

ELECTRONIC CASH REGISTER
CE-6100

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USER'S MANUAL

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Do keys function Does paper feed Printing becomes light. Install new ink ribbon. Plug in the power cord. DiCongratulations on your selection of a CASIO CE6100 electronic cash register. This ECR is the product of theSimplified operation is made possible by a specially designed keyboard layout and a wide selection of automated, programmable functions. A specially designed keyboard layout and a bright, easytoread display help to take the fatigue out of longThe 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 easilyCasio Electronics Co., Ltd. Unit 6, 1000 North Circular Road. London NW2 7JD, U.K. Please keep all information for future reference.Do not locate the cash register where it will beBe sure to check the sticker on the side of theNever operate the cash register while yourUse a soft, dry cloth to clean the exterior of theNever try to open the cash register or attemptCE6100 Users ManualGetting Started. 8. Remove the cash register from its box.. 8. Remove the tape holding parts of the cash register in place.. 8. Remove the cash drawer from its box.. 8. Connect the drawer.. 8. Mount the cash register.. 9. Plug the cash register into a wall outlet.. 9. Insert the mode key marked "PGM" into the mode switch.. 9. Set the date.. 12. Set the time..12. Tax table programming.13. Introducing CE6100. 16. General guide.16. Display.20. Keyboard. 22. Basic Operations and Setups. 24. How to read the printouts. 24. How to use your cash register. 25. Displaying the time and date. 26. To display and clear the time. 26. To display and clear the date. 26. Preparing coins for change.26. Preparing and using department keys. 27. Registering department keys. 27. Programming department keys.28. To program a unit price for each department. 28. To

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Registering department keys by programming data. 29. Preset price. 29. Preset tax status. 29. Locking out high amount limitation. 30. Preparing and using PLUs. 30. Programming PLUs. 30. To program a unit price for each PLU. 30. To program tax calculation status for each PLU. 30. Registering PLUs. 31. Printing VAT breakdowns. 32. Preparing and using discounts. 32. Programming discounts. 32. Registering discounts. 33. Discount for items and subtotals. 33. Preparing and using reductions. 33. Programming for reductions. 33. Registering reductions. 34. Check. 35. Credit. 35. Mixed tender cash, credit and check. 35. Preparing and registering the Euro. 36. Basic programming for the Euro and its exchange rate. 36. Registering the Euro. 36. Validation printing. 38. Registering returned goods in the REG mode. 39. Registering returned goods in the RF mode. 39. Normal refund transaction. 39. Reduction of amounts paid on refund. 40. Registering money received on account. 40. Registering money paid out. 40. Registering loan amounts. 41. Registering pick up amounts. 41. Changing media in drawer. 41. Making corrections in a registration. 42. To correct an item you input but not yet registered. 42. To correct an item you input and registered. 43. To cancel all items in a transaction. 44. No sale registration. 44. Printing the daily sales reset report. 45. Advanced Operations and Setups. 46. Clerk interrupt function. 46. Single item cash sales. 47. Addition. 48. Addition plus. 48. Coupon transactions. 49. Coupon registration using coupon key. 49. Coupon registration using coupon 2 key. 49. Arrangement key registrations. 50. Arrangement programming. 50. Currency exchange function. 51. Registering foreign currency. 51. Full amount tender in foreign currency. 51. Partial tender in a foreign currency. 52. Currency exchange programming. 53. Temporarily releasing compulsion. 53. Programming to clerk. 54. Programming clerk number. 54. Programming trainee status. 54. Programming commission rate. 54.

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After you program the tax tables, you also have to individually specify which departments page 28 Programming procedure Rounding code specification Rounding off two decimal places. Rounding up to two decimal places. Cut off to two decimal places. CE6100 User's Manual. Tax system code specification Singapore rounding. Tax system code specification Addon tax rate. Addin tax rate VAT.

Tax on tax Singapore tax Programming automatic tax calculation. Getting Started. Example 1, Add on rate tax. Programming procedure Always "0". Example 2, Add in rate tax. Example 3, Singapore tax. Programming procedure. Tax table 1. Getting Started Tax table 2 Tax table 3 Tax table 1 Tax table 2 CE6100 User's Manual. Tax table 3 General guide. This part of the manual introduces you to the cash register and provides a general explanation of its various features: Popup display. Main display. Mode switch. Takeup reel. Roll paper. Keyboard. Printer. Wetproof cover. Printer ink ribbon. Drawer. Drawer lock Printer sub cover. Printer cover. You can use the roll paper to print receipts and a. Provides ink for printing of registration details on the Indicator A postfinalization receipt can still be issued after When the register issues receipts, this indicator is lit. Mode key for other area. The following four types of mode keys are provided The following three types of mode keys are provided Switches between OFF and REG1. Switches between OFF, REG1, REG2, X1 and RF. Z2 and RF. Switches to any position. Switches between OFF and REG1. Switches between OFF, REG1, REG2, X1 and RF. Switches to any position. Use the mode keys to change the position of the mode Mode name Description Any of the mode control keys can be inserted and Used for normal sales transactions. Any of the mode Used for special operations. Since switching to REG2 Reg minus. Used for processing refunds.

