cash register's factory default settings, which you can reprogram at any time, are indicated in bold print in the table below.

Machine Condition	Settings
1	0 = Grand Total will not reset after Z1 financial report 1 = Grand Total will reset after Z1 financial report
2	0 = Subtotal will print when the "#/ST/NS" key is pressed 1 = Subtotal will not print when the "#/ST/NS" key is pressed
3	0 = Amount tender is not compulsory 1 = Amount tender is compulsory
4	0 = Date setting in the "month - day - year" format 1 = Date setting in the "day - month - year" format
5	0 = Z1 and Z2 counter will not reset after a Z report 1 = Z1 and Z2 counter will reset after a Z report
6	0 = VAT amount is printed on the receipt 1 = VAT amount is not printed on the receipt
7	0 = Zero skip on financial report 1 = Non-skip on financial report
8	0 = Date will print 1 = Date will not print
9	0 = Time will print 1 = Time will not print

Machine Condition	Settings	Machine Condition	Settings
10	0 = Consecutive # will reset after a Z1 report 1 = Consecutive # will not reset after a Z1 report	21	0 = Normal keypad layout 1 = Dept. 20/40 used as Credit 1 2 = Dept. 15/35 used as Credit 2 3 = Dept 20/40 used as Credit 1 and Dept. 15/35 used as Credit 2
11	0 = Item counter is printed on the receipt 1 = Item counter is not printed on the receipt	22	0 = 24-hour indication 1 = 12-hour indication
12	0 = Not mandatory to enter clerk number at each transaction 1 = Mandatory to enter clerk number at each transaction	23	0 = Duplicate Z report active 1 = Duplicate Z report inactive
13	0 = +%/-% addition and subtraction result to the department 1 = No +%/-% addition and subtraction result to the department	24	0 = Type 1 keypad layout (40 departments) 1 = Type 2 keypad layout (24 departments)
14	0 = Receipt mode 1 = Journal mode	25	0 = Non-selection of the Canadian taxation system of TAX ON TAX 1 = Selection of Canadian taxation system of TAX ON TAX
15	0 = Cash declaration not mandatory 1 = Cash declaration mandatory	26	0-7 = Reserved
16	0 = Cash drawer will open upon finalizing a sale with the Amt Tend/TOTAL, Check, Charge or Credit 1-2 key 1 = Cash drawer will not open upon finalizing a sale with the Amt Tend/TOTAL, Check, Charge or Credit 1-2 key	27	0 = Euro convert function not allowed 1 = Euro convert function allowed
17	0 = Clerk system inactive 1 = Clerk system active	28	0 = Zero price entry not allowed 1 = Zero price entry allowed
18	0 = VAT amounts are separately printed on the receipt 1 = Only the total VAT amount is printed on the receipt	29	0 = Print conversion tender only 1 = Always print tender
19	0 = Reserved 1 = Reserved	30	0 = Local base currency 1 = Euro base currency
20	0-2 = Reserved		

NOTE: Machine conditions 19, 20 and 26 are not available.

Changing the Cash Register's Standard Settings

Proceed as follows if you wish to change any of the standard machine settings indicated in the previous table:

1. Turn the PRG key to the PRG position.
2. Type the **[number]** of the machine condition (1-30 as indicated in the table) that you wish to alter. Machine conditions 19, 20 and 26 are reserved and cannot be changed.
3. Type the **[number]** of the required setting.
4. Press the **[Void]** key.
5. Program another feature or exit the program mode by turning the PRG key to the OFF position.

Example: Program the cash register so that the date is printed in the MM/DD/YY format.

Type/Press:

[4] + [0] + [Void]

PLU Programming Dump Report

If a large number of PLUs are created (bear in mind that up to 999 PLUs can be programmed), a separate receipt can be printed indicating all the PLUs programmed. Their number, associated price, VAT rate indicator (if applicable) and associated department are reported on this receipt, which should be kept in a safe place for future reference.

Printing an All PLU Dump Report

Proceed as follows to print a PLU report:

1. Turn the PRG key to the PRG position.
2. Press the **[PLU]** key to print the list.

3. Turn the PRG key to the OFF position to exit the program mode.

Shown below is an example PLU dump report.

YOUR RECEIPT		THANK YOU	
	10-01-01	———	Date
	1234	———	Machine number
PLU number	001		
	3	2.69 tr X	Item price and associated VAT
	002		
	2	1.50 tr	
	003		
	3	32.59 tr X	
	004		
	10	6.75	
	012		
	2	14.99 tr	
	020		
	4	0.70 tr Z	
	025		
	1	24.99 tr	
	320		
	33	5.00	
Time	4-00.038	———	Consecutive receipt number

Overall Programming Dump Report

After programming your cash register to best suit the needs of your business, you can print a tape record providing information on how the cash register is programmed.

Printing the Programming Dump Report

Proceed as follows to print the program tape:

1. Turn the PRG key to the PRG position.
2. Type **[999999]** and press the **[Amt Tend/TOTAL]** key.
3. Turn the PRG key to the OFF position to exit the program mode.

On the side you will find an example of the cash register's overall programming dump report.

Shown below is an example printout of how your cash register is programmed.

		YOUR RECEIPT THANK YOU			
Date	10-01-01	1234		Machine number	
Department status	1	2.50 tr		Price linked to DEPT 1 with VAT rate	
		000501			
	2	24.99 tr		Price linked to DEPT 2 with VAT rate	
Department number	3	5.99 tr x			
		000503			
	4	10.00 tr z			
		000504			
	5	14.99 tr x			
		000503			
	6	11.00 tr			
		000501			
	7	0.00			
		000000			
	8	0.00			
		000000			
	9	6.750 tr			
		010502			
	40	0.00			
		000000			
		502 e		HDLO, minus key	
		5.500 tr			
		7.000 tr		VAT rate 1, 2, 3 and 4	
		16.000 tr x			
		20.000 tr z			
		10.00 e		Discount rate	
	..	3.00 %		Percent plus rate	
		50 tr		Fraction rounding	
Euro exchange rate	22000062 €				
		1.000 tr			
		2.000 tr			
		3.000 tr			
		24.000 tr		System options programming condition	
		25.000 tr			
		26.000 tr			
		27.001 tr			
		28.000 tr			
		29.001 tr			
		30.000 tr			
Time	4-02-039			Consecutive receipt number	

Programming Manager Passwords

You can define two individual manager passwords to prevent unauthorized access to the machine's programming mode (PRG), Z mode and X mode. One manager password grants access to the PRG and Z modes, while another grants access to the X mode.

Defining a PRG and Z Mode Manager Password

Proceed as follows to define a manager password that grants access to the PRG and Z modes:

1. Turn the PRG key to the PRG position.
2. Type [111111] and press the [Amt Tend/TOTAL] key. The message "P Z PASS" appears on the displays.
3. Type your 4-digit manager password and then press the [Non Tax] key.

NOTE: If you define a manager password of 0000, the password security protection feature will not work.

Example: Define manager password 9876 for the PRG and Z modes.

Type/Press:

[111111] + [Amt Tend/TOTAL] + [9876] + [Non Tax]

Defining an X Mode Manager Password

Proceed as follows to define a manager password that grants access to the X mode:

1. Turn the PRG key to the PRG position.
2. Type [222222] and press the [Amt Tend/TOTAL] key. The message "X PASS" appears on the displays.
3. Type your 4-digit manager password and then press the [Non Tax] key.

NOTE: If you define a manager password of 0000, the password security protection feature will not work.

Example: Define manager password 7654 for the X mode.

Type/Press:

[222222] + [Amt Tend/TOTAL] + [7654] + [Non Tax]

Using the Cash Register in a Password Protected Mode

If a manager password was defined to protect unauthorized access to the PRG, Z and X machine modes, proceed as follows to enter the specific passwords so that you can work normally in these modes:

1. Turn the PRG key to the PRG, X or Z position.
2. Type the specific 4-digit password that grants you access to the required mode.
3. Press the [Check] key.

NOTE: If you attempt to use a protected machine mode without typing the correct password, the cash register emits an error signal and the message "PSEC ERR" or "X SECERR" appears on the displays.

Transaction Examples

This section provides examples on how to complete different types of transactions. Sample receipts are included which reflect some of the programming examples used in the chapter entitled Cash Register Programming.

Entering the Register Mode

The cash register has a register mode (REG) which is used to record ordinary sales transactions. Proceed as follows to enter the register mode:

1. Insert the control key (PRG or REG) into the Control Lock and simply turn it to the REG position.
2. If the Clerk System option was set to active as explained in the section entitled Clerk Numbers and Secret Codes, enter the related Clerk number assigned and its associated three-digit secret code. If the Clerk System option was set to active and a secret code was not programmed, type any Clerk number [1-15], the default secret code [000] and then press the [Clerk] key.

Exiting the Register Mode

To exit the register mode at the end of a transaction, simply turn the control key to the OFF position.

Clearing Errors

Detailed instructions on how to clear all kinds of errors which may occur during cash register operations are explained in the section entitled Error Conditions at the beginning of this manual.

