

ELECTRONIC CASH REGISTER

CASIO Σ -63ER

CASIO Σ -62ER

CASIO Σ -61ER

OPERATOR'S INSTRUCTION MANUAL

CASIO®

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INTRODUCTION

DEAR CUSTOMER

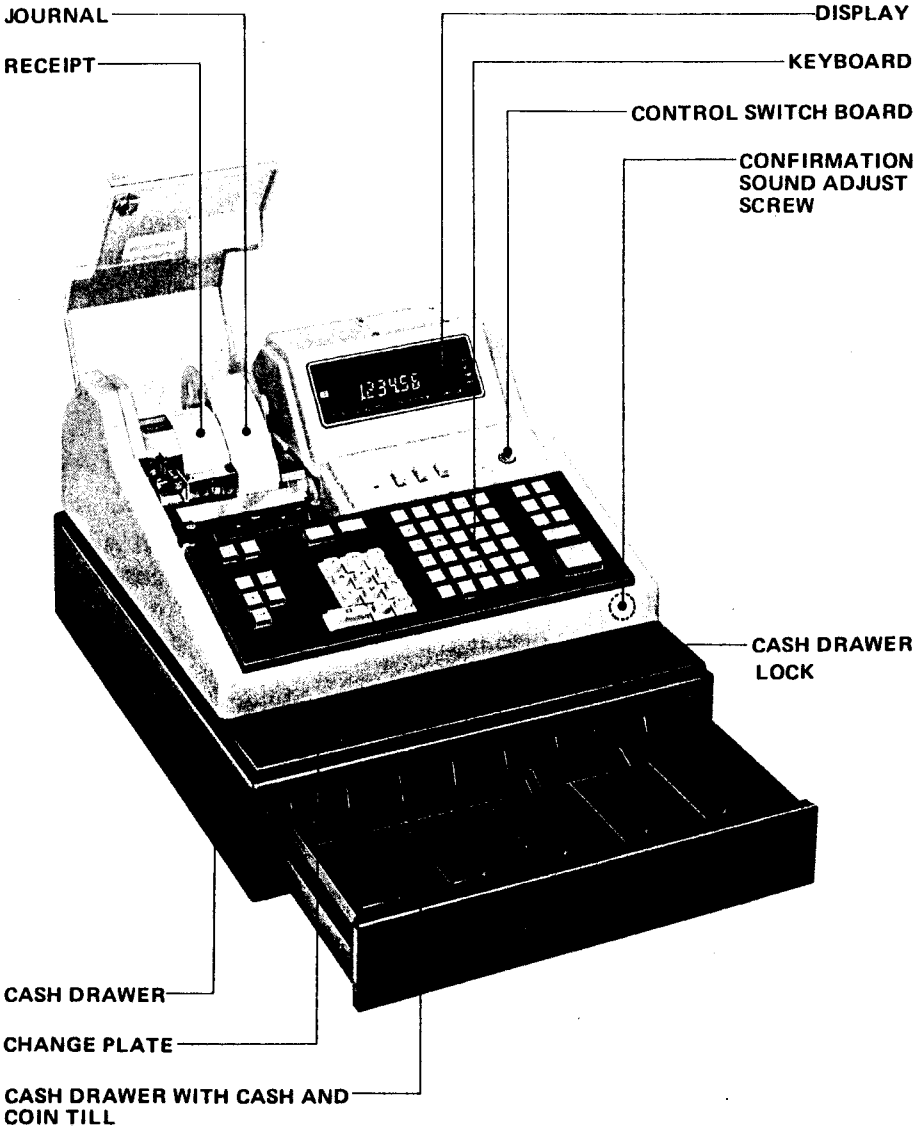
Congratulations on your purchase of our Electronic Cash Register. This ECR was developed using the world's most advanced electronics technology.

Constructed of precision electronic parts, this time controled ECR features automatic time printing on receipt and journal. It also features repeat, automatic change and tax calculation to further speed up register operations. The easy-to-use, human engineered keyboard layout and bright, highly legible display make even long hours of operation as light as breeze. Each key operation can be confirmed with a key touch sound system and an alarm buzzer for operation errors further enhances the positive operation. In addition, quick key operation is made possible by an input buffer memory. A quick print system is used where the motor is operated merely by pressing the keys, so operation is amazingly quiet. These and the many other features will prove to the user the ease of operation.

