

## Important Notice

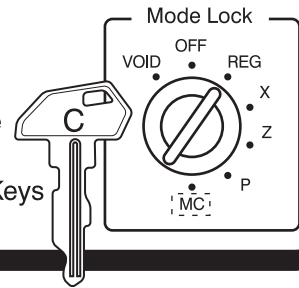
The cash register will operate correctly only after the following steps have been carried out:



## Before You Start

Please locate the following items:-

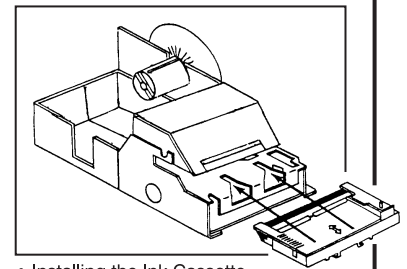
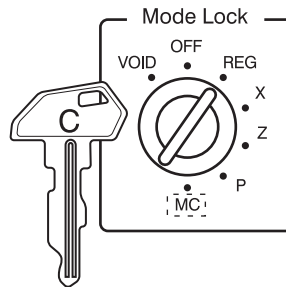
- |                         |                         |
|-------------------------|-------------------------|
| 1 x Paper Roll          | 1 x Rewind Spindle      |
| 1 x Pack Double Buttons | 1 x Ink Cartridge       |
| 1 x Operator's Guide    | 1 x Set of Control Keys |



## 1

### Installing The Cartridge

- Plug the power cord of the cash register into the AC outlet (plug socket)
- Select the key labelled with the letter **C** insert it into the mode lock and turn to **REG** position.
- To Install the Cartridge (see opposite).



• Installing the Ink Cassette

## 2

### To Install Till Rolls

- Place a till roll into the tray behind the printer on the right. (Figure 1.)
- Fold back the paper about 6 inches in insert the folded end into the feed slot just behind the printer. Press the **DETAIL FEED** key until the paper has fed through the printer. (Figure 2.)
- Attach the end of the till roll to the Rewind Spindle then slot it behind the till roll into place.
- Place a second till roll into the tray behind the printer on the left. (Figure 3.)
- Fold back the paper about 6 inches then insert the folded end into the feed slot just behind the printer. Press the **DETAIL FEED** key until the paper has fed through the printer.
- Feed the till roll through the window in the printer cover then close the cover.

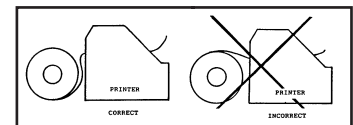


Figure 1.

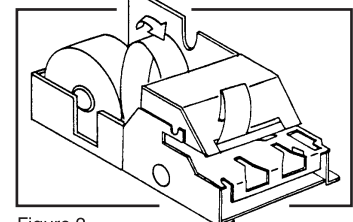


Figure 2.

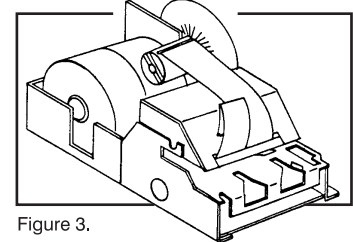
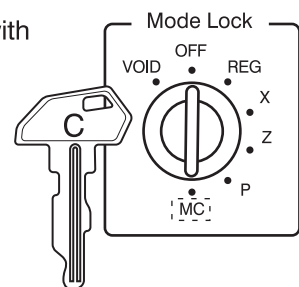


Figure 3.

## 3

### Initialising The Cash Register

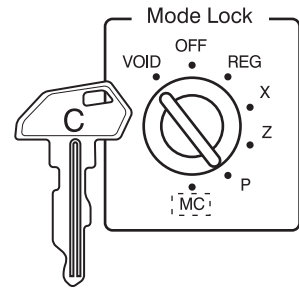
- Turn the key in the mode lock to the **MC** position using the key stamped with the letter **'C'**. *Note: This position is not marked on the control lock.*
- Press and hold down the **00** button.
- With the **00** button held down power off and power on at the plug socket.
- The printer will print **"RAM CLEAR OK"** on the till roll, you can now release the **CLEAR** button.
- Turn the key in the mode lock from **MC** to **PGM** position to begin programming your machine.



