CT-100 – Ticket Printing Scale (2020 Cheat Sheet)

The following instructions only apply to CT100 models that have the latest firmware update.

CT-100 has two modes – **Floating Clerk** (8 Clerks) or **Simple Clerk** mode (1 Clerk only). Standard mode is Floating Clerk mode, if you wish to switch to Simple Clerk mode please see instructions below.

PRE-SET TENDER AMOUNT KEYS – CT-100 now comes with pre-set tender amount speed keys. This function allows you to use the PLU speed keys as normal but during a transaction the Tender Amount keys allow you to quickly enter the pre-set amount and complete the transaction. Please refer to the image for clarification.

NOTE: If the PLU is not working but the Tender Amount is, please contact your dealer so they can make the necessary changes to the parameter settings.

				$5
PLU 1	PLU 2	PLU 3	PLU 4	PLU 5
				$10
PLU 6	PLU 7	PLU 8	PLU 9	PLU 10
				$15
PLU 11	PLU 12	PLU 13	PLU 14	PLU 15
				$20
PLU 16	PLU 17	PLU 18	PLU 19	PLU 20
				$50
PLU 21	PLU 22	PLU 23	PLU 24	PLU 25
				$100
PLU 26	PLU 27	PLU 28	PLU 29	PLU 30

OPEN WEIGHT / OPEN COUNT Items – To enter an **open weight item** simply placed the item on the tray to be weighed. Then enter the price. The screen will show OPEN WEIGHT, Weight kg, Unit Price and Total Price.

To enter an **open count item** simply enter the price. *(note: the screen will say open weight first, just ignore).* Then press the **X** key and then enter the number of items (Qty). The screen will now show OPEN COUNT, QTY, Unit Price and Total Price.

Simply continue by adding the transactions according to either of the methods below.

Add Company Name to Receipt (Header & Footer) – Users may input up to 6 header and 2 footer lines, each line may have up to 32 characters.

- Enter the user menu - Press and hold the **MENU/ESC** key for 2 seconds.
- Enter the password 0000000 and then press ***/ENTER** Key.
- You now will be in the user menu, so simply press the **X** key to scroll right and until the word Logo appears on the display.

MENU & ESCAPE KEY

- Now press ***/ENTER** Key. Now you will see **HLine1** on the screen (Headline #1) so press ***/ENTER** Key again so you can enter and edit.
- Now pull out the speed key cover sheet to reveal the Alpha keypad. Now type what you want on the first headline eg. Company Name. Then press ***/ENTER** Key to save and return to previous menu display.
- Now use the **X** key to scroll right to the next option which is **HLine2** (Headline #2). Repeat the step above and enter the information you want on line 2 eg. Phone, website, ABN or address etc. Continue onto headline 3-6 if required.
- Continue to press **X** key to scroll right until you see **FLine1** (Footerline #1) As above, input any info you want printed at the bottom of the receipt eg. Thank You!. Repeat the process for **FLine2** (Footerline 2) if required.

- If at any stage you want to go backward you can use **– MINUS** key to scroll left through the previous options.
- After header and footer info is entered you can continue scrolling right using the X key until you see HForm1 (Header format #1). Press ***/ENTER** Key if you wish to edit the format of Header Line 1. You will need to enter a 3 digit numeric combination. See below options:

Fist Digit Options (Font Type): 1 = Standard, 2 = Bold

Second Digit Options (Font Size): 1 = Standard, 2 = Double Width, 3 = Double Height, 4 = Double Both (Height & Width)

Third Digit Options (Alignment): 1 = Left, 2 = Centre, 3 = Right

For example enter 242 and press the ***/ENTER** Key if you would like Headerline 1 (Company name) to be bold, large font and centre aligned. As seen in the image of the receipt.

You can continue this process until all the header and footer lines as set in a way you like. When ready press **MENU/ESC** key until you are returned to the normal weighing display. Do a test transaction and print receipt to check you header and footer settings are as you requested.

A) WHILE IN FLOATING CLERK MODE:

Completing a CASH or EFTPOS transaction with automatic ticket printing.

1. Place item on the tray.
2. Select PLU or enter OPEN WEIGHT/COUNT amount/price.
3. Select the Vendor Key to add the item to that Vendor.
4. Continue to add items to that Vendor if required.
5. To complete the transaction, select the desired Vendor Key. This will bring up all items assigned to that Vendor.
6. At this point you have the option of pressing one of the **pre-set CASH tender amounts** such as **$5, $10, $15** etc *(as seen on the speed key image above)*. Because this is a **CASH** transaction you can simply press the */ENTER Key to finish transaction, open the cash draw and automatically print a ticket.

   - OR -

7. *(If you have been given a cash amount that is not the same as the pre-set tender amounts then)* Press the blue PLU/PAY Key, this will automatically select **CASH** as payment type or press the blue PLU/PAY Key again to select **EFTPOS** as payment type if desired.
   NOTE: If Cash is selected, you have the option to enter the amount of cash received or simply continue to the next step without entering an amount. If no tender amount is entered, the scale will assume you have been given the correct amount of cash.
8. Press */ENTER Key to finish transaction, open the cash draw and automatically print a ticket.
9. If you require a second printed copy of the transaction, press the COPY Key.
   Please note that you can only print a copy of the last transaction. For example; if Vendor 1 completes a transaction and the customer doesn't ask for a printed copy and walks away, then Vendor 1 (or 2-8) completes an entirely new transaction, you will not be able to print the previous transaction's copy.

Completing a CASH or EFTPOS transaction without printing a ticket.

1. Place item on the tray.
2. Select PLU or enter OPEN WEIGHT/COUNT amount/price.
3. Select the Vendor Key to add the item to that Vendor.
4. Continue to add items to that Vendor if required.
5. To complete the transaction, select the desired Vendor Key. This will bring up all items assigned to that Vendor.
6. At this point you have the option of pressing one of the **pre-set CASH tender amounts** such as **$5, $10, $15** etc *(as seen on the speed key image above)*. Because this is a **CASH** transaction you can simply press the */ENTER Key to finish transaction, open the cash draw and automatically print a ticket.

   - OR -

7. *(If you have been given a cash amount that is not the same as the pre-set tender amounts then)* Press the blue PLU/PAY Key, this will automatically select CASH as payment type or press the blue PLU/PAY Key again to select EFTPOS as payment type if desired.
   NOTE: If Cash is selected, you have the option to enter the amount of cash received or simply continue to the next step without entering an amount.
8. Press "SHIFT" key.
9. Press */ENTER Key to finish transaction and open the cash draw.
   NOTE: The ticket will not print.
10. If you require a printed copy of the transaction, press the COPY Key.
    Please note that you can only print a copy of the last transaction. For example; if Vendor 1 completes a transaction and the customer doesn't ask for a printed copy and walks away, then Vendor 1 (or 2-8) completes an entirely new transaction, you will not be able to print the previous transaction's copy.

How to Complete a REFUND for a Weighed Item.

1. Place the same/returned item on the tray.
2. Select the corresponding PLU (or enter FREE WEIGHT amount/price).

3. Press the blue **– (minus)** key that is above the */ENTER key.
   NOTE: *This will turn the amount into a negative amount.*
4. Select the Vendor Key to add the negative amount/item to that Vendor.
5. Continue to add negative amount/items to that Vendor if required.
6. To complete the refund, select the Vendor Key that the negative amount/item(s) have been assigned to. This will bring up all the negative amount/item(s) assigned to that Vendor.
7. *Press the blue PLU/PAY Key, this will automatically select CASH as refund payment type or press the blue PLU/PAY Key again to select EFTPOS as refund payment type if desired.*
8. From here you can choose if you would like to complete the refund with a printed ticket or no ticket.
   If printing a ticket please refer to: Completing a CASH or EFTPOS transaction with automatic ticket printing – Step 8.
   If NOT printing a ticket please refer to: Completing a CASH or EFTPOS transaction without printing a ticket – Step 8 and 9.

How to Complete a REFUND for a NON-Weighed Item.

1. Do not place the item on the weigh tray, simply select the corresponding PLU (or enter amount/price).
2. Press the blue **– (minus)** key that is above the */ENTER key.
   NOTE: *This will turn the amount into a negative amount.*
3. Select the Vendor Key to add the negative amount/item to that Vendor.
4. Continue to add negative amount/items to that Vendor if required.
5. To complete the refund, select the Vendor Key that the negative amount/item(s) have been assigned to. This will bring up all the negative amount/item(s) assigned to that Vendor.
6. *Press the blue PLU/PAY Key, this will automatically select CASH as refund payment type or press the blue PLU/PAY Key again to select EFTPOS as refund payment type if desired.*
7. From here you can choose if you would like to complete the refund with a printed ticket or no ticket.
   If printing a ticket please refer to: Completing a CASH or EFTPOS transaction with automatic ticket printing – Step 8.
   If NOT printing a ticket please refer to: Completing a CASH or EFTPOS transaction without printing a ticket – Step 8 and 9.

How to VOID Item(s) BEFORE completing a transaction.

1. Select the Vendor Key that has the item(s) that require being void.
2. Press the blue **X** or **– (minus)** keys that are above the */ENTER key to scroll through the individual items.
3. Once you have reached the desired item that needs removing, press the VOID key.
4. Continue to do step 2 and 3 until all items are void if required.
   NOTE: *On the display it will display the PLU/Item name at the top and once the VOID*

*key has been pressed, you will see **del** (for Deleted) above the price which is at the bottom of the display.*

5. From here you can choose if you would like to complete the transaction with a printed ticket or no ticket.
If printing a ticket please refer to: Completing a CASH or EFTPOS transaction with automatic ticket printing – Step 6-8.
If NOT printing a ticket please refer to: Completing a CASH or EFTPOS transaction without printing a ticket – Step 6-9.

Print End-Of-Day Report.

1. Press and hold the blue **M** (mode) key until the display shows **input PASS**.
*NOTE: Mode key looks like an 'M' in a circle is directly under the on/off key. This key is also used as the **ESC** (escape) key.*
2. Using the numeric keypad, enter **000000** and press the ***/ENTER** key.
3. Using the blue **X** or **– (minus)** keys (above the */ENTER key) to scroll through the menu until you reach '**rep**' (report).
4. Press the ***/ENTER** key.
5. Again, using the blue **X** or **– (minus)** keys to scroll through the menu until you reach '**PLU**' (PLU report).
6. Press the ***/ENTER** key 3 times. Wait for the report to print.
7. Again, using the blue **X** or **– (minus)** keys to scroll through the menu until you reach '**total**' (Total report).
8. Press the ***/ENTER** key. Wait for the report to print.
9. Again, using the blue **X** or **– (minus)** keys to scroll through the menu until you reach '**close**' (Close report – will print Taxes, Clerks/Vendor, Total reports).
10. Once the '**close**' report has printed you can choose to enter **1 to clear all data** or **2 to keep data**.

Note: For more report options please refer to the main manual – page 74.

B) SWITCH MODE INSTRUCTIONS:

Change from Floating Clerk to Simple Clerk Mode Instructions.

1. Press and hold the MENU key for 2 seconds.
2. Then enter the Password 000000 and press ***/ENTER** key.

*NOTE: You can use the **X** key to scroll in the right direction through the menu. And you can use the **–** key to scroll in the left direction through the menu.*

3. Use the **X** key to scroll right 5 times until the screen shows clerk.
4. Press the ***/ENTER** key *(factory default is set at 0 for floating clerk),* enter 6 for Simple Clerk operation.
5. Press ***/ENTER** key to save.

MENU & ESCAPE KEY

6. Press MENU/ESC twice to return to normal sales mode.

C) **WHILE IN SIMPLE CLERK MODE (Only 1 Clerk – stand alone scale):**

Completing a CASH or EFTPOS transaction with automatic ticket printing.

