Safescan®

MANUAL

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SAFESCAN 6185
MONEY COUNTING SCALE

TABLE OF CONTENTS

01. INTRODUCTION AND SET UP

This manual contains detailed operating instructions of the Safescan 6185. We strongly recommend you keep a copy of this manual on your computer for future reference.

PACKAGE CONTENTS

The retail box contains the following items:
- Safescan 6185 money counting scale
- Power adapter (12V/1A, 12 W)
- Money platform
- Coin cup

- USB connection cable (to pc) (USB-A to Micro USB)
- USB printer cable (USB-B to Micro USB) for use with the optional Safescan TP-230 printer
- Quick Install Guide

1.1 PRODUCT
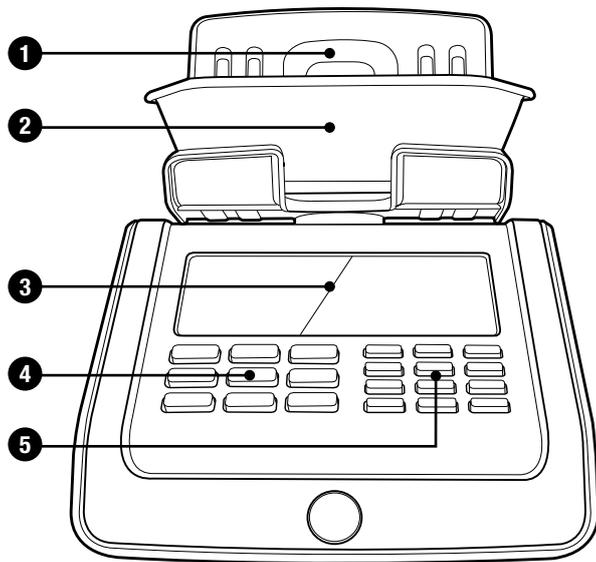
FRONT
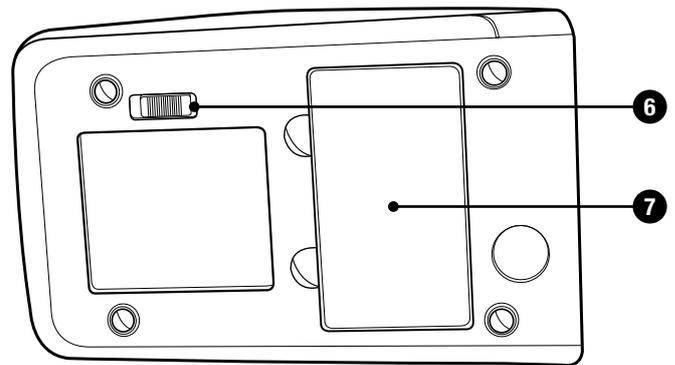
BOTTOM
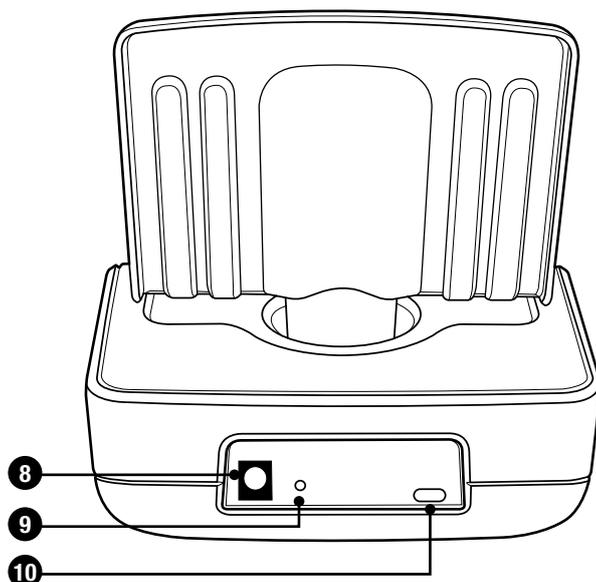
BACK

1. Money platform
2. Coin cup
3. LCD display
4. Control keys
5. Function buttons and numeric keypad
6. Transport lock
7. Battery compartment
8. Power connector
9. Reset button
10. USB port for connection to PC or printer

1.2 DISPLAY

1. Count items (coins, banknotes, cheques, cards and other user-activated items)
2. Settings menu
3. Quantity
4. Calibration menu
5. Battery level indicator
6. Denomination
7. Denomination version
8. Current value
9. Total count value
10. Bank function active
11. Currency

www.safescan.com
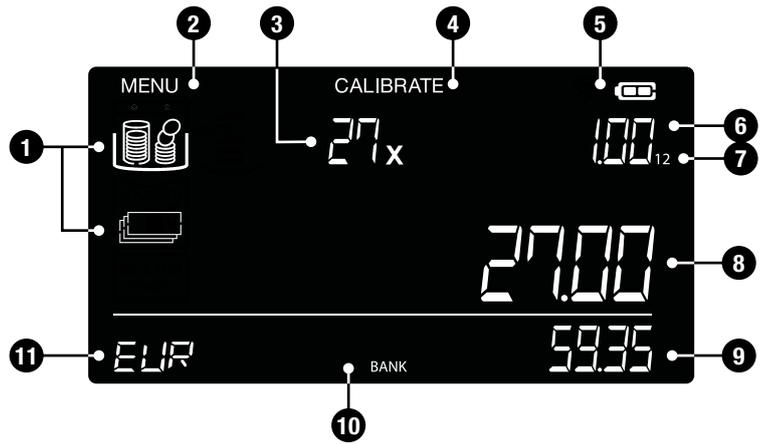
1.3 CONTROL KEYS
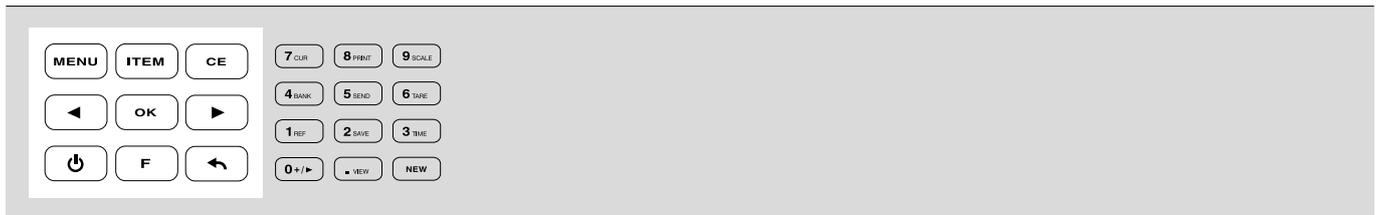
BUTTON	FUNCTION
MENU **MENU**	Enter or exit user menu
ITEM **ITEM**	Select item to be counted (coins, banknotes, cards, cheques and any other user-activated item)
CE **CE**	Clear entry or clear count result of the displayed denomination
◄ **Left –** ► **Right**	Previous / next denomination or selection
OK **OK**	Confirm selection or entry
⏻ **ON/OFF**	Switch device **ON** or **OFF** (press for 1.5 seconds to switch **OFF**)
↰ **BACK**	Go 1 step or level back
1 REF **Numeric (0-9, .)**	Enter value or quantity
NEW **NEW**	Start a new count
F **FUNCTION**	Function shortcut keys

1.4 FUNCTION SHORTCUT KEYS
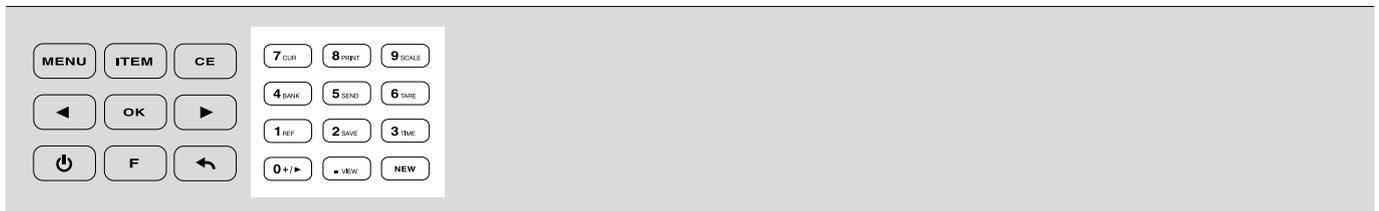
Press F then press the following key within 5 seconds to select a function (secondary function as printed on the numeric buttons).

0 +/►	**F -> 0 add - next**	Go to Auto **ADD** and Auto **NEXT** settings
1 REF	**F -> 1 ref**	Add a reference number to a count
2 SAVE	**F -> 2 save**	Save current counting results to memory
3 TIME	**F -> 3 time**	Show the set time and date (for 3 seconds)
4 BANK	**F -> 4 bank**	Add a bank amount
5 SEND	**F -> 5 send**	Function not available
6 TARE	**F -> 6 tare**	Tare the current weight on the platform (only in weighing scale mode)
7 CUR	**F -> 7 cur**	Select a currency
8 PRINT	**F -> 8 print**	Print current counting result
9 SCALE	**F -> 9 scale**	Go to weighing scale mode
. VIEW	**F -> . view**	View stored counting results

FOR A DETAILED DESCRIPTION SEE CHAPTER 6.

02. GETTING STARTED

1. Remove the protective foil.
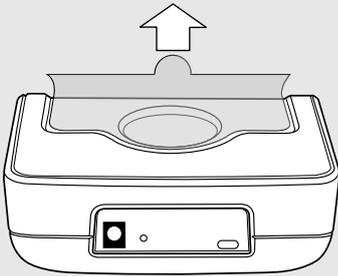
2. Unlock the transport lock.

Unlock
(in use)
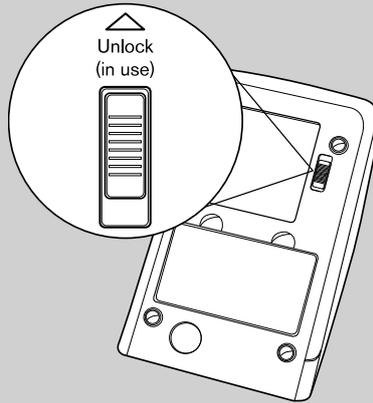
3. Connect the power adapter to the device and the mains socket.
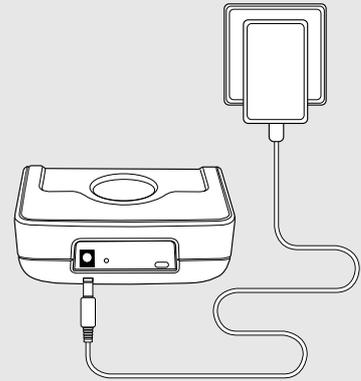
4. Place the money platform onto the device
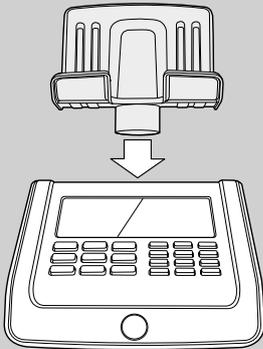
5. Do **NOT** place the coin cup on the platform yet.

