OfficeMaster

User Guide

CMS 118LD *Electronic Cash Register*

⚠ **Please Read This Before Proceeding**

3 new "AA" batteries must be installed in the cash register to prevent data and user-programmed settings from being erased in the event AC power is disconnected, or in case of power failure.

CONTENTS

FEATURES - Operational

Departments : 8
PLU : 99
Clerks : 8 (4 digits programmable)
Tenders : 3
TAX System : Inclusive / Exclusive GST or VAT
DECIMAL System : Zero (0) to three (3) decimal places
Discount : 0 – 99.99%
Security codes : 4 digits (programmable)

FEATURES - Management Reports

X – position : Financial, PLU & Clerk report
Z – position : Financial, PLU & Clerk report

FEATURES - Technical

Display : 9-digit LCD (liquid crystal display)
Printer : Epson model – 31
Print method : Character selection type
Print speed : 0.7 lines per second
Width : 13 columns
Paper width : 57millimetres +/- 0.5 millimeters

Safety notes & precautions

This cash register is exclusively intended for use in processing cash register business indoors. Any other use is considered unintended use.

Ensure that the mains power supply corresponds to that specified on the rating label of the ECR.

Use only **batteries of the same type** as supplied! Use of other types may cause malfunction.

Install the supplied batteries according to the polarity (as displayed on the battery compartment).

Dispose off the batteries in an environmentally friendly manner, according the local regulation.

Never insert objects, such as screwdriver, paper clip, etc. in the ECR. This could damage the ECR and exposes you to the risk of an electric shock.

Never attempt to repair the ECR yourself. Repairs by authorised service agent only.

Do not expose the ECR to extreme temperatures. E.g. – direct sunlight, cooking equipment, etc.

Do not place the ECR next to liquid dispensing equipment e.g.. wash basin, soda machine, etc.

Clean any dust from the cash register by wiping it gently with a dry cloth. Never use water or solvents such as thinner, spirits, etc.

Operation notes

Locate the batteries compartment and control switch under the printer lid.

Data Backup Batteries

Three new "AA" batteries must be installed in the cash register to prevent data and user-programmed settings from being erased from the memory in the event AC power is switched off, or accidentally disconnected, or in case of power failure.

Cash Register Memory Clearance

The CMS-118LD requires a daily clearance of the Departments Memory. If the Departments are not cleared by Z-Report' daily, Department keys will not operate and you will have to re-program your machine.

Printer mechanism

To ensure long, trouble-free operation, observe the following instructions:

- Never
  - print without any paper installed.
  - pull the paper while printer is operating.
  - use poor quality paper.
  - insert used paper rolls.
  - tamper with the printer using hard objects.
  - move the printer drive by hand.

- Pay attention to the markings indicated at the end of the paper roll. Change the paper roll immediately.
- Have the cash register / printer mechanism serviced regularly by an authorised service agent.

Getting started

► Connecting to the power supply

Before connecting the cash register to the mains power supply, please make sure that the voltage and frequency specified on the rating label matches with the local power supply.

Safety note: The power outlet must be near the cash register and easily accessible. This allows you to disconnect the power supply to the cash register quickly in case of emergency.

Data retention: With data backup batteries installed, all data in the machine is retained when the power supply is disconnected. The length of time data will be retained without continuous mains power supply depends on the level of power available in the batteries.

► Installing batteries

Install the batteries supplied to ensure that data is retained in the event of a power failure.

1. Open the printer lid.
2. Insert the three AA round cell batteries.
3. Pay attention to the correct polarity of the batteries.
4. Close the printer lid.

Replacing batteries: To ensure data retention, replace the batteries once a year with the cash register switched on.

► Installing paper roll

1. Open the printer lid. Insert a paper roll of 57mm width and max. 70mm diameter.
    Do not use recycled paper because this may cause the printer to wear more quickly.
2. Feed the end of the paper end, which has been cut straight, into the printer mechanism and press the FEED key until approx. 10cm has been transported.
    For **calculation mode** use, thread the paper strip through the slot in the printer lid and tear off the paper on the lid's tear-off edge. Replace the printer lid.
    For **journal mode** use, thread the paper strip in the paper reel. Replace the printer lid.