When the mode switch of the register is in RF position, Used to obtain daily reports without resetting clearing Used to obtain daily reports while resetting clearing all Periodic sale Used to obtain periodic sales reports without resetting. Program. Used when programming functions and preset data such Also used when reading Mode key only for U.K. Introducing CE6100. In Germany, you can assign clerks by using clerk key In other areas, you can assign clerks by using clerk The method you are assigning clerk depends on the The drawer opens automatically whenever you finalize Drawer lock. Use the drawer key to lock and unlock the drawer. Clerk secret number key. When the cash register is programmed to use clerk 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 You can assign the clerk or cashier inserting a clerk key Clerk key. Clerk button. You can assign the clerk or cashier using the four Important! The drawer will not open, if it is locked with a CE6100 User's Manual Display. Main display except for Germany. Main display for Germany. Department registration When you press a department key to register a unit When you register a taxable item, the corresponding When you register a PLU item, the corresponding. PLU number appears here. Anytime you perform a repeat registration page Note that only one digit is displayed for the number REG Indicates register mode. X1 Indicates daily sales read mode. Z1 Indicates daily sales reset mode When the register issues receipts, this indicator is Introducing CE6100. Keyboard Hold this key down to feed paper from the printer. Use this key to produce a postfinalization receipt. This key is used to change media in drawer amounts. Pressing this key enters media change operation. Use this key pressing two times to change the status Use this key to register discounts. Use this key to input values for subtraction.

Use this key to input refund amounts and void certain Use this key to validate transaction amounts on slip. No sale key Use this key to open the drawer without Use this key to input PLU numbers. Use this key to correct registration errors and to cancel B Clear key C. Use this key to clear an entry that has not yet been Use these keys to input numbers. Use this key to input a quantity for a multiplication E Open key O. This key releases maximum amount limit or low digit F Price key. Use this key to register an amount to an open PLU when Use these keys to register items to departments. H Coupon key H. Use this key to register coupon. The registered coupon I VAT key V. Use this key to print a VAT breakdown. J Received on account key r. Press this key following a numeric entry to register L Charge key h. Use this key to register a charge sale. Euro key Use this key to convert the main currency to This key is also used for Paid out key Use this key following a numeric entry to N Check key k. Use this key to register a check tender. O Subtotal key s. Use this key to display and print the current subtotal Use this key to register a cash tender. K Credit key c, d. Use this key to

register a credit sale. CE6100 User's Manual How to read the printouts. If the journal skip function is selected, the cash register will print the total amount of each transaction, and the Journal Sample Receipt Sample. They are not actual size. Actual receipts are 45 mm wide. Also, all sample The following describes the general procedure you should use in order to get the most out of your cash register. Basic Operations and Setups Page 9 Pages 10, 11 Page 83. Page 26. Page 27. Page 82. Reset the daily totals. Remove the journal. Empty the cash drawer and leave it open. Take the cash and journal to the office. Page 45. Page 98. Page 18 Displaying the time and date Mode switch. To display and clear the time Hour. Minutes To display and clear the date Day. Month Clears the date display.

Preparing coins for change You can use the following procedure to open the drawer without registering an item. This operation must be performed out of a sale. See page 44.. Opening the drawer without a sale Registering department keys Mode switch. Single item sale. Example 1 Repeat CE6100 User's Manual Basic Operations and Setups. Multiplication Item Quantity Payment Cash To program a unit price for each department. Different price. Same price Department. Unit price. To program the tax calculation status for each department. Tax calculation status. This specification defines which tax table should be used for automatic tax calculation. See page 13 for information on setting up the tax tables. To another department key. Same program Department Taxable 1 status Taxable 2 status Taxable 3 status To program high amount limit for each department. Same program Mode switch. Description. Choice. Significant High amount limit for entering unit price manually. Program code Preset price Dept. Dept. CE6100 User's Manual Tax 1. Taxable Amount 2. Tax 2 Registering department keys by programming data. Basic Operations and Setups. Locking out high amount limitation Dept. This section describes how to prepare and use PLUs. To program a unit price for each PLU. To new not sequential PLU. Different program to the next PLU. Same program Unit price. To program tax calculation status for each PLU. Different program Same program Taxable 1 status Taxable 2 status Taxable 3 status Mode switch. PLU single item sale Printing VAT breakdowns Any time you press the V key in a transaction, VAT breakdown is automatically printed Mode switch. Example Preparing and using discounts. This section describes how to prepare and register discounts. Programming discounts. To program a rate to the p key Preset rate. Example The following example shows how you can use the p key in various types of Discount for items and subtotals Applies the preset discount The input value takes priority Preparing and using reductions.

This section describes how to prepare and register reductions. Programming for reductions. You can use the m key to reduce single item or subtotal amounts. To program preset reduction amount Mode switch. CE6100 User's Manual Dept. 1 Registering reductions Mode switch. Reduction for items Reduces the last amount Reduction for subtotal Reduction Taxable No Reduces the subtotal by the The following examples show how to register credits and payments by check. Check Dept. 1 Item Quantity Item. CE6100 User's Manual Preparing and registering the Euro. Basic programming for the Euro and its exchange rate. Before registering the Euro, you must define the main currency, and its exchange rate. If you need to select cash drawer or some rounding specification, please refer to the page 62 for further Description. Define the euro as the main currency. Select rounding option. Exchange rate within 6 digits. Decimal point position of exchange rate. Program code Mode switch Payment.