



# MANUAL

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**SAFESCAN 6185**

# **MONEY COUNTING SCALE**

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# 1. INTRODUCTION AND DIRECTIONS FOR USE

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Thank you for selecting the Safescan 6185 money counting scale, a versatile money counter which uses the weight of coins and banknotes to determine their value. The Safescan 6185 quickly and accurately counts an entire cash drawer in a few minutes, making it ideal for use in supermarkets, restaurants and other retail environments.

In addition to counting loose denominations, the Safescan 6185 will also count bundled coins and banknotes (coin rolls, coin bags, banded notes, clipped notes, sleeved notes), received payment card values and cheque values.

The Safescan 6185 has 12 currencies pre-installed.

**Note: the Safescan 6185 cannot identify counterfeit money.**

PLEASE READ THESE OPERATING INSTRUCTIONS CAREFULLY BEFORE FIRST USE

To ensure optimal and effective use of your 6185, please make sure you always follow these directions:

## 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 heavily shake the 6185.
- The 6185 has been factory calibrated for use with the supplied Safescan coin cup. When counting loose coins, the use of the Safescan coin cup is highly recommended. Alternatively any coin cup with a standard weight of 33.5 g can be used without having to re-calibrate the device.
- Sort coins and banknotes per denomination before counting. Mixed denominations cannot be counted.
- 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 from the mains supply socket as soon as it is safe. Remove the battery (when installed) and contact Safescan for assistance.
- Do not use the device near cooling fans or air conditioners.
- Do not disassemble the device, this will immediately void your warranty.

## 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 (longer than 6 months).

## 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.

# 2. PACKAGE CONTENTS

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The retail box contains the following items:

- Safescan 6185 money counting scale
- Power adapter (12V/1A, 12 Watt)
- Money platform
- Coin cup
- USB cable (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

If you have purchased your 6185 new and any item is missing from the box contact your Safescan dealer.

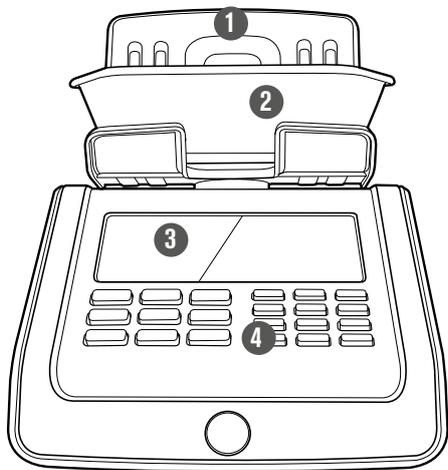
Optional accessories for use with the Safescan 6185:

- Safescan LB-205 rechargeable battery
- Safescan TP-230 thermal receipt printer
- Safescan 4617CC coin cup set (8 cups, 33.5 g weight each, for use with the Safescan SD-4617S flip-top cash drawer)

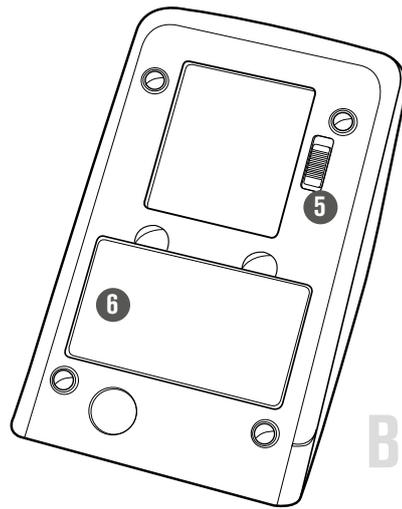
For more information see [www.safescan.com](http://www.safescan.com)

### 3. DEVICE, DISPLAY AND BUTTONS

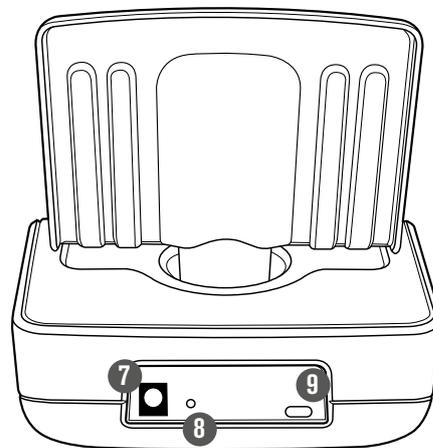
#### 3.1 DEVICE



FRONT



BOTTOM



BACK

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

#### 3.2 LCD DISPLAY



## Cash Value Item (CVI) icons

The various items that the 6185 is able to count have been categorized into “Cash Value Items (CVI)”:

Icon	CVI	Description
	Coins	Counting of loose coins placed in the coin cup
	Banknotes	Counting of loose banknotes placed on the money platform
	Coin rolls	Counting of full sorted coin rolls (1 or more coin rolls of the same denomination)
	Coin bags	Counting of full sorted coin bags (1 or more coin bags of the same denomination)
	Banknote bundles	Counting of sorted banknote bundles (1 bundle at a time, placed on top of the previously placed bundle, all of the same denomination)
	Banknote clips	Counting of sorted banknote clips (1 clip at a time, placed on top of the previously placed clip, all of the same denomination)
	Banknote sleeves	Counting of sorted banknote sleeves (1 sleeve at a time, placed on top of the previously placed sleeve, all of the same denomination)
	Payment Cards	Counting of credit/debit card values (received card payments). The values are entered by using the numeric keys, one card payment at a time, to a maximum of 10 values.
	Cheques	Counting of cheque values. The values are entered by using the numeric keys, one cheque at a time, to a maximum of 10 cheque values.
	Vouchers	Counting of vouchers of the same weight and value. Placed directly on the platform.
	Tokens	Counting of Tokens of the same weight and value. Placed in the coin cup.

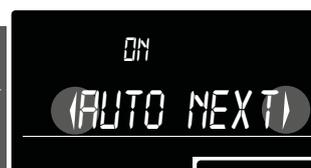
## Weighing mode icons

Icon	Type	Description
	Weighing	Weighing of items

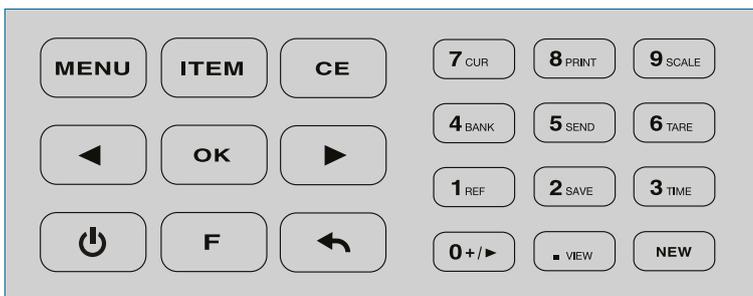
## INTUITIVE USER INTERFACE

The intuitive user interface of the 6185 will guide you through the necessary selection and/or counting procedures.

When a certain action or input is required from the user, 2 arrows will start blinking at the corresponding field in the display. Simply navigate with the   buttons to the desired selection and press  to confirm the selection.



### 3.3 BUTTONS



Button	Function
MENU	Toggle between “Count” and “Settings” mode
ITEM	Go to next CVI category
CE	<ul style="list-style-type: none"> <li>• Clear result of active CVI</li> <li>• Clear entry</li> <li>• Clear saved count</li> </ul>
[<] Left – [>]Right	Select previous – next CVI / Item / Status (ON/OFF)
OK	<ul style="list-style-type: none"> <li>• Add current CVI result to total (when in count mode)</li> <li>• Confirm selection/entry</li> </ul>
ON/OFF	Switch device ON or OFF (press for 1.5 seconds to switch OFF)
BACK	Go 1 step/level back
Numeric [0-9, . ]	<ul style="list-style-type: none"> <li>• Enter value/quantity</li> <li>• Enter time /date</li> </ul>
NEW	Start a new count

### 3.4 F (FUNCTION) BUTTON COMBINATIONS

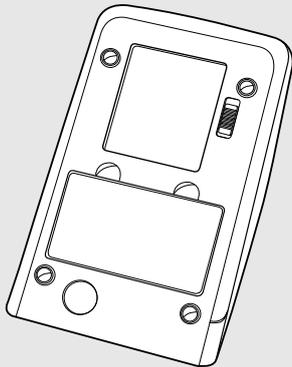
Press [F] then press the following key within 5 seconds to select a function (secondary function as printed on the numeric buttons).

F -> 0 add - next	Go to set ADD and NEXT menu
F -> 1 ref	Go to REF settings menu (in count mode)
F -> 2 save	Save current counting results to memory (in count mode)
F -> 3 time	Show time and date (for 3 seconds)
F -> 4 bank	Go to bank settings menu (in count mode)
F -> 5 send	Send current and stored counting results to PC software
F -> 6 tare	Tarring current weight on the platform (in weighing mode)
F -> 7 cur	Go to currency selection menu
F -> 8 print	Print current counting results (in count mode)
F -> 9 scale	Go to weighing menu
F -> . view	View stored counting results

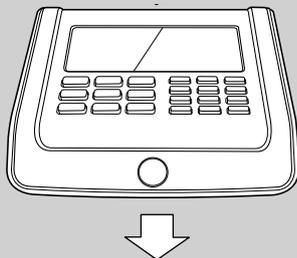
## 4. INSTALLING YOUR SAFESCAN 6185

### 4.1 UNPACKING AND INSTALLING

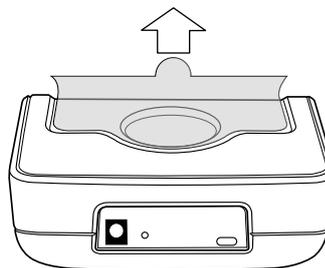
1. Unlock the transport lock.