► Using paper reel

1. Open the printer lid. Remove the paper reel.
2. Thread the end of the journal paper roll in the slit on the paper reel.
3. Place the paper reel into the reel guides provided.
4. To remove the journal paper after it has been rolled up on the reel, pull the paper reel off the journal paper roll.
5. Replace the paper reel. Close the printer lid.

Keypad layout

| CLERK | | -%
(discount) | CHARGE |

FEED	VOID	7	8	9	DEPT 4	DEPT 8	VAT (tax/shift)	CHECK
RA (received on a/c)	REF/- (refund)	4	5	6	DEPT 3	DEPT 7	ST/#/NS	
PO (paid out)	PLU	1	2	3	DEPT 2	DEPT 6		
C (clear)	QTY/ TIME	0	00		DEPT 1	DEPT 5	TOTAL (amount tendered)	
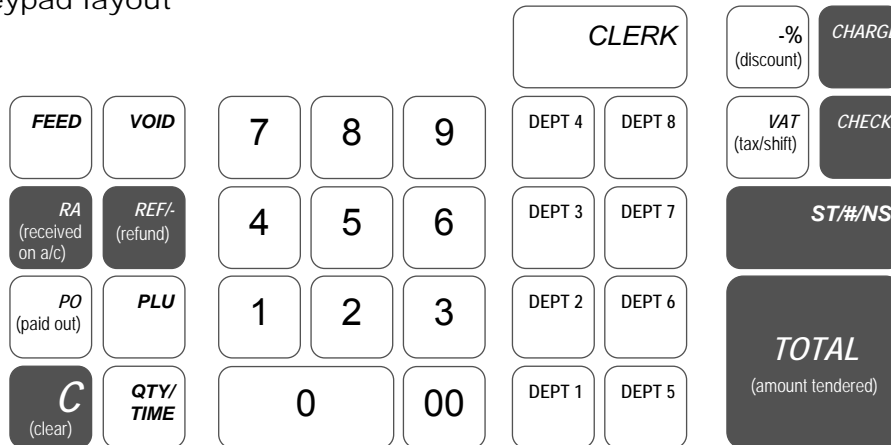
Finalizing Keys

TOTAL **Amount Tendered**
To finalize a cash transaction

CHARGE To finalize a transaction to credit card

CHECK To finalize a transaction to check

ST/#/NS ST **Sub-Total**
– to add up registrations
\# **Non Add**
– to add an invoice number to your receipt
NS **No Sale**
– to open drawer when no sale occurs

Negative Sales Keys

-% **Discount**
To do an item discount or a subtotal discount

REF/- **Refund**
To reverse a transaction, to reverse a registration

VOID **Void**
To immediately delete an incorrect registration

PO **Paid Out**
To remove cash from the drawer outside of a sale

RA **Received On Account**
To receive cash into the drawer outside of a sale

Function Keys

C To delete an incorrect entry
To clear en electronic error

QTY/TIME To multiply an amount, to display time

PLU **Price Look Up**
To register a pre-coded item

CLERK To sign staff on & off

VAT **Tax Shift**
To register an item with a different tax rate

DEPT **Departments 1 to 8**
To record sales entries

FEED Feeds the paper roll

0 to **9** & **00** Ten-keypad to input numbers

Electronic error

E.g. | E   0.00 | a continuous pip sound

1. An incorrect key was depressed.

2. An incorrect key sequence was entered.

Press the **C** clear button to exit.

Control switch

Locate the slide switch underneath the top cover in front of the printer to your left.

Open this cover.

OFF ●
R1 ●
R2 ●
X ●
Z ●
PRG ●

All transaction is performed with the Control Switch in the **R1 or R2** position.

OFF ●
R1 ●
R2 ●
X ●
Z ●
PRG ●
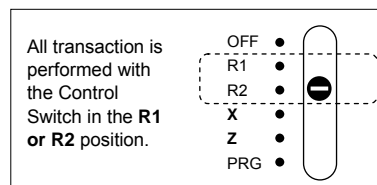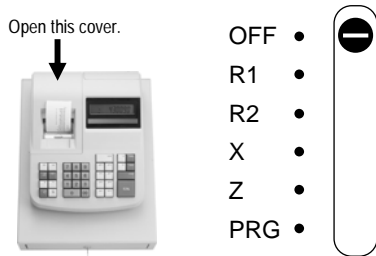
Paid Out Operation

• Use for petty cash
• Use to pay invoices

Enter the amount to pay out. Press the [**PO**] *paid out* button. E.g.　49.99　**PO**

Received On Account Operation

• Use for cash received where no item was sold

Enter the amount received. Press the [RA] *received on account* button.　E.g.　50.00　**RA**

Non-add Entry

• To record a number on the receipt that does not add to the transaction
• Use this in conjunction with the [**PO**] *paid out* key to record an invoice number

Enter number e.g.. 1234567 (seven digits maximum). Then press the　*ST/#/NS*　button.