6. Switch on the device by pressing the power **ON/OFF** button.

MENU ITEM CE   7 CUR   8 PRINT 9 SCALE
◄   OK   ►   4 BANK 5 SEND   6 TARE
⏻   F   ↩   1 REF   2 SAVE   3 TIME
                    0 +/►   . VIEW   NEW
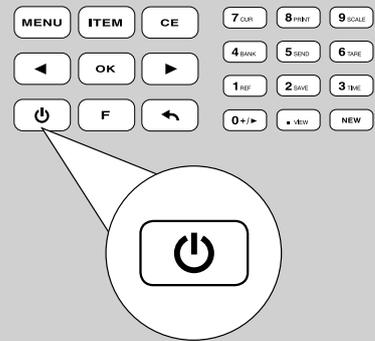
7. Start-up: information on display

```
                6185
        SW-V2.04
             C20161124
```

①

Software version
(example)

②

Currency weight table
version (example)

Software version and Currency weight table version numbers may change due to continuous improvements, added features or currency updates. Check www.safescan.com regularly for availability of new software updates.

8. Set Region

```
        SEt REGION
```

Select the region where you will be using your Safescan 6185. Use the ◄ ► buttons to toggle between "EUROPE", "UK", "USA", "S-E ASIA" and "AUSTRALIA".

```
    ◄   EUROPE   ►
```
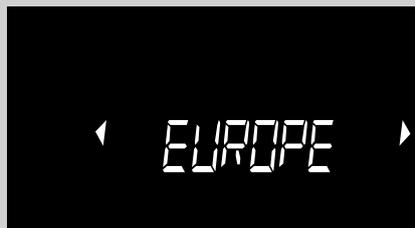
Press OK to confirm.

9. Select Currency

```
        CURRENCY
    ‹EUR›
```

Select your default currency with the ◄ ► buttons. Press OK to confirm.

```
        0 x        0.01
                   0.00
    EUR            0.00
```
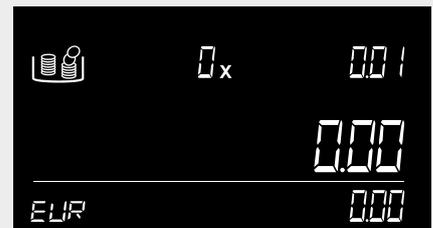
The settings are saved. The 6185 will start in counting mode, showing the first coin denomination to be counted.

03. COUNTING MONEY WITH THE SAFESCAN 6185

3.1 GENERAL OPERATION

3.1.1 COUNT ITEMS

The Safescan 6185 has the following counting sequence pre-configured:

1: Counting Coins
2: Counting Banknotes
3: Counting Payment Cards
4: Counting Cheques.

With the [ITEM] button you can toggle between these count items.
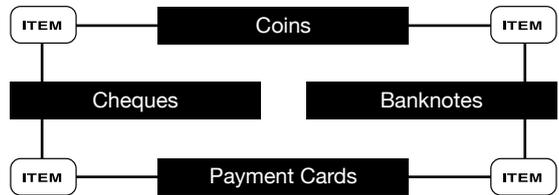
All user-calibrated items such as bundled coins/banknotes, tokens, vouchers etc will automatically be added to this counting sequence. See chapters 5.2 and 5.3.

3.1.2 NAVIGATION

When a certain action is required or when several selections are possible, the [◄] [►] buttons can be used to navigate. When navigation is possible or when a selection is required, the screen will show 2 blinking arrows . For example:
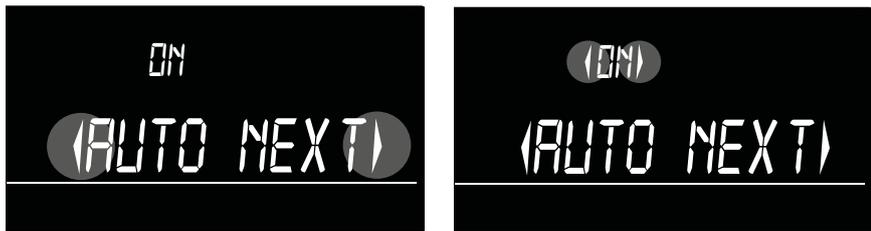
A selection can be confirmed by pressing the [OK] button. To go 1 step back in the menu, press the [↰] button.

3.2 COUNTING COINS

Counting will start with the lowest coin denomination of the selected currency. The denomination to be counted will be indicated on the screen. You can also select a denomination by using the [◄] [►] buttons.

- COUNT ONE DENOMINATION AT A TIME.
- SORT YOUR COINS PER DENOMINATION
- ALWAYS USE THE COIN CUP WHEN COUNTING COINS.
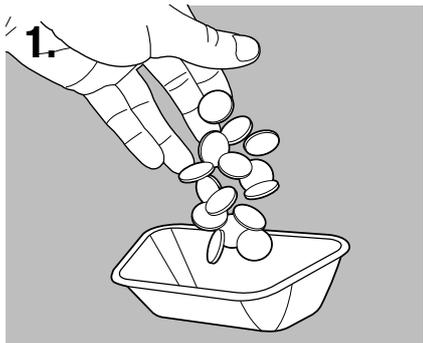
1. Place the coins in the supplied coin cup.

2. Place the cup onto the platform.

3. A beep sounds when the coins have been counted. The display shows their quantity and value and adds the value to the total.

4.

Take the cup from the platform. A 'beep' will sound to confirm. Remove the counted coins from the cup.

5.

The 6185 will automatically switch to the next coin denomination. Alternatively, use the ◀ ▶ buttons to select a denomination.

Repeat these steps until all coin denominations have been counted. After the highest value coin denomination has been counted, the 6185 will automatically switch to the lowest value banknote denomination. You can always switch to the next count item by pressing ITEM.

3.3 COUNTING BANKNOTES

Counting will start with the lowest banknote denomination of the selected currency. The denomination to be counted will be indicated on the screen. You can also select a denomination by using the ◀ ▶ buttons.

- COUNT ONE DENOMINATION AT A TIME
- SORT YOUR BANKNOTES PER DENOMINATION

1.
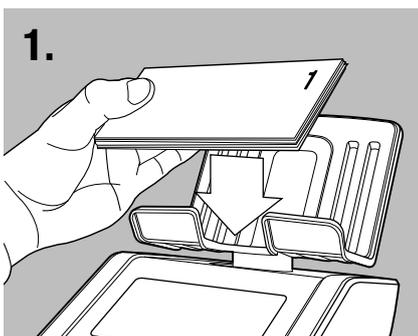
Place the banknotes in small batches of max. 25 pcs on the money platform.

2.

A beep sounds when the banknotes have been counted. The display shows their quantity and value and adds the value to the total.

3.
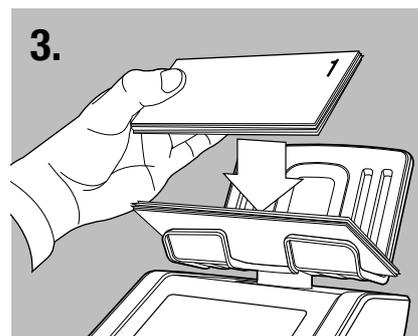
Leave the first stack on the money platform and add the next stack of the same denomination. Continue adding stacks until all banknotes of the selected denomination have been counted.

4.

Remove all banknotes at once from the platform. A 'beep' will sound to confirm and their value will be added to the total. The 6165 will automatically switch to the next banknote denomination.

5. Too many banknotes on the platform
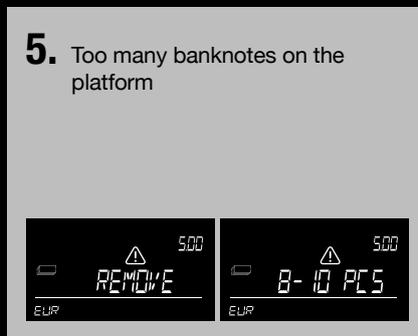
Too many banknotes have been placed on the platform. The display shows "**Remove ..-.. pcs**". Remove as many banknotes as suggested until the 6185 has been able to determine the amount of banknotes. Continue to add more banknotes on the platform in small batches.

6. Illogical weight detected
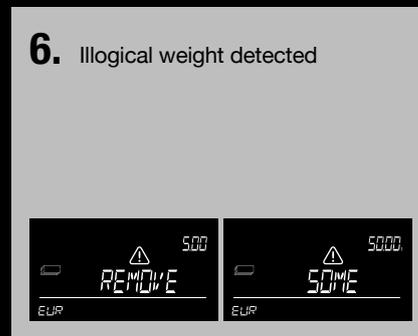
Illogical weight detected, the 6185 will not be able to determine the correct amount of banknotes on the platform. The display shows "**Remove Some**". Remove a few banknotes (max. 5 pcs at a time) until the 6185 has been able to determine the amount of banknotes. Continue to add more banknotes on the platform in small batches.

3.4 COUNTING OLD AND NEW VERSIONS OF THE SAME DENOMINATION

If the weight difference of an old and new version of a banknote is within a certain tolerance range, these versions can be counted together. There is no need to sort them in old and new version.

In this case, please note the following:

MAX 10 BANKNOTES
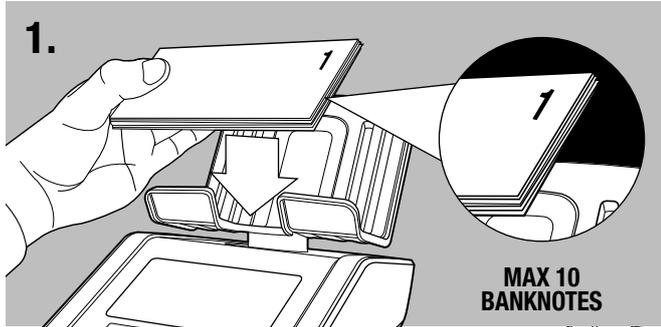
MAX 15 BANKNOTES

The first stack of mixed notes (old & new version together) that is placed on the platform should not exceed 10 banknotes
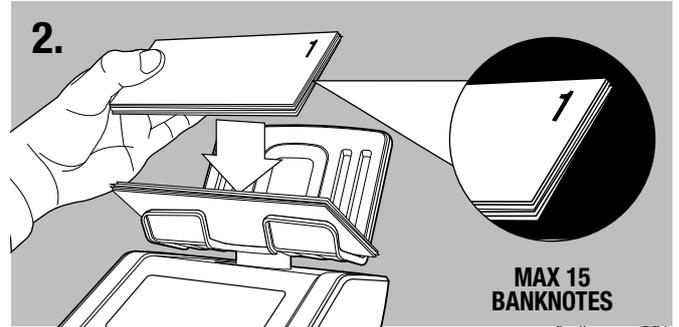
Following stacks should not exceed 15 banknotes

When mixed counting of 2 versions of the same denomination is not possible due to the weight difference, the 6185 will ask for banknote version 1 (old) and version 2 (new) to be counted.

