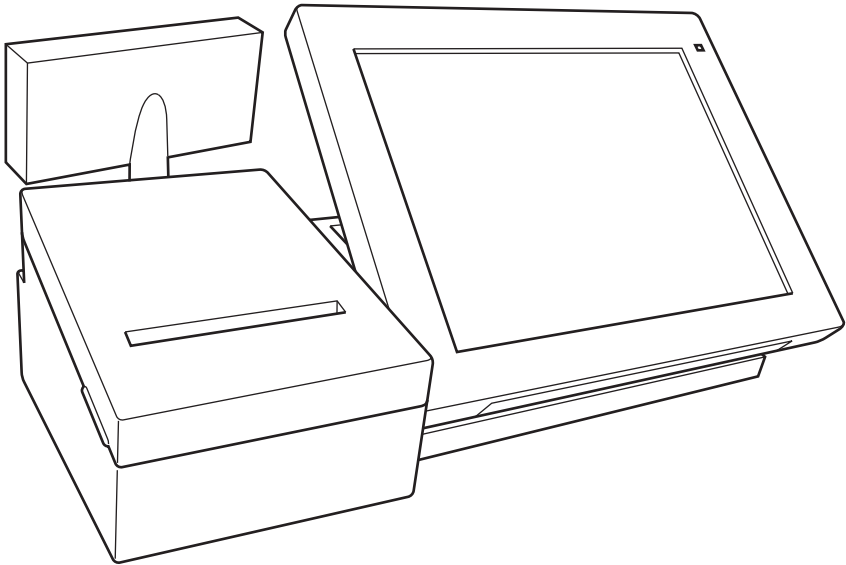


CASIO®

User's Manual

V-R100

Standard Style






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Safety Precautions

- Prior to use, please read these “Safety Precautions” thoroughly and use the device accordingly.
- Please pay due attention to the following symbols to help you use the product safely and properly and to avoid any personal injury or damage to the device.

| | |
|---|--|
|  Danger | If this symbol is ignored and the product consequently misused, it can result in serious personal injury and/or death. |
|  Warning | If this symbol is ignored and the product consequently misused, it may result in serious personal injury and/or death. |
|  Caution | If this symbol is ignored and the product consequently misused, it may result in personal injury and/or property damage. |

- The figures in this manual have the following meanings.

| | |
|---|--|
|  | This symbol means be careful = a warning. The example at left is a warning about electrical shock. |
|  | This symbol indicates something you must not do = prohibited action. The example at left means never disassemble the device. |
|  | This symbol indicates something you must do = an instruction. The example at left indicates you should unplug the device from the outlet. Please note that instructions that are difficult to express by a figure are indicated by  . |

Warning

Power Cords and Plugs



- Refrain from twisting, tugging on, heating, working on or placing heavy objects on the power cord. If the power cord is damaged, it may cause a fire or electrical shock.
- Refrain from routing cords under this product. If the power cord is damaged, it may cause a fire or electrical shock.



- If the power cord is damaged (wire is exposed or cut), contact the dealer or distributor from whom you purchased the product or your Casio service representative. If you use the device as is, it may result in fire or electrical shock.
- Securely insert the plug all the way into the power outlet.
- Do not touch the power plug when your hands are wet. Doing so may result in a shock.

Power Voltage



- Do not use with any voltage other than that indicated (100V ac). Doing so may cause a fire and/or electrical shock.
- Do not overload the outlet with wires. Doing so may cause a fire and/or electrical shock.

No Disassembly or Modification



- Do not disassemble or modify. There are high voltage and sharp parts inside. Touching them may result in a shock or an injury. It may also cause a malfunction and/or fire.

Do Not Get Any Foreign Substances or Water inside the Device



- Do not put or drop any metallic or readily flammable matter inside the openings of this device.



- Take care not to get any liquids, such as coffee, juice or water from vases inside the device.
- If something, such as foreign matter or water, should get inside, unplug the power cord from the outlet and contact the dealer or distributor from whom you purchased the product or your Casio service center. If you use the device as is, it may result in fire or electrical shock.

Never Use When Not Functioning Normally



- If you use the device when it is in an abnormal state, such as when overheated or with smoke or a strange smell coming from it, it may result in fire or electrical shock. Immediately unplug the device from the outlet and contact your dealer, distributor or Casio service representative.

Caution

Installation Location



- Do not position the device in an unstable place, such as on an unsteady table or on an incline. If it falls, it may cause an injury.
- Do not locate it in places with high humidity or that is dusty. Doing so may cause a fire and/or electrical shock.
- Do not locate it in places with a lot of humidity or oil vapor, such as on kitchen work surfaces or near humidifiers. Doing so may cause a fire and/or electrical shock.
- Do not locate it near appliances like stoves or heaters that generate heat or where heated air will blow on it. Doing so may cause a fire.
- Choose the power outlet so the power cord can easily reach the device and the plug can be pulled in and out easily.

Never Put Things on Top



- Do not put containers with liquids in them, such as flower vases, potted plants, cups etc., or metallic things on top of it.
- Do not put hot things, like cigarettes on it.
- Do not put heavy objects on it.
- Do not lean on the device.

When Moving a Device



- Prior to moving this device, be sure to unplug it from the outlet.
- When unplugging the power cord, always pull on the plug, not the cord.
- It may cause a fire or shock if the cord is damaged by tugging on it.

LCD Display



- Do not press on or hit the LCD hard. Doing so will crack the glass of the LCD and cause an injury.
- In no case should you touch the liquid from inside the display if the LCD display is cracked. Doing so may irritate your skin.
- If you should get some liquid from inside the display in your mouth, immediately gargle and seek medical treatment.
- If you get some liquid from inside the display in your eyes or on your skin, rinse it with clean water for at least 15 minutes and then seek medical treatment.

Handling the Display and Keys



- Do not press the touch screen keys and side keys with sharp, pointed or hard objects, such as ballpoint pens. Doing so may damage it.
- Operate keys with your fingers and refrain from pushing hard on them with your fingernails.

Adjusting the Display



- When adjusting the main display, do not put your hand behind the main display. Doing so may cause an injury.
- When stowing the sub display, do not put your fingers between the display and the main device. Doing so may cause an injury.

Drawers



- When opening a drawer, take care so it does not hit a child's face or pregnant person.
- When the drawer is open, do not lean on the drawer. If it falls, it may cause an injury.



Replacing Consumables



- When changing the roll of paper, take care that your hair or scarf does not get caught in the printer gear.
- Do not touch the printer head. Doing so may cause an injury or burn.

Caution

Maintenance



- In the interest of safety, when performing maintenance unplug the plug from the outlet.
- At least once a year unplug the power cord from the outlet and wipe off the blades of the plug and the surrounding area with a dry cloth.
If dust accumulates, it may cause a fire. Do not use a detergent when cleaning the plug.



During Periods of Disuse



In the interest of safety, when the devices will not be used for a long time, such as over a long holiday, unplug the plug from the outlet.



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/>

Laite on liitettävä suojamaadoituskostkeettimilla vaurstettuun pistorasiaan
Apparatet må tilkoples jordat stikkontakt
Apparaten skall anslutas till jordat nätuttag.



This mark applies in EU countries only.

This product is also designed for IT power distribution system with phase-to-phase voltage 230 V.

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.

For Customers in the U.S.A. and Canada

This Nickel Metal Hydride battery, which provides power for your touch screen terminal, can be recycled.

Please do your part to protect the environment and recycle this battery.

For information on how to recycle the battery, please call 1-800-822-8837 or visit <http://www.rbrc.org>



**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.

Precautions for Use

Read the following items thoroughly and use the device accordingly. Casio bears no responsibility whatsoever for damage or malfunctions that occur due to handling the device contrary to the following instructions. Also, please note that the cost of any repairs will be charged even if still under warranty for free repairs.

