

# Quick Start Guide

Electronic Cash Register SE-G1/PCR-T273/SM-T274/SE-S700

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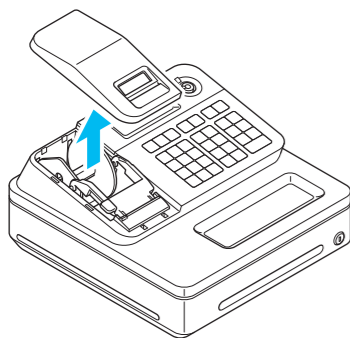
## Preparations

Note: Please follow the steps described below.

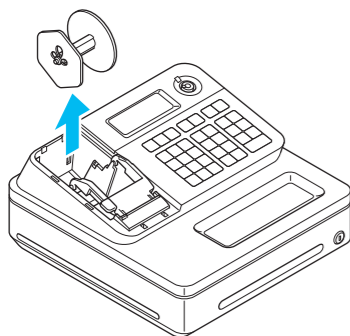
- Unpack the Cash Register and DO NOT plug the power cord in until sections 1 and 2 have been completed.
- To prevent losing all your settings and sales data, we strongly recommend that you set the memory protection batteries before you use the cash register and replace them at least once a year.

### 1. To set memory protection batteries

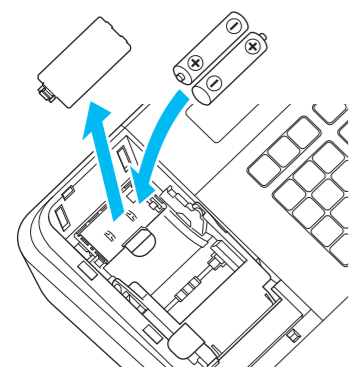
1. Remove the printer cover by lifting it up.



2. Remove the take up reel.



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



4. Replace the battery compartment cover.

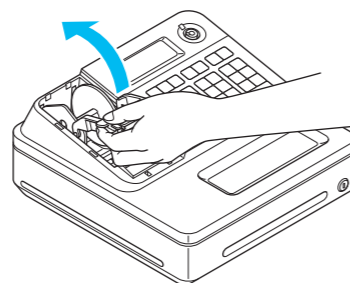
#### Important

- Be sure that the plus (+) and minus (-) ends of the batteries are facing in the directions as indicated on the battery compartment.
- The Cash Register will show an 'L' in the left hand corner of the display when the batteries are running low on power. Install two new batteries when this occurs.

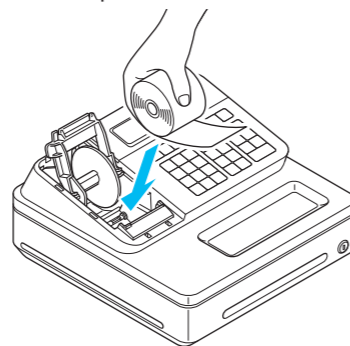
### 2. To set a paper roll

This Cash Register is fitted with a Thermal Printer - only Thermal paper till 58 mm Rolls can be used.

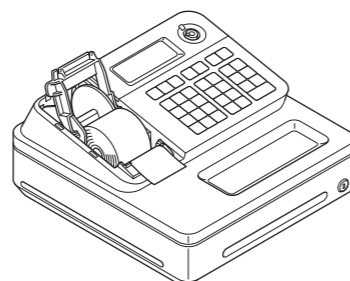
1. Open the platen arm by lifting it up.



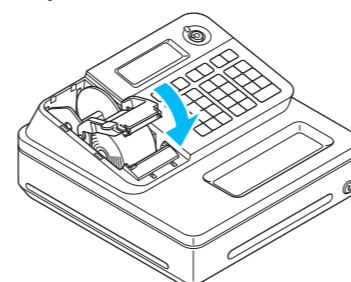
2. Hold the paper roll so that the end of the paper comes out from the bottom of the roll and place it behind the printer.



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



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



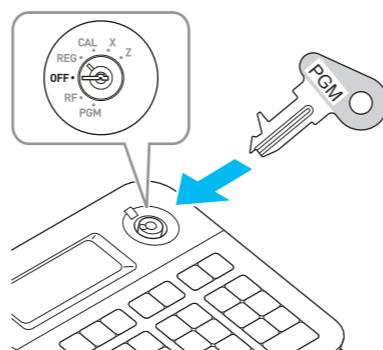
Note: Never touch the printer's thermal head and the platen. Avoid the thermal paper from heat, humidity or direct sunlight.

#### Important

- If the thermal paper roll is not properly installed, you will not be able to use the cash register. The E10 error code will be displayed to indicate that the printer is not working.

### 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 language, date and time

1. As soon as you plug in the power cord, the printer prints instructions for selecting language. If you wish to select English, press **0** keys. For selecting Spanish, press **2** keys.

2. The printer then prints the instructions for setting date and time and the first digit of the display flashes. Enter the date in order of month, day, and year. For example, 012114 for January 21, 2014. The display changes for setting time. Enter the present hour and minute in 24-hour system.

Note: At this point the till will automatically turn off, as the setup procedure has been completed. Please note that the key is still in the OFF position.

#### Important

- Once the time has been entered, the Cash Register will print a confirmation receipt showing the date and time at the bottom - check that this is correct.