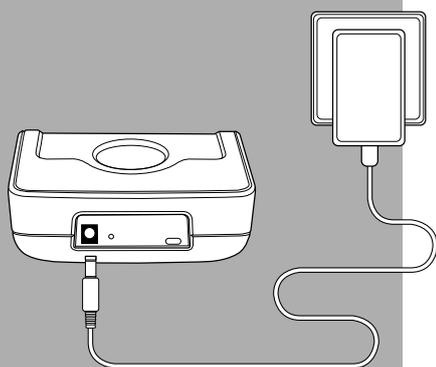
2. Place the device on a flat and stable surface.



3. Remove the protective foil.



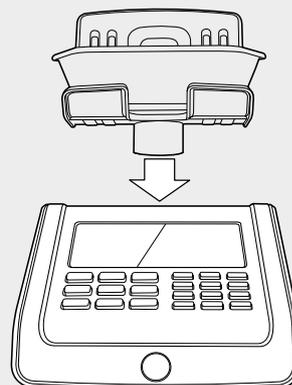
4. Connect the power adapter to the device and the mains socket.



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



6. When prompted, place the money platform onto the device, press [OK]



7. Set the time and date. Select 12 or 24 hour clock with the [ < ] [ > ] buttons. Press [OK] to confirm.

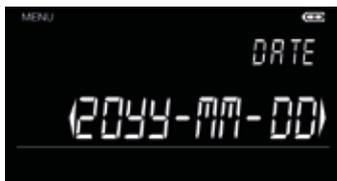


8. If "12 hours" has been selected, select "AM" or "PM" and press [OK] to confirm.

9. Enter the hour and minutes using the numeric buttons and the "." button on the keypad (example: "11.41"), press [OK] to confirm.



10. Select the preferred date notation with the [◀] [▶] buttons and press [OK] to confirm.

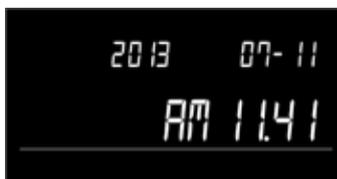


11. Enter the year, month and day with the numeric buttons and press [OK] to confirm. The display will show the time and date settings for 5 seconds before returning to the settings menu.



## 4.2 CHECKING TIME & DATE SETTINGS

1. In count mode, press [F] followed by [TIME] (Numeric button 3).
2. The time & date settings will be shown for 5 seconds on the screen.



## 5. COUNTING

### 5.1 AVAILABLE CURRENCIES

The Safescan 6185 supports multiple currencies. The following currencies have been fully pre-programmed with their weight table into the 6185 and can be selected and used immediately:

ISO code	Currency
BGN	Bulgarian Lev
CHF	Swiss Franc
CZK	Czech Koruna
DKK	Danish Krone
EUR	European Euro
GBP	British Pound

ISO code	Currency
HUF	Hungarian Forint
NOK	Norwegian Krone
PLN	Polish Zloty
RON	Romanian Leu
SEK	Swedish Krona
USD	United States Dollar

For future currency-updates or new currencies added to the standard 6185 configuration please check [www.safescan.com](http://www.safescan.com) regularly.

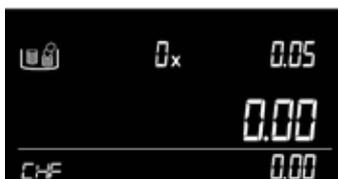
### 5.2 SELECTING A CURRENCY

To select a currency:

1. Press [F] followed by [CUR] (numeric button 7) to enter the currency selection menu.
2. Navigate with the [◀] [▶] buttons to the desired currency (example: "CHF").



3. Press [OK] to confirm the selection. The device will sound a 'beep'. The selected currency is now active and the 6185 is ready to start counting (example: CHF is selected and the device shows the first available denomination, in this case CHF 0.05 coin).



### 5.3 NAVIGATING THROUGH THE AVAILABLE CASH VALUE ITEMS

The Safescan 6185 is able to count several Cash Value Items (CVI) (see [chapter 3.2](#)). The items "coins", "banknotes", "cheques" and "cards" have been activated by default. All other CVIs must be activated and/or calibrated in order to be able to use and count them. See [chapter 7](#) for a description of how to activate and calibrate these other cash value Items.

The 6185's intuitive user interface will take you automatically through all active CVIs starting with the coin with the lowest value up to the banknote with the highest value, followed by cheques and payment cards. These will be followed by any other cash value item you may have activated.

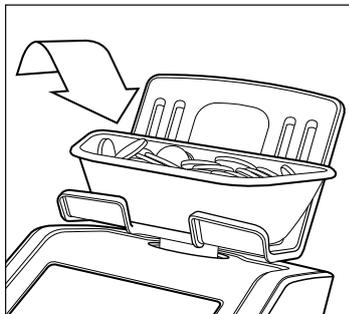
Use the [◀] & [▶] buttons to skip to the next item or to return to the previous item.  
Use the [ITEM] button to select a CVI category.

## 5.4 COUNTING LOOSE COINS



NOTE: COUNT ONE DENOMINATION AT A TIME. FOR EFFICIENT COUNTING, PLEASE MAKE SURE YOU HAVE SORTED YOUR **COINS** PER DENOMINATION BEFORE STARTING TO COUNT.

1. Switch on the device. Make sure the coin cup is NOT placed on the platform when switching on the device.
2. The device will start with the smallest active coin of the selected currency (€ 0.01), this will be indicated on the display
3. Place the coins in the coin cup and place the cup on the platform.



4. The quantity and value of the coins will be displayed. If the device has finished the count, a 'beep' will sound.
5. Take the cup from the platform, the device will automatically add\* the counting result of the coins to the total. A double 'beep' will sound.
6. The device will automatically\* switch to the next item (e.g. € 0.02 coins).

\*default setting is "AUTO ADD ON" and "AUTO NEXT ON", meaning after each count the 6185 automatically adds the counting results to the total and switches to the next denomination. This can be changed to "MANUAL ADD" and "MANUAL NEXT" (see [chapter 5.11](#)).

## 5.5 COUNTING LOOSE BANKNOTES

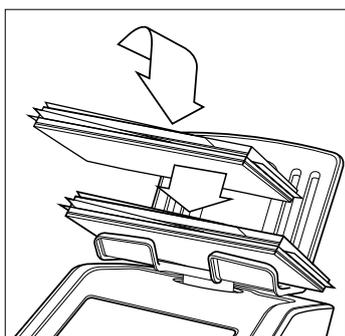


NOTE: COUNT ONE DENOMINATION AT A TIME. FOR EFFICIENT COUNTING, PLEASE MAKE SURE YOU HAVE SORTED YOUR **BANKNOTES** PER DENOMINATION BEFORE STARTING TO COUNT.

1. In default mode, the 6185 will automatically select the lowest banknote denomination after counting of the highest value coin has been done (example: the € 2 coin is followed by the € 5 banknote).
2. Alternatively, use the [ $\leftarrow$ ] [ $\rightarrow$ ] buttons to select the denomination (e.g. €5,00).
3. Remove the coin cup from the money platform (when applicable).
4. Place the banknotes in small batches of 15-25 bills at a time on the money platform. The device will 'beep' to confirm a stack has been placed on the money platform.

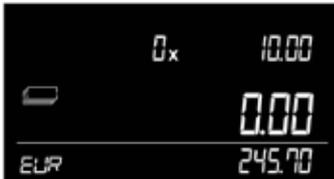


5. Leave the first stack on the money platform and add the next stack of the same denomination.





6. Continue adding stacks (15-25 pcs) until all banknotes of the selected denomination are counted (example: € 5 banknotes).
7. When finished with a denomination remove all banknotes from the platform at once. A 'beep' will sound to confirm the money has been counted and added\* to the total.
8. The device will automatically switch to the next\* item (example: €10.00).



\* Assuming the default "AUTO ADD" and "AUTO NEXT" settings are "ON" (see [chapter 5.11](#)).

## 5.6 MANUAL ENTRY OF COIN & BANKNOTE QUANTITIES

In addition to counting coins and banknotes by placing them on the money scale, it is also possible to manually enter the quantity of coins and banknotes.

You can either **manually enter the total** amount of coins or banknotes of a particular denomination at once, or you can **manually add** any amount of coins or banknotes to the weighing result of that particular denomination.

1. Select the denomination with the arrow keys.
2. Use the numeric buttons to enter the quantity of coins or banknotes.
3. Press [OK] to add the quantity to the total. A 'beep' sounds and the device switches to the next\* denomination or CVI.

\* Assuming the default "AUTO ADD" and "AUTO NEXT" settings are "ON" (see [chapter 5.11](#)).

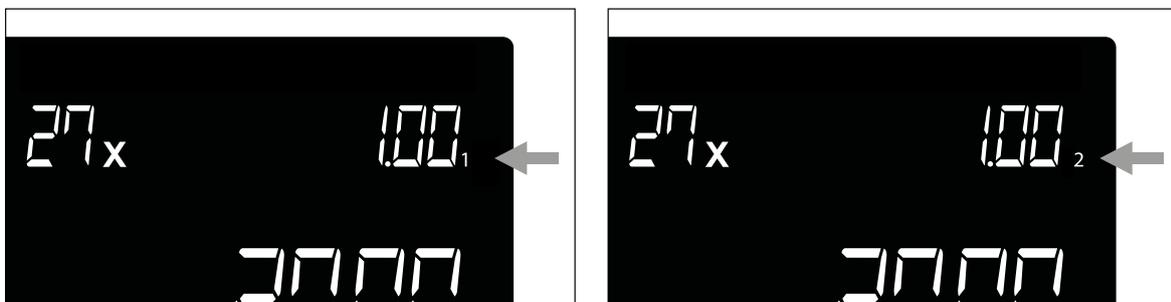
## 5.7 DELETING THE COUNTING RESULTS OF A SINGLE CASH VALUE ITEM OR DENOMINATION

1. Select the item or denomination to be deleted with the [ITEM] and [<] >] buttons.
2. Press [CE].
3. All counting results of that item or denomination will be cleared and are subtracted from the total.
4. When applicable, you can re-count the item / denomination and add the result again to the total

## 5.8 COUNTING DIFFERENT VERSIONS OF THE SAME DENOMINATION

Currency denominations may change over time due to the release of newly designed banknotes, meaning that for a certain period of time 2 versions of the same denomination may be in circulation (example: in May 2013 a new € 5 banknote was released whilst the old € 5 still remained in circulation). To be able to cope with this, the 6185 can count 2 versions of the same denomination. Older and newer denominations must be sorted before counted.

