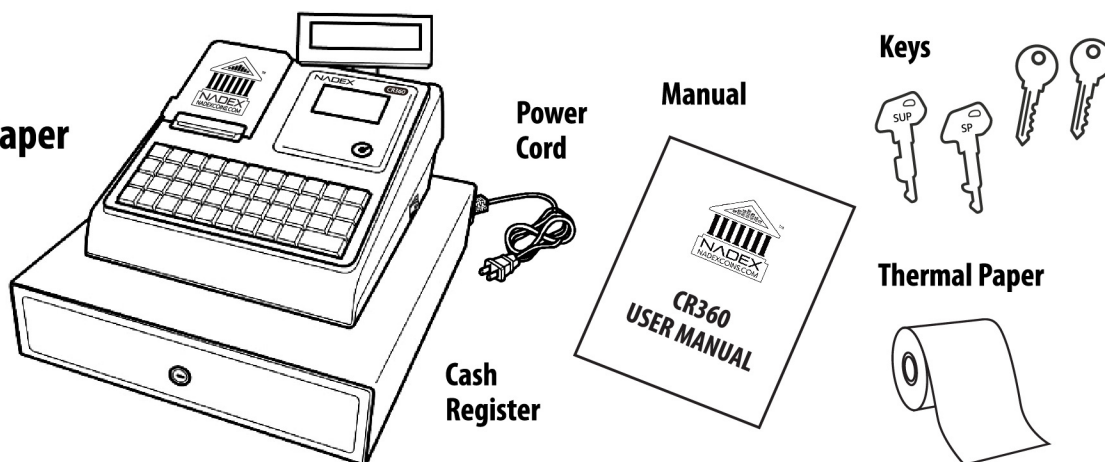


CR360 Quick Start Guide



INITIAL SETUP		MENU NAVIGATION
1. Remove cash register from box, keep the packing safe in case of warranty return.	3. To set the date and time, insert the key and turn to the P position, follow the steps: 1) Select SYSTEM SETTINGS (ENTER) 2) Select DATE & TIME (ENTER) 3) Insert date YYYYMMDD (ENTER) 4) Insert time HHMMSS (ENTER) 5) Turn key to different mode to finish	Enter / Confirm [SUB TOTAL]
2. Lift the hinged printer cover, insert 57 mm thermal paper and close the printer cover with a click		Back / Cancel (CASH)
4. Plug in the cash register at the wall, turn on the switch located on the right of the machine		Print current info (CARD)
		Move up [%+]
		Move down [%-]
		Clear errors [CLEAR]

**Unpack it
Plug it in
Place Receipt Paper**



RECEIPT HEADER & FOOTER
<p>There are 50 lines available for receipt message. To set up the receipt message, do the following:</p> <ol style="list-style-type: none"> 1) Turn key to the P position 2) Select SYSTEM SETTINGS (ENTER) 3) Select HEADER & FOOTER (ENTER) 4) Use [↑] or [↓] to select the line number you wish to edit 5) Press [ENTER] to edit text, press [ENTER] again to save text 6) Select HEADER (top) or FOOTER (bottom) and press [ENTER] 7) Select text alignment and press [ENTER] 8) Select PRINT and press [ENTER] (Not Print is used to hide) 9) Select size and press [ENTER] 10) Repeat steps 4-9 for additional lines <p>DW - Double Width DH - Double Height</p>

TAXSETUP
<p>There are 4 tax levels available. A percentage is registered against a tax level, the tax level is then assigned to a department or item, this allows quick updating of tax percentages in the event of government increases / decreases:</p> <ol style="list-style-type: none"> 1) Turn key to the P position 2) Select BASIC INFO (ENTER) 3) Select TAX SETTING (ENTER) 4) Use [↑] or [↓] to select tax level 1-4 5) Input a tax percentage (including decimal place) (ENTER) 6) Input the tax name (if you wish to change it) (ENTER)

DEPARTMENT SETUP
<p>There are 50 departments available to program, 22 can be accessed directly on the keyboard, the remainder are for grouping items if required:</p> <ol style="list-style-type: none"> 1) Turn key to the P position 2) Select BASIC INFO (ENTER) 3) Select DEPT SETTINGS (ENTER) 4) Input desired department number using 0-9 keypad [ENTER] 5) Input price (no decimals) (ENTER) 6) Press [.] to enter FUNC 1 setup OR [ENTER] to skip <ul style="list-style-type: none"> • Use [↑] or [↓] to select option and [ENTER] to toggle Y/N • Press [BACK] to confirm FUNC 1 setup 7) Press [ENTER] to skip FUNC 2 8) Over write the department NAME by typing a new name 9) Press [ENTER] to confirm changes 10) Repeat steps 5-9 for additional departments

CASHIER SETUP
<p>There are 50 cashiers available for setup. Cashiers can be activated by assigning a password. Each cashier has authority settings, allowing the restriction of specific functionality from users:</p> <ol style="list-style-type: none"> 1) Turn key to the P position 2) Select SYSTEM SETTINGS [ENTER] 3) Select CLERK [ENTER] 4) Use [↑] or [↓] to select a clerk to edit. 5) Input a new password [ENTER] 6) Press [ENTER] to begin editing clerk NAME. 7) Type new clerk NAME and press [ENTER] to save 8) Use [↑] or [↓] to select authority functions. 9) Press [ENTER] to toggle between Y and N. 10) Press [BACK] to finalise the new clerk settings.

CR360 Quick Start Guide



Keyboard:

REPRINT Q	CLERK W	7 E	8 R	9 T	D4 /15 Y :	D8 /19 U !	DEPT SHIFT "	RA 0 #	PLU P	—
RECEIPT ON/OFF	X A	4 S	5 D	6 F	D3 /14 G @	D7 /18 H %	D11 /22 J &	PO K '	% + ↑ L ←	% - ↓ →
CANCEL	REFUND Delete	1 Z	2 X	3 C	D2 /13 V *	D6 /17 B /	D10 /21 N (CHARGE M)	CARD PRINT INFO	SUB TOTAL ENTER
CLEAR	ERROR CORRECT	0	00 Shift	.	D1 /12 +	D5 /16 -	D9 /20 ,	TABLE NEW/OLD	CASH NO SALE BACK	

Department Keys (indicated by a bracket above the D keys)

Number Keys (indicated by a bracket below the number keys)

MORE INFORMATION

Departments 60	PLUs 8000	Clerks 50	Receipt Lines 50	Tables 50	Tax Levels 4
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HOW DO I MAKE A SALE

Sales are made in the R mode:

- 1) Turn key to the R position
- 2) Sign in as cashier if prompted
- 3) Type a price (no decimal places)
- 4) Press a department button
- 5) Repeat steps 3-4 for multiple items
- 6) Press (SUB TOTAL)
- 7) Type the tendered amount
- 8) Press [CASH] (or [CARD] if required)

For example, to sell 2 items as a cash payment, receiving \$10 cash from customer:

R [1][0][0] (DEPT 1) [2]9 (DEPT 4)
[SUB TOTAL 0][0][0][0] (CASH)

CAN I REMOVED A PASSWORD

Clerk passwords can be removed in the settings. Follow the steps on the first page to access the clerk.
When at the password is highlighted:

- 1) Press [CANCEL]
- 2) Press [SUB TOTAL]

WHAT DO FUNC CODES MEAN?

If you come across FUNC codes in the settings of departments or PLUs, these can be viewed by pressing the (.) button while highlighted.

HOW DO I SELECT A SYMBOL?

When inputting text you may see multiple symbols at the bottom of the screen. Press the [X] button to cycle through symbols.

HOW DO I USE TABLES?

Tables cannot be opened during a transaction, if you wish to add to a table, it must be opened at the start of the transaction.

To open a new table, type a table number followed by [TABLE NEW/OLD].

To hold a table, press [TABLE NEW/OLD] while a table is open.

To access a table that is already open, type the table number, followed by [TABLE NEW/OLD].

CAN I RUN REPORTS?

X and Z reports can be run from this cash register.

X reports will not reset the totals, and are used for checking takings throughout the day.

z reports will reset the totals, and should be run at regular intervals, preferably the end of the day.

x and Z mode are both accessible by turning the key to the X or z mode.

To run a basic end of day financial report:

- 1) Turn key to z mode
- 2) Select Z Fin.Rep.
- 3) Press [ENTER]

HOW TO BYPASS RESTRICTIONS

To bypas the restrictions set against cashiers during a transaction:

- 1) Insert the manager key
- 2) Turn the key to M mode
- 3) Perform the restricted function
- 4) Turn key back to R mode
- 5) Remove the manager key.

Keep the manager key safe, only managers should have access to this.

CAN I REPRINT RECIEPTS

The last transaction receipt can be reprinted by pressing (REPRINT). Older transactions can be reprinted using the receipt reference number located on the top left of the receipt (RECT.:XXXXXX)

CAN I ADD MY OWN DRAWER

Most 12v RJ11 cash drawers are compatible with this device, the slot can be found on the back of the cash register.

