

QUICK START INSTRUCTIONS

CountLab 7, 8, 9

All video tutorials available on CountLab.co.uk

UNBOX & SET-UP:

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

Lift up the printer lid (cover)

Load thermal fill roll as shown
in diagram

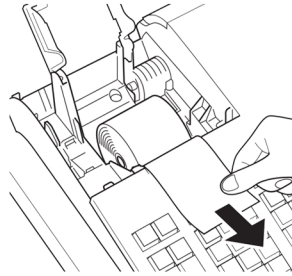
Drop roll in with shiny side of
the paper facing keylock

Close printer lid

Insert power cable and plug in to wall socket

Insert the key marked P into the mode lock
turn to REG position

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



PROCESSING A SALE (Key In REG Mode): (search for video CL799)

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

Press a department button

Re-enter a price and department for each item

Press SUB-TOTAL once all items entered

Enter monies received using numeric buttons
then press CASH

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

HOW TO CLEAR INCORRECTLY ENTERED PRICE:

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

VOID EARLIER ITEM AFTER INCORRECT ENTRY: (search for video CL720)

To void an item mid sale:

Press the VOID button

Use the Page Up Arrow to scroll to the item

Press EC

Press CASH TOTAL

Continue with transaction as normal

HOW TO CANCEL A SALE: (search for video CL719)

Press SUB TOTAL

Press CLEAR

Press VOID

Press CLEAR

Cancel sale receipt will print if receipt is on

REFUNDS:

Turn the key to the REG position

Press REF/-

Enter the amount you want to refund

Press a department button

Press CASH TOTAL (for cash refund)

NO SALE (OPEN CASH DRAWER):

Press #/NS whilst in REG mode

RECEIPT ON/OFF:

Press Receipt ON/OFF

COPY RECEIPT OR RECEIPT ON REQUEST:

Press Receipt ISSUE at the end of a sale

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.

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END OF DAY STANDARD FINANCIAL REPORT WITH AUDIT: *(search for video CL731)*

Turn the key to the Z position

Highlight Financial Rrp.Day

Press CASH TOTAL to display report

Press CASH TOTAL to print report

Press SUB TOTAL to return to main screen

Key back to REG

To run a separate department report:

Page Down Arrow to Highlight Department Rep.Day

Press CASH TOTAL to display

Press CASH TOTAL to print

Press SUB TOTAL to return to main screen

Key back to REG

***** BOTH THE FINANCIAL REP. DAY & DEPARTMENT REP. DAY MUST BE RUN & RESET DAILY TO RESET TOTALS**

The standard report above includes an audit, to avoid printing the audit roll please follow the process below instead:

END OF DAY REPORT WITHOUT AUDIT: *(search for video CL735)*

Turn the key to the Z position

Page Down Arrow to Highlight Financial Rep.Month

Press CASH TOTAL to display report

Press CASH TOTAL to print report

Press SUB TOTAL to return to main screen

Key back to REG

To run a separate department report:

Page Down Arrow to Highlight Department Rep.Day

Press CASH TOTAL to display

Press CASH TOTAL to print

Press SUB TOTAL to return to main screen

Key back to REG

***** BOTH THE FINANCIAL REP. MONTH & DEPARTMENT REP. DAY MUST BE RUN & RESET DAILY TO RESET TOTALS**

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