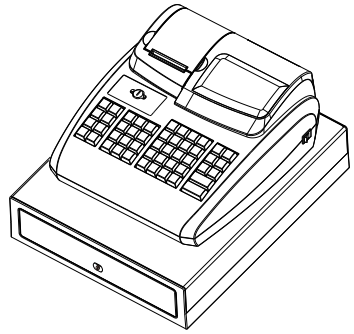
MANUAL REVISION EN 1.1



ELECTRONIC CASH REGISTER

USER'S MANUAL

G-800

Product Features

Feature	G-100
Cash drawer	Yes (small) Yes (large)
No. of departments	16
No. of PLUs	200
No. of clerks	8
No. of VAT rates (tax rates)	4
Type of payment	Cash, check, credit card
Cash register reports	X1/Z1 day's financial report X2/Z2 monthly financial report X/Z PLU report X/Z clerk report X/Z training report
Display	Numeric display (9-character LED)
Customer display	Yes
Printer Head	Thermal
Printer type	Single station roll printer
Printing speed (lines per second)	1.4
Paper width	57.5 ± 0.5 mm
Breakdown frequency (MCBF)	300,000 lines
Programmability	Date Time VAT rate (tax rate) Department PLU (item) -% rate Foreign currency Grand total & clear Z report Decimal point position (0. / 0.0 / 0.00 / 0.000) Time display(24-hour / 12-hour format) Date format (month-day-year / day-month-year) Clerk system active (yes / no) Compulsory to enter the clerk number for all transactions (yes / no)

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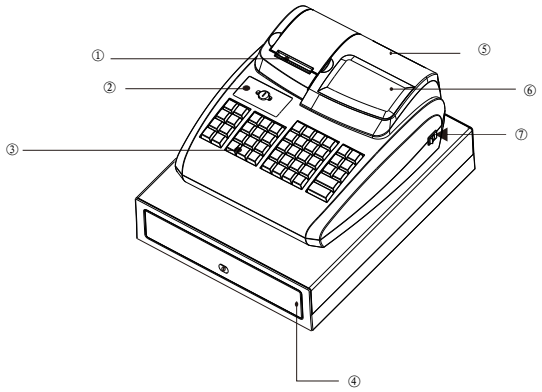
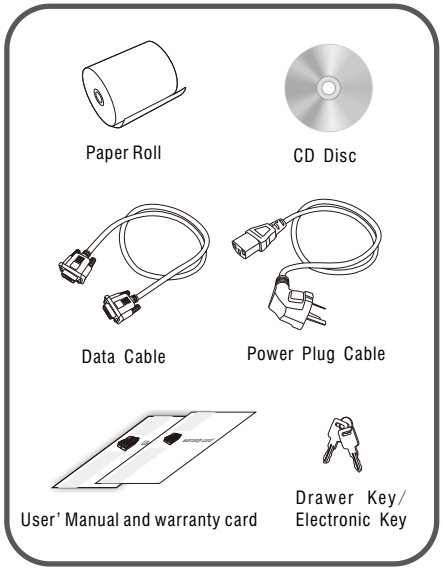
1 ECR Parts Description

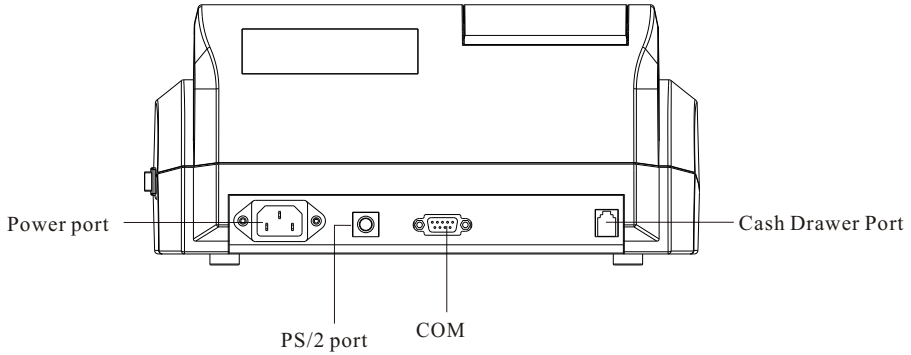


① **Receipt Printer**
② **ECR Body**
③ **Keyboard**
④ **Cash Drawer**
⑤ **Customer Display**
⑥ **Operator Display**
⑦ **Power Switch**



2 Description To Ports

Power port: power plug provided.
PS/2 port: for barcode scanner.
COM: for PC or external printer(Default baud rate115200bps).
Cash Drawer Port: for cash drawer.



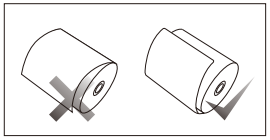
3 Load paper

A

A.Open the printer cover in the arrow direction

B

B.Put in the paper roll.



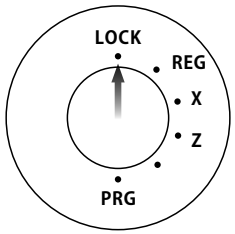
C

C.Drag out the paper end and close the cover.Tear off the paper end out side the printer.

4 Key Switch

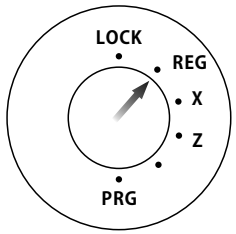
4.1 Key switch positions

The key can be turned to five different positions:



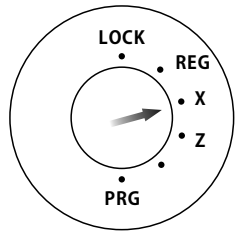
OFF

The cash register is off



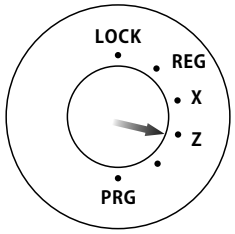
REG

Registration mode



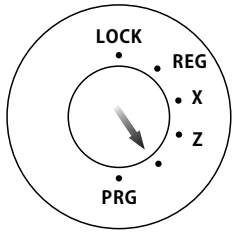
X

Print report without memory deletion

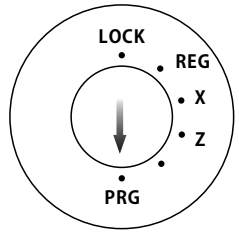


Z

Print report with memory deletion



None



PRG

Programming mode

4.2 Keys

Six different keys are available for use with the cash register:

Key identification	No. of keys	Switch position				
		LOCK	REG	X	Z	PRG
S	2	√	√	√		
Z	2	√	√	√	√	
P	2	√	√	√	√	√

5 Keyboard

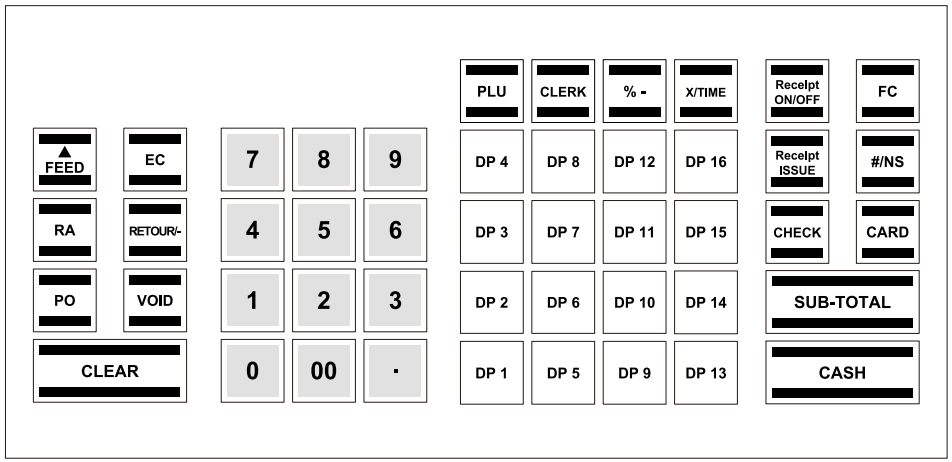
In its standard form, the cash register leaves the factory with English labels on the keyboard.
It is possible to apply labels in different languages on the keys. Keyboard sheets in various languages are enclosed with the cash register for this purpose.

