Quick Start Guide

SE-S100

Electronic Cash Register

Note : This manual describes basic setups and operation methods. For more detail, please download the User's Manual from: http://world.casio.com/manual/sa/

Thank you very much for purchasing this CASIO electronic Cash Register. START-UP is QUICK and EASY!

Power Supply

Your Cash Register is designed to operate on standard household current (120 V, 220 V, 230 V, 240 V; 50/60 Hz). Do not overload the outlet by plugging in too many appliances.

Cleaning

Clean the Cash Register exterior with a soft cloth which has been moistened with a solution of a mild neutral detergent and water, and wrung out. Be sure that the cloth is thoroughly wrung out to avoid damage to the printer. Never use paint thinner, benzene, or other volatile solvents.

The mains plug on this equipment must be used to disconnect mains power. Please ensure that the socket outlet is installed near the equipment and shall be easily accessible.

Preparations

Please follow the steps described below.

• Unpack the Cash Register and DO NOT plug into the mains supply until sections 1 and 2 have been completed

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

MA1411-A

CASIO

4. Get the Cash Register ready

1 Insert a Mode key marked PGM 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.

5. To set the language, country, date, time, and tax rates

Important

- In accordance with the country, the setup procedures differ from step 3. From step 3, refer to the flowchart shown below.
- See the undermentioned operation instructions for steps A, B, C, and D. Please follow the guidance printed out from the printer in each step.

In each setting procedure, the Cash Register prints your settings. Make sure that the settings are correct. If you have made an incorrect date and time setting, press and repeat from the beginning. For other incorrect settings, pull out the AC cord, take out batteries, and start from the beainnina.

Country	Operation order	
Arab countries Vietnam	Choose language. (A) \rightarrow Set date and time. (B) \rightarrow Set tax rates. (D)	
Malaysia Singapore	Choose language. (A) \rightarrow Set date and time. (B) \rightarrow Choose country. (C) \rightarrow Select whether to use special tax system or not. (E) \rightarrow If not use, set tax rates manually. (D) \rightarrow Select whether to use special rounding system or not. (F)	
Australia	Choose language. (A) \rightarrow Set date and time. (B) \rightarrow Choose country. (C) \rightarrow Select whether to use special tax system or not. (E) \rightarrow If not use, set tax rates manually. (D) \rightarrow Select whether to use special rounding system or not. (F)	
New Zealand South Africa	Choose language. (A) \rightarrow Set date and time. (B) \rightarrow Choose country. (C) \rightarrow Set tax rates. (D) \rightarrow Select whether to use special rounding system or not. (F)	
Other countries	Choose language. (A) \rightarrow Set date and time. (B) \rightarrow Choose country. (C) \rightarrow Set tax rates. (D)	

A As soon as you plug in the power cord, the printer prints instructions for selecting the language.

O $= \frac{CA/ANT}{TEND}$ keys. For selecting French, press **1** $= \frac{CA/ANT}{TEND}$ keys etc. **B** The printer prints the instructions for setting date and time and the top digit of the display flashes. Enter the date in order of day, month, and year. For example, input 210115 for January 21, 2015. Af-

ter then, display changes for setting time. Enter the present hours and minutes in 24 - hour system. For example, input 1300 for 1:00 pm. **C** By referring the country list printed out from the printer, input the country code and press $\left[=\frac{C_{AHB}}{2}\right]$ key.

For example, if the Cash Register is used in Malaysia, press 1 and $\frac{1}{2}$ keys.

Warning Power plug and AC outlet

• Use only a proper AC electric outlet. Use of an outlet with a different voltage from the rating creates the danger of malfunction, fire, and electric shock. Overloading an electric outlet creates the danger of overheating and fire.

· Make sure the power plug is inserted as far as it will go. Loose plugs create the danger of electric shock, overheating, and fire. Do not use the register if the plug is damaged. Never connect to a power outlet that is

· Use a dry cloth to periodically wipe off any dust built up on the prongs of the plug. Humidity can cause poor insulation and create the danger of electric shock and fire if dust stays on the prongs.

