**Electronic Cash Register** 

# Programming & Operation Manual



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M-ER180 Version 1.4

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#### ATTENTION

The product that you have purchased may contain a battery that may be recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of the battery into the municipal waste system.

Check with your local solid waste officials for details concerning recycling options or proper disposal.

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# **Initial Set-up Instructions**

The following instructions aid in the initial set-up of the ER-180 Electronic Cash Register.

#### **Unpack the Cash Register**

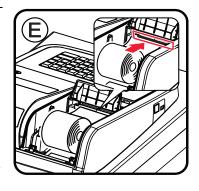
- 1. Un-box and unwrap the cash register.
- 2. The following items should be included in the box:
  - 1 roll of register paper
  - 2 REG keys & 2 "C" keys
  - 1 take-up spindle (for journal tape)

#### **Install Batteries**

1. Install the 3 batteries in the compartment behind the printer assembly

# **Load Paper**

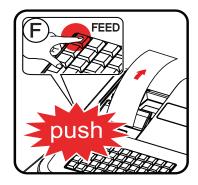
- Cut or tear the end of the register tape evenly to insure proper feeding through the printer.
- 2. Place paper roll in paper compartment, with leading edge of roll towards the rear of the register, and feed the end of the roll into the printer through the paper guide.



3. Press the **FEED** key until the paper begins to advance through the printer. If the paper refuses to feed through the printer, make certain the end of the tape is square and that it is routed properly.

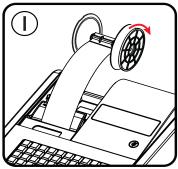
#### For Receipt Only

 Pass paper through the receipt window of printer cover. Replace over printer compartment.



#### For Journal Only

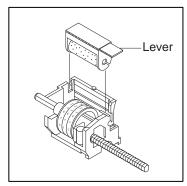
- 2. Route paper over the top of the paper guide and insert in the slot of the take-up spool.
- Press the "FEED" key to wind paper securely on the spool.
- 4. Replace printer cover.



# Replacing the Ink Roller

Ink rollers are disposable, and should not be re-inked. Re-inking can cause damage to the printer. To replace the Ink Roller:

- Remove the old roller by lifting straight up on the lever located on the left side of the printer.
- 2. Place the new roller in position (handle to the left) and snap it into place by pressing it straight down.



# Clear Random Access Memory (RAM) and Initialize Cash Register

- 1. Before plugging register in, place key lock in the S position.
- 2. Connect the AC plug into a power outlet **while pressing the** "00" keys.
- 3. RAM is now cleared of all memory and the register prints a line of decimals ("......").

NOTE: This is a one time only procedure to be performed after the battery is first installed. DO NOT CLEAR RAM ONCE THE REGISTER IS PROGRAMMED OR ALL PROGRAMS AND TOTALS WILL BE ERASED.

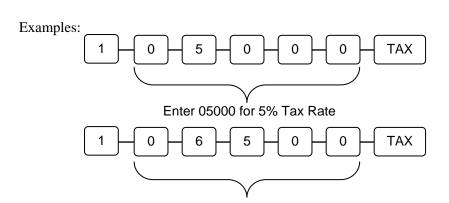
## **Tax Rate Programming**

The ER-180 may be programmed to tax items at either a straight percentage tax rate, or a tax table.

#### Entering a Straight Percentage Tax Rate

The ER-180 will accept a 5 digit tax rate, with the decimal point fixed at three places (00.000). If your area taxes goods based on a straight percentage, enter the rate in the following manner.

- 1. Place the key lock in the **P** position.
- 2. Press 1 and then enter the five digit tax rate.
- 3. Press TAX.



Enter 06500 for 6.5% Tax Rate

#### **Department Status**

You have the following department options:

- Departments can be taxable or non-taxable. Tax is added automatically when taxable items are registered.
- Departments can be single item. Single items departments finalize immediately after an item is registered and are typically used for popular one-item transactions, such as a ticket or a soft drink.

#### To Program Department Status

- 1. Place the key lock in the **P** position.
- 2. Determine the department status digit from the chart below.
- 3. Enter the department status digit and press a Department key.