Opening The Drawer

• To open the drawer without completing a transaction. Press the　*ST/#/NS*　button.

Recording transaction

To record an entry e.g.   1 x R10.00.

- Enter the price, e.g.. ⌴1⌴ ⌴0⌴ ⌴00⌴ = ten Rand
  (use the ⌴00⌴ button as your Rand button).

- Select a **DEPARTMENT** to record this amount.

  e.g.. ⌴DEPT 1⌴ = Groceries   ⌴DEPT 2⌴ = Butchery

- Press the ⌴ST/#/NS⌴ button to total all entries.

- Enter the amount that the customer tenders.

- Press the *amt tend* / ⌴TOTAL⌴ or ⌴CHECK⌴ or ⌴CHARGE⌴

  to finalize the transaction. The change amount will be displayed.

Department Registration ⌴DEPT 1⌴

```
         03.05.04  ──────► Date
                 .1.  ────► Clerk
  1      10.00
         10.00  ST  ──────► Total Entry
         20.00  CA  ──────► Amount Tendered
         10.00  CG  ──────► Change
         12-00  001 ──────► Receipt Number
```
Time

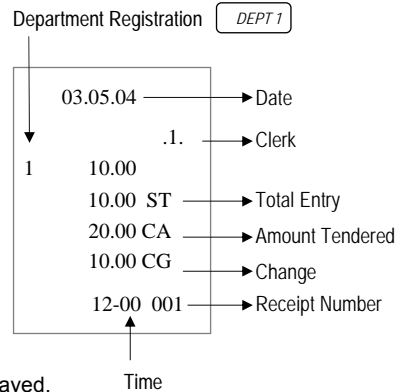## Recording transaction (multiple entry)

To record an entry e.g.   5 x R10.00 = R50.00

- Enter the quantity you are selling e.g.. ⌴5⌴ . Then press ⌴QTY/TIME⌴

- Enter the unit price e.g.. ⌴1⌴ ⌴0⌴ ⌴00⌴ = ten Rand

- Select a **DEPARTMENT** to record this amount.

- Press the ⌴ST/#/NS⌴ button to total all entries.

- Enter the amount that the customer tenders.

- Press the *amt tend* / ⌴TOTAL⌴ or ⌴CHECK⌴ or ⌴CHARGE⌴

  to finalize the transaction. The change amount will be displayed.

```
         03.05.04
                .1.

              5.   X
         10.00   @
  1      50.00
         50.00  ST
        100.00  CA
         50.00  CG

         12-05  002
```
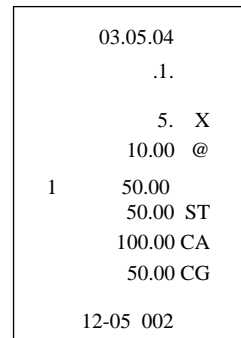
Delete / Adjust transaction (after finalizing the transaction)

- Press the ⌴REF/-⌴ refund button.
- Select the **DEPT** where this amount was recorded, e.g.. ⌴DEPT 1⌴ =Groceries   ⌴DEPT 2⌴ =Butchery
- Press the ⌴ST/#/NS⌴ button to total all entries.
- Enter the amount that the customer tenders on the number keypad.
- Press the amt tend/ ⌴TOTAL⌴ or ⌴CHECK⌴ or ⌴CHARGE⌴ to finalize the transaction.
- The entire transaction will be subtracted from your daily sales & grand total.

Delete Incorrect Entry (before finalizing the transaction)

• Press the **VOID** button; the amount on the display will be subtracted from the current transaction,

OR

• Press the **REF/-** button, enter the amount to be subtracted from the current transaction
and the press the relevant **DEPT** button.

• You can now re-enter the correct amount

• Press the **TOTAL** or **CHECK** or **CHARGE** to finalize the transaction.

• The change amount will appear on the display.

Recording Percentage Discount

To record an item percentage discount

• Enter the price on the number keypad.