· Do not allow the power cord or plug to become damaged, and never try to modify them in any way. Continued use of a damaged power cord can cause deterioration of the insulation, exposure of internal wiring, and short circuit, which creates the danger of electric shock \bigcirc and fire.

Contact CASIO service representative whenever the power cord or plug requires repair or maintenance.

Manufacturer: CASIO COMPUTER CO., LTD. 6-2, Hon-machi 1-chome, Shibuya-ku, Tokyo 151-8543, Japan Responsible within the European Union: CASIO EUROPE GmbH CASIO-Platz 1, 22848 Norderstedt, Germany

Please keep all information for future reference. The declaration of conformity may be consulted at http://world.casio.com/

The main plug on this equipment must be used to disconnect mains power. lease ensure that the socket outlet is installed near the equipment and shall be easily accessible

WARNING THIS IS A CLASS A PRODUCT. IN A DOMESTIC ENVIRONMENT THIS PRODUCT MAY CAUSE RADIO INTERFER-ENCE IN WHICH CASE THE USER MAY BE REQUIRED TO TAKE ADEQUATE MEASURES.

GUIDELINES LAID DOWN BY FCC RULES FOR USE OF THE UNIT IN THE U.S.A. (Not applicable to other areas)

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense

FCC WARNING: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Important

- **D** The printer prints "PLEASE INPUT TAX RATE". Input tax rate 1 and press = "\mm". For example, press 7 and $= \frac{4}{100}$ keys for 7% tax rate 1. Perform the same operation for tax 2, 3, and 4 rates. Please do not forget the rates you have set, and be sure to preset the rates to departments explained in "To preset tax status to each department" on the back page.
- E By the printer output, the Cash Register asks if you wish to use the typical tax system of your country. Input 1 (using the typical tax system) or 0 (not using the tax system) and press $= \frac{e_{AHH}}{e_{AHH}}$ key. The Cash Register asks if you use the rounding (treatment of fractions) system of your country. Input
- 1 (using the rounding system of your country) or 0 (not using the rounding system) and press CA/AMT kev. If you use the register in New Zealand: If you use the rounding system, also choose 4DW/5UP

(counting fractions over 0.5 as one and disregarding the rest) by 1 = 1/100, or 5DW/6UP (counting fractions 0.6 as one and disregarding the rest) by **2** = $\frac{1}{2}$ keys.

6. Key functions

[POST RECEIPT]:

[TAX PGM]:



receipts or compressed journal printing to save paper paper roll. When the Register is set MATE : to not to print receipts. pressing this key prints a receipt of the preceding multiplications. transaction.

Use this key to set tax

statuses and tax tables.

AC C :



Mode keys



Use this key to show present date and time. Also this key is used for

Use this key to clear an entry that has not yet been registered.









ERR :

#/DEPT SHIFT

PLU:

RA/

PO:

Mode switch









Printer cover Mode switch Kevboard Take up reel Platen arm

2. To install memory protection batteries



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

• The Cash Register will show "LOW BATTERY" on the display when the batteries are running low on power. Install two new batteries when this occurs.

> Use this key to correct 0 to 9 · 00: Ten-key. Use these keys immediately preceding for numeral entries registration. Also this key + 1 to 12: Department keys. Use is used for reducing price. these keys to register Department shift key. items to the corresponding Using this key with department departments 1 to 12 keys, CR : Use this key for credit card items are registered in payments. departments 13 to 24. Also this key prints preceding %/____: Use this key for discounts. number entry without any Also this key is used to registration. sign a clerk on or off. Price look up key. Use this CH: Use this key to register key to register preset items charge sales. by number. CHK /NS Use this key for check Use this key following a payments. Also this key is numeric entry to register used for opening drawer. money received by nonsale transactions. SUB TOTAL Use this key to display and print the current subtotal Use this key following a amount. numeric entry to register money paid out from the Use this key to register = CA/AMT TEND drawer cash sales.