Transaction Symbols

The following symbols appear on the paper tape. They are printed to the right of the entries to identify various totals and transaction operations. Some of these symbols also appear on the management report. They include:

1-15	Clerk number
CA	Cash transaction total
CH	Charge transaction total
CK	Check transaction total
CD	Cash in Drawer amount
ST	Subtotal
TL	Total
RT	Refund total
T1CH	Credit 1 sales
T2CH	Credit 2 sales
CG	Change
TI	VAT1 applied to a sale
TII	VAT2 applied to a sale
TIX	VAT3 applied to a sale
TIIZ	VAT4 applied to a sale
% ⊖	Percent discount applied to an item or sale
%	Percent plus applied to an item or sale
-	Coupon or discount/refund
X	Quantity being multiplied
@	Item price being multiplied
VD	Voided entry
#	Total or change in local currency
NS	No Sale
RA	Amount Received on Account
PO	Amount Paid Out
€	Value in the Euro currency

Sample Receipt

The following sample receipt shows where general transaction information is printed on a customer receipt.

YOUR RECEIPT THANK YOU

Clerk number	10-01-01	Date
	• 3 • 1234	Machine number
Departments	1 2.50 Tr	Item price with department VAT rate
	7 0.99	Item price in non-taxable department
	4 1.25 Tr Z	
VAT totals	0.13 Tr	
	0.21 Tr Z	
	4.74 Tr	Total balance due
	7.65 €	Total balance due in converted currency
Cash tendered	5.00 £	
	0.26 £	Change due
	0.42 €	Change due in converted currency
	003	
Time	4-05-041	Consecutive receipt number

Standard Transactions in Local Base Currency Registering a Single Item Sale with Change Tender

Up to seven digits can be used for the amount of the entry.

Example: Register a £1.00 item in Department 1 (programmed at a 5.5% fixed VAT rate). Subtotal the transaction and compute change for £5.00.

Proceed as follows:

1. Type **[100]** and press the **[Department 1/21]** key.
2. Type the amount tendered **[500]** and press the **[Amt Tend/TOTAL]** key. The transaction is ended and the change due to the customer is displayed.

YOUR RECEIPT THANK YOU

	10-01-01	Date
	• 3 • 1234	Machine number
	1 1.00 Tr	Item price with department VAT rate
	0.05 Tr	Item price in non-taxable department
	1.00 Tr	
	1.61 €	Total balance due in converted currency
	5.00 £	Cash tendered
	4.00 £	Change on a cash tender
	6.45 €	Change in converted currency (Euro)
	001	
	4-06-042	Consecutive receipt number

Registering a Multiple Item Sale with Exact Cash Tender in Local Currency

Example: Register a £2.50 item to Department 1, a £.50 item to Department 5 and a £1.65 item to Department 8, with an exact tender of £4.65.

Proceed as follows:

1. Type **[250]** and press the **[Department 1/21]** key.
2. Type **[50]** and press the **[Department 5/25]** key.
3. Type **[165]** and press the **[Department 8/28]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due.
5. Press the **[Amt Tend/TOTAL]** key to end the transaction.

YOUR RECEIPT THANK YOU

```

10-01-01
•1• 1234
1    2.50 TL
5    0.50 TL X
8    1.65
      0.13 TL
      0.07 TL X
      4.65 TL — Transaction total in local
      7.50 € — and converted currency
      4.65 TL — Exact cash tender in
      003 — local currency
4-20.043
    
```

Registering a Multiple Item Sale with Exact Cash Tender in Euro

Example: Register a £10.00 item to Department 1, a £20.00 item to Department 2, with an exact tender of 48.39e.

Proceed as follows:

1. Type **[1000]** and press the **[Department 1/21]** key.
2. Type **[2000]** and press the **[Department 2/22]** key.
3. Press the **[Subtotal w/Tax]** key to display the current balance due in Local currency.
4. Press the **[Euro]** key to display the current balance due in Euro.
5. Press the **[Amt Tend/TOTAL]** key to end the transaction.

YOUR RECEIPT THANK YOU

```

10-01-01
•1• 1234
1    10.00 TL
2    20.00 TL
      0.52 TL
      1.31 TL
      30.00 TL — Transaction total in local and
      48.39 € — converted currency
      . . €
      48.39 TL — Exact cash tender in converted
      002 — currency (Euro)
4-21.044
    
```

Registering a Sale of Multiple Items at Same Cost

Up to three digits can be used for the quantity multiplied.

Example: Multiply two items costing £1.50 and register the sale to Department 1. Compute change for £5.00.

Proceed as follows:

1. Type the number of items [2] and press the [Qty/Time] key.
2. Type their cost [150] and press the [Department 1/21] key.
3. Press the [Subtotal w/Tax] key to display the current balance due.
4. Type the amount tendered [500] and press the [Amt Tend/TOTAL] key. The transaction is ended and the change due to the customer is displayed.

YOUR RECEIPT
THANK YOU

```
10-01-01
• 1 • 1234
      2 X | _____ Number of items at same cost
      1.50 a | _____ multiplied by unit price
1     3.00 £ | _____ Total cost with VAT rate
      0.16 £
      3.00 £
      4.84 €
      5.00 £
      2.00 £
      3.23 €
      002
4-22-045
```

Registering a Multiple Department Sale with Payment and Change Tender

Example: Register a £69.99 item to Department 1 (programmed at a 5.5% VAT rate), a £5.99 item to Department 4 (programmed at a 20% VAT rate) and a £3.50 item to Department 7 (programmed without VAT). Compute change for £100.00.

Proceed as follows:

1. Type [6999] and press the [Department 1/21] key.
2. Type [599] and press the [Department 4/24] key.
3. Type [350] and press the [Department 7/27] key.
4. Press the [Subtotal w/Tax] key to display the current balance due.
5. Type the amount tendered [10000] and press the [Amt Tend/TOTAL] key. The transaction is ended and the change due to the customer is displayed.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
1 69.99fr
4 5.99fr
7 3.50
  3.65fr
  1.00fr
  79.48fr
128.19€
100.00€ ———— Cash payment
 20.52€ ———— Change tendered
 33.10€
   003
4-24.046

```

Registering a Multiple Department Sale with Payment in Euro and Change Tender in Local Currency

Example: Register a £69.99 item to Department 1 (programmed at a 5.5% VAT rate), a £5.99 item to Department 4 (programmed at a 20% VAT rate) and a £3.50 item to Department 7 (programmed without VAT). Compute change for 150.00e.

Proceed as follows:

1. Type **[6999]** and press the **[Department 1/21]** key.
2. Type **[599]** and press the **[Department 4/24]** key.
3. Type **[350]** and press the **[Department 7/27]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due in Local currency.
5. Press the **[Euro]** key to display the current balance due in Euro.
6. Type the amount tendered in Euro **[15000]** and press the **[Amt Tend/TOTAL]** key. The transaction is ended and the change due to the customer is displayed.

YOUR RECEIPT
THANK YOU

```

10-01-01
• 1 • 1234
1 69.99 ₺
4 5.99 ₺ Z
7 3.50
  3.65 ₺
  1.00 ₺ Z
  79.48 ₺
128.19 €
  • • €
150.00 ₺ ———— Cash payment in Euro
13.52 ₺ ———— Change tendered in
21.81 €          local currency
  003
4-28.048

```

Registering a Charge Transaction

Charge transactions are counted and registered to the charge total in the financial report.

Example: Register a £2.50 item to Department 1 and a £3.00 item to Department 2 as a charge transaction. Use the [#ST/NS] key to print the sub total on the sales receipt.

Proceed as follows:

1. Type [250] and press the [Department 1/21] key.
2. Type [300] and press the [Department 2/22] key.
3. Press the [#ST/NS] key to print the current balance due.
4. Press the [Charge] key to end the transaction.

YOUR RECEIPT
THANK YOU