#### Department Status Digit Values:

0	Normal Department; Non-Taxable
1	Normal Department; Taxable
2	Single Item Department; Non-Taxable
3	Single Item Department; Taxable

#### **ER-180 Features**

# **Mode Key**

Turn the key lock to the desired position:

OFF	Move the switch to <b>OFF</b> to . No operations can take place when in the off position.
REG	Move the switch to <b>R</b> (Register) for normal registrations.
X	Move the switch to <b>X</b> to read mode for financial and Cash In Drawer reports. Totals are NOT reset to zero.
Z	Move the switch to <b>Z</b> to reset financial and Cash In Drawer reports. All totals return to zero.
PGM	Move the switch to <b>P</b> to program the register.

# **Display**

The operator display features a nine place digital display providing the operator with information while operating the cash register. During operations, the display will show the following symbol or messages.

123456.78

**CLOSEd**: Indicates the clerk is logged off

**C**: Indicates the amount displayed is due in change to the customer.

**=** : Indicates the amount displayed is the amount due total.

- : Indicates the amount displayed is a negative amount.

 ${\bf E}$ : Indicates an error condition. Press "C" key to clear.

 ${\bf S}$ : Indicates the amount displayed is a subtotal.

**P**: Indicates an printer error condition. Press "CLEAR" key to clear.

**E Lo** : Indicates Low Battery

**E REP**: Indicates memory is full. Issue Z reports.

# **Keyboard**

FEED	CLEAR	PLU	X/TIME (X)	RCPT ON/OFF C/CONV	•	-%	+%	NO SALE	CALC
RETURN	7	8	9	1	5	9	13	RA (+)	PO (-)
VOID	4	5	6	2	6	10	14	CHECK	CHARGE
CLERK	1	2	3	3	7	11	15	SUBT	OTAL
TAX	0	00		4	8	12	16		/TEND =)

#### **Calculator Functions**

Press **CALC** to enter calculator mode:

- Use the **RA** as the plus key (to add).
- Use the **PO** as the minus key (to subtract).
- Use the **X/TIME** as the multiply key.
- Use the **CASH/TEND** as the = (equal) key.

#### Examples:

Calculation	Key Sequence
10 + 20 = 30	CALC, 1, 0, RA, 2, 0, CASH
100 - 20 = 80	CALC, 1, 0, 0, PO, 2, 0, CASH
100 - 20 + 50 = 130	CALC, 1, 0, 0, PO, 2, 0, RA, 5, 0, CASH

#### **Key Functions**

FEED Advances paper in printer.

0 - 9, 00 Numeric keypad for entering amounts.

**DPT1-16** These keys classify the items sold and retain the

quantities and amounts in their own memories.

Used for multiplication entry (X), or to refund sales X/TIME

amounts for merchandise returns

Used to register money Paid Out of the cash drawer. PO

RA Registers amounts Received on Account.

CLERK To log in/out for clerk 1,2,3,4

PLU To register PLU entries

RETURN To allow for the return of merchandise

Registers dollar amount markdowns, or coupons

tendered.

-%,+% Used to register percentage discount on items or the sale

> total. A set rate may be programmed, or variable rates entered when no automatic rate is set. The decimal is

set at two places (00.00).

VOID For voiding entries before a sale is finalized.

CLEAR Clears incorrect entries made on the numeric keys, or

silences the error tone after entry errors.

TAX Used to program the tax rate in **P** mode. Also reverses

> the tax status when pressed after the amount, and before the department key. (Nontaxable department add tax,

taxable department forgive tax, this item only.)

NO SALE Used to print a reference number (#) on the receipt or

journal, or to open the cash drawer outside of a sale (No

Sale).

CHECK Check tender key. Keeps a separate total from cash

sales.

CHARGE **Charge** tender key. Keeps a separate total from cash

sales.

**SUBTOTAL** Display the transaction subtotal, including tax.

**CASH/TEND** Finalizes sales paid in cash and calculates change due.

**RCPT ON/OFF** To toggle receipt on and off status.

**C/CONV** To use currency conversion function

# **Programming**

See "Initial Set-up Instructions" on page 7 when only basic setup and programming is required.

This section contains all register programming options. Read this entire section carefully in order to program you register to best fit your individual needs.

All programming is done with the key lock in the  $\mathbf{P}$  position.

# **Setting the Decimal Point**

Place the key lock in the **P** position.

