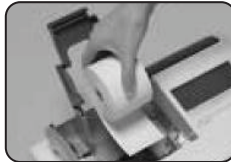# CASIO **SE-C300**

Quick Setup Guide

1 Installing Paper

- Remove the printer cover and lift up the printer arm where it says '**PULL HERE UP**'

- Feed the paper underneath, and lower the roll into the space behind the printer.

- Ensure the excess is brought forward over the printer arm.

- Close the printer arm until it locks.

- Replace the printer cover, passing the leading end of the paper through the cutter slot.

- The printer can be used as either a customer receipt or manager audit. The setting for which is shown overleaf - See Spool or Receipt Printing.
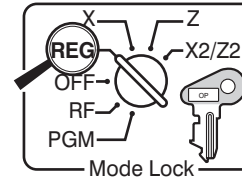
- If the roll is to be used as an audit, wind onto the spool as shown opposite.

2 Making a Sale

Items can be sold either as a manual price entry or by pressing a pre-programmed item button.

- Insert the **OP** key (operator's key) and turn to the **REG** position.

- Enter the price of the goods without the decimal point and press one of the item buttons.

  i.e. £1 equals **1** **0** **0**

  Item Buttons

- Alternatively press one of the pre-programmed buttons.

- To enter another sale repeat as above by entering a price then an item key.

- Or, press another pre-programmed button on the keyboard.

- Press the **SUBTOTAL** key to show the amount due.

  3 ST ·123.45
  PRETZEL
  12.34

- If you would like to calculate change (optional):- Enter the value of money given by the customer.

  I.e. £5.00 is entered as **5** **0** **0** and press the **CA/AMT TEND** key.

- Or, press the **CA/AMT TEND** key directly (for non cash sales press **CHEQ** or **CARD**).

  If a cash value was entered, the amount of change due will be displayed on screen.

3 Reporting

The cash register has two reporting modes, one for printing out the information without clearing any figures, this is referred to as the **X Mode**.
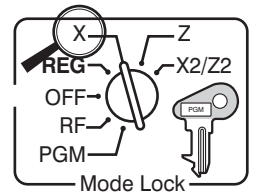
The second is for printing and clearing the figures back to zero ready for the next day. This is referred to as the **Z Mode**.

- Insert the **PGM** key (program key) and turn to either the:

  X position to print without clearing

  Or

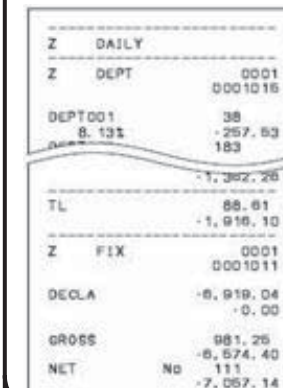 **Z** position to print and clear sales.

- Press the **RC** key to display the required report on screen.

  X NEXT:RC
  DAILY X
  0.00

- Press the **CA/AMT TEND** key to print the report.

- Turn the key to the **REG** position for normal use.

Example - End of Day Report

| Z	DAILY	
Z	DEPT	0001
		0001016
DEPT001		38
8.13%		-257.53
		183
		-1,392.26
TL		88.61
		-1,916.10
Z	FIX	0001
		0001011
DECLA		-8,919.04
		-0.00
GROSS		981.26
		-6,574.40
NET	No	111
		-7,067.14

4 Print Style

Programming the Company Logo

The cash register can print a receipt header and footer message of up to 4 lines, each with 24 characters.

- Insert the **PGM** key and turn to the **PGM** position.
- Press **2** followed by the **SUBTOTAL** key.
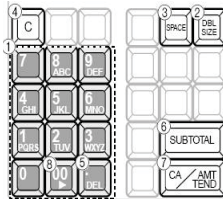- Enter the line number you wish to program.
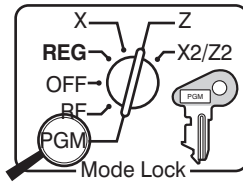
(Lines 1-4 are used to program the header, lines 9-12 are used to program the footer)

- Enter **3 2** and press **SUBTOTAL**.

