

CASIO CE6100

OPERATION MANUAL

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Ensure register is turned to REG mode

1. Making a Sale

1. Press the key that corresponds to the item purchased, or use the keys to enter in the amount and then the department.

2. Press SUBTOTAL for the total amount due
3. Enter amount of cash given by 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
4. The amount of change to be given to the customer will display on the screen and receipt will print if turned on.

2. Multiple Tender

1. When your customer pays by more than 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 key
3. Press the key that corresponds to the items purchased.
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 and receipt

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. Once the subtotal key is pressed, press ERR CORR/CANCEL to cancel the entire transaction
3. 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

9. To Give A \$ Or % Discount For A Whole Transaction

1. Enter all items in normally the press the SUBTOTAL key
2. Enter discount amount either for \$ or % discount
3. Press corresponding discount key, % for % discount and – for \$ discount

10. To Print A Receipt

1. Push the receipt on/off key to print receipts for every transaction. When receipts are set to print a light will be displayed on the button.
If the receipt function is switched off a receipt can still be printed by pressing the RECEIPT key

11. EFTPOS Cash Out

1. This needs to be processed as a separate transaction
2. Enter the amount of cash to be given out
3. Press the CASH OUT key on the register

12. Signing On

Press the SIGN ON key

13. Explanation Of Correction Keys

ERROR CORRECT

Used to take off last item before CASH key has been pressed. Only takes off last sale item. Press Subtotal and then ERROR CORRECT to cancel the whole transaction.

REFUND

Used to clear any item before CASH key has been pressed. Press refund key then press preset price department, or press REFUND key, enter amount to be refunded then department.

CANCEL

Press Subtotal and then ERROR CORRECT to cancel the whole transaction.

% DISCOUNT

Used to register a % off discount. Enter amount then press % key.

MINUS KEY

Used to register dollar discounts. Enter \$ amount then – key

CASH OUT

Used to enter cash out sales. Enter amount and press CASH OUT key, is made separately from a sale transaction

PROGRAMMING AND REPORTING

A. INDEX

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3. Group Link List
4. Adding / Changing Group Descriptions
5. Linking Groups to Departments
6. Programming Time and Date
7. Adding / Changing clerk names
8. Alpha Code Characters
9. Reports

1. Adding / Changing Prices

1. *TURN* Turn key to the PROGRAM position
2. *DISPLAY* Should show PGM1
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 REG1

2. Adding/Changing Department Descriptions

1. *TURN* Turn key to the PROGRAM position
2. *ENTER* 2
3. *PRESS* Subtotal key
4. *ENTER* New description using 4 digit codes
 (putting decimal point between each set of numbers) up to 12
 characters
5. *PRESS* 00 key
6. *PRESS* Physical key on keyboard to be changed
7. *REPEAT* Steps 4 to 6 until all changes have been
 made
8. *PRESS* Subtotal key to finish
9. *TURN* Key back to REG1

3. Group Link List

This job will print a report showing the current available Group Links.

1. *TURN* Turn key to the PROGRAM position
2. *ENTER* 6
3. *PRESS* Subtotal
4. *ENTER* 206 (for group printout)
5. *PRESS* Subtotal key
6. *TURN* Key back to REG1

4. Adding/Changing Group Descriptions

This job will set up Group Names.

1. *TURN* Turn key to the PROGRAM position
2. *ENTER* 2
3. *PRESS* Subtotal
4. *ENTER* 0106

01 = That it is the 1st Group
06 = Group
5. *PRESS* Subtotal key

6. *ENTER* Group description ie Haircuts using 4 digit codes from the back page, putting a decimal point between each code
7. *PRESS* 00 key
8. *REPEAT* Steps 4 to 7 until all group names entered
9. *PRESS* Subtotal key
10. *TURN* Key back to REG1

5. Linking Groups to Department

This job will link Departments to Groups

1. *TURN* Turn key to the PROGRAM position
2. *ENTER* 3
3. *PRESS* Subtotal
4. *ENTER* 1166
5. *PRESS* Subtotal key
6. *ENTER* 00 followed by the Group code XX

(ie to set as linking to group 8, enter the following code 0008)
7. *PRESS* The department key to be linked
8. *PRESS* CASH EAT IN key
9. *REPEAT* Steps 6 to 8 until all entered
10. *PRESS* Subtotal
11. *TURN* Key back to REG1

6. Date and Time Programming

1. *TURN* Turn key to the PROGRAM position
2. *DISPLAY* Should show PGM1
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. *PRESS* Clear key
6. *ENTER* Time in the following format:-
(for hours 1 to 9, be sure to enter them as 01to 09. Enter minutes 1 to 9 as 01 to 09)

HHMM

HH = Hour

MM = Minute

7. *PRESS* X / Time Date button
8. *TURN* Key back to REG1

7. Add / Change Clerk Name

1. *TURN* Turn key to the PROGRAM position
2. *ENTER* 2
3. *PRESS* Subtotal button

4. *DISPLAY* Should show PGM2

5. *ENTER* XX07

 Where XX stands for the memory number of
 each clerk.

 Simple clerk buttons use the same memory number as
 on the clerk button.

6. *PRESS* Subtotal button

7. *TYPE* New description using codes, remember to enter
 decimal point between each code

8. *PRESS* 00 button

9. *PRESS* CASH (or TOTAL) button

10. *PRESS* Subtotal button to finish

11. *TURN* Key back to REG1

12. *EXAMPLE* To program CLK 1
 Turn key to Program and enter 2 Subtotal
 Enter clerk number to be changed ie 01
 Followed by 07, (0107) press subtotal key
 Enter 0112 . 0205 . 0204 . 0000 . 0101 .
 Press 00 key then CASH key
 Press subtotal to finish and turn key back to REG

8. Alpha Character Codes

<u>65</u>	<u>A</u>	<u>78</u>	<u>N</u>
66	B	79	O
67	C	80	P
68	D	81	Q
69	E	82	R
70	F	83	S
71	G	84	T
72	H	85	U
73	I	86	V
74	J	87	W
75	K	88	X
76	L	89	Y

77		M		90		Z
36		\$		52		4
38	&			53		5
48	0			54		6
49	1			55		7
50	2			56		8
51	3		57		9	

32 Space

9. Reports

Daily READ

1. *TURN* Key to the X1 position
2. *PRESS* Cash key

Daily READ & RESET

1. *TURN* Key to the Z1 position
2. *PRESS* Cash key

Monthly READ & RESET

1. *TURN* Key to the X2/Z2 position
2. *PRESS* Cash key