- Enter **0** and press the "**X/TIME**" key for 2-digit decimal (0.00).
- Enter 1 and press the "X/TIME" key for 0-digit decimal (000.).

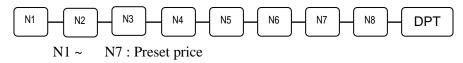
# **Department & PLU Programming**

You have the following department options:

- Departments can be taxable or non-taxable. Tax is added automatically when taxable items are registered.
- Departments can be single item. Single items departments finalize immediately after an item is registered and are typically used for popular one-item transactions, such as a ticket or a soft drink.

#### To Program Department Status and Price

- 1. Place the key lock in the **P** position.
- 2. Determine the department status digit from the chart below.
- 3. Enter the department price and status digit and press **DPT1** to **DPT16**



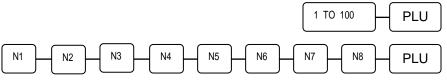
N8 : Department Status

Department Status Digit Values:

N8	Department Status
0	Normal Department; Non-Taxable
1	Normal Department; Taxable
2	Single Item Department; Non-Taxable
3	Single Item Department; Taxable

#### To Program PLU Status and Price

- 1. Place the key lock in the **P** position.
- 2. Determine the PLU status digit from the chart below.
- 3. Enter the PLU number press the PLU key. Enter the Price and status (N1-N8) and press the PLU key again.



N1 ~ N7 : Preset price

N8 : PLU Status

#### PLU Status Digit Values:

N8	PLU Status
0	Normal PLU; Non-Taxable
1	Normal PLU; Taxable
2	Single Item PLU; Non-Taxable
3	Single Item PLU; Taxable

#### To Program Department link to PLU

- 1. Place the key lock in the  ${\bf P}$  position.
- 2. Enter the PLU number and PLU key and press Department key to be linked.



# **Tax Programming**

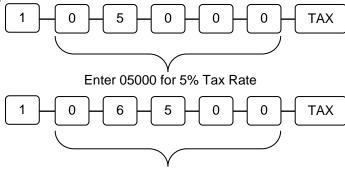
The ER-180 may be programmed to tax items at either a straight percentage tax rate, or on based on a tax table.

#### Entering a Straight Percentage Tax Rate

The ER-180 will accept a 5 digit tax rate, with the decimal point fixed at three places (00.000). If your area taxes goods based on a straight percentage, enter the rate in the following manner.

- 1. Place the key lock in the **P** position.
- 2. Press 1 and then enter the five digit tax rate.
- 3. Press TAX.

Examples:



Enter 06500 for 6.5% Tax Rate

# Formulating a Tax Table

In some locales where taxes do not follow straight percentage rates, it is necessary to enter the tax table. Before beginning tax table programming, obtain a local tax chart and determine tax breaks for your area.

Determine the lowest amount to be taxed, and the amount of tax that is added at that point (some areas add .05 at the first breakpoint). Next determine the tax break points by checking the chart for the highest amount allowed before each penny of tax is added. The difference between the high amounts (before each penny is added) determine the tax break point.

As break points are determined, a pattern will appear. Once the pattern has developed, it is repeated for all remaining amounts. However, the first few break points will not fit this pattern. They are referred to as non-repeat breaks.

The ER-180 allows for 20 breakpoints to establish repeated tax break pattern. The following example is for an Illinois 4% tax.

TAX **BREAK AMOUNT** RANGE **POINT** COMMENTS .00 - .12 0 First taxable amount = .13.13 - .31 19 Difference between .12 & .31 1 2 .32 - .54 23 Difference between .31 & .54 3 .55 - .81 27 Difference between .54 & .81 4 27 Difference between .81 & 1.08 .82 - 1.08 5 29 1.09 - 1.37Difference between 1.08 & 1.37 6 25 Repeating breakpoints begin 1.38 - 1.62 7 1.63 - 1.87 25 8 25 1.88 - 2.129 25 2.13 - 2.3710 Pattern established 2.38 .....

#### **Entering the Tax Table**

Before beginning, you must evaluate your tax table as shown in the example for the 4% Illinois tax table above. Should you make a mistake in entering the break points, depress the "C" key to clear and re-enter the table from the beginning.

Place the key lock in the **P** position.

