OfficeMaster™

User Guide

CMS 218 T 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.

om218 T_UG_051219

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User Guide: OFFICEMASTER CMS-218 T

Department : 16 (DEPT shift system)

PLU : 200

Clerk : 8 Clerks

Tax : Value add TAX mode (4 VAT's)

Payment : Cash, Check, Charge, Card

Management Report

- X/Z Financial report
- X/Z PLU report
- X/Z Clerk report
- X/Z Full report for Electronic Journal (EJ)
- X/Z Oldest report for EJ
- X/Z Latest report for EJ
- X/Z Daily report for EJ

Printer

- SII LTPZ225 - LINE THERMAL PRINTER
- Print Speed : 5.2 line/sec Note: [DEPT01 1.00] data & 25℃
- No. of Columns : 24 Columns
- Paper Width : 57.5 ± 0.5mm
- MCTF : About 6150000 LINES

Display

- Alpha & Numeric (Union-Jack) Display (10 digits)

Programmability

- Date (Month-day-year/Day-month-year) & Time (24 hr / 12 hr) - Time will print
- TAX rate - VAT ..... 0 - 99.999%
- Department - Price (Max.7 digits) / Caption / Taxable / Single item cash
- PLU - Price (Max.7 digits) / Caption / Link DEPT / Sub-department / Dump report
- % rate (0 - 99.99%)
- FC - Caption / Rate preset
- Grand total & Z counter clear
- Z report security code (4 digits)
- Clerk – Caption / System (Active/Inactive) / Security code (3 digits)
- Decimal point position (0./0.0/0.00/0.000)
- Language select (English/French/German/Spanish/Dutch/Danish/Portuguese/Swedish)
- Zero price entry setting
- European rounding (Normal/Swiss/Swedish/Denmark)
- Rounding method for VAT calculation (Round down/Round off/Round up)
- Multiple receipt issuing (Allow/Not Allow)
- Zero skip printing preset
- Print total VAT amount (Non print/Print)
- Print Taxable amount splited per rate (Non print/Print)
- Print total Taxable amount (Non print/Print)
- Print Taxable amount out of VAT splited per rate (Non print/Print)
- Print total Taxable amount out of VAT (Non print/Print)
- Print tax symbol at right hand side of amount (Non print/Print)
- Tax details print (Before tender/After tender)
- EJ is Active/Inactive
- Transaction in REG mode is buffered to EJ memory (All transaction /Only sales transaction)
- Warning beep for nearly full of EJ memory will be sound (Yes/No)
- Warning beep for nearly full of EJ memory will be sound at the start (Yes/No)
- Consecutive counter will not be reset in Z financial report (Yes/No)
- Calculation machine mode password (4 digits)
- Store header (4 lines)

1.1 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.

1.2 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.

1.3 Printer Mechanism Notes

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 ECR/printer mechanism serviced regularly by an authorised service agent.

1.4 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.

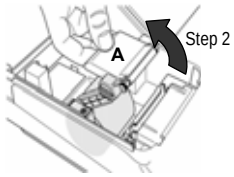
1.5 Installing Batteries

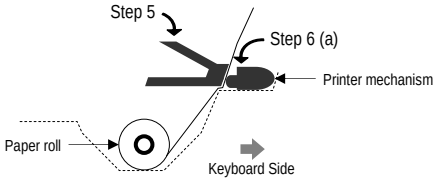
Install the batteries supplied to ensure that data is retained in the event of a power failure.

1. Open the printer lid.
2. Open the battery compartment cover (black flap) behind the paper compartment.
3. Insert the three AA round cell batteries. Pay attention to the correct polarity of the batteries.
4. Close the battery compartment cover
5. Close the printer lid.

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

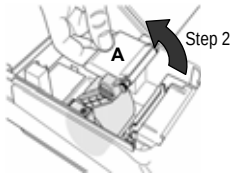
1.6 Installing Paper Roll

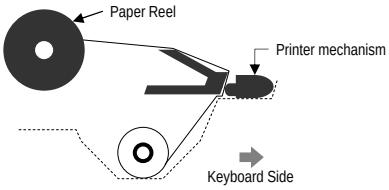




1. Remove the printer cover.
2. Pull the paper transport cover '**A**' up.
3. Insert a thermal paper roll (57 mm Width and max. 70 mm Diameter).
4. Draw the leading edge of the paper over the tear-off edge.
5. Push the paper transport cover '**A**' down, locking it in place.
6. Depending on the required use (receipt or journal),
   a) for Receipt use – tear off the paper at the tear-off edge of the printer mechanism, or
   b) for Journal use – feed the paper onto the paper reel. *See details on section 1.7*
7. Replace the printer cover.

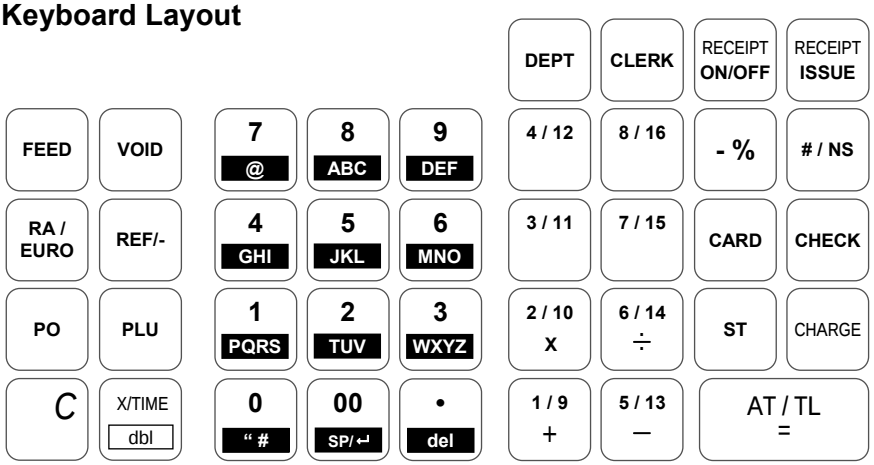
1.7 Using Paper Reel





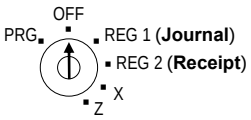
1. Open the printer cover.
2. Thread the end of the journal paper into the slit in the paper reel.
3. Insert the paper reel into the reel guides.
4. To remove the journal paper after it has been rolled up on the reel, remove the paper reel and pull the journal roll off.
5. Reinsert the paper reel.
6. Close the printer cover.

1.8 Keyboard Layout



AT / TL =	-	The Amount Tendered/TOTAL key is used for cash tender transaction.
CHARGE	-	The Charge key is used for charge tender transaction.
C	-	The Clear key will clear an entry made on the numeric keypad or Qty/Time key before it is finalized on a department or function key. The Clear key is also used to clear error conditions.
FEED	-	Depressing the FEED key will advance the receipt or journal paper one line, or continuously until the key is released.
REF/-	-	The Ref/- key is used to subtract an amount from the sale total. The financial report records the (-) key total. As the Ref/- key, this is used for refund operation. The financial report records the refund total.
-%	-	The -% key is used to subtract a percentage from the sale total. The financial report records the -% key total.
SUBTOTAL	-	Depressing the Subtotal key will display the sales total.
PO	-	The PAID OUT key is used to remove media from the cash drawer. It carries its own total on the financial report.
RA / EURO	-	The RECEIVED ON ACCOUNT key is used to record a media payment, or loan to the cash drawer. The financial report records the received on account total. As the (RA/FC) key, this is used for FC conversion operation.
CHECK	-	The Check key is used for check tender transaction.
CARD	-	The Card key is used for card tender transaction.
PLU	-	Price look up function.(200 Kinds)
X / TIME / dbl	-	The Qty/Time key is used to multiply department or (-) key entries. Inform remaining buffers for EJ.
DEPT 1/9-8/16	-	Department key is used to select non-taxable sales at the pre-programmed tax rate.
DEPT	-	Department SHIFT key is used for select a department 9-16. *See pages 5 & 8 for details.*
# / NS	-	# / NO SALE key is used as a non-add number key and non sale key.
CLERK	-	Clerk key is used for assign a Clerk.
VOID	-	The void key used to erase an incorrect entry, or for error correct operations. The financial report records the void total.
Receipt ON/OFF	-	The Receipt ON/OFF key is used to saving paper or not. It is switched to reverse by depressing again.
Receipt **ISSUE**	-	The Receipt Issue key is used to post receipt or multiple receipt. (Multiple receipt is useful for changing paper roll)

1.9 Control Key Positions



→ **OFF** - The system is inoperable.

→ **REG 1** - Registration mode. Papers are used as journal.
Receipt ON/OFF does not work in this mode. (Receipt as ON always)

→ **REG 2** - Registration mode. Papers are used as receipt.

→ **X** - The X position is used for reading the financial report.

→ **Z** - The Z position is used to read the financial report.

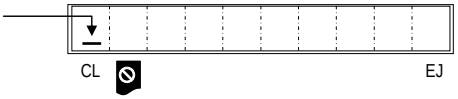
→ **PRG** - The PRG position is used for all programming.

1.10 Display Layout and Indicators

Calculator Mode is activated

When register is in Calculator mode, an indicator is lighted here

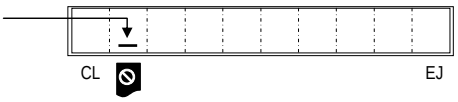
For Calculator operation, see page 12.