*For example, enter **1 3 2 SUBTOTAL** for line 1, **2 3 2 SUBTOTAL** for line 2 etc.*

- Enter the text using the keyboard.

  As the keys are pressed, the letter will appear on the display.

  Keep pressing the key until the required letter appears.

  If required press the **00** to move to the next letter. Press the **.** key to delete any text.

For example, to enter 'THANK YOU' press
2 4 4 8 6 6 5 5 SPACE 3 3 3 6 6 6 2 2

- Press **CA/AMT TEND** to save the text
- Press **SUBTOTAL** to finalise.

Spool or Receipt Printing

Select either the spool or receipt printing procedure

Spool Printing
- Insert the **PGM** key and turn to the **PGM** Mode.
- Press **1 0** then the **CHEQ** key.
- Press **SUBTOTAL** to finalise.
- Turn the key to the REG position for normal use.

Receipt Printing
- Insert the **PGM** key and turn to the **PGM** Mode.
- Press **3 SUBTOTAL**.
- Press **0 5 2 2 SUBTOTAL**.
- Press **0** then **CA/AMT TEND**.
- Press **SUBTOTAL** to finalise.
- Turn the key to the **REG** position for normal use.

5 Presetting Items

Programming an Item Name

The cash register has 72 Item keys which can be programmed with a name for analysing your sale. I.e. Crisps or Food.

- Insert the **PGM** key and turn to the **PGM** position.
- Press **2** then the **SUBTOTAL** key.
- Press the required key. I.e. Item 1-72.
- Enter the text using the keyboard.
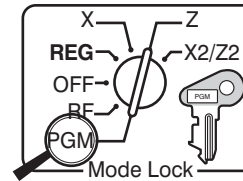
  As the keys are pressed, the letter will appear on the display.
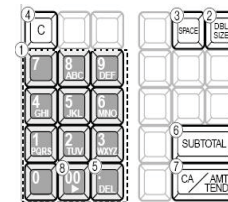
  Keep pressing the key until the required letter appears.

  If required press the **00** to move to the next letter. Press the **.** key to delete any text.

For example, to enter 'CRISPS' press
8 8 8 1 1 1 4 4 4 1 1 1 1 00 1 00 1 1 1 1

- Press **CA/AMT TEND** to save the text.
- Press **SUBTOTAL** to finalise.

Programming an Item Price

The 72 item keys can be set with a preset price.

- Insert the **PGM** key and turn to the **PGM** Mode.
- Enter **1** then press the **SUBTOTAL** key.
- Enter the item price without a decimal point.

  For example, for £1.25 enter **1 2 5**

- Press the required item key. Either enter the next price followed by an item key or,
- Press the **SUBTOTAL** key to finalise.
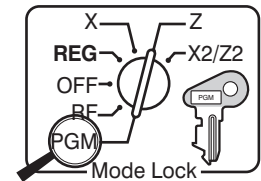- Turn the key to the **REG** position for normal use.

6 Setting the Date & Time

Date

- Insert the **PGM** key and turn to the **PGM** position.
- Enter the date in the format YYMMDD.

  For example, enter
  0 9 0 1 1 6
  (for 16th Jan. 2009).

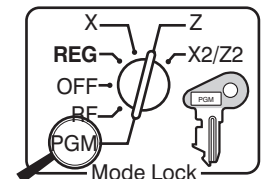- Press the **X/DATE TIME** key.
- Press the **C** key to finalise.

Time

- Insert the **PGM** key and turn to the **PGM** position.
- Enter the time in the format HHMM.
- *For example, enter*
  1 5 3 0 *(for 3.30pm)*.
- Press the **X/DATE TIME** key.
- Press the **C** key to finalise.
- Turn the key to the **REG** position for normal use.

General Errors

Receipt not Printing

- Check the paper type is 57mm wide THERMAL paper.

In Constant Error

- Insert the **PGM** key.
- Turn the key to each position and press **C** key.
- Then press the **CA/AMT TEND** key.