• Select a **DEPT** to record this amount.

• Enter the percentage, e.g.. [1] [0] [00] = 10%

• Press the **-%** *discount* key. Press **ST/#/NS** key to total all entries.

• Enter the amount that the customer tenders on the number keypad.

• Press the **TOTAL** or **CHECK** or **CHARGE** to finalize the transaction.

• The change amount will appear on the display.

```
          03.05.04
             .1.
1        10.00
           10.00  %
           -1.00  -
1         5.99
          14.99  ST
          15.00  CA
          00.01  CG
      12-05  008
```


Recording Sub-total Percentage Discount

To record a sub-total percentage discount

• Enter the price on the number keypad.

• Select a **DEPT** to record this amount. Press **ST/#/NS** to total all entries.

• Enter the percentage, e.g.. [1] [0] [00] = 10%

• Press the **-%** *discount* button. Press **ST/#/NS** key to total all entries.

• Enter the amount that the customer tenders on the number keypad.

• Press the **TOTAL** or **CHECK** or **CHARGE** to finalize the transaction.

• The change amount will appear on the display.

```
          03.05.04
             .1.
2        10.00
          10.00  ST
          10.00  %
          -1.00  -
           9.00  ST
          20.00  CA
          11.00  CG
      12-10  009
```

Report Positions

All reports are performed in the X or Z position.

Control Switch

OFF ●
R1 ●
R2 ●
X ●
Z ●
PRG ●

- **X**- Position: Print reports **without resetting totals** zero.
  Reports are generated for enquiry purposes only.
- **Z**- Position: Print reports and **reset totals** to zero.
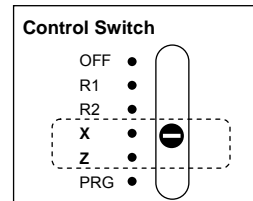
Financial Report

This report is a **total of the sales for the day**.

- Set the Control Switch to **X** or **Z** Report Position.   [**X** = No Reset   ;   **Z** = Reset]
- Press the TOTAL button.
- Included are totals on all function keys

Clerk Report

This report is a **total of sales for <u>each operator</u>**.

- Set the Control Switch to **X** or **Z** Report Position.   [**X** = No Reset   ;   **Z** = Reset]
- Then press the CLERK button.

PLU Report

This report is a **total of stock items sold**.

- Set the Control Switch to X or Z position.   [**X** = No Reset   ;   **Z** = Reset]
- Then press the PLU button.

Resetting Grand Total & Z Counter

To reset the grand total & Z counter

- Set the Control Switch to Z position. Type in 2   0 on the number keypad.
- Press the RA button.

Security Code For Z-report

To assign a security code to the Z-report function.

The 4-digit code will prevent unauthorized deleting of the sales totals.

- Set the Control Switch to **PRG** position.
- Type in your four-digit code. Then press the CHARGE button.

Caution: A record of this code must be kept in order to reprogram a
              new code if necessary.

NOTE:
Set the control switch to
the following position.

OFF ●
R1 ●
R2 ●
X ●
Z ●
PRG ●
Slide
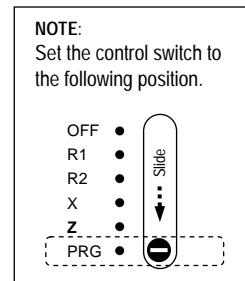
Activate Clerk System

To activate the clerk system.

• Set the Control Switch to **PRG**. Type in [4] [4] [4] [4] [4] on the ten-keypad.

• Enter [0] = Clerk system **active** or [1] = Clerk system **inactive**

• Press the [*TOTAL*] button to confirm.

> All programming is performed with the Control Switch in the **PRG** position.
>
> OFF ●
> R1 ●
> R2 ●
> X ●
> Z ●
> PRG ●

Activate Clerk Security Code

To activate the 3-digit security code.
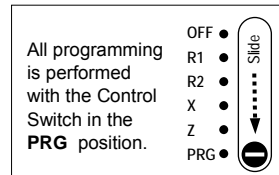
• Set the Control Switch to **PRG**. Type in [1] [1] on the ten-keypad.

• Enter [0] = allow the clerk number only, to begin a transaction.

     [1] = allow clerk number & 3-digit security code, to begin a transaction

• Press the [*RA*] button to confirm.

