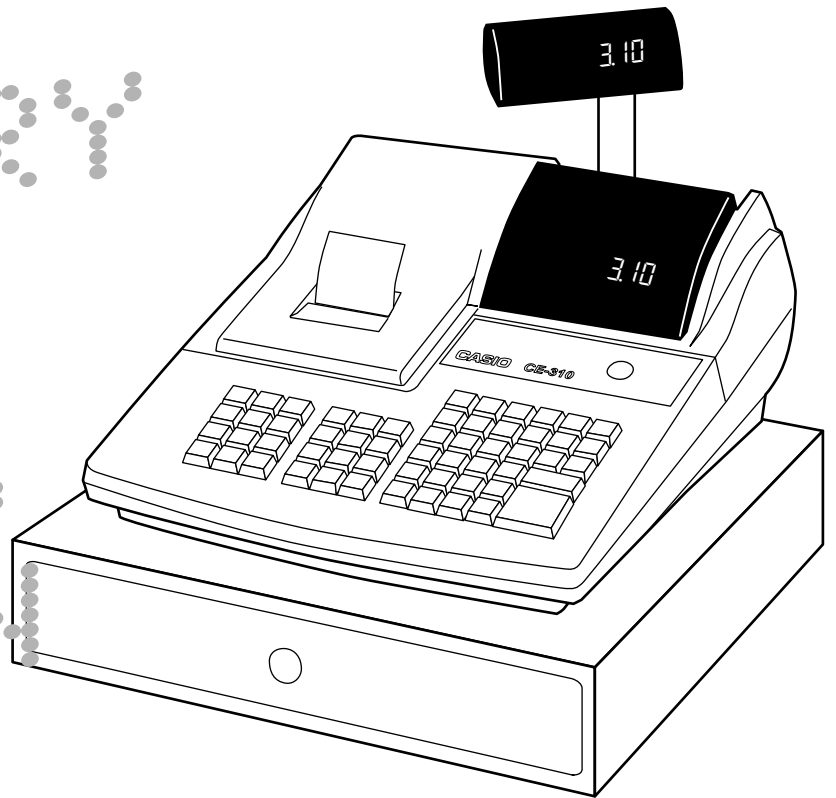


ELECTRONIC CASH REGISTER

CE-310

THANK YOU
YOUR RECEIPT
CALL AGAIN !

GROCERY
DAIRY
H.B.A.
FROZEN
FOOD
DELICATESSEN



Eu Di U.K.

OPERATOR'S INSTRUCTION MANUAL

CASIO

Introduction & Contents

Introduction & Contents	2
Getting Started	6
Remove the cash register from its box.	6
Remove the tape holding parts of the cash register in place.	6
Install the three memory backup batteries.	6
Plug the cash register into a wall outlet.	8
Insert the mode key marked "PGM" into the mode switch.	8
Turn the mode key to the "REG" position.	8
To set the ink ribbon	8
Install receipt/journal paper.	9
Set the date.	12
Set the time.	12
Select printouts receipt or journal.	12
Tax table programming	13
For the Euro only	17
For Australia only	18
Introducing CE-310	20
General guide	20
Roll paper, Printer ink ribbon, Receipt On/Off key, Mode key	20
Mode switch, Drawer, Drawer lock	21
Displays	22
Keyboard	24
Basic Operations and Setups	26
How to read the printouts	26
How to use your cash register	27
Displaying the time and date	28
Preparing and using department keys	29
Registering department keys	29
Programming department keys	30
Registering department keys by programming data	31
Preparing and using PLUs	32
Programming PLUs	32
Registering PLUs	33
Preparing and using discounts	34
Programming discounts	34
Registering discounts	35
Preparing and using reductions	36
Programming for reductions	36
Registering reductions	37
Registering with Euro currency exchange	38
Registering charge and check payments	39
Registering returned goods in the REG mode	40
Registering returned goods in the RF mode	41
Registering money received on account	42
Registering money paid out	42
Making corrections in a registration	43
No sale registration	45
Printing the daily sales reset report	46

Convenient Operations and Setups	47
Clerk control function, Post-finalization receipt format,	
General printing control, Compulsory, Machine features	47
Clerk sign on and sign off	47
About post-finalization receipt	48
Programming general printing control	49
Programming compulsory and clerk control function	50
Programming read/reset report printing control	51
Setting a store/machine number	51
Programming to clerk	52
Programming clerk number	52
Programming trainee status of clerk	52
Programming descriptors and messages	53
Programming report descriptor, grand total, special character,	
report title, receipt message and clerk name	53
Programming department key descriptor	55
Programming PLU descriptor	56
Programming function key descriptor	57
Entering characters	58
Using character keyboard	58
Entering characters by code	59
Department key feature programming	60
Batch feature programming	60
Individual feature programming	61
PLU feature programming	62
Batch feature programming	62
Individual feature programming	63
Percent key feature programming	67
Currency exchange programming	69
Currency exchange rate programming	69
Currency exchange feature programming	69
Printing VAT breakdowns	72
Other function key feature programming	73
Advanced programming for the Euro	75
Calculator functions	78
About the daylight saving time	79
Printing read/reset reports	80
Reading the cash register's program	86
Troubleshooting	90
When an error occurs	90
When the register does not operate at all	91
In case of power failure	92
When the L sign appears on the display	92
User Maintenance and Options	93
To replace the ink ribbon	93
To replace journal paper	94
To replace receipt paper	95
Options	95
Specifications	96
Index	97

This is a “Table of Contents preview” for quality assurance

The full manual can be purchased from our store:

[https://the-checkout-tech.com/manuals/casio/CE-310 users manual.html](https://the-checkout-tech.com/manuals/casio/CE-310%20users%20manual.html)

And our free Online Keysheet maker:

<https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/>

[HTTPS://THE-CHECKOUT-TECH.COM](https://THE-CHECKOUT-TECH.COM)