1	3	TAX	LOWEST AMOUNT CHARGED TAX
	1	TAX	AMOUNT OF FIRST TAX ADDED
1	9	TAX	FIRST NON-REPEAT TAX BREAK
2	3	TAX	NEXT NON-REPEAT TAX BREAK
2	7	TAX	NEXT NON-REPEAT TAX BREAK
2	7	TAX	NEXT NON-REPEAT TAX BREAK
2	9	TAX	LAST NON-REPEAT TAX BREAK
		CHECK	SIGNALS END OF NON-REPEAT,
2	5	TAX	REPEAT BREAKPOINT
2	5	TAX	REPEAT BREAKPOINT
2	5	TAX	REPEAT BREAKPOINT
2	5	TAX	REPEAT BREAKPOINT
		CASH	EXITS TAX TABLE PROGRAMMING

CAUTION: PRESSING THE CASH KEY ANY OTHER TIME IN PROGRAM MODE WILL ERASE ALL TAX PROGRAMMING.

# **Setting the Percent (%) Key**

Place the key lock in the **P** position.

N1 N2

N3

N4

N5

-%

N1

N2

Ν3

**N4** 

N5

+%

Digit	Value
N1-N4	Percentage rate with decimal fixed at two places (00.00).
N5	0 = Tax calculated after % discount is applied.
	1 = Tax calculate before % discount is applied.

1

0

0

0

0

%

= 10%

# Minus (-) Key Programming

Place the key lock in the  ${\bf P}$  position.

N1

- |

N1	Value
0	Tax calculated after coupon is applied.
1	Tax calculated before coupon is applied.

#### **Setting the Machine Number**

The machine number prints on the receipt / journal tape along side the transaction number.

Place the key lock in the **P** position.

N1 N2 NO SALE

• Enter a two-digit ID # for N1 & N2

## **Setting Receipt Print or Journal Print**

Place the key lock in the  ${\bf P}$  position.

N1 SUB TOTAL

N1	Value
0	Receipt Print (advances extra paper)
1	Journal Print

# **System Options**

System option programming deals with aspects of programming not associated with any particular key, but with the general operation of the register. Each of the options may be turned on or off in this phase of programming. Five options are set with each five digit entry, for a total of ten. When changing the setting of a single option, the four accompanying options must also be re-entered.

#### Step One of System Option Programming

All options have a value of zero as an initial setting.

Place the key lock in the **P** position.

N1		N2	N3		N4	N5		RA	
Di	git	Option			Val	ue =	0	VALUE = 1	
N	1	CASH	DECLA	ARAT	NOI	NOT			COMPULSORY

		COMPULSORY	
N2	SKIP ZERO TOTALS FOR REPORTS	NO SKIP	SKIP
N3	DUPLICATE Z REPORTS	NO DUPLICATE	DUPLICATE
N4	TOTAL REFUNDS & VOIDS TO PRINT ON REPORTS	PRINT	NOT PRINT
N5	SUBTOTAL TO PRINT	PRINT	NOT PRINT

# Step Two of System Option Programming

Place the key lock in the  $\mathbf{P}$  position.

N1	N2	N3	N4	N5	РО
----	----	----	----	----	----

Digit	Option	Value = 0	VALUE = 1
N1	GRAND TOTAL TO PRINT	PRINT	NOT PRINT
N2	GRAND TOTAL TO RESET WITH Z REPORT	NOT RESET	RESET
N3	Z COUNTER TO RESET WITH Z REPORT	NOT RESET	RESET
N4	TRANSACTION NUMBER TO RESET WITH Z REPORT	NOT RESET	RESET
N5	PRINT DATE ON RECEIPT (JOURNAL)	PRINT	NOT PRINT

## **Setting the Date and Time**

The clock automatically advances the date and prints the current date and time on the paper. To set the date and time:

- 1. Turn the key lock to the  $\mathbf{X}$  position.
- 2. Enter the date in six-digit format (MM DD YY) and press the **CHECK** key.

M D D Y CHECK

3. Enter the time in four-digit military time format (i.e. 15:00 is 3:00 PM). Press the **CHECK** key.

1 5 0 0 CHECK

# **Currency Conversion Rate Programming**

Place the key lock in the **P** position.