The version to be counted is indicated on the display.
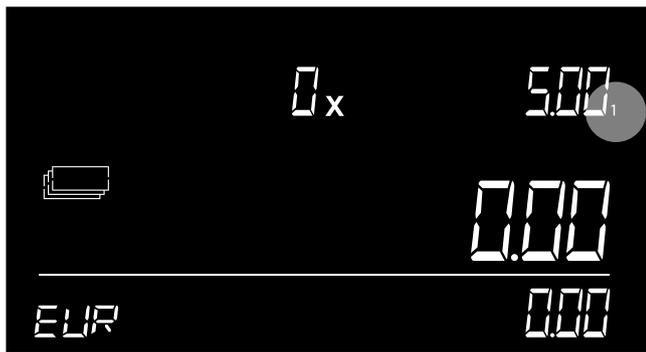
Version 1 is the old version
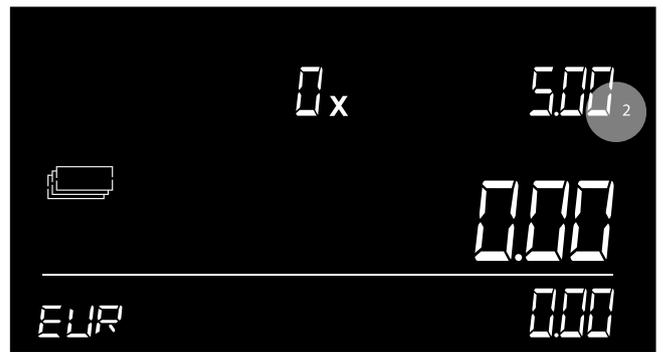
Version 2 is the new version.

Whenever new denominations of a pre-installed currency have been released, visit **www.safescan.com** for a currency software update for your 6185.

3.5 COUNTING PAYMENT CARDS

After the final banknote denomination has been counted, the 6185 will automatically switch to counting payment cards. With this function you can manually add the value of received card payments to the count result.

CC.01 ■ CARD – . – – EUR 14435	CC.01 ■ CARD 15.26 EUR 159.61	CC.02 ■ CARD – . – – EUR 159.61

1 The card icon will appear on the screen. CC.01 will be shown, this indicates card value entry number 1.

2 Enter the value of the received card payment with the numeric keys and press [OK].

3 The value is added to the count total. The 6185 switches to the next payment card position, CC.02.

4 Repeat until all received card payments have been counted

5 When finished entering your last payment card value, press [ITEM] to go to the next count item (cheques).

3.6 COUNTING CHEQUES

With this function you can manually add the value of received cheques to the count result.

C-01 CHEQUE – . – – EUR 1080.86	C-01 CHEQUE 120.55 EUR 1201.41	C-02 CHEQUE – . – – EUR 120.55

1 Press the [ITEM] button to select Cheques. The cheque icon will appear on the screen. C-01 will be shown, this indicates cheque value entry number 1.
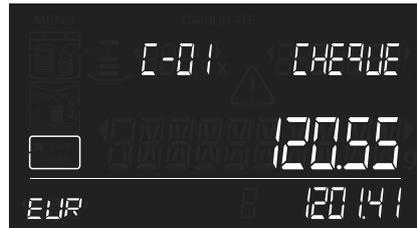
2 Enter the value of the cheque with the numeric keys and press [OK].

3 The value is added to the count total. The 6185 switches to the next cheque position, C-02

4 Repeat steps 3 and 4 until all cheques have been counted.

5 When finished entering the last cheque value your count has finished. Press [NEW] to start a new count, or continue to chapter 4 for more options.

04. OPTIONS AFTER YOUR COUNT HAS FINISHED

When you have finished counting, the following options are available:
- review count result
- edit or correct the count result
- save count result
- print count result
- export count result to Safescan Money Counting Software
- start a new count

These options are described in detail below.

4.1 REVIEW COUNT RESULTS

Use the ◄ ► buttons to view the count results per item (coins, banknotes and any other user-activated item) and denomination.

4.2 EDIT OR CORRECT THE COUNT RESULT

A count can be manually corrected at any time during a count or after a count has finished. There are 2 ways of manually correcting the count result:

1) Manually add a number of coins or banknotes to the already counted number - see 4.2.1

2) Manually enter a total number of coins or banknotes - see 4.2.2

4.2.1 MANUALLY ADD A NUMBER OF COINS/BANKNOTES

1 Select the denomination with the ◄ ► keys.

2 Use the numeric keys to enter the quantity of coins or banknotes to be added.

3 The 6185 will switch to the next denomination.

4 Press ◄ to verify if the total number of coins or banknotes is correct

4.2.2 MANUALLY ENTER A TOTAL NUMBER OF COINS OR BANKNOTES

1 Select the denomination with the ◄ ► keys.

2 Press [CE] to clear the previous count of this denomination

3 Use the numeric keys to enter the desired number of coins or banknotes.

4 Press [OK] to add this number to the total. A 'beep' sounds and the device switches to the next denomination

4.3 SAVE COUNT RESULTS

The 6185 can store up to 30 counts in its memory. Saved count results can be reviewed and/or exported to a printer or PC software.
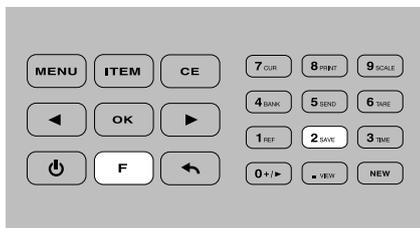
1 Press [F] followed by [2 SAVE] (numeric button 2).

2 The 6185 stores the results in its memory and shows the memory position in which the results have been saved (example: M16)

3 After appr. 2 seconds the device will return to count mode.

When the memory is full, the display will show "ERR" / "MAX" at the position where the currency is shown and an error beep will sound.

4.3.1 VIEW SAVED COUNT RESULTS
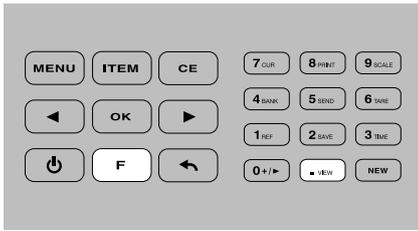
1 Press ⟨F⟩ followed by ⟨•VIEW⟩ (numeric button •).

2 The saved results are shown on the screen, starting with the last saved counting total. Also the time and date when this last counting result has been saved are shown. The counting result's memory position is blinking (example: M16).

3 Press the ⟨◄⟩ ⟨►⟩ buttons to switch between the saved counting results.
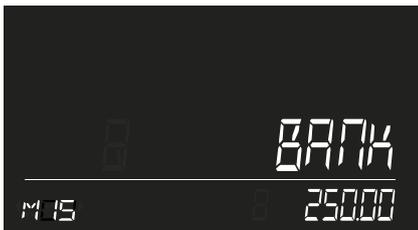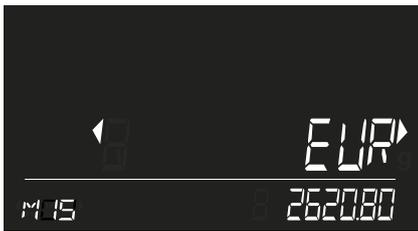
4 Press ⟨OK⟩ to open the selected count result. Use the ⟨◄⟩ ⟨►⟩ buttons to scroll through the count details (Currency, Reference (if any), Bank value (if any), count results per item and denomination)

Press ⟨↰⟩ to return to switching between the stored counting results. Press ⟨MENU⟩ to return to the count menu.

4.3.2 CLEAR COUNT RESULTS

If the memory is full (message: "ERR / MAX" will show in the display instead of the memory position number) it is not possible to store new counts. To free up memory space you can clear the counting results from the memory in one go. When required you can first print the counting results or transfer the counting result to the Safescan PC software.

NOTE: CLEARING THE COUNTING RESULTS IS IRREVERSIBLE. IT IS NOT POSSIBLE TO RECOVER THEM ON THE DEVICE.
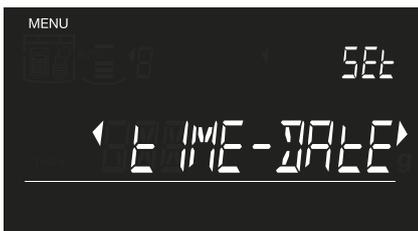
1 Press ⟨MENU⟩ to enter the settings menu.

2 Nagivate with the ⟨◄⟩ ⟨►⟩ buttons to the "clear all" menu and press ⟨OK⟩. Clear All starts blinking in the screen.

3 Press ⟨OK⟩ to clear all counting results. When finished the display will show "CLEARED"

4.4 PRINT COUNT RESULT
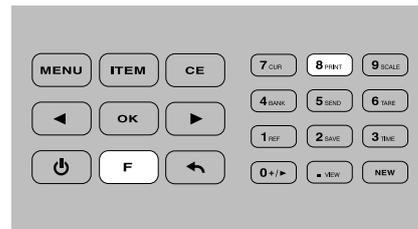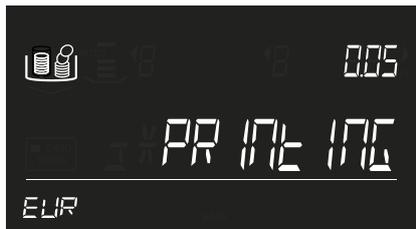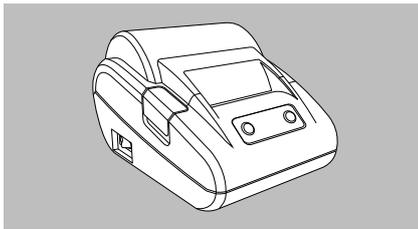
PRINTING
EUR

1 Connect the Safescan TP 230 printer to the Safescan 6185.

2 Press [F] followed by [8 PRINT] (numeric button 8) to print the currently active counting results.

3 When viewing a previously stored count from memory, it is also possible to print this count by pressing [F] + [8 PRINT].

