



# CR6X CASH REGISTER QUICK START MANUAL



## 1. KEY FUNCTIONS

KEY	Description
<b>SHIFT</b>	Shift the key functions.
<b>PAPER #1</b> <b>FEED #2</b>	Use to advance the receipt paper continuously until the key is released. [SHIFT] + [#2] to feed journal paper
<b>↑CARD</b> Payment	When transactions contain more items than can be displayed on the screen at the one time, press the [↑] key to view items at the beginning of the transaction. Use to connect with external equipment, such as RFID card, E card, credit card, or IC card. Different payment modes, such as by card or tickets or by FC, etc. There are up to 99 different payment modes.
<b>CL/ESC</b> CE/C	Cancel wrong operation and error status. Exit an operation/ wake up ECR when it is idle. Press this key for 3 seconds to turn off ECR
<b>FUNC.</b> Attendance	Use to enter other functions (please refer to chapter 2.6 for detailed functions). Check on work attendance.
<b>DISCOUNT</b> R/A	Subtract or add a percent from the sales sum. Use to open the cash drawer to receive tender without making a sale, e.g. to borrow money from other cash registers.
<b>VOID/Ref.</b> P/O	Use to cancel the selected transaction. There are three functions: cancel single item, cancel last item and void all. / Use to return or refund merchandise. Returning an item will also return any tax, which may have been applied. Press this key again to exit the return mode. / When transactions contain more items than can be displayed on the screen at the one time, press the [↓] key to view items at the end of the transaction. “Pay Out” outside of sales
<b>CLERK</b> Member	Clerk login or display the operation mode. The register will not operate in register mode unless a clerk has been signed in. When a clerk is signed in, all entries following will add to that clerk’s total until another clerk signs in. However, a clerk cannot be changed in the middle of a transaction. Member card format can be set in S mode, and there are 24 digits at most. Only when the “allow input member card manually” is set to “Yes”, can you use this key function.


<b>Table#</b> Merge Table	Use to open a table using Numerical keys in restaurant version, and can open up to 128 tables Use to combine two or more tables together to have a meal at one table. (Restaurant version)
<b>Hold/Recall</b> Taste	Use to hold the current sales transaction and then to recall another sales transaction, so that the second transaction can be performed in the meantime. Use to choose different instructions for Menu items when selling.
<b>PLU CAL.</b> Split Bill	Use to sell the preset PLU by number entry. / Work as a calculator Use to split the bill of merged tables (Please refer to the chapter on “Split setting” for detailed operation).
<b>Hospitality</b> Take Away	Use to enter three common items- ‘TAKEAWAY’, ‘THE NUMBER OF DINERS’ (the number of people at a table) and ‘PROMOTER’. Press [SHIFT] + [Take Away] to sell takeaway PLU. Division symbol.
<b>QTY WT.</b>  x	Use to multiply a quantity of items. Show system message. Multiply symbol.
<b>PRICE</b> Open Drawer -	Use to change PLU or department price with numerical key. Use to open drawer without making a sale. Minus symbol.
<b>SUB TOTAL</b> Money Detect +	Press once to display the sale subtotal. Use to do Money detection in some countries. Addition symbol
<b>CASH</b> Enter =	Use to calculate the sale total, finalize the sale, and then open the cash drawer for transaction with cash / enter into the function settings. Equals symbol.
<b>00</b>	Use to input double 0.
	Decimal point- use decimal when setting or entering fractional percentage discounts. Do not use the decimal key when making amount entries into PLUs. Press this key for 3 seconds to lock the keyboard.
<b>0</b> ( ) # .. <b>9</b> WXYZ	Use to make numerical entries.
<b>0</b> ( ) #	Punctuation marks: ( ) [ ] and #
<b>1</b> . , ? * @	Punctuation marks: . , ? * @ and Space

## 2. OPERATOR LOGIN/LOGOUT SYSTEM

To login, input clerk code then press  then password, if activated.

When you print the daily report in Z mode, the clerk will be logged out automatically.





### Attention:

Any sales operation will cause an error when no clerk is logged in. The cash register will keep continuously when error occurs. Press  key to stop.

CLERK 1 is the manager and has access to all the functions.