Installation Location

Do not position the device in places that are very hot or dusty or where it will come in contact with oil, smoke or water. Never store or leave the device in the following kinds of places. Doing so may cause damage to the device such as lost memory and/or warping of the case.

- Low temperatures of 5°C or colder
- Inside vehicles in the summer
- Near cooling/heating equipment
- Places subject to direct sunlight
- Places that reach temperatures of 40°C or higher

Avoid using the device in the following places.

- Outdoors
- Near equipment that gets hot, such as stoves and electric heaters
- Places likely to be subject to moisture and/or steam
- Places with drastic changes in temperature and/or humidity
- Places that produce corrosive gases and/or salt
- Places that generate rubbish or dust
- Places subject to vibration
- Places where static electricity is likely to occur

Other

- Prepare an AC power line separate from any with noise, such as from a motor, ice maker, microwave, etc.
- Do not touch the power switch when your hands are wet. Doing so may result in a shock.
- Immediately wipe off any water that gets on the device with a dry cloth.
- Do not use any chemicals, such as thinner, alcohol, benzene, etc., for cleaning. When the device gets dirty, dampen a soft, dry cloth with a weak detergent, wring it out as much as possible and wipe it off.

Take Advance Notice of the Following

- The content of this manual may change without notice due to improvements to devices and/or changes in their specifications.
- Please be forewarned that Casio bears no responsibility for damages, lost profits or claims from third parties arising from the loss or corruption of data due to the use, breakdown or repairs to the device.
- The copyrights for this manual, as well as all rights related to the software noted in this manual are the property of Casio Computer Co., Ltd. The unauthorized reproduction of this manual and/or the software in whole or part is prohibited without the express, written permission of Casio.
- Casio has taken all possible care in producing this manual so it is error-free, however, if you should notice an unclear point, mistake or omission, please do contact us and let us know.
- The screens and illustrations used in this manual may differ from those of the actual devices. Keys and icons are simplified for publication.
- About Weld Lines
There are places on the outside of devices that look like a line; this is called a weld line and results from the resin forming process. It is not a crack or scratch. It does not compromise the use of the device in any way.

Voluntary Control Council for Interference by Information Technology Equipment

This device is classified as class A information technology device. If this device is used in a home environment, it may cause radio wave disturbance. If such is the case, the user may be required to take appropriate steps when using it. VCCI-A

Regulation of Harmonic Current

The device is "compliant with harmonic current standard JIS C 61000-3-2".

Trademarks



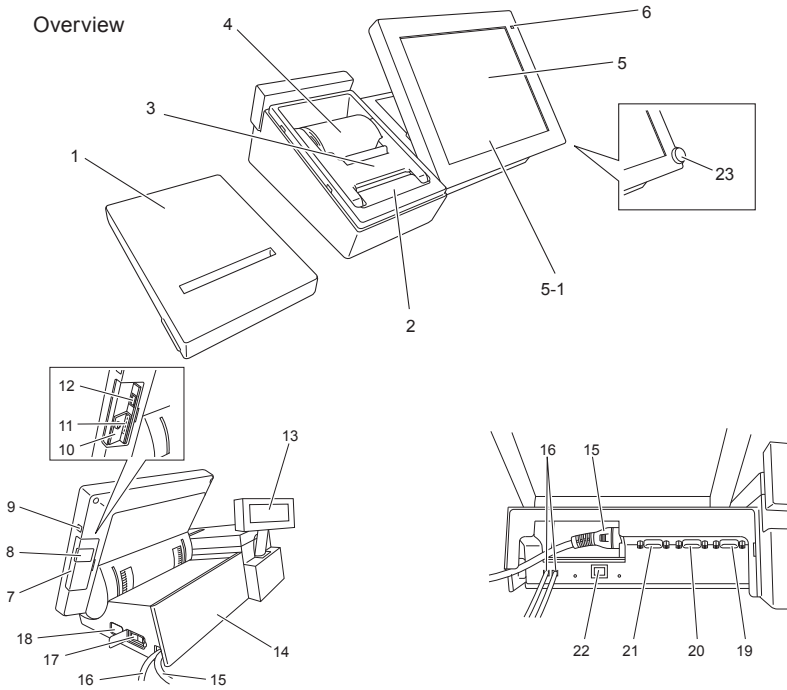
SD and SDHC Logos are trademarks of SD-3C, LLC.

Android is trademark or registered trademark of Google Inc.

Names of Parts and What They Do

Names of Parts

Overview



Side

Back

- | | | | |
|---------------------------------------|--|--------------------|---|
| 1 Printer cover | Keep the front cover closed while in use. | 14 Connector cover | Ports for communication etc., are located inside this cover. Also, POP ads can be installed on the cover surface. |
| 2 Automatic cutter | Automatically cuts receipts when issued. | 15 Power cord | For 100V ac |
| 3 Paper holder | Close it until it locks securely. | 16 Drawer | Cable for connecting to the drawer. |
| 4 Roll of paper | Insert the roll of paper used for receipts, etc. | 17 Power switch | Switches the power ON or OFF. |
| 5 Main display and touch screen panel | Main display. Use the touch panel to input data. | 18 Tilt switch | Adjusts the angle of the main display. |
| 6 Power lamp | The light comes on when the power is turned on. | 19 COM1 port | Connects to COM devices such as printers.*1 |
| 7 Side cover | Cover for USB port and SD/SDHC memory card slot. | 20 COM2 port | Connects to COM devices such as printers.*1 |
| 8 USB cover | Cover for USB port. | 21 COM3 port | Connects to COM devices such as printers.*1 |
| 9 Main display ON/OFF switch | Turns the main display ON/OFF. | 22 LAN port | Connects with external devices via a hub.*1 |
| 10 Card cover | Cover for the SD/SDHC memory card slot (screw lock). | 23 Dallas key | For operators to sign on and off.*2 |
| 11 SD memory card | Insert SD or SDHC memory card.*1 slot | | |
| 12 USB port | Insert USB device.*1 | | |
| 13 Sub display | Sub display. Displays information for customers. | | |

*1: Use the recommended product. For detailed information, contact your sales outlet.
The device comes with a SD/SDHC card.

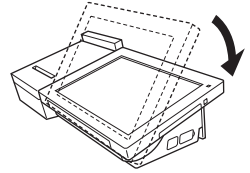
*2: Factory option

Adjusting the Angle of the Main Display

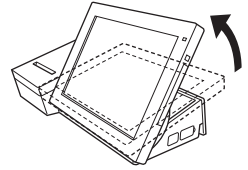
The angle for the main display can be adjusted so it is easy for the operator to view it. Operate the tilt switch when the power switch is ON.

Steps

1. Holding the tilt switch on the DOWN side lowers the angle of the main display.



2. Holding the tilt switch on the UP side raises the angle of the main display.



Stop at a position that is comfortable for the operator to work at.



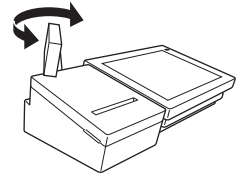
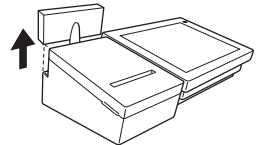
When adjusting the main display, do not put your hand behind the main display. Doing so may cause an injury.

Adjusting the Angle of the Sub Display

The sub display can be adjusted to an angle that is easy for the customer to see.

Steps

1. Lift the entire sub display until it stops.
2. Rotate it to the position that is easiest for customers to view it.



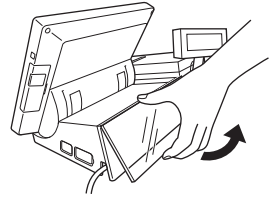
When stowing the sub display, do not put your fingers between the display and the main device. Doing so may cause an injury.

