



### 1 Initial Setup

The following explains the basic setup procedure.

#### Unpack the Register

- Locate the following items in the packaging:  
1 roll, 1 rewind spindle, 1 set of keys and 3 batteries.
- Remove the roll cover and ensure three AA batteries are installed underneath the till roll in the marked compartment.
- Insert the key stamped **C** into the Mode Lock.
- Turn the key one position past **PGM**.
- Press and continue to hold the **[00]** key.
- Connect the power adaptor to the right of the register and into the power socket.
- Wait 5 seconds then release **[00]** and turn the key to **REG**.
- At the closed prompt enter **[1]** and press the **CLERK** key.



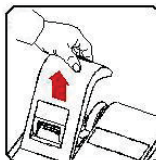
Note :- It is necessary to replace the batteries every 12 months. Failure to install batteries may result in the need for a factory reset.

### 2 Paper Roll

The register uses 57mm non thermal paper as either a customer receipt or journal

#### Loading Paper

- Remove the printer cover
- Ensure three AA batteries are fitted
- Insert the Paper Roll
- Feed the leading edge of the paper in to the inlet.
- Press **FEED** key to advance the paper

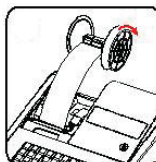


#### For Receipt

- Ensure the paper is fed through the paper outlet in the roll cover

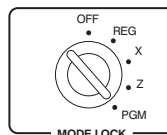
#### For Journal

- Insert the leading edge of the paper into the slot on the Journal Spool.
- Rotate the spool for 2 to 3 turns
- Place the Journal Spool into the slots
- If the paper is loose then turn the spool.
- Turn the mode key to **PGM**.
- Enter **[0][1]** on the numeric keys (or **[0][0]** for receipt).
- Press **SUBTOTAL** then return to **REG**.



### 3 Setting Date and Time

- Turn the mode key to **PGM**.
- Enter the time in 24 hour format.  
(i.e. for 3pm enter **[1][5][0][0]**)
- Press the **CASH/TEND** key to register.
- Enter the date in the format **MMDDYY**.  
(i.e. for 3rd April 2011 enter **[0][4][0][3][1][1]**).
- Press the **CHEQUE** key to register.
- Turn the mode key to **REG** mode.



### 4 Making a Sale

Sales can be made either using one of the 100 Price Look Up code numbers or a department key on the keyboard with optional preset price setting. All sales are reported to the financial report, with the option of the PLU codes reporting to one of the five department keys for sales analysis.

(i.e. Dept 1 as Non Food reporting both sales made using the department key or entered as PLU codes).

- Ensure the mode key is in **REG**.
- If display shows **CLOSED** enter **[1]**, **[2]**, **[3]** or **[4]** then **CLERK** to sign on an operator (pressing **CLERK** signs the operator off).

#### Department Key Sale

- Enter the price for a non preset key (i.e. for £1.50 enter **[1][5][0]**).
- Press the **DEPT. 1** key to register the price.
- Repeat with price and department for further items.
- Press the **SUBTOTAL** to display the value due.
- If change display is needed enter monies given (i.e. £5 as **[5][0][0]**).
- Press the **CASH/TEND** key to finalise and display change.

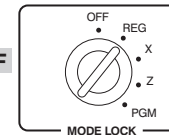
#### PLU Code Key Sale

- Enter the code number for the item 1 to 100.
- Press the **PLU** key.
- Enter the price for a non preset PLU code (i.e. for £1.50 enter **[1][5][0]**).
- Press the **PLU** key to register the price.
- Repeat the code and price for further items.
- Press the **SUBTOTAL** to display the value due.
- If change display is needed enter monies given (i.e. £5 as **[5][0][0]**).
- Press the **CASH/TEND** key to finalise and display change.

### 5 Printing Control

#### Turning Printing OFF and ON

- In the **REG** position press the **RCPT ON/OFF** key to toggle printing OFF or ON.



### 6 Printing a Report

The register has two reporting modes. **X** to **Print** reports and **Z** to **Print** and **Reset** Reports. A full list of the reports can be found in the users guide, shown below is how to print a financial report.

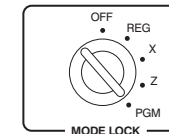
- Turn the mode key to either **X** to **Print** reports or **Z** to **Print** and **Reset** reports.
- Press the **CASH/TEND** then return to **REG**.

### 7 Optional Programming

All items as standard are manual price entry and report to the financial totals. The following shows how to preset a price or link a PLU number for sales analysis to one of the five department keys. Advanced options i.e Tax Settings are shown in the users guide.

#### Department Key Prices

- Turn the mode key to **PGM**.
- Enter the price and then an extra **[0]**.  
(i.e. for £1.00 enter **[1][0][0][0]**).
- Press the **DEPT** key to be set
- Repeat for further items then return to **REG**.



#### PLU Prices

- Turn the mode key to **PGM**.
- Enter the PLU code 1 to 100 and press the **PLU** key.
- Enter the price and then an extra **[0]**.  
(i.e. for £1.00 enter **[1][0][0][0]**).
- Press the **PLU** key to set the Price.
- Repeat for further items then return to **REG**.

#### PLU Sales Linked to a Department

- Turn the mode key to **PGM**.
- Enter the PLU code 1 to 100 and press the **PLU** key.
- Press the **DEPT** key to which the PLU sales will be totalled.
- Repeat for further items then return to **REG**.