

# USING THE CANON PRINTING CALCULATOR

Using a calculator ensures accurate sales computations. Printing out the numbers makes it easier for you to research any problems.

## Starting the Calculator

If the calculator is not on and the **Power Switch** (upper right-hand corner) is in the Off position, move it to **PRT** (central position, printing mode).

The calculator goes to “sleep” if is not used for 7 minutes.

If the calculator is on but not responding, press the red **CE/C** (clear) button to “wake it up.” You do not need to shut off the calculator at the end of the day; it goes to sleep automatically.

## Before Making any Calculations

Check to see that the sales tax rate is correctly entered so you can use the blue **TAX+ Key**. Move the **Power Switch** (upper right-hand corner) to the **RATE SET** position (extreme left-hand position).

The tax rate should print out as 8.75 percent. If any other number appears, key in 8.75 (in exactly that format).

Move the Power Switch to **PRT** (central position).

Clear the screen by pressing the red **CE/C** button.

Check that the **Decimal Point** is set to **2** (see the switch at the center top). If it is not, move the switch to **2**.

Check that the **Round-Off Switch** (located between the Decimal and Power switches) is set to **5/4** (center position). If it is not, move the switch to **5/4**. This ensures that any multiplication products are automatically rounded up (if ending in 5 or more) or down (if ending in 4 or less).

## Adding Up Sales and Computing Sales Tax

Key in the dollar amount of the sale, pressing the decimal point to indicate cents (for example, 12.58). Press the + **Plus Key**. Because the Power Switch is set to **PRT** (print) the amount prints out on the paper as well as displays on the screen.

If there are multiple sales amounts, key in the next dollar amount and press the + **Plus Key**. Continue until you have added all the numbers.

If you have an even dollar amount (for example \$50), just key in 50 and press the + **Plus Key**. Because the decimal point is set to 2, the calculator will print out **50.00**.

If you key in the wrong digit, delete it by pressing the right-pointing → **Arrow Key**.

If you want to delete an entire entry press the red **CE/C** button.

When you have keyed in the sale, press the blue **TAX+ Key**. The calculator automatically computes and prints the amount of the sale, the tax rate (8.75%), the dollar amount of the sales tax (indicated by a Δ triangle), and the grand total including tax (indicated by an \* asterisk).


## Other Computations

To add up a column of numbers and print out the total (as well as display it on the screen), key in the first number, press the + **Plus Key**; key in the second number, press the + **Plus Key**, and so

on until the whole column is entered. Then press the \* **Asterisk Key** and the total prints out. To multiply, key in the first number, press the **X Multiply Key**, key in the second number, press the = **Equal Key**. The calculator prints out the result as well as displays it on the screen. To divide, key in the first number, press the **Divide Key**, key in the second number, press the = **Equal Key**. The calculator prints out the result as well as displays it on the screen.

## **Troubleshooting**

**Calculator is not plugged in.** Make sure the **Power Switch is in the Off position**. Plug the power adapter into the wall outlet and into the port on the back of the calculator.

**Installing a paper roll.** Make sure the **Power Switch is in the Off position**. Pull back the wire roll holder so that it projects in back of the calculator. Place a roll of paper on the holder with the end of the paper coming from the bottom of the roll. Cut the end of the paper on a diagonal and start to feed it into the slot on the back of the calculator (where the upper and lower parts of the case join). Turn on the Power Switch. Press the paper feed button on the upper left (marked by a  **Vertical Arrow** pointing up).

**Replacing the Ink Roller When the Print Quality Declines.** Make sure the **Power Switch is in the Off position**. Press down on the arrow on the top of the calculator. (At the same time it helps to push the back of the window where the paper emerges.) Lift the ink roller by the tab on the left side and remove. Place the new roller in the same position. Replace the cover by firmly sliding it on from the back.

**Replacing the Batteries.** Most of the time the calculator will be operating on house current, but if there is a power failure, it is able to operate on batteries. If the batteries start to fail, make sure the **Power Switch is in the Off position**. Then remove the battery cover on the bottom by sliding in the direction indicated by the arrow. After the cover moves about 1/2 inch, it can be lifted off. Replace the batteries and slide the cover back on.

*NOTE: Additional operating instructions are in the folder in the desk labeled “**Canon P26-DHII Calculator.**”*