## 3. BASIC SETTING





### 3.1 SET TIME AND DATE

From the main screen, press the  key. Scroll down using the  key, until you get to DATE AND TIME SET function, and press . Scroll down to select either Date or Time and press .

Time (HHMMSS)

Set the time here  
Eg: 134555  
Means 13:45:55pm

### 3.2 SET HEAD & TAIL MESSAGE

Press the  key. Scroll down using the  key, until you get to SET HEAD MESSAGE function, press . <HEAD MSG INDEX (1-5)>, INDEX (1-5) represents the line that you want to modify. After setting the Message, press  to confirm. Setting the TAIL Message is the same as HEAD message, just scroll down to SET TAIL MESSAGE.



<HEAD MSG IDE  
(1-5)>

Input the line  
number you want  
to modify.


<HEAD MSG>

Write the message  
you want to display  
on this line.


### 3.3 SET PLU

Press  twice and then press .

#### 3.3.1 System Prompts <BARCODE>:

Input product code using the key board or scan the barcode (less than 13 digits), then press .

#### 3.3.2 System Prompts <NAME>:

Input PLU name and press .

### 3.3.3 System Prompts <NORMAL >:

Input PLU price. The max price is 999999.999 and then press



### 3.3.4 System Prompts <TAX MODES (0~8) >:

Input tax mode (0 = no GST, 1= GST) and press



### 3.3.5 System Prompts <PLU TYPE (0: NORMAL, 1: COMBINE, 2: FRESH GOODS)>:

Input PLU type, either 0, 1 or 2 and press



### 3.3.6 System Prompts <DEP NUM>:

Input department No. that PLU belongs to, and then press



After that the system will print a ticket that displays the information of the PLU you just set.

## 3.4 SET DEPARTMENT

**FUNC.**

Attendance

Press then select “Department Set”, by pressing the corresponding number and



### 3.4.1 System Prompts <DEP NUM>:

Input department number (which ranges from 1 to 99), and then press



### 3.4.2 System Prompts <DEP NAME>:

Input the department’s name, and press



### 3.4.3 System Prompts <DEP PRICE>:

Input the department’s price (0-9999999) and press to confirm.



### 3.4.4 System Prompts <TAX MODES (0-8)>:

Input tax mode (0= no GST, 1= GST) and press



### 3.4.5 System Prompts <KITCHEN PRINTER IDX (0-16) 0: NO>:

Input the kitchen printer this department will be linked to, if it won’t be linked press 0, then



### 3.4.6 System Prompts <DEP DISCOUNT -%>

Input department discount if required or simply press



### 3.4.7 System Prompts <DEP MEM DISCOUNT -%>

Input department discount if required or simply press



### 3.4.8 System Prompts <IS ALLOW SUBTOTAL DISCOUNT (0: ALLOW, 1: NO ALLOW)>

Input whether a subtotal discount is allowed, by selecting either 0 or 1 and press



The System will print a ticket to display the information of the department you just set.

## 3.5 HOTKEY SET

Press **00** twice and then press the hotkey button you want to set.

System prompts: <INPUT FLAG (0 PLU, 1 MEAL, 2 DEP)>,

Choose the number for PLU, Meal, or Department, and then press



If you press 0: Follow the SET PLU instructions (above from step 3.3.1)


If you press 1: System Prompts <INPUT MEAL NUM>:



Input meal number and press




If you press 2: Follow the SET DEPARTMENT instructions (above from step 3.4.1)

### 3.6 PRINTER SETUP

After each transaction the receipt printer will print out the tax invoice. If you wish to print a duplicate copy of the last transaction simply press  again after the transaction is complete.

Alternatively, you can switch off the printer so that it does not print a tax invoice automatically after each transaction. To do so, press the  key. Scroll down until the system prompts <Do Not Print Sale Rec.>, press . The system will print out a copy of the information you have just set.

N.B If the <Do Not Print Sale Rec.> setting has been set but a customer would like a copy of the receipt, simply press  after the transaction, and this will print it out, there is no need to change the settings back.

## 4. SALES OPERATION


### 4.1 HOTKEY (Department) Sales

4.1.1 Sell as Pre-set price: Press the corresponding department key for the product/service.


4.1.2 Sell as key-in price: Input price and the respective department key, and then press .

4.1.3 To sell as quantity, input quantity number, press  then do the above operations.


### 4.2 PLU Sales

Input barcode number and press  to do PLU sales or scan the barcode if commodity information has been set in the cash register.