Receipt ON/OFF

When receipt printing is switched OFF, an indicator is lighted here

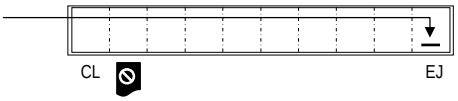
For Receipt On/Off operation, see page 25.



Electronic Journal (EJ) is "Nearly Full"

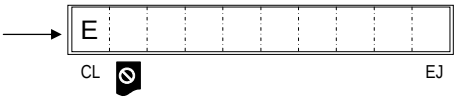
When EJ memory is "Nearly Full", an indicator is lighted here

For EJ warning details, see page 17.



Error Prompt

When an incorrect key is pressed or an incorrect key sequence is entered, a warning tone is activated with an "E" symbol displayed. To resume operation, press the [C] key. *(see page 17).*



1.11 Department Shift Key Function

The [DEPT] shift key is used when you want to select department numbers 9 to 16.

Examples:

To select DEPT 9 : ☞ [DEPT] ☞ [1 / 9 +]

To select DEPT 10 : ☞ [DEPT] ☞ [2 /10 x]

To select DEPT 16 : ☞ [DEPT] ☞ [8 /16]

This function can be used on both REG and PRG modes.

2 Date and Time Settings

2.1 Programming the Date

Key sequence : < PRG > → { ddmmyy } → [# / NS]

Example: To set the date as 30th January 2006

PRG ☞ date input { **300106** } 3001.06 ☞ [# / NS]

**Print
30-01-06

2.1a Changing the Date Format

Key sequence : < PRG > → { function # = 7 } → { option # } → [RA]

*Options # : { 0 } = mm - dd - yy; { 1 } = dd - mm - yy (default)**

Example: To change 30-01-06 (default) Date format to 01-30-06

PRG ☞ function # { **7** } ☞ option # { **0** } 0.70 ☞ [RA / EURO]

**Print
P FUNCTIONS 0.70

2.2 Programming the Time

Key sequence : < PRG > → { hhhh } → [X / TIME / dbl] *hhhh = in military standard time (24:00)*

Example: To set the Time as 1:18pm i.e. 13:18 hours

PRG ☞ time input { **1318** } 13.18 ☞ [X / TIME / dbl]

**Print
PM01-18

Note : The default Time display and print is in 12-hour format i.e.: 1-18

CLERK 1 PM01:18

A vertical bar here to denote PM

2.2a Changing the Time Format

Key sequence : < PRG > → { function # = 4 } → { option # } → [RA]

*Options # : { 0 } = 24hr format; { 1 } = 12hr format (default)**

Example: To change 1.18pm (default) Time format to 13:18 hours

PRG ☞ function # { **4** } ☞ option # { **0** } 0.40 ☞ [RA / EURO]

**Print
P FUNCTIONS 0.40

2.2b Changing the Time Print Setting

Key sequence : < PRG > → { function # = 23 } → { option # } → [RA]

Options # : { 0 } = Time will print (default); { 1 } = Time will not print

Example: To change Time will print (default) to Time will not print

PRG ☞ function # { **23** } ☞ option # { **1** } 2.31 ☞ [RA / EURO]

**Print
P FUNCTIONS 2.31

2.2c Viewing the Time during operations

Key sequence : < REG 1 or 2 > → [X / TIME / dbl] *This operation is not allowed during a transaction.*

Example at 1.18 PM: In REG1 or 2 ☞ [X / TIME / dbl] 1-18 (** You must be LOG ON as a clerk)

Note : Pressing the [X/Time/ dbl] again will display the EJ balance. See page 17 for details.

ⓘ KEY legend : < > = Control key position; { } = numeric key entry; [ ] = function key entry
ⓘ In PRG mode, you can exit/ESC any time during programming by pressing the [AT/TL =] key.

3 Clerk Settings

- The Clerk System allows you to assign up to 8 clerks for the ECR and all transactions will be recorded by the respective Clerk # assigned. You also have the option to switch the Clerk System OFF.
- With the "Clerk System ON" (factory default), a Clerk code must be LOG ON before the register can be operated in REG1 (Journal) or REG2 (Receipt) mode.
- Unless the Clerk LOG OFF, the Clerk code entered is retained even if any other operation is done in PRG, X, or Z modes. The current Clerk is required to LOG-OFF before another Clerk can LOG ON.
- For security purpose, a 3-digit Personal Identification Number (PIN) can be assigned to each Clerk.
- You can assign a name/caption e.g. Clerk 1 = DEBBIE. *See page 14 for Caption programming.*

3.1 Programming Clerk System – ON/OFF

Key sequence : < PRG > → { function # = 4 4 4 4 4 } → { Status # : 0 = OFF; 1 = ON } → [AT/TL =]

Example: **To turn Clerk System OFF (*default is ON*)**

PRG ☞ function # { **4 4 4 4 4** } 444.44 ☞ status to OFF { **0** } 4444.40 ☞ [AT / TL =]

Note: With "Clerk System OFF", Clerk LOG ON operation is not required. Under OFF mode, the register prints "Clerk 1" on receipts, journals and reports. All of sales will be put together into Clerk 1 and Clerk report covers only sales for Clerk 1.

**Print
4444. 40

3.2 Programming Clerk Security PIN code

Key sequence : < PRG > → { function # = 4 4 4 4 4 4 } → [AT/TL =] → { Clerk # } → { 3-digit PIN } → [CLERK]

Example : To programme PIN code '456' for Clerk 1

PRG ☞ function # { **4 4 4 4 4 4** } 4444.44 ☞ [AT / TL =] ☞ Clerk # input { **1** } 0.01

☞ PIN # { **4 5 6** } 14.56 ☞ [CLERK] to save. ****Non-Print**

3.3 Clerk LOG ON with PIN Code

Key sequence : < REG 1 or 2 > → { 1-digit Clerk # } → { 3-digit PIN # } → [CLERK]

Example: To Log On Clerk 1 with PIN code '456'

Clerk # display

REG ☞ { **1** } 0.01 ☞ Clerk PIN { **4 5 6** } 14.56 ☞ [CLERK] C01 0.00

(If the 3-digit PIN # is not correctly entered, an error sign E *will appear on the display)*

To log off, ☞ { **0** } ☞ [CLERK]

Note: It is not possible to change the current assigned Clerk while a transaction is in progress.

3.4 Clerk LOG ON with PIN Code not assigned

Key sequence : < REG 1 or 2 > → { 1-digit Clerk # } → [CLERK]

Example: To Log On Clerk 1 with PIN code not assigned

REG ☞ { **1** } 0.01 ☞ [CLERK] C01 0.00

ⓘ KEY legend : < > = Control key position; { } = numeric key entry; [ ] = function key entry
ⓘ In PRG mode, you can exit/ESC any time during programming by pressing the [AT/TL =] key.

4 Department Settings

- The Department System allows you to organise various items into the 16 departments provided, where each department can be assigned with different status. (*see section 4.3*)
- The status' factory default for all departments are 'normal department' and 'non-taxable'.
- Before you change the status from the default status, it is advisable to programme the tax rate first.
- You can assign a name/caption e.g. Dept 1 = FRUITS *See page 14 for Caption programming.*

4.1 Programming the Tax Rates

A maximum of four different tax rates can be programmed {T1, T2, T3 & T4}.

Key sequence : < PRG > → { Tax # } → [CARD] → { Tax Rate } → [AT/TL =]

Tax # : { 1 } = VAT 1 ; { 2 } = VAT 2 ; { 3 } = VAT 3 ; { 4 } = VAT 4

Example: To enter T1 as tax rate 14% and T2 as 8.5%

PRG ☞ Tax # { **1** } ☞ [CARD] ☞ Tax # { **1 4 0 0 0** } 14.000 ☞ [AT / TL =]

☞ Tax # { **2** } ☞ [CARD] ☞ Tax # { **8 5 0 0** } 8.000 ☞ [AT / TL =]

**Print
14. 000T1
8. 500T2

** Tax rate ~ (0.001 % to 99.999 %)*

0.001 % → { 1 }
0.012 % → { 1 2 }
0.123 % → { 1 2 3 }
1.234 % → { 1 2 3 4 }
12.345 % → { 1 2 3 4 5 }
14.000 % → { 1 4 0 0 0 }

4.2 Department Shift Key Function (can be used on both REG and PRG modes)

The [DEPT] shift key is used when you want to select department numbers 9 to 16.

Examples: To select DEPT 9 : ☞ [DEPT] ☞ [1 / 9 +] To select DEPT 10 : ☞ [DEPT] ☞ [2 /10 x]

4.3 Programming Department Status

Key sequence : < PRG > → { status S1, S2 } → [CHECK] → { price* } → [Department #]

Status S1: { 0 } = Normal department (default)
{ 1 } = Single item cash

Status S2: { 00 } = Non-taxable (default)
{ 01 } = Taxable by VAT 1
{ 02 } = Taxable by VAT 2
{ 03 } = Taxable by VAT 3
{ 04 } = Taxable by VAT 4

Price* : for 'free pricing', key in { 1 } otherwise input actual price.

Example 1: DEPT 1 is a Normal department Taxable by VAT 1 (free pricing), and DEPT 16 is a Normal department Non-taxable (free pricing).