5.1 Changing the key labels

Proceed as follows:

1. Remove the transparent cap from the key.
   If it is easier for you, carefully remove the entire key beforehand.
2. Replace the existing key label with a new label.
3. Replace the transparent cap back on the key.
   If you removed the entire key, replace the key carefully back on the keyboard.

5.2 Keyboard description



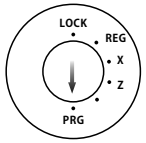
KEY	Explanation
FEED	Press and hold the FEED key to continue feeding the receipt or journal paper until the key is released.
RA	The RA key is used to record payments made into the cash register. The total amount received on account is recorded in the financial report.
PO	The PO is used to record amounts removed from the cash drawer. The total amount registered appears separately in the financial report.
EC	The EC key is used to cancel an incorrect registration immediately after it has been entered. The error correct total is recorded in the financial report.
RETOUR/-	The RETOUR/- key is used to subtract an amount from the total amount of a sale. The financial report records the (-) key total. The RETOUR/- key is used for refund ansactions. The refund total is recorded in the financial report.
VOID	The VOID key is used to complete the cancellation of an item within a registration which has not yet been concluded. The void total is recorded in the financial report.
Receipt ON/OFF	The Receipt ON/OFF key is used to switch printout of the receipt off or on.
X/TIME	The X/TIME key is used repeat (multiply) entries for departments or refunds.
FC	The FC key is used for converting amounts into a foreign currency.
#/NS	The #/NS (NS = No Sale) is used for operations in which entries should not be added. It can be use to print a maximally 7 digit number on the receipt. The entry does not affect other sales totals. The #/NS key is used to open the cash drawer.
CARD	The CARD key is used for transactions made with a credit card.
CLERK	The CLERK key is used to register a clerk.
% -	The % - key is used to subtract a percentage from a PLU or the total amount of a sale. The total amount registered by the % - key is recorded in the financial report.
PLU	PLU (Price Look-Up) key.
CHECK	The CHECK key is used for transactions made with a cheque.

KEY	Explanation
Receipt ISSUE	This key is used to print a copy of the receipt.
7 8 9 4 5 6 1 2 3 0 00 ·	Numeric keys: The numeric keys are used to enter numbers. The [·] is used to enter the decimal point.
DP 4 DP 8 DP 12 DP 16 DP 3 DP 7 DP 11 DP 15 DP 2 DP 6 DP 10 DP 14 DP 1 DP 5 DP 9 DP 13	The Department keys serve to register departments.
CLEAR	The [CLEAR] is used to delete all the entries made using the numeric keyboard or the [X/TIME] key before the entries have been finalised by pressing a department or function key. The [CLEAR] is also used to clear error states.
SUB-TOTAL	Press the [SUB-TOTAL] key to display the total amount of the sale.
CASH	The [CASH] key is used for transactions made with cash.

6 Programming

6.1 Programming the date

Example: 15 June 2010

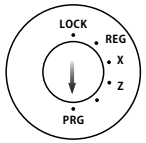


- Set the key to PRG
- Enter the date as 6 digits (DDMMYY)
- Confirm by pressing [#/NS]

Input	Display	Confirm by pressing
1 5 0 6 1 0	15.06.10	#/NS

6.2 Programming the time

Example: 9:30 a.m.



- Set the key to PRG
- Enter the time as 4 digits (hhmm)
- Confirm by pressing [X/TIME]

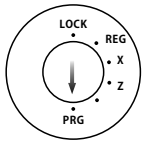
Input	Display	Confirm by pressing
0 9 3 0	9.30	X/TIME

6.3 Programming the VAT rate

A maximum of four different VAT (Value Added Tax) rates can be programmed.

Note: On leaving the factory, the following value added tax rates are pre-programmed: TX 1 = 19% and TX 2 = 7%. If these rates correspond with those you need, no adjustments to the programme are necessary at this point.

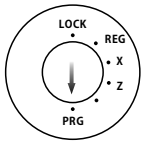
Example 1: VAT rate 1 is 19%



- Set the key to PRG
- Enter the storage location (1, 2, 3 or 4)
- Confirm by pressing [SUB-TOTAL]
- Enter the VAT rate (to 3 decimal places but without a decimal point)
- Confirm by pressing [CASH]

Input	Display	Confirm by pressing
1	0.01	SUB-TOTAL
1 9 0 0 0	19.000	CASH

Example 2: VAT rate 2 is 7%



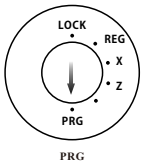
Refer to instructions in Example 1.

Input	Display	Confirm by pressing
2	0.02	SUB-TOTAL
7 0 0 0	7.000	CASH

6.4 Programming a percentage discount

You can enter a discount value from 0.00 to 99.99%.

Example: 10% discount



- Set the key to PRG
- Enter the discount value as 4 -digits (10% = 1000).
- Confirm by pressing % -

Input	Display	Confirm by pressing
1 0 0 0	10.00	% -

6.5 Programming departments (DP)

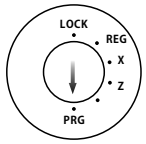
Eight departments can be programmed for the sixteen departments.
On leaving the factory, Departments 1 to 8 are already assigned VAT rate 1 at 19% and Departments 9 to 16 are assigned VAT rate 2 at 7%.
All the departments are set up as an itemised department with free pricing.
If these settings correspond with those you need, no adjustments to the programme are necessary at this point.

6.5.1 Programming department status and fixed price

Department status (3-digit)

1st digit	
Itemised department	0
Single item department	1
2nd + 3rd digit	
No VAT 00	00
VAT rate 1	01
VAT rate 2	02
VAT rate 3	03
VAT rate 4	04
Price entry	
Free pricing	000
Fixed price	Enter the price with the number of decimal places

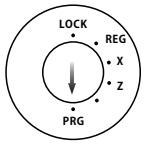
Example 1: DP1 should be set-up as an itemised department at VAT rate 1 (19%) and without a fixed price.