Installing Original Advertisements (POP Ads)

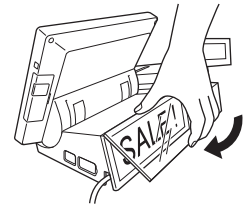
The menu of the shop, special bargain items and customer notices can be displayed on the back of the connector cover.

Steps

1. Put your finger on the bottom of the transparent cover at the back of connector cover, and pull it up towards you to remove the transparent cover.



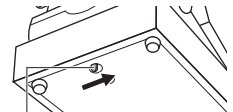
2. Place the ad to display on the back of the connector cover, and install it by pressing it down from above with the transparent cover. Install the transparent cover by pressing the tabs in the depressions at right and left at the top of the connector cover, then pressing the bottom.



If a power outage or malfunction prevents the drawer from opening, the drawer can be opened by using the drawer release lever (a fixture at the bottom of the drawer).

Steps

1. Move the drawer release lever (figure on the right) in the direction of arrow to open the drawer.



Drawer release lever

NOTE

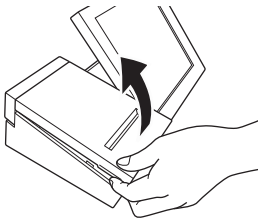
If the drawer is locked with the drawer lock key, this method cannot open the drawer. Unlock the drawer with the key.



When the device is installed on top of the drawer, take care that it does not fall off of the drawer when operating the drawer release lever.

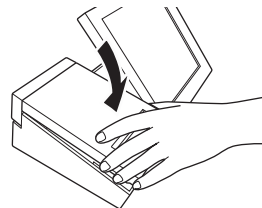
Removing the printer cover

Put your finger on the left side hook and lift up to remove the printer cover



Attaching the printer cover

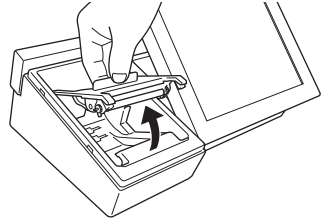
Position the printer cover as if you are putting it on from above and attach it. Make sure that it doesn't rattle.



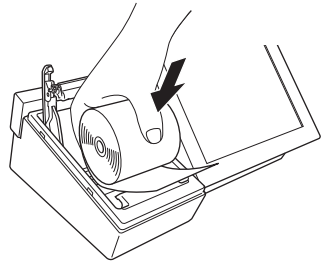
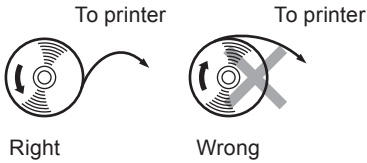
Loading Printer Paper

Steps

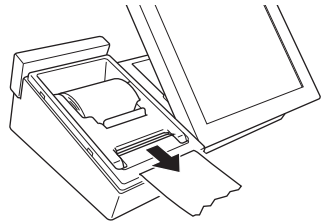
1. Remove the printer cover. Put your finger on the paper holder and lift it up, then open the arm to the position where it stops naturally.



2. Hold the end of roll of paper so it comes out from below, and load it in the paper compartment.



3. Thread the roll of paper between the rollers, and press it until the both sides lock in. After closing the paper holder completely, remove any excess paper.



4. Attach the printer cover.

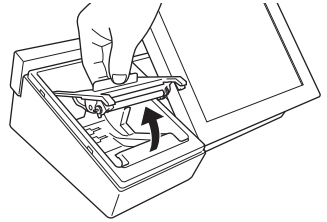
NOTE Some units may cut off the excess paper automatically.

Changing Printer Paper

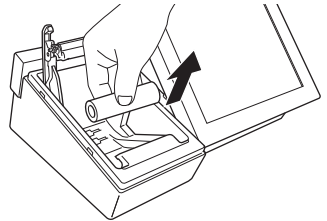
When only about one meter of printer paper is remaining, a red line will appear. Change to a new roll of paper at your earliest convenience.

Steps

1. Remove the printer cover. Put your finger on the paper holder and lift it up, then open the arm to the position where it stops naturally.



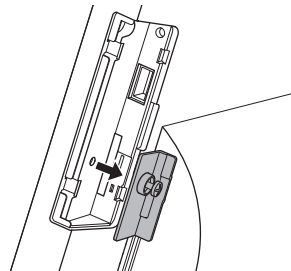
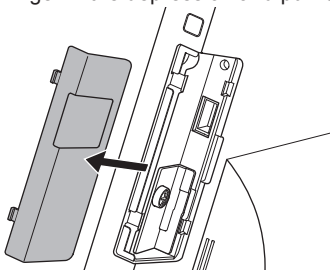
2. Remove the core of the printer roll in the paper compartment. Refer to the procedure after step 2 of Loading Printer Paper (page 12) to load a new roll of paper.



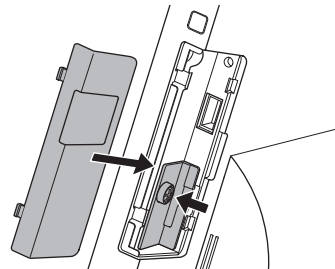
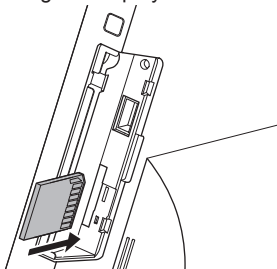
Installing an SD/SDHC Memory Card

Steps

1. Remove the side cover on the side of the main display. It comes off easily when you insert your finger in the depression and pull it up.
2. Unscrew the screws holding the card cover to remove it.



3. Insert an SD/SDHC memory card with its top surface facing the display.
4. Secure the card cover with screws and then attach the side cover.



When Unmounting an SD Card

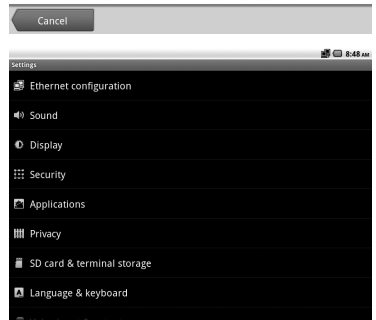
If you do not go through the unmounting process, the data on the SD card may be damaged.

Steps

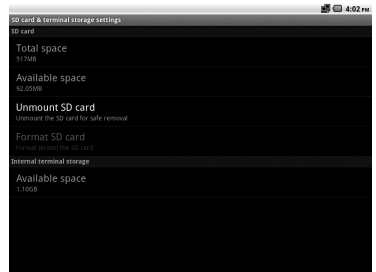
1. Select <System>/<Android Settings> from the <Top Menu>. (See figure below).
Alternatively, select <Android Settings>.



2. Select <SD card and terminal storage>.

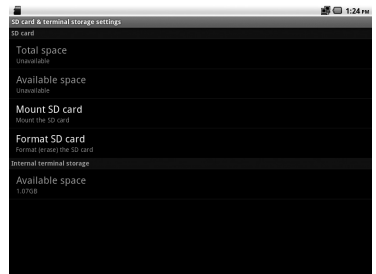


3. Select <Unmount SD Card>.



Inserting SD Card for Recognition (Mounting)

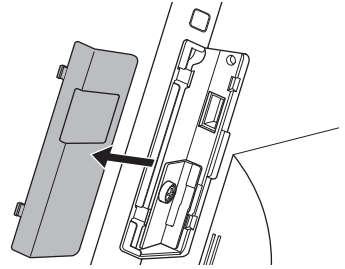
4. Select <Mount SD Card> in <SD card & terminal storage settings>.