```

10-01-01
• 1 • 1234
1 2.50 ₺
2 3.00 ₺
  5.50 ₺
  0.13 ₺
  0.20 ₺
  5.50 ₺
  8.87 €
  5.50 ₺ ———— Amount charged
  002
4-31.049

```

Split Cash/Charge Tendering in Local Currency

Example: Register a £10.00 item and a £15.00 item to Department 2. Split the amount tendered between £20.00 cash and £5.00 charge in Local currency.

Proceed as follows:

1. Type **[1000]** and press the **[Department 2/22]** key.
2. Type **[1500]** and press the **[Department 2/22]** key.
3. Press the **[Subtotal w/Tax]** key to display the current balance due in Local currency.
4. Type the cash tendered **[2000]** and press the **[Amt Tend/TOTAL]** key. The remaining balance due (5.00) is displayed.
5. Press the **[Charge]** key to end the transaction.

YOUR RECEIPT
THANK YOU

10-01-01	
• 1 • 1234	
2 10.00 ₺	
2 15.00 ₺	
1.64 ₺	
25.00 ₺	— Sales total in local and converted currency
40.32 €	— Sales total in local and converted currency
20.00 ₺	— Cash payment
5.00 ₺	— Charge payment
002	
4-32.050	

Split Cash/Charge Tendering in Euro

Example: Register a £8.00 item and a £12.00 item to Department 3. Split the amount tendered between 10.00e cash and 22.26e charge.

Proceed as follows:

1. Type **[800]** and press the **[Department 3/23]** key.
2. Type **[1200]** and press the **[Department 3/23]** key.
3. Press the **[Subtotal w/Tax]** key to display the current balance due in Local currency.
4. Press the **[Euro]** key to display the current balance due in Euro.
5. Type the cash tendered in Euro **[1000]** and press the **[Amt Tend/TOTAL]** key. The remaining balance due in Local currency is displayed.
6. Press the **[Euro]** key again. The remaining balance due in Euro is displayed.
7. Press the **[Charge]** key to end the transaction.

YOUR RECEIPT THANK YOU

10-01-01
• 1 • 1234
3 8.00 ₺ X
3 12.00 ₺ X
2.76 ₺ X
20.00 ₺ ——— Sales total in local and
32.26 € ——— converted currency
• • €
10.00 € ——— Cash payment in Euro
• • €
22.26 € ——— Charge payment in Euro
002
4-33-051

Check Tendering

Example: Register a £70.00 item paid by check to Department 24.

Proceed as follows:

1. Type [7000] and press the [Dept Shift] and [Department 4/24] keys.
2. Press the [Check] key and the transaction ends successfully.

YOUR RECEIPT THANK YOU

10-01-01
• 1 • 1234
24 70.00
70.00 ₺
112.90 €
70.00 € ——— Check payment
001
4-35-052

Check Tender with Change in Local Currency

Example: Register a £19.50 item to Department 4, a £2.50 item to Department 5 and a £5.00 item to Department 24. Compute the change in Local currency for a £30.00 check tender.

Proceed as follows:

1. Type **[1950]** and press the **[Department 4/24]** key.
2. Type **[250]** and press the **[Department 5/25]** key.
3. Type **[500]** and press the **[Dept Shift]** and **[Department 4/24]** keys.
4. Press the **[#/ST/NS]** key to print the current balance due.
5. Type the amount paid by check **[3000]** and press the **[Check]** key. The change due to the customer is displayed and the transaction ends successfully.

**YOUR RECEIPT
THANK YOU**

```

10-01-01
• 1 • 1234
4 19.50 £Z
5 2.50 £X
24 5.00
27.00 $ ——— Transaction subtotal
0.34 £X
3.25 £Z
27.00 £
43.55 €
30.00 £ ——— Check payment
3.00 £ ——— Change tendered
4.84 €
003
4-41.054

```

Check Tender in Euro with Change in Local Currency

Example: Register a £19.50 item to Department 4, a £2.50 item to Department 5 and a £5.00 item to Department 24. Compute the change in Local currency for a 50.00e check tender.

Proceed as follows:

1. Type **[1950]** and press the **[Department 4/24]** key.
2. Type **[250]** and press the **[Department 5/25]** key.
3. Type **[500]** and press the **[Dept Shift]** and **[Department 4/24]** keys.
4. Press the **[#/ST/NS]** key to print the current balance due in Local currency.
5. Press the **[Euro]** key to display the current balance due in Euro.
6. Type the amount tendered by check in Euro **[5000]** and press the **[Check]** key. The change due in local currency is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

10-01-01
•1• 1234
4 19.50 ₺ Z
5 2.50 ₺ X
24 5.00
27.00 ₺
0.34 ₺ X
3.25 ₺ Z
27.00 ₺ ———— Sales total in local and
43.55 € ———— converted currency
••€
50.00 € ———— Check payment in Euro
4.00 € ———— Change tendered in
6.45 € ———— local currency
003
4-47.057

Split Check/Cash Tender in Local Currency

Example: Register a £24.00 item to Department 1, a £36.00 item to Department 3 and a £4.00 item to Department 4. Split the tender between £60.00 check and £4.00 cash.

Proceed as follows:

1. Type **[2400]** and press the **[Department 1/21]** key.
2. Type **[3600]** and press the **[Department 3/23]** key.
3. Type **[400]** and press the **[Department 4/24]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due.
5. Type the amount to be tendered by check **[6000]** and then press the **[Check]** key. The remaining balance due is displayed.
6. Press the **[Amt Tend/TOTAL]** key when the corresponding cash is tendered. The transaction ends successfully.

YOUR RECEIPT THANK YOU

```

10-01-01
•1• 1234
1 24.00 fr
3 36.00 fr X
4 4.00 fr Z
  1.25 fr
  4.97 fr X ——— VAT totals
  0.67 fr Z
64.00 fr
103.23 €
60.00 fr ——— Check payment
 4.00 fr ——— Cash payment
  003
4-49.058

```

Split Check Tender in Local Currency/Cash Tender in Euro

Example: Register a £18.00 item to Department 2, a £24.00 item to Department 3 and a £2.50 item to Department 4. Split the tender between a £20.00 check and 39.52e cash.

Proceed as follows:

1. Type **[1800]** and press the **[Department 2/22]** key.
2. Type **[2400]** and press the **[Department 3/23]** key.
3. Type **[250]** and press the **[Department 4/24]** key.
4. Press the **[Subtotal w/Tax]** key.
5. Type the amount to be tendered by check in local currency **[2000]** and then press the **[Check]** key. The remaining balance due is displayed in Local currency.
6. Press the **[Euro]** key to display the remaining balance due in Euro.
7. Press the **[Amt Tend/TOTAL]** key when the corresponding cash is tendered in euro. The transaction ends successfully.

YOUR RECEIPT
THANK YOU

10-01-01
•1• 1234
2 18.00¤
3 24.00¤X
4 2.50¤Z
1.18¤
3.31¤X
0.42¤Z
44.50¤
71.77€
20.00¤ ————— Check payment in
••€ local currency
39.52¤ ————— Cash payment in Euro
003
4-51.059

Examples of Transactions in Euro Base Currency

This section provides a few transaction examples performed with a Euro base currency. By default the machine is programmed with a Local base currency. In order to program the machine for a Euro base currency, set Machine Condition 30 to the value 1 as indicated in the section entitled "Changing the Cash Register's Standard Settings".

When the base currency is set to Local, the converted amount is in Euro while when the base currency is set to Euro, the converted amount is in Local.

Registering a Single Item Sale with Change Tender

Up to six digits can be used for the amount of the entry.

Example: Register a 5.00e item in Department 3 (programmed at a 16% fixed VAT rate). Compute change for 10.00e.

Proceed as follows:

1. Type **[500]** and press the **[Department 3/23]** key.
2. Type the amount tendered **[1000]** and press the **[Amt Tend/TOTAL]** key. The transaction is ended and the change due to the customer is displayed.

YOUR RECEIPT
THANK YOU

10-01-01
• 3 • 1234
• • • • 0 • • • • € — Euro base currency indicator

3 5•00 tr X
0•69 tr X
5•00 fl — Sales total in Euro and in converted local currency
3•10 #
10•00 € — Cash payment in Euro
5•00 € — Change tendered in Euro
3•10 #
001
5-00•062

Registering a Multiple Item Sale with Exact Cash Tender

Example: Register a 5.50e item to Department 1, a 1.00e item to Department 5 and a 2.00e item to Department 8, print the subtotal and accept an exact tender of 8.50e.

Proceed as follows:

1. Type [550] and press the [Department 1/21] key.
2. Type [100] and press the [Department 5/25] key.
3. Type [200] and press the [Department 8/28] key.
4. Press the [#ST/NS] key to display and print the current balance due
5. Press the [Amt Tend/TOTAL] key to end the transaction.

YOUR RECEIPT
THANK YOU

10-01-01
• 3 • 1234
• • • • 0 • • • • €

1 5•50 tr |
5 1•00 tr X | — Department sales
8 2•00 |
8•50 st
0•29 tr
0•14 tr X
8•50 fl
5•27 #
8•50 € — Exact cash payment in Euro
003
5-01•063

Registering a Multiple Department Sale with Payment in Local Currency

Example: Register a 70.00e item to Department 1 (programmed at a 5.5% VAT rate), a 6.00e item to Department 4 (programmed at a 20% VAT rate) and a 4.00e item to Department 7 (programmed without VAT). Pay with exact cash in local currency.

Proceed as follows:

1. Type **[7000]** and press the **[Department 1/21]** key.
2. Type **[600]** and press the **[Department 4/24]** key.
3. Type **[400]** and press the **[Department 7/27]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due in Euro.
5. Press the **[Euro]** key to display the current balance due in Local currency.
6. Type the amount tendered in Local **[8000]** and press the **[Amt Tend/TOTAL]** key. The transaction is ended successfully.

YOUR RECEIPT
THANK YOU

10-01-01
• 3 • 1234
• • • • 0 • • • • €

1 70.00 €
4 6.00 €
7 4.00

3.65 €
1.00 €

80.00 €

49.60 #

80.00 €

0.00 €

0.00 #

003

5-36-080

— Sales total in Euro and in converted local currency

— Cash payment in local currency

Check Tender in Local Currency with Change in Euro

Example: Register a 19.50e item to Department 4, a 2.50e item to Department 5 and a 5.00e item to Department 24. Compute the change in Local currency for a £20.00 check tender.

Proceed as follows:

1. Type **[1950]** and press the **[Department 4/24]** key.
2. Type **[250]** and press the **[Department 5/25]** key.
3. Type **[500]** and press the **[Dept Shift]** and **[Department 4/24]** keys.
4. Press the **[#/ST/NS]** key to print the current balance due in Euro.
5. Press the **[Euro]** key to display the current balance due in Local currency.
6. Type the amount tendered by check in Local currency **[2000]** and press the **[Check]** key. The change due in Euro currency is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```

10-01-01
•3• 1234
.....0.....€

4    19•50 ¤Z
5    2•50 ¤X
24   5•00
     27•00 ¤
       0•34 ¤X
       3•25 ¤Z
     27•00 ¤
     16•74 #
       •• #
     20•00 ¤ ————— Check payment in local currency
       5•26 ¤ ————— Change tendered in Euro
       3•26 #
         003
5-10-068

```

Split Tender with Cash in Local Currency/Check in Euro with Change

Example: Register a 10.00e item to Department 1 and a 25.00e item to Department 2. Display the subtotal, accept a split tender consisting of £15.00 cash in Local currency and a 40.00e check in Euro, then tender change in Euro.

