



**THE EC-12 ELECTRONIC
CHEQUEWRITER**

USERS GUIDE

EXTERNAL VIEW



- 1 Guide Bar
- 2 Printing Position Mark
- 3 Starting Position Mark
- 4 Ink Pad Cover
- 5 PRINT Button (P)
- 6 CLEAR Button (C)
- 7 Printing Platform
- 8 POINT Button (.)

STARTING THE CHEQUEWRITER

NOTES:

- Do not put a cheque onto the printing platform before turning the Power ON.
 - If the printout amount is not the same as shown on the display, the machine will display an error message "E". Press the **C** Clear button to clear the error message.
 - For any malfunction please contact the distributor service department.
1. Turn the Power Switch ON.
 2. Adjust the Guide Bar to place the cheque to the correct printing position.
 3. Enter the desired amount.
 4. Inset a blank cheque and align it using the Start Position Mark and the Printing Position Mark.
 5. Check the amount on the display is shown correctly and then press the "P" button to start the printing process.

THE PASSWORD FUNCTION

NOTE:

- ***The key "000" does not function when using the Password setting routines.***

1. Enable the Password function.

Turn the Power Switch ON. Press keys "C" and "9" together, "Pd-Add" will show on the display. Excluding the code of "0000", enter any 4 digits as your personal Password. When "0" is displayed on the screen, the Password function is enabled.

2. Password function is enabled.

Every time you switch ON the ChequeWriter, "Pd-Old" will show on the display. Simply enter your 4 digit Password for normal machine operation.

3. Change the current Password.

Switch on the ChequeWriter and enter your pre-set 4 digit Password. Press keys "C" and "9" together, "Pd-Old" will show on the display. Enter your current (old) Password once again. "Pd-Add" will now show on the display. Excluding the code "0000", enter a new 4 digit code as your new Password. When "0" is shown on the display, the new Password is enabled.

4. Disable the Password function.

Switch the ChequeWriter ON and enter your pre-set 4 digit Password. Press the "C" key and the "9" together, "Pd-Old" will show on the display. Enter the previous (old) 4 digit Password again. "Pd-Add" will show on the display. Carefully enter 4 digits of "0" (4 x zeros) to disable the Password function. When "0" is shown on the display, the Password function is now disabled.

HOW TO REVIEW THE GRAND TOTAL AND THE NUMBER OF CHEQUES ISSUED

NOTE:

- When the grand total amount or the total number of cheques is displayed, pressing the "C" key will clear both the Total Amount and the Total Number.

1. Press the "." (Point key) once, the Grand Total Amount will be shown on the display.
2. Press the "." for a second time, the total Number of Cheques will be shown on the display.
3. Press the "." for a third time, the machine display will revert back to the last figures that have been printed.

HOW TO SELECT/PRINT DIFFERENT CURRENCIES

- Press the "C" and "0" keys together = ¥
- Press the "C" and "1" keys together = \$
- Press the "C" and "2" keys together = €
- Press the "C" and "3" keys together = ₱
- Press the "C" and "4" keys together = ₤

SPECIFICATIONS

Power Source:	110V, or 220V AC, 50/60Hz
Power consumption:	3.5 Watts (20 Watts when printing)
Dimensions:	245 x 185 x 105mm
Net weight:	2.2Kg

REPLACING THE INK PAD

In instances where the printed ink becomes feint, (although the Ink Pad is charged with ink), you will need to replace the Ink Pad as shown in the following procedure:

1. Turn the Power OFF.
2. Remove and retain the Ink Pad Cover and take out the Ink Pad as shown in the illustration.
3. Take a new Ink Pad and charge it with ink.
4. Make sure the ink has penetrated the pad thoroughly.
5. Fit the new Ink Pad and refit the Ink Pad Cover.
6. You are now ready to begin printing again.