- Set the key to PRG
- Enter status S1 and S2 as 3 digits and confirm by pressing CHECK
- Enter fixed price or free pricing Assign the progra -mmed settings to the dep -artment by pressing the corresponding DP key, in this case: DP 1

Input	Display	Confirm by pressing
0 0 1	0.01	CHECK
0 0 0	0.00	DP 1

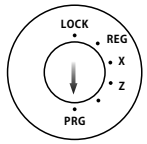
Example 2: DP2 should be set-up as an itemised department at VAT rate 2 (7%) and with a fixed price of 5.00 € (system option 1 in default setting: 2 decimal places).



- Set the key to PRG
- Enter status S1 and S2 as 3 digits and confirm by pressing CHECK
- Enter fixed price or free pricing Assign the progra -mmed settings to the dep -artment by pressing the corresponding DP key, in this case: DP 2

Input	Display	Confirm by pressing
0 0 2	0.02	CHECK
5 0 0	5.00	DP 2

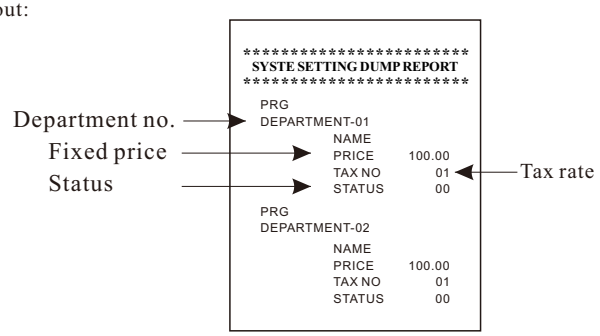
6.5.2 Printing the department programme



- Set the key to PRG
- Press 8 6 times
- Confirm by pressing CASH

Input	Display	Confirm by pressing
8 8 8 8 8 8	8888.88	CASH

Example printout:



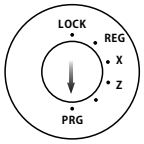
6.6 Programming the PLU (price look up)

99 PLUs can be programmed for the 200 PLUs .
PLUs are programmed in two steps:

- Enter the price and department assignment for all PLUs.
- Enter the PLU status and department assignment for all PLUs. (Not necessary if the PLU is operated with a fixed price.)

6.6.1 Programming the price and department assignment

Example: PLU 12 must be priced at 2.50 € and is assigned to Department 1.



	Input	Display	Confirm by pressing
• Set the key to PRG			
• Press X/TIME	X/TIME	P001 0.00	
• Enter the required PLU number			
• Confirm by pressing PLU	1 2	P 12 0.12	PLU
• Enter the fixed price of the PLU and assignment it to the department required by pressing the relevant department key DP 1	0 0 0	2.50	DP 1
The next PLU automatically appears in the display.		P 13 0.00	X/TIME
• Proceed in the same way for the other PLUs.			
• Conclude input by pressing X/TIME			

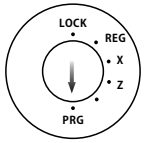
6.6.2 Programming the PLU status and department assignment

Note: This step is only necessary for PLUs which should also be able to operate with free pricing.

PLU status (1 digit)

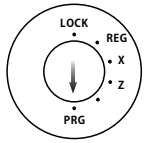
Fixed price only	0
Also with free pricing	1

Example: In the case of PLU 12 (Department 1), free pricing is permitted.



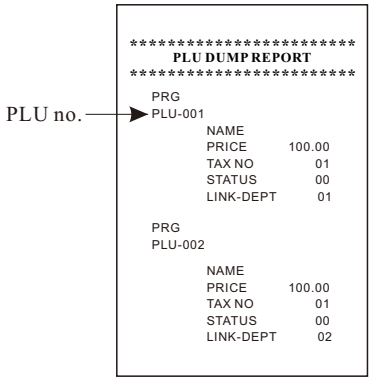
	Input	Display	Confirm by pressing
• Set the key to PRG			
• Press PO			
• Enter the PLU number to be programmed	PO	P001 0.00	
• Confirm by pressing PLU	1 2	P 12 0.12	PLU
• Enter the PLU status			
• Confirm by pressing the relevant department key DP 1	1	0.01	DP 1
The next PLU automatically appears in the display.		P 13 0.00	PO
• Proceed in the same way for the other PLUs.			
• Conclude input by pressing PO			

6.6.3 Printing the PLUs programmed



	Input
• Set the key to PRG	
• Press PLU	PLU

Example printout:



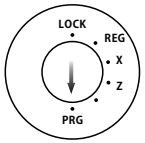
PLU no. →

6.7 Programming foreign currencies

A maximum of 4 foreign currencies can be programmed.
The following information must be entered for the programming process:

- Foreign currency identification (1, 2)
- Number of decimal places for the exchange rate (EXP): 0 to 8 decimal places are possible
- Decimal places for the foreign currency (DP): 0 to 3 decimal places are possible
- Exchange rate (RATE): 6-digit entry from 000001 to 999999

Example: Foreign currency no. 1: Euro to US Dollars (1 USD = 0.76494 EURO) as foreign currency no. 1



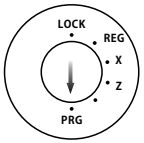
	Input	Display	Confirm by pressing
● Set the key to PRG			
● Enter the foreign currency identification, here: 1	1	0.01	FC
● Confirm by pressing FC			
● Enter ● EXP, here: 5 ● DP, here: 2 ● RATE, here: 076494	5 2 0 7 6 4 9 4	520764.94	CASH
● Confirm by pressing CASH			

6.8 System options

The basic program settings of the cash register are stored in the system options.

6.8.1 Programming system settings

Example: Change the time display to the 12-hour format.



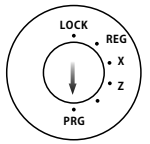
	Input	Display	Confirm by pressing
● Set the key to PRG			
● Enter the system option number and status number (2 or 3 digits)	4 1	41	RA
● Confirm by pressing RA			

Note: The default settings appear in bold print.

System option	Status	Setting
1	0	Decimal point position: 0 (no point)
	1	Decimal point position: 0.0
	2	**Decimal point position: 0.00**
	3	Decimal point position: 0.000
2		(reserved)
3	1	Net price (exclusive of tax)
	2	**Gross price (including tax)**
4	**0**	**Time: 24-hour format**
	1	Time: 12-hour format
5	**0**	**Print total taxable amount: No print**
	1	Print total taxable amount: Print
6	**0**	**Print net total for each tax rate: No print**
	1	Print net total for each tax rate: Print
7	0	Date format: Month-Day-Year
	1	**Date format: Day-Month-Year**
8	**0**	**Clerk system not active**
	1	Clerk system active
9	**0**	**Clerk log on not active after each transaction**
	1	Clerk log on active after each transaction
10	0	Print extra line "Net Total": No print
	1	**Print extra line "Net Total": Print**
11	**0**	**Zero skip printing for Z-report**
	1	No zero skip printing for Z-report
12		(reserved)
		- Continued on next page -
13	0	No special European rounding Rounding occurs after pressing the SUB-TOTAL and CASH keys. If no special European rounding has been selected, rounding is performed according to commercial 5/4 rounding: If the first decimal place to be rounded is a 0, 1, 2, 3 or 4, the number is rounded down. If the first decimal place to be rounded is a 5, 6, 7, 8 or 9, the number is rounded up.
	1	European rounding: Switzerland 0.01 – 0.02 = 0.00 0.03 – 0.07 = 0.05 0.08 – 0.09 = 0.10