Preset Clerk Security Code

To preset a 3-digit security code for individual clerks.

• Set the Control Switch to PRG. Type in [4] [4] [4] [4] [4] [4] on the ten-keypad.

• Press the [*TOTAL*] button. Then enter the number of the clerk e.g.. (1-8 clerk numbers are available)

• Type in the 3-digit security code. Press the [*CLERK*] button. Then press the [*C*] key to finalize.

Setting Date & Time

To programme the date.

• Set the Control Switch to **PRG**. Enter date (ddmmyy) e.g.. 211205. Press the [*ST/#/NS*] button.

To programme the time.

• Set the Control Switch to **PRG**. Enter time (military std) e.g.. 1:00pm = 1300. Press the [*QTY/TIME*] key.
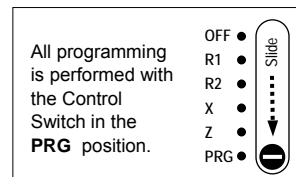
Currency Decimal Point

To programme the decimal point to your currency.

• Set the Control Switch to PRG. Press the number [1] key.

• Now enter the desired decimal place

     [0] = X.   [1] = X.X   [2] = X.XX   [3] = X.XXX

• Press the [*RA*] key to confirm setting.

Tax Systems – VAT / GST

To programme the tax system for VAT(Inclusive) or GST(Exclusive)

- Set the Control Switch to **PRG** position. Press the number [3] key.
- Now enter the desired tax system [1] = exclusive　　[2] = inclusive
- Press the **RA** key to confirm setting.

> All programming is performed with the Control Switch in the **PRG** position.
>
> OFF ●
> R1 ●
> R2 ●
> X ●
> Z ●
> PRG ●

Tax Rate

To programme the tax rate

- Set the Control Switch to **PRG** position. Then press the number [1] key.
- Next press the **VAT** button. Now enter the tax rate e.g. 14% = [1] [4] [0] [0] [0]
- Press the **TOTAL** button to confirm.

DEPT – Taxable/Non-taxable

To programme the departments to be taxable or non taxable.

- Set the Control Switch to **PRG** position. Then press the number [0] key.
- Now enter the desired tax status: [0] [1] = taxable; [0] [0] = non-taxable
- Press the **CHECK** button. Then enter a preset price [1]. Press the **DEPT** key = 1 to 8

DEPT – Presetting Price

To preset a price for a department.

- Set the Control Switch to **PRG** position. Enter the price (maximum 7 digits).
- Then press the **DEPT** key = 1 to 8.

PLU – Presetting Price

To preset a price for a price look up (PLU).

- Set the Control Switch to **PRG** position. The press the **QTY/TIME** key.
- Now enter the desired **PLU** number (maximum 1 to 99). Press the **PLU** key to confirm entry.
- Now enter the desired price (maximum 7 digits). Then press the **DEPT** key = 1 to 8
- Press the **QTY/TIME** key to confirm setting. *Note: A PLU must be linked to a department.*

OfficeMaster

Quick Programming Guide

CMS 118LD
Electronic Cash Register

All programming is performed with the control switch in the PRG position.

Locate it underneath the top cover in front of the printer to your left and slide switch to **PRG**.

↓ Open this cover.

OFF ●	Slide	Switch machine off
R1 ●		Record transactions for journal
R2 ●		Record transactions & print customer receipt
X ●		Print reports without resetting totals zero
Z ●		Print reports & reset totals to zero
PRG ●		Programme machine to your requirements

Date & Time Settings

Type in the date e.g.. (MM DD YY) e.g.. ｜3｜｜1｜｜0｜｜5｜｜0｜｜4｜ . Press the ｜ST/#/NS｜ key.

Type in the time – military std - e.g.. 1:00pm = ｜1｜｜3｜｜0｜｜0｜ . Press the ｜ TIME ｜ key.

Currency Decimal Point Setting

Press the number ｜1｜ key.

Enter decimal point ｜0｜ = X. ｜1｜ = X.X ｜2｜ = X.XX ｜3｜ = X.XXX . Press the ｜ RA ｜ key.

Tax Systems – GST/VAT Setting

Press the number ｜3｜ key. Enter tax system ｜1｜ = GST/exclusive ｜2｜ = **VAT/inclusive**.
Press the ｜ RA ｜ key.

Tax Rate Setting

Press the number ｜1｜ key.

