

QUICK START INSTRUCTIONS

CountLab X

All video tutorials available on CountLab.co.uk

UNBOX & SET-UP: (search for video CLX200)

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

Lift up the printer lid
(As shown in diagram)

Remove spindle

Load roll onto spindle

Drop roll in with shiny side of
the paper facing down

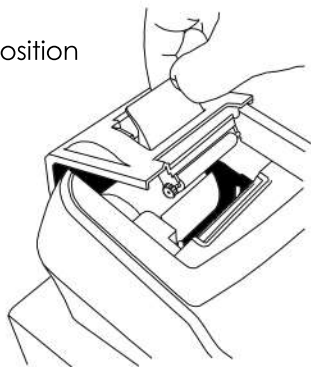
Click spindle into place

Close printer lid, ensuring that some paper is being
fed over the tear bar

Insert power cable into DC9V port on back of
machine and plug in to wall socket

Turn the power on using the rocker switch on the back
of the machine

Standard sales screen will load as default



PROCESSING A SALE: (search for video CLX231)

Type in sales amount

Press a department button 'D'

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)

USING THE MULTIPLY BUTTON DURING A SALE: (search for video CLX232)

Type in quantity

Press 'X caps'

Type in sales amount

Press department button

RECEIPTS: (search for video CLX253)

To print a receipt press 'SUBTOTAL' once the
transaction has been completed.

Press 'SUBTOTAL' again for additional copies.
(Only works for most recent transaction)

CLEAR PRICE:

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

CORRECT LAST ITEM ENTERED: (search for video CLX242)

Press 'CORR.' to remove the last item entered in a
sale

VOID EARLIER ITEM AFTER INCORRECT ENTRY: (search for video CLX243)

To void an item mid sale:
Press the VOID button

Re-enter the items price

Press the related department 'D' button

Now continue entering/finishing the sale or press the
Arrow up (%-) button to view all items in the sale

REFUNDS: (search for video CLX234)

To refund an item after a sale:
Press 'REFUND'

Enter the items price

Press the department 'D' button

Press 'CASH' or 'CARD'

END OF DAY SALES REPORT: (search for video CLX262)

Press '3' then 'MODE'

Press 'CASH' twice

PERIODIC REPORT: (search for video CLX263)

Press '3' then 'MODE'

Arrow down to line 2.PERIOD REPORT

Press 'CASH'

Please see video for more information on
periodic reporting

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