Cashmaster 170
sigma

User Manual

Cashmaster®
Counting your success

CONTENTS

INTRODUCTION

The Cashmaster Sigma 170 is an electronic weighing device which calculates the value of coins and notes. The Cashmaster Sigma 170 supports your domestic currency: notes and coins. The intuitive user friendly interface guides you through the cash counting process. The Cashmaster Sigma 170 is programmed to count the contents of a typical cash register:

· Notes (loose, bundles, sleeves)
· Coins (bag, loose)

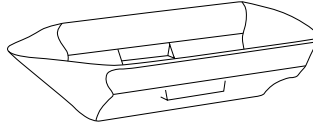Using the Cashmaster you will notice some changes in the way you work:

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

![Cashmaster® Counting your success]
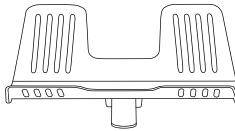
BOX ITEMS & GUIDELINES
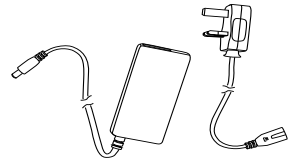
Cashmaster Sigma 170

Scoop

Hod

AC Adapter

Maintenance

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.

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.

Warning

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.

If any of the above are missing please contact Customer Support on 01383 410 121 or 01383 416 098.

UNPACKING

1.   Unpack your Cashmaster machine and check that you have a Cashmaster scale, a hod, a scoop and a power adapter.
2.   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).
3.   Place the Cashmaster scale on a firm even surface.
4.   Ensure the hod is empty (the coin scoop/till cup should NOT be placed on the hod before switching on).
5.   Plug the power adapter into the power source.
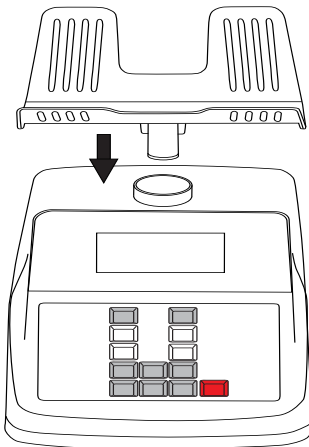
Push down **VERY FIRMLY** until you hear a click

3

KEYS AND DISPLAY

Cashmaster Sigma 170

Hod

Screen
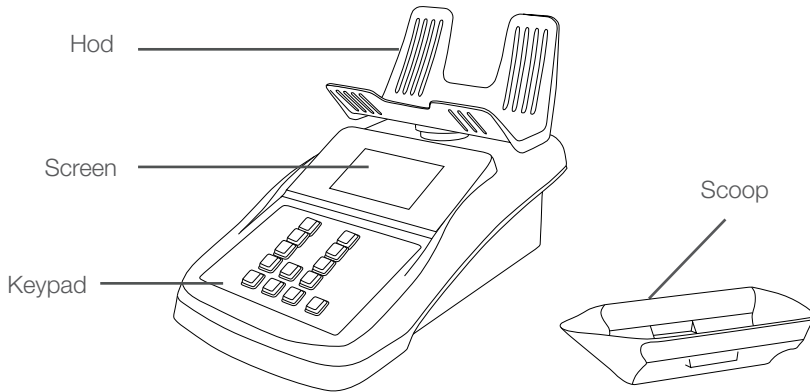
Keypad

Scoop

The Cashmaster Sigma 170 shown above is the device you are going to use. There are four main component parts:

· the keypad
· the screen
· the hod
· the scoop

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 have their functions printed on them.
They are designed to resist spills and increase durability.
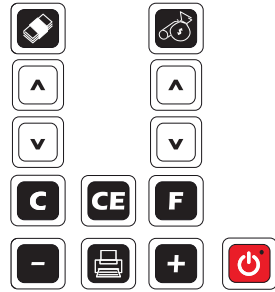
The screen

This is where you will see:
- display of values and quantities counted
- messages related to Cashmaster functions

▣ ♦ ✛	[C]	08.02.2016	11.10
1p			**Scoop**
Coins			
GBP			0.00
Total			**0.00**

The hod

The hod is designed to hold scoops, till cups, bagged coins, loose notes and packaged notes. Place the hod on the Cashmaster and push down very firmly, until it is clicked in.

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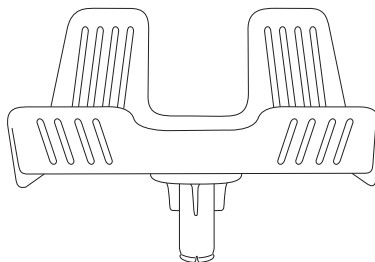
KEY IDENTIFICATION

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

The **PACKAGED NOTES** key. Press to select packaged notes and to toggle between bundles/sleeves/loose notes.

The **PACKAGED COINS** key. Press to select packaged/loose coins.

UP and **DOWN** arrow keys. There are two sets of these keys, one set to toggle between note denominations and another set to toggle between coin denominations.

The **PLUS** key. Used to add amounts to the total.

The **MINUS** key. Used to subtract the last value added from the total.

