Quick Start Guide

Electronic Cash Register SE-G1

CASIO

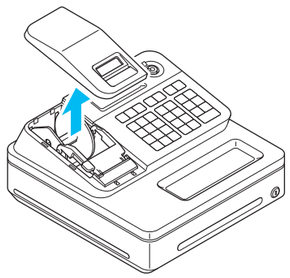
Preparations

Note: Please follow the steps described below.

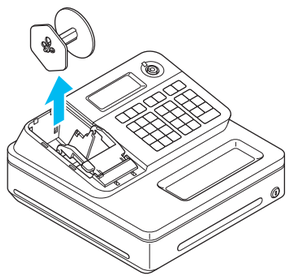
1. To set memory protection batteries

To prevent losing all your settings and sales data, we strongly recommend that you set the memory protection batteries before you use the cash register and replace them at least once a year.

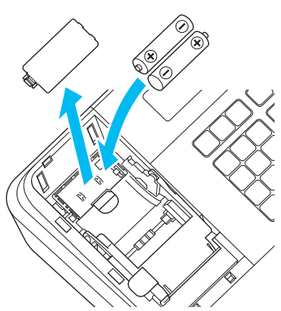
1. Remove the printer cover by lifting it up.



2. Remove the take up reel.



3. Remove the battery compartment cover and install two new “AA” type batteries in the battery compartment.



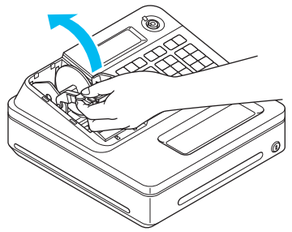
4. Replace the battery compartment cover.

Important

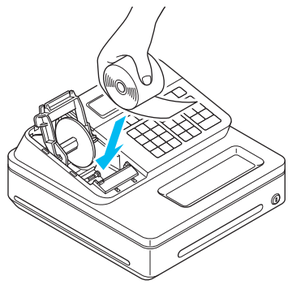
Be sure that the plus (+) and minus (-) ends of the batteries are facing in the directions as indicated on the battery compartment.

2. To set a paper roll

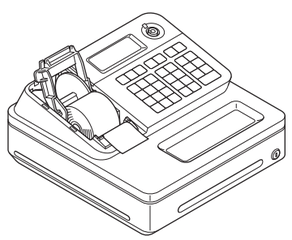
1. Open the platen arm by lifting it up.



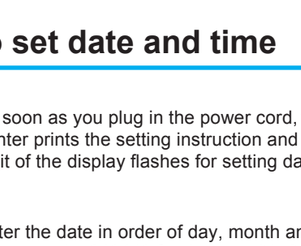
2. Hold the paper roll so that the end of the paper comes out from the bottom of the roll and place it behind the printer.



3. Place the end of the paper over the printer.



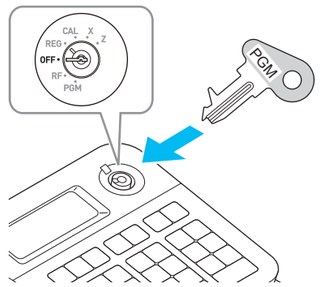
4. Close the platen arm slowly until it locks securely.



Note: Never touch the printer’s thermal head and the platen. Avoid the thermal paper from heat, humidity or direct sunlight.

3. To turn the cash register on

1. Insert a Mode key that comes with the cash register in the Mode switch and turn it to **OFF** position.



2. Plug in the power cord into an AC outlet.

4. To set date and time

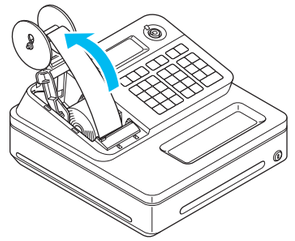
1. As soon as you plug in the power cord, the printer prints the setting instruction and the first digit of the display flashes for setting date.

2. Enter the date in order of day, month and year. For example, 210113 for January 21, 2013. The display changes for setting time. Enter the present hour and minute in 24-hour system.

5. To set a journal paper

1. Turn the Mode switch to REG and press [FEED] key so that the paper is fed about 20 cm.

2. Remove the left plate of the take up reel and insert the edge of the paper between the gap of the shaft.



3. Turn the reel a few turns so that it holds the paper securely then replace the left plate.

4. Place the take up reel behind the printer and press [FEED] key to reduce a slack of the paper.

5. Replace the printer cover.

Note: The default setting of your cash register is as journal printer. If you wish to use it to issue receipts, please see “To issue receipts” on page E-10 of the User’s Manual.

6. To set tax rate

The following procedure sets flat tax rates on departments. Please note that the rate set in this operation is add-in tax rate. For further settings such as rounding calculations etc., please see “To set tax tables and rounding system” on page E-44 of the User’s Manual.

1. Turn the Mode switch to **PGM** position.

2. Press [TAX PGM] key.

3. Enter the tax rate and then press corresponding department key.

   The following example is for setting 5.5% on department 2, and 7% on departments 3 and 4.

   5 • 5 -2

   7 ×3

   7 +4

4. If necessary, repeat the step 3 for another departments.

5. Press [SUB TOTAL] key to complete the settings.

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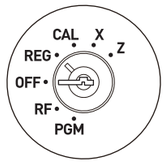
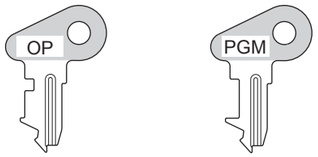
Getting to know your cash register

1. Mode switch



Mode switch



Operator key Program key

The Program key marked PGM can select any position of the Mode switch while Operator key marked OP can select only OFF, REG, or CAL positions.