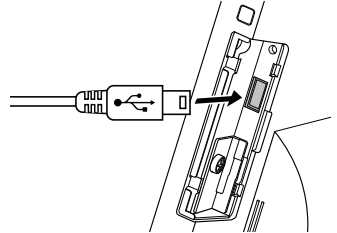
Loading a USB Device

Steps

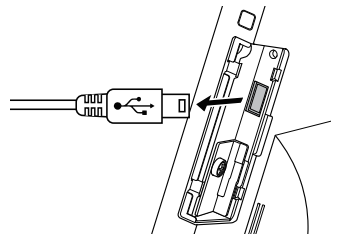
1. Remove the side cover on the side of the main display. It comes off easily when you insert your finger in the depression and pull it up.



2. Insert a USB device into the USB slot.



3. When removing the USB device, pull out the USB once it can be safely removed. Be sure to attach the side cover when the USB device is not in use.



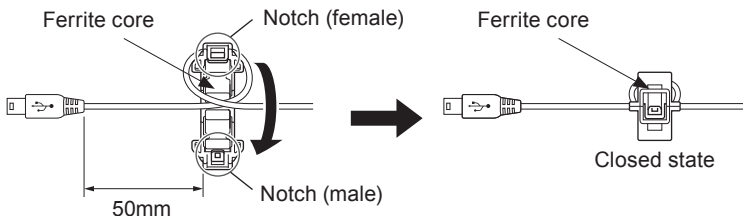
- Do not adjust the main display while a USB device is loaded. It may cause the USB device to touch something in the area and be damaged.
- Do not use with the side cover removed. Water or foreign matter may get inside and cause a failure.

USB Hub Ferrite Core

When using a USB hub*, be sure to attach the ferrite core that came with the V-R100 to the cable for the USB hub. If the ferrite core is not installed, it may cause a malfunction.

Installation Method

1. As in the diagram, wrap the cable around the ferrite core once.
2. Close the core. Confirm that the notches of the core are secured.



* A USB hub does not come with the V-R100.
For detailed information, contact your sales outlet.

Specifications

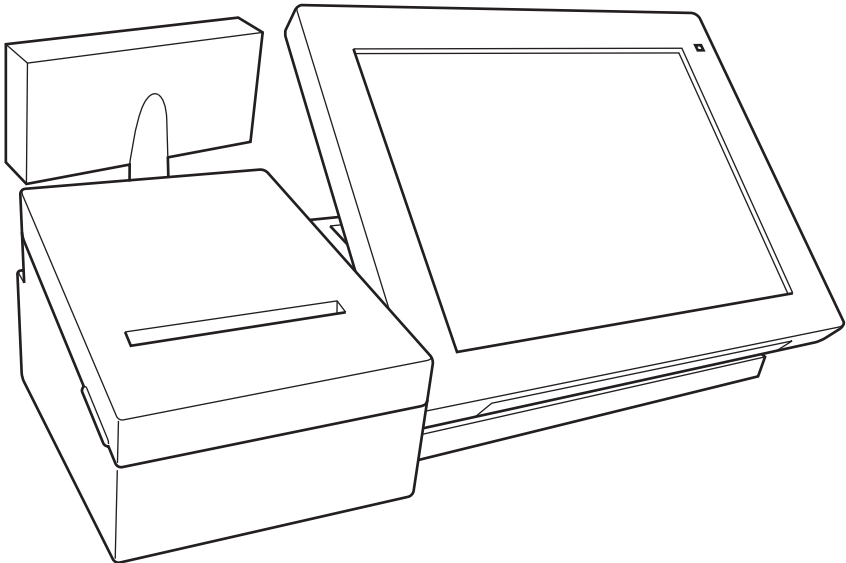
| Model | V-R100 | |
|------------------------------------|--|--|
| Main display | Type | 10.4 SVGA color TFT LCD |
| | Resolution | 800 × 600 |
| | Color *1 | Max. 16.77 million colors |
| | Backlight | White LED |
| | Other | Power tilt function (15° to 75°) |
| Touch panel | Method | 4-wire resistive film |
| | Size | 10.4 inch |
| Sub display | Resolution | 32 × 160 dot (20 single-byte characters, 2 lines) |
| | Backlight | 2 colors (emerald green, white) |
| Printer | Print method | Thermal printer |
| | Print speed *1 | Max. 20 lines/sec. |
| | Paper roll | Thermal recording paper, width 58 mm or 80 mm, external diameter 80 mm or smaller (See consumables column) |
| | Paper cut-off | Automatic cutter |
| Memory protection | Battery | Nickel-hydrogen rechargeable battery |
| | Memory retention | Approx. 30 days (Temperature 25°C) |
| | Battery life | 5 years (Temperature 25°C) |
| | Recharge time | Fully recharges in 6 hrs (Temperature 25°C) |
| Power Supply and Consumption | 120 V ac ±10 V 50/60 Hz 0.7 A 230 V ac ±10 V 50/60 Hz 0.38 A 220 V to 240 V ac ±10 V 50/60 Hz 0.4 A | |
| Front | Dallas key (factory option) | |
| External interface | Side of the display | SD/SDHC memory card slot × 1, USB port × 1 |
| | Back of the device | COM port × 3, LAN port × 1 |
| Water proof performance | IPX2 level (compliant with IEC60529 standard) (main display only) | |
| Temperature/humidity (when in use) | 0°C to 40°C, 20% to 85% RH | |
| External dimensions | Width 395 mm × depth 237 mm × height 229 mm (Max tilt, not including protruding parts) | |
| Weight | Approx. 5.0kg | |
| Accessories | User's Manual (this manual) × 1 Multi-purpose tray × 1 Magnetic plate × 1 Spacer (58 mm for printer paper) × 1 Dust cover × 1 80 mm roll of paper (trial) × 1 Ferrite core × 1 SD/SDHC card × 1 | |
| Optional equipment | Slip printer: SP-1300 Cable for slip printer (1.5 m): PRT-CB-8C Remote printer: UP-400 Cable for remote printer (COM): PRL-CB-2 Magnetic card reader: VA-A46MCR | |

*1: Numeric values are for hardware performance. Actual number of colors and speed varies with application.

User's Manual
Operation

Sales Management

Standard Style



Overview of Sales Management

Sales Management Functions

Sales Management is an application for managing store sales. The main functions of Sales Management are introduced here.

Registering Sales

This function registers customer orders and creates a bill. Orders from customers can be registered quickly and easily by using the touch screen menu and/or barcode scanner.

Cash Management

This function manages the cash in the drawer. The cash that is put into and taken out of the drawer is recorded to manage the cash in the drawer.

Checking Sales

This function allows the status of a day's sales to be checked. There are two functions, a sales report function, which allows a quick check of the day's sales numbers, the number of customers and cash in the drawer, and a sales analysis function, which allows for a detailed examination of sales broken down by product, department, etc.

Settling Sales

This function balances the sales results for the day. It categorizes and totals the record of sales for the day and prints out a settlement report. If an SD card is used, sales slips of registered sales and total results can be saved.

Recording Operations

This function records operations that are performed. The operations made using Sales Management are recorded automatically as an electronic journal. The recorded electronic journal can be reviewed and/or printed at any time.

The Job of Managing Sales

Sales Management manages the sales in one-day units, from Open to Sales Reset. Following is a description of the workflow throughout the day.

Work Before Opening

- ① Check the power
Make sure the plug is securely plugged into the power outlet. Turn the switch ON and cancel the sleep mode.
- ② Check the printer paper
Open the printer cover and check that there is enough printer paper on the roll.
- ③ Check the date and time
Check that the date and time shown at top-right are correct.
- ④ Opening for business
Check the business day (the day the sales are recorded) and open the store.
- ⑤ Prepare change
Put change in the drawer and register the amount.

Work while Open

- ① Register sales
Register customer orders and settle checks.
- ② Check sales
Check the status of sales as needed.

Work after Closing

- ① Check cash in the drawer
Check cash in the drawer and register it.
- ② Check sales
Settle the sales results for the day. Check the day's sales results against the settlement report.

