THE DEPARTMENT & RECEIPT HEADER TEXT ARE FIXED AND CANNOT BE EDITED.

However, if you want this feature in the future we can upgrade your model to either a 4, 5 or 6. For more details visit the CountLab spare parts section at www.shopstuff.co.uk

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UNBOX & SET-UP:
(search for video CL200)

Unbox machine and set in position
(Do not turn on)

Lift up the printer lid (cover)

Load thermal till roll as shown
in diagram

Drop roll in with shiny side of
the paper facing keylock

Close printer lid

Insert power cable and plug in to wall socket

Turn the power on using the switch on the right side of the machine

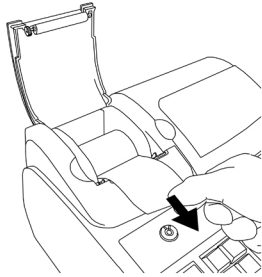Insert the key marked P into the mode lock

Turn the key to the PRG position

Now enter the date then time in 6 and 4 digit format

070522 > #/NS
(7th May 2022 example)

1532 > X/TIME
(3.32pm example)

Turn metal key to REG and the till is ready for use

PROCESSING A SALE (Key In REG Mode):
(search for video CL231)

Type in sales amount without pressing decimal point for £2.99 enter 299

Press a department button 'DP'

Re-enter a price and department for each item

Press SUB-TOTAL

Enter monies received using numeric buttons then press CASH

(For card payments press CARD instead of entering monies received)

CLEAR PRICE:

To clear a incorrect price entered, before you press the department (DP) button press 'CLEAR'

CORRECT LAST ITEM ENTERED:
(search for video CL243)

Press 'EC' to remove the last item entered in a sale

VOID EARLIER ITEM AFTER INCORRECT ENTRY:
(search for video CL243)

To void an item mid sale:
Press the VOID button

Re-enter the items price

Press the related department 'DP' button

Now continue entering/finishing the sale

REFUNDS:
(search for video CL234)

To refund an item after a sale:
Press 'RETOUR/-'

Enter the items price

Press the department 'DP' button

Press the original payment method

NO SALE (OPEN CASH DRAWER):
(search for video CL252)

Press '#/NS' whilst in REG mode

RECEIPT ON/OFF:
(search for video CL253)

Press 'Receipt ON/OFF'
(When the receipt is OFF a indicator dot will display in th 2nd position of the operators display)

To issue a receipt upon request, turn the receipt OFF
Press 'Receipt ISSUE' at the end of a sale

COPY RECEIPT:
(search for video CL253)

Press 'Receipt ISSUE' at the end of a sale

END OF DAY SALES REPORT:
(search for video CL262)

Turn the key to the Z position

Press 'CASH'

For a full online manual visit: CountLab.co.uk or for video tutorials visit: CountLab.co.uk & search for the 'CL' code referenced in the titles above.