

**ELECTRONIC CASH REGISTER**

**CASIO**

**116ER**

**OPERATOR'S  
INSTRUCTION MANUAL**

DI  
EU

**CASIO®**

## IMPORTANT

- **LOCATION**

Do not locate the ECR near heaters, or in areas exposed to direct sunlight, humidity or dust. The ECR should be located on a flat, stable surface.

- **POWER CORD**

This ECR operates on standard household current (100, 117, 220, 230 or 240V (50/60 Hz)). Never use an overloaded outlet, and be sure that the cord is located where it will not be tripped over.

- **MEMORY PROTECTION**

Memory data (Registration records, Preset data) are retained as long as the power cord is plugged into an AC outlet (except during power failures) even when the **MODE SWITCH** is set to the **OFF** position. Note that all memory data are lost whenever power supply to the ECR is interrupted by unplugging the power cord, power failures, etc. (except when optional B-11 power protection battery is used).

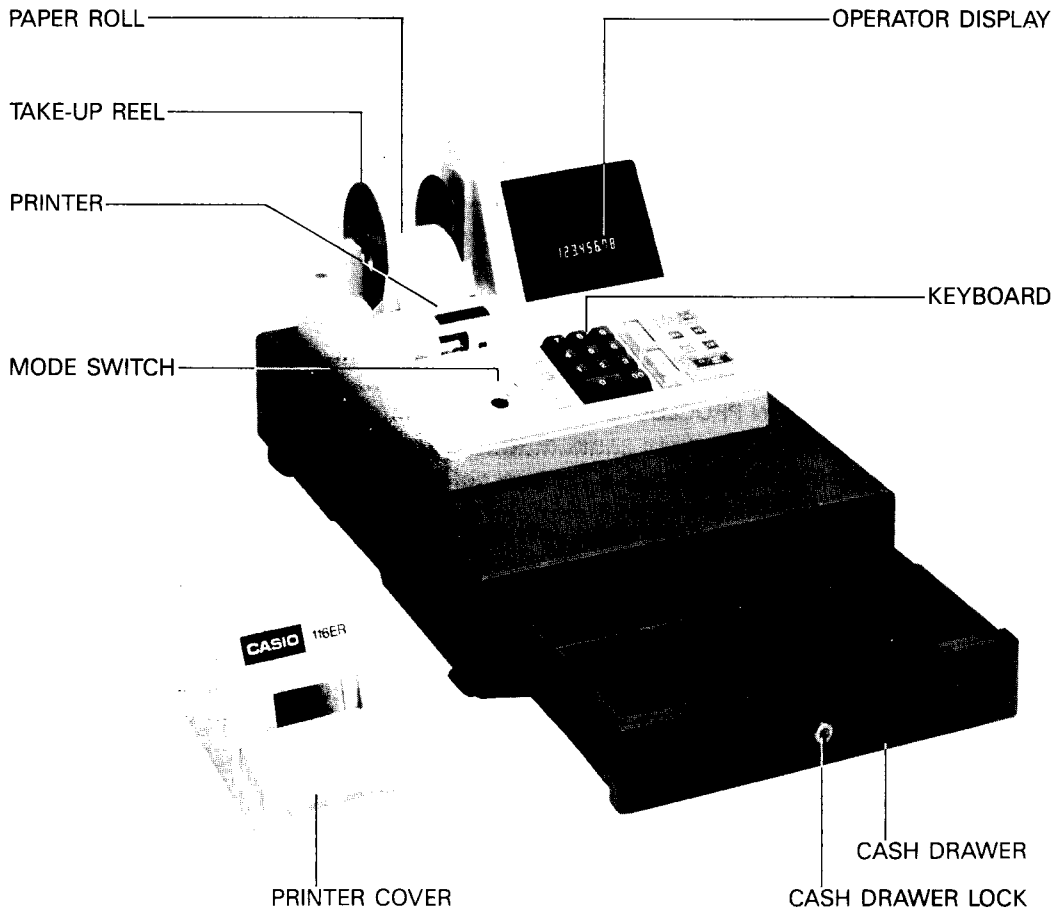
- **CLEANING**

Use a soft cloth dipped in a mild detergent solution and wrung out to clean the exterior of the ECR. Be sure to thoroughly wring the cloth to avoid damage to the printer. Never use paint thinner, benzine or other volatile solvents.

