CASIO

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   QSG286*E

To use the Cash Register safely

⚠️ **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 loose.

❗ • 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 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.
Please 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 INTERFERENCE 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.

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1. Name of Parts

Printer cover
Take up reel
Platen arm
Mode switch
Keyboard
Drawer
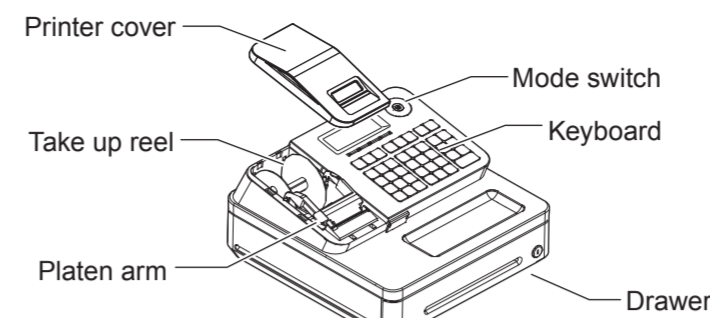
2. To install memory protection batteries

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 manganese batteries in the battery compartment over battery extraction ribbon.

4 Replace the battery compartment cover. Please make sure that the battery compartment cover is fastened securely with a click sound.

Important
• 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.

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3. To set a paper roll

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

1 Open the platen arm by lifting it up slowly.

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.

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.

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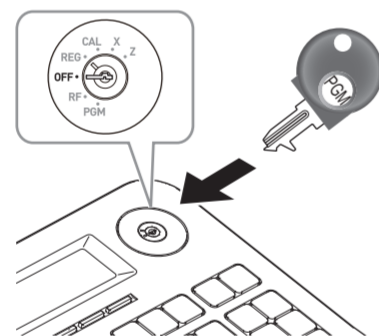
*2* Plug in the power cord into an AC outlet.

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

Important
• In each setting of date, time and tax rates, the Cash Register prints your settings. Make sure that the settings are correct. If you have made incorrect date and time setting, press [AC] key . For other incorrect settings, pull out the AC cord, take out batteries, and start from the beginning.
• For UK model, plug in the power cord and start from step 2.

1 For UK model, skip this operation and proceed to step 2.
As soon as you plug in the power cord, the printer prints instructions for selecting language (country). Input the language number and press [CA/AMT TEND] key. For example, if you wish to select English, press [0] [CA/AMT TEND] keys. For selecting French, press [1] [CA/AMT TEND] keys etc.

2 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. After then, display changes for setting time. Enter the present hours and minutes in 24 - hour system. For example, 1300 for 1:00 pm.

3 **UK model only**: The printer prints "PLEASE SELECT COUNTRY". Press [1] [CA/AMT TEND] if you use the Cash Register in UK (other area than Ireland). To use the register in Ireland, press [2] [CA/AMT TEND] keys. This selection is for selecting the currency symbol print £ or €. After then, proceed to step 4 for tax rates setting.

4 The printer prints "PLEASE INPUT TAX RATE". Input tax rate 1 and press [CA/AMT TEND]. For example, press [7] and [CA/AMT TEND] keys for 7% tax rate 1.

5 Repeat the same operation as step 4 for tax rates 2, 3, and 4. 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. If you wish to exit from the tax rates settings, press [SUB TOTAL] key. Now, the basic settings have been completed. If you chose the language DANSK, NORSK, or SUOMI in step 1, proceed to the next step.

6 If you select the language DANSK, NORSK, or SUOMI, the printer inquires if you use the rounding system of your country. Press [1] [CA/AMT TEND] if you wish to use the rounding system. Press [0] [CA/AMT TEND] keys when you are not using the rounding system.