Basic Operations

Operations with the Sales Management application can be performed on the touch screen. Following is an explanation of the basic operations using the Sales Management application.

Key Operation

The screens of the Sales Management application have keys in various shapes and their functions are indicated by text, icons and images.

Key operation (Ex.)

| Check No. | | Main | | Page 1/1 | |
|--------------------|-------|-----------------|-----------------|----------|-----------------|
| Table | Cover | 0 | Click | Mal | |
| Sirloin Steak | 1 | \$10.00 | Sirloin Steak | \$10.00 | Sukiyaki |
| Filet steak | 1 | \$10.00 | Filet steak | \$10.00 | Beef egg |
| Sukiyaki | 1 | \$10.00 | Shabu shabu | \$10.00 | Eastern Ham... |
| Shabu shabu | 1 | \$10.00 | Baud beef | \$10.00 | Red pepper c... |
| Roast beef | 1 | \$10.00 | Hamburger st... | \$10.00 | |
| Double cooked pork | 1 | \$10.00 | Double cooke... | \$10.00 | |
| Total | | \$100.00 | | | |
| Tax | | \$5.00 | | | |
| Change | | \$0.00 | | | |
| Void | | 0.00 | | | |
| X | 7 | 8 | 9 | Charge | |
| Sign on | 4 | 5 | 6 | Subtotal | |
| Mode | 1 | 2 | 3 | | |
| Clear | 0 | 00 | . | Cash | |

Touch a key to execute the function shown on the key.

Key operation (Ex.): Execute the <Credit> key



Ten-key Operation

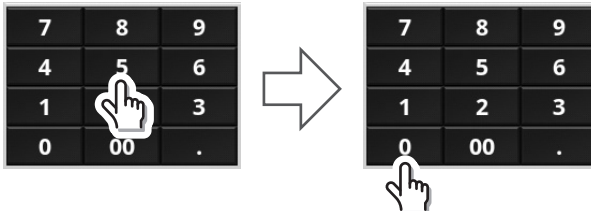
Use the ten-key to enter numeric characters.

Ten-key display (Ex.)

| | | | | |
|---------|---|----|---|-------------|
| Void | | | | 0.50 |
| X | 7 | 8 | 9 | Charge |
| Sign on | 4 | 5 | 6 | Subtotal |
| Mode | 1 | 2 | 3 | |
| Clear | 0 | 00 | . | Cash |

Touch the <0> to <9> or <00> or <.> buttons to enter values. Touch the <Clear> key to clear entered values.


Ten-key operation (Ex.): Enter <50>



Scrolling the Window

Scroll the screen if you cannot see everything at one time because there is too much data.


Scroll display (Ex.)

| Table | Cover | Clerk | | |
|--------------------|-------|---|--|--|
| | 0 | Mai  | | |
| Sirloin Steak | 1 | \$10.00 | | |
| Filet steak | 1 | \$10.00 | | |
| Sukiyaki | 1 | \$10.00 | | |
| Shabu shabu | 1 | \$10.00 | | |
| Roast beef | 1 | \$10.00 | | |
| Double cooked pork | 1 | \$10.00 | | |
| Total | | \$60.00 | | |
| Tax | | \$0.00 | | |
| Change | | \$0.00 | | |


There are six lines of data in the display area of this screen.

When 7th and subsequent lines are registered, rows are added and the screen can be scrolled.

Using the scroll (Ex.): Swipe scrolling

| Table | Cover | Clerk | | |
|--------------------|-------|---|--|--|
| | 0 | Mai  | | |
| Roast beef | 1 | \$10.00 | | |
| Double cooked pork | 1 | \$10.00 | | |
| Red pepper chicken | 1 | \$10.00 | | |
| Eastern Hamburg | 1 | \$10.00 | | |
| Hamburger stew | 1 | \$10.00 | | |
| Boiled with | 1 | \$10.00 | | |
| Total | | \$100.00 | | |
| Tax | | \$0.00 | | |
| Change | | \$0.00 | | |

Sliding your finger up/down on the screen scrolls the screen vertically.

| Table | Cover | Clerk | | |
|--------------------|-------|---|--|--|
| | 0 | Mai  | | |
| Filet steak | 1 | \$10.00 | | |
| Sukiyaki | 1 | \$10.00 | | |
| Shabu shabu | 1 | \$10.00 | | |
| Roast beef | 1 | \$10.00 | | |
| Double cooked pork | 1 | \$10.00 | | |
| Red pepper chicken | 1 | \$10.00 | | |
| Total | | \$70.00 | | |
| Tax | | \$0.00 | | |
| Change | | \$0.00 | | |

← The scroll bar shrinks.

Table Operation

Enter numbers in the list in tables.

Table display (Ex.)

| CASH | Num | Subtotal |
|------------|-----|----------|
| \$100 Bill | 0 | \$0.00 |
| \$50 Bill | 0 | \$0.00 |
| \$20 Bill | 0 | \$0.00 |
| \$10 Bill | 0 | \$0.00 |
| \$5 Bill | 0 | \$0.00 |
| \$2 Bill | 0 | \$0.00 |
| \$1 Bill | 0 | \$0.00 |
| \$1 coin | 0 | \$0.00 |
| 50c coin | 0 | \$0.00 |
| 25c coin | 0 | \$0.00 |
| | | \$0.00 |

Touch the number of bills you wish to change. Once a number is touched, the ten-key opens.

Changing a value in a table (Ex.): Change the <Num> of <\$10 Bill>

| CASH | Num | Subtotal |
|------------|-----|----------|
| \$100 Bill | 0 | \$0.00 |
| \$50 Bill | 0 | \$0.00 |
| \$20 Bill | 0 | \$0.00 |
| \$10 Bill | 15 | \$150.00 |
| \$5 Bill | 0 | \$0.00 |
| \$2 Bill | 0 | \$0.00 |
| \$1 Bill | 0 | \$0.00 |
| \$1 coin | 0 | \$0.00 |
| 50c coin | 0 | \$0.00 |
| 25c coin | 0 | \$0.00 |

To display a hidden area of the table, either touch the key below the table or touch the table to scroll.

Move to the top of the table

Move down one screen



Move up one screen

Move to the end of the table

Scrolling

| CASH | Num | Subtotal |
|------------|-----|----------|
| \$100 Bill | 0 | \$0.00 |
| \$50 Bill | 0 | \$0.00 |
| \$20 Bill | 0 | \$0.00 |
| \$10 Bill | 0 | \$0.00 |
| \$5 Bill | 0 | \$0.00 |
| \$2 Bill | 0 | \$0.00 |
| \$1 Bill | 0 | \$0.00 |
| \$1 coin | 0 | \$0.00 |
| 50c coin | 0 | \$0.00 |
| 25c coin | 0 | \$0.00 |

Tab Page Operation

Use the tabs to switch between the various pages.

Tab page display (Ex.)

Touch a tab at the top of the screen to switch from one page to another.

Tab page operation (Ex.): Switch to page <02>



Names of Main Keys and Their Functions

This section explains the names and functions of the main keys.