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# 1 GENERAL GUIDE



## 1-1 MODE CONTROL SWITCH AND KEYS

### 1) MODE SWITCH

Mode control keys can be inserted and removed in the OFF or REG position.

OFF (Machine Lock Mode):

Prohibits register operation by turning the power of the ECR OFF.

REG (Register Mode):

Used to register normal sales transaction.

RF (Refund Mode):

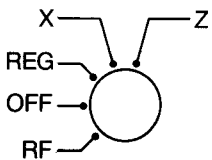
Used to process refunds.

X (Read/Program 1 Mode):

Used to read sales totals, to program the preset data, and to read all preset data.

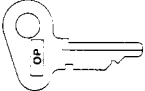
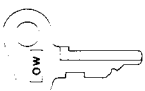
Z (Reset/Program 2 Mode):

Used to read and reset sales totals, to program the preset data, and to read all preset data.

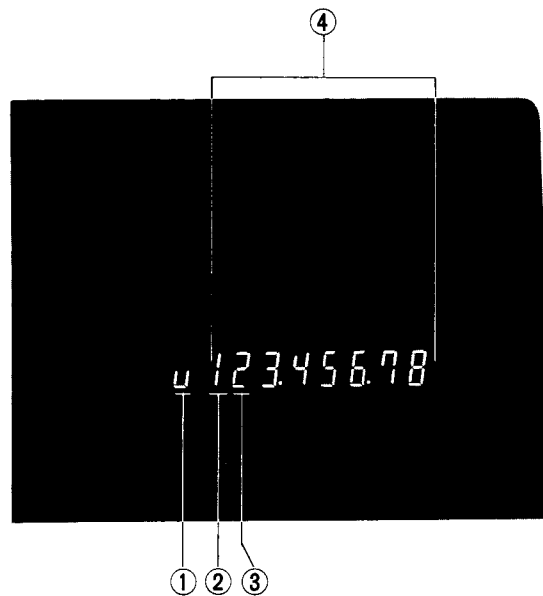


## 2) MODE CONTROL KEYS

The 2 different types of keys (2 of each) supplied with the ECR ensure register security.

KEY TYPE	APPLICATION
	OP (OPERATOR KEY) Used to switch the MODE SWITCH between OFF and REG.
	OW (OWNER KEY) Used to switch the MODE SWITCH to any position (OFF/REG/RF/X/Z).

## 1-2 OPERATOR DISPLAY



### ① TOTAL/CHANGE DISPLAY

- Total (∩ upper segment) or change (⊥ lower segment) sign appears when subtotal, total or change is obtained.

### ② DEPARTMENT NUMBER DISPLAY

- Displays the corresponding department number when a department key is pressed.

### ③ NUMBER OF REPEATS DISPLAY

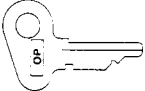
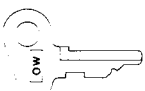
- Displays the number of times a transaction has been repeated. Only the units digit is displayed when the number of repeats exceeds nine.

### ④ NUMERIC DISPLAY

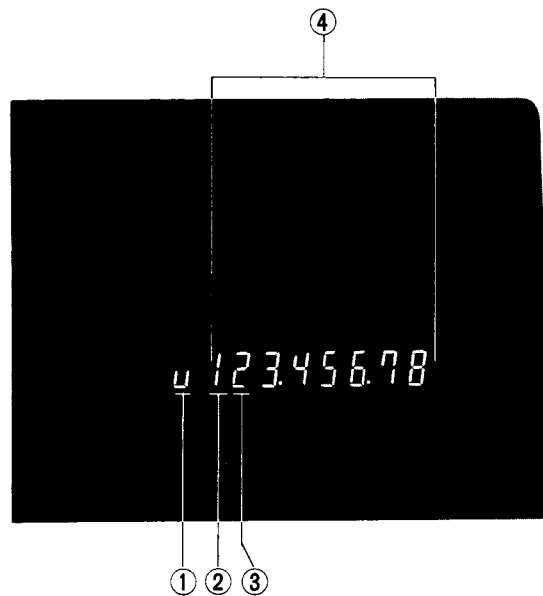
- Displays unit price, quantity, and amount with leading zeros suppressed. The maximum numeric input is 8 digits, and totals are displayed up to 8 digits.

