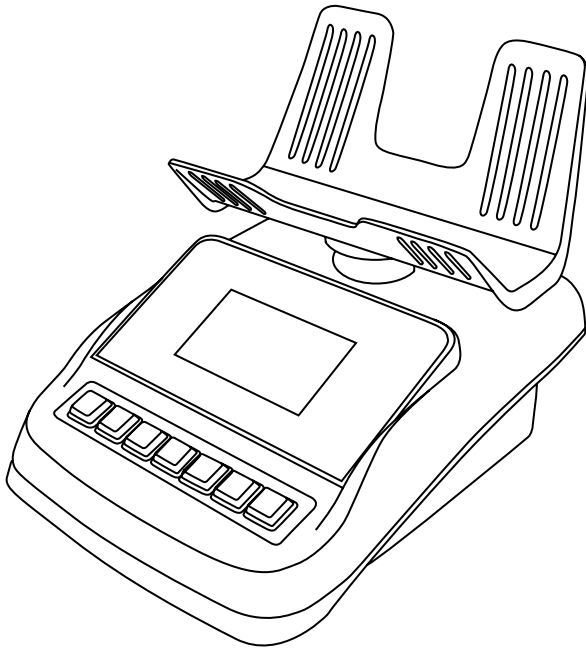


Cashmaster
sigma

105

User Manual



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INTRODUCTION

The Cashmaster Sigma 105 is an electronic weighing device which calculates the value of coins and notes. The Cashmaster Sigma 105 supports your domestic currency: notes and coins. The intuitive user friendly interface guides you through the cash counting process. The Cashmaster Sigma 105 is programmed to count the contents of a typical cash register:

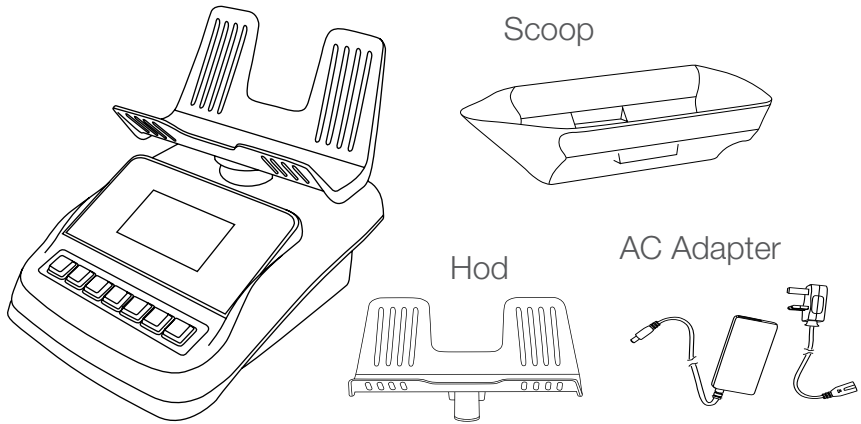
- Notes (loose)
- Coins (loose, packaged)

Using the Cashmaster you will notice some changes in the way you work:

- Reduced paperwork
- Streamlined working methods, making the business more competitive
- More time to concentrate on key tasks

BOX ITEMS & GUIDELINES

Cashmaster Sigma 105



Charging

Charging takes approximately 3 hours.

Only use the device with the factory supplied power adapter.

When the LED is red this indicates that the battery is fast-charging.

When the LED is green the battery is fully charged.

When the LED is flashing the battery is very low and the unit is on slow charge.

If the LED continues to flash for more than 3 hours the battery may have a fault (In event of this, switch off the power at the mains and contact Customer Support).

To fully charge the battery, plug the Cashmaster machine into the mains. The LED on the front will show **GREEN** (for one second) then **RED**.

UNPACKING

1. Unpack your Cashmaster machine and check that you have a Cashmaster scale, a hod, a power adapter and a scoop.
2. Place the Cashmaster scale on a firm even surface.
3. Fit the hod into the top of the Cashmaster scale. Push down very firmly until it clicks into place.
(To remove the hod, hold the Cashmaster machine firmly and twist the hod until it clicks, then lift the hod from the base).
4. Plug the power adapter into the socket at the back of the Cashmaster scale.
5. Ensure the hod is empty (the coin scoop/till cup should NOT be placed on the hod before switching on).

Warning

Ensure power is switched off during cleaning.

Clean machine with dry cloth only. Do not use cleaning products or damp material.

Do not spill any liquids on device. If liquid is spilled on device, disconnect the power cable and contact your supplier.

Do not leave any objects on the Cashmaster or hod when not in use.

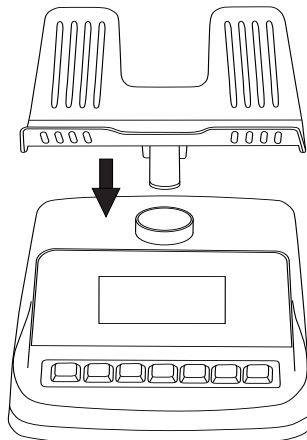
Do not use a damaged or wet power adapter.

Do not connect power adapter with wet hands.

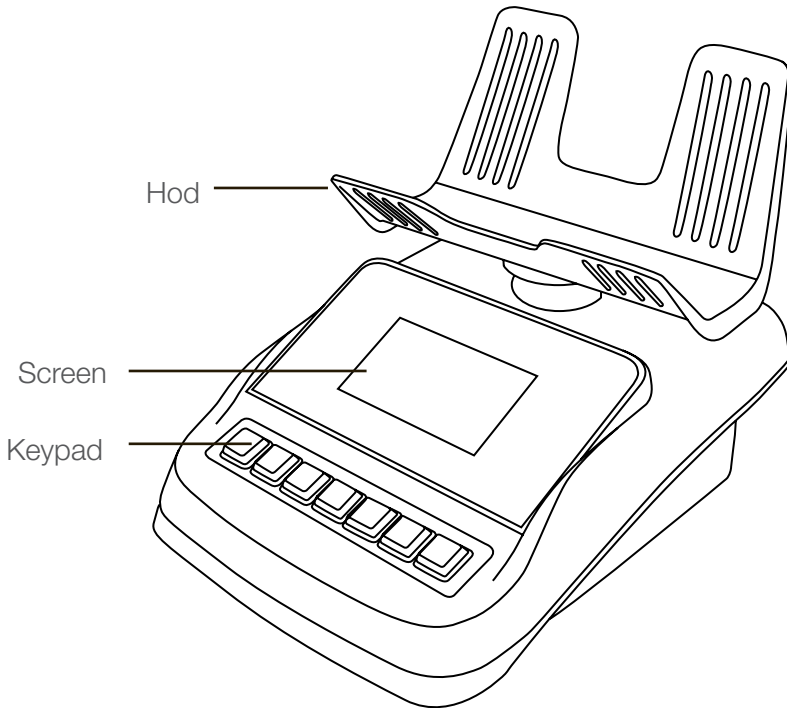
Do not place weights over 1.5kg on the device.

Do not disassemble the device, sensitive elements in the scale may be affected and this will affect your warranty.

Push down
VERY FIRMLY
until you hear a
click



THE MAIN PARTS OF THE CASHMASTER



The Cashmaster Sigma 105 shown above is the device you are going to use. There are three main component parts:

- the keypad
- the screen
- the hod

The Cashmaster is robust and will stand up to all normal Cash Office activities. Treat it with sensible care.

KEYS AND DISPLAY

The keypad

To keep counting as easy as possible, the number and layout of the keys on the keypad has been kept simple.

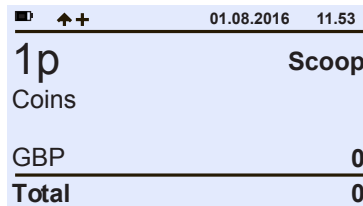


They are designed to resist spills and increase durability.

The screen

This is where you will see:

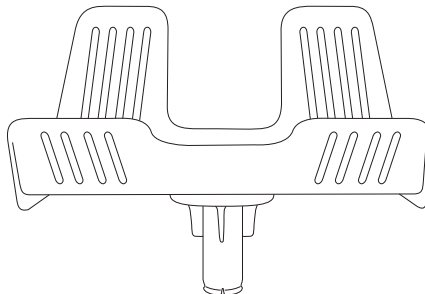
- displays of the piece and value counts
- messages related to Cashmaster functions



01.08.2016 11.53	
1p	Scoop
Coins	
GBP	0
Total	0

The hod

The hod is designed to hold scoops, till cups, packaged coins, loose notes and packaged notes. To insert, place the hod on the Cashmaster and push down very frmly, until you hear a click.



KEY IDENTIFICATION



The ON/OFF key. Press once to switch machine on. Press and hold down to switch machine off.



The COINS/NOTES key. Used for selecting coins, notes or bags.



The C/+ key. Used for clearing values and adding to totals.



UP and DOWN arrow keys. Used to toggle between denominations.



The PRINT key. Press once for a print out of the totals.



The FUNCTION key. In combination with other keys is used to control various settings. (Please see 'Fast keys').

Fast keys

Fast key functions are controls that allow you to quickly access settings within the Cashmaster.

To perform the fast key functions press both keys simultaneously.



Set Float Limit



Auto Add on/off toggle



Float on/off toggle



Calibrate Scoop



Auto Scroll on/off toggle




Switch Currency


GETTING STARTED

What you can count


Notes

	Loose notes are counted by placing up to 30 notes at any one time on the hod. Continue to add notes of the same denomination in quantities of up to 30, until all notes from the selected denomination have been counted.
---	---

Packaged coins - bags/rolls

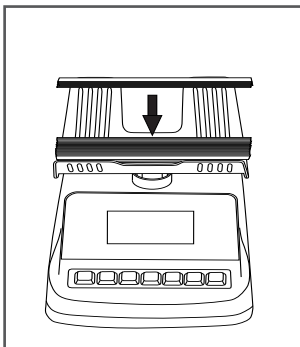
	Bags - for counting and checking bags of coins.
---	---

Loose coins

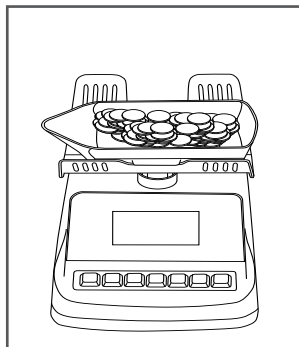
	Scoop or Till Cup - for counting loose coins that are on a scoop or other calibrated container.
---	---

How to count cash items

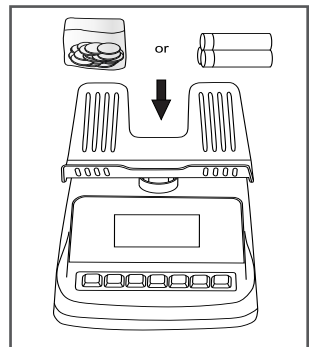
Note counting



Loose coin counting



Packaged coin counting



GETTING STARTED

Switching on

Press 



When the Cashmaster is initially switched on, the display will show the following “Place empty scoop/cup on scale”.

You must now place the scoop/cup provided on the hod. This cup/scoop is now ready to be used with the machine. (Please note the scoop/cup must only be used for counting coins).

**Place Empty
Scoop On Scale**

You are now in count mode.

To recalibrate the scoop/cup at any time (ensure the hod is empty):

Press  and  , and follow the on screen prompt.

Currency Setting *IMPORTANT*

Please ensure your Cashmaster is set to your domestic currency. The set currency is shown above the Total/Float on the display. See table below for country and corresponding currency setting.

Country	UK	Europe
Currency	GBP	Eur

To toggle through currency options: press both   keys at the same time, stopping at the desired currency.


GETTING STARTED

Setting float mode


This function allows you to set the Float value on the Cashmaster.

Press  and  to enter Float selections.

Use   keys to select float.

Use the  key to toggle on/off.


Change float value

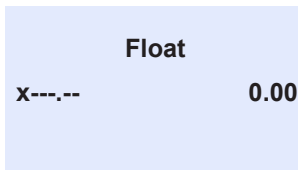
Select float you would like to change than press  key.

Press  to change position of the **X** on screen.

Use the   keys to increase or decrease the value.

Press the  key to save.

Press the  key to exit float selection.



GETTING STARTED

Switching float mode on/off

Once you have stored your default Float amount in memory, you can switch the Float mode on/off as required.

Press  and then  to enable or disable the float.

The display will show the current Float amount stored and you may begin counting in float mode.

Indicates Float is on



01.08.2016 11.53	
1p	Scoop
Coins	
GBP	0
Float	100.00

Indicates Float is off




01.08.2016 11.53	
1p	Scoop
Coins	
GBP	0.00
Total	100.00

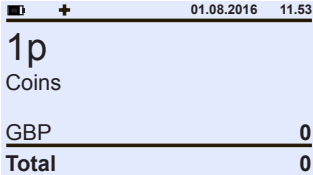
GETTING STARTED

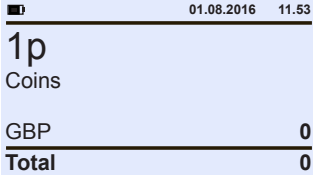
Switching auto-add on/off

Auto-add is a feature which allows the Cashmaster to automatically add the value of any note/coin amount (which is placed on the hod) to the total amount.

If auto-add is off, the value displayed will not be automatically added to the totals, you must press  while the value is displayed and the cash still on the hod, to add the value to the totals.

Your device may already have auto-add set to on/off as default. See below:

Indicates auto-add is on → 



Indicates auto-add is off → 

To switch auto-add on/off press  and  simultaneously.

GETTING STARTED

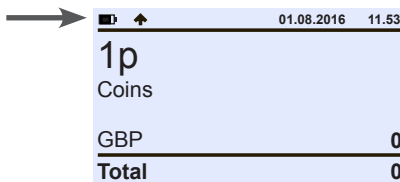
Switching scroll on/off

Auto-scroll feature allows the Cashmaster to automatically advance to the next denomination when the value has been added to the total and the cash is removed from the hod.

If auto-scroll is off, the denomination displayed will not automatically advance, you must manually select the next denomination required using the   keys.

Your device may already have Auto scroll set to on/off as default. See below:

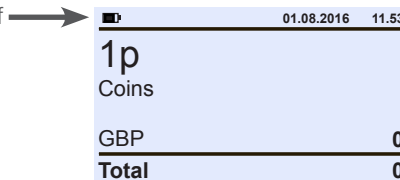
Indicates auto-scroll is on



→

01.08.2016 11.53	
1p	
Coins	
GBP	0
Total	0

Indicates auto-scroll is off



→

01.08.2016 11.53	
1p	
Coins	
GBP	0
Total	0

To switch auto-scroll on/off press  and  simultaneously.



COUNTING

Learning - notes only

Press the  key to select note mode.

All Cashmaster machines are calibrated at our production facility to the average note weights of your domestic currency. As note weights vary slightly depending on age and usage and humidity of the environment, the following should be completed on receipt of your new machine.

(Please ensure auto-add/scroll has been switched off before beginning “note learning” - see page 11 and 12.)

1. Press  or  until you reach the note denomination required.
2. Place 8 -10 notes of the chosen denomination on the hod.
3. When the Cashmaster beeps add some more notes.
4. Remove all notes from the hod.
5. Repeat steps 2 - 4 several times each time increasing the number you can apply in one slice. After repeating a few times you will be able to apply 25 - 30 notes in one go.


If the display shows :




**Too Many
Remove Some**



remove a few notes until you see a valid reading, then continue re-adding notes.

COUNTING

Counting loose notes

Press the  key until the following is displayed.

  	01.08.2016	11.53
<hr/>		
£5		
Notes		
GBP		0
Total		0

Use the   keys to select the correct denomination for counting.

Place notes of the selected denomination on the hod.

Notes should be applied in slices of up to 30 notes at a time. The device is constantly learning, if too many notes are applied this message will be displayed.

**Too Many
Remove Some**

Simply remove a few notes until the message disappears, then continue adding notes to those already on the hod.

Repeat above steps for each denomination of note. To skip a denomination,


press  or  .

COUNTING

Counting loose coins


Press the  key until the following is displayed.

01.08.2016 11.53	
1p	Scoop
Coins	
GBP	0
Total	0

Use the   keys to select the correct denomination for counting.