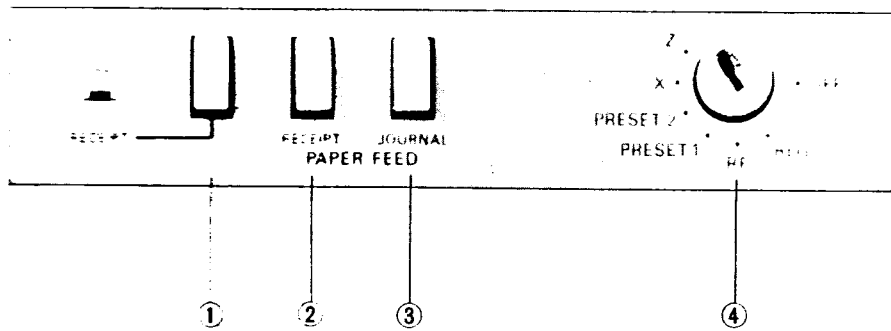
Operation of the ECR is so simple that anyone can do it without special training but, in order to understand the functions completely and to get their full benefit, we recommend this instruction manual be read carefully. After reading, keep this manual on hand for reference in case of an unclear point.

This manual explains each part of the machine and gives examples of normal usage; however, if there is any unclear point, please don't hesitate to make inquiry of your dealer.

1 NOMENCLATURE



CONTROL SWITCH BOARD



1 RECEIPT ISSUE STOP SWITCH

The issuance of receipts can be stopped by pressing and locking this switch. Issuance of receipts can be restarted by pressing a second time to release the lock.

2 RECEIPT FEED BUTTON

The paper roll used for receipts can be fed by pressing this key.

3 JOURNAL FEED BUTTON

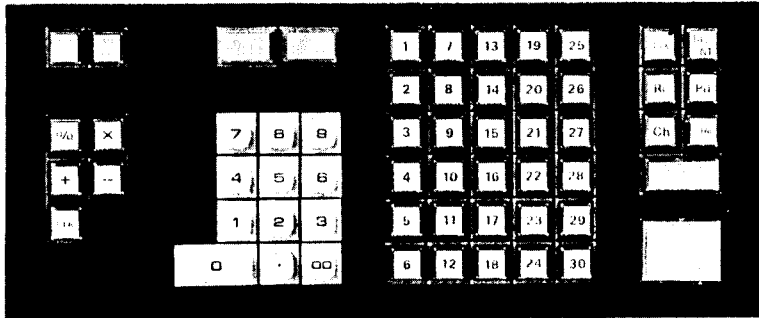
The paper roll used for the journal can be fed by pressing this key.

4 KEY SWITCH

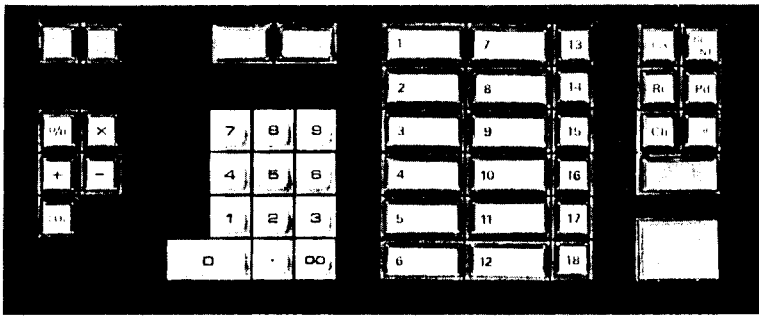
- OFF : The keys can be inserted and removed here. Set to this position for turning power off.
- REG : Set to this position for normal registering of transactions.
- RF : Set to this position for REFUND processing.
- PRESET 1 : Set to this position for presetting the limitations of entry figures for each department, date and time.
- PRESET 2 : Set to this position for presetting unit prices for each department, percentage, tax rate, machine number, clerk code numbers or for reading all preset data.
- X : Set to this position to read any department, the drawer cash and net total, all aspects of the transaction records or time control data.
- Z : Set to this position to read all aspects of the transaction records or time control data and to reset the machine.