## 2) MODE CONTROL KEYS

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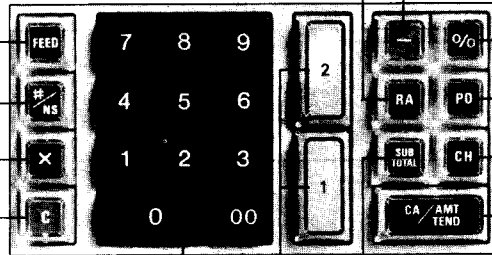
## 1-3 KEYBOARD

- NON-ADD/NO SALE KEY**
- Used during registration to print reference numbers. (NON-ADD)
  - Used to open the drawer. (NO SALE)

- FEED KEY**
- Used to feed paper.

- CLEAR KEY**
- Used to clear a wrong entry/operation error.

- MULTIPLICATION KEY**
- Used for multiplication.



- RECEIVED ON ACCOUNT KEY**
- Used to register received cash amount.

- MINUS KEY**
- Used to register an amount for subtraction.

- PERCENT KEY**
- Used to obtain a discount or premium amount.

- PAIDOUT KEY**
- Used to register payout cash.

- CHARGE KEY**
- Used to finalize charge sales.






- CASH AMOUNT TENDERED KEY**
- Used to finalize cash sales.

- SUBTOTAL KEY**
- Used to obtain subtotals.

- DEPARTMENT KEY**
- Used to register sales amount.

- NUMERIC KEYS**
- Used to enter numeric values.

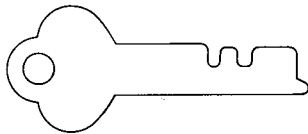
## 1-4 CASH DRAWER

The cash drawer opens automatically during normal registration when the , , ,  or  key is pressed.

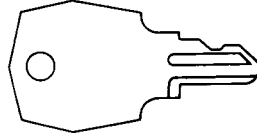
- The cash drawer key (supplied with the drawer) is used to lock the drawer.

### CASH DRAWER KEY

S drawer



M drawer

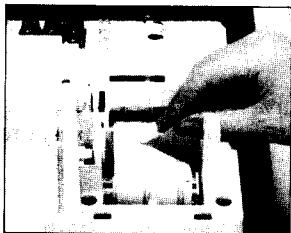


## 2 PAPER ROLL LOADING

A new roll of paper should be loaded before first operation or when red paper appears indicating that the current roll is reaching its end.

\*Never attempt operation without paper. Doing so can damage the printer.

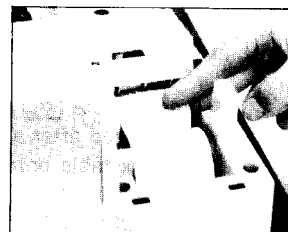
- 1) Remove the printer cover.
- 2) When replacing the roll paper, lift up the take up reel and tear the paper between the paper roll and paper inlet. Press the **FEED** key to feed the unused paper (Fig. 1), and remove the old paper roll from the housing.
- 3) Ensure that paper is being fed from the bottom of the new paper roll (Fig. 2), and set the roll paper on to the spool in the roll paper housing by pressing outwards on the side of the spool.
- 4) Squarely cut off the leading end of the paper and insert it into the paper inlet. Press the **FEED** key until approximately 20 or 30cm of paper feeds from the printer (Fig. 3).