PGM: Use this position for setups RF: Use this position for refunding.

OFF: Use this position to turn the Cash Register off.

REG: Use this position for registrations.

- CAL: In the CAL mode, the Cash Register functions as a calculator.
- X: Use this position to print the sales report. After the reporting, all the sales data remain in the memory.
- Z: Use this position to print the sales report. After the reporting, all the sales data is cleared from the memory.



This Cash Register is fitted with a thermal printer - only 58 mm wide thermal paper rolls can be used.

3 Place the end of the paper over the printer.



3. To set a paper roll

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





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

Important

• If the thermal paper roll is not properly installed, you will not be able to use the Cash Register. The display shows "E014 Paper end" to indicate that the paper is not inserted. If the display shows "E010 Close the platen arm", close the platen arm securely.

7. Specifications	
Entry	10-key system; Buffer memory 8 keys (2-key roll over)
Main display	20 characters x 1 line 10-digit numeral x 1 line
Customer display	Amount 8 digits (zero suppression)
PRINTER	
Receipt/Journal	Thermal alpha-numeric system 24 digits, receipt on/off key
Paper roll	58 (W) x 80 (D) mm
Paper feed	Receipt or Journal
Print speed	10 lines/second max.
Chronological data	
Power supply/power consumption	See the rating plate.
Operation temperature	0°C to 40°C (32°F to 104°F)
Humidity	10 to 90%
Dimensions	180 mm (H) × 410 mm (W) × 450 mm (D) with medium size drawer. 167 mm (H) × 326 mm (W) × 345 mm (D) with small size drawer.
Weight	7.3 kg with medium size drawer 3.3 kg with small size drawer.

Specifications and design are subject to change without notice.

You can download "Setting tool" from the following websites.

Germany http://www.casio-b2b.com/ecr/de/support/

France http://www.casio-b2b.com/ecr/fr/support/

Spain http://www.casio-b2b.com/ecr/es/support/

EU English http://www.casio-b2b.com/ecr/euro/support/

UK :http://www.casio-b2b.com/ecr/uk/ For other countries, please ask your CASIO dealer.

8. Basic setups

Those setups make you simple and quick registrations.

To preset unit price to each department

To preset unit price to each department	
By presetting unit prices to the departments, you can register an item just by a Dept. key.	pressing PGM
Step	Operation
1 Turn the Mode switch to PGM position and press 1 SUB Keys. The Cash Register becomes a program mode.	Mode switch to PGM

2 Input a unit price by the ten key and press a Dept. key. The operation on 185+1 the right is for presetting •1.85 to Dept. 01. Depts. 13 to 24 are assigned by using 🗽 key. Operate 👘 +1 to 👘 3 5 5 5 12 for Depts. 13 to 24. The example on the right is for presetting •3.55

to Dept. 20. **3** Repeat step 2 for other departments. Proceed to step 4 for presetting PLU price.

To preset PLU (Price Look Up) price

Using PLU (Price Look Up) system, you can preset a unit price to each item. For example, PLU No. 1 is for an apple priced at •1.00, and PLU No. 2 is for an orange priced at •0.50. You can preset prices up to 2000 PLU items. Operation Step 2 5 PLU **4** Input a PLU number then press PLU key. The example on the right assigns PLU No. 25. $3 7 5 = \frac{CA/AMT}{TEND}$ **5** Enter the unit price and press $= \frac{CA/AMT}{TEND}$ key. The example on the right is for presetting •3.75 to PLU No. 25. 6 Repeat steps 4 and 5 for other PLU items. SUB TOTAL **7** Press SUB rocal key to complete the setup. Proceed to step 8 for preset tax status to each department.

