

MONROE

MR-180

Electronic Cash Register

Instruction Manual



47 Runway Drive, Suite G., Levittown, PA 19057

Phone: 888-666-7631, Fax 877-666-7635

<http://www.monroe-systems.com>

TABLE OF CONTENTS

Monroe MR-180 Electronic Cash Register	1
Included Accessories	1
Instruction Manual Organization	1
Specifications and Safety	2
Set up and General Maintenance	3
Key Functions	4-5
The OFF, Reg 1, Reg 2, X, Z and Program Switch	6
Cash and Coin Drawer	6
The Display	7
Display Contents	7
Other Symbols	7
Display Time	7
Error Summary	8
The Error Alarm	8
To Clear an Error	8
To Void an Error	8
Voiding the Entry Just Completed	8
Voiding an Earlier Entry	8
The Back up Battery System	9
Loading Paper	10
Install the Ink Roll	11
Quick Start	12-13
Programming	14
Program Mode	14
Normal Operation	14
Clearing Errors While Programming	14
Program Date and Time	15
Set the Date, Set the Time	15
Assigning Clerks	16
Percent Discount (-%)	17
Programming a Percent Discount (-%) Rate	17
Tax Department	18
Tax Rate Chart	18
Zero Price, Taxing Departments, Non Tax Departments	19
Tax Rate	20
Programming the Tax Rate	20
Fixed Tax Rate	20
Price Look Ups	21
Program (PLUs)	21
PLU Confirmation Report	22
Security Code and Decimal Point Setting	23
Assigning a Security Code	23
Setting the Decimal Point	23

TABLE OF CONTENTS

Examples.....	24
Sample Receipt.....	24
Printed Symbols.....	24
Examples Continued	25
Single Item Sale and Calculating Change	25
Multiple Items Sale.....	25
Charge.....	25
Split Tendering	26
Minus (-) Key	26
Registering a (-) Reduction.....	26
Percent Discount (-%).....	27
Discounting (-%) Individual Items	27
Discount (-%) on the Total Sale.....	27
Discount (-%) on Individual Items.....	27
Manually Override a Preset Discount (-%).....	27
PLU (Price Look Up).....	28
Fixed PLU Price	28
Open PLU Price	28
Open PLU with Preset Price	28
Voids	29
Voiding the Previous Entry in the Middle of a Sale	29
Voiding a Single Item	29
Voiding Multiple Items	29
Refunds.....	30
Refunding a Single Item	30
Refunding Multiple Items	30
Tax Override	31
Exempting Tax on an Item.....	31
Exempting Tax on an Entire Sale.....	31
Adding Tax to a Non-Taxed Department	31
Other Transactions.....	32
Received on Account.....	32
Paying Money Out	32
Printing an Identification Number	32
No Sale.....	32
Management Reports	33
"X" Position Report	33
"Z" Position Report	33
Printing the Sales Report	33
Clearing the Grand Total	33
Sample Management Report.....	34
Balancing Formulas.....	35
PLU Report.....	36
Troubleshooting.....	37
Limited Warranty.....	38

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/Monroe/MR-180 instruction manual.html](https://the-checkout-tech.com/manuals/Monroe/MR-180%20instruction%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)