(Fig. 1)



(Fig. 2)



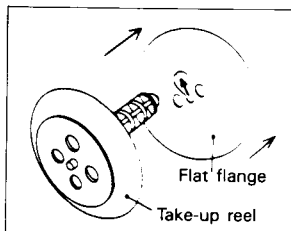
(Fig. 3)

### JOURNAL

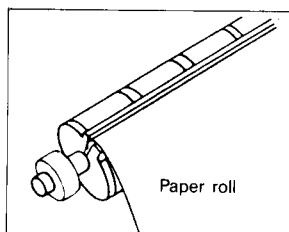
- 5) Remove the flat flange from the take up reel by sliding the end of the spindle into the large hole provided in the flange (Fig. 4).
- 6) When replacing the roll paper, slide the printed journal paper roll from the take up reel.
- 7) Clip the leading end of the paper onto the take up reel as illustrated, and wind the paper two or three turns onto the reel (Fig. 5).
- 8) Replace the flange on the take up reel and ensure that it snaps firmly back into place.
- 9) Replace the take up reel into the ECR, and the printer cover.

### RECEIPT

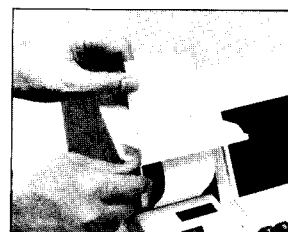
- 5) Pass the leading end of the paper through the paper outlet slot in the printer cover and replace the printer cover (Fig. 6).
- 6) Tear off the excess receipt paper.



(Fig. 4)



(Fig. 5)



(Fig. 6)



### 3 PROGRAMMING

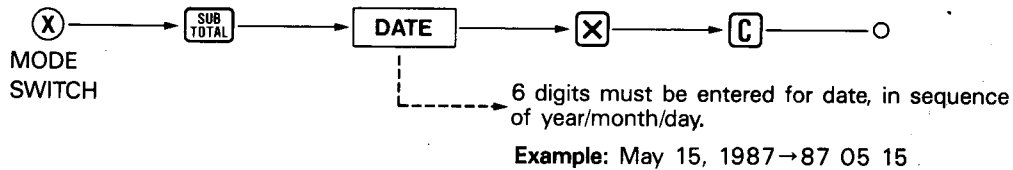
Such data as date, discount/premium and percentage should be preset before attempting registration operations. These preset data are printed automatically on the receipt or journal, and can be recalled during registration by simply pressing the corresponding function key. Presetting data will supersede any data previously preset.

- Memory data (Registration records, Preset data) are retained as long as the power cord is plugged into an AC outlet (except during power failures) even when the mode switch is set to the **OFF** position.  
Reprogramming of all memory data is required whenever power supply to the ECR is interrupted by unplugging the power cord, power failures, etc.  
A rechargeable power protection battery pack (Model B-11, optional) is available to protect data and allow operations when regular power supply is interrupted (see page 28).
- The **MODE SWITCH** must be set to either **X** or **Z** for program mode 1 or 2 depending upon the type of data to be preset.
- Press the **SUB TOTAL** key while the **MODE SWITCH** is set to either **X** or **Z** to enter the programming mode. Ensure that **PO.00** is being shown on the display at this time.
- Pressing the **SUB TOTAL** key is not required after each individual data entry. The **SUB TOTAL** key **MUST**, however, be pressed after all programming is complete in a particular mode (Program 1 or 2), except for date and tax table entries.

#### 3-1 PROGRAM 1 MODE (X MODE)

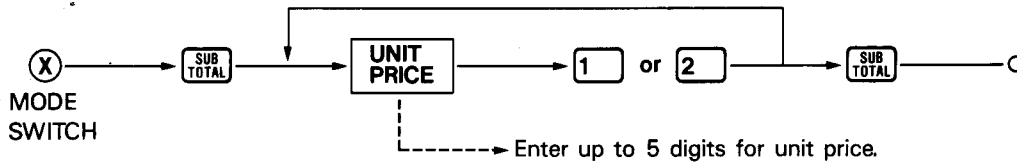
##### 1) PRESETTING DATE

Presetting the date is required at the beginning of each new business day.