N1 N2 N3 N4 N5 N6 C/CONV

Digit	Value	Comments
N1~N5	0.000 - 99.999	Conversion Rate
N6	0 ~ 5	Decimal Position

Ex. If conversion rate is 1.3720, then program 137204.

If conversion rate is 13.72, then program 13722.

# **Operation Examples**

Note: Set the key lock set to "REG" position.

This section provides examples of transactions in the register mode. When an error occurs, press the "CLEAR" key. Error conditions may be caused by incorrect entries or keys pressed in the wrong sequence.

#### Clerk Log On/Off

The display will read "CLOSEd" until a clerk is logged on. To log on a clerk:

- Enter the clerk number (1-4) and press the "CLERK" key.
- To log off, enter "0" and press the "CLERK" key. The "CLOSEd" message displays

#### No Sale

The no sale function opens the cash drawer outside of a sale. The no sale activity counter on the financial report is incremented. To perform a no sale:

Press NO SALE key

# Non Add (Reference) Number Entries

Reference numbers up to seven-digits in length can be recorded on the receipt/journal. The entry can be made prior to any operation in the register mode. This number will not add to any totals or counters. To enter a reference number

• Enter a 1-7 digit number and press **NO SALE** key

#### **Department Entries**

#### Multiple Item Department Entry

- 1. Enter the quantity of items with the same price, press the **X/TIME** key.
- 2. Enter the item price and press the department key.

#### Single Item Department Entry

Single item departments automatically finalize the sale on CASH after the department entry. If items have been entered to a regular department as first entry in a sales transaction, and an entry is made into the single item department, it will not finalize the sale automatically but act as a normal department.

• Enter the amount, press the single item department.

## Minus (-) Key Operation

You may deduct a coupon or markdown using the Minus key.

• Enter the amount to be deducted and pressing the minus "-" key.

# **Percent Discount Operation (%)**

The percentage discount key may be used to either apply a discount to a single item (item discount) or to an entire sale (subtotal discount). The discount rate may be preprogrammed. When applying an item discount, enter the percentage rate and press the "%" key. The register will now re-display the amount due, less the discount amount.

#### **Refund Procedure**

You can refund sales. The department and sale totals are reduced by the appropriate amount.

- 1. Press the **RETURN** key.
- 2. Enter the amount to be refunded press the related department key.
- 3. Continue to make transaction entries or finalize the sale.

#### **Voiding Entries**

If you should make an incorrect department entry you may correct it with the void (**VOID**) key.

To void the last item entered:

• Press the **VOID** key.

To void an item inside a transaction that was not immediately preceding item:

- 1. Enter the amount to be voided.
- 2. Press the **VOID** key.
- 3. Press the affected department.

# **Payment Procedures**

#### Cash

To total a cash transaction:

• Press the **CASH/TEND** key.

To total the cash sale and calculate change due:

- 1 Enter the amount tendered
- 2. Press CASH/TEND.

The amount due back in change is then displayed and printed.

#### Check and Charge

To total a check or charge transaction:

• Press the **CHECK** or **CHARGE** key.

Change calculation from a charge key tender is not allowed.

#### Splitting Payment between Cash & Check

- 1. After entering items, press **SUBTOTAL**.
- 2. Enter the cash amount tendered first and press **CASH/TEND**. (The cash drawer will not open at this time.)
- 3. Press the **CHECK** key to charge the remaining balance and open drawer.

#### **Tax Shift Procedure**

The TAX key us used to reverse the tax status of a single department entry. That is, to make what would normally be a taxable entry non-taxable, or a non-taxable entry taxable. It may also used to exempt an entire sale from tax.

To reverse the tax status of an individual item:

- 1. Enter the price of the item
- 2. Press TAX.
- 3. Press the department key.

To exempt an entire sale from tax:

- 1. Register all items.
- 2. Press SUBTOTAL.
- 3. Press TAX.
- 4. Press **CASH/TEND** or **CHECK or CHARGE** to finalize.

# Received On Account (RA) Operation

Use the RA key to record money added to the cash drawer.

• Enter the amount received and press the **RA** key.

# Paid Out (PO) Operation

Use the PO key to record money removed from the cash drawer.

• Enter the amount paid out and press the **PO** key.