Place the scoop/till cup of the selected coins on the hod; the Cashmaster will beep and the display will show the value of the coin and the number of coins in the scoop/till cup:


If auto-add is on, The Cashmaster will automatically update the totals, and beep to confirm the add. Remove the cup from the hod and advance to the next denomination in the sequence.

If auto-add is off, leave cup on the hod and press  to add to the total, the Cashmaster will beep to confirm the value has been added to totals. Remove the cup from the hod and advance to the next denomination in the sequence.

Note: If Float mode is on, the Float amount will decrease as more money is counted, it will be displayed at the bottom of the screen; once the Float amount has been reached your Cashmaster will signal with a double beep, the screen will show the total amount for the day; the Float value has already been taken into account.

COUNTING

Counting packaged coins




Press the  key until the following is displayed.

01.08.2016 11.53	
Bags	
GBP	0
Total	0

Place a bag of coins on the hod. If the bag is full the Cashmaster recognises the weight. The denomination, together with the value, is shown on the display.



For certain denominations of bags the display will show:


(2) Possible
Results

You are required to select the denomination of the bag using  or  .
Press the  key to accept the value.

If the machine does not recognise the weight as a “full bag” the following will be displayed.




* Suspect *	then	Select Actual Denomination
--------------------	------	---------------------------------------

Using the   keys, select the actual coin denomination. The machine will then display the value together with the number of coins in the bag.

Press the  key to accept the value and add to the grand total.


TOTALLING, CLEARING & PRINTING

Clearing the sub-totals


Select the denomination to be cleared by using  and  keys then press the  key momentarily.

Clearing grand totals

Press and hold the  key until screen prompt shows “Press C key again to confirm”.

Press the  key again. To cancel clearing press any other key.

Printing the totals

Providing a printer is connected, print the totals by pressing the  key.

(When using the printer it is always advisable to operate the machine with the mains adapter connected).

TROUBLESHOOTING

Mode	Message	Description
Coins		
Loose/ Packaged	Too much weight on scale	This means there is too much weight on scale, simply remove some. The Cashmaster will weigh up to a maximum of 1.5kg.
Packaged	* Suspect *	Package applied is suspect. User may leave package on hod and select the correct denomination for an actual package amount.
Notes		
Loose	PRESS ZERO KEY	Cashmaster has drifted from zero (usually due to draft or vibration). Ensure the hod is empty, then press on/off key momentarily.
Loose	Please remove scoop/till cup from scale	Please remove scoop/till cup from the scale. User has selected a note denomination while the cup is still on the hod. Remove the scoop/till cup.
Loose	Too Many Remove some	Notes should be applied in amounts of up to 30 at a time. Simply remove a few notes until the message disappears then continue counting.
Misc		
	High vibration lockout	Check that the Cashmaster is placed on a level surface and away from vibrations and drafts (e.g. air conditioning or fan).
	Battery low	Plug machine into power supply to recharge battery.
	Print timeout	Ensure that printer is switched on and properly connected to the scale before retrying.
	Scale is below minimum weight!	Indicates that the hod has not been placed correctly. Ensure hod is pushed firmly into the Cashmaster.

FAQ

What is the maximum weight the machine can weigh?

1.5kg.

What do I do if my printer does not work?

1. Ensure printer is connected to machine
2. Ensure printer has power
3. Ensure printer is loaded with correct paper
4. Ensure paper grip level is in downward position

TECHNICAL SPECIFICATION

Weight	1kg
Dimension	162mm (W) x 172mm (H) x 224mm (D)
Load Capacity	1.5kg
Power Supply	Mains adapter 12V 2.5A
LED red:	Battery charging
LED Green:	Battery fully charged
LED flashing red/green:	Very low battery and charging
LED off:	Power from battery only
Battery Type	LiPo 7.4V 1250mAh

GLOBAL SUPPORT

North America

t: +1 877 227 4627

e: enquiriesusa@cashmaster.com

Germany

t: +49 (0) 2463 999 339

e: germany@cashmaster.com

Hong Kong and Asia

t: +852 3511 6183

e: enquiriesasia@cashmaster.com

UK and all other customers

t: +44 (0) 1383 410 121

e: support@cashmaster.com

cashmaster.com



cashmaster.com