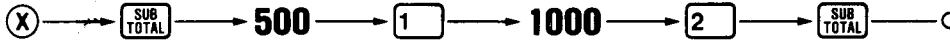


## 2) PRESETTING THE UNIT PRICE FOR DEPARTMENT KEYS

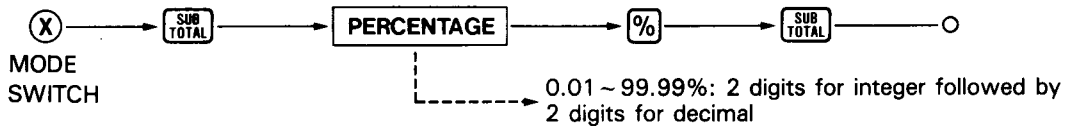
A unit price up to 5 digits long can be preset for each department key.



**Example:** Department 1 key: \$5.00  
Department 2 key: \$10.00



## 3) PRESETTING THE (%) KEY PERCENTAGE



**Example:** To preset 10% → 1000  
To preset 8.25% → 825

\*The decimal must also be taken into consideration when presetting percentages. The value 1000 must be entered to set a percentage of 10%, as in the above example.

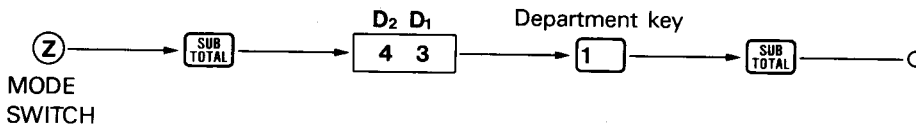
### 3-2 PROGRAM 2 MODE (Z MODE)

#### 1) PRESETTING THE HIGH DIGIT LIMIT (HDL), THE SALES STATUS AND THE TAX STATUS FOR DEPARTMENT KEYS

EXAMPLE: For Department 1 key

Function	Selection	Data	Program code (a + b)
High Digit Limit (HDL) • HDL cleared when $D_2=0$	Number of Digit (0~7) ⇒ Example: Max. \$99.99 ⇒ HDL of 4		<input type="text" value="4"/> <sup>D<sub>2</sub></sup>
Single item sale* (S.I.S.)	NO ⇒ 0 ✓ YES ⇒ 1	<input type="text" value="1"/> <sup>a</sup>	<input type="text" value="3"/> <sup>D<sub>1</sub></sup>
Taxable (NO: Non-taxable)	NO ⇒ 0 ✓ YES ⇒ 2	<input type="text" value="2"/> <sup>b</sup>	

#### OPERATION:



#### WORKSHEET

Function	Selection	Data	Program code (a + b)
High Digit Limit (HDL) • HDL cleared when $D_2=0$	Number of Digit (0~7) ⇒ Example: Max. \$99.99 ⇒ HDL of 4		<input type="text"/> <sup>D<sub>2</sub></sup>
Single item sale* (S.I.S.)	NO ⇒ 0 YES ⇒ 1	<input type="text"/> <sup>a</sup>	<input type="text"/> <sup>D<sub>1</sub></sup>
Taxable (NO: Non-taxable)	NO ⇒ 0 YES ⇒ 2	<input type="text"/> <sup>b</sup>	

\*Single item sale (S.I.S.)

When a department key has been preset to single item status, pressing one of the preset keys will perform finalization at that time. If other department keys are being used in the normal status, pressing one or more of the normal status keys will cause finalization to be performed in the usual manner (i.e. when the  key is pressed), regardless of how many preset keys are subsequently pressed.

EXAMPLE:  : preset as S.I.S.  
 : not S.I.S.