PRG ☞ S1 # { **0** } ☞ S2 # { **0 1** } 0.01 ☞ [CHECK]

☞ price* { **1** } 0.01 ☞ [1 / 9 +] *to assign to DEPT 1.*

☞ S1 # { **0** } ☞ S2 # { **0 0** } 0.00 ☞ [CHECK]

☞ price* { **1** } 0.01 ☞ [DEPT] *shift key* ☞ [8 /16] *to assign to DEPT 16.*

**Print

P DEPARTMENT	0. 01
DEPT01	0. 01T1
P DEPARTMENT	0. 00
DEPT16	0. 01

ⓘ KEY legend : < > = Control key position; { } = numeric key entry; [ ] = function key entry
ⓘ In PRG mode, you can exit/ESC any time during programming by pressing the [AT/TL =] key.

5 PLU (Price Look Up) Settings

- The PLU System allows you to assign fixed item price and department for assorted items.
- You can also assign the PLU as a Sub-Department (operate with free pricing).
- A caption can be assigned for each PLU e.g. PLU 001 = APPLE *See page 14 for Caption programming.*

5.1 Programming PLU item price

Key sequence : < PRG > → [X / TIME / dbl] → { PLU # } → [PLU] → { price } → [DEPT] → [X / TIME / dbl]

Example: PLU123 priced at 10.00 Rand which belongs to DEPT 1.

PRG ☞ [X / TIME / dbl] P001 0.00 ☞ PLU # { **1 2 3** } ☞ P123 0.00 ☞ [PLU]

☞ price { **10.00** } P123 10.00 ☞ [1 / 9 +] *DEPT 1* P124 0.00 [a] ****Non-Print**

a After you press the [DEPT] key, you can loop back and input a preset price, which will be assigned to the next PLU # displayed, or you can start programming by inputting a new PLU # which is different from the assigned # displayed.

5.2 Programming PLU status

Note: This step is only necessary for PLUs which operate with free pricing.

Key sequence : < PRG > → [PO] → { PLU # } → [PLU] → { status # } → [DEPT] → [PO]

Status # : { 0 } = Treat as a PLU (fixed price) – default
{ 1 } = Treat as a Sub-Department (free pricing)

Example: PLU125 to be treated as a Sub-department which belongs to DEPT 2.

PRG ☞ [PO] P001 0.00 ☞ PLU # { **1 2 5** } P125 0.00 ☞ [PLU]

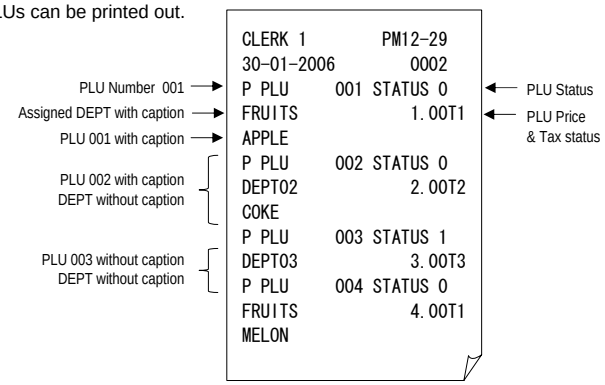
☞ status # { **1** } P125 0.01 ☞ [2 /10 x] *DEPT 2.* ☞ [PO]

5.3 PLU Dump Report

A list of the programmed PLUs can be printed out.

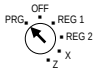
< PRG > → [PLU]

PRG ☞ [PLU]



ⓘ KEY legend : < > = Control key position; { } = numeric key entry; [ ] = function key entry
ⓘ In PRG mode, you can exit/ESC any time during programming by pressing the [AT/TL =] key.

6 Discount Rate (-%) Key Setting



You can enter a discount value from 0.01 - 99.99%.

Key sequence : < PRG > → { 4 digits rate } → [-%]

Example: To set an index discount rate at 10% (= 10.00).

PRG ☞ discount rate { **1 0 0 0** } 10.00 ☞ [-%]

**Print
P DISCOUNT 10.00%-

Note: The attribute of [-%] in the REG mode is identical with the attribute of the item (Dept or PLU) registered just before. When [-%] is used after Subtotal, it attributes to all the items registered by then.

7 Grand Total & Z Counter Clear

Key sequence : < PRG > → { 20 } → [RA / EURO]

PRG ☞ [2 TUV] [0 *#] 0.20 ☞ [RA / EURO]

**Print
P FUNCTIONS 0.20

Reset System

8 Reset Memory, Reports And Data

8.1 Partial Reset

All working memory will be cleared, after that, return to idle status.
A partial reset deletes the last malfunction. The programming is retained.

Power OFF the machine. Then holding down [C] and [7 @] keys ☞ Power ON

8.2 Full Reset Reports

All working memory, **all report data** will be cleared.
All sales are deleted. The programming is retained.

Power OFF the machine. Then holding down [C] [7 @] and [9 DEF] keys ☞ Power ON

8.3 Full Reset All Data

All working memory, all report data, all program data will be cleared.
All programming and sales are deleted. The cash register is reset to its default factory settings.

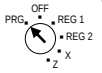
Power OFF the machine. Then holding down [C] [3 WXYZ] and [7 @] keys ☞ Power ON

ⓘ KEY legend : < > = Control key position; { } = numeric key entry; [ ] = function key entry
ⓘ In PRG mode, you can exit/ESC any time during programming by pressing the [AT/TL =] key.

9.1 Foreign Currency (FC) Settings

A maximum of **4** FC presets can be programmed. The following must be entered for the programming :

→ { FC # } – 1, 2, 3 or 4
→ { Exp } – For setting decimal place of FC rate : 0 to 8
→ { D.P. } – For setting decimal place of converted amount : 0 to 3
→ { RATE } – Exchange rate : 6-digit entry from 000001 to 999999



Key sequence : < PRG > → { FC # } → { Exp } → { D.P. } → { RATE } → [ST] *Subtotal key*

Example: To preset the following FC rates (Rates used for demo purpose only)

FC # 1 → R1.00 = 0.135 Euro (i.e. LOCAL = 0.135 LOCAL)
FC # 2 → R1.00 = 0.16 USD
FC # 3 → R1.00 = 19.059 Yen

PRG ☞ FC # { **1** } ☞ EXP # { **3** } ☞ DP # { **2** } ☞ rate { **0 0 0 1 3 5** } (EXP) 1320001.35 ☞ ST

☞ FC # { **2** } ☞ { **2** } { **2** } { **0 0 0 0 1 6** } (EXP) 2220000.16 ☞ ST

☞ FC # { **3** } ☞ { **3** } { **2** } { **0 1 9 0 5 9** } (EXP) 3320190.59 ☞ ST

**Print

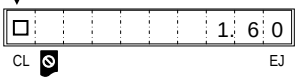
```
P FC RATE    1320001.35
P FC RATE    2220000.16
P FC RATE    3320190.59
```

9.2 FC Conversion Operations

Subtotal Amount × FC exchange rate = Converted Amount

* Subtotal value is shown on the display using FC exchange rate. Original value and converted value are shown in turn each time when depressed the key.

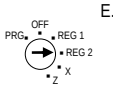
Converted amount is displayed with a 'square box' lighted here



9.2a Example: Direct Tender

Sequence : < REG > → { PLU Entry } → [ST] → { FC # } → [RA / EURO] → { FC amt tendered } → [AT/TL =]

E.g. FC exchange rate : 0.16 (D.P = 2) FC # 2 Caption = FC-2 SYSTEM D.P = 2



☞ PLU # { **1** } ☞ [PLU] 01 10.00

☞ [**ST**] *Subtotal key* S 10.00 — *10.00 x 0.16 =1.60*

Non-print:
* ☞ FC # { **2** } ☞ [RA / EURO] ■ 1.60 *FC# 2 total*
* ☞ [RA / EURO] S 10.00
* ☞ FC # { **2** } ☞ [RA / EURO] ■ 1.60

☞ [AT / TL =] = 1.60 *FC cash amount*

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM12-29
30-01-2006          0020
PLU 001            10.00
- - - - - - - - - - - -
SUBTTL             10.00
FC-2 *0.16          1.60
CASH FC-2           1.60
```

9.2b Example: Over Tender

Sequence : < REG > → { Dept Entry } → [ST] → { FC # } → [RA / EURO] → { FC amt tendered } → [AT/TL =]

E.g. FC exchange rate : 0.16 (D.P = 2) FC # 2 Caption = FC-2 SYSTEM D.P = 2

☞ price { **10.00** } ☞ [1 / 9 +] 01 10.00

☞ [**ST**] *Subtotal key* S 10.00 — *10.00 x 0.16 =1.60*

☞ FC # { **2** } ☞ [RA / EURO] ■ 1.60 *Total in FC*

☞ FC amt tendered { **2.00** } 2.00 *Amt. tendered in FC*

☞ [AT / TL =] C 2.50 *Change amt. in Rand*

Amount tendered in FC
Change amount in Rand
Change amount in FC-2

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM12-29
30-01-2006          0021
DEPT01             10.00
- - - - - - - - - - - -
SUBTTL             10.00
FC-2 *0.16          1.60
CASH FC-2           2.00
CHANGE              2.50
CHANGE FC-2         0.40
```

10.1 Calculator Mode Password Setting

Key sequence : < PRG > → { function # = 8 } → { 4-digit password } → [RA / EURO]

Example: To set the calculator mode password as 1234.

PRG ☞ function # { **8** } ☞ password # { **1 2 3 4** } ☞ [RA / EURO]

**Print
P FUNCTIONS 812. 34

Note: If the password # is programmed to "0000", Calculator mode can be activated without keying in the password.

10.2 Calculator Mode Operations

In REG1 or 2 idle mode (i.e. when a "Sales Transaction" is not in progress) the calculator mode can be activated following the steps below.