To preset tax status to each department

Tax calculations are not performed unless you set tax status to each department. By this setting, the tax rates that have been preset in "4 To set the language (country), date, time, and tax rates" on the back page is added to an item registered in the department. Ston

Step		Operation
8	Press $\frac{TAX}{PCM}$ key. Every time you press $\frac{TAX}{PCM}$ key, display changes as T/S1, \rightarrow T/S2 \rightarrow T/S3 \rightarrow T/S4 \rightarrow ALL \rightarrow NON TAX. This example selects tax rate 2.	TAX PGM TAX PGM
9	Press a Dept. key you wish to preset a tax rate. The example on the right is pre-setting tax rate 2 to Dept. 01. Press $\begin{bmatrix} SUB \\ TOTAL \end{bmatrix}$ to complete the setting and proceed to step 10 for dis-	+ 1 SUB TOTAL

To pay out from the drawer

count rate setting.

		DEC CAL X ,
Pai dra	d out cash from the drawer is registered and subtracted from total cash an wer.	mount in
Ste	p	Operation
1	Enter withdrawn cash amount then press PO key. In this example, •10.00 is withdrawn from the cash drawer.	1 0 00 PO
To r	egister received money	
Us pre	e this operation when you put money in the drawer without any sales trans paring change.	actions such case as
Ste	p	Operation
1	Enter the amount put in the drawer and press \mathbb{R}_{sm} key.	
Corr	ections and refunds	
If you	pressed an incorrect key, follow these operations. Also you can refund to	r returned goods.
Тос	orrect erroneous item input before registration	
	en you made incorrect input before you register it in a Dept. or a PLU, you] key. The following example is for correcting incorrect input •4.00 to •1.00	a can correct it by using
Ste	p	Operation
1	By mistake, you have entered •4.00 for a Dept.1 item instead of •1.00. Press $\boxed{\text{acC}}$ key and input correct price then press corresponding Dept. key.	4 0 0 AC C 1 0 0 + 1
	Continue the transaction.	
Тос	orrect erroneous item immediate after registration	
lf a cor	n item has been already registered in a Dept. or a PLU, use key to ca rection is effective only for immediate after a registration.	ncel the registration. This
Ste	p	Operation
1	By mistake, you have pressed a Dept. key twice for one item. Press key to cancel the previous registration (the last 3 key). Continue the transaction.	2 5 0 × 3 × 3
To r	efund for returned goods	
In t	he refund mode, the Cash Register subtracts refunded amount from the to	otalizer.
Ste	p	Operation
1	Turn the Mode switch to RF position.	Mode switch to RF
2	Input refunding amount and Dept. key. The example on the right is for refunding •5.00 for a Dept. 3 item.	500×3
3	Press $\left[= \frac{CAMT}{TEND} \right]$ key.	CA/AMT

To preset discount rate

Mode Switch

To

By presetting a discount rate to 🐹 key, it makes discount sales quick and easy. Step Operation

 10 Input the discount rate and press key. The example on the right is for setting 7.5% discount rate. Press SUB key to complete the setup. Proceed to step 11 to preset item names to departments. 	7 · 5 CLKE
Fo preset item name to each department	
You can choose item names from 200 item list and set it to a Dept.	
Step	Operation
11 Press 1 0 and EP keys. The printer prints category list.	1 0 HELP
12 Select the category that the item you wish to set is included in. Enter the category number and press were key. The example on the right is for selecting category "Food". Printer then prints item list of the category.	7 1 0 HELP
13 Press 2 and SUB keys. The Cash Register is set to program item names	2 SUB TOTAL

14 Input the item code which is printed out in step 11 and press the Dept. 1 4 9 × 3 key you wish to name to. The example on the right is for setting "JUICE" to Dept. 3. For Depts. 13 to 24, use they. Press ^{SUB}_{TOTAL} key to complete the setup. SUB TOTAL

Ρ	0 0 0 0	3	Drawe
3	W N	/hil ote	e the : Perfo
	E	Bas	ic regi
	0 0 0 0 0 0 0 0 0 0 0	You cha No	u can r ased •3 te : Dep Dep
	•	Ste	р

Dept. 1.