System option	Status	Setting
	2	European rounding: Sweden 0.00 – 0.24 = 0.00 0.25 – 0.74 = 0.50 0.75 – 0.99 = 1.00
	3	European rounding: Denmark 0.00 – 0.12 = 0.00 0.13 – 0.37 = 0.25 0.38 – 0.62 = 0.50 0.63 – 0.87 = 0.75 0.88 – 0.99 = 1.00
14	**0**	**Printing of an additional bill permitted**
	1	Printing of an additional bill not permitted
15	**0**	**Z1 and Z2 counters are not deleted after Z-financial report printout**
	1	Z1 and Z2 counters are deleted after Z-financial report printout
16	0	Grand Total is not deleted after Z1 financial report printout
	1	**Grand Total is deleted after Z1 financial report printout**
17	**0**	**Grand Total is not printed on the financial report**
	1	Grand Total is printed on the financial report
18	**0**	**Receipt mode**
	1	Journal mode (the winding reel is driven)
19	**0**	**Basic currency is the local currency (amount ÷ conversion factor)**
	1	Basic currency is foreign currency (amount × conversion factor)
20	**0**	**Refunds are printed on the financial report**
	1	Refunds are not printed on the financial report
21	**0**	Logo print on the receipt
	1	Logo no print on the receipt

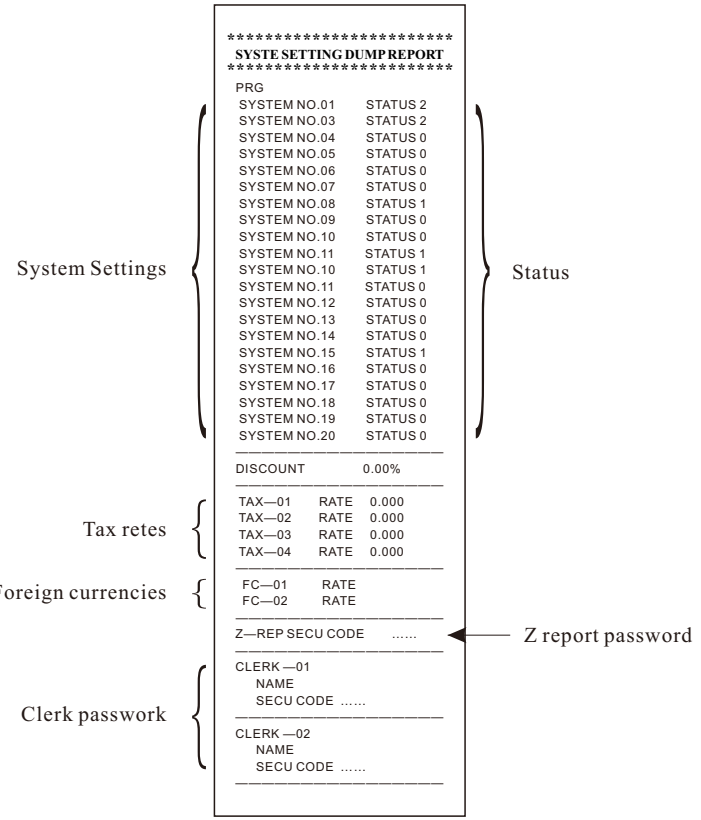
6.8.2 Printing the system options (dump report)



- Set the key to PRG
- Press [9] 6 times
- Confirm by pressing [CASH]

Input	Display	Confirm by pressing
9 9 9 9 9 9	9999.99	CASH

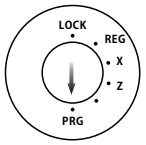
Example printout:



7 Clerk System

The default setting for the clerk system is deactivated (refer to System Option 8).

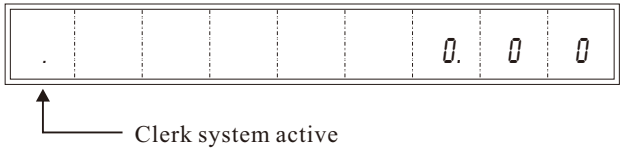
7.1 Activating the clerk system



- Set the key to PRG
- Press [8] and [1]
- Confirm by pressing [RA]

Input	Display	Confirm by pressing
8 1	0.81	RA

When the clerk system is activated, a dot appears in the display:



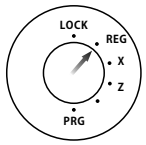
7.2 Clerk system without a password

Condition: The clerk system is activated.
If no password has been programmed for a clerk, that clerk logs on at the cash register with his clerk number.

7.2.1 Clerk log-on with clerk number

Note: A maximum of 8 clerks can be registered in the system.

Example: Clerk no. 6 logs on.

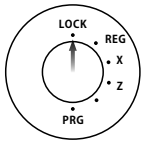


- Set the key to REG
- Enter the 1-digit clerk number
- Confirm by pressing [CLERK]

Input	Display	Confirm by pressing
6	0.06	CLERK

7.2.2 Clerk logs off

Example: A salesperson logs off.



- Set the key to OFF

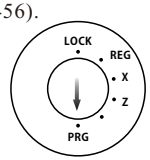
Note: System option 9 can be configured so that a clerk must log on again after each registration which is completed.

7.3 Clerk system with password

It is possible to protect clerk log on codes by means of a password.
In this case, clerks log on by entering their respective clerk number and an additional password.
The password is a 6-digit code . The clerk number and password thus comprise the 4-digit clerk code.

7.3.1 Programming a clerk password

Example: Programming the password for clerk no. 1 (password: 123456) and clerk no. 2 (password: 123 456).



- Set the key to PRG
- Access the clerk password programming mode: press [4] 6 times
- Confirm by pressing [CASH]

Input	Display	Confirm by pressing
4 4 4 4 4 4	4444.44	CASH

Enter all the passwords in sequence (max. 8 passwords):

- Enter the 7-digit clerk code (1-digit clerk number and 6-digit password) and conclude by pressing [CLERK]

Input	Display	Confirm by pressing
1 1 2 3 4 5 6	11234.56	CLERK
1 1 2 3 4 5 6	11234.56	CLERK

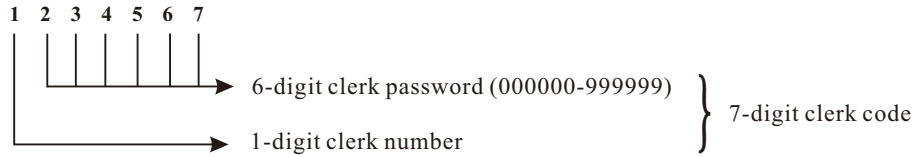
- Exit from clerk password programming mode: press [CLEAR]

CLEAR

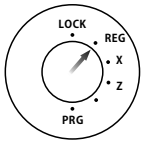
Note: If 000 is entered as the password for a clerk, the clerk system once again operates without a password for this clerk.

7.3.2 Clerk log-on with clerk number and clerk password

Structure of the clerk code



Example: Clerk no 1 logs on with password "145689" (clerk code: 145689).