(1) Key in the preset password. If a wrong password is used, this mode will not activate.
Calculator mode can be activated without a password if the password is programmed to "0000".
(2) Press [AT/TL =] and hold down. Then press [C] while the [AT/TL =] key is being held down.
(3) To exit Calculator mode, repeat step (2).

Example 1: Password = '1234'

REG ☞ password # { **1 2 3 4** } ☞ and hold down [C] ☞ [AT / TL =] to enter Calculator mode.

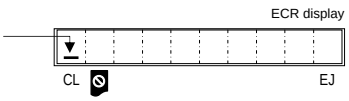
To exit ☞ and hold down [C] ☞ [AT / TL =]

Example 2: Password = '0000'

REG ☞ and hold down [C] ☞ [AT / TL =] to enter Calculator mode.

To exit ☞ and hold down [C] ☞ [AT / TL =]

Operation Notes



- In Calculator mode, an indication bar is lighted here
- In this mode, print function is not operational.
- During Calculator operation, key tone is muted.
- When a result from a division includes figures below zero, it will be rounded to a nearest integer after rounding up/down (5/4) the first place after the decimal point.

Key Functions

[C] → Clear
[AT / TL =] → =
[1 / 9 +] → +
[2 /10 x] → x
[5 /13 –] → –
[6 /14 ÷] → ÷

{ Numeric } entry keys

[7 @] [8 ABC] [9 DEF]
[4 GHI] [5 JKL] [6 MNO]
[1 PQRS] [2 TUV] [3 WXYZ]
[0 ' #] [00 SP/↵]

Input Demo

☞ { **1 2 3 4 5** } .....+) 12345
☞ [1 / 9 +] ☞ { **1 0** } .....+) 10
☞ [5 /13 –] ☞ { **2** } .....-) 2
☞ [5 /13 –] ☞ { **1 0 0** }.....-) 100
☞ [AT / TL =] .....=) 12253
☞ [C] 0

☞ { **5 0 0** } ☞ [2 /10 x] ☞ { **2** } ☞ [AT / TL =] 500 x 2 = 1000

☞ { **5 0 0** } ☞ [6 /14 ÷] ☞ { **2** } ☞ [AT / TL =] 500 / 2 = 250

11 Caption Settings

You can programme captions or names for PLU items, Departments, Clerks, Receipt Header and Foreign Currencies.

11.1 Character Allocation Chart

In Caption programming mode, each numeric key is allocated various numbers of characters. You can scroll through the list by pressing the same numeric key repeatedly. After the last character allocated is displayed, the offset starts from the first character again. To select a character, stop pressing at the required character and then continue to select another character.

Offset →	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7
0 " #	0	!	"	#	$	%	&	'	(	)	*	+	,	-	.	/	:	;	<	=	>	?						
1 PQRS	P	Q	R	S	p	q	r	s	1	Ş	Ś	Ş	p	ş	ś													
2 TUV	T	U	V	t	u	v	2	Ú	Ű	Û	Ù	Û	Ü	ú	ü	ű	û	ù	ú									
3 WXYZ	W	X	Y	Z	w	x	y	z	3	Ý	Ź	Ż	ź	ż														
4 GHI	G	H	I	g	h	i	4	Ḡ	Ġ	Í	İ	Î	Ï	ḡ	í	ì												
* 5 JKL	J	K	L	j	k	l	5	Ł	ł																			
6 MNO	M	N	O	m	n	o	6	Ń	Ñ	Ó	Ő	Ō	ó	Ô	Ö	ñ	ń	ó	ő	ō	ó	ô	ö	ò				
7 @	7	@	[	\	]	^	_	{	!	}	~	¡	§	→	←	Σ	Ø	Æ	Œ	¨	¿	I	II	III	⌜	⌟	↑	·
8 ABC	A	B	C	a	b	c	8	Á	A	Ą	Å	À	Â	Ä	ß	C	Ć	Ç	á	ą	à	â	ä	c	ć			
9 DEF	D	E	F	d	e	f	9	Đ	Ė	Ę	É	È	Ê	ė	e	è	é	ê	ë									

Display format X Y

Offset value for the numeric key — Allocated character

* ☞ 5 JKL 1 time → 0 J

☞ 5 JKL 2nd time → 1 K

☞ 5 JKL 3rd time → 2 L

11.2 Control Options for Character Inputting

• DEL — Deleting character entry/input like back-space of PC i.e. to delete the last character displayed one at a time.

X / TIME / dbl — Double Width character shift key. Press this key preceding each Double Width character you wish to input.

00 SP / ENT — Dual function control key.

1) As a character '**SPACE**' key. Press this key once to allocate a space, and the press again to move the cursor to the next position for character input. For multiple spaces press this key repeatedly.
2) As a character '**ENTER**' key. A same character cannot be inputted consecutively without using this key. This key is used to fixed a character before the same character can be inputted again

   For example "AAA". After inputting the 1st "A", press the [SP/ENT] key to move the cursor to the next character location. Then key in the 2nd "A". Press [SP/ENT] again and the 3rd "A".

11.3 Selecting Caption Programming Modes

Key sequence : < > = *Control key position* [ ] = *depressing one of the function keys is necessary*

< PRG > → [# / NS] *to toggle between the different programming modes.*

Set key to **PRG**. 0.00 Normal programming mode

☞ [# / NS] 1 time P001 PLU caption mode

☞ [# / NS] 2nd time D01 DEPT caption mode

☞ [# / NS] 3rd time C01 CLERK caption mode

☞ [# / NS] 4th time H01 Header message mode

☞ [# / NS] 5th time F01 Foreign currency mode

☞ [# / NS] 6th time 0.00 Back to Normal programming mode

You can exit any time during the programming sequence by ☞ [AT / TL =]

11.4 Selecting a Caption Number

After a Caption mode has been selected, the individual caption number in that Caption mode can be selected using the plus [1 / 9 +] and minus [5 /13 –] keys.

Example: If you are in the PLU caption programming mode

☞ [# / NS] P001 PLU caption mode

☞ [1 / 9 +] P002

☞ [1 / 9 +] P003

} Use the [+] key to move forward to higher number

☞ [5 /13 –] P002 [-] key to move to lower number

You can exit any time during the programming sequence by ☞ [AT / TL =]

Mode	Numbers/mode		
PLU	P001	→	P200
Department	D01	→	D16
Clerk	C01	→	C08
Header	H01	→	H04
Foreign Currency	F01	→	F04

11.5 Inputting Text for a Caption

Key sequence : < > = *Control key position* { } = *entry from the numeric keypad is necessary* [ ] = *depressing one of the function keys is necessary*

< PRG > → [# / NS] *to toggle* → { input text } → [CHECK]

Example: To key in a text caption "APPLE" for PLU 001

PRG ☞ [# / NS] P001 ☞ [8 ABC] 1 time for 'A' 0 A ☞ [1 PQRS] 1 time for 'P' 0 AP

☞ [00 SP/↵] to fix 'P' and move the cursor 0 AP ☞ [1 PQRS] again for another 'P' 0 APP

☞ [5 JKL] 3 times to input 'L' 2 APPL ☞ [9 DEF] 2 times for 'E' 1 APPLE ☞ [CHECK]

The next caption number appears P002 You can exit during the programming sequence by ☞ [AT / TL =]

Note: Before [AT/TL =] key is pressed, you can use [1 / 9 +] *and* [5 /13 –] *keys to toggle up/down the PLU caption numbers.*

Caption mode.	PLU	Department	Clerk	Header	Foreign Currency	Footer
Max. no. of characters/mode.	12	12	12	24	10	24

12 Programming Options for System Functions

You have the options to change the settings/formats for the various system functions available in the ECR.
Key sequence: < PRG > → { 1 or 2 digits System Function # } → { 1 digit Option # } → [RA]

Example : To change the Time display format from 12-hour (default) to 24-hour format.

< PRG > → { Function # = 4 } → { Option # = 0 } → [RA]

PRG ☞ [4 GHI] [0 " #] 0.40 ☞ [RA / EURO] to confirm.

Function #	Option #	
1	0 = Decimal point position – n 1 = Decimal point position – n.n **2 = Decimal point position – n.nn** *(Default)* 3 = Decimal point position – n.nnn	
2	Reserved	
3	1 = Add-on TAX **2 = VAT TAX** *(Default)*	
4	0 = Time display - 24HR indication **1 = Time display - 12HR indication (Default)**	
5	0 = Print X/Z report header – NON PRINT **1 = Print X/Z report header – PRINT** *(Default)*	
6	Reserved	
7	0 = Date format - Month-Day-Year **1 = Date format - Day-Month-Year** *(Default)*	
8	Reserved	
9	Reserved	
10	Reserved	
11	**0 = Language - English** *(Default)* 1 = Language - French 2 = Language - German 3 = Language - Spanish	4 = Language – Dutch 5 = Language – Danish 6 = Language – Portuguese 7 = Language – Swedish
12	**0 = Zero price entry will <u>not</u> be allowed** *(Default)* 1 = Zero price entry will be allowed	
13	**0 = No European rounding *(Default)*** 1 = European rounding - Switzerland	2 = European rounding - Swedish 3 = European rounding - Danish Note 2
14	0 = Rounding method for VAT calculation – Round down **1 = Rounding method for VAT calculation – 5/4 *(Default)*** 2 = Rounding method for VAT calculation – Round up	

Note : When European rounding is selected, the payment value is rounded as following method. Rounding is performed when press total key or subtotal key.