Printout

B

· Issuing day's total sales report.

Daily read/reset report

After closing the store

At the end of the business day, you can print categorized and summarized results of the day. Reset report (Z) clears all the sales data whereas the data remains in (b)the memory by Read report (X).

Notes: • Please do not perform the Reset report (Z) printing while your store is open. It clears all the sales data

• Items that transactions were not made will not be printed on the report.

Operation Step Mode switch to X or Z **1** Turn the Mode switch to **X** or **Z** and press $= \frac{CM/AMT}{TEND}$. The printer prints Read (X) or Reset (Z) report. = CA/AMT TEND

Printout

Mode Switch

21-01-2015 Z	19:25 0073	Date/Time Consecutive No.
0000 DAILY	Z 0012	— Z report counter
DEPT01	48	— Dept. / Quantity
DEPT02	· 50. 10 28	— Amount
DEPT03	· /6.40 17	
DEPT20	·85.80 4	
	·3.00	
	108	

Step

9.	Daily

• Plugged in?

	 Enough paper
0	Enough pup
0	
0	 Date and fim
0	
0	

job flow

Before opening your store

• Enough paper roll? me are correct?

To prepare bills and coins for change

To prepare coins and bills for change, you can open the drawer by pressing RA key. This operation must be done when registrations are not being made. Mode Switch

1 Turn the Mode switch to REG position.

REG **2** Input the amount prepared for changes and press RAM key. For example, if you prepare •350.50, operate 3 5 0 5 0 RA.

er opens. Put the bills and coins in the drawer.

store is open

orm the following operations in "REG" position of the Mode switch

istration

register items without using preset prices. The following example is for a customer pur-3.75 of Dept. (department) 3 and •1.25 Dept. 1 items. And the customer paid •10.00 in cash. partment is a category of items. For example apples are Dept. 1, bananas are Dept. 2, and ept. 3 for canned fruits, etc.

- Gross sales quantity

- Gross sales amount

- No. of net sales

- Cash in drawer

- Net sales amount

- Charge in drawer

- Check in drawer

- Credit in drawer

- Rounded amount

- Refunded amount

- No. of cash sales

- Cash sales amount - Charge sales counter

- Charge sales amount

- Check sales counter

- Check sales amount

- Credit sales counter

- Credit sales amount

• 6.00 Received on account amount

- Paid-out counter

Paid-out amount

Reduced counter

- Reduced amount

• 0.66 Premium / Discount amount

No sale counter

• 30.50 Error correction amount

Error correction counter

- Received on account counter

- Premium / Discount counter

- Grand total (not resettable)

- No. of CAL operation

- Taxable amount for tax rate 1

- Tax amount for tax rate 1

- Refunded mode counter

108 ·316.80

46

·325.13

 $\cdot 199.91$

·16.22

 $\cdot 20.00$

.85.00

·105.10

·4.20

·1.23

 $\cdot 0.50$

2

3

44 $\cdot 203.91$

3

2

1

2

·16.22

 $\cdot 20.00$

·85.00

•10.00

•O.50

21

12

Input the unit price from the ten key and press corresponding Dept. ke The example on the right is for registering •3.75 in Dept. 3 and •1.25 in

2 Press **SUB** Key. The display shows the subtotal amount.

No

·0000832271.20

GROSS TOTAL

NET TOTAL

CAID

CHID

CKID

CRID

TAX1

CASH

CHARGE

CHECK

CREDIT

RA

P0

%-

NS

GΤ

ERR CORR

ROUND

RF-MODE TTL

CALCULATOR

TA1

3 Input tendered cash amount then press $\left[= \frac{CA/AMT}{TENO} \right]$ key. If received amount is more than the subtotal amount, the amount of change will be displayed and printed.

ey. n	3 7 5 1 2 5	× 3 + 1
	SUB TOTAL	
	TL	
		5.00
	100	$0 = \frac{CA/AMT}{TEND}$
	21-01-2015	16:36
	REG	000007



To register Dept.'s preset unit price

If a unit price is preset to a Dept. key, the item is registered just by pressing the Dept. key without inputting the unit price.