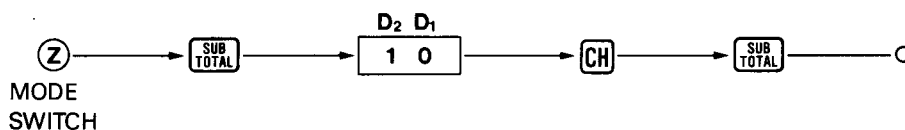
OPERATION: Press  → receipt issue  
Press  ,  ,  → receipt issue

## 2) PRESETTING GENERAL MACHINE FEATURES

### EXAMPLE:

Function	Selection	Data	Program code (a + b + c)
Paper roll as receipt (NO: paper roll as journal)	NO ⇒ 0 ✓YES ⇒ 1	1 <sup>a</sup>	7 <sup>D<sub>2</sub></sup>
Non-reset of consecutive number after each reset of daily report	✓NO ⇒ 0 YES ⇒ 2	0 <sup>b</sup>	
/		0 <sup>c</sup>	
/		0 <sup>a</sup>	0 <sup>D<sub>1</sub></sup>
Skip item line on journal	✓NO ⇒ 0 YES ⇒ 2	0 <sup>b</sup>	
Skip consecutive number on receipt or journal	✓NO ⇒ 0 YES ⇒ 4	0 <sup>c</sup>	

### OPERATION:



### WORKSHEET

Function	Selection	Data	Program code (a + b + c)
Paper roll as receipt (NO: paper roll as journal)	NO ⇒ 0 YES ⇒ 1	<input type="text"/> <sup>a</sup>	<input type="text"/> <sup>D<sub>2</sub></sup>
Non-reset of consecutive number after each reset of daily report	NO ⇒ 0 YES ⇒ 2	<input type="text"/> <sup>b</sup>	
/		0 <sup>c</sup>	
/		0 <sup>a</sup>	<input type="text"/> <sup>D<sub>1</sub></sup>
Skip item line on journal*	NO ⇒ 0 YES ⇒ 2	<input type="text"/> <sup>b</sup>	
Skip consecutive number on receipt or journal	NO ⇒ 0 YES ⇒ 4	<input type="text"/> <sup>c</sup>	

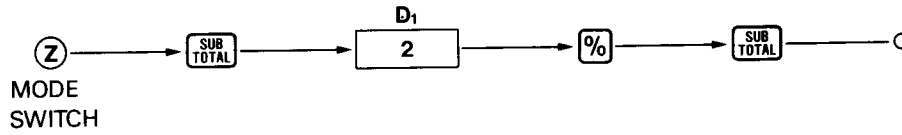
\* Only applicable when paper roll is used as journal.

### 3) PRESETTING DISCOUNT/PREMIUM FUNCTION AND TAX STATUS FOR THE [%] KEY

EXAMPLE:

Function	Selection	Data	Program code (a + b)
Premium (NO: Discount)	✓NO ⇒ 0 YES ⇒ 1	<input type="text" value="0"/> <sup>a</sup>	<input type="text" value="2"/> <sup>D<sub>1</sub></sup>
Taxable (NO: Non-taxable)	NO ⇒ 0 ✓YES ⇒ 2	<input type="text" value="2"/> <sup>b</sup>	

OPERATION:



WORKSHEET

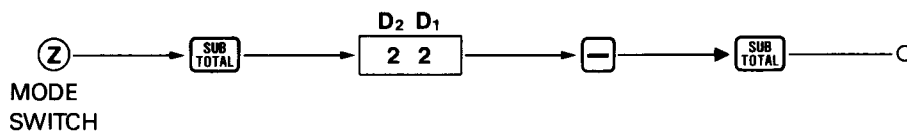
Function	Selection	Data	Program code (a + b)
Premium (NO: Discount)	NO ⇒ 0 YES ⇒ 1	<input type="text"/> <sup>a</sup>	<input type="text"/> <sup>D<sub>1</sub></sup>
Taxable (NO: Non-taxable)	NO ⇒ 0 YES ⇒ 2	<input type="text"/> <sup>b</sup>	

