

IMPORTANT: If programming was purchased from ourselves, Insert thermal paper and plug in machine. This guide is not required, but can be used in the future to make further changes.

INITIAL SETUP

1 Remove cash register from box, keep the packing safe in case of warranty return.

Remove the printer cover, (push back), insert 57mm thermal paper and close the printer with a click. This register has a built in memory so you do not need to add batteries

Replace the printer cover.

ON/OFF switch located on right hand side

BASIC INFO

On first screen (En) is shown—press ENTER—next you will have the main page with different options that you can programme. To start selling without setting any details highlight 2 and press ENTER—We would recommend changing receipt details and checking time and date. This guide will take you through setting options up. To return to this page from REG mode—make sure no transactions are being done—Press **SUB-TOTAL**. Use the arrow keys to move up and down the list. Press ENTER to go into that option.

****If you press SHIFT to move to levels in REG mode—change it back to level 1***

**** YOU CAN USE THE DECIMAL POINT ON THIS REGISTER ****

*To switch OFF the beeping keys—1. Settings then ENTER go to System settings ENTER then OTHER settings—press ENTER on button beep to change to a X *

If using the PC tool you will not need to enter all below details on machine—there is a separate FAQ for that and LOGOs and using a MICRO SD CARD.

******PTO—FOR DEFAULT PASSWORDS FOR THE MACHINE******

TIME & DATE (if required)

Go to 1.Settings then ENTER

System settings then ENTER

Date & Time should now be highlighted press ENTER

Enter date DD/MM/YYYY and time in 24hr clock format HH/MM

Press ENTER to save and return to main menu

SETTING TAX RATES

4 tax levels are available for programming and assigned at DEPT level

Main menu

1. Settings—ENTER

Scroll to VAT/TAX Settings—ENTER

Press ENTER to toggle choice —

- VAT (to be tax included in price)
- TAX (to add the tax to the price)

Arrow key to DEFINE RATE —ENTER

Enter rates—(type 2000 if 20% rate is required)

Highlight SAVE and press ENTER

ESC back to main menu

CHANGE RECEIPT DETAILS?

Go to SETTINGS—ENTER

PRINTING settings—ENTER

Set receipt header—ENTER

1st line message - ENTER

Press EC KEY to delete LINE 1

Enter text using the numerical keys

- SHIFT toggles between lower, upper, special characters and numbers
- Press 0 to make a space
- Wait 2 seconds to move on to the next character—if they are on the same number

Press ENTER when text complete, use arrows to choose setting press ENTER on those settings to move between X and TICK (for YES)

Arrow down for line 2 etc

ESC to go back to menu

Repeat for TAIL (bottom of receipt)

DEPARTMENTS & PLUS

From Main menu - 3. PLU's & DEPT—ENTER

Within dept's you can name, assign VAT and if discount is allowed on this dept. Save when complete.

In create PLUs you can assign a number to a specific PLU. You then enter the name screen and type the name using the numerical keys. On the next page you can enter the price and which dept the PLU is linked too. Save when complete and move on to next PLU.

Search PLU helps you find a PLU by code or dept or character. It will give you a list for the PLU assigned to the group/number you wish to look for.

YOU MUST SAVE ENTRIES for PLUS/DEPT

****SHIFT toggles between lower, upper, special characters and numbers**

SHIFT can also allow access to different levels for departments in REG mode**

HOW DO I ADD PASSWORDS FOR MANAGER/CLERKS?

Firstly if you want to make changes to the passwords you can find the old passwords by doing a **CONFIG** report—see below for instructions to do that

1. Settings
2. Authority settings

In **manager settings** you can change passwords if required, also number of clerks required. Then when you go to **cashiers** you can choose which cashier you are setting up and apply a name and password and set the authority for things that clerk/cashier can do i.e refunds/discounts/reports.

Default cashier passwords are 888888

Default Manager password is 123458

Once allocated—then go to CONFIG REPORT and press ENTER—this will produce a report of all of the changes made to the machine—you will also see the default OLD passwords issued by the machine. This will allow you to the re-enter the cashiers and change the passwords to chosen ones. Please make a note of these passwords that you change to.

CONFIG REPORT

Go to SETTINGS— ENTER use arrow key to go down to Configuration Report.

Press ENTER on this option and it will print all of the options that you have programmed into the machine so that you can check all options that you have created on the machine.

If you have programmed lots of info make sure you have plenty of paper in the machine for printing as a full breakdown of departments etc will be printed.

CAN I REPRINT RECEIPTS?

You can only print the last transaction if you need to re-print a receipt press RA/REPRINT.

GLOSSARY

ENTER—To save and move to next page or toggle through choices

SUB/ESC—To return to previous page

EC—to delete/move back a space

PLU—Price/Product look up

SHIFT—moves between levels on the register (3 levels are available)

2H—Double Height

X AND Z REPORTS—WHAT DO THEY DO?

X Report—this is a reading report—this will not erase any data from the machine

Z Report—this is a resetting report and will reset the machine for the next working day

TO DO A REPORT

Choose which type of report you wish to do

Use arrow keys to go to 4.X reports or 5.Z reports.

Choose from the list the type of report required (standard end of day is FINANCIAL)

Press ENTER once to view on screen (arrow keys to move up and down) then ENTER again to print the report

HOW DO I MAKE A SALE?

HOW DO I VOID AN ITEM?

FOR A SALE—In Registration mode

Type a price then press a department key (repeat as required)

(If using PLUs - type in the number of the PLU then press PLU button, PLU must be set with price etc first)

Repeat steps for more items. Press sub total.

This will give you amount owed by customer—type in the amount given if different from amount shown and then method of payment.

EX. 21 PLU—399 DEPT 4—SUBTOTAL 799—1000 CASH (from customer)—CHANGE will be shown on screen

TO VOID AN ITEM—

When items have been added to a bill and you need to void one.

Press the VOID button, use the arrow keys to highlight the item you wish to void and press the EC button to remove the item.

You can void more than one item from the list. Press sub-total to return to main sales page. Press SUB-TOTAL again and it will tell you balance owed by customer.

EJ (ELECTRONIC JOURNAL)

From the main menu you can enter X (READ) or Z (RESETTING) reports. Use arrows to go to Electronic journal, on the next page if you press shift you can view the journal press ENTER to print the report. This will print a report of all sales the machine has done since the last time this report was done. It will go in order of receipts (oldest to newest). If you run the report in Z it will also delete the data. If you want to delete the EJ data without printing it, please go into SETTINGS > DELETE DATA > Del Flowing Record—this will wipe the journal without needing to print it.