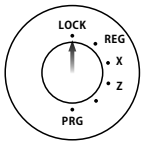
- Set the key to REG
- Enter the 1-digit clerk number
- Enter the 6-digit clerk password
- Confirm by pressing [CLERK]

Input	Display	Confirm by pressing
1		
1 4 5 6 8 9	1456. 89	CLERK

Clerks remain logged on until they log off properly (see below).
Note: If an incorrect password is entered, error message "SEC Code" appears in the display.

7.3.3 Clerk logs off

Example: A salesperson logs off.

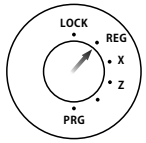


- Set the key to OFF

Note: System option 9 can be configured so that a clerk must log on again after each registration which is completed.

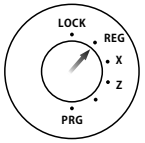
8 Operation

Set the key switch to REG for all operating processes.
Note: Incorrect input or error states (acoustic signal) can be cleared by pressing the [CLEAR] key.



8.1 Registering departments

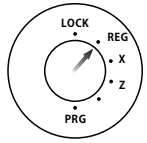
Always enter the price without a decimal point!
Note: The price may only contain a maximum of 7 digits.
Example 1: A PLU from department 1 with a value of 1.00 € must be registered.



- Enter the price
- Assign the department by pressing the relevant department key

Input
1 0 0
DP 1

If the same PLU should be registered several times:
Example 2: A PLU from department 3 € with a value of 3.00 must be registered twice.



- Enter the quantity
- Confirm by pressing [X/TIME]
- Enter the price
- Assign the department by pressing the relevant department key

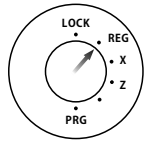
Note: The sum of Quantity x Price must not be greater than maximum capacity of the report memory!

Input
2
X/TIME
3 0 0
DP 3

8.2 Registering negative departments

When a PLU is returned, initiate the negative registration by pressing the [RETOUR/-] key and register the returned PLU in the normal way.

Example 3: Two pieces of a PLU from department 3 with a value of 3.00 € are returned.



- Initiate registration of a negative department by pressing the [RETOUR/-] key.
- Register the PLU in the normal way.

Input
RETOUR/-
2
X/TIME
3 0 0
DP 3

Example receipt:

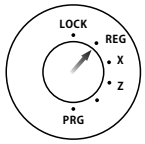
```
************************
     YOUR RECEIPT
************************
    CLERK#01
    2.x          3.00
    DEPT03          6.00
    2.x          -3.00
    DEPT03          -6.00
```

8.3 Registering PLUs

Always enter the price without a decimal point!
Note: The price may only contain a maximum of 7 digits.

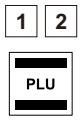
8.3.1 Registering PLUs with a fixed price

Condition: The PLU has been programmed with a fixed price.
Note: The PLU number may be a maximum of 3 digits.
Example 1: PLU no. 12 must be registered.

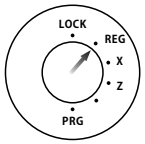


- Enter the PLU number
- Press the [PLU] key

Input



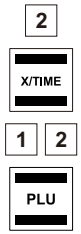
If the same PLU should be registered several times:
Example 2: PLU no. 12 must be registered twice.



- Enter the quantity
- Confirm by pressing [X/TIME]
- Enter the PLU number
- Press the [PLU] key

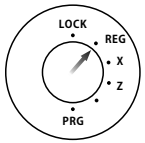
Note: The sum of Quantity x Price must not be greater than maximum capacity of the report memory!

Input



8.3.2 Registering a PLU with free pricing

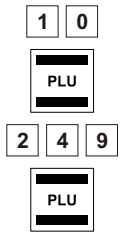
Condition: The PLU to be registered is programmed for free pricing.
Example 3: PLU no. 10 with a price of 2.49 € must be registered.



- Enter the PLU number
- Press the [PLU] key
- Enter the price
- Press the [PLU] key

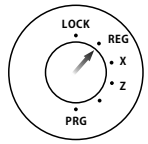
Note: The sum of Quantity x Price must not be greater than maximum capacity of the report memory!

Input



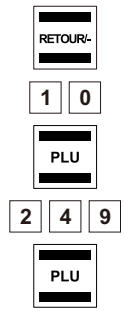
8.3.3 Registering negative PLUs

When a PLU is returned, initiate the negative registration by pressing the [RETOUR/-] key and register the returned PLU in the normal way.
Example 4: PLU no. 10 with a price of 2.49 € is returned.



- Initiate registration of a negative department by pressing the [RETOUR/-] key.
- Register the PLU in the normal way.

Input



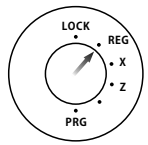
Example receipt:

```
*************************
      YOUR RECEIPT
*************************
CLERK#01
PLU10          2.49
PLU10         - 2.49
SUBTOTAL       0.00
TOTAL          0.00
CASH           0.00
```

8.4 Concluding receipts / Methods of payment

Note: Different methods of payment (tender media) cannot be used within one transaction!
A registration can only be concluded by one tender medium.

8.4.1 Payment by cash



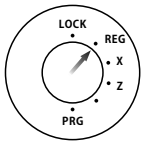
- Press the [SUB-TOTAL] key to display and print the subtotal
- Enter the amount paid
- Conclude the receipt and print by pressing [CASH]

Input

(option)

Amount paid

8.4.2 Payment by EC card / check



- Press the SUB-TOTAL key to display and print the subtotal
- Enter the amount paid
- Conclude the receipt and print by pressing CHECK

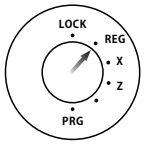
Input

SUB-TOTAL (option)

Amount paid

CHECK

8.4.3 Payment by credit card / credit approval



- Press the SUB-TOTAL key to display and print the subtotal
- Enter the amount paid
- Conclude the receipt and print by pressing CARD

Input

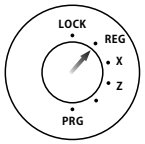
SUB-TOTAL (option)

Amount paid

CARD

8.5 Foreign currency payment

A customer pays a bill amounting to 15.- Euro with 20 US Dollars.



CLERK

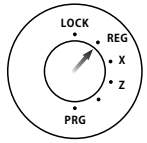
- When all the PLUs have
- been registered, press the SUB-TOTAL key to produce the subtotal.
- Enter the foreign currency
- identification (here: US-Dollar =foreign currency identification 1) and press the FC key.
- Enter the amount received in the foreign currency and conclude the receipt. The change payable is displayed in the foreign currency.
- Then press the FC key to convert the change payable to the local currency.

Example: The customer receives either 30 Euro Cents or 39 US Cents change.

Input	Display	Confirm by pressing
SUB-TOTAL	15. 00	
1	1	FC
	19.61	
2 0 0	20.00	CASH
0		
	0.39	
FC	0.30	

8.6 Registering a discount as an amount

Example: A discount of 5,00 € is to be granted on a sale.



- Register the PLUs.
- Enter the amount granted as a discount.
- Press RETOUR/- .
- Continue with the registration.

Input

5 00

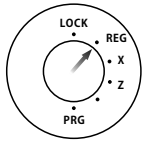
RETOUR/-

8.7 Registering a discount as a percentage

A percentage discount can be assigned to a single item registration or a subtotal.