Enter tax rate e.g.. 14% = ｜1｜｜4｜｜0｜｜0｜｜0｜ .

Press the ｜ TOTAL ｜ key.

Department : Taxable/Non-taxable

Press the number ｜0｜ key.

Enter tax status ｜0｜｜1｜ = Taxable ｜0｜｜0｜｜1｜ = Non-taxable .

Press the number ｜1｜ key. Then press the desired department key ｜ DEPT ｜ (1 to 8).

Presetting a price for PLU

Press the ｜ QTY ｜ key.

Enter desired PLU number = maximum 1 ~ 99. Press ｜ PLU ｜ .

Enter desired price = maximum 7 digits. Then press the desired ｜ DEPT ｜ key (1 to 8).

Press the ｜ QTY ｜ key again to confirm setting. ***Note***: A PLU must be linked to a department.

CAUTION !

Cash Register Memory Clearance

Please note that model CMS-108 requires a daily clearance of the Departments Memory. If the Departments are not cleared by Z-Report' daily, Department keys will not operate and you will have to re-program your machine.

General Information

Tally roll – 57mm x 57mm bond paper; Ink roller – IR30

Printing mechanism does require pre-emptive maintenance. This differs according to the application of the machine in your business.

Please contact your service agent should you have any queries.

17   Warranty Policy

Subject to the terms below, OFFICEMASTER, warrants their equipment for a period of twelve (12) months, from date of purchase against any defect in material or workmanship.

The Warranty covers all parts and labour provided the equipment is repaired on the premises of OFFICEMASTER, or their Authorised Distributor/Service Agents.

17.1   General Conditions

i.   The Purchaser to complete the **Warranty Registration** and return the detachable portion to OFFICEMASTER or their Authorised Distributor within 21 days of purchase.

ii.   The Warranty is not transferable and applies only to the Purchaser on presentation of the Warranty Registration particulars as stated below (Section 17.4) and/or original invoice/proof of purchase.

iii. Transport of equipment to and from OFFICEMASTER or their Authorised Service Agents for Warranty repairs are at the Purchasers risk and expense.

iv.   Any alterations to serial numbers invalidates the Warranty.

v.   OFFICEMASTER or their Authorised Distributor shall not be held responsible for any loss or consequential loss arising from the use of the equipment.

17.2   Warranty Exclusions

i.   Costs incurred through negligence, power surges, lightning, accidents, force majeure, misuse and/or operator error.

ii.   Unauthorized repairs, alterations, modifications or upgrades.

iii. Programming or set up of equipment

iv.   Service related to consumables - ink rollers, ink ribbons, paper rolls not supplied by OFFICEMASTER or their Authorised Distributor, paper feeding, normal wear and tear, and/or routine servicing.

v.   Travelling and/or transport costs.

vi.   Re-creation of data loss for any cause whatsoever.

17.3   Equipment returned for credit

Equipment returned for credit within the time frame and conditions allowed, must be complete in all respects i.e. Outer packaging (box), inner packaging (polystyrene) manuals, ribbon, paper roll, two sets of keys (6), pick-up spool, cover, insert tray etc Failing this, credit on the said equipment will not be granted.

17.4   Warranty Registration Particulars

Name: _____

Address: _____

_____

Contact Name : _____   Telephone:_____

Model: OFFICEMASTER ECR CMS-118 LD

Serial No. (s) : _____

Date of Purchase: _____

Purchased from (Dealer Store) name: _____

Authorised Main Service Agent

ICONICA   Unit 13 Bromwell Mews, 373 Albert Road, Salt River
PO Box 55360, Sunset Beach 7441, Cape Town
Tel no. : + 27 21 447 9246   Fax no.: + 27 21 447 9257

WARRANTY REGISTRATION

This portion to be returned within 21 days of purchase.

Please read the Warranty Policy stipulated on page 10 of the User Guide.

And then, kindly complete this Warranty Registration, cut along the dotted line and post the completed portion to the address stated overleaf within the abovementioned period to activate your warranty cover.

Name :

Address :

Contact Name :

Telephone :

Model:
      OFFICEMASTER ECR   CMS-118 LD

Serial No. :

Date of Purchase :

Purchase from (Dealer/Store) name :

ICONICA
Unit 13 Bromwell Mews
373 Albert Road, Salt River
PO Box 55360
Sunset Beach 7441, Cape Town