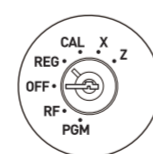## 6. Key functions

PAPER SAVING POST RECEIPT TAX PGM HELP
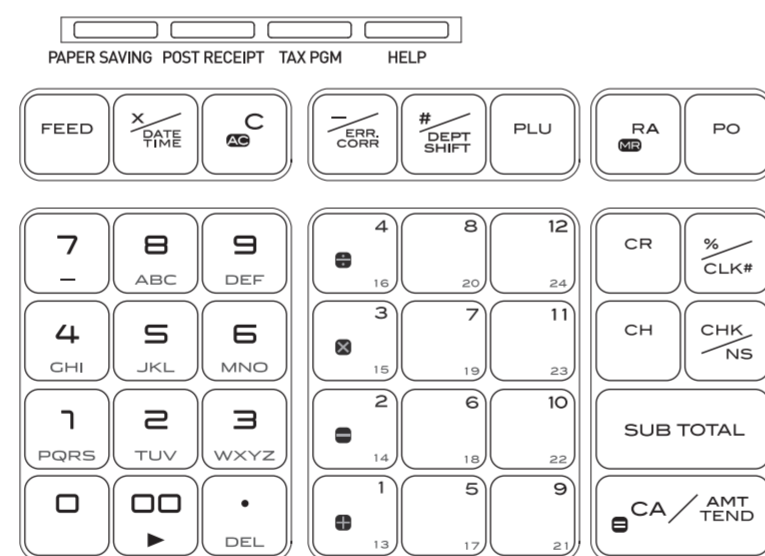
The followings show the major functions of the keys.

[PAPER SAVING]: Use this key to stop issuing receipts or compressed journal printing to save paper.

[POST RECEIPT]: When the Register is set to not to print receipts, pressing this key prints a receipt of the preceding transaction.

[TAX PGM]: Use this key to set tax statuses and tax tables.

[HELP]: Use this key to print operation guidance.

[FEED]: Use this key to feed the paper roll.

[X/DATE TIME]: Use this key to show present date and time. Also this key is used for multiplications.

[AC]: Use this key to clear an entry that has not yet been registered.

[ERR CORR/C]: Use this key to correct immediately preceding registration. Also this key is used for reducing price.

[# DEPT SHIFT]: Department shift key. Using this key with departments 1 to 12 keys, items are registered in departments 13 to 24. Also this key prints preceding number entry without any registration.

[PLU]: Price look up key. Use this key to register preset items by number.

[RA]: Use this key following a numeric entry to register money received by non-sale transactions.

[PO]: Use this key following a numeric entry to register money paid out from the drawer.

[0] to [9] [·] [00]: Ten-key. Use these keys for numeral entries.

[1] to [12]: Department keys. Use these keys to register items to the corresponding department.

[CR]: Use this key for credit card payments.

[%/CLK#]: Use this key for discounts. Also this key is used to sign a clerk on or off.

[CH]: Use this key to register charge sales.

[CHK/NS]: Use this key for check payments. Also this key is used for opening drawer.

[SUB TOTAL]: Use this key to display and print the current subtotal amount.

[CA/AMT TEND]: Use this key to register cash sales.

Mode switch

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.

Mode keys
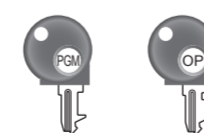
There are two types of mode keys. The program key marked "PGM" and the operator key marked "OP". The program key can set the Mode switch to any position, while the operator key can select only OFF, REG, and CAL positions.

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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
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

By presetting unit prices to the departments, you can register an item just by pressing a Dept. key.

Mode Switch

PGM

Step	Operation
1 Turn the Mode switch to **PGM** position and press `1` `SUB TOTAL` keys. The Cash Register becomes a program mode.	Mode switch to **PGM** `1` `SUB TOTAL`
2 Input a unit price by the ten key and press a Dept. key. The operation on the right is for presetting •1.85 to Dept. 01. Depts. 13 to 24 are assigned by using `Xz/DEPT` key. Operate `Xz/DEPT` `-1` to `Xz/DEPT` `12` for Depts. 13 to 24. The example on the right is for presetting •3.55 to Dept. 20.	`1` `8` `5` `-1` `3` `5` `5` `Xz/DEPT` `-1`
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.

Step	Operation
4 Input a PLU number then press `PLU` key. The example on the right assigns PLU No. 25.	`2` `5` `PLU`
5 Enter the unit price and press `CA/AMT /TEND` key. The example on the right is for presetting •3.75 to PLU No. 25.	`3` `7` `5` `CA/AMT /TEND`
6 Repeat steps 4 and 5 for other PLU items.	
7 Press `SUB TOTAL` key to complete the setup. Proceed to step 8 for preset tax status to each department.	`SUB TOTAL`

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.

Step	Operation
8 Press `TAX PGM` key. Every time you press `TAX PGM` key, display changes as T/S1, → T/S2 → T/S3 → T/S4 → ALL → 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 `SUB TOTAL` to complete the setting and proceed to step 10 for discount rate setting.	`-1` `SUB TOTAL`

To preset discount rate

By presetting a discount rate to `Xz%` key, it makes discount sales quick and easy.