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



Where applicable, 2 versions of a denomination have already been defined in the 6185 currency software (for example the € 5 banknote). Whenever new denominations of a pre-defined currency have been released, visit [www.safescan.com](http://www.safescan.com) for a currency software update for your 6185.

## 5.9 ADDING A BANK VALUE TO A COUNT

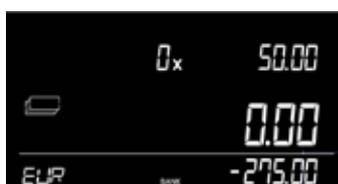
### DEFINITION:

**BANK** = The starting value of a cash drawer, i.e. the total amount of cash money that has been placed in the cash drawer before the start of a cashier's workshift or the start of the business day.

NOTE: ENTERING OR CHANGING THE BANK VALUE CAN BE DONE AT ANY TIME DURING A COUNT



1. To set a bank value, press [F] followed by [BANK] (numeric button 4). The bank value that has previously been set is shown. (example: -275,00). This value will blink on the screen. Press [OK] if you want to use this previously set BANK value.



NOTE: IF NO BANK VALUE HAS BEEN SET BEFORE, THE DEVICE WILL DISPLAY -0.00

2. Enter a BANK value with the numeric keys (example: 266.35).



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
- ENTERING -0.00 WILL DE-ACTIVATE THE BANK FUNCTION
- TO DE-ACTIVATE THE BANK FUNCTION IN THE CURRENT COUNT PRESS [F] [BANK] AND CLEAR THE VALUE BY PRESSING THE [CE] BUTTON, OR ENTER 0,00 AS BANK VALUE. PRESS [OK] TO CONFIRM

## 5.10 ADDING A REFERENCE TO A COUNT

### DEFINITION :

REF = A reference number of max. 3 digits which 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.

Using reference numbers may be useful when more than 1 cash drawer has to be counted.

NOTE: A REFERENCE CAN BE SET AT ANY MOMENT DURING A COUNT



1. Press [F] followed by [REF] (numeric key 1). The Reference function opens, showing the previously set reference number. (e.g. 22)
2. Press [OK] to re-use the reference number 22 or enter a different reference number with the numeric keys (e.g.185).

NOTE: TO DEACTIVATE THE REF FUNCTION, PRESS [CE] FOLLOWED BY [OK]



3. Press [OK] to confirm, the entry will stop blinking, the device will sound a 'beep' and will return to the count menu.



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

## 5.11 SET AUTO OR MANUAL ADD & NEXT PREFERENCES

### DEFINITION

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 scale 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 device the current item will stay selected. Select items with the [◀] [▶] buttons.

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

### Selecting manual or automatic adding of count results

1. In count mode, press [F] followed by [▶ / +] (Numeric button 0).
2. Select with the [◀] [▶] buttons "AUTO ADD" and press [OK].
3. Select with the [◀] [▶] buttons to ON or OFF and press [OK].

### Selecting manual or automatic next denomination / CVI selection

1. In count mode, press [F] followed by [▶ / +] (Numeric button 0).
2. Select with the [◀] [▶] buttons "AUTO NEXT" and press [OK].
3. Select with the [◀] [▶] buttons to ON or OFF and press [OK].

## 6. ENDING A COUNT

When all items have been counted, the counting result can be viewed on the device, saved in the memory of the device, printed on the Safescan TP-230 printer or sent to the Safescan Money Counting Software for PC.

The Safescan TP-230 printer and the Safescan Money Counting Software are optional accessories, see [www.safescan.com](http://www.safescan.com) for details.

NOTE: IF CAPTURING THE RESULTS IS NOT NECESSARY IT IS ALWAYS POSSIBLE TO START A NEW COUNT BY PRESSING THE [NEW] BUTTON. AFTER PRESSING [NEW], FOLLOWED BY [OK] THE CURRENT COUNTING RESULTS ARE CLEARED AND A NEW COUNT WILL START

### 6.1 VIEW CURRENT COUNTING RESULTS ON THE DEVICE

Use the [◀] - [▶] and [ITEM] buttons to view the counting results per item.

### 6.2 SAVING COUNTING RESULTS

The 6185 can store up to 99 counts in its memory. Saved count results can be reviewed and/or exported to a printer or PC software.

1. After finishing a count Press [F] followed by [SAVE] (numeric key 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. 15 seconds the device will return to count mode.

#### Viewing saved counting results

1. Press [F] followed by [VIEW] (Numeric key 4).
2. The saved results will be displayed on the screen, starting with the last saved counting total. Also the time and date when this last counting result has been saved are displayed on the screen, the counting results memory position is blinking (example: M16).