8.7.1 Registering a percentage discount on a PLU

Example: A percentage discount of 5% is to be granted on a PLU.



- Register the PLU on which the percentage discount is to be assigned.
- Enter the percentage rate.
- Press % - .
- Continue with the registration.

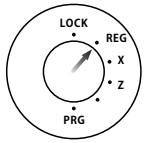
Input

5

% -

8.7.2 Registering a percentage discount on a subtotal

Example: A percentage discount of 7% is to be granted on a total sale.



- Register all the PLUs.
  Press the SUB-TOTAL key to produce the subtotal.
- Enter the percentage rate.
- Press % - .
- Conclude the registration by pressing CASH .

Input

SUB-TOTAL

7

% -

8.8 Error Correction and Void

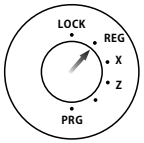
Faulty registrations can be corrected immediately after entry or later in the transaction.

8.8.1 EC

The last item entered during a registration can be corrected directly.

8.8.2 Normal void

PLUs can be deleted as long as the registration has not yet been concluded.
Example: PLU no. 20 (fixed price item) has been registered and should be corrected immediately. However, more items have been registered in the meantime.



- Press VOID
- Register the PLU to be cancelled again.

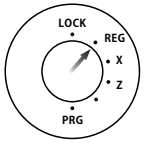
Input

VOID

2 0 PLU

8.9 Refund / Void

Registrations completed some time ago can be reverted as follows:
Example: PLU no. 50 (fixed price item) was purchased by a customer and later returned (refund).



- Press RETOUR/-
- Register the returned item again.
- Conclude the process by pressing the CASH key.

Input

VOID

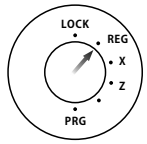
5 0 PLU

SUB-TOTAL (option)

CASH

8.10 Received on account operations

Example: 10.00 € are paid in.



- Enter the amount paid into the cash register (max. 7 digits).
- Confirm by pressing RA

Input: 1 0 00

Display: 10. 00

Confirm by pressing: RA

Example receipt:

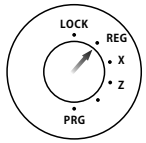
```
**************************
      YOUR RECEIPT
**************************

RECO ACCT          10.00
CASH               10.00

**************************
      THANK YOU
**************************
```

8.11 Paid out operations

Example: 5.00 € are paid out.



- Enter the amount removed from the cash register (max. 7 digits).
- Confirm by pressing PO

Input: 5 00

Display: 5.00

Confirm by pressing: PO

Example receipt:

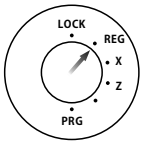
```
**************************
      YOUR RECEIPT
**************************

PAIDOUT            -5.00
CASH               -5.00

**************************
      THANK YOU
**************************
```

8.12 Printing function

A number containing up to 7 digits can be printed on the receipt, e.g. a customer number.
Example: The sequence of digits 1234567 should be printed on the receipt.



- Enter the number (max. 7 digits)
- Confirm by pressing [#/NS]
- Continue with the registration in the normal way.

Input	Display	Confirm by pressing
1 2 3 4 5 6 7	12345.67	#/NS

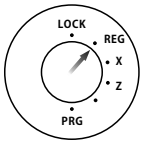
Note: The entry does not influence the report memory.
Example receipt:

```
*************************
      YOUR RECEIPT
*************************

   CLERK#01
    No Sale        1234567
    PLU1           1.25
    SUBTOTAL       1.25
```

8.13 Opening the cash drawer without a sale

Example: The cash drawer needs to be opened.



- Press [#/NS]

Input: #/NS

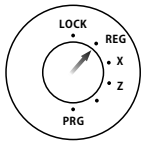
Note: The number of times the drawer is opened is recorded in the report memory and printed in the financial report.

Example receipt:

```
*************************
      YOUR RECEIPT
*************************

   CLERK#01
   No Sale
```


8.14 Printing a receipt on/off



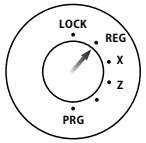
- Press [Receipt ON/OFF]

Input: Receipt ON/OFF

Note: If the print receipt function is switched off, a dot lights up in the display at the 2nd position.

8.15 Printing a copy of the receipt

If the receipt printing function has been switched off via the Receipt ON/OFF key, a copy of the last receipt can be printed later.



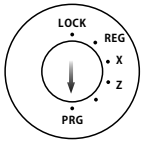
- Press [Receipt ISSUE]

Input: Receipt ISSUE

9 Training Mode

You can set the cash register to Training mode to practice using it without the registration processes and transactions being transferred to the report memory.

9.1 Activating Training mode

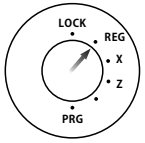


- Set the key to PRG
- Press [6] 6 times
- Confirm by pressing [CASH]

Input	Display	Confirm by pressing
6 6 6 6 6 6	6666.66	CASH

Note: If Training mode is activated, a dot lights up in the display at the 6th position.

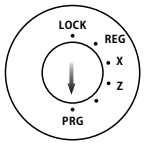
9.2 Practising in Training mode



- Set the key to REG
- Practise operations using the cash register (refer to Chap. 10)

Note: No reports can be printed in Training mode.

9.3 Deactivating Training mode



- Set the key to PRG
- Press [5] 6 times
- Confirm by pressing [CASH]

Input	Display	Confirm by pressing
5 5 5 / 5 5 5	5555.55	CASH

10 Cash Register Reports

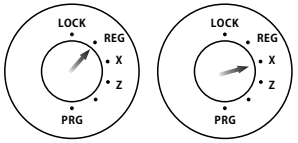
The cash register stores all the department or item-related sales transactions. Sums received on account, paid out, payments made in cash, by EC cards, on credit or in foreign currencies are stored and totalled. Similarly, opening the drawer for no sale requirements, refunds, discounts and corrections/voids are also stored. This data can be printed out in various ways in cash register reports.

10.1 Basic information

Cash register reports can be printed as X or Z-reports.

- X-reports are intermediate reports which can be printed out several times because the respective memory is not deleted after printing such reports. The key switch must be set to position X to print X-reports.
- Z-reports must be kept for the revenue authorities. When a Z-report is printed, the respective memory is deleted, which means that the grand total is reset to zero. Therefore, Z-reports can only be printed once. The key switch must be set to position Z to print Z-reports.

10.2 Overview of cash register reports



		Type of report	Print by pressing
X1	Z1	Day's financial report	CASH
X	Z	PLU report, day	PLU
X	Z	Clerk report	CLERK
X2	Z2	Monthly financial report	9 9 / CASH
X	Z	Training report	8 8 / CASH

11 Eliminating Problems

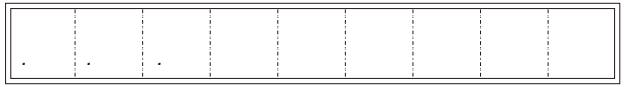
11.1 Error messages in the display

Error messages appear in the display in the case of incorrect operation.

Error message	Cause	Corrective measure
E	Wrong key pressed.	Press [CLEAR] to clear error message. Then press the correct key.
SEC_odE	A password has been programmed for clerk log-on.	Press [CLEAR] to clear error message. Enter the 1-digit clerk number and 6-digit clerk password. Conclude by pressing [CHECK] .