Names of Main Keys and Their Functions



| | |
|--|---|
| | Ten-key Use to enter quantities, unit prices, ID numbers, etc. |
| | Dot (.) key Use when including a decimal point for quantities or discounts. |
| | Clear key Use when an input error is made or to reset the screen. |
| | X (Multiply) key Use for registering multiples. |
| | Subtotal key Use to calculate a subtotal (including tax) or to display the screen for a customer. |
| | Cash key Use for cash sales or to register amount tendered (to calculate change). |
| | Charge key Use for sales on credit (charged). |
| | New/Old key Use to register a new check or to call up an existing check. |
| | Table key Use to specify a table number. |

| | |
|--|--|
| | Covers key Use to specify the number of guests. |
| | Hold key Use to hold (provisionally close) a sales slip. |
| | Receipt key Use to issue a post-receipt or a guest receipt. |
| | Credit key Use when paying by credit. |
| | Void key Use to correct items either the last or a specified item, or cancel items. |
| | Sign on key Use for server sign on or sing off. |
| | Mode key Use to switch between the operating modes, such as registering refunds, X Report/Z Report and for various settings. |
| | NS key Use for no-sale transactions to open the drawer, such as giving change. |
| | Others key Use to call up other transaction keys. |

Others Key Functions

Press the <Others> key to call up other transaction keys.

| Mal Registration | | | | 6/18/12 10:40 AM | | | | |
|------------------|-------|-----|---|-------------------|---------|-----------|-----------|----------|
| Check No. | | | | Function Page 1/1 | | | | |
| Table | Cover | Chk | | Credit1 | Credit2 | Credit3 | Credit4 | |
| | | | | Check1 | Check2 | Charge1 | Charge2 | |
| | | | | CUST# | Tip | Deposit | Cust Type | |
| | | | | %- | - | %+ | + | |
| | | | | HouseBon | OBR | # | | |
| | | | | ST %- | ST - | ST %+ | ST + | |
| | | | | ST House | | | | |
| | | | | | | AllCancel | Cancel | |
| Total \$0.00 | | | | | | | | |
| Tax \$0.00 | | | | | | | | |
| Change \$0.00 | | | | | | | | |
| Void 0.00 | | | | | | | | |
| X | 7 | 8 | 9 | Charge | DEPT17 | DEPT18 | DEPT19 | DEPT20 |
| Sign on | 4 | 5 | 6 | Subtotal | DEPT21 | DEPT22 | DEPT23 | Function |
| Mode | 1 | 2 | 3 | Cash | Credit | Hold | Receipt | NS |
| Clear | 0 | 00 | . | | New/Old | Table | Covers | Others |

| | |
|-----------------|---|
| Check1 | Check key Use for payments via coupon, such as gift certificates or book certificates. |
| %- | %- (Discount) key Use when giving individual discounts on items sold. |
| - | - (Reduce the price) key Use when reducing the price for items sold item by item. |
| %+ | %+ (Increase the percentages) key Use when increasing the percentages on sales item by item. |
| + | + (Mark up the price) key Use when marking up the prices of sales goods item by item. |
| HouseBon | HouseBon key Use to register sales of individual products, such as staff meals, etc., at \$0. |

| | |
|-----------------|---|
| ST %- | ST %- Key Use to give a discount on an entire sales check. |
| ST - | ST - Key Use to reduce an entire sales check. |
| ST %+ | ST %+ Key Use to increase the percentage on an entire sales check. |
| ST + | ST + Key Use to increase an entire sales check. |
| ST House | ST House Key Use to register sales of an entire sales check, such as staff meals, etc., at \$0. |
| OBR | OBR key Use when manually entering a barcode. |
| # | # key Press # before entering memorandum such as codes and numbers. |
| CUST# | CUST# key Use to enter the customer number. |
| Cancel | Cancel key Use to cancel the operation for sales being registered. |

Work Operations

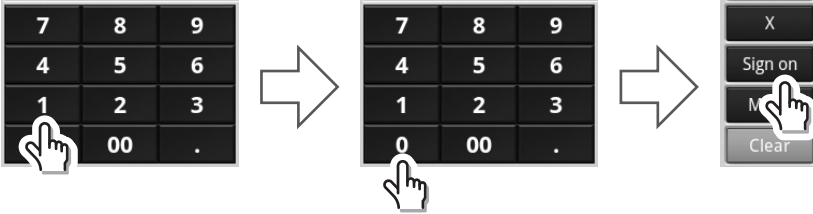
Sales Management manages the sales in one-day units, from Open to Sales Reset. Following is a description of the main operations for business from opening to Z Report (resetting sales).

Server Sign On (Specifying Server)

The functions of Sales Management begin with the signing on of the servers who are working. Servers sign on either by entering their ID, or selecting their server key directly from a list.

Signing-on (Enter server ID)

Sign-on operation (Ex.): Enter server ID <10>



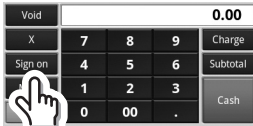
Enter the server ID and touch the <Sign on> key.

Signing-on (Selecting server from the list)

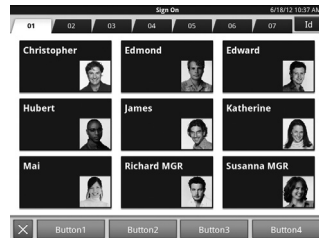
Sign-on Operation (Ex.): Select the server from the list

Sign-on Operation (Ex.): Select the server from the list (Display Ex.)

Touch the <Sign on> key directly.

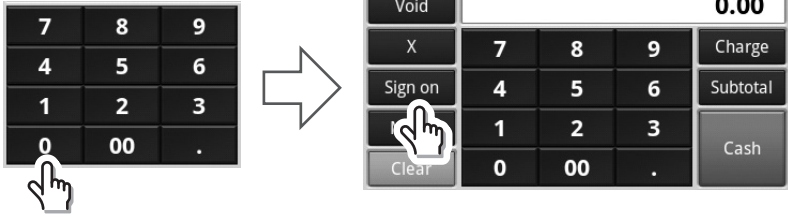


The display switches to the server selection list, so touch the desired server's button directly.



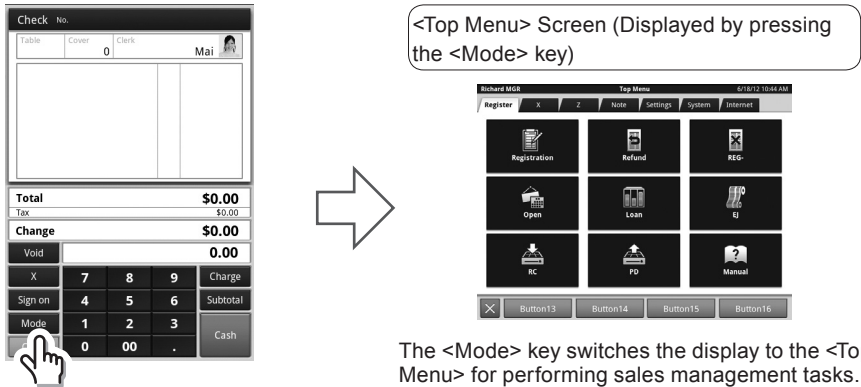
Signing-off Server (Canceling Server)

To sign off, enter <0> and then touch the <Sign on> key.



Switching Modes

The screen for registering sales is normally the one displayed. To perform various tasks, such as opening for business, correcting transactions, X Report (inspecting) or Z Report (resetting sales) or to make various settings, touch the <Mode> key to switch to the <Top Menu>. Please note that permissions can be set up for individual servers to limit the operations they can perform with the Mode key or to prevent them from using the Mode key at all.

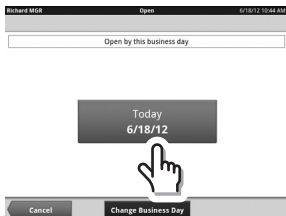


The <Mode> key switches the display to the <Top Menu> for performing sales management tasks.

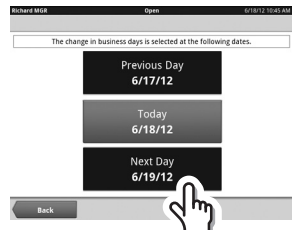
Opening for Business (Starting Work for the Day)

In addition to server sign-on, opening for business starts the work for the day. To open for business, touch the <Open> key on the <Register> tab of the <Top Menu>. Once the system is opened, the <Open> (open for business) screen opens for selecting the business date (date for recording sales). Once the business date is selected on the <Open> screen, opening is complete.