If no printer is connected or detected, the 6185 will display the following message:

⚠ **NO PRINTER**
EUR

The Safescan TP-230 printer is an optional accessory, see www.safescan.com

4.5 EXPORT COUNT RESULT TO SAFESCAN MONEY COUNTING SOFTWARE
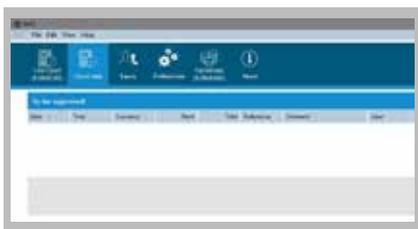
1 Run the Safescan Money Counting Software on your PC
Select View -> Count Data, or click on the Count Data icon to download the count data from the 6185 to the software.

The Safescan Money Counting Software is an optional accessory, see www.safescan.com

4.6 START A NEW COUNT
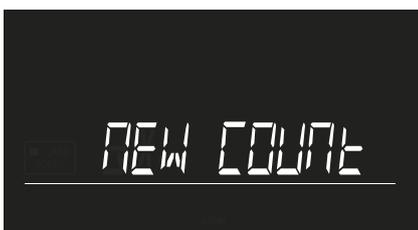
NEW COUNT

1 Press [NEW] to clear the count result and start a new count. "New count" starts binking on the display. Press [OK] to confirm.

05. MENU

Press ⬜MENU to enter the device menu. Use the ◀ ▶ buttons to navigate through the various menu items. To enter a specific item press ⬜OK. The menu sequence is as follows:
SET TIME-DATE - CALIBRATE - DEFAULT - CLEAR ALL COUNTS - SET DEVICE

5.1 SET TIME AND DATE
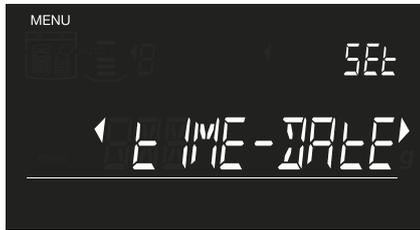
1 Press ⬜MENU . "Set TIME-DATE" is shown on the display. Press ⬜OK to enter time date setting menu

2 Select 12 or 24 hour notation with the ◀ ▶ buttons and press ⬜OK to confirm. When "12 hours" has been selected, select "AM" or "PM" and press ⬜OK to confirm.
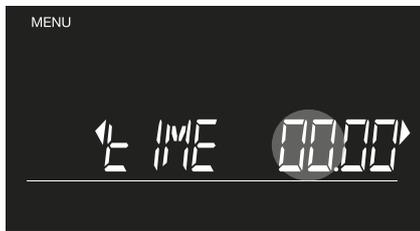
3 Enter the hours using the numeric keys
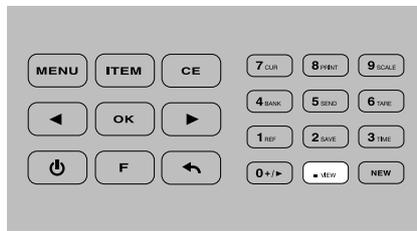
4 Press ⬜•VIEW to go to minute entering setting
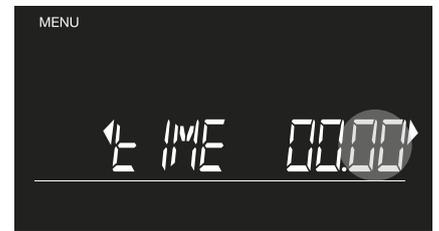
5 Enter the minutes using the numeric keys and press ⬜OK to confirm
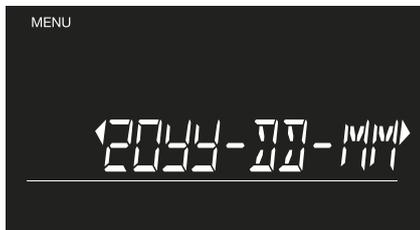
6 Select the desired date notation with the ◀ ▶ buttons and press ⬜OK to confirm

7 Enter the year using the numeric keys, press ⬜OK to confirm

8 Enter the month using the numeric keys, press ⬜OK to confirm
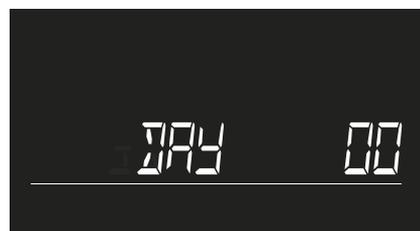
9 Enter the day using the numeric keys, press ⬜OK to confirm
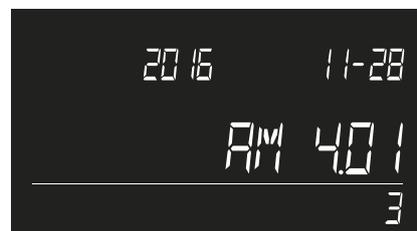
10 The set time and date is shown on the display. After 5 seconds the 6185 returns to the count screen.

5.2 CALIBRATION MENU

This menu is used to calibrate and activate special items that you may want to use in your daily counting process. You can also calibrate a second coin cup, with a different weight than the standard Safescan coin cup.
Any calibrated item will automatically be activated and appear in the count process when you start a new count.

5.2.1 CALIBRATION OF BUNDLED COINS AND BANKNOTES

A coin bundle or banknote bundle is a fixed quantity of coins or banknotes of the same denomination combined into 1 package. The following money packages have been pre-defined:

ICON	ITEM	DISCRIPTION
	Coin rolls	A fixed number of coins of the same denomination, packaged in rolls.
	Coin bags	A fixed number of coins of the same denomination, packaged in bags
	Banknote bundles	A fixed number of banknotes of the same denomination, packaged with a paper banderole
	Banknote clips	A fixed number of banknotes of the same denomination, held together with a (metal) clip.
	Banknote sleeves	A fixed number of banknotes of the same denomination, packaged in an envelope or sleeve

THE CALIBRATION PROCESS FOR EACH BUNDLED ITEM IS THE SAME.
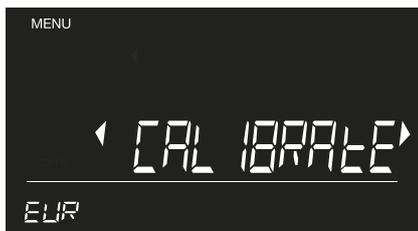
1 Press `MENU` and select the CALIBRATE with the `◄` `►` buttons.

2 Press `OK` to confirm. The device will always start the calibration menu showing coin rolls and the smallest denomination.
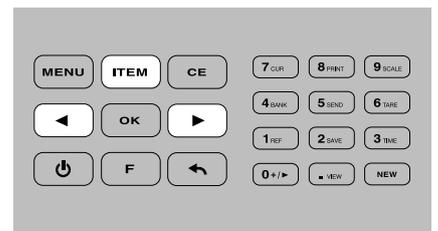
3 Select the desired money bundle with the `ITEM` button. The corresponding icon will be shown on the screen. Select the desired denomination with the `◄` `►` buttons.

4 Example: You have selected "coin rolls". The device will start with the smallest denomination of coin rolls. Select the denomination with the `◄` `►` buttons and press `OK` to start the calibration procedure. (example: coin rolls of € 0.20).
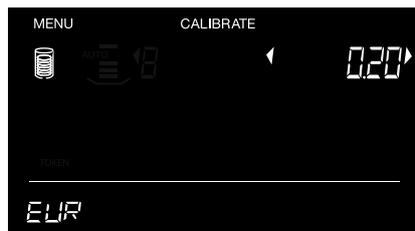
5 The coin roll icon and "5x" are blinking on the display. Place 5 empty coin rolls on the platform. Wait for the 'beep' and press `OK`.

6 Fill in the number of coins that are inside a full € 0.20 coin roll with the numeric keys (example: 50).

7 Press `OK` to confirm the quantity of 50 pcs of € 0.20 coins per full coin roll. "Save" starts blinking on the display.
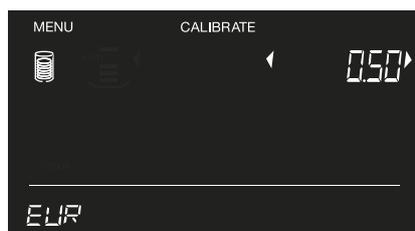
8 Press `OK` to save the settings for this money package. After saving the settings, the device will switch to the next item/denomination to calibrate.

If you need to calibrate more money packages, repeat the calibration procedure as described above. Continue until all desired money packages for each denomination have been saved. Press `MENU` to return to the count menu.

5.2.2 CALIBRATION OF VOUCHERS

A voucher is a coupon with a certain monetary value, such as a gift voucher or discount coupon. To activate vouchers, the weight and value of the items first needs to be calibrated and saved.

NOTE: ONLY VOUCHERS OF THE SAME WEIGHT PER VALUE CAN BE CALIBRATED AND COUNTED. YOU NEED 10 VOUCHERS OF THE SAME WEIGHT FOR THE CALIBRATION PROCEDURE.
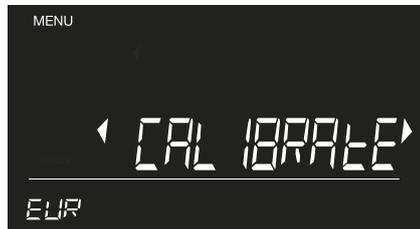
1 Press [MENU] and select CALIBRATE with the [◄] [►] buttons.

2 Select the Voucher item with the [ITEM] button and press [OK].

3 Enter the value of the voucher with the numeric keys. (e.g. 25.00) and press [OK].

4 The voucher icon and "10x" are blinking on the display. Place 10 vouchers on the platform, wait for the beep and press [OK].

5 Press [OK] to save the settings. The 6185 will proceed with the next voucher to be calibrated.

6 Press [OK] to start calibrating the next voucher or press [MENU] to return to the count menu.

5.2.3 CALIBRATION OF TOKENS

A token is a non-official coin with a certain monetary value, such as the plastic coins used to buy drinks at festivals, or coins used in slot machines at casinos. To activate tokens the weight and value of the items first needs to be calibrated and saved.