#### 4) PRESETTING CREDIT BALANCE AND THE TAX STATUS FOR THE $\square$ KEY AND TAX PRINT CONTROL

##### EXAMPLE:

Function	Selection	Data	Program code (a + b)
Print add-in tax (V.A.T.) breakdown	✓NO $\Rightarrow$ 0 YES $\Rightarrow$ 1	<input type="text" value="0"/> <sup>a</sup>	<input type="text" value="2"/> <sup>D<sub>2</sub></sup>
Print taxable amount on receipt or journal (REG/RF mode)	NO $\Rightarrow$ 0 ✓YES $\Rightarrow$ 2	<input type="text" value="2"/> <sup>b</sup>	
Permit credit balance by $\square$ key	✓NO $\Rightarrow$ 0 YES $\Rightarrow$ 1	<input type="text" value="0"/> <sup>a</sup>	<input type="text" value="2"/> <sup>D<sub>1</sub></sup>
Taxable (NO: Non-taxable)	NO $\Rightarrow$ 0 ✓YES $\Rightarrow$ 2	<input type="text" value="2"/> <sup>b</sup>	

##### OPERATION:



##### WORKSHEET

Function	Selection	Data	Program code (a + b)
Print add-in tax (V.A.T.) breakdown	NO $\Rightarrow$ 0 YES $\Rightarrow$ 1	<input type="text"/> <sup>a</sup>	<input type="text"/> <sup>D<sub>2</sub></sup>
Print taxable amount on receipt or journal (REG/RF mode)	NO $\Rightarrow$ 0 YES $\Rightarrow$ 2	<input type="text"/> <sup>b</sup>	
Permit credit balance by $\square$ key	NO $\Rightarrow$ 0 YES $\Rightarrow$ 1	<input type="text"/> <sup>a</sup>	<input type="text"/> <sup>D<sub>1</sub></sup>
Taxable (NO: Non-taxable)	NO $\Rightarrow$ 0 YES $\Rightarrow$ 2	<input type="text"/> <sup>b</sup>	

### 3-3 TAX TABLE PROGRAMMING

Tax table programming allows automatic tax computation without manually referring to a tax table.

#### ● PROGRAM DATA

① Tax system code (2-digit)

"02" for add-on tax rate

"03" for add-in tax rate: V.A.T. (Value Added Tax)

② Rounding code (2-digit)

A) For tax system code "02" (Add-on tax rate)

"00" for cut-off to two decimal places

"50" for round off to two decimal places

"55" for 0.0000 ~ 0.0044 → 0.00

0.0045 ~ 0.0099 → 0.01

"90" for round up to two decimal places

B) For tax system code "03" (Add-in tax rate: V.A.T.)

"00" for cut off to two decimal places (round up taxable amount to two decimal places)

"50" for round off tax and taxable amount to two decimal places

"90" for round up tax to two decimal places (cut off taxable amount to two decimal places)

③ Tax rate to be applied for amounts

#### ● TAX PROGRAMMING OPERATION

The program data required for the tax programming operation differs according to each tax system. Find the example among the following which corresponds to your local tax system and proceed accordingly.

#### EXAMPLE 1: ADD-ON TAX RATE

Tax computation based on add-on tax rate.

#### NOTE:

All program data must be entered in 4 digit blocks.








○ Program data

• TAX SYSTEM CODE: 02 (Add-on tax rate)

• ROUNDING CODE: 50 (i.e. round-off)

• TAX RATE: 0825 (i.e. 8.25% ... 2-digit integer followed by 2-digit decimal)

○ Programming operation

- ② ← Use owner key to set MODE SWITCH to Z
-  ← Press . Confirm P (programming mode indicator) displayed.
-  ← Press  to start programming.
- 0250**  ← Add-on tax rate system code (02) and rounding code (50: Round of for example)
- 0825**  ← Tax rate (8.25%) (2 digits for integer followed by 2 digits for decimal)
-  ← Program end

## EXAMPLE 2: ADD-IN TAX RATE: V.A.T.

Add-in tax rate (V.A.T.) computation performed automatically based on a preset rate and rounding system.








### NOTE:

All program data must be entered in 4-digit blocks.

