

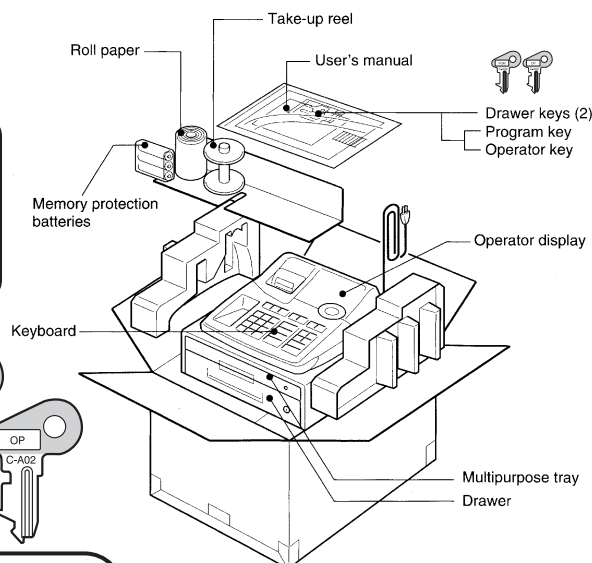
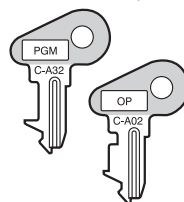
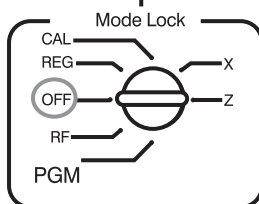
CASIO®

Electronic Cash Register Model 120/160CR



Before You Start

- Unpack the machine and ensure the items illustrated are enclosed. A set of keys are provided each stamped with an identifying letter for each key type.
- The key labelled **PGM** moves to every position on the mode lock.
- The key labelled **OP** moves to the **OFF**, **REG** and **CAL** positions on the mode lock.



1

Load The Memory Protection Batteries

- Remove the printer cover.
- Press down on the oval just behind the printer paper inlet, and slide the battery compartment cover backwards.
- Load three new AA batteries.
- Replace the battery compartment cover.



Important Notice

You must initialise the Cash Register and install the memory protection batteries before you can begin programming.

2

Loading The Paper Roll

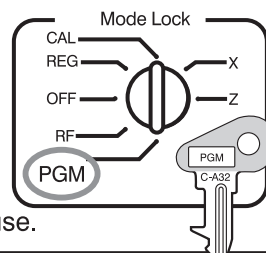
- Place the roll in the well behind the battery compartment and clip into prongs.
 - Feed the end of the roll (57 x 57mm) into the inlet as shown.
 - The machine is set for journal printing as standard therefore attach the paper to the take up reel provided, then slot the take up reel into indent above the paper roll.
 - Alternatively if the machine is to be set to receipt. Feed the paper through the printer inlet and then through window of the printer cover.
- (Follow option 4 to set the register for 'Receipt' rather than 'Journal' operation).*



3

Initialise The Cash Register

- Insert the **PGM** key into the mode lock.
- Plug the power cord of the cash register into the AC outlet (plug socket).
- Turn the key to the **PGM** position.
- Press **3** then **SUBTOTAL**
- Press **6 1 0 0** then **SUBTOTAL**
- Turn the key to **OFF**, insert the **OP** key and turn back to **REG** for normal use.



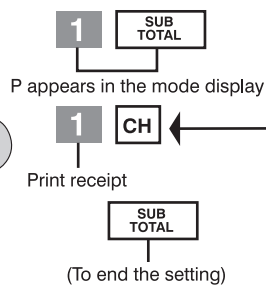
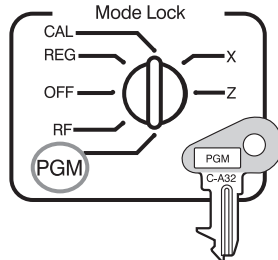
4

Programming The Receipt Or Journal

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**
- If you require Receipt printing press **1** then **CH**

"Alternatively"

- If you require Journal printing press **0** then **CH**
- Press **SUBTOTAL** to finish programming.
- Turn the key to **OFF**. Insert the **OP** key and turn back to **REG** for normal use.