NOTE: ONLY TOKENS OF THE SAME WEIGHT PER VALUE CAN BE CALIBRATED AND COUNTED. YOU NEED 20 TOKENS OF THE SAME WEIGHT FOR THE CALIBRATION PROCEDURE.
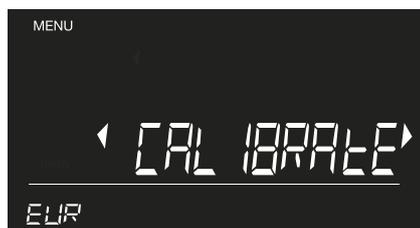
1 Press [MENU] and select CALIBRATE with the [◄] [►] buttons.

2 Select the Token item with the [ITEM] button and press [OK].

3 Enter the value of the token with the numeric keys. (e.g. 1.25) and press [OK].

4 The token icon, the coin cup icon and "20x" are blinking on the display. Place 20 tokens in the coin cup, place the cup on the platform and press [OK].
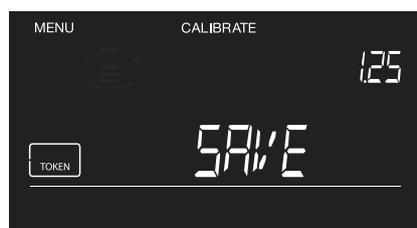
5 Press [OK] to save the settings of the token.

6 Press [OK] to start calibrating the next token or press [MENU] to return to the count menu.

5.2.4 CALIBRATION OF FREE WEIGH ITEMS

The 6185 can be configured to learn the weight of non-cash items that you regularly may want to count, for example paper clips. After calibrating this item, you can now easily count them by weight.

NOTE: ONLY VOUCHERS OF THE SAME WEIGHT PER VALUE CAN BE CALIBRATED AND COUNTED. YOU NEED 10 VOUCHERS OF THE SAME WEIGHT FOR THE CALIBRATION PROCEDURE.
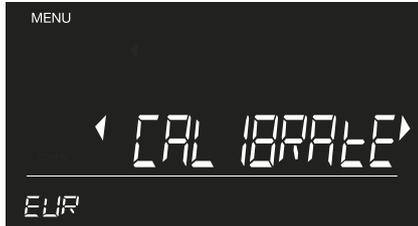
1 Press [MENU] and select CALIBRATE with the [◄] [►] buttons.
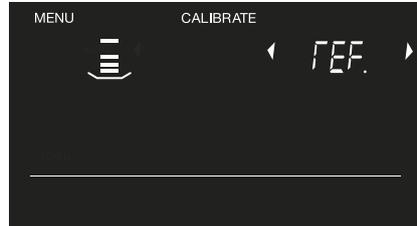
2 Select the item: Free Weigh Item with the [ITEM] button, select a reference (it will start with REF-1) and press [OK] to start the calibration.
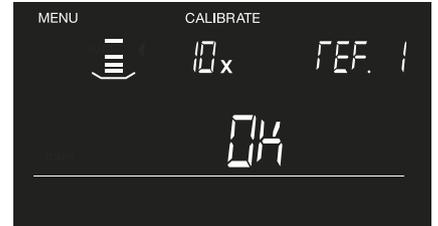
3 Place 10 of the same items (for example 10 paperclips) on the platform and when prompted, press [OK] to confirm.

4 The 6185 will save the weight to its memory. ("SAVE" is blinking). Press [OK] to confirm.
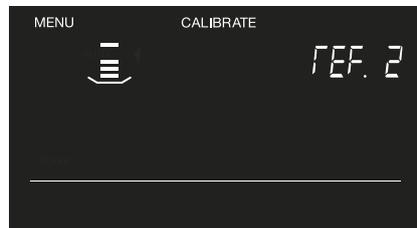
5 After confirmation, the 6185 will move to the next Free Weigh item ('REF-2'). Follow the above mentioned procedure to calibrate a second Free Weigh Item, or press [↰] to exit the calibration menu.

5.2.5 CALIBRATING A SECOND COIN CUP

The Safescan 6185 is configured to count with standard 33.5 gr coin cups. Some cash drawer manufacturers however may have coin cups with a different weight. You can configure your Safescan 6185 to count using a second coin cup.
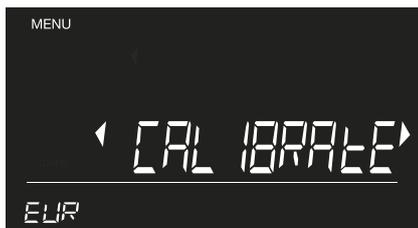
1 Press [MENU] and select CALIBRATE with the [◄] [►] buttons.
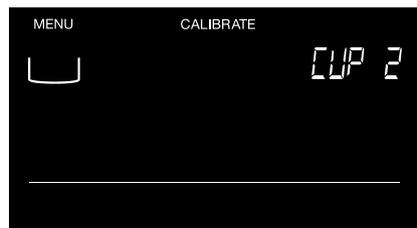
2 Press [ITEM] repeatedly until you see the word "CUP 2" on the top right of the screen and a blinking coin cup symbol on the top left. Press [OK].

3 When prompted, place the coin cup on the weighing platform.
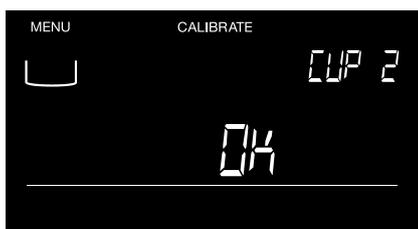
4 When prompted, press [OK] to confirm the weight of the cup.

5 The display shows "DONE" to indicate that a second cup has been configured. Remove the cup from the platform and press [↰] or [MENU] to return to the count menu. CUP 2 is now the active cup.
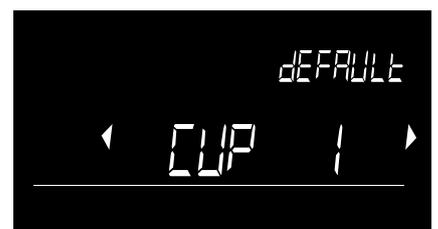
6 Next time you power on the 6185, it will start with CUP 2 as active cup. Press [OK] or wait for 3 seconds to confirm using CUP 2. Use the [◄] [►] keys to switch to CUP 1 (the Safescan 33.5 gr cup) and press [OK] to confirm.

5.3 COUNTING USER-CALIBRATED ITEMS

Any item you have calibrated is automatically activated and will be added to the counting process each time you start a new count.

5.3.1 COUNTING COIN ROLLS AND BAGS

NOTE: ONLY ACTIVATED AND CALIBRATED COIN PACKAGES CAN BE SELECTED FOR COUNTING
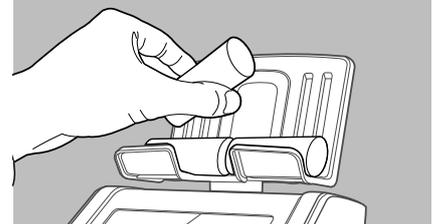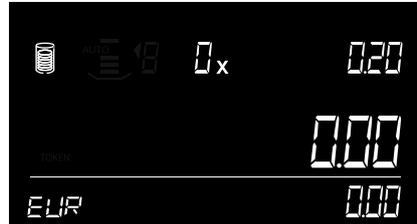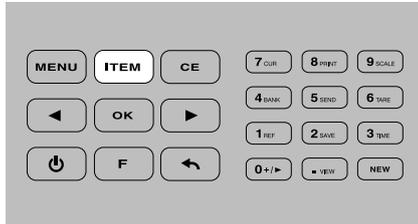
1 Press the ITEM button until the desired count package is selected (example.: coin rolls).

2 Select the coin roll item you wish to count with the ◄ ► buttons (example. €0.50).

3 Place fully packed coin rolls on the platform, 1 coin roll at a time. If you place more than 1 coin roll at once on the platform, the 6185 will give a warning with a suggestion to remove 1 or more rolls.
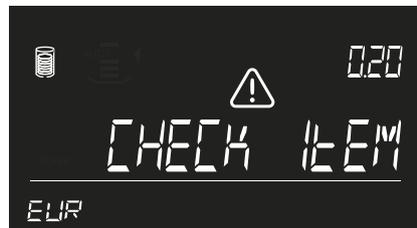
4 If an incomplete roll (with too little or too many coins) is detected, the 6185 will give a warning "suspect, check item". Check the coin roll contents.

5 Remove the coin rolls (all rolls together at once) from the platform or press OK to add the counting results to the total.

To add more coin rolls to the count, press ◄ to go back to the desired denomination and repeat steps 3 and 4.

Manual entry of coin package quantities
For all money packages it is also possible to manually enter the quantity. Select the desired item with the ITEM and ◄ ► buttons and enter the quantity with the numeric keys. Press OK to add the count results to the total.

5.3.2 COUNTING BANKNOTE BUNDLES, CLIPS AND SLEEVES

Banknotes of the same denomination can be bundled together. The 6185 distinguishes 3 types of bundles:

Bundle a stack of banknotes of the same denomination, held together with a band
Clip a (smaller) stack of banknotes held together with a metal or plastic clip
Sleeve a stack of banknotes placed in an envelope-type of sleeve.

NOTE: ONLY ACTIVATED AND CALIBRATED BANKNOTE PACKAGES CAN BE SELECTED FOR COUNTING
THE 6185 CAN NOT DETERMINE INCOMPLETE BANKNOTE BUNDLES DUE TO THE RELATIVELY HIGH WEIGHT TOLERANCES OF BANKNOTES
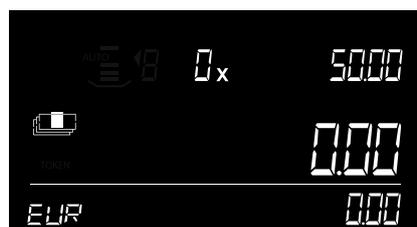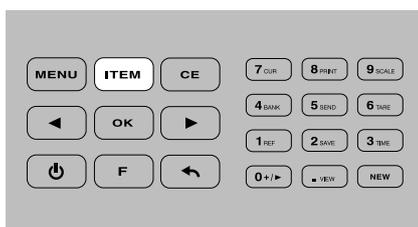
1 Press the ITEM button until the desired banknote package is selected. (example: banknote bundles).

2 Select the banknote bundle you want to count (example: bundles of €50.00 banknotes) usng the ◄ ► buttons.

3 Place one full banknote bundle on the platform and wait for the 'beep'.

4 Place the next bundle on the platform (without removing the previously placed bundle). Continue adding bundles until all bundles of the denomination have been counted.

