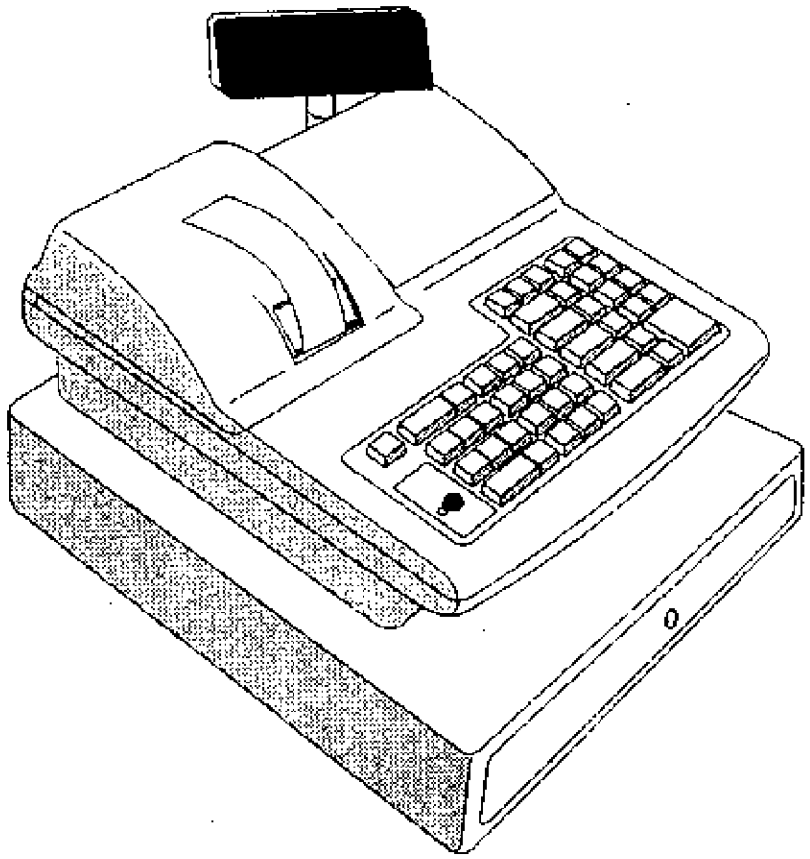
OPERATING MANUAL

ET-3510



Contents

NOTICE
FEDERAL COMMUNICATIONS COMMISSION NOTICE
Introduction
Contents

Overview of Steps Required to Use This Cash Register 1

1 Before Starting Operations
1.1 General Specification 2
1.2 Precautions 2
1.3 Part Names and Functions 3
An External View 3
Control Lock 4
Printer 5
Keyboard 6
Display 8

2 Setting Up
2.1 Installing the Cash Register 10
2.2 Initializing Your Cash Register 10
2.3 Installing and Removing a Paper Roll 11
Installing a Paper Roll 11
Removing a Paper Roll 13
2.4 Batteries 14
Installing/Changing memory backup batteries 14

3 Quick Start Programming
Setting Date and Time 15
Programming of Department 16
Programming of PLU and Linked Department 17
Programming of Tax Rate 18
Programming of Tax Print Style 18

4 Programming
4.1 Before Programming 19
4.2 Programming Layout 20
4.2.1 Programming Layout 20
4.2.2 Character Code Table 21
4.3 System Programming 22
4.3.1 Setting System Flag 22
4.3.2 Key Layout 33
Key Code Table 35
4.3.3 Changing Transaction Name 36
Transaction Name Table 37

4.4 Function Programming (at " P " position) 38
4.4.1 Setting the Basic Data 38
Setting the Date and Time 38
Setting Transaction Number 39
Setting the Machine Number 39
Setting Training Number 39
Managers password 40
4.4.2 Department Programming 41
Setting the Name 41
Setting a Unit Price 42
Setting Function Flags 42
Setting Group Number 44
4.4.3 Programming the PLU Function 45
Setting the Name 45
Setting a Unit Price 45
Setting Link Department 46
4.4.4 Programming the [-%]Key, [+%]Key, and the [-]Key 47
Programming the [+%] and [-%] Keys 47
Setting the Percentage and Function Flag 47
Programming the [-] Key 48
Setting the Discount Amount and Function Flag 48
Print the Contents of Programming Data 49
4.4.5 Tax Programming 50
Selecting a Tax Style 50
Setting the Tax Rate 51
Entering a Tax Table 52
4.4.6 Clerk-ID 56
4.4.7 Logo Stamp (Logo Message) 56
4.4.8 Commercial Message 58
4.5 Checking the Contents of your Programming 60
Section address 61

5 Cash Register Operation

5.1 Before Operating Your Cash Register 62
5.2 Basic Operation 63
Single Item Entries 63
Single-Item Cash Sale 64
Multiple Item Entries 64
Multiplication Entries 65
Repeated Entries 65
Displaying the Subtotal 65
5.3 Receipt On or Off Mode 66
Receipt On/Off Indicator 66

Second Receipt (Receipt after Sale) 66
5.4 Check and Charge 67
Check Sale 67
Charge Sale 67
5.5 Change Calculations 68
5.6 Tendered Amount Entries 68
5.7 Discounting with the [-] Key 69
For Each Item 69
For the Total 69
5.8 Using the [+%] Key and [-%] Key 70
For Each Item 70
For the Total 70
5.9 Tax Calculations 71
Tax Shift 72
5.10 Receiving a Returned Item 73
5.11 Received on Account and Paid Out 73
Received on Account 73
Paid Out 73
5.12 Changing Money and Opening the Drawer 74
Changing Money 74
Opening the Drawer 74

6 Making Corrections
6.1 Correcting Numbers That Have Been Entered 75
6.2 Voiding the Last Entry 75
6.3 Voiding Earlier Entries 76
6.4 Voiding a Sales After the Transaction Has Been Finalized 77

7 Special Functions
7.1 Training Mode 78

8 Checking and Resetting the Sales Information
8.1 Overview of Checking and Resetting Sales Information 79
8.2 Sample Reports 81
8.3 Declaring the Amount of Cash in Drawer 86

9 Maintenance
9.1 Cleaning Your Cash Register 87
9.2 Opening the Drawer Manually 87
9.3 Replacing the Ink Ribbon Cassette 87
9.4 In Case of a Paper Jam 88
9.5 Troubleshooting 88

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/towa/ET-3510 operating manual.html

And our free Online Keysheet maker:
https://the-checkout-tech.com/Cash-Register-Keysheet-Creator/

HTTPS://THE-CHECKOUT-TECH.COM