Proceed as follows:

1. Type **[1000]** and press the **[Department 1/21]** key.
2. Type **[2500]** and press the **[Department 2/22]** key.
3. Press the **[Subtotal w/Tax]** key to display the amount due in Euro.
4. Press the **[Euro]** key to display the current balance due in Local currency.
5. Type the amount tendered by cash in Local currency **[1500]** and press the **[Amt Tend/TOTAL]** key. The current balance due in Euro is displayed.
6. Type **[4000]** and press the **[Check]** key. The change in Euro is displayed and the transaction ends successfully.

YOUR RECEIPT THANK YOU

10-01-01
• 3 • 1234
• • • • 0 • • • • €

1 10•00 fr
2 25•00 fr
0•52 fr
1•64 fr
35•00 fr
21•70 #
• • #
15•00 fr —————
40•00 € —————
29•19 fr —————
18•10 #
002
5-12•069

————— Cash payment in local currency
————— Check payment in Euro
————— Change tendered in Euro

Minus (-) Key Transactions

Registering a (-) Reduction (Coupon)

Up to 6 digits can be used for the amount of the transaction.

Example: Register a £.10 reduction (coupon) on a £2.00 item to Department 2.

Proceed as follows:

1. Type **[200]** followed by the **[Department 2/22]** key.
2. Type the amount to be reduced **[10]** followed by the **[-]** key.
3. End the transaction by pressing the **[Amt Tend/TOTAL]** key.

YOUR RECEIPT THANK YOU

10-01-01	
• 1 • 1234	
2 2.00 Ⓜ	Item price
- 0.10 Ⓢ	Reduction using manual entry and minus key
0.12 Ⓜ	
1.90 Ⓜ	
3.06 Ⓢ	
1.90 Ⓜ	Exact cash tender
001	
5-13-070	

Registering a Multiple (-) Reduction

Example: Register a £.12 reduction on a £2.50 item to Department 1, a £2.60 item to Department 3, a £.60 reduction on a £4.50 item to Department 21, a £.10 discount to a £3.00 multiple item sale to Department 5 and a £.1.00 reduction to a £5.00 item to Department 22. Compute change for a £30.00 tender.

Proceed as follows:

1. Type **[250]** and press the **[Department 1/21]** key.
2. Type the £.12 discount **[12]** and press the **[-]** key.
3. Type **[260]** and press the **[Department 3/23]** key.
4. Type **[450]** and press the **[Dept Shift]** and **[Department 1/21]** keys.
5. Type the £.60 discount **[60]** and press the **[-]** key.
6. Type the number of items of the multiple sale **[3]**, press the **[Qty/Time]** key then enter the unit price **[300]** and press the **[Department 5/25]** key.
7. Type the number of items of the multiple sale to be discounted by pressing the **[3]** key followed by **[Qty/Time]** key and then type the £.10 discount **[10]** followed by the **[-]** key.
8. Type **[500]**, press the **[Dept. Shift]** key followed by the **[Department 2/22]** key.
9. Type the £1.00 reduction **[100]** and press the **[-]** key.
10. Press the **[Subtotal w/Tax]** key to display the current balance due.
11. Type the amount tendered **[3000]** and press the **[Amt Tend/TOTAL]** key to display the change due to the customer and end the transaction.

YOUR RECEIPT
THANK YOU

```

10-01-01
• 1 • 1234
1    2•50 tr  _____ Item price entry
    -0•12 e  _____ Manual reduction entry
3    2•60 tr X
21   4•50
    -0•60 e
      3 X | _____ Multiple item sale multiplied by
      3•00 a | _____ unit price
5    9•00 tr X _____ Resulting total
      3 X | _____
      0•10 a | _____ Multiple item reduction
    -0•30 e | _____
22   5•00
    -1•00 e  _____ Manual reduction entry
      0•13 tr | _____
    -0•13 tr | _____ Calculated VAT rates
      1•60 tr X | _____
21•58 tr
34•81 e
30•00 a  _____ Cash tendered
  8•42 e  _____ Change due
13•58 e  _____ Change converted into Euro
  007
5-16•071

```

Percent Discount (-%) Transactions

Discounting the Total Sale

You can call up a programmed discount rate during the transaction by pressing the [-%/RA] key. If a percent discount rate is not programmed, type in the discount rate before pressing the [-%/RA] key. Up to four digits can be used for the discount percentage (0-99.99%). You **MUST** enter two digits after the decimal position.

Example: Register a programmed 10% discount to an entire sales transaction. Compute the change tender.

Proceed as follows:

1. Type [250] and press the [Department 7/27] key.
2. Type [99] and press the [Department 3/23] key.
3. Press the [#/ST/NS] key to display and print the current balance due.
4. Press the [-%/RA] key to apply the programmed discount. The amount discounted is displayed.
5. Press the [Subtotal w/Tax] key to display the new balance due.
6. Type the amount tendered [500] and press the [Amt Tend/TOTAL] key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

10-01-01	
• 1 • 1234	
7 2.50	
3 0.99 fr X	
3.49 fr	Transaction subtotal
10.00% e	Programmed discount rate
-0.35	Discount
0.12 fr X	
3.14 fr	
5.06 e	
5.00 u	Cash tendered
1.86 fr	Change due
3.00 e	Change converted into Euro
002	
5-18.072	

Discounting the Total Sale by Using a Random Discount Rate

Example: Register a 20% discount to a sales transaction. Compute the change tender.

Proceed as follows:

1. Type **[259]** and press the **[Department 1/21]** key.
2. Type **[125]** and press the **[Department 2/22]** key.
3. Press the **[Subtotal w/Tax]** key to display the current balance due.
4. Type the discount rate to apply **[20]** and press the **[-%/RA]** key. The amount discounted is displayed.
5. Press the **[Subtotal w/Tax]** key again to display the new balance due.
6. Type the amount tendered **[500]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```
10-01-01
• 1 • 1234
1    2.59 £
2    1.25 £
20.00% ø ——— Manual discount entry
-0.77 ——— Discount
0.11 £
0.07 £
3.07 £ ——— Transaction total in local
4.95 € ——— currency and in Euro
5.00 £
1.93 £
3.11 €
002
5-26.073
```

Discounting (-%) Individual Items using the Programmed Discount Rate

Up to four digits can be used for the discount percentage (0-99.99). You **MUST** enter two digits after the decimal position.

Example: Register a programmed 10% discount on a £3.00 item to Department 5, and a £2.50 item to Department 4. Compute the change tender.

Proceed as follows:

1. Type **[300]** and press the **[Department 5/25]** key.
2. Press the **[-%/RA]** key to apply the programmed discount. The amount discounted is displayed.
3. Type **[250]** and press the **[Department 4/24]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due.
5. Type the amount tendered **[600]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
5    3•00 trX
     10•00% e ——— Programmed discount rate
     -0•30 ——— Discount
4    2•50 trZ
     0•37 trX
     0•42 trZ
     5•20 tr
     8•39 e
     6•00 tr
     0•80 tr
     1•29 e
     002
5-27•074

```

Discounting Individual Items using Programmed and Random Discount Rates

Example: Register a £2.50 item to Department 1, apply the programmed discount to a £3.50 item to Department 25 and apply a discount rate of 3% to a £5.00 item to Department 2. Compute change tender.