11.2 Display indicators

The activation or deactivation of certain functions is indicated in the display by the respective dot.



- Training mode is activated (refer to Chap. 9)
- Receipt printing is deactivated (refer to Chap. 8.14)
- Clerk system is activated (refer to Chap. 7)

Possible cause	Corrective measure

11.3 Printer malfunction

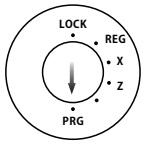
In the event of a printer malfunction, switch off the cash register immediately and disconnect the power plug from the power socket.

Possible cause	Corrective measure
The paper roll is not inserted correctly. There is a foreign body in the printer mechanism.	Insert the paper roll again. Remove any foreign bodies. **Attention:** Remove the foreign body very carefully. Do not use a knife, screwdriver or anything similar. Never use force. This could damage the printer mechanism.

Switch the cash register on again and complete a registration. If the printer error continues to occur, contact the service centre.

11.4 Resetting the cash register to its default settings

Attention: This operation resets the cash register to its default status and deletes all the programmed settings,cash register reports and report memories!



- Set the key to PRG
- Press [CLEAR]
- Enter the following sequence of digits: 9 5 1 7
- Confirm by pressing [RA]

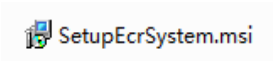
Input	Display	Confirm by pressing
CLEAR		
9 5 1 7	9517	RA
		CLERK

12 PC Software Instruction

There is a CD disc besides the ECR machine. It includes PC software. Users could edit data, make system configuration, upload and download data, print reports and backup data with this software.

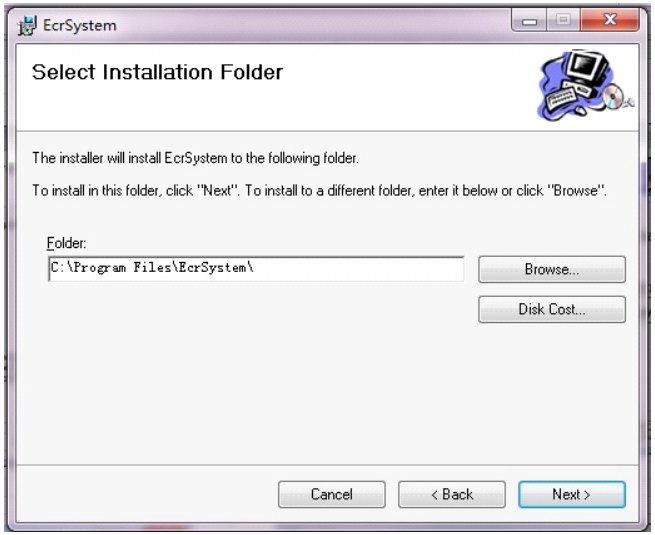
12.1 Install the Program

1. Double click on the file “setup.exe”

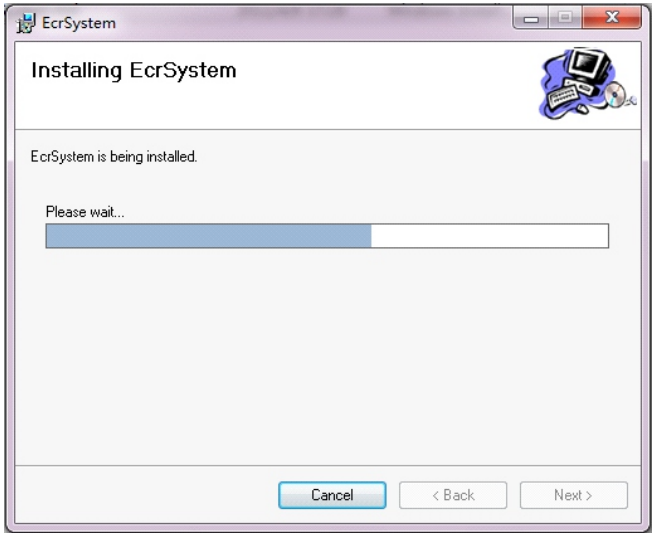


2. Installing…

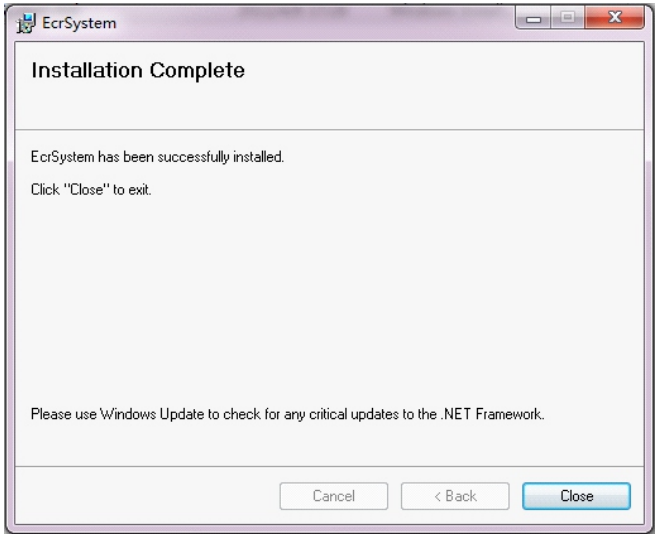
3. Click on [Next]



4. Click on [Next]



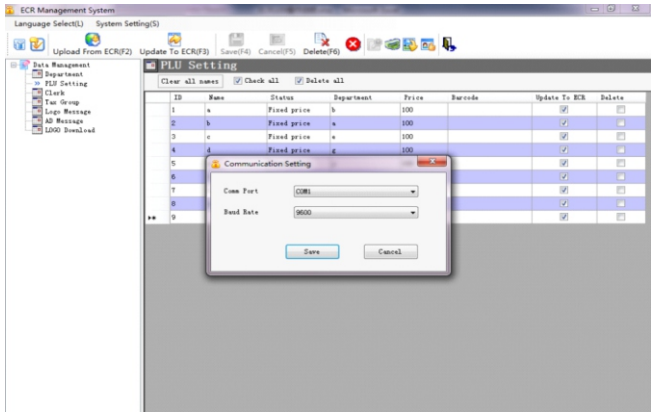
5 Click on [Finish]



12.2 Communication Setting

The ECR communicates with PC software through COM port. Then the baud rate of PC software should be configured to be the same as ECR machine.

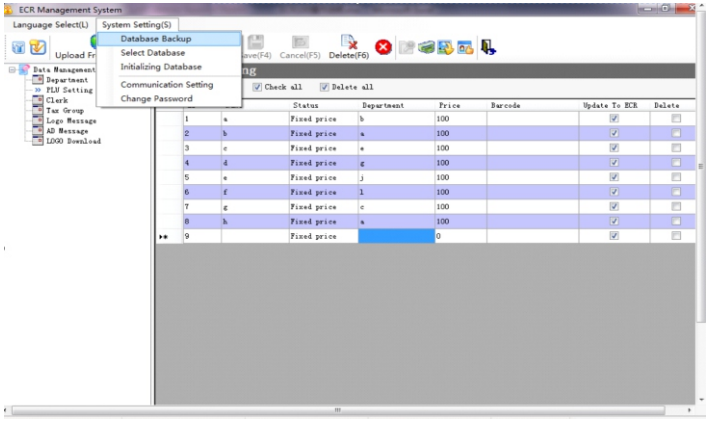
Click on “Communication Setting” in the left-side navigator. Select the correct COM port (per actuality) and 9600 baud. Click “Save” to save changes.