5 Remove all bundles from the platform or press [OK] to add the counting results to the total.

Manual entry of banknote package quantities

For all money packages it is also possible to manually enter the quantity. Select the desired item with the [ITEM] & [◄] [►] buttons and enter the quantity with the numeric keys. Press [OK] to add the count results to the total.

5.3.3 COUNTING VOUCHERS

NOTE: THE PROCEDURE OF COUNTING VOUCHERS IS SIMILAR TO COUNTING LOOSE BANKNOTES. PLACE THE VOUCHERS DIRECTLY ON THE PLATFORM IN SMALL STACKS (MAX 25 PCS)

1 Press the [ITEM] button until the voucher item is selected.

2 Select the desired voucher (e.g. €25.00) with the [◄] [►] buttons.

3 Stack in batches of max. 25 vouchers at a time without removing them from the platform. The machine will beep to confirm the stack of vouchers has been counted.

4 Leave the first stack on the Money Platform and add the next stack of the same denomination. Continue adding stacks (max. 25 pcs) until all €25.00 vouchers are counted.
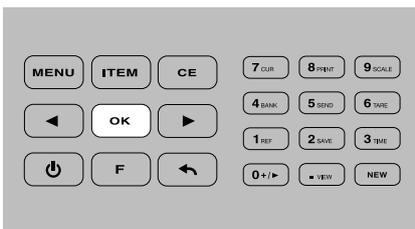
5 When finished remove all of the vouchers together or press [OK] to add the results to the total.

5.3.4 COUNTING TOKENS

NOTE: THE PROCEDURE OF COUNTING TOKENS IS SIMILAR TO COUNTING LOOSE COINS. ALWAYS USE THE COIN CUP WHILE COUNTING TOKENS.

1 Press the [ITEM] button until the token item is selected.
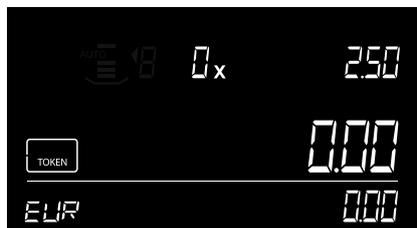
2 Select the desired token (e.g. €2.50) with the [◄] [►] buttons.

3 Place the tokens in the coin cup and place the cup on the platform. The tokens will be counted, a beep will sound.
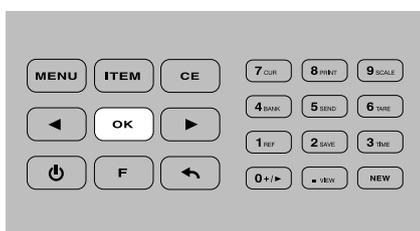
4 Take the cup from the platform or press [OK] to add counting results to the total.

5.3.5 COUNTING FREE WEIGH ITEMS

1 Press [F] followed by [9 SCALE] (numeric button 9) to enter the weighing function.
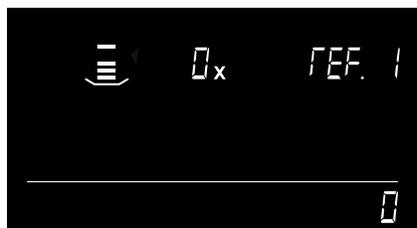
2 Use the [◄] [►] keys to select a calibrated Free Weigh Item. It will start with item REF-1.
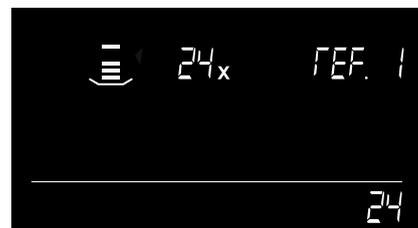
3 Place the items on the money platform. The 6185 will weigh and count them.
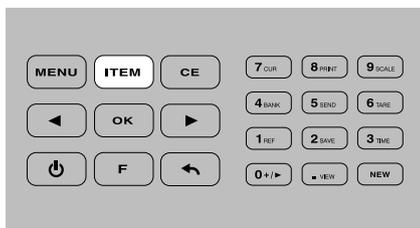
4 Press [ITEM] to switch between weighing scale mode and free count mode.
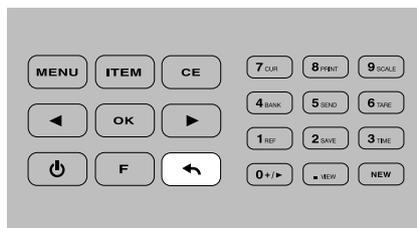
5 Press [↰] to exit the weighing menu.

5.4 BACK TO DEFAULT SETTINGS

This function resets the 6185 back to its default factory settings. All user-calibrated counting items will be deleted.

1 Press [MENU] and select 'default' with the [◄] [►] buttons.

2 Press [OK] to confirm. The display will show "RESET ALL".

3 Press [OK] to confirm. The device will delete all data and user-calibrated items and go back to factory settings. You will see a counter running back to zero on the right bottom side of the display.
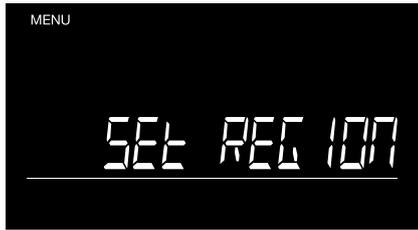
4 The 6185 will restart in first-time use mode. See chapter 1 and 2 on how to set up your 6185.

5.5 CLEAR ALL COUNTS

This function clears alll count data in the memory. The user-calibrated counting items will not be deleted.

1 Press [MENU] and select 'Clear all counts' with the [◄] [►] buttons.

2 Press [OK] to confirm. "Clear all" will start blinking.

3 Press [OK] to confirm. The device will clear all data. The display will show "Cleared" when finished.
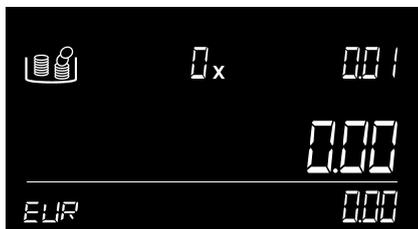
4 The 6185 will go back to counting mode.

5.6 SET DEVICE

The Set region function should only be used when the 6185 is moved to a country in a different region.

5.6.1 SET REGION

The Set region function should only be used when the 6185 is moved to a country in a different region.

MENU

‹SEt DEV ICE›

MENU

SEt REG ION

MENU

EUROPE

1 Press [MENU] and select 'set device' with the [◄] [►] buttons.

2 Press [OK] to confirm. "set region" is shown on the display.

3 Press [OK] to confirm. The device will show the current regional setting.

4 Select the desired region with the [◄] [►] buttons. Press [OK] to confirm.

5 The 6185 will go back to counting mode.

5.6.2 CALIBRATE THE WEIGHING SYSTEM

The Safescan 6185 has a continuous automatic calibration system, whereby calibration by the user should not be required. However, it is possible to re-calibrate the 6185 should this be necessary.

MENU

‹SEt DEV ICE›

MENU

‹ SEt CAL ›

1 Press [MENU] and select 'set device' with the [◄] [►] buttons.
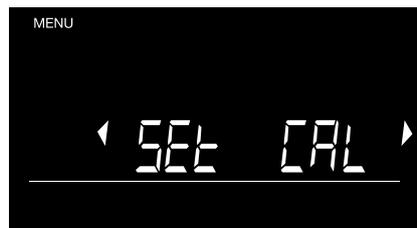
2 Press [OK] to confirm. Select "set cal" with the [◄] [►] buttons..

MENU   CALIBRATE

tAR ING

MENU   CALIBRATE

PLACE

MENU   CALIBRATE

500 GRAM

3 Press [OK] to confirm. The display will show "taring" and afterwards asks to place a 500 gram weight on the platform.

MENU   CALIBRATE

SAMPL ING

MENU   CALIBRATE

500.00g

MENU   CALIBRATE
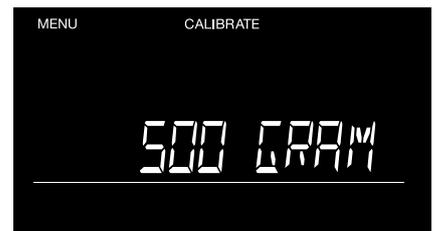
F IN ISHED

4 Place a 500 gr weight on the platform. The display will show "sampling" while the 6185 is being calibrated.

5 The 6185 will switch to weighing scale mode, showing the current weight on the platform.

6 The display will show "finished" to indicate that the calibration procedure has ended

7 Remove the 500 gr weight from the platform.

8 The Safescan 6185 will go back to counting mode

06. FUNCTION SHORTCUT KEYS

The function shortcut keys allow you to easily access the counting options of the Safescan 6185. First press the [F]-key, followed by the shortcut key (within 3 seconds after pressing the [F] key).

6.1 [F] + [0+/▸] : ADD / NEXT SETTINGS

With this function you select whether you want the 6185 to automatically add the count result to the total and move to the next denomination, or that you want to manually perform these actions during a count.

AUTO ADD ON = After removing the items from the money platform the device will automatically add the counting results to the total.
AUTO ADD OFF = After placing items on the money platform press [OK] to add the counting results to the total.

AUTO NEXT ON = After adding count results to the total the device will automatically switch to the next item.
AUTO NEXT OFF = After removing items from the money platform the current item will stay selected. Switch to the next item with the
[◂] [▸] buttons.

The default setting is "AUTO ADD ON" and "AUTO NEXT ON".

Selecting manual or automatic next denomination or count item
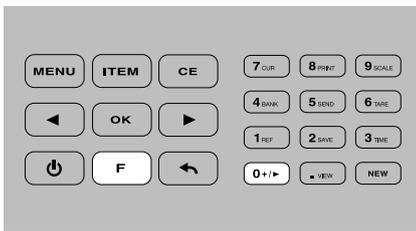
1 In count mode, press [F] followed by [0+/▸] (numeric button 0).

2 "AUTO NEXT" is shown on the display. Arrows around [auto next] are blinking to indicate you can change this setting.

3 Press [OK] to change the setting. Arrows around [on] or [off] are blinking

4 Select On or Off with the [◂] [▸] buttons and press [OK].

5 The 6185 goes back to count mode

Selecting manual or automatic adding of count results
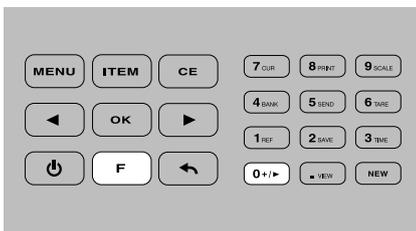
1 In count mode, press [F] followed by [0+/▸] (numeric button 0).