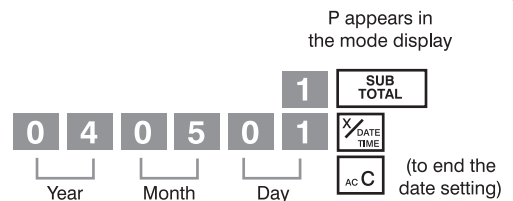
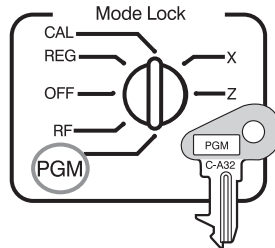
Selections	
Use printer to print a journal.	0
Use printer to print receipts.	1

A

5

Setting The Date

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**
- Enter the date using six digits (YY, MM, DD).
- Press **X/DATE/TIME**
- Press **C** to finish programming.
- Turn the key to **OFF** insert the **OP** key and turn back to **REG** for normal use.

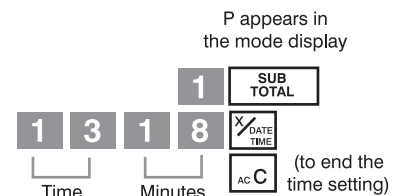
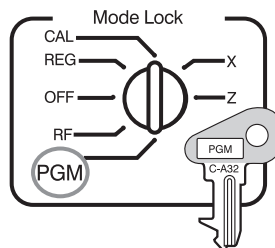


For example: 1st May 2004 would be= 040501

6

Setting The Time

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**
- Enter the time using four digits (1.18pm would be 1318 hrs in 24hr format).
- Press **X/DATE/TIME**
- Press **C** to finish programming.
- Turn the key to **OFF** insert the **OP** key and turn back to **REG** for normal use.



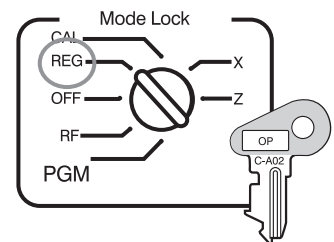
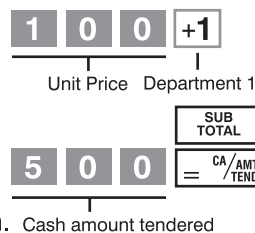
For example: 1.18 PM= 1318

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Entering A Basic Sale Operation

The Cash Register has four Department Buttons through which to enter your sales. The purpose of these are to assist you in analysing your business. For example, the Department button 1 could be used for Food Sales and Department button 2 for Non Food Sales etc. By allocating goods to the appropriate department buttons you are preparing and organising sales data for the end of the day Reports.

- Insert the **OP** key and turn the mode lock to the **REG** position ready for normal use.
- Enter the price of the goods then press one of the Department buttons.
- For example £5.00 is entered as **5 0 0**
- To enter another Sale repeat as above by entering a price then press a department button.
- Press **SUBTOTAL** to show amount due.
- To calculate the change enter the money given by customer.
- For example £5.00 is entered as **5 0 0**
- Press the payment key, either **=CA/AMTEND** **CHK** to finalise the sale.
- The amount of change due will show on the display.



• 1•00	1	Unit Price/ Department No.
• 1•00	ST	Subtotal
• 5•00	CA	Cash Amount Tendered
• 4•00	CG	Change Amount Due

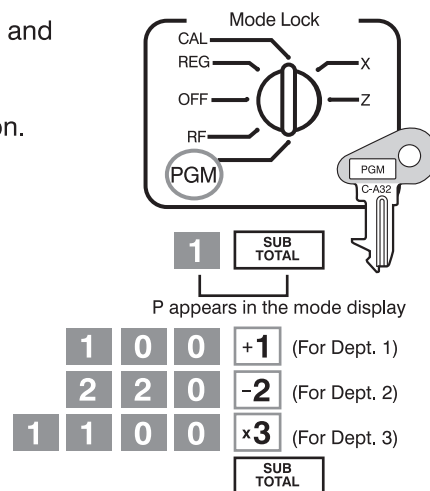
8

Programming A Preset Price

The Cash Register has four department buttons through which to enter your sales. It is possible to Preset a frequently used price to a department button. This enables items to be categorised and sold by pressing a single button. By allocating goods to the appropriate department buttons you are preparing and organising sales data for the end of day reports.

The following information explains how to program a preset price and how to allocate it to a department button.

- Insert the **PGM** key and turn the mode lock to the **PGM** position.
- Press **1** then **SUBTOTAL**.
- Enter the price to be Preset.
For example £5.00 is entered as **5 0 0**
- Press the department button to be Preset with the Price.
- For further departments repeat as above by entering the price and pressing the department button.
- Press **SUBTOTAL** to finish programming.
- Turn the key to **OFF** insert the **OP** key and turn back to **REG** for normal use.

