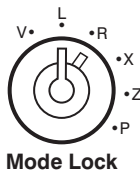


### Important Notice

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



### Before You Start

- Before you start remove the packaging from inside the drawer as per the instructions on the cardboard drawer cover. Then locate:-
 

1 x Paper Roll	1 x Operator's Guide
1 x Rewind Spindle	1 x Set of Control Keys



### 1

### Installing The Paper Roll

The register operates using 57mm by 57mm thermal paper rolls, which are given to the customer as a receipt or wound around the take up spool for recording of the daily transaction journal. The cash register can also operate an electronic journal if the feature is programmed.

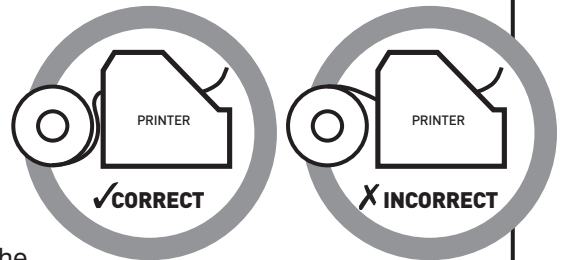
- Remove the till roll cover and open the paper arm
- Drop the roll in then close the arm.

#### For paper as Journal

- Insert the leading end of the paper onto the take up spool.
- Then slot into the take up holder.
- Fit the printer cover.

#### For paper as Receipt

- Once the paper comes about 20cm from the printer, feed the end of the roll through the window of the printer cover.
- Fit the printer cover.

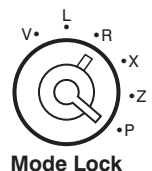


### 2

### Initialising The Cash Register

This will reset the machine back to factory settings losing any program or sales data stored in the register.

- Turn the key stamped with the letters **OW** to the **P** position.
- Press the **VOID** button and the display will show the word **CLEAR**. Then press the **SUBTOTAL** button.
- A receipt is issued saying **DEFAULT RESTORED**.



### 3

### Setting The Cash Register To Operate As Customer Receipt Or Journal Roll

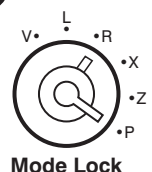
The cash register has the ability to provide a customer with a receipt or to have the roll wound on the take up spool. The cash register also has the ability to store the journal roll electronically if the feature is programmed.

#### For Journal

- Turn the key stamped with the letters **OW** to the **P** position.
- Enter **0 5** and press the **RA** button, then enter **1** and press the **SUBTOTAL** button.
- Turn the mode key to the **R** position.

#### For Receipt

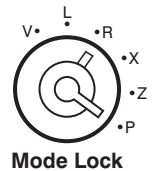
- Turn the key stamped with the letters **OW** to the **P** position.
- Enter **0 5** and press the **RA** button, then enter **0** and press the **SUBTOTAL** button.
- Turn the mode key to the **R** position.



## 4

### Setting The Date And Time

- Turn the key stamped with the letters **OW** to the **P** position
- Press the **X/TIME** button the display shows **DATE**, enter the date in 6 digits using the format **DDMMYY**
- Press the **SUBTOTAL** button and the display shows **TIME**
- Enter the time using the 24 hour clock.
- Press the **SUBTOTAL** button.
- Turn the mode key to the **R** position.

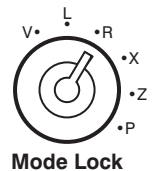


## 5

### Basic Sale

The cash register has eight department buttons through which to enter your sales, and also the ability to sell further products using code numbers. The purpose of the department buttons is to assist you in analysing your business (For example Department 1 could be used for food sales and Department 2 for non food sales) By allocating goods to the appropriate department buttons you are preparing and organising sales data for the end of day reports.

- Insert any key and turn to the **R** position.
- Enter the price of the goods without the decimal point and then press one of the eight department buttons.
- To enter another sale repeat as above by entering a price then a department.
- Press the **SUBTOTAL** button to show the amount due.
- To calculate the change enter the money given to you by the customer.
- For example £5.00 is entered as **5 0 0**
- Press the payment key, i.e **CASH** button.



## 6

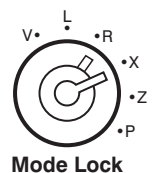
### Reporting

The cash register has the ability of various features and reporting options which can be found within the operation manual. The following procedure shows how to take one of the main financial reports.

The cash register has two reporting modes:

- X** - To print reports without resetting the sales totals.
- Z** - To print reports and reset the sales totals shown.

- Insert the **OW** key and turn to the either the **X** to read the report or **Z** to reset.
- Press the **CASH** key to issue the report.
- Once the report has been issued turn the mode key to the **R** position.



### Additional Features

The full capabilities of the cash register and the operating sequences can be found in the manual provided.



**Your Helpline Support Number is 01924 438238**

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