## 4

### Setting The Date and Time

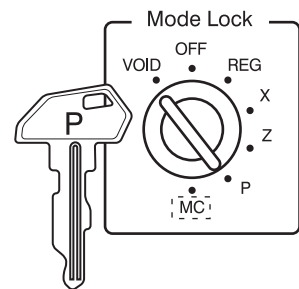
- Turn the mode lock to the **P** position.
- Enter **7** and press the **X/TIME** button then enter **1** and press **SUBTOTAL** button.
- Enter the Date using 6 digits followed by No. for Day of the Week.  
(For example enter 0107032 for 1st of July 03 2=Tuesday)  
Press the **X/TIME** button.
- Enter the Time using the 24-hour clock system.  
(For example enter 1300 for 1.00pm.)
- Press the **X/TIME** button.
- Turn the mode lock to the **REG** position ready for normal use.



## 5

### Receipt Logo Message

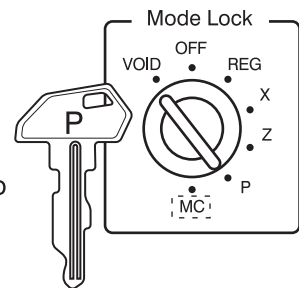
- Insert the **P** key and turn to the **P** position.
- Enter **4** followed by the receipt line no. 001 press the **PAID OUT** button. (For example enter: 4001 for Line No.1 or 4003 for Line No. 03)
- Using the Character Code Table (Pg. 23 of your manual) enter the Code No for each letter of your Receipt Description (for example 070,082,069, 068,083,032,067,065,070,069, spells 'FREDS CAFE').
- Press the **CASH TEND** button to save the word.
- To check the entry press **RECEIPT FEED** and it will show on the till roll.
- Repeat process for more than one entry.
- Turn the **P** key to **OFF** remove the **P** key and insert the **REG** key.
- Turn the mode lock to the **REG** position ready for use.



## 6

### Entering Descriptions For A Department Name (Dept. 1-15)

- Insert the **P** key and turn to the **P** position.
- Enter **1** followed by the Department No. 001 press the **PAID OUT** button. (For example enter: 1001 for Department No.1 or 1015 for Department No.15).
- Using the Character Code Table (Pg. 23 of your manual) enter the Code No for each letter of your dept description (for example 070, 079, 079, 068, spells 'FOOD').
- Press the **CASH TEND** button to save the word.
- To check the entry press **RECEIPT FEED** and it will show on the till roll.
- Repeat process for more than one entry.
- Turn the **P** key to **OFF** remove the **P** key and insert the **REG** key.
- Turn the mode lock to the **REG** position ready for use.



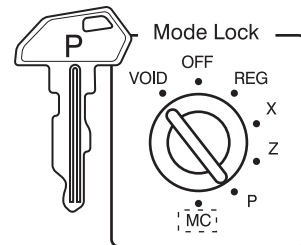
**Your Helpline Support Number is 01924 438238**

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

# 7

## Entering A PLU Name (001-300)

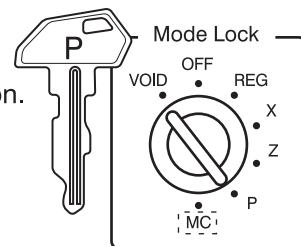
- Turn the mode lock to the **P** position.
- Enter **2** followed by the PLU No 001. Press the **PAID OUT** button.  
(For example enter: 2001 for PLU No.1 or 2100 for PLU No.100)
- Using the Character Code table overleaf enter the Code No for each letter of your PLU description (For example 069, 071, 071, 083, spells 'EGGS').
- Press the **CASH TEND** button to save the word.
- To check the entry press the **RECEIPT FEED** button and it will show on the till roll.
- Repeat process for more than one entry.
- Turn the key to **OFF** remove the key **P** and insert the **REG** key.
- Turn the mode lock to the **REG** position ready for use.