Th	The following example is for registering three pieces of Dept. 2 items and one piece of Dept. 16 item.			
Step Operation				
1	Press -2 key three times. Three items of Dept. 2 with a preset price are registered.	-2-2-2		

- **Note**: You can also register multiple items by using key. In this example, 3 ³/₄ - 2 **2** Press [] and [] keys. An item of Dept. 16 with a preset price is #/DEPT SHIFT ÷ 4 registered.
- Note: Depts. 13 to 24 are assigned by the to the table of ta
- **3** Press $\left[\begin{array}{c} SUB \\ TOTAL \end{array} \right]$ key, enter tendered amount from ten key and press $\left[\begin{array}{c} CA/AHT \\ = -Y/TENO \end{array} \right]$ key

To register PLU items

Step

Step

By assigning a PLU number, preset price to the PLU is registered. The following example is for registering two pieces of PLU No. 3 and one piece of PLU105.

- **1** Enter the PLU number (in this case 3) and press PLU key twice (for two pieces).
- Perform the same operation for the PLU No. 105. **2** Press $\begin{bmatrix} SUB \\ TOTAL \end{bmatrix}$ key, enter tendered amount from ten key and press $\begin{bmatrix} CA/AIIT \\ -TOTAL \end{bmatrix}$

To give a discount on an item

The Cash Register calculates discount on an item.

Step **1** Register an item and press \sum key. The example on the right is for discounting preset rate (for example, 5%) on •1.00 Dept. 1 item. The display shows 0.95.

To give a discount on subtotal amount

1 After registering items, press ^{SUB}_{TOTAL} key.

To grant a discount on the whole transaction, use Key after key.

Manually input discount rate is effective in preference to preset rate.

Operation [Items registrations] SUB TOTAL Input discount rate and press 🐜 key. The example on the right is 10%.

SUB TOTAL [Tendered

= CA/AMT TEND

Operation

= CA/AMT TEND

Operation

3 PLU PLU

1 0 5 PLU

SUB TOTAL [Tendered

1 0 0 + 1

mount from ten key]

mount from ten key]

10. Error code table

Error code	Guidance on the display	Cause	Solution
E001	Wrong mode	Mode switch position has been changed before finalization.	Return the Mode switch to its original setting and finalize the operation.
E008	Please sign on	Registration without entering a clerk number.	Input a clerk number.
E010	Close the platen arm	Platen arm is not closed.	Close the platen arm firmly.
E014	Paper end	There is no paper.	Insert paper.
E029	In the tender operation	Item registration is prohibited while partial tendering.	Finalize the transaction.
E046	REG buffer full	Register buffer is full.	Finalize the transaction.
E081	EJ Full	Electronic journal memory is full.	Print reset (Z) report of electronic journal.
E090	Totals remain in the memory	Totals not cleared at the end of the day.	Perform reset (Z) reporting.
E139	Negative balance is not allowed	The result of the transaction is minus.	Register properly

When the cash drawer does not open!

In case of power failure or the machine is in malfunction, the cash drawer does not open automatically. Even in these cases, you can open the cash drawer by pulling drawer release lever (see below)

Important The drawer will not open, if it is locked with a drawer lock key.

About drawer hook

Drawer hook prevents the Cash Register from falling caused by weight of coins.

Insert the drawer hook in the ditch of the drawer. Peel the release paper from the drawer hook and stick the drawer on the place where the register is installed.

As it may cause a malfunction of the drawer, please do not put coins and bills in the drawer excessively.





(S size drawer)

2 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 the store.

3 Turn the Mode switch to **OFF**.

Operation





Operation