Swiss Rounding	Swedish Rounding	Denmark Rounding
0.01 – 0.02 = 0.00	0.00 – 0.24 = 0.00	0.00 – 0.12 = 0.00
0.03 – 0.07 = 0.05	0.25 – 0.74 = 0.50	0.13 – 0.37 = 0.25
0.08 – 0.09 = 0.10	0.75 – 0.99 = 1.00	0.38 – 0.62 = 0.50
		0.63 – 0.87 = 0.75
		0.88 – 0.99 = 1.00

12 Programming Options for System Functions

Key sequence: < PRG > → { 1 or 2 digits System Function # } → { 1 digit Option # } → [RA]

Function #	Option #
15	**0 = Multiple Receipt issuing is allowed** ***(Default)*** 1 = Multiple Receipt issuing is <u>not</u> allowed
16	**0 = Zero skip printing Z report** ***(Default)*** 1 = No zero skip printing Z report
17	**0 = Print total VAT amount – <u>Non print</u>** ***(Default)*** 1 = Print total VAT amount – Print
18	**0 = Print Taxable amount splited per rate – <u>Non print</u>** ***(Default)*** 1 = Print Taxable amount splited per rate – Print
19	**0 = Print total Taxable amount – <u>Non print</u>** ***(Default)*** 1 = Print total Taxable amount – Print
20	**0 = Print Taxable amount out of VAT splited per rate – <u>Non print</u>** ***(Default)*** 1 = Print Taxable amount out of VAT splited per rate – Print
21	**0 = Print total Taxable amount out of VAT – <u>Non print</u>** ***(Default)*** 1 = Print total Taxable amount out of VAT – Print
22	0 = Print tax symbol at right hand side of amount – <u>Non print</u> **1 = Print tax symbol at right hand side of amount – Print** ***(Default)***
23	**0 = Time will print** ***(Default)*** 1 = Time will <u>not</u> print
24	Reserved *(Do not enter 1 as status, only allow to enter 0 as status)*
25	0 = Tax details print – Before tender **1 = Tax details print – After tender** ***(Default)***
26	**0 = EJ is Active.** ***(Default)*** 1 = EJ is <u>not</u> Active.
27	**0 = All transaction in REG mode is buffered to EJ memory.** ***(Default)*** 1 = Only sales transaction in REG mode is buffered to EJ memory. *In other words, RA, PO and Non-sale is not buffered to EJ memory.*
28	**0 = Warning beep for 'EJ nearly full' issued at end of transaction.** ***(Default)*** 1 = Warning beep for 'EJ nearly' full NOT issued at the end of transaction.
29	**0 = Warning beep for 'EJ nearly full' issued at start of transaction.** ***(Default)*** 1 = Warning beep for 'EJ nearly' full NOT issued at the start of transaction.
30	**0 = Consecutive counter will not be reset in Z financial report.** ***(Default)*** 1 = Consecutive counter will be reset in Z financial report.
97	Character size for printing 0 = 7(W) x 12(H) Font (Default) 1 = 5(W) x 10(H) Font - small size
98	Line space width for printing 0 = 0.5 mm 1 = 0.75 mm **2 = 1.00 mm** ***(Default)*** 3 = 1.25 mm 4 = 1.5 mm 5 = 1.75 mm 6 = 2.00 mm 7 = 2.25 mm 8 = 2.5 mm 9 = 2.75 mm

13 Register Operations

This section gives information regarding the operation.

All operations is performed with the Control Switch in the REG 1 or 2 position

13.1 Department Entry note

The term '**department entry**' is used in many times in the operating sequences. This refers to a normal department entry - remember that an amount must be entered via the numeric keypad before depression of a department key.

13.2 Error Prompt note

E 0.00

An **error prompt** is shown as symbol '**E**' which appears on the display, follow by an error tone which is cleared by pressing the **Clear** key. An error prompt indicates an incorrect key sequence, or a compulsory function has not been performed.

13.3 Electronic Journal (EJ) notes

This ECR has 3000 lines for EJ memory. Those are used for REG mode transaction and Z financial report. Therefore, other transaction like X report and programming dump report will not be buffered to EJ memory.

Warning indicator for 'Nearly Full' EJ
'Nearly Full' means less than 500 lines remaining in buffer memory.

In case of '<u>Nearly Full</u>' EJ in REG mode

When the EJ memory is 'nearly full', the indicator will be lit. Warning beep (about 2 seconds) will be emitted. There are two programmable options – (1) Beep at the end of transaction. (2) Beep at the start of transaction. *See page 16 -- Function # 28 & 29.*

In case of '<u>Full</u>' EJ in REG mode

When the EJ memory is full, the message will be displayed as EJ FULL
This is displayed at the start of transaction. And, a warning beep (about 2 secs) will be sounded.
At this time, ECR will wait some input.
If [C] key is inputted, the transaction will be able to start.
This transaction will <u>not be saved</u> to EJ memory and Consecutive counter will <u>not be updated</u> in this case.
If [VOID] key is inputted, the transaction will be escaped.

'Full' EJ memory means to <u>less than</u> 150 lines for remaining in buffer memory.

.

13.4 EJ Balance and Time Displays

In REG mode, when you are LOG ON as a Clerk, you can view the Time and EJ balance by using the [X / TIME / dbl] key as a toggle.

☞ [X / TIME / dbl] 1st time. The Time will be displayed. 1-18

☞ [X / TIME / dbl] 2nd time. The EJ balance will be displayed. 11.00 *i.e. the free capacity of EJ*

☞ [X / TIME / dbl] again. The Time will be displayed again. 1-18

13.5a Sample Receipt 1

System function options at **factory default**** (refer Options chart at pages 15 and 16)

17=0 Print total VAT amount – Non print
18=0 Print Taxable amount splited per rate – Non print
19=0 Print total Taxable amount – Non print
20=0 Print Taxable amt out of VAT splited/rate – Non Print
21=0 Print total Taxable amount out of VAT – Non print
22=1 Print tax symbol at right hand side of amount – Print

Control Key position < RECEIPT >

☞ price { **1.00** } ☞ [1 / 9 +] *Dept 1*
☞ price { **2.00** } ☞ [2 /10 x] *Dept 2*
☞ price { **3.00** } ☞ [3 /11] *Dept 3*
☞ price { **4.00** } ☞ [4 /12] *Dept 4*
☞ price { **5.00** } ☞ [5 /13 –] *Dept 5*
☞ [**ST**] *Subtotal* ☞ cash tendered { **20.00** }
☞ [AT / TL =] to conclude transaction

Clerk Name
Date
Department Caption

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1        PM01-03
12-05-2003        0002
DEPT01            1.00T1
DEPT02            2.00T2
DEPT03            3.00T3
DEPT04            4.00T4
DEPT05            5.00
- - - - - - - - - - - -
SUBTTL           15.00
CASH             20.00
CHANGE            5.00
VAT 10.000%       0.09T1
VAT 20.000%       0.33T2
VAT 30.000%       0.69T3
VAT 40.000%       1.14T4
```

Store Header (4 Line)
Std Character..24/Line
Double Character..12/Line
Time
Consecutive Number
Taxable 1 Department
Taxable 2 Department
Taxable 3 Department
Taxable 4 Department
Non-taxable Department
Subtotal
Cash Amount
Change
VAT 1 Amount
VAT 2 Amount
VAT 3 Amount
VAT 4 Amount

13.5b Sample Receipt 2

System function options

17=1 Print total VAT amount –Print
18=0 Print Taxable amount splited per rate – Non print**
19=0 Print total Taxable amount – Non print**
20=0 Print Taxable amt out of VAT splited/rate – Non Print**
21=0 Print total Taxable amount out of VAT – Non print**
22=1 Print tax symbol at right hand side of amount – Print**

Control Key position < RECEIPT >

☞ price { **1.00** } ☞ [1 / 9 +] *Dept 1*
☞ price { **2.00** } ☞ [2 /10 x] *Dept 2*
☞ price { **3.00** } ☞ [3 /11] *Dept 3*
☞ price { **4.00** } ☞ [4 /12] *Dept 4*
☞ price { **5.00** } ☞ [5 /13 –] *Dept 5*
☞ [**ST**] *Subtotal* ☞ cash tendered { **20.00** }
☞ [AT / TL =] to conclude transaction

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1        PM01-03
12-05-2003        0002
DEPT01            1.00T1
DEPT02            2.00T2
DEPT03            3.00T3
DEPT04            4.00T4
DEPT05            5.00
- - - - - - - - - - - -
SUBTTL           15.00
CASH             20.00
CHANGE            5.00
VAT 10.000%       0.09T1
VAT 20.000%       0.33T2
VAT 30.000%       0.69T3
VAT 40.000%       1.14T4
- - - - - - - - - - - -
TOTAL VAT         2.25
```

Total VAT Amount

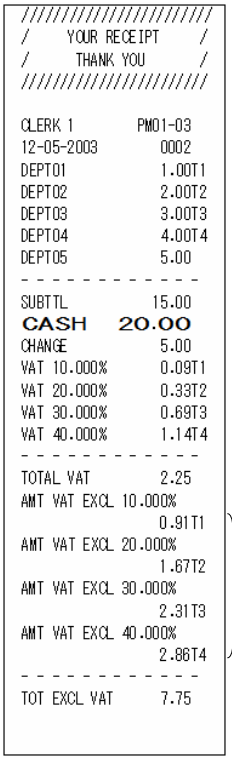
*** Factory default setting*

13.5c Sample Receipt 3

System function options

17=1 Print total VAT amount – print
18=0 Print Taxable amount splited per rate – Non print**
19=0 Print total Taxable amount – Non print**
20=0 Print Taxable amt out of VAT splited/rate – Non Print**
21=1 Print total Taxable amount out of VAT – print
22=1 Print tax symbol at right hand side of amt – Print**