# **Management Reports and Balancing**

Reports are detailed below:

Mode	Report	Entry
X	Cash Declaration	\$ AMOUNT - <b>SUBTOTAL</b>
X	Read Financial Report	CASH
Z	Reset Financial Report	CASH
X	Read Department Report	CHARGE
Z	Reset Department Report	CHARGE
X	Read Clerk Report	CLERK
Z	Reset Clerk Report	CLERK
X	Read Z2 Financial Report	VOID
Z	Reset Z2 Financial Report	VOID

#### **Cash Declaration**

The cash declaration feature (if made compulsory in option programming – see option N1 on page 20) will enforce the entry of the total cash-indrawer (**C.I.D.**) before allowing financial reports to be taken. This feature does not allow cashiers to mislead management by altering overages and shortages to their advantage.

The **C.I.D.** amount should be entered in the following way:

 After allowing for the beginning bank, count the remaining cash to be deposited. Enter the cash deposit amount and press the SUBTOTAL key.

The register now issues a receipt showing the total cash declared, the cash total from memory, and the difference between the two as either *over* or *short*. When cash declaration is compulsory, the register will not allow any transactions to take place after cash declaration has been performed until the financial report has been reset in **Z** mode.

# Sample Financial Report

01-13-10 11-33	DATE/TIME
4 Z	Z COUNTER, MODE
3•20™	TAX TOTAL
0●00%—	% DISCOUNT TOTAL
0•00 −	- (COUPONS/MARKDOWNS)
58●69*1	NET SALES TOTAL
O • O ORF	REFUND TOTAL
-4 • O O VD	VOID TOTAL
58●69*2	GROSS SALES TOTAL
008 #	CUSTOMER COUNT
32●59CA	CASH TOTAL
32●590H	CHECK TOTAL
26•10℃	CHARGE TOTAL
10•00RA	RECEIVED ON ACCOUNT
20•00P0	PAID OUT
22● <b>59</b> AT	CASH DECLARED
004 NS	NO SALE COUNTER
•••••	
190770•43*3	GRAND TOTAL
064-01 1	TRANSACTION NO/MACHINE
	MOLCHEKK MO

## **System Balancing Equations**

NET SALES TOTAL = DEPARTMENT TOTALS

+ TAX

- % DISCOUNT TOTAL

- (-) COUPON / MARKDOWN TOTAL

GROSS SALES = NET SALES TOTAL

+ REFUNDS

+ (-) COUPON / MARKDOWN TOTAL

+ % DISCOUNTS

NEW GRAND TOTAL = TODAY'S GROSS SALES

+ PREVIOUS GRAND TOTAL

#### **Maintenance**

- 1. Avoid excess dust and extreme temperatures.
- 2. Be certain that AC cord is inserted firmly in the outlet, and that cord poses no danger of accidental tripping.
- 3. Use no chemicals or abrasives while cleaning cabinet or keyboard.
- 4. Do not pull or hold paper while the register is printing.

# **SAFETY NOTICE**

The socket-outlet shall be installed near the equipment and shall be easily accessible.

#### **Specifications**

#### **Dimensions**

REG. SIZE (SM DRAWER)  $12.8"W \times 16.54"L \times 8.86"H$ 

NET WEIGHT (SM DRAWER) 10 lb. 36 oz. (5 kg)

Drawer

SIZE  $12.8"W \times 16.54"L \times 3.74"H$ 

WEIGHT 6 lb. 84 oz. (3.3 kg)

Mode Key

LOCK SWITCH ROTTERY

POSITIONS 5 (OFF, REG, X, Z, PGM)
RECEIPT ON / OFF NONE (PROGRAMMABLE)

Keyboard

TYPE RUBBER CONTACT TYPE

NUMBER OF KEYS 48 KEYSTROKE BUFFER 15

Printer

MODEL # M-42V STATIONS ONE

PAPER SINGLE PLY (57.5 mm or 40 mm)

COPY NONE

PRINT SPEED 2.2 LINES per SECOND

Display

TYPE VFD CAPACITY 8 DIGITS

SYMBOLS 5 (E, C, -, =, S)

Power

INPUT 120V AC ±10%, 60 Hz

CONSUMPTION STANDBY: 2W, MAX: 8W

MEMORY BACK-UP 60 DAYS

BATTERY MSLithium, 3.0V 11mAh

(MS920S)