# 8

## Entering Staff (Clerk) Names

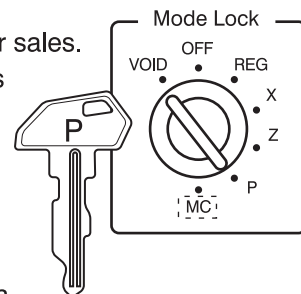
- Turn the control lock to the **P** position.
- Enter **3** followed by the Staff No. (001-004) Press the **PAID OUT** button.  
(For example enter: 3003 for Staff 3)
- Using the Character Table (Pg. 23 of your manual) enter the Code No for each letter of your name. (For example 070,082,069,068, spells 'FRED').
- Press the **CASH TEND** button to finalize the name.
- To check the entry press the **RECEIPT FEED** button and it will show on the till roll.
- Repeat process for more than one entry.
- Turn the key to **OFF** remove the **P** key and insert the **REG** key.
- Turn the mode lock to the **REG** position ready for use.



# 9

## Entering Department Preset Prices

- The cash register has 1-15 department buttons through which to enter your sales. It is possible to Preset a frequently used price to a department button. This enables items to be categorised and sold with the quick press of a single button. By allocating goods to the appropriate department buttons you are preparing and organising sales data for the end of the day reports. To program preset price follow the steps below:-
- Insert the **P** key and turn to the **P** position on the mode lock.
- Enter **0 0 0 0 1 0** press **SUBTOTAL** Press the Department button you want the preset price to go on then press **CASH/TEND**.
- Enter the Price (without decimal point) and press the department button you want the preset price to go on then press **CASH/TEND**.  
(for example enter: 150 for £1.50 & press the Dept. 1 button).
- Repeat the process for more than one entry.
- Turn the key to **OFF** remove the **P** key and insert the **REG** key.
- Turn the mode lock back to the **REG** position ready for normal use.



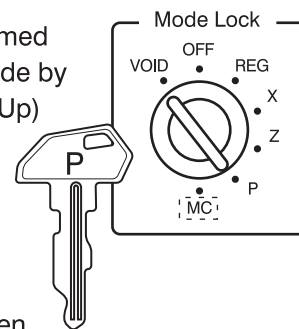
**Your Helpline Support Number is 01924 438238**

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## 10 What Is A PLU?

A PLU is a (Price Look Up). It is possible to store 1-300 Preset priced and named product codes called (PLU's) within the Cash Register. Sales can then be made by entering the product code between 1-300 and pressing the PLU (Price Look Up) button. To programme a PLU follow the steps below:-

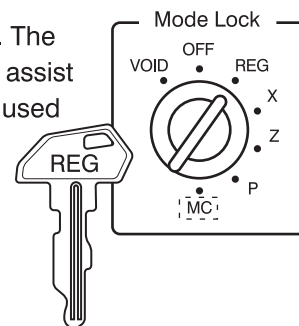
- Insert the **P** key and turn to the **P** position on the mode lock.
- Enter the PLU No.001 and press the **PLU** button.
- Press **0 0 0 0 1 0** press the Dept you want the PLU to link to.
- Enter the price and press the **X/TIME** button then press **CASH/TEND** button. (for example enter: 1 PLU 150 for £1.50) & press the **X/TIME** then **CASH** button).
- Turn the mode lock back to the **REG** position ready for normal use.



## 11 Entering A Basic Sale

The cash register has Department buttons through which to enter your sales. The operation of all Department buttons is the same, the purpose of these are to assist you in analysing your business. For example Department Button 1 could be used for Food sales and Department Button 2 for Non Food etc. By entering the price of the goods and pressing the appropriate Department button you will begin to analysis your sales ready for the end of the day report.