Step	Operation
10 Input the discount rate and press `Xz%` key. The example on the right is for setting 7.5% discount rate. Press `SUB TOTAL` key to complete the setup. Proceed to step 11 to preset item names to departments.	`7` `·` `5` `Xz%` `SUB TOTAL`

To 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 `HELP` 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 `HELP` 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 TOTAL` 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. key you wish to name to. The example on the right is for setting "JUICE" to Dept. 3. For Depts. 13 to 24, use `Xz/DEPT` key. Press `SUB TOTAL` key to complete the setup.	`1` `4` `9` `×3` `SUB TOTAL`

9. Daily job flow

Before opening your store

• Plugged in?
• Enough paper roll?
• Date and time 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

REG

Step	
1 Turn the Mode switch to **REG** position.	
2 Input the amount prepared for changes and press `RA/−` key. For example, if you prepare •350.50, operate `3` `5` `0` `5` `0` `RA/−`.	
3 Drawer opens. Put the bills and coins in the drawer.	

While the store is open

Note: Perform the following operations in "REG" position of the Mode switch.

Basic registration

You can register items without using preset prices. The following example is for a customer purchased •3.75 of Dept. (department) 3 and •1.25 Dept. 1 items. And the customer paid •10.00 in cash.

Note: Department is a category of items. For example apples are Dept. 1, bananas are Dept. 2, and Dept. 3 for canned fruits, etc.

Step	Operation
1 Input the unit price from the ten key and press corresponding Dept. key. The example on the right is for registering •3.75 in Dept. 3 and •1.25 in Dept. 1.	`3` `7` `5` `×3` `1` `2` `5` `-1`
2 Press `SUB TOTAL` key. The display shows the subtotal amount.	`SUB TOTAL`
	TL 5.00
3 Input tendered cash amount then press `CA/AMT /TEND` key. If received amount is more than the subtotal amount, the amount of change will be displayed and printed.	`1` `0` `00` `CA/AMT /TEND`

```
21-01-2015        16:36
REG             000007

JUICE           ·3.75
DEPT01          ·1.25
TOTAL          ·5.00
CASH          ·10.00
CHANGE         -5.00
```

Dept.03 is preset as item name "JUICE".

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.
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. **Note:** You can also register multiple items by using `Xz` key. In this example, `3` `Xz` `-2`.	`-2` `-2` `-2`
2 Press `Xz/DEPT` and `-4` keys. An item of Dept. 16 with a preset price is registered. **Note:** Depts. 13 to 24 are assigned by `Xz/DEPT` `-1` to `Xz/DEPT` `12`.	`Xz/DEPT` `-4`
3 Press `SUB TOTAL` key, enter tendered amount from ten key and press `CA/AMT /TEND` key.	`SUB TOTAL` [Tendered amount from ten key] `CA/AMT /TEND`

To register PLU items

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.

Step	Operation
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.	`3` `PLU` `PLU` `1` `0` `5` `PLU`
2 Press `SUB TOTAL` key, enter tendered amount from ten key and press `CA/AMT /TEND` key.	`SUB TOTAL` [Tendered amount from ten key] `CA/AMT /TEND`

To give a discount on an item

The Cash Register calculates discount on an item.

Step	Operation
1 Register an item and press `Xz%` 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.	`1` `0` `0` `-1` `Xz%`

To give a discount on subtotal amount

To grant a discount on the whole transaction, use `Xz%` key after `SUB TOTAL` key.

Step	Operation
1 After registering items, press `SUB TOTAL` key. Input discount rate and press `Xz%` key. The example on the right is 10%. Manually input discount rate is effective in preference to preset rate.	[Items registrations] `SUB TOTAL` `1` `0` `Xz%`

To pay out from the drawer

Mode Switch

REG

Paid out cash from the drawer is registered and subtracted from total cash amount in drawer.

Step	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 register received money

Use this operation when you put money in the drawer without any sales transactions such case as preparing change.

Step	Operation
1 Enter the amount put in the drawer and press `RA/−` key.	`1` `0` `00` `00` `RA/−`

Corrections and refunds

If you pressed an incorrect key, follow these operations. Also you can refund for returned goods.

To correct erroneous item input before registration

When you made incorrect input before you register it in a Dept. or a PLU, you can correct it by using `AC` key. The following example is for correcting incorrect input •4.00 to •1.00.