	PGM	RF	OFF	REG	CAL	X	Z
OP key	-	-	○	○	○	-	-
PGM key	○	○	○	○	○	○	○

1 PGM (Programming)

This position is for setting your cash register to suit the needs of your store.

2 RF (Refund)

Use this position to correct registered items.

3 OFF

The cash register turns off in this position.

4 REG (Register)

This position is for normal transactions.

5 CAL (Calculator)

Select this position when you use the cash register as a calculator.

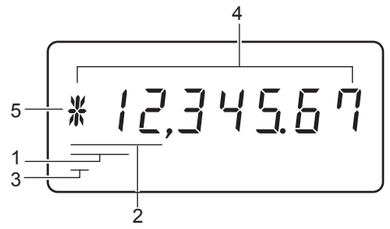
6 X (Read)

This is the position used for issuing daily sales totals report without clearing the data.

7 Z (Reset)

This position is for issuing reports of daily totals with clearing the accumulated totals.

2. Display



1 Department number display

Anytime you press a department key to register an item, corresponding department number appears here.

2 PLU number display

When you perform a PLU registration, corresponding PLU number appears here.

3 Number of repetition

When you register an item repeatedly in a department, the number of repetition appears here.

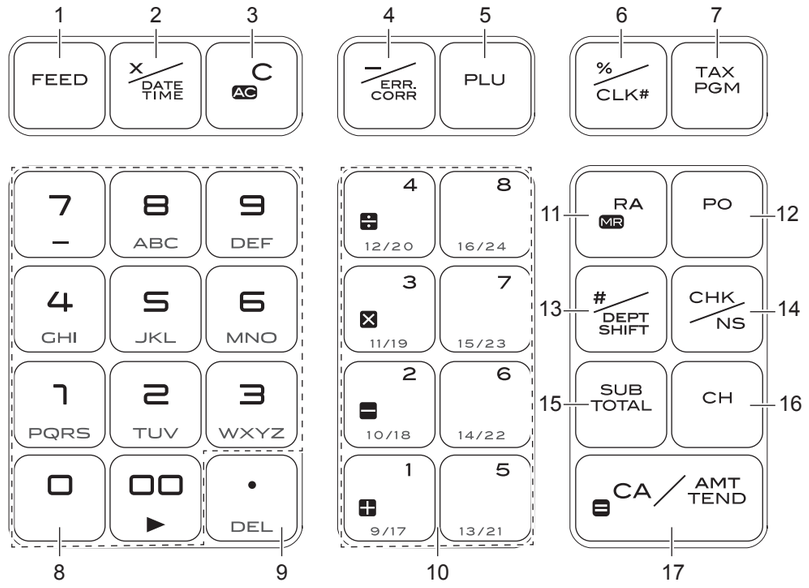
4 Numeral display

Entered values (unit prices or quantities) and calculated values (subtotals, totals, or change amount due) are displayed here. Up to eight digits numbers are shown in this area.

5 Character display

This digit shows the last character set in the character program mode (P2). Total (T) or change (C) appears when a total, subtotal, or change amount is displayed on part 4.

3. Keyboard



1	FEED	Press to feed the receipt or journal paper.
2	X DATE TIME	Press to register multiple quantity of an item. Also this key is used for displaying date and time.
3	AC C	Press to correct the last operation if it is not registered in the memory (before pressing a department key)
4	– ERR CORR	Press to discount items in price. Also this key is used to correct wrong entry after pressing a department key.
5	PLU	PLU (Price Look Up) key is used to preset unit prices of items.
6	% CLK#	Press to discount items in rate. Also this key is used to assign cashiers by ID numbers.
7	TAX PGM	This key is used to program a tax rate.
8	0 9 , 00	Numeral entry keys
9	•	Decimal point key
10	÷ 1 8	These keys are used to register items in corresponding department. ÷1 to ÷4 keys are used for four arithmetic calculations in the calculator mode.
11	RA	Received on Account key. Use this key when you receive money and put in the drawer without any transaction.
12	PO	Paid Out key Use this key when you withdraw money from the drawer.
13	# DEPT SHIFT	Press this key before you input any number for your reference. Also, by combinations with department keys, items can be registered in up to 24 departments.
14	CHK /NS	Check/No sale key. Use this key when the payment is made by checks. Also pressing this key opens the drawer without any registration.
15	SUB TOTAL	Use this key to calculate the subtotal.
16	CH	Use this key for charge sales.
17	= CA AMT TEND	Cash Amount Tendered key. Use this key when the payment is made in cash. Also this key functions as the equal (=) key in the calculator mode.

Daily job flow

Before opening your store

- Plugged in?
- Enough paper roll?
- Date and time are correct? (pages E-64 and E-65 of the User's Manual)
- Enough small change in the drawer?

While the store is open

- Registrations (page E-16 of the User's Manual)
- Issuing latest total sales report if needed. (page E-28 of the User's Manual)

After closing the store

- Issuing day's total sales report. (page E-28 of the User's Manual)
- Withdraw the money from the drawer.
  After you withdraw all the money from the drawer, we recommend that you leave the drawer open when you leave your store.
- Turn the Mode switch to OFF.