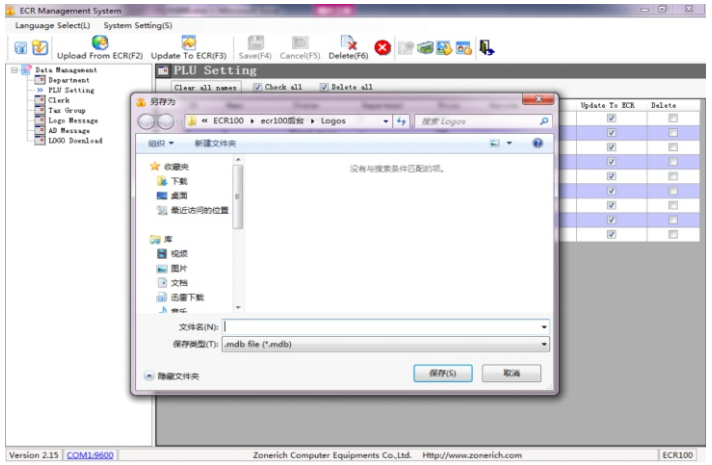
12.3 Data Backup and Recovery

In order to prevent data lost, please backup your data, do it as follows:

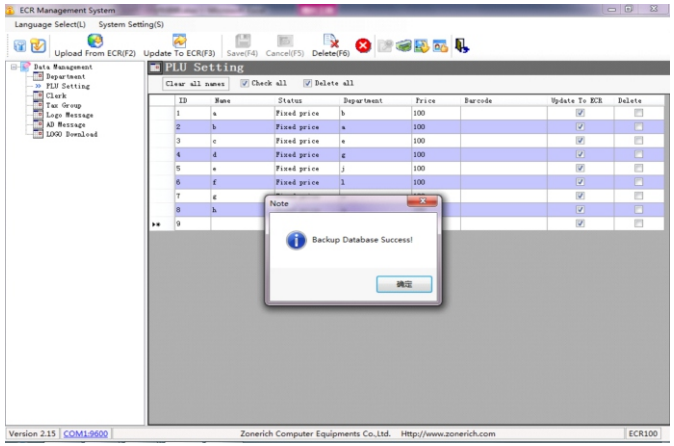
1. right click " system setting", choose " data backup"



2.save the data in your liking disk with a name.

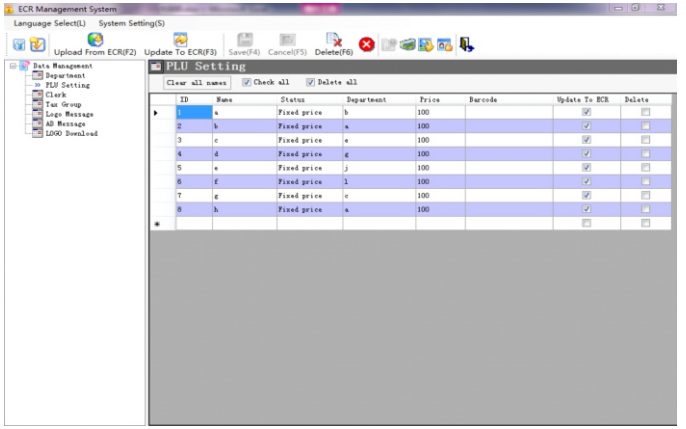


3. after the operate, it will come out " data backup success"



12.4 commodity information input

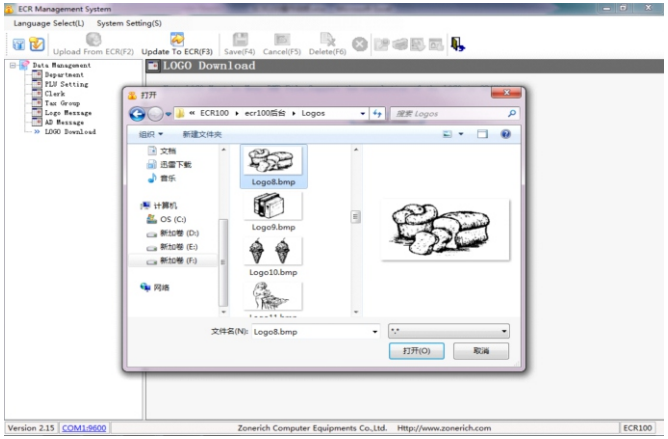
commodity information include DEP, TAX, CLERK, PLU
please set 4kinds of tax firstly, then set 8clerks, 16DEPS, then set 200PLU. After all the setting, please click "updata to ECR", as follows:



12.5 download LOGO

ECR100 can print LOGO, you can download your LOGO from your PC to ECR (LOGO size:BMP mono color, 382*200 pixel, one ECR can download only one LOGO)

1. click “LOGO Download”--->"Select file", choose the picture(logo)
2. click “Update to ECR”, then it will to your ECR.



12.6 Receipt title logo message and tail AD message setting

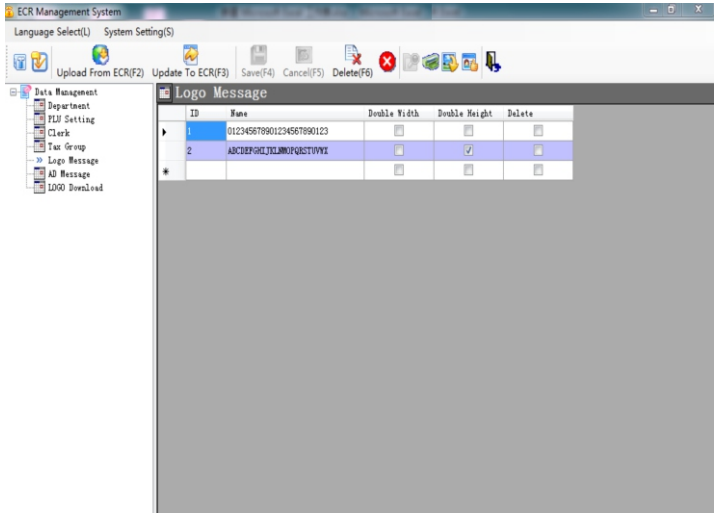
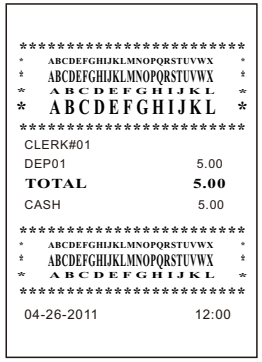
By this software, users can add contact and AD info through logo message and AD message.

There are maximum 4 rows, 24 characters per row or 12 double width characters.

How to operate:

1, Click logo Message,input logo message in the right form. Select Double Width and Double Height to modify font， click Update to refresh ECR Logo message.

The method to download tail AD message is same as above.



Example: