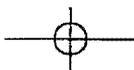


TOWA EX-300

OPERATING MANUAL

NOTE: This is the full operating and programming manual



Contents

NOTICE

FEDERAL COMMUNICATIONS COMMISSION NOTICE

Introduction

Contents

Overview of Steps Required to Use This Cash Register

1 Before Starting Operations

1.1 General Specifications.....	2
1.2 Precautions	2
1.3 Part Names and Functions.....	3

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

3 Programming

3.1 Before Programming.....	14
3.2 Setting the Date and Time.....	15
Setting the Date	15
Setting the Time.....	15
3.3 Setting the Machine Number.....	15
3.4 Setting the Transaction Number	15
3.5 Department Programming.....	16
Setting a Unit Price	16
Setting Function Flags	17
3.6 Programming the PLU Function.....	19
Programming PLU Codes.....	19
Setting the Maximum Number of PLU Codes.....	19
3.7 Tax Programming.....	20
Selecting a Taxation System	20
Setting the Tax Rate	21
Maximum Tax-exempt Amount	21
Entering a Tax Table.....	22
Canadian Taxation System	25
3.8 Programming the [-]Key, [%]Key, and the [-%]Key	26
Programming the [-] Key	26
Programming the [%] and [-%] Keys.....	27



Contents

3.9 Setting the Exchange Rate	29
3.10 Setting System Flags	30
3.11 Programming The Keyboard Layout	42
Programming of secondary charge key (Charge 2)	42
Keyboard Chart	43
Key Code Table For "Free Key Layout"	44
3.12 Currency Conversion.....	45
3.13 Programming Other Function.....	46
3.14 Checking the Contents of Your Programming.....	50

4 Cash Register Operation

4.1 Before Operating Your Cash Register	53
4.2 Basic Operation.....	54
Single Item Entries	54
Single-Item Cash Sale	55
Multiple Item Entries.....	55
Multiplication Entries.....	56
Repeated Entries.....	56
Displaying the Subtotal.....	56
4.3 Check and Charge	57
Check Sale	57
Charge Sale.....	57
4.4 Change Calculations	58
4.5 Tended Amount Entries.....	58
4.6 Discounting with the [-] Key.....	59
For Each Item.....	59
For the Total	59
4.7 Using the [+ %] Key and [- %] Key	59
For Each Item.....	60
For the Total	60
4.8 Food Stamp.....	60
4.9 Currency Conversion.....	62
4.10 Tax Calculations	63
Add-on tax system	63
Tax Table system.....	64
Tax Shift.....	64
4.11 Receiving a Returned Item.....	65
4.12 Received on Account and Paid Out.....	65
Received on Account.....	65
Paid Out.....	65



Contents

4.13 Changing Money and Opening the Drawer.....	66
Changing Money.....	66
Opening the Drawer.....	66

5 Making Corrections

5.1 Correcting Numbers That Have Been Entered.....	67
5.2 Voiding the Last Entry.....	67
5.3 Voiding Earlier Entries.....	68
5.4 Voiding a Sales After the Transaction Has Been Finalized.....	68

6 Special Functions

6.1 Validation Printing Function.....	69
6.2 Printing a Second Receipt.....	70
A Second Complete Receipt.....	70
A Stub Receipt.....	70
6.3 Changing Clerks During Operation.....	71
6.4 Training Mode.....	72

7 Checking and Resetting the Sales Information

7.1 Overview of Checking and Resetting Sales Information.....	73
7.2 Sample Reports.....	73
7.3 Declaring the Amount of Cash in Drawer.....	78

8 Maintenance

8.1 Cleaning Your Cash Register.....	79
8.2 Opening the Drawer Manually.....	79
8.3 Adding Ink to the Logo Stamp.....	79
8.4 Replacing the Ink Roller.....	80
8.5 In Case of a Paper Jam.....	80
8.6 Troubleshooting.....	81



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/EX-300> and Geller EX-300 operating and p

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)