Proceed as follows:

1. Type **[250]** and press the **[Department 1/21]** key.
2. Type **[350]** and press the **[Dept Shift]** key followed by the **[Department 5/25]** key.
3. Press the **[-%/RA]** key to apply the programmed discount. The amount discounted is displayed.
4. Type **[500]** and press the **[Department 2/22]** key.
5. Type the discount rate **[3]** and press the **[-%/RA]** key. The amount discounted is displayed.
6. Press the **[Subtotal w/Tax]** key to display the current balance due.
7. Type the cash tendered **[1100]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
1    2.50 R
25   3.50
     10.00%e ——— Programmed discount rate
     -0.35
2    5.00 R
     3.00%e ——— Random discount rate
     -0.15
     0.13 R
     0.32 R
    10.50 R
    16.94 €
    11.00 R
     0.50 R
     0.81 €
      003
5-29.075

```

Discounting (-%) One Item Using the Programmed Discount Rate

Up to four digits can be used for the discount percentage (0-99.99%). You **MUST** enter two digits after the decimal position.

Example: Register a programmed 10% discount to a £.99 cash transaction to Department 7.

Proceed as follows:

1. Type [99] and press the [Department 7/27] key.
2. Press the [-%/RA] key to apply the programmed discount. The amount discounted is displayed.
3. Press the [Subtotal w/Tax] key to display the current balance due.
4. Press the [Amt Tend/TOTAL] key to end the transaction with a correct cash tender.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
7    0.99
     10.00%e ——— Programmed discount rate
     -0.10 ——— Discount
     0.89 R
     1.44 €
     0.89 R
      001
5-30.076

```

Percent Plus (+%) Transactions

Applying the Programmed Percent Plus Rate to a Total Sale

You can call up a programmed percent plus rate during the transaction by pressing the [+%/PO] key. If a percent plus rate is not programmed, type in the discount rate before pressing the [+%/PO] key. Up to four digits can be used for the percent plus rate (0-99.99%). You **MUST** enter two digits after the decimal position.

Example: Register a programmed 10% percent plus rate to an entire sales transaction. Compute the change tender.

Proceed as follows:

1. Type [250] and press the [Department 7/27] key.
2. Type [99] and press the [Department 3/23] key.
3. Press the [Subtotal w/Tax] key to display the current balance due.
4. Press the [+%/PO] key to apply the programmed add-on. The amount added on is displayed.
5. Press the [Subtotal w/Tax] key again to display the new balance due.
6. Type the amount tendered [500] and press the [Amt Tend/TOTAL] key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
7    2•50
3    0•99ix
••   3•00% ——— Programmed percent plus rate
      0•10 ——— Amount added on
      0•14ix
      3•59 R
      5•79€
      5•00M
      1•41 G
      2•27€
      002
5-31•077
  
```

Applying a Random Percent Plus Rate to a Total Sale

Example: Register a 20% percent plus rate to a sales transaction.
Compute the change tender.

Proceed as follows:

1. Type **[259]** and press the **[Department 1/21]** key.
2. Type **[125]** and press the **[Department 2/22]** key.
3. Press the **[Subtotal w/Tax]** key to display the current balance due.
4. Type the percent plus rate to apply **[20]** and press the **[+%/PO]** key.
The amount added on is displayed.
5. Press the **[Subtotal w/Tax]** key again to display the new balance due.
6. Type the amount tendered **[500]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```
10-01-01
• 1 • 1234
1      2•59 ¤
2      1•25 ¤
• •    20•00% ——— Random percent plus rate
        0•77 ——— Amount added on
        0•16 ¤
        0•10 ¤
        4•61 ¤
        7•44 €
        5•00 ¤
        0•39 ¤
        0•63 €
          002
5-33•078
```

Adding a Percent Plus Rate to Individual Items Using the Programmed Rate

Up to four digits can be used for the percent plus rate (0-99.99%). You **MUST** enter two digits after the decimal position.

Example: Register a programmed 3% percent plus rate on a £3.00 item to Department 5, and a £2.50 item to Department 4. Compute the change tender.

Proceed as follows:

1. Type **[300]** and press the **[Department 5/25]** key.
2. Press the **[+%/PO]** key to apply the programmed percent plus rate. The amount added on is displayed.
3. Type **[250]** and press the **[Department 4/24]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due.
5. Type the amount tendered **[600]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
5    3.00 TrX
••   3.00% ——— Programmed percent plus rate
      0.09 ——— Amount added on
4    2.50 TrZ
      0.43 TrX
      0.42 TrZ
      5.59 Tr
      9.02 €
      6.00 £
      0.41 €
      0.66 €
      002
5-42.081

```

Applying Programmed and Random Percent Plus Rates to Individual Items

Example: Register a £2.50 item to Department 1, apply the programmed percent plus rate to a £3.50 item to Department 25, and apply a random percent plus rate of 5% to a £5.00 item to Department 2. Compute change tender.

Proceed as follows:

1. Type **[250]** and press the **[Department 1/21]** key.
2. Type **[350]** and press the **[Dept Shift]** key followed by the **[Department 5/25]** key.
3. Press the **[+%/PO]** key to apply the programmed percent plus rate. The amount added on is displayed.
4. Type **[500]** and press the **[Department 2/22]** key.
5. Type the random percent plus rate **[5]** and press the **[+%/PO]** key. The amount added on is displayed.
6. Press the **[Subtotal w/Tax]** key to display the current balance due.
7. Type the cash tendered **[1200]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT THANK YOU

```

10-01-01
• 1 • 1234
1      2•50 tr
25     3•50
• •    3•00% ——— Programmed percent plus rate
      0•11
2      5•00 tr
• •    5•00% ——— Random percent plus rate
      0•25
      0•13 tr
      0•34 tr
11•36 tr
18•32 €
12•00 tr
      0•64 tr
      1•03 €
      003
5-45•082
  
```

Adding the Programmed Percent Plus Rate (+%) to One Item

Up to four digits can be used for the percent plus rate (0-99.99%). You **MUST** enter two digits after the decimal position.

Example: Register a programmed 3% add-on to a £.99 cash transaction to Department 7.

Proceed as follows:

1. Type **[99]** and press the **[Department 7/27]** key.
2. Press the **[+%/PO]** key to apply the programmed percent plus rate. The amount added on is displayed.
3. Press the **[Subtotal w/Tax]** key to display the current balance due.
4. Press the **[Amt Tend/TOTAL]** key to end the transaction with a correct cash tender.

YOUR RECEIPT
THANK YOU

```

10-01-01
• 1 • 1234
7    0•99
• •  3•00%
    0•03
    1•02 ₺
    1•65 €
    1•02 ₤
    001
5-45•083

```

PLU Codes

Registering a Sales Transaction Using Preset PLU Codes

In order to be able to use this feature, PLU codes must have been previously set. Turn to the section entitled Setting PLU Codes for information on how to define a PLU to an individual item.

Example: Use preset PLU codes to register an entire transaction: register PLU 1 and multiply 3 PLU 2. Compute change for a cash tender.

Proceed as follows:

1. Type **[1]** followed by the **[PLU]** key.
2. Type **[3]** followed by **[Qty/Time]**, then press **[2]** followed by the **[PLU]** key. The amount of the multiplication is displayed.
3. Press the **[Subtotal w/Tax]** key to display the current balance due.
4. Type the amount tendered **[1000]** and press the **[Amt tend/TOTAL]** key. The change due to the customer is displayed and the transaction is ended successfully.

YOUR RECEIPT
THANK YOU

	10-01-01	
	• 1 • 1234	
PLU numbers	001	2.69 fr X — Preset PLU price
		3 X
	1.50 a	Multiple sale with same preset PLU
002	4.50 fr	
	0.29 fr	
	0.37 fr X	
	7.19 fr	
	11.60 €	
	10.00 fr	
	2.81 fr	
	4.53 €	
	004	
	5-47.084	

Overwriting a Preset PLU Price

Example: Overwrite the preset PLU 1 with £2.00. Compute change for a £5.00 tender.

Proceed as follows:

1. Type the new price **[200]** and press the **[PLU ALT]** key.
2. Type **[1]** followed by the **[PLU]** key to define the PLU to be overwritten.
3. Press the **[Subtotal w/Tax]** key to display the current balance due.
4. Type the cash tendered **[500]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

	10-01-01	
	• 1 • 1234	
PLU number	001	2.00 fr X — Entered PLU price (manual price entry)
		0.28 fr X
		2.00 fr
		3.23 €
		5.00 fr
		3.00 fr
		4.84 €
		001
		5-48.085

Voids and Refunds

Voiding the Previous Entry in the Middle of a Sale

Example: Void a £2.50 entry erroneously made to Department 2. Then register a £3.00 item to this same Department. End the transaction with an exact change tender.

Proceed as follows:

1. Type **[250]** and press the **[Department 2/22]** key.
2. Press the **[Void]** key to void the entry made in the previous step. The amount voided is displayed and printed.
3. Type **[300]** and press the **[Department 2/22]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due.
5. Press the **[Amt Tend/TOTAL]** key to end the transaction with an exact change tender.

YOUR RECEIPT
THANK YOU

```

10-01-01
• 1 • 1234
2    2.50 £
      |
      | Incorrect item price void
      |
2   -2.50 £
2    3.00 £
      |
      | Correct item price
      |
0.20 £
3.00 £
4.84 €
3.00 £
001
5-49.086
  
```

Voiding a Previous Entry at the End of a Sale

Example: Register a £1.50 item to Department 1, a £2.59 item to Department 4, a £5.99 item to Department 3. Then void the £1.50 item erroneously made to Department 1 and replace it with a £1.00 entry to the same Department. Compute change for a cash tender.

Proceed as follows:

1. Type **[150]** and press the **[Department 1/21]** key.
2. Type **[259]** and press the **[Department 4/24]** key.
3. Type **[599]** and press the **[Department 3/23]** key.
4. Type **[150]**, press the **[Void]** key and then the **[Department 1/21]** key. The amount voided is displayed and printed.
5. Type **[100]** and press the **[Department 1/21]** key.
6. Press the **[Subtotal w/Tax]** key to display the current balance due.
7. Type the amount tendered **[1000]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction is ended successfully.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
1   1.50 fr — Incorrect price entry
4   2.59 fr Z
3   5.99 fr X
1   -1.50 fr — Incorrect item price void
1   1.00 fr — Correct item price entry
      0.05 fr
      0.83 fr X
      0.43 fr Z
      9.58 fr
      15.45 €
      10.00 fr
      0.42 fr
      0.68 €
      003
5-50.087

```

Refunding a Single Item

Example: Refund a £1.00 item in Department 1.