If the price is not pre-set, first key in the price, press  then do the above operations.

To sell a quantity, first input quantity number, press  then do the above operations.


### 4.3 Discount Operation

After PLU or Dept. sales, input discount rate and press  Choose -% discount to do percentage discount or scroll down to – discount, to do amount discount.

To do discount on total sales amount, press  and then input discount rate. Follow the above instructions.

Rate ranges from 0.01% to 99.99%.

### 4.4 Void Operation


Press  to cancel an item or the sales and the following options will be prompted:

4.4.1 Void last item: Choose this option to cancel the last item.

4.4.2 Previous Void: Choose this option and you can select the items by using the up and down keys.

4.4.3 Void all items: Void the sale.

### 4.5 Return/Refund

Press  to enter RETURN mode. Return operations are similar to sales operations.

**Note:** after you finish the transaction, press



to exit RETURN mode.

#### 4.6 R/A Operation

To put money into drawer for a non-transaction, key in the amount, press



and then



#### 4.7 P/O Operation

To take money out from drawer for a non-transaction, key in the amount, press



and then



#### 4.8 Card Transaction

This ECR can support EFTPOS, VISA and MASTERCARD. After sales, press



and then



, payment methods will be prompted. Scroll down to the right payment method

and then press



key to confirm or press



twice to cancel.

#### 4.9 Receipt Copy

To copy the receipt, press



after the sales.

### 5. REPORT



Press



to select X or Z mode and print the X or Z daily report.

X report: read totals without resetting.

Z report: read totals and reset them to zero.

Scroll down using the



key, to reach the department report function.

Department report: read total sales by department

### 6. COMMON ERROR MESSAGES

**Error 19** – If this message appears, simply print the daily report to repair. See section 5 of this Quickstart for details on how to print the daily report.

**Error 2** – If this message appears, no clerk has been logged in. See section 2 of this Quickstart for details on how to log in a clerk.







### 7. ADDING CLERK AND SETTING AUTHORISATION


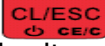
The following has **already been set up by your dealer**; however this may be useful for future reference. Log in, and press the



- 7.1.1 System Prompts:
- < CLERK LOGOUT >
  - < CLERK MANAGE >
  - < X REPORT >
  - < Z REPORT >









- Scroll down to CLERK MANAGE and press 
- 7.1.2 System Prompts: < ADD>  
< DEL>  
< CHANGE PSW>  
Press  to enter ADD function
- 7.1.3 System Prompts: < CLERK>  
Input Clerk number and press 
- 7.1.4 System Prompts: < CLERK NAME>  
Input Clerk's name by using the keyboard underneath the hotkey pad, press 
- 7.1.5 System Prompts: < CLERK PSW>  
Input Clerk's password and press 
- 7.1.6 System Prompts: < CONFIRM CLERK PSW>  
Input Clerk's password again and press 
- 7.1.7 System Prompts: < CHECK ALL>  
< X REPORT>  
< RTN MODE>  
< SET>

Select the functions which the Clerk will be given authority to enter, by scrolling down the options and pressing  on the functions you would like to be selected. If you prefer the Clerk have no access to any of the functions press  when you reach this screen.

N.B: Selecting 'CHECK ALL' gives Clerk full authority.

## **8. CHANGING CLERK PASSWORD**

Log in, and press the  key.

- 2.2.1 System Prompts: < CLERK LOGOUT>  
< CLERK MANAGE>  
< X REPORT>  
< Z REPORT>  
Scroll down to CLERK MANAGE and press 
- 2.2.2 System Prompts: < ADD>  
< DEL>  
< CHANGE PSW>  
Scroll down to CHANGE PSW, and press 
- 2.2.3 System Prompts: < CLERK>  
Input Clerk number and press 
- 2.2.4 System Prompts: < OLD PSW>  
Enter Clerk's old password and press   
System Prompts: < CLERK NEW PSW>  
Enter Clerk's new password, press   
System Prompts: < CONFIRM CLERK PSW>  
Enter Clerk's new password again, press 