3. Press the [◀] [▶] buttons to toggle between the saved counting results. The behaviour of toggling between the counting results is a loop: <- etc [◀] 15 [◀] 16 [▶] 1 [▶] 2 etc ->
4. Press [OK] to open the selected counting result. Use the [◀] [▶] buttons to scroll through the count details (Currency, Reference (if any), Bank value (if any), counting results per item)

Press [BACK] to return to toggling between the stored counting results.

Press [MENU] to return to the count menu.

Press [F] followed by [PRINT] (numeric button 8) to print the selected count results (Safescan TP-230 printer required).

#### Clear all counting results

If the memory is full (message: "Memory full" will show in the display) 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. Navigate with the [◀] [▶] buttons to the "clear all" menu and press [OK].

3. Clear All starts blinking in the screen.



4. Press [OK] to clear all counting results.



## 6.3 PRINTING COUNTING RESULTS

NOTE: SAFESCAN TP-230 PRINTER IS AN OPTIONAL ACCESSORY

1. Connect the Safescan TP 230 printer to the Safescan 6185.
2. Press [F] followed by [PRINT] (numeric button 8) to print the currently active counting results.

## 6.4 SENDING COUNTING RESULTS TO THE PC SOFTWARE

NOTE: SAFESCAN MONEY COUNTING SOFTWARE IS AN OPTIONAL ACCESSORY

1. Run the Money Counting Software on your PC
2. Press [F] followed by [SEND] (numeric button 5). Only one count will be transferred - this is either the active count or the selected saved count from the device's memory.

## 6.5 STARTING A NEW COUNT

1. Press [NEW] on the keypad to start a new count. In the screen the text NEW COUNT is blinking.



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

2. Press [OK] to confirm to start a new count.



## 7. ADVANCED FEATURES

### 7.1. ACTIVATION AND CALIBRATION OF ADVANCED CASH VALUE ITEMS

#### 7.1.1 Money packages

In addition to counting loose coins and loose banknotes, the 6185 can also count money packages. A money package 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	CVI	Description
	Coin rolls	Counting of full sorted coin rolls (1 or more coin rolls of the same denomination)
	Coin bags	Counting of full sorted coin bags (1 or more coin bags of the same denomination)
	Banknote bundles	Counting of sorted banknote bundles (1 bundle at a time, placed on top of the previously placed bundle, all of the same denomination)
	Banknote clips	Counting of sorted banknote clips (1 clip at a time, placed on top of the previously placed clip, all of the same denomination)
	Banknote sleeves	Counting of sorted banknote sleeves (1 sleeve at a time, placed on top of the previously placed sleeve, all of the same denomination)

**To be able to count money packages, they have to be activated and calibrated first on the device.**

1. Press [MENU] and select the calibration menu with the [◀] [▶] buttons.



2. Press [OK] to confirm the calibration function. The device will always start the calibration menu showing coin rolls and the smallest denomination.
3. Select the desired money package to activate using the [ITEM] button. The corresponding icon will show in 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 € 0.01).



5. Place 5 **empty** coin rolls on the platform. Wait for the 'beep' and press [OK].



6. Fill in the quantity of a full € 0.01 coin roll with the numeric buttons (example: 50).



7. Press [OK] to confirm the quantity of 50 € 0.01 coins per full coin roll.



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. 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.

### 7.1.2 Activation of vouchers

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] to open the settings menu, toggle with the [←] [→] buttons to the calibration function and press [OK].



2. The machine will start with the smallest item of coins (e.g. € 0.01). Select the item: Voucher with the [ITEM] button and press [OK] to start the calibration.



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



4. Place 10 vouchers on the platform, wait for the beep and press [OK].



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



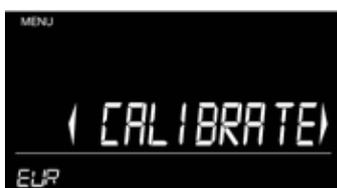
6. Press [OK] to start calibrating the next voucher or press [MENU] to return to the count menu.

### 7.1.3 Activation of tokens

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] to open the settings menu, toggle with the [◀] [▶] buttons to the calibration function and press [OK].



2. The machine will start with the smallest item of coins (e.g. € 0.01). Select the item: Token with the [ITEM] button and press [OK] to start the calibration.



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



4. 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.

## 7.2 COUNTING ADVANCED ITEMS

If advanced items have been activated and calibrated ([chapter 7.1](#)) they will be added to the counting sequence.

### Counting coin packages (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 item 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.
4. 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.

NOTE: IF IT IS DIFFICULT TO REMOVE ALL THE COIN PACKAGES AT ONCE FROM THE PLATFORM, THERE IS ALWAYS THE OPTION TO ADD THE COUNTING RESULTS BY FIRST PRESSING [OK]

### Counting banknote packages (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



1. Press the [ITEM] button until the desired banknote package is selected. (example: banknote bundles).
2. Select the banknote bundle item (example: bundles of €50.00 banknotes) with 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)
5. Continue adding bundles until all bundles of the denomination have been counted.
6. Remove all bundles from the platform or press [OK] to add the counting results to the total.