1. Place item on the tray (if it's a weight item).
2. Select PLU speed key or enter OPEN WEIGHT/COUNT amount/price.
3. Press the blue PLU/PAY key to **add** the item to the main clerk.
4. Continue to add other items if required *(repeat steps 1-3).*
5. To complete the transaction, simply press */ENTER Key. This will bring up all items assigned to the main clerk.
6. At this point you have the option of pressing one of the **pre-set CASH tender amounts** such as **$5, $10, $15** etc *(as seen on the speed key image).* If the total is something like $5.50 and you have been given exactly $5.50 cash then simply continue - Because this is a **CASH** transaction you can simply press the */ENTER Key to finish transaction, open the cash draw and automatically print a ticket.

    - OR -

7. *(If you have been given a cash amount that is not the same as the pre-set tender amounts or is not identical to the total amount then)* Press the blue PLU/PAY Key, this will automatically select **CASH** as payment type or press the blue PLU/PAY Key again to select **EFTPOS** as payment type if desired.
    NOTE: If Cash is selected, you have the option to enter the amount of cash received or simply continue to the next step without entering an amount. If no tender amount is entered, the scale will assume you have been given the correct amount of cash.
8. Press */ENTER Key to finish transaction, open the cash draw and automatically print a ticket.
9. If you require a second printed copy of the transaction, press the COPY Key.
    Please note that you can only print a copy of the last transaction. For example; if Vendor 1 completes a transaction and the customer doesn't ask for a printed copy and walks away, then Vendor 1 (or 2-8) completes an entirely new transaction, you will not be able to print the previous transaction's copy.

Completing a CASH or EFTPOS transaction without printing a ticket.

1. Place item on the tray (if it's a weight item).
2. Select PLU speed key or enter OPEN WEIGHT/COUNT amount/price.
3. Press the blue PLU/PAY key to **add** the item to the main clerk.
4. Continue to add other items if required *(repeat steps 1-3).*
5. To complete the transaction, simply press */ENTER Key. This will bring up all items assigned to the main clerk.

6. At this point you have the option of pressing one of the **pre-set CASH tender amounts** such as **$5, $10, $15** etc *(as seen on the speed key image)*. If the total is something like $5.50 and you have been given exactly $5.50 cash then simply continue - Because this is a **CASH** transaction you can simply press the */ENTER Key to finish transaction, open the cash draw and automatically print a ticket.

   - OR -

7. *(If you have been given a cash amount that is not the same as the pre-set tender amounts then)* Press the blue PLU/PAY Key, this will automatically select CASH as payment type or press the blue PLU/PAY Key again to select EFTPOS as payment type if desired.
   NOTE: If Cash is selected, you have the option to enter the amount of cash received or simply continue to the next step without entering an amount.
8. Press "SHIFT" key.
9. Press */ENTER Key to finish transaction and open the cash draw.
   NOTE: The ticket will not print.
10. If you require a printed copy of the transaction, press the COPY Key.
    Please note that you can only print a copy of the last transaction. For example; if Vendor 1 completes a transaction and the customer doesn't ask for a printed copy and walks away, then Vendor 1 (or 2-8) completes an entirely new transaction, you will not be able to print the previous transaction's copy.

All items or individual item Void Operation.

When items have been entered but not cashed off:

1. Press */ENTER Key to bring up the subtotal.
2. Press **VOID** key.
3. You will be given the option to void all items or select individual items to void. Choose YES (Number 1 key) for all items void, **or** NO (Number 0 key) for individual item void.
4. **If chosen YES** (all items void), then press **PLU/PAY** key, then **/ENTER** Key to finalise transaction. This will print a ticket showing the void items. *(If you don't want to print the ticket, then press the SHIFT key before pressing */ENTER Key.)*
   The display will now show 'CASH DRAWER OPEN ?'. You can press **/ENTER** key to open the cash draw or press number **0** for NO.

   -OR-

5. **If chosen NO** (individual void item) then press the '**X**' key or '**– MINUS**' key to scroll between items. When the desired item is displayed press the void key, select other items as if required. Then press PLU/PAY key and continue as normal (selecting pre-set tender amounts, CASH or EFTOPS etc). Then press **/ENTER** to finalize the transaction.
   Note: You have the option to print or not print the ticket as per previous instructions.