*** Factory default setting*



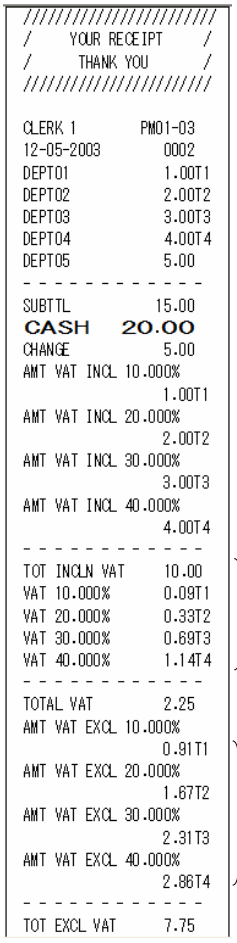
Control Key position < RECEIPT >

☞ price { **1.00** } ☞ [1 / 9 +] *Dept 1*
☞ price { **2.00** } ☞ [2 /10 x] *Dept 2*
☞ price { **3.00** } ☞ [3 /11] *Dept 3*
☞ price { **4.00** } ☞ [4 /12] *Dept 4*
☞ price { **5.00** } ☞ [5 /13 –] *Dept 5*
☞ [**ST**] *Subtotal* ☞ cash tendered { **20.00** }
☞ [AT / TL =] to conclude transaction

13.5d Sample Receipt 4

System function options

17=1 Print total VAT amount – print
18=1 Print Taxable amount splited per rate – print
19=1 Print total Taxable amount – print
20=1 Print Taxable amt out of VAT splited/rate – Print
21=1 Print total Taxable amount out of VAT – print
22=1 Print tax symbol at right hand side of amt – Print**



13.6 Department Entries

Department entries can be made with a maximum 7 digits <u>amount</u> entry.

<u>Single Department Entry:</u>

e.g. 1 unit @ R1.00 from Dept 1

REG ☞ price { **10.00** } ☞ Dept 1 [1 / 9 +]

<u>Repeat Department Entry:</u>

e.g. 2 units @ R2.00 from Dept 2

☞ price { **2.00** } ☞ [2 /10 x] *Dept 2*

☞ [2 /10 x] *Dept 2* key again to repeat the same entry

<u>Multiple Department Entry:</u>

e.g. 2 units @ R3.00 from Dept 3

☞ quantity # { **2** } ☞ [X / TIME / dbl]

☞ price { **3.00** } ☞ [3 /11] *Dept 3* ☞ [AT / TL =]

** Quantity ~ { 0.001 to 99.999 }*

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0003
DEPT01              1.00T1   Single DEPT entry
DEPT02              2.00T2   } Repeat DEPT entry
DEPT02              2.00T2   }
          2.x       3.00@    } Multiple DEPT entry
DEPT03              6.00T3   }
- - - - - - - - - - - -
TOTAL              11.00
CASH               11.00
VAT 10.000%         0.09T1
VAT 20.000%         0.67T2
VAT 30.000%         1.38T3
```

13.7 PLU Entries

<u>PLU Entry:</u>

e.g. (PLU 001 = Apple) with preset price @ R1.00

REG ☞ PLU # { **1** } ☞ [PLU] *key*

<u>Sub-department Entry[a]:</u>

e.g. (PLU 002 = Coke) with <u>manual</u> price entry @ R2.00

☞ PLU # { **2** } ☞ [PLU]

☞ manual price input { **2.00** } ☞ [PLU]

<u>Multiple PLU Entry:</u>

e.g. 2 units of (PLU003 = Grape) with preset price @ R3.00

☞ quantity # { **2** } ☞ [X / TIME / dbl]

☞ PLU # { **3** } ☞ [PLU] ☞ [AT / TL =]

** Quantity ~ { 0.001 to 99.999 }*

[a] *see page 9 for PLU status programming*

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0005
APPLE               1.00T1   PLU preset price entry
COKE                2.00T2 ► Sub-department entry
          2.x       3.00@      ↳(manual pricing)
GRAPE               6.00T3   Multiple PLU entry
- - - - - - - - - - - -
TOTAL               9.00
CASH                9.00
VAT 10.000%         0.09T1
VAT 20.000%         0.33T2
VAT 30.000%         1.38T3
```

13.8 Minus (–) Operations

Minus or Deduction (–) key entries can be made with a maximum 7 digits amount entry.

Single (–) Key Entries:

REG ☞ price { **10.00** } ☞ Dept 1 [1 / 9 +]

☞ price { **20.00** } ☞ Dept 2 [2 /10 x]

☞ deduction amt { **0.10** } ☞ [REF/ –]

☞ deduction amt { **0.20** } ☞ [REF/ –]

☞ price { **30.00** } ☞ Dept 3 [3 /11]

Multiple (–) Key Entry:

☞ price { **40.00** } ☞ Dept 4 [4 /12]

☞ quantity # { **2** } ☞ [X / TIME / dbl]

☞ deduction price { **0.25** } ☞ [REF/ –] ☞ [AT / TL =]

** Quantity ~ { 0.001 to 99.999 }*

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0006
DEPT01             10.00T1   Single DEPT entry
DEPT02             20.00T2   Single DEPT with
COUPON             -0.10     Repeated ( - ) entries
COUPON             -0.20
DEPT03             30.00T3   Single DEPT entry
DEPT04             40.00T4   Single DEPT with
       2.x          0.25@    Multiple ( - ) entry
COUPON             -0.50
- - - - - - - - - - - -
TOTAL              99.20
CASH               99.20
VAT 10.000%         0.91T1
VAT 20.000%         3.33T2
VAT 30.000%         6.92T3
VAT 40.000%        11.43T4
```

13.9 Discount [– %] Key Operations

Sale Discount (e.g. Preset rate = 10%):

REG ☞ price { **10.00** } ☞ Dept 1 [1 / 9 +]

☞ price { **20.00** } ☞ Dept 2 [2 /10 x]

☞ [ST] *Subtotal key*

☞ [– %] *Preset rate*

☞ [AT / TL =]

E.g. Preset -% rate

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0007
DEPT01             10.00T1
DEPT02             20.00T2
- - - - - - - - - - - -
SUBTTL             30.00
DISCOUNT 10.00%    -3.00
- - - - - - - - - - - -
TOTAL              27.00
CASH               27.00
VAT 10.000%         0.82T1
VAT 20.000%         3.00T2
```

Item Discount (Manual % rate):

REG ☞ price { **10.00** } ☞ Dept 1 [1 / 9 +]

☞ price { **20.00** } ☞ Dept 2 [2 /10 x]

☞ 5% discount { **5** } ☞ [– %] *Discount key*

☞ [AT / TL =]

Override Preset -% rate

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0008
DEPT01             10.00T1
DEPT02             20.00T2
DISCOUNT 5.00%     -1.00
- - - - - - - - - - - -
TOTAL              29.00
CASH               29.00
VAT 10.000%         0.91T1
VAT 20.000%         3.17T2
```

13.10 VOID / Correction Key Operations

The Void key is used to correct error operations inside of a sale.

Last item entry Void:

REG ☞ price { **10.00** } ☞ Dept 1 [1 / 9 +]

☞ price { **20.00** } ☞ Dept 2 [2 /10 x] ☞ [VOID]

Non-Last item entry Void:

☞ price { **30.00** } ☞ [3 /11]

☞ price { **40.00** } ☞ [4 /12] ☞ [C]

Incorrect DEPT entry to VOID

☞ [VOID] ☞ price { **30.00** } ☞ [3 /11]

☞ [AT / TL =]

```
//////////////////////
/     YOUR RECEIPT     /
/      THANK YOU       /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0009
DEPT01             10.00T1
DEPT02             20.00T2
VOID/CORR                    } Last item VOID
DEPT02            -20.00T2
DEPT03             30.00T3
DEPT04             40.00T4   } Non-Last item VOID
VOID/CORR
DEPT03            -30.00T3
- - - - - - - - - - - -
TOTAL              50.00
CASH    50.00
VAT 10.000%         0.91T1
VAT 40.000%        11.43T4
```

13.11 Merchandise Return Operations

Merchandise return of a single DEPT entry:

e.g. 1 unit @ R10.00 from Dept 1 returned

REG ☞ [REF/ –] ☞ price of item returned { 10.00 }

☞ Dept 1 [1 / 9 +] ☞ [AT / TL =]

Merchandise return of a multiple DEPT entry:

e.g. 2 units @ R2.00 each from Dept 2 returned

☞ [REF/ –]

☞ quantity of items returned { 2 } ☞ [X / TIME / dbl]

☞ Dept 2 [2 /10 x] ☞ [AT / TL =]

```
//////////////////////
/     YOUR RECEIPT     /
/      THANK YOU       /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0010
REFUND- - - - - - - - -
DEPT01            -10.00T1
        2.x         2.00@
REFUND- - - - - - - - -
DEPT02             -4.00T2
- - - - - - - - - - - -
TOTAL             -14.00
CASH   -14.00
VAT 10.000%         -0.91T1
VAT 20.000%         -0.67T2
```

13.12 Received On Account Operations

Key sequence : < REG > → { amount received } → [RA / EURO]

Example :

REG ☞ amount received { **10.00** } ☞ [RA]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1        PM01-03
12-05-2003        0011
RECD ACCT        10.00
```

13.13 Paid Out Operations

Key sequence : < REG > → { amount paid out } → [PO]

Example :

REG ☞ amount paid out { **5.00** } ☞ [PO]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1        PM01-03
12-05-2003        0012
PAID OUT         -5.00
```

13.14 Non-Add # Print Operations

The #/NS key is a non-add key which accepts up to a 7 digits numeric entry. Entry will not add to any activity or sales totals.

Key sequence : < REG > → { max. 7 digits } → [# / NS]

Example : A Non-Add # in a Sales Transaction

REG ☞ { **1 2 3 4 5 6 7** } ☞ [# / NS]

☞ price { **10.00** } ☞ Dept 1 [1 / 9 +]

☞ [AT / TL =]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1        PM01-03
12-05-2003        0013
                1234567 #   <- Non-Add #
DEPT01          10.00T1
- - - - - - - - - - - -
TOTAL           10.00
CASH            10.00
VAT 10.000%      0.91T1
```

13.15 No Sale Operations

A no sale operation will simply open the cash drawer.
However, the financial report records the no-sale activity count.