2 AUTO NEXT" is shown on the display. Arrows around [auto next] are blinking to indicate you can change this setting.

3 Select "AUTO ADD" with the [◂] [▸] buttons and press [OK].
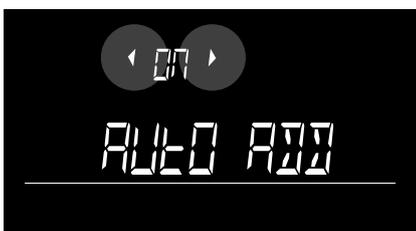
4 Arrows around [on] or [off] are blinking, to indicate you can change this setting.

5 Select On or Off with the [◂] [▸] buttons and press [OK].

6 The 6185 goes back to count mode

6.2 [F] + [1 REF] : ADD A REFERENCE NUMBER TO A COUNT

A reference number of max. 3 digits can be added to a count. This reference number can be used to link the count results to a specific user, a specific cash drawer, a check out or any other reference. A reference number can be added at any moment before, during or after a count. Using reference numbers may be useful when more than one cash drawer has to be counted.

REF-___
EUR   0.00

REF- 172
EUR   0.00
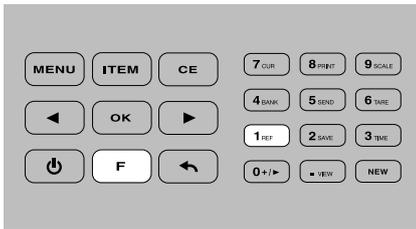
1 Press [F] followed by [1 REF] (numeric button 1).

2 Enter a reference number of maximum 3 digits with the numeric keys. Press [OK] to confirm.

3 The reference number is shown for 3 seconds. The 6185 will sound a 'beep' and will return to the count menu.

4 If you have previously entered a reference number, this number will be shown when you have pressed [F] + [1 REF]. Press [OK] to re-use this reference number, press [CE] to clear the reference number or enter a new number with the numeric keys and press [OK] to confirm and return to the count menu.

NOTE: TO CLEAR THE REFERENCE NUMBER, PRESS [CE] FOLLOWED BY [OK]

6.3 [F] + [2 SAVE] : SAVE COUNT RESULTS

4x   0.01
SAVING
M02   0.04
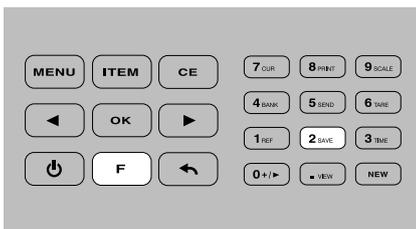
1 After finishing your count, you can save the count result by pressing [F] followed by [2 SAVE] (numeric button 2).

2 The 6185 stores the results in its memory and shows the memory position in which the results have been saved (example: M16).

3 After appr. 2 seconds the device will return to count mode.

0.01
NO COUNT
EUR

4 If no count is active, the 6185 will give a message "no count" when pressing [F] + [2 SAVE]

6.4 [F] + [3 TIME] : CHECKING TIME & DATE SETTINGS


```
 20 16      11-28
 PM  11.36
                11
```
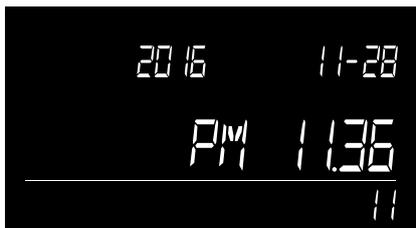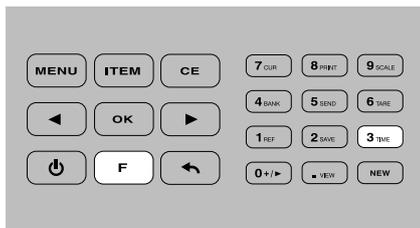
1 Press [F] followed by [3 TIME] (numeric button 3).

2 The time & date settings will be shown for 5 seconds on the screen.

6.5 [F] + [4 BANK] : ADD A BANK VALUE TO A COUNT

The Bank value represents the amount of cash inside the cash drawer before the start of a cashier's workshift or the start of the business day. When a BANK value is entered, this amount will be subtracted from the count result. At Bank value can be added or changed at any moment when your count is active.


```
       0 x     50.00
 ⬜            0.00
 EUR   BANK  -275.00
```
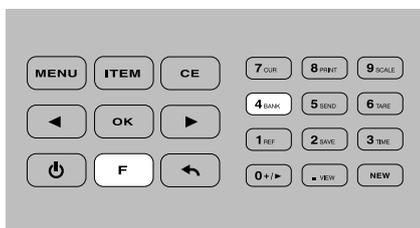
To set a bank value, press [F] followed by [4 BANK] (numeric button 4).

1 If no bank value has been set before, the display will show - 0,00. If a bank value has been set previously, this value will be shown.
The bank icon and value will blink on the screen. Press [OK] if you want to use this previously set BANK value.


```
       0 x     50.00
 ⬜            0.00
 EUR   BANK   -0.00
```



```
       0 x     50.00
 ⬜            0.00
 EUR   BANK  - 125.00
```



```
       0 x     50.00
 ⬜            0.00
 EUR   BANK   -73.10
```
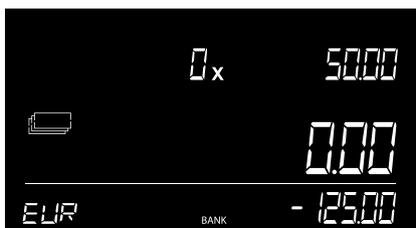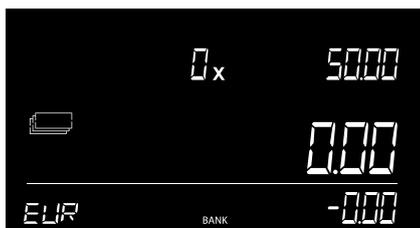
2 Enter a BANK value with the numeric keys.

3 Press [OK] to confirm the entry, or press [CE] to clear the entry and re-enter a BANK value. The 6185 will return to count mode. On the screen the BANK icon is displayed, indicating the Bank function is now active. The bank value will be deducted from the total counted amount.

NOTE: - WHEN A NEW COUNT IS STARTED, THE BANK FUNCTION WILL AUTOMATICALLY BE DE-ACTIVATED

6.6 [F] + [5 SEND] : SEND COUNT RESULT

This function is replaced by the Live Count function in the Safescan Money Counting Software. See www.safescan.com for more information.

6.7 [F] + [6 TARE] : TARING CURRENT WEIGHT

This function is only available in weighing scale mode. With this function you tare the weight of the item that you have placed on the platform. Usually this is a container or a cup. The scale display is then reset to zero when an empty container is placed on the weighing platform, in order to subsequently display only the weight of the contents in the container.

1 Press [F] followed by [9 SCALE] to access the weighing scale mode

2 Place an empty container on the platform. The weight of this container is shown
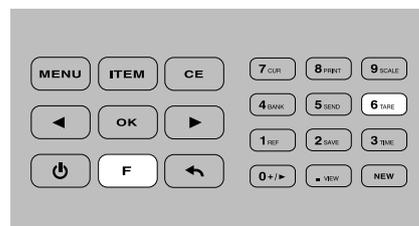
3 Press [F] + [6 TARE] to tare this weight. Leave the container on the platform. The scale resets itself to 0.
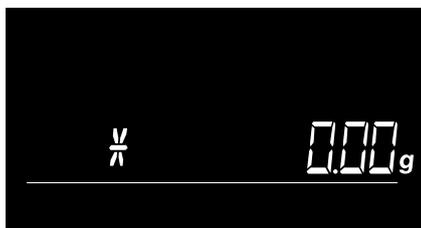
4 An asterix is shown on the display to confirm the scale is in tare mode.
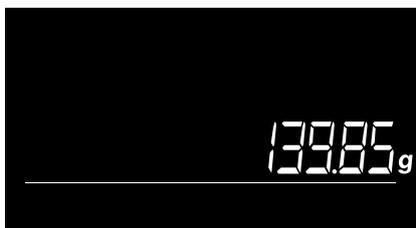
5 Place the item(s) you want to weigh in the container. Only the weight of this item is measured.
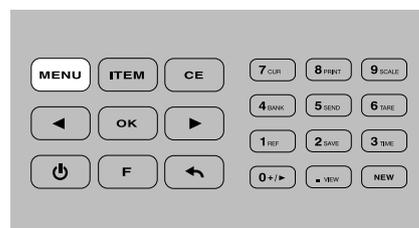
6 Press [MENU] to exit weighing scale mode and return to the counting mode. The tare mode will be disabled.

6.8. [F] + [7 CUR] : SELECT CURRENCY

Your default currency is set when you first install the 6185. To select another currency:
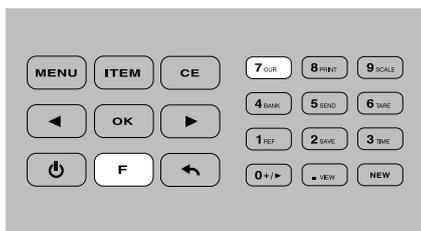
1 Press [F] following by [7 CUR] to enter the currency selection mode.

2 The arrow keys around the selected currency are blinking, to indicate you can change the currency

3 Use the [◄] [►] keys to select your new currency. Press [OK] to confirm.

4 The Safescan 6185 will go back to counting mode.
Next time you power on your 6185, it will start using your last selected currency.

6.9 [F] + [8 PRINT] : PRINT COUNT RESULT

To print your count result, first connect the optional Safescan TP-230 printer to the 6185 using the supplied printer cable.
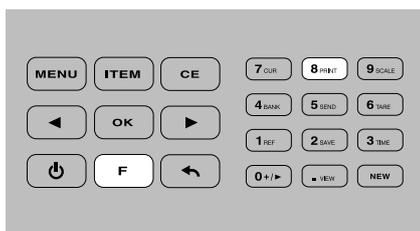
1 Press [F] + [8 PRINT] to print a detailed report of the count result.

2 The display will show "PRINTING". If you are viewing a stored count, you can also print this count by pressing [F] + [8 PRINT] .