### 5. To set tax rate

1. Turn the Mode switch to PGM position.
2. Enter **3** then press key for setting the register in the program mode.
3. Enter **0 0 2 5** then press to set the register in the tax program mode.
4. Referring the tax table on page E-12 of the User's Manual, enter the tax table number for Tax table 1 then press key. For example, to set Alabama 4% state and local tax, enter **0 1 0 1** .

Note: If there is no tax table falling under your requirement, please see "To set tax tables and rounding system" on page E-41 of the User's Manual to set tax rates manually.

5. If necessary, repeat the step 4 for Tax table 2.

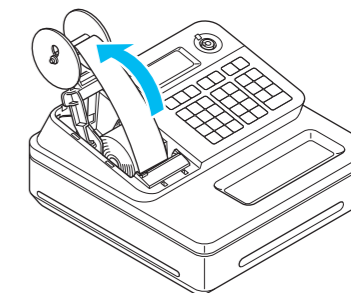
6. Press key to complete the settings.

Note: By default, department 02 is programmed as taxable status 1 and the rest of departments are set as non-taxable status. If you wish to change the taxable statuses of departments, please see "To change taxable statuses of departments" on page E-14 of the User's Manual.

### To set a journal paper

By default, your cash register issues receipts. You can change it to print journals by changing the setting.

1. Turn the Mode switch to PGM position. "P" appears on the display.
2. Press **1** to set the cash register in program mode.
3. Press **0** to set the register in "Journal" mode.
4. Remove the printer cover by lifting up.
5. Turn the Mode switch to REG and press key so that the paper is fed about 15 cm.
6. Remove the left plate of the take up reel and insert the edge of the paper between the gap of the shaft.



7. Turn the reel a few turns so that it holds the paper securely then replace the left plate.
8. Place the take up reel behind the printer and press key to reduce a slack of the paper.
9. Replace the printer cover.

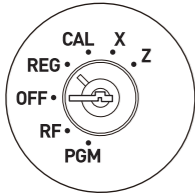
Note: If you wish to restore the register to "Receipt" mode, press **1** in step 3. The default setting of your cash register is to print receipts. If you wish to use it to print journals, please see the above.



QSG256STP\*E3

# 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.

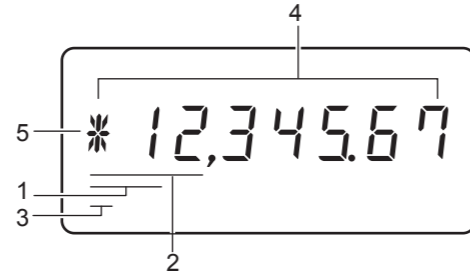
### 6 X (Read)

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.

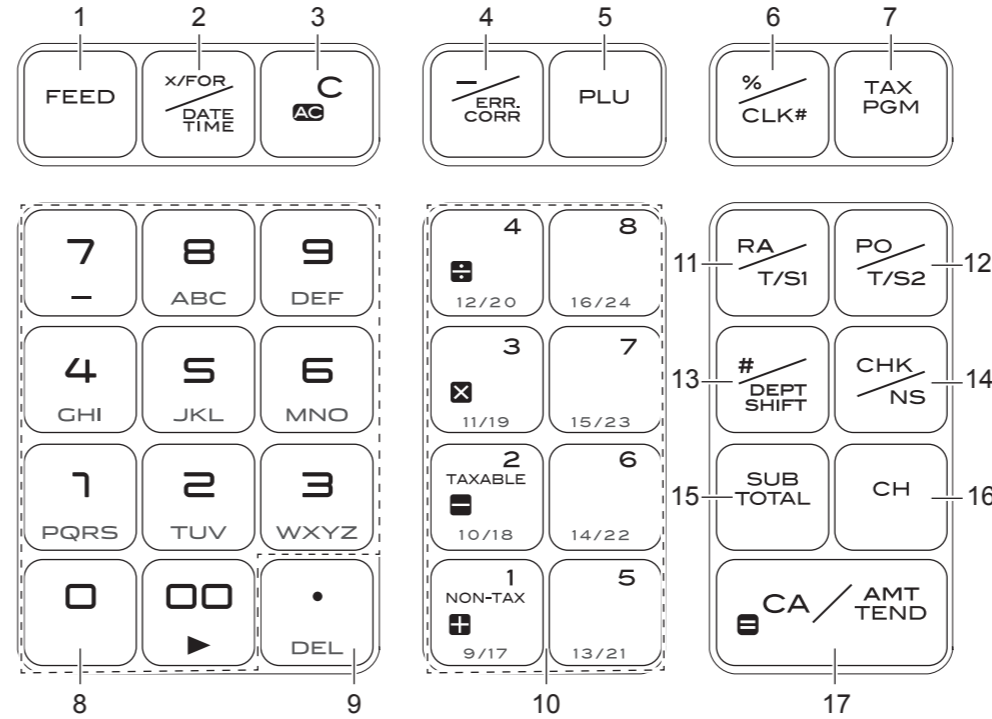
### 4 Numeral display

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/FOR 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

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/T/S1

Received on Account key. Use this key when you receive money and put in the drawer without any transaction.

### 12 PO/T/S2

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-63 and E-64 of the User's Manual)
- Enough small change in the drawer?



## While the store is open



- Registrations (page E-15 of the User's Manual)
- Issuing latest total sales report if needed. (page E-26 of the User's Manual)



## After closing the store



- Issuing day's total sales report. (page E-26 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.

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