1.2. KEYBOARD

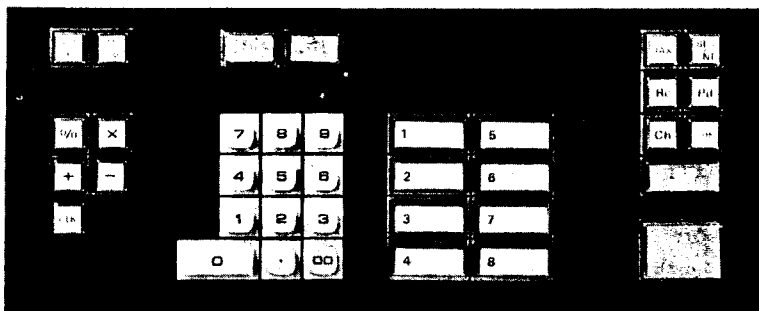
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0, **1** ~ **9**, **00** ENTRY AND TWO-ZERO KEYS

Used to enter numerals such as prices, quantities, etc. With the **00** key, number can be shifted two places.

1 ~ **8** (Σ -61ER) DEPARTMENT KEYS

1 ~ **2** (Σ -62ER)

1 ~ **30** (Σ -63ER)

Prices can be classified in up to the number of department keys with the respective models.

Unit prices can be preset using these keys; therefore when registering, the unit prices can be recalled by simply depressing these keys.

When there are several of the same product, the unit price can be repeated by pressing this key same number of times as the quantity of the product. Product names can also be placed under the transparent plastic covers on the keys.

C CLEAR KEY

Used to clear wrong entries; cancelling functions (x, %); clearing the register when it is locked due to operation error; clearing the time display or stopping the alarm buzzer.

V VOID KEY

Used to void wrong registration of departments, additions, reductions or tax after printing.

. DECIMAL KEY

Used to enter quantities with decimals.

x QUANTITY KEY

When multiplying, depress this key after entering the quantity, then enter the unit price. The answer is obtained by depressing the department key.

+ PLUS KEY

Used to calculate additions and premiums.

- MINUS KEY

Used to calculate reductions or discounts.

% PERCENT KEY

To obtain a discount or premium, enter the percentage and depress the **%**, **-** or **%**, **+** keys, respectively.

Percentages can be preset with this key, and can be recalled by simply depressing this key during registration.

OK CLERK KEY

Used to preset clerk code numbers with the KEY SWITCH at PRESET 2, and to verify clerk codes before registering of transactions.

TAX **TAX KEY**

Used to obtain the amount of tax by entering the tax rate and depressing this key.

Tax rate can be preset with this key, and can be recalled and calculated the tax amount by simply depressing this key during registration.

Ⓢ **BALANCE/NET TOTAL KEY**

Used to check the total cash in the drawer and net sales total with the KEY SWITCH at the X position.

Rc **RECEIVED-ON-ACCOUNT KEY**

To register receipts not related to transactions, press this key after entering the amount.

Pd **PAID-OUT KEY**

When money is paid out without relation to transactions, press this key after entering the amount.

Ch **CHARGE KEY**

Used to register charge sales.

This key is also used to read or reset the time control data with the KEY SWITCH at X or Z position.

CHK **CHEQUE KEY**

Used to register credit sales.

SUB TOTAL **SUB-TOTAL KEY**

Used to find sub-totals when registering. This key must always be pressed to indicate the sub-total when calculating change.

CASH AMT TEND **CASH AMOUNT TENDERED KEY**

When this key is pressed after all prices are registered in their respective departments, registration is completed and a receipt is issued. The change is calculated automatically by entering the cash received before depressing this key.

This key is also used for starting printing; to check the preset values with the KEY SWITCH at PRESET 2; to read or reset with the KEY SWITCH at X or Z.