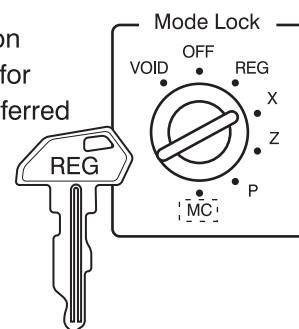
- Insert the **REG** key in the mode lock.
- Turn the mode lock to the **REG** position ready for normal use.
- Enter the price of the item being purchased.  
(For example enter 153 for £1.53)
- Allocate it to one of the Department buttons. (For Example Food or Non Food on Dept 1 button).
- To enter another sale repeat as above by entering a price then a Department.
- Press the **SUB TOTAL** button to show the value due.
- To calculate change, enter the amount of money given by customer.  
(For example 1000 for £10.00)
- Press either the **CASH/TEND** or **CHECK** buttons to open the drawer and display the change due if the value of money given has been entered.



## 12 Reporting

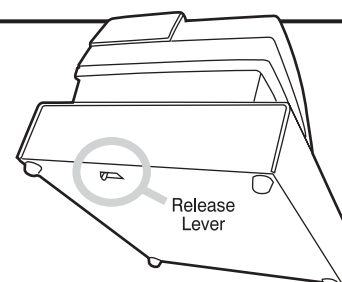
The cash register has two reporting modes one for printing out the information without clearing any figures, this is referred to as the **X** mode. The second is for printing and clearing the figures back to zero ready for the next day, this is referred to as the **Z** mode.

- Turn the mode lock to either the **X** position to print without clearing or **Z** position to print & clear sales
- Press the **CASH/TEND** button. The end of day report is printed.
- Turn the mode lock to the **REG** position ready for normal use.



## When The Cash Drawer Does Not Open

Should you experience power failure the cash drawer will not open. Ensure the drawer is unlocked then pull the release lever as illustrated.





## Troubleshooting!

During the lifetime of the cash register you may find that a problem may occur during operation. This can be easily rectified by following the problem and solutions section below.

**Problem:** When the machine beeps and shows E on the display.

**Solution:** Press the **CLEAR** button to clear the error.

**Problem:** If the machine shows a constant E on the display and pressing **CLEAR** does not correct it.

**Solution:** Turn PGM key in the mode lock to each position. Eg. From REG to X press **CLEAR** to Z press **CLEAR** to PGM press **CLEAR** Once the till goes quiet turn the key back to REG.

**Problem:** If the machine Errors when you turn the key to Z to obtain a Daily report.

**Solution:** Turn PGM key to PGM then press **1 3 X/TIME 0 SUBTOTAL** and **CASH/TEND** This system flag setting Cash Declaration Compulsory will now go back to Zero. Turn the key to Z and press **CASH/TEND** to attempt a new Z report.

**Problem:** If the machine shows PP 0.00 on the display and locks the keyboard out while you are entering a sale.

**Solution:** This machine locks out the keyboard automatically if paper jam occurs in the printer sections of receipt and journal. To clear the PP take out the ribbon cartridge. Then remove both till rolls by holding down the silver release bar and pulling them out from the back. Look into the machine where the cartridge went and check for any paper that may be lodged there. Once the paper is removed re-install the ribbon ensure it is not twisted first. Then manually re-install the till rolls. Only once this has been done can you initialise the machine. Insert the P key in the mode lock and turn to the PGM position. Hold down the **SUBTOTAL** button and keep it held down while you power OFF and ON at the plug socket. The printer will turn over after a few seconds and print out on the receipt "Initial Clear OK". Once it has printed turn P key to OFF. Insert the REG key and sign on by pressing one of the clerk buttons on the top right labelled **A B D OR E**.



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