Key sequence : < REG > → [# / NS]

Example :

REG ☞ { **1 2 3 4 5 6 7** } ☞ [# / NS]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1        PM01-03
12-05-2003        0014
NO SALE
```

13.16 Cash Tender Operations

Example :

REG ☞ price { **10.00** } ☞ [1 / 9 +]

☞ price { **20.00** } ☞ [2 /10 x] ☞ [ST]

☞ amt tendered { **50.00** } ☞ [AT / TL =]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0015
DEPT01            10.00T1
DEPT02            20.00T2
- - - - - - - - - - - -
SUBTTL            30.00
CASH              50.00
CHANGE            20.00
VAT 10.000%        0.91T1
VAT 20.000%        3.33T2
```

Cash amount
Change

13.17 Check Tender Operations

Example :

REG ☞ price { **10.00** } ☞ [1 / 9 +]

☞ price { **20.00** } ☞ [2 /10 x] ☞ [ST] or [CHECK]

☞ amt tendered { **50.00** } ☞ [AT / TL =]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0016
DEPT01            10.00T1
DEPT02            20.00T2
- - - - - - - - - - - -
SUBTTL            30.00
CHECK             50.00
CHANGE            20.00
VAT 10.000%        0.91T1
VAT 20.000%        3.33T2
```

Check amount
Change

13.18 Charge Tender Operations

Example :

REG ☞ price { **30.00** } ☞ [3 /11]

☞ price { **40.00** } ☞ [4 /12] ☞ [CHARGE]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003          0017
DEPT03            30.00T3
DEPT04            40.00T4
- - - - - - - - - - - -
TOTAL             70.00
CHARGE            70.00
VAT 30.000%        6.92T3
VAT 40.000%       11.43T4
```

13.19 Split Tender Operations

Example :

REG ☞ price { **10.00** } ☞ [1 / 9 +]

☞ price { **20.00** } ☞ [2 /10 x] ☞ [ST]

☞ amt tendered { **30.00** } ☞ [AT / TL =] ☞ [CHARGE]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003         0018
DEPT01           10.00T1
DEPT02           20.00T2
- - - - - - - - - - - -
SUBTTL           30.00
CASH             15.00
CHARGE           15.00
VAT 10.000%       0.91T1
VAT 20.000%       3.33T2
```

Cash payment
Change payment

13.20 Card Tender Operations

Example :

REG ☞ price { **30.00** } ☞ [3 /11]

☞ price { **40.00** } ☞ [4 /12] ☞ [CARD]

