CASIO 200CR & 240CR
BASIC FUNCTIONS

Ensure register is turned to REG mode

1. Making a Sale

1. A. Press the key that corresponds to the item purchased, OR
   B. Use the keys to enter in the amount (no decimal point!) and then press the relevant department key.
   Note – method 1A will only work where a price has been programmed in for that item. If the machine beeps, that means no price has been programmed and you need to use method 1B.
2. Repeat step 1 as often as necessary to enter additional items.
3. Press SUBTOTAL for the total amount due
4. Enter amount of cash given by customer.
5. Press the CASH key. If the customer is paying by cheque or eftpos then instead of pressing CASH press CHEQ or EFTPOS
6. The amount of change to be given to the customer will display on the screen.

Note - you do not need to perform step 4, however if you do not, then the machine will not display the change due in step 6.

2. Multiple Tender

1. When your customer pays by more then one method (eg part cash, part eftpos), first enter the amount to be paid by the first method
2. Press the key corresponding to the method of payment (eg CASH)
3. Enter the amount to be paid by the second method
4. Press the key corresponding to the second method of payment (eg EFTPOS)

3.   Making Multiple Sales Of Same Product

1. Enter the number of items you are selling (eg 4)
2. Press the X/DATE TIME key
3. Enter the item being sold using step 1A or 1B from above.
4. Press SUBTOTAL to give the total amount due
5. Enter amount of cash given by the customer and press the TOTAL or CASH key. If the customer is paying by cheque or eftpos then instead of pressing CASH press CHQ or EFTPOS
6. The amount of change to be given to the customer will display on the screen.

4. Making Corrections To A Transaction

1. To clear the last transaction (before the subtotal key is entered) press the ERR CORR/CANCEL key.
2. The C key clears the screen

5. Refunds

1. Press the RF key then the key for the corresponding item that is being refunded
2. Press SUBTOTAL to give the total amount due/owned

6. Multiple Refunds

1. To refund multiple items you can turn the key to RF mode then enter the items as you normally would to process a sale.
2. Once the transaction is completed it is important to turn the key back to REG mode, if it isn't then the next transaction would be processed as a refund.

7. To Give A % Discount (eg 15%)

1. Press the key that corresponds to the item purchased, or use the keys to enter in the amount and then the PLU
2. Enter the amount to be discounted (eg 15 for 15%)
3. Press the % key. This will display the dollar amount that has been discounted
4. Press the SUBTOTAL key and this will display total amount due

8. To Give A $ Discount (eg $5)

1. Press the key that corresponds to the item purchased, or use the keys to enter in the amount and then the PLU
2. Enter the amount to be discounted (eg 500)
3. Press the – key. This will display the dollar amount that has been discounted
4. Press the SUBTOTAL key and this will display the total amount due

MANAGER FUNCTIONS

A. Price Changes

1. *TURN*   Turn key to the PROGRAM position

2. *DISPLAY*   Should show P

3. *ENTER*   New price (without using decimal point)

4. *PRESS*   Preset item button that you wish to change

5. *REPEAT*   Steps 3 to 4 until finished

6. *PRESS*   Subtotal button to finish

7. *TURN*   Key back to REG

B. Date and Time Programming

1. *TURN*   Turn key to the PGM position

2. *DISPLAY*   Should show P

3. *ENTER*   Date in the following format:-
(for days 1 to 9, be sure to enter them as 01 to 09. Enter months 1 to 9 as 01 to 09)

        YYMMDD

        YY = Year
MM = Month
DD = Day

4. *PRESS*   X / Date Time button

5. *ENTER*   Time in the following format:-

        (for hours 1 to 9, be sure to enter them as 01 to 09. Enter minutes 1 to 9 as 01 to 09)

        HHMM

        HH = Hour
MM = Minute

6. *PRESS*   X / Time Date button

7. *TURN*   Key back to REG

C. Reports

X Report – Read only, no reset (use for shift total)

1. *TURN*   Turn key to the X position

2. *PRESS*   CASH button

3. *TURN*   Key back to REG

Z Report - Daily Read & Reset (end of day report)

1. *TURN*   Turn key to the Z position

2. *PRESS*   CASH button

3. *TURN*   Key back to REG