NOTE: IF IT IS DIFFICULT TO REMOVE ALL THE BANKNOTE PACKAGES AT ONCE FROM THE PLATFORM, THERE IS ALWAYS THE OPTION TO ADD THE COUNTING RESULTS BY FIRST PRESSING [OK]

### Manual entry of money 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.

### Counting payment cards

This function enables you to add the value of received card payments to the counting results.

1. Press the [ITEM] button until the payment card item is selected – the card icon will appear on the screen and it will also show CC.01 on the screen.



NOTE: IF THE CC.01 POSITION IS ALREADY IN USE DUE TO AN EARLIER STORED ENTRY SELECT THE NEXT AVAILABLE PAYMENT CARD POSITION WITH THE [>] BUTTON

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



3. The device stores the counting results and switches to next payment card position CC.02.



4. Repeat steps 3 and 4 until all received card payments have been counted.
5. When finished entering the last payment card value, press [ITEM] to move to the next Cash Value Item (CVI).

### Counting cheques

1. Press the [ITEM] button until the Cheque item is selected.
2. The screen shows cheque position C-01.



NOTE: IF THE C-01 POSITION IS ALREADY IN USE DUE TO AN EARLIER STORED ENTRY, SELECT THE NEXT AVAILABLE CHEQUE POSITION WITH THE [>] BUTTON

3. Enter the value of the cheque with the numeric keys (example: € 120.55)



4. Press [OK] to confirm the value. The device stores the counting results and switches to next cheque item (C-02).



5. Repeat steps 3 and 4 until all cheques have been counted.
6. When finished entering the last cheque value, press [ITEM] to move to the next Cash Value Item (CVI).

## Counting vouchers

NOTE: THE PROCEDURE OF COUNTING VOUCHERS IS SIMILAR TO COUNTING LOOSE BANKNOTES. PLACE THE VOUCHERS DIRECTLY ON THE PLATFORM IN SMALL STACKS (15-20 PCS)



1. Press the [ITEM] button until the voucher item is selected.
2. Select the desired voucher value item. (e.g. €25.00) with the [<] [>] buttons.
3. Stack in batches of 15-20 vouchers at a time without removing them from the platform.
4. The machine will beep to confirm a stack has been placed on the Money Platform.
5. Leave the first stack on the Money Platform and add the next stack of the same denomination.
6. Continue adding stacks (15-20 pcs) until all €25.00 vouchers are counted.
7. When finished remove all of the vouchers together or press [OK] to add the results to the total.

## 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 value item. (e.g. €1.25) with the [<] [>] buttons.
3. Place the tokens in the coin cup and place the cup on the platform. The machine will beep to confirm the cup has been placed on the Money Platform.
4. Take the cup from the platform or press [OK] to add counting results to the total.

## 8. WEIGHING SCALE FUNCTIONS

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The Safescan 6185 can also be used as a precision weighing scale, to weigh any item up to 3.5 kg. The scale will display the weight to 1/10<sup>th</sup> grams accuracy.

*Note: the weighing scale function is not an "approved legal for trade" function.*

### 8.1 WEIGHING ITEMS

1. Press [F] followed by [SCALE] (numeric key 9) to enter the weighing function.



2. Place an item on the platform to weigh.



3. Press [MENU] to return to the count menu.

### 8.2 TARE CURRENT WEIGHT

In weighing mode, press [F] followed by [Tare] (numeric button 6) to tare the weight which is currently placed on the platform. Press [BACK] or [MENU] to exit the weighing menu and return to the count menu.

## 9. DEVICE SETTINGS

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### 9.1 AUTO POWER OFF

To avoid unnecessary power consumption, the Safescan 6185 is equipped with an automatic power saving feature.

- If the device has not been used for 30 seconds the LCD display will dim.
- If the device has not been used for 15 minutes it will automatically power off. As a result, all counting results of the active count will be erased.

### 9.2 SETTINGS MENU

To enter the device settings press [MENU]. Use the [←] [→] buttons to toggle through the menu items.

Settings menu loop:

-> **TIME & DATE** -> **CALIBRATE** -> **DEFAULT SETTINGS** -> **CLEAR ALL** ->

#### Change time and date

In this menu you can set or change the time and date settings.

1. Select TIME-DATE in the settings menu and press [OK].



2. Follow the set time and date procedure as described in [chapter 4.1](#).
3. When finished, the device will show a summary of the time and date settings for 5 seconds.

### Calibrate menu

Use the calibration menu to (re)calibrate existing cash value items.

### Calibrate / Recalibrate money packages

Money packages are coin rolls, coin bags, banknote bundles, banknote clips, banknote sleeves.