Proceed as follows:

1. Press the **[Return]** key.
2. Type the amount to be refunded **[100]** and press the **[Department 1/21]** key. The amount refunded is displayed.
3. Press the **[Amt Tend/TOTAL]** key to successfully end the transaction.

YOUR RECEIPT
THANK YOU

```

10-01-01
•1• 1234
----- fr | Single item returned
1   -1.00 fr | and refunded
      -0.05 fr
      -1.00 fr |
      -1.61 € | Total refunded in local
      -1.00 fr | currency and in Euro
      -001
5-52.089

```

Refunding Multiple Items

Example: Refund a £4.99 item to Department 4 and three £2.00 items to Department 8.

Proceed as follows:

1. Press the **[Return]** key.
2. Type **[499]** and press the **[Department 4/24]** key. The item's department number and amount refunded are displayed.
3. Press the **[Return]** key again.
4. Type the number of items to be refunded **[3]**, press the **[Qty/Time]** key, enter their unit price **[200]** and then press their department key **[Department 8/28]**. The Department number and the number of items refunded are displayed.
5. Press the **[Subtotal w/Tax]** key to display the total amount to be refunded.
6. Press the **[Amt Tend/TOTAL]** key to successfully end the transaction.

YOUR RECEIPT THANK YOU

10-01-01		
• 1 • 1234		

4 -4.99		Single item refund
	3 X	
	2.00	
-----		Multiple item refund
8 -6.00		
	-0.83	
	-10.99	Total refund
	-17.73	
	-10.99	
	-004	
5-53.090		

Other Transactions

Negative Department Transactions

This cash register model gives you the possibility of registering negative values for determined departments. The prerequisite to performing negative transactions is to activate a normal department in the negative status as explained in the section entitled "Tax Status, High Digit Lock Out, Pos./Neg. Single/Multiple Item Sale and Price Linked to a Defined Department". This is useful when the clerk pays back money to customers, such as in the case of a refund of a previously tendered deposit.

Example: With department 11 activated as a negative department, register a deposit refund of £1.00 for the return of tins and a deposit refund of £.50 for the return of two bottles.

1. Type [100] and then press the [Department 11/31] key.
2. Press [2] followed by the [Qty/Time] key.
3. Type [50] and then press the [Department 11/31] key.
4. Press the [Amt Tend/TOTAL] key.

YOUR RECEIPT
THANK YOU

10-01-01

• 1 • 1234

11 -1•00 Ir

2 X

0•50 a

11 -1•00 Ir

-0•10 Ir

-2•00 Ir

-3•23 €

-2•00 £

003

Registering Money Received on Account

Example: Register £10.00 received on account.

Proceed as follows:

1. Type [1000] and then press the [-%/RA] key.
2. Press the [Amt Tend/TOTAL] key.

YOUR RECEIPT
THANK YOU

10-01-01

• 1 • 1234

10•00 £

10•00 £

16•13 €

6-09•095

Amount received on account

Paying Money Out

Example: Pay out £2.50.

Proceed as follows:

1. Type the amount to be paid out **[250]** and then press the **[+%/PO]** key.
2. Press the **[Amt Tend/TOTAL]** key.

YOUR RECEIPT
THANK YOU

```

10-01-01
• 1 • 1234
    -2.50 ₺ ——— Amount paid out
    -2.50 ₤
    -4.03 €
6-10.096
  
```

Overwriting a Preset VAT Rate on a Department Sale

The **[Non Tax]** key overwrites a preset VAT rate linked to a department.

Example: Register a £1.15 item to Department 1 with a preset 5.5% VAT rate, then register a non-taxable £2.50 item to the same department. Compute the change for a £5.00 cash tender.

Proceed as follows:

1. Type **[115]** and press the **[Department 1/21]** key.
2. Press the **[Non Tax]** key.
3. Type **[250]** and press the **[Department 1/21]** key.
4. Press the **[Subtotal w/Tax]** key to display the current balance due.
5. Type **[500]** and press the **[Amt Tend/TOTAL]** key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

```

10-01-01
• 1 • 1234
1 1.15 ₺ ——— Department programmed
                    with VAT rate 1
1 2.50 ——— Same department
                    with no VAT applied
    0.06 ₺
    3.65 ₺
    5.89 €
    5.00 ₤
    1.35 ₤
    2.18 €
    002
6-11.097
  
```

Overwriting the VAT Calculation at the End of a Sale

The [Non Tax] key can also be used to overwrite the final VAT calculation at the end of a sale.

Example: Register a £2.00 item to Department 1 with a preset 5.5% VAT rate, then register a £2.50 item to Department 2 with a preset 7% VAT rate. Over-ride the VAT calculation and compute the change for a £5.00 cash tender.

Proceed as follows:

1. Type [200] and press the [Department 1/21] key.
2. Type [250] and press the [Department 2/22] key.
3. Press the [Non Tax] key.
4. Type [500] and press the [Amt Tend/TOTAL] key. The change due to the customer is displayed and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

10-01-01	
• 1 • 1234	
1 2.00 tr	Departments with VAT status
2 2.50 tr	
4.50 tr	
7.26 €	
5.00 tr	No VAT calculation
0.50 tr	
0.81 €	
002	
6-13.098	

Credit Tenders

With reference to the Programming System Options section in this manual, you can set Machine Condition 21 so that the cash register reserves departments 15, 20, or both, for the registration of credits deriving from a sales transaction. In this way you can sort the sales that have been paid with two different credit cards.

Prerequisite to the example shown below is having appropriately setting the Machine Condition indicated above as explained in the section entitled Changing the Cash Register's Standard Settings.

Example: Register a £5.00 item to Department 4 and a £1.00 item to Department 5. Assign the resulting credit to Department 20.

Proceed as follows:

1. Type [500] and press the [Department 4/24] key.
2. Type [100] and press the [Department 5/25] key.
3. Press the [Department 20/40] key. The cash register registers the transaction to Department 20 and the transaction ends successfully.

YOUR RECEIPT
THANK YOU

10-01-01	
• 1 • 1234	
4 5.00 tr Z	
5 1.00 tr X	
0.14 tr X	
0.83 tr Z	
6.00 tr	Sales total in local currency and in Euro
9.68 €	
6.00 tr tr	Total credit assigned
002	
6-25.100	

Registering Sales to the Gallonage Department

The prerequisite to the example below is the definition of a determined department as Gallonage as explained in the section Linking an HDLO, Tax Status, Single/Multiple Item Cash Sale, Item Price and Description to a Department, in this manual. In the Gallonage department, liquids, oils, etc., are sold at a unit price per gallon or liter.

A department defined for gallonage alone will round-off at three digits after the decimal point according to the High Digit Lock Out setting.

Example: Register the sale of 2 gallons of motor oil at a unit price of £10.00 per gallon to Department 9, which was the department preset for Gallonage products.

Proceed as follows:

1. Type [2] and press the [Qty/Time] key.
2. Type [10000] and press the [Department 9/29] key.
3. Press the [Amt Tend/TOTAL] key for an exact cash tender sale.

YOUR RECEIPT THANK YOU

```

10-01-01
• 1 • 1234
      2 X | _____ Multiple item sale with
10.000 a | same price per gallon
9  20.00 ℓ
    1.31 ℓ
    20.00 ℓ _____ Sales total
    32.26 €
    20.00 £
      002
6-26.101
    
```

Registering an Identification Number to a Transaction

Up to 7 digits can be used for the identification number. This entry can be made prior to any operation. The identification number is not added to the management report or totals.

Example: Assign the identification number 3456 to a £1.00 sale to Department 4. Enter an exact cash tender sale.

Proceed as follows:

1. Type [3456] and press the [#ST/NS] key.
2. Type [100] and press the [Department 4/24] key.
3. Press the [Amt Tend/TOTAL] key for an exact cash tender sale.