3 After printing has finished the 6185 will go back to count mode or count view mode.

4 If there is no count to be printed, the 6185 will show 'no count'.

5 If there is an active count but no printer connected, the 6185 will show 'no printer'.

6.10 [F] + [9 SCALE] : WEIGHING SCALE MODE

To print your count result, first connect the optional Safescan TP-230 printer to the 6185 using the supplied printer cable.
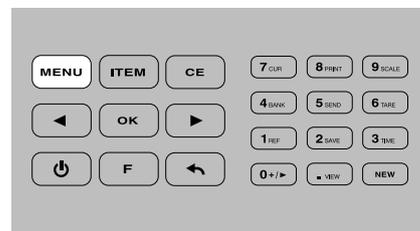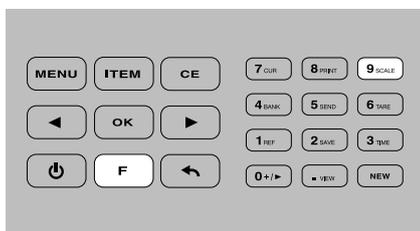
1 Press [F] followed by [9 SCALE] to access the weighing scale mode

2 Place the item you want to weigh on the scale.

3 Press [MENU] to exit weighing scale mode and return to the counting mode.

NOTE: THE WEIGHING SCALE FUNTION IS NOT AN "APPROVED LEGAL FOR TRADE" FUNCTION.

6.11 [F] + [. VIEW] : VIEW COUNT RESULT
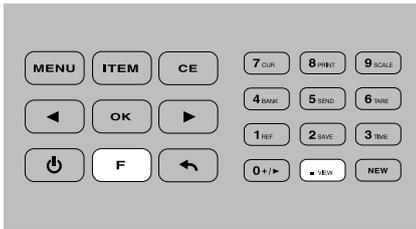
1 Press [F] followed by [. VIEW] (numeric button .).

2 The counting result's memory position is blinking (example: M16). The total count result and the time and date of this last count (M16) are shown.

3 Press the [◄] [►] keys to switch between the saved counting results.
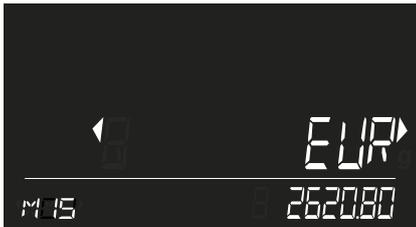
4 Press [OK] to open the selected count result. Use the [◄] [►] buttons to scroll through the count details (Currency, Reference (if any), Bank value (if any), counting results per item)

Press [F] + [8 PRINT] to print these count results (see 6.9).

Press [↩] to return to switching between the stored counting results.

Press [MENU] to return to the count menu.

6.12 [NEW] BUTTON: STARTING A NEW COUNT
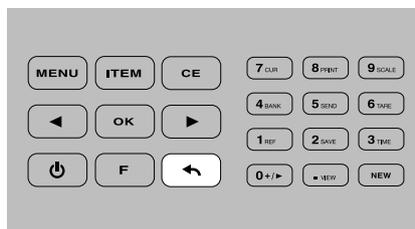
1 After finishing your count, press [NEW] on the keypad to start a new count. In the screen the text NEW COUNT is blinking.

2 Press [↩] if you want to return to the active count.

Press [OK] to confirm to start a new count. Your previous count results will be erased.

07. TROUBLESHOOTING

ERROR MESSAGES	DESCRIPTION

Incorrect amount of coins inside a coin roll detected.

Solution:
Check the coin package for any missing or excess coins / notes. Correct this and count again.

Due to the high weight tolerance of banknotes, the 6185 is not able to detect incomplete banknote bundles.

MEMORY – FULL

The count results memory is full.
The device can store up to 30 counts in its memory. If the memory is full the 6185 will sound and display an alarm. The device will not allow to perform a new count. To be able to perform a new count the memory needs to be cleared.

Solution:
Clear the count results (see chapter xxx).

REMOVE – ALL

There are items still present on the platform after [OK] has been pressed

Solution:
Clear the platform of all items before pressing [OK] or entering a new command.

ERROR MESSAGES	DESCRIPTION

COUNTED QUANTITY IS NOT CORRECT

Check if the coin cup was already placed on the device during start up. In that case the weight of the cup is automatically tared which will cause an incorrect count (valid for coins only).

Check if the transport lock is still "on",
Check if the money platform has been removed and placed during counting

Solution:
- remove the cup from the platform and place it on the platform again, or restart the device. Make sure the cup is not on the platform when powering on the 6185.
- unlock the transport lock
- never remove and place the money platform during counting

REMOVE – ALL

The money platform was not empty during taring

Solution:
ensure there are no objects on the platform while the 6185 tares itself.

REMOVE ..-.. PCS

The weight on the scale is too high for the 6185 to determine the exact amount of coins or banknotes.

Solution:
Remove as many coins or banknotes from the money platform as indicated, until the 6185 has been able to determine the amount. Continue counting. Banknotes should always be placed on the platform in stacks of max. 25 pcs at a time.

When counting of 2 versions of the same denomination is possible:
1st stack of banknotes on the money platform should not exceed 10 pcs
Subsequent stacks of banknotes should not exceed 15 pcs.
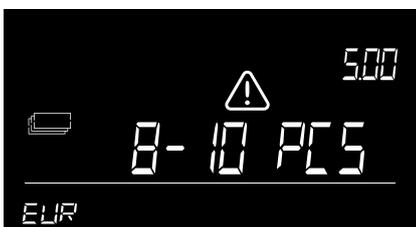
ERROR MESSAGES	DESCRIPTION

REMOVE SOME

Valid for banknote counting only. The weight on the scale is illogical caused by the weight tolerance of the banknote - the 6185 can not determine the exact amount of banknotes on the platform.

Solution:
Remove a small amount of banknotes until the 6185 has been able to deternime the amount. Continue counting. Banknotes should always be placed on the platform in stacks of max. 25 pcs at a time.

BATTERY LOW (ONLY VALID WHEN BATTERY IS INSTALLED)

Battery power is lower than 5%.

Solution:
Connect the power adapter to recharge the battery.

DEFECT

The loadcell is defect, no weighing / counting possible
Solution:
contact Safescan customer support.

OVERLOAD

Too much weight has been placed on the money platform
Solution:
Switch off the 6185 and switch it back on. If the message appears frequently, contact Safescan customer support

08. RECHARGEABLE BATTERY (OPTIONAL ACCESSORY)

8.1 INSTALLING THE RECHARGEABLE BATTERY

1. Disconnect the power adapter.
2. Remove the money platform from the scale.
3. Turn the device upside down and open the battery lid (see chapter 3.1).
4. Place the battery in the battery compartment, connect the wire and close the lid.
5. Install the money platform.
6. Connect the power adapter to charge the battery.

8.2 RECHARGEABLE BATTERY STATUS INDICATION

- At start up: Inner segments are blinking for 5 seconds -> Battery is being charged
- At start up: All segments are blinking for 5 seconds after this the battery icon remains on -> Battery is 100% charged

Device is powered by the battery only:
- Full battery is on -> Battery power is 100%

- Half the battery is on -> Battery power more than 50%
- Half the battery is blinking continuously -> Battery power less than 20%

- Empty battery is continuously blinking -> Battery is empty (battery power less than 5%) In the screen the message Battery Low is blinking, connect the power adapter to recharge the battery.

> **NOTE: BATTERY LIFE MAY DETERIORATE AFTER MANY LOAD CYCLES – THIS IS COMMON WHEN USING RECHARGEABLE BATTERIES**

09. UPDATES

For more information about device and currency updates see **www.safescan.com** for details.

10. PRECAUTIONS FOR USE

General
- Place the 6185 on a flat and stable surface and keep the area around the money platform clear.
- Carefully place items on the weighing platform, do not throw or drop them.
- Never leave any items - not even the coin cup - on the money platform when the device is not in use or when it is stored for a longer period. This could damage the weighing element and cause errors.
- Never place items weighing more than 3.5 kg on the 6185.
- Do not drop, hit or shake the 6185.
- Do not spill any liquid or chemical (cleaning) spray on the 6185. If any liquid is spilled on the device, turn off the power and disconnect the power fromthe mains supply socket as soon as it is safe. Remove the battery (when installed) and contact Safescan for assistance.
- As with any precision weighing scale, the weighing result is influenced by substantial airflow. Therefore, do not use the device near cooling fans, air conditioners, open windows etc.
- Do not disassemble the device, this will immediately void your warranty.
- the Safescan 6185 cannot identify counterfeit money.

Power
- Use only the supplied power adapter.
- Do not use a damaged power adapter or damaged power cord.
- Never subject the power adapter and power cord to liquids or moisture. Never touch and connect the power adapter to the mains supply socket when your hands are wet.

Batteries
- Only use the optionally available Safescan LB-205 rechargeable battery.
- Dispose of batteries in accordance with local regulations.
- Remove the battery from the 6185 in case of long term non-use or storage.

Maintenance
- Always switch off the machine and disconnect from the power supply before cleaning the 6185.
- Clean the device with a dry cloth. Do not use a wet or damp cloth or (chemical) cleaning products.

11. SPECIFICATIONS

Features	Money Counting Scale for counting coins, banknotes, payment card values, cheque values, vouchers and tokens Can also be used as precision weighing scale. (weighing function is not an "approved legal for trade" function)
Dimensions (LxWxH)	26.5 x 15.1 x 15 cm
Display	3.3 inch LCD
Connection	Micro USB
Power	Power Supply 12V/1A
Power source	12V/1A, 12 Watts
Power consumption	Max. 2.4W in operating mode (no battery charging) Max. 12W in operating mode (including battery charging) Max 36mW in stand by/idle mode
Power saving mode:	LCD display dims after 30 seconds of non-usage Auto power off after 15 minutes of non-usage. Note: the active count will then be erased.
Operating temperature	0-40˚ C
Storage temperature	-25 ~ 55C˚
Maximum load capacity	3500 grams
Maximum precision	0.05g
Net Weight	1.2 kg
Certification	RoHs/CE

OPTIONAL ACCESSORIES:
- Safescan LB-205 rechargable battery
- Safescan TP-230 thermal receipt printer
- Safescan Money Counting Software
- Safescan 4141CC coin cup set (8 cups, 33.5 g weight each, for use with the Safescan LD, SD & HD-4141 cash drawers)
- Safescan 4617CC coin cup set (8 cups, 33.5 g weight each, for use with the Safescan SD-4617S flip-top cash drawer)

FOR MORE INFORMATION SEE WWW.SAFESCAN.COM

DO YOU HAVE QUESTIONS OR NEED TECHNICAL ASSISTANCE?
Our support team is available by phone during office hours (GMT +1 timezone) or by e-mail to answer any question you may have regarding the usage of your Safescan device. See www.safescan.com for details.

When calling or e-mailing our support center, always make sure you have the following information at hand: model number, partnumber, serial number (see product sticker at the bottom of the device), software version number (shown at startup of the device), date of purchase.