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. (See page 9.)

The **CE (CLEAR ENTRY)** key. Press once to clear sub totals.

The **C (CLEAR)** key. Press and hold, wait momentarily and press again to clear the total.

FAST KEY SETTING FUNCTIONS

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.

Float value setting

Press the "F" and the "Note Up" keys. Then press any arrow key to select a float. Use the "+" key to select the digit to be adjusted. Then use any arrow key to decrease or increase the amount. Press "F" key to save. To exit, press the "Packaged Notes" key.

Float selection

Press the "F" and the "Coin Up" keys. Use any of the arrow keys to select float. Press "+" key to accept.

Auto-add

Press the "F" and the "+" keys. " + " will be displayed on screen if auto-add is activated.

Auto-scroll

Press the "F" and the "-" key. "↑" will be displayed on the screen when auto-scroll is activated.

Switch currency

Press the "F" and the "Packaged Coins" keys to toggle between the different currencies.

Contrast

Press and hold the "F" and "C" keys, and press either "Up" key (to increase) or "Down" key (to decrease) the contrast.

Set time/date

Press the 'F' and the 'Coin down' keys simultaneously. This will enter the time/date setting. Use the coin up/down keys to toggle and use the "PLUS (+)" and "MINUS (-)" keys to increase and decrease.

Calibrate scoop/till cup

Press the "F" key and the 'ON/OFF' keys then follow on screen instructions.

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GETTING STARTED

What you can count

Notes

|	
	Loose - Loose notes are counted by placing a slice of up to 30 notes at any one time. Continue to add notes of the same denomination, until all notes from the selected denomination have been counted.
	Bundle - counting packaged notes that have been banded together.
	Sleeve - counting packaged notes that have been packed in a sleeve.

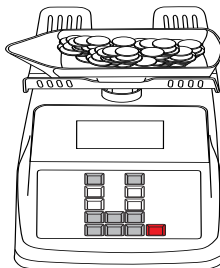### Coins

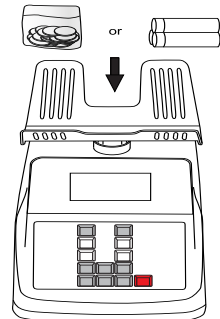|	
	Bag - counting and checking bags of coins.
	Scoop or till cup - for counting loose coins that are on a scoop or other calibrated container.

Counting loose or packaged notes
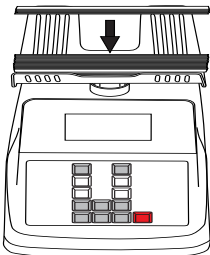
Counting loose coins

Counting bagged or rolled coins

GETTING STARTED

Switching on

Ensure that the hod is empty, then press .

When the Sigma 170 is initially switched on, the display will show the following **"Place Empty Scoop On Scale".**

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

> Place Empty
> Scoop On Scale

Setting date and time

The clock facility on the Sigma 170 must be set as follows when you receive the machine. From count screen:

1.   Press the **F** key and press the coin **v** key.

> Time/Date Menu
> Time
> Date
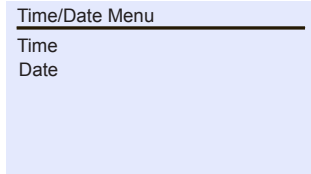
2.   Use the arrow keys **^** **v** to toggle between date and time.

3.   Press the **+** key.

4.   Use the arrow keys to select the hour/minute or the day/month/year.

5.   Use the **+** and **−** keys to increase/decrease the value.

6.   Press the packaged note key to save.

7.   Press the packaged note key again to exit.

GETTING STARTED

Setting the float

This function allows you to set the float value on the Cashmaster. (This can be changed at any time).

Press the **[F]** and the note **[∧]** keys to enter float setting.

Use the arrow keys to select float. Use the **[+]** key to switch on/off.

To edit press the **[F]** key.

Use **[∧]** or **[∨]** to select value position, and use **[−]** or **[+]** to enter the float value.

Press **[◆]** when finished to set float.

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 the **[F]** key and then the coin **[∧]** keys to toggle between floats.

The display will show the current float amount stored.

Use the arrow keys to select float. Use the **[+]** key to switch the selected float on.

Float selections:	GBP
0.00	
100.00	
None	

GETTING STARTED

Switching auto-add on/off

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

If auto-add is off, the value displayed will not be automatically added to the totals,

you must press [**+**] while the value is being displayed and the cash still on the hod,

to add the value to the total.

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

Indicates auto-add is on ⟶

+	08.02.2016	11.10
1p		
Coins		
GBP		0
Total		**0**

Indicates auto-add is off ⟶

	08.02.2016	11.10
1p		
Coins		
GBP		0
Total		**0**

To switch auto-add on/off press [**F**] and [**+**] simultaneously.

GETTING STARTED

Switching scroll on/off

Auto-scroll feature allows the Cashmaster to automatically scroll up to the next denomination when 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 ➡

⬆	08.02.2016	11.10
1p		
Coins		
GBP		0
Total		**0**

Indicates auto-scroll is off ➡

	08.02.2016	11.10
1p		
Coins		
GBP		0
Total		**0**

To switch auto-scroll on/off press [F] and [–] simultaneously.

GETTING STARTED

Learning - notes only
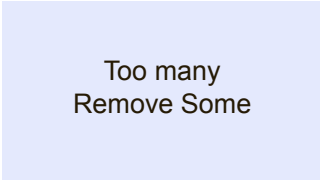
Press the note [∧] key to select note mode.

All Cashmaster machines are calibrated at the factory to the average note weights of all UK currency. As note weights vary slightly depending on age and usage, the following should be completed on receipt of your new machine.

(Please ensure auto-add/scroll has been switched off before beginning "Learning". See page 11 and 12.)

1.   Press note [∧] 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 more notes.

4.   Remove all notes from the hod.

5.   Repeat steps 2 - 4 several times, each time increasing the number you 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 until you see a valid reading, then continue to add notes.

COUNTING

Counting loose coins

Press the coin [∧] key until the following is displayed.

▭ ♠ ✚	08.02.2016 11.10
1p	**Scoop**
Coins	
GBP	**0.00**
Total	**0.00**

Use the coin [∧] [∨] keys to select the correct denomination for counting.

Place the scoop/till cup of the selected coins on the hod; the Sigma 170 will beep and the display will show the value and the quantity of coins in the scoop/till cup:

▭ ♠ ✚	08.02.2016 11.10
1p	**x40**
Coins	
GBP	**0.40**
Total	**0.40**

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 that 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 decreasing float amount 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 for floating; the float has already been taken into account.

COUNTING

Counting packaged coins

Press the ⟨⚬⚬⟩ key until the following is displayed.

◼ ✚✚	08.02.2016 11.10
Bags	
GBP	**0**
Total	**0**

Place a bag or roll of coins on the hod. If the bag/roll is full, the Cashmaster will recognise the denomination, together with the value.
For certain denominations of bags the display will show:

```
      (2)  Possible
           Results
```

You are required to select the denomination of the bag/roll which is on the Cashmaster, using the coin ⟨∧⟩ or ⟨∨⟩ key. 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 coin ⟨∧⟩ and ⟨∨⟩ 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.

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COUNTING

Counting loose notes

Press the note [∧] key until the following is displayed.

```
■ ↑↓                    08.02.2016   11.10
£5
Notes

GBP                              0.00
Total                            0.00
```

Use the note [∧] [∨] keys to select the correct denomination for counting.

Place notes of the selected denomination on the hod.

```
■ ↑↓                    08.02.2016   11.10
£5                                 x10
Notes

GBP                             50.00
Total                           50.00
```

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 note [∧] or [∨] key.

COUNTING

Counting packaged notes

The Cashmaster will count packaged notes, bundles and sleeves.

Press ![key] key to select bundles or sleeves.

```
■▯ ✦✦              08.02.2016   11.10
£5
Bundles

GBP                            0.00
Total                          0.00
```

Use the note ![^] ![v] keys to select the correct denomination for counting.

Place the package of notes on the hod. The Cashmaster accepts bundles of £5, £10, £20 & £50.

If the packaged notes are "good", its value is displayed.

```
■▯ ✦✦              08.02.2016   11.10
£5                           x100
Bundles

GBP                          500.00
Total                        500.00
```

Repeat above steps for all packaged notes. To return to loose note counting,

press the ![key] key until the word 'notes' appears under denomination.

If a packaged bundle is suspect, the display will show:

```


        *    Suspect     *


```

You must open the packaged notes and count the notes in loose note mode.

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Counting your success

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. You may leave package on hod and select the correct denomination for the actual package amount.
Notes		
Loose	PRESS ZERO KEY	Cashmaster has drifted from zero (usually due to draught or vibration). Ensure the hod is empty, then press on/off key.
Loose	Please remove scoop/till cup from scale	You have selected a note denomination while the cup was 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.
Packaged	* Suspect *	Package applied is suspect. You should split package and count in loose note mode.
Misc		
	High vibration lockout	Check that the Cashmaster is placed on a level surface and away from draughts (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

How do I clear sub-totals?

Select the desired denomination and press **CE** key once.

How do I clear grand totals for one till?

From the count screen hold down the **C** key until the confirmation is displayed.

Press the **C** key again to confirm and clear.

How do I switch currencies?

Press both **F** keys simultaneously to scroll through multicurrency options,

stopping at the desired currency.

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 paper
4.   Ensure paper grip lever is in downward position

**For all other problems or issues contact our Customer Support team on:
01383 410 121 or 01383 416 098.**

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TECHNICAL SPECIFICATIONS

Weight	1.2kg
Dimension	162mm (W) x 188mm (H) x 282mm (D)
Load capacity	1.5kg
Power supply	Mains adapter 12V 2.5A
Power indication LED red:	Powered from mains, battery charging
LED green:	Powered from mains, battery fully charged
LED flashing red/green:	Powered from mains, trickle charge or faulty battery
LED off:	Power from battery only
Battery type	LiPo 7.4V 1250mAh

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