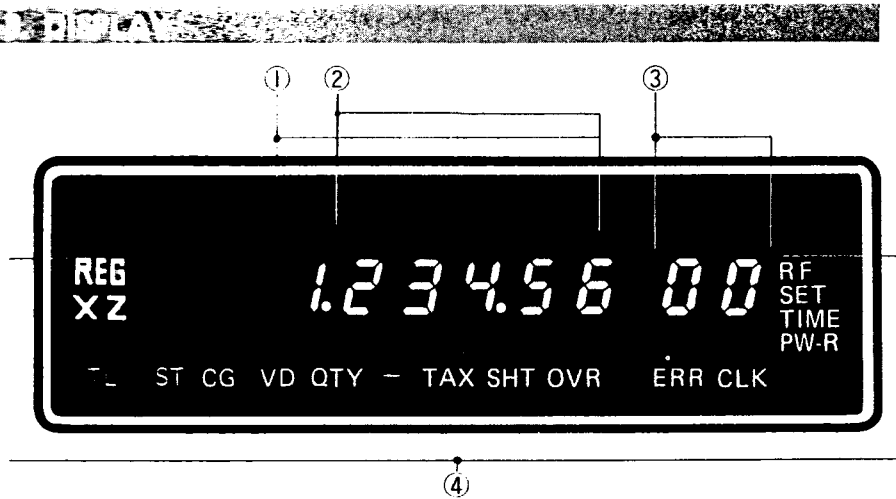
Ⓢ **NON ADD/NO SALE KEY**

Used to print reference numbers such as credit card Nos., personal check Nos., or to make exchanges.

This key is also used to preset the machine number at the PRESET 2 position.

DATE/TIME KEY


Used to preset the date and time with the KEY SWITCH at PRESET 1.
The time can be displayed by depressing this key with the KEY SWITCH at REG or RF.



1 NUMERAL DISPLAY

All numeral inputs, change, totals, etc., are shown with the zero suppression system. The left-most digit shows the first number of repeats.

2 TIME DISPLAY

Time (hour and minute) is displayed in the 24-hour system when the  key is depressed with the key switch at REG or RF position. For example 15-35 (3:35 P.M.)

3 DEPARTMENT DISPLAY

The department number is displayed when the department key is depressed.
An E(Error) sign will light-up in the same place when the answer becomes negative or overflow.




4 CAPTION DISPLAY

Captions are displayed under the following conditions.

CAPTIONS		KEY SWITCH POSITION	CONDITIONS
REG	Register	REG	When the time is not displayed.
RF	Refund	RF	When the time is not displayed.
SET	Preset	PRESET 1 or PRESET 2	
X	Read	X	
Z	Reset	Z	
TIME	Time	REG or RF	While the time is displayed.
PW.-R	Power Recovery	Any position except OFF	When the power is interrupted and recovered while operating the machine.
TL	Total	REG or RF	When the total of sales is obtained.
CG	Change	REG	When the change is obtained.
VD	Void	REG or RF	When void processing.
QTY	Quantity	REG or RF	When entering quantities in multiple calculation.
-	Minus	REG or RF	When indicating the amount of reductions or discounts.
TAX	Tax	REG or RF	When indicating the amount of tax.
SHT	Shortage	REG or RF	When the answer becomes negative in reduction, discount or change calculations.
OVR	Overflow	REG or RF	When an entry or the answer of any kind of calculation overflows.
ERR	Error	Any position except OFF	When operation error is made.
CLK	Clerk	Any position except OFF or PRESET	When register operation is intended without verification of the clerk code.

Five kinds of coins and four kinds of notes can be arranged separately inside the drawer. The drawer opens automatically in normal transactions, if the key operation is correct.

* The key switch is at the REG position:

 , Ch , Rc , Pd ,  or 

* The key switch is at the RF position:

 , Ch ,  or 

* The key switch is at the X position:

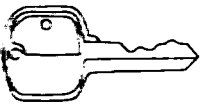
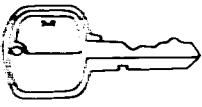
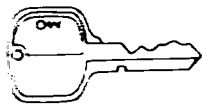




* The key switch is at the Z position:

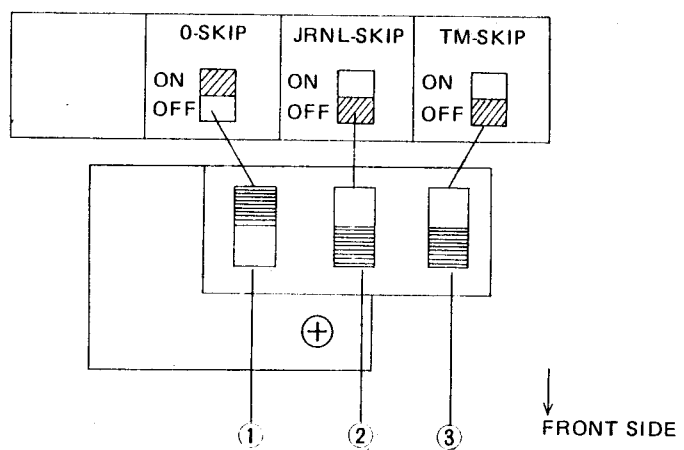


1-5. KINDS OF KEYS AND APPLICATIONS

A total of 10 keys, 2 each of 5 kinds, are supplied with this machine. These keys differ for each machine so use care not to lose them.

KEY TYPE	APPLICATION
	OPERATOR: With this key, the KEY SWITCH can be moved from OFF to REG.
	MASTER KEY: With this key, the KEY SWITCH can be turned to each position from OFF to PRESET 2.
	OWNER KEY: With this key, the KEY SWITCH can be turned to each position from OFF to Z.
	PRINTER KEY: Use this key to unlock the PRINTER COVER when replacing the roll paper or ribbon.
	CASH BOX KEY: This key opens the CASH DRAWER manually.

4.6. SLIDE SWITCHES ON THE BACK OF THE UNIT



① O-SKIP SWITCH

The switch can be so set that during "read" and "reset", the machine prints zeroes or skips printing for departments having no transaction.

"ON" position: No printing is made.

"OFF" position: Zeroes are printed.

② JOURNAL SKIP SWITCH

The switch can be so set that the machine print the details of department sales or skip printing on the journal during registration in the REG mode.

"ON" position: No printing is made.

"OFF" position: Printing is made.

③ TIME SKIP SWITCH

The switch can be so set that the machine prints the time at which each receipt is issued on both receipt and journal or does not print.

"ON" position: Printing is made.

"OFF" position: No printing is made.

Note: When the machine is shipped out from the factory, the above switches are set in the following positions;

- O-SKIP SWITCH → ON
- JOURNAL-SKIP SWITCH → OFF
- TIME SKIP SWITCH → OFF

2 PRESETTING DATA

Before registering, it is necessary to preset the necessary data such as date, time, percentage, tax rate, unit prices, etc. These preset data are printed automatically on receipt and journal, or recalled from the memory by merely pressing each function key when registering. The data are protected from erasure by the built-in memory protection batteries in case of power failure.

PRESETTING DATE AND TIME

EXAMPLE: Date November 4, 1979
Time 8:30 A.M. (or 8:30 P.M.)

OPERATION: KEY SWITCH → PRESET 1

In sequence of date, mo. and yr. 04 11 79

Hour and minute

08 30 (or 20 30)

- The date and time are set and timing starts the moment that the key is depressed after entry of the time, and they will be printed automatically on both receipt and journal during register operation.
- This machine features an automatic calendar function, and it is not necessary to preset the date every morning.
- For time correction, it is necessary to start from the date entry.
- Enter the time by 24-hour system.

PRESETTING UNIT PRICE AND LIMITATION OF ENTRY

Either unit prices or limitation of entry figures can be preset for each department and the newly preset values will be effective even if some value has been preset in the department. A department will not function if nothing, or 0, has been preset.

① PRESETTING UNIT PRICE

EXAMPLE: To preset the unit prices of \$1.00, \$2.00 and \$3.00 in departments 1, 2 and 3, respectively.

OPERATION: KEY SWITCH → PRESET 2

Unit price and department 100 1

" " 200 2

" " 300 3

Preset end



- * Preset unit prices can be entered up to the number 9999 (\$99.99).
- * The operation sequence of departments are in any optional order.
- * Manual unit price is prior to preset unit price in the same department when registering. In this case the manual unit price can be entered up to 6 digits.