YOUR RECEIPT THANK YOU

```

10-01-01
• 1 • 1234
      3456 # _____ Transaction number
4  1.00 ℓ Z
    0.17 ℓ Z
    1.00 ℓ
    1.61 €
    1.00 £
      001
6-27.102
    
```

Cancelling a Sales Transaction

It is possible to cancel an operation in the middle of a sales transaction. The only prerequisite is that the operation be cancelled before payment is made. The sales data that were input before the cancel operation is made are not recorded in the management reports.

Example: Cancel the sale of a £10.00 and £20.00 article registered to Departments 1 and 2, respectively.

Proceed as follows:

1. Type **[1000]** and then press the **[Department 1/21]** key.
2. Type **[2000]** and then press the **[Department 2/22]** key.
3. Press the **[Subtotal w/Tax]** key to display the current balance due.
4. Press the **[Return]** key to cancel the transaction.
5. Press the **[Amt Tend/TOTAL]** key.

YOUR RECEIPT
THANK YOU

```
10-01-01
•1• 1234
1 10.00 £
2 20.00 £
-----
```

Registering a No Sale

This operation opens the cash drawer and prints a no sale receipt. The activity is registered to the activity counter in the financial report.

Proceed as follows:

1. Press the **[#/ST/NS]** key.

YOUR RECEIPT
THANK YOU

```
10-01-01
•1• 1234
      £
6-28.103
```

Management Reports

Transaction data is maintained in the memory of the cash register as long as the battery back-up system is in effect. This data can be printed as a report for management review. The Management Report can be printed from either the X and Z position on the control lock.

X and Z Reports

Turning the PRG or REG key to the X position prints the accumulated transaction information and **RETAINS ALL TOTALS IN MEMORY**. Use this report mode to print periodic reading of the transactions performed. X reports include the Cash-In-Drawer, PLU Report, Time Report and X1 and X2 Financial Reports.

Turning the PRG key to the Z position prints the same information as the X reports. The only difference between the two types of report is, however, that after a Z report printout **ALL TRANSACTION TOTALS ARE RESET TO ZERO**, except for the grand total unless otherwise programmed in the system options programming mode. Z1 and Z2 Financial Reports are provided.

An **X1 Report** can be printed at any time of the day. This report gives you all the sales transaction totals made before the report is issued. The Grand Total value at the bottom of this report shows the total sales up to the previous day, if a Z1 report was previously taken (this GT does not, however, include the current day's totals).

A **Z1 Report** gives the same information as an X1 Report but then resets the transaction totals to zero once printed. It is usually taken at the end of the day so that all the transaction totals are cleared to start from zero the following day. After a Z1 Report, the transaction totals are transferred to the Grand Total (GT) value of the X1 Report. Only when a Z1 Report is taken are the transaction totals transferred to the Z2 or X2 reports.

A **Z2 Report** is also called a period-to-date financial report which also clears the transaction totals from memory once issued.

This report is usually taken at the end of the month, for example, if a monthly sales report is desired to check the activities of each single department.

An **X2 Report** gives the same period-to-date financial report as a Z2 Report but does not reset the totals to zero. This report can be taken at any time.

Cash-In-Drawer Report

The cash-in-drawer report tells you how much cash is in the cash drawer.

Proceed as follows to print a cash-in-drawer report:

1. Turn the control key to the X position.
2. Type the manager password if it has been defined.
3. Press the [Qty/Time] key.

YOUR RECEIPT
THANK YOU

10-01-01
1234
1455.69 CD
6-29.104

————— Total cash in drawer
in local currency

Hourly Report

The hourly report provides the net total sales performed by the cash register on an hourly basis.

Proceed as follows to print the hourly report:

1. Turn the control key to the X or Z position (bear in mind that a Z time report printout will reset the totals to zero).
2. Type the manager password if it has been defined.
3. Type **[11]** and press the **[Amt Tend/TOTAL]** key.

YOUR RECEIPT
THANK YOU

10-01-01
1234
00... 000
0...00
01... 000
0...00
02... 000
0...00

x — X report identifier



11... 021
382.51
12... 000
0...00
13... 000
0...00
14... 000
0...00
15... 006
65.86

Time —

16... 022

Activity counter

779.80

Net sales total
at 4:00 PM

17... 031

580.23

Net sales total
at 5:00 PM

18... 008

51.15

19... 000

0...00

20... 000

0...00

21... 000

0...00

22... 000

0...00

Time of receipt
printout —

23... 000

0...00

6-30.105

Receipt number

Clerk Report

The Clerk Report lists the number of transactions and sales totals for each Clerk. At the end of the receipt you are given the sales total of all clerks.

Proceed as follows to print a Clerk Report:

1. Turn the control key to the X or Z position (bear in mind that a Z Clerk Report resets all totals).
2. Type the manager password if it has been defined.
3. Press the **[Clerk]** key.

YOUR RECEIPT THANK YOU

	10-01-01	
	1234	
	1.....071	X ——— X report identifier
	1289.07	————— Activity counter
Clerk number	2.....000	————— Sales total of clerk 1
	0.00	
	3.....017	
	570.48	————— Sales total of clerk 3
	4.....000	
	0.00	
	5.....000	
	0.00	
	6.....000	
	0.00	
	7.....000	
	0.00	
<hr/>		
	14.....000	
	0.00	
	15.....000	
	0.00	
	1859.55	tl ——— Sales total of all clerks
	6-33.106	

All PLU Report

The All PLU Report lists all transaction information pertaining to the use of the PLU codes by all the Clerks on a particular cash register. This report provides the number of times a particular PLU is used and the totals for that number.

Proceed as follows to print a PLU Report.

1. Turn the control key to the X or Z position (bear in mind that a Z PLU Report resets all PLU totals to zero).
2. Type the manager password if it has been defined.
3. Press the [PLU] key.

YOUR RECEIPT THANK YOU

	11-01-01	
	1234	
		x ——— X report identifier
	001	
	003	
	22•14	
PLU number ———	002	Number of items sold for the PLU
	004	
	24•00	PLU sales total
	003	
	002	
	130•36	
	010	
	003	
	60•75	
	012	
	002	
	59•96	
	020	
	003	
	6•30	
	025	
	002	
	99•96	
	320	
	001	
	5•00	
	408•47	π
	9-28 122	

PLU Range Report

The PLU Range Report lists the transaction information pertaining to a defined range of PLUs. It provides the same information as an All PLU Report, the only difference being that you can define the start PLU and end PLU numbers.

Proceed as follows to print an example PLU Report from PLU 001 to PLU 003.

1. Turn the control key to the X position.
2. Type the manager password if it has been defined.
3. Type **[001]** to define the start PLU.
4. Press the **[Qty/Time]** key.
5. Type **[003]** to define the end PLU.
6. Press the **[PLU]** key.

		11-01-01	
		1234	
	001-003		X
Start PLU number	_____	001	
		003	
		22•14	
		002	
		004	
		24•00	
End PLU number	_____	003	
		002	
		130•36	
		176•50	PLU sales totals
		9-36 123	

Department Range Report

The Department Range Report lists the transaction information pertaining to a defined range of departments. It provides the total sales transactions performed by the departments within the defined range.

Proceed as follows to print an example Department Range Report starting with Department 01 and ending with Department 04.

1. Turn the control key to the X position.
2. Type the manager password if it has been defined.
3. Type **[01]** to define the start department.
4. Press the **[Qty/Time]** key.
5. Type **[04]** to define the end department.
6. Press the **[Amt Tend/TOTAL]** key.

```

YOUR RECEIPT
  THANK YOU

      11-01-01
        1234
01-04      X
          050
Start department ——— 1
          1037.73 £
            040
      2  399.94 £
            017
      3  137.40 £ X
            029
End department ——— 4  293.31 £ Z
          1868.38 £ ——— Department range
          9-38 124          sales totals
  
```

Cash Declaration

The cash declaration report provides you with a comparison between the amount of coins and bills that you declare are actually in the drawer with its own calculated amount and automatically calculates the difference. A zero difference indicates that both amounts balance.

This type of report is taken in the Z mode and resets all totals to zero.

Example: Declare that the following money is in the drawer: three £10.00 bills, five £5.00 bills and 10 £1.00 coins:

Proceed as follows:

1. Turn the control key to the Z position.
2. Press the **[Void]** key.
3. Type **[3]** and press the **[Qty/Time]** key, then type **[1000]** and press the **[-%/RA]** key.
4. Type **[5]** and press the **[Qty/Time]** key, then type **[500]** and press the **[-%/RA]** key.
5. Type **[10]** and press the **[Qty/Time]** key, then type **[100]** and press the **[-%/RA]** key.
6. Press the **[Amt Tend/TOTAL]** key.