```
//////////////////////
/    YOUR RECEIPT    /
/     THANK YOU      /
//////////////////////

CLERK 1          PM01-03
12-05-2003         0019
DEPT03           30.00T3
DEPT04           40.00T4
- - - - - - - - - - - -
TOTAL            70.00
CARD             70.00
VAT 30.000%       6.92T3
VAT 40.000%      11.43T4
```

13.21 After Receipt Operations

After a transaction is completed with receipt issued ☞ [Receipt ISSUE] to print another receipt.

To issue more copies of the same receipt, press the [Receipt ISSUE] key again.

This operation is able to print in following condition.

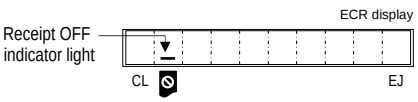
a) The Control key is in REG-2 position.

b) The system option for “Multiple Receipt” is set to “allowed” (default).

c) The ECR will not print multiple receipt if “Multiple Receipt” function is set to “Not allowed”,

13.22 Receipt ON/OFF

☞ [Receipt ON/OFF] to toggle between ON and OFF.



Notes: 1) Only applicable for REG 2 (RECEIPT) mode.

2) Operation is possible only when a transaction is not in progress.

3) Any receipt is not printing in ‘Receipt OFF’ condition without post receipt.

14 Management Reports

This section gives instructions for taking reports.

Reports may be taken with the Control Key in the X or Z position

- **X** Position - Reads financial reports (without memory deletion).
- **Z** Position - Reads financial reports, and resets totals to zero.

The read-out for the financial report is the same whether taken in the **X** or **Z** position, the only difference is that totals are reset to zero after a Z position report.

14.1 Programming the Z-Report Security Code

When reports are printed in the "Z" position, transaction totals are reset to zero. Assigning a security code can prevent accidental reset of transaction totals to zero. With the security code assigned, the "Z" report prints only after code is entered correctly.

Note: Assign a number easily remembered. You should also keep the program receipt as a reminder. If you do forget the code, reset this program with a new code. Then, print using the new code.

Key sequence : < > = *Control key position* { } = *entry from the numeric keypad is necessary* [ ] = *depressing one of the function keys is necessary*

< PRG > → { 4 digits code } → [CHARGE]

Example : To programme '5678' as a Z-report security code

PRG ☞ [5 JKL] [6 MNO] [7 @] [8 ABC] 56.78 ☞ [CHARGE]

**Print

P SECU CODE 56. 78

14.1a To Print Z-report with Security Code assigned

Key sequence : < Z > → { code # } → [AT / TL =]

Example: To print Z-report with Security Code '5678' assigned.

Z ☞ [5 JKL] [6 MNO] [7 @] [8 ABC] 56.78 ☞ [AT / TL =]

14.1a To Print Z-report with Security Code NOT assigned

Z ☞ [AT / TL =] *prints financial reports, and resets totals to zero.*

14.2 Printing Reports (Quick Reference)

Report type	Set Control Key to X or Z	Start print-out by pressing the Function key below
Financial	**X** (without memory deletion) **Z** (with memory deletion)	[AT / TL =]
PLU	**X** (without memory deletion) **Z** (with memory deletion)	[PLU]
Clerk	**X** (without memory deletion) **Z** (with memory deletion)	[CLERK]
Electronic Journal	**X** (without memory deletion) **Z** (with memory deletion)	[ST]

Key sequence : < > = *Control key position* [ ] = *depressing one of the function keys is necessary*

< Report type Control Key position > → [Function key]

14.3 Financial Report

Key sequence : < > = *Control key position* [ ] = *function key*

< Z > → { Z report security code # } → [AT / TL =]

Example : If security code # is '5678'

Z ☞ [5 JKL] [6 MNO] [7 @] [8 ABC] ☞ [AT / TL =]

Example : If security code not assigned

Z ☞ [AT / TL =]

Clerk Name	CLERK 1 PM01-03	Time
Date	12-05-2003 0022	Transaction Counter
	Z1 0001	Z1 Counter
	029	*Sales Counter*
	DEPT01 173.00T1	DEPT 1 Sales Total (Tax 1)
	019	
	DEPT02 290.00T2	DEPT 2 Sales Total (Tax 2)
	018	
	DEPT03 270.00T3	DEPT 3 Sales Total (Tax 3)
	010	
	DEPT04 328.00T4	DEPT 4 Sales Total (Tax 4)
	003	
	DEPT05 105.00	
	002	
	DEPT14 2.00	
	004	
	DEPT15 8.00	
	004	
	DEPT16 12.00	
	TL DEPT 1188.00	All Department Total

	TL VAT 1 7.55	Tax Amount Total
	TL VAT 2 23.10	
	TL VAT 3 30.44	
	TL VAT 4 45.58	
	TL-COUPON -2.20	Coupon (-) Total
	TL-DISCOUNT -8.00	-% Total
	TL—NET 1177.80	Net Sales Total
	TOT REFUND -28.00	Refund Total
	TL VOID/CORR -109.00	Void Total
	TL—GRS 1325.90	Gross Sales Total
	ROUNDING 0.00	Tender Rounding Total
	034	*Cash Sales Counter*
	TL CASH 887.80	Cash Sales Total
	005	*Check Counter*
	TL CHECK 120.00	Check Sales Total
	004	*Charge Counter*
	CL-CREDIT 170.00	Charge Sales Total
	000	*Card Counter*
	TL CARD 0.00	Card Sales Total
	002	*Recd On Acct Counter*
	TL RECD ACCT 20.00	Recd On Acct Total
	002	*Paid Out Counter*
	TL PAID OUT -10.00	Paid Out Total
	FC-1 *2.5 78.00	FC-in-drawer Total(1-4)
	FC-2 *1 30.00	
	FC-3 *1 2.00	
	FC-4 *2 6.00	
	TL NO SALE 002	*No Sale Counter*
	C—I—D 877.80	Cash-in-drawer Total
	CHECK-I-D 140.00	Check-in-drawer Total
	GT 1017.80*	Grand Total

14.4 PLU Report

Key sequence : < > = *Control key position* [ ] = *function key*

< X or Z > → [PLU]

X Positions - Reads PLU reports.

Z Positions - Reads PLU reports, and resets totals to zero.

X or Z ☞ [PLU]

	CLERK 1 PM01-03	
	12-05-2003 0023	
	PLU REPORT X	Report type
	001	*Sales Counter*
PLU Caption	APPLE 12345.67	Sales Total
	001	
	COKE 100.00	
	003	
	LEMON 28.00	
	006	
	EGG 33.00	
	001	
	GRAPE 20.00	
	TL—PLU 12526.67	All PLU Sales Total

14.5 CLERK Report

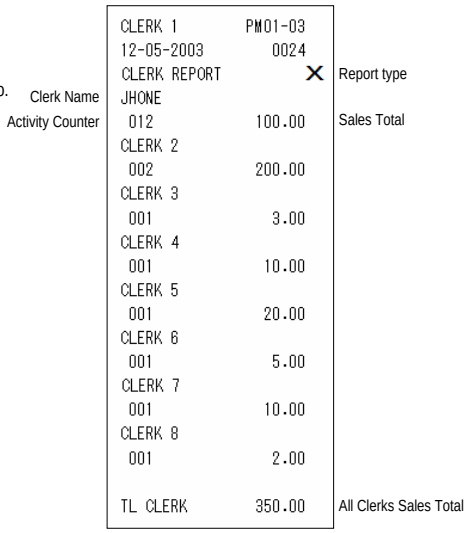
Key sequence : < > = *Control key position* [ ] = *function key*

< X or Z > → [CLERK]

X Positions - Reads CLERK reports.

Z Positions - Reads CLERK reports, and resets totals to zero.

X or Z ☞ [CLERK]



14.6 Electronic Journal (EJ) Report – X and Z Modes

This ECR has the following types of EJ reports

- Full Report
- Oldest Report
- Latest Report
- Daily Report

These report have following common key functions.

1) **Pause function during print**

When [C] key is entered during printing, the report will be stopped.

Next available options are

a) press [C] key again to continue printing.

b) press [VOID] to exit printing. The following will be printed at point of exit - "<><><><><><><>"

2) **Confirmation function for clearing EJ memory**

When the report printing is completed in **Z** mode, the ECR will display '**CL**' on the screen and a long beep (about 2 seconds) will be activated.

This is to prompt you whether you want to clear the EJ memory or not.

a) If **YES**, press the [C] key.

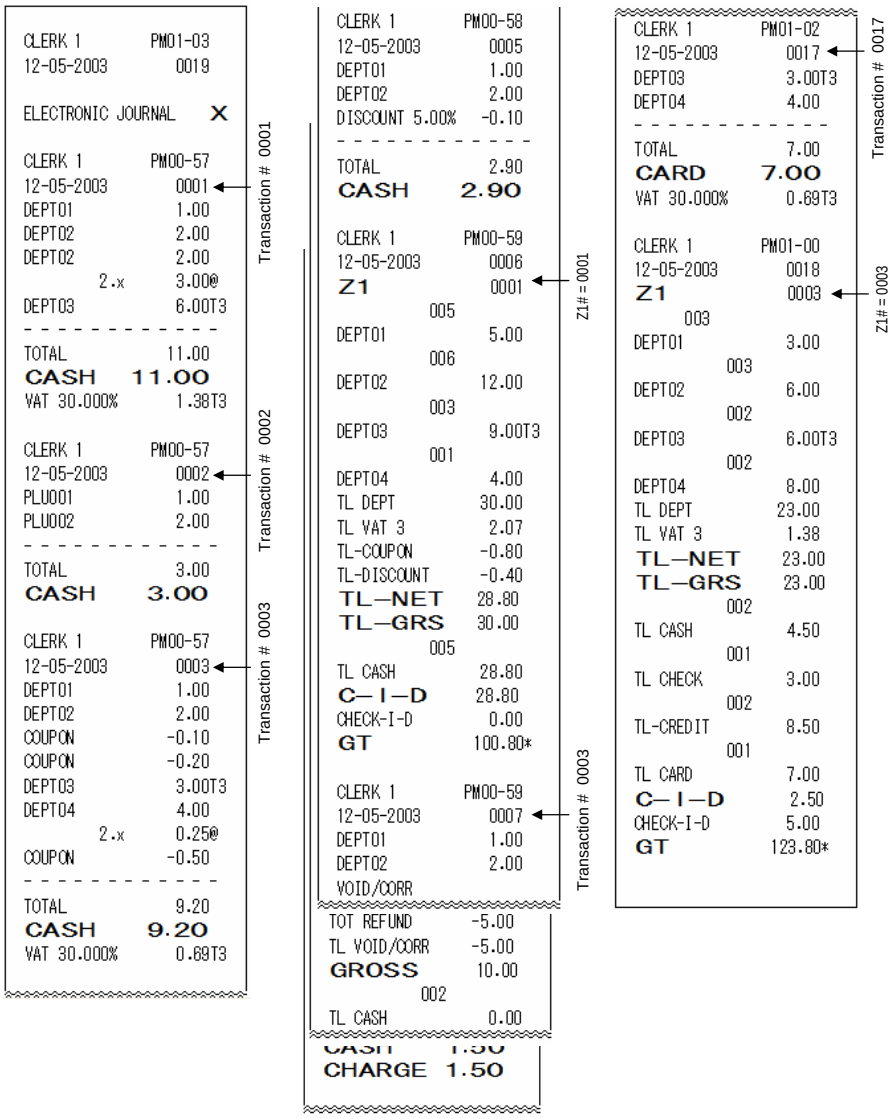
b) If **NO**, and you wish to keep the EJ memory, press [VOID] to exit <u>without</u> clearing.

14.7 Full Report for EJ

Key sequence : < > = *Control key position* [ ] = *function key*

< X or Z > → [ST]

Example : X ☞ ST



14.8 Oldest Report for EJ

Key sequence : *< > = Control key position { } = entry from the numeric keypad is necessary [ ] = depressing one of the function keys is necessary*

< X or Z > → { NNN } → [**ST**] NNN = 001 - 999

"NNN" means the transaction number you wish to appoint.

EJ will be reported from the oldest transaction.

ECR will print the issued transactions. When the print reach "NNN" number, the report will be stopped.

If all the issued transaction are printed before the inputted "NNN" number, the report will be stopped.

14.9 Oldest Report for EJ

Key sequence : *< > = Control key position { } = entry from the numeric keypad is necessary [ ] = depressing one of the function keys is necessary*

< X or Z > → { NNN } → [**PO**] NNN = 001 - 999

"NNN" means the transaction number you wish to appoint.

EJ will be reported transaction older than the appointed number.

When the issued transaction reach to the latest, the report will be stopped.

If the appointed number is bigger than any saved transaction in the EJ memory, the report will be started from the oldest transaction.

14.10 Daily Report for EJ

Key sequence : *< > = Control key position { } = entry from the numeric keypad is necessary [ ] = depressing one of the function keys is necessary*

< X or Z > → { DD } → [**RA / EURO**] DD = 01 - 99

"DD" means the number of issued Z financial reports you wish to appoint.

EJ will be reported from the oldest transaction.

ECR will print the issued Z financial reports. When printing reach "DD" number, the report will be stopped.

If all the issued data is printed before "DD' number, the report will be stopped.

15 System & Media Balance

SYSTEM BALANCE

(+) Department 1
(+) Department 2
(+) Department 3
(+) Department 4

(+) Department 12
(+) Department 13
(+) Department 14
(+) Department 15
(+) Department 16

(-) Minus Total
(-) -% Total

(=) Net Sales

(+) Net Sales
(+) Minus Total
(+) -% Total
(+) Return Total
(+) Void Total

(=) Gross Sales

(+) Net Sales
(+) Previous Grand Total

(=) Ending Grand Total

MEDIA BALANCE

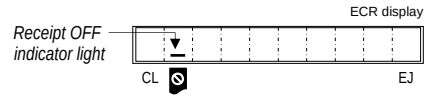
(+) Net Sales
(+) Adjustment
(-) Check
(-) Charge
(-) Card
(+) Received On Account
(-) Paid Out
(-) Payments Out

(=) Cash In Drawer

16 Troubleshoot – Print Function

If the cash register fails to print receipts or reports, check whether a special function has been activated. Special functions are indicated by a lighted horizontal bar in the display:

The Receipt function has been deactivated on the cash register. There is no paper transport and, therefore, no receipt is printed.
Solution: Press [Receipt ON/OFF] to activate the print function. *See page 25 for details.*



The ECR is in Calculator mode. Print function is not operational in Calculator mode.
See page 12 for details.

Printer malfunction

In the event of a printer error, switch the ECR off immediately and disconnect the power plug. Check whether the paper roll is inserted correctly or is there a foreign body in the printer mechanism.

Caution: If there is a foreign body, remove it very carefully. Do not use a knife, screwdriver or anything similar. Never use force.

This could damage the printer mechanism. Switch the ECR on again and complete the registration.

If the printer error reoccurs, contact the service centre.

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-218 T

Serial No. (s) : _____

Date of Purchase: _____

Purchased from (DealerIStore) 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 the preceding page.

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-218 T

Serial No. :

Date of Purchase :

Purchase from (Dealer/Store) name :

Affix
Stamp
Here

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