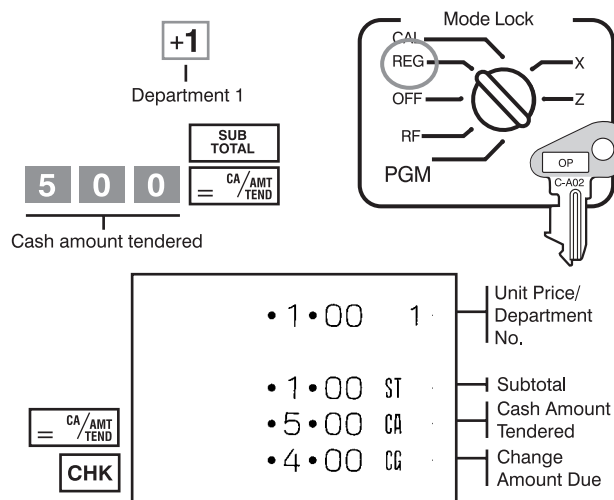


9

Entering A Sale Using A Preset Price

If you have programmed a price to a department button you can now begin to sell goods. The following information explains how to sell a preset priced item.

- Insert the **OP** key in the mode lock and turn to the **REG** position for normal use.
- Press a Preset Priced Department button the programmed preset price will then show on the display.
- Enter another sale by pressing a further Preset Priced Department.
- Press **SUBTOTAL** to show the value due.
- To calculate the change enter the money given by the customer.
For example £5.00 is entered as **5 0 0**
- Press the payment key, either **=CA/AMTEND** **CHK** to finalise the sale.
- The amount of change due will show on the display.



10

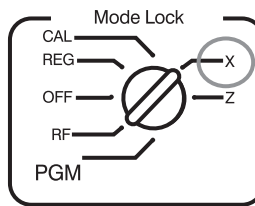
What Is A Report?

The Cash Register has two reporting modes:

- **X** mode prints sales information without resetting sales data back to zero.
(Used normally at Midday to check turnover)
- **Z** mode prints sales information, and resets all sales data back to zero.
(Used normally at the End of Day)

How To Obtain A Daily Sales Report

- Insert the **PGM** key in the mode lock.
- Turn the key to either the (X position to print without clearing sales figures). or (Z position to print and clear sales data back to zero).
- Press **CA/AMTEND**
- The report is printed listing the amount of transactions put through each of the department buttons.
- Turn the key to the **OFF**, insert the **OP** key and turn back to **REG** for normal use.



Z (Reset) report

08-01-02	Date
19-35#0086	Time/ Consecutive No.
0001 Z	Report Type/Counter
48	No. of items/ Dept. No.
• 166•94	Amount
61	
• 1259•15	
44	
• 15175•39	
5	
• 75•00	Gross Sales
158 *	No. of items
• 16676•48 *	Gross Sales Amount

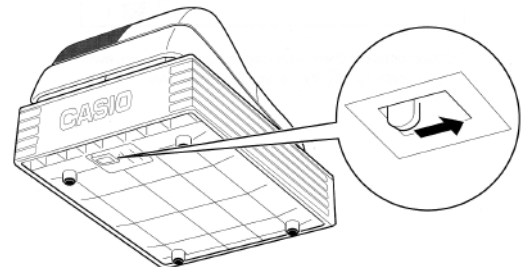
Report Options

Report Type	Key Lock	Report Button Press
Total In Drawer	X	
Daily (Read)	X	
Daily (Reset)	Z	
Periodic Accumulated (Read)	X	
Periodic Accumulated (Reset)	Z	



When The Cash Drawer Does Not Open

In the event of a power failure the Cash Drawer will **NOT** open. First ensure that the drawer is unlocked, then pull the release lever on the base of the machine as illustrated in the diagram.



Trouble Shooting

During the lifetime of the cash register it is possible a problem may occur during operation. The table below illustrates how a problem can be easily rectified.

Symptom/Problem

E01 appears on the display.

E94 appears on the display.

No date or time on receipt.
Paper is not advancing enough.

Key won't turn to Z, X, PGM and RF modes.

Drawer opens up after ringing up only one time.

Not clearing totals at end of day after taking report.

Programming is lost whenever register is unplugged or there is a power outage

Register is inoperative
Can't get money out of drawer.

Most Common Causes

Changing modes without completing transaction.

Printer paper is jammed.

Printer is programmed as a journal.

Using OP key.

Department is programmed as a single item dept.

Using X mode to take out reports.

Bad or no batteries.

No power.

Solutions

Return key to where it stops erroring and press

Remove jammed paper. Turn Mode switch to OFF then turn to ON, or Turn power OFF and then turn power ON.

Program printer to print receipts.

Use the PGM key.

Program the dept. as a normal dept.

Use Z mode to take out reports.

Put in new batteries.

Pull lever underneath register at rear.