Step	Operation
1 By mistake, you have entered •4.00 for a Dept.1 item instead of •1.00. Press `AC` key and input correct price then press corresponding Dept. key. Continue the transaction.	`4` `0` `0` `AC` `1` `0` `0` `-1`

To correct erroneous item immediate after registration

If an item has been already registered in a Dept. or a PLU, use `Xz` key to cancel the registration. This correction is effective only for immediate after a registration.

Step	Operation
1 By mistake, you have pressed a Dept. key twice for one item. Press `Xz` key to cancel the previous registration (the last `×3` key). Continue the transaction.	`2` `5` `0` `×3` `×3` `Xz`

To refund for returned goods

In the refund mode, the Cash Register subtracts refunded amount from the totalizer.

Step	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.	`5` `0` `0` `×3`
3 Press `CA/AMT /TEND` key.	`CA/AMT /TEND`

After closing the store

• Issuing day's total sales report.

Mode Switch

X Z

Daily read/reset report

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 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.**

Step	Operation
1 Turn the Mode switch to **X** or **Z** and press `CA/AMT /TEND`. The printer prints Read (X) or Reset (Z) report.	Mode switch to **X** or **Z** `CA/AMT /TEND`

Printout

```
21-01-2015        19:25      ── Date/Time
Z                 0073      ── Consecutive No.

0000 DAILY      Z 0012      ── Z report counter

DEPT01               48      ── Dept. / Quantity
                ·50.10      ── Amount
DEPT02               28
                ·76.40
DEPT03               17
                ·85.80
DEPT20                4
                 ·3.00
                   108
```

Printout

```
GROSS TOTAL         108      ── Gross sales quantity
              ·316.80      ── Gross sales amount
NET TOTAL    No     46      ── No. of net sales
              ·325.13      ── Net sales amount
CAID          ·199.91      ── Cash in drawer
CHID           ·16.22      ── Charge in drawer
CKID           ·20.00      ── Check in drawer
CRID           ·85.00      ── Credit in drawer
TA1           ·105.10      ── Taxable amount for tax rate 1
TAX1            ·4.20      ── Tax amount for tax rate 1
ROUND           ·1.23      ── Rounded amount
RF-MODE TTL   No     2      ── Refunded mode counter
               ·0.50      ── Refunded amount
CALCULATOR    No     3      ── No. of CAL operation
------------------------
CASH          No     44      ── No. of cash sales
              ·203.91      ── Cash sales amount
CHARGE        No     3      ── Charge sales counter
               ·16.22      ── Charge sales amount
CHECK         No     1      ── Check sales counter
               ·20.00      ── Check sales amount
CREDIT        No     2      ── Credit sales counter
               ·85.00      ── Credit sales amount
RA            No     1      ── Received on account counter
                ·6.00      ── Received on account amount
PO            No     2      ── Paid-out counter
               ·10.00      ── Paid-out amount
-             No     1      ── Reduced counter
                ·0.50      ── Reduced amount
%-            No     1      ── Premium / Discount counter
                ·0.66      ── Premium / Discount amount
ERR CORR      No     21      ── Error correction counter
               ·30.50      ── Error correction amount
NS            No     12      ── No sale counter
------------------------
GT       ·0000832271.20      ── Grand total (not resettable)
```

Step	Operation
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**.	Mode switch to **OFF**

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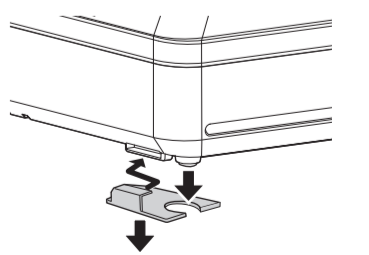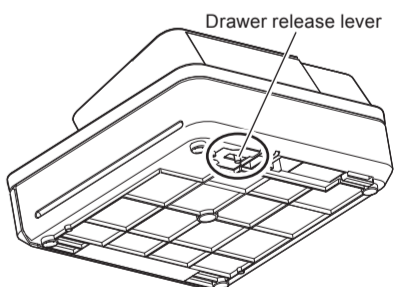
Important
The drawer will not open, if it is locked with a drawer lock key.

Drawer release lever

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)

Free Manuals Download Website

http://myh66.com

http://usermanuals.us

http://www.somanuals.com

http://www.4manuals.cc

http://www.manual-lib.com

http://www.404manual.com

http://www.luxmanual.com

http://aubethermostatmanual.com

Golf course search by state

http://golfingnear.com

Email search by domain

http://emailbydomain.com

Auto manuals search

http://auto.somanuals.com

TV manuals search

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