YOUR RECEIPT
THANK YOU

```

11-01-01
 1234
0006  1 Z
      3 X
     10.00 a
     30.00
     5.00
      10 X
     1.00 a
     10.00
     45.00 ll
    125.02 ll
    -80.02
-----
      010
1  107.72 ll

-----
      017
488.56 ll
752.76 €##
      001
     -1.00 ll
491.93 ll
      014
136.78 ll
      003
260.50 ll
      003
     91.28 ll
      001
     -2.50 ll
125.02 ll
269.76 ll
2757.81 ll
10-55 022

```

Actual amount in drawer

Calculated amount

Difference between actual amount and calculated one

PLU Periodic Term Report

The PLU Periodic Term Report lists the sales totals for the programmed PLUs and can only be taken after a Z PLU report. When a Z report is taken every day for over two weeks for example, you can analyze the sales from the periodic term report. This report can be taken in the X or Z modes, but remember that the Z mode resets all PLU totals to zero.

Proceed as follows to print a PLU Periodic Term Report:

1. Turn the control key to the X or Z position.
2. Type the manager password if it has been defined.
3. Type [99] and then press the [PLU] key.

Z1 and X1 Financial Report

The Z1 and X1 financial report gives the totals of all the transactions performed by the cash register. The only difference between a Z1 and X1 report is that the Z1 report resets all totals to zero, and therefore can be used as an end-of-day report.

Proceed as follows to print a Z1 or X1 financial report:

1. Turn the control key to the Z or X position (bearing in mind that a Z printout resets all totals to zero).
2. Enter the manager password if it has been defined.
3. Press the [**Amt Tend/TOTAL**] key.

A sample Z1 financial report printout is provided in the next section.

Sample Z1 or X1 Financial Report

Shown on the side is an example Z1 financial report. Printing a Z1 report resets all totals to zero.

		YOUR RECEIPT THANK YOU		
Date	11-01-01	1234		Machine number
Z1 counter	0001	1	Z	Z1 report identifier
Department number	1	398.26	#	Department 1 activity counter
		026	#	Department 1 sales total
	2	225.12	#	
		016	#	
	3	229.73	#X	
		024	#	
	4	135.26	#Z	
		013	#	
	5	40.78	#X	
		001	#	
	6	11.00	#	
		33	5.00	
Activity counter of all department			146	
		1231.71	#	Sales total of all departments
		19.86	#	
		13.25	#	
		30.98	#X	Total amount VAT 1, 2, 3 and 4
		21.89	#Z	
Coupon counter			007	
		-2.12	#	Coupon amount total
Percent minus counter			009	
		-3.99	#X	Percent minus total
Percent plus counter			006	
		••	1.35	Percent plus total
Net sales counter			065	
		1223.57	#	Net sales total
		1628.59	#	Conversion net sales total
Refund counter			005	
		-11.99	#	Refund total
Void counter			003	
		-5.50	#	Void total
		1252.17	#	Gross sales total
Cash sales counter			059	
		941.50	#	Cash sales total
Check sales counter			008	
		257.33	#	Check sales total
Charge sales counter			003	
		23.74	#	Charge sales total
Credit 1 sales counter			001	
		6.00	#	Credit 1 sales total
Received on account counter			001	
		10.00	#	Received on account total
Paid out counter			001	
		-2.50	#	Paid out total
No sale counter			003	
Cancel operation counter			002	
		916.18	#	Cash in drawer total
		290.15	#	Check in drawer total
Grand total		1239.63	#	
Time		11-46	084	Consecutive counter

Z2 and X2 Financial Report

A Z2 or X2 period-to-date financial report provides the transaction totals for all 40 departments available, along with the relative VAT totals. Both reports are the same, the only difference being that a Z2 report resets all totals to zero. Can be taken as monthly sales reports to view end-of-month sales totals for each department.

Proceed as follows to print a Z2 or X2 financial report.

1. Turn the control key to the Z or X position (remember that a Z financial report printout resets all totals to zero).
2. Type the manager password if it has been defined.
3. Type [99] and press the [Amt Tend/TOTAL] key.

An example Z2 financial report is provided on the side.

		YOUR RECEIPT THANK YOU	
Date	11-01-01	1234	Machine number
Z2 counter	0001 2 Z	041	Z2 report identifier
Department number	1 398.26	026	Department 1 activity counter
	2 225.12	016	Department 1 sales total
	3 229.73	024	
	4 135.26	013	
	5 40.78	001	
	6 11.00	008	

Activity counter of all department	33 5.00	146	Sales total of all departments
		19.86	Total amount VAT 1, 2, 3 and 4
		13.25	
		30.98	
		21.89	
Coupon counter	007	007	Coupon total
Percent minus counter	-2.12	009	Percent minus total
Percent plus counter	-3.99	006	Percent plus total
Net sales counter	1.35	065	Net sales total
		1228.57	Conversion net sales total
Refund counter	005	003	Refund total
Void counter	-11.99	003	Void total
	-5.50	11	Gross sales total
Cash sales counter	059	941.50	Cash sales total
Check sales counter	008	257.35	Check sales total
Charge sales counter	003	23.74	Charge sales total
Credit 1 sales counter	001	6.00	Credit 1 sales total
Received on account counter	001	10.00	Received on account total
Paid out counter	001	-2.50	Paid out total
No sale counter	003	002	Cash in drawer total
Cancel operation counter	916.18	290.15	Check in drawer total
Grand total	1239.63		
Time	11-47 001		Receipt number

Duplicate Z Report

In case the paper runs out or a paper jam occurs during the printing of a Z report, you can print the entire report again from the beginning by following this procedure:

1. Turn the control key to the Z position.
2. Type the manager password if it has been defined.
3. Press [#ST/NS] followed by the [Amt Tend/TOTAL] key.

Balancing Formulas

The following examples show how totals are calculated for the management reports:

System Balance

(+)	Department 1
(+)	Department 2
(+)	Department 3
:	:
(+)	Department 39
(+)	Department 40
<hr/>	
(=)	Department Total
(+)	Net sales (with VAT)
(+)	Minus Total
(+)	-% Total
(+)	Void Total
(+)	Return Total
<hr/>	
(=)	Gross Sales
(+)	Net Sales
(+)	Previous Grand Total
<hr/>	
(=)	Ending Grand Total

Appendix

Totalizers and Counters Table

The following table reports the Z1/X1 and Z2/X2 totalizers and counters for the different cash register features.

Cash Register Specifications and Safety

Technical Characteristics

Listed below are the technical characteristics of this cash register model.

- Type:** Electronic cash register with alphanumeric printer and 40 departments and 999 PLU settings
- Displays:** 10-digit green displays.
Symbols for error, change, subtotal, minus, total, journal paper low, cash, check, charge, Euro currency shown.
- Capacity:** 7-digit input and 13-digit printout
- Printer:** Print wheel selective
- Inked ribbon:** Ink ribbon
- Paper supply:** 2 1/4" (57 mm) single or dual-ply paper tape
- Batteries:** Four standard "AA" batteries which safeguard memory contents in the event of power failures.
- Technology:** CMOS RAM
- Power cons.:** Standby 4.0 W, Operating 17.5 W
- Operating Temperature:** 0 degrees - C 40 degrees C (32-104 degrees F)
- Dimensions:** 430 mm x 410 mm x 320 mm
- Weight:** 8.5 Kg
- Safety Precautions**
- The power socket for this cash register must be located near the unit and easily accessible.
 - Do not use this cash register outdoors in the rain or near any liquid.

	Z 1 / X 1		Z 2 / X 2	
	TOTALIZERS	COUNTERS	TOTALIZERS	COUNTERS
Department 1-40	10 (digits) X 40	3 (digits) X 40	10 (digits) X 40	3 (digits) X 40
Clerk 1-15	10 X 15	3 X 15	-	-
TAX amount	10 X 4	-	10 X 4	-
Minus	10 X 1	3 X 1	10 X 1	3 X 1
-%	10 X 1	3 X 1	10 X 1	3 X 1
+%	10 X 1	3 X 1	10 X 1	3 X 1
Return	10 X 1	3 X 1	10 X 1	3 X 1
Void	10 X 1	3 X 1	10 X 1	3 X 1
Received account	10 X 1	3 X 1	10 X 1	3 X 1
Paid out	10 X 1	3 X 1	10 X 1	3 X 1
Cash	10 X 1	3 X 1	10 X 1	3 X 1
Charge	10 X 1	3 X 1	10 X 1	3 X 1
Check	10 X 1	3 X 1	10 X 1	3 X 1
Cash in drawer	10 X 1	-	10 X 1	-
Cash in drawer	10 X 1	-	10 X 1	-
NO sale	-	3 X 1	-	3 X 1
Grand Total	12 X 1	-	12 X 1	-
Net sales	10 X 1	3 X 1	10 X 1	3 X 1
Convert net sales	10 X 1		10 X 1	
Gross sales	10 X 1	-	10 X 1	-
PLU	10 X 999	3 X 999	10 X 999	3 X 999
Z1 counter	-	4 X 1 (Z1 only)	-	-
All department total	10 (digits) X 1	3 (digits) X 1	10 (digits) X 1	3 (digits) X 1
X1 counter	-	4 X 1 (X1 only)	-	-
X2 counter	-	-	-	4 X 1 (X2 only)
Check cashing	10 (digits) X 1	3 (digits) X 1	10 (digits) X 1	3 (digits) X 1
Cancel operation	-	3 (digits) X 1	-	3 (digits) X 1