Open for business screen



Changing business day (Ex.):
Select <6/19/12>



If you wish to change the business day, touch the <Change Business Day> key.

Preparing Change (Registering Change)

After opening for business, prepare the change used for payments.

- ① Touch the <Loan> key on the <Register> tab of the <Top Menu> to prepare change.



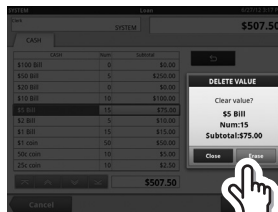
- ② Once the key is pressed, the drawer opens and the <Loan> screen opens. Register the number of each denomination of currency/coin in order on the <Loan> screen and put the change in the drawer. After putting all the change in, close the drawer and touch the <Enter> key to complete change preparation.

- 1) Tap the <Subtotal>/<Num> column for denomination to enter twice
- 2) Enter the number and press <OK>
- 3) <Enter>



* To re-enter the number

- 1) Tap the <CASH> column for denomination to enter twice
- 2) <Erase>

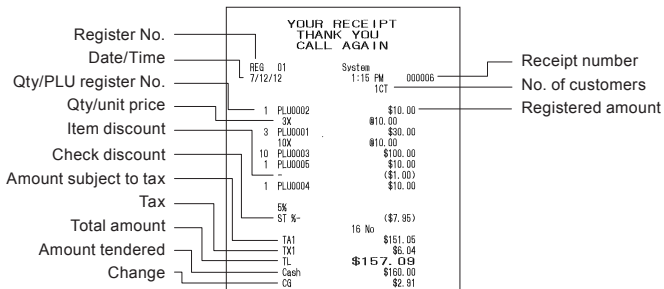


After deleting, re-enter the number according to the above method.

* Refer to Table Operation on page 21.

Viewing Receipts/Vouchers

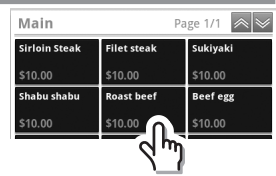
Receipts



<Main> Menu Display for Registering Items

Touching an item displayed on the menu screen registers it.

(Registering items (Ex.): Selecting <Roast beef>)



Once an item is registered, it appears on the <Check> screen.

(Display of a registered item (Ex.): <Roast beef>)



To register an item that is not on the menu screen, touch one of the switch menu keys at the bottom of the screen.

(Switching the touch-screen menu (Ex.): <DEPT01>)

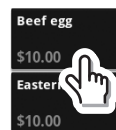


Registering Multiple of the Same Item <Multiple Registration>

Right after registering an item, the quantity is one. To enter more than one of an item, prior to touching the item key, touch a number to specify the quantity and the <X> key and then touch the item key.



(Entering multiples of an item (Ex.): Registering 3x <Beer>)



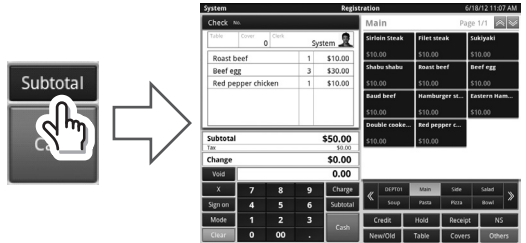
| | | |
|------------|---|---------|
| Roast beef | 1 | \$10.00 |
| Beef egg | 3 | \$30.00 |

Check Payment

After all items have been registered, go through the check payment process.

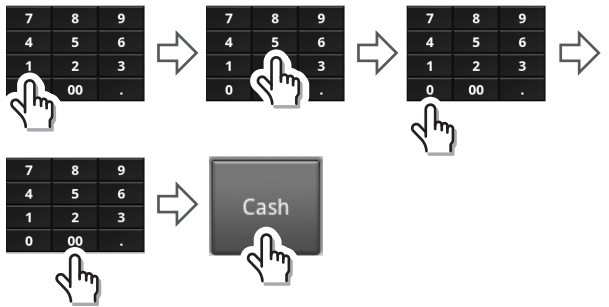
Operating the payment screen (Ex.)

First of all, touch the <Subtotal> key to get a total sales amount and to open the screen to display for the customer.



Register the cash received from the customer on the payment screen.

Registering cash received (Ex.): Register <Cash \$150.00 >



Touching the <Cash> key opens the drawer, prints out the receipt and moves to a payment confirmation screen that displays the change to give. Take out any change due from the drawer and give it to the customer.

Payment confirmation screen



Issuing a Receipt

Immediately after the sales receipt is issued, pressing the <Receipt> key allows a receipt to be issued.

Note that the <Receipt> key needs to be set up on the transaction key page.

Giving Change (Opens the Drawer)

Following is a description of the operation when opening the drawer or giving change.

Giving change: Press the <NS> key. The drawer opens.



Registering Sales (Registering Customer Orders)

To register sales, touch the <Registration> key on the <Register> tab of the <Top Menu> to open the <Register> screen. In other words, return to the sales registration screen that opens at start up.

Transactions like customer orders or discounts are registered in order on the <Registration> screen. The main functions, from registering sales to making the bill are explained here.

<Registration> screen



If You Press the Wrong Key

The pushing of numerical keys **1** to **9**, **0** and **00** to enter monetary amounts or quantities is called ten-keying. When a number is ten-keyed in, it does not go right into internal memory. Similarly, the quantities entered using the <x> key for multiple registering do not go into memory either.

After entering numbers, when a command key, such as an item key, is pressed, the amount at that point goes into memory. Numbers can be deleted prior to entering memory using the <Clear> key and amounts after entering memory using the <Void> key.

Corrections prior to pressing the item or transaction keys

Correcting numerical input

- Unit price input error



- No. of units input error



- Cash received input error



Correcting after pressing item/transaction keys

- Wrong item pressed



- Wrong item pressed, but noticed before closing



Register again as it will be deleted

Void all items being ordered

Press **Others** and then press **AllCancel**.

Handling Returned Items

This is the process for handling returned items in situations such as when a mistake is noticed, or after a sale has been recorded and an item is returned. Touch the <Refund> key on the <Register> tab of the <Top Menu>.

Procedure for refunding returned items (Ex.): Registering the return of a mistakenly ordered red pepper chicken



Cancellation Procedure

Touch the <Cancel> key on the <REG-> tab of the <Top menu>.



* Operates the same way as for refunding returned items.

Deposit/Withdrawal Procedures

Use this procedure when putting cash unrelated to sales in the drawer. Using this procedure allows you to accurately tell how much cash is in the drawer during X Report/Z Report. For deposits, touch the <RC> key on the <Register> tab; for withdrawals, touch <PD>.



Desposit (Ex.): Fill the drawer with eighty quarters (\$20) for making change .

- ① Tap the <RC> column under <Received on Account> twice
- ② Touch 2000/<OK>
- ③ Touch <Enter>



Withdrawal (Ex.): Move five 100 notes to the safe.

- ① Tap the <PD> column under <Paid Out> twice
- ② Touch 50000/<OK>
- ③ Touch <Enter>



Registering Discounts Registering Discounts to Each Item

To reduce the cost of an item by a certain number or percentage, touch the item number and then touch the <Others> key to call up the other transaction keys. There are transaction keys for reducing the amount or percentage for items individually, so enter the amount to reduce and touch the appropriate transaction key.

Registering a discount (Ex.): Register a <\$0.50> discount on <Apple Pie>

| | | |
|-------------------|---|----------|
| Belt Whipped York | 1 | \$10.00 |
| Apple Pie | 1 | \$10.00 |
| - | | (\$0.50) |

Percentage discounts (% -) are registered in the same way (enter the percentage (e.g.: for 5%, enter 5 % -)).