1. Press [MENU] and select the calibration menu with the [◀] [▶] buttons.



2. Press [OK] to confirm the calibration function. Select the money package you would like to calibrate with the [ITEM] & [◀] [▶] buttons and press [OK].
3. Follow the calibration procedure as described in [chapter 7.1](#).
4. When finished, press [OK] to save the settings for the money package. After saving the settings, the device will switch to the next item to calibrate. Continue until all desired money packages are saved and press [MENU] to return to the count menu.

### Reset all to default factory settings

#### NOTE:

- THE RESET-ALL FUNCTION WILL RESET ALL ITEM- AND DEVICE SETTINGS BACK TO ITS ORIGINAL FACTORY SETTINGS
- ALL CUSTOM ITEM SETTINGS YOU MAY HAVE SET FOR COINS, BANKNOTES, MONEY PACKAGES, PAYMENT CARDS AND CHEQUES WILL BE ERASED
- ALL COUNT RESULTS WILL BE DELETED FROM THE DEVICE MEMORY
- TIME AND DATE SETTINGS WILL BE CLEARED

1. Press [MENU] to enter the settings menu.
2. Navigate with the [◀] [▶] buttons to the "default" menu and press [OK] to enter the default reset menu.
3. The display will show "reset all".



4. Press [OK] to confirm to return to the default factory settings.
5. The display will show "Clear all counts". Press [OK] to confirm and continue the reset procedure.

Performing a "Reset all" will result in the 6185 being reset into its original factory settings. The device will need to be installed again (see [chapter 4](#)).

### Reset button

The reset button at the back of the device (see [chapter 3.1](#)) can be used to perform a cold reboot, which causes the device to restart, similar to a standard "power on" start. The device will start up in count mode "coins" with the smallest available denomination. The last known user preference settings will be kept. All unsaved counting results however will be lost.

Use a thin item such as a paperclip or the tip of a pencil to push the reset button.

## 10. TROUBLESHOOTING

Error messages	Description
<p>Overload - Remove XX -XX pcs</p> 	<p>Too many items have been placed on the scale/the weight of the placed items is too high.</p> <p><b>Solution:</b> Remove items from the money platform. The quantity that needs to be removed is indicated on the screen.</p>
<p>Memory – Full</p> 	<p>The count results memory is full. The device can store up to 99 counts in its memory. If the device memory becomes full after saving a count the device 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.</p> <p><b>Solution:</b> Clear the count results.</p> <ul style="list-style-type: none"> <li>• Clear the entire memory on the device (see <a href="#">chapter 6.2</a>)</li> </ul>
<p>Battery low (only valid when battery is installed)</p> 	<p>Battery power is lower than 5%.</p> <p><b>Solution:</b> Connect the power adapter to recharge the battery.</p>

<p>Unstable</p> 	<p>The device is not placed on a stable and/or level surface. The device is exposed to draft or airflow.</p> <p><b>Solution:</b> Place the device on a stable and flat surface. Make sure the device is not subject to draft or airflow. Air conditioners, open windows and cooling fans can cause problems.</p>
<p>Remove – All</p> 	<p>There are items still present on the platform after [OK] has been pressed</p> <p><b>Solution:</b> Clear the platform of all items before pressing [OK] / entering a new command.</p>

### 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](http://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.

# 11. RECHARGEABLE BATTERY (OPTIONAL ACCESSORY)

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## 11.1 INSTALLING THE RECHARGEABLE BATTERY

1. Remove the money platform from the scale.
2. Turn the device with the bottom side up and open the battery lid (see [chapter 3.1](#)).
3. Place the battery in the battery compartment, connect the wire and close the lid.

NOTE: ONLY USE THE SAFESCAN LB-205 BATTERY

4. Place the device on a flat surface and mount the money platform.
5. Connect the power adapter to charge the battery.

## 11.2 RECHARGEABLE BATTERY STATUS INDICATION

### Power adapter connected:

- 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

## 12. UPDATES

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For more information about device and currency updates see [www.safescan.com](http://www.safescan.com) for details.

## 13. SPECIFICATIONS

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<b>Features</b>	Money Counting Scale for counting coins, banknotes, cheque values, payment card values, vouchers and tokens Can also be used as precision weighing scale. (weighing function is not an "approved legal for trade" function)
<b>Dimensions (LxWxH)</b>	265 x 151 x 150mm
<b>Display</b>	3.3 inch LCD
<b>Connection</b>	Micro USB
<b>Power</b>	Power Supply 12V/1A
<b>Power source</b>	12V/1A, 12 Watts
<b>Power consumption</b>	Max. 2.4W in operating mode (no battery charging) Max. 12W in operating mode (including battery charging) Max 36mW in stand by/idle mode
<b>Operating temperature</b>	0-40° C
<b>Storage temperature</b>	-25 ~ 55C°
<b>Maximum load capacity</b>	3500 grams
<b>Maximum precision</b>	0.1g
<b>Net Weight</b>	1.2 kg
<b>Certification</b>	RoHs/CE
<b>Rechargeable battery (optional)</b>	Safescan LB-205
<b>Thermal printer (optional)</b>	Safescan TP-230
<b>Money Counting Software</b>	Safescan MCS



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