#### ○ Program data

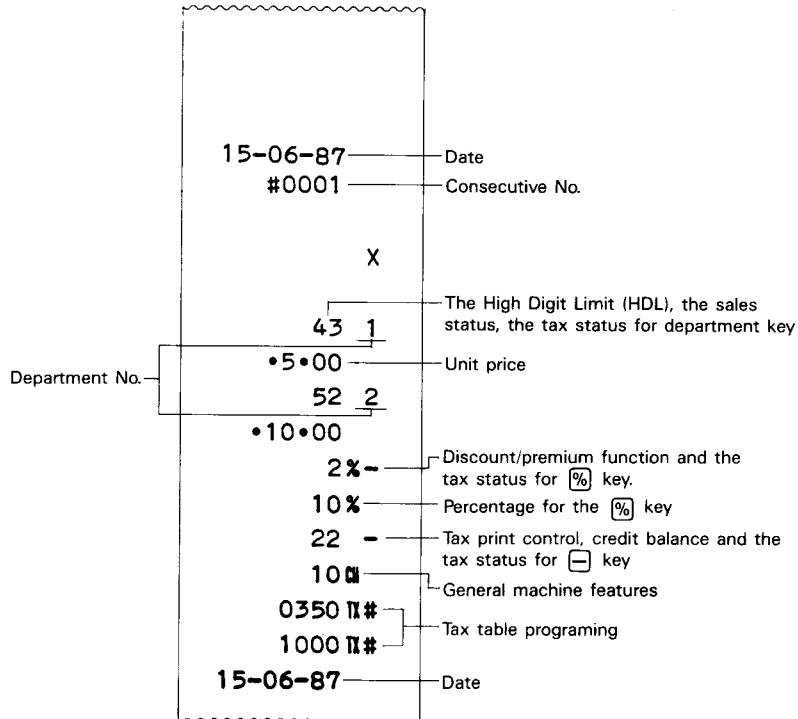
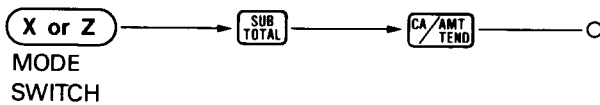
- TAX SYSTEM CODE: 03 (Add-in tax rate: VAT)
- ROUNDING CODE: 50 (i.e. round-off tax and taxable amount)
- TAX RATE: 0600 (i.e. 6% ... 2 digit integer followed by 2-digit decimal)

#### ○ Programming operation

- Ⓩ ← Use owner key to set MODE SWITCH to Z
-  ← Press . Confirm P (programming mode indicator) displayed.
-  ← Press  to start programming.
- 0350**  ← Add-in tax rate system code (03) and rounding code (50: Round off tax and taxable amount)
- 0600**  ← Tax rate (6%: 2 digits for integer followed by 2 digits for decimal)
-  ← Program end

## 3-4 READING ALL PRESET DATA

### ● Procedure





## 4 OPERATION

### 4-1 OPERATIONAL PRECAUTIONS

- \* A buzzer sounds and the ECR locks when an operational error is made. Pressing the **C** key will stop the buzzer and unlock the ECR.
- \* Note that all memory data are lost whenever power supply to the ECR is interrupted by unplugging the power cord, power failures, etc. A rechargeable power protection battery pack (Model B-11, optional) is available to protect data and allow operations when regular power supply is interrupted (see page 28).
- \* A key input buffer memory holds entry of up to 6 keys to ensure against loss of data when key operation is faster than printout. The buffer memory does not function, however, while the printer is feeding.

### 4-2 BASIC OPERATION PROCEDURE

OPERATION	MODE SWITCH	REF. PAGE
1. Confirm that adequate receipt or journal paper are loaded, and load new paper rolls if necessary.	OFF or REG	6
2. Read daily totals to confirm reset performance for the previous day.	X	26
3. Preset unit price (of daily sales items) for department keys.	X	8
4. Set the REG mode.	REG	3
5. Check the date.	REG	16
6. Register normal sales transactions.	REG	16
7. Register received on account and payout transactions.	REG	23
8. Process return transactions.	RF	22
9. Before each read and reset, count the money in the cash drawer.	X or Z	26
10. Read daily sales totals.	X	26
11. Reset daily sales totals.	Z	26
12. Remove the journal.	OFF or REG	6
13. Turn the mode switch to OFF and remove the key.	OFF	3
14. Empty the cash drawer and leave it open.	OFF	5
15. Carry the journal and cash on hand to the office.	OFF	