Registering Discounts from Total Amounts

For amount or percentage discounts from a total amount, check the total amount with the <Subtotal> key and then touch the <Others> key to call up other transaction keys. There are transaction keys for discounting by percentage <ST %-> or amount <ST ->, so enter the percentage or amount to discount and then touch the appropriate transaction key.

Registering a discount from the total amount (Ex.): Register a 10% discount on the total amount



* Discounts for an amount (**ST-** of a check total are registered in the same way (enter the amount of discount (e.g.: if \$50, enter **5 0 ST-**)).

Checking the Electronic Journal

If you wish to check the electronic journal, print it out or save it, run the Electronic Journal (EJ) function. Touch the <EJ> key on the <Register> tab of the <Top Menu>.



① Select the date

② Select the journal

③ Switch pages

④ <Page Print>

⑤ <Print> (Print all)



The date you wish to check can be selected.

A journal (check) can be selected by referring to time.

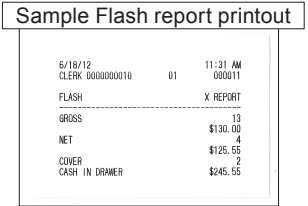
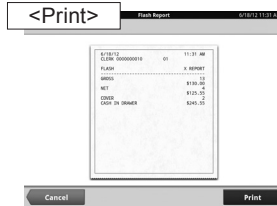
It is possible to print one page only, or print the whole check.

Check and Reset Operation

This allows you to confirm the results (such as total) of item registration, or issue X (inspection) or Z (reset) report when you put together the sales of the day or for a certain period of time.

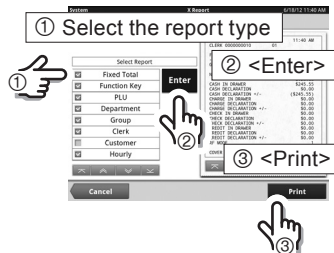
Flash Sales Report (Quickly check sales status)

Flash sales reports print out the sales amount, number of customers, and balance. Touch the <Flash Report> key on the <X> tab of the <Top Menu> for the report.



The sales inspection function (X Report) prints out sales in detail, broken down by product, department, etc., from the opening to the present time.

Touch the <X Report> key on the <X> tab of the <Top Menu> for a sales inspection report. Executing a sales inspection prints a consolidated report of the business records from the opening to the present.



Declaration Operation

Balance Declaration (Report the Amount of Cash in the Drawer)

After the close of business, count the amount in the drawer and declare the balance. Touch the <Declaration> key on the <Z> tab of the <Top Menu> to declare the balance. Once a declaration is made, the drawer opens and the <Declaration> screen opens. Register the number of each denomination of currency/coin in order (cash) or the monetary amount (other than cash) on the <Declaration> screen.

Once all the balances in the drawer have been registered, touch the <Enter> key to complete the declaration.

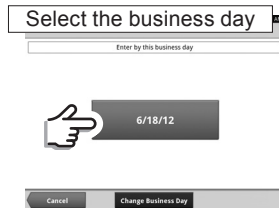


② Coupon, credit, margin sales can be declared

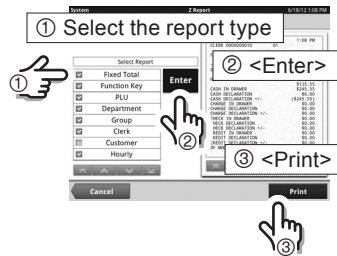
① Declare the balance for each denomination

Sales Reset (Settling the One-day Sales Results)

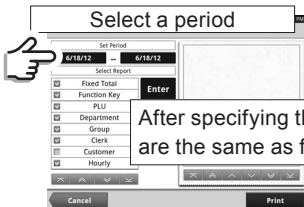
After making the balance declaration, run a Sales Reset and settle the one-day sales results. Touch the <Z> key on the <Z> tab of the <Top Menu> to reset sales. A screen to chose the business day opens, and once the business day is selected, the reset report is printed.



Select the business day



Outputting a periodic report (specified period)



After specifying the period, the steps are the same as for the Z report.

Report example

| 6/18/12 11:45 AM | |
|---|------------|
| CLEW 000000010 | 01 090014 |
| FIELD TOTAL CANCEL (DATE) 000001 Z REPORT | |
| GRAND | 13 |
| NET | \$126.00 |
| CASH IN DRAWER | \$245.18 |
| CASH DECLARATION | \$0.00 |
| CASH DECLARATION +/- | (\$145.00) |
| CHANGE IN DRAWER | \$0.00 |
| CHANGE DECLARATION | \$0.00 |
| CHANGE DECLARATION +/- | \$0.00 |
| CHECK IN DRAWER | \$0.00 |
| CHECK DECLARATION | \$0.00 |
| CHECK DECLARATION +/- | \$0.00 |
| CREDIT DECLARATION | \$0.00 |
| CREDIT DECLARATION +/- | \$0.00 |
| NO MORE | 1 |
| CHECKER | 2 |
| DISCOUNT | \$0.00 |
| DISCOUNT | (\$4.00) |
| CANCEL | \$0.00 |
| TAX | \$180.00 |
| TAX | \$0.00 |
| TAX | \$0.00 |
| TAX | \$0.00 |

| PERMAGRAM CONTROL (DATE) 000001 Z REPORT | |
|--|------------------|
| CASH | 000000 |
| COUNT | 4 |
| AMT | \$126.00 |
| GRAND | 13 |
| COUNT | 1 |
| AMT | (\$1.50) |
| CT 30 | 00001 |
| COUNT | 1 |
| AMT | (\$2.95) |
| IC | 00002 |
| COUNT | 0 |
| AMT | \$0.00 |
| PS | 00003 |
| COUNT | 0 |
| AMT | (\$300.00) |
| PLU CANCEL (DATE) 000001 Z REPORT | |
| PLU0001 | 0000000000000004 |
| CITY | 1 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |
| CITY | 2 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |
| PLU0002 | 0000000000000000 |
| CITY | 1 |
| AMT | \$0.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |

| PERMAGRAM CITY 000001 Z REPORT | |
|--------------------------------|------------------|
| DISCOUNT AMT | \$0.00 |
| PLU0001 | 0000000000000007 |
| CITY | 1 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |
| PLU0010 | 0000000000000000 |
| CITY | 1 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |
| PLU0011 | 0000000000000001 |
| CITY | 1 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |
| Beef head | 0000000000000000 |
| CITY | 1 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |
| Beef head | 0000000000000002 |
| CITY | 2 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |
| Apple Pk | 0000000000000004 |
| CITY | 1 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | (\$0.50) |
| Beef Montreal Pork | 0000000000000005 |
| CITY | 1 |
| AMT | \$10.00 |
| DISCOUNT CITY | 0 |
| DISCOUNT AMT | \$0.00 |

| PERMAGRAM CANCEL (DATE) 000001 Z REPORT | |
|---|----------|
| CASH | 0 |
| DISCOUNT CITY | \$0.00 |
| DISCOUNT AMT | \$0.00 |
| CITY | 6 |
| AMT | \$0.00 |
| DISCOUNT CITY | \$0.00 |
| DISCOUNT AMT | \$0.00 |
| CITY | 6 |
| AMT | \$0.00 |
| CASH | 7 |
| DISCOUNT CITY | \$70.00 |
| DISCOUNT AMT | \$70.00 |
| CITY | 2 |
| AMT | \$0.00 |
| CASH | 1 |
| DISCOUNT CITY | \$10.00 |
| DISCOUNT AMT | \$10.00 |
| CITY | 12 |
| AMT | \$120.00 |
| CASH | 2 |
| TOTAL | |
| DISCOUNT CITY | 13 |
| DISCOUNT AMT | \$130.00 |
| AMT | \$130.00 |
| CASH | 1 |

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