

# Quick Start Guide

Electronic Cash Register PCR-T2300/T2400/SE-S3000/SE-S900/SE-C3500

**CASIO**

For programming assistance Please visit [http://casio4business.com/sa\\_index.html](http://casio4business.com/sa_index.html)  
For Technical support Please call TOLL FREE 1-800-435-7732

## Preparations

Note: Please follow the steps described below.

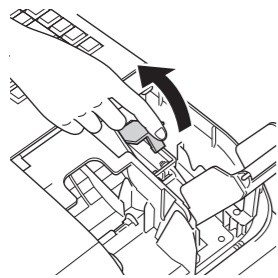
### 1. To set memory protection batteries

To prevent losing all your settings and sales data, we strongly recommend that you set the memory protection batteries before you use the cash register and replace them at least once a year.

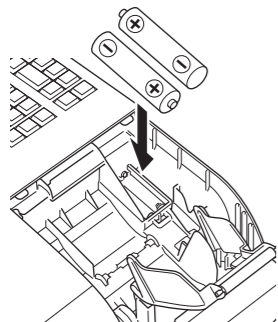
1. Remove the printer cover by lifting it up.



2. Remove the battery compartment cover.



3. Note the (+) and (-) markings in the battery compartment. Load a set of two new "AA" type manganese batteries so that their plus (+) and minus (-) ends are facing as indicated by the markings.



4. Replace the battery compartment cover and the printer cover.

#### Important

**These batteries protect information stored in your cash register's memory when there is a power failure or when you unplug the cash register. Be sure to install these batteries first.**

#### Warning

**No battery is included in the accessories.**

**Never try to recharge the batteries.**

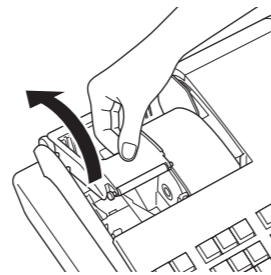
**Do not expose batteries to direct heat, let them become shorted or try to take them apart.**

**Keep batteries out of the reach of small children. If your child should swallow a battery, consult a physician immediately.**

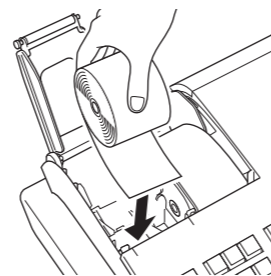
**There is a risk of explosion if the batteries are replaced with improper type.**

### 2. To set receipt paper

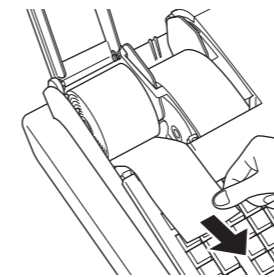
1. Open the platen arm by lifting it up.



2. Ensuring the paper is being fed from the bottom of the roll, lower the roll into the space behind the printer.



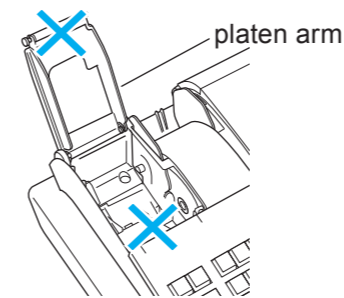
3. Put the leading end of the paper over the printer.



4. Close the platen arm slowly until it locks securely.

#### Warning

**Never touch the printer's thermal head and the platen. Avoid the thermal paper from heat, humidity or direct sunlight.**



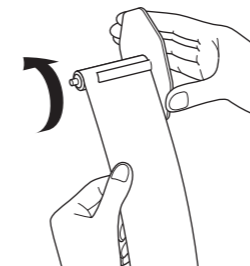
5. Replace the printer cover, passing the leading end of the paper through the cutter slot. Tear off the excess paper.

### 3. To install journal paper

1. By the same procedure of setting receipt paper, set journal paper on the journal printer.

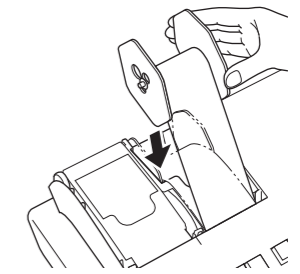
2. Using the JOURNAL FEED key, feed the paper about 20 cm. Remove the paper guide of the take-up reel.

3. Slide the leading end of the paper into the groove on the spindle of the take-up reel and wind it onto the reel two or three turns.



4. Replace the paper guide of the take-up reel.

5. Place the take-up reel into place behind the printer, above the roll paper.

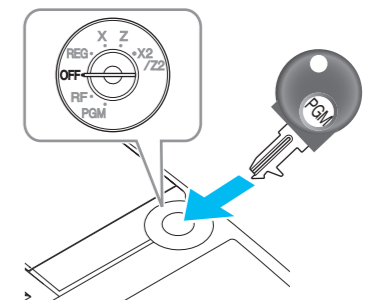


6. Press the JOURNAL FEED key to take up any slack in the paper.

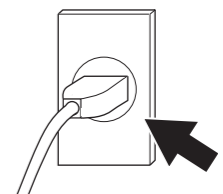
7. Replace the printer cover.

### 4. To turn the cash register on

1. Insert a Mode key that comes with the cash register in the Mode switch and turn it to OFF position.



2. Plug in the power cord into an AC outlet.



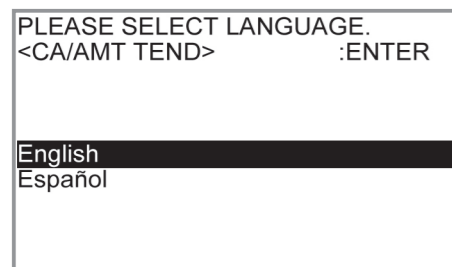
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# Preparations

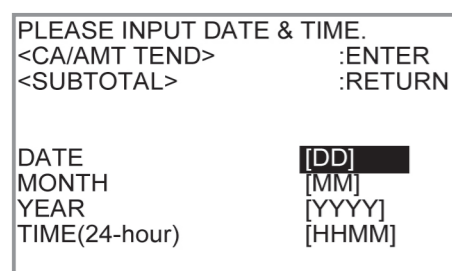
Note: Please follow the steps described below.

## 5. To set date, time and tax table

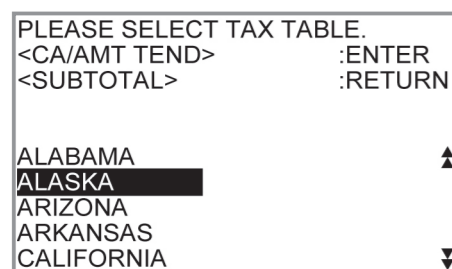
- As soon as the power socket is plugged in, the display shows the language selection screen. Choose your language by using or keys then press key.



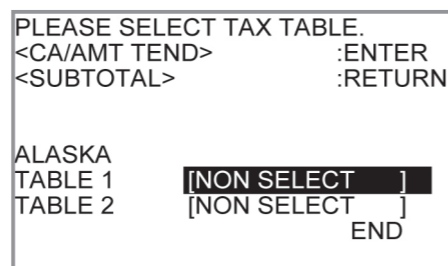
- Display changes to date and time setting screen. Moving the input area (reversed area) by or keys, input date, month, year and time from ten key pad. Input the time by 24-hour system. For example, 1356 for 1:56 pm. After then press key.



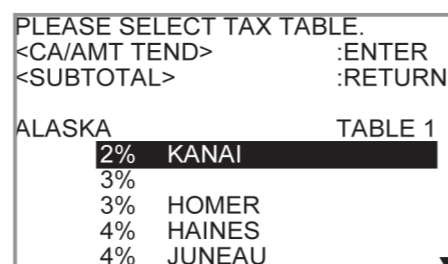
- Display then changes to tax table selection screen. Select your state by or keys and press key.



- Select TABLE 1 or 2 and press key.



- Select tax rate and your area and press key.



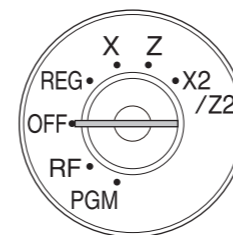
## 6. About help guidance

- When you have any problem to operate or program your cash register, press key.
- The register prints items of guidances.
- Enter the number you need help from ten key pad and press key.
- Follow the printed instruction.

You can also download a setting tool. Please visit [http://www.casio4business.com/sa/products/index\\_products.html](http://www.casio4business.com/sa/products/index_products.html)

# Getting to know your cash register

## Mode switch



Mode switch



Program key



Operator key

The Program key marked PGM can select any position of the Mode switch while Operator key marked OP can select only OFF, REG, or CAL positions.

	PGM	RF	OFF	REG	X	Z	X2/Z2
OP key	-	-	○	○	-	-	-
PGM key	○	○	○	○	○	○	○

- PGM (Programming)**  
This position is for setting your cash register to suit the needs of your store.
- RF (Refund)**  
Use this position to correct registered items.
- OFF**  
The cash register turns off in this position.
- REG (Register)**  
This position is for normal transactions.
- X (Read)**  
This is the position used for issuing daily sales totals report without clearing the data.
- Z (Reset)**  
This position is for issuing reports of daily totals with clearing the accumulated totals.
- X2/Z2**  
This position is used to print periodic sales reports.

# Daily job flow

## Before opening your store



- Plugged in?
- Enough paper roll?
- Date and time are correct?
- Enough small change in the drawer?



## While the store is open



- Registrations
- Issuing latest total sales report if needed.



## After closing the store



- Issuing day's total sales report.
- Withdraw the money from the drawer. After you withdraw all the money from the drawer, we recommend that you leave the drawer open when you leave your store.
- Turn the Mode switch to OFF.

- Please see page E-20 on PCR-T2300/PCR-T2400/SE-S900